

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 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 -

*Check Report JBWD

Joshua Basin Water District

By Check Number

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

| Vendor Number Payable # | Vendor DBA Name Payable Type | Payable Date | Payment Date Payable Description | Payment Type | Discount Am | | Payment Amount ble Amount | Number |
|----------------------------|---------------------------------|--------------|----------------------------------|-----------------------|-------------|------|------------------------------|--------|
| Bank Code: AP-AP Cash | | | | | | | | |
| 000501 | ACWA/JPIA | | 12/14/2020 | Regular | | 0.00 | 26,136.98 | 62806 |
| <u>0658650</u> | 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 |
| AFSCME1120 | Invoice | 12/14/2020 | EE UNION DUES - N | DV 20 | 0.00 | | 490.86 | |
| 013346 | ANDY'S LANDSCAPE & TREE | SERVICE INC. | 12/14/2020 | Regular | | 0.00 | 850.00 | 62808 |
| 10020L | Invoice | 12/14/2020 | CIMIS WEATHER ST | ATION MAINT THRU 11/ | 0.00 | | 75.00 | |
| 10021t. | Invoice | 12/14/2020 | DEMO GARDEN/BU | ILD MAINT THRU 11/15/ | 0.00 | | 775.00 | |
| 000214 | BABCOCK LABORATORIES, II | NC. | 12/14/2020 | Regular | | 0.00 | 3,707.00 | 62809 |
| CJ00744-2287 | Invoice | 12/14/2020 | SAMPLING | | 0.00 | | 17.00 | |
| CK01774-2287 | Invoice | 12/14/2020 | SAMPLING | | 0.00 | | 102.00 | |
| CK01995-2287 | Invoice | 12/14/2020 | HDMC WWTP - SAN | 1PLING | 0.00 | | 311.00 | |
| CK02022-2287 | involce | 12/14/2020 | HDMC WWTP - SAN | 1PLING | 0.00 | | 216,00 | |
| CL00220-2287 | Invoice | 12/14/2020 | SAMPLING | | 0.00 | | 2,180.00 | |
| CL00225-2287 | Invoice | 12/14/2020 | SAMPLING | | 0.00 | | 252.00 | |
| CL00612-2287 | Invoice | 12/14/2020 | HDMC WWTP - SAN | 1PLING | 0.00 | | 216.00 | |
| CL00672-2287 | Invoice | 12/14/2020 | SAMPLING | | 0.00 | | 102.00 | |
| CL00979-2287 | Invoice | 12/14/2020 | HDMC WWTP - SAN | 1PLING | 0.00 | | 311.00 | |
| 001519 | CALIFORNIA RURAL WATER | ASSOCIATION | 12/14/2020 | Regular | | 0.00 | 1,367.00 | 62810 |
| CRWA112520 | 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 |
| 8583-11-2020 | Invoice | 12/14/2020 | PARCELQUEST: ANN | IUAL PARCEL OWNER IN | 0.00 | | 1,199.00 | |
| 001555 | CENTRATEL LLC | | 12/14/2020 | Regular | | 0.00 | 1,000.89 | 62812 |
| 201202252101 | Invoice | 12/14/2020 | DISPATCH SERVICES | = | 0.00 | | 1,000.89 | |
| 013365 | IMAGE SOURCE | | 12/14/2020 | Regular | | 0.00 | 358.79 | 62813 |
| 25AR1175804 | Invoice | 12/14/2020 | OFFICE EXPENSE 8/ | * | 0.00 | | 123.16 | |
| 25AR1210966 | Invoice | 12/14/2020 | SHOP EXPENSE 11/0 | 01/20 - 11/30/20 | 0.00 | | 80.98 | |
| 25AR1212023 | Invoice | 12/14/2020 | OFFICE EXPENSE 11 | | 0.00 | | 154.65 | |
| 000112 | COPPER MOUNTAIN MEDIA | VKXCM-FM | 12/14/2020 | Regular | | 0.00 | 2,688.00 | 62814 |
| 17367 | Invoice | 12/14/2020 | ADVERTISING: FALL | - | 0.00 | | 760.00 | |
| 17387 | Invoice | 12/14/2020 | | OWEEN EVENT PROMOT | 0.00 | | 1,008.00 | |
| 17404 | Invoice | 12/14/2020 | ADVERTISING: DEM | O GARDEN/BLM GRANT | 0.00 | | 720.00 | |
| 17405 | Invoice | 12/14/2020 | ADVERTISING: DEM | O GARDEN/BLM GRANT | 0.00 | | 200.00 | |
| 013373 | CORE & MAIN LP | | 12/14/2020 | Regular | | 0.00 | 60.90 | 62815 |
| N301852 | Invoice | 12/14/2020 | SADDLEBACK SUPP | 200 | 0.00 | | 60.90 | |
| 002200 | DEPT OF THE INTERIOR-BLA | 4 | 12/14/2020 | Regular | | 0.00 | 16,375.50 | 62816 |
| 2021010829 | Invoice | 12/14/2020 | RIGHT OF WAY REN | - 80 | 0.00 | | 16,375.50 | 02010 |
| 003035 | | | 47/44/2020 | Para ter | | 0.00 | | c2012 |
| 003025 | FEDEX | 12/14/2020 | 12/14/2020 | Regular | 0.00 | 0.00 | | 62817 |
| <u>7-203-15425</u> | Invoice | 12/14/2020 | SHIPPING | | 0.00 | | \$5.71 | |
| 013222 | FRONTIER COMMUNICATIO | INC. | 12/14/2020 | Regular | | 0.00 | 204.17 | 62818 |
| FC1220 | Involce | 12/14/2020 | HDMC WWTP - TEL | | 0.00 | | 204.17 | |
| 000058 | GARDA CL WEST, INC. | | 12/14/2020 | Regular | | 0.00 | 787 39 | 62819 |
| 10605573 | Invoice | 12/14/2020 | COURIER FEES - DE | • | 0.00 | | 782.38 | 32013 |
| 20003313 | vice | | COOMEN I LES DE | | 0.00 | | | |
| 003950 | GRANITE CONSTRUCTION (| 0 | 12/14/2020 | Regular | | 0.00 | 21,877.33 | 62820 |
| | | | | | | | | |

| Payment Number Payment Payment Payment Payment Payment Payment Payment Payme | *Check Report JBWD | | | | | | Date Range: 12/01/20 | 120 - 12/31/ |
|--|--------------------------|---|---------------------------------------|---|------------------------|-----------------|----------------------|--------------|
| 1923122 movice 12/14/2020 SADDLERACE 3/8" COLD MIX 0.00 2,579.32 1926155 movice 12/14/2020 SADDLERACE 3/8" COLD MIX 0.00 9,890.31 1926155 movice 12/14/2020 12/14/2020 Regular 0.00 455.98 6787 12/14/2020 movice 12/14/20 | Vendor Number | Vendor DBA Name | | Payment Date | Payment Type | Discount Am | ount Payment Amount | Number |
| 1928112 movice 12/14/2020 SADDLERACE 3/8" COLD MIX 0.00 2,679.32 1928155 movice 12/14/2020 SADDLERACE 3/8" COLD MIX 0.00 9,880.31 1928127412 movice 12/14/2020 MARCE 12/14/ | Payable # | Payable Type | Payable Date | Payable Description | n | Discount Amount | Payable Amount | |
| 1926155 | • | | • | | | 0.00 | • | |
| 1924212 movice 12/14/2020 SADOLBRACK: 2/8" COLO MIX 0.00 9,890 31 | | | · · · | - · · · - · · · · · · · · · · · · · · · | | | • | |
| 0.13802 | | | | • | | | · | |
| 12/23250 Invoice 12/14/2020 WATER TREATMENT EXPENSE 0.00 455.98 1.00 1.228,949.07 6282 1.00 | ADDITAL. | mvoice | 12/14/2020 | 3ADDLEBACK. 3/0 | COLD WIIX | 0.50 | 5,050.51 | |
| 1004720 | 013802 | HASA, INC. | | 12/14/2020 | Regular | | 0.00 455.98 | 62821 |
| 12/14/2020 10/2026 10/2026 12/14/2020 11/2026 12/14/2020 10/2026 12/14/2020 10/2026 12/14/2020 10/2026 12/14/2020 10/2026 12/14/2020 10/2026 12/14/2020 10/2026 12/14/2020 12/1 | 722350 | Invoice | 12/14/2020 | WATER TREATMEN | - | 0.00 | 455.98 | |
| SIGNAPSEN.001 Invoice 12/14/2020 SMALL TOOLS - DISTRIBUTION 0.00 229,477.33 371.74 0.00012 1.000 1 | | | | | | | | |
| S1049626.001 Inwoice 12/14/2020 SMALLTOOLS-DISTRIBUTION 0.00 371.74 | 004720 | INLAND WATER WORKS | | 12/14/2020 | Regular | | 0.00 229,849.07 | 62822 |
| Description | S1039450.001 | Invoice | 12/14/2020 | INVENTORY | | 0.00 | 229,477.33 | |
| IN120120 | S1040626.001 | Invoice | 12/14/2020 | SMALL TOOLS - DIS | TRIBUTION | 0.00 | 371.74 | |
| IN120120 | | | | | | | | |
| 12/14/2020 12/ | 000012 | JEREMIAH NAZARIO | | 12/14/2020 | Regular | | 0.00 225.00 | 62823 |
| Description | <u>JN120120</u> | Invoice | 12/14/2020 | REIMB: SAFETY BOO | DTS | 0.00 | 225.00 | |
| Description | | | | | | | | |
| Description | | | | | - | | · | 62824 |
| 20-1205-1 | <u>20-1122-1</u> | Invoice | | PUBLIC RELATIONS | SERVICES | | | |
| 12/14/2020 Regular 0.00 80.00 6282 | <u>20-1129-1</u> | Invoice | 12/14/2020 | PUBLIC RELATIONS | SERVICES | 0.00 | 682.50 | |
| Description | <u>20-1206-1</u> | Invoice | 12/14/2020 | PUBLIC RELATIONS | SERVICES | 0.00 | 735.00 | |
| Description | | | | | | | | |
| 13378 | | KILLER BEE PEST CONTROL | | | Regular | | | 62825 |
| IP1120-52 | <u>5900</u> | Invoice | 12/14/2020 | BEE REMOVAL | | 0.00 | 80.00 | |
| IP1120-52 | 047770 | | 1410 | 43.14.4/3030 | n. 1. | | | 52025 |
| Description | = | | | | *15.71 | | * | 62826 |
| 12/14/2020 Regular 0.00 31.75 6282 15/14/2020 Invoice 12/14/2020 STANDBY REFUND - 0607-161-05-0000 0.00 31.75 6282 15/14/2020 Invoice 12/14/2020 LASERFISCHE SOFTWARE 0.00 11,136.00 6282 15/14/2020 LASERFISCHE SOFTWARE 0.00 11,136.00 6282 15/14/2020 McMASTER-CARR SUPPLY COMPANY 12/14/2020 Regular 0.00 2.006.53 48920491 Invoice 12/14/2020 SMALL TOOLS/PUMPING PLANT/SHOP EXPE 0.00 2.006.53 48920491 Invoice 12/14/2020 SHOP EXPENSE 0.00 46.55 48920491 Invoice 12/14/2020 SHOP EXPENSE 0.00 46.55 48920491 Invoice 12/14/2020 SHOP EXPENSE 0.00 46.55 48920491 Invoice 12/14/2020 SHOP EXPENSE 0.00 24.00.00 2 | | | | | 1.0 | | | |
| 15121420 | LP1220-18 | Invoice | 12/14/2020 | ENGINEERING: SAD | DLEBACK 10/29/20 - 11/ | 0.00 | 518.40 | |
| 15121420 | 0.2277 | 1514 5144541 | | 43/44/3030 | ht | | 0.00 | C2022 |
| 13898 MCCI, LLC. 12/14/2020 Regular 0.00 11,136.00 6287 | | | 40444000 | | _ | | | 62827 |
| NEW000186 | <u>LS121420</u> | Invoice | 12/14/2020 | STANDBY REFUND | 0607-161-05-0000 | 0.00 | 31.75 | |
| NEW000186 | 013898 | MCCL LLC | | 12/14/2020 | Regular | | 0.00 11.136.00 | 62828 |
| 006507 McMASTER-CARR SUPPLY COMPANY 12/14/2020 Regular 0.00 2,461.42 6282 48842821 Invoice 12/14/2020 SMALL TOOLS/PUMPING PLANT/SHOP EXPE 0.00 2,006.53 48980491 Invoice 12/14/2020 SHOP EXPENSE 0.00 46.55 48984732 Invoice 12/14/2020 SHOP EXPENSE 0.00 46.55 2000116 Invoice 12/14/2020 Regular 0.00 243.00 6281 2000115 Invoice 12/14/2020 MONTHLY SCADA MONITORING - DEC 20 0.00 38.00 2000115 Invoice 12/14/2020 MONTHLY SCADA MONITORING - DEC 20 0.00 375.00 006947 KCDZ-FM 12/14/2020 Regular 0.00 375.00 6281 318-00013-0001 Invoice 12/14/2020 ADVERTISING: PUBLIC INFORMATION 0.00 375.00 6281 14912 Invoice 12/14/2020 GIS DATA UPDATES: WATER & SEWER 0.00 375.00 6281 14918 Invoice 12/14/2020 | | | 12/14/2020 | * * | _ | 0.00 | · | 02020 |
| ASSA1821 | <u>11C44000130</u> | IIIVOICE | 12/14/2020 | DAJENFIJCHE JOFF | IVARE | 0.00 | 11,130.00 | |
| ASSA1821 | 006507 | McMASTER-CARR SUPPLY (| OMPANY | 12/14/2020 | Regular | | 0.00 2.461.42 | 62829 |
| AB980491 | | | | | - | 0.00 | - 480 | |
| A8984732 | | | · · · · · · · · · · · · · · · · · · · | • | | | . 8.0 | |
| 12/14/2020 Regular 0.00 243.00 6283 2000114 Invoice 12/14/2020 MONTHLY SCADA MONITORING - DEC 20 0.00 38.00 2000115 Invoice 12/14/2020 MONTHLY SCADA MONITORING - DEC 20 0.00 38.00 205 | 10 - 10 To 1 - 10 C TO 1 | | | | | | | |
| 2000114 | <u> </u> | manice | 12,14,2020 | SHOP EXPENSE | | 0.00 | 700.37 | |
| 2000114 | 000156 | FORSHOCK | | 12/14/2020 | Regular | | 0.00 243.00 | 62830 |
| 2000115 | | Invoice | 12/14/2020 | • • | • | 0.00 | 38.00 | |
| 006947 KCDZ-FM 12/14/2020 Regular 0.00 375.00 6283 318-00013-0001 Invoice 12/14/2020 ADVERTISING: PUBLIC INFORMATION 0.00 375.00 6283 013808 NOBEL SYSTEMS, INC. 12/14/2020 Regular 0.00 22,650.00 6283 14917 Invoice 12/14/2020 GIS DATA UPDATES: WATER & SEWER 0.00 8,750.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 12,14/2020 Regular 0.00 13,900.00 916.95 6283 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 0.00 565.69 0.00 288.45 6283 0.00 288.45 6283 0.00 10.00 288.45 6283 0.00 288.45 0.00 0.00 288.45 6283 0.00 | | | | | | | | |
| 18-00013-0001 Invoice 12/14/2020 ADVERTISING: PUBLIC INFORMATION 0.00 375.00 | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 22, 2 - 1, 2020 | | | 3.00 | | |
| 013808 NOBEL SYSTEMS, INC. 12/14/2020 Regular 0.00 22,650.00 6283 14917 Invoice 12/14/2020 GIS DATA UPDATES: WATER & SEWER 0.00 8,750.00 14918 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 6283 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 Regular 0.00 288.45 6283 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/ | 006947 | KCDZ-FM | | 12/14/2020 | Regular | | 0.00 375.00 | 62831 |
| 013808 NOBEL SYSTEMS, INC. 12/14/2020 Regular 0.00 22,650.00 6283 14917 Invoice 12/14/2020 GIS DATA UPDATES: WATER & SEWER 0.00 8,750.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 13,900.00 10,00 13,900.00 10,00 13,900.00 12,12,12 | 318-00013-0001 | Invoice | 12/14/2020 | ADVERTISING: PUB | LIC INFORMATION | 0.00 | 375.00 | |
| 14917 Invoice 12/14/2020 GIS DATA UPDATES: WATER & SEWER 0.00 8,750.00 14918 Invoice 12/14/2020 PROJECT SETUP: HYDRAULIC MODEL INTEG 0.00 13,900.00 013906 GOLDSTAR ASPHALT PRODUCTS 12/14/2020 Regular 0.00 916.95 628: 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 0.00 154.08 17718 11000 12/14/2020 CIRP SUPPLIES 0.00 565.69 0.00 565.69 0.00 565.69 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | | | | | | | | |
| 14918 Invoice 12/14/2020 PROJECT SETUP: HYDRAULIC MODEL INTEG 0.00 13,900.00 013906 GOLDSTAR ASPHALT PRODUCTS 12/14/2020 Regular 0.00 916.95 628: 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 197.18 0.00 154.08 17718 0.00 154.08 0.00 154.08 0.00 565.69 0.00 565.69 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 288.45 628: 0.00 0.00 288.45 628: 0.00 0.00 288.45 628: 0.00 <t< td=""><td>013808</td><td>NOBEL SYSTEMS, INC.</td><td></td><td>12/14/2020</td><td>Regular</td><td></td><td>0.00 22,650.00</td><td>62832</td></t<> | 013808 | NOBEL SYSTEMS, INC. | | 12/14/2020 | Regular | | 0.00 22,650.00 | 62832 |
| 013906 GOLDSTAR ASPHALT PRODUCTS 12/14/2020 Regular 0.00 916.95 6283 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 6283 270996/Y Invoice 12/14/2020 <t< td=""><td>14917</td><td>Involce</td><td>12/14/2020</td><td>GIS DATA UPDATES</td><td>: WATER & SEWER</td><td>0.00</td><td>8,750.00</td><td></td></t<> | 14917 | Involce | 12/14/2020 | GIS DATA UPDATES | : WATER & SEWER | 0.00 | 8,750.00 | |
| 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 6283 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>14918</u> | Invoice | 12/14/2020 | PROJECT SETUP: HY | DRAULIC MODEL INTEG | 0.00 | 13,900.00 | |
| 17575 Invoice 12/14/2020 CIRP SUPPLIES 0.00 197.18 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 6283 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | | | | | | | | |
| 17600 Invoice 12/14/2020 CIRP SUPPLIES 0.00 154.08 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 6283 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | 013906 | GOLDSTAR ASPHALT PROD | UCTS | 12/14/2020 | Regular | | 0.00 916.95 | 62833 |
| 17718 Invoice 12/14/2020 CIRP SUPPLIES 0.00 565.69 000070 ONLINE INFORMATION SERVICES, INC. 12/14/2020 Regular 0.00 288.45 6283 1031525 Invoice 12/14/2020 ID VERIF. SERV. THRU 11/30/20 0.00 288.45 288.45 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 6283 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>17575</u> | Invoice | 12/14/2020 | CIRP SUPPLIES | | 0.00 | 197.18 | |
| 000070 1031525 ONLINE INFORMATION SERVICES, INC. 12/14/2020 12/14/2020 Regular 0.00 288.45 6283 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 270996/Y BUILDER'S SUPPLY Invoice 12/14/2020 Regular 0.00 114.04 6283 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>17600</u> | Invoice | 12/14/2020 | CIRP SUPPLIES | | 0.00 | 154.08 | |
| 1031525 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 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>17718</u> | Invoice | 12/14/2020 | CIRP SUPPLIES | | 0.00 | 565.69 | |
| 1031525 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 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | | | | | | | | |
| 013004 PAOLO FICARA 12/14/2020 Regular 0.00 500.00 6283 121 Invoice 12/14/2020 PARCEL RENTAL: 0606-321-31 0.00 500.00 500.00 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | 000070 | ONLINE INFORMATION SER | IVICES, INC. | 12/14/2020 | Regular | | 0.00 288.45 | 62834 |
| 121 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 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>1031525</u> | Invoice | 12/14/2020 | ID VERIF. SERV. TH | RU 11/30/20 | 0.00 | 288.45 | |
| 121 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 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | 048004 | | | | | | 0.00 | c2025 |
| 013356 BUILDER'S SUPPLY 12/14/2020 Regular 0.00 114.04 6283 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | | | | | _ | _ | | 62835 |
| 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | <u>121</u> | Invoice | 12/14/2020 | PARCEL RENTAL: 0 | 506-321-31 | 0.00 | 500.00 | |
| 270996/Y Invoice 12/14/2020 CIRP SUPPLIES 0.00 114.04 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | 013356 | DIM DEDIC CHOP: " | | 13/44/3030 | Danulas | | 0.00 | 63026 |
| 008137 PARKHOUSE TIRE INC 12/14/2020 Regular 0.00 1,572.52 6283 | | | 43 14 4 15050 | | veRnigi | | | 02830 |
| | 270996/Y | invoice | 12/14/2020 | CIRP SUPPLIES | | 0.00 | 114.04 | |
| | 008137 | PARKHOUSE TIRE INC | | 12/14/2020 | Regular | | 0.00 1.572.52 | 62837 |
| | 2030195148 | Invoice | 12/14/2020 | | _ | 0.00 | | |
| | | | | | | | • | |
| 2030195578 Invoice 12/14/2020 VEHICLE REPAIRS: V41 0.00 29.44 | <u>2050195578</u> | IIIAOICE | 12/14/2020 | VEHICLE REPAIRS | A.4.T | 0.00 | 23.44 | |

| "спеск кероп твмп | | | Date kange: 12/01/20 | 120 - 12/31 |
|----------------------------|--|--|---|-------------|
| Vendor Number Payable # | Vendor DBA Name Payable Type Payable 1 | Payment Date Payment Type te Payable Description | Discount Amount Payment Amount Discount Amount Payable Amount | |
| 008415 | PRUDENTIAL OVERALL SUPPLY | 12/14/2020 Regular | 0.00 164.09 | 62838 |
| 23085573 | Invoice 12/14/20 | SHOP EXPENSE | 0.00 103.76 | |
| 23085576 | Invoice 12/14/20 | SHOP EXPENSE | 0.00 60.33 | |
| | | | | |
| 009065 | RDO EQUIPMENT COMPANY | 12/14/2020 Regular | 0.00 923.05 | 62839 |
| P4963745 | Invoice 12/14/20 | STREET BROOM SUPPLIES: E10SB | 0.00 923.05 | |
| 008414 | PROVIDEO | 12/14/2020 Regular | 0.00 105.00 | 62840 |
| 1756 | Invoice 12/14/20 | | 0.00 105.00 | 02040 |
| ATAV | 12/14/20 | TOO TOOL DOWNER WILLIAM STEP TO THOU ZO | 0.50 | |
| 000091 | SAN BERNARDINO COUNTY RECORDER | 12/14/2020 Regular | 0.00 100.00 | 62841 |
| SB111920 | Invoice 12/14/20 | RELEASE OF LIENS | 0.00 100.00 | |
| | | | | |
| 013820 | SC FUELS | 12/14/2020 Regular | 0.00 2,941.64 | 62842 |
| 1762816-IN | Invoice 12/14/20 | FUEL FOR VEHICLES | 0.00 2,941.64 | |
| 013833 | SERVICEMASTER 360 PREMIER CLEAN | 2 12/14/2020 Pagular | 0.00 997.65 | 62042 |
| | | | | 02843 |
| <u> J81977</u> | Invoice 12/14/20 | JANITORIAL SERVICES - DEC 20 | 0.00 997.65 | |
| VEN01020 | SOUTHWEST NETWORKS, INC. | 12/14/2020 Regular | 0.00 15,909.09 | 62844 |
| 20-11023 | Invoice 12/14/20 | · · · | | |
| 20-11530 | Invoice 12/14/20 | | 0.00 1,200.34 | |
| | | | · · · · · · · · · · · · · · · · · · · | |
| 20-120155C | Invoice 12/14/20 | | | |
| 20-12023SC | Invoice 12/14/20 | OFFICE 365 MONTHLY MAINT - JAN 21 | 0.00 738.00 | |
| 009920 | STANDARD INSURANCE CO | 12/14/2020 Regular | 0.00 3,032.86 | 62845 |
| ST1120 | Invoice 12/14/20 | • | 0.00 1,584.07 | |
| ST1220 | Invoice 12/14/20 | | 0.00 1,448.79 | |
| 3. 28.4V | | | 2,7,000 | |
| 011101 | VAGABOND WELDING SUPPLY | 12/14/2020 Regular | 0.00 472.41 | 62846 |
| 112614 | Invoice 12/14/20 | LEEBOY ASPHALT PAVER SUPPLIES | 0.00 20.39 | |
| 112617 | Invoice 12/14/20 | SMALL TOOLS - DISTRIBUTION | 0.00 452.02 | |
| | | | | |
| 009980 | SWRCB FEES | 12/14/2020 Regular | | 62847 |
| SWRCB-120120 | Invoice 12/14/20 | D-1 RENEWAL | 0.00 70.00 | |
| 009980 | SWRCB FEES | 12/14/2020 Regular | 0.00 20.362.00 | 62848 |
| WD-0177406 | Invoice 12/14/20 | · · · | 0.00 20,362.00 | 02040 |
| WD-0177400 | 12/17/20 | TIDING WITH AUTEDISCHARGE LEMIN 7/ | 0.00 20,302.00 | |
| 009980 | SWRCB FEES | 12/14/2020 Regular | 0.00 105.00 | 62849 |
| SWRC9-120320 | Invoice 12/14/20 | D-4 RENEWAL | 0.00 105.00 | |
| | | | | |
| 009980 | SWRCB FEES | 12/14/2020 Regular | 0.00 2,848.00 | 62850 |
| WD-0179004 | Invoice 12/14/20 | ANNUAL DISCHARGE PERMIT FEE - 7/1/20 | 0.00 2,848.00 | |
| 010635 | TORE N BARRICANES | 13/14/2020 Bossiles | 0.00 1,100.00 | £30E1 |
| | TOPS N BARRICADES | 12/14/2020 Regular | · | 02031 |
| 1085009 | Invoice 12/14/20 | | 0.00 550.00 | |
| 1085184 | Invoice 12/14/20 | SADDLEBACK TRAFFIC CONTROL | 0.00 550.00 | |
| 010690 | TYLER TECHNOLOGIES | 12/14/2020 Regular | 0.00 262.50 | 62852 |
| 025-315258 | Invoice 12/14/20 | | 0.00 262.50 | * |
| | | | | |
| 000013 | U.S. POSTAL SERVICE | 12/14/2020 Regular | 0.00 288.00 | 62853 |
| PO1220 | Invoice 12/14/2 | PO BOX THROUGH 12/31/21 | 0.00 288.00 | |
| | | | | |
| 010850 | UNDERGROUND SERVICE ALERT | 12/14/2020 Regular | | 62854 |
| <u>1120200340</u> | Invoice 12/14/2 | TICKET DELIVERY SERVICE - NOV 20 | 0.00 87.55 | |
| 000247 | UNITED STATES PLASTIC CORP | 12/14/2020 Regular | 0.00 1,169.27 | 62855 |
| | | | 0.00 1,169.27 | 02033 |
| <u>6258755</u> | Invoice 12/14/2 | WALLA INCAMENT SOFFCIES | V.00 1,103.27 | |
| 000327 | WATER QUALITY SPECIALISTS | 12/14/2020 Regular | 0.00 7,500.00 | 62856 |
| 6846 | Invoice 12/14/2 | | . 0.00 4,000.00 | |
| 6892 | Invoice 12/14/2 | | | |
| | | | | |
| 013888 | WIENHOFF DRUG TESTING | 12/14/2020 Regular | 0.00 260.00 | 62857 |
| | | | | |

| *Check Report JBWD | | | | | | D | ate Range: 12/01/20 | 20 - 12/31/ |
|---------------------------|-------------------------------------|---------------------|------------------------------------|-------------------------------|------------------------|-------|----------------------|-------------|
| Vendor Number | Vendor DBA Name | | Payment Date | Payment Type | Discount Am | nount | Payment Amount | Number |
| Payable # | Payable Type | Payable Date | Payable Description | 1 | Discount Amount | Pay | able Amount | |
| <u>94768</u> | Invoice | 12/14/2020 | ANNUAL CONSORTI | UM FEE | 0.00 | | 240.00 | |
| <u>95606</u> | Invoice | 12/14/2020 | DOT COLLECTION M | ONTHLY FEE - NOV 20 | 0.00 | | 20.00 | |
| 013359 | XEROX FINANCIAL SERVICES | | 12/14/2020 | Regular | | 0.00 | 791.32 | 62858 |
| 2390133 | 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 |
| 341184 | Invoice | 12/14/2020 | SHOP EXPENSE | • | 0.00 | | 101.05 | |
| 341432 | Involce | 12/14/2020 | WATER TRUCK SUPP | LIES: E2WT | 0.00 | | 51.53 | |
| 343462 | Invoice | 12/14/2020 | VEHICLE MAINTENA | NCE: V37 & 38 | 0.00 | | 192.68 | |
| <u>343463</u> | Invoice | 12/14/2020 | SMALL TOOLS - DIST | RIBUTION | 0.00 | | 11.30 | |
| <u>343465</u> | Invoice | 12/14/2020 | LEEBOY ASPHALT PA | AVER SUPPLIES: E11AP | 0.00 | | 162.18 | |
| <u>343480</u> | Credit Memo | 12/14/2020 | CREDIT: CORE RETU | RN | 0.00 | | -29.36 | |
| 343492 | Invoice | 12/14/2020 | LEEBOY ASPHALT PA | AVER SUPPLIES: E11AP | 0.00 | | 114.32 | |
| <u>343584</u> | Invoice | 12/14/2020 | LEEBOY ASPHALT PA | AVER SUPPLIES: E11AP | 0.00 | | 46.26 | |
| 343880 | Invoice | 12/14/2020 | VEHICLE MAINTENA | NCE: V32, 30, 32 & 38 | 0.00 | | 104.13 | |
| 013338 | BEVERLY WASZAK | | 12/14/2020 | Regular | | 0.00 | 114.54 | 62865 |
| BW121420 | Invoice | 12/14/2020 | REIMB: MILEAGE | | 0.00 | | 114.54 | |
| 009054 | KATHLEEN J. RADNICH | | 12/14/2020 | Regular | | 0.00 | 966.00 | 62866 |
| 20-12013-1 | Invoice | 12/14/2020 | PUBLIC RELATIONS | - | 0.00 | | 966.00 | 02000 |
| 000000 | | | 43/07/2020 | 441 | | | 2 202 42 | |
| 009880 SCE1120 | SOUTHERN CALIFORNIA EDI Invoice | 12/07/2020 | 12/07/2020 POWER TO BLDGS & | Manual CGN NOV 20 | 0.00 | 0.00 | 2,282.47 2,282.47 | 901559 |
| <u>3001120</u> | IIIVOICE | 12/07/2020 | FOWER TO BEDGE | K GEN - NOV 20 | 0.00 | | 2,202.47 | |
| 009898 | SOCALGAS | | 12/08/2020 | Manual | | 0.00 | 133.08 | 901560 |
| GA51120 | Invoice | 12/08/2020 | HEAT FOR SHOP - TI | HRU 11/16/20 | 0.00 | | 133.08 | |
| 000510 | TIME WARNER CABLE | | 12/10/2020 | Manual | | 0.00 | 358.83 | 901561 |
| 0008970112220 | Invoice | 12/10/2020 | CABLE & INTERNET | - NOV 20 | 0.00 | | 358.83 | |
| 000248 | PAYCHEX | | 12/11/2020 | Manual | | 0.00 | 364 85 | 901562 |
| 345486 | Invoice | 12/11/2020 | PAYROLL PROCESSI | | 0.00 | | 364.85 | 302302 |
| 000337 | COLORUM 1155 B ACCIDENT | INC. IDANICE CO. IN | = +2/+c/2020 | NA | | 0.00 | 4 505 54 | |
| 000237 3990561-1105090 | COLONIAL LIFE & ACCIDENT Invoice | 12/16/2020 | C. 12/16/2020 EE LIFE INSURANCE | Manual - NOV 20 | 0.00 | 0.00 | 1,892.04 1,892.04 | 901563 |
| 3330301-1103030 | 11140105 | 12/10/2020 | EE CII E INSONANCE | 1104 20 | 0.00 | | 1,052.04 | |
| 013196 | TPX COMMUNICATIONS | | 12/16/2020 | Manual | | 0.00 | | 901564 |
| 137252890-0 | Invoice | 12/16/2020 | TELEPHONE (OFFICE | E) - DEC 20 | 0.00 | | 546.43 | |
| 009878 | SOUTHERN CALIFORNIA EDI | SON | 12/16/2020 | Manual | | 0.00 | 24,536.31 | 901565 |
| SCE1120 | Invoice | 12/16/2020 | POWER FOR PUMPI | NG - NOV 20 | 0.00 | | 24,536.31 | |
| 004110 | BURRTEC WASTE & RECYCL | NG SVCS | 12/16/2020 | Manual | | 0.00 | 454.85 | 901566 |
| BW1220 | Involce | 12/16/2020 | TRASH & RECYCLING | G (OFFICE) - DEC 20 | 0.00 | | 160.27 | |
| BW1220B | Invoice | 12/16/2020 | TRASH REMOVAL (S | HOP) - DEC 20 | 0.00 | | 294.58 | |
| 004195 | HOME DEPOT CREDIT SERVI | res | 12/16/2020 | Manual | | 0.00 | 1,233.58 | 901567 |
| HD1120 | Invoice | 12/16/2020 | | LIES/CIRP SUPPLIES/SMA | 0.00 | | 1,233.58 | 301307 |
| | THE SEC | 22, 20, 2020 | 3/10/00/01/01/01/01/01 | | 0.00 | | 2,233.30 | |
| 001630 | AT&T MOBILITY | | 12/16/2020 | Manual | | 0.00 | 2,196.33 | 901568 |
| 829480028X1205 | Invoice | 11/27/2020 | COMMUNICATIONS | - NOV 20 | 0.00 | | 2,196.33 | |
| 000236 | PAYPRO ADMINISTRATORS | | 12/17/2020 | Manual | | 0.00 | 54.16 | 901569 |
| PPE 12-4-20 | Invoice | 12/17/2020 | EE FSA DEDUCTION | S 12-11-20 | 0.00 | | 54.16 | |
| 1/51/01/522 | DAVA JENTUE COCUDING | | 12/19/2020 | Manual | | 0.00 | 2 463 16 | 001570 |
| VEN01533 | PAYMENTUS GROUP INC. | 12/18/2020 | 12/18/2020 | Manual ESSING FEE - NOV 20 | 0.00 | 0.00 | 3,462.15 3,462.15 | 301210 |
| INV-15-107574 | Invoice | 12/18/2020 | CALDIT CARD PROC | LOSHIG FEE-1907 ZU | 0.00 | | 3,404.13 | |
| 000248 | PAYCHEX | | 12/20/2020 | Manual | | 0.00 | | 901571 |
| <u>0479Z803</u> | Invoice | 12/20/2020 | TIME & LABOR ONL | INE USAGE FEE | 0.00 | | 176.70 | |
| 001004 | BUSINESS CARD | | 12/20/2020 | Manual | | 0.00 | 234.00 | 901572 |
| BA1120 | Invoice | 12/20/2020 | EE TRAINING | | 0.00 | | 234.00 | |
| · | | | | | | | | |

*Check Report JBWD Date Range: 12/01/2020 - 12/31/2020

| Vendor Number Payable # | Vendor DBA Name Payable Type | Payable Date | Payment Date Payable Descriptio | Payment Type | Discount Am Discount Amount | | Payment Amount | Number |
|----------------------------|----------------------------------|--------------|---------------------------------|--------------------------------------|--------------------------------|------|----------------------|--------|
| 001009 BA1120 | BUSINESS CARD Invoice | 12/20/2020 | 12/20/2020 | Manual QUIP/4-LOG SUPPLIES/SM | _ | 0.00 | 8,959.03 8,959.03 | 901573 |
| 001011 | BUSINESS CARD | | 12/20/2020 | Manual | | 0.00 | 8,208.57 | 901574 |
| BA1120 001013 | Invoice BUSINESS CARD | 12/20/2020 | 12/20/2020 | SUPPLIES/C.S REMODEL/ | 0.00 | 0.00 | 8,208.57 | 901575 |
| BA1120 | Invoice | 12/20/2020 | • | TRAINING/POSTAGE | 0.00 | | 325.16 | 901373 |
| 001014 BA1120 | BUSINESS CARD Invoice | 12/20/2020 | 12/20/2020 UNIFORMS/BUSINE | Manual SS EXPENSE/SMALL TOO | 0.00 | 0.00 | 1,407.97 1,407.97 | 901576 |
| 000248 <u>345723</u> | PAYCHEX Invoice | 12/22/2020 | 12/22/2020 PAYROLL PROCESSI | Manual NG FEE | 0.00 | 0.00 | 408.41 408.41 | 901577 |
| 000236 PPE 12-18-20 | PAYPRO ADMINISTRATORS Involce | 12/24/2020 | 12/24/2020 EE FSA DEDUCTION | Manual S 12-22-20 | 0.00 | 0.00 | 54.16 54.16 | 901578 |
| 000025 | ICMA RC | | 12/31/2020 | Manual | | 0.00 | 15,579.32 | 901579 |
| ICMARC1220 | Involce | 12/31/2020 | 457 REMITTANCE - | | 0.00 | | 3,960.00 | |
| ICMARCER1220 | Invoice | 12/31/2020 | 457 REMITTANCE - | ZUZU EK CUN I | 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 |
| | 113 | 77 | 0.00 | 40E 433 4E |

JOSHUA BASIN WATER DISTRICT UTILITY REFUND REGISTER

| Account Number | <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 |
| | | | | 631.37 |

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

| Employee Number 10513 | Employee Name Doolittle, Stacy | <u>Date</u> 12/16/2020 | Type Director Pay Note: JBWD BOARD MEETING /// | <u>Units</u> 1,0000 | <u>Additions</u> \$173.63 | <u>Deductions</u> |
|--------------------------|------------------------------------|---------------------------|---|------------------------|------------------------------|-------------------|
| | | | Var | Totals: | \$173.63 | \$0.00 |
| | | | | Employee Total: | \$173,63 | |
| Employee Number 10511 | Employee Name Floen, Thomas | <u>Date</u> 12/16/2020 | Type Director Pay Note: PUBLIC INFO COMMITTEE & JBWD BOARD MEETING 1/DIR/504/ | <u>Units</u> 1,0000 | <u>Additions</u> \$173,63 | <u>Deductions</u> |
| | | 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 | |
| Employee Number 10512 | Employee Name Jarlsberg, Jane | <u>Date</u> 12/16/2020 | Type Director Pay Note: JBWD BOARD MEETING | <u>Units</u> 1,0000 | Additions \$173.63 | <u>Deductions</u> |
| | | | | Totals: | \$173.63 | \$0.00 |
| | | | | Employee Total: | \$173.63 | |
| Employee Number 10505 | Employee Name Reynolds, Michael | <u>Date</u> 12/16/2020 | Type Director Pay Note: JBWD BOARD MEETING 1/DIR/504/ | <u>Units</u> 1.0000 | Additions \$173.63 | <u>Deductions</u> |
| | | | | Totals: | \$173.63 | \$0.00 |
| | | | | Employee Total: | \$173.63 | |

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

| Employee Number 10509 | Employee Name Unger, Rebecca | <u>Date</u> 12/05/2020 | Type Director Pay Note: 12/1/20 - 12/2/20 ACWA VIRTUAL CONFERENCE 1/DIR/504/ | <u>Units</u> 2.0000 | Additions \$347.26 | <u>Deductions</u> |
|--------------------------|---------------------------------|---------------------------|--|------------------------|-----------------------|-------------------|
| | | 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 | |
| | | | | Totals: | \$868.15 | \$0.00 |
| | | | | Employee Total: | \$868.15 | |

Pay Adjustment Summary

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

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 – 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 – Both Director Jarlsberg and Vice President Floen had a brief Q&A with Director Anne Roman.

MSC¹ (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).

MSC¹ (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.

MSC¹ (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.

MSC1 (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 -

MSC¹ (Jarlsberg/Floen) 5/0/0 motion carried to adjourn the regular Board of Directors meeting at 8:00 p.m.

JOSHUA BASIN WATER DISTRICT MEETING AGENDA ITEM STAFF REPORT

Special Meeting of the Board of Directors

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.

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

DATE: February 24, 2021

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

| 3 | JOSHUA BASIN WATER DISTRICT | | SCHE | DULE EFFEC | TIVE DATE | Feb 17, 202 | 11 | | | OLA 2020 : | 2 50% | | | | SCHED | ULE ADOPTED BY | RESOLUTIONS 19- | 1010 and 15-1012 |
|----------|---|--|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|--------------------------|----------------------------|------------------------------|------------------------------|
| | | | | | | | | ног | PLY | JOH 271 | Justine" | - 101000 | | | Mor | ATHEA | Ann | UALIY |
| RANGE | HOITPIRZZEG BOL | CLASS | STEP 1 | STEP 2 | STEP 3 | STEP4 | STEP 5 | STEP 6 | STEP 7 | STEP 0 | STEP 9 | STEP 20 | STEP 11 | STEP 12 | MIN | MAX | MIN | MAX |
| 2 | | | \$15.18 \$15.56 | \$15.56 \$15.94 | \$15.94 \$16.34 | \$16.34 \$16.75 | \$16.75 \$17.17 | \$17.17 \$17.60 | \$17.60 \$18.04 | \$18.04 \$18.49 | \$18.49 . \$18.95 | \$18.95 \$19.43 | \$19.43 \$19.91 | \$19.91 \$20.41 | \$2,630.58 \$2,696.35 | \$3,451.55 \$3,537.84 | \$31,566.98 \$32,356.16 | \$41,418.61 \$42,454.08 |
| 3 | | | \$15.94 | \$16.34 | \$16.75 | \$17.17 | \$17.60 | \$18.04 | \$18.49 | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | \$2,763.75 | \$3,626.29 | \$33,165.06 | \$43,515.A3 |
| 4 | | | \$16.34 | \$16.75 | \$17.17 | \$17.60 | \$18.04 | \$18.49 | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | \$21.44 | \$2,832.85 | \$3,716.94 | \$33,994.19 | \$44,603.32 |
| 5 | | - | \$16.75 | \$17.17 | \$17.60 | \$18.04 | \$18.49 | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | 521.44 | \$21.98 | \$2,903.67 | \$3,809.87 | \$34,844.04 | \$45,718.40 |
| - | OFFICE ASSISTANT (PART TIME) | AFSOME | \$17.17 \$17.60 | \$17.60 | \$18.04 \$18.49 | \$18.49 \$18.95 | \$18.95 \$19.43 | \$19.43 \$19.91 | \$19.91 \$20.41 | \$20.41 \$20.92 | \$20.92 | \$21.44 \$21.98 | \$21.98 \$22.53 | \$22.53 | \$3,050.67 | \$3,905.11 | \$35,715.14 | \$46,861.36 |
| | CHILLE NEED (LANCE-TIME) | ATTACHE | \$18.04 | 518.49 | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | 521.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$3,126.94 | \$4,102.01 | \$37,529.22 | \$49,233,72 |
| 9 | | | \$18.49 | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | \$23.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$3,205.11 | \$4,205.38 | \$38,461.30 | \$50,464.56 |
| 10 | 1 | | \$18.95 | \$19.43 | \$19.91 | \$20.41 | \$20.92 | \$21.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$3,285.24 | \$4,310.51 | \$39,422.83 | \$51,726.17 |
| 11 | OPERATIONS TECHNICIAN LABORER (CHP) | AFSCME | \$19.43 | \$19.91 | \$20.41 | \$20.92 | \$21.44 | \$21.98 | \$22,53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$3,367.37 | \$4,418.28 | \$40,408.40 | \$53,019.33 |
| 12 | | | \$19.91 | \$20.41 | \$20.92 | \$21.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$26.13 | \$3,451.55 | \$4,528.73 | \$41,418.61 | 554,344.81 |
| 13 | CUSTOMER SERVICE REPRESENTATIVE | AFSCME | 520.41 | 520.92 | \$21.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | 576.13 | \$25.78 | \$3,537.84 | \$4,641.95 | \$42,454.08 | \$55,703.43 |
| 14 | APPRILITY OF CHARLE F TO SHAPE IN | | \$20.92 | 521.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$76.13 | 526.78 | \$27.45 | \$3,626.29 | \$4,758.00 | \$43,515.43 | \$\$7,096.02 |
| 15 | ACCOUNTS RECEIVABLE TECHNICIAN PIPELAYER I (CIRP) | AFSCME | \$21.44 | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | 528.34 | \$3,716.94 | \$4,876.95 | \$44,603.32 | \$58,523.42 |
| 16 | CONSTRUCTION & MAINTENANCE I | AFSCME | \$21.98 | \$22.53 | \$23.09 | \$23.67 | \$24.26 | 524.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | \$28.84 | \$3,809.87 | \$4,998.88 | \$45,718.40 | \$\$9,986.50 |
| 17 | | | \$22.53 | \$23.09 | \$23.67 | 524.26 | \$24.07 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | \$28.84 | \$29.56 | \$3,905.11 | \$5,123.85 | \$46,861.36 | \$61,486.17 |
| 10 | FIELD SERVICE TECHNICIAN WATER PRODUCTION OPERATOR I ACCOUNTING TECHNICIAN | AFSCME | \$23.09 | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | \$28.84 | \$29.56 | \$30.30 | \$4,002.74 | \$5,251.94 | \$48,037.89 | \$63,023.32 |
| 19 | LEAD CUSTOMER SERVICE REPRESENTATIVE | AFSCME | \$23.67 | \$24.26 | \$24.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | \$28.84 | \$29.56 | \$30.30 | \$31.06 | \$4,102.81 | \$5,383.24 | \$49,233.72 | \$64,598.90 |
| 20 | | | \$24.26 | \$24.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | 528.84 | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$4,205.38 | \$5,517.82 | \$50,464.56 | \$66,213.87 |
| 21 | CONTRACTOR OF A A A MANAGEMENT DATE OF | | \$24.87 | \$25.49 | \$26.13 | \$26.78 | \$27.45 | 528.14 | \$28.84 | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$4,310.51 | \$5,655.77 | \$51,726,27 | \$67,869.22 |
| 22 | CONSTRUCTION & MAINTENANCE II PIPELAYER II (CIRP) | AFSCME | \$25.49 | \$26.13 | \$26.78 | \$27.45 | \$28.14 | 579.84 | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | \$4,418.28 | \$5,797,16 | \$53,019.33 | \$69,563.95 |
| 23 | | | \$26.13 | \$26.78 | \$27.45 | \$28.14 | \$28.84 | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | \$34.28 | \$4,528.73 | \$5,942.09 | \$54,344.81 | \$71,305.10 |
| 24 | WATER PRODUCTION OPERATOR II | AFSCME | \$26.78 | \$27.45 | \$28.14 | 528.84 | 529.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | \$34.28 | \$35.14 | \$4.641.95 | \$6,090.64 | \$55,703.43 | \$73,087.73 |
| 25 | | | \$27.45 \$28.14 | 528.34 528.84 | \$29.56 | \$29.56 \$30.30 | \$30.30 \$31.06 | \$31.06 \$31.83 | \$31.83 \$32.63 | \$32.63 \$33.45 | \$33.45 \$34.28 | \$34.28 \$35.14 | \$35.14 \$36.02 | \$36.02 \$36.92 | \$4,758.00 \$4,876.95 | \$6,242.91 \$6,398.98 | \$57,096.02 \$58,525.42 | \$74,914.92 \$76,787.79 |
| 26 | | | 528.84 528.84 | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | 534.28 | \$35.14 | \$36.02 | \$36.92 | \$37.84 | \$4,998.88 | \$6,558.96 | \$59,986.50 | \$74,707.49 |
| 28 | LEAD CONSTRUCTION & MAINTENANCE LEAD EQUIPMENT OPERATOR (CIRP) WATER QUALITY SPECIALIST | AFSCME | \$29.56 | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | 534.28 | \$35.14 | 536.02 | \$36.92 | \$17.84 | \$38.79 | \$5,123.85 | \$6,722.93 | \$61,486.17 | \$80,675.18 |
| 29 | LEAD WATER PRODUCTION OPERATOR | APROVAT | \$30.30 | \$31.06 | \$31.83 | \$32.63 | \$33.45 | \$34.28 | \$35.14 | \$36.02 | \$36.92 | \$37.84 | \$38.79 | \$39.76 | \$5,251.94 | \$6,891.00 | \$43,023.32 | \$82,892.06 |
| 30 | PUBLIC INFORMATION ASSOCIATE DEVELOPMENT COORDINATOR | MSC MSC | \$31.06 | \$31.83 | \$32.63 | \$33.45 | \$34.28 | \$35.14 | \$36.02 | \$36.92 | \$37.84 | \$38.79 | \$39.76 | \$40.75 | \$5,383.24 | \$7,063.28 | \$64,598.90 | \$84,759.36 |
| 31 | PURCHASING & CONTRACTS ADMINISTRATOR | MSC | \$31.83 | \$32.63 | \$33.45 | \$34.28 | \$35.14 | \$16.02 | \$36.92 | \$37.84 | \$38.79 | \$39.76 | \$40.75 | \$41.77 | \$5,517.82 | \$7,239.86 | \$66,213.87 | \$86,878.34 \$89,030.30 |
| 33 | ACCOUNTING SUPERVISOR | MSC | \$32,63 | \$33.45 \$34.28 | \$34.28 \$35.14 | \$35.14 \$36.02 | \$36.02 | \$36.92 \$37.84 | \$37.84 \$38.79 | \$38.79 | \$39.76 | \$40.75 \$41.77 | \$41.77 | \$42.81 \$43.88 | \$5,655.77 \$5,797.16 | \$7,420.86 \$7,606.38 | \$69,565.95 | \$91,276.56 |
| 34 | EXECUTIVE ASSISTANT | MSC | \$34.28 | 535.14 | \$36.02 | \$36.92 | \$37.84 | 538.79 | \$39.76 | \$40.75 | \$41.77 | \$42.81 | \$43.88 | \$44.58 | \$5.942.09 | \$7,796.54 | \$71,305.10 | \$93,558.47 |
| 35 | | | \$35.14 | \$36.02 | \$36.92 | \$37.84 | \$38.79 | \$39.76 | \$40.75 | \$41.77 | \$42.81 | \$43.88 | \$44.98 | \$46.10 | \$6,090.64 | \$7,991.45 | \$79,087,73 \$74,914.92 | \$95,897.43 \$98,294.87 |
| 36 | | | \$36.02 \$36.92 | \$36.92 \$37.84 | \$37.84 \$38.79 | \$38.79 \$39.76 | \$39.76 \$40.75 | \$40.75 \$41.77 | \$41.77 \$42.81 | \$42.81 \$43.88 | \$43.88 \$44.98 | \$44.98 \$46.10 | \$46.10 \$47.26 | \$47.26 \$48.44 | \$6,242.91 \$6,398.98 | \$8,191.24 | 576,787.79 | \$100,752.14 |
| 37 | | 1 | \$37.84 | \$38.79 | \$39.76 | \$40.75 | \$40.75 | \$42.81 | 543.88 | \$44.98 | \$46.10 | \$47.25 | \$48.44 | \$49.65 | \$6,558.96 | \$8,605.92 | \$78,707.49 | \$103,271.05 |
| 39 | | | \$38.79 | \$39.76 | \$40.75 | \$41.77 | 542.81 | \$43.88 | \$44.98 | \$46.10 | \$47.26 | \$48.44 | \$49.65 | 550.89 | \$4,722.93 | \$8,821.07 | \$80,675.18 | \$105,852.82 |
| 40 | WATER PRODUCTION SUPERVISOR | MSC | \$39.76 | \$40.75 | \$41.77 | \$42.81 | \$43.88 | \$44.98 | \$46.10 | \$47.26 | \$48.44 | \$49.65 | \$50.89 | \$52.16 | \$6,891.00 | \$9,041.60 | \$82,692.06 | \$108,499.14 |
| 41 | | | \$40.75 \$41.77 | \$41.77 \$42.81 | 542.81 543.88 | \$43.88 \$44.98 | \$46.10 | \$46.10 \$47.26 | \$47,26 \$48,44 | \$48.44 \$49.65 | \$49.65 \$50.89 | \$50.89 \$52.16 | \$52.16 \$53.47 | \$53.47 \$54.80 | \$7,063.28 \$7,239.96 | \$9,267.64 \$9,499.33 | \$84,759.36 \$86,878.34 | \$111,211.62 \$113,991.91 |
| 43 | DISTRIBUTION SUPERVISOR | MSC | \$42.81 | \$43.88 | \$44.98 | \$46.10 | \$47.26 | \$48.44 | \$49.65 | \$50.89 | \$57.16 | \$53.47 | \$54.80 | \$56.17 | \$7,420.86 | \$9,736.81 | \$89,050.30 | \$116,841.71 |
| 44 | | | \$43.88 | 544.98 | \$46.10 | \$47,26 | 548.44 | \$49.65 | \$50.89 | \$52.16 | \$53.47 | \$54.80 | \$56.17 | \$57.58 | \$7,606.38 | \$9,980.23 | \$91,276.56 | \$119,762.75 |
| 45 | | | \$44.98 | \$46.10 | \$47.26 | \$48.44 | \$49.65 | \$50.89 | \$52.16 | \$53.47 | \$54.80 | \$56.17 | \$57.58 | \$59.02 | \$7,796.54 | \$10,229.74 | \$93,558.47 | \$122,756.82 |
| 46 | | | \$46.10 \$47.26 | \$47.26 \$48.44 | \$48.44 \$49.65 | \$49.65 \$50.89 | \$50.89 \$52.16 | \$52.16 \$53.47 | \$53.47 \$54.80 | \$54.80 \$56.17 | \$56.17 \$57.58 | \$57.58 \$59.02 | \$59.02 \$60.49 | \$60.49 \$62.01 | \$7,991.45 \$8,191.24 | \$10,485.48 \$10,747.62 | \$95,897.43 \$98,294.87 | \$125,825.74 \$128,971139 |
| 47 | | + | \$47.28 | \$49.65 | \$50.89 | \$52.16 | \$53.47 | \$54.80 | \$56.17 | \$57.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$8,396.02 | \$11,016.31 | \$100,752.24 | \$132,195.67 |
| 49 | | | \$49.65 | \$50.89 | \$52.16 | \$53.47 | \$\$4.80 | \$56.17 | \$57.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$8,605.92 | \$11,291.71 | \$103,271.05 | \$135,500.56 |
| 50 | | | \$50.89 | \$52.16 | \$53.47 | \$54.80 | \$56.17 | \$57.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$66.77 | \$8,821.07 | \$11,574.01 | \$105,852.82 | \$138,008.08 |
| 51 | | | \$52.16 \$53.47 | \$53.47 \$54.80 | \$54.80 \$56.17 | \$56.17 \$57.58 | \$57.58 \$59.02 | \$59.02 \$60.49 | \$60.49 | \$62.01 | \$63.56 \$65.14 | \$65.14 \$66.77 | \$66.77 \$68.44 | \$68.44 \$70.15 | \$9,041.60 | \$11,063.36 \$12,159.94 | \$108,499,14 \$111,711.62 | \$142,360.28 \$145,919.29 |
| 53 | DIRECTOR OF ADMINISTRATION DIRECTOR OF FINANCE DIRECTOR OF OPERATIONS | MIC | \$54.80 | \$54.80 \$56.17 | 557.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$66.77 | \$68.44 | \$70.15 | \$71.91 | 59,499.31 | \$12,461.94 | \$113,991.91 | \$149,567.27 |
| 54 | | | \$56.17 | \$57.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$66.77 | \$68.44 | 570.15 | \$71.91 | \$73.71 | \$9,736.81 | \$12,775.54 | \$116,841/71 | \$153,306.45 |
| 55 | | | \$57.58 | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$66.77 | \$68.44 | \$70.15 | 571.91 | \$73.71 | \$75.55 | \$9,980.23 | \$13,094.93 | \$119,762.75 | \$157,139.11 |
| 56 | | | \$59.02 | \$60.49 | \$62.01 | \$63.56 | \$65.14 | \$66.77 | \$68.44 | \$70.15 | \$71.91 | \$73.71 | \$75.55 | \$77.44 | \$10,229.74 | \$13,422.30 | \$122,756.82 | \$161,067.59 |
| 57 58 | | | \$60.49 \$62.01 | \$62.01 \$63.\$6 | \$63.56 \$65.14 | \$65.14 \$66.77 | \$66.77 \$68.44 | \$68.44 \$70.15 | \$70.15 \$71.91 | \$71.91 \$73.71 | \$73.71 \$75.55 | \$75.55 \$77.44 | \$77.44 579.37 | \$79.37 \$81.36 | \$10,485.48 | \$13,757.86 \$14,101.80 | \$125,825.74 \$128,971.39 | \$165,094.28 \$169,221.64 |
| 59 | | \vdash | \$61.56 | \$65.14 | 566.77 | \$68.44 | \$70.15 | \$71.91 | \$73.71 | \$75.55 | \$77.44 | 579.37 | \$81.36 | \$83.39 | \$11,016.31 | \$14,454.35 | \$132,195.67 | \$173,452.18 |
| 60 | | | \$65.14 | \$66.77 | \$68.44 | \$70.15 | 571.91 | \$73.71 | \$75.55 | \$77.44 | \$79.37 | \$81.36 | \$83.39 | \$85.48 | \$11,291.71 | \$14,815.71 | \$135,500.56 | \$177,788.48 |
| | | | | DCV | | | | | | | 77.70 | A. 15-4 1-5-1 | | | | va la companya a | | |

Special Meeting of the Board of Directors February 24, 2021 Page 14 of 21

JOSHUA BASIN WATER DISTRICT MEETING AGENDA ITEM STAFF REPORT

Special Meeting of the Board of Directors

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.

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.

DATE: February 24, 2021

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:
 - 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.

| | FURTHER RESOLVED, this resolution | is eff | ective immediately upon adoption. |
|-------------------|---|--------|-----------------------------------|
| | ADOPTED this 24th day of February, 20 | 021. | |
| | Ī | Зу | Rebecca Unger, President |
| Attest: Mark B | an, General Manager and Board Secretary | | |

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

account closes.