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 An Equal Opportunity Provider

**JOSHUA BASIN WATER DISTRICT
 REGULAR MEETING OF THE BOARD OF DIRECTORS
 WEDNESDAY JANUARY 20, 2016 7:00 PM
 61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252
 AGENDA**

- | | |
|------------|---|
| 1. | CALL TO ORDER |
| 2. | PLEDGE OF ALLEGIANCE |
| 3. | DETERMINATION OF A QUORUM |
| 4. | APPROVAL OF AGENDA |
| 5. | PUBLIC COMMENT
Members of the public may address the Board at this time with regard to matters within the Board’s jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less. |
| Pgs. 1-3 | 6. CONSENT CALENDAR:
Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.
A. Approve Draft Minutes of the January 6, 2015 Regular Meeting of the Board of Directors. |
| Pgs. 4-6 | 7. APPROVAL OF RESOLUTION 16-953, PLEDGED REVENUES
Recommend that the Board approve resolution authorizing General Manager to file financial application with SWRCB for Chromium 6 Remediation Plan. |
| Pgs. 5-14 | 8. REQUEST THAT THE BOARD TAKE THE FOLLOWING ACTIONS:
(1) APPROVE NEW JOB DESCRIPTIONS FOR HR/CONTRACT ADMINISTRATOR AND EXECUTIVE ASSISTANT, AND
(2) AUTHORIZE HIRING OF SAME
Recommend that the Board approve job descriptions and authorize hiring. |
| Pgs. 15-22 | 9. FLEET VEHICLE REPLACEMENT
Recommend that the Board approves the purchase of three (3) fleet replacement vehicles, pursuant to Joshua Basin Water district’s Vehicle Purchase and Replacement Policy adopted July 2, 2014. |

Pgs. 23-26

10. WET CLEANING, INSPECTION, AND SPOT REPAIR OF RESERVOIR FLOORS: D2-1, D3-1, F-2, H-1
Recommend that the Board receives report for information only, pursuant to Joshua Basin Water District Administrative Code, Article 4, General Manager, 4.04.06 Purchasing.

Pg. 27

11. DISCUSSION ON REMODELING EXISTING OFFICE
Recommend that the Board receive information concerning proposed remodeling of office. Obtain Board concurrence that during remodel, Board Meetings will be held at another location.
12. STANDING COMMITTEE REPORTS:
A. LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Unger: Kathleen Radnich, Public Outreach Consultant to report. Next meeting is scheduled for February 3, 2016.
B. FINANCE COMMITTEE: President Fuller and Director Johnson. Next meeting is scheduled for January 25, 2016.
C. WATER RESOURCES & OPERATIONS COMMITTEE: Vice President Luckman and Director Johnson. Next Meeting is scheduled for January 26, 2016.
13. DISTRICT GENERAL COUNSEL REPORT
14. GENERAL MANAGER REPORT
15. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES
Mojave Water Agency BOD Meeting: January 28 – Rebecca Unger
ASBCSD Meeting: January 25 – Mike Reynolds
16. DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS
17. ADJOURNMENT

INFORMATION

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

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on January 27 at 7:00 pm and February 3 at 7:00 pm.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS

January 6, 2016

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM: Victoria Fuller Present
Bob Johnson Present
Mickey Luckman Present
Mike Reynolds Present
Rebecca Unger Present

STAFF PRESENT: Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT: Kathleen Radnich, Public Outreach Consultant
Gil Granito, District Counsel, Redwine & Sherrill

GUESTS 4

4. APPROVAL OF AGENDA

MSC Luckman/Reynolds, 5/0 to approve the agenda for the January 6, 2016 meeting.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

5. PUBLIC COMMENT

Al Marquez, Sunfair area, Joshua Tree: Mr. Marquez commented that he believes the action taken by the Board of Directors in January 2014 with regards to basic rate increases for active meters (Article 14-914) was handled improperly and not according to parliamentary procedures, and thus the motion to increase rates should be null and void. Marquez specified he believes there was a mistake made on the motion when District Counsel for the Board of Directors made a comment and clarified that the motion did not include inactive meters. Mr. Marquez added that he provided a letter to each of the JBWD Board of Directors containing more detailed information supporting his premise.

District Counsel Gil Granito stated that the comment he made in January 2014 was made to establish clarity, particularly since significant deliberation had taken place as to whether or not to charge the basic fee for inactive meters. Counselor Granito believed he was duty bound and thus it was appropriate to provide the legal clarity so that the record would accurately reflect the Board's decision.

6. CONSENT CALENDAR

MSC Luckman/Reynolds, 5/0 to approve Draft Minutes of the December 16, 2015 Regular Meeting of the Board of Directors.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

7. ADOPT PAID SICK LEAVE POLICY TO COMPLY WITH CALIFORNIA'S NEW PAID SICK LEAVE LAW

Susan Greer gave the presentation. AB 1522 became effective January 1, 2015 and provides the right to accrue and use sick leave for all employees as of July 1, 2015. This new law essentially only impacts one part time employee with the JBWD, since benefits of full time employees already exceed the standard required by AB 1522.

MSC Luckman/Unger, 5/0 to adopt paid sick leave policy as required by law.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

8. 1ST QUARTER ENDING 9/30/15 FINANCIAL REPORT

Susan Greer presented the report. Board received for information only.

9. CONSERVATION UPDATE: REVIEW OF DRAFT 2016 REGULATIONS AND TARGETS, DISCUSSION ON CURRENT TARGET.

GM Sauer gave the presentation. Board received for information only.

10. STANDING COMMITTEE REPORTS

- A. LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Unger: Kathleen Radnich, Public Outreach Consultant, gave the report. JBWD has added public information messages to the phone system while clients are on hold. Water Education Day will be on April 3rd from 1-4. There will be a JBWD docent meeting on January 22nd at 10:00AM to discuss event planning. The Next meeting is scheduled for February 3, 2016.
- B. FINANCE COMMITTEE: President Fuller and Director Johnson: At the last Finance Committee Meeting on December 28th Susan gave the financial report and check registers for the last quarter were reviewed. Next meeting is scheduled for January 25, 2016.
- C. WATER RESOURCES & OPERATIONS COMMITTEE: Vice President Luckman and Director Johnson: The Capital Improvement Program was discussed at the prior Water Resources and Operations Committee on December 29th, and other items discussed are in GM Sauer's report at the current Board meeting. The Next meeting is scheduled for January 26, 2016.

11. DISTRICT COUNSEL REPORT

Counselor Granito commented on the Groundwater Sustainability Act, noting that JBWD efforts and responsibilities for Groundwater Management for the District will need to be intensified.

12. GENERAL MANAGER REPORT

BLM Lease Expenses: Assistant General Manager Susan Greer reported on BLM right of way lease expenses, noting a 300+% increase on JBWD right of ways. JBWD is appealing methodology for deriving these increased figures.

Chromium 6 Treatment and Compliance: GM Curt Sauer reported on Chromium 6 treatment and compliance. Miguel from Bureau of Reclamation was here before the holidays. Adjustments to the pilot study at well 16 for strong based anion exchange have been made on two of the three columns. Final results on the volume of water that can be treated before we would need to clean the filter medium are expected to be completed by mid-March. An initial draft report will be available by late January. Brine is the end product of cleaning the filter medium. Miguel’s new treatment methodologies will be used on brine from both wells. It is hopeful the new methodology will reduce the amount of brine that needs to be disposed of by 80 to 90 percent of current industry standards. We continue to work on the financial assistance application with SWRCB. And have found that there is a possibility that monies may also be available for new technology development / studies through DWR / Prop50 monies.

NextEra: GM Sauer will be in contact with San Bernardino County on Thursday January 14th.

Urban Water Management Plan: Chapter 3, Water Supply is almost in final draft form. This chapter covers supply reliability (200 AF), return flow estimates (650 AF), and basin recharge estimates (1,175 AF). GM Sauer has concerns with these numbers is that they may be incorrect, based on analysis of the 2004 USGS Hydrologic Report, and review of the 2015 USGS Izbicki et al. study on mobilization of septic leachate through the unsaturated zone. The 2004 report indicates that as much water from underflow and infiltration leaves the basins as enters the basins. Both reports indicate that return flow from house hold use does not travel quickly though the unsaturated zone. In fact, it may take from 45 to 100 years depending on the density of septic fields. These are important numbers to have correct because they represent the offset of the amount of water being pumped from the aquifers. Higher numbers equate to less overdraft. GM Sauer is working with David O’Leary of USGS and Dudek to review the calculations made for the 2010 plan, as well as the estimates from the 2006 Dudek report on Groundwater availability.

13. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES

Mojave Water Agency BOD Meeting, January 14: Director Johnson
Next ASBCSD meeting: January 25, Director Reynolds

14. DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTRUE AGENDA ITEMS

Reynolds reminded everyone to inspect property for leaks, particularly due to freezing weather. Director Luckman attended the TAC meeting of Mojave Water Agency and Pipeline Commission meeting. Director Luckman has been reappointed to the Groundwater Committee for ACWA.

15. ADJOURNMENT

MSC Reynolds/Luckman, 5/0 to adjourn the Regular Meeting of the Board of Directors of January 6, 2016 at 8:22 PM.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

Respectfully submitted:

Curt Sauer, General Manager and Board Secretary

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

January 20, 2015

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Approval of Resolution 16-953, Pledged Revenues

RECOMMENDATION:

Approve resolution authorizing General Manager to file financial application with SWRCB for Chromium 6 Remediation Plan.

ANALYSIS: On October 7, 2015 the Board approved a resolution that accompanied the application to the State Water Resources Control Board for financial assistance to address the Chromium 6 planning project.

After being assigned a project manager from the SWRCB, we were informed that a different format of resolution was required. The resolution before you meets the requirements of the State to apply for financial assistance.

Once approved by the Board we will submit it to SWRCB and proceed with finalizing the financial packet.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

RESOLUTION 16-953

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN FINANCING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING WATER STATE REVOLVING FUND (DWSRF); AUTHORIZING THE GENERAL MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT; AUTHORIZING THE GENERAL MANAGER TO EXECUTE BUDGET AND EXPENDITURE SUMMARY; AUTHORIZING THE GENERAL MANAGER TO SIGN THE FINAL RELEASE FORM AND THE GENERAL MANAGER TO SIGN THE CERTIFICATION OF PROJECT COMPLETION; AND PLEDGING AND DEDICATING NET WATER REVENUES FROM WATER SALES REVENUE, INCLUDING BUT NOT LIMITED TO STANDBY FEES, RATES, FEES, OR CHARGES TO PAYMENT OF DWSRF FINANCING.

WHEREAS, the Joshua Basin Water District, a public agency formed and existing pursuant to Water Code Section 30000 et seq., seeks financing from the State Water Resources Control Board for a project commonly known as "Chromium VI Remediation Project" (hereafter "Project"); and

WHEREAS, the Joshua Basin Water District desires to enhance the provision and protection of the drinking water supplied to the customers of the Joshua Basin Water District; therefore;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that

1. The General Manager of the Joshua Basin Water District, or his/her designee, is hereby authorized and directed to sign and file, for and on behalf of the Joshua Basin Water District (hereafter, sometimes referred to as "JBWD") a financial assistance application for a financing agreement from the State Water Resources Control Board for the Project;
2. The General Manager of the Joshua Basin Water District, or his/her designee, is hereby authorized to sign the DWSRF program financing agreement for the Project and any amendments thereto, and provide the assurances, certifications and commitments required therefore;
3. The General Manager of the Joshua Basin Water District, or his/her designee, is hereby authorized to represent the JBWD in carrying out the JBWD responsibilities under the financing agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation, compliance with applicable state and federal laws, and making any other necessary certifications;
4. The Joshua Basin Water District does hereby dedicate and pledge its net water revenues and its water enterprise fund to payment of the DWSRF financing for the Project.

The Joshua Basin Water District commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the JBWD has satisfied its

repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board.

So long as the financing agreement(s) are outstanding, the JBWD pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the JBWD commits to maintaining the fund(s) and revenue(s) at levels JBWD sufficient to meet its obligations under the financing agreement(s). If for any reason, the said source of revenues proves insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds shall be raised through increased water rates, user charges, or assessments or any other legal means available to meet the DWSRF obligation and to operate and maintain the project; and

- 5. The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water Resources Control Board is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the State Water Resources Control Board. The State Water Resources Control Board shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the Joshua Basin Water District or in any other document.

ADOPTED this 20th day of January 2016, I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Joshua Basin Water District following a vote:

Director Victoria Fuller _____
Director Bob Johnson _____
Director Mickey Luckman _____
Director Mike Reynolds _____
Director Rebecca Unger _____

JOSHUA BASIN WATER DISTRICT

Signature: _____

Victoria Fuller
President, Board of Directors

Signature: _____

Curt Sauer
Board Secretary/General Manager

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC:

REQUEST THAT THE BOARD TAKE THE FOLLOWING ACTIONS:

- (1) APPROVE NEW JOB DESCRIPTIONS FOR HR/CONTRACT ADMINISTRATOR AND EXECUTIVE ASSISTANT, AND
- (2) AUTHORIZE HIRING OF SAME

RECOMMENDATION:

Approve job descriptions and authorize hiring.

ANALYSIS:

The District has been without a dedicated human resources staff person since August 2014, with the responsibility being handled on an as-needed basis by Susan Greer. The District has 21 employees which requires more regular attention regarding benefits, recruitment, performance evaluations, discipline, compensation studies, union negotiations and more.

The District also requires more attention in the area of contracting, as the details are numerous and legally challenging. These responsibilities are currently mostly handled by the Finance staff. Assisting with development of bid documents and contracts; assisting project managers with tracking progress and ensuring compliance with contracts; coordination between Finance, project managers and contractors; assistance with prevailing wage compliance and certified payroll reporting are examples of the contracting work that will be handled by this employee. Legal consequences for improper handling of both human resources and contracts can be significant and requirements change often.

Rather than hire a Human Resource Manager, we recommend hiring an administrative position and combining contract administration with the HR function to address both issues. Susan will be the supervising manager, overseeing the position. The proposed HR/Contract Administrator job description is attached. Previously, the HR functions were handled by the HR Manager/Administrative Specialist position at a maximum annual salary of \$82,809. The proposed job description has a maximum annual salary of \$65,748, a savings of 21%.

The District also needs to fill the Executive Secretary position, which has been filled to a lesser extent by a temporary part-time employee for over three and one-half years. There is currently insufficient administrative support for the District's executives, including the General Manager, Assistant General Manager and Director of Water Resources and Operations. I will be the supervising manager, overseeing the position. The job description for the proposed position, Executive Assistant, is attached. The previous Executive Secretary position has a maximum salary of \$97,691 annually. The proposed job description has a maximum annual salary of \$64,140, a savings of 34%.

Remember, that Shirley retired last year from a Part Time General Office position, which we are not refilling. This proposal reduces the costs of the HR function, and folds contracting duties into the position as well. The Executive Assistant reduces cost of the previous executive secretary position, and will be significantly funded from the two part time positions that would be eliminated.

The current year budget includes six months' of salary and benefits for these proposed positions, so budget already exists. We estimate that it will take at least one to two months to fill the positions.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

Based on hiring dates of March 1, and assuming the positions were hired at top of range, total compensation costs for the 15/16 fiscal year are estimated at \$58,000 .

JOSHUA BASIN WATER DISTRICT CLASS DESCRIPTION	Description Approved <u>1/20/16</u>
Title: HR/Contract Administrator	Status: Exempt

Summary

Under general levels of supervision, performs a wide variety of technical and clerical duties related to human resources services, contracting and risk transfer. This is a generalist position and as such, projects and tasks may be assigned in all functional areas of Human Resources, Contracting and Risk Transfer, both complex and routine. The incumbent in this position interacts frequently with District employees, vendors and the general public and exercises tact and discretion when dealing with issues of a confidential or sensitive nature.

Distinguishing Characteristics

This position is characterized by the confidentiality requirements and the intermediate to high-level skills required to perform the principal duties of the position, the general level of supervisory oversight provided to this position on a routine basis and the frequency of contact with the District employees and public. Position has no supervisory duties.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

HUMAN RESOURCES:

- Provides general assistance and answers questions in person, on the phone or by email regarding District benefits, payroll, recruitment, selection, and related human resources services to employees and the public; advise applicants regarding recruitment activities and processes; assist employees in completing general human resources forms and documents; process confidential and sensitive personnel data, applicant data, and related information.
- Assist in coordinating recruitment activities by writing and placing job announcements, responding to applicant inquiries, tracking applicant paperwork, reviewing employment applications, scheduling interview and testing appointments, setting up interview panels, preparing and processing interview panel and testing paperwork, sending out notifications.
- Process new hire and separation benefits and payroll information; prepare new hire forms, material and data, ensuring accuracy of data entered.
- Conducts new employee orientations.
- Assist in coordinating benefits activities, including open enrollment and workers' comp; provide assistance to employees with completing benefits enrollment and change forms; troubleshoot and coordinate with benefits carriers to ensure employee eligibility and enrollment.
- Assists with hiring, promotion, disciplinary and termination process for all District employees
- Administers the performance evaluation system, tracking evaluation dates and sending out reminder notices, processing paperwork for salary increases, and maintaining records.
- Monitor temporary employees, including approval to hire, maintaining time worked records and checking invoices for accuracy.
- Respond to claims for unemployment and process quarterly bills.
- Oversees DOT drug testing program.
- May act as backup for payroll processing.
- Respond to claims for disability insurance and assist with interactive process meetings.
- Communicate with legal counsel orally or in writing, to obtain clarification or interpretation of laws and contracts.
- Monitors administrative compliance with personnel policies.

<p>JOSHUA BASIN WATER DISTRICT</p> <p>CLASS DESCRIPTION</p>	<p>Description Approved <u>1/20/16</u></p>
<p>Title: HR/Contract Administrator</p>	<p>Status: Exempt</p>

- Maintains confidential employee records including personnel files, performance evaluations, medical records, disciplinary actions, certifications, training and safety. Provides employees with prompt access to personnel files upon request while monitoring access at all times.
- Assists with bargaining unit negotiations and grievance resolution.
- Oversees training programs including scheduling training, preparing and distributing announcements, setting up food and beverages for attendees, tracking training attendance.
- Assists with personnel studies as needed.
- Attend and participate in job fairs, internship program meetings, assessment testing, open enrollment meetings, and related activities.
- Oversee employee recognition program including annual employee appreciation party.
- Attends committee or board meetings as required.

CONTRACTING

- Assist with development and writing of bid documents, contracts, agreements, and other related documents.
- Conducts basic procurement procedures and techniques.
- Works with Project Managers to monitor contractor's progress and performance to ensure goods and service conform to the contract requirements.
- Serve as point of contact for vendors and staff on contractual matters.
- Assists Project Manager with change order process, preparing documentation and maintaining records.
- Maintains contractual records and documentation such as receipt and control of all contract correspondence, contractual changes, status reports and other documents.
- Assists with contract payment disputes and confer with Project Managers, contractors and others concerning contract payments and compliance
- Coordinates with Finance staff and Project Managers to write purchase orders and approve contract billings.
- Develops and prepare reports on the status of contracts.
- Performs basic analyses comparing bids submitted.
- Solicits sources of supply for products and services related to assigned tasks, and analyzes fees, delivery dates, previous performance, current commitments, and indications of financial responsibility, and recommends the most advantageous vendor.
- Implements and interprets policies and procedures. Develop and implement procedures for contract management and administration in compliance with JBWD policy.
- Ensures contract close-out, extension or renewal.
- Coordinates with Finance Staff to ensure proper tracking of contracts via project accounting.
- Assists with prevailing wage and certified payroll compliance.

RISK TRANSFER

- Determines appropriate insurance coverage requirements for contracts based on established guidelines
- Verifies insurance coverage for contractors and other vendors, following-up with vendors as needed
- Coordinates with Project Managers to direct vendor activity according to insurance compliance status (i.e. notice to proceed, stop work, etc.)

Education, Training & Experience:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

JOSHUA BASIN WATER DISTRICT CLASS DESCRIPTION	Description Approved <u>1/20/16</u>
Title: HR/Contract Administrator	Status: Exempt

Equivalent to completion of an associate of arts degree and four years of responsible experience in a human resources position. Possession of a bachelor's degree in human resources, business administration, public administration, business or organization development or a related field is desirable and may be substituted for two years of experience. Possession of a Human Resources certification, such as PHR or SHRM is desirable.

Skills and Abilities:

Knowledge of

- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment policies and systems.
- Best practices in personnel policy development and implementation.
- Applicable State, Federal, and local regulations pertaining to, but not limited to, workers compensation, workplace safety, hiring practices, non-discrimination, and medical benefits.
- Techniques of developing and conducting training programs.
- Techniques of position classification and salary administration.
- Principles and practices of conducting workplace investigations.
- Conflict resolution.
- Knowledge of and proficiency with word processing, spreadsheet and presentation software.
- Knowledge of prevailing wage requirements and certified payroll compliance.
- Ability to follow oral and written directions and carry out complex tasks.
- Ability to use independent judgment to solve problems and analyze information.
- Ability to make simple mathematical calculations with speed and accuracy.
- Ability to interpret and explain JBWD policies and procedures.
- Ability to maintain accurate records, prepare clear and concise reports, and establish and oversee monitoring systems for tracking information.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Ability to establish and maintain cooperative, respectful and effective working relationships with those contacted in the course of work including District employees, officials, vendors and the general public.
- Ability to maintain the highest degree of confidentiality and professional discretion.
- Ability to multi-task, communicate progress and meet deadlines.

Physical:

The physical activities described here are representative of those that must be met by an employee to successfully perform this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis.
- Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks.
- Ability to stoop, kneel and crouch routinely.
- Sits for extended time periods and uses office equipment such as computers, copiers and fax machines on a regular basis.
- Requires normal range hearing and vision.
- Travels by automobile in conducting District business.

Other: Maintain valid California Class C Driver's License.

<p>JOSHUA BASIN WATER DISTRICT</p> <p>CLASS DESCRIPTION</p>	<p>Description Approved <u>1/20/16</u></p>
<p>Title: Executive Assistant</p>	<p>Status: Exempt</p>

Summary

Under general supervision, provides a variety of highly complex and confidential administrative support and analytical assignments for the Agency's executives including the General Manager, Assistant General Manager/ Chief Financial Officer, Director of Water Resources and the Board of Directors. A member of the senior management team with the expectations, role and responsibilities of a senior level position, the successful candidate must be motivated, have the ability to exercise judgment independently, exhibit flexibility to changing priorities and be able to perform highly detailed and complex tasks with a minimum of direction.

Distinguishing Characteristics

This position is characterized by the confidentiality requirements, the high level of skills required to perform the principal duties of the position, the frequency of contact with the Board, Committees and general public at meetings, as well as the low level of supervisory oversight provided to this position on a routine basis.

Examples of Duties

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Provides administrative and secretarial support for the Agency's senior management, including reviewing and prioritizing business correspondence; collecting, compiling and analyzing data for miscellaneous projects; responding to public agency and private sector inquiries, providing quality customer service, coordinating and maintaining calendars; and maintaining files.
- Composes correspondence requiring knowledge of the Agency's views, philosophy and some understanding of technical matters; may sign for executive when technical or policy content has been authorized. Develops and prepares newsletter articles, reports, manuals, presentations and other materials.
- Participates in formulating and administering Agency policies and developing long-range goals and objectives.
- Answers a substantial amount of correspondence on own initiative in accordance with general policies and procedures or knowledge of the General Manager's viewpoint. As assigned, prepares draft correspondence on non-routine matters for General Manager's signature.
- Uses considerable independent judgment and initiative to determine the approach or action to take in non-routine situations.
- Advises individuals, within the Agency and outside, of the General Manager's views on policies or issues, using judgment and discretion.
- Completes special projects involving research and preparation of information for reports, internally and externally.
- Responds independently to California Public Records Act requests for information as well as maintains public records in compliance with the California Public Records Act.
- Monitors Agency compliance to the Ralph M. Brown Act (Government Code Section 59450-54963) in posting of public meeting notices.
- Maintains appointment schedule and calendar and arranges meetings for General Manager, Assistant General Manager/ Chief Financial Officer, and Director of Water Resources and Operations.
- Researches and compiles background data, and prepares staff reports and agenda packets for Board of Directors meetings, and Committee meetings as needed.
- Reviews letters, agenda packets, staff reports, records, meeting minutes, and other items for grammar, accuracy, format, completeness, and compliance with set Agency standards.

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Description Approved <u>1/20/16</u>
Title: Executive Assistant	Status: Exempt

- Oversees distribution and receipt of annual statements of economic disclosure (Form 700) for Board members, Agency staff, and Agency consultants and serves as Agency Filing Officer for such (Form 700).
- Maintains the official documents of the Agency including, but not limited to, ordinances and resolutions, minutes of meetings, and agenda packets.
- Analyzes and resolves office administrative situations and problems.
- Acts as Office Manager
- Maintains Record Retention System
- Performs related duties as assigned.

Education, Training & Experience:

Bachelor's Degree from an accredited college or university with combination of experience / or training that could likely provide the required knowledge and ability to perform the job duties.

- Or Associates degree from an accredited college or university with combination of experience / or training that could likely provide the required knowledge and ability to perform the job duties. ;
- Combination of work /experience could be: 5 years of analytical /assessment skills, 5 years of administrative or executive assistant level work.
- Office management experience desired.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the Agency's policies, procedures and services.
- Ability to interpret and apply administrative policies and regulations.
- Understand the organization and operations of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Ability to exercise discretion and independent judgment as opposed to merely applying acquired skills and following routine procedures.
- Thorough knowledge of correct English grammar, punctuation and spelling.
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook.
- Proficient with internet search capabilities.
- Ability to operate standard office equipment (e.g., phone, computer, copier, fax, typewriter and calculator). Ability to operate additional equipment, including a transcription device.
- Knowledge of practices used in agenda packet preparation and minute taking and preparation. Ability to multitask, be flexible and prioritize work assignments in a dynamic work environment.
- Ability to read, analyze and interpret a variety of documents such as business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from JBWD employees including senior management, customers, other water agencies, legislators and legislative staff, the general public, JBWD's Board of Directors,

regulatory agencies and vendors.

<p style="text-align: center;">JOSHUABASIN WATER DISTRICT</p> <p style="text-align: center;">CLASS DESCRIPTION</p>	<p>Description Approved <u>1/20/16</u></p>
<p>Title: Executive Assistant</p>	<p>Status: Exempt</p>

- Ability to apply basic mathematical concepts, including decimals, percentages, fractions and basic statistics.
- Ability to define problems, collect data, establish facts and think independently to draw valid conclusions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to solve problems, involving several concrete variables in standardized situations.
- Ability to perform work in accordance with specific safety procedures to minimize potential for injury.
- Knowledge of water district terminology
- Ability to maintain accurate records, electronically and in paper format.
- Ability to maintain cooperative and respectful working relationships

Certificates, Licenses, and Registrations

Maintain valid California Class C driver's license, Notary Public certification (or be able to receive within six months).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear and use hands and fingers, move between offices, reach with hands and arms and stoop. The employee is occasionally required to lift items up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office setting. The noise level in the work environment is usually moderate.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

January 20, 2016

Report to: President and Members of the Board

Prepared by: Seth J. Zielke, Director of Water Resources and Operations



TOPIC: Fleet Vehicle Replacement

RECOMMENDATION: That the Board approves the purchase of three (3) fleet replacement vehicles, pursuant to Joshua Basin Water District's Vehicle Purchase and Replacement Policy adopted July 2, 2014.

ANALYSIS: One of Joshua Basin Water District's ("District") most important tools for maintaining prompt and dependable service and response times, not only for customer service calls, but emergencies and water system repairs are the District's fleet vehicles. The Board recognized the importance of preserving a dependable fleet and prudently adopted the District's current Vehicle Purchase and Replacement Policy ("Policy") (Attached) on July 2, 2014.

The Distribution Supervisor, Jim Corbin, continually monitors the District's vehicle needs and vehicle replacement status in accordance with the District's Policy.

The District's most recent Sanitary Survey conducted by the State Water Resources Control Board ("SWRCB") in October 2014 recommended the District implement a valve exercising program that includes exercising all critical valves on an annual basis, and all other valves on a two or three year rotation. The District has a total of approximately 3,100 valves. Over the past four years the number of valves the District has been able to exercise has steadily declined as a result of increased customer service related work, and the lack of a more specialized vehicle within the fleet that is equipped to respond to the valve turning directives described by the SWRCB.

In response to the recommendation by the SWRCB, and in preparation for additional required valve maintenance in the future, staff has taken this vehicle replacement opportunity to spec. out one of the replacement vehicles with valve turning equipment (vacuum and truck mounted valve exerciser). This vehicle and equipment will allow the District to meet the SWRCB's valve turning recommendation, in addition to normal utility vehicle uses such as new service installations, mainline and service line repairs, and other distribution system maintenance.

A portion of the work performed by District field personnel is work that typically does not require a large service utility vehicle or more than one staff member to complete. Examples of this work include, but are not limited to: meter reading, meter maintenance, meter installation, responding to water quality complaints, service turn on, service turn off, investigating leak calls, water quality monitoring, responding to Supervisory Control and Data Acquisition alarms, responding to customer inquiries, production facility monitoring and reads, and backflow device inspections.

The District's Policy recognizes that when assessing the District's vehicle needs it is important to consider and ensure that the vehicles within the fleet meet the needs and scope of work that they are being utilized for, as well as, the vehicles replacing them. This is important because if the vehicles are not used for the intended scope of work that they were specified for, fuel economy, engine performance, mileage, repair costs, and other factors are adversely impacted that cause the vehicle's anticipated useful life to be shortened. The premature end to a vehicle's useful life creates more frequent vehicle replacement costs for the District. Furthermore, utilizing a vehicle in this manner can be unsafe, and hinder the ability of the work being performed to be conducted in the most efficient and timely manner. For example, most work performed from a large utility vehicle is work that is conducted on the distribution system such as mainline and service line leak repairs, and typically requires more than one staff member to complete. These large utility vehicles are not designed or specified to be regularly used for work that can be performed by one staff member.

A recent staff assessment of the District's fleet has determined that vehicle number (26) twenty-six was originally purchased and specified to be utilized by office staff to perform administrative duties and functions. This vehicle is currently being utilized by the Operations Department and is assigned to a Field Service Technician to perform field related duties. Staff recognizes that the current use of this vehicle does not meet the needs or the specifications required for a vehicle being utilized to perform Field Service Technician duties and it is not safe.

In the past the District's vehicle purchase and replacement policy was not implemented or adhered to in the manner that sustained a fleet adequate to meet the District and its customer's needs. An example of this is the District has been operating for a number of years with a vehicle fleet that has not been replenished at the same rate that vehicles have been removed from service. Currently the District fleet is deficient by one vehicle in comparison to the vehicles that have been removed from service. This has consistently created circumstances where field staff has needed to perform work in a vehicle that was not specified for that work.

Staff's vehicle replacement recommendations reconcile staff being forced to utilize vehicles for work that the vehicle is not specified for, respond to the SWRCB's recommendation for the District to implement a valve exercising program, and make whole the District's vehicle fleet.

Staff has determined that the following two (2) existing fleet vehicles are ready to be replaced in accordance with the District's Policy:

- Vehicle 22. 2007 Ford F-450 Service Truck.
- Vehicle 26. 2007 Toyota Rav 4.

*Attached is a Rating Report which includes mileage, age, and expense calculations, for the two vehicles being replaced, as well as, the other District's fleet vehicles.

In addition to the (2) two replacement fleet vehicles being purchased, the District will also be purchasing a third replacement fleet vehicle to account for the vehicle that was removed from service and never replaced.

Pursuant to the District's Policy, the District pursued multiple dealership quotes for the replacement vehicles, including the California Multiple Award Schedule ("CMAS") and a local dealership (Yucca Valley Chrysler). Staff recommends moving forward with the Yucca Valley Chrysler quote for the utility vehicle, and with I-10 Toyota's quote for the other two vehicles.

Additionally, staff pursued and received multiple quotes for the vacuum and truck mounted valve exerciser. Staff recommends moving forward with the Ditch Witch truck mounted valve exerciser quote considering the District already owns similar Ditch Witch products that can allow for the standardizing of parts, services, and filters.

*Attached is the Bid/Quote summary.

In accordance with the District's Policy, and when feasible, all usable accessories such as, light bars, tool boxes, and two-way radios shall be removed from the current fleet vehicles being replaced and reused on the purchased replacement vehicle. In order for these accessories to be reused they must be in good working order, fully functional, and can be installed without major modifications to the new vehicle. They also need to meet any and all applicable safety laws/standards and cannot contribute to voiding any warranty of the vehicle they are being reused on.

*Attached is the Vehicle Specification Chart outlining the specifications for the replacement vehicles including the dealership and vehicle replacement cost.

Once the District receives the replacement vehicles, and all usable accessories have been removed from the vehicles being replaced, the District will implement the salvage section of the Policy that requires the District to have the fleet vehicles being replaced sold through surplus at a third party auction.

FISCAL IMPACT:

\$114,999.20 (From Vehicle Budget)

\$57,261.67 (From Trencher Equipment Budget)

\$174,464.80 (Total From Current Capital Budget)

The purchase of these replacement vehicles is budgeted within the current Capital Budget that includes \$130,000 for vehicles and \$55,000 for equipment.

During the original development of the current Capital Budget it was projected that a Ditch Witch trencher with trailer (\$55,000) would be needed in the near future. Due to the SWRCB's valve exercising program recommendation and quota, the District has determined that the (\$55,000) will better serve the District's needs by being utilized to purchase the vacuum and truck mounted valve exerciser (\$57,261.67).

Joshua Basin Water District

VEHICLE PURCHASE & REPLACEMENT POLICY

Scope

Board of Directors, General Manager, Purchasing Manager, Department Heads, Supervisors, District employees.

Purpose

Vehicles are an integral part of the Joshua Basin Water District Operations. This policy addresses the replacement of existing vehicles and when necessary the purchase of NEW or additional vehicles. It is the District's priority to provide rapid, consistent response to emergency situations and to minimize the overall cost burden to our rate payers. As vehicles age, certain costs such as maintenance and repairs tend to increase while other costs such as depreciation decrease, this increases costs to the District. It is essential to replace vehicles when they have reached the end of their lifecycle. All field employees will be assigned their own District vehicle appropriate for their type and function of work to ensure they can perform their assigned duties.

Procedures

This policy uses a rating system to assist as a "guideline" to determine replacement priorities; however, many factors will be considered before replacing an existing vehicle. Although age, mileage and expenses are the primary factors in determining replacement, other factors will also be considered such as estimated SALVAGE value of the vehicle and maintenance history.

Rating System:

- a. **Expense History:** Repair costs are a critical factor; therefore, a complete expense history will be calculated for each vehicle every year in February. The vehicle with the lowest total expense cost will be rated with a "0" (zero), the next highest expense rating with a "1" (one) the next highest with a "2" (two) and so on. Expenses are the primary factor in replacing a vehicle; therefore, once the rating of each vehicle is complete each rating will be "doubled".
- b. **Age of vehicle:** the vehicle will be rated with a "1" (one) for every year it ages for example a model year of 2005 would rate a "9" if the calculation was done in 2014.
- c. **Mileage:** Mileage will be rated so that vehicles with fewer than 50,000 miles will be rated with a "0" (zero), Over 50,000 with a "1" (one) and 60,000 with a "2" (two) and so on. Once a total point calculation has been tallied the vehicle with the highest total rating will be at the top of the list for replacement.
In addition to the rating system above other factors to be considered are as follows:
- d. **Salvage value.** This would be an estimate on the potential resale value of the vehicle through surplus at third party auction. Note: District Board of Directors, the General Manager and Staff are NOT permitted to bid on surplus/salvaged vehicles.

New Vehicle Selection Process:

- a. **Accessories:** When feasible, all usable accessories, such as, but not limited to light bars, tool boxes, two-way radios SHALL be removed from the replacement vehicle and utilized for reuse on the new vehicle. Note: "Feasible" means the accessory is in good working order, can easily be installed without major modifications to the new vehicle,

meets applicable safety laws/standards and will NOT contribute to voiding the warranty of the new vehicle.

- b. **Job Specific Vehicle:** Before selecting a “new” replacement vehicle the “purpose” or “use” of the new vehicle must be considered. Specifications for the “new” vehicle should be tailored around a job specific basis, for example engine size, towing capacity, fuel economy and overall size of the vehicle. NOTE: multi-use could be considered valuable; however, purchasing a vehicle that will be specific to the primary use is the main factor.
- c. **Standard Manufacturer Accessories:** All new vehicles will be required to have 4 Wheel Drive due to the majority of areas within the District service area being “soft sand”. Air condition units will be required due to OSHA Heat Illness Prevention Program Requirements. Electric windows, doors and mirrors will be required for safety reasons.
- d. **Bidding/Quote Process:** The Joshua Basin Water District, being a “Special District,” is allowed by law, Public Contract Code (PCC) Sections 10298 and 10299 which authorizes local government agencies, to use California Multiple Award Schedule (CMAS) and other Department of General Services agreements WITHOUT competitive bidding. When contracts are available to purchase vehicles that match the Joshua Basin Water District’s needs, utilizing the CMAS bidding contract SHALL be used. If the District can’t utilize the CMAS contract due to non-complying vehicle specifications required for its needs three (3) quotes from a manufacture’s FLEET department will be required. If feasible, utilize 1 local dealership in the 3 quote process, provided they can meet the Joshua Basin Water District’s required specifications.
- e. **Standardization of vehicles:** The Joshua Basin Water District has standardized our fleet to consist of TOYOTAS where possible. The standardization was made due to manufacturer reliability, costs, JD Powers and other third party reviews and ratings as well as standard maintenance costs.

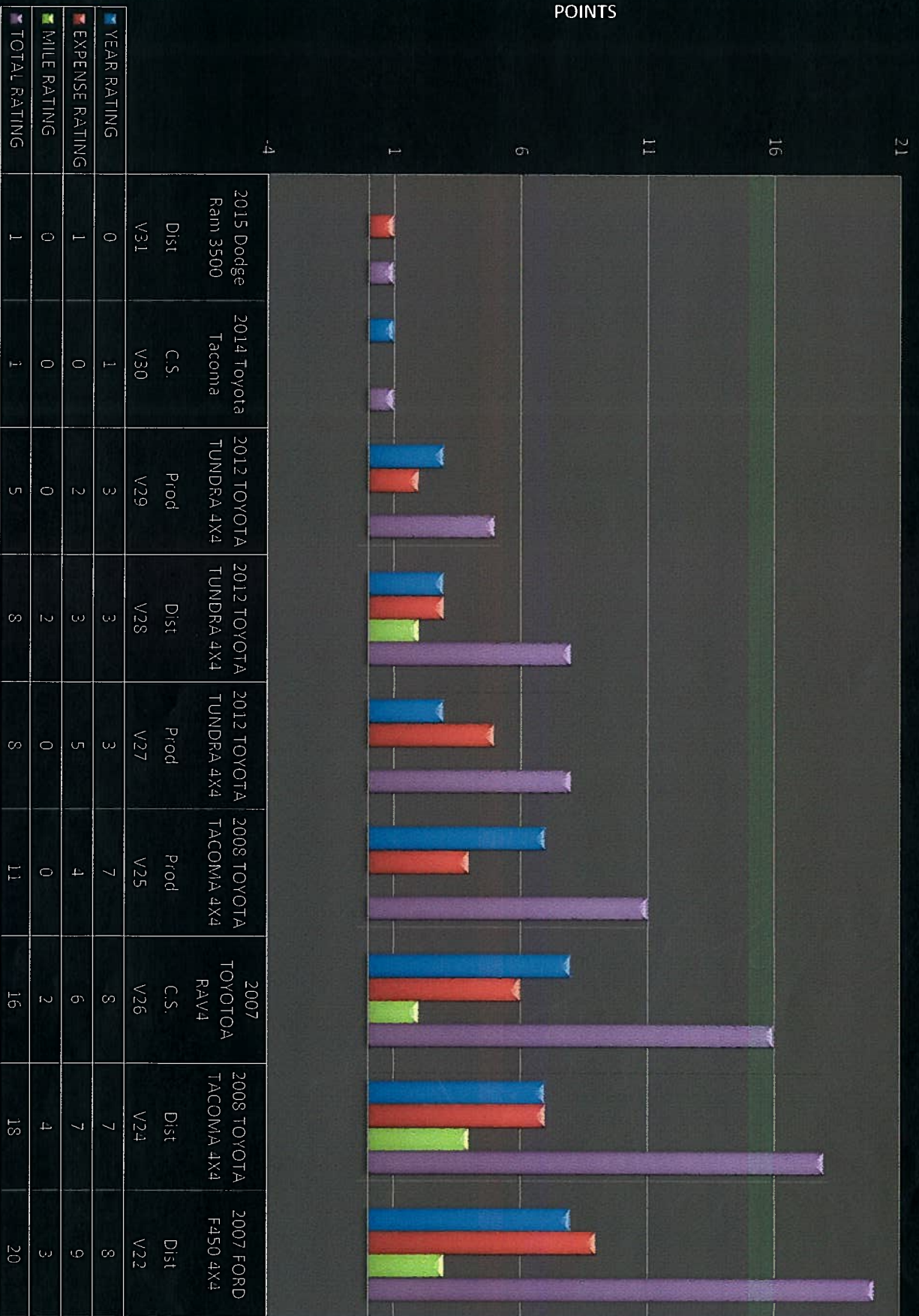
Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
STATE of CALIFORNIA Department of General Services Services (CMAS)	Department Of General Services Procurement Division	916-375-4365	cmas@dgs.ca.gov WEBSITE: www.pd.dgs.ca.gov/cmas

Funding Information

The Joshua Basin Water District currently budgets for ongoing vehicle replacement with annual funding from the equipment and technology replacement fund. Use of this funding is limited to replacement of vehicles only, unless the Board of Directors authorizes otherwise. New vehicles are funded from budgeted net revenue or from reserves, as authorized by the Board of Directors.

JBWD VEHICLE RATINGS



Bid/Quote Summary

Toyota Tacoma 4x4

I-10 Toyota	\$30,510.40
Gosch Toyota	\$31,119.00
Toyota 111	Unresponsive
*Hanford Toyota (CMAS Vendor)	N/A

*California Multiple Award Schedule ("CMAS") no longer distributes Toyota vehicles

Dodge Ram 3500 w/ Flatbed

Yucca Valley Chrysler	\$52,758.00
Elk Grove Dodge (CMAS Vendor)	\$50,818.00

Vacuum and Mounted Valve Exerciser

Ditch Witch	\$57,261.67
*E.H. Wachs	\$56,700

*E.H. Wachs quote does not include installation

Replacement Vehicle Specification Chart

Current Fleet Vehicle Being Replaced				Replacement Vehicle							
Vehicle Number	Make/Model	Department Assigned	Vehicle Age	Make/Model	Department Assigned	Vehicle Age	Supplier	Base Vehicle Cost	Additional Equipment	Equipment Cost	*Individual Replacement Vehicle Total Cost
22	Ford F-450	Distribution	2007	Dodge Ram 3500 w/ Flatbed	Distribution	2016	Yucca Valley Chrysler	\$52,758	Ditch Witch Vacuum and Mounted Valve Exerciser	\$57,261.67	\$112,223.60
24	Toyota Tacoma	Distribution	2008	Toyota Tacoma 4x4	Distribution	2016	I-10 Toyota	\$30,510.40	N/A	N/A	\$31,120.60
26	Toyota Rav 4	Customer Service	2007	Toyota Tacoma 4x4	Customer Service	2016	I-10 Toyota	\$30,510.40	N/A	N/A	\$31,120.60
Total Vehicle Replacement Cost										\$174,464.80	

*Replacement Vehicle Total Cost includes 2% contingency for standard fleet vehicle incidentals such as tool boxes, headache racks and installation of two way radios

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

January 20, 2016

Report to: President and Members of the Board

Prepared by: Seth J. Zielke, Director of Water Resources and Operations



TOPIC: Wet Cleaning, Inspection, and Spot Repair of Reservoir Floors: D2-1, D3-1, F-2, H-1

RECOMMENDATION: That the Board receives report for information only, pursuant to Joshua Basin Water District Administrative Code, Article 4, General Manager, 4.04.06 Purchasing.

ANALYSIS: During the October 2014 Sanitary Survey conducted by the State Water Resources Control Board ("SWRCB"), the SWRCB determined that Joshua Basin Water District ("District") should prioritize and reemphasize a program for the rehabilitation, recoating, and cleaning of its reservoirs.

The District contracted with Aquatic Inspections, Inc. ("Aquatic") in June 2015 to have the following four reservoirs inspected: D2-1, D3-1, F-2, and H-1. The intent of these inspections was for Aquatic to determine and make a recommendation to the District as to what maintenance would need to be performed at each reservoir, as well as, to develop a priority list for the order in which the reservoirs should be addressed. Aquatic prepared and provided to the District a written inspection report and DVD footage for each of the four inspections conducted.

Each of the four reservoir inspection reports concluded that due to sediment buildup on the interior floor of each of these reservoirs, a full comprehensive assessment of the reservoirs interior condition could not be determined. Each report recommended that the floor of the reservoir be cleaned and the sediment be removed in order to allow for a thorough and complete evaluation of the floor to be conducted. Additionally due to the sediment buildup, a recommendation on the priority list for the maintenance of these reservoirs could not be established.

The District has entered into a subsequent contract (Attached) with Aquatic to perform the wet cleaning and inspection of the four reservoir floors, and provide a supplemental floor inspection report and DVD footage for each of the four floor cleanings. Based on the information obtained by Aquatic during these floor inspections and cleanings they will also be able to provide a final recommendation on the priority list for the maintenance of these reservoirs.

In order to remain as efficient as possible, keep costs down, and respond to any significant coating defects discovered during the floor cleanings and inspections, Aquatic's proposal provides a per hour cost of \$300.00 to apply Aquatapoxy A-6 Thick to these areas upon authorization by the District. These spot coating repairs can only be conducted for this price if the work can be completed within the three days estimated for this project. If the District elects to defer the application of Aquatapoxy A-6 Thick until a later date, or if the number of significant coating defects that are discovered will require repair time beyond the three day period that Aquatic's proposal is scheduled for, the cost for Aquatic to perform that work would be at a rate of \$3,500 per day. This cost difference is primarily based on the

need for Aquatic to mobilize back to the District to finish Aquatapoxy A-6 Thick application and coating repairs.

Due to the substantial cost savings to have Aquatic apply Aquatapoxy A-6 Thick on significant coating defects discovered at the time of the cleaning and inspection, the District will work with Aquatic to ensure as many of these areas are addressed as necessary during that three day period.

These coating spot repairs are not considered permanent. These repairs are intended to respond to defects discovered that require immediate attention. Once the floor cleaning, inspection, and spot repairs are made, the District will continue with developing the priority list for a complete re-coating of these reservoirs and other necessary maintenance as planned, required, and recommended by the inspection reports from June 2015, and the floor inspection reports.

Additionally, the District will continue with the SWRCB's recommendation from the 2014 Sanitary Survey for continued reservoir rehabilitation, recoating, and cleaning by having the remaining District reservoirs scheduled for inspections, cleanings, and rehabilitation in the future. It is the District's intention to develop and implement a more strictly scheduled and reoccurring reservoir inspection, cleaning, and rehabilitation program.

FISCAL IMPACT:

This work is budgeted within the current Capital Budget that includes \$200,000 for Tank and Reservoir Improvements.

Aquatic proposal \$10,575.

It is not expected that this contract will exceed \$20,000.

WET CLEANING PROPOSAL

AQUATIC INSPECTIONS, INC.
1042 N. El Camino Real Ste. B184
Encinitas, CA 92024
(760)753-4812
robert@aquaticinspections.com

Proposal Submitted To:
Joshua Basin Water District
61750 Chollita Road Joshua Tree, CA 92252

January 13, 2016
(760)366-8438 - office
(760)910-4553 - cell

Facility Description and Location:
D2-1 Tank - steel potable water storage tank
D3-1 Tank - steel potable water storage tank
F-2 Tank - steel potable water storage tank
H-1 Tank - steel potable water storage tank
All tanks are located in Joshua Tree, CA.

AQUATIC INSPECTIONS, INC. hereby submits the following proposal subject to the conditions which follow:

Before the start of the cleaning we will videotape the amount of sediment on the floor of each of the four water storage tanks. We will then wet clean all loose sediment and debris from the floor of D2-1 Tank, D3-1 Tank F-2 Tank and H-1 Tank. The wet cleaning will be videotaped to document the divers are not disturbing the sediment during the cleaning. At the conclusion of the cleaning we will videotape the floor of each facility to document the condition of the coating. The Joshua Basin Water District will be supplied with four (4) edited, narrated DVDS documenting the cleaning of four potable water storage facilities. We will also supply written addendums to the four inspection reports from our 2015 inspections of the facilities which will document the condition of the coating on the floor of the facilities after the removal of the sediment. All diving will be conducted utilizing a minimum of a three man dive team as per Federal OSHA 1910 Commercial Diving Operations. All diving will also be conducted as per AWWA C652. All divers and equipment entering the tanks will be thoroughly sanitized with a minimum 200PPM chlorine solution. Auto, liability and workers compensation certificates will be provided upon request. *

WE HEREBY PROPOSE to furnish all labor and materials complete in accordance with the above specifications, for the sum of:

Total Project Cost - Ten Thousand Five Hundred Seventy Five (\$10,575.00) Dollars
This proposal is valid for one hundred twenty days. All services provided by Aquatic Inspections, Inc. are guaranteed. **

* The Joshua Basin Water District is responsible for the disposal of all discharge water and sediment generated by the wet cleaning of the four water storage facilities. As directed by the Joshua Basin Water District our proposal is based upon paying all labor involved in this project prevailing wages.

** We've estimated three days will be required to clean the four tanks. Our proposal is based on conducting the cleaning of H-1 Tank and D3-1Tank on the same day. If time allows after the cleaning, and if directed by the Project Manager at the JBWD we can conduct spot repairs on the floor of each tank. If directed by the JBWD we will address the most significant areas of coating failure on the floor of each facility. We will supply all labor and materials to address the coating defects for an additional fee of \$300.00 per hour. We use Aquatapoxy A-6 Thick to address coating defects/failures in potable water storage facilities. Aquatapoxy A-6 Thick is a two part epoxy patching material that has NSF-61 approval for application in potable water storage facilities. The coating repairs can only be conducted for this price if the work can be completed in the three days we've estimated for this project. If additional days are required to conduct coating repairs our prevailing wage rate for a three man dive team as per Federal OSHA regulations would be \$3,500.00 per day. All coating repairs will be guaranteed for one year.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Aquatic Inspections, Inc. is authorized to do the work as specified.

Robert R. McMurray, President

1-13-16

Aquatic Inspections, Inc.

Date

Joshua Basin Water District

Date

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

January 20, 2015

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Discussion on remodeling existing office

RECOMMENDATION: Provide information to the Board concerning proposed remodeling of office. Obtain Board concurrence that during remodel, Board Meetings will be held at another location.

ANALYSIS: This building is 28 years old. It has been remodeled several times to meet changing staff and Board meeting needs. There are several code violations, inadequate storage for files, and previous remodels have left holes in walls and a general appearance of a rabbit warren. With the approval to fill these two vacant positions, and the addition of the DWRO, the existing office layout is inadequate.

Additionally, the finance section has two people crammed into a space suitable for 1.3 employees with files scattered in 4 different offices, including the women's restroom. Conversely Operations Admin support and the GIS/Development office has enough space for 2.5 people. However, the wall configuration will need to be remodeled to fix both these problems.

As designed, the central work area has inadequate traffic flow around two makeshift work areas, and tripping hazards are prevalent from deliveries stacked on the floor.

All these problems need to be addressed, while considering the existing heating/cooling system, which is extremely inefficient. I have initial scope and contract specifications and intend to move forward with a final plan which addresses this situation. At the present time, rough estimates for the work are less than \$20,000. Our procurement policy requires the GM to notify the Board of expenditures between \$10,000 and \$20,000. If the final bid is greater than \$20,000 I will bring this project back to the Board for approval.

I want to advise the Board that this remodel will require Board and Committee meetings to be held at an alternate location during remodel, since employees will have to be moved to the Board room on a temporary basis.

With your concurrence of moving the Board meetings, we will proceed with bidding the project.

Fiscal Impact: Estimated not to exceed \$20,000.