



**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 24, 2021, AT 6:30 P.M.  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

All requirements of the Brown Act, requiring the physical presence of the Board, staff, or public, have been waived per Executive Order N-29-20. There is no public location for attending this meeting.

This meeting will be streamed at the following Zoom link:

<https://us02web.zoom.us/j/88460638375?pwd=TmcwUlpCNUV1b3pBaDkyRUNxdTMvZz09>

or you may join by phone at 1-253-215-8782, Meeting ID: 88460638375 Passcode: 964896

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at [bwaszak@jbwd.com](mailto:bwaszak@jbwd.com) two hours prior to the start of the meeting so the comments may be distributed to the 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.
  - December 2020 Check Register (reviewed by the Finance Committee on 1/17/2021).
  - Draft Minutes January 20, 2021
  - 2021 Salary Schedule (reviewed by the Finance Committee on 1/17/2021).
7. **CHANGES TO RULES AND REGULATIONS, ARTICLE 1** – Anne Roman – Recommend that the Board of Directors adopt Resolution No. 21-1029.
8. **DIRECTOR MEETING REPORTS AND COMMENTS (this is an opportunity for members of the Board to report on meetings they have attended and provide general comments for informational purposes only, please limit comments to 5 minutes) -**
  - Director Doolittle –
  - Director Jarlsberg -
  - Director Reynolds -
  - Vice President Floen -
  - President Unger -

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9. **FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES –**

- Mojave Water Agency Board of Directors Meeting – February 25, 2021, at 9:30 a.m. – Director Reynolds
- Citizens Advisory Council – March 9, 2021, at 6:00 p.m. –
- Finance Committee- March 10, 2021, at 9:00 a.m. – President Unger & Vice President Floen
- Morongo Basin Pipeline Commission, March 11, 2021, at 2:00 p.m. – President Unger
- Water Resources & Operations Committee – March 10, 2021, at 10:30 a.m. - Director Reynolds & Director Doolittle
- Mojave Water Agency Board of Directors Meeting – March 11, 2021, at 9:30 a.m. – President Unger
- JBWD Board of Directors – March 17, 2021, at 6:30 p.m. –

10. **STAFF COMMENTS -**

- Mark Ban – General Manager
- Jim Corbin- Director of Operations
- Sarah Johnson – Director of Administration
- Anne Roman – Director of Finance

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

12. **ADJOURNMENT -**

Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 12/01/2020 - 12/31/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000501	ACWA/IPIA	12/14/2020	Regular	0.00	26,136.98	62806
<a href="#">0658650</a>	Invoice	12/14/2020	EE HEALTH BENEFIT & EAP JAN 21	0.00	26,136.98	
000575	AFSCME LOCAL 1902	12/14/2020	Regular	0.00	490.86	62807
<a href="#">AFSCME1120</a>	Invoice	12/14/2020	EE UNION DUES - NOV 20	0.00	490.86	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	12/14/2020	Regular	0.00	850.00	62808
<a href="#">10020L</a>	Invoice	12/14/2020	CIMIS WEATHER STATION MAINT THRU 11/...	0.00	75.00	
<a href="#">10021L</a>	Invoice	12/14/2020	DEMO GARDEN/BUILD MAINT THRU 11/15/...	0.00	775.00	
000214	BABCOCK LABORATORIES, INC.	12/14/2020	Regular	0.00	3,707.00	62809
<a href="#">C100744-2287</a>	Invoice	12/14/2020	SAMPLING	0.00	17.00	
<a href="#">CK01774-2287</a>	Invoice	12/14/2020	SAMPLING	0.00	102.00	
<a href="#">CK01995-2287</a>	Invoice	12/14/2020	HDMC WWTP - SAMPLING	0.00	311.00	
<a href="#">CK02022-2287</a>	Invoice	12/14/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<a href="#">C100220-2287</a>	Invoice	12/14/2020	SAMPLING	0.00	2,180.00	
<a href="#">C100225-2287</a>	Invoice	12/14/2020	SAMPLING	0.00	252.00	
<a href="#">C100612-2287</a>	Invoice	12/14/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<a href="#">C100672-2287</a>	Invoice	12/14/2020	SAMPLING	0.00	102.00	
<a href="#">C100979-2287</a>	Invoice	12/14/2020	HDMC WWTP - SAMPLING	0.00	311.00	
001519	CALIFORNIA RURAL WATER ASSOCIATION	12/14/2020	Regular	0.00	1,367.00	62810
<a href="#">CRWA112520</a>	Invoice	12/14/2020	MEMBERSHIP DUES 01/21 - 01/22	0.00	1,367.00	
013207	PARCELQUEST	12/14/2020	Regular	0.00	1,199.00	62811
<a href="#">8583-11-2020</a>	Invoice	12/14/2020	PARCELQUEST: ANNUAL PARCEL OWNER IN...	0.00	1,199.00	
001555	CENTRATel LLC	12/14/2020	Regular	0.00	1,000.89	62812
<a href="#">201202252101</a>	Invoice	12/14/2020	DISPATCH SERVICES - NOV 20	0.00	1,000.89	
013365	IMAGE SOURCE	12/14/2020	Regular	0.00	358.79	62813
<a href="#">25AR1175804</a>	Invoice	12/14/2020	OFFICE EXPENSE 8/5/20 - 9/4/20	0.00	123.16	
<a href="#">25AR1210966</a>	Invoice	12/14/2020	SHOP EXPENSE 11/01/20 - 11/30/20	0.00	80.98	
<a href="#">25AR1212023</a>	Invoice	12/14/2020	OFFICE EXPENSE 11/5/20 - 12/4/20	0.00	154.65	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	12/14/2020	Regular	0.00	2,688.00	62814
<a href="#">17367</a>	Invoice	12/14/2020	ADVERTISING: FALL PLANT SALE	0.00	760.00	
<a href="#">17387</a>	Invoice	12/14/2020	ADVERTISING: HALLOWEEN EVENT PROMOT...	0.00	1,008.00	
<a href="#">17404</a>	Invoice	12/14/2020	ADVERTISING: DEMO GARDEN/BLM GRANT	0.00	720.00	
<a href="#">17405</a>	Invoice	12/14/2020	ADVERTISING: DEMO GARDEN/BLM GRANT	0.00	200.00	
013373	CORE & MAIN LP	12/14/2020	Regular	0.00	60.90	62815
<a href="#">N301852</a>	Invoice	12/14/2020	SADDLEBACK SUPPLIES	0.00	60.90	
002200	DEPT OF THE INTERIOR-BLM	12/14/2020	Regular	0.00	16,375.50	62816
<a href="#">2021010829</a>	Invoice	12/14/2020	RIGHT OF WAY RENTAL - 2021	0.00	16,375.50	
003025	FEDEX	12/14/2020	Regular	0.00	55.71	62817
<a href="#">7-203-15425</a>	Invoice	12/14/2020	SHIPPING	0.00	55.71	
013222	FRONTIER COMMUNICATIONS INC.	12/14/2020	Regular	0.00	204.17	62818
<a href="#">FC1220</a>	Invoice	12/14/2020	HDMC WWTP - TELEPHONE	0.00	204.17	
000058	GARDA CL WEST, INC.	12/14/2020	Regular	0.00	782.38	62819
<a href="#">10605573</a>	Invoice	12/14/2020	COURIER FEES - DEC 20	0.00	782.38	
003950	GRANITE CONSTRUCTION CO	12/14/2020	Regular	0.00	21,877.33	62820

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">1923712</a>	Invoice	12/14/2020	SADDLEBACK: 3/8" COLD MIX	0.00	2,629.22	
<a href="#">1926155</a>	Invoice	12/14/2020	SADDLEBACK: 3/8" COLD MIX	0.00	9,357.80	
<a href="#">1927417</a>	Invoice	12/14/2020	SADDLEBACK: 3/8" COLD MIX	0.00	9,890.31	
013802	HASA, INC.	12/14/2020	Regular	0.00	455.98	62821
<a href="#">722350</a>	Invoice	12/14/2020	WATER TREATMENT EXPENSE	0.00	455.98	
004720	INLAND WATER WORKS	12/14/2020	Regular	0.00	229,849.07	62822
<a href="#">51039450.001</a>	Invoice	12/14/2020	INVENTORY	0.00	229,477.33	
<a href="#">51040626.001</a>	Invoice	12/14/2020	SMALL TOOLS - DISTRIBUTION	0.00	371.74	
000012	JEREMIAH NAZARIO	12/14/2020	Regular	0.00	225.00	62823
<a href="#">JN120120</a>	Invoice	12/14/2020	REIMB: SAFETY BOOTS	0.00	225.00	
009054	KATHLEEN J. RADNICH	12/14/2020	Regular	0.00	1,900.50	62824
<a href="#">20-1122-1</a>	Invoice	12/14/2020	PUBLIC RELATIONS SERVICES	0.00	483.00	
<a href="#">20-1129-1</a>	Invoice	12/14/2020	PUBLIC RELATIONS SERVICES	0.00	682.50	
<a href="#">20-1206-1</a>	Invoice	12/14/2020	PUBLIC RELATIONS SERVICES	0.00	735.00	
005640	KILLER BEE PEST CONTROL	12/14/2020	Regular	0.00	80.00	62825
<a href="#">5900</a>	Invoice	12/14/2020	BEE REMOVAL	0.00	80.00	
013378	LANDMARK CONSULTANTS, INC.	12/14/2020	Regular	0.00	1,276.80	62826
<a href="#">LP1120-52</a>	Invoice	12/14/2020	ENGINEERING: SADDLEBACK 10/14/20 - 10/...	0.00	758.40	
<a href="#">LP1220-18</a>	Invoice	12/14/2020	ENGINEERING: SADDLEBACK 10/29/20 - 11/...	0.00	518.40	
013377	LELA SIMON	12/14/2020	Regular	0.00	31.75	62827
<a href="#">LS121420</a>	Invoice	12/14/2020	STANDBY REFUND - 0607-161-05-0000	0.00	31.75	
013898	MCCI, LLC.	12/14/2020	Regular	0.00	11,136.00	62828
<a href="#">NEW000186</a>	Invoice	12/14/2020	LASERFISCHE SOFTWARE	0.00	11,136.00	
006507	McMASTER-CARR SUPPLY COMPANY	12/14/2020	Regular	0.00	2,461.42	62829
<a href="#">48842821</a>	Invoice	12/14/2020	SMALL TOOLS/PUMPING PLANT/SHOP EXPE...	0.00	2,006.53	
<a href="#">48980491</a>	Invoice	12/14/2020	SHOP EXPENSE	0.00	46.55	
<a href="#">48984732</a>	Invoice	12/14/2020	SHOP EXPENSE	0.00	408.34	
000156	FORSHOCK	12/14/2020	Regular	0.00	243.00	62830
<a href="#">2000114</a>	Invoice	12/14/2020	MONTHLY SCADA MONITORING - DEC 20	0.00	38.00	
<a href="#">2000115</a>	Invoice	12/14/2020	MONTHLY SCADA MONITORING - DEC 20	0.00	205.00	
006947	KCDZ-FM	12/14/2020	Regular	0.00	375.00	62831
<a href="#">318-00013-0001</a>	Invoice	12/14/2020	ADVERTISING: PUBLIC INFORMATION	0.00	375.00	
013808	NOBEL SYSTEMS, INC.	12/14/2020	Regular	0.00	22,650.00	62832
<a href="#">14917</a>	Invoice	12/14/2020	GIS DATA UPDATES: WATER & SEWER	0.00	8,750.00	
<a href="#">14918</a>	Invoice	12/14/2020	PROJECT SETUP: HYDRAULIC MODEL INTEG...	0.00	13,900.00	
013906	GOLDSTAR ASPHALT PRODUCTS	12/14/2020	Regular	0.00	916.95	62833
<a href="#">17575</a>	Invoice	12/14/2020	CIRP SUPPLIES	0.00	197.18	
<a href="#">17600</a>	Invoice	12/14/2020	CIRP SUPPLIES	0.00	154.08	
<a href="#">17718</a>	Invoice	12/14/2020	CIRP SUPPLIES	0.00	565.69	
000070	ONLINE INFORMATION SERVICES, INC.	12/14/2020	Regular	0.00	288.45	62834
<a href="#">1031525</a>	Invoice	12/14/2020	ID VERIF. SERV. THRU 11/30/20	0.00	288.45	
013004	PAOLO FICARA	12/14/2020	Regular	0.00	500.00	62835
<a href="#">121</a>	Invoice	12/14/2020	PARCEL RENTAL: 0606-321-31	0.00	500.00	
013356	BUILDER'S SUPPLY	12/14/2020	Regular	0.00	114.04	62836
<a href="#">270996/Y</a>	Invoice	12/14/2020	CIRP SUPPLIES	0.00	114.04	
008137	PARKHOUSE TIRE INC	12/14/2020	Regular	0.00	1,572.52	62837
<a href="#">2030195148</a>	Invoice	12/14/2020	VEHICLE MAINTENANCE: TRAILERS & V38	0.00	1,543.08	
<a href="#">2030195578</a>	Invoice	12/14/2020	VEHICLE REPAIRS: V41	0.00	29.44	

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008415	PRUDENTIAL OVERALL SUPPLY	12/14/2020	Regular	0.00	164.09	62838
<a href="#">23085573</a>	Invoice	12/14/2020	SHOP EXPENSE	0.00	103.76	
<a href="#">23085576</a>	Invoice	12/14/2020	SHOP EXPENSE	0.00	60.33	
009065	RDO EQUIPMENT COMPANY	12/14/2020	Regular	0.00	923.05	62839
<a href="#">P4963745</a>	Invoice	12/14/2020	STREET BROOM SUPPLIES: E105B	0.00	923.05	
008414	PROVIDED	12/14/2020	Regular	0.00	105.00	62840
<a href="#">1756</a>	Invoice	12/14/2020	YOU TUBE BOARD MEETINGS - SEPT - NOV 20	0.00	105.00	
000091	SAN BERNARDINO COUNTY RECORDER	12/14/2020	Regular	0.00	100.00	62841
<a href="#">SB111920</a>	Invoice	12/14/2020	RELEASE OF LIENS	0.00	100.00	
013820	SC FUELS	12/14/2020	Regular	0.00	2,941.64	62842
<a href="#">1762816-IN</a>	Invoice	12/14/2020	FUEL FOR VEHICLES	0.00	2,941.64	
013833	SERVICEMASTER 360 PREMIER CLEANING	12/14/2020	Regular	0.00	997.65	62843
<a href="#">J81977</a>	Invoice	12/14/2020	JANITORIAL SERVICES - DEC 20	0.00	997.65	
VEN01020	SOUTHWEST NETWORKS, INC.	12/14/2020	Regular	0.00	15,909.09	62844
<a href="#">20-11023</a>	Invoice	12/14/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 1...	0.00	308.75	
<a href="#">20-11530</a>	Invoice	12/14/2020	OFFICE EQUIPMENT	0.00	1,200.34	
<a href="#">20-120155C</a>	Invoice	12/14/2020	IT SERVICES - 1/21 - 3/21	0.00	13,662.00	
<a href="#">20-120235C</a>	Invoice	12/14/2020	OFFICE 365 MONTHLY MAINT - JAN 21	0.00	738.00	
009920	STANDARD INSURANCE CO	12/14/2020	Regular	0.00	3,032.86	62845
<a href="#">ST1120</a>	Invoice	12/14/2020	EE LIFE INSURANCE - NOV 20	0.00	1,584.07	
<a href="#">ST1220</a>	Invoice	12/14/2020	EE LIFE INSURANCE - DEC 20	0.00	1,448.79	
011101	VAGABOND WELDING SUPPLY	12/14/2020	Regular	0.00	472.41	62846
<a href="#">112614</a>	Invoice	12/14/2020	LEEBOY ASPHALT PAVER SUPPLIES	0.00	20.39	
<a href="#">112617</a>	Invoice	12/14/2020	SMALL TOOLS - DISTRIBUTION	0.00	452.02	
009980	SWRCB FEES	12/14/2020	Regular	0.00	70.00	62847
<a href="#">SWRCB-120120</a>	Invoice	12/14/2020	D-1 RENEWAL	0.00	70.00	
009980	SWRCB FEES	12/14/2020	Regular	0.00	20,362.00	62848
<a href="#">WD-0177406</a>	Invoice	12/14/2020	HDMC WWTP ANN'L DISCHARGE PERMIT 7/...	0.00	20,362.00	
009980	SWRCB FEES	12/14/2020	Regular	0.00	105.00	62849
<a href="#">SWRCB-120320</a>	Invoice	12/14/2020	D-4 RENEWAL	0.00	105.00	
009980	SWRCB FEES	12/14/2020	Regular	0.00	2,848.00	62850
<a href="#">WD-0179004</a>	Invoice	12/14/2020	ANNUAL DISCHARGE PERMIT FEE - 7/1/20 - ...	0.00	2,848.00	
010635	TOPS N BARRICADES	12/14/2020	Regular	0.00	1,100.00	62851
<a href="#">1085009</a>	Invoice	12/14/2020	SADDLEBACK TRAFFIC CONTROL	0.00	550.00	
<a href="#">1085184</a>	Invoice	12/14/2020	SADDLEBACK TRAFFIC CONTROL	0.00	550.00	
010690	TYLER TECHNOLOGIES	12/14/2020	Regular	0.00	262.50	62852
<a href="#">025-315258</a>	Invoice	12/14/2020	INCODE FINANCIALS ANNUAL FEES	0.00	262.50	
000013	U.S. POSTAL SERVICE	12/14/2020	Regular	0.00	288.00	62853
<a href="#">PO1220</a>	Invoice	12/14/2020	PO BOX THROUGH 12/31/21	0.00	288.00	
010850	UNDERGROUND SERVICE ALERT	12/14/2020	Regular	0.00	87.55	62854
<a href="#">1120200340</a>	Invoice	12/14/2020	TICKET DELIVERY SERVICE - NOV 20	0.00	87.55	
000247	UNITED STATES PLASTIC CORP	12/14/2020	Regular	0.00	1,169.27	62855
<a href="#">6258755</a>	Invoice	12/14/2020	WATER TREATMENT SUPPLIES	0.00	1,169.27	
000327	WATER QUALITY SPECIALISTS	12/14/2020	Regular	0.00	7,500.00	62856
<a href="#">6846</a>	Invoice	12/14/2020	HDMC WWTP: OPERATION/MAINT/REPAIR -...	0.00	4,000.00	
<a href="#">6892</a>	Invoice	12/14/2020	HDMC WWTP: OPERATION & MAINT - NOV ...	0.00	3,500.00	
013888	WIENHOFF DRUG TESTING	12/14/2020	Regular	0.00	260.00	62857

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">94768</a>	Invoice	12/14/2020	ANNUAL CONSORTIUM FEE	0.00	240.00	
<a href="#">95606</a>	Invoice	12/14/2020	DOT COLLECTION MONTHLY FEE - NOV 20	0.00	20.00	
013359	XEROX FINANCIAL SERVICES	12/14/2020	Regular	0.00	791.32	62858
<a href="#">2390133</a>	Invoice	12/14/2020	OFFICE EXPENSE 11/7/20 - 1/6/21	0.00	791.32	
000233	NAPA AUTO PARTS	12/14/2020	Regular	0.00	754.09	62859
<a href="#">341184</a>	Invoice	12/14/2020	SHOP EXPENSE	0.00	101.05	
<a href="#">341432</a>	Invoice	12/14/2020	WATER TRUCK SUPPLIES: E2WT	0.00	51.53	
<a href="#">343462</a>	Invoice	12/14/2020	VEHICLE MAINTENANCE: V37 & 38	0.00	192.68	
<a href="#">343463</a>	Invoice	12/14/2020	SMALL TOOLS - DISTRIBUTION	0.00	11.30	
<a href="#">343465</a>	Invoice	12/14/2020	LEEBOY ASPHALT PAVER SUPPLIES: E11AP	0.00	162.18	
<a href="#">343480</a>	Credit Memo	12/14/2020	CREDIT: CORE RETURN	0.00	-29.36	
<a href="#">343492</a>	Invoice	12/14/2020	LEEBOY ASPHALT PAVER SUPPLIES: E11AP	0.00	114.32	
<a href="#">343584</a>	Invoice	12/14/2020	LEEBOY ASPHALT PAVER SUPPLIES: E11AP	0.00	46.26	
<a href="#">343880</a>	Invoice	12/14/2020	VEHICLE MAINTENANCE: V32, 30, 32 & 38	0.00	104.13	
013338	BEVERLY WASZAK	12/14/2020	Regular	0.00	114.54	62865
<a href="#">BW121420</a>	Invoice	12/14/2020	REIMB: MILEAGE	0.00	114.54	
009054	KATHLEEN J. RADNICH	12/14/2020	Regular	0.00	966.00	62866
<a href="#">20-12013-1</a>	Invoice	12/14/2020	PUBLIC RELATIONS SERVICES	0.00	966.00	
009880	SOUTHERN CALIFORNIA EDISON CO	12/07/2020	Manual	0.00	2,282.47	901559
<a href="#">SCE1120</a>	Invoice	12/07/2020	POWER TO BLDGS & GEN - NOV 20	0.00	2,282.47	
009898	SOCALGAS	12/08/2020	Manual	0.00	133.08	901560
<a href="#">GAS1120</a>	Invoice	12/08/2020	HEAT FOR SHOP - THRU 11/16/20	0.00	133.08	
000510	TIME WARNER CABLE	12/10/2020	Manual	0.00	358.83	901561
<a href="#">0008970112220</a>	Invoice	12/10/2020	CABLE & INTERNET - NOV 20	0.00	358.83	
000248	PAYCHEX	12/11/2020	Manual	0.00	364.85	901562
<a href="#">345486</a>	Invoice	12/11/2020	PAYROLL PROCESSING FEE	0.00	364.85	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	12/16/2020	Manual	0.00	1,892.04	901563
<a href="#">3990561-1105090</a>	Invoice	12/16/2020	EE LIFE INSURANCE - NOV 20	0.00	1,892.04	
013196	TPX COMMUNICATIONS	12/16/2020	Manual	0.00	546.43	901564
<a href="#">137252890-0</a>	Invoice	12/16/2020	TELEPHONE (OFFICE) - DEC 20	0.00	546.43	
009878	SOUTHERN CALIFORNIA EDISON	12/16/2020	Manual	0.00	24,536.31	901565
<a href="#">SCE1120</a>	Invoice	12/16/2020	POWER FOR PUMPING - NOV 20	0.00	24,536.31	
004110	BURRTEC WASTE & RECYCLING SVCS	12/16/2020	Manual	0.00	454.85	901566
<a href="#">BW1220</a>	Invoice	12/16/2020	TRASH & RECYCLING (OFFICE) - DEC 20	0.00	160.27	
<a href="#">BW1220B</a>	Invoice	12/16/2020	TRASH REMOVAL (SHOP) - DEC 20	0.00	294.58	
004195	HOME DEPOT CREDIT SERVICES	12/16/2020	Manual	0.00	1,233.58	901567
<a href="#">HD1120</a>	Invoice	12/16/2020	SADDLEBACK SUPPLIES/CIRP SUPPLIES/SMA...	0.00	1,233.58	
001630	AT&T MOBILITY	12/16/2020	Manual	0.00	2,196.33	901568
<a href="#">829480028X1205...</a>	Invoice	11/27/2020	COMMUNICATIONS - NOV 20	0.00	2,196.33	
000236	PAYPRO ADMINISTRATORS	12/17/2020	Manual	0.00	54.16	901569
<a href="#">PPE 12-4-20</a>	Invoice	12/17/2020	EE FSA DEDUCTIONS 12-11-20	0.00	54.16	
VEN01533	PAYMENTUS GROUP INC.	12/18/2020	Manual	0.00	3,462.15	901570
<a href="#">INV-15-107574</a>	Invoice	12/18/2020	CREDIT CARD PROCESSING FEE - NOV 20	0.00	3,462.15	
000248	PAYCHEX	12/20/2020	Manual	0.00	176.70	901571
<a href="#">04792803</a>	Invoice	12/20/2020	TIME & LABOR ONLINE USAGE FEE	0.00	176.70	
001004	BUSINESS CARD	12/20/2020	Manual	0.00	234.00	901572
<a href="#">BA1120</a>	Invoice	12/20/2020	EE TRAINING	0.00	234.00	

\*Check Report JBWD

Date Range: 12/01/2020 - 12/31/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
001009	BUSINESS CARD	12/20/2020	Manual	0.00	8,959.03	901573
<a href="#">BA1120</a>	Invoice	12/20/2020	OPS: COMPUTER EQUIP/4-LOG SUPPLIES/SM...	0.00	8,959.03	
001011	BUSINESS CARD	12/20/2020	Manual	0.00	8,208.57	901574
<a href="#">BA1120</a>	Invoice	12/20/2020	UNIFORMS/OFFICE SUPPLIES/C.S REMODEL/...	0.00	8,208.57	
001013	BUSINESS CARD	12/20/2020	Manual	0.00	325.16	901575
<a href="#">BA1120</a>	Invoice	12/20/2020	SUBSCRIPTION/EE TRAINING/POSTAGE	0.00	325.16	
001014	BUSINESS CARD	12/20/2020	Manual	0.00	1,407.97	901576
<a href="#">BA1120</a>	Invoice	12/20/2020	UNIFORMS/BUSINESS EXPENSE/SMALL TOO...	0.00	1,407.97	
000248	PAYCHEX	12/22/2020	Manual	0.00	408.41	901577
<a href="#">345723</a>	Invoice	12/22/2020	PAYROLL PROCESSING FEE	0.00	408.41	
000236	PAYPRO ADMINISTRATORS	12/24/2020	Manual	0.00	54.16	901578
<a href="#">PPE 12-18-20</a>	Invoice	12/24/2020	EE FSA DEDUCTIONS 12-22-20	0.00	54.16	
000025	ICMA RC	12/31/2020	Manual	0.00	15,579.32	901579
<a href="#">ICMARC1220</a>	Invoice	12/31/2020	457 REMITTANCE - DEC 20	0.00	3,960.00	
<a href="#">ICMARCER1220</a>	Invoice	12/31/2020	457 REMITTANCE - 2020 ER CONT	0.00	11,619.32	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	56	0.00	412,555.05
Manual Checks	23	21	0.00	72,868.40
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>123</b>	<b>77</b>	<b>0.00</b>	<b>485,423.45</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
10-00210-010	CLARK, SHARON E	12/14/2020	Refund	133.93	Check #: 62860
61-00262-001	KANDEL-GIMSON, CHERYL	12/14/2020	Refund	10.55	Check #: 62861
10-00103-010	MOHLER, JEFFREY L	12/14/2020	Refund	179.9	Check #: 62862
10-00369-010	HARVEY, SUNNY R	12/14/2020	Refund	125.3	Check #: 62863
13-00380-000	RAUSCHENBERG, NEIL C	12/14/2020	Refund	181.69	Check #: 62864
				<u>631.37</u>	



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

DIRECTOR PAY  
 11/21/2020 - 12/18/2020

<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	12/16/2020	Director Pay Note: JBWD BOARD MEETING ///	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>	
10511	Floen, Thomas	12/16/2020	Director Pay Note: PUBLIC INFO COMMITTEE & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
		12/17/2020	Director Pay Note: MWA TAC MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$347.26	\$0.00
					Employee Total:	\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
10512	Jarlsberg, Jane	12/16/2020	Director Pay Note: JBWD BOARD MEETING ///	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	12/16/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$173.63	\$0.00
					Employee Total:	\$173.63	

DIRECTOR PAY  
11/21/2020 - 12/18/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	12/05/2020	Director Pay Note: 12/1/20 - 12/2/20 ACWA VIRTUAL CONFERENCE 1/DIR/504/	2.0000	\$347.26	
		12/09/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/10/2020	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		12/16/2020	Director Pay Note: PUBLIC INFO COMMITTEE & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$868.15</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$868.15</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$1,736.30</u>	<u>\$0.00</u>
Director Pay	10.0000	\$1,736.30		<b>Grand Total:</b>	<b>\$1,736.30</b>	

**JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JANUARY 20, 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** –Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, Legal Counsel, are in attendance via teleconference.

**APPROVAL OF AGENDA** – MSC<sup>1</sup> (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** – Both Director Jarlsberg and Vice President Floen had a brief Q&A with Director Anne Roman.

**MSC<sup>1</sup> (Jarlsberg/Floen)** 5/0/0 motion carried to approve the Consent Calendar.

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

**RESOLUTION NO. 21-2026, ADOPTING AN AMENDMENT TO THE DISTRICT'S CONFLICT OF INTEREST CODE** – GM Mark Ban – Recommend that the Board of Directors adopt amended Resolution No. 21-1026 (reviewed by the Finance Committee on 1/13/2021).

**MSC<sup>1</sup> (Reynolds/Jarlsberg)** 5/0/0 motion carried to adopt an amendment to the District's Conflict of Interest Code.

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

**CREDIT CARD UPDATE, RESOLUTION NO. 21-1027 & RESOLUTION NO. 21-1028** – This was reviewed by the Finance Committee on 1/13/2021. Director Anne Roman gave the Staff Report which was followed by a brief Q&A period with the Board of Directors.

**MSC<sup>1</sup> (Doolittle/Floen)** 5/0/0 motion carried to approve Resolution No's. 21-1027 & 21-1028.

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

WELL 14 BUDGET – General Manager Mark Ban gave the Staff Report and asked for an increase of \$150,000 for the completion of Well 14 4-Log Project. A brief Q&A followed with the Board of Directors.

MSC' (Floen/Jarlsberg) 5/0/0 motion carried to approve the increase in the Well 14 Budget.

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 project status of the mainline replacement.

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

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

ADJOURNMENT –

MSC' (Jarlsberg/Floen) 5/0/0 motion carried to adjourn the regular Board of Directors meeting at 8:00 p.m.

DRAFT

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

**Special Meeting of the Board of Directors**

**DATE: February 24, 2021**

**REPORT TO:** Board of Directors

**PREPARED BY:** Sarah Johnson, Director of Administration

**TOPIC:** Statutory and Regulatory Requirement for Board Adopted Salary Schedule

**RECOMMENDATION:** Recommend that the Board of Directors adopt the February 24, 2021 Salary Schedule.

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**ANALYSIS:** As a public employer, we must comply with statutory and regulatory requirements that obligate us to provide Board adopted and publicly available pay schedule. Adoption of the District's salary schedule is an annual or as needed housekeeping item. Employers must keep their pay schedules up-to-date and verify that all employees' pay amounts are included within the salary schedule.

This update includes the addition of the Director of Operations classification as approved by the Board of Directors on November 18, 2020. Additionally, it removes the Safety Coordinator and AGM/Controller due to the elimination of the positions.

**STRATEGIC PLAN ITEM:** 2.11 – Continuously update administrative policies and procedures  
2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices

**FISCAL IMPACT:** N/A



Table with columns: RANGE, JOB DESCRIPTION, CLASS, HOURLY (STEP 1-12), MONTHLY (MIN, MAX), ANNUALLY (MIN, MAX). Rows include jobs like OFFICE ASSISTANT, OPERATIONS TECHNICIAN, CUSTOMER SERVICE REPRESENTATIVE, etc.



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

**Special Meeting of the Board of Directors**

**DATE: February 24, 2021**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** CHANGES TO RULES & REGULATIONS, ARTICLE I  
**RECOMMENDATION:** Receive information and adopt Resolution No. 21-1029.

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**ANALYSIS:** The Finance Committee reviewed this topic on February 17, 2021.

Article I of the Rules & Regulations is a hybrid of Customer Service and Finance-related topics. At this time, I am addressing financial aspects of the Article, with a minor exception.

For approximately the past six months, I have been working closely with our Accounts Receivable Technician, who is intimately involved with collections, and our attorney, Jeff Hoskinson, to refine areas of Article I of the District's Rules & Regulations that relate to debt collection upon water account establishment and upon disconnection.

Effective debt collection, which enables the District to reduce or avoid bad debt that would be collectively borne by the other ratepayers of the District, must be considered through its entire cycle. Accounts that are not established appropriately (for example, not in a legal owner's name) may limit collection options and/or practical follow-through.

In October of 2019, the District adopted the Owner Request for Tenant Water Service (ORTWS) to help with managing remaining tenant debt. This new requirement still needed some clarification in Article I as it relates to collections. In addition, the District began charging basic fees for "locked" meters in 2016 and the impact of debt collections on such accounts needed to be further considered. The attached revisions to Article I will better indicate how to handle debt collection during account establishment and upon disconnection for various types of customers.

To better formulate useful changes to the affected sections of the Rules & Regulations, our A/R Technician has greatly assisted in preparing internal processes (in the form of reference tables) to track the complex flow of information through the JBWD cycle for each different type of customer. Developing these processes in conjunction with the proposed rule updates will provide much needed guidance to our

Customer Service Representatives on the front-end and stronger ability to follow-through on the collections end. While these detailed internal processes are not included here, I note that their development greatly aided in improving the attached proposed changes.

Essentially, the attached changes serve to clarify and organize the rules to better meet the original intent. The scattered language related to past debt collection is now consolidated into Article 1.29 (from Articles 1.9.3 and 1.11) and is revised from a narrative paragraph format to a numbered outline format that enhances searchability. With the cooperation of the Director of Administration, some minor updates are included to Article 1.30 as well.

**Please review the attached changes to amend the Rules & Regulations and adopt resolution 21-1029.**

**STRATEGIC PLAN ITEM:** 4.1.2.1 “Develop Collections System”

**FISCAL IMPACT:** Bad debt may be reduced or avoided.



**RESOLUTION NO. 21-1029**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
AMENDING THE RULES & REGULATIONS, RESOLUTION NO. 97-572 AS AMENDED,  
RELATED TO ACCOUNT ESTABLISHMENT AND DEBT COLLECTION DETAILED IN  
ARTICLES 1.9.3, 1.11, 1.29, AND PAYMENT METHODS IN ARTICLE 1.30**

WHEREAS, the Joshua Basin Water District has previously adopted regulations for establishing new accounts, including tenant accounts; and

WHEREAS, the Joshua Basin Water District's seeks to reduce the number of unpaid or delinquent balances that leaves the District encumbered with bad debt; and

WHEREAS, the Joshua Basin Water District seeks to revise Article I, Sections 1.11, 1.29, and 1.9.3 of the Rules & Regulations to clarify debt collection as a requirement of service; and

WHEREAS, the Joshua Basin Water District seeks to revise Article I, Section 1.30 to clarify payment methods;

NOW, THEREFORE BE IT RESOLVED, that the Rules & Regulations are amended as follows:

**Section II Definitions:**

**Tenant:** Any occupant other than the legally recorded owner(s).

**Article 1.9.3 Owner Responsibility**

The owner/property manager of each separate property with an Owner Request for Tenant Water Service (ORTWS) in place is ultimately responsible for the payment of all applicable water service charges provided to each separate property. A tenant's failure to pay could result in the following actions being taken on an owner's account: lock off for non-payment or lien. It is the owner/property manager's responsibility to notify JBWD of any changes to contact information, property ownership, and/or property management agreement. Article 1.29 addresses owner responsibility for payment of accounts without an Owner Request for Tenant Water Service in place.

**Article 1.11 Guarantee and Other Water Account Deposits**

Before water delivery is started for any new or existing Active Account, the Applicant shall secure the account by depositing with the JBWD the amount specified in Article 13.3, unless there is a Continuous Service Agreement in place – see Article 1.14.1.

Water service will not be installed, connected, or turned on for any Applicant or customer until all delinquent balances are resolved (refer to Article 1.29). In any instance where this policy conflicts with the District's Collection Policy in Appendix A, the Collection Policy will prevail.

Deposits will not automatically be refunded for customers whose account status changes (Active, Transitional, and Inactive). Customers whose account status changes will have to meet the satisfactory payment requirements as indicated in this Article before Deposit is refunded or applied to account.

Each time that water rates are changed in accordance with Board action, the Guarantee Deposit will also be re-calculated and changed, based on the average residential water consumption from the most recent water rate study (currently, the 2018 Water Rate Study, and nine [9] units average consumption per month,) multiplied times three (3) months.

- a. **Guarantee Deposit:** When the Applicant has established a satisfactory payment record for twenty-four consecutive months, the JBWD will refund the guarantee deposit by crediting the customer's account. If service is discontinued before that time, the deposit will be deducted from the closing bill, and a check for the balance or a water bill will be mailed to the customer at his last known address.

A satisfactory payment record is achieved if the Applicant meets the following criteria within the twenty-four-month period:

- No more than two late payments, • No cut-offs for non-payment, and
- No returned checks.

The JBWD may require a Guarantee Deposit on an unsecured account if one of the aforementioned items occurs during the duration of the water service.

- b. **Termination of Water Service Deposit.** Following termination of water service for nonpayment, the customer may be subject to a deposit equal to one and one-half (1.5) times the Guarantee Deposit amount. Refund of Termination of Water Service Deposit is the same as a refund of the Guarantee Deposit.

If a customer whose water service has been terminated for non-payment has zero deposit on-hand at the time of service termination, they must pay at least the Guarantee Deposit amount before service can be restored, and the remaining additional deposit due may be established as a contract, payable by the customer over a timeframe not-to-exceed two months. Failure to pay the contract as required will once again subject the customer account to termination.

- c. **Damage/Lock Deposit.** If a locked meter is unlocked or the meter is damaged, the customer may be subject to a deposit equal to two times the standard deposit. Refund of Damage/Lock Deposit is the same as a refund of Guarantee Deposit.

- d. **Continuous Service Agreement Deposit**

A property owner (or owner-authorized property manager) of a rental property who has a valid Continuous Service Agreement in place will not be required to pay a New Account charge or provide a Guarantee Deposit each time that active water service is automatically transferred into their name in-between tenant accounts. The Continuous Service Agreement and this waiver of new account charge and guarantee deposit will be

terminated if owner or property manager fail to pay for any past due balances associated with the subject property.

### **Article 1.29 Collection of Delinquent Accounts**

1) Customers that cannot pay their bills by the scheduled cut-off date may be able to make a payment arrangement that gives them additional time to make a payment. The District will consider whether the customer qualifies for a payment arrangement. Water service will not be terminated for any customer who complies with the payment arrangement, if the customer also keeps the account current as new charges accrue in each subsequent billing period. See Exhibit A for the District's Collection Policy which regulates Payment Arrangements.

2) The JBWD will attempt to collect all delinquent, uncollectable, "written off," or liened water charges, on open or closed accounts of all "Customer categories" as defined in Section II (i.e. locked or unlocked service), including penalties and interest as follows:

a) Before account establishment:

1) OWNERS: Establishment of any active water service account requires resolution of prior debt on accounts of any customer category/status associated with i) name of applicant at any location and ii) if under same ownership, property location.

2) TENANTS: Execution of Owner Request for Tenant Water Service (ORTWS) by owner or property manager requires resolution of prior debt on accounts of any customer category/status associated with i) name of applicant at any location ii) name of property owner at any location and iii) if under same ownership, property location.

b) After account establishment:

1) Accounts Held in the Name of the Property Owner –

- i. Account may become subject to lock-off for nonpayment (refer to Exhibit A).
- ii. A lien may be filed against the property following unsuccessful collection attempt(s) and proper notification.

2) Accounts Held in the Name of non-Property Owners (Tenants or Property Managers) –

- i. Account balance may become subject to lock-off for nonpayment (refer to Exhibit A).
- ii. If NO Valid Owner Request for Tenant Water Service (ORTWS)

a) Future accounts at the address must be established and maintained in the owner's name until such time that all prior debts as defined in Article

1.29 are resolved and an Owner Request for Tenant Water Service is completed.

iii. If Valid Owner Request for Tenant Water Service (ORTWS)

- a) If the tenant fails to pay the final account balance, the JBWD will make one additional attempt to collect the funds through either a delinquent billing process or by letter contact.
- b) If collection is unsuccessful, the balance will be transferred to the owner or property manager (responsible party) for payment, pursuant to the Owner Request for Tenant Water Service.
- c) If the responsible party subsequently fails to pay the balance, the account may become subject to lock-off for nonpayment, lien, and the ORTWS may be terminated, requiring future tenant accounts to be held in the name of the owner.
- d) Any current account at the property may be transferred into the responsible party's name.

3) When discovered, any delinquent balance due on an open or closed account of all "Customer categories" as defined in Section II (i.e. locked or unlocked service) will be transferred to any other open account of the same account holder. Failure to pay the delinquent account balance when due will subject the accounts to lock-off for nonpayment or lien, as applicable.

The JBWD retains the right to use the above and all other means of collecting unpaid accounts that are now in effect or that in the future may be established.

**Article 1.30 Payment Methods**

JBWD offers several payment methods, including cash, check, money orders, and credit cards. Cash, check, or money orders are accepted in the District office. Credit card payments are accepted by phone or online via the District third-party credit card processor. Customers have the option to sign up for the AutoPay service, where payments are automatically deducted from the customer's checking, savings, or credit card account.

A payment drop-box is located in the JBWD parking lot to drop off checks or money orders during or after regular business hours. Cash should not be placed in the drop-box. Payments are ordinarily picked up from the box once per day only and are posted to the accounts on the following business day.

Payments must be received in the drop-box no later than 5:00 pm on the payment due date to avoid delinquent charges. Payments dropped in the box after 5:00 pm on the payment due date are considered late.

For accounts subject to disconnection for non-payment, payment must be placed in the drop box no later than 7:00 am on lock-off day in order to avoid water disconnection. Lock-off may not be avoided when payments are placed in the box after 7:00 am on lock-off day. The customer must inform the District office when making a credit card payment by phone or online after 6:00 am on lock-off day.

Once payment has been received, JBWD does not refund any payment or overpayment until the account closes.

FURTHER RESOLVED, this resolution is effective immediately upon adoption.

ADOPTED this 24th day of February, 2021.

By \_\_\_\_\_  
Rebecca Unger, President

Attest: \_\_\_\_\_  
Mark Ban, General Manager and Board Secretary