



**JOSHUA BASIN WATER DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 17, 2018, at 6:30 PM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF A QUORUM**
- 4. APPROVAL OF AGENDA**
- 5. PUBLIC COMMENT**  
This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.
- 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.
  - Draft Minutes of October 3, 2018, 2018, Regular Meeting of the Board of Directors
  - August – September 2018 Check Registers (reviewed by the Finance Committee on October 10, 2018, and referred to the Board of Directors for approval).
- 7. NEW CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP) JOB DESCRIPTIONS** – Recommend that the Board of Directors approve the CIRP Job Descriptions in draft form.
- 8. HOLIDAY OFFICE SCHEDULE-AGM Greer-** Recommend that the Board authorize the District office to close on Christmas Eve, Monday, December 24<sup>th</sup>, and on New Year's Eve, Monday, December 31<sup>st</sup>, and offer employees one half day off with pay (4 hours) either on Christmas Eve or New Year's Eve as has been the tradition for many years.
- 9. DISTRICT GENERAL COUNSEL REPORT** – Mr. Gil Granito
- 10. GENERAL MANAGER REPORT** – Curt Sauer

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## **11. DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED**

- Public Outreach Consultant – Kathleen Radnich
- Mojave Water Agency TAC – October 4, 2018 – President Luckman
- Finance Committee – October 10, 2018, at 9:00 a.m. – Vice President Johnson & Director Floen
- Water Resources & Operations Committee – October 10, 2018, at 10:30 a.m.- President Luckman and Director Hund
- Mojave Water Agency Board of Directors– October 11, 2018, at 9:30 a.m. – Vice President Johnson

## **12. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**

- Mojave Water Agency Board of Directors – October 25, 2018, at 9:30 a.m.(canceled) – President Luckman
- Finance Committee – November 8, 2018, at 9:00 a.m. – Vice President Johnson and Director Floen
- Mojave Water Agency Board of Directors – November 8, 2018, at 9:30 a.m. – Director Hund
- Water Resources & Operations Committee – November 8, 2018, at 10:30 a.m.- President Luckman and Director Hund
- Morongo Basin Municipal Advisory Committee (MAC) – November 12, 2018, at 6:30 p.m.- President Luckman

## **13. ADJOURNMENT -**

### **INFORMATION**

The public is invited to comment on any item on the agenda during a discussion of that item. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting to request 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.

**JOSHUA BASIN WATER DISTRICT  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 3, 2018**

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**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Luckman called the meeting to order at 6:30 p.m.

**ROLL CALL**

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

**STAFF PRESENT**

Curt Sauer, GM, Mark Ban, AGM – Operations, Susan Greer, AGM/Controller, Sarah Johnson, HR Mgr., and Beverly Waszak, Executive Assistant

**CONSULTANTS PRESENT**

Kathleen Radnich, Public Outreach

**APPROVAL OF AGENDA**

Director Unger made a motion to approve the Agenda. Director Floen seconded the motion.

MSC' (Unger/Floen) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

**PUBLIC COMMENT** – None

**CONSENT CALENDAR**

- Draft Minutes of September 19, 2018, Meeting of the Board of Directors

Director Unger made a motion to approve the Consent Calendar with a change to the minutes of September 19, 2018, to change the date of the Great Shakeout to Saturday, October 13, 2018. Director Hund seconded the motion.

MSC' (Unger/Hund) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

**GUARANTEE DEPOSIT AND FEES FOR TEMPORARY/CONSTRUCTION METERS** – AGM Greer gave the staff report and recommended that the Board approve Resolution No. 18-987 to amend Articles 11.6 and 13.13 of the District's Rules and Regulations. A brief Q&A period followed with the Board.

Director Unger made a motion to approve Resolution No. 18-987 amending Articles 11.6 and 13.13 of the District's Rules and Regulations. Director Floen seconded.

MSC' (Unger/Floen) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

**GEO-VIEWER GIS MAPPING SYSTEM PRESENTATION ON HOW THE NOBEL SYSTEM WORKS – AGM Ban gave a presentation on how the GIS mapping system works and the detail it provides the field crew. A brief Q&A period followed with the Board.**

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**DISTRICT GENERAL COUNSEL REPORT – None**

**GENERAL MANAGER REPORT – GM Sauer gave AGM Greer the opportunity to discuss InCode with the Board. AGM Greer briefed the Board about the Tyler Technologies, which is the vendor for our In-Code financial software. This software is the backbone for the business side of the District, as pointed out in the Organizational Assessment, deficiencies were noted by numerous employees. Tyler Technologies volunteered to send three (3) representatives from Texas, who spent two days with our team. We learned about specific available tools and opportunities, which we will be exploring and they learned about the specific challenges that we were having. We believe that this visit set the groundwork for a collaborative process going forward as well.**

**AGM Greer continued her report by briefing the Board on the new equipment that the District recently purchased. She informed the Board that today Finance submitted the first reimbursement request related to the \$3M loan, and the District will get reimbursed the \$112,000 + cost that the District paid for the Asphalt Zipper. The loan reimbursement process allows us to be reimbursed for the costs that we advance when we have to pay first, or we can submit invoices directly to the Custodian for payment to the vendors. This way there is no cash flow impact by having to wait to get reimbursed.**

**AGM Greer informed the Board that the Governor approved SB998, called the Water Shutoff Protection Act and that she had begun some preliminary review of the requirements. This law will increase our administrative cost and workload all the while limiting fees for low-income customers, and complicate an already-difficult process and surely increase bad debt.**

**GM Sauer then turned the rest of his segment over to AGM Ban of Operations. AGM Ban reported on the following:**

- **Well 14 – Water has been tested for seven (7) days straight, and analysis came back absent. We will now be contacting the State to get it back online.**
- **Shop Improvements- Framing is completed on the lower and upper level, along with the electrical being completed on the ground floor. Next is insulation and getting the dry wall up.**
- **Equipment – Grader, 410 Rubber Tire Backhoe, Street Sweeper, and the Asphalt Zipper are all at the shop. Excavator should be here in a couple of weeks, and the Front End Loader should be in by mid-December.**
- **Geo Viewer – We will be meeting with them next week to go over the field logs and start inputting them into the system. Hopefully, we will be able to take SIMS off line without having to pay for another year of it in December.**
- **Recharge – Still taking water and pulling 2,500 gallons per minute with an end date of the end of November.**

**GM Sauer then introduced HR Manager Sarah Johnson to give an update – HR Mgr. Johnson stated that we are in the first phase for the Organizational Assessment Implementation Plan. She has developed five (5) new Capital Improvement Replacement Program (CIRP) crew member job descriptions. They have been sent to the Union for approval, and when we receive them back, we will bring before the Board for approval.**

**Director Hund asked about the final report for the Solar Feasibility Study. GM Sauer replied that he should have it back by October 9, 2018, and maybe a little earlier.**

**DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED -**

**Public Outreach Consultant – Kathleen Radnich reported the Great Shake-Out is Saturday, October 13, 2018, at the Tractor Supply parking lot from 9AM-3PM., District Tours: Two (2) tours were successfully concluded. The majority of surveys convey that most attendees felt that 70-100% of the information was entirely new to them.**

Candidates Forum hosted by the Joshua Tree Chamber of Commerce, it is set for Tuesday, October 16, 2018, from 6:00 p.m.-7:30 p.m. at the Joshua Tree Community Center. All candidates indicate they will be attending. Farmers' Market: October's theme: Protecting our ground water from household contaminants, including prescription drugs. Water Wise and Ready Radio Campaign: Twelve episodes on Kix 96: all of which speak to having emergency water. Runs 5xday — daily.

President Luckman and Director Unger reported on the LPIC Committee, and Director Unger reported on the MWA Board meeting she attended.

Director Floen commented on the "JBWD Most Valuable Assets" picture that shows all the employees and their many years of service. He stated that Randy Little has 30 years of service and is a fountain of knowledge and was instrumental on the JBWD water tours.

Director Hund echoed Director Floen's sentiment adding that there are about 240 years of total service from the employees and even though Mark Ban has a less than one year, he was amazed at how much he has accomplished within this time.

Vice President Johnson said it was great to be back from his long vacation.

Director Unger – No comments.

President Luckman – Informed everyone that Beverly Lowery, MWA Board of Directors, is retiring after 33 years of service and Jeanette Hayhurst, Chairperson TAC, MWA will be appointed to the MWA Board of Directors in her place. She also commented on the Brown & Caldwell piece on Proposition 3 (another water bond) and urged everyone to read it.

#### FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES -

President Luckman informed every one of all the upcoming meetings and included the MWA TAC meeting on October 4, 2018, that she will be attending. GM Sauer informed the Board that AGM Ban and Interim GIS Coordinator Randy Mayes are on the Agenda for the TAC to approve the current and next pipeline project and add it to the Integrated Regional Management Plan, which will be another source for grants.

#### ADJOURNMENT –

Director Unger made a motion for adjournment at 7:31 p.m. Director Floen seconded.

MSC<sup>1</sup> (Unger/Floen) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

Respectfully Submitted,

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Curt Sauer, GM, and Board Secretary



Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
013807 <u>2572</u>	AMERICAN MEADOWS, INC. Invoice	08/01/2018 08/01/2018	Regular PUBLIC INFORMATION SUPPLIES	0.00 0.00	1,276.95 1,276.95	60352
013346 <u>2360L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	08/01/2018 08/01/2018	Regular DEMO GARDEN/BUILD MAINT THRU 7/15	0.00 0.00	650.00 650.00	60353
001012 <u>1003C</u>	BARTLE WELLS ASSOCIATES Invoice	08/01/2018 06/30/2018	Regular RATE & FEE STUDY 16/17 & 17/18	0.00 0.00	1,813.00 1,813.00	60354
013338 <u>BWQ73118</u>	BEVERLY WASZAK Invoice	08/01/2018 08/01/2018	Regular REIMB: BUILDING MAINT SUPPLIES	0.00 0.00	150.00 150.00	60355
001850 <u>953472</u>	CLINICAL LAB OF S.B. INC Invoice	08/01/2018 06/30/2018	Regular SAMPLING - JUN 18	0.00 0.00	3,800.00 3,800.00	60356
000237 <u>3990561-070546</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	08/01/2018 08/01/2018	Regular EE LIFE INSURANCE - JUL 18	0.00 0.00	2,118.41 2,118.41	60357
013365 <u>AR791268</u>	IMAGE SOURCE Invoice	08/01/2018 06/30/2018	Regular SHOP EXPENSE 4/01/18 - 6/30/18	0.00 0.00	239.08 239.08	60358
003596 <u>DYP071918</u>	DEXYP Invoice	08/01/2018 08/01/2018	Regular MORONGO BASIN ADVERT - JUL 18	0.00 0.00	25.35 25.35	60359
002565 <u>20182592</u> <u>20184222</u>	DUDEK AND ASSOCIATES, INC Invoice Invoice	08/01/2018 06/30/2018 06/30/2018	Regular CHROMIUM III REOXIDATION CHROMIUM III REOXIDATION	0.00 0.00 0.00	26,829.00 3,967.50 22,861.50	60360
002800 <u>50765</u>	ENGINEERING RESOURCES OF Invoice	08/01/2018 06/30/2018	Regular STANDBY REPORT - FY 18/19	0.00 0.00	900.00 900.00	60361
003025 <u>6-257-18935</u>	FEDEX Invoice	08/01/2018 08/01/2018	Regular SHIPPING: DOLLAR GENERAL	0.00 0.00	29.18 29.18	60362
013222 <u>FC0818</u>	FRONTIER CALIFORNIA INC. Invoice	08/01/2018 08/01/2018	Regular HDMC WWTP - TELEPHONE	0.00 0.00	181.59 181.59	60363
006200 <u>6264B</u>	MCALLISTERS JANITORIAL SERV. Invoice	08/01/2018 08/01/2018	Regular JANITORIAL SERVICES - JUL 18	0.00 0.00	700.00 700.00	60364
009054 <u>180729-1</u>	KATHLEEN J. RADNICH Invoice	08/01/2018 08/01/2018	Regular PUBLIC RELATIONS SERVICES	0.00 0.00	789.60 789.60	60365
006029 <u>1462267</u>	LIEBERT CASSIDY WHITMORE Invoice	08/01/2018 06/30/2018	Regular LEGAL SERVICES - THRU 6/30/18	0.00 0.00	322.00 322.00	60366
013803 <u>23703999</u> <u>23721909</u> <u>23729130</u>	PEOPLEREADY, INC Invoice Invoice Invoice	08/01/2018 08/01/2018 08/01/2018	Regular TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00 0.00 0.00	2,608.48 931.60 745.28 931.60	60367
013361 <u>WQG00002705</u> <u>WQG00002706</u>	QUINN COMPANY Invoice Invoice	08/01/2018 06/30/2018 06/30/2018	Regular GENERATOR REPAIR: GR-4 GENERATOR REPAIR: GR-3	0.00 0.00 0.00	7,661.82 5,193.85 2,467.97	60368
000495 <u>51372201</u>	ACCOMTEMP Invoice	08/01/2018 08/01/2018	Regular TEMPORARY LABOR	0.00 0.00	548.58 548.58	60369
000042	ROMAN, ANNE	08/01/2018	Regular	0.00	59.00	60370

\*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>AR080118</u>	Invoice	08/01/2018	REIMB: P.O. ADDRESS CHANGE FORMS	0.00	59.00	
004201	SCOTT HUDSON	08/01/2018	Regular	0.00	574.97	60371
<u>SH073018</u>	Invoice	06/30/2018	REIMB: MILES: MAY - JUN 18	0.00	574.97	
VEN01020	SOUTHWEST NETWORKS, INC.	08/01/2018	Regular	0.00	643.57	60372
<u>18-6535</u>	Invoice	06/30/2018	OFFICE SUPPLIES	0.00	499.72	
<u>18-6541</u>	Invoice	06/30/2018	OFFICE SUPPLIES	0.00	143.85	
011101	VAGABOND WELDING SUPPLY	08/01/2018	Regular	0.00	56.23	60373
<u>105629</u>	Invoice	08/01/2018	SHOP EXPENSE	0.00	56.23	
013196	TELEPACIFIC COMMUNICATIONS	08/01/2018	Regular	0.00	775.82	60374
<u>105030061-0</u>	Invoice	08/01/2018	TELEPHONE (OFFICE) - JUL 18	0.00	775.82	
013227	LAYNE CHRISTENSEN COMPANY	08/08/2018	Regular	0.00	84,966.99	60375
<u>LC080818</u>	Invoice	08/08/2018	WELL 14 REHAB	0.00	84,966.99	
001630	AT&T MOBILITY	08/09/2018	Regular	0.00	1,437.20	60376
<u>829480028XQ805</u>	Invoice	08/09/2018	COMMUNICATIONS - JUL 18	0.00	1,437.20	
000214	BABCOCK LABORATORIES, INC.	08/09/2018	Regular	0.00	270.00	60377
<u>BF80025-2287</u>	Invoice	06/30/2018	SAMPLING - WELL 14	0.00	270.00	
002846	ESRI, INC.	08/09/2018	Regular	0.00	3,116.25	60378
<u>93484910</u>	Invoice	08/09/2018	GIS MAINT PROG 8/24/18 - 8/23/19	0.00	3,116.25	
009054	KATHLEEN J. RADNICH	08/09/2018	Regular	0.00	1,153.77	60379
<u>180805-1</u>	Invoice	08/09/2018	PUBLIC RELATIONS SERVICES	0.00	1,153.77	
006504	MC CALL'S METERS SALES & SERVICE	08/09/2018	Regular	0.00	35.00	60380
<u>30750</u>	Invoice	08/09/2018	CERTIFIED FLOW TEST	0.00	35.00	
013196	TELEPACIFIC COMMUNICATIONS	08/09/2018	Regular	0.00	787.27	60381
<u>106115905-0</u>	Invoice	08/09/2018	TELEPHONE (OFFICE) - AUG 18	0.00	787.27	
013216	TIMOTHY ROBERT PINAR	08/09/2018	Regular	0.00	724.20	60382
<u>TP080618</u>	Invoice	06/30/2018	OFFICE BUILDING MAINTENANCE	0.00	509.14	
<u>TP080618A</u>	Invoice	08/09/2018	OFFICE BUILDING MAINTENANCE	0.00	215.06	
000501	ACWA/JPIA	08/15/2018	Regular	0.00	19,805.87	60389
<u>0567716</u>	Invoice	08/15/2018	EE HEALTH BENEFIT & EAP SEPT 18	0.00	19,805.87	
004110	BURRTEC WASTE & RECYCLING SVCS	08/15/2018	Regular	0.00	471.63	60390
<u>BW0818</u>	Invoice	08/15/2018	TRASH REMOVAL - AUG 18	0.00	277.95	
<u>BW0818B</u>	Invoice	08/15/2018	RECYCLING - AUG 18	0.00	193.68	
001555	CENTRTEL	08/15/2018	Regular	0.00	316.00	60391
<u>180803192101</u>	Invoice	08/15/2018	DISPATCH SERVICES - JUL 18	0.00	316.00	
013365	IMAGE SOURCE	08/15/2018	Regular	0.00	480.31	60392
<u>AR796207</u>	Invoice	08/15/2018	OFFICE EXPENSE 7/5/18 - 8/4/18	0.00	480.31	
001933	COUNTY OF SAN BERNARDINO	08/15/2018	Regular	0.00	478.80	60393
<u>2018-0019PT</u>	Invoice	08/15/2018	UNPAID SPECIAL ASSESSMENT REPORT	0.00	478.80	
002820	EMPLOYEE RELATIONS, INC.	08/15/2018	Regular	0.00	142.35	60394
<u>82753</u>	Invoice	08/15/2018	EE RECRUITING EXPENSE	0.00	142.35	
VEN01466	FEDAK & BROWN LLP	08/15/2018	Regular	0.00	1,282.00	60395
<u>FB073118</u>	Invoice	08/15/2018	FINANCIAL AUDIT 17/18 - JULY 18	0.00	1,282.00	
000058	GARDA CL WEST, INC.	08/15/2018	Regular	0.00	666.81	60396
<u>10416472</u>	Invoice	08/15/2018	COURIER FEES - AUG 18	0.00	651.82	
<u>70078572</u>	Invoice	08/15/2018	EVENXCHANGE FEES - JULY 18	0.00	14.99	
004018	HACH COMPANY	08/15/2018	Regular	0.00	1,673.87	60397

\*Check Report JBWD

Date Range: 08/01/2018 - 08/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11068140	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	1,127.33	
11072291	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	507.50	
11085641	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	39.04	
013802	HASA, INC.	08/15/2018	Regular	0.00	521.50	60398
610952	Invoice	08/15/2018	WATER TREATMENT EXPENSE	0.00	521.50	
004152	HI-DESERT STAR	08/15/2018	Regular	0.00	720.00	60399
11933	Invoice	08/15/2018	PUBLIC NOTICE: SWRCB NOTICE	0.00	720.00	
004720	INLAND WATER WORKS	08/15/2018	Regular	0.00	10,589.47	60400
51010603.001	Invoice	08/15/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	578.29	
51012644.001	Credit Memo	08/15/2018	CREDIT: MAINLINE & LEAK REPAIR SUPPLI	0.00	-578.29	
51013950.001	Invoice	08/15/2018	INVENTORY/SMALL TOOLS - DIST/MAINLI	0.00	3,295.44	
51013950.002	Invoice	08/15/2018	INVENTORY	0.00	1,539.10	
51013950.003	Invoice	08/15/2018	INVENTORY/MAINLINE & LEAK REPAIR SU	0.00	1,383.51	
51013950.004	Invoice	08/15/2018	INVENTORY	0.00	300.62	
51013950.005	Invoice	08/15/2018	INVENTORY	0.00	1,803.74	
51013950.006	Invoice	08/15/2018	INVENTORY	0.00	2,267.06	
009054	KATHLEEN J. RADNICH	08/15/2018	Regular	0.00	810.60	60401
180812-1	Invoice	08/15/2018	PUBLIC RELATIONS SERVICES	0.00	810.60	
000134	KENNEDY/JENKS CONSULTANTS, INC.	08/15/2018	Regular	0.00	1,468.75	60402
123770	Invoice	08/15/2018	CONSULTING: CHROMIUM VI GRANT PRO	0.00	1,468.75	
005640	KILLER BEE PEST CONTROL	08/15/2018	Regular	0.00	80.00	60403
4811	Invoice	08/15/2018	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	08/15/2018	Regular	0.00	160.00	60404
1H090118	Invoice	08/15/2018	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
006507	McMASTER-CARR SUPPLY COMPANY	08/15/2018	Regular	0.00	3,171.99	60405
67417286	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	1,228.08	
67537350	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	267.97	
68601161	Invoice	08/15/2018	METER REPAIR SUPPLIES	0.00	168.04	
68602881	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	809.83	
69679845	Invoice	08/15/2018	PUMPING PLANT SUPPLIES	0.00	660.84	
69911591	Invoice	08/15/2018	SHOP EXPENSE	0.00	37.23	
000156	FORSHOCK	08/15/2018	Regular	0.00	752.69	60406
1800158	Invoice	08/15/2018	MONTHLY SCADA MONITORING	0.00	38.00	
1800159	Invoice	08/15/2018	MONTHLY SCADA MONITORING	0.00	205.00	
1800161	Invoice	08/15/2018	EMERGENCY REPAIR OF C1	0.00	509.69	
013808	NOBEL SYSTEMS, INC.	08/15/2018	Regular	0.00	4,800.00	60407
14383	Invoice	08/15/2018	GEOVIEWER SOFTWARE	0.00	4,800.00	
007500	NORTHAMERICAN TRANSPORTATION	08/15/2018	Regular	0.00	12.00	60408
28800	Invoice	08/15/2018	MEMBERSHIP IN DRUG PROGRAM	0.00	12.00	
000070	ONLINE INFORMATION SERVICES, INC.	08/15/2018	Regular	0.00	290.10	60409
877091	Invoice	08/15/2018	ID VERIF. SERV. THRU 07/31/18	0.00	290.10	
013810	PIPER GOODSON-MCKERN	08/15/2018	Regular	0.00	125.00	60410
PGM081418	Invoice	08/15/2018	VACATION RENTAL IDENTIFICATION	0.00	125.00	
008405	PRECISION ASSEMBLY	08/15/2018	Regular	0.00	1,411.13	60411
18111	Invoice	08/15/2018	JULY WATER BILL PRINT/MAIL	0.00	1,411.13	
008403	PRECISION GARAGE DOORS & GATES, INC.	08/15/2018	Regular	0.00	415.00	60412
55043	Invoice	08/15/2018	REPROGRAM GATE	0.00	415.00	
008415	PRUDENTIAL OVERALL SUPPLY	08/15/2018	Regular	0.00	262.85	60413
22643937	Invoice	08/15/2018	SHOP EXPENSE	0.00	55.83	



\*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>22643939</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	52.99	
<u>22651242</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	55.83	
<u>22651243</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	98.20	
013352	NIELSON FIRE AND ICE	08/15/2018	Regular	0.00	85.00	60414
<u>00157</u>	Invoice	08/15/2018	A/C REPAIR - SHOP	0.00	85.00	
008201	PURCHASE POWER	08/15/2018	Regular	0.00	1,008.50	60415
<u>PR081218</u>	Invoice	08/15/2018	POSTAGE REFILL FOR METER	0.00	1,008.50	
013360	REDWINE AND SHERRILL, LLP	08/15/2018	Regular	0.00	5,812.50	60416
<u>1121</u>	Invoice	08/15/2018	LEGAL SERVICES - THRU 7/31/18	0.00	5,812.50	
000495	ACCOUNTEMP	08/15/2018	Regular	0.00	544.30	60417
<u>51426056</u>	Invoice	08/15/2018	TEMPORARY LABOR	0.00	544.30	
008414	PROVIDEO	08/15/2018	Regular	0.00	150.00	60418
<u>1591</u>	Invoice	08/15/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	08/15/2018	Regular	0.00	2.00	60419
<u>108301</u>	Invoice	08/15/2018	MAP REVISIONS - AUG 18	0.00	2.00	
VEN01020	SOUTHWEST NETWORKS, INC.	08/15/2018	Regular	0.00	7,068.55	60420
<u>18-8516</u>	Invoice	08/15/2018	HR REPLACEMENT COMPUTER	0.00	1,551.60	
<u>18-8518</u>	Invoice	08/15/2018	GIS REPLACEMENT COMPUTER	0.00	5,516.95	
009920	STANDARD INSURANCE CO	08/15/2018	Regular	0.00	976.79	60421
<u>5T0818</u>	Invoice	08/15/2018	EE LIFE INSURANCE - AUG 18	0.00	976.79	
013366	THE SOCO GROUP, INC.	08/15/2018	Regular	0.00	3,851.26	60422
<u>0563992</u>	Invoice	08/15/2018	FUEL FOR VEHICLES	0.00	522.70	
<u>0563993-IN</u>	Invoice	08/15/2018	FUEL FOR VEHICLES	0.00	3,328.56	
010850	UNDERGROUND SERVICE ALERT	08/15/2018	Regular	0.00	71.05	60423
<u>720180338</u>	Invoice	08/15/2018	TICKET DELIVERY SERVICE - JULY 18	0.00	71.05	
010990	UTILIQUEST L.L.C.	08/15/2018	Regular	0.00	723.68	60424
<u>264683-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	39.80	
<u>264916-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	135.88	
<u>265209-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	441.48	
<u>265509-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	20.88	
<u>265771-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	85.64	
000327	WATER QUALITY SPECIALISTS	08/15/2018	Regular	0.00	3,310.00	60425
<u>5552</u>	Invoice	08/15/2018	HDMC WWTP: OPERATION & MAINT - JUL	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	08/15/2018	Regular	0.00	32.00	60426
<u>WE073118</u>	Invoice	08/15/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	08/15/2018	Regular	0.00	608.30	60427
<u>1258022</u>	Invoice	08/15/2018	SHOP EXPENSE 7/27/18 - 8/26/18	0.00	212.64	
<u>1259183</u>	Invoice	08/15/2018	OFFICE EXPENSE 8/7/18 - 9/6/18	0.00	395.66	
000233	NAPA AUTO PARTS	08/15/2018	Regular	0.00	1,906.17	60428
<u>249004</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	217.49	
<u>249466</u>	Invoice	08/15/2018	GR4 BATTERY	0.00	310.55	
<u>249616</u>	Invoice	08/15/2018	GR 5 BATTERY	0.00	155.27	
<u>249628</u>	Credit Memo	08/15/2018	CREDIT: CORE RETURN	0.00	-137.03	
<u>249914</u>	Invoice	08/15/2018	VEHICLE MAINTENANCE: V24, 25, 27, 28,	0.00	853.54	
<u>250623</u>	Invoice	08/15/2018	VACUUM MAINTENANCE	0.00	506.35	
009054	KATHLEEN J. RADNICH	08/21/2018	Regular	0.00	894.60	60437
<u>180819-1</u>	Invoice	08/21/2018	PUBLIC RELATIONS SERVICES	0.00	894.60	
000510	TIME WARNER CABLE	08/21/2018	Regular	0.00	345.03	60438

\*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
0008970081318	Invoice	08/21/2018	CABLE & INTERNET - AUG 18	0.00	345.03	
000575	AFSCME LOCAL 1902	08/28/2018	Regular	0.00	609.70	60447
<u>AFSCME0818</u>	Invoice	08/28/2018	EE UNION DUES - AUG 18	0.00	609.70	
000675	AQUA-METRIC SALES COMPANY	08/28/2018	Regular	0.00	8,189.42	60448
<u>INV0070398</u>	Invoice	08/28/2018	INVENTORY	0.00	8,189.42	
013365	IMAGE SOURCE	08/28/2018	Regular	0.00	18.09	60449
<u>AR794009</u>	Invoice	08/28/2018	SHOP EXPENSE 7/01/18 - 7/31/18	0.00	18.09	
003596	DEXYP	08/28/2018	Regular	0.00	25.00	60450
<u>DYP081818</u>	Invoice	08/28/2018	MORONGO BASIN ADVERT - AUG 18	0.00	25.00	
000495	ACCOUNTEMP	08/28/2018	Regular	0.00	1,701.67	60451
<u>51474854</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	544.30	
<u>51524031</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	622.17	
<u>51580941</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	535.20	
013800	WATER SYSTEMS OPTIMIZATION INC.	08/28/2018	Regular	0.00	2,500.00	60452
<u>1344</u>	Invoice	08/28/2018	SYSTEM WATER AUDIT - LEVEL 1 VALIDAT	0.00	2,500.00	
013814	CHRISTOPHER LEWALLAN	08/30/2018	Regular	0.00	4.66	60464
<u>CL083018</u>	Invoice	06/30/2018	PROJECT RECONCILIATION REFUND	0.00	4.66	
009054	KATHLEEN J. RADNICH	08/30/2018	Regular	0.00	823.20	60465
<u>180825-1</u>	Invoice	08/30/2018	PUBLIC RELATIONS SERVICES	0.00	823.20	
000091	SAN BERNARDINO COUNTY RECORDER	08/30/2018	Regular	0.00	8.00	60466
<u>SB082918</u>	Invoice	08/30/2018	RELEASE OF A LIEN	0.00	8.00	
000236	PAYPRO ADMINISTRATORS	08/10/2018	Manual	0.00	110.40	900989
<u>PPE 8-3-18</u>	Invoice	08/10/2018	EE FSA DEDUCTIONS 8-10-18	0.00	110.40	
001517	CalPERS	08/10/2018	Manual	0.00	11,413.66	900990
<u>PPE 8-3-18</u>	Invoice	08/10/2018	PAY PERIOD ENDING 8/3/18	0.00	11,413.66	
000248	PAYCHEX	08/10/2018	Manual	0.00	99.00	900991
<u>18559527</u>	Invoice	08/10/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
000248	PAYCHEX	08/10/2018	Manual	0.00	362.57	900992
<u>320631</u>	Invoice	08/10/2018	PAYROLL PROCESSING FEE	0.00	362.57	
001004	BUSINESS CARD	08/16/2018	Manual	0.00	1,577.17	900993
<u>BAQ718</u>	Invoice	08/16/2018	TELEPHONE (OFFICE)/BUILD MAINT/WAT	0.00	1,577.17	
001005	BANK OF AMERICA	08/16/2018	Manual	0.00	4,511.22	900994
<u>BAQ718</u>	Invoice	08/16/2018	PUBLIC INFO/OFFICE SUPPLIES/BUILD MA	0.00	4,511.22	
001009	BUSINESS CARD	08/16/2018	Manual	0.00	1,661.47	900995
<u>BAQ718</u>	Invoice	08/16/2018	CHLORINE ANALYZERS/SHOP EXPENSE/E	0.00	1,661.47	
004195	HOME DEPOT CREDIT SERVICES	08/16/2018	Manual	0.00	4,343.06	900996
<u>HDO718</u>	Invoice	08/16/2018	BUILDING MAINT/PUMPING PLANT/SHOP	0.00	4,343.06	
009878	SOUTHERN CALIFORNIA EDISON	08/16/2018	Manual	0.00	35,644.57	900997
<u>SCE0718</u>	Invoice	08/16/2018	POWER FOR PUMPING - JULY 18	0.00	35,644.57	
009880	SOUTHERN CALIFORNIA EDISON CO	08/22/2018	Manual	0.00	4,217.20	900998
<u>SCE0818</u>	Invoice	08/22/2018	POWER TO BLDGS & GEN - AUG 18	0.00	4,217.20	
000236	PAYPRO ADMINISTRATORS	08/24/2018	Manual	0.00	110.40	900999
<u>PPE 8-17-18</u>	Invoice	08/24/2018	EE FSA DEDUCTIONS 8-24-18	0.00	110.40	
000248	PAYCHEX	08/24/2018	Manual	0.00	358.59	901000
<u>321165</u>	Invoice	08/24/2018	PAYROLL PROCESSING FEE	0.00	358.59	

\*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
001517	CalPERS	08/24/2018	08/24/2018 Manual	0.00	11,405.46	901001
<u>PPE 8-17-18</u>	Invoice	08/24/2018	PAY PERIOD ENDING 8/17/18	0.00	11,405.46	
VEN01533	PAYMENTUS GROUP INC.	08/24/2018	08/24/2018 Manual	0.00	2,484.75	901002
<u>US1807019Z</u>	Invoice	08/24/2018	CREDIT CARD PROCESSING FEE - JULY 18	0.00	2,484.75	
000025	ICMA RC	08/31/2018	08/31/2018 Manual	0.00	4,766.92	901003
<u>ICMARC0818</u>	Invoice	08/31/2018	457 REMITTANCE - AUG 18	0.00	4,766.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	123	82	0.00	237,421.50
Manual Checks	15	15	0.00	83,066.44
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>138</u>	<u>97</u>	<u>0.00</u>	<u>320,487.94</u>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
04-00020-003	JENSEN, SHELLEY	8/9/2018	Refund	144.28	Check #: 60383
10-00180-007	SMALL, SOPHIA	8/9/2018	Refund	55.13	Check #: 60384
13-00207-005	ZANIEWSKI, JEFFREY T	8/9/2018	Refund	47.73	Check #: 60385
50-00134-003	VORBRICH, NIGEL	8/9/2018	Refund	42.87	Check #: 60386
62-00241-009	EF PROPERTIES	8/9/2018	Refund	26.96	Check #: 60387
65-01097-000	WELLER, DOUGLAS W	8/9/2018	Refund	49.86	Check #: 60388
03-00268-000	TR, BLAUSTONE FAM /	8/15/2018	Refund	2,582.76	Check #: 60429
01-00023-008	RYAN, PATRICK M	8/15/2018	Refund	54.49	Check #: 60430
04-00130-014	PRESTIGE PROPERTIES	8/15/2018	Refund	99.13	Check #: 60431
05-00116-015	ARCHIE, MARIA	8/15/2018	Refund	18.00	Check #: 60432
10-00240-016	KJENSTAD, MICHAEL A	8/15/2018	Refund	41.94	Check #: 60433
14-00187-011	DESERT REALTY GROUP	8/15/2018	Refund	42.38	Check #: 60434
55-00103-008	DIMAGGIO, ROBERTA Y	8/15/2018	Refund	138.03	Check #: 60435
61-00052-013	MIRAGE COVE PROPERTIES LLC	8/15/2018	Refund	51.30	Check #: 60436
06-00028-010	COLEGIO, ELI	8/21/2018	Refund	29.22	Check #: 60439
08-00049-006	EVARO, ALFONSO E JR	8/21/2018	Refund	148.89	Check #: 60440
10-00178-010	HART, NICOLE M	8/21/2018	Refund	5.22	Check #: 60441
14-00187-011	DESERT REALTY GROUP	8/21/2018	Refund	26.96	Check #: 60442
50-00022-004	KRAMER, FRED K	8/21/2018	Refund	162.60	Check #: 60443
59-00291-007	WAGNER, HANS F	8/21/2018	Refund	65.80	Check #: 60444
63-00039-019	SPICKARD, PRISCILLA	8/21/2018	Refund	184.43	Check #: 60445
65-00454-001	DONALD JONES JR ANSPAUCH REV TR	8/21/2018	Refund	54.58	Check #: 60446
03-00090-005	SEWARD, ERIC	8/24/2018	Refund	9.51	Check #: 59577
04-00165-014	MENDEZ, LINDA	8/28/2018	Refund	2.33	Check #: 60453
05-00031-005	DONCHE, ESTATE OF GILDA J	8/28/2018	Refund	26.96	Check #: 60454
07-00097-011	GIBSON, LORI L	8/28/2018	Refund	135.41	Check #: 60455
08-00077-009	SULLIVAN, KEVIN	8/28/2018	Refund	153.26	Check #: 60456
08-00136-015	PRATT, MICKALA W	8/28/2018	Refund	49.54	Check #: 60457
09-00131-011	LAVOIE, MADELAINE D	8/28/2018	Refund	34.36	Check #: 60458
10-00240-015	CHEBY, LISA	8/28/2018	Refund	6.30	Check #: 60459
11-00059-003	MCANDREW, TONY R	8/28/2018	Refund	110.44	Check #: 60460
12-00058-011	A.I.M. RENTAL PROPERTIES	8/28/2018	Refund	64.77	Check #: 60461
53-00068-015	CARCAMO, JOSE R	8/28/2018	Refund	39.97	Check #: 60462
61-00171-003	HERING, BRAD	8/28/2018	Refund	1.91	Check #: 60463
				<u>4,707.32</u>	

**JOSHUA BASIN WATER DISTRICT**

**AUGUST 2018**

**DIRECTOR PAY**

**PAY PERIODS: 7/21/2018 - 8/17/2018**

Director	Date	Type	Amount	Notes
THOMAS FLOEN	08/01/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	08/08/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>520.89</u>	
GEARY HUND	08/08/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
GEARY HUND	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>347.26</u>	
ROBERT JOHNSON	08/01/2018	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	08/08/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>520.89</u>	
MICKEY C LUCKMAN	07/21/2018	Director Pay	173.63	8/28/18 MWA MEETING
MICKEY C LUCKMAN	07/21/2018	Mileage/Vehicle Expense	70.85	6/28/18 MILES MWA MEETING
MICKEY C LUCKMAN	08/01/2018	Director Pay	173.63	LEGISLATIVE & PULIC INFO COMMITTEE & JBWD BOARD MEETINGS
MICKEY C LUCKMAN	08/02/2018	Director Pay	173.63	TAC MEETING
MICKEY C LUCKMAN	08/02/2018	Mileage/Vehicle Expense	70.85	MILES TAC MEETING
MICKEY C LUCKMAN	08/08/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
MICKEY C LUCKMAN	08/09/2018	Director Pay	173.63	MWA BOARD MEETING
MICKEY C LUCKMAN	08/09/2018	Mileage/Vehicle Expense	70.85	MILES MWA BOARD MEETING
MICKEY C LUCKMAN	08/10/2018	Director Pay	173.63	SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	08/10/2018	Mileage/Vehicle Expense	88.10	MILES SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>1,526.06</u>	
REBECCA UNGER	07/28/2018	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	07/28/2018	Mileage/Vehicle Expense	73.03	MILES MWA BOARD MEETING
REBECCA UNGER	08/01/2018	Director Pay	173.63	LEGISLATIVE & PULIC INFO COMMITTEE & JBWD BOARD MEETINGS
REBECCA UNGER	08/02/2018	Director Pay	173.63	SOLAR TAC
REBECCA UNGER	08/10/2018	Director Pay	173.63	SAN BERNARDINO COUNTY WATER CONFERENCE
REBECCA UNGER	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>941.18</u>	
<b>TOTAL</b>			<u><b>3,856.28</b></u>	



Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
000237 <u>3990561-080541</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	09/05/2018 09/05/2018	Regular EE LIFE INSURANCE - AUG 18	0.00 0.00	2,221.18 2,221.18	60475
013222 <u>FC0918</u>	FRONTIER CALIFORNIA INC. Invoice	09/05/2018 09/05/2018	Regular HDMC WWTP - TELEPHONE	0.00 0.00	181.59 181.59	60476
006200 <u>62698</u>	MCALLISTERS JANITORIAL SERV. Invoice	09/05/2018 09/05/2018	Regular JANITORIAL SERVICES - AUG 18	0.00 0.00	700.00 700.00	60477
009054 <u>180902-1</u>	KATHLEEN J. RADNICH Invoice	09/05/2018 09/05/2018	Regular PUBLIC RELATIONS SERVICES	0.00 0.00	865.20 865.20	60478
000091 <u>58090418</u>	SAN BERNARDINO COUNTY RECORDER Invoice	09/05/2018 09/05/2018	Regular RELEASE OF LIENS	0.00 0.00	24.00 24.00	60479
013228 <u>51090518</u>	SARAH J. JOHNSON Invoice	09/05/2018 09/05/2018	Regular REIMB: OFFICE SUPPLIES & MILES	0.00 0.00	124.48 124.48	60480
009920 <u>5109018</u>	STANDARD INSURANCE CO Invoice	09/05/2018 09/05/2018	Regular EE LIFE INSURANCE - SEPT 18	0.00 0.00	976.79 976.79	60481
013196 <u>107201368-0</u>	TELEPACIFIC COMMUNICATIONS Invoice	09/05/2018 09/05/2018	Regular TELEPHONE (OFFICE) - SEPT 18	0.00 0.00	775.51 775.51	60482
000501 <u>0572819</u>	ACWA/JPIA Invoice	09/12/2018 09/12/2018	Regular EE HEALTH BENEFIT & EAP OCT 18	0.00 0.00	19,805.87 19,805.87	60483
013815 <u>AZ-0403</u>	ASPHALT ZIPPER, INC. Invoice	09/12/2018 09/12/2018	Regular ASPHALT ZIPPER	0.00 0.00	112,361.70 112,361.70	60484
001630 <u>829480028X0905</u>	AT&T MOBILITY Invoice	09/12/2018 09/12/2018	Regular IPADS & COMMUNICATIONS - AUG 18	0.00 0.00	14,613.48 14,613.48	60485
001550 <u>MVR7881</u> <u>NFS2361</u> <u>NXH0012</u> <u>NXR4893</u> <u>NZD4474</u>	CDW GOVERNMENT, INC Invoice Credit Memo Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018 09/12/2018 09/12/2018	Regular OFFICE SUPPLIES CREDIT: OFFICE SUPPLIES MULTI-FUNCTION PRINTER (MAP PLOTTE MULTI-FUNCTION PRINTER (MAP PLOTTE MULTI-FUNCTION PRINTER (MAP PLOTTE	0.00 0.00 0.00 0.00 0.00	11,892.35 191.87 -191.87 81.02 9,806.45 2,004.88	60486
001850 <u>963962</u> <u>963965</u>	CLINICAL LAB OF S.B. INC Invoice Invoice	09/12/2018 09/12/2018 09/12/2018	Regular SAMPLING - JULY 18 HDMC WWTP SAMPLING- JULY 18	0.00 0.00 0.00	4,944.00 3,683.00 1,261.00	60487
006029 <u>1463760</u> <u>1463761</u> <u>1465211</u>	LIEBERT CASSIDY WHITMORE Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018	Regular LEGAL SERVICES - THRU 7/31/18 LEGAL SERVICES - EE MATTERS THRU 7/3 LEGAL SERVICES - EE MATTERS THRU 8/3	0.00 0.00 0.00	16,774.00 1,179.00 7,730.00 7,865.00	60488
013808 <u>14399</u>	NOBEL SYSTEMS, INC. Invoice	09/12/2018 09/12/2018	Regular GEOVIEWER SOFTWARE & IMPLEMENTAT	0.00 0.00	36,500.00 36,500.00	60489
013356 <u>399839</u> <u>403094</u> <u>K99839</u> <u>K99840</u>	BUILDER'S SUPPLY Invoice Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018 09/12/2018	Regular SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES	0.00 0.00 0.00 0.00	19,413.94 9,124.54 2,686.68 6,139.36 1,463.36	60490

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013803	PEOPLEREADY, INC	09/12/2018	Regular	0.00	4,751.20	60491
<u>23830194</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
<u>23830569</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
<u>23830654</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	745.28	
<u>23841876</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	1,211.12	
<u>23868875</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
013361	QUINN COMPANY	09/12/2018	Regular	0.00	6,175.32	60492
<u>WOG00002828</u>	Invoice	09/12/2018	GENERATOR 2 ANNUAL MAINTENANCE	0.00	834.31	
<u>WOG00002829</u>	Invoice	09/12/2018	GENERATOR 5 ANNUAL MAINTENANCE	0.00	799.39	
<u>WOG00002830</u>	Invoice	09/12/2018	GENERATOR 6 ANNUAL MAINTENANCE	0.00	718.29	
<u>WOG00002831</u>	Invoice	09/12/2018	GENERATOR 1 ANNUAL MAINTENANCE	0.00	834.31	
<u>WOG00002900</u>	Invoice	09/12/2018	GENERATOR 7 ANNUAL MAINTENANCE	0.00	745.98	
<u>WOG00002901</u>	Invoice	09/12/2018	GENERATOR 4 ANNUAL MAINTENANCE	0.00	1,121.52	
<u>WOG00002902</u>	Invoice	09/12/2018	GENERATOR 3 ANNUAL MAINTENANCE	0.00	1,121.52	
013360	REDWINE AND SHERRILL, LLP	09/12/2018	Regular	0.00	5,583.00	60493
<u>1127</u>	Invoice	09/12/2018	LEGAL SERVICES - THRU 8/31/18	0.00	5,583.00	
VEN01020	SOUTHWEST NETWORKS, INC.	09/12/2018	Regular	0.00	7,705.33	60494
<u>18-8104</u>	Invoice	09/12/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	4,512.50	
<u>18-8537</u>	Invoice	09/12/2018	OFFICE 365 MONTHLY MAINT - AUG 18	0.00	589.20	
<u>18-8538</u>	Invoice	09/12/2018	OFFICE 365 MONTHLY MAINT - SEPT 18	0.00	589.20	
<u>18-9505</u>	Invoice	09/12/2018	OFFICE 365 MIGRATION SUITE	0.00	1,800.00	
<u>18-9508</u>	Invoice	09/12/2018	COMPUTER SOFTWARE SUPPORT	0.00	214.43	
013216	TIMOTHY ROBERT PINAR	09/12/2018	Regular	0.00	5,605.01	60495
<u>TP083118</u>	Invoice	09/12/2018	OFFICE BUILDING MAINTENANCE	0.00	3,408.00	
<u>TP083118A</u>	Invoice	09/12/2018	OFFICE BUILDING MAINTENANCE	0.00	2,197.01	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	09/13/2018	Regular	0.00	650.00	60496
<u>2365L</u>	Invoice	09/13/2018	DEMO GARDEN/BUILD MAINT THRU 8/15	0.00	650.00	
000675	AQUA-METRIC SALES COMPANY	09/13/2018	Regular	0.00	1,552.07	60497
<u>INV0070815</u>	Invoice	09/13/2018	METER REPAIR SUPPLIES	0.00	1,552.07	
013813	BACKFLOW SOLUTIONS, INC.	09/13/2018	Regular	0.00	495.00	60498
<u>3070</u>	Invoice	09/13/2018	BACKFLOW SOLUTIONS ANNUAL FEE	0.00	495.00	
VEN01462	BAY AREA CARBIDE, INC.	09/13/2018	Regular	0.00	78.34	60499
<u>221546</u>	Invoice	09/13/2018	TOOL/EQUIP REPAIR	0.00	78.34	
000105	BELTZ PORTABLE TOILETS	09/13/2018	Regular	0.00	283.50	60500
<u>40429</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	283.50	
004110	BURRTEC WASTE & RECYCLING SVCS	09/13/2018	Regular	0.00	1,415.30	60501
<u>BW083118</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	1,028.59	
<u>BW0918</u>	Invoice	09/13/2018	TRASH REMOVAL - SEPT 18	0.00	277.95	
<u>BW0918B</u>	Invoice	09/13/2018	RECYCLING - SEPT 18	0.00	108.76	
001555	CENTRATTEL	09/13/2018	Regular	0.00	558.16	60502
<u>180903192101</u>	Invoice	09/13/2018	DISPATCH SERVICES - AUG 18	0.00	558.16	
013365	IMAGE SOURCE	09/13/2018	Regular	0.00	53.67	60503
<u>AR809329</u>	Invoice	09/13/2018	SHOP EXPENSE 8/01/18 - 8/31/18	0.00	53.67	
010956	DOI-USGS	09/13/2018	Regular	0.00	4,334.13	60504
<u>90660729</u>	Invoice	09/13/2018	USGS CO OP WATER RES PRGM- THRU 6/	0.00	4,334.13	
002565	DUDEK AND ASSOCIATES, INC	09/13/2018	Regular	0.00	2,897.50	60505
<u>20185148</u>	Invoice	09/14/2018	ENG SERV: MULTIPLE PROJECTS THRU 7/2	0.00	2,897.50	
VEN01466	FEDAK & BROWN LLP	09/13/2018	Regular	0.00	1,400.00	60506
<u>F8083118</u>	Invoice	09/13/2018	FINANCIAL AUDIT 17/18 - AUG 18	0.00	1,400.00	

\*Check Report JBWD

Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
003025	FEDEX	09/13/2018	Regular	0.00	266.37	60507
<u>6-286-82936</u>	Invoice	09/13/2018	SHIPPING: WELL 14 REHAB	0.00	266.37	
000229	C & S ELECTRIC	09/13/2018	Regular	0.00	1,925.00	60508
<u>2570</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	1,925.00	
000058	GARDA CL WEST, INC.	09/13/2018	Regular	0.00	651.82	60509
<u>10423971</u>	Invoice	09/13/2018	COURIER FEES - SEPT 18	0.00	651.82	
013802	HASA, INC.	09/13/2018	Regular	0.00	476.80	60510
<u>615065</u>	Invoice	09/13/2018	WATER TREATMENT EXPENSE	0.00	476.80	
VEND1076	HI-DESERT AIR, INC.	09/13/2018	Regular	0.00	175.00	60511
<u>55153</u>	Invoice	09/13/2018	A/C MAINTENANCE - OFFICE	0.00	60.00	
<u>55154</u>	Invoice	09/13/2018	SWAMP COOLER MAINTENANCE	0.00	115.00	
004165	HI-GRADE MATERIALS CO.	09/13/2018	Regular	0.00	479.49	60512
<u>0043714</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	479.49	
004720	INLAND WATER WORKS	09/13/2018	Regular	0.00	3,012.93	60513
<u>51013950.007</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES/INVE	0.00	651.50	
<u>51013950.008</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	630.95	
<u>51015065.001</u>	Invoice	09/13/2018	INVENTORY/MAINLINE/LEAK REPAIR SUP	0.00	510.74	
<u>51015065.002</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	1,109.83	
<u>51015065.003</u>	Invoice	09/13/2018	SMALL TOOLS - DISTRIBUTION	0.00	109.91	
009054	KATHLEEN J. RADNICH	09/13/2018	Regular	0.00	907.00	60514
<u>180909-1</u>	Invoice	09/13/2018	PUBLIC RELATIONS SERVICES	0.00	907.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	09/13/2018	Regular	0.00	281.25	60515
<u>124305</u>	Invoice	09/13/2018	CONSULTING: CHROMIUM VI GRANT PRO	0.00	281.25	
005640	KILLER BEE PEST CONTROL	09/13/2018	Regular	0.00	65.00	60516
<u>4953</u>	Invoice	09/13/2018	BEE REMOVAL	0.00	65.00	
000205	LORI G. HERBEL	09/13/2018	Regular	0.00	128.00	60517
<u>LH100118</u>	Invoice	09/13/2018	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
003505	GARRYS TIRES	09/13/2018	Regular	0.00	263.47	60518
<u>14691</u>	Invoice	09/13/2018	VEHICLE REPAIRS: V2B	0.00	20.00	
<u>14699</u>	Invoice	09/13/2018	VACUUM REPAIRS: E72	0.00	243.47	
006504	MC CALL'S METERS SALES & SERVICE	09/13/2018	Regular	0.00	35.00	60519
<u>30871</u>	Invoice	09/13/2018	CERTIFIED FLOW TEST	0.00	35.00	
006507	McMASTER-CARR SUPPLY COMPANY	09/13/2018	Regular	0.00	2,230.03	60520
<u>70295177</u>	Invoice	09/13/2018	PUMPING PLANT SUPPLIES	0.00	89.57	
<u>72052296</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	1,526.86	
<u>72295955</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	613.60	
000265	FLO-LOC PRODUCTS INTERNATIONAL	09/13/2018	Regular	0.00	2,250.00	60521
<u>1870</u>	Invoice	09/13/2018	YEARLY MAINT & RECERT OF EARTHQUAK	0.00	2,250.00	
000070	ONLINE INFORMATION SERVICES, INC.	09/13/2018	Regular	0.00	243.40	60522
<u>882917</u>	Invoice	09/13/2018	ID VERIF. SERV. THRU 08/31/18	0.00	243.40	
008300	POSTMASTER	09/13/2018	Regular	0.00	4,000.00	60523
<u>SD091318</u>	Invoice	09/13/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008405	PRECISION ASSEMBLY	09/13/2018	Regular	0.00	1,410.46	60524
<u>18134</u>	Invoice	09/13/2018	AUG WATER BILL PRINT/MAIL	0.00	1,410.46	
008415	PRUDENTIAL OVERALL SUPPLY	09/13/2018	Regular	0.00	217.64	60525
<u>22658602</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	55.83	
<u>22658603</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	52.99	
<u>22665556</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	55.83	



Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>22665557</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	52.99	
000495	ACCOUNTEMP5	09/13/2018	Regular	0.00	1,525.32	60526
<u>51619776</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	535.20	
<u>51670089</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	535.20	
<u>51717386</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	454.92	
008414	PROVIDED	09/13/2018	Regular	0.00	450.00	60527
<u>1594</u>	Invoice	09/13/2018	VIDEO TAPING & YOU TUBE 80 MEETING	0.00	450.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	09/13/2018	Regular	0.00	11.00	60528
<u>108319</u>	Invoice	09/13/2018	MAP REVISIONS - SEPT 18	0.00	11.00	
VEN01294	SMITH HAMILTON	09/13/2018	Regular	0.00	3,040.36	60529
<u>27744</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	3,040.36	
010850	UNDERGROUND SERVICE ALERT	09/13/2018	Regular	0.00	62.80	60530
<u>820180338</u>	Invoice	09/13/2018	TICKET DELIVERY SERVICE - AUG 18	0.00	62.80	
010990	UTILIQUEST L.L.C.	09/13/2018	Regular	0.00	435.28	60531
<u>266061-0</u>	Invoice	09/13/2018	CONTRACT LOCATING EXPENSE	0.00	393.52	
<u>266344-0</u>	Invoice	09/13/2018	CONTRACT LOCATING EXPENSE	0.00	41.76	
009678	SIGNS BY WANDA	09/13/2018	Regular	0.00	-575.00	60532
009678	SIGNS BY WANDA	09/13/2018	Regular	0.00	575.00	60532
<u>SFLO82718</u>	Invoice	09/13/2018	SIGNS: SADDLEBACK MAINLINE REPLACE	0.00	575.00	
000327	WATER QUALITY SPECIALISTS	09/13/2018	Regular	0.00	3,310.00	60533
<u>5577</u>	Invoice	09/13/2018	HDMC WWTP: OPERATION & MAINT - AU	0.00	3,310.00	
013809	WEST COAST CIVIL, INC.	09/13/2018	Regular	0.00	4,850.00	60534
<u>1015</u>	Invoice	09/13/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	4,850.00	
005672	WILLIAM H. KLINE	09/13/2018	Regular	0.00	35.20	60535
<u>WK090718</u>	Invoice	09/13/2018	REIMB: GAS: V29	0.00	35.20	
012955	YUCCA RENTALS	09/13/2018	Regular	0.00	764.91	60536
<u>119094</u>	Invoice	09/13/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	709.91	
<u>119108</u>	Invoice	09/13/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	55.00	
000233	NAPA AUTO PARTS	09/13/2018	Regular	0.00	294.18	60537
<u>249751</u>	Credit Memo	09/13/2018	CREDIT: CORE RETURN	0.00	-29.36	
<u>251554</u>	Invoice	09/13/2018	GR 7 BATTERIES	0.00	251.82	
<u>251581</u>	Invoice	09/13/2018	SMALL TOOLS	0.00	35.26	
<u>252391</u>	Invoice	09/13/2018	GENERATOR REPAIR & MAINTENANCE	0.00	36.46	
000575	AFSCME LOCAL 1902	09/26/2018	Regular	0.00	609.70	60546
<u>AFSCME0918</u>	Invoice	09/26/2018	EE UNION DUES - SEPT 18	0.00	609.70	
013365	IMAGE SOURCE	09/26/2018	Regular	0.00	380.24	60547
<u>ARB11125</u>	Invoice	09/26/2018	OFFICE EXPENSE 8/5/18 - 9/4/18	0.00	380.24	
001937	COUNTY OF SAN BERNARDINO CLERK OF THE B	09/26/2018	Regular	0.00	50.00	60548
<u>SBC092418</u>	Invoice	09/26/2018	NOTICE OF EXEMPTION FILING	0.00	50.00	
003025	FEDEX	09/26/2018	Regular	0.00	97.07	60549
<u>6-307-23268</u>	Invoice	09/26/2018	SHIPPING	0.00	97.07	
009054	KATHLEEN J. RADNICH	09/26/2018	Regular	0.00	2,347.99	60550
<u>180916-1</u>	Invoice	09/26/2018	PUBLIC RELATIONS SERVICES	0.00	1,201.20	
<u>180923-1</u>	Invoice	09/26/2018	PUBLIC RELATIONS SERVICES	0.00	1,146.79	
000236	PAYPRO ADMINISTRATORS	09/26/2018	Regular	0.00	55.00	60551
<u>63818</u>	Invoice	09/26/2018	FSA ADMIN FEES - AUG 18	0.00	55.00	
000236	PAYPRO ADMINISTRATORS	09/26/2018	Regular	0.00	55.00	60552

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Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>63817</u>	Invoice	09/26/2018	FSA ADMIN FEES - JUL 18	0.00	55.00	
000042	ROMAN, ANNE	09/26/2018	Regular	0.00	99.00	60553
<u>AR091318</u>	Invoice	09/26/2018	REIMB: 1099 UPDATE WEBINAR	0.00	99.00	
000091	SAN BERNARDINO COUNTY RECORDER	09/26/2018	Regular	0.00	16.00	60554
<u>58092518</u>	Invoice	09/26/2018	RELEASE OF LIENS	0.00	16.00	
VEND1020	SOUTHWEST NETWORKS, INC.	09/26/2018	Regular	0.00	2,612.50	60555
<u>18-7045</u>	Invoice	09/26/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	2,612.50	
009920	STANDARD INSURANCE CO	09/26/2018	Regular	0.00	876.29	60556
<u>511018</u>	Invoice	09/26/2018	EE LIFE INSURANCE - OCT 18	0.00	876.29	
013216	TIMOTHY ROBERT PINAR	09/26/2018	Regular	0.00	4,931.07	60557
<u>TP090718</u>	Invoice	09/26/2018	SHOP REMODEL	0.00	2,449.03	
<u>TP090718A</u>	Invoice	09/26/2018	OFFICE BUILDING MAINTENANCE	0.00	852.00	
<u>TP092118</u>	Invoice	09/26/2018	OFFICE BUILDING MAINTENANCE	0.00	1,630.04	
013359	XEROX FINANCIAL SERVICES	09/26/2018	Regular	0.00	608.30	60558
<u>1291739</u>	Invoice	09/26/2018	OFFICE EXPENSE 9/7/18 - 10/6/18	0.00	395.66	
<u>1291740</u>	Invoice	09/26/2018	SHOP EXPENSE 8/27/18 - 9/26/18	0.00	212.64	
013812	SIGNS FOR LESS	09/27/2018	Regular	0.00	575.00	60559
<u>SF1082718</u>	Invoice	09/27/2018	SIGNS: SADDLEBACK MAINLINE REPLACE	0.00	575.00	
009500	USDA RURAL DEVELOPMENT	09/04/2018	Manual	0.00	177,812.35	901004
<u>USDA 9/18 LN</u>	Invoice	09/04/2018	CMM PRINCIPAL & INT LOAN #2	0.00	177,812.35	
000236	PAYPRO ADMINISTRATORS	09/07/2018	Manual	0.00	110.40	901005
<u>PPE 8-31-18</u>	Invoice	09/07/2018	EE FSA DEDUCTIONS 9-7-18	0.00	110.40	
000236	PAYPRO ADMINISTRATORS	09/07/2018	Regular	0.00	-110.40	901005
000236	PAYPRO ADMINISTRATORS	09/11/2018	Manual	0.00	74.99	901006
<u>PPE 8-31-18A</u>	Invoice	09/11/2018	EE FSA DEDUCTIONS 9-7-18	0.00	74.99	
000236	PAYPRO ADMINISTRATORS	09/11/2018	Regular	0.00	-74.99	901006
000248	PAYCHEX	09/07/2018	Manual	0.00	362.57	901007
<u>321739</u>	Invoice	09/07/2018	PAYROLL PROCESSING FEE	0.00	362.57	
000236	PAYPRO ADMINISTRATORS	09/11/2018	Manual	0.00	74.99	901008
<u>PPE 8-31-18A</u>	Invoice	09/11/2018	EE FSA DEDUCTIONS 9-7-18	0.00	74.99	
001517	CalPERS	09/11/2018	Manual	0.00	11,422.40	901009
<u>PPE 8-31-18</u>	Invoice	09/11/2018	PAY PERIOD ENDING 8/31/18	0.00	11,422.40	
000248	PAYCHEX	09/14/2018	Manual	0.00	99.00	901010
<u>18707902</u>	Invoice	09/14/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
001004	BUSINESS CARD	09/14/2018	Manual	0.00	1,553.44	901011
<u>BA0818</u>	Invoice	09/14/2018	TELEPHONE(OFFICE)/SUBSCRIPTIONS/PU	0.00	1,553.44	
009878	SOUTHERN CALIFORNIA EDISON	09/14/2018	Manual	0.00	36,903.32	901012
<u>SCE0818</u>	Invoice	09/14/2018	POWER FOR PUMPING - AUG 18	0.00	36,903.32	
001517	CalPERS	09/14/2018	Manual	0.00	700.00	901013
<u>10000001540323</u>	Invoice	09/14/2018	GASB-68 REPORTS & SCHEDULES	0.00	700.00	
001005	BANK OF AMERICA	09/14/2018	Manual	0.00	4,927.24	901014
<u>BA0818</u>	Invoice	09/14/2018	EE TRAINING/OFFICE SUPPLIES/DIRECTOR	0.00	4,927.24	
001009	BUSINESS CARD	09/14/2018	Manual	0.00	15,028.97	901015
<u>BA0818</u>	Invoice	09/14/2018	SHOP REMODEL/CHLORINE ANALYZERS/C	0.00	15,028.97	
004195	HOME DEPOT CREDIT SERVICES	09/14/2018	Manual	0.00	8,298.50	901016
<u>HD0818</u>	Invoice	09/14/2018	SHOP REMODEL/PUMPING PLANT/SMALL	0.00	8,298.50	

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Date Range: 09/01/2018 - 09/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000236	PAYPRO ADMINISTRATORS	09/21/2018	09/21/2018 Manual	0.00	74.99	901017
<u>PPE 9-14-18</u>	Invoice	09/21/2018	EE FSA DEDUCTIONS 9-21-18	0.00	74.99	
000248	PAYCHEX	09/21/2018	09/21/2018 Manual	0.00	364.46	901018
<u>322218</u>	Invoice	09/21/2018	PAYROLL PROCESSING FEE	0.00	364.46	
001517	CalPERS	09/24/2018	09/24/2018 Manual	0.00	9,961.15	901019
<u>PPE 9-14-18</u>	Invoice	09/24/2018	PAY PERIOD ENDING 9/14/18	0.00	9,961.15	
VEN01533	PAYMENTUS GROUP INC.	09/25/2018	09/25/2018 Manual	0.00	2,525.10	901020
<u>US18080461</u>	Invoice	09/25/2018	CREDIT CARD PROCESSING FEE - AUG 18	0.00	2,525.10	
009880	SOUTHERN CALIFORNIA EDISON CO	09/27/2018	09/27/2018 Manual	0.00	3,782.57	901021
<u>SCEF0918</u>	Invoice	09/27/2018	POWER TO BLDGS & GEN - SEPT 18	0.00	3,782.57	
000510	TIME WARNER CABLE	09/27/2018	09/27/2018 Manual	0.00	345.01	901022
<u>0008970091318</u>	Invoice	09/27/2018	CABLE & INTERNET - SEPT 18	0.00	345.01	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	09/27/2018	09/27/2018 Manual	0.00	2,144.58	901023
<u>3990561-090543</u>	Invoice	09/27/2018	EE LIFE INSURANCE - SEPT 18	0.00	2,144.58	
000025	ICMA RC	09/30/2018	09/30/2018 Manual	0.00	4,480.34	901024
<u>ICMARC0918</u>	Invoice	09/30/2018	457 REMITTANCE - SEPT 18	0.00	4,480.34	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	126	77	0.00	333,397.49
Manual Checks	21	21	0.00	281,046.37
Voided Checks	0	3	0.00	-760.39
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>147</b>	<b>101</b>	<b>0.00</b>	<b>613,683.47</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
08-00151-014	PEVAHOUSE, RICHARD	9/5/2018	Refund	21.00	Check #: 60467
11-00320-012	PALM SPRINGS MUTUAL INC	9/5/2018	Refund	44.12	Check #: 60468
55-00094-012	KLUTCH, NIKOLAUS J	9/5/2018	Refund	16.26	Check #: 60469
56-00152-001	MIRAGE COVE PROPERTIES LLC	9/5/2018	Refund	10.80	Check #: 60470
57-00070-006	BERRY, DAVID	9/5/2018	Refund	99.32	Check #: 60471
61-00052-013	MIRAGE COVE PROPERTIES LLC	9/5/2018	Refund	26.96	Check #: 60472
61-00269-013	COOPER, AVERY	9/5/2018	Refund	15.51	Check #: 60473
65-00454-001	DONALD JONES JR ANSPAUCH REV TR	9/5/2018	Refund	2.70	Check #: 60474
10-00255-000	TEPPER, ELMER	9/26/2018	Refund	779.98	Check #: 60538
10-00269-009	LIMON, ADRIANNA	9/26/2018	Refund	67.84	Check #: 60539
55-00137-013	WHITMAN, STEVEN	9/26/2018	Refund	21.95	Check #: 60540
55-00239-011	LARKIN, HAROLD J III	9/26/2018	Refund	71.08	Check #: 60541
62-00154-016	PERRY, LINDA L	9/26/2018	Refund	42.07	Check #: 60542
62-00189-009	STORM, AUDREY H	9/26/2018	Refund	134.33	Check #: 60543
62-00205-002	F & F REAL ESTATE DEV CO LLC	9/26/2018	Refund	53.69	Check #: 60544
65-00114-006	SIMON, KYLE D	9/26/2018	Refund	48.64	Check #: 60545
				<u>1,456.25</u>	

**JOSHUA BASIN WATER DISTRICT****SEPTEMBER 2018****DIRECTOR PAY****PAY PERIODS: 8/18/2018 - 9/14/2018**

<b>Director</b>	<b>Date</b>	<b>Type</b>	<b>Amount</b>	<b>Notes</b>
THOMAS FLOEN	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
THOMAS FLOEN	09/12/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
			<u>347.26</u>	
GEARY HUND	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
GEARY HUND	09/12/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
			<u>347.26</u>	
ROBERT JOHNSON	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
ROBERT JOHNSON	09/12/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
MICKEY C LUCKMAN	09/12/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
			<u>347.26</u>	
REBECCA UNGER	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
REBECCA UNGER	09/05/2018	Director Pay	173.63	STRATEGIC PLANNING SESSION
			<u>347.26</u>	
			<b>TOTAL</b>	
			<u><u>1,736.30</u></u>	

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT**

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Meeting of the Board of Directors

October 17, 2018

Report to: President and Board of Directors

Prepared by: Sarah Johnson

**TOPIC: NEW CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP) JOB DESCRIPTIONS**

**RECOMMENDATION:**

Recommend that the Board approve the CIRP Job Descriptions in draft form.

**ANALYSIS:**

In September 2018, the District's Board of Directors approved the Organizational Assessment Implementation plan. Phase I of the plan includes creating positions for the Capital Improvement Replacement Program (CIRP).

The new CIRP job descriptions include CIRP Lead / Equipment Operator, CIRP Pipe Layer II, CIRP Pipe Layer I, and CIRP Laborer. The CIRP crew will consist of five personnel, one Lead / Equipment Operator, two Pipe Layers, and two Laborers.

The CIRP positions will be represented by AFSCME. The District has notified AFSCME of the new positions and is awaiting their concurrence. Staff recommends that the Board approve the CIRP job descriptions in draft form. Minor revisions may occur after discussion with AFSCME. Agreed upon revisions will fall into section 4.04.01 Employee Positions and Job Classifications section of the District's Administrative Code. Once the descriptions are finalized, the District will begin the recruitment process.

**FISCAL IMPACT:** As approved in the 2018/2019 budget.



# JOB DESCRIPTION

<b>POSITION</b>	CIRP Laborer	<b>CLASS/GROUP</b>	AFSCME
<b>SALARY RANGE</b>	Range 11	<b>SAFETY SENSITIVE</b>	Yes
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under immediate supervision, the Capital Improvement Replacement Program (CIRP) Laborer responsibilities include but are not limited to the installation of water mains, service lines, fire hydrants, meters, and valves; basic vehicle and equipment maintenance, various construction tasks, safety and other duties related to the District's CIRP.

## DISTINGUISHING CHARACTERISTICS

The CIRP Laborer has strong interpersonal and problem-solving skills; the ability to work alongside team members; and to use light to heavy equipment and hand and pneumatic powered tools.

## SUPERVISION RECEIVED/EXERCISED

This position receives close supervision from the department head, manager, or supervisor, crew chief or lead as assigned.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.*

### Essential Functions:

- Daily job preparation including but not limited to potholing and preparation of equipment, parts, and material;
- Assists with the installation or repair of water mains, service lines, fire hydrants, valves, and other water distribution appurtenances and facilities.
- Operates at a beginner level, District heavy equipment and attachments, including tractor trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Assists with cleaning, maintaining, and making minor repairs to assigned equipment;
- Provides input to the CIRP Crew Chief or Lead Pipelayer as required;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Follows industry and District safety programs and protocols.
- Attends seminars and training events commensurate to the CIRP's functions; and
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

## **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

### **Experience:**

- One (1) year of construction laborer experience is preferred.

### **Education and/or Training:**

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District but must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and
- State Water Resources Control Board (SWRCB) Grade I or higher Water Distribution Operator Certificate.

**Other Requirements:** This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

## **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

### **Knowledge:**

- Basic construction material and tool operation knowledge; and
- Basic understanding of equipment used in water construction, maintenance, and repair work.

### **Skills:**

- Competent skills to work efficiently and productively when completing work tasks;
- Basic computer operation; and
- Work with supervision to learn new skills; and

### **Abilities:**

- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Learn and follow District safety programs;
- Perform a variety of unskilled water system and general maintenance work;
- Safely operate power and hand tools;
- Work standby on a rotating basis;
- Ability to work within a team environment; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

## **PHYSICAL AND MENTAL DEMANDS**



*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles on a regular basis and may operate heavy to light equipment on a periodic basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, and to work regular standby on a rotating basis.

**Other Information:** This is a capitally funded position.



# JOB DESCRIPTION

<b>POSITION</b>	CIRP Pipe Layer I	<b>CLASS/GROUP</b>	AFSCME
<b>SALARY RANGE</b>	Range 15	<b>SAFETY SENSITIVE</b>	Yes
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under general supervision, the Capital Improvement Replacement Program (CIRP) Pipelayer I responsibilities include but are not limited to the installation of water mains, service lines, fire hydrants, meters, and valves; basic vehicle and equipment maintenance, various construction tasks, safety and other duties related to the District's CIRP.

## DISTINGUISHING CHARACTERISTICS

The CIRP Pipelayer I has strong interpersonal and problem-solving skills; the ability to work without extensive supervision; journeyman level knowledge of the underground construction industry; and beginner level operation of light to heavy equipment.

## SUPERVISION RECEIVED/EXERCISED

This position receives close supervision from the department head, manager, or supervisor, or crew chief as assigned.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.*

### Essential Functions:

- Daily job preparation including but not limited to potholing and preparation of equipment, parts, and material;
- Installs or repairs water mains, service lines, fire hydrants, valves, and other water distribution appurtenances and facilities;
- Operates District heavy equipment and attachments, including tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Assists with excavation for CIRP related projects, water meter installation, and other excavations as assigned and assists with ensuring all underground utilities are located before excavating;
- Drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers;
- Assists with cleaning, maintaining, and making minor repairs to assigned equipment;
- Provides input to the CIRP Crew Chief or Lead Pipelayer as required;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Reads and interprets blueprints and plans;
- Provides training in daily job functions to other CIRP crew members.

- Ensures industry and District safety programs and protocols are followed
- Attends seminars and training events commensurate to the CIRP's functions;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Two (2) years of progressive responsibility in the field of underground infrastructure construction preferred.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District but must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained);
- State Water Resources Control Board (SWRCB) Grade I or higher Water Distribution Operator Certificate.

**Other Requirements:** This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

### **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

#### **Knowledge:**

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft office products

**Skills:**

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

**Abilities:**

- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, and clearing;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis;
- Work within a team environment; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one,

and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, and to work regular standby on a rotating basis.

**Other Information:** This is a capitally funded position.

# JOB DESCRIPTION

<b>POSITION</b>	CIRP Pipelayer II	<b>CLASS/GROUP</b>	AFSCME
<b>SALARY RANGE</b>	Range 22	<b>SAFETY SENSITIVE</b>	Yes
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under general supervision, the Capital Improvement Replacement Program (CIRP) Pipelayer II responsibilities include overseeing the replacement of District infrastructure, including but not limited to water mains, service lines, fire hydrants, meters and valves; the operation of heavy equipment; basic vehicle and equipment maintenance, various construction tasks; safety and other duties related to the District's CIRP.

## DISTINGUISHING CHARACTERISTICS

The CIRP Pipelayer II has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; journeyman level knowledge of the underground construction industry and operation of light to heavy equipment.

## SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the department head, manager, or supervisor, or lead as assigned. This position will assist in overseeing other CIRP employees while the CIRP Lead is away from the job site or unavailable.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.*

### Essential Functions:

- Daily job preparation including but not limited to the notification of Dig-Alert, survey, potholing, and preparation of equipment, parts, and material;
- Installs or repairs water mains, service lines, fire hydrants, valves, and other water distribution appurtenances and facilities.
- Operates expertly all of the District's heavy equipment and attachments, including tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s);
- Assists with excavation for CIRP related projects, water meter installation, and other excavations as assigned and ensures all underground utilities are located before excavating;
- Drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers;
- Cleans, maintains, and makes minor repairs to assigned equipment;
- Provides input to the CIRP Lead / Equipment Operator as required;
- Assists with ordering equipment, parts, and materials related to CIRP functions;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;

- Reads and interprets blueprints and plans;
- Provides training in daily job functions to other CIRP crew members.
- Ensures industry and District safety programs and protocols are followed;
- Attends seminars and training events commensurate to the CIRP's functions;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Minimum of two (2) years of heavy equipment operation; and
- Minimum of two (2) years of progressive responsibility in the field of water distribution or public/private sector underground infrastructure construction.
- Experience in providing direction to a construction crew is preferred.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and
- State Water Resources Control Board (SWRCB) Grade II or higher Water Distribution Operator Certificate.

**Other Requirements:** This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

### **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

#### **Knowledge:**

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;

- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft office products

**Skills:**

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; an
- Leadership and Supervisory skills.

**Abilities:**

- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, and clearing;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis;
- Work within a team environment; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.



**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, and to work regular standby on a rotating basis.

**Other Information:** This is a capitally funded position.



# JOB DESCRIPTION

<b>POSITION</b>	CIRP Lead / Equipment Operator	<b>CLASS/GROUP</b>	AFSCME
<b>SALARY RANGE</b>	Range 28	<b>SAFETY SENSITIVE</b>	Yes
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under general supervision, the Capital Improvement Replacement Program (CIRP) Lead / Equipment Operator's responsibilities include the direct oversight of the CIRP crew throughout its day to day operations related to the replacement of District infrastructure; and the operation of heavy equipment, basic vehicle and equipment maintenance, various construction tasks, enforcement of safety, and other rules and regulations related to the District's operations.

## DISTINGUISHING CHARACTERISTICS

The CIRP Lead / Equipment Operator has strong interpersonal, communication, leadership and problem-solving skills; the ability to work without extensive supervision; with journeyman level knowledge of the underground construction industry and operation of light to heavy equipment.

## SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. This position will lead and supervise the CIRP crew.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.*

### Essential Functions:

- Oversees, prepares, and directs the District's CIRP crew on a daily basis, responsible for the direction of daily job preparation including but not limited to the notification of Dig-Alert, survey, potholing and preparation of equipment, parts, and material;
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Excavates for CIRP related projects, water meter installation, and other excavations as assigned and ensures all underground utilities are located before excavating;
- Drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers;
- Cleans, maintains, and makes minor repairs to assigned equipment;
- Provides input to the Construction Supervisor and other members of management as required;
- Assists in the budget preparation;
- Orders equipment, parts and material related to CIRP functions;

- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Reads, interprets blueprints and plans, assists in the design and layout of water main replacement projects, provides accurately recorded as-built notations;
- Performs heavy and semiskilled maintenance, construction and labor work when the nature of the job does not require constant equipment operations;
- Regularly attends and presents material for internal meetings;
- Ensures industry and District safety programs and protocols are followed;
- Attends seminars and training events commensurate to the CIRP's functions;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Minimum of two (2) years of heavy equipment operation; and
- Minimum of five (5) years of progressive responsibility in the field of water distribution or public/private sector underground infrastructure construction.
- Experience as a lead or supervisor for underground utility installation is preferred.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and
- State Water Resources Control Board (SWRCB) Grade II or higher Water Distribution Operator Certificate.

**Other Requirements:** This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

### **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

#### **Knowledge:**

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;

- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft office products

**Skills:**

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

**Abilities:**

- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

**Other Information:** This is a capitally funded position.

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT**

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Meeting of the Board of Directors

October 17, 2018

Report to: President and Members of the Board

Prepared by: Susan Greer 

**TOPIC:  
HOLIDAY OFFICE CLOSURE SCHEDULE**

**RECOMMENDATION:**

That the Board take the following actions:

1. Authorize the District office to close on Christmas Eve, Monday, December 24, and on New Year's Eve, Monday, December 31, and
  
2. Offer employees one half day off with pay (4 hours) either on Christmas Eve or New Year's Eve as has been the tradition for many years.

**ANALYSIS:**

Experience is that the District has almost no customer business on the days surrounding Christmas and New Year's Day. Since most employees want those days off as vacation to spend time with family, it is recommended that the District remain closed on the two days as indicated above, in addition to Christmas and New Year's Day. In the past, the Board has authorized the closure of the District office on Christmas Eve and New Year's Eve when such day falls during the workweek. For the last few years, the holidays have fallen on or surrounding the weekends, so no additional closure was authorized. The last time the office closure occurred was 2015. This year, with Christmas and New Year's Day on Tuesday, we recommend closure on the preceding days.

For nearly 15 years, the District has traditionally allowed each employee to take a half-day off with pay for *either* Christmas Eve or New Year's Eve when Christmas and New Year's Day fell on a Tuesday, Wednesday, Thursday, Friday or Saturday. Employees would be paid for four of the 18 hours (most employees are on the 9/80 schedule, working 9 hours per day) and would use vacation or other personal leave time to take off the other 14 hours. Part-time employees would receive prorated time off. Any employees who want to work will have assignments for those days.

Staff recommends approving the closure and time off this year as indicated above. Providing additional time off for Christmas Eve and New Year's Eve has been the practice for many years and staff greatly appreciates the gesture. The Finance Committee reviewed this issue on 10/10/18 and recommends that the Board approve. As always, the operations staff will be on call to handle any emergencies that arise.

**FISCAL IMPACT:**

Four hours of holiday pay for all employees has a value of approximately \$3,500, although this amount is already budgeted as part of total wages; this is not additional cost.