



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, MAY 24, 2017 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
- Pages 2-3 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Regular Finance Committee Meeting Draft Minutes of April 26, 2017
- Pages 4-7 7. REVIEW JOB DESCRIPTION AND SALARY FOR REGULATORY COMPLIANCE ADMINISTRATIVE ANALYST – Receive for information only.
- Pages 8-9 8. DISCUSSION ON THE RATE STUDY- Receive for information only.
9. STAFF REPORT
10. ADJOURNMENT

INFORMATION

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

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, April 26, 2017
61750 Chollita Road, Joshua Tree, CA 92252

1. **CALL TO ORDER** 9:20 a.m.

2. **PLEDGE OF ALLEGIANCE**

Committee Members Present: Mickey Luckman, President
Bob Johnson, Vice President

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

Consultant Present:

Guests: 1

3. **DETERMINATION OF QUORUM**

A quorum is present.

4. **APPROVAL OF AGENDA**

MSC/Johnson/Luckman 2/0 to approve the agenda for the April 26, 2017 Regular Meeting of the Finance Committee.

5. **PUBLIC COMMENT**

None

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

MSC/Johnson/Luckman 2/0 to approve the minutes of the February 27, 2017 Regular Meeting of the Finance Committee.

7. **REVIEW JOB DESCRIPTION AND SALARY FOR REGULATORY COMPLIANCE ADMINISTRATIVE ANALYST -**

Receive information and forward to the full Board of Directors for approval, this item is tabled until next meeting.

8. **CONSIDER OPTIONS FOR UNPAID TEMPORARY CONSTRUCTION METER CHARGES-**

Receive information and recommend to the full Board of Directors for approval.
MSC/Luckman 1/0 motioned to send to Board, no second, failed for lack of second. Vice President Johnson would like more information about past write-offs, which will be presented in the future.

9. **CONSIDER TERMINATION OF JOSHUA BASIN-HI-DESERT FINANCING AUTHORITY -**

MSC/Johnson/Luckman 2/0 to approve the termination of the Joshua Basin-Hi-Desert Financing Authority and send to the full Board for approval.

10. **DISCUSSION ON NEW BANKING OPTION –** Receive for information only.

After a brief discussion, this item will be sent to the full Board for approval.

11. **2nd QUARTER ENDING 12/31/2016 FINANCIAL REPORT** – Accept report and refer to the full Board of Directors for approval.
12. **DISCUSSION OF MID BUDGET REVIEW** – Review proposed changes to the 16/17 and 17/18 budgets, ask questions and recommend for adoption by the Full Board of Directors.
13. **STAFF REPORT** – None
14. **ADJOURNMENT** –
MSC Johnson/Luckman to adjourn the regular meeting of the Finance Committee at 11:45 a.m.

Respectfully submitted:

Susan Greer, Assistant General Manager/Controller

DRAFT



JOB DESCRIPTION

POSITION	Regulatory Compliance Administrative Analyst	CLASS/GROUP	AFSCME
SALARY RANGE	Range 26 \$52,644- \$69,073	ESTABLISHED DATE	TBD
HOURS – FT/PT	Full Time	REVISION DATES	TBD
FLSA STATUS	Non-Exempt		

SUMMARY

Under general supervision, the Regulatory Compliance Administrative Analyst coordinates and facilitates the regulatory compliance programs and a variety of complex administrative functions of the District. The incumbent is required to perform a wide variety of technical and administrative duties related to regulatory programs and laws required by the state, county, region, and federal regulatory agencies. Projects and tasks may be assigned in all functional areas of compliance and administration, which are both complex and routine. The incumbent in this position interacts frequently with District staff, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the complex reporting requirements and intermediate to high-level skills required to perform the essential duties of the position. The ability to perform analytical research, data compilation, technical document creation, report development, and to interact in a pleasant and helpful manner with District staff, outside agencies, and the general public are essential components to this position. Possession of excellent organizational, prioritization, and communication skills are necessary abilities for incumbent occupying this position.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a department head, manager or supervisor, as assigned. This incumbent will not supervise any staff. The incumbent will have the independent authority to request information, data, documents; set due dates and deadlines as necessary; and request and schedule meetings from all levels of staff as related to all compliance and regulatory related matters facing the District.

EXAMPLES OF DUTIES

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

Essential Functions:

- Coordinates, updates, and facilitates District regulatory compliance programs such as, but not limited to National Pollutant Discharge Elimination System (NPDES) compliance program, Mojave Desert Air Quality Management District (AQMD) compliance program, and Certified Unified Program Agency (CUPA) permits in San Bernardino County.
- Coordinates, updates, and facilitates District regulatory compliance programs for agencies such as State Water Resources Control Board Division of Drinking Water, Environmental Protection Agency, National

Environmental Policy Act, California Environmental Quality Act, Mojave Desert Coast Air Quality Management District, San Bernardino County Fire Department, Department of Toxic Substance Control, Department of Water Resources, Colorado River Regional Water Quality Control Board, and any other regulatory agencies as may be applicable.

- Prepares, maintains, and submits regular monthly, quarterly, and annual regulatory compliance reports for the District's regulators while ensuring timely submission.
- Develops, prepares, and submits required environmental and regulatory plans and reports such as, but not limited to the Annual Consumer Confidence Report.
- Advise the appropriate District staff of required or recommended corrective measures related to regulatory compliance.
- Analyzes regulatory requirements and determine the impacts to the District as a result of these requirements (including financial and resources impacts).
- Coordinate and schedules inspections, data collection, and testing that may be required by state, federal, and/or operating permits.
- Creates, maintains, and/or organizes projects, forms, databases, logs, files, records, and reports.
- Researches, analyzes, and compiles data, and ensures data accuracy.
- Downloads, creates, and updates electronic and graphic files.
- Review, respond, prepare, and/or submit reports and correspondence on time.
- Assists the Director of Water Resources & Operations with as directed.

Other Duties:

- Develops and maintains forms, databases, logs, files, records and reports (e.g. permits, backflow reporting, and sampling/lab data); develops and maintains spreadsheets requiring data interpretation and manipulation.
- Accompany regulatory agencies during inspection of District wells, reservoirs, treatment plants, treatment systems, equipment, and other permitted facilities.
- Attends hearings, workshops, meetings, and seminars on compliance issues.
- Present, update, and inform the Board of Directors and General Manager at Board meetings, special committees, workshops, etc. as necessary.
- Performs other special projects and duties as assigned.

MINIMUM QUALIFICATIONS

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

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

A typical way to obtain the knowledge and abilities would be to have a minimum of one year of experience overseeing regulatory programs related to water utilities including reviewing, monitoring, and responding to regulations related to a water utility.

Education and/or Training: The minimum educational requirement is an Associate's Degree or equivalent from an accredited college. Bachelor's Degree from an accredited college or university is highly desired. The educational discipline needs to be in the field of science, administration, writing, or a related field.

Certificates, Licenses, Registration: Must be certified, at a minimum, as a DDW Distribution Operator I at the time of appointment. Possession of DDW Treatment Operator I is highly desirable.

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

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

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

Skills:

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

Abilities:

- Ability to interpret data, documents, regulatory codes, new rules, acts and regulations promulgated by the various regulatory agencies, then determine what the District's compliance obligations are and how the District will accomplish them.
- Ability to establish and maintain a professional, cooperative, and respectful manner with those contacted in the course of work.
- Ability to represent the District and attend at meetings with various regulatory officials, and other business meetings as necessary.
- Ability to develop, write, and prepare correspondence and technical reports.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and carryout verbal and written instructions.
- Ability to think critically and independently with very little oversight.
- Ability to stay on strict time sensitive schedules and meet project and reporting due dates.
- Ability to work closely and effectively with regulatory agencies.
- Ability to read and understand water district terminology.
- Ability to solve mathematical calculations with speed and accuracy.
- Ability to organize and set priorities; interpret, apply and explain in accordance with regulations, policies and procedures.
- Ability to maintain accurate records.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 40 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, kneel and crouch routinely. Sits for extended time periods and uses office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

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

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

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

Safety: Follows proper safety practices at all times.

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

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

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Finance Committee

May 24, 2017

Report to: Committee Members

Prepared by: Susan Greer



**TOPIC:
DISCUSS RATE STUDY**

**RECOMMENDATION:
Discussion only**

ANALYSIS:

The Board authorized the rate study several months ago, in December. Preliminary information has been provided to the rate consultant, but the Chromium 6 study is holding up the process. Several other issues also need to be considered and direction provided to the rate consultant.

Determination of costs associated with Chromium 6 infrastructure and operations and maintenance are being delayed because of the current Bureau of Reclamation Chromium 6 study, which is analyzing the efficacy of anion exchange vs. stannous chloride treatment options.

Another big cost impacting the rate study is implementation of the Capital Improvement Plan (CIP.) Recall that the Board approved the CIP in early 2016, which includes an average of \$2.5M per year of identified projects, and there is no funding in place to implement the work. Also noteworthy, the CIP doesn't include ALL capital improvements, only those related to mainlines, wells, booster stations and reservoirs.

One more rate study consideration is reserves. We have already established reserve accounts for the following and each of these has some level of funding: Emergency, Opportunity, Equipment & Technology, Wells/Boosters/Tanks and Building.

While reserve accounts exist for each of the above purposes and some funding already exists, Staff will review funding levels to determine adequacy and recommend increases as appropriate. For example, we are currently funding approximately \$26,000 per year for building reserves, which should cover replacement or expansion of both the office and the shop buildings. In 10 years, we will have \$260,000 in reserves for this purpose and \$520,000 in 20 years, not near enough to replace either building, should that be needed before 20 years.

In addition, Staff has recognized the need for a few more replacement reserves, but no funding has yet been established: Meter replacement (\pm \$150,000 per year) and Studies/Reports (UWMP, Master Plan, Staffing studies, etc.) (\neq \$50,000 per year.)

Another consideration for the rate study is water recharge. We are currently funding recharge of 500 acre feet per year and want to increase that amount over time. Even 1,000 acre feet of recharge per year is not as much as we are extracting from the aquifer in the same timeframe, and that would be an additional cost of \$268,000 per year at today's prices.

The information above outlines several significant factors that will impact water rates:

- Chromium 6 implementation
- Capital Improvement Plan
- Reserves
- Water recharge

We've got to narrow down some of these options so that we can begin to develop alternatives for rates. As an example, we could have three different Capital Improvement Plan funding options (\$500,000, \$1,500,000, \$2,500,000) and three different water recharge options (500 af, 750 af, 1000 af) and two reserve options (increase by \$200,000, and \$500,000) and two Chromium 6 implementation options (\$7M loan, \$10M loan,) which would result in dozens of different total costs and rate structures. Every rate study requires consideration of alternatives, but that's far too many. We need to think through the options, make some assumptions and come up with about three or four alternatives. We will definitely want to incorporate the alternative that includes the highest cost for each option, which will provide the worst-case scenario rate structure. Once we've narrowed down the alternatives and we see what those rates look like, we then start tweaking those.

FISCAL IMPACT:

N/A