



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 17, 2019, AT 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
Members of the public may address the Board at this time with regard to matters within the Board's jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
6. **CONSENT CALENDAR –**
 - Draft Minutes Regular Board Meeting, March 20, 2019
 - February 2019 Check Register (reviewed by Finance Committee on April 10, 2019).
 - 2nd Quarter Ending 12/31/2018 Financial Report (reviewed by Finance Committee on April 10, 2019).
7. **PUBLIC HEARING #5**– At this time the Board will conduct a Public Hearing to receive and discuss public input & comment regarding the potential transition from an “at-large” election system to a “district-based” election system pursuant to Elections Code Section 10010 (a) (1).
The public hearing should be conducted as follows:
 - A. HEARING OPENED BY PRESIDING OFFICER
 - B. STAFF AND CONSULTANT PRESENTATIONS
 - C. QUESTIONS OF STAFF BY BOARD
 - D. PUBLIC TESTIMONY OPENED BY PRESIDING OFFICER
 - E. PUBLIC TESTIMONY HEARING CLOSED
 - F. QUESTIONS BY BOARD
 - G. DISCUSSION BY BOARD
 - H. ACTION BY BOARD
8. **PROJECTED COSTS OF SUCCESSION MANAGEMENT FOR ADMINISTRATIVE STAFF**- Receive for information only.
9. **DIRECTOR OF ADMINISTRATION JOB DESCRIPTION** –Recommend that the Board of Directors approve the Director of Administration job description with salary established at Range 53, \$107,730 to \$141,351.

Pages 3-7
Pages 8-17
Pages 18-31

Pages 32-71

Pages 72-73

Pages 74-83

- Pages 84-94 | 10. **WELL 14 UPDATE** – Recommend that the Board of Directors direct the General Manager to move forward with constructing the necessary infrastructure and implementation of 4-LOG treatment at Well 14 at a cost of \$205,000.00 to include recommended facility improvements totaling \$237,000.00 for a project total of \$442,000.00
- Pages 95-96 | 11. **PVC PIPE, PARTS AND MATERIAL PURCHASES – SADDLEBACK WATER-MAIN REPLACEMENT PROJECT** – Recommend that the Board of Directors approve the purchase of Polyvinyl Chloride (PVC) pipe, parts, and materials for the District’s upcoming Saddleback Water Main Replacement Project based upon the General Manager’s determination of the lowest responsive, responsible bidder.
- Page 97 | 12. **APPOINTMENT OF THOMAS FLOEN TO THE CITIZENS ADVISORY COMMITTEE** - Recommend that the Board of Directors appoint Thomas Floen to the Citizens Advisory Committee.
13. **DISTRICT GENERAL COUNSEL REPORT** – Mr. Gil Granito
14. **GENERAL MANAGER REPORT** – Curt Sauer
15. **DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED**
- Public Outreach Consultant – Kathleen Radnich
 - Mojave Water Agency Board of Directors Meeting – April 11, 2019 – President Bob Johnson
 - ASBCSD Dinner – April 15, 2019 – Director Reynolds
16. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
- Mojave Water Agency Board of Directors Meeting- April 25, 2019, at 9:30 a.m. – Director Luckman
 - Finance Committee Meeting – May 8, 2019, at 9:00 a.m.– President Johnson & Vice President Unger
 - Mojave Water Agency Board of Directors – May 9, 2019, at 9:30 a.m. – Director Hund
 - Citizens Advisory Committee – May 14, 2019, at 6:00 p.m. – Chairperson Karen Tracy
17. **ADJOURNMENT**

INFORMATION

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

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 974-0072, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

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

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 20, 2019

CALL TO ORDER/PLEDGE OF ALLEGIANCE - Vice President Unger called the meeting to order at 6:30 p.m.

DETERMINATION OF A QUORUM –Vice President Unger, Director Hund, Director Luckman, and Director Reynolds. President Johnson is absent.

STAFF PRESENT -Curt Sauer, GM, Susan Greer, AGM-Controller, and Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT - Kathleen Radnich, Public Outreach, Jennifer Farrell, Rutan & Tucker, LLP, and Jeff Tilton, National Demographics Corporation (NDC) Research.

APPROVAL OF AGENDA –Director Reynolds asked why there were no minutes. GM Sauer responded that the workload for his EA was quite severe and the minutes will be included at the next Board meeting. Vice President Unger asked the Board if they wanted to keep item #11 on the Agenda or move it to the next Board meeting. Director Reynolds made a motion to move Miscellaneous Fees (Item #11) to the next Board meeting; motion was defeated 3-1. Director Hund made a motion to approve the Agenda. Director Luckman seconded.

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

Ayes: Hund, Luckman, Reynolds, and Unger
Noes: None
Absent: Johnson
Abstain: None

PUBLIC COMMENT – None.

CONSENT CALENDAR – January 2019 Check Register (reviewed by Finance Committee on March 13, 2019 and referred to the Board of Directors for approval).

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

Ayes: Hund, Luckman, Reynolds, and Unger
Noes: None
Absent: Johnson
Abstain: None

PUBLIC HEARING – Vice President Unger opened the Public Hearing to receive and discuss public input & comment regarding the potential transition from an “at large” election system to a “district-based election” pursuant to Elections Code Section 10010 (a) (1).

Jennifer Farrell, Rutan & Tucker, LLP stated that at the last Public Hearing the Board had requested a more detailed map. This would entail where the each of the Board of Directors reside, street names, and neighborhoods with population size. This is NOT the District map, this is just a map with additional information to facilitate our discussion. The next meeting on April 3, 2019 is when we will be discussing actual District maps. Ms. Farrell introduced Jeff Tilton, NDC if there are any additional questions on the maps.

PUBLIC TESTIMONY –

Gayle Austin, Joshua Tree commented that at the last Board meeting Vice President Unger had requested a map with the District divided by vertical lines and asked why we are not seeing this map.

Ms. Farrell, Rutan & Tucker, LLP replied that by Statute they are not allowed to bring the maps for review at this time.

Steven Whitman, Joshua Tree stated that this is the dumbest thing he has seen come in this room. There are large areas of our territory that no one is represented, does this mean that no one cares about this District? He feels this is lawyer generated fraud to see who is out there they he can victimize, and this is not a healthy situation.

Tom Floen, Joshua Tree said that he clarified with Jeff Tilton, NDC that there is 10% wig/wag room in the 1,908 people that can populate any given District on the map. If there are considerations for the protected class or a good community centered District, the 10% will allow the boundaries to move a little bit, in order to accommodate these.

Karen Tracy, Joshua Tree, CAC President stated that she queried the other 6 members, unfortunately, only one responded and she agrees with Steven Whitman's comments.

PUBLIC TESTIMONY CLOSED –

BOARD COMMENTS –

Director Hund discussed how the District could be divided up into 5 sections.

PUBLIC HEARING CLOSED -

GENERAL MANAGER EMPLOYMENT AGREEMENT –The Board will consider approving Amendment No. 3 to the Employment Agreement with the District's General Manager.

Mr. Gil Granito, District Counsel stated that at the last Board meeting on March 13, 2019, the Board went into Closed Session to review the General Manager's annual performance evaluation and to evaluate the General Manager's Employment Agreement, which terminates on March 31, 2019. There are two items to consider, 1) extend the Employment Agreement and 2) is a merit raise in order and what the amount should be and the draft suggests a 5% merit raise, effective April 1, 2019 through September 30, 2019.

PUBLIC COMMENT –

Steven Whitman, Joshua Tree stated that GM Sauer is a great General Manager and extending his employment would be admirable, however, he had an issue with the raise portion of the Amendment.

Tom Floen, Joshua Tree North, commented that he was impressed with GM Sauer on how fully engaged he was with the Strategic Planning and is in favor of extending GM Sauer's contract. He informed received a notice from LA County that he is getting a raise of 3% for his cost of living.

Gayle Austin, Joshua Tree commented that she has watched the positive changes that GM Sauer has brought to the District during his tenure. A person that goes above and beyond, several times over, is the person who should receive a percentage. She feels he should receive a 5% raise.

The Board had a discussion on General Manager Sauer's extension and percentage.

Director Reynolds made a motion to have the extension and percentage voted on separately. Director Hund seconded.

Director Hund made a motion to extend General Manger's Sauer contract from April 1, 2019 to September 30, 2019. Director Reynolds seconded.

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

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

Director Luckman made a motion to a merit increase of 5% effective April 1, 2019. Director Hund seconded.

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

Ayes: Hund, Luckman, and Unger

Noes: Reynolds

Absent: Johnson

Abstain: None

Director Luckman made a motion to approve Amendment No. 3 to General Manager Sauer's employment contract. Director Hund seconded.

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

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

RESOLUTION NO. 19-995 – A Resolution of the Board of Directors, of the Joshua Basin Water District, designating its authorized representatives for the purpose of applying and obtaining Federal financial and/or State financial assistance under the California Disaster Act. GM Sauer gave a staff report on what adopting this Resolution entails.

Director Reynolds made a motion to adopt Resolution No. 19-995. Director Luckman seconded.

MSC' (Reynolds/Luckman) motion carried by the following vote:

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

CONSIDER MISCELLANEOUS FEE INCREASES –RESOLUTION NO. 19-996 – Recommend the Board of Directors approve Resolution No. 19-996 (reviewed by the Finance Committee on March 13, 2019). AGM Greer gave a brief staff report and a discussion followed with the Board.

PUBLIC COMMENT –

Gayle Austin, Joshua Tree stated that she has attended two meetings on the subject already and was impressed everything was done with a formula and a cohesive unit. She likes the idea of money coming into the District right away and not from the rate payers as a whole but from each person.

Steven Whitman, Joshua Tree commented that the Finance Committee meetings are very detailed, however, none of these details are in this room tonight.

PUBLIC COMMENT CLOSED –

Director Luckman made a motion to adopt Resolution No. 19-996. Director Hund seconded.

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

Ayes: Hund, Luckman, and Unger

Noes: Reynolds

Absent: Johnson

Abstain: None

CONSIDER OUTSOURCING OF ANNUAL STANDBY ADMINISTRATION – Recommend that the Board approve contract with NBS for Standby Administration, (reviewed by the Finance Committee on March 13, 2019). AGM Greer gave the staff report and a discussion with the Board followed.

PUBLIC COMMENT –

Tom Floen, Joshua Tree North stated that the revenues that are projected to be received this year is \$1,139,000 and the cost of administering through this company is \$25,000. There is a proportion here that favors us and he supports outsourcing this.

PUBLIC COMMENT CLOSED –

Director Hund made a motion to outsource annual standby administration. Director Luckman seconded.

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

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

RECHARGE IMPACTS –GM Sauer gave the staff report on the recharge impacts, followed by a brief discussion with the Board.

PUBLIC COMMENT –

Tom Floen, Joshua Tree North stated that if we get down to a certain level in our Aquifer we are going to have to pull pipe in and re-drill, which is very expensive. On the positive side we are spending the money to receive water but we are not drilling 5 wells and an ever decreasing water supply.

Al Marquez, Sunfair asked how much water has reached the aquifer since we began recharging in 2014.

GM Sauer responded that all the water that has been recharged has reached the aquifer, followed by a short discussion with Mr. Marquez.

PUBLIC COMMENT CLOSED-

ANNUAL RECHARGE OF WATER – CHANGE IN SCHEDULE WITH MWA INFRASTRUCTURE SCHEDULE – GM Sauer gave the staff report followed by a short discussion with the Board.

PUBLIC COMMENT –

Al Marquez, Sunfair asked if Mojave Water Agency is still banking water in our aquifer.

GM Sauer responded that yes they can still bank water in our aquifer and we receive 15% of whatever they bank, but they haven't banked any water yet.

PUBLIC COMMENT CLOSED –

Director Reynolds made a motion to use the 2019/2020 budget to fund the recharging of 808 acre-feet this year. Director Luckman seconded.

MSC' (Reynolds/Luckman) motion carried by the following vote:

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

WELL 14 UPDATE – GM Sauer gave a brief update on Well 14’s rehabilitation and disinfection efforts including total expenditures made as of this staff report. A brief discussion followed with the Board.

PUBLIC COMMENT –

Gayle Austin, Joshua Tree asked if we could get a grant through the chlorine maker. GM Sauer replied that this is a great idea and that he would look into it.

PUBLIC COMMENT CLOSED –

DISTRICT GENERAL COUNSEL REPORT – Mr. Gil Granito gave a brief report on Assembly Bill 533 to tax water rebate vouchers and conservation incentives.

GENERAL MANAGER REPORT – GM Sauer commented that water conservation for last month was 20% compared to 18% in 2013. He has been working on the re-districting and hiring the CIRP crew.

DIRECTORS COMMENTS & REPORTS ON MEETINGS ATTENDED –

Kathleen Radnich, Public Outreach Consultant commented on the following:

- JTNP/JBWD Contract
- Water Education Day
- ADA Compliant Website

Karen Tracy, Citizens Advisory Committee Chairperson stated that they reviewed the Employee Recognition and Awards Program and also discussed the Low-Income Assistance Program, which is in its first year. There was an allocation of money to subsidize the program and half of it has been asked for to date. After much discussion they tabled this until the next CAC meeting. Ms. Tracy then went on to discuss the Solar Program.

Vice President Unger reported on the Finance Committee.

Director Hund reported on the Water Resources and Operations Committee.

Director Luckman reported on the Morongo Basin Pipeline Commission.

FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –

Vice President Unger informed the Board of the upcoming meetings.

ADJOURNMENT-

Director Luckman made a motion to adjourn the Board meeting at 8:37 p.m. Director Hund seconded.

MSC¹ (Luckman/Hund) motion carried by the following vote:

Ayes: Hund, Luckman, Reynolds, and Unger

Noes: None

Absent: Johnson

Abstain: None

Respectfully Submitted:

Curt Sauer, GM and Board Secretary



*Check Report JBWD

By Check Number

Date Range: 02/01/2019 - 02/28/2019

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
000501 0597032	ACWA/JPIA Invoice	02/06/2019	02/06/2019 EE HEALTH BENEFIT & EAP MAR 19	Regular	0.00 0.00	20,764.58 20,764.58	60916
009054 190203-1	KATHLEEN J. RADNICH Invoice	02/06/2019	02/06/2019 PUBLIC RELATIONS SERVICES	Regular	0.00 0.00	810.60 810.60	60917
006800 MWA011619	MOJAVE WATER AGENCY invoice	02/06/2019	02/06/2019 WATER RECHARGE PURCHASE	Regular	0.00 0.00	12,200.00 12,200.00	60918
013830 SCF011919 SCF012519	SEAN'S CUSTOM FLOORS Invoice Invoice	02/06/2019 02/06/2019	02/06/2019 SHOP REMODEL - FLOORING SHOP REMODEL - FLOORING	Regular	0.00 0.00	6,700.00 4,300.00 2,400.00	60919
013216 TP010819	TIMOTHY ROBERT PINAR Invoice	02/06/2019	02/06/2019 INTERIOR LIGHTS @ OFFICE	Regular	0.00 0.00	2,000.00 2,000.00	60920
013827 419	WRIGHT PAINTING COMPANY, INC. Invoice	02/06/2019	02/06/2019 SHOP REMODEL - PAINTING	Regular	0.00 0.00	2,580.00 2,580.00	60921
008300 SD022219	POSTMASTER Invoice	02/22/2019	02/22/2019 POSTAGE FOR WATER BILLING	Regular	0.00 0.00	4,000.00 4,000.00	60922
000998 AWWA022719	AWWA, CA-NV SECTION Invoice	02/27/2019	02/27/2019 CROSS CONNECTION CONTROL SPECIALIS	Regular	0.00 0.00	80.00 80.00	60923
013204 12207	PRO SECURITY SYSTEMS Invoice	02/27/2019	02/27/2019 RELOCATE & UPDATE ALARM SYSTEM @	Regular	0.00 0.00	1,500.00 1,500.00	60924
004110 BW0219 BW0219B BW0319 BW0319B	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice Invoice	02/27/2019 02/27/2019 02/27/2019 02/27/2019	02/27/2019 TRASH & RECYCLING (OFFICE) - FEB 19 TRASH REMOVAL (SHOP) - FEB 19 TRASH & RECYCLING (OFFICE) - MAR 19 TRASH REMOVAL (SHOP) - MAR 19	Regular	0.00 0.00 0.00 0.00	858.34 151.22 277.95 151.22 277.95	60925
001560 2070	CENTURY FORMS Invoice	02/27/2019	02/27/2019 WATER BILLS DEC 18/ENVELOPES/A/P CH	Regular	0.00 0.00	3,187.92 3,187.92	60926
013821 200002602	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE Invoice	02/27/2019	02/27/2019 EE TRAINING	Regular	0.00 0.00	300.00 300.00	60927
001555 190203192101	CENTRATTEL Invoice	02/27/2019	02/27/2019 DISPATCH SERVICES - JAN 19	Regular	0.00 0.00	505.13 505.13	60928
013790 37750 38087	COLANTUONO, HIGHSMITH & WHATLEY, PC Invoice Invoice	02/27/2019 02/27/2019 02/27/2019	02/27/2019 LEGAL SERVICES - DEC 18 LEGAL SERVICES - JAN 19	Regular	0.00 0.00 0.00	665.00 420.00 245.00	60929
013365 25AR887305 25AR888822	IMAGE SOURCE Invoice Invoice	02/27/2019 02/27/2019	02/27/2019 SHOP EXPENSE 1/01/19 - 1/31/19 OFFICE EXPENSE 1/5/19 - 2/4/19	Regular	0.00 0.00	444.12 39.03 405.09	60930
002205 257456 257457	DESERT FIRE EXT. CO. INC Invoice Invoice	02/27/2019 02/27/2019	02/27/2019 FIRE EXTINGUISHER SERVICE - SHOP FIRE EXTINGUISHER SERVICE - OFFICE	Regular	0.00 0.00	762.26 665.18 97.08	60931
002822 L0217144736	EMPLOYMENT DEVELOPMENT DEPT Invoice	02/27/2019	02/27/2019 UNEMPLOYMENT INSURANCE	Regular	0.00 0.00	2,247.61 2,247.61	60932

*Check Report JBWD

Date Range: 02/01/2019 - 02/28/2019

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	
013222	FRONTIER CALIFORNIA INC.	02/27/2019	Regular	0.00	198.09	60933
<u>FC0219</u>	Invoice	02/27/2019	HDMC WWTP - TELEPHONE	0.00	198.09	
000058	GARDA CL WEST, INC.	02/27/2019	Regular	0.00	684.29	60934
<u>10461447</u>	Invoice	02/27/2019	COURIER FEES - FEB 19	0.00	684.29	
VEN01076	HI-DESERT AIR, INC.	02/27/2019	Regular	0.00	361.00	60935
<u>54716</u>	Invoice	02/27/2019	A/C MAINTENANCE - OFFICE	0.00	66.00	
<u>55805</u>	Invoice	02/27/2019	A/C MAINTENANCE - OFFICE	0.00	60.00	
<u>56208</u>	Invoice	02/27/2019	A/C MAINTENANCE - OFFICE	0.00	50.00	
<u>56371</u>	Invoice	02/27/2019	A/C MAINTENANCE - OFFICE	0.00	185.00	
000188	4 SPORTS 'N MORE	02/27/2019	Regular	0.00	958.89	60936
<u>1919</u>	Invoice	02/27/2019	UNIFORMS	0.00	958.89	
000188	4 SPORTS 'N MORE	02/27/2019	Regular	0.00	-958.89	60936
000134	KENNEDY/JENKS CONSULTANTS, INC.	02/27/2019	Regular	0.00	225.00	60937
<u>127076</u>	Invoice	02/27/2019	CONSULTING: CHROMIUM VI GRANT PRO	0.00	225.00	
006029	LIEBERT CASSIDY WHITMORE	02/27/2019	Regular	0.00	1,343.00	60938
<u>1471656</u>	Invoice	02/27/2019	LEGAL SERVICES - THRU 12/31/18	0.00	851.00	
<u>1471657</u>	Invoice	02/27/2019	LEGAL SERVICES - EE MATTERS THRU 12/	0.00	270.00	
<u>1473093</u>	Invoice	02/27/2019	LEGAL SERVICES - THRU 1/31/19	0.00	222.00	
000205	LORI G. HERBEL	02/27/2019	Regular	0.00	160.00	60939
<u>LH020119</u>	Invoice	02/27/2019	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
003215	FRED'S TIRE & AUTOMOTIVE	02/27/2019	Regular	0.00	957.76	60940
<u>23562</u>	Invoice	02/27/2019	VEHICLE MAINT: V28	0.00	957.76	
000325	MAIL STREAM CORPORATION	02/27/2019	Regular	0.00	3,131.78	60941
<u>522858</u>	Invoice	02/27/2019	PUBLIC NOTICE MAILINGS	0.00	3,131.78	
000070	ONLINE INFORMATION SERVICES, INC.	02/27/2019	Regular	0.00	250.80	60942
<u>911304</u>	Invoice	02/27/2019	ID VERIF. SERV. THRU 01/31/19	0.00	250.80	
000236	PAYPRO ADMINISTRATORS	02/27/2019	Regular	0.00	55.00	60943
<u>70788</u>	Invoice	02/27/2019	FSA ADMIN FEES - JAN 19	0.00	55.00	
000257	RITE TRACK EQUIPMENT SERVICES, INC.	02/27/2019	Regular	0.00	6,138.31	60944
<u>86508</u>	Invoice	02/27/2019	METER MXU BATTERIES	0.00	1,539.04	
<u>86763</u>	Invoice	02/27/2019	METER MXU BATTERIES	0.00	4,599.27	
000091	SAN BERNARDINO COUNTY RECORDER	02/27/2019	Regular	0.00	24.00	60945
<u>SB020619</u>	Invoice	02/27/2019	RELEASE OF LIENS	0.00	24.00	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	02/27/2019	Regular	0.00	4,685.00	60946
<u>1064</u>	Invoice	02/27/2019	EMERGENCY RESPONSE PLAN	0.00	2,560.00	
<u>1065</u>	Invoice	02/27/2019	EMERGENCY RESPONSE PLAN	0.00	2,125.00	
013366	THE SOCO GROUP, INC.	02/27/2019	Regular	0.00	3,615.38	60947
<u>0629087-IN</u>	Invoice	02/27/2019	FUEL FOR VEHICLES	0.00	602.37	
<u>0629088-IN</u>	Invoice	02/27/2019	FUEL FOR VEHICLES	0.00	3,013.01	
000327	WATER QUALITY SPECIALISTS	02/27/2019	Regular	0.00	4,430.33	60948
<u>5822</u>	Invoice	02/27/2019	HDMC WWTP: OPERATION/MAINT & REP	0.00	4,430.33	
000009	WESTERN PUMP, INC.	02/27/2019	Regular	0.00	1,876.69	60949
<u>W96781</u>	Invoice	02/27/2019	REPAIRS: GAS PUMP	0.00	1,876.69	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	02/27/2019	Regular	0.00	1,300.00	60950
<u>80011</u>	Invoice	02/27/2019	DEMO GARDEN/BUILD MAINT THRU 1/15	0.00	650.00	
<u>80111</u>	Invoice	02/27/2019	DEMO GARDEN/BUILD MAINT THRU 2/15	0.00	650.00	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	02/27/2019	Regular	0.00	30.00	60951

*Check Report JBWD

Date Range: 02/01/2019 - 02/28/2019

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>0066</u>	Invoice	02/27/2019	MONTHLY DINNER 01/19	0.00	30.00	
009054	KATHLEEN J. RADNICH	02/27/2019	Regular	0.00	2,007.60	60952
<u>190210-1</u>	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	756.00	
<u>190218-1</u>	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	625.80	
<u>190224-1</u>	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	625.80	
013803	PEOPLEREADY, INC	02/27/2019	Regular	0.00	2,505.60	60953
<u>24428056</u>	Invoice	02/27/2019	TEMPORARY LABOR	0.00	742.40	
<u>24451361</u>	Invoice	02/27/2019	TEMPORARY LABOR	0.00	1,763.20	
000985	AVALON URGENT CARE	02/27/2019	Regular	0.00	100.00	60954
<u>44420</u>	Invoice	02/27/2019	PHYSICAL DMV/DOT	0.00	100.00	
000248	PAYCHEX	02/08/2019	Manual	0.00	317.89	901102
<u>327332</u>	Invoice	02/08/2019	PAYROLL PROCESSING FEE	0.00	317.89	
009898	SOCALGAS	02/11/2019	Manual	0.00	612.35	901103
<u>GAS0119</u>	Invoice	02/11/2019	HEAT FOR SHOP - THRU 1/17/19	0.00	612.35	
000236	PAYPRO ADMINISTRATORS	02/13/2019	Manual	0.00	74.99	901104
<u>PPE 2-1-19</u>	Invoice	02/13/2019	EE FSA DEDUCTIONS 2-8-19	0.00	74.99	
009878	SOUTHERN CALIFORNIA EDISON	02/15/2019	Manual	0.00	27,860.72	901105
<u>SCE0119</u>	Invoice	02/15/2019	POWER FOR PUMPING - JAN 19	0.00	27,860.72	
001004	BUSINESS CARD	02/15/2019	Manual	0.00	933.07	901106
<u>BA0119</u>	Invoice	02/15/2019	TELEPHONE (OFFICE)/PUBLIC INFO/MEM	0.00	933.07	
001005	BANK OF AMERICA	02/15/2019	Manual	0.00	2,864.91	901107
<u>BA0119</u>	Invoice	02/15/2019	OFFICE SUPPLIES/EMPLOYEE TRAINING/	0.00	2,864.91	
001009	BUSINESS CARD	02/15/2019	Manual	0.00	16,670.55	901108
<u>BA0119</u>	Invoice	02/15/2019	SHOP REMODEL SUPPLIES/UNIFORMS/SH	0.00	16,670.55	
001517	CalPERS	02/15/2019	Manual	0.00	11,468.14	901109
<u>PPE 2-1-19</u>	Invoice	02/15/2019	PAY PERIOD ENDING 2/01/19	0.00	11,468.14	
VEN01533	PAYMENTUS GROUP INC.	02/19/2019	Manual	0.00	2,500.05	901110
<u>US19010197</u>	Invoice	02/19/2019	CREDIT CARD PROCESSING FEE - JAN 19	0.00	2,500.05	
001630	AT&T MOBILITY	02/20/2019	Manual	0.00	2,310.60	901111
<u>829480028X0205</u>	Invoice	02/20/2019	COMMUNICATIONS - JAN 19	0.00	2,310.60	
000248	PAYCHEX	02/22/2019	Manual	0.00	320.14	901112
<u>327813</u>	Invoice	02/22/2019	PAYROLL PROCESSING FEE	0.00	320.14	
000236	PAYPRO ADMINISTRATORS	02/22/2019	Manual	0.00	74.99	901113
<u>PPE 2-15-19</u>	Invoice	02/22/2019	EE FSA DEDUCTIONS 2-22-19	0.00	74.99	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	02/25/2019	Manual	0.00	2,144.58	901114
<u>3990561-020539</u>	Invoice	02/25/2019	EE LIFE INSURANCE - FEB 19	0.00	2,144.58	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	02/25/2019	Regular	0.00	-2,144.58	901114
004195	HOME DEPOT CREDIT SERVICES	02/25/2019	Manual	0.00	5,847.58	901115
<u>HD0119</u>	Invoice	02/25/2019	SHOP REMODEL SUPPLIES/SHOP EXPENSE	0.00	5,847.58	
000025	ICMA RC	02/28/2019	Manual	0.00	3,860.64	901116

*Check Report JBWD

Date Range: 02/01/2019 - 02/28/2019

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	
ICMARC0219	Invoice	02/28/2019	457 REMITTANCE - FEB 19	0.00	3,860.64	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	58	39	0.00	94,644.08
Manual Checks	15	15	0.00	77,861.20
Voided Checks	0	2	0.00	-3,103.47
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	73	56	0.00	169,401.81

*Check Report JBWD

Date Range: 02/01/2019 - 02/28/2019

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN							
009065 <u>E05505</u>	RDO EQUIPMENT COMPANY Invoice	02/21/2019	02/21/2019 2018 JOHN DEERE 135G EXCAVATOR	Manual	0.00 0.00	227,833.31 227,833.31	800003
009065 <u>E05494</u>	RDO EQUIPMENT COMPANY Invoice	02/21/2019	02/21/2019 2018 JOHN DEERE 544L WHEEL LOADER	Manual	0.00 0.00	217,702.29 217,702.29	800004
009065 <u>E05501</u>	RDO EQUIPMENT COMPANY Invoice	02/21/2019	02/21/2019 2018 SAKAI CR27 DOUBLE DRUM ASPHAL	Manual	0.00 0.00	26,152.11 26,152.11	800005

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	471,687.71
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	471,687.71

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
13-00082-010	PUDDY, DEANNA S	2/27/2019	Refund	112.80	Check #: 60955
50-00021-002	ALLEN, THERESA	2/27/2019	Refund	47.35	Check #: 60956
57-00007-002	BENNYWORTH, BARBARA L	2/27/2019	Refund	97.54	Check #: 60957
64-00067-009	SMITH, CIARA B	2/27/2019	Refund	57.42	Check #: 60958
03-00151-006	ESTATE OF HOWARD M SIMPKINSON	2/27/2019	Refund	41.11	Check #: 60959
04-00083-015	NOLTE, ALEXANDER R	2/27/2019	Refund	21.34	Check #: 60960
06-00082-005	ROJVONGPAISAL, NAKARIN	2/27/2019	Refund	36.40	Check #: 60961
06-00135-016	VONESCH, MARK	2/27/2019	Refund	35.32	Check #: 60962
10-00010-006	BRANTNER, DYLAN	2/27/2019	Refund	48.62	Check #: 60963
10-00048-017	HOWARD, HERLINDA	2/27/2019	Refund	109.39	Check #: 60964
11-00162-013	LOWE, KAREN	2/27/2019	Refund	92.50	Check #: 60965
51-00025-009	FIELD, ARABELLA D	2/27/2019	Refund	35.93	Check #: 60966
53-00037-012	CHAPMAN, CODY L	2/27/2019	Refund	111.63	Check #: 60967
55-00136-009	PERCY, TRAYVON D	2/27/2019	Refund	161.51	Check #: 60968
57-00144-010	DAILEY FAMILY TRUST	2/27/2019	Refund	122.97	Check #: 60969
65-00455-008	NGUYEN, KHUYEN H	2/27/2019	Refund	58.08	Check #: 60970
65-00470-003	FEDORKA, JOHN J	2/27/2019	Refund	26.11	Check #: 60971
				<u>1,216.02</u>	

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

DIRECTOR PAY
 01/19/2019 - 02/15/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	01/19/2019	Director Pay Note: 1/10/19 MWA BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
		01/19/2019	Mileage / Vehicle Exp Note: 1/10/19 MILES: MWA BOARD MEETING DIR/504PUUU/504//		\$80.27	
		01/23/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
		02/06/2019	Director Pay Note: REGULAR BOD 1/DIR/504//	1.0000	\$173.63	
		02/12/2019	Director Pay Note: SPECIAL BOD WORKSHOP 1/DIR/504//	1.0000	\$173.63	
		02/13/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE 1/DIR/504//	1.0000	\$173.63	
Totals:					\$948.42	\$0.00
Employee Total:					\$948.42	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	01/23/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
		02/06/2019	Director Pay Note: REGULAR BOD MTG 1/DIR/504//	1.0000	\$173.63	
		02/12/2019	Director Pay Note: SPECIAL BOD WORKSHOP 1/DIR/504//	1.0000	\$173.63	
		02/13/2019	Director Pay Note: FINANCE COMMITTEE 1/DIR/504//	1.0000	\$173.63	
Totals:					\$694.52	\$0.00
Employee Total:					\$694.52	

DIRECTOR PAY
01/19/2019 - 02/15/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	01/23/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & SPECIALS JBWD BOARD MEETINGS DIR/504PUUU/504//	1.0000	\$173.63	
		02/06/2019	Director Pay Note: REGULAR BOD 1/DIR/504//	1.0000	\$173.63	
		02/12/2019	Director Pay Note: SPECIAL BOD WORKSHOP 1/DIR/504//	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY
01/19/2019 - 02/15/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	01/23/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
		02/02/2019	Director Pay Note: ASBCSD DINNER RANCHO CUCAMONGA W.D. 1/28/19 1/DIR/504//	1.0000	\$173.63	
		02/02/2019	Mileage / Vehicle Exp Note: MILES: ASBCSD DINNER RANCHO CUCAMONGA W.D. 01/28/19 1/DIR/504//		\$110.66	
		02/02/2019	Mileage / Vehicle Exp Note: MILES: MWA REG BOD MTG 01/24/19 1/DIR/504//		\$79.69	
		02/06/2019	Director Pay Note: REGULAR BOD 1/DIR/504//	1.0000	\$173.63	
		02/12/2019	Director Pay Note: SPECIAL BOD WORKSHOP 1/DIR/504//	1.0000	\$173.63	
		02/13/2019	Director Pay Note: WATER RESOURCES AND OPS COMMITTEE 1/DIR/504//	1.0000	\$173.63	
Totals:					\$1,058.50	\$0.00
Employee Total:					\$1,058.50	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY
01/19/2019 - 02/15/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	01/23/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & SPECIAL JBWD BOARD MEETINGS DIR/504PUUU/504//	1.0000	\$173.63	
		01/24/2019	Director Pay Note: MWA BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
		02/06/2019	Director Pay Note: REGULAR BOD 1/DIR/504//	1.0000	\$173.63	
		02/12/2019	Director Pay Note: SPECIAL BOD WORKSHOP 1/DIR/504//	1.0000	\$173.63	
		02/13/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504//	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	Grand Totals:	\$4,090.48	\$0.00
Director Pay	22.0000	\$3,819.86		Grand Total:	\$4,090.48	
Mileage / Vehicle Exp		\$270.62				

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 17, 2019

Report to: President and Board of Directors

Prepared by: Susan Greer 

TOPIC:
2nd QUARTER ENDING 12/31/18 FINANCIAL REPORT

RECOMMENDATION:
Accept and file Financial Report for 2nd Quarter Ending 12/31/18

ANALYSIS:
The second quarter financial report is attached.

FISCAL IMPACT:
N/A



JOSHUA BASIN WATER DISTRICT
2nd QUARTER ENDING 12/31/18 FINANCIAL REPORT SUMMARY

CASH BALANCES

Total cash as of 12/31/18 is \$12,511,956
Cash balance includes \$2,358,643 CIRP Board-restricted loan proceeds
Funds have been reallocated per Reserve Fund Policy adopted 4/18/18

CASH FLOW

\$1,149,996 water bill and related payments collected during the quarter
\$641,357 CIRP loan reimbursements paid
\$1,104,658 property taxes/assessments collected during the quarter
\$414,800 paid for water recharge during the quarter
\$720,944 spent on capital projects
Total cash increased \$57,959 during the quarter

PROPERTY TAX AND ASSESSMENT COLLECTIONS

Property tax collections have decreased from 73% to 55% compared to one year ago
Prior collections also decreased, may indicate property sales are declining

BOARD REPORT

Operating Revenues are 64% of budget
Water Revenues are 50% of budget
Operating Expenses are 43% of budget
Total operating revenues exceed total operating expenses by \$1,515,463

WATER SALES CONSUMPTION STATISTICS

Y-T-D usage through 12/31/18 is 6.5% MORE than last year and 5.45% MORE than two years ago
The top 10 users represent the following types of accounts:

Housing (multi-unit)	5,265
Public agency	5,245
Hospital/Medical	4,000
Commercial	1,752
	<hr/>
	16,262



CASH BALANCES 9/30/18

Funds are reallocated per the Reserve Policy adopted 4/18/18.

	12/31/18	LEGALLY	DISTRICT	UN-	COMPARISONS	
					<u>TOTAL</u>	<u>RESTRICTED</u>
					Balance	TOTAL
Petty Cash	832			832	1,253	
Change Fund	1,500			1,500	1,500	
General Fund	412,493			412,493	388,170	
Payroll Fund	4,888			4,888	5,000	
LAIF Operating Reserve	1,746,790			1,746,790	1,703,760	
Cash Flow Reserve	674,796			674,796	229,213	
Equip/Technology Reserve	450,384		450,384		450,384	
Emergency Capital Reserve	2,000,000		2,000,000		2,000,000	
Meter Replacement Reserve	500,000		500,000		500,000	
Consumer Deposits	283,049	283,049			275,552	
Building Reserve	30,000		30,000		30,000	
Water Capacity	300,516	300,516			276,252	
Wastewater Capacity	833,015	833,015			823,331	
Studies/Reports Reserve	57,678		57,678		57,677	
CIP Reserve	2,100,737		2,100,737		2,100,737	
CMM Redemption Reserve	505,126	505,126			361,043	
Prepayment	248,417	248,417			247,051	
Subtotal	3,092	3,092			3,075	
	<u>10,153,313</u>	<u>2,173,215</u>	<u>5,138,799</u>	<u>2,841,299</u>	<u>9,453,998</u>	<u>10,017,870</u>
CIRP Loan Proceeds	2,358,643		2,358,643		0	0
TOTAL	<u>12,511,956</u>	<u>2,173,215</u>	<u>7,497,442</u>	<u>2,841,299</u>	<u>9,453,998</u>	<u>10,017,870</u>



2nd Quarter Ending 12/31/18 CASH FLOW EXPLANATION

Beginning Cash Balance 10/1/18 \$12,453,998

LESS beginning CIRP loan balance reported prior period 3,000,000

Source of Funds (Revenues)

Total cash received during the quarter from all sources 3,056,109

Water bill and related payments of \$1,149,996 received from ratepayers

Property Tax/Assessment Payments of \$1,104,658 received

CIRP loan reimbursement of \$641,357 for equipment purchases

HDMC Funding of \$14,640 (Reimb \$11K, OH \$2K)

Meter Installation/Capacity Fees of \$33,181 received

6 new meters

Interest Revenue of \$50,526 received

Use of Funds (Expenses)

Total use of cash during the quarter for all purposes 2,356,793

Water Recharge - \$414,800

Capital costs during the quarter - \$720,944

- Geoviewer
- Well 14 Rehab
- Strategic Plan
- Mainline Design - CIRP
- Shop Remodel
- IPAD's for field

Other Use of Funds costs indicated are average and typical

PLUS 12/31/18 ending loan balance 2,358,643

Ending Cash Balance 12/31/18 \$12,511,957

Total cash increased during the quarter by \$57,959



P.O. Box 675 * 61750 Chollita Road * Joshua Tree * California 92252
 Phone (760) 366-8438 * Fax (760) 366-9528
 Website: www.jbwd.com * Customer Service: customerservice@jbwd.com

CASH FLOW

Oct - Dec. 2018

FUND BALANCE AT BEGINNING OF PERIOD \$ 12,453,997.61
Less beginning loan balance reported prior month (3,000,000.00)

FUNDS PROVIDED BY:

Water Sales	\$ 1,105,704.33	
*Loan Proceeds	641,356.73	
Grant Revenues	61,750.00	
Turn On/Special Services Revenue/Misc	7,207.78	
Consumer Deposits	28,214.07	
HDMC WWTP Operations Reimbursement	11,951.28	
HDMC WWTP Operations Overhead Revenue	2,689.02	
Project Deposits	8,869.89	
Property Taxes Received - G.D.	237,286.44	
Property Taxes Received - ID #2	142.39	
Standby Collections - Prior	100,750.24	
Standby Collections - Current	614,302.35	
Property Taxes Received - CMM	152,177.88	
Water Capacity Charges/Connection Fees	18,232.90	
Wastewater Capacity Charges	6,351.00	
Hzone Reimbursement Fees	4,099.00	
Meter Installation Fees	4,498.00	
Interest	50,525.86	
TOTAL SOURCE OF FUNDS		3,056,109.16

FUNDS USED FOR:

Debt Service	\$ -	
Capital Additions - Self funded	191,948.94	
Capital Additions - Loan Funded this period	528,995.03	
Operating Expenses	992,689.71	
Total Disbursements		1,713,633.68
Loan Fees	-	
Bank Transfer Payroll	391,984.83	
Employee Funded Payroll Taxes & CALPERS	156,920.82	
Employer Funded Payroll Taxes & CALPERS	72,521.96	
Employee Funded 457 Transfer	13,718.16	
Employer Funded 457 Annual Transfer	5,256.12	
Bank Fees/Charges	2,757.63	
Total Transfers		643,159.52
TOTAL USE OF FUNDS		2,356,793.20

FUND BALANCE AT END OF PERIOD \$ 12,511,956.84
Ending loan balance 2,358,643.27



Property Tax and Assessment Revenues and Collections as of 12/31/18

	18/19 Fiscal Year			17/18 Fiscal Year		
	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>
ID#2	0	154		0	186	
General District Taxes	473,043	249,275	53%	441,402	252,646	57%
CMM Assessment District	257,658	132,878	52%	256,241	145,468	57%
Prior		39,302			42,621	
Standby Assessments	1,148,487	651,967	57%	1,154,601	709,549	61%
Prior		128,081			200,575	
TOTAL	1,879,188	1,201,657	55%	1,852,244	1,351,045	73%

Property tax collections for all types are decreased compared to one year ago, driving down collection rate from 73% to 55%. Collections of both CMM and Standby PRIOR Assessments are decreased. Prior collections can be an indicator of property sales, and decreased collections of prior taxes can indicate that property sales have cooled off compared to one year ago.



2nd Quarter Ending 12/31/18 BOARD REPORT SUMMARY
50% through the fiscal year

REVENUES

Total Operating Revenues are 64% of budget
 Water Revenues are 50% of budget
 HDMC 9% of budget, billed in arrears after each quarter
 Property Tax Revenues are 103% of budget, although not fully collected yet.
 Development-related unbudgeted revenues total \$51,674

<u>EXPENSES</u>	% of budget
Production	56%
Distribution	43%
Customer Service	26%
Administration	44%
Engineering	41%
Finance	47%
Human Resources	57%
Bonds & Loans	39%
HDMC Tmt. Plant	27%
Benefits Allocated	47%
Field Allocated	49%
Office Allocated	47%
<hr/>	
TOTAL	43%

SUMMARY

Total Operating Revenues exceed Total Operating Expenses by \$1,515,463



My *Budget Report (Board Report)

Account Summary

For Fiscal: 2018-2019 Period Ending: 12/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Program: 40 - ** REVENUES **							
01-40-41010-FI	METERED WATER SALES	2,219,000.00	2,219,000.00	134,674.10	1,288,414.51	-930,585.49	58.06 %
01-40-41012-FI	ALLOW FOR CAAP/BILLING ADJ	-5,000.00	-5,000.00	0.00	-3,221.70	1,778.30	64.43 %
01-40-41015-FI	BASIC FEES	1,903,000.00	1,903,000.00	130,478.54	776,546.62	-1,126,453.38	40.81 %
01-40-41016-FI	BASIC FEES - LOCKED/PULLED	298,000.00	298,000.00	23,320.45	139,182.25	-158,817.75	46.71 %
01-40-41030-FI	PRIVATE FIRE PROTECTION SERV.	22,000.00	22,000.00	2,176.82	13,060.92	-8,939.08	59.37 %
01-40-41040-FI	SPECIAL SERVICES REVENUE	141,000.00	141,000.00	10,011.69	70,512.66	-70,487.34	50.01 %
01-40-41045-FI	HDMC WWTP OPERATIONS REIMB	132,500.00	132,500.00	0.00	11,951.28	-120,548.72	9.02 %
01-40-41046-FI	HDMC WWTP OVERHEAD/FEES RE	29,812.50	29,812.50	0.00	2,689.02	-27,123.48	9.02 %
01-40-42100-FI	STANDBY REVENUE-CURRENT	1,139,000.00	1,139,000.00	0.00	1,148,486.50	9,486.50	100.83 %
01-40-43000-FI	PROPERTY TAX REVENUE - G.D.	437,000.00	437,000.00	31,641.21	473,043.15	36,043.15	108.25 %
01-40-43010-FI	AD VALOREM REVENUE - ID #2	0.00	0.00	142.55	145.96	145.96	0.00 %
01-40-43020-FI	ASSESSMENT REVENUE - CMM	256,240.00	256,240.00	0.00	257,658.25	1,418.25	100.55 %
01-40-44010-FI	WATER CAPACITY CHARGES	0.00	0.00	15,785.00	27,972.00	27,972.00	0.00 %
01-40-44025-FI	H ZONE ML REIMB FEES	0.00	0.00	4,921.00	4,921.00	4,921.00	0.00 %
01-40-44030-FI	METER INSTALLATION FEES	0.00	0.00	6,500.00	12,510.00	12,510.00	0.00 %
01-40-44035-FI	METER REPAIR REVENUE	0.00	0.00	335.00	2,872.50	2,872.50	0.00 %
01-40-44050-FI	WASTEWATER CAPACITY CHARGES	0.00	0.00	0.00	6,271.00	6,271.00	0.00 %
01-40-47000-FI	MISCELLANEOUS REVENUE	20,000.00	20,000.00	-475,707.47	1,178.08	-18,821.92	5.89 %
01-40-47002-FI	INTEREST REVENUE - G.D.	99,000.00	99,000.00	3,221.15	59,924.24	-39,075.76	60.53 %
01-40-47030-FI	DEMO GARDEN SALES (SALES TAXA	0.00	0.00	-369.82	-369.82	-369.82	0.00 %
Program: 40 - ** REVENUES ** Total:		6,691,552.50	6,691,552.50	-112,869.78	4,293,748.42	-2,397,804.08	64.17 %
Revenue Total:		6,691,552.50	6,691,552.50	-112,869.78	4,293,748.42	-2,397,804.08	64.17 %
Expense							
Program: 01 - ** PRODUCTION **							
01-01-5-01-01118-FI	PRODUCTION SALARY	391,069.00	391,069.00	19,792.03	142,260.23	248,808.77	36.38 %
01-01-5-01-02205-RI	WATER TREATMENT EXPENSE	5,000.00	5,000.00	527.46	2,568.76	2,431.24	51.38 %
01-01-5-01-02210-RI	SMALL TOOLS - PRODUCTION	7,000.00	7,000.00	286.17	2,308.86	4,691.14	32.98 %
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	418,000.00	418,000.00	311,100.00	414,800.00	3,200.00	99.23 %
01-01-5-01-03105-GM	WATER SUPPLY MONITORING	40,000.00	40,000.00	0.00	4,334.13	35,665.87	10.84 %
01-01-5-01-03108-RI	RECHARGE MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	5,849.09	-849.09	116.98 %
01-01-5-01-03115-RI	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	0.00	12,366.03	22,633.97	35.33 %
01-01-5-01-03120-RI	TANK & RESERVOIR MAINTENANCE	58,000.00	58,000.00	0.00	2,312.18	55,687.82	3.99 %
01-01-5-01-03207-RI	GENERATOR (LARGE) REPAIR & MA	16,000.00	16,000.00	0.00	16,115.22	-115.22	100.72 %
01-01-5-01-04004-RI	LABORATORY SERVICES	13,000.00	13,000.00	2,047.00	8,035.00	4,965.00	61.81 %
01-01-5-01-06105-RI	POWER FOR PUMPING (ELECTRIC)	350,000.00	350,000.00	28,330.39	162,972.39	187,027.61	46.56 %
01-01-5-01-06501-RI	TELEMETRY / SCADA EXPENSE	2,500.00	2,500.00	243.00	1,889.38	610.62	75.58 %
01-01-5-01-07002-AGM	RIGHT OF WAY	16,204.00	16,204.00	16,208.58	16,208.58	-4.58	100.03 %
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	211,824.21	211,824.21	47,247.12	99,869.10	111,955.11	47.15 %
01-01-5-01-98002-FI	FIELD EXPENSES ALLOCATED	56,691.30	74,491.28	21,304.47	36,862.92	37,628.36	49.49 %
Program: 01 - ** PRODUCTION ** Total:		1,628,288.51	1,646,088.49	447,086.22	928,751.87	717,336.62	56.42 %
Program: 02 - ** DISTRIBUTION **							
01-02-5-02-01130-FI	DISTRIBUTION SALARY	485,427.00	485,427.00	35,920.35	221,301.74	264,125.26	45.59 %
01-02-5-02-02211-IC	SMALL TOOLS - DISTRIBUTION	18,000.00	18,000.00	176.88	4,182.57	13,817.43	23.24 %
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	6,800.00	6,800.00	0.00	0.00	6,800.00	0.00 %
01-02-5-02-03106-IC	MAINLINE AND LEAK REPAIR	80,000.00	80,000.00	1,155.39	9,050.39	70,949.61	11.31 %
01-02-5-02-03130-IC	CROSS CONNECTION CONTROL EXP	1,500.00	1,500.00	0.00	495.00	1,005.00	33.00 %
01-02-5-02-03206-IC	TRACTOR REPAIR / MAINT.	2,000.00	2,000.00	316.48	1,235.72	764.28	61.79 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-02-5-02-04005-JC	UTILITY LOCATING (DIG ALERT)	15,000.00	15,000.00	515.58	4,785.45	10,214.55	31.90 %
01-02-5-02-98001-FI	EE BENEFITS ALLOCATED	308,299.76	308,299.76	68,765.88	145,354.60	162,945.16	47.15 %
01-02-5-02-98002-FI	FIELD EXPENSES ALLOCATED	82,461.45	108,352.76	30,988.84	53,619.69	54,733.07	49.49 %
Program: 02 - ** DISTRIBUTION ** Total:		999,488.21	1,025,379.52	137,839.40	440,025.16	585,354.36	42.91 %
Program: 03 - ** CUSTOMER SERVICE **							
01-03-5-03-01107-FI	FIELD SALARY - CUSTOMER SERVICE	84,329.00	84,329.00	7,228.51	41,244.93	43,084.07	48.91 %
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	131,927.00	131,927.00	6,533.41	42,886.50	89,040.50	32.51 %
01-03-5-03-03107-GM	METER SERVICE REPAIR (INTERNAL	275,000.00	275,000.00	627.44	6,388.96	268,611.04	2.32 %
01-03-5-03-05201-GM	METER READING EQUIPMENT & EX	0.00	0.00	0.00	4,865.99	-4,865.99	0.00 %
01-03-5-03-07004-GM	LOW INCOME ASSSITANCE (LIA)	0.00	6,650.00	0.00	2,500.00	4,150.00	37.59 %
01-03-5-03-07010-AGM	BAD DEBT	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
01-03-5-03-07015-GM	CUSTOMER SERVICE - OTHER	91,800.00	91,800.00	6,977.19	26,693.46	65,106.54	29.08 %
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	133,635.64	133,635.64	29,807.26	63,005.41	70,630.23	47.15 %
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	12,347.25	16,224.04	4,640.07	8,028.67	8,195.37	49.49 %
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	45,678.43	47,314.95	9,673.51	22,376.88	24,938.07	47.29 %
Program: 03 - ** CUSTOMER SERVICE ** Total:		814,717.32	826,880.63	65,487.39	217,990.80	608,889.83	26.36 %
Program: 04 - ** ADMINISTRATION **							
01-04-5-04-01108-FI	ADMINISTRATION SALARY	360,556.30	360,556.30	21,959.60	166,917.95	193,638.35	46.29 %
01-04-5-04-01115-FI	SAFETY SALARY	8,640.00	8,640.00	18.46	2,619.99	6,020.01	30.32 %
01-04-5-04-01121-FI	DIRECTORS SALARY	32,642.24	32,642.24	4,688.01	18,578.41	14,063.83	56.92 %
01-04-5-04-01210-GM	DIRECTORS / C.A.C. EDUCATION	16,000.00	16,000.00	0.00	699.00	15,301.00	4.37 %
01-04-5-04-04007-GM	LEGISLATIVE ADVOCACY	2,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
01-04-5-04-07008-EXA	BUSINESS EXPENSE	13,000.00	13,000.00	687.54	2,706.94	10,293.06	20.82 %
01-04-5-04-07014-GM	PUBLIC INFORMATION	74,805.00	74,805.00	2,074.25	30,406.91	44,398.09	40.65 %
01-04-5-04-07016-EXA	MEMBERSHIP, DUES & SUBSCRIPT	37,792.00	37,792.00	1,302.00	36,567.21	1,224.79	96.76 %
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	30,000.00	30,000.00	1,040.00	3,619.74	26,380.26	12.07 %
01-04-5-04-07025-GM	LEGAL SERVICES - NON-PERSONNEL	85,000.00	85,000.00	12,127.79	30,059.66	54,940.34	35.35 %
01-04-5-04-07218-GM	SAFETY EXPENSE (EQUIP & SUPPLIE	20,000.00	20,000.00	75.41	287.90	19,712.10	1.44 %
01-04-5-04-07219-GM	EMERGENCY PREPAREDNESS	5,000.00	5,000.00	0.00	2,230.80	2,769.20	44.62 %
01-04-5-04-07401-AGM	PROPERTY INSURANCE	72,800.00	72,800.00	17,184.75	34,341.09	38,458.91	47.17 %
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	238,316.89	238,316.89	53,156.28	112,359.65	125,957.24	47.15 %
01-04-5-04-98003-FI	OFFICE EXPENSE ALLOCATED	124,413.62	128,870.13	26,347.59	60,947.58	67,922.55	47.29 %
Program: 04 - ** ADMINISTRATION ** Total:		1,120,966.05	1,130,422.56	140,661.68	502,342.83	628,079.73	44.44 %
Program: 05 - ** ENGINEERING **							
01-05-5-05-01109-FI	ENGINEERING/GIS/IT SALARY	95,973.00	95,973.00	4,627.96	31,875.81	64,097.19	33.21 %
01-05-5-05-02305-ENG	MAPS/DRAFTING SUPPLIES	4,000.00	4,000.00	8.00	1,900.10	2,099.90	47.50 %
01-05-5-05-04006-ENG	PLAN CHECK / INSPECTION (CUSTO	0.00	0.00	0.00	2,072.19	-2,072.19	0.00 %
01-05-5-05-04008-GM	ENGINEERING CONTRACT SERVICES	30,000.00	24,750.00	81.39	8,846.39	15,903.61	35.74 %
01-05-5-05-04013-ENG	ENG-TRAINING, MAPPING & OTHE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-05-5-05-98001-FI	EE BENEFITS ALLOCATED	70,334.55	70,334.55	15,688.03	33,160.74	37,173.81	47.15 %
01-05-5-05-98003-FI	OFFICE EXPENSE ALLOCATED	36,694.58	38,008.99	7,770.97	17,975.90	20,033.09	47.29 %
Program: 05 - ** ENGINEERING ** Total:		239,002.13	235,066.54	28,176.35	95,831.13	139,235.41	40.77 %
Program: 06 - ** FINANCE **							
01-06-5-06-01101-FI	FINANCE SALARY	257,221.00	247,878.99	21,956.97	117,010.80	130,868.19	47.20 %
01-06-5-06-04009-AGM	ACCOUNTING/AUDIT SERVICES	24,975.00	24,975.00	0.00	8,724.00	16,251.00	34.93 %
01-06-5-06-07001-AGM	FINANCE - OTHER	21,600.00	21,600.00	1,683.78	10,718.48	10,881.52	49.62 %
01-06-5-06-98001-FI	EE BENEFITS ALLOCATED	181,814.80	181,814.80	40,553.56	85,720.52	96,094.28	47.15 %
01-06-5-06-98003-FI	OFFICE EXPENSE ALLOCATED	94,899.78	98,299.10	20,097.33	46,489.39	51,809.71	47.29 %
Program: 06 - ** FINANCE ** Total:		580,510.58	574,567.89	84,291.64	268,663.19	305,904.70	46.76 %
Program: 07 - ** HUMAN RESOURCES **							
01-07-5-07-01102-FI	PERSONNEL SALARY	39,466.00	39,466.00	6,469.79	26,967.86	12,498.14	68.33 %
01-07-5-07-01215-HR	EMPLOYEE TRAINING	22,500.00	22,500.00	315.00	4,171.00	18,329.00	18.54 %
01-07-5-07-01217-HR	EMPLOYEE EDUCATION	12,000.00	12,000.00	1,005.00	1,005.00	10,995.00	8.38 %
01-07-5-07-01905-HR	EMPLOYMENT RECRUITING EXPEN	6,000.00	6,000.00	2,380.00	2,992.20	3,007.80	49.87 %
01-07-5-07-01910-HR	LABOR LEGAL FEES	30,000.00	30,000.00	20,521.17	39,300.17	-9,300.17	131.00 %
01-07-5-07-01915-HR	PERSONNEL - OTHER	15,700.00	14,720.00	50.00	386.09	14,333.91	2.62 %
01-07-5-07-98001-FI	EE BENEFITS ALLOCATED	28,016.58	28,016.58	6,249.08	13,209.05	14,807.53	47.15 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-07-5-07-98003-FI	OFFICE EXPENSE ALLOCATED	14,646.19	15,170.82	3,101.67	7,174.85	7,995.97	47.29 %
Program: 07 - ** HUMAN RESOURCES ** Total:		168,328.77	167,873.40	40,091.71	95,206.22	72,667.18	56.71 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP **							
01-09-5-09-08115-FI	CMM PRINCIPLE	111,000.00	111,000.00	0.00	111,000.00	0.00	100.00 %
01-09-5-09-08120-FI	MORONGO BASIN PIPELINE	219,881.25	219,881.25	0.00	0.00	219,881.25	0.00 %
01-09-5-09-08125-FIO	CHROM 6 LOAN PRINCIPLE	18,800.00	18,800.00	0.00	0.00	18,800.00	0.00 %
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	133,152.50	133,152.50	0.00	66,812.35	66,340.15	50.18 %
01-09-5-09-08315-FI	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.16	0.18	-0.18	0.00 %
01-09-5-09-08320-FI	GENERAL TAX COLLECTION CHARG	910.00	910.00	588.27	624.65	285.35	68.64 %
01-09-5-09-08325-FI	ADMINISTRATION - CMM	10,000.00	10,000.00	1,295.00	5,425.19	4,574.81	54.25 %
01-09-5-09-08340-FI	MUNICIPAL FINANCE LOAN FEES	0.00	0.00	0.00	10,000.00	-10,000.00	0.00 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP ** Total:		493,743.75	493,743.75	1,883.43	193,862.37	299,881.38	39.26 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **							
01-20-5-20-03101-DWR	HDMC: OTHER	40,000.00	40,000.00	0.00	2,689.02	37,310.98	6.72 %
01-20-5-20-04100-DWR	HDMC: CONTRACTED OPERATION	85,000.00	85,000.00	11,656.86	28,895.67	56,104.33	33.99 %
01-20-5-20-05100-DWR	HDMC: PUMPING POWER	7,500.00	7,500.00	770.43	4,027.37	3,472.63	53.70 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To		132,500.00	132,500.00	12,427.29	35,612.06	96,887.94	26.88 %
Program: 42 - **RESERVE & OTHER FUNDING-OP**							
01-42-5-99-00010-FI	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
01-42-5-99-00100-AGM	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
01-42-5-99-00110-FI	=EQUIP&TECH RES (OP Used)	-15,988.31	-15,988.31	0.00	0.00	-15,988.31	0.00 %
01-42-5-99-00150-FI	%METER REPL RES (OP Funded)	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
01-42-5-99-00152-FI	=METER REPL RES (OP Used)	-250,000.00	-250,000.00	0.00	0.00	-250,000.00	0.00 %
01-42-5-99-00250-FI	%STUDIES/REPORTS RES (OP Funde	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-42-5-99-00252-FIC	=STUDIES/REPORTS RES (OP Used)	-4,800.00	-4,800.00	0.00	0.00	-4,800.00	0.00 %
Program: 42 - **RESERVE & OTHER FUNDING-OP** Total:		229,211.69	229,211.69	0.00	0.00	229,211.69	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **							
01-51-5-51-01211-FI	COMPENSATED LEAVE	250,681.00	250,681.00	20,527.14	148,289.39	102,391.61	59.15 %
01-51-5-51-01216-FI	CAFETERIA PLAN EXPENSE	562,650.00	562,650.00	34,692.54	214,255.64	348,394.36	38.08 %
01-51-5-51-01220-FI	GROUP INSURANCE EXPENSE	15,608.63	15,608.63	1,071.18	6,230.18	9,378.45	39.91 %
01-51-5-51-01225-FI	WORKERS COMPENSATION INSUR	58,759.00	58,759.00	0.00	9,325.35	49,433.65	15.87 %
01-51-5-51-01230-FI	RETIREMENT: PERS Classic 2%@55	208,173.34	208,173.34	10,118.18	83,735.90	124,437.44	40.22 %
01-51-5-51-01231-FI	RETIREMENT: PERS Tier 2 2%@62	23,376.46	23,376.46	1,183.36	10,700.70	12,675.76	45.78 %
01-51-5-51-01232-FI	RETIREMENT: PERS - TEMP	5,645.00	5,645.00	0.00	0.00	5,645.00	0.00 %
01-51-5-51-01233-FI	RETIREMENT - 457 CONTRIBUTION	10,000.00	10,000.00	181.38	2,383.27	7,616.73	23.83 %
01-51-5-51-01305-FI	PAYROLL TAXES	174,298.00	174,298.00	10,970.38	77,758.64	96,539.36	44.61 %
01-51-5-51-98000-FI	ALLOCATED EXPENSES - BENEFITS	-1,172,242.43	-1,172,242.43	-261,467.21	-552,679.07	-619,563.36	47.15 %
01-51-5-51-98050-FI	WIP EXPENSE CLEARING (BENEFITS	-136,949.00	-136,949.00	0.00	0.00	-136,949.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:		0.00	0.00	-182,723.05	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **							
01-52-5-52-01240-D/P	UNIFORMS (FIELD)	13,600.00	13,600.00	1,803.99	1,803.99	11,796.01	13.26 %
01-52-5-52-02206-D/P	SHOP EXPENSE - COMBINED	15,000.00	20,568.08	2,139.19	11,974.21	8,593.87	58.22 %
01-52-5-52-02212-D/P	SMALL TOOLS EXPENSE - COMBINE	3,500.00	3,500.00	0.00	3,105.94	394.06	88.74 %
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR	1,650.00	1,650.00	0.00	124.35	1,525.65	7.54 %
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SI	10,000.00	10,000.00	595.85	9,289.07	710.93	92.89 %
01-52-5-52-04015-EXA	OPS: SOFTWARE,SUPPORT & COM	0.00	42,000.00	15,279.06	36,271.82	5,728.18	86.36 %
01-52-5-52-05005-D/P	FUEL-VEHICLES	25,000.00	25,000.00	4,094.19	16,644.82	8,355.18	66.58 %
01-52-5-52-05010-D/P	AUTO EXPENSE - FIELD	20,000.00	20,000.00	279.27	2,566.19	17,433.81	12.83 %
01-52-5-52-05015-FI	EQUIPMENT CLEARING ACCOUNT	0.00	0.00	0.00	-27.81	27.81	0.00 %
01-52-5-52-06305-FNG	COMMUNICATIONS	24,000.00	24,000.00	1,940.05	8,772.91	15,227.09	36.55 %
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERT	38,750.00	38,750.00	2,446.00	7,985.79	30,764.21	20.61 %
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD	-151,500.00	-199,068.08	-56,933.38	-98,511.28	-100,556.80	49.49 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:		0.00	0.00	-28,355.78	0.00	0.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **							
01-53-5-53-01405-HR	TEMPORARY LABOR FEES	10,000.00	36,448.77	6,400.28	30,969.07	5,479.70	84.97 %
01-53-5-53-02105-EXA	OFFICE SUPPLIES	38,740.00	38,740.00	3,077.33	10,556.00	28,184.00	27.25 %

My *Budget Report (Board Report)

For Fiscal: 2018-2019 Period Ending: 12/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-53-5-53-02107-EXA	OFFICE EQUIP & MAINT.	21,792.60	23,604.52	1,977.19	6,037.14	17,567.38	25.58 %
01-53-5-53-02110-EXA	POSTAGE	35,152.00	35,152.00	28.88	13,352.92	21,799.08	37.99 %
01-53-5-53-03906-EXA	BUILDING REPAIR/MAINT - OFFICE	20,000.00	20,000.00	-2,037.83	14,879.66	5,120.34	74.40 %
01-53-5-53-04015-EXA	ADMIN: COMPUTER SOFTWARE &	117,120.00	100,190.40	-1,520.35	44,674.19	55,516.21	44.59 %
01-53-5-53-05010-AGM	AUTO EXPENSE - OFFICE	5,943.00	5,943.00	285.79	1,625.11	4,317.89	27.34 %
01-53-5-53-06205-EXA	TELEPHONE AND UTILITIES	67,585.00	67,585.00	5,079.84	32,870.51	34,714.49	48.64 %
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE	-316,332.60	-327,663.69	-66,991.07	-154,964.60	-172,699.09	47.29 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:		0.00	0.00	-53,699.94	0.00	0.00	0.00 %
Expense Total:		6,406,757.01	6,461,734.47	693,166.34	2,778,285.63	3,683,448.84	43.00 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		284,795.49	229,818.03	-806,036.12	1,515,462.79	1,285,644.76	659.42 %
Report Surplus (Deficit):		284,795.49	229,818.03	-806,036.12	1,515,462.79	1,285,644.76	659.42 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	284,795.49	229,818.03	-806,036.12	1,515,462.79	1,285,644.76
Report Surplus (Deficit):	284,795.49	229,818.03	-806,036.12	1,515,462.79	1,285,644.76



JOSHUA BASIN WATER DISTRICT

Water Sales Consumption Statistics as of 12/31/18

Consumption - 12 months ending:	CURRENT 12/31/2018	PRIOR 1 12/31/2017	PRIOR 2 12/31/2016
CCF	548,759	515,289	520,409
Gallons	410,471,732	385,436,172	389,265,932
Acre Feet	1,260	1,183	1,195
Change/PY	6.50% increase	-0.98% decrease	5.45% increase

Change 2016 - 2018

Change does not correlate to conservation mandate.

Reflects customer consumption trends only.

CONSUMPTION RANKING - TOP TEN - Quarter Ending 12/31/18

<u>Ranking</u>	<u>Account Name</u>	<u>Consumption (CCF)</u>
1	Joshua Tree Parks & Recreation	3,730
2	Hi Desert Medical Center (hospital)	3,140
3	Quail Springs Village Apartments	2,919
4	Morongo Unified School District	1,515
5	Joshua Tree Memorial park	1,080
6	Hi Desert Medical Center (CC)	860
7	Lazy H Mobilehome Park	856
8	Yucca Trails Apartments	799
9	Housing Partners	691
10	JT Laundry	672
		<hr/> 16,262

Breakdown of Top Ten Users by type:

Housing (multi-unit)	5,265
Public agency	5,245
Hospital/Medical	4,000
Commercial	1,752
	<hr/> 16,262

CIRP LOAN - CUSTODIAN ACCOUNT

4/3/2019

<u>Date</u>	<u>Description</u>	<u>Transaction</u>	<u>Balance</u>	<u>Purpose</u>
9/12/2018	Loan funded	3,010,000.00		
	Reimbursement	<u>-10,000.00</u>		Bond Counsel
	Proceeds to JBWD Custodian		<u>3,000,000.00</u>	9/30/18 balance
10/2/2018	Interest earnings	2,256.14		
10/9/2018	Reimbursement to JBWD	-112,361.70		Asphalt Zipper
10/29/2018	Reimbursement to JBWD	-139,320.10		Backhoe Loader
	Reimbursement to JBWD	-39,242.38		Broom
	Reimbursement to JBWD	<u>-350,432.55</u>		Motor Grader
			<u>2,360,899.41</u>	10/31/18 balance
11/1/2018	Interest earnings	<u>3,921.09</u>		
			<u>2,364,820.50</u>	11/30/18 balance
12/3/2018	Interest earnings	<u>3,221.15</u>		
			<u>2,368,041.65</u>	12/31/19 balance
1/2/2019	Interest earnings	<u>3,500.14</u>		
			<u>2,371,541.79</u>	1/31/19 balance
2/1/2019	Interest earnings	3774.86		
2/21/2019	RDO Equipment	-26,152.11		Asphalt Roller
	RDO Equipment	-217,702.29		Wheel Loader
	RDO Equipment	<u>-227,833.31</u>		Excavator
			<u>1,903,628.94</u>	2/28/19 balance
PENDING; equipment received, not paid for yet				
	2 Dodge Vehicles	-141,007.00		
	Dump Truck	-109,178.00		
	Water Truck	<u>-118,384.00</u>		
			<u>1,535,059.94</u>	funding available
<u>COSTS:</u>				
	Bond Counsel	10,000.00		
	Equipment (9)	1,340,606.44		
	Vehicles (2)	<u>141,007.00</u>		
			<u>1,491,613.44</u>	
<u>INTEREST EARNED:</u>		16,673.38		

JOSHUA BASIN WATER DISTRICT

AGENDA REPORT

DATE: APRIL 17, 2019

TO: GENERAL MANAGER/BOARD OF DIRECTORS

FROM: SPECIAL COUNSEL, JENNIFER FARRELL (RUTAN & TUCKER LLP)

SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE ESTABLISHING DISTRICT BASED ELECTIONS

RECOMMENDED ACTION:

It is recommended that the Board hold a second reading and adopt an Ordinance of the Board of Directors of the Joshua Basin Water District Establishing and Implementing District Based Elections (Attachment F).

BACKGROUND:

On December 21, 2018, the District received a letter from Kevin Shenkman, an attorney of the law firm of Shenkman & Hughes threatening to sue the District for alleged violations of the California Voting Rights Act ("CVRA") (Elec. Code §§ 14025-14032) unless the District voluntarily converts to a district-based election system. The CVRA only applies to jurisdictions, like the Joshua Basin Water District, that utilize an at-large election method, where voters of the entire jurisdiction elect each of the members of the Board. Similar letters have been served and lawsuits have been filed in recent years against dozens of cities and other public agencies for alleged CVRA violations, including many nearby cities. Every public agency defendant in the history of the CVRA that has challenged the conversion to district elections has either lost in court or settled/agreed to implement district elections, and been forced to pay at least some portion of the plaintiffs' attorneys' fees and costs. A copy of Mr. Shenkman's letter is attached to this staff report (Attachment A).

The threshold to establish liability under the CVRA is extremely low, and prevailing CVRA plaintiffs are guaranteed to recover their attorneys' fees and costs. As a result, every government defendant in the history of the CVRA that has challenged the conversion to district elections has either lost in court or settled/agreed to implement district elections, and been forced to pay at least some portion of the plaintiffs' attorneys' fees and costs.

Several cities that have extensively litigated CVRA cases have been eventually forced to pay multi-million dollar fee awards.

In order to avoid the potentially significant litigation expenses that are likely to occur if the District retains its at-large election method of election, at the District's February 6, 2019 hearing, the Board adopted Resolution No. 19-994 outlining its intention to transition from at-large to district-based elections, pursuant to Elections Code section 10010(e)(3)(A). (Attachment B.) As stated in that Resolution, the Board took that action in furtherance of the purposes of the CVRA. Pursuant to Elections Code section 10010(a)(1), the Board must now hold two public hearings within a thirty day period (before drawing any draft maps of proposed voting districts) in order to receive public input regarding the composition of the districts. The first public hearing was held on March 13, 2019. The second public hearing was held on March 20, 2019, and the third public hearing was held on April 3, 2019. The fourth public hearing was held on April 10, 2019. This is the fifth hearing.

DISCUSSION:

- ***The California Voting Rights Act***

The CVRA was specifically enacted in 2002 to eliminate several key burden of proof requirements that exist under the federal Voting Rights Act of 1965 ("FVRA") (52 U.S.C. § 10301 *et seq.*) after several jurisdictions in California successfully defended themselves in litigation brought under the FVRA. The intent of the legislature was to facilitate private suits that ultimately force public entities to shift from "at-large" to "district-based" elections.

Specifically, the CVRA removes two elements that must be met in order to establish a violation under the FVRA: (1) the "geographically compact" FVRA precondition (e.g., can a majority-minority district be drawn?), and; (2) the "totality of the circumstances" or "reasonableness" test, whereby the defendant can defeat a lawsuit by demonstrating that certain voting trends – such as racially polarized voting – occur for reasons other than race, or that minority voters are still able to elect their candidate of choice. Under the CVRA, the only "element" a plaintiff must establish is that racially polarized voting occurs in a jurisdiction with at-large elections, without regard for why it might exist. (Elec. Code § 14028.) Despite its removal of key safeguards contained in the FVRA, California courts have held that the CVRA is constitutional. (See, *Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660.)

Most recently, on February 23, 2018, the U.S. District Court for the Southern District of California dismissed a lawsuit challenging the constitutionality of the CVRA and of the City of Poway's adopted district map. The lawsuit was initiated by the former mayor of Poway, Don Higginson, who alleged that the CVRA and Poway's by district map adopted pursuant thereto violate the equal protection clause of the U.S. Constitution. Higginson sought an order declaring both the CVRA and Poway's map unconstitutional and enjoining their enforcement and use. The Court not only denied Higginson's motion for a preliminary injunction, but also dismissed the case in its entirety based on lack of

standing. (See *Higginson v. Becerra, et al.* (Feb. 23, 2018, No. 17cv2032-WQH-JLB) ___ F.Supp.___.)

Over the relatively short history of the CVRA, plaintiff public agencies have paid over \$15 million to CVRA plaintiff attorneys, including a recent settlement in West Covina for \$220,000. (See Table of Results of CVRA Litigation (Attachment C).) The City of Modesto, which challenged the CVRA's constitutionality, ultimately paid \$3 million to the plaintiffs' attorneys, and the cities of Palmdale and Anaheim, who also aggressively litigated CVRA claims, ultimately paid \$4.5 million and \$1.2 million in attorneys' fees, respectively. These figures do not include the tens of millions of dollars government agency defendants have spent on their own attorneys and associated defense costs. All of the above cities – like all other CVRA defendants – ultimately ended up converting to district elections.

Recognizing the heavy financial burden at-large jurisdictions are now facing, in 2016, the California Legislature amended the Elections Code to simplify the process of converting to district-based elections to provide a “safe harbor” process designed to protect agencies from litigation. (Elec. Code § 10010(e)(3).) If a public entity receives a demand letter, such as the Shenkman letter here, the public entity is given 45 days of protection from litigation to assess its situation. If within that 45 days, the public entity adopts a resolution declaring the Council or Board's intent to transition from at-large to district-based elections, the potential plaintiff is prohibited from filing a CVRA action for an additional 90 day period, during which time the process outlined below must occur. (Elec. Code § 10010(e)(3).)

- **Process For Switching To By-District Elections**

In order to avoid the significant litigation expenses that are likely to occur if the District retains its at-large election method of election, at the Board's February 6, 2019 hearing, the Council adopted Resolution No. 19-994 outlining its intention to transition from at-large to by-district elections, pursuant to Elections Code section 10010(e)(3)(A). (Attachment B.) As a result, no potential plaintiff can file a CVRA lawsuit against the District before May 7, 2019.

Now that the District has adopted a resolution of intent, the first step in the process in the District's conversion from its current at-large method of election to a district-based system is to hold two public hearings to receive public comment regarding the composition of the yet to be formed voting districts. (Elec. Code § 10010(a)(1).) The first public hearing was held on March 13, 2019. The second public hearing was held on March 20, 2019, and the third public hearing was held on April 3, 2019. The fourth public hearing was held on April 10, 2019. This is the fifth hearing.

Based in part on input received at these hearings, the District's districting consultant, National Demographics Corporation (“NDC”), drew several proposed voting district maps. (Attachment E.)

At the Board's previous April 3 and April 10, 2019 meetings, both the Board and the public expressed their desire to proceed with adopting Map 103. If, after conducting the public hearing tonight, the Board still desires to proceed with the adoption of Map 103, it is suggested that the Board continue with the second reading and adoption of an Ordinance of the Board of Directors of the Joshua Basin Water District Establishing and Implementing District Based Elections (Attachment F). If the Board proceeds with the second reading of the Ordinance tonight, the Ordinance will become effective on May 17, 2019.

- **Criteria to be Considered**

While all public input concerning the composition of the District's yet to be formed voting districts should be considered, there are several mandatory criteria that the District will have to comply with when the actual districts are created:

1. Population equality across districts. (Elec. Code § 21601; Gov. Code § 34884 ["The districts shall be as nearly equal in population as may be."].)
2. Race cannot be the "predominant" factor or criteria when drawing districts. (*Shaw v. Reno* (1993) 509 U.S. 630; *Miller v. Johnson* (1995) 515 U.S. 900.)
3. Compliance with the FVRA, which, among other things, prohibits districts that dilute minority voting rights, and encourages a majority-minority district if the minority group is sufficient large and such a district can be drawn without race being the predominant factor. (See, *Bartlett v. Strickland* (2009) 556 U.S. 1.)

Additionally, pursuant to Elections Code section 21601 and Government Code section 34884, the Board *may* consider the following factors when establishing districts (which are not exclusive): (a) topography, (b) geography, (c) cohesiveness, contiguity, integrity, and compactness of territory, and (d) community of interests. The Board may also plan for future growth, avoid head-to-head contests between incumbents (to the extent possible), consider boundaries of other political subdivisions, and consider physical/visual geographical and topographical features (natural and man-made). The Board may choose to include some, all or none of these criteria, or may choose to come up with unique criteria that Board believes is applicable to the District. In addition, members of the community may suggest additional or alternative criteria that the Board may want to consider.

- **Permissible Forms of By District Government**

In addition to the above criteria, the District has several options when it comes to the number of districts permitted. A public entity may adopt an ordinance that requires the members of the legislative body to be elected in five, seven, or nine districts (Gov. Code § 34871(a)); or in four, six, or eight districts, with an elective mayor/president (Gov. Code § 34871(c)). Thus, the District should consider (in conjunction with NDC) the number of districts to be established.

Although permitted by Government Code 34871(c), there is an open legal question as to whether a public entity that adopts a district-based method of election but establishes a separately elected at-large mayoral/presidential office is insulated from liability under the CVRA. The CVRA defines “at-large method of election” to include any method of election “that combines at-large elections with district-based elections.” (Elec. Code § 14026(a)(3).) This definition could arguably include district elections where the mayor/president is separately elected at large. Only an at-large method of election can violate the CVRA. (Elec. Code § 14027.) Accordingly, while many entities have retained their separately elected mayor when facing a CVRA lawsuit and have not been challenged, there is at least an argument that doing so makes the entire method of election “at-large” for the purposes of CVRA.

ENVIRONMENTAL ANALYSIS:

This item is not subject to CEQA review.

CONCLUSION:

It is recommended that the Board hold a second reading and adopt an Ordinance of the Board of Directors of the Joshua Basin Water District Establishing and Implementing District Based Elections (Attachment F).

FISCAL IMPACT:

There is no fiscal impact associated with holding this public hearing.

The fiscal impact of moving forward with the transition to district elections, including the demographic consultant cost (\$8,500), the District’s anticipated legal fees (\$18,000), and the amount likely to be paid to Shenkman under the CVRA safe harbor provision (\$30,000), is estimated to be approximately \$56,500. Additional legal costs could be incurred for additional analysis and public hearings.

ALTERNATIVE ACTION:

The Board could provide other direction.

SUPPORTING DOCUMENTS:

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Melibu, California 90265
(310) 457-0970
libertarian@blackrockcapital.com

VIA CERTIFIED MAIL

JBWD
DEC 26 2018
RECEIVED BY: PE

December 21, 2018

Mickey Luckman, President
Curt Sauer, General Manager
Joshua Basin Water District
P.O. Box 675
61750 Chollita Road
Joshua Tree, CA 92252

Re: Violation of California Voting Rights Act

I write on behalf of our client, Southwest Voter Registration Education Project and its members. The Joshua Basin Water District ("JBWD" or "District") relies upon an at-large election system for electing candidates to its Board of Directors. Moreover, voting within the Joshua Basin Water District is racially polarized, resulting in minority vote dilution, and, therefore, the District's at-large elections violate the California Voting Rights Act of 2001 ("CVRA").

The CVRA disfavors the use of so-called "at-large" voting — an election method that permits voters of an entire jurisdiction to elect candidates to each open seat. See generally *Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660, 667 ("*Sanchez*"). For example, if the U.S. Congress were elected through a nationwide at-large election, rather than through typical single-member districts, each voter could cast up to 435 votes and vote for any candidate in the country, not just the candidates in the voter's district, and the 435 candidates receiving the most nationwide votes would be elected. At-large elections thus allow a bare majority of voters to control every seat, not just the seats in a particular district or a proportional majority of seats.

Voting rights advocates have targeted "at-large" election schemes for decades, because they often result in "vote dilution," or the impairment of minority groups' ability to elect their preferred candidates or influence the outcome of elections, which occurs when the electorate votes in a racially polarized manner. See *Thornburg v. Gingles*, 478 U.S. 30, 46 (1986) ("*Gingles*"). The U.S. Supreme Court "has long recognized that multi-member districts and at-large voting schemes may operate to minimize or cancel out the voting

strength" of minorities. *Id.* at 47; *see also id.* at 48, fn. 14 (at-large elections may also cause elected officials to "ignore [minority] interests without fear of political consequences"), citing *Rogers v. Lodge*, 458 U.S. 613, 623 (1982); *White v. Register*, 412 U.S. 755, 769 (1973). "[T]he majority, by virtue of its numerical superiority, will regularly defeat the choices of minority voters." *Gingles*, at 47. When racially polarized voting occurs, dividing the political unit into single-member districts, or some other appropriate remedy, may facilitate a minority group's ability to elect its preferred representatives. *Rogers*, at 616.

Section 2 of the federal Voting Rights Act ("FVRA"), 42 U.S.C. § 1973, which Congress enacted in 1965 and amended in 1982, targets, among other things, at-large election schemes. *Gingles* at 37; *see also* Boyd & Merkman, *The 1982 Amendments to the Voting Rights Act: A Legislative History* (1983) 40 Wash. & Lee L. Rev. 1347, 1402. Although enforcement of the FVRA was successful in many states, California was an exception. By enacting the CVRA, "[t]he Legislature intended to expand protections against vote dilution over those provided by the federal Voting Rights Act of 1965." *Jouregul v. City of Palmdale* (2014) 226 Cal. App. 4th 781, 808. Thus, while the CVRA is similar to the FVRA in several respects, it is also different in several key respects, as the Legislature sought to remedy what it considered "restrictive interpretations given to the federal act." Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 2.

The California Legislature dispensed with the requirement in *Gingles* that a minority group demonstrate that it is sufficiently large and geographically compact to constitute a "majority-minority district." *Sanchez*, at 669. Rather, the CVRA requires only that a plaintiff show the existence of racially polarized voting to establish that an at-large method of election violates the CVRA, not the desirability of any particular remedy. *See* Cal. Elec. Code § 14028 ("A violation of Section 14027 is established if it is shown that racially polarized voting occurs ...") (emphasis added); *also see* Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 3 ("Thus, this bill puts the voting rights horse (the discrimination issue) back where it sensibly belongs in front of the cart (what type of remedy is appropriate once racially polarized voting has been shown).")

To establish a violation of the CVRA, a plaintiff must generally show that "racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision." Elec. Code § 14028(a). The CVRA specifies the elections that are most probative: "elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class." Elec. Code § 14028(a). The CVRA also makes clear that "[e]lections conducted prior to the filing of an action ... are

more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action." *Id.*

Factors other than "racially polarized voting" that are required to make out a claim under the FVRA – under the "totality of the circumstances" test – "are probative, but not necessary factors to establish a violation of" the CVRA. Elec. Code § 14028(c). These "other factors" include "the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of at-large elections, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns." *Id.*

The Joshua Basin Water District's at-large system dilutes the ability of Latinos (a "protected class") to elect candidates of their choice or otherwise influence the outcome of the District's elections. The District serves the city of Joshua Tree. As of the 2010 Census, the City of Joshua Tree had a population of 7,414. According to this data, Latinos comprise approximately 18%. However, in the District's history, there has not been a single Latino Board member. Therefore, not only is the contrast between the significant Latino proportion of the electorate and the absence of Latinos to be elected to the JBWD Board of Directors outwardly disturbing, it is also fundamentally hostile towards participation by members of this protected class.

The JBWD's at-large election system has also impeded the emergence of Latino candidates from the community. Again, in the District's history, there has only been one Latino who has emerged as a candidate for the JBWD Board. Opponents of fair, district-based elections may attribute the lack of Latinos vying for elected positions to a lack of interest in local government from these communities. On the contrary, the alarming absence of Latino candidates seeking election to the District's Board reveals vote dilution. See *Westwego Citizens for Better Government v. City of Westwego*, 872 F.2d 1201, 1208-1209, n. 9 (5th Cir. 1989).

- The District's election history is additionally illustrative. Notwithstanding the fact that there has never been a Latino to serve on the JBWD's Board, Al Marquez announced his candidacy in 2008 but lost that election. Once more, in 2010, Mr. Marquez ran for the Board and lost. Even still, Mr. Marquez declared his candidacy in 2012 and most recently in 2018. Despite support from the local Latino community in each of these four elections, Mr. Marquez lost each time. These four (4) elections evidence vote dilution which is directly attributable to the JBWD's unlawful at-large election system.

December 21, 2018
Page 4 of 4

As you may be aware, in 2012, we sued the City of Palmdale for violating the CVRA. After an eight-day trial, we prevailed. After spending millions of dollars, a district-based remedy was ultimately imposed upon the Palmdale city council, with districts that combine all incumbents into one of the four districts.

More recently, this month, after a 7-week trial, we also prevailed against the City of Santa Monica, after that city needlessly spent millions of dollars defending its illegal election system – far in excess of what was spent in the Palmdale litigation – taxpayer dollars which could have been more appropriately spent on indispensable municipal services and critical infrastructure improvements. Just prior to the trial in that case, counsel for the City of Santa Monica – Kalin Scolnick, a partner at Gibson Dunn & Crutcher LLP proclaimed that, “the reality is that if Santa Monica fails the CVRA test, then no city could pass, because Santa Monica is doing really well in terms of full representation and success of minority candidates.” (“In Rare California Voting Rights Trial, Gibson Dunn Steps Up for Santa Monica”, Law.com, August 1, 2018). Notwithstanding Mr. Scolnick’s prediction, Plaintiffs succeeded in proving that Santa Monica’s election system was in violation of the CVRA and the Equal Protection Clause of the California Constitution.

Given the historical lack of Latino representation on the Joshua Basin Water District’s Board of Directors in the context of racially polarized elections, we urge the District to voluntarily change its at-large system of electing its Board members. Otherwise, on behalf of residents within the jurisdiction, we will be forced to seek judicial relief. Please advise us no later than February 12, 2019 as to whether you would like to discuss a voluntary change to your current at-large system.

We look forward to your response.

Very truly yours,



Kevin I. Shenkman

RESOLUTION NO. 19-994

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
JOSHUA BASIN WATER DISTRICT EXPRESSING THE BOARD'S INTENTION,
PURSUANT TO ELECTIONS CODE SECTION 10010 (e)(3)(A), TO INITIATE
PROCEDURES FOR ESTABLISHING AND IMPLEMENTING DISTRICT-BASED
ELECTIONS FOR BOARD MEMBERS**

WHEREAS, the Joshua Basin Water District, ("District") is duly organized under the constitution and laws of the State of California; and

WHEREAS, the members of the Board of Directors of the District are currently elected in at-large elections, in which each Board member is elected by all registered voters of the entire District; and

WHEREAS, Section 10650 of the Elections Code authorizes any district change to a district-based system without the need to put such a change to voters; and

WHEREAS, the District Board of Directors has determined that it is in the best interest of the District to move from its current at-large electoral system to a district-based election for members of the District Board, in response to the provisions of the California Voting Rights Act (CVRA); and

WHEREAS, the District intends to make the transition from an at-large system to a district-based system in accordance with the procedural rules outlined in Election Code 10650 and Elections Code 10010; and

WHEREAS, the District received a letter threatening action under the California Voting Rights Act on December 26, 2018 less than forty-five (45) days before the date of this Resolution; and

WHEREAS, the District will begin by working with an experienced demographer to assist the District in establishing maps for a district-based electoral system; and

WHEREAS, before drawing a draft map of the proposed boundaries of the districts, the District will hold at least two (2) public hearings over no more than thirty (30) days, at which time the public is invited to provide input regarding the composition of the districts; and

WHEREAS, the District will then publish and make available for release at least one (1) draft map of the new electoral districts, including the potential sequence of elections shown; and

WHEREAS, once the draft map(s) have been publicized for at least seven (7) days, the District will hold at least two (2) additional public hearings, over no more than forty-five days, at which time the public is invited to provide input regarding the content of the draft map and the proposed sequence of elections prior to the public hearing at which the District Board of Directors adopts a map; and

WHEREAS, if a draft map is revised at or following a public hearing, the revised map will be published and made available to the public at least seven (7) days before the District chooses to adopt it; and


WHEREAS, in determining the final sequence of staggered District elections, the District Board of Directors will give special consideration to the purposes of the CVRA, and will take into account the preferences expressed by the public; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the Joshua Basin Water District, as follows:

1. The above recitals are true and correct and are incorporated herein by this reference.
2. The Board of Directors hereby resolves, pursuant to Elections Code section 10010, to consider adopting a district-based election system by ordinance as authorized by California Elections Code section 10650, for use in the Districts General Election for Board Members.
3. The Board of Directors further resolves to retain a qualified demographer, hold at least five (5) public hearings and publish at least one (1) draft map and staggering sequence, pursuant to the proposed tentative hearing schedule attached hereto as Exhibit "1".
4. The District's redistricting/demographic consulting firm, acting under the supervision of special counsel, is hereby authorized to direct and formulate one or more electoral district scenarios for review by the public and Board at two or more public hearings if necessary, in accordance with the District's proposed tentative timeline.
5. Working with the demographic consulting firm, staff is directed to publicize relevant maps, information, notices, agendas and other materials regarding District-based elections and to establish means of communication to answer questions from the public.


6. All public hearings shall be noticed on the District's website, and in addition, as follows: posting on the District's website at least ten (10) calendar days in advance of the hearing and publication at least ten (10) days in advance of the hearing in the newspaper adjudicated to provide notice within the District.
7. The General Manager is authorized to take any and all other necessary actions to give effect to this Resolution.
8. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at the Regular Meeting of the Board of Directors of the Joshua Basin Water District on the 6th day of February, 2019, by the following vote:



Bob Johnson, President
Joshua Basin Water District and of
the Board of Directors thereof;

ATTEST:



Curt Sauer, Secretary
Joshua Basin Water District and of
the Board of Directors thereof;

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF)

I, Curt Sauer, Secretary of the Board of Directors of the Joshua Basin Water District do hereby certify that the foregoing Resolution No. 19-994 was duly adopted and passed at the regular meeting of the Board of Directors on the 6th day of February 2019, by the following vote to wit:

AYES: Reynolds, Luckman, Bond, Unger, Johnson

NOES:

ABSTAIN:

ABSENT:

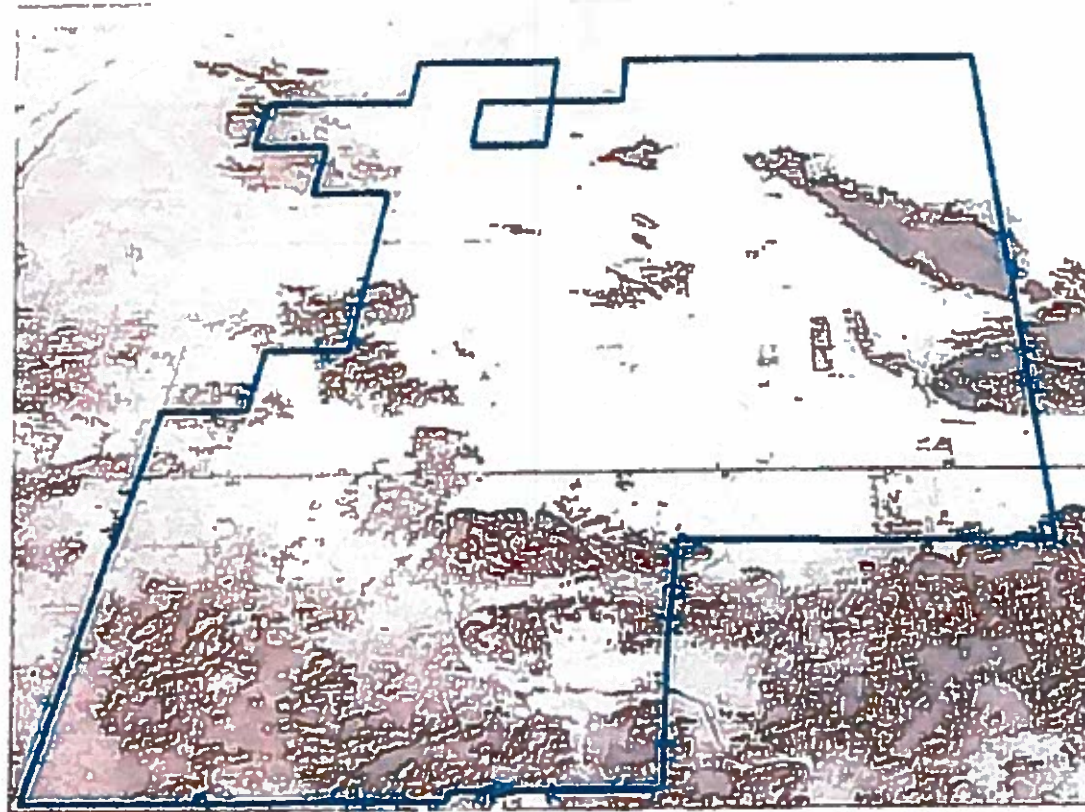

Curt Sauer, Secretary
Joshua Basin Water District and of
the Board of Directors thereof;

City/Political	Subdivision Defendant Settlement Conditions	Attorneys' Fees	Notes
City of Palmdale	Agreed to have voters choose elected officials by districts, including two with Latino majorities	\$1,500,000	City lost trial on the merits, held an election that plaintiffs argued was illegal, and unsuccessfully challenged an injunction stopping the city from certifying the results of the election; settlement subsequently reached
City of Modesto	Moved to District elections; voters had already approved a move to districts before settlement	\$3,000,000	Settlement; Additional \$1,700,000 to defense attorneys
Madera Unified School District / Madera County Board of Education	Moved to "by trustee" area elections via admission of liability	\$162,500	Court award
City of Compton	Moved to by-district elections via ballot measure; kept mayor at large	Confidential	Settlement
Tulare Local Healthcare District	Agreed to hold an election re changing to district elections in 2012 and agreed to cancel 2010 elections	\$500,000	Settlement
City of Tulare	City agreed to place a ballot measure before voters regarding a move to district elections	\$225,000	Settlement
Hanford Unified School District	Agreed to move to by-trustee district elections	\$110,000	Settlement

City/Political	Subdivision Defendant Settlement Conditions	Attorneys' Fees	Notes
Compton Community College District	Agreed to move to by-district elections	\$40,000	Settlement
Ceres Unified School District	Moved to by-trustee district elections before litigation was filed	\$3,000	Settlement
Cerritos Community College District	Moved to by-district elections	\$55,000	Settlement
San Mateo County	County moved to by-district elections (through a ballot measure) and further agreed to redraw its previously-approved district boundaries by forming a nine-person redistricting committee	\$650,000	Settlement
City of Anaheim	Agreed to place ballot measure on November 2016 ballot re moving to by-district elections	\$1,200,000	Settlement after first litigating; expected costs include at least another \$800,000
City of Whittier	Case dismissed as moot when City changed voting system; unsuccessful post-election challenge re at-large mayor	\$1,000,000	Court awarded fees under catalyst theory, even though case was dismissed
Santa Clarita Community College District	Agreed to conduct cumulative voting, and by trustees	\$850,000	Settlement
City of Garden Grove	Moved to by-district elections via stipulated judgment	\$290,000	Settlement

City/Political	Subdivision Defendant Settlement Conditions	Attorneys' Fees	Notes
City of Escondido	Settled via court order (consent decree) after vote of the people failed to adopt by district elections	\$385,000	Settlement
City of Santa Clara	Agreed to move to cumulative voting method	\$600,000	Settlement
City of Visalia	Stipulated judgment, court ordered by-districts	\$125,000	Settlement
City of Santa Barbara	Agreed to move to by-district; major remained elected at-large	\$599,500	Settlement
City of Fullerton	Agreed to pay attorneys' fees -- negotiate in good faith; required placing measure on November 2016 ballot to move to districts	Undisclosed	Settlement
City of Merced	Settled before lawsuit filed; agreed to ballot measure	\$43,000	Settlement
City of Bellflower	Agreed to place ballot measure on November 2016 ballot; measure adopted	\$250,000	Settlement
Sulphur Springs School District	Agreed to move to by-district elections	\$141,000	Settlement
City of Costa Mesa	Moved to districts before lawsuit was filed	\$55,000	Pre-Litigation Settlement

City/Political	Subdivision Defendant Settlement Conditions	Attorneys' Fees	Notes
City of West Covina	Waited until after lawsuit was filed to hire demographer and voluntarily move to by-district elections via ordinance	\$220,000	Settlement
City of Rancho Cucamonga	Ongoing; currently being litigated	Ongoing	Ongoing
City of San Marcos	Moved to districts within safe harbor before lawsuit could be filed	\$0	Transitioned to districts before lawsuit could be filed
City of Carlsbad	Moved to districts within safe harbor before lawsuit could be filed	\$0	Transitioned to districts before lawsuit could be filed
City of Poway	Ongoing; moved to districts within safe harbor	Ongoing	Ongoing
	TOTAL PAYMENTS TO PLAINTIFFS' ATTORNEYS	\$15,007,000	



Joshua Basin Water District
Introduction to Districting

April 10, 2019

Public Hearing No. 4



California Voting Rights Act (CVRA)

2

- ❑ Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
- ❑ The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court *Gingles* tests:
 - ~~1. Can the protected class constitute the majority of a district?~~
 2. Does the protected class vote as a bloc?
 3. Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
 - ~~4. Do the “totality of circumstances” indicate race is a factor in elections?~~
- ❑ Liability is now determined only by the presence of racially polarized voting
- ❑ The only “floor” protecting small jurisdictions is a state ban on by-district elections for jurisdictions with less than 100 registered voters.

CVRA Impact

3

- ❑ Switched (or in the process of switching) as a result of CVRA:
 - ❑ At least 170 school districts
 - ❑ 28 Community College Districts
 - ❑ 100+ cities
 - ❑ 1 County Board of Supervisors
 - ❑ At least 15 water, hospital and other special districts.

- ❑ Palmdale, Santa Clara and Santa Monica have gone to trial, and all of them lost (Santa Monica and Santa Clara are on appeal).
 - ❑ Palmdale spent \$2 million on its defense
 - ❑ Santa Clara spent \$500,000 so far
 - ❑ Santa Monica spent at least \$5 million so far

- ❑ Sample Settlement Payments to Plaintiffs:
 - ❑ Palmdale: \$4.7 million
 - ❑ Modesto: \$3 million
 - ❑ Highland: \$1.35 million
 - ❑ Rancho Cucamonga: \$1.3 million
 - ❑ Anaheim: \$1.1 million
 - ❑ Whittier: \$1 million
 - ❑ Santa Barbara: \$600,000
 - ❑ Tulare Hospital: \$500,000
 - ❑ Madera Unified: about \$170,000
 - ❑ Hanford Joint Union Schools: \$118,000
 - ❑ Merced City: \$42,000
 - ❑ Placentia: \$20,000



Districting Process

Step	Description
Two Initial Hearings	Held prior to release of draft maps. Education and to solicit input on the communities in the District.
Release draft maps Two Draft Map Hearings	Maps must be posted at least 7 days prior to 3 rd hearing. Two meetings to discuss and revise the draft maps and to discuss the election sequencing.
Final Hearing and Adoption	Public hearing to discuss and take public comment on draft maps and proposed sequence of elections. Map selection & ordinance introduction.
2020	First by-division elections
2021	Map adjusted using 2020 Census data
2022	Remaining districts hold first by-zone elections

Federal Laws

- ❑ Equal Population
- ❑ Federal Voting Rights Act
- ❑ No Racial Gerrymandering

Traditional Redistricting Principles

- ❑ Communities of interest
- ❑ Compact
- ❑ Contiguous
- ❑ Visible (Natural & man-made) boundaries
- ❑ Respect voters' choices / continuity in office
- ❑ *Planned future growth*





6

Demographic Summary

Latinos are 16% of the total population and 16% of the eligible voters (measured by CVAP data).

The most-Latino legal division possible is 21 to 23 percent of CVAP.

Asian-Americans are 7% of eligible voters and African-Americans are 1%.

Neither group is large or concentrated enough to impact a division's demographics.

With 5 divisions, each district would have about 1,908 residents.

Category	Field	Count	Pct	Category	Field
Total Pop	Total Pop	9,542		ACS Pop. Est.	Total
	Hispanic	1,556	16%	Age	age0-19
	NH White	7,184	75%		age20-60
	NH Black	317	3%		age60plus
	Asian-American	186	2%	Immigration	immigrants naturalized
Citizen Voting Age Pop	Total	6,737		Language spoken at home	english
	Hispanic	1,092	16%		spanish
	NH White	4,947	73%		asian-lang
	NH Black	63	1%		other lang
	Asian/Pnc.Isl.	417	7%	Language Fluency	Speaks Eng. "Less than Very Well"
Voter Registration (Nov 2016)	Total	4,238		Education (among those age 25+)	hs-grad
	Latino est.	421	10%		bachelor
	Spanish-Surnamed	378	9%		graduatedegree
	Asian-Surnamed	35	1%	Child in Household	child-under18
	Filipino-Surnamed	18	0%	Pct of Pop. Age 16+	employed
	NH White est.	3,582	85%		
	NH Black	86	2%		
Voter Turnout (Nov 2016)	Total	3,349		Household Income	income 0-25k
	Latino est.	303	9%		income 25-50k
	Spanish-Surnamed	272	8%		income 50-75k
	Asian-Surnamed	26	1%	income 75-200k	
	Filipino-Surnamed	13	0%	income 200k-plus	
	NH White est.	2,862	85%	Housing Status	single family
NH Black	69	2%	multi-family		
			rented		
Voter Turnout (Nov 2014)	Total	1,820			owned
	Latino est.	125	7%		
	Spanish-Surnamed	112	6%		
	Asian-Surnamed	13	1%		
	Filipino-Surnamed	10	1%		
	NH White est.	1,576	87%		
NH Black est.	60	3%			

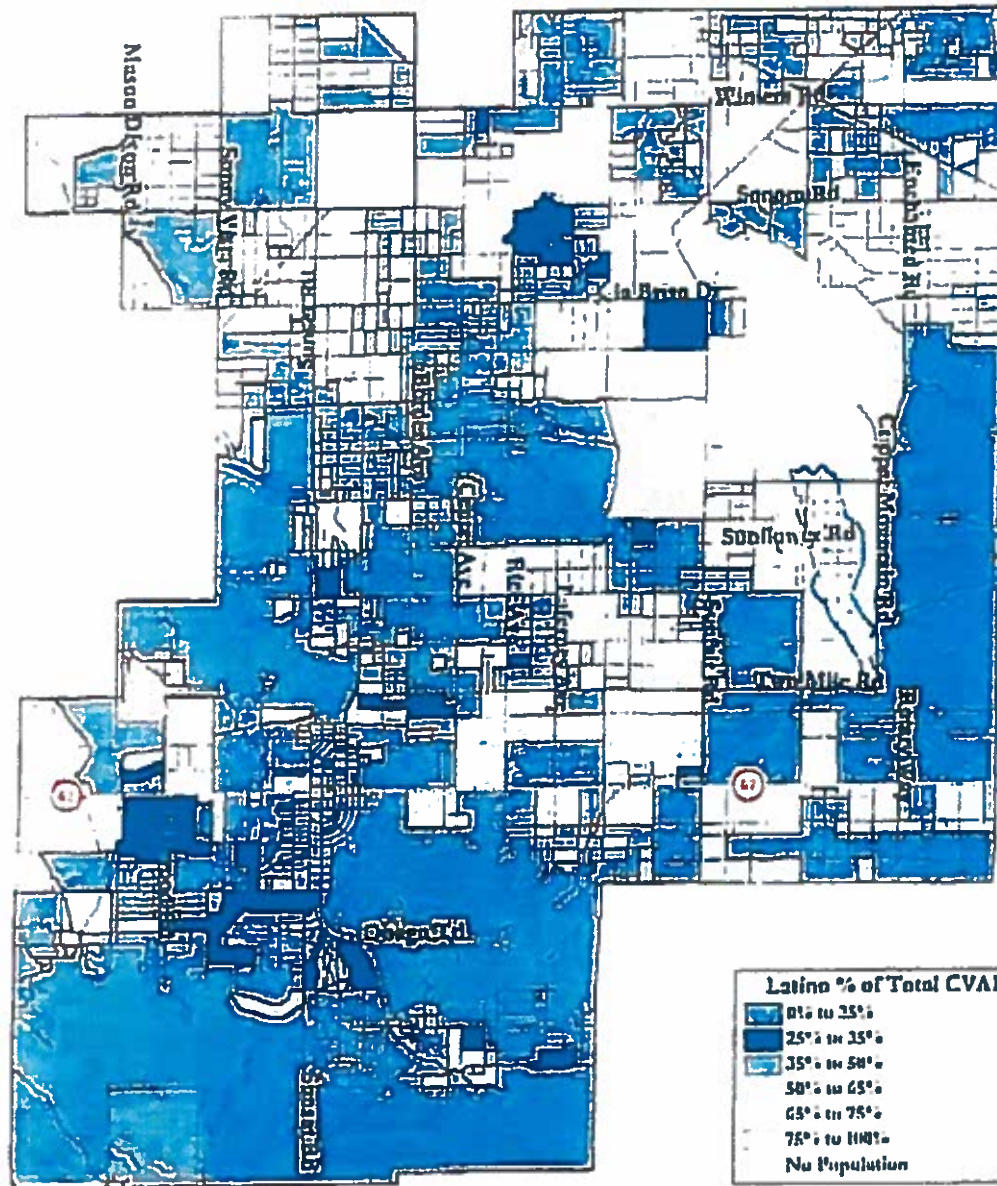


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Protected Class Populations

Latinos are spread throughout the District

There is no large concentration of Asian-American, African-American or Native American voters in the District.



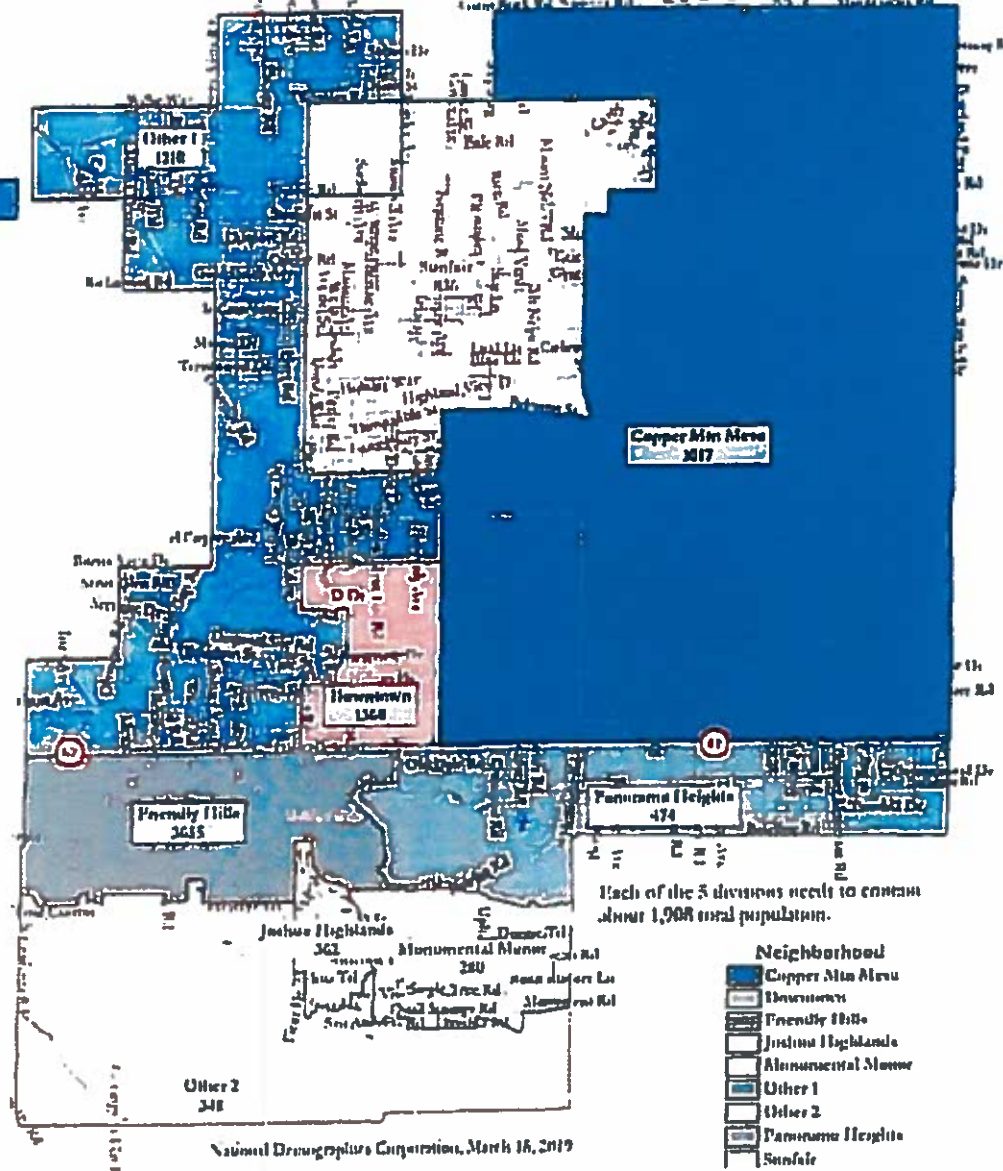


Population by approximate neighborhood



General Map of Communities

Reminder: 1,908 people needed for each division.



Defining Communities of Interest

1st Question: what is your neighborhood or community of interest?

A Community of Interest is generally defined as a neighborhood or community of shared interests, views, problems, or characteristics.

Possible community feature/boundary definitions include:

- School attendance areas
- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals, and/or hills
- Areas around parks and other neighborhood landmarks
- Common issues, neighborhood activities, or legislative/election concerns
- Shared demographic characteristics
 - Such as similar levels of income, education, or linguistic isolation

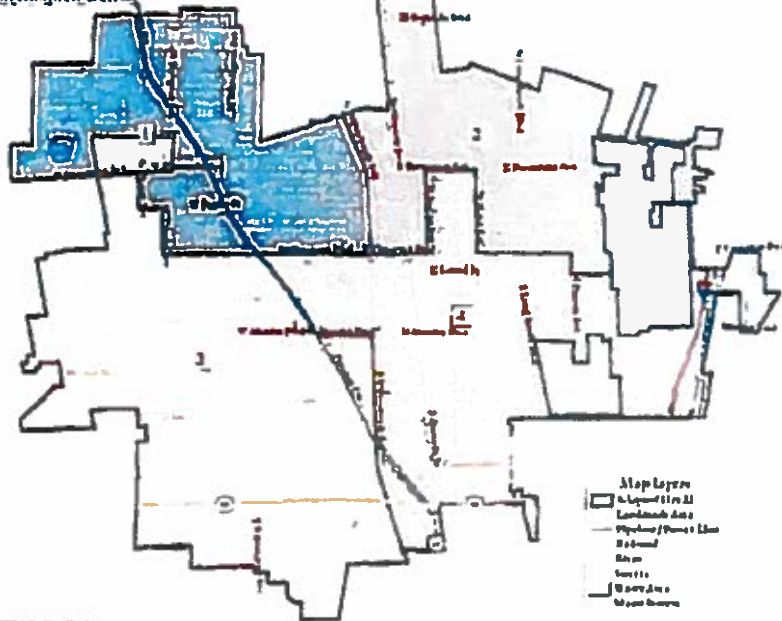
2nd Question: Does a Community of Interest want to be united in one district, or to be divided to have a voice in multiple elections?



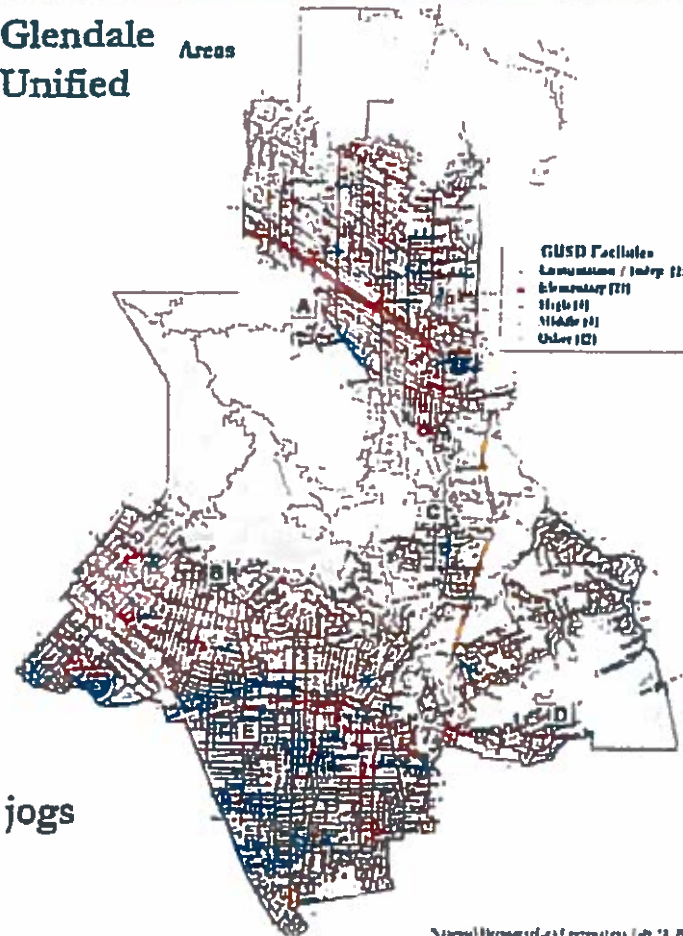
Sample Compact Maps

City of Compton
2012 Redistricting
Plan Adopted Oct. 21

Compton



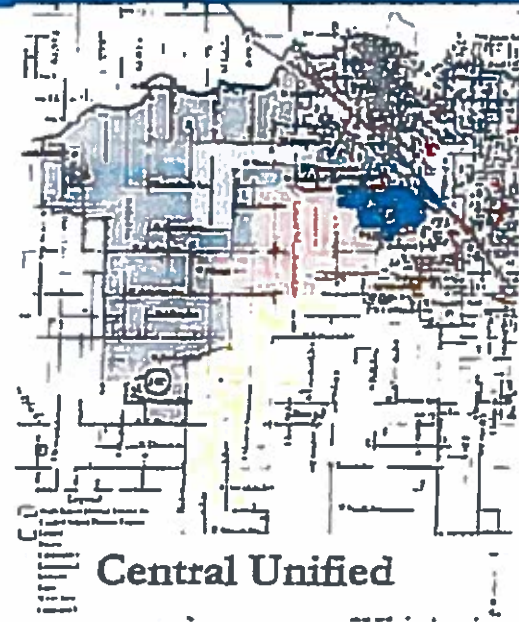
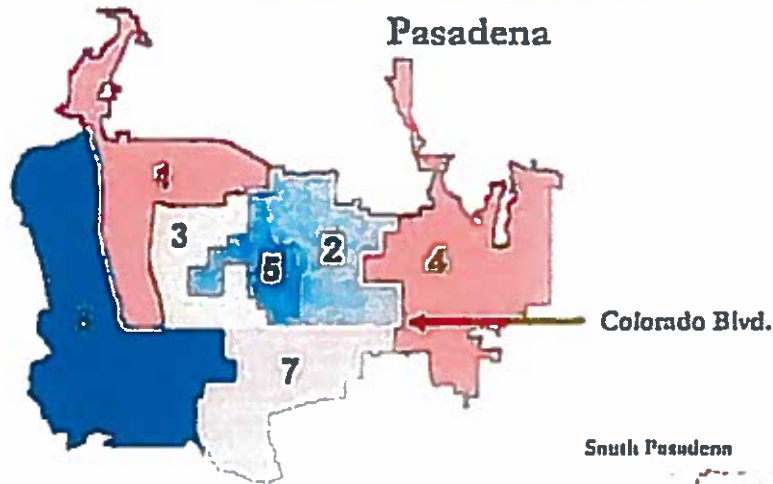
Glendale
Unified Areas



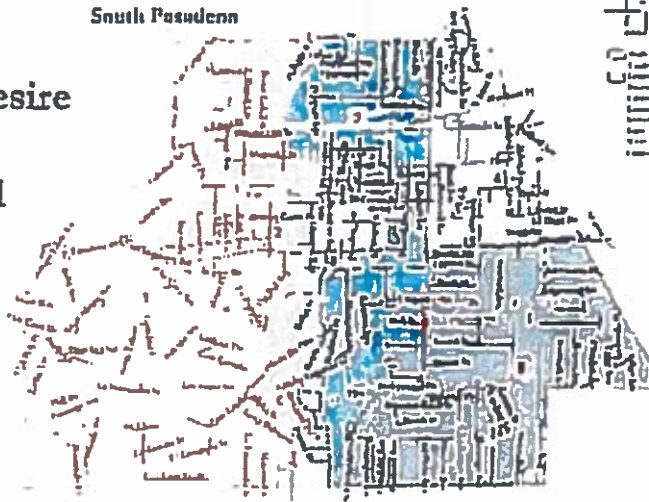
Examples of highly compact maps, with nooks and jogs driven only by equal population requirements.

Sample Multiple-Representative Maps

11



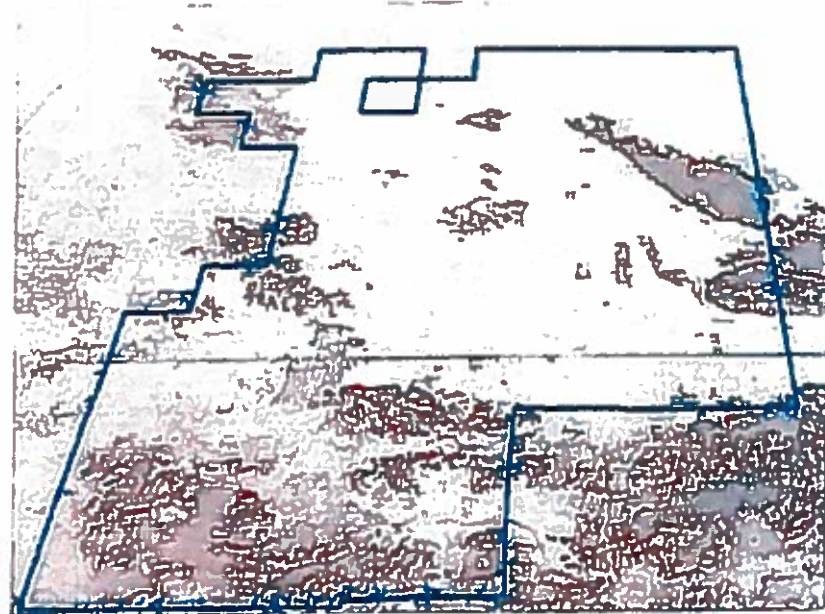
Examples of maps where a desire to have all members touch downtown (Pasadena) or rural areas (Central), or as many neighborhoods as possible (South Pas), led to policy-driven but non-compact maps.



Public Hearing

12

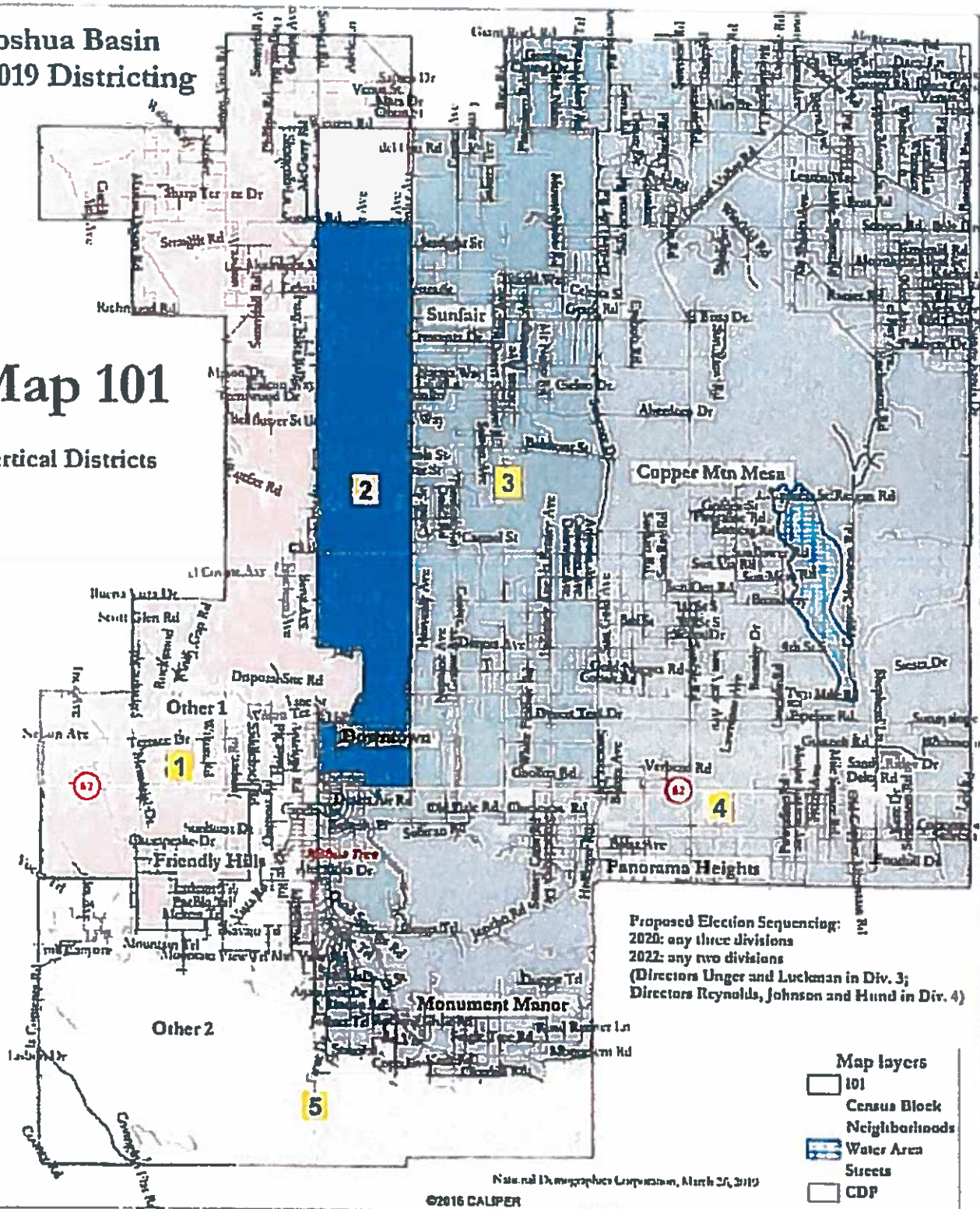
1. What are the boundaries of your neighborhood or “community of interest”?
2. Do you want your neighborhood united in one division, or with multiple Directors elected from it?
3. What neighborhoods do you think make sense to be with your neighborhood in a division or divisions because of common issues?
4. What other “communities of interest” do you see in the District?



Joshua Basin 2019 Districting

Map 101

Vertical Districts



Joshua Basin - Map 101							
District		2	1	3	4	5	Total
Ideal	Total Pop	1,929	1,894	1,901	1,909	1,909	9,542
1,908	Deviation from ideal	21	-14	-7	1	1	35
	% Deviation	1.10%	-0.73%	-0.37%	0.05%	0.05%	1.83%
Total Pop	% Hisp	21%	14%	17%	11%	19%	16%
	% NH White	70%	78%	74%	81%	73%	75%
	% NH Black	5%	3%	4%	2%	3%	3%
	% Asian-American	2%	1%	2%	2%	3%	2%
Citizen Voting Age Pop	Total	1,254	1,331	1,293	1,352	1,507	6,737
	% Hisp	22%	15%	11%	17%	16%	16%
	% NH White	70%	74%	81%	78%	66%	73%
	% NH Black	0%	2%	1%	1%	1%	1%
Voter Registration (Nov 2016)	% Asian-American	5%	6%	2%	1%	17%	7%
	Total	583	935	931	910	879	4,238
	% Latino est.	11%	9%	11%	11%	8%	10%
	% Spanish-Surnamed	10%	8%	10%	10%	8%	9%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	0%	0%	1%	1%	0%	0%
Voter Turnout (Nov 2016)	% NH White est.	87%	84%	83%	82%	88%	85%
	% NH Black	0%	2%	4%	1%	2%	2%
	Total	442	750	721	714	723	3,349
	% Latino est.	10%	8%	10%	10%	8%	9%
	% Spanish-Surnamed	9%	7%	9%	9%	7%	8%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
Voter Turnout (Nov 2014)	% Filipino-Surnamed	0%	0%	1%	1%	0%	0%
	% NH White est.	88%	85%	83%	83%	89%	85%
	% NH Black	0%	2%	4%	2%	2%	2%
	Total	222	362	400	453	381	1,820
	% Latino est.	9%	6%	8%	7%	5%	7%
	% Spanish-Surnamed	8%	5%	7%	6%	4%	6%
ACS Pop. Est.	% Asian-Surnamed	0%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	0%	0%	1%	1%	0%	1%
	% NH White est.	87%	89%	80%	86%	90%	87%
	% NH Black est.	2%	1%	9%	1%	4%	3%
	Total	1,708	1,750	1,731	1,804	1,782	8,775
	Age	age 0-19	23%	24%	24%	23%	24%
age 20-60		55%	52%	54%	53%	52%	53%
age 60plus		21%	24%	21%	25%	24%	23%
Immigration	immigrant	6%	10%	8%	8%	11%	9%
	naturalized	39%	70%	62%	68%	79%	66%
Language spoken at home	english	88%	90%	89%	89%	90%	89%
	spanish	9%	7%	8%	7%	6%	7%
	asian lang.	3%	1%	1%	2%	0%	1%
	other lang.	0%	3%	2%	2%	3%	2%
Language Fluency	Speaks Eng "less than Vern Well"	1%	5%	3%	4%	6%	4%
	is grad	72%	64%	67%	64%	60%	65%
Education (among those age 25+)	bachlor	13%	15%	14%	14%	17%	15%
	graduate/prof	7%	8%	8%	8%	9%	8%
	child in household	25%	23%	24%	22%	24%	24%
Per of Pop. Age 16+	emp/ind	49%	40%	43%	40%	37%	42%
	income 0-25k	37%	23%	35%	35%	30%	34%
	income 25-50k	33%	28%	29%	26%	25%	28%
	income 50-75k	11%	15%	14%	17%	16%	14%
	income 75-200k	19%	21%	20%	18%	23%	20%
	income 200k plus	0%	4%	3%	4%	7%	3%
Housing Stats	single family	88%	91%	90%	93%	90%	91%
	multi family	12%	9%	10%	7%	10%	9%
	rented	48%	45%	47%	43%	48%	46%
	own	52%	55%	53%	57%	52%	54%

Total population data from the 2010 Decennial Census

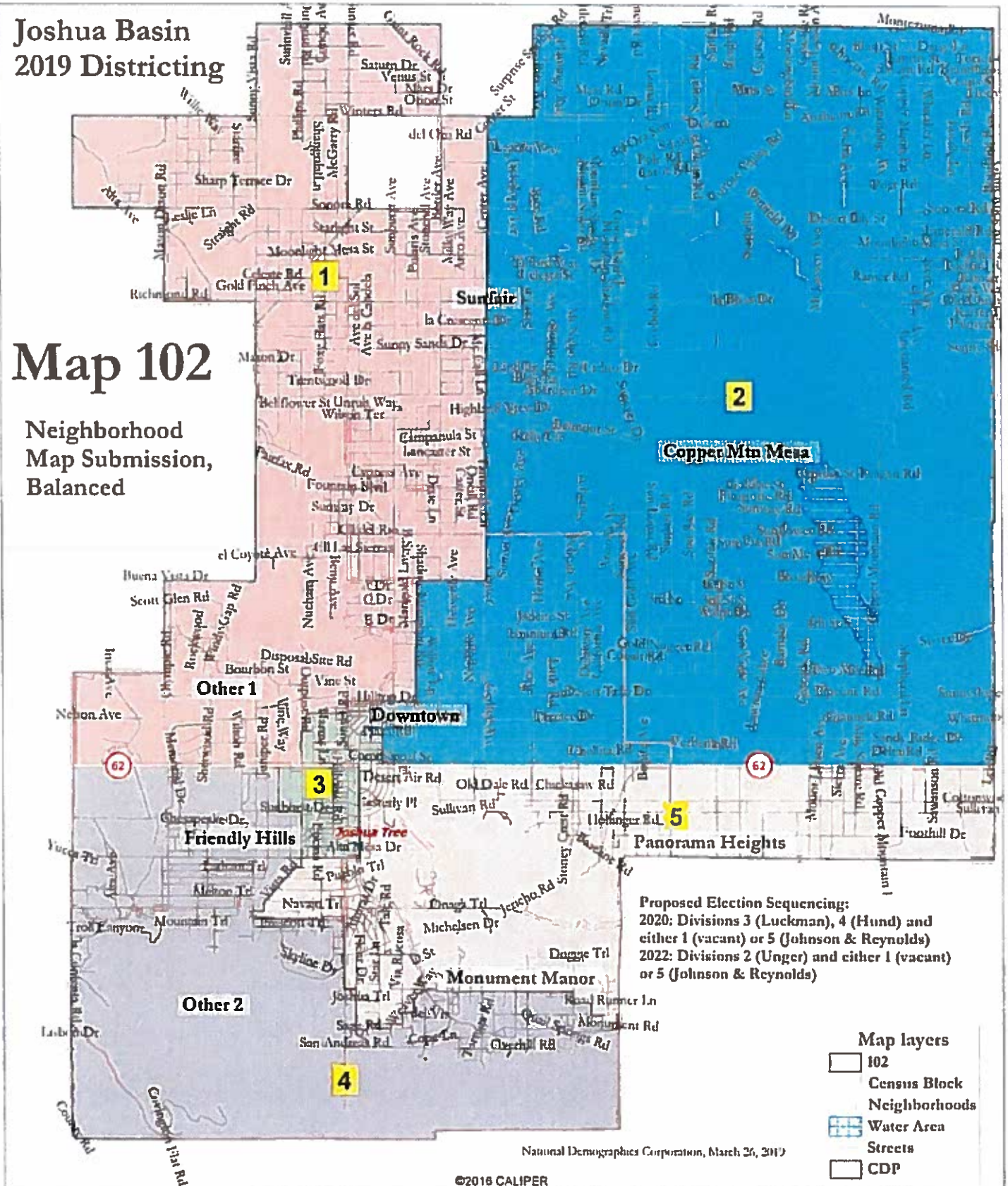
Surname based Voter Registration and Turnout data from the California Secretary of State

Latino voter registration and turnout data are Spanish surname records adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5 year data.

Joshua Basin 2019 Districting

Map 102

Neighborhood
Map Submission,
Balanced



Joshua Basin - Map 102

District		1	2	3	4	5	Total
Ideal	Total Pop	1,902	1,917	1,915	1,886	1,922	9,542
1,908	Deviation from ideal	-6	9	7	-22	14	36
	% Deviation	-0.31%	0.47%	0.37%	-1.15%	0.73%	1.89%
Total Pop	% Hisp	18%	14%	21%	12%	16%	16%
	% NII White	73%	76%	70%	80%	77%	75%
	% NII Black	3%	4%	4%	3%	3%	3%
	% Asian American	1%	3%	2%	2%	2%	2%
Citizen Voting Age Pop	Total	1,208	1,389	1,673	1,262	1,204	6,737
	% Hisp	17%	17%	16%	16%	15%	16%
	% NII White	74%	74%	66%	75%	81%	73%
	% NII Black	1%	0%	1%	2%	1%	1%
Voter Registration (Nov 2016)	% Asian/Pac. Isl.	4%	3%	16%	7%	2%	7%
	Total	641	779	782	1,007	1,029	4,238
	% Latino est.	9%	11%	10%	9%	11%	10%
	% Spanish-Surnamed	8%	10%	9%	8%	9%	9%
Voter Turnout (Nov 2016)	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	0%	1%	0%	0%	1%	0%
	% NII White est.	85%	82%	85%	88%	83%	85%
	% NII Black	1%	0%	2%	2%	5%	2%
	Total	501	605	615	821	807	3,349
	% Latino est.	9%	11%	9%	8%	9%	9%
Voter Turnout (Nov 2014)	% Spanish-Surnamed	8%	10%	8%	7%	8%	8%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	0%	1%	0%	0%	1%	0%
	% NII White est.	85%	82%	86%	89%	84%	85%
	% NII Black est.	1%	0%	2%	2%	5%	2%
	Total	271	323	315	428	484	1,820
ACS Pop. Est	% Latino est.	8%	9%	7%	5%	6%	7%
	% Spanish-Surnamed	7%	8%	6%	5%	6%	6%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	0%	1%	0%	0%	1%	1%
	% NII White est.	87%	81%	86%	93%	85%	87%
	% NII Black est.	1%	3%	4%	1%	7%	3%
Total	1,698	1,750	1,758	1,760	1,808	8,775	
Age	age0-19	23%	23%	24%	24%	24%	24%
	age20-60	55%	55%	53%	52%	52%	53%
	age60plus	22%	23%	23%	24%	24%	23%
Immigration	immigrants	6%	6%	10%	11%	10%	9%
	naturalized	39%	41%	71%	79%	78%	66%
Language spoken at home	english	88%	88%	90%	90%	90%	89%
	spanish	9%	9%	7%	6%	6%	7%
	asian lang	2%	3%	1%	0%	0%	1%
	other lang	0%	1%	3%	3%	3%	2%
Language Fluency	Speaks Eng. "Less than Very Well"	1%	2%	4%	6%	6%	4%
Education (among those age 25+)	hs-grad	71%	71%	63%	60%	61%	65%
	bachelor	12%	12%	15%	17%	16%	15%
	graduate degree	7%	7%	8%	9%	8%	8%
Child in Household	child-under18	24%	23%	24%	24%	23%	24%
Pct of Pop. Age 16+	employed	48%	46%	41%	37%	37%	42%
Household Income	income 0-25k	37%	38%	33%	30%	31%	34%
	income 25-50k	32%	30%	28%	25%	24%	28%
	income 50-75k	12%	14%	14%	16%	17%	14%
	income 75-200k	19%	17%	21%	22%	21%	20%
	income 200k-plus	0%	1%	4%	7%	6%	3%
Housing Stats	single family	90%	91%	90%	90%	91%	91%
	multi-family	10%	9%	10%	10%	9%	9%
	rented	45%	43%	48%	48%	46%	46%
	owned	55%	57%	52%	52%	54%	54%

Total population data from the 2010 Decennial Census

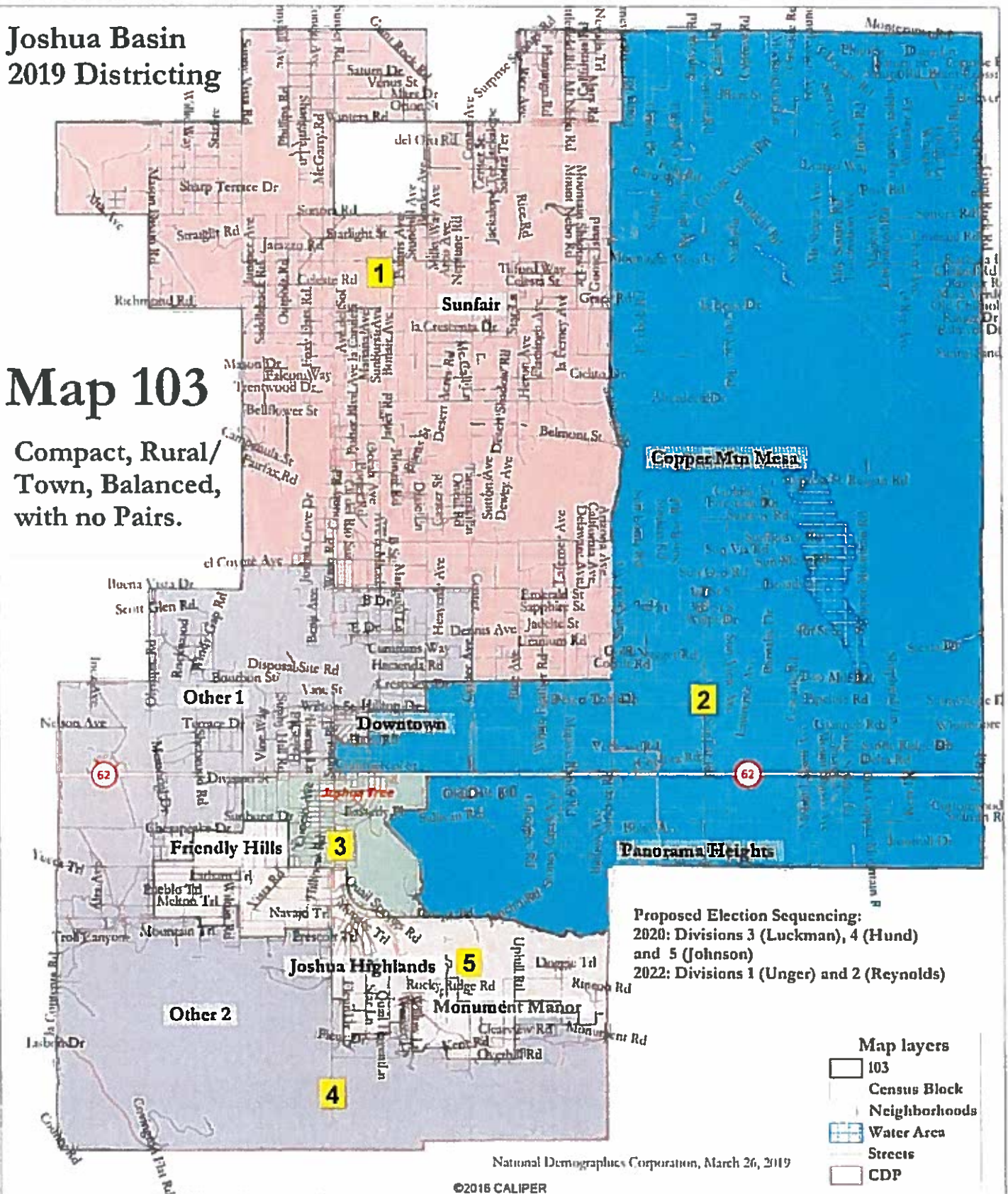
Surname based Voter Registration and Turnout data from the California Statewide Database

Latino voter registration and turnout data are Spanish surname counts adjusted using Census Population Department undercount estimates. NII White and NII Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5 year data.

Joshua Basin 2019 Districting

Map 103

Compact, Rural/
Town, Balanced,
with no Pairs.



Joshua Basin - Map 103							
District		1	2	3	4	5	Total
1908	Total Pop	1,907	1,887	1,983	1,909	1,856	9,512
	Deviation from ideal	-1	-21	75	1	-52	137
	% Deviation	-0.05%	-1.10%	3.93%	0.03%	-2.73%	6.66%
Total Pop	% Hisp	15%	13%	24%	17%	12%	16%
	% NH White	77%	77%	67%	75%	81%	75%
	% NH Black	3%	4%	4%	4%	3%	3%
	% Asian-American	1%	3%	3%	1%	3%	2%
Citizen Voting Age Pop	Total	1,238	1,452	1,557	1,394	1,104	6,737
	% Hisp	13%	16%	13%	19%	21%	16%
	% NH White	80%	76%	67%	71%	75%	73%
	% NH Black	1%	1%	1%	1%	1%	1%
Voter Registration (Nov 2014)	Total	632	701	986	861	1,058	4,238
	% Latino est.	9%	12%	10%	10%	9%	10%
	% Spanish-Surnamed	8%	11%	9%	9%	8%	9%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
Voter Turnout (Nov 2014)	Total	508	538	785	661	857	3,349
	% Latino est.	8%	11%	9%	9%	8%	9%
	% Spanish-Surnamed	7%	10%	8%	8%	7%	8%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
ACS Pop. Est	Total	375	315	435	331	463	1,820
	% Latino est.	7%	8%	6%	8%	6%	7%
	% Spanish-Surnamed	7%	7%	6%	7%	5%	6%
	% Asian-Surnamed	1%	1%	1%	0%	1%	1%
Age	age0-19	23%	23%	24%	24%	24%	24%
	age20-60	55%	54%	52%	54%	52%	53%
	age60plus	22%	24%	24%	22%	24%	23%
	immigrants	6%	6%	11%	8%	11%	9%
Language spoken at home	english	88%	88%	90%	89%	90%	89%
	spanish	9%	8%	6%	8%	6%	7%
	asian-lang	2%	3%	0%	1%	0%	1%
	other lang	1%	1%	3%	2%	3%	2%
Language Fluency	Speaks Eng. "Less than Very Well"	1%	2%	6%	3%	6%	4%
	Education (among those age 25+)	high school	71%	68%	60%	67%	60%
Child in Household	under 18	23%	23%	24%	24%	24%	24%
	employed	47%	43%	37%	43%	37%	42%
	income 0-25k	37%	38%	30%	34%	30%	34%
	income 25-50k	32%	29%	25%	29%	23%	28%
Household Income	income 50-75k	12%	15%	16%	13%	16%	14%
	income 75-200k	18%	17%	23%	20%	22%	20%
	income 200k plus	0%	2%	7%	3%	7%	3%
	Housing Status	single family	90%	93%	90%	89%	90%
Housing Status	multi-family	10%	7%	10%	11%	10%	9%
	rented	43%	42%	48%	48%	48%	46%
	owned	56%	58%	52%	52%	52%	54%

Total population data from the 2010 Decennial Census.

Surname based Voter Registration and Turnout data from the California Secretary of State Database.

Latino voter registration and turnout data are Spanish surname counts adapted using Census Population Department undercount estimates. NH White and NH Black percentages and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other data graphics from the 2012-2014 American Community Survey and Special Tabulation 5 year data.

ORDINANCE NO. 19-10

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE JOSHUA BASIN WATER DISTRICT ESTABLISHING
AND IMPLEMENTING DISTRICT BASED ELECTIONS
(ELEC. CODE §§ 10010, 10650)**

WHEREAS, the Joshua Basin Water District currently elects its members of the Board of Directors using an at-large method of election where candidates may reside in any part of the District and each member of the Board of Directors is elected by the voters of the entire District; and

WHEREAS, while the Board of Directors of the Joshua Basin Water District strongly believes that the interests of all of the District's residents have been fully and fairly represented under the District's current at-large method of election, the Board of Directors nonetheless finds that moving to a by-district method of election is in the best interest of the District and its taxpayers because of the status of State law, and the significant litigation costs that could result if the District does not change its method of election; and

WHEREAS, under the provisions of California Elections Code, a District that changes from an at-large Board of Directors method of election to a by-district Board of Directors method of election requires a total of five public hearings, which includes at least two public hearings regarding potential voting district boundaries prior to the release and consideration of any draft voting district maps, two public hearings following the release of draft voting district map(s); and a fifth public hearing for the purpose of adopting an ordinance, that includes district maps, in order to transition to district voting; and

WHEREAS, at the regular meeting of the Board of Directors of the Joshua Basin Water District held on the 6th of February, 2019, the Directors adopted Resolution No. 19-994 that initiated the process of establishing a district based election system and adopted the schedule therefore; and

WHEREAS, at the special and regular meetings of the Board of Directors of the Joshua Basin Water District held on the 13th and 20th of March, 2019, pursuant to California Elections Code Section 10010(a)(1), the Board of Directors held public hearings where the public was invited to provide input regarding the composition of the District's voting districts before any draft maps were drawn, and the Board of Director of the Joshua Basin Water District considered and discussed the same; and

WHEREAS, thereafter, at regular and adjourned regular meetings of the Board of Directors of the Joshua Basin Water District held on the 3rd and 10th of April, 2019, pursuant to California Elections Code Section 10010(a)(2), the Board of Directors held public hearings where the public was invited to provide input regarding the content of the draft maps that had been released at least seven (7) days before each meeting, and the Board of Directors of the Joshua Basin Water District considered and discussed the same; and

WHEREAS, at the regular adjourned meeting of the Board of Directors of the Joshua Basin Water District held on the 10th day of April, 2019, after holding a public hearing on the proposal to establish district boundaries and reviewing additional public input, the Board of Directors introduced this Ordinance for a first reading which formally selects voting district map 103, attached hereto; directs that seats for Districts 3, 4 and 5 will be placed on the District's 2020 ballot; and directs that the seats for Districts 1 and 2 will be placed on the 2022 ballot; and

WHEREAS, the purpose of this Ordinance is to enact, pursuant to California Elections Code Sections 10010 and 10650, an Ordinance providing for the election of members of the Board of Directors of the Joshua Basin Water District by-district in five single-member districts as reflected in Exhibit A to this Ordinance, in furtherance of the purposes of the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code) and to implement the guarantees of Section 7 of Article 1 and of Section of Article II of the California Constitution.

NOW, THEREFORE, the Board of Directors of the Joshua Basin Water District does hereby ordain as follows:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. Transition to District-Based Elections.

The District hereby finds that it will transition from at-large elections to district-based elections, beginning with its next regular election of the Board of Directors.

SECTION 3. Establishment of Districts.

The District hereby establishes five Director Districts within the Joshua Basin Water District. The boundaries and identifying number of each district shall be as depicted on the Joshua Basin 2019 Districting Map No. 103, a copy of which is attached hereto as Exhibit "A," and which shall be maintained on file at the District's office.

SECTION 4. Election Process.

A. Members of the Board of Directors shall be elected in the electoral districts established by this Ordinance and subsequently reapportioned as provided for by State Law and Section 7 of this Ordinance. Elections shall take place "by district," meaning that one director shall be elected from each district by the voters of that district alone.

B. No term of any member of the Board of Directors that commenced prior to the effective date of this Ordinance shall be affected by the adoption of this Ordinance.

C. A Director elected or appointed to represent a district must reside in that district and be a registered voter in that district. Any candidate for the Board must reside in and be a registered voter in the district in which he or she seeks election at the time the nomination papers are issued.

D. Notwithstanding any other provision of this Ordinance, the Directors in office at the time this Ordinance takes effect shall continue in office until the expiration of the term for which he or she was elected. In the event a vacancy occurs before the expiration of the term of a Director in office at the time this Ordinance takes effect, a person who is appointed or elected by special election to fill such vacancy may reside anywhere in the district.

E. The term of each Director elected to the Board of Directors shall remain four (4) years.

SECTION 5. Implementation.

The district based election system shall be implemented, beginning at the next regular election of the Board of Directors, as follows:

A. Members of the Board of Directors shall be elected in Districts 3, 4, and 5 beginning at the next regular election of the Board of Directors in 2020, and every four years thereafter; and

B. Members of the Board of Directors shall be elected in Districts 1 and 2 beginning at the regular election of the Board of Directors held in 2022, and every four years thereafter.

SECTION 6. Adjustment of Boundaries.

Pursuant to Elections Code 22000, as may be amended from time to time, the Board of Directors shall adjust the boundaries of any or all of the districts following each decennial federal census to ensure the districts are in compliance with all applicable provisions of law.

SECTION 7. If necessary to facilitate the implementation of this Ordinance as determined by the County Registrar of Voters, the Secretary is authorized to make technical adjustments to the district boundaries that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district. The Secretary shall consult with the General Manager and District Attorney concerning any technical adjustments deemed necessary and shall endeavor to provide the Board of Directors with 3 days advance notice of any such adjustments required in the implementation of the districts.

SECTION 8. In the event at any time in the future the California Voting Rights Act is amended, found to be unconstitutional, or otherwise is no longer applicable to the District, the Board of Directors expressly indicates its intention that the by-district election method be re-examined, and on behalf of itself and all future Board of Directors, expressly reserves its right to repeal or modify this Ordinance.

SECTION 9. To the extent the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinance,

motion, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof.

SECTION 10. In interpreting this Ordinance or resolving any ambiguity, this Ordinance shall be interpreted in a manner that effectively accomplishes its stated purposes.

SECTION 11. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the Joshua Basin Water District hereby declares the Board would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 12. The President shall sign and the Secretary shall attest to the passage of this Ordinance. The Secretary shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days from its adoption.

INTRODUCED at a regular adjourned meeting of the Board of Directors of the Joshua Basin Water District held on the 10th day of April, 2019, and thereafter,

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Joshua Basin Water District held on the ___ day of _____, 2019.

Robert Johnson, President

ATTEST:

Curt Sauer, Secretary

APPROVED AS TO FORM:

Special Counsel, Rutan & Tucker by Jennifer Farrell, Esq.

I, CURT SAUER, Secretary of the Joshua Basin Water District, do hereby certify that the foregoing Ordinance No. 19-10, was duly adopted and passed by the Board of Directors of the Joshua Basin Water District at a regular meeting thereof held on 17th day of April, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Curt Sauer, Secretary

JOSHUA BASIN WATER DISTRICT

Report to: Board of Directors

April 17, 2019

Prepared by: General Manager

TOPIC: DRAFT PROJECTED COSTS OF SUCCESSION MANAGEMENT FOR ADMINISTRATIVE STAFF

RECOMMENDATION: Receive for information.

At the April 10 Finance Committee meeting President Johnson asked for projections of costs during the succession period of April 2019 to January 2021.

Succession Planning is in place as the General Manager and Assistant General Manager - Controller retire within the next 18 to 20 months. In phase III of the Organizational Assessment, the Assistant General Manager - Controller position will be phased out, and a new Director of Finance will be created. During this phase, the District will see an increase in personnel costs for administering the District, with a decrease in costs from the upcoming retirement of the Assistant General Manager -Controller in December of 2020.

In addition to the Accountant position needing to be filled in some format, the District should also consider work load needs for a Human Resource Technician level employee. Another consideration is the potential need for an Internet Technology position or contracting out those responsibilities. The phone system, interface with Southwest Technologies, over 30 computers and complex software for Taylor In-code software and SCADA management are all areas where the District has assigned work to employees outside their job descriptions in an effort to reduce costs. The Organizational Assessment should be revisited in budget year 2019/2020 to assess these questions.

These projected costs below are difficult to accurately assess for various reasons. Job description for the Director of Finance has not been written and salary range has not been calculated. Further, whether the current AGM for Operations succeeds the GM upon the latter's retirement, and what the salary would be, have not been determined yet.

Additionally, assuming that the current Accountant succeeds the AGM/CFO as a Director of Finance, the vacated position job description has not been written nor the salary range computed.

Lastly, whether the AGM for Operations will be filled within the established range for the AGM Ops position has also not been determined. It may be filled as an AGM, or possibly as a Director of Operations or a Field Superintendent. These management decisions have not yet been clearly decided.

None the less, here is a projection of what could occur using salary table - 2018/19. The actual estimated scenarios will be explained at the Board Meeting.

The General Manager reiterates, these are projections based on decisions that have not been decided on by the Board. Therefore, they must be assumed to be estimated, draft scenarios.

Currently Staff as Follows:

Possible Future Staffing:

General Manager - (Current)	\$180,000.00	General Manager - (Scenario	\$180,000.00
AGM – Operations -	\$159,926.00	AGM – Operations -	\$159,926.00
Director of Water Resources	\$ -	Director of Operations	\$ -
AGM / CFO-	\$159,926.00	AGM / CFO-	\$159,926.00
Accountant	\$ 84,158.00	Accounting Technician II	\$ -
Director of Finance	\$ -	Director of Finance	\$121,000.00
Human Resource Manager-	\$ 90,629.00	Human Resource Manager-	\$ -
Director of Administration	\$ -	Director of Administration	\$121,000.00
Human Resource Technician	\$ -	Human Resource Technician	\$ -
Totals:	\$674,639.00		\$741,852.00
General Manager - (Scenario 2)	\$180,000.00	General Manager - (Scenario	\$180,000.00
AGM – Operations -	\$159,926.00	AGM – Operations -	\$ -
Director of Water Resources	\$ -	Director of Operations	\$141,351.00
AGM / CFO- (retired, not hired)	\$ -	AGM / CFO- (retired)	\$ -
Accountant	\$ 75,000.00	Accountant	\$ 75,000.00
Director of Finance	\$141,315.00	Director of Finance	\$141,351.00
Human Resource Manager-	\$ -	Human Resource Manager-	\$ -
Director of Administration	\$141,315.00	Director of Administration	\$141,351.00
Human Resource Technician	\$ -	Human Resource Technician	\$ -
	\$ -		
Totals:	\$697,556.00		\$679,053.00

JOSHUA BASIN WATER DISTRICT

Report to: Board of Directors

April 17, 2019

Prepared by: Curt Sauer / Sarah Johnson

TOPIC: DIRECTOR OF ADMINISTRATION JOB DESCRIPTION

RECOMMENDATION:

Recommend the Board approve the Director of Administration job description with salary established at Range 53, \$ 107,730 to \$141,351.

ANALYSIS:

In September 2018, the District's Board of Directors approved the Organizational Assessment (OA) Implementation Plan. A significant reason the Organizational Assessment was conducted was to help the District create a succession plan for the District's many upcoming retirements. Phase I of the OA Plan has concluded and is working as intended.

Phase II of the plan is in progress and includes the reclassification of the Human Resources Manager/Contract Administrator to become the Director of Administration. This reclassification is one of the steps in the District's preparation for succession as the General Manager and Assistant General Manager - Controller retire within the next 18 months. In phase III of the plan, the Assistant General Manager - Controller position will phase out and transition to become the Director of Finance.

These reclassifications are a proactive approach in succession planning that will help minimize the negative impacts that occur when key employees leave their roles. During the transition, the District will see an increase in personnel costs for administering the District. However, these costs are mitigated by the continued momentum that minimizes organizational disruption, and the retention of institutional knowledge that will help to ensure the continuity of District services.

The Director of Administration will be classified as a Management, Confidential, Supervisory position. The new classification will be responsible for the following programs: Human Resources, Customer Service, Procurement, Risk management, and District-wide administrative support.

In addition to the additional programs and responsibilities in Customer Service, Procurement, and Risk Management, this position will be responsible for the direct supervision of five staff members including two Customer Service Representatives, a Field Service Technician, a Contracts & Purchasing Administrator, and a part-time Office Assistant.

In 2015, Koff & Associates completed a compensation study for the District that was board adopted and implemented. The compensation study identified comparator agencies to benchmark positions similar to the District's organizational type, structure; similarity of population, staff, budgets; scope of service provided; labor market and geographic location; and compensation philosophy. We are still successfully utilizing the salary structure proposed by Koff & Associates.

In consideration of the additional responsibilities for the Director of Administration, the following benchmark methodologies were utilized. Staff benchmarked positions from the identified comparator agencies that most consistently match the duties, essential functions, responsibilities, authority, and reporting structure of this position. The identified comparable positions were grouped into the

following program responsibilities: Human Resources, Customer Service, Procurement, and Risk management. The comparable positions of each category were averaged, then a percentage of time allocated to each function was calculated, to determine a benchmarked salary amount for that function. All of the functions were added together to come up with a final recommended salary. Please see the attached worksheet.

The findings of this survey revealed that the position's compensation in the market place should be set at a range between Range 52 (\$105,102 to \$137,904) and Range 53 (\$107,730 to \$141,351). The General Manager recommends that the Board approve the Director of Administration job description with the benchmarked salary of range 53, between \$107,730 to \$141,351).

Director of Administration Compensation Study

Comparable Districts as Identified by Koff & Associates

HR Management Comparable	Comparable Positions with Comparable Duties	FLSA Status	Top of Range
Hi- Desert Water District	HR and Risk Mgr.	Exempt	\$ 106,365
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	Administrative Assistant - HR	Non-Exempt	\$ 85,446
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 139,843
Estimation of Time Allocated to HR			65% \$ 90,898
Customer Service Management			
Hi- Desert Water District	Customer Service & Billing Supervisor	Non-Exempt	\$ 80,403
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	CS Mgr.	Exempt	\$ 96,488
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 122,936
Estimation of Time Allocated to CS			15% \$ 18,440
Procurement Management			
Hi- Desert Water District	Purch Mgr.	Non-Exempt	\$ 92,472
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 147,467
Estimation of Time Allocated to Pro			10% \$ 14,747
Risk Management			
Hi- Desert Water District	HR and Risk Mgr.	Exempt	\$ 106,365
Beaumont Cherry Valley Water District	Director of Fin & Administrative Services	Exempt	\$ 154,128
Indian Wells Valley Water District	CFO	Exempt	\$ 137,458
Mission Springs Water District	Director of Administrative Services	Exempt	\$ 207,074
Crestline Village Water District	Office Manager	Exempt	\$ 146,203
Average of Comparable Positions			\$ 150,246
Estimation of Time Allocated to Risk			10% \$ 15,025
			100% \$ 139,109.77

Additional Information

<u>Disadvantaged Community Status</u>		<u>50% Percentile for the Position</u>	
Hi- Desert Water District	DAC		
Beaumont Cherry Valley Water District	DAC		
Indian Wells Valley Water District	not a DAC	Top Paid Position	\$ 207,074
Mission Springs Water District	Severly DAC	Lowest Paid Position	\$ 80,403
Crestline Village Water District	DAC	50% Percentile	\$ 143,739



JOB DESCRIPTION

POSITION	Director of Administration	CLASS/GROUP	MSC
SALARY RANGE	Range TBD	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	N/A

SUMMARY

Under general direction of the General Manager, the incumbent plans, organizes, coordinates, and manages multiple District administrative programs including human resources, customer service, procurement, risk management, and District-wide administrative support. The incumbent provides responsible and complex administrative and operational support to the General Manager; formulates and implements policies and procedures; oversees Administrative budgets; frequently interacts with staff, consultants, and the general public; and performs related work as assigned. May act as the General Manager when assigned.

DISTINGUISHING CHARACTERISTICS

The position is responsible for performing diverse and complex work involving matters of significance, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. This employee must function as a member of the District’s executive management team and participate actively in addressing issues of concern to the District, which at times may not be directly related to the employee’s area of specialization. The incumbent is responsible for handling extremely complex, sensitive, and confidential tasks with tact and discretion.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager. This position will supervise, lead, and provide training for assigned employees.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Assumes managerial and supervisory responsibility for the District’s Administrative programs including human resources; customer service; procurement, risk management, and administrative support programs.
- Plans, directs, and coordinates, through subordinate staff, the Administrative programs’ work plans; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, administers, maintains, interprets, performs periodic reviews, updates, and implements various District policies and procedures while ensuring regulatory and legal requirements are met.

- Selects, trains, and directs assigned staff, including temporary employees; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; and responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; recommends within District policy, appropriate service and staffing levels; identifies opportunities and recommends opportunities for improvement.
- Manages the District-wide administration of the Human Resources function including but not limited to strategic management; workforce planning, recruitment, selection, and other employment lifecycle processes; compensation and benefits; performance management; training and development; employment investigations; policy and procedure formulation, employee and labor relations; and risk management.
- Acts as a primary liaison to the union representatives; develops and maintains an effective working relationship with the union; oversees negotiations, grievances, and compliance with applicable local, state, and federal employment laws.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs, manages, supervises, and coordinates the activities and operations of the Customer Service program including but not limited to, account maintenance, payment processing, resolution of customer issues and concerns, meter reading, meter installation, maintenance, and repair, coordinates assigned activities with other divisions, departments, and outside agencies, and the general public.
- Researches, analyzes, and resolves all escalated customer issues including those from subordinate staff, superiors, or the Board; communicates results of analysis and the decision reached verbally or in written format to the customer, superiors, and the Board as required; provides feedback to other division personnel on how their actions positively or negatively impacted a District customer.
- Oversees the procurement functions and activities, administers the request for proposals process for contracted services; evaluates proposals and recommends award; participates in the preparation and negotiations of contracts; administers contracts to ensure compliance with District specifications, policies, and procedures and service quality.
- Administers District-wide risk management program including general liability, property, auto, and workers compensation programs; oversee Department of Transportation driving program; report accidents, violations or infractions as required; administer OSHA documentation and reporting requirements; and participate with the formulation and implementation of District's safety policies.
- Provide highly complex staff assistance to the General Manager; develops and reviews staff and regulatory reports related to assigned activities and services; presents to the Board of Directors; performs a variety of public relations work related to assigned activities.
- Manages the District's Administrative documentation processes by preparing, maintaining, and/or completing various documents; reviewing, reconciling, approving/denying, a variety of documents, reports, invoices, timecards, requests, etc.; and administers filing and recordkeeping procedures in accordance with record retention requirements.
- Attends and participates in professional organizations and group meetings; stays abreast of new trends, innovations, and laws in the field of administrative services; monitors changes in regulations that may affect District operations; and implements policy and procedural changes after approval.

- Collaborate with legal counsel for proactive professional advice on critical strategic and various legal issues in an effort to support the District.
- Oversees and participates in the development and administration of the departmental budgets; monitors and approves expenditures for assigned budgets.
- Responds to outside agency requests and coordinates appropriate processes; interfaces with the public and Board of Directors.
- Provides wide-ranging assistance to staff and the general public in person, on the phone, or by email regarding the Districts human resources, customer service, procurement, risk management, and District-wide administrative support programs.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

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

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

Experience:

- Five (5) years of increasingly responsible experience managing and/or supervising administrative services functions.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited four-year college or university with major coursework in business management, public administration, human resources management, or closely related field.

Certificates, Licenses, Registration:

- A Certification such as PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP highly desirable.

Other Requirements: Must possess and maintain a 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 of:

- Principles, practices, and techniques of managing effective District-wide administrative practices including human resources, customer service, procurement, risk management, and general administration.
- Administrative principles and practices, including goal setting; program development; and budgetary development and controls.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and training in workplace procedure.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

Skills in:

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

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Administer complex and technical administrative services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvement in processes and procedures.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and technique.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of administrative records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and monitor budgets.
- Communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Maintain the highest degree of confidentiality and professional discretion.
- Travel to attend meetings, conferences, training, and other relevant events.
- 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.

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.

JULIAN

JERRY

THOMAS

<p>JOSHUABASIN WATER DISTRICT</p> <p>CLASS DESCRIPTION</p>	<p>Description Approved <u>3/15/00</u></p>
<p>Title: Assistant GM/Controller</p>	<p>Status: Exempt</p>

Summary

This position directs the efficient and cost effective operation of the District's general administrative and financial systems; as well as assists in the engineering, construction, maintenance and operational affairs of the District.

Distinoulshing Characteristics

This position is characterized by the management level skills and high level of technical knowledge required to perform the principal duties of the position, as well as the accountability and responsibility this position has to the General Manager, Board of Directors and customers of the District. Position reports directly to the General Manager and provides continuous supervision to subordinate employees in the Accounting Department. This position acts as the General Manager in his/her absence.

Examples of Duties

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

Management: Administers the general administrative and financial functions of the District. Assists in formulating policies, procedures, projects and schedules necessary for the orderly and lawful operation of the District. Compiles and analyzes data for reports and presentations. Oversees procurement and implementation of hardware and software for information systems. Oversees consultant work and interfaces with the public and Board of Directors. Provides operational input on joint projects with other departments. Participates in the District's Strategic Planning process. Provides backup during General Manager's absence.

Financial: Oversees all financial operations and serves as Controller and Chief Financial Officer for the District. Plans, organizes, directs and manages the district financial, accounting, and investment functions and develops District policy and procedures for finance related areas. Provides accurate and timely financial information. Prepares financial projects and conducts the analysis, preparation and presentation of the District budget. Performs periodic audits of internal accounting records to ensure accurate controls. Responsible for proper investment of District funds. Makes recommendations regarding water service rates, charges and fees. Prepares special financial reports for the State of California, General Manager and Board of Directors. Assists with long-range financial planning, and administers assessment districts and long-term revenue or debt financing.

General Administrative: Oversees building repair and maintenance. Administers risk management program. Oversees District purchasing activities, credit card control and security issues.

Supervision: Plans, schedules, coordinates and directs the work of subordinate employees in the Accounting Department. Communicates effectively and regularly with subordinates and superiors. Consistently applies District policies, procedures and rules to subordinates in a legal and equitable manner. Prepares written evaluations of subordinate personnel and participates in disciplinary and complaint procedures.

Customer Service

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Description Approved <u>3/15/00</u>
Title: Assistant GM/Controller	Status: Exempt

Personnel: Oversees all Human Resources programs (e.g., policies and procedures, benefit administration, recruitment, performance assessment and compensation). Assists with bargaining unit negotiations, grievance resolution and compliance with all Federal and State employment laws.

Training and Problem Solving: Arranges and oversees training programs. Handles difficult and complex assignments with minimal oversight.

Board and Public Relations: Attends and participates in all Board of Directors and Finance Committee meetings. Ensures resolution of customer complaints; communicates politely with customers.

Safety: Follows proper safety practices at all times; ensures safety compliance when performing supervisory duties.

Job Requirements

Education, Training & Experience: Graduation from high school or equivalent. Any combination of experience and/or training that could likely provide the required knowledge and ability to perform the job duties (e.g., completion of college level course work in Accounting, Finance, Business Administration or Public Administration and 5 years of increasingly responsible managerial or supervisory experience.

Skills and Abilities: Ability to work efficiently and productively when completing work tasks. Ability to function effectively as a manager. Knowledge of the laws, rules, principles and practices of budgeting; governmental accounting; finance; investment; long-term financing; information systems; contract administration; District policies, rules and regulations; supervision; labor relations and public administration. Ability to understand and execute verbal instructions. Ability to read and understand complex documents, drawings and financial information; Interpret and carry out written instructions. Ability to skillfully use and operate a variety of computer hardware and software. 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 maintain accurate records.

Physical: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA), possess the ability to lift and/or carry objects (no greater than 20 lbs) on a periodic 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. Sit for extended periods of time.

Other: Position subject to extended work hours, evening meetings and periodic travel. Must possess a valid California Class C Driver's License.

CUSTOMER SERVICE...

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 17, 2019

Report to: President and Board of Directors

Prepared by: Mark C. Ban

TOPIC: WELL 14 UPDATE

RECOMMENDATION:

Board of Directors to direct the General Manager to move forward with constructing the necessary infrastructure and implementation of 4-LOG treatment at Well 14 at a cost of \$205,000.00 to include recommended facility improvements totaling \$237,000.00 for a project total of \$442,000.00.

ANALYSIS:

Well 14 has been offline since the summer of 2016 when total coliform positive (TCP) samples required the District to stop producing water from the groundwater source. Since 2016, the well has gone through three (3) rehabilitation processes, each of them directed at taking a more aggressive approach toward cleaning and disinfecting the well's casing. Prominent local well companies that included Tri-County Pump and Drill, Layne Christensen and L.O. Lynch, following specifications created by Dudek Engineering, all provided services to the District during this time period with the intent of inactivating the source of the TCP samples. Following each effort, though increasingly more complex, each time the well was sampled upon reinstallation of the equipment, TCP samples would inevitably prevent the well from being placed back online.

To date, \$1,201,940.07 has been spent on the rehabilitation efforts and equipment replacement associated with Well 14 as provided within EXHIBIT "A". Though there are a number of line items, the bulk of the charges are associated with payments made to each of the aforementioned well companies along with construction management and specification development provided by Dudek Engineering. In addition, microbiologist consultation and sample analysis using multiple laboratories to confirm and speciate present bacteria also contributed to a significant number of expenses.

Currently, though the occurrence of TCP samples and heterotrophic plate counts (HPC) have reduced, Well 14 remains offline. Due to its importance, continuing down a path of rehabilitation and disinfection that may or may not yield positive results, could prove detrimental to the District's ability to provide water should District groundwater well(s) 10 and/or 15 experience any operational issues that require them to be offline for any extended length of time. Though the District should begin to move toward increasing its groundwater well inventory to ensure redundancy, Staff's current recommendation focuses on applying an approved treatment technique that would allow Well 14 to be placed back online with the State Water Resources Control Board's (SWRCB) approval. The disinfection process focuses on increasing the time water produced by well 14 is in contact with chlorine before it is conveyed to the distribution system. Essentially, by creating a looped pipe network on-site, chlorine added at the well head is allowed to mix and stay in contact with the water at a controlled dosage which allows the District to achieve what is referred to by the water industry as LOG removal. A LOG is defined as the inactivation of microorganisms expressed as a percentage. In the case of 4-LOG treatment, the District would receive credit for 99.99% inactivation of microorganisms allowing water to be produced under current conditions.

Current estimates to install the infrastructure needed to achieve 4-LOG treatment in the manner explained above are as follows:

Description	Cost (\$)
Piping and appurtenances:	\$200,000.00
Permitting	\$5,000.00
Total:	\$205,000.00

In addition to the installation of the infrastructure needed to achieve 4-LOG treatment, staff is also recommending that additional improvements be made to the facility. The first of these improvements is the addition of an on-site sodium hypochlorite generator which would allow the District to become self-reliant in its need to have chlorine readily available at the well site. Currently, the District requires a chlorine supplier to make deliveries of 12.5% sodium hypochlorite to its well sites. While the installation of these systems at each of the District's well sites would be optimal, with 4-LOG removal and the proposed treatment technique being centered around the use of chlorine at Well 14, ensuring that the disinfectant is readily available regardless of emergencies or product availability is an important measure to consider. The on-site sodium hypochlorite generator would allow the District to produce its own sodium hypochlorite product at a 0.8% solution which, as an added benefit, falls below hazardous material thresholds when proper attention is given to the amount of storage maintained on-site. This improvement would require the purchase and installation of a fiberglass building to house the generator and protect the produced chlorine from sunlight and other elements that would weaken the chlorine solution and cause premature damage to the equipment.

The second recommended improvement is the replacement of the current motor control center (MCC). The existing MCC dates back to the construction of the well which is decades old. Wiring within the existing MCC is aged and with the repair and addition of equipment throughout the years, wiring schematics have been rendered useless. The cost to identify wiring locations and termination points in order to produce a new set of schematics would cost the District half of what a new MCC costs without addressing wiring and components that need to be replaced. In addition, current MCC technology offers increased motor and component protection which can extend the life of equipment that was replaced as part of past rehabilitation efforts.

With the recommended additional improvements, the total cost of the Project is as follows:

Description	Cost (\$)
Piping and appurtenances (4-LOG):	\$200,000.00
Motor Control Center (MCC)	\$75,000.00
Sodium hypochlorite generator:	\$112,000.00
Fiberglass Building	\$50,000.00
Permitting (4-LOG)	\$5,000.00
Total:	\$442,000.00

The installation of the above infrastructure would be performed by in-house staff using the District's newly formed Capital Improvement and Replacement Program (CIRP) along with assistance from the District's Production and Construction & Maintenance departments. Minimal dollars are allocated to outside contractors such as Cla-Val which provides and services the District's automated control valves. As part of the appurtenances installed, staff also intends to provide future injection points for the potential use of stannous chloride; a solution used to reduce the concentration of chromium-6

concentrations and a likely future treatment technique once a maximum contaminant level (MCL) is established by the SWRCB.

Should the Board concur with Staff's recommendation, next steps would include the preparation of a report to the SWRCB Drinking Water Division to approve the design of the treatment facility and begin their permit issuance process. It is estimated that with Board direction to proceed with this project, approximately 3-4 months would be required to gain the necessary approvals from the SWRCB and begin construction of the project.



My *Project Activity Report (GL Acct Analysis)

By Project Number

Report Dates: -

Project Number	Project Name	Group	Type	Status	Total Activity
A14002	CP#A14002: WELL 14 REHAB	INTERNAL CAPITAL RESERVE FUNDED	RANDY LITTLE	In Progress	16,210.85
Expenses					
Account Key	Account Name	Category			Total Activity
A14002120_1	BRITHINEE ELECTRIC	*PO - BUDGET BASED ON P.O. ISSUED			16,210.85
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/07/2016	WELL 14: INSPECT & REPAIR MOTOR	BRITHINEE ELECTRIC	W1003608
					16,210.85
					2015-2016 Total: 16,210.85
A14002120-99	OTHER SERVICES: MULTI VENDORS	N/A - N/A			51,336.03
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number
01-7-70-71300	~CP#A14002: WELL 14 REHAB	07/28/2016	SHIPPING: WELL 14 REHAB	FEDEX	5-489-54999
					67.09
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/22/2016	WELL 14 REHAB SHIPPING	WILLIAM H. KLINE	WK082616
					5.49
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/09/2016	WELL 14 REHAB	McMASTER-CARR SUPPLY COMP...	83836160
					617.77
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/18/2017	SHIPPING: WELL 14 REHAB	FEDEX	5-673-87937
					62.43
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/01/2017	SHIPPING: WELL 14 REHAB	FEDEX	5-689-51546
					22.50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/01/2017	WELL 14 REHAB: EQUIPMENT RENTAL	TRI COUNTY PUMP COMPANY	15699
					10,278.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/01/2017	SHIPPING: WELL 14 REHAB	FEDEX	5-719-19985
					38.42
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #949412		240.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #949858		1,300.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #950397		195.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #950907		36.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #951549		585.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #952055		216.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #953048		804.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #953644		5,445.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/31/2017	RECLASS CLINICAL LAB INV #954211		1,050.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/19/2017	RECLASS CLINICAL LAB INV #955228		205.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	05/03/2017	RECLASS CLINICAL LAB INV #955871		2,087.00
					2016-2017 Total: 23,254.70
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/10/2017	RECLASS CLINICAL LAB INV #957352		661.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/20/2017	RECLASS CLINICAL LAB INV #957879		4,727.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/20/2017	RECLASS CLINICAL LAB INV #958284		3,354.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/04/2017	SHIPPING: WELL 14 REHAB	FEDEX	5-938-07938
					148.25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/04/2017	WELL 14 REHAB ASSISTANCE	BIGHORN-DESERT VIEW	2017-002
					709.40
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/18/2017	SHIPPING: WELL 14 REHAB	FEDEX	5-960-53941
					627.25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	RECLASS CLINICAL LAB INV #958965		2,146.00

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/05/2017	RECLASS CLINICAL LAB INV #959479			4,011.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/17/2018	SAMPLING WELL 14 REHAB - NOV 17	CLINICAL LAB OF S.B. INC	959880	270.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/07/2018	SAMPLING WELL 14 REHAB - JAN 18	CLINICAL LAB OF S.B. INC	960982	365.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/07/2018	SHIPPING: WELL 14 REHAB	FEDEX	6-098-42361	91.08
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/06/2018	SAMPLING WELL 14 REHAB - APR 18	CLINICAL LAB OF S.B. INC	962435	246.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/28/2018	SHIPPING: WELL 14 REHAB	FEDEX	6-222-27851	123.99
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	SAMPLING - WELL 14	BABCOCK LABORATORIES, INC.	BF80025-2287	270.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	963472	2,595.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	962936	4,852.00
2017-2018 Total:						25,196.97
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/13/2018	SHIPPING: WELL 14 REHAB	FEDEX	6-286-82936	220.36
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/03/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	964543	1,449.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	964931	120.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/10/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	965508	600.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/26/2018	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	965890	345.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/08/2019	SAMPLING - WELL 14	BABCOCK LABORATORIES, INC.	BL81966-2287	30.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/17/2019	SAMPLING - WELL 14 REHAB	CLINICAL LAB OF S.B. INC	966519	120.00
2018-2019 Total:						2,884.36

[A14002130-99](#)

OTHER PURCHASES: MULTI VENDORS

E - Expenses

11,445.72

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/01/2017	WELL 14 REHAB SUPPLIES	BUSINESS CARD	BA0217	27.32
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/01/2017	RECLASS USABLUEBOOK INV #087706			3,918.02
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/29/2017	REIMB: MILEAGE: WELL 14 REHAB	CURT SAUER	CS062817	2.14
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/29/2017	REIMB: MILEAGE: WELL 14 SAMPLING	RANDY MAYES	RM061917	159.42
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB SUPPLIES	HOME DEPOT CREDIT SERVICES	HD0717	608.29
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB SUPPLIES	BUSINESS CARD	BA0717	2,000.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB SUPPLIES	HACH COMPANY	10517515	463.27
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB UTILITY TRAILER	BUSINESS CARD	BA0717	4,908.58
2016-2017 Total:						12,087.04
01-7-70-71300	~CP#A14002: WELL 14 REHAB	07/18/2017	RECLASS BUSINESS CARD INV #BA0717			-4,908.58
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/10/2017	WELL 14 REHAB SUPPLIES	BUSINESS CARD	BA0817	847.84
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/25/2017	WELL 14 REHAB SUPPLIES	HOME DEPOT CREDIT SERVICES	HD0817	123.50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/14/2017	WELL 14 REHAB	BUSINESS CARD	BA0917	2,830.43
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/17/2017	WELL 14 REHAB SUPPLIES	BUSINESS CARD	BA1117	358.91
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/22/2018	WELL 14 REHAB SUPPLIES	HOME DEPOT CREDIT SERVICES	HD0318	106.58
2017-2018 Total:						-641.32

[A14002160-1](#)

LAYNE CHRISTENSEN CO.

*CON - BOD APP'D CONTRACT

184,928.41

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/02/2016	WELL 14 REHAB	LAYNE CHRISTENSEN COMPANY	89082909	8,650.00

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	RECLASS LAYNE INV #89082909			-8,650.00
					2015-2016 Total:	0.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/01/2016	RECLASS LAYNE INV #89082909			8,650.00
					2016-2017 Total:	8,650.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/05/2017	WELL 14 REHAB	LAYNE CHRISTENSEN COMPANY	92083311	91,283.53
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/03/2018	SHIPPING: WELL 14 REHAB	FEDEX	6-034-84760	27.89
					2017-2018 Total:	91,311.42
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/08/2018	WELL 14 REHAB	LAYNE CHRISTENSEN COMPANY	1C080818	84,966.99
					2018-2019 Total:	84,966.99
A14002160-2	TRI COUNTY PUMP CO		E - Expenses			201,254.27
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/29/2017	WELL 14 REHAB	TRI COUNTY PUMP COMPANY	15809	76,507.63
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB	TRI COUNTY PUMP COMPANY	15861	26,406.14
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	WELL 14 REHAB	TRI COUNTY PUMP COMPANY	15844	95,431.25
					2016-2017 Total:	198,345.02
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/10/2017	WELL 14 REHAB	TRI COUNTY PUMP COMPANY	15900	2,909.25
					2017-2018 Total:	2,909.25
A14002160-3	BESST, INC.		*CON - BOD APP'D CONTRACT			32,480.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/18/2017	WELL 14 PROFILING	BESST, INC.	JBWD092517	24,980.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	WELL 14 PROFILING	BESST, INC.	JBWD092617	7,500.00
					2017-2018 Total:	32,480.00
A14002160-4	L.O. LYNCH		*CON - BOD APP'D CONTRACT			143,379.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/06/2018	WELL 14 REHAB	L.O. LYNCH QUALITY WELLS AND ...	15051	4,575.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/06/2018	WELL 14 REHAB	L.O. LYNCH QUALITY WELLS AND ...	14974	90,304.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/06/2018	WELL 14 REHAB	L.O. LYNCH QUALITY WELLS AND ...	15052	48,500.00
					2017-2018 Total:	143,379.00
A14002200-2	CONTINGENCY: LAYNE		*CON - BOD APP'D CONTRACT			0.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	RECLASS LAYNE INV #89082909			8,650.00
					2015-2016 Total:	8,650.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/01/2016	RECLASS LAYNE INV #89082909			-8,650.00
					2016-2017 Total:	-8,650.00
A1400260-1	LEGAL: REDWINE & SHERRILL		N/A - N/A			46,767.14
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/12/2016	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	716007	532.00

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/19/2016	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS0916	912.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/16/2016	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS1016	2,090.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/04/2017	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS1216	5,237.30
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/15/2017	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS0117	8,295.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/15/2017	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS0217	1,270.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/05/2017	LEGAL SERVICES - WELL 14 REHAB	LAW OFFICES REDWINE AND SHE...	RS0317	1,368.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	LEGAL SERVICES - WELL 14	REDWINE AND SHERRILL, LLP	1007	340.00
2016-2017 Total:						20,044.30
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/31/2017	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1017	513.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/12/2017	LEGAL SERVICES - WELL 14	REDWINE AND SHERRILL, LLP	1021	133.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/04/2017	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1031	198.18
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/15/2017	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1042	95.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/05/2017	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1054	1,216.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/17/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1067	950.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/07/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1076	190.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/21/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1084	1,824.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/11/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1091	3,659.01
01-7-70-71300	~CP#A14002: WELL 14 REHAB	05/24/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1099	285.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1104	990.91
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1112	5,577.68
2017-2018 Total:						15,631.78
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/15/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1121	893.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/03/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1132	608.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/07/2018	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1142	163.33
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/06/2019	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1158	9,213.53
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/06/2019	LEGAL SERVICES - WELL 14 REHAB	REDWINE AND SHERRILL, LLP	1161	213.20
2018-2019 Total:						11,091.06

[A14002P1001](#)

ENGINEERING & DESIGN: DUDEK

*SUP - BOD APPV'D CAPITAL (SUPPL) BUDGET ITEM

382,281.35

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/05/2015	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20146459	2,850.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/28/2015	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20150353	5,938.78
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/28/2015	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20150944	2,970.00
2014-2015 Total:						11,758.78
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/17/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20156317	990.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/17/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20156904	12,810.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	05/18/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20161073	7,950.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	05/18/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20160384	16,196.25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: CHROMIUM VI	DUDEK AND ASSOCIATES, INC	20162252	-1,050.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: CHROMIUM VI	DUDEK AND ASSOCIATES, INC	20162252	1,050.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20162252	2,310.00

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20163599	630.00
01 7 70 71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20162252	-2,310.00
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20163162	2,310.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20162252	2,310.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20161485	4,830.00
2015-2016 Total:						48,026.25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/19/2016	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20164948	1,680.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/19/2016	ENG SERV: WELL 14 REHAB	DUD K AND ASSOCIATES INC	20164450	3 360 00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/18/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES INC	20166312	2,141 25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	01/18/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20166039	2,141 25
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/15/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20167209	1,470.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/15/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20167659	3,480.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/15/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES INC	20170143	4,000.00
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/15/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20171712	8,227 50
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20173839	3,960.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20172462	2,526 79
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20173389	2,972.35
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB HYDRO	DUDEK AND ASSOCIATES, INC	20172462	31,449.67
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20173839	8,308.62
01 7 70-71300	~CP#A14002: WELL 14 REHAB	06/30/2017	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20173389	34,996.50
2016-2017 Total:						110,713.93
01 7 70 71300	~CP#A14002: WELL 14 REHAB	10/04/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20174781	2,640.00
01 7 70 71300	~CP#A14002: WELL 14 REHAB	10/04/2017	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20174781	9 917 50
01-7 70-71300	~CP#A14002: WELL 14 REHAB	10/18/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES INC	20171032	2,640.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20175713	1,558.33
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20175264	7,417.50
01-7-70 71300	~CP#A14002: WELL 14 REHAB	11/01/2017	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20175713	13,480.50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/05/2017	ENG SERV: WELL 14 REHAB	DUDE AND ASSOCIATES, INC	20176895	8,822 50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	12/05/2017	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20176895	11,342.50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/07/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20177704	2,615 00
01-7 70-71300	~CP#A14002: WELL 14 REHAB	02/07/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20177704	9,643 75
01 7 70-71300	~CP#A14002: WELL 14 REHAB	02/21/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20180310	7,425 00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/21/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20178427	7,180.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/21/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20180310	4,800.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	02/21/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20178427	9,478.75
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/11/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20181073	6,785.55
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/11/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20181073	27,838.22
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20182644	2,887.50
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20182216	2,200.00
01-7-70 71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20183177	1,540.00

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20183177	1,128.35
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20182216	29,503.88
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/20/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20182644	35,457.56
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20184196	1,100.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20184196	2,160.00
2017-2018 Total:						209,562.39
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/14/2018	ENG SERV: WELL 14 REHAB- HYDRO	DUDEK AND ASSOCIATES, INC	20185148	900.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/07/2018	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20186492	660.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/06/2019	ENG SERV: WELL 14 REHAB	DUDEK AND ASSOCIATES, INC	20187228	660.00
2018-2019 Total:						2,220.00
A14002P1200	WATER SYSTEMS ENGINEERING		*SUP - BOD APPV'D CAPITAL (SUPPL) BUDGET ITEM			14,166.48
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/04/2015	SHIPPING: WELL 14 REHAB	FEDEX	5-105-86979	40.51
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/04/2015	WELL 14 TREATMENT RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	24686	250.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	04/26/2016	WELL 14 REHAB SAMPLING	WATER SYSTEMS ENGINEERING, I...	25034	515.00
2015-2016 Total:						805.51
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/22/2016	SHIPPING: WELL 14 REHAB	FEDEX	5-540-99683	45.97
01-7-70-71300	~CP#A14002: WELL 14 REHAB	09/22/2016	WELL 14 REHAB SAMPLING	WATER SYSTEMS ENGINEERING, I...	25352	840.00
01-5-01-04004	LABORATORY SERVICES	10/19/2016	WELL 14 REHAB SAMPLING	WATER SYSTEMS ENGINEERING, I...	25464	1,180.00
2016-2017 Total:						2,065.97
01-7-70-71300	~CP#A14002: WELL 14 REHAB	08/10/2017	WELL 14 REHAB SAMPLING	WATER SYSTEMS ENGINEERING, I...	26174	1,980.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	WELL 14 REHAB CONSULTING	WATER SYSTEMS ENGINEERING, I...	26325	2,085.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26324	2,520.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26323	1,260.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	11/01/2017	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26322	1,260.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/21/2018	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26655	525.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	03/21/2018	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26628	515.00
2017-2018 Total:						10,145.00
01-7-70-71300	~CP#A14002: WELL 14 REHAB	10/03/2018	WELL 14 REHAB RECOMMENDATIONS	WATER SYSTEMS ENGINEERING, I...	26939	1,150.00
2018-2019 Total:						1,150.00
A14002P5380	OVERHEAD - GEN & ADMIN		OH12 - OVERHEAD G&A 12%			117,690.82
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2015	APPLY O/H @ 06-30-15			1,411.05
2014-2015 Total:						1,411.05
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	#A14002 WELL 14 OVERHEAD 15-16			29,621.11
01-7-70-71300	~CP#A14002: WELL 14 REHAB	06/30/2016	APPLY O/H AT 6-30-16			-20,777.99
2015-2016 Total:						8,843.12
01-7-70-71300	~CP#A14002: WELL 14 REHAB	07/01/2016	#A14002 WELL 14 OVERHEAD 16-17 PROJECTED			12,289.46

My *Project Activity Report (GL Acct Analysis)

Report Dates: -

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
<u>01-7-70-71300</u>	~CPHA14002: WELL 14 REHAB	06/30/2017	APPLY O/H @ FYE 06/30/17			31,550.25
					2016-2017 Total:	43,839.71
<u>01-7-70-71300</u>	~CPHA14002: WELL 14 REHAB	06/30/2018	APPLY O/H @ FYE			63,596.94
					2017-2018 Total:	63,596.94
					Total Expenses:	1,201,940.07
					A14002 Total:	1,201,940.07

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<u>A14002</u>	CP#A14002: WELL 14 REHAB	0.00	1,201,940.07	-1,201,940.07
Project Totals:		0.00	1,201,940.07	-1,201,940.07

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
INTERNAL CAPITAL RESERVE FUNDED	0.00	1,201,940.07	-1,201,940.07
Group Totals:	0.00	1,201,940.07	-1,201,940.07

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
RANDY LITTLE	0.00	1,201,940.07	-1,201,940.07
Type Totals:	0.00	1,201,940.07	-1,201,940.07

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Board of Directors

April 17, 2019

Report to: President and Board of Directors

Prepared by: Mark C. Ban

TOPIC: PVC PIPE, PARTS AND MATERIAL PURCHASES – SADDLEBACK WATER-MAIN REPLACEMENT PROJECT

RECOMMENDATION:

Board of Directors to approve the purchase of Polyvinyl Chloride (PVC) pipe, parts and materials for the District's upcoming Saddleback Watermain Replacement Project based upon the General Manager's determination of the lowest responsive, responsible bidder.

ANALYSIS:

The District recently released a request for proposals (RFP) for the purchase of PVC pipe that will be installed as part of the District's Saddleback Watermain Replacement Project (the "Project"). The RFP included a request to receive pricing on the following quantities and sizes of pipe:

Item #	Material	Quantity (l.f.)
1	12" C-900 PVC	500
2	8" C-909 PVC	25,000
3	6" C-909 PVC	2,000
4	8" SDR-35	300

The quantities provided are based upon the requirements needed to replace existing steel watermain with 8" and 12" sections of PVC pipe within the Project area. The 6" PVC pipe will be used to install laterals for new fire hydrants and the 8" SDR-35 is used to install valve access cans. Valve access cans provide a means for accessing and operating gate valves from street level.

Historically, two (2) pipe vendors provide responses to RFP's related to the purchase of pipe and materials within our area. These vendors are Inland Waterworks and Core and Main (formerly HD Supply). With only two (2) vendors providing responses and both providing the same product from the same manufacturer, the lowest responsive, responsible bid is easily determined by verifying quantities and comparing the total costs provided by each respondent. Since this purchase has already been budgeted, in order to save time and be ready to start installing pipe as soon as possible, staff is recommending that the Board approve this purchase based upon the General Manager's determination of the lowest bidder. With the Board's approval, the District could issue a purchase order to the awarded vendor by April 24, 2019. With up to a four (4) week lead time for delivery, the pipe would be delivered before June of 2019.

Typically, it has been the District's practice to present these types of purchases through Committee before taking them before the Board of Directors as an agenda item for approval. The current bid period for this purchase ends on Tuesday, April 23, 2019. If staff was to follow this process, the next available Committee meeting would take place on May 8, 2019 followed by Board approval at the

regularly scheduled Board Meeting of May 15, 2019. With an estimated lead time of up to 4 weeks, the District may not receive the pipe until mid-June 2019.

It is anticipated that by the April 17, 2019 Board Meeting as this agenda item is being considered, staff would have written and released the parts and materials RFP for the Project as well. This includes items such as: ductile iron tees, crosses and 45 to 90-degree bends used to change mainline direction and alignment; gate valves, corporation stops and angle stops for isolating pipe segments; rolls of 1" copper tubing and pipe saddles for installing new service lines; lids and sliders to complete the installation of valve access cans; tracer wire and warning tape to locate mainlines and protect against future excavations; and dry barrel fire hydrants. As is the case with the pipe, Inland Waterworks and Core and Main are the region's vendors for the manufacturers of these parts within our area and will be the only two (2) responses the District receives. As provided within the recommendation, in addition to the pipe, the Board would also be approving the General Manager to make these purchases through the selection of the lowest responsive bid.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 17, 2019

Report to: Board Members

Prepared by: Curt Sauer

TOPIC: NOMINATION OF THOMAS FLOEN TO THE CITIZENS ADVISORY COMMITTEE

RECOMMENDATION: That the Board of Directors appoints Thomas Floen to the Citizens Advisory Committee.

ANALYSIS:

The purpose of the CAC is to review important issues and make recommendations to the Board of Directors. CAC guidelines recommend 6 to 12 members who are registered voters and residents, account holders, or property owners in the District. From the February 2016 nomination, we know Tom Floen has been a home owner in Joshua Tree for over 40 years, visiting the area frequently. After retiring, Tom moved here full time in 2015. Tom's interest in the Water District has increased in the last several years. Tom also served on the Board until December 2018, having been appointed to fill the vacancy of Victory Fuller in 2017.

I believe Tom's interest in the District, and his organizational and analytical skills, would be a good addition to the Citizens Advisory Committee.

Appointments to the Committee are made by a majority vote of the Board.

FISCAL IMPACT:

N/A