



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, APRIL 10, 2019, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

Page 2

- Draft Minutes – March 13, 2019

Pages 3-12

7. REVIEW FEBRUARY 2019 CHECK REGISTER –Receive for information and refer to the Board of Directors for approval.

Pages 13-26

8. 2nd QUARTER ENDING 12/31/2018 – Receive for information and refer to the Board of Directors to accept and file.

Pages 27-34

9. DIRECTOR OF ADMINISTRATION JOB DESCRIPTION – Receive information and refer to the Board of Directors for approval.

10. STAFF REPORT

11. ADJOURNMENT

INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, March 13, 2019
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Director Unger called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – Vice President Unger and Director Luckman

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Mark Ban, AGM-Operations

GUESTS -2

APPROVAL OF AGENDA

Director Luckman made a motion to approve the Agenda. Vice President Unger seconded the motion. MSC' (Luckman/Unger) motion carried.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of February 13, 2019

Director Luckman made a motion to approve the minutes of February 13, 2019. Vice President Unger seconded the motion. MSC' (Luckman/Unger) motion carried.

REVIEW JANUARY 2019 CHECK REGISTER – The Committee reviewed the January 2019 check register.

Director Luckman made a motion to refer the January 2019 check register to the Board of Directors for approval. Vice President Unger seconded the motion. MSC' (Luckman/Unger) motion carried.

DISCUSS MISCELLANEOUS FEE INCREASES – The Committee reviewed the miscellaneous fee increases.

Director Luckman made a motion to refer the miscellaneous fee increases to the Board of Directors for approval. Vice President Unger seconded the motion. MSC' (Luckman/Unger) motion carried.

CONSIDER OUTSOURCING OF ANNUAL STANDBY ADMINISTRATION – The Committee reviewed the contract with NBS and referred to the Board of Directors for approval.

RECHARGE IMPACTS – AGM Greer gave a staff report on the impacts of recharge.

STAFF REPORT – GM Sauer gave a staff report on recharge and the shop remodel.

ADJOURNMENT – The Finance Committee meeting was adjourned at 10:26 a.m.

Respectfully,

Susan Greer, Assistant General Manager - Finance



Joshua Basin Water District

***Check Report JBWD**

By Check Number

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

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
000501 0597032	ACWA/JPIA Invoice	02/06/2019	02/06/2019 Regular EE HEALTH BENEFIT & EAP MAR 19	0.00 0.00	20,764.58 20,764.58	60916
009054 190203-1	KATHLEEN J. RADNICH Invoice	02/06/2019	02/06/2019 Regular PUBLIC RELATIONS SERVICES	0.00 0.00	810.60 810.60	60917
006800 MWA011619	MOJAVE WATER AGENCY Invoice	02/06/2019	02/06/2019 Regular WATER RECHARGE PURCHASE	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 Regular SHOP REMODEL - FLOORING SHOP REMODEL - FLOORING	0.00 0.00	6,700.00 4,300.00 2,400.00	60919
013216 TPO10819	TIMOTHY ROBERT PINAR Invoice	02/06/2019	02/06/2019 Regular INTERIOR LIGHTS @ OFFICE	0.00 0.00	2,000.00 2,000.00	60920
013827 419	WRIGHT PAINTING COMPANY, INC. Invoice	02/06/2019	02/06/2019 Regular SHOP REMODEL - PAINTING	0.00 0.00	2,580.00 2,580.00	60921
008300 SD022219	POSTMASTER Invoice	02/22/2019	02/22/2019 Regular POSTAGE FOR WATER BILLING	0.00 0.00	4,000.00 4,000.00	60922
000998 AWWA022719	AWWA, CA-NV SECTION Invoice	02/27/2019	02/27/2019 Regular CROSS CONNECTION CONTROL SPECIALIS	0.00 0.00	80.00 80.00	60923
013204 12207	PRO SECURITY SYSTEMS Invoice	02/27/2019	02/27/2019 Regular RELOCATE & UPDATE ALARM SYSTEM @	0.00 0.00	1,500.00 1,500.00	60924
004110 BWO219 BWO219B BWO319 BWO319B	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice Invoice	02/27/2019 02/27/2019 02/27/2019 02/27/2019	02/27/2019 Regular TRASH & RECYCLING (OFFICE) - FEB 19 TRASH REMOVAL (SHOP) - FEB 19 TRASH & RECYCLING (OFFICE) - MAR 19 TRASH REMOVAL (SHOP) - MAR 19	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 Regular WATER BILLS DEC 18/ENVELOPES/A/P CH	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 Regular EE TRAINING	0.00 0.00	300.00 300.00	60927
001555 190203192101	CENTRTEL Invoice	02/27/2019	02/27/2019 Regular DISPATCH SERVICES - JAN 19	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 Regular LEGAL SERVICES - DEC 18 LEGAL SERVICES - JAN 19	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	02/27/2019 Regular SHOP EXPENSE 1/01/19 - 1/31/19 OFFICE EXPENSE 1/5/19 - 2/4/19	0.00 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	02/27/2019 Regular FIRE EXTINGUISHER SERVICE - SHOP FIRE EXTINGUISHER SERVICE - OFFICE	0.00 0.00 0.00	762.26 665.18 97.08	60931
002822 10217144736	EMPLOYMENT DEVELOPMENT DEPT Invoice	02/27/2019	02/27/2019 Regular UNEMPLOYMENT INSURANCE	0.00 0.00	2,247.61 2,247.61	60932

*Check Report JBWD

Date Range: 02/01/2019 - 02/28/20

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	
0066	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
190210-1	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	756.00	
190218-1	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	625.80	
190224-1	Invoice	02/27/2019	PUBLIC RELATIONS SERVICES	0.00	625.80	
013803	PEOPLEREADY, INC	02/27/2019	Regular	0.00	2,505.60	60953
24428056	Invoice	02/27/2019	TEMPORARY LABOR	0.00	742.40	
24451361	Invoice	02/27/2019	TEMPORARY LABOR	0.00	1,763.20	
000985	AVALON URGENT CARE	02/27/2019	Regular	0.00	100.00	60954
44420	Invoice	02/27/2019	PHYSICAL DMV/DOT	0.00	100.00	
000248	PAYCHEX	02/08/2019	Manual	0.00	317.89	901102
327332	Invoice	02/08/2019	PAYROLL PROCESSING FEE	0.00	317.89	
009898	SOCALGAS	02/11/2019	Manual	0.00	612.35	901103
GAS0119	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
PPE 2-1-19	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
SCE0119	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
BA0119	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
BA0119	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
BA0119	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
PPE 2-1-19	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
US19010197	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
829480028X0205	Invoice	02/20/2019	COMMUNICATIONS - JAN 19	0.00	2,310.60	
000248	PAYCHEX	02/22/2019	Manual	0.00	320.14	901112
327813	Invoice	02/22/2019	PAYROLL PROCESSING FEE	0.00	320.14	
000236	PAYPRO ADMINISTRATORS	02/22/2019	Manual	0.00	74.99	901113
PPE 2-15-19	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
3990561-020539	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
HD0119	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	
<u>ICMARC0219</u>	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	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
009065	RDO EQUIPMENT COMPANY	02/21/2019	Manual	0.00	227,833.31	800003
<u>E05505</u>	Invoice	02/21/2019	2018 JOHN DEERE 135G EXCAVATOR	0.00	227,833.31	
009065	RDO EQUIPMENT COMPANY	02/21/2019	Manual	0.00	217,702.29	800004
<u>E05494</u>	Invoice	02/21/2019	2018 JOHN DEERE 544L WHEEL LOADER	0.00	217,702.29	
009065	RDO EQUIPMENT COMPANY	02/21/2019	Manual	0.00	26,152.11	800005
<u>E05501</u>	Invoice	02/21/2019	2018 SAKAI CR27 DOUBLE DRUM ASPHAL	0.00	26,152.11	

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>	<u>Grand Totals:</u>	<u>\$4,090.48</u>	<u>\$0.00</u>
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 Finance Committee

April 10, 2019

Report to: Committee Members

Prepared by: Susan Greer 

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

RECOMMENDATION:
Accept report and refer to full Board.

ANALYSIS:
We will discuss the second quarter financial report in detail at the meeting. Note that there is also an updated report regarding the current balance of the CIRP loan.

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.

		<u>COMPARISONS</u>					
		<u>12/31/18</u>	<u>LEGALLY</u>	<u>DISTRICT</u>	<u>UN-</u>	<u>9/30/18</u>	<u>12/31/17</u>
		<u>TOTAL</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>Balance</u>	<u>TOTAL</u>
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	505,126	505,126			361,043	
	Reserve	248,417	248,417			247,051	
	Prepayment	3,092	3,092			3,075	
	Subtotal	<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		<u>2,358,643</u>		<u>2,358,643</u>		<u>0</u>	<u>0</u>
	TOTAL	12,511,956	2,173,215	7,497,442	2,841,299	9,453,998	10,017,870



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 Installion/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

Ending loan balance 2,358,643.27
\$ 12,511,956.84



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

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

EXPENSES

	% 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-JC	SMALL TOOLS - DISTRIBUTION	18,000.00	18,000.00	176.88	4,182.57	13,817.43 23.24 %
01-02-5-02-02970-FI	INVENTORY-OVER & SHORT	6,800.00	6,800.00	0.00	0.00	6,800.00 0.00 %
01-02-5-02-03106-JC	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-JC	CROSS CONNECTION CONTROL EXP	1,500.00	1,500.00	0.00	495.00	1,005.00 33.00 %
01-02-5-02-03206-JC	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-FXA	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-FXA	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	35.36 %
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-FNG	MAPS/DRAFTING SUPPLIES	4,000.00	4,000.00	8.00	1,900.10	2,099.90	47.50 %
01-05-5-05-04006-FNG	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-FNG	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 %
01-20-5-20-06100-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-ENG 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 %

		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	
Change 2016 - 2018			5.45% increase

*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

Date	Description	Transaction	Balance	Purpose
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
MEETING AGENDA REPORT

Meeting of the Finance Committee

April 10, 2019

Report to: Committee Members

Prepared by: Curt Sauer / Sarah Johnson

TOPIC: DIRECTOR OF ADMINISTRATION JOB DESCRIPTION

RECOMMENDATION:

Recommend the Committee forward to Board for consideration and approval.

ANALYSIS:

In September 2018, the District's Board of Directors approved the Organizational Assessment Implementation plan. Phase I of the plan is completed 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 Director of Administration.

This position reclassification is part of the Succession Planning in place as the General Manager and Assistant General Manager - Controller retire within the next 18 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.

The Director of Administration will be classified as a Management, Confidential, and Supervisory position. The new position 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 for 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 recommend 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 Ranges 52 and 53. Staff recommends that the Board approve the Director of Administration job description with the benchmarked salary of range 53.

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

Disadvantaged Community Status

Hi- Desert Water District	DAC
Beaumont Cherry Valley Water District	DAC
Indian Wells Valley Water District	not a DAC
Mission Springs Water District	Severly DAC
Crestline Village Water District	DAC

50% Percentile for the Position

Top Paid Position	\$ 207,074
Lowest Paid Position	\$ 80,403
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 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" Commercial 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 have sufficient finger/hand coordination and dexterity to operate office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel and crouch occasionally. Ability to communicate orally with district members, co-workers, and the public in

