



**REGULAR FINANCE COMMITTEE MEETING
MONDAY, JANUARY 23, 2017 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
- Page 2 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Regular Finance Committee Meeting November 21, 2016
- Pages 3-18 7. REVIEW 1ST QUARTER ENDING SEPTEMBER 2016 FINANCIAL REPORT
- Pages 19-40 8. REVIEW CHECK REGISTERS OCTOBER THROUGH DECEMBER 2016
Receive and forward to the full Board of Directors for approval.
- Pages 41-48 9. REVIEW JOB DESCRIPTIONS FOR THE FOLLOWING:
 - 1) ACCOUNTS RECEIVABLE TECHNICIAN
 - 2) REGULATORY COMPLIANCE COORDINATOR
10. STAFF REPORT
11. ADJOURNMENT

INFORMATION

During "Public Comment", please use the podium microphone. State your name and have your information prepared and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Thank you. Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Committee 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
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Monday, November 21, 2016
61750 Chollita Road, Joshua Tree, CA 92252

1. **CALL TO ORDER** 9:00 a.m.

2. **PLEDGE OF ALLEGIANCE**

Committee Members Present: Victoria Fuller, President
Bob Johnson, Director

Staff Present: Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Anne Roman, Accountant

Consultant Present: Jonathan Abadesco, Auditor, CPA

Guests: 3

3. **DETERMINATION OF QUORUM**

A quorum is present.

4. **APPROVAL OF AGENDA**

MSC/Johnson/Fuller 2/0 to approve the agenda for the November 16, 2016 Regular Meeting of the Finance Committee, with a correction from Victoria Unger to Victoria Fuller.

5. **PUBLIC COMMENT**

None

6. **APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING**

MSC/Johnson/Fuller 2/0 to approve the minutes of the August 29, 2016 Regular Meeting of the Finance Committee.

7. **PRESENTATION OF DRAFT 15/16 ANNUAL FINANCIAL REPORT- SUSAN GREER**

Receive report from Auditor, ask questions and recommend for presentation to and approval by full Board. Committee accepted report and referred to full Board for approval.

8. **CHANGING HUMAN RESOURCES AND EXECUTIVE ASSISTANT POSITIONS FROM NON-EXEMPT TO EXEMPT – CURT SAUER**

Committee accepted and referred to full Board.

9. **STAFF REPORT**

Committee accepted for information and referred to full Board.

10. **ADJOURNMENT**

MSC/Johnson/Fuller 2/0 to adjourn the Regular Finance Committee Meeting at 9:52 a.m.

Respectfully submitted:

Susan Greer, Assistant General Manager/Controller

JOSHUA BASIN WATER DISTRICT
FINANCE COMMITTEE AGENDA REPORT

Meeting of the Finance Committee

January 23, 2017

Report to: Committee Members

Prepared by: Susan Greer 

TOPIC:
1st QUARTER ENDING 9/30/16 FINANCIAL REPORT

RECOMMENDATION:
Review, make suggestions for any changes and recommend for adoption at the next Board Meeting.

ANALYSIS:
Our 1st quarterly financial report is attached for fiscal year 16/17. We will discuss the enclosed information in detail at the meeting.

STRATEGIC PLAN ITEM:
N/A

FISCAL IMPACT:
N/A

OTHER IMPACTS:
N/A



JOSHUA BASIN WATER DISTRICT
1st QUARTER ENDING 9/30/16 FINANCIAL REPORT SUMMARY

CASH FLOW

\$994K water bill payments collected during the quarter
\$79K collected from HDMC for wastewater treatment operations
\$85K property taxes/assessments collected during the quarter
\$26K grant funding received from MWA
Development fees of \$101K received
\$174K spent on Copper Mountain Mesa Assessment District debt
\$44K spent on capital projects during the quarter
Total cash INcreased \$98K during the quarter

CASH BALANCES

Capital spending is minimal, increasing cash balances
Both Emergency and Opportunity Funds are at their target balances
Total cash as of 9/30/16 is INcreased \$98K over last quarter, and \$390K from one year ago

PROPERTY TAX AND ASSESSMENT COLLECTIONS

Current year property tax collections have not begun yet.
Year-end cleanup check in the amount of \$85K received for fiscal 15/16.

BOARD REPORT

Total Revenues are 21% of budget, excluding property tax and assessment revenues
Property taxes and assessments make up 33% of 16/17 budgeted revenues
Water Revenues are 32% of budget
Total Expenses are 17% of budget
Total revenues exceed total expenses by \$232K

CONSUMPTION STATISTICS

Usage for the 12 months ending 9/30/16 is 1% more than prior year and 11% less than two years ago
The top 10 users represent the following types of businesses:

Hospital	5,176
Housing (multi-unit)	5,655
Public agency	8,264
Commercial	3,769
	<hr/>
	22,864



P.O. BOX 675 • 61750 CHOLLITA ROAD • JOSHUA TREE • CALIFORNIA 92252

TELEPHONE (760) 366-8438 FAX (760) 366-9528 E-mail: customerservice@jbwd.com

www.jbwd.com

Cash Flow

July 2016 - Sept 2016

Beginning Cash			8,198,760.89
SOURCE OF FUNDS:			
Water A/R Collections	969,179.36		
Grant Revenues	25,530.00		
Turn On/Misc	5,001.05		
Consumer Deposits	17,880.00		
Project Deposits	5,000.00		
HDMC WWTP Operations Reimbursement	64,333.43		
HDMC WWTP Operations Overhead Revenue	14,475.05		
Property Taxes G.D.	10,499.36		
ID #2 Tax Collections	725.07		
Standby Collections - Year End Reconciliation Checks	61,766.28		
CMM Assessment Collections	11,656.85		
Water Capacity Charges	11,835.00		
Wastewater Capacity Charges	84,034.87		
Meter Installation Fees	4,673.00		
Interest	11,092.62		
Accrual Reversal	44,105.99		
	TOTAL SOURCE OF FUNDS		1,341,787.93
FUNDS USED:			
Debt Service	173,514.85		
Capital Additions	43,918.81		
Operating Expenses	496,394.35		
Employee Funded Payroll Taxes & CalPERS	144,714.24		
Employer Funded Payroll Taxes & CalPERS	69,066.75		
Employee Funded 457 Transfer	9,595.40		
Employer Funded 457 Transfer	0.00	937,204.40	
Bank Transfer Payroll	302,292.92		
Bank Transfer Fees/Charges	4,188.61	306,481.53	
	TOTAL USE OF FUNDS		1,243,685.93
Net Increase (Decrease)			98,102.00
Cash Balance at End of Period			<u>8,296,862.89</u>



1st Quarter Ending 9/30/16 CASH FLOW EXPLANATION

Beginning Cash Balance 7/1/16 **\$8,198,761**

Source of Funds (Revenues)

Total cash received during the quarter from all sources 1,341,788

Grant Revenue of \$25,530 - MWA - irrigation audits, CrVI testing

Water bill and related payments of \$992,060 received from ratepayers

Property Tax/Assessment Payments of \$84,648 received

HDMC Funding of \$78,808 (Reimb \$64K, OH \$14K)

Meter Installion/Capacity Fees of \$100,543 received
3 new meters plus HDMC annual capacity fee

Interest Revenue of \$11,093 received

Use of Funds (Expenses)

Total use of cash during the quarter for all purposes 1,243,685

Capital costs during the quarter - \$43,918

- Well 14 Rehab
- Computers/Monitors
- Chromium VI

CMMAD Debt Service - \$173,515

Other Use of Funds costs indicated are average and typical

Ending Cash Balance 9/30/16 **\$8,296,864**

Total cash increased during the quarter by \$98,102



JOSHUA BASIN WATER DISTRICT

CASH BALANCES 9/30/16

	9/30/16 <u>TOTAL</u>	LEGALLY <u>RESTRICTED</u>	DISTRICT <u>RESTRICTED</u>	<u>COMPARISONS</u>	
				6/30/2016 <u>Balance</u>	9/30/15 <u>Balance</u>
Petty Cash	600			600	600
Change Fund	1,500			1,500	1,500
General Fund	282,940			242,241	270,787
Payroll Fund	75,000			28,690	5,000
LAIF Investment Fund	2,703,343			2,900,508	2,464,531
Emergency Fund	1,000,000		1,000,000	1,000,000	1,000,000
Equip & Tech Reserve	375,422		375,422	267,262	511,176
Opportunity Fund	2,000,000		2,000,000	2,000,000	2,000,000
Well & Booster Reserve	274,628		274,628	170,628	300,000
Consumer Deposits	292,536	292,536		258,270	257,977
Water Capacity	88,649	88,649		76,712	60,941
Wastewater Capacity	610,347	610,347		525,577	524,133
Building Reserve	51,000		51,000	25,000	0
CMM Redemption	293,535	293,535		453,919	262,597
Reserve	244,355	244,355		244,850	244,355
Prepayment	3,009	3,009		3,004	2,996
	<u>8,296,864</u>	<u>1,532,431</u>	<u>3,701,050</u>	<u>8,198,761</u>	<u>7,906,593</u>



CASH BALANCE COMPARISONS 2016 to 2015

	<u>9/30/2016</u>	<u>9/30/2015</u>	Change
TOTAL CASH	<u>8,296,864</u>	<u>7,906,593</u>	<u>390,271</u> increase
District RESTRICTED	3,701,050	3,811,176	(110,126) decrease
Legally RESTRICTED	1,532,431	1,352,999	179,432 increase
UNRESTRICTED	3,063,383	2,742,418	320,965 increase

Capital projects affect cash position

Total cash balance as of 9/30/16 is increased \$98K over last quarter, and increased \$390K from one year ago
Both Emergency and Opportunity Funds are at the target goal balances.

District-restricted funds have been Board-designated for a special purpose, but the Board may change this at any time

- Reserves - equipment and technology- for replacement of vehicles, equipment and technology
- wells and boosters- for replacement of wells and boosters
- building - for replacement/expansion of office building and shop
- Opportunity Fund - for special opportunities, such as early payoff of the ID#2 bonds in 2012, saving about \$19,000 interest
- Emergency Fund - as the title implies, for emergencies, such as well failure or earthquake
- Building Fund - for future replacement of the office and shop

Legally-restricted funds are restricted by law for a specific purpose

- CMM funds received are all legally-restricted for costs associated with the CMM Assessment District
- Consumer Deposits belong to customers and will eventually be returned or applied to account balances, as appropriate
- Capacity Fees, both water and wastewater, can legally be used only for costs associated with "growth," such as new infrastructure



Property Tax and Assessment Revenues and Collections as of 9/30/16

REPORT OF PRIOR YEAR TAX COLLECTIONS COLLECTED IN FIRST QUARTER

Current year property tax collections don't begin until the second quarter - all YTD collections are prior year
 Revenues are not recorded as of the first quarter

	2016/2017			2015/2016		
	<u>Revenue</u>	<u>Y-T-D Collections</u>	<u>% Collected</u>	<u>Revenue</u>	<u>Y-T-D Collections</u>	<u>% Collected</u>
ID#2	0	725		0	9,763	
General District Taxes	0	10,499		0	9,303	
CMM Assessment District	0	0		0	0	
Prior		11,657			15,009	
Standby Assessments	0	0		0	0	
Prior		61,766			50,731	
TOTAL	0	84,647		0	84,806	

General District and Standby Assessments are unrestricted and can be used for any legal purpose.
 CMM Assessment District funds are restricted "pass-through;" we collect funds to pass through to a third party.
 ID#2 funds are pay-back to the District, after early payoff of the debt 3 years ago; there are no more assessments on the tax rolls.



1st Quarter Ending 9/30/16 BOARD REPORT SUMMARY

As of September 30, 2016, we are through 25% of the fiscal year

REVENUES

Total Revenues are 21% of budget
 Water Revenues are 32% of budget
 HDMC First quarter billing not yet prepared
 Property Tax Revenues amounts are still being calculated, not yet recorded
 Local Grant Revenues are 90% of budget - funding for Chrom VI testing received from MWA

EXPENSES

	% of budget	
Production	11%	Costs tracking appropriately
Distribution	17%	Costs tracking appropriately
Customer Service	18%	Costs tracking appropriately
Administration	18%	Costs tracking appropriately
Engineering	25%	Costs tracking appropriately
Finance	21%	Costs tracking appropriately
Personnel	27%	Salary reflects long-term absence
Bonds & Loans	38%	CMM principle payment for year made already
HDMC Tmt. Plant	10%	Costs tracking appropriately
Benefits Allocated	21%	Costs tracking appropriately
Field Allocated	7%	Costs tracking appropriately
Office Allocated	26%	Costs tracking appropriately
TOTAL		
	17%	

SUMMARY

Total Operating Revenues exceed Total Expenses by \$232K

Total Operating Revenues are 21%, \$1.2M

Total Operating Expenses are 17%, \$937K



Budget Report Account Summary

For Fiscal: 2016-2017 Period Ending: 09/30/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue							
Program: 40 - ** REVENUES **							
01-40-41010-FI	METERED WATER SALES	1,674,532.00	1,674,532.00	228,304.43	651,198.35	-1,023,333.65	38.89 %
01-40-41015-FI	BASIC FEES	1,403,988.00	1,403,988.00	118,932.81	357,494.53	-1,046,493.47	25.46 %
01-40-41016-FI	BASIC FEES - LOCKED/PULLED	291,340.80	291,340.80	20,864.82	68,356.94	-222,983.86	23.46 %
01-40-41030-FI	PRIVATE FIRE PROTECTION SERV.	21,642.00	21,642.00	1,803.46	5,410.38	-16,231.62	25.00 %
01-40-41040-FI	SPECIAL SERVICES REVENUE	110,793.00	110,793.00	12,964.32	37,098.01	-73,694.99	33.48 %
01-40-41045-FI	HDMC WWTP OPERATIONS REIMB	163,255.00	163,255.00	0.00	158.19	-163,096.81	0.10 %
01-40-41046-FI	HDMC WWTP OVERHEAD/FEES RE	36,732.38	36,732.38	0.00	35.60	-36,696.78	0.10 %
01-40-42100-FI	STANDBY REVENUE-CURRENT	1,140,296.99	1,140,296.99	0.00	7,168.60	-1,133,128.39	0.63 %
01-40-43000-FI	PROPERTY TAX REVENUE - G.D.	420,000.00	420,000.00	0.00	0.00	-420,000.00	0.00 %
01-40-43010-FI	AD VALOREM REVENUE - ID #2	0.00	0.00	0.00	725.53	725.53	0.00 %
01-40-43020-FI	ASSESSMENT REVENUE - CMM	252,663.00	252,663.00	0.00	0.00	-252,663.00	0.00 %
01-40-44010-FI	WATER CAPACITY CHARGES	0.00	0.00	3,945.00	11,835.00	11,835.00	0.00 %
01-40-44030-FI	METER INSTALLATION FEES	0.00	0.00	669.00	4,673.00	4,673.00	0.00 %
01-40-44050-FI	WASTEWATER CAPACITY CHARGES	0.00	0.00	0.00	5,918.00	5,918.00	0.00 %
01-40-46121-FI	GRANT REVENUE - LOCAL (MWA)	30,200.00	20,600.00	18,530.00	18,530.00	-2,070.00	89.95 %
01-40-47000-FI	MISCELLANEOUS REVENUE	12,142.00	12,142.00	288.02	378.63	-11,763.37	3.12 %
01-40-47002-FI	INTEREST REVENUE - G.D.	17,028.00	17,028.00	0.00	0.00	-17,028.00	0.00 %
Program: 40 - ** REVENUES ** Total:		5,574,613.17	5,565,013.17	406,301.86	1,168,980.76	-4,396,032.41	21.01 %
Revenue Total:		5,574,613.17	5,565,013.17	406,301.86	1,168,980.76	-4,396,032.41	21.01 %
Expense							
Program: 01 - ** PRODUCTION **							
01-01-5-01-01118-FI	PRODUCTION SALARY	304,710.00	304,710.00	23,049.39	61,846.62	242,863.38	20.30 %
01-01-5-01-02205-RL	WATER TREATMENT EXPENSE	15,000.00	15,000.00	968.50	1,415.50	13,584.50	9.44 %
01-01-5-01-02210-RL	SMALL TOOLS - PRODUCTION	6,000.00	6,000.00	19.25	1,218.40	4,781.60	20.31 %
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	268,000.00	268,000.00	0.00	0.00	268,000.00	0.00 %
01-01-5-01-03105-GM	WATER SUPPLY MONITORING	31,725.00	31,725.00	0.00	0.00	31,725.00	0.00 %
01-01-5-01-03108-RL	RECHARGE MAINT/REPAIR	26,280.00	26,280.00	0.00	0.00	26,280.00	0.00 %
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00 %
01-01-5-01-03115-RL	PUMPING PLANT REPAIR & MAINT.	100,000.00	100,000.00	0.00	1,926.75	98,073.25	1.93 %
01-01-5-01-03120-RL	TANK & RESERVOIR MAINTENANCE	74,000.00	74,000.00	0.00	0.00	74,000.00	0.00 %
01-01-5-01-03207-RL	GENERATOR (LARGE) REPAIR & MA	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00 %
01-01-5-01-04004-RL	LABORATORY SERVICES	20,000.00	20,000.00	2,795.00	2,795.00	17,205.00	13.98 %
01-01-5-01-06105-RL	POWER FOR PUMPING (ELECTRIC)	400,000.00	400,000.00	27,114.26	59,462.95	340,537.05	14.87 %
01-01-5-01-06501-RL	TELEMETRY / SCADA EXPENSE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-01-5-01-07002-AGM	RIGHT OF WAY	41,553.10	41,553.10	0.00	0.00	41,553.10	0.00 %
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	172,715.12	172,715.12	36,557.11	36,557.11	136,158.01	21.17 %
01-01-5-01-98002-FI	FIELD EXPENSES ALLOCATED	78,364.50	78,603.42	5,121.84	5,121.84	73,481.58	6.52 %
Program: 01 - ** PRODUCTION ** Total:		1,592,847.72	1,593,086.64	95,625.35	170,344.17	1,422,742.47	10.69 %
Program: 02 - ** DISTRIBUTION **							
01-02-5-02-01130-FI	DISTRIBUTION SALARY	395,517.00	395,517.00	31,236.48	71,825.77	323,691.23	18.16 %
01-02-5-02-02211-JC	SMALL TOOLS - DISTRIBUTION	19,100.00	19,100.00	810.69	992.61	18,107.39	5.20 %
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	7,159.00	7,159.00	0.00	0.00	7,159.00	0.00 %
01-02-5-02-03106-JC	MAINLINE AND LEAK REPAIR	90,000.00	90,000.00	8,992.29	13,695.53	76,304.47	15.22 %
01-02-5-02-03130-JC	CROSS CONNECTION CONTROL EXP	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-02-5-02-03206-JC	TRACTOR REPAIR / MAINT.	7,000.00	7,000.00	296.66	2,070.58	4,929.42	29.58 %
01-02-5-02-04005-JC	UTILITY LOCATING (DIG ALERT)	12,000.00	12,000.00	1,598.20	2,717.88	9,282.12	22.65 %
01-02-5-02-98001-FI	EE BENEFITS ALLOCATED	247,749.87	247,749.87	52,439.06	52,439.06	195,310.81	21.17 %
01-02-5-02-98002-FI	FIELD EXPENSES ALLOCATED	112,390.68	112,733.34	7,345.76	7,345.76	105,387.58	6.52 %
Program: 02 - ** DISTRIBUTION ** Total:		893,916.55	894,259.21	102,719.14	151,087.19	743,172.02	16.90 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 09/30/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 03 - ** CUSTOMER SERVICE **							
01-03-5-03-01107-FI	FIELD SALARY - CUSTOMER SERVICE	64,918.00	64,918.00	4,925.80	13,261.59	51,656.41	20.43 %
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	104,703.00	104,703.00	6,660.26	20,510.22	84,192.78	19.59 %
01-03-5-03-03100-AGM	METER INSTALLATION EXPENSE	0.00	0.00	794.08	1,656.61	-1,656.61	0.00 %
01-03-5-03-03107-AGM	METER SERVICE REPAIR	90,309.00	90,309.00	1,864.90	9,149.11	81,159.89	10.13 %
01-03-5-03-07010-AGM	BAD DEBT	11,338.00	11,338.00	0.00	-137.92	11,475.92	-1.22 %
01-03-5-03-07015-AGM	CUSTOMER SERVICE - OTHER	35,720.00	36,020.00	-6,532.95	7,797.13	28,222.87	21.65 %
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	72,668.79	72,668.79	15,381.17	15,381.17	57,287.62	21.17 %
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	6,041.66	6,060.08	394.87	394.87	5,665.21	6.52 %
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	42,763.45	42,763.45	11,130.73	11,130.73	31,632.72	26.03 %
Program: 03 - ** CUSTOMER SERVICE ** Total:		428,461.90	428,780.32	34,618.86	79,143.51	349,636.81	18.46 %
Program: 04 - ** ADMINISTRATION **							
01-04-5-04-01108-FI	ADMINISTRATION SALARY	295,718.00	287,765.00	14,006.63	40,374.02	247,390.98	14.03 %
01-04-5-04-01115-FI	SAFETY SALARY	8,640.00	8,640.00	300.00	680.00	7,960.00	7.87 %
01-04-5-04-01121-FI	DIRECTORS SALARY	20,835.60	20,835.60	1,909.93	8,130.61	12,704.99	39.02 %
01-04-5-04-01210-GM	DIRECTORS / C.A.C. EDUCATION	9,500.00	9,700.00	0.00	30.00	9,670.00	0.31 %
01-04-5-04-07008-ALL	BUSINESS EXPENSE	11,200.00	6,800.00	30.00	1,340.00	5,460.00	19.71 %
01-04-5-04-07014-GM	PUBLIC INFORMATION	56,500.00	58,500.00	5,444.14	9,675.10	48,824.90	16.54 %
01-04-5-04-07016-ALL	MEMBERSHIP, DUES & SUBSCRIPT	22,360.00	22,360.00	9,885.54	10,880.54	11,479.46	48.66 %
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	69,400.00	59,100.00	4,715.76	8,373.40	50,726.60	14.17 %
01-04-5-04-07025-GM	LEGAL SERVICES - NON-PERSONNEL	80,000.00	80,000.00	7,917.50	12,056.50	67,943.50	15.07 %
01-04-5-04-07028-GM	WATER RECHARGE SAVINGS-OPP F	18,500.00	18,500.00	0.00	0.00	18,500.00	0.00 %
01-04-5-04-07218-ALL	SAFETY EXPENSE (EQUIP & SUPPLIE	25,000.00	32,953.00	277.73	277.73	32,675.27	0.84 %
01-04-5-04-07219-GM	EMERGENCY PREPAREDNESS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-04-5-04-07401-AGM	PROPERTY INSURANCE	70,000.00	70,000.00	16,262.01	16,262.01	53,737.99	23.23 %
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	170,095.66	170,095.66	36,002.67	36,002.67	134,092.99	21.17 %
01-04-5-04-98003-FI	OFFICE EXPENSE ALLOCATED	122,600.41	122,600.41	31,911.19	31,911.19	90,689.22	26.03 %
Program: 04 - ** ADMINISTRATION ** Total:		985,349.67	972,849.67	128,663.10	175,993.77	796,855.90	18.09 %
Program: 05 - ** ENGINEERING **							
01-05-5-05-01109-FI	ENGINEERING/GIS/IT SALARY	88,806.00	88,806.00	7,465.68	19,897.16	68,908.84	22.41 %
01-05-5-05-02305-ENG	MAPS/DRAFTING SUPPLIES	1,145.00	1,170.00	1,288.28	1,290.28	-120.28	110.28 %
01-05-5-05-04006-ENG	PLAN CHECK / INSPECTION	0.00	0.00	4,674.00	9,872.63	-9,872.63	0.00 %
01-05-5-05-04008-GM	ENGINEERING CONTRACT SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-05-5-05-98001-FI	EE BENEFITS ALLOCATED	50,276.66	50,276.66	10,641.62	10,641.62	39,635.04	21.17 %
01-05-5-05-98003-FI	OFFICE EXPENSE ALLOCATED	36,273.36	36,273.36	9,441.45	9,441.45	26,831.91	26.03 %
Program: 05 - ** ENGINEERING ** Total:		201,501.02	201,526.02	33,511.03	51,143.14	150,382.88	25.38 %
Program: 06 - ** FINANCE **							
01-06-5-06-01101-FI	FINANCE SALARY	215,717.00	215,717.00	14,726.73	40,932.26	174,784.74	18.97 %
01-06-5-06-04009-AGM	ACCOUNTING SERVICES	24,600.00	24,600.00	2,900.00	4,500.00	20,100.00	18.29 %
01-06-5-06-07001-AGM	FINANCE - OTHER	21,000.00	21,475.00	1,671.67	5,355.33	16,119.67	24.94 %
01-06-5-06-98001-FI	EE BENEFITS ALLOCATED	122,353.96	122,353.96	25,897.60	25,897.60	96,456.36	21.17 %
01-06-5-06-98003-FI	OFFICE EXPENSE ALLOCATED	88,134.78	88,134.78	22,940.27	22,940.27	65,194.51	26.03 %
Program: 06 - ** FINANCE ** Total:		471,805.74	472,280.74	68,136.27	99,625.46	372,655.28	21.09 %
Program: 07 - ** HUMAN RESOURCES **							
01-07-5-07-01102-FI	PERSONNEL SALARY	20,579.00	20,579.00	2,437.83	6,748.46	13,830.54	32.79 %
01-07-5-07-01215-ALL	TRAINING & EE EDUCATION	9,450.00	10,650.00	304.98	1,231.58	9,418.42	11.56 %
01-07-5-07-01905-HR	EMPLOYMENT RECRUITING EXPEN	5,000.00	5,000.00	0.00	685.20	4,314.80	13.70 %
01-07-5-07-01910-HR	LABOR LEGAL FEES	45,000.00	45,000.00	13,788.00	13,788.00	31,212.00	30.64 %
01-07-5-07-01915-HR	PERSONNEL - OTHER	10,000.00	10,300.00	0.00	3,262.00	7,038.00	31.67 %
01-07-5-07-98001-FI	EE BENEFITS ALLOCATED	9,125.85	9,125.85	1,931.59	1,931.59	7,194.26	21.17 %
01-07-5-07-98003-FI	OFFICE EXPENSE ALLOCATED	6,579.00	6,579.00	1,712.43	1,712.43	4,866.57	26.03 %
Program: 07 - ** HUMAN RESOURCES ** Total:		105,733.85	107,233.85	20,174.83	29,359.26	77,874.59	27.38 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP **							
01-09-5-09-08115-FI	CMM PRINCIPLE	102,000.00	102,000.00	102,000.00	102,000.00	0.00	100.00 %
01-09-5-09-08120-FI	MORONGO BASIN PIPELINE	219,898.26	219,898.26	0.00	0.00	219,898.26	0.00 %
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	140,760.00	140,760.00	71,514.85	71,514.85	69,245.15	50.81 %
01-09-5-09-08315-FI	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.00	0.46	-0.46	0.00 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 09/30/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-09-5-09-08320-FI GENERAL TAX COLLECTION CHARG	628.00	628.00	0.00	26.22	601.78	4.18 %
01-09-5-09-08325-FI ADMINISTRATION - CMM	9,903.00	9,903.00	2,058.19	4,135.45	5,767.55	41.76 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP ** Total:	473,189.26	473,189.26	175,573.04	177,676.98	295,512.28	37.55 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **						
01-20-5-20-03101-DWR HDMC: OTHER	66,435.00	66,435.00	0.00	35.60	66,399.40	0.05 %
01-20-5-20-04100-DWR HDMC: CONTRACTED OPERATION	76,220.00	76,220.00	13,513.96	14,475.88	61,744.12	18.99 %
01-20-5-20-06100-DWR HDMC: PUMPING POWER	20,600.00	20,600.00	673.65	1,238.48	19,361.52	6.01 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To	163,255.00	163,255.00	14,187.61	15,749.96	147,505.04	9.65 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP **						
01-42-5-99-00010-FI BUILDING RESERVE (OP FUNDED)	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00 %
01-42-5-99-00100-AGM EQUIP&TECH RESERVE (OP FUNDE	108,160.00	108,160.00	0.00	0.00	108,160.00	0.00 %
01-42-5-99-00110-FI EQUIP&TECH RES (OP USED)	-8,700.00	-8,700.00	0.00	0.00	-8,700.00	0.00 %
01-42-5-99-00200-AGM WELL/BOOSTER/TANKS RES (FUND	104,000.00	104,000.00	0.00	0.00	104,000.00	0.00 %
01-42-5-99-00210-FI WELL/BOOSTER RES (OP USED)	-10,000.00	-10,000.00	0.00	0.00	-10,000.00	0.00 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP ** Total:	219,460.00	219,460.00	0.00	0.00	219,460.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **						
01-51-5-51-01211-FI COMPENSATED LEAVE	217,110.00	217,110.00	20,636.03	57,070.54	160,039.46	26.29 %
01-51-5-51-01216-FI CAFETERIA PLAN EXPENSE	264,000.00	264,000.00	19,975.00	48,494.25	215,505.75	18.37 %
01-51-5-51-01220-FI GROUP INSURANCE EXPENSE	11,555.00	11,555.00	1,008.44	2,782.43	8,772.57	24.08 %
01-51-5-51-01225-FI WORKERS COMPENSATION INSUR	55,808.00	55,808.00	0.00	0.00	55,808.00	0.00 %
01-51-5-51-01230-FI RETIREMENT: PERS Classic 2%@55	139,378.47	139,378.47	8,124.49	35,416.05	103,962.42	25.41 %
01-51-5-51-01231-FI RETIREMENT: PERS Tier 2 2%@62	18,248.33	18,248.33	1,853.26	6,440.90	11,807.43	35.30 %
01-51-5-51-01232-FI RETIREMENT: PERS - TEMP	2,808.11	2,808.11	0.00	0.00	2,808.11	0.00 %
01-51-5-51-01233-FI RETIREMENT - 457 CONTRIBUTION	9,675.00	9,675.00	147.74	695.02	8,979.98	7.18 %
01-51-5-51-01305-FI PAYROLL TAXES	126,403.00	126,403.00	10,416.36	27,951.63	98,451.37	22.11 %
01-51-5-51-98000-FI ALLOCATED EXPENSES - BENEFITS	-844,985.91	-844,985.91	-178,850.82	-178,850.82	-666,135.09	21.17 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:	0.00	0.00	-116,689.50	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **						
01-52-5-52-01240-D/P UNIFORMS (FIELD)	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
01-52-5-52-02206-D/P SHOP EXPENSE - COMBINED	15,100.00	15,100.00	2,252.37	3,280.17	11,819.83	21.72 %
01-52-5-52-02212-D/P SMALL TOOLS EXPENSE - COMBINE	10,800.00	10,800.00	149.68	149.68	10,650.32	1.39 %
01-52-5-52-03205-D/P TOOL / EQUIP REPAIR	10,000.00	10,000.00	0.00	9.67	9,990.33	0.10 %
01-52-5-52-03905-D/P BUILDING REPAIR/MAINT-SHOP/SI	21,900.00	21,900.00	452.51	1,173.12	20,726.88	5.36 %
01-52-5-52-05005-D/P FUEL-VEHICLES	41,000.00	41,000.00	0.00	3,248.00	37,752.00	7.92 %
01-52-5-52-05010-D/P AUTO EXPENSE - FIELD	32,000.00	32,000.00	791.21	2,356.81	29,643.19	7.37 %
01-52-5-52-06305-ENG COMMUNICATIONS	27,996.84	27,996.84	1,244.87	2,495.02	25,501.82	8.91 %
01-52-5-52-07009-D/P REGULATORY-PERMITS, FEES, CERT	29,000.00	29,600.00	90.00	150.00	29,450.00	0.51 %
01-52-5-52-98000-FI ALLOCATED EXPENSES - FIELD	-196,796.84	-197,396.84	-12,862.47	-12,862.47	-184,534.37	6.52 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:	0.00	0.00	-7,881.83	0.00	0.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **						
01-53-5-53-01405-ALL TEMPORARY LABOR FEES	50,721.00	50,721.00	13,089.58	22,275.70	28,445.30	43.92 %
01-53-5-53-02105-ALL OFFICE SUPPLIES & EQUIPMENT	36,300.00	36,300.00	4,271.09	8,456.17	27,843.83	23.30 %
01-53-5-53-02110-AGM POSTAGE	29,309.00	29,309.00	3,005.58	6,514.66	22,794.34	22.23 %
01-53-5-53-03906-AGM BUILDING REPAIR/MAINT - OFFICE	18,486.00	18,486.00	1,579.19	4,830.34	13,655.66	26.13 %
01-53-5-53-04015-AGM COMPUTER SOFTWARE & SUPPOR	93,335.00	93,335.00	19,078.66	19,167.39	74,167.61	20.54 %
01-53-5-53-05010-AGM AUTO EXPENSE - OFFICE	5,714.00	5,714.00	229.50	627.05	5,086.95	10.97 %
01-53-5-53-06205-AGM TELEPHONE AND UTILITIES	62,486.00	62,486.00	5,153.99	15,264.76	47,221.24	24.43 %
01-53-5-53-98000-FI ALLOCATED EXPENSES - OFFICE	-296,351.00	-296,351.00	-77,136.07	-77,136.07	-219,214.93	26.03 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:	0.00	0.00	-30,728.48	0.00	0.00	0.00 %
Program: 95 - ** OVERHEAD **						
01-95-6-60-60002-FI OVERHEAD - GENERAL & ADMIN (5	0.00	0.00	0.00	-12,848.55	12,848.55	0.00 %
01-95-6-60-60004-FI OVERHEAD - LABOR (5390)	0.00	0.00	0.00	-189.86	189.86	0.00 %
Program: 95 - ** OVERHEAD ** Total:	0.00	0.00	0.00	-13,038.41	13,038.41	0.00 %
Expense Total:	5,535,520.71	5,525,920.71	517,909.42	937,085.03	4,588,835.68	16.96 %
Report Surplus (Deficit):	39,092.46	39,092.46	-111,607.56	231,895.73	192,803.27	593.20 %

Budget Report

For Fiscal: 2016-2017 Period Ending: 09/30/2016

Group Summary

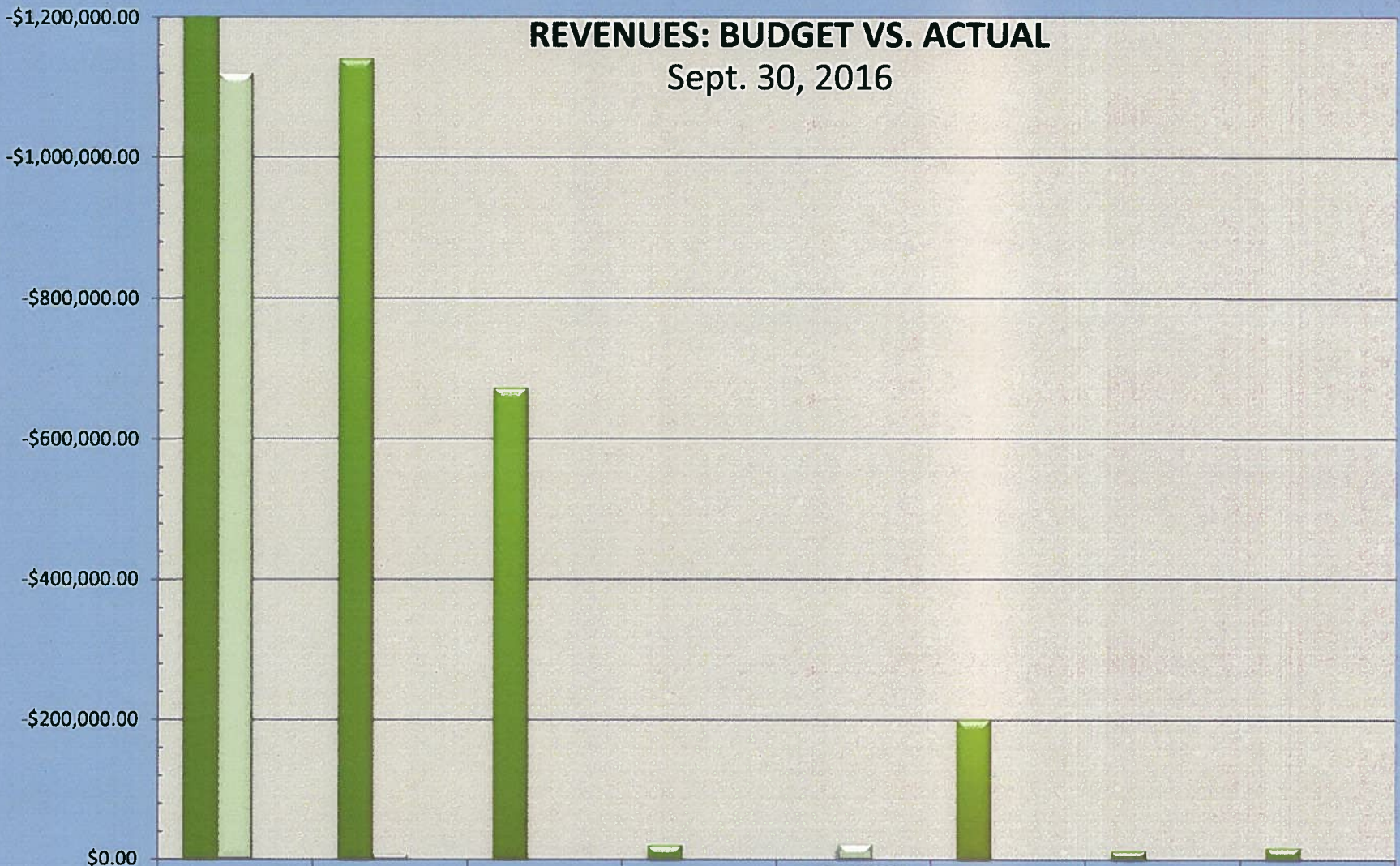
Program	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue						
40 - ** REVENUES **	5,574,613.17	5,565,013.17	406,301.86	1,168,980.76	-4,396,032.41	21.01 %
Revenue Total:	5,574,613.17	5,565,013.17	406,301.86	1,168,980.76	-4,396,032.41	21.01 %
Expense						
01 - ** PRODUCTION **	1,592,847.72	1,593,086.64	95,625.35	170,344.17	1,422,742.47	10.69 %
02 - ** DISTRIBUTION **	893,916.55	894,259.21	102,719.14	151,087.19	743,172.02	16.90 %
03 - ** CUSTOMER SERVICE **	428,461.90	428,780.32	34,618.86	79,143.51	349,636.81	18.46 %
04 - ** ADMINISTRATION **	985,349.67	972,849.67	128,663.10	175,993.77	796,855.90	18.09 %
05 - ** ENGINEERING **	201,501.02	201,526.02	33,511.03	51,143.14	150,382.88	25.38 %
06 - ** FINANCE **	471,805.74	472,280.74	68,136.27	99,625.46	372,655.28	21.09 %
07 - ** HUMAN RESOURCES **	105,733.85	107,233.85	20,174.83	29,359.26	77,874.59	27.38 %
09 - ** BONDS, LOANS & NON-OP EXP **	473,189.26	473,189.26	175,573.04	177,676.98	295,512.28	37.55 %
20 - ** HDMC TREATMENT PLANT (Reimbursable) **	163,255.00	163,255.00	14,187.61	15,749.96	147,505.04	9.65 %
42 - ** RESERVE & OTHER FUNDING-OP **	219,460.00	219,460.00	0.00	0.00	219,460.00	0.00 %
51 - ** BENEFITS ALLOCATED TO DEPTS **	0.00	0.00	-116,689.50	0.00	0.00	0.00 %
52 - ** FIELD ALLOCATED TO DEPTS **	0.00	0.00	-7,881.83	0.00	0.00	0.00 %
53 - ** OFFICE ALLOCATED TO DEPTS **	0.00	0.00	-30,728.48	0.00	0.00	0.00 %
95 - ** OVERHEAD **	0.00	0.00	0.00	-13,038.41	13,038.41	0.00 %
Expense Total:	5,535,520.71	5,525,920.71	517,909.42	937,085.03	4,588,835.68	16.96 %
Report Surplus (Deficit):	39,092.46	39,092.46	-111,607.56	231,895.73	192,803.27	593.20 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	39,092.46	39,092.46	-111,607.56	231,895.73	192,803.27
Report Surplus (Deficit):	39,092.46	39,092.46	-111,607.56	231,895.73	192,803.27

REVENUES: BUDGET VS. ACTUAL

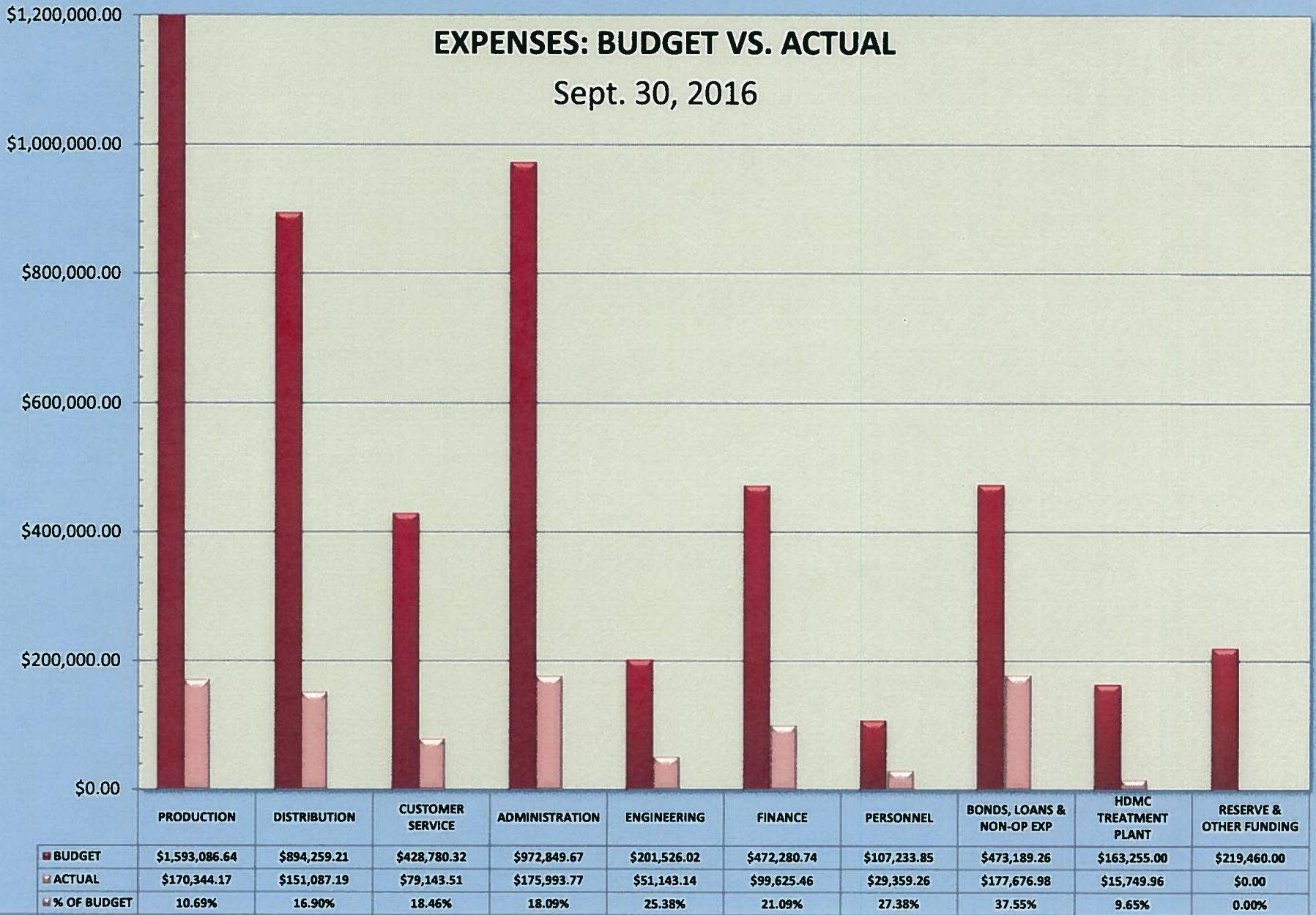
Sept. 30, 2016



	WATER REVENUE	STANDBY REVENUE	PROPERTY TAX REVENUE	GRANT REVENUE	CAPACITY & INSTALLATION REVENUE	HDMC REVENUE	MISC. REVENUE	INTEREST REVENUE
BUDGET	-\$3,502,295.80	-\$1,140,296.99	-\$672,663.00	-\$20,600.00	\$0.00	-\$199,987.38	-\$12,142.00	-\$17,028.00
ACTUAL	-\$1,119,558.21	-\$7,168.60	-\$725.53	\$0.00	-\$22,426.00	-\$193.79	-\$378.63	\$0.00
% OF BUDGET	31.97%	0.63%	0.11%	0.00%	0.00%	0.10%	3.12%	0.00%

EXPENSES: BUDGET VS. ACTUAL

Sept. 30, 2016





JOSHUA BASIN WATER DISTRICT

Water Sales Consumption Statistics as of 9/30/16

Consumption - 12 months ending:	CURRENT 9/30/2016	PRIOR 1 9/30/2015	PRIOR 2 9/30/2014
CCF	519,734	514,660	584,432
Gallons	388,761,032	384,965,680	437,155,136
Acre Feet	1,193	1,181	1,342
Change/PY	0.99% increase	-11.94% decrease	
Change 2014 - 2016			-11.07% decrease

Change does not correlate to conservation mandate.

CONSUMPTION RANKING - TOP TEN - Quarter Ending 9/30/16

Ranking	Account Name	Consumption (CCF)
1	Joshua Tree Parks & Recreation	4,335
2	Hi Desert Medical Center (hospital)	4,302
3	Quail Springs Village Apartments	3,327
4	Morongo Unified School District	2,914
5	Joshua Tree Memorial Park	2,483
6	Joshua Tree Memorial Park	1,286
7	Lazy H Mobile Home Park	1,282
8	Yucca Trails Apartments	1,046
9	San Bernardino County Office	1,015
10	Hi Desert Medical Center (CC)	874
		<hr/> 22,864

Breakdown of Top Ten Users by type:

Public agency	8,264
Housing (multi-unit)	5,655
Hospital/Medical	5,176
Commercial	3,769
	<hr/> 22,864



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 10/01/2016 - 10/31/2016

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000501	ACWA/JPIA	10/05/2016	Regular	0.00	47,136.00	57987
<u>JPIA090716</u>	Invoice	10/05/2016	AUTO & GENERAL LIABILITY 10/16 - 10/17	0.00	47,136.00	
000501	ACWA/JPIA	10/05/2016	Regular	0.00	9,607.43	57988
<u>0438474</u>	Invoice	10/05/2016	EE HEALTH BENEFIT & EAP NOV 16	0.00	9,607.43	
004110	BURRTEC WASTE & RECYCLING SVCS	10/05/2016	Regular	0.00	412.12	57989
<u>BW1016</u>	Invoice	10/05/2016	RECYCLING - OCT 16	0.00	59.52	
<u>BW1016B</u>	Invoice	10/05/2016	TRASH REMOVAL - OCT 16	0.00	266.91	
<u>BW1016C</u>	Invoice	10/05/2016	TRASH REMOVAL - OCT 16	0.00	85.69	
001004	BUSINESS CARD	10/05/2016	Regular	0.00	1,264.06	57990
<u>BA1016</u>	Invoice	10/05/2016	PERSONNEL SUPPLIES/OFFICE SUPPLIES	0.00	1,264.06	
001007	BUSINESS CARD	10/05/2016	Regular	0.00	3,258.39	57991
<u>BA1016</u>	Invoice	10/05/2016	VACUUM SUPPLIES/SAFETY/AUTO EXP/S	0.00	3,258.39	
001005	BANK OF AMERICA	10/05/2016	Regular	0.00	3,136.18	57992
<u>BA1016</u>	Invoice	10/05/2016	DIRECTOR TRAINING/EE TRAINING/METE	0.00	3,136.18	
013335	CATHERINE E. HARRINGTON	10/05/2016	Regular	0.00	60.00	57993
<u>CH092816</u>	Invoice	10/05/2016	NOTARY SERVICES	0.00	60.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	10/05/2016	Regular	0.00	712.48	57994
<u>3990561-090560</u>	Invoice	10/05/2016	EE LIFE INSURANCE - SEPT 16	0.00	712.48	
013223	LAW OFFICE OF DAVID L. WYSOCKI	10/05/2016	Regular	0.00	918.75	57995
<u>DW093016</u>	Invoice	10/05/2016	LEGAL SERVICES - SEPT 16	0.00	918.75	
VEN01466	FEDAK & BROWN LLP	10/05/2016	Regular	0.00	4,800.00	57996
<u>FB093016</u>	Invoice	10/05/2016	FINANCIAL AUDIT 15/16	0.00	4,800.00	
003025	FEDEX	10/05/2016	Regular	0.00	81.72	57997
<u>5-526-75128</u>	Invoice	10/05/2016	SHIPPING: NEXTERA	0.00	60.02	
<u>5-555-04675</u>	Invoice	10/05/2016	SHIPPING: NEXTERA	0.00	21.70	
013222	FRONTIER CALIFORNIA INC.	10/05/2016	Regular	0.00	158.73	57998
<u>FC1016</u>	Invoice	10/05/2016	HDMC WWTP - TELEPHONE	0.00	158.73	
000058	GARDA CL WEST, INC.	10/05/2016	Regular	0.00	593.31	57999
<u>10244719</u>	Invoice	10/05/2016	COURIER FEES - OCT 16	0.00	593.31	
006200	MCALLISTERS JANITORIAL SERV.	10/05/2016	Regular	0.00	580.00	58000
<u>6131B</u>	Invoice	10/05/2016	JANITORIAL SERVICES - SEPT 16	0.00	580.00	
004720	INLAND WATER WORKS	10/05/2016	Regular	0.00	2,301.52	58001
<u>287397</u>	Invoice	10/05/2016	INVENTORY	0.00	506.52	
<u>287398</u>	Invoice	10/05/2016	SMALL TOOLS - DISTRIBUTION	0.00	99.25	
<u>287604</u>	Invoice	10/05/2016	INVENTORY	0.00	1,677.02	
<u>287605</u>	Invoice	10/05/2016	PUMPING PLANT SUPPLIES	0.00	18.73	
009054	KATHLEEN J. RADNICH	10/05/2016	Regular	0.00	1,809.98	58002
<u>1601002-39</u>	Invoice	10/05/2016	PUBLIC RELATIONS SERVICES	0.00	1,205.18	
<u>160926-37</u>	Invoice	10/05/2016	PUBLIC RELATIONS SERVICES	0.00	604.80	
005621	KENNY STRICKLAND, INC	10/05/2016	Regular	0.00	4,794.80	58003
<u>9239970</u>	Invoice	10/05/2016	FUEL FOR VEHICLES	0.00	3,459.34	

*Check Report JBWD

Date Range: 10/01/2016 - 10/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>9239971</u>	Invoice	10/05/2016	FUEL FOR VEHICLES	0.00	1,335.46	
000069	LAROCHE FIRE AND ICE	10/05/2016	Regular	0.00	925.00	58004
<u>FI091516</u>	Invoice	10/05/2016	A/C PREVENTATIVE MAINT - OFFICE	0.00	540.00	
<u>FI091516B</u>	Invoice	10/05/2016	A/C PREVENTATIVE MAINT - SHOP	0.00	385.00	
003505	GARRYS TIRES	10/05/2016	Regular	0.00	22.00	58005
<u>12819</u>	Invoice	10/05/2016	VEHICLE REPAIRS: V29	0.00	22.00	
006507	McMASTER-CARR SUPPLY COMPANY	10/05/2016	Regular	0.00	3,400.28	58006
<u>79905778</u>	Invoice	10/05/2016	SHOP EXPENSE	0.00	829.74	
<u>80077256</u>	Invoice	10/05/2016	SHOP EXPENSE	0.00	17.86	
<u>80694116</u>	Invoice	10/05/2016	SMALL TOOLS	0.00	2,387.58	
<u>80802351</u>	Invoice	10/05/2016	METER SERVICE REPAIR SUPPLIES	0.00	165.10	
000072	MULTI W SYSTEMS, INC.	10/05/2016	Regular	0.00	4,109.09	58007
<u>31631155</u>	Invoice	10/05/2016	F-2 BOOSTER 2 REPLACEMENT	0.00	4,109.09	
008102	OFFICEMAX CONTRACT INC.	10/05/2016	Regular	0.00	163.89	58008
<u>034253</u>	Invoice	10/05/2016	OFFICE SUPPLIES	0.00	78.85	
<u>048101</u>	Invoice	10/05/2016	OFFICE SUPPLIES	0.00	85.04	
000236	PAYPRO ADMINISTRATORS	10/05/2016	Regular	0.00	164.56	58009
<u>PPE 9-30-16</u>	Invoice	10/05/2016	EE FSA DEDUCTIONS 10-07-16	0.00	164.56	
008300	POSTMASTER	10/05/2016	Regular	0.00	4,000.00	58010
<u>SD100316</u>	Invoice	10/05/2016	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008415	PRUDENTIAL OVERALL SPLY.	10/05/2016	Regular	0.00	101.49	58011
<u>22309996</u>	Invoice	10/05/2016	SHOP EXPENSE	0.00	11.93	
<u>22313330</u>	Invoice	10/05/2016	SHOP EXPENSE	0.00	38.71	
<u>22313331</u>	Invoice	10/05/2016	SHOP EXPENSE	0.00	50.85	
006150	RANDY MAYES	10/05/2016	Regular	0.00	307.68	58012
<u>RM091516</u>	Invoice	10/05/2016	EDUCATION REIMBURSEMENT	0.00	200.00	
<u>RM092816</u>	Invoice	10/05/2016	REIMB MILES: EE TRAINING	0.00	107.68	
000495	ACCOMTEMPS	10/05/2016	Regular	0.00	795.77	58013
<u>46722754</u>	Invoice	10/05/2016	TEMPORARY LABOR	0.00	795.77	
013218	OFFICETEAM	10/05/2016	Regular	0.00	2,074.32	58014
<u>46704264</u>	Invoice	10/05/2016	TEMPORARY LABOR	0.00	1,152.40	
<u>46755418</u>	Invoice	10/05/2016	TEMPORARY LABOR	0.00	921.92	
000091	SAN BERNARDINO COUNTY RECORDER	10/05/2016	Regular	0.00	105.00	58015
<u>SB092916</u>	Invoice	10/05/2016	RELEASE OF A LIENS	0.00	105.00	
009878	SOUTHERN CALIFORNIA EDISON	10/05/2016	Regular	0.00	32,764.84	58016
<u>SCE0916</u>	Invoice	10/05/2016	POWER FOR PUMPING - SEPT 16	0.00	32,764.84	
009920	STANDARD INSURANCE CO	10/05/2016	Regular	0.00	773.22	58017
<u>ST1016</u>	Invoice	10/05/2016	EE LIFE INSURANCE - OCT 16	0.00	773.22	
011101	VAGABOND WELDING SUPPLY	10/05/2016	Regular	0.00	2,486.54	58018
<u>99653</u>	Invoice	10/05/2016	SAFETY SUPPLIES	0.00	2,486.54	
009980	SWRCB FEES	10/05/2016	Regular	0.00	80.00	58019
<u>SWRCB-071916</u>	Invoice	10/05/2016	D-2 RENEWAL	0.00	80.00	
010690	TYLER TECHNOLOGIES	10/05/2016	Regular	0.00	137.50	58020
<u>025-166759</u>	Invoice	10/05/2016	EE TRAINING	0.00	137.50	
010850	UNDERGROUND SERVICE ALERT	10/05/2016	Regular	0.00	198.00	58021
<u>920160338</u>	Invoice	10/05/2016	TICKET DELIVERY SERVICE - SEPT 16	0.00	198.00	
010990	UTILIQUEST L.L.C.	10/05/2016	Regular	0.00	958.52	58022

*Check Report JBWD

Date Range: 10/01/2016 - 10/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>239543-Q</u>	Invoice	10/05/2016	CONTRACT LOCATING EXPENSE	0.00	958.52	
000233	NAPA AUTO PARTS	10/05/2016	Regular	0.00	242.40	58023
<u>162554CR</u>	Credit Memo	10/05/2016	VEHICLE REPAIRS: V25	0.00	-49.72	
<u>169713</u>	Invoice	10/05/2016	TELEMETRY SUPPLIES	0.00	292.12	
001630	AT&T MOBILITY	10/12/2016	Regular	0.00	1,247.47	58046
<u>829480028X1005</u>	Invoice	10/12/2016	COMMUNICATIONS - SEPT 16	0.00	1,247.47	
001555	CENTRATTEL	10/12/2016	Regular	0.00	353.63	58047
<u>161003192101</u>	Invoice	10/12/2016	DISPATCH SERVICES - SEPT 16	0.00	353.63	
002201	DEPARTMENT OF JUSTICE	10/12/2016	Regular	0.00	49.00	58048
<u>193641</u>	Invoice	10/12/2016	EE RECRUITING EXPENSE	0.00	49.00	
000126	EAST VALLEY WATER DISTRICT	10/12/2016	Regular	0.00	-50.00	58049
000126	EAST VALLEY WATER DISTRICT	10/12/2016	Regular	0.00	50.00	58049
<u>EVWD101016</u>	Invoice	10/12/2016	ERNIE TRAINING	0.00	50.00	
002820	EMPLOYEE RELATIONS, INC.	10/12/2016	Regular	0.00	159.10	58050
<u>76409</u>	Invoice	10/12/2016	EE RECRUITING EXPENSE	0.00	159.10	
000272	FEDEX FREIGHT	10/12/2016	Regular	0.00	299.37	58051
<u>3723960494</u>	Invoice	10/12/2016	SHIPPING: MCMASTER CARR	0.00	81.91	
<u>3972185556</u>	Invoice	10/12/2016	SHIPPING: MCMASTER CARR	0.00	217.46	
009054	KATHLEEN J. RADNICH	10/12/2016	Regular	0.00	590.40	58052
<u>1601009-40</u>	Invoice	10/12/2016	PUBLIC RELATIONS SERVICES	0.00	590.40	
000070	ONLINE INFORMATION SERVICES, INC.	10/12/2016	Regular	0.00	251.65	58053
<u>742032</u>	Invoice	10/12/2016	ID VERIF. SERV. THRU 09/30/16	0.00	251.65	
008150	PETTY CASH, JBWD	10/12/2016	Regular	0.00	184.21	58054
<u>PC100716</u>	Invoice	10/12/2016	PETTY CASH REIMBURSEMENT	0.00	184.21	
009065	RDO EQUIPMENT COMPANY	10/12/2016	Regular	0.00	1,059.11	58055
<u>W16971</u>	Invoice	10/12/2016	JD 410J REPAIRS	0.00	1,059.11	
013218	OFFICETEAM	10/12/2016	Regular	0.00	3,152.40	58056
<u>46804676</u>	Invoice	10/12/2016	TEMPORARY LABOR	0.00	1,152.40	
<u>46804863</u>	Invoice	10/12/2016	TEMPORARY LABOR	0.00	2,000.00	
000495	ACCONTEMPS	10/12/2016	Regular	0.00	1,026.80	58057
<u>46776003</u>	Invoice	10/12/2016	TEMPORARY LABOR	0.00	1,026.80	
008414	PROVIDEO	10/12/2016	Regular	0.00	150.00	58058
<u>1069</u>	Invoice	10/12/2016	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
013196	TELEPACIFIC COMMUNICATIONS	10/12/2016	Regular	0.00	709.02	58059
<u>82838823-0</u>	Invoice	10/12/2016	TELEPHONE (OFFICE) - OCT 16	0.00	709.02	
000985	AVALON URGENT CARE	10/12/2016	Regular	0.00	90.00	58060
<u>E24336</u>	Invoice	10/12/2016	EE RECRUITING EXPENSE	0.00	90.00	
013220	ACCENT COMPUTER SOLUTIONS, INC.	10/19/2016	Regular	0.00	105.62	58061
<u>110731</u>	Invoice	10/19/2016	PRINTER MAINTENANCE - OCT 16	0.00	105.62	
013338	BEVERLY WASZAK	10/19/2016	Regular	0.00	62.13	58062
<u>BW101816</u>	Invoice	10/19/2016	REIMB: OFFICE SUPPLIES & EE RECRUITIN	0.00	62.13	
001461	BOLLINGER CONSULTING GROUP	10/19/2016	Regular	0.00	4,480.00	58063
<u>720</u>	Invoice	10/19/2016	DEMO GARDEN/BUILD MAINT - SEPT 16	0.00	395.00	
<u>721</u>	Invoice	10/19/2016	WATER CONSERVATION - SEPT 16	0.00	2,500.00	
<u>721A</u>	Invoice	10/19/2016	NON-CONTRACT CONSERVATION - SEPT 1	0.00	1,585.00	
003596	DEX MEDIA	10/19/2016	Regular	0.00	23.25	58064

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Date Range: 10/01/2016 - 10/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>DM101016</u>	Invoice	10/19/2016	MORONGO BASIN ADVERT - OCT 16	0.00	23.25	
002565	DUDEK AND ASSOCIATES, INC	10/19/2016	Regular	0.00	8,156.09	58065
<u>20164450</u>	Invoice	10/19/2016	ENG SERV: MULTIPLE PROJECTS	0.00	4,960.00	
<u>20164948</u>	Invoice	10/19/2016	ENG SERV: MULTIPLE PROJECTS	0.00	3,196.09	
000058	GARDA CL WEST, INC.	10/19/2016	Regular	0.00	13.32	58066
<u>70045991</u>	Invoice	10/19/2016	EVENXCHANGE FEES - SEPT 16	0.00	13.32	
009054	KATHLEEN J. RADNICH	10/19/2016	Regular	0.00	540.00	58067
<u>1601009-41</u>	Invoice	10/19/2016	PUBLIC RELATIONS SERVICES	0.00	540.00	
009072	LAW OFFICES REDWINE AND SHERRILL	10/19/2016	Regular	0.00	3,990.00	58068
<u>RS0916</u>	Invoice	10/19/2016	LEGAL SERVICES - SEPT 16	0.00	3,990.00	
000205	LORI G. HERBEL	10/19/2016	Regular	0.00	128.00	58069
<u>LH110116</u>	Invoice	10/19/2016	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
006507	McMASTER-CARR SUPPLY COMPANY	10/19/2016	Regular	0.00	2,264.11	58070
<u>82643881</u>	Invoice	10/19/2016	SAFETY/SHOP EXP/SMALL TOOLS	0.00	2,264.11	
000236	PAYPRO ADMINISTRATORS	10/19/2016	Regular	0.00	164.56	58071
<u>PPE 10-14-16</u>	Invoice	10/19/2016	EE FSA DEDUCTIONS 10-21-16	0.00	164.56	
008200	PITNEY BOWES INC.	10/19/2016	Regular	0.00	291.41	58072
<u>3100683446</u>	Invoice	10/19/2016	LEASING CHARGES - 4TH QTR 16	0.00	291.41	
008405	PRECISION ASSEMBLY	10/19/2016	Regular	0.00	1,976.94	58073
<u>17389</u>	Invoice	10/19/2016	SEPT WATER BILLING	0.00	1,976.94	
000495	ACCOMTEMP	10/19/2016	Regular	0.00	1,026.80	58074
<u>46843831</u>	Invoice	10/19/2016	TEMPORARY LABOR	0.00	1,026.80	
013221	SIERRA WEST CONSULTANTS, INC.	10/19/2016	Regular	0.00	3,200.00	58075
<u>2016-88</u>	Invoice	10/19/2016	HR CONSULTING SERVICES	0.00	3,200.00	
009880	SOUTHERN CALIFORNIA EDISON CO	10/19/2016	Regular	0.00	2,969.18	58076
<u>SCE1016</u>	Invoice	10/19/2016	POWER TO BLDGS & GEN - OCT 16	0.00	2,969.18	
010690	TYLER TECHNOLOGIES	10/19/2016	Regular	0.00	132.60	58077
<u>025-169834</u>	Invoice	10/19/2016	CALL NOTIFICATION FEES: JULY-SEPT	0.00	132.60	
000327	WATER QUALITY SPECIALISTS	10/19/2016	Regular	0.00	3,310.00	58078
<u>4708</u>	Invoice	10/19/2016	HDMC WWTP: OPERATION & MAINT - SE	0.00	3,310.00	
013203	WATER SYSTEMS ENGINEERING, INC.	10/19/2016	Regular	0.00	1,180.00	58079
<u>25464</u>	Invoice	10/19/2016	WELL 14 REHAB SAMPLING	0.00	1,180.00	
000501	ACWA/JPIA	10/27/2016	Regular	0.00	11,041.38	58080
<u>JPIA093016</u>	Invoice	10/27/2016	WORKERS COMP JUL - SEPT 16	0.00	11,041.38	
000575	AFSCME LOCAL 1902	10/27/2016	Regular	0.00	468.00	58081
<u>AFSCME1016</u>	Invoice	10/27/2016	EE UNION DUES - OCT 16	0.00	468.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	10/27/2016	Regular	0.00	712.48	58082
<u>3990561-100556</u>	Invoice	10/27/2016	EE LIFE INSURANCE - OCT 16	0.00	712.48	
000183	CYBERSPIKE	10/27/2016	Regular	0.00	840.00	58083
<u>CS102116</u>	Invoice	10/27/2016	WEBSITE REVISIONS	0.00	840.00	
009054	KATHLEEN J. RADNICH	10/27/2016	Regular	0.00	529.20	58084
<u>1601023-42</u>	Invoice	10/27/2016	PUBLIC RELATIONS SERVICES	0.00	529.20	
000236	PAYPRO ADMINISTRATORS	10/27/2016	Regular	0.00	50.00	58085
<u>57251</u>	Invoice	10/27/2016	FSA ADMIN FEES - SEPT 16	0.00	50.00	
008201	PURCHASE POWER	10/27/2016	Regular	0.00	503.50	58086

*Check Report JBWD

Date Range: 10/01/2016 - 10/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>PB101216</u>	Invoice	10/27/2016	POSTAGE REFILL FOR METER	0.00	503.50	
009920	STANDARD INSURANCE CO	10/27/2016	Regular	0.00	836.88	58087
<u>ST1116</u>	Invoice	10/27/2016	EE LIFE INSURANCE - NOV 16	0.00	836.88	
000510	TIME WARNER CABLE	10/27/2016	Regular	0.00	505.00	58088
<u>TW1016</u>	Invoice	10/27/2016	CABLE & INTERNET - OCT 16	0.00	505.00	
000023	ULTIMATE MOTORS, INC.	10/27/2016	Regular	0.00	1,596.26	58089
<u>22232</u>	Invoice	10/27/2016	VEHICLE REPAIRS: V24	0.00	1,596.26	
012020	XEROX CORPORATION	10/27/2016	Regular	0.00	594.06	58090
<u>086563933</u>	Invoice	10/27/2016	OFFICE EXPENSE 8/27/16 - 10/06/16	0.00	594.06	
001517	CalPERS	10/05/2016	Manual	0.00	8,746.74	900683
<u>PPE 9-30-16</u>	Invoice	10/05/2016	PAY PERIOD ENDING 9/30/16	0.00	8,746.74	
000248	PAYCHEX	10/07/2016	Manual	0.00	302.06	900684
<u>289336</u>	Invoice	10/07/2016	PAYROLL PROCESSING FEE	0.00	302.06	
000248	PAYCHEX	10/14/2016	Manual	0.00	70.00	900685
<u>15385712</u>	Invoice	10/14/2016	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
VEN01533	PAYMENTUS GROUP INC.	10/18/2016	Manual	0.00	1,765.50	900686
<u>US16090189</u>	Invoice	10/18/2016	CREDIT CARD PROCESSING FEE - SEPT 16	0.00	1,765.50	
004195	HOME DEPOT CREDIT SERVICES	10/21/2016	Manual	0.00	1,305.80	900687
<u>HD1016</u>	Invoice	10/21/2016	SMALL TOOLS/SHOP EXP/BUILDING REPAI	0.00	1,305.80	
000248	PAYCHEX	10/21/2016	Manual	0.00	328.69	900688
<u>290235</u>	Invoice	10/21/2016	PAYROLL PROCESSING FEE	0.00	328.69	
001517	CalPERS	10/27/2016	Manual	0.00	8,227.80	900689
<u>PPE 10-14-16</u>	Invoice	10/27/2016	PAY PERIOD ENDING 10/14/16	0.00	8,227.80	
000025	ICMA RC	10/31/2016	Manual	0.00	2,547.04	900690
<u>900690</u>	Invoice	10/31/2016	457 REMITTANCE - OCT 16	0.00	2,547.04	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	105	82	0.00	196,498.50
Manual Checks	8	8	0.00	23,293.63
Voided Checks	0	1	0.00	-50.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	113	91	0.00	219,742.13

**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>
10-00188-015	ALDAO GALVAN, YANINA D	10/5/2016	Refund	28.04	Check #: 58029
56-00058-005	ANDRA, MARIA	10/27/2016	Refund	0.79	Check #: 58091
55-00280-001	ARNOLD, JIM	10/27/2016	Refund	96.04	Check #: 58096
11-00156-007	BERRY, CYNTHIA	10/27/2016	Refund	24.71	Check #: 58102
07-00133-004	BLACK, ARMOUR E	10/27/2016	Refund	7.11	Check #: 58101
53-00068-013	CARCAMO, JOSE R	10/5/2016	Refund	77.24	Check #: 58037
02-00021-011	CIAMPA, GENE M	10/12/2016	Refund	33.36	Check #: 58040
55-00204-011	COULTER, TED T	10/27/2016	Refund	158.12	Check #: 58095
06-00016-010	DAGRES, RICHARD P	10/12/2016	Refund	100.00	Check #: 58043
10-00245-006	EB INVESTMENTS	10/12/2016	Refund	47.73	Check #: 58044
62-00030-004	FEDERMAN, JUSTIN E	10/27/2016	Refund	14.70	Check #: 58098
07-00064-014	FORTNER, AMANDA	10/5/2016	Refund	59.44	Check #: 58031
52-00005-018	HERNANDEZ, ANTONIO V	10/27/2016	Refund	8.46	Check #: 58104
06-00115-013	HOSFORD, JUSTIN D	10/5/2016	Refund	55.54	Check #: 58026
51-00061-010	JOSEPH, ALAN N	10/12/2016	Refund	117.37	Check #: 58045
05-00085-015	KRACH, AMANDA	10/12/2016	Refund	0.86	Check #: 58041
05-00099-010	MANTER, KIMBERLY A	10/12/2016	Refund	12.65	Check #: 58042
57-00018-017	MARTIIN, NICHOLAS C	10/27/2016	Refund	25.33	Check #: 58097
63-00160-009	MARTINEZ, SAMANTHA	10/5/2016	Refund	31.09	Check #: 58039
62-00054-018	MCLUSKY, DEBBIE S	10/27/2016	Refund	55.50	Check #: 58103
07-00174-004	PARMELE, SHERRY	10/5/2016	Refund	30.55	Check #: 58034
07-00061-008	PEREZ, NELSON	10/27/2016	Refund	12.81	Check #: 58100
62-00076-021	RASICHANH, THONGSY	10/5/2016	Refund	150.54	Check #: 58027
07-00124-014	RUIZ, EDWARD K	10/5/2016	Refund	11.86	Check #: 58033
06-00077-003	SHELDON, VIOLET	10/27/2016	Refund	45.79	Check #: 58099
53-00126-013	SHOEMAKER, GARY F	10/5/2016	Refund	129.17	Check #: 58038
04-00074-007	SMITH, TIMOTHY AND SUSAN	10/5/2016	Refund	3.37	Check #: 58025
12-00001-010	STERN, TRACY G	10/5/2016	Refund	257.45	Check #: 58036
02-00037-000	SULLIVAN, MICHAEL	10/27/2016	Refund	3.45	Check #: 58092
06-00041-009	TRI VALLEY REALTY	10/5/2016	Refund	30.16	Check #: 58024
07-00171-002	VANIS, JOHN C	10/27/2016	Refund	139.03	Check #: 58105
07-00171-002	VANIS, JOHN C	10/27/2016	Reverse Refund Check Adjustment	(139.03)	VOID REFUND CHECK
13-00258-017	VIGIL, JANAEE A	10/5/2016	Refund	37.56	Check #: 58030
07-00104-016	WALSH, BRIANNA A	10/5/2016	Refund	28.03	Check #: 58032
03-00326-015	WETTSTEIN, CHRISTINA M	10/27/2016	Refund	1.15	Check #: 58093
62-00220-014	WILLIAMS ENTERPRISES INC	10/5/2016	Refund	81.24	Check #: 58028
05-00028-006	WILLIAMSON, KEVIN	10/27/2016	Refund	34.56	Check #: 58094
09-00020-009	ZIRWAS, JULIE M	10/5/2016	Refund	0.36	Check #: 58035
				<u>1,812.13</u>	

JOSHUA BASIN WATER DISTRICT**OCTOBER 2016****DIRECTOR PAY****PAY PERIODS: 09/17/2016 - 10/14/2016**

Director	Date	Type	Amount	Notes
VICTORIA J FULLER	10/05/2016	Director Pay	173.63	JBWD BOARD MEETING
VICTORIA J FULLER	10/01/2016	Director Pay	173.63	9/28/16 EMERGENCY MGMT SEMINAR
VICTORIA J FULLER	10/01/2016	Director Pay	173.63	9/22/16 COMMUNICATIONS COMMITTEE
			<u>520.89</u>	
ROBERT JOHNSON	10/05/2016	Director Pay	173.63	JBWD BOARD MEETING
			<u>173.63</u>	
MICKEY C LUCKMAN	10/05/2016	Director Pay	173.63	LEGISLATIVE, PUBLIC INFO & JBWD BOARD MEETINGS
MICKEY C LUCKMAN	10/01/2016	Director Pay	173.63	9/22/16 MWA MEETING
MICKEY C LUCKMAN	10/01/2016	Mileage/Vehicle Expense	70.20	9/22/16 MILES: MWA MEETING
			<u>417.46</u>	
MICHAEL P REYNOLDS	10/05/2016	Director Pay	173.63	JBWD BOARD MEETING
			<u>173.63</u>	
REBECCA UNGER	10/05/2016	Director Pay	173.63	LEGISLATIVE, PUBLIC INFO & JBWD BOARD MEETINGS
			<u>173.63</u>	
		TOTAL	<u>1,459.24</u>	



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 11/01/2016 - 11/30/2016

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						
000330 <u>CS102616</u>	CURT SAUER Invoice	11/02/2016	11/02/2016 Regular REIMB: BUSINESS EXP & OFFICE SUPPLIES	0.00 0.00	737.76 737.76	58106
006200 <u>6138B</u>	MCALLISTERS JANITORIAL SERV. Invoice	11/02/2016	11/02/2016 Regular JANITORIAL SERVICES - OCT 16	0.00 0.00	580.00 580.00	58107
005150 <u>JT102616</u>	JOSHUA TREE CHAMBER Invoice	11/02/2016	11/02/2016 Regular MEMBERSHIP RENEWAL THRU 4/18	0.00 0.00	150.00 150.00	58108
009054 <u>1601030-44</u>	KATHLEEN J. RADNICH Invoice	11/02/2016	11/02/2016 Regular PUBLIC RELATIONS SERVICES	0.00 0.00	806.40 806.40	58109
000236 <u>PPE 10-28-16</u>	PAYPRO ADMINISTRATORS Invoice	11/02/2016	11/02/2016 Regular EE FSA DEDUCTIONS 11-04-16	0.00 0.00	164.56 164.56	58110
011101 <u>99738</u> <u>99747</u>	VAGABOND WELDING SUPPLY Invoice Invoice	11/02/2016 11/02/2016	11/02/2016 Regular PUMPING PLANT SUPPLIES SHOP EXPENSE	0.00 0.00 0.00	241.06 190.14 50.92	58111
001630 <u>829480028X1105</u>	AT&T MOBILITY Invoice	11/09/2016	11/09/2016 Regular COMMUNICATIONS - OCT 16	0.00 0.00	1,186.12 1,186.12	58124
VEN01462 <u>209381</u>	BAY AREA CARBIDE, INC. Invoice	11/09/2016	11/09/2016 Regular TOOL/EQUIP REPAIR	0.00 0.00	77.34 77.34	58125
001555 <u>161103192101</u>	CENTRATel Invoice	11/09/2016	11/09/2016 Regular DISPATCH SERVICES - OCT 16	0.00 0.00	282.69 282.69	58126
001850 <u>952560</u> <u>952561</u>	CLINICAL LAB OF S.B. INC Invoice Invoice	11/09/2016 11/09/2016	11/09/2016 Regular SAMPLING - SEPT 16 HDMC WWTP SAMPLING- SEPT 16	0.00 0.00 0.00	2,937.00 1,302.00 1,635.00	58127
003025 <u>5-578-03274</u> <u>5-593-58904</u>	FEDEX Invoice Invoice	11/09/2016 11/09/2016	11/09/2016 Regular SHIPPING: CHROMIUM VI PILOT STUDY SHIPPING: TOOL/EQUIP REPAIR	0.00 0.00 0.00	118.07 76.87 41.20	58128
013222 <u>FC1116</u>	FRONTIER CALIFORNIA INC. Invoice	11/09/2016	11/09/2016 Regular HDMC WWTP - TELEPHONE	0.00 0.00	158.63 158.63	58129
004720 <u>287821</u>	INLAND WATER WORKS Invoice	11/09/2016	11/09/2016 Regular SHOP EXPENSE/MAINLINE & LEAK REPAIR	0.00 0.00	413.42 413.42	58130
013197 <u>90265</u>	INTER VALLEY POOL SUPPLY, INC. Invoice	11/09/2016	11/09/2016 Regular WATER TREATMENT EXPENSE	0.00 0.00	447.00 447.00	58131
006507 <u>83836160</u>	McMASTER-CARR SUPPLY COMPANY Invoice	11/09/2016	11/09/2016 Regular WELL 14 REHAB	0.00 0.00	617.77 617.77	58132
013340 <u>MKA101916</u> <u>MKA101916A</u>	MKA INC. Invoice Invoice	11/09/2016 11/09/2016	11/09/2016 Regular JBWD OFFICE REMODEL DESIGN JBWD HVAC SURVEY	0.00 0.00 0.00	6,275.00 3,775.00 2,500.00	58133
006800 <u>INV02253</u>	MOJAVE WATER AGENCY Invoice	11/09/2016	11/09/2016 Regular WATER CONSERVATION SUPPLIES	0.00 0.00	708.50 708.50	58134
006800 <u>INV02252</u>	MOJAVE WATER AGENCY Invoice	11/09/2016	11/09/2016 Regular WATER CONSERVATION SUPPLIES	0.00 0.00	1,740.00 1,740.00	58135
008102	OFFICEMAX CONTRACT INC.	11/09/2016	11/09/2016 Regular	0.00	562.86	58136

*Check Report JBWD

Date Range: 11/01/2016 - 11/30/2016

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>206615</u>	Invoice	11/09/2016	OFFICE SUPPLIES/SHOP EXPENSE	0.00	562.86	
000070	ONLINE INFORMATION SERVICES, INC.	11/09/2016	Regular	0.00	203.05	58137
<u>747909</u>	Invoice	11/09/2016	ID VERIF. SERV. THRU 10/31/16	0.00	203.05	
008414	PROVIDEO	11/09/2016	Regular	0.00	300.00	58138
<u>1080</u>	Invoice	11/09/2016	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
VEN01020	SOUTHWEST NETWORKS, INC.	11/09/2016	Regular	0.00	451.25	58139
<u>16-9126</u>	Invoice	11/09/2016	SUPPLEMENTAL IT SERVICES (AMC) - SEPT	0.00	451.25	
013196	TELEPACIFIC COMMUNICATIONS	11/09/2016	Regular	0.00	698.26	58140
<u>83856161-0</u>	Invoice	11/09/2016	TELEPHONE (OFFICE) - NOV 16	0.00	698.26	
010990	UTILIQUEST L.L.C.	11/09/2016	Regular	0.00	248.76	58141
<u>239826-Q</u>	Invoice	11/09/2016	CONTRACT LOCATING EXPENSE	0.00	188.08	
<u>240122-Q</u>	Invoice	11/09/2016	CONTRACT LOCATING EXPENSE	0.00	60.68	
013220	ACCENT COMPUTER SOLUTIONS, INC.	11/16/2016	Regular	0.00	99.85	58142
<u>111435</u>	Invoice	11/16/2016	PRINTER MAINTENANCE - NOV 16	0.00	99.85	
000504	ACTION PUMPING, INC.	11/16/2016	Regular	0.00	1,075.00	58143
<u>9867</u>	Invoice	11/16/2016	HDMC WW: PUMPING	0.00	1,075.00	
000501	ACWA/JPIA	11/16/2016	Regular	0.00	880.00	58144
<u>ACWA110316B</u>	Invoice	11/16/2016	ACWA 2016 FALL CONFERENCE	0.00	880.00	
000501	ACWA/JPIA	11/16/2016	Regular	0.00	420.00	58145
<u>ACWA110316</u>	Invoice	11/16/2016	ACWA 2016 FALL CONFERENCE	0.00	420.00	
000501	ACWA/JPIA	11/16/2016	Regular	0.00	9,607.43	58146
<u>0446546</u>	Invoice	11/16/2016	EE HEALTH BENEFIT & EAP DEC 16	0.00	9,607.43	
000501	ACWA/JPIA	11/16/2016	Regular	0.00	880.00	58147
<u>ACWA110316A</u>	Invoice	11/16/2016	ACWA 2016 FALL CONFERENCE	0.00	880.00	
000675	AQUA-METRIC SALES COMPANY	11/16/2016	Regular	0.00	3,836.16	58148
<u>0063114-IN</u>	Invoice	11/16/2016	INVENTORY	0.00	3,836.16	
004110	BURRTEC WASTE & RECYCLING SVCS	11/16/2016	Regular	0.00	412.12	58149
<u>BW1116</u>	Invoice	11/16/2016	RECYCLING - NOV 16	0.00	59.52	
<u>BW1116B</u>	Invoice	11/16/2016	TRASH REMOVAL - NOV 16	0.00	266.91	
<u>BW1116C</u>	Invoice	11/16/2016	TRASH REMOVAL - NOV 16	0.00	85.69	
013341	BUSINESS RADIO LICENSING	11/16/2016	Regular	0.00	120.00	58150
<u>BRL111416</u>	Invoice	11/16/2016	RADIO LICENSE CALL SIGN RENEWAL	0.00	120.00	
013223	LAW OFFICE OF DAVID L. WY SOCKI	11/16/2016	Regular	0.00	218.75	58151
<u>DW103116</u>	Invoice	11/16/2016	LEGAL SERVICES - OCT 16	0.00	218.75	
001461	BOLLINGER CONSULTING GROUP	11/16/2016	Regular	0.00	1,075.00	58152
<u>724</u>	Invoice	11/16/2016	WATER CONSERVATION - OCT 16	0.00	1,075.00	
000223	DITCH WITCH CENTRAL CALIFORNIA	11/16/2016	Regular	0.00	57,261.66	58153
<u>Q31909</u>	Invoice	11/16/2016	DITCH WITCH VACUUM & VALVE EXERCIS	0.00	57,261.66	
002822	EMPLOYMENT DEVELOPMENT DEPT	11/16/2016	Regular	0.00	1,349.77	58154
<u>L0111123488</u>	Invoice	11/16/2016	UNEMPLOYMENT INSURANCE	0.00	1,349.77	
000058	GARDA CL WEST, INC.	11/16/2016	Regular	0.00	607.32	58155
<u>10252818</u>	Invoice	11/16/2016	COURIER FEES - NOV 16	0.00	593.31	
<u>70047913</u>	Invoice	11/16/2016	EVENXCHANGE FEES - OCT 16	0.00	14.01	
004018	HACH COMPANY	11/16/2016	Regular	0.00	376.22	58156
<u>10181090</u>	Invoice	11/16/2016	CHLORINE TEST SUPPLIES	0.00	312.72	
<u>10183313</u>	Invoice	11/16/2016	CHLORINE TEST SUPPLIES	0.00	63.50	

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Date Range: 11/01/2016 - 11/30/2016

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	
010900	USABLUEBOOK	11/16/2016	Regular	0.00	9,059.93	58157
<u>087706</u>	Invoice	11/16/2016	PUMPING PLANT SUPPLIES	0.00	9,059.93	
004720	INLAND WATER WORKS	11/16/2016	Regular	0.00	8,889.41	58158
<u>288424</u>	Invoice	11/16/2016	MAINLINE/LEAK REPAIR SUPPLIES	0.00	280.37	
<u>288425</u>	Invoice	11/16/2016	METER INSTALLATION SUPPLIES	0.00	314.28	
<u>288426</u>	Invoice	11/16/2016	INVENTORY	0.00	844.56	
<u>288427</u>	Invoice	11/16/2016	INVENTORY	0.00	1,506.92	
<u>288428</u>	Invoice	11/16/2016	METER REPAIR SUPPLIES	0.00	72.36	
<u>288429</u>	Invoice	11/16/2016	MAINLINE/LEAK REPAIR SUPPLIES	0.00	613.98	
<u>288430</u>	Invoice	11/16/2016	INVENTORY	0.00	4,924.80	
<u>288579</u>	Invoice	11/16/2016	INVENTORY	0.00	257.04	
<u>288766</u>	Invoice	11/16/2016	INVENTORY	0.00	73.48	
<u>288767</u>	Invoice	11/16/2016	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1.62	
009072	LAW OFFICES REDWINE AND SHERRILL	11/16/2016	Regular	0.00	9,850.98	58159
<u>RS1016</u>	Invoice	11/16/2016	LEGAL SERVICES - OCT 16	0.00	9,850.98	
006029	LIEBERT CASSIDY WHITMORE	11/16/2016	Regular	0.00	5,557.00	58160
<u>1428063</u>	Invoice	11/16/2016	LEGAL SERVICES - SEPT 16	0.00	27.00	
<u>1428064</u>	Invoice	11/16/2016	LEGAL SERVICES - MOU NEGOTIATIONS	0.00	5,530.00	
006504	MC CALL'S METERS SALES & SERVICE	11/16/2016	Regular	0.00	210.00	58161
<u>28661</u>	Invoice	11/16/2016	CERTIFIED FLOW TESTS	0.00	210.00	
006790	MOBILE MINI, LLC - CA	11/16/2016	Regular	0.00	10,025.64	58162
<u>9001119096</u>	Invoice	11/16/2016	23' RECORD STORAGE PURCHASE	0.00	10,025.64	
006810	MOJAVE DESERT AQMD	11/16/2016	Regular	0.00	1,166.77	58163
<u>MD6778</u>	Invoice	11/16/2016	PERMIT FEE - PARK BLVD	0.00	288.31	
<u>MD6779</u>	Invoice	11/16/2016	PERMIT RENEWAL FEES - VARIOUS LOCAT	0.00	585.64	
<u>MD6780</u>	Invoice	11/16/2016	PERMIT RENEWAL FEE - CHOLLITA	0.00	292.82	
000236	PAYPRO ADMINISTRATORS	11/16/2016	Regular	0.00	164.56	58164
<u>PPE 11-11-16</u>	Invoice	11/16/2016	EE FSA DEDUCTIONS 11-18-16	0.00	164.56	
000236	PAYPRO ADMINISTRATORS	11/16/2016	Regular	0.00	50.00	58165
<u>57494</u>	Invoice	11/16/2016	FSA ADMIN FEES - OCT 16	0.00	50.00	
008405	PRECISION ASSEMBLY	11/16/2016	Regular	0.00	1,455.38	58166
<u>17421</u>	Invoice	11/16/2016	OCT WATER BILLING	0.00	1,455.38	
008415	PRUDENTIAL OVERALL SPLY.	11/16/2016	Regular	0.00	304.47	58167
<u>22316864</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	11.93	
<u>22320446</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	38.71	
<u>22320448</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	50.85	
<u>22324315</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	11.93	
<u>2232777</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	38.71	
<u>22327778</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	50.85	
<u>22331242</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	11.93	
<u>22334638</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	38.71	
<u>22334639</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	50.85	
000495	ACQUANTEMPS	11/16/2016	Regular	0.00	4,299.75	58168
<u>46896140</u>	Invoice	11/16/2016	TEMPORARY LABOR	0.00	1,026.80	
<u>46961545</u>	Invoice	11/16/2016	TEMPORARY LABOR	0.00	1,219.35	
<u>46996560</u>	Invoice	11/16/2016	TEMPORARY LABOR	0.00	1,026.80	
<u>47027291</u>	Invoice	11/16/2016	TEMPORARY LABOR	0.00	1,026.80	
004172	HILL'S TOWING	11/16/2016	Regular	0.00	65.00	58169
<u>C10680</u>	Invoice	11/16/2016	TOWING SERVICES: V29	0.00	65.00	
013228	SARAH J. JOHNSON	11/16/2016	Regular	0.00	51.22	58170

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Date Range: 11/01/2016 - 11/30/2016

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>SJ111016</u>	Invoice	11/16/2016	REIMB: BUSINESS EXP, OFFICE SUPPLIES	0.00	51.22	
VEN01020	SOUTHWEST NETWORKS, INC.	11/16/2016	Regular	0.00	285.00	58171
<u>16-10131</u>	Invoice	11/16/2016	SUPPLEMENTAL IT SERVICES (AMC) - OCT	0.00	285.00	
011101	VAGABOND WELDING SUPPLY	11/16/2016	Regular	0.00	83.16	58172
<u>99874</u>	Invoice	11/16/2016	SAFETY SUPPLIES	0.00	83.16	
009980	SWRCB FEES	11/16/2016	Regular	0.00	322.00	58173
<u>EW-1006623</u>	Invoice	11/16/2016	WATER SYSTEM ENFORCEMENT FEES 7/1	0.00	322.00	
009980	SWRCB FEES	11/16/2016	Regular	0.00	3,315.85	58174
<u>LW-1007745</u>	Invoice	11/16/2016	WATER SYSTEM FEES 7/1/15 - 6/30/16	0.00	3,315.85	
010850	UNDERGROUND SERVICE ALERT	11/16/2016	Regular	0.00	69.00	58175
<u>1020160341</u>	Invoice	11/16/2016	TICKET DELIVERY SERVICE - OCT 16	0.00	69.00	
010990	UTILIQUEST L.L.C.	11/16/2016	Regular	0.00	688.16	58176
<u>240376-Q</u>	Invoice	11/16/2016	CONTRACT LOCATING EXPENSE	0.00	307.60	
<u>240617-Q</u>	Invoice	11/16/2016	CONTRACT LOCATING EXPENSE	0.00	79.44	
<u>240858-Q</u>	Invoice	11/16/2016	CONTRACT LOCATING EXPENSE	0.00	44.04	
<u>241170-Q</u>	Invoice	11/16/2016	CONTRACT LOCATING EXPENSE	0.00	257.08	
000327	WATER QUALITY SPECIALISTS	11/16/2016	Regular	0.00	3,310.00	58177
<u>4749</u>	Invoice	11/16/2016	HDMC WWTP: OPERATION & MAINT - OC	0.00	3,310.00	
000233	NAPA AUTO PARTS	11/16/2016	Regular	0.00	249.48	58178
<u>172377</u>	Invoice	11/16/2016	GENERATOR REPAIR SUPPLIES	0.00	61.20	
<u>172472</u>	Invoice	11/16/2016	SMALL TOOLS - DISTRIBUTION	0.00	101.39	
<u>172475</u>	Invoice	11/16/2016	VEHICLE REPAIRS: V28	0.00	14.03	
<u>172509</u>	Invoice	11/16/2016	SHOP EXPENSE	0.00	45.32	
<u>173200</u>	Invoice	11/16/2016	VACUUM MAINTENANCE	0.00	9.18	
<u>173201</u>	Invoice	11/16/2016	VACUUM MAINTENANCE	0.00	18.36	
000248	PAYCHEX	11/04/2016	Manual	0.00	325.19	900691
<u>291101</u>	Invoice	11/04/2016	PAYROLL PROCESSING FEE	0.00	325.19	
000248	PAYCHEX	11/14/2016	Manual	0.00	70.00	900692
<u>15518878</u>	Invoice	11/14/2016	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
009878	SOUTHERN CALIFORNIA EDISON	11/14/2016	Manual	0.00	24,642.81	900693
<u>SCE1016</u>	Invoice	11/14/2016	POWER FOR PUMPING - OCT 16	0.00	24,642.81	
001517	CalPERS	11/14/2016	Manual	0.00	8,163.98	900694
<u>PPE 10-28-16</u>	Invoice	11/14/2016	PAY PERIOD ENDING 10/28/16	0.00	8,163.98	
001004	BUSINESS CARD	11/16/2016	Manual	0.00	53.03	900695
<u>BA1116</u>	Invoice	11/16/2016	CREDIT: TRAINING/OFFICE SUPPLIES	0.00	53.03	
001007	BUSINESS CARD	11/16/2016	Manual	0.00	1,863.19	900696
<u>BA1116</u>	Invoice	11/16/2016	UNIFORMS/OFFICE SUPPLIES/SMALL TOO	0.00	1,863.19	
004195	HOME DEPOT CREDIT SERVICES	11/17/2016	Manual	0.00	1,128.65	900697
<u>HD1116</u>	Invoice	11/17/2016	SHOP EXPENSE/MOBILE MINI/PUMPING	0.00	1,128.65	
001517	CalPERS	11/17/2016	Manual	0.00	8,184.58	900698
<u>PPE 11-11-16</u>	Invoice	11/17/2016	PAY PERIOD ENDING 11/11/16	0.00	8,184.58	
000248	PAYCHEX	11/18/2016	Manual	0.00	332.53	900699
<u>291815</u>	Invoice	11/18/2016	PAYROLL PROCESSING FEE	0.00	332.53	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION I	11/21/2016	Manual	0.00	768.00	900700
<u>IN0116936</u>	Invoice	11/21/2016	HAZMAT CUPA PERMIT TO 11/30/17	0.00	768.00	
VEN01533	PAYMENTUS GROUP INC.	11/25/2016	Manual	0.00	1,746.05	900701

***Check Report JBWD**

Date Range: 11/01/2016 - 11/30/2016

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>US16100179</u>	Invoice	11/25/2016	CREDIT CARD PROCESSING FEE - OCT 16	0.00	1,746.05	
000025	ICMA RC	11/30/2016	Manual	0.00	2,547.04	900702
<u>900702</u>	Invoice	11/30/2016	457 REMITTANCE - NOV 16	0.00	2,547.04	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	61	0.00	157,797.54
Manual Checks	12	12	0.00	49,825.05
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	113	73	0.00	207,622.59

**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>
10-00428-006	GRIFFITH, ANTOINE	11/2/2016	Refund	29.56	Check #: 58112
62-00201-013	HOSMAN, REBEKAH SUE	11/2/2016	Refund	116.34	Check #: 58113
62-00242-007	PRESTIGE PROPERTIES	11/2/2016	Refund	95.62	Check #: 58114
04-00083-012	BENNETT, TIMOTHY	11/9/2016	Refund	4.23	Check #: 58115
06-00011-011	COE, TROY	11/9/2016	Refund	69.21	Check #: 58116
06-00030-002	COLLETTE, CATHERINE L	11/9/2016	Refund	46.67	Check #: 58117
06-00041-010	II, J C GEMINI B	11/9/2016	Refund	17.90	Check #: 58118
13-00349-013	A.I.M RENTAL PROPERTIES	11/9/2016	Refund	10.63	Check #: 58119
50-00068-014	ESTRADA, BRENDA M	11/9/2016	Refund	32.10	Check #: 58120
63-00163-010	BRYAN, ALLISON L	11/9/2016	Refund	39.03	Check #: 58121
64-99228-000	CONSULTANTS, CHJ	11/9/2016	Refund	17.50	Check #: 58122
65-00351-003	FEDERMAN, JUSTIN E	11/9/2016	Refund	8.79	Check #: 58123
				<u>487.58</u>	

JOSHUA BASIN WATER DISTRICT

NOVEMBER 2016

DIRECTOR PAY

PAY PERIODS: 10/15/2016 - 11/11/2016

Director	Date	Type	Amount	Notes
VICTORIA J FULLER	11/01/2016	UNPAID DIRECTOR	0.00	FINANCE COMMITTEE MEETING
VICTORIA J FULLER	11/02/2016	Director Pay	173.63	JBWD BOARD MEETING & PUBLIC INFO COMMITTEE
VICTORIA J FULLER	11/09/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	10/19/2016	Director Pay	173.63	JBWD SPECIAL MEETING
ROBERT JOHNSON	11/01/2016	UNPAID DIRECTOR	0.00	FINANCE & WATER RESOURCES & OPS COMMITTEE MEETINGS
ROBERT JOHNSON	11/02/2016	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	11/09/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>520.89</u>	
MICKEY C LUCKMAN	10/19/2016	Director Pay	173.63	JBWD SPECIAL MEETING
MICKEY C LUCKMAN	11/01/2016	UNPAID DIRECTOR	0.00	WATER RESOURCES & OPS MEETING
MICKEY C LUCKMAN	11/02/2016	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	11/09/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>520.89</u>	
MICHAEL P REYNOLDS	10/17/2016	Director Pay	173.63	ASBCSD MEETING
MICHAEL P REYNOLDS	10/17/2016	Mileage/Vehicle Expense	89.86	MILES: ASBCSD DINNER
MICHAEL P REYNOLDS	10/17/2016	Meals/Lodging	34.00	ASBCSD DINNER
MICHAEL P REYNOLDS	10/20/2016	Director Pay	173.63	HDWD GROUND BREAKING
MICHAEL P REYNOLDS	10/26/2016	Director Pay	173.63	JBWD EMERGENCY PREPARATION WEBINAR
MICHAEL P REYNOLDS	10/19/2016	Director Pay	173.63	JBWD SPECIAL MEETING
MICHAEL P REYNOLDS	11/02/2016	Director Pay	173.63	JBWD BOARD MEETING
MICHAEL P REYNOLDS	11/09/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>1,165.64</u>	
REBECCA UNGER	10/15/2016	Director Pay	173.63	CA SHAKE-OUT MEETING
REBECCA UNGER	10/15/2016	Mileage/Vehicle Expense	9.72	MILES: CA SHAKE-OUT MEETING
REBECCA UNGER	10/26/2016	Director Pay	173.63	WEBINAR: ACWA EMERGENCY WATER CONSERVATION UPDATE
REBECCA UNGER	10/19/2016	Director Pay	173.63	JBWD SPECIAL MEETING
REBECCA UNGER	11/02/2016	Director Pay	173.63	JBWD BOARD MEETING & PUBLIC INFO COMMITTEE
REBECCA UNGER	11/03/2016	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	11/03/2016	Mileage/Vehicle Expense	72.36	MILES: MWA BOARD MEETING
REBECCA UNGER	11/09/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>1,123.86</u>	
TOTAL			<u>3,678.54</u>	



Joshua Basin Water District

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000575	AFSCME LOCAL 1902	12/07/2016	Regular	0.00	468.00	58179
<u>AFSCME1116</u>	Invoice	12/07/2016	EE UNION DUES - NOV 16	0.00	468.00	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	12/07/2016	Regular	0.00	36.00	58180
<u>ASBCSD112116</u>	Invoice	12/07/2016	MONTHLY DINNER 11/16	0.00	36.00	
013338	BEVERLY WASZAK	12/07/2016	Regular	0.00	120.44	58181
<u>BW112216</u>	Invoice	12/07/2016	REIMB: NOTARY TRAINING	0.00	120.44	
004110	BURRTEC WASTE & RECYCLING SVCS	12/07/2016	Regular	0.00	412.12	58182
<u>BW1216</u>	Invoice	12/07/2016	RECYCLING - DEC 16	0.00	59.52	
<u>BW1216B</u>	Invoice	12/07/2016	TRASH REMOVAL - DEC 16	0.00	266.91	
<u>BW1216C</u>	Invoice	12/07/2016	TRASH REMOVAL - DEC 16	0.00	85.69	
013207	PARCELQUEST	12/07/2016	Regular	0.00	1,199.00	58183
<u>8583-12-2016</u>	Invoice	12/07/2016	PARCELQUEST: ANNUAL PARCEL OWNER	0.00	1,199.00	
001850	CLINICAL LAB OF S.B. INC	12/07/2016	Regular	0.00	2,807.00	58184
<u>953048</u>	Invoice	12/07/2016	SAMPLING - OCT 16	0.00	1,819.00	
<u>953049</u>	Invoice	12/07/2016	HDMC WWTP SAMPLING- OCT 16	0.00	988.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	12/07/2016	Regular	0.00	895.28	58185
<u>3990561-110552</u>	Invoice	12/07/2016	EE LIFE INSURANCE - NOV 16	0.00	895.28	
003596	DEX MEDIA	12/07/2016	Regular	0.00	23.25	58186
<u>DM111016</u>	Invoice	12/07/2016	MORONGO BASIN ADVERT - NOV 16	0.00	23.25	
003015	EUGENE K FAUL	12/07/2016	Regular	0.00	39.96	58187
<u>KF112216</u>	Invoice	12/07/2016	REIMB: OFFICE SUPPLIES	0.00	39.96	
003025	FEDEX	12/07/2016	Regular	0.00	185.40	58188
<u>5-608-07485</u>	Invoice	12/07/2016	SHIPPING: CHROMIUM VI PILOT STUDY &	0.00	46.05	
<u>5-623-98733</u>	Invoice	12/07/2016	SHIPPING: CHROMIUM VI	0.00	139.35	
000500	ACE ALTERNATORS, GENERATORS & STARTERS	12/07/2016	Regular	0.00	205.46	58189
<u>099866</u>	Invoice	12/07/2016	VEHICLE REPAIR SUPPLIES: V29	0.00	205.46	
013202	CLA-VAL	12/07/2016	Regular	0.00	8,458.08	58190
<u>706281</u>	Invoice	12/07/2016	RECHARGE PIPELINE MAINTENANCE	0.00	8,112.48	
<u>706282</u>	Invoice	12/07/2016	RECHARGE PIPELINE MAINTENANCE	0.00	345.60	
006200	MCALLISTERS JANITORIAL SERV.	12/07/2016	Regular	0.00	580.00	58191
<u>6146B</u>	Invoice	12/07/2016	JANITORIAL SERVICES - NOV 16	0.00	580.00	
000188	4 SPORTS 'N MORE	12/07/2016	Regular	0.00	1,719.92	58192
<u>2071</u>	Invoice	12/07/2016	UNIFORMS	0.00	498.96	
<u>2072</u>	Invoice	12/07/2016	UNIFORMS	0.00	149.04	
<u>2073</u>	Invoice	12/07/2016	UNIFORMS	0.00	1,071.92	
004720	INLAND WATER WORKS	12/07/2016	Regular	0.00	252.72	58193
<u>288765</u>	Invoice	12/07/2016	SMALL TOOLS - DIST	0.00	252.72	
009054	KATHLEEN J. RADNICH	12/07/2016	Regular	0.00	2,758.30	58194
<u>16011013-45</u>	Invoice	12/07/2016	PUBLIC RELATIONS SERVICES	0.00	532.80	
<u>1601106-45</u>	Invoice	12/07/2016	PUBLIC RELATIONS SERVICES	0.00	778.30	
<u>1601127-47</u>	Invoice	12/07/2016	PUBLIC RELATIONS SERVICES	0.00	669.60	
<u>161120-46</u>	Invoice	12/07/2016	PUBLIC RELATIONS SERVICES	0.00	777.60	

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
006029	LIEBERT CASSIDY WHITMORE	12/07/2016	Regular	0.00	6,777.00	58195
<u>1430341</u>	Invoice	12/07/2016	LEGAL SERVICES - OCT 16	0.00	1,352.00	
<u>1430342</u>	Invoice	12/07/2016	LEGAL SERVICES - MOU NEGOTIATIONS	0.00	5,425.00	
003505	GARRYS TIRES	12/07/2016	Regular	0.00	45.75	58196
<u>12965</u>	Invoice	12/07/2016	VEHICLE REPAIRS: V27	0.00	22.00	
<u>12981</u>	Invoice	12/07/2016	VEHICLE REPAIRS: V27	0.00	23.75	
006507	McMASTER-CARR SUPPLY COMPANY	12/07/2016	Regular	0.00	103.95	58197
<u>83324502</u>	Invoice	12/07/2016	CHROMIUM VI PILOT STUDY	0.00	103.95	
000236	PAYPRO ADMINISTRATORS	12/07/2016	Regular	0.00	164.56	58198
<u>PPE 11-25-16</u>	Invoice	12/07/2016	EE FSA DEDUCTIONS 12-02-16	0.00	164.56	
008300	POSTMASTER	12/07/2016	Regular	0.00	4,000.00	58199
<u>SD113016</u>	Invoice	12/07/2016	POSTAGE FOR WATER BILLING	0.00	4,000.00	
000495	ACCUENTEMS	12/07/2016	Regular	0.00	2,746.69	58200
<u>47079189</u>	Invoice	12/07/2016	TEMPORARY LABOR	0.00	924.12	
<u>47131562</u>	Invoice	12/07/2016	TEMPORARY LABOR	0.00	1,026.80	
<u>47188769</u>	Invoice	12/07/2016	TEMPORARY LABOR	0.00	795.77	
013214	AQUATIC INSPECTIONS, INC.	12/07/2016	Regular	0.00	9,550.00	58201
<u>1813</u>	Invoice	12/07/2016	TANK MAINTENANCE: D-1-2, G-1, I-1 & A-	0.00	9,550.00	
000089	SEMS TECHNOLOGIES, LLC	12/07/2016	Regular	0.00	9,545.00	58202
<u>A-5964</u>	Invoice	12/07/2016	SEMS 12 MONTH SOFTWARE & MOBILE A	0.00	9,545.00	
009920	STANDARD INSURANCE CO	12/07/2016	Regular	0.00	870.72	58203
<u>ST1216</u>	Invoice	12/07/2016	EE LIFE INSURANCE - DEC 16	0.00	870.72	
011101	VAGABOND WELDING SUPPLY	12/07/2016	Regular	0.00	82.08	58204
<u>99998</u>	Invoice	12/07/2016	SMALL TOOLS - PRODUCTION	0.00	82.08	
013196	TELEPACIFIC COMMUNICATIONS	12/07/2016	Regular	0.00	695.10	58205
<u>84882625-0</u>	Invoice	12/07/2016	TELEPHONE (OFFICE) - DEC 16	0.00	695.10	
000013	U.S. POSTAL SERVICE	12/07/2016	Regular	0.00	228.00	58206
<u>PO1216</u>	Invoice	12/07/2016	PO BOX THROUGH 12/31/17	0.00	228.00	
000023	ULTIMATE MOTORS, INC.	12/07/2016	Regular	0.00	1,104.88	58207
<u>22763</u>	Invoice	12/07/2016	VEHICLE REPAIRS: V24	0.00	917.38	
<u>22852</u>	Invoice	12/07/2016	VEHICLE REPAIRS: V28	0.00	187.50	
010990	UTILIQUEST L.L.C.	12/07/2016	Regular	0.00	242.20	58208
<u>241421-Q</u>	Invoice	12/07/2016	CONTRACT LOCATING EXPENSE	0.00	242.20	
005672	WILLIAM H. KLINE	12/07/2016	Regular	0.00	16.20	58209
<u>WK111416</u>	Invoice	12/07/2016	SHIPPING: CHROMIUM VI PILOT STUDY	0.00	16.20	
012020	XEROX CORPORATION	12/07/2016	Regular	0.00	516.84	58210
<u>086961190</u>	Invoice	12/07/2016	OFFICE EXPENSE 10/06/16 - 10/30/16	0.00	516.84	
013220	ACCENT COMPUTER SOLUTIONS, INC.	12/14/2016	Regular	0.00	76.39	58223
<u>111970</u>	Invoice	12/14/2016	PRINTER MAINTENANCE - DEC 16	0.00	76.39	
000501	ACWA/JPIA	12/14/2016	Regular	0.00	9,641.70	58224
<u>0451884</u>	Invoice	12/14/2016	EE HEALTH BENEFIT & EAP JAN 17	0.00	9,641.70	
000675	AQUA-METRIC SALES COMPANY	12/14/2016	Regular	0.00	12,465.91	58225
<u>0063299-IN</u>	Invoice	12/14/2016	INVENTORY	0.00	12,465.91	
013342	ASKIN FAMILY TRUST	12/14/2016	Regular	0.00	50.00	58226
<u>AFT121016</u>	Invoice	12/14/2016	STANDBY REIMB: 0631-162-41	0.00	50.00	
001630	AT&T MOBILITY	12/14/2016	Regular	0.00	1,200.74	58227

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<u>829480028X1205</u>	Invoice	12/14/2016	COMMUNICATIONS - NOV 16	0.00	1,200.74	
001519	CALIFORNIA RURAL WATER ASSOC	12/14/2016	Regular	0.00	1,203.00	58228
<u>CRWA111716</u>	Invoice	12/14/2016	MEMBERSHIP DUES 01/17 - 01/18	0.00	1,203.00	
013335	CATHERINE E. HARRINGTON	12/14/2016	Regular	0.00	190.00	58229
<u>CH120816</u>	Invoice	12/14/2016	NOTARY SERVICES	0.00	190.00	
001550	CDW GOVERNMENT, INC	12/14/2016	Regular	0.00	650.88	58230
<u>GCS5672</u>	Invoice	12/14/2016	OFFICE SUPPLIES	0.00	650.88	
001555	CENTRATEL	12/14/2016	Regular	0.00	278.87	58231
<u>161203192101</u>	Invoice	12/14/2016	DISPATCH SERVICES - NOV 16	0.00	278.87	
010645	TROPHY EXPRESS	12/14/2016	Regular	0.00	26.14	58232
<u>872234</u>	Invoice	12/14/2016	NAME PLATES	0.00	26.14	
001461	BOLLINGER CONSULTING GROUP	12/14/2016	Regular	0.00	1,187.50	58233
<u>730</u>	Invoice	12/14/2016	WATER CONSERVATION - NOV 16	0.00	1,187.50	
002200	DEPT OF THE INTERIOR-BLM	12/14/2016	Regular	0.00	500.00	58234
<u>2017009386</u>	Invoice	12/14/2016	RIGHT OF WAY RENTAL - 2017	0.00	500.00	
VEN01466	FEDAK & BROWN LLP	12/14/2016	Regular	0.00	2,800.00	58235
<u>FB113016</u>	Invoice	12/14/2016	FINANCIAL AUDIT 15/16	0.00	2,800.00	
003025	FEDEX	12/14/2016	Regular	0.00	21.75	58236
<u>5-637-06493</u>	Invoice	12/14/2016	SHIPPING	0.00	21.75	
000272	FEDEX FREIGHT	12/14/2016	Regular	0.00	107.10	58237
<u>4043197550</u>	Invoice	12/14/2016	SHIPPING: MCMaster CARR	0.00	107.10	
000229	C & S ELECTRIC	12/14/2016	Regular	0.00	1,065.00	58238
<u>2090</u>	Invoice	12/14/2016	SHOP BUILDING ELECTRICAL WORK	0.00	1,065.00	
000058	GARDA CL WEST, INC.	12/14/2016	Regular	0.00	617.78	58239
<u>10260856</u>	Invoice	12/14/2016	COURIER FEES - DEC 16	0.00	593.31	
<u>70049554</u>	Invoice	12/14/2016	EVENXCHANGE FEES - NOV 16	0.00	24.47	
004720	INLAND WATER WORKS	12/14/2016	Regular	0.00	1,334.23	58240
<u>289204</u>	Invoice	12/14/2016	MAINLINE & LEAK REPAIR SUPPLIES	0.00	556.63	
<u>289205</u>	Invoice	12/14/2016	METER REPAIR SUPPLIES	0.00	777.60	
013197	INTER VALLEY POOL SUPPLY, INC.	12/14/2016	Regular	0.00	447.00	58241
<u>91116</u>	Invoice	12/14/2016	WATER TREATMENT EXPENSE	0.00	447.00	
009054	KATHLEEN J. RADNICH	12/14/2016	Regular	0.00	1,581.84	58242
<u>1601204-49</u>	Invoice	12/14/2016	PUBLIC RELATIONS SERVICES	0.00	1,113.00	
<u>161211-50</u>	Invoice	12/14/2016	PUBLIC RELATIONS SERVICES	0.00	468.84	
009072	LAW OFFICES REDWINE AND SHERRILL	12/14/2016	Regular	0.00	5,049.50	58243
<u>RS1116</u>	Invoice	12/14/2016	LEGAL SERVICES - NOV 16	0.00	5,049.50	
006507	McMASTER-CARR SUPPLY COMPANY	12/14/2016	Regular	0.00	4,685.91	58244
<u>89958018</u>	Invoice	12/14/2016	SMALL TOOLS/SHOP EXP/PUMP PLNT/SA	0.00	4,685.91	
000156	FORSHOCK	12/14/2016	Regular	0.00	592.65	58245
<u>1600083</u>	Invoice	12/14/2016	PUMPING PLANT: SCADA	0.00	592.65	
003930	NBS	12/14/2016	Regular	0.00	1,295.00	58246
<u>1116000125</u>	Invoice	12/14/2016	CMM ADMIN- ANNUAL REPORTING	0.00	1,295.00	
000070	ONLINE INFORMATION SERVICES, INC.	12/14/2016	Regular	0.00	231.40	58247
<u>753805</u>	Invoice	12/14/2016	ID VERIF. SERV. THRU 11/30/16	0.00	231.40	
000236	PAYPRO ADMINISTRATORS	12/14/2016	Regular	0.00	164.56	58248

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<u>PPE 12-09-16</u>	Invoice	12/14/2016	EE FSA DEDUCTIONS 12-16-16	0.00	164.56	
013336	SHUMATE'S PAINTING	12/14/2016	Regular	0.00	1,875.00	58249
<u>1476315</u>	Invoice	12/14/2016	BUILDING MAINT - OFFICE	0.00	1,875.00	
008405	PRECISION ASSEMBLY	12/14/2016	Regular	0.00	1,502.08	58250
<u>17459</u>	Invoice	12/14/2016	NOV WATER BILLING	0.00	1,502.08	
008403	PRECISION GARAGE DOORS & GATES, INC.	12/14/2016	Regular	0.00	1,145.00	58251
<u>50761</u>	Invoice	12/14/2016	GATE REPAIR	0.00	1,145.00	
008415	PRUDENTIAL OVERALL SPLY.	12/14/2016	Regular	0.00	244.10	58252
<u>22338088</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	11.93	
<u>22342115</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	38.71	
<u>22342116</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	91.97	
<u>22345107</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	11.93	
<u>22348524</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	38.71	
<u>22348525</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	50.85	
000495	ACCOMTEMS	12/14/2016	Regular	0.00	1,026.80	58253
<u>47229725</u>	Invoice	12/14/2016	TEMPORARY LABOR	0.00	1,026.80	
008414	PROVIDEO	12/14/2016	Regular	0.00	300.00	58254
<u>1087</u>	Invoice	12/14/2016	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
000091	SAN BERNARDINO COUNTY RECORDER	12/14/2016	Regular	0.00	189.00	58255
<u>SB120816</u>	Invoice	12/14/2016	RELEASE OF LIENS	0.00	189.00	
013228	SARAH J. JOHNSON	12/14/2016	Regular	0.00	114.62	58256
<u>SJ121316</u>	Invoice	12/14/2016	REIMB: TRAINING MILEAGE & SUPPLIES/P	0.00	114.62	
VEN01020	SOUTHWEST NETWORKS, INC.	12/14/2016	Regular	0.00	10,363.75	58257
<u>16-11066</u>	Invoice	12/14/2016	SUPPLEMENTAL IT SERVICES (AMC) - NOV	0.00	118.75	
<u>16-120015C</u>	Invoice	12/14/2016	IT SERVICES - 1/17 - 3/17	0.00	10,245.00	
013343	STEVEN MAZZONE	12/14/2016	Regular	0.00	4,860.00	58258
<u>111</u>	Invoice	12/14/2016	NO TRESPASSING SIGNS	0.00	4,860.00	
009980	SWRCB FEES	12/14/2016	Regular	0.00	14,929.00	58259
<u>WD-0122453</u>	Invoice	12/14/2016	HDMC WASTEWATER ANN'L DISCHARGE	0.00	14,929.00	
009980	SWRCB FEES	12/14/2016	Regular	0.00	2,088.00	58260
<u>WD-0122475</u>	Invoice	12/14/2016	ANNUAL DISCHARGE PERMIT FEE	0.00	2,088.00	
010850	UNDERGROUND SERVICE ALERT	12/14/2016	Regular	0.00	36.00	58261
<u>1120160337</u>	Invoice	12/14/2016	TICKET DELIVERY SERVICE - NOV 16	0.00	36.00	
010990	UTILIQUEST L.L.C.	12/14/2016	Regular	0.00	731.52	58262
<u>241681-Q</u>	Invoice	12/14/2016	CONTRACT LOCATING EXPENSE	0.00	411.96	
<u>241932-Q</u>	Invoice	12/14/2016	CONTRACT LOCATING EXPENSE	0.00	31.32	
<u>242244-Q</u>	Invoice	12/14/2016	CONTRACT LOCATING EXPENSE	0.00	288.24	
000233	NAPA AUTO PARTS	12/14/2016	Regular	0.00	148.75	58263
<u>172419</u>	Credit Memo	12/14/2016	GENERATOR REPAIR SUPPLIES	0.00	-9.72	
<u>176472</u>	Invoice	12/14/2016	VEHICLE & VACUUM MAINT: V25 & E72	0.00	20.84	
<u>177094</u>	Invoice	12/14/2016	SHOP EXPENSE	0.00	19.43	
<u>179002</u>	Invoice	12/14/2016	GENERATOR REPAIR	0.00	118.20	
006150	RANDY MAYES	12/14/2016	Regular	0.00	2,163.85	58266
<u>RM121316</u>	Invoice	12/14/2016	EDUCATION REIMBURSEMENT	0.00	2,163.85	
000510	TIME WARNER CABLE	12/01/2016	Manual	0.00	505.00	900703
<u>TW1116</u>	Invoice	12/01/2016	CABLE & INTERNET - NOV 16	0.00	505.00	
009880	SOUTHERN CALIFORNIA EDISON CO	12/01/2016	Manual	0.00	2,282.62	900704

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<u>SCE1116</u>	Invoice	12/01/2016	POWER TO BLDGS & GEN - NOV 16	0.00	2,282.62	
008201	PURCHASE POWER	12/01/2016	Manual	0.00	453.50	900705
<u>PB111316</u>	Invoice	12/01/2016	POSTAGE REFILL FOR METER	0.00	453.50	
000248	PAYCHEX	12/02/2016	Manual	0.00	328.86	900706
<u>292702</u>	Invoice	12/02/2016	PAYROLL PROCESSING FEE	0.00	328.86	
001517	CalPERS	12/09/2016	Manual	0.00	8,456.97	900707
<u>PPE 11-25-16</u>	Invoice	12/09/2016	PAY PERIOD ENDING 11/25/16	0.00	8,456.97	
000248	PAYCHEX	12/16/2016	Manual	0.00	317.85	900708
<u>293502</u>	Invoice	12/16/2016	PAYROLL PROCESSING FEE	0.00	317.85	
VEN01533	PAYMENTUS GROUP INC.	12/16/2016	Manual	0.00	1,836.85	900709
<u>US16110189</u>	Invoice	12/16/2016	CREDIT CARD PROCESSING FEE - NOV 16	0.00	1,836.85	
000248	PAYCHEX	12/16/2016	Manual	0.00	75.00	900710
<u>15659898</u>	Invoice	12/16/2016	TIME & LABOR ONLINE USAGE FEE	0.00	75.00	
001517	CalPERS	12/16/2016	Manual	0.00	7,853.09	900711
<u>PPE 12-9-16</u>	Invoice	12/16/2016	PAY PERIOD ENDING 12/09/16	0.00	7,853.09	
001005	BANK OF AMERICA	12/16/2016	Manual	0.00	749.97	900712
<u>BA1216</u>	Invoice	12/16/2016	OFFICE & PUBLIC INFO SUPPLIES/REGULA	0.00	749.97	
001007	BUSINESS CARD	12/16/2016	Manual	0.00	4,873.37	900713
<u>BA1216</u>	Invoice	12/16/2016	UNIFORMS/PUMPING PLANT SUPPLIES	0.00	4,873.37	
001004	BUSINESS CARD	12/16/2016	Manual	0.00	176.95	900714
<u>BA1216</u>	Invoice	12/16/2016	EE TRAINING/BUSINESS EXPENSE	0.00	176.95	
009878	SOUTHERN CALIFORNIA EDISON	12/16/2016	Manual	0.00	28,964.67	900715
<u>SCE1116</u>	Invoice	12/16/2016	POWER FOR PUMPING - NOV 16	0.00	28,964.67	
013222	FRONTIER CALIFORNIA INC.	12/16/2016	Manual	0.00	161.69	900716
<u>FC1216</u>	Invoice	12/16/2016	HDMC WWTP - TELEPHONE	0.00	161.69	
004195	HOME DEPOT CREDIT SERVICES	12/16/2016	Manual	0.00	876.09	900717
<u>HD1216</u>	Invoice	12/16/2016	PUMPING PLANT SUPPLIES/SHOP EXPENS	0.00	876.09	
000510	TIME WARNER CABLE	12/27/2016	Manual	0.00	505.00	900718
<u>TW1216</u>	Invoice	12/27/2016	CABLE & INTERNET - DEC 16	0.00	505.00	
009880	SOUTHERN CALIFORNIA EDISON CO	12/27/2016	Manual	0.00	1,330.07	900719
<u>SCE1216</u>	Invoice	12/27/2016	POWER TO BLDGS & GEN - DEC 16	0.00	1,330.07	
001517	CalPERS	12/29/2016	Manual	0.00	7,863.71	900720
<u>PPE 12-23-16</u>	Invoice	12/28/2016	PAY PERIOD ENDING 12/23/16	0.00	7,863.71	
000248	PAYCHEX	12/30/2016	Manual	0.00	346.36	900721
<u>294387</u>	Invoice	12/30/2016	PAYROLL PROCESSING FEE	0.00	346.36	
000025	ICMA RC	12/30/2016	Manual	0.00	3,620.56	900722
<u>900722</u>	Invoice	12/30/2016	457 REMITTANCE - DEC 16	0.00	3,620.56	
000025	ICMA RC	12/30/2016	Manual	0.00	2,983.91	900723

*Check Report JBWD

Date Range: 12/01/2016 - 12/31/2016

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable # <u>900723</u>	Payable Type Invoice	Payable Date 12/30/2016	Payable Description 457 REMITTANCE - 2016 ER CONT	Discount Amount 0.00	Payment Amount 2,983.91	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	74	0.00	146,032.22
Manual Checks	21	21	0.00	74,562.09
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	124	95	0.00	220,594.31

**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>
04-00113-001	JOHNSON, SHADEE	12/8/2016	Refund	65.99	Check #: 58221
07-00025-008	CUMMINGS, DENNIS	12/8/2016	Refund	2.37	Check #: 58211
07-00122-009	WATSON, AMBER K	12/8/2016	Refund	12.23	Check #: 58212
12-00075-003	EAST, CHRISTINE L	12/8/2016	Refund	24.61	Check #: 58213
12-00284-005	MENDEZ, DEBORAH P	12/8/2016	Refund	1.36	Check #: 58219
55-00176-007	BUTTON, JOHN L	12/8/2016	Refund	79.01	Check #: 58214
55-00302-008	CLOTHIER, BRIAN R	12/8/2016	Refund	36.96	Check #: 58222
57-00075-007	RHODES, KENNETH AARON	12/8/2016	Refund	41.44	Check #: 58220
58-00224-000	LLC, RETIRMENT LAND CONSERVANCY	12/8/2016	Refund	118.05	Check #: 58215
60-00287-007	BROWN, BEVERLY A	12/8/2016	Refund	83.52	Check #: 58216
62-00076-022	DOCKAL, JOSEF	12/8/2016	Refund	46.05	Check #: 58217
63-00162-009	LABRIE, PATRICIA I	12/8/2016	Refund	538.42	Check #: 58218
09-00105-014	REED, CELIA R	12/14/2016	Refund	0.03	Check #: 58264
54-00044-005	DAVIS, AMANDA R	12/14/2016	Refund	52.39	Check #: 58265
				<u>1,102.43</u>	

JOSHUA BASIN WATER DISTRICT

DECEMBER 2016

DIRECTOR PAY

PAY PERIODS: 11/12/2016 - 12/23/2016

Director	Date	Type	Amount	Notes
VICTORIA J FULLER	11/16/2016	Director Pay	173.63	JBWD BOARD MEETING
VICTORIA J FULLER	11/21/2016	UNPAID DIRECTOR	0.00	FINANCE COMMITTEE MEETING
VICTORIA J FULLER	11/29/2016	Director Pay	173.63	ACWA CONFERENCE
VICTORIA J FULLER	11/30/2016	Director Pay	173.63	ACWA CONFERENCE
VICTORIA J FULLER	12/01/2016	Director Pay	173.63	ACWA CONFERENCE
VICTORIA J FULLER	12/02/2016	UNPAID DIRECTOR	0.00	ACWA CONFERENCE
VICTORIA J FULLER	12/02/2016	Mileage/Vehicle Expense	122.58	MILES: ACWA CONFERENCE
VICTORIA J FULLER	12/14/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFO MEETING
			<u>990.73</u>	
GEARY HUND	12/14/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>173.63</u>	
ROBERT JOHNSON	11/16/2016	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	11/17/2016	Director Pay	173.63	MWA BOARD MEETING
ROBERT JOHNSON	11/17/2016	Mileage/Vehicle Expense	74.95	MILES: MWA BOARD MEETING
ROBERT JOHNSON	11/21/2016	UNPAID DIRECTOR	0.00	FINANCE & WATER RESOURCES & OPS COMMITTEE MEETINGS
ROBERT JOHNSON	12/10/2016	UNPAID DIRECTOR	0.00	11/27/16 ACWA CONFERENCE
ROBERT JOHNSON	12/10/2016	UNPAID DIRECTOR	0.00	11/28/16 ACWA CONFERENCE
ROBERT JOHNSON	12/10/2016	Director Training	520.89	11/29/16 - 12/1/16 ACWA CONFERENCE
ROBERT JOHNSON	12/10/2016	Director Training	127.76	MILES: ACWA CONFERENCE
ROBERT JOHNSON	12/10/2016	UNPAID DIRECTOR	0.00	12/02/16 ACWA CONFERENCE
ROBERT JOHNSON	12/14/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>1,244.49</u>	
MICKEY C LUCKMAN	11/16/2016	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	11/21/2016	UNPAID DIRECTOR	0.00	WATER RESOURCES & OPS COMMITTEE MEETING
MICKEY C LUCKMAN	12/10/2016	Director Training	868.15	11/27/16 - 12/1/16 ACWA CONFERENCE
MICKEY C LUCKMAN	12/10/2016	Director Training	20.28	MEALS: ACWA CONFERENCE
MICKEY C LUCKMAN	12/10/2016	Director Training	123.12	MILES: ACWA CONFERENCE
MICKEY C LUCKMAN	12/14/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFO MEETING
MICKEY C LUCKMAN	12/21/2016	Director Pay	173.63	MWA TECHNICAL ADVISORY COMMITTEE
MICKEY C LUCKMAN	12/21/2016	Mileage/Vehicle Expense	70.20	MILES: MWA TECH ADVISORY COMMITTEE
			<u>1,602.64</u>	
MICHAEL P REYNOLDS	12/12/2016	Director Training	520.89	11/30/16 - 12/2/16 ACWA FALL CONFERENCE
MICHAEL P REYNOLDS	12/12/2016	Director Training	126.36	MILES: ACWA CONFERENCE
MICHAEL P REYNOLDS	12/12/2016	Director Pay	173.63	12/8/16 MWA MEETING
MICHAEL P REYNOLDS	12/12/2016	Mileage/Vehicle Expense	74.52	12/8/16 MILES: MWA MEETING
MICHAEL P REYNOLDS	12/12/2016	Meals/Lodging	24.00	12/8/16 DINNER: MWA MEETING
MICHAEL P REYNOLDS	12/14/2016	Director Pay	173.63	JBWD BOARD MEETING
			<u>1,093.03</u>	
REBECCA UNGER	11/16/2016	Director Pay	173.63	JBWD BOARD MEETING
REBECCA UNGER	11/29/2016	Director Pay	173.63	ACWA CONFERENCE
REBECCA UNGER	11/30/2016	Director Pay	173.63	ACWA CONFERENCE
REBECCA UNGER	12/01/2016	Director Pay	173.63	ACWA CONFERENCE
REBECCA UNGER	12/14/2016	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
REBECCA UNGER	12/22/2016	Director Pay	173.63	SEXUAL HARASSMENT TRAINING
			<u>1,041.78</u>	
TOTAL			<u>6,146.30</u>	



JOB DESCRIPTION

POSITION	Accounts Receivable Technician	ESTABLISHED DATE	06/19/08
REPORTS TO	Assistant General Manager/Controller	REVISION DATE	TBD
SALARY RANGE	Proposed \$39,145-51,361	CLASS/GROUP	AFSME 1902
HOURS – FT/PT	Full Time	FLSA STATUS	Non-Exempt

SUMMARY

Under general levels of supervision, the Accounts Receivable Technician performs a variety of basic to moderately complex accounting duties related to the billing of customers and property owners; customer service; cash handling; and clerical duties. The incumbent in this position interacts frequently with District employees and customers.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the intermediate level skills required to perform the principal duties of the position, as well as the intermediate level of supervisory oversight provided to this position on a routine basis. This position serves as primary backup to Customer Service Representative Series.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a department head, manager or supervisor, as assigned. This position has no supervisory duties.

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 Accounts Receivable Functions:

- Prepares, reviews, and distributes customer statements for water services based on meter usage data and application of approved rate structure in a timely manner.
- Manages meter reading schedule and process.
- Ages accounts, calculate delinquent charges, and assign penalties for past due accounts.
- Maintains accurate customer accounts by posting records that reflect deposit refunds, receipts of deposits, and other account activity.
- Coordinates with Finance Department to review, balance, and reconcile water, accounts receivable, and related journals to General Ledger.
- Makes appropriate account adjustments, maintains accounts receivable records/journals and audits the meter reading Exceptions Report and Billing Register journals, investigating and resolving variances and/or issuing service orders for field investigation and resolution.
- Coordinates bill inserts, such as public relations newsletters.

- Processes auto pay requests, pre-notes, and bank drafts.
- Maintains parcel database, including coordinating changes to the regular billing database with the parcel database.
- Prepares annual billing of standby fees pursuant to approved rate structure, interfacing with county for inclusion on tax rolls.
- Reviews and implements changes indicated on parcel maps and in parcel database.
- Oversees staff input into the Utility Billing Database, reviewing data accuracy and proper usage of the database program.
- Serves as Utility database coordinator. Coordinates with Finance Department to plan, maintain, and ensure effective and efficient use of the database including evaluating and implementing methods to capture data and achieve desired reporting results.
- Prepares analytical reports related to billing or data.
- Assist with Stale Check processing.
- Coordinates collection administration duties such as reviewing aging reports, processing liens, and writing escrow demand letters, county claim forms, and tenant bad debt letters.
- Facilitate tenant collection process.
- Prepare bad debt reports and processes write-off.

Essential Cashier Functions:

- Handles cash, accepting and inputting payments, creates receipts.
- Maintains assigned cash drawer in an accurate and accountable manner.

Essential Customer Service Functions:

- Acts as first backup to Customer Service Representative Series as needed.
- Deals with customers in a courteous and professional manner.
- Provides review and resolution of certain customer complaints/problems.
- Assists with Customer Account Assistance Program (CAAP) investigations.
- Prepares service orders and directs them to the appropriate party.
- Opens and closes service orders, updating records and following up with field and others to ensure completion of service orders on a timely basis.

Other Duties:

- Coordinates with Finance Department to prepare miscellaneous AR invoices and monitor their collection.
- Performs a variety of clerical duties including typing, filing, and data entry.
- Acts as a backup for banking and mail errands.
- Attends safety meetings.
- Performs other special projects and duties as assigned.

MINIMUM QUALIFICATIONS

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

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

A typical way to obtain the knowledge and abilities would be to have a minimum of two (2) years increasingly responsible accounting, financial, and/or utility billing experience. Computerized accounting system experience required. Public agency experience desired.

Education and/or Training: The minimum educational requirement is an Associate's Degree or equivalent from an accredited college. A Bachelor's Degree from an accredited college or university is highly desired. Educational discipline desired in the field of accounting, finance, public administration, business administration, or closely related field.

Certificates, Licenses, Registration: None

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Proficient at using 10-key adding machines by touch.
- Proficient at using word processing and spreadsheet software and familiarity with accounting software and the ability to learn governmental accounting software.

Skills:

- Possess strong organizational and time management skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess strong verbal and written communication skills.

Abilities:

- Ability to analyze data and resolve problems.
- Ability to work efficiently and productively when completing work tasks.
- Ability to responsibly and accurately perform basic to moderately complex bookkeeping functions and to handle cash.
- Ability to type accurately at a minimum of 40 words per minute.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand basic accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to recommend improvements in Accounts Receivable job-related policies and procedures.
- Ability to represent the District in a professional manner.
- Ability to follow oral and written directions and carry out complex tasks.
- Ability to maintain accurate records, prepare clear and concise reports, and establish and oversee monitoring systems for tracking information.
- Ability to establish and maintain cooperative, respectful and effective working relationships with those contacted in the course of work including District employees, officials, vendors and the general public.
- Ability to multi-task, communicate progress, and meet deadlines.

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 and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

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

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend, workshops, meetings, and/or seminars.

Other: Position may be subject to alternative 9/80 workweek schedule.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties may be required from time to time in order to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date



JOB DESCRIPTION

POSITION	Regulatory Compliance Coordinator	ESTABLISHED DATE	TBD
REPORTS TO	Director of Water Resources and Operations	REVISION DATE	N/A
SALARY RANGE	\$52,945 – \$88,213	CLASS/GROUP	MSC Group
HOURS – FT/PT	Full Time	FLSA STATUS	Exempt

SUMMARY

Under general direction of the Director of Water Resources & Operations, oversees and manages the District’s compliance with all regulatory programs and laws required by the state, county, region, and federal regulatory agencies, including but not limited to: the State Water Resources Control Board Division of Drinking Water, Environmental Protection Agency, National Environmental Policy Act, California Environmental Quality Act, Mojave Desert Coast Air Quality Management District, San Bernardino County Fire Department, Department of Toxic Substance Control, Department of Water Resources, Colorado River Regional Water Quality Control Board, and any other regulatory agencies as may be applicable.

DISTINGUISHING CHARACTERISTICS

This incumbent in this position is required to exercise independent judgement in order to oversee and manage the District’s regulatory compliance programs, and performs a variety of highly skilled administrative duties; develops technical documents and correspondence; interacts with District management and all levels of staff on a variety of technical matters related to regulatory compliance. The incumbent must have the ability to write at a college level. Excellent communication and organizational skills are necessary characteristics to meet required regulatory deadlines. Must possess the competence to manage and oversee complex and large scale projects, and determine priority.

SUPERVISION RECEIVED/EXERCISED

The incumbent will report to the Director of Water Resources and Operations. This incumbent will not supervise any staff, but will manage, supervise, and oversee the District's compliance with all regulatory requirements.

The incumbent will have the independent authority to request information, data, documents, from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to set due dates and deadlines as necessary to receive information, data, and documents from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to request clarification, revisions, corrections, and updates to any information, data, and documents received from all levels of staff as necessary to respond to any and all compliance related matters facing the District. This incumbent will have the independent authority to request and schedule meetings with all levels of staff as necessary to respond to any and all compliance related matters facing the District.

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 do not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Manages, oversees and, implements District wide regulatory compliance programs.
- Prepares schedules and coordinates inspections, data collection, and testing required by all state, federal, and operating permits.
- Researches and compiles data from various sources, ensures data accuracy, prepares, and submits required environmental and regulatory plans and reports.
- Implements, updates and monitors the District's various regulatory compliance programs, reviews and responds to notices, and submits compliance reports.
- Creates, develops, maintains updates and tracks projects, forms, databases, logs, files, records and reports. Organizes, maintains and updates files, documents and records; downloads, creates and updates electronic and graphic files.
- Prepares, submits, and maintains regular monthly, quarterly, and annual regulatory compliance reports for the District's regulators while ensuring timely submission.
- Analyze regulatory requirements and determine the impacts to the District as a result of these requirements (including financial and resources impacts).
- Advise the District of required or recommended corrective measures related to regulatory compliance.

Other Duties:

- Implements, updates and monitors the District's National Pollutant Discharge Elimination System (NPDES) compliance program. Review and respond to notices and correspondences. Prepare and submit compliance reports ensuring deadlines are met.
- Implements, updates and monitors the District's Mojave Desert Air Quality Management District (AQMD) compliance program. Review and respond to notices and correspondences. Prepare and submit compliance reports on time.
- Implements, updates and monitors the District's Certified Unified Program Agency (CUPA) permits in San Bernardino County. Review and respond to notices and correspondences. Prepare and submit compliance reports.
- Creates, develops, maintains, updates and tracks projects, forms, databases, logs, files, records and reports (e.g. permits, backflow reporting, and sampling/lab data); develops and maintains spreadsheets requiring data interpretation and manipulation.
- Assists the Director of Water Resources & Operations with water quality and water resource issues and duties or as directed.
- Accompany regulatory agencies during inspection of District wells, reservoirs, treatment plants, treatment systems, equipment, and other permitted facilities.
- Prepare the Annual Consumer Confidence Report.
- Organizes, maintains and updates files, documents and records; downloads, creates and updates electronic and graphic files.
- Attends hearings, workshops, meetings, and seminars on compliance issues.
- Present, update, educate, and inform the Board of Directors and General Manager at Board meetings, special committees, workshops, etc. as necessary.
- Special projects as assigned.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS

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

Experience: Minimum of six months' experience overseeing regulatory programs related to water utilities including reviewing, monitoring, and responding to regulations related to a water utility.

Education and/or Training: Associate's Degree or Technical Degree in the field of science, administration, writing, or a related field required. Bachelor degree desirable.

Certificates, Licenses, Registration: Must be certified, at a minimum, as a DDW Distribution Operator II at the time of appointment. Possession of DDW Treatment Operator II is desirable at the time of appointment, or must obtain this certification within 18 months of appointment.

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Working knowledge of federal and state drinking water regulations and familiarity with CEQA, NPDES, AQMD, EPA, CUPA, SWRCB DDW, and other regulatory compliance standards.
- Working knowledge of basic research techniques, methods, and procedures.
- Extensive knowledge of excel, word processing, Gantt charting, graphing, and the development of other technical documents and correspondence.

Skills:

- Possess strong organizational skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess college level writing skills both in the drafting of technical documents and professional correspondence.
- Strong verbal and written communication skills.

Abilities:

- Ability to develop (write) and prepare correspondence and reports on behalf of the District in response to various regulatory agencies.
- Ability to write and read at a college level.
- Ability to think critically and independently with very little oversight.
- Ability to interpret data, documents, regulatory codes, acts and regulations, then determine what the District's compliance obligations are and how the District will accomplish them.
- Ability to represent the District in a professional manner at meetings with various regulatory officials, and other meetings as necessary.
- Ability to effectively work with all levels of staff in order to acquire data and information.
- Ability to stay on strict time sensitive schedules and meet project and reporting due dates.
- Ability to organize, archives, and maintain project files and data
- Ability to work efficiently, independently and productively when completing work tasks.
- Ability to prepare written technical reports regarding compliance related topics
- Ability to review and interpret new rules and regulations promulgated by the various regulatory agencies.
- Ability to work closely and effectively with regulatory agencies.
- Ability to communicate effectively orally and in writing.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand water district terminology.
- Ability to solve mathematical calculations with speed and accuracy.

- Ability to organize and set priorities; interpret, apply and explain in accordance with regulations, policies and procedures.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to maintain accurate records.

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 and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, kneel and crouch routinely. Sits for extended time periods and uses office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** On seldom occasion climbing, crawling, or balancing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

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

Safety: Follows proper safety practices at all times.

Travel: On occasion the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars on compliance issues.

Other: Position subject to extended work hours and attend evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties may be required from time to time in order to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date