



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 12, 2020, 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
 - Draft Minutes – January 8, 2019
- Page 2
- Pages 3-22 7. REVIEW DECEMBER 2019 AND JANUARY 2020 CHECK REGISTERS – Review and refer to the Board of Directors for approval.
- Pages 23-34 8. CONSIDER AWARDED CONTRACT FOR CODIFICATION TO MUNICIPAL CODE CORPORATION AT A COST OF \$14,690 INCLUDING A CONTINGENCY FEE- Recommend the Finance Committee review and refer to the Board of Directors for approval.
- Pages 35-36 9. DISCUSS PERS PENSION PLAN UNFUNDED ACCRUED LIABILITY – For discussion only.
10. STAFF REPORT – Mark Ban, GM or Susan Greer, AGM-Finance
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, January 8, 2020
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger

STAFF PRESENT - Mark Ban, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant

GUESTS -2

APPROVAL OF AGENDA -

MSC¹ (Unger/Johnson) motion carried to approve the January 8, 2020, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of December 11, 2019

MSC¹ (Unger/Johnson) motion carried to approve the draft minutes of December 11, 2019.

REVIEW NOVEMBER CHECK REGISTER – The Finance Committee reviewed the November 2019 check register.

MSC¹ (Unger/Johnson) motion carried to refer the November 2019 Check Register to the Board of Directors for approval.

RECEIVE 1st QUARTER ENDING 9/30/2019 FINANCIAL REPORT – AGM Susan Greer gave the staff report and a brief Q&A followed.

MSC¹ (Unger/Johnson) motion carried to accept the 1st Quarter Ending 9/30/19 Financial Report and refer to the Board of Director to receive, accept & file.

STAFF REPORTS –

AGM Greer stated that a report will go to the CAC next week regarding the increase to guarantee deposits as a result of SB998. We have received three (3) codification proposals and a recommendation will go to the Board on February 5, 2020.

AGM Greer and Accountant Anne Roman met with a company regarding investments. With the potential loss of principle, the significant effort involved in managing the additional bank accounts and audit requirements, the potential gain does not outweigh the cost and the risks. She analyzed the actual results of the change to the new bill printing company that was predicted to save money. The analysis shows that the predicted results have materialized with a savings of about \$14,000 per year.

GM Ban informed the Committee that costs for pipe are going up because of the Middle East crisis. Our supplier says they will hold costs temporarily for companies that have recently purchased. GM Ban will be going to the Board with a proposal to purchase pipe now for the upcoming CIRP project.

ADJOURNMENT - MSC¹ (Unger/Johnson) to adjourn the Finance Committee meeting at 10:20 a.m.

Respectfully Submitted,

Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 12/01/2019 - 12/31/2019

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: AP-AP Cash						
000575	AFSCME LOCAL 1902	12/04/2019	Regular	0.00	590.68	61869
<u>AFSCME1119</u>	Invoice	12/04/2019	EE UNION DUES - NOV 19	0.00	590.68	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	12/04/2019	Regular	0.00	300.00	61870
<u>ASBCSD120219</u>	Invoice	12/04/2019	2020 MEMBERSHIP	0.00	300.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	12/04/2019	Regular	0.00	4,220.48	61871
<u>581782</u>	Invoice	12/04/2019	LEGAL SERVICES THRU 10/31/19	0.00	4,220.48	
000214	BABCOCK LABORATORIES, INC.	12/04/2019	Regular	0.00	17.00	61872
<u>BK91643-2287</u>	Invoice	12/04/2019	SAMPLING - DOLLAR GENERAL	0.00	17.00	
004110	BURRTEC WASTE & RECYCLING SVCS	12/04/2019	Regular	0.00	444.19	61873
<u>BW1219</u>	Invoice	12/04/2019	TRASH & RECYCLING (OFFICE) - DEC 19	0.00	156.51	
<u>BW1219B</u>	Invoice	12/04/2019	TRASH REMOVAL (SHOP) - DEC 19	0.00	287.68	
001850	CLINICAL LAB OF S.B. INC	12/04/2019	Regular	0.00	1,235.00	61874
<u>971635</u>	Invoice	12/04/2019	HDMC WWTP SAMPLING- OCT 19	0.00	1,235.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	12/04/2019	Regular	0.00	2,251.64	61875
<u>3990561-110527</u>	Invoice	12/04/2019	EE LIFE INSURANCE - NOV 19	0.00	2,251.64	
013365	IMAGE SOURCE	12/04/2019	Regular	0.00	75.08	61876
<u>25AR1037052</u>	Invoice	12/04/2019	SHOP EXPENSE 10/01/19 - 10/31/19	0.00	75.08	
002200	DEPT OF THE INTERIOR-BLM	12/04/2019	Regular	0.00	16,538.50	61877
<u>2020013200</u>	Invoice	12/04/2019	RIGHT OF WAY RENTAL - 2020	0.00	500.00	
<u>2020013203</u>	Invoice	12/04/2019	RIGHT OF WAY RENTAL - 2020	0.00	16,038.50	
013876	FIVE STAR GYM & FITNESS LLC	12/04/2019	Regular	0.00	4,110.00	61878
<u>INV0001</u>	Invoice	12/04/2019	WELLNESS PROGRAM - ANNUAL CORPOR	0.00	4,110.00	
000229	C & S ELECTRIC	12/04/2019	Regular	0.00	3,765.00	61879
<u>2848</u>	Invoice	12/04/2019	BUILDING MAINTENANCE - SHOP	0.00	280.00	
<u>2915</u>	Invoice	12/04/2019	ALARM UPGRADES @ SHOP	0.00	3,485.00	
013222	FRONTIER COMMUNICATIONS INC.	12/04/2019	Regular	0.00	204.15	61880
<u>FC1219</u>	Invoice	12/04/2019	HDMC WWTP - TELEPHONE	0.00	204.15	
009054	KATHLEEN J. RADNICH	12/04/2019	Regular	0.00	1,230.60	61881
<u>191117-1</u>	Invoice	12/04/2019	PUBLIC RELATIONS SERVICES	0.00	655.20	
<u>192417-1</u>	Invoice	12/04/2019	PUBLIC RELATIONS SERVICES	0.00	575.40	
003930	NBS	12/04/2019	Regular	0.00	1,295.00	61882
<u>111900002</u>	Invoice	12/04/2019	CMM ADMIN- ANNUAL REPORTING	0.00	1,295.00	
000070	ONLINE INFORMATION SERVICES, INC.	12/04/2019	Regular	0.00	146.85	61883
<u>969222</u>	Invoice	12/04/2019	ID VERIF. SERV. THRU 11/30/19	0.00	146.85	
008415	PRUDENTIAL OVERALL SUPPLY	12/04/2019	Regular	0.00	153.35	61884
<u>22899667</u>	Invoice	12/04/2019	SHOP EXPENSE	0.00	55.98	
<u>22899668</u>	Invoice	12/04/2019	SHOP EXPENSE	0.00	97.37	
013832	RUTAN & TUCKER, LLP	12/04/2019	Regular	0.00	6,840.00	61885
<u>RT120419</u>	Invoice	12/04/2019	DISTRICTING 2019 - DEMOGRAPHER	0.00	6,840.00	
VEN01020	SOUTHWEST NETWORKS, INC.	12/04/2019	Regular	0.00	-14,461.25	61886
VEN01020	SOUTHWEST NETWORKS, INC.	12/04/2019	Regular	0.00	14,461.25	61886

*Check Report JBWD

Date Range: 12/01/2019 - 12/31/20

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	
<u>19-11039</u>	Invoice	12/04/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	641.25	
<u>19-120045C</u>	Invoice	12/04/2019	OFFICE 365 MONTHLY MAINT - JAN 20	0.00	806.00	
<u>19-120205C</u>	Invoice	12/04/2019	IT SERVICES - 1/20 - 3/20	0.00	13,014.00	
009920	STANDARD INSURANCE CO	12/04/2019	Regular	0.00	1,140.75	61887
<u>ST1219</u>	Invoice	12/04/2019	EE LIFE INSURANCE - DEC 19	0.00	1,140.75	
013849	TERRA VERDE ENERGY LLC	12/04/2019	Regular	0.00	14,099.91	61888
<u>365</u>	Invoice	12/04/2019	SOLAR FEASIBILITY STUDY	0.00	14,099.91	
010690	TYLER TECHNOLOGIES	12/04/2019	Regular	0.00	5,500.00	61889
<u>025-277899</u>	Invoice	12/04/2019	SERVICE ORDER API & ANNUAL MAINT 11	0.00	5,500.00	
010990	UTILIQUEST L.L.C.	12/04/2019	Regular	0.00	257.08	61890
<u>283504-Q</u>	Invoice	12/04/2019	CONTRACT LOCATING EXPENSE	0.00	257.08	
011615	WESTERN EXTERMINATOR CO.	12/04/2019	Regular	0.00	34.00	61891
<u>WE103119</u>	Invoice	12/04/2019	PEST CONTROL SERVICES - SHOP	0.00	34.00	
009618	SAMS MARKET	12/09/2019	Regular	0.00	1,063.40	61892
<u>SM090319</u>	Invoice	12/09/2019	SHOP EXPENSE 7/19 - 9/19	0.00	1,063.40	
001555	CENTRATTEL LLC	12/12/2019	Regular	0.00	464.11	61903
<u>191202252101</u>	Invoice	12/12/2019	DISPATCH SERVICES - NOV 19	0.00	464.11	
004720	INLAND WATER WORKS	12/12/2019	Regular	0.00	188.56	61904
<u>51029615.001</u>	Invoice	12/12/2019	SMALL TOOLS - CIRP	0.00	188.56	
009054	KATHLEEN J. RADNICH	12/12/2019	Regular	0.00	751.80	61905
<u>191201-1</u>	Invoice	12/12/2019	PUBLIC RELATIONS SERVICES	0.00	151.20	
<u>191208-1</u>	Invoice	12/12/2019	PUBLIC RELATIONS SERVICES	0.00	600.60	
006507	McMASTER-CARR SUPPLY COMPANY	12/12/2019	Regular	0.00	63.81	61906
<u>21129548</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	63.81	
013799	MICHAEL A. WILSON	12/12/2019	Regular	0.00	3,682.45	61907
<u>4072</u>	Invoice	12/12/2019	KITCHEN REMODEL	0.00	3,682.45	
013361	QUINN COMPANY	12/12/2019	Regular	0.00	845.25	61908
<u>WOG00006427</u>	Invoice	12/12/2019	GENERATOR REPAIR: GR-4	0.00	845.25	
000091	SAN BERNARDINO COUNTY RECORDER	12/12/2019	Regular	0.00	8.00	61909
<u>58120419</u>	Invoice	12/12/2019	RELEASE OF A LIEN	0.00	8.00	
013875	SC FUELS	12/12/2019	Regular	0.00	4,456.53	61910
<u>0737867-IN</u>	Invoice	12/12/2019	FUEL FOR VEHICLES	0.00	2,592.39	
<u>0737868-IN</u>	Invoice	12/12/2019	FUEL FOR VEHICLES	0.00	1,864.14	
013852	SPENCER LAYMON	12/12/2019	Regular	0.00	120.00	61911
<u>SL120419</u>	Invoice	12/12/2019	REIMB: D1 TESTING & CERTIFICATE	0.00	120.00	
000233	NAPA AUTO PARTS	12/12/2019	Regular	0.00	2,956.36	61912
<u>297060</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE	0.00	136.74	
<u>301417</u>	Credit Memo	12/12/2019	CORE RETURNS	0.00	-172.91	
<u>303459</u>	Invoice	12/12/2019	SHOP EXPENSE	0.00	59.76	
<u>304746</u>	Invoice	12/12/2019	INTERSTATE DUMP/PIPE HAULER MAINT	0.00	63.05	
<u>304999</u>	Invoice	12/12/2019	SHOP EXP & VEHICLE MAINT: V27, 28, 29,	0.00	425.59	
<u>305363</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	304.93	
<u>305946</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	990.81	
<u>305990</u>	Invoice	12/12/2019	SMALL TOOLS & VACUUM MAINTENANCE	0.00	831.20	
<u>306266</u>	Invoice	12/12/2019	SMALL TOOLS - DISTRIBUTION & CIRP	0.00	91.32	
<u>306292</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V27	0.00	115.78	
<u>306298</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V27	0.00	5.20	
<u>306550</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V24, 25, 32, 33	0.00	77.97	

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Date Range: 12/01/2019 - 12/31/20

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	
<u>306738</u>	Invoice	12/12/2019	410L BACKHOE MAINTENANCE	0.00	26.92	
	Void	12/12/2019	Regular	0.00	0.00	61913
000501	ACWA/JPIA	12/19/2019	Regular	0.00	27,070.15	61914
<u>0637835</u>	Invoice	12/19/2019	EE HEALTH BENEFIT & EAP JAN 20	0.00	27,070.15	
000042	ANNE ROMAN	12/19/2019	Regular	0.00	2,130.00	61915
<u>AR 121719</u>	Invoice	12/19/2019	EDUCATION REIMBURSEMENT	0.00	2,130.00	
000214	BABCOCK LABORATORIES, INC.	12/19/2019	Regular	0.00	354.00	61916
<u>BL90243-2287</u>	Invoice	12/19/2019	SAMPLING	0.00	252.00	
<u>BL90846-2287</u>	Invoice	12/19/2019	SAMPLING	0.00	102.00	
001519	CALIFORNIA RURAL WATER ASSOCIATION	12/19/2019	Regular	0.00	1,367.00	61917
<u>CRWA112119</u>	Invoice	12/19/2019	MEMBERSHIP DUES 01/20 - 01/21	0.00	1,367.00	
000137	PROVIDENCE PUBLICATIONS, LLC	12/19/2019	Regular	0.00	427.00	61918
<u>486718</u>	Invoice	12/19/2019	CAL-OSHA SUBSCRIPTION	0.00	427.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	12/19/2019	Regular	0.00	70.00	61919
<u>40752</u>	Invoice	12/19/2019	LEGAL SERVICES - NOV 19	0.00	70.00	
013365	IMAGE SOURCE	12/19/2019	Regular	0.00	245.29	61920
<u>25AR1054745</u>	Invoice	12/19/2019	OFFICE EXPENSE 11/5/19 - 12/4/19	0.00	245.29	
000058	GARDA CL WEST, INC.	12/19/2019	Regular	0.00	751.08	61921
<u>10531632</u>	Invoice	12/19/2019	COURIER FEES - DEC 19	0.00	751.08	
004720	INLAND WATER WORKS	12/19/2019	Regular	0.00	22.63	61922
<u>51030022.001</u>	Invoice	12/19/2019	MAINLINE & LEAK REPAIR SUPPLIES	0.00	22.63	
000156	FORSHOCK	12/19/2019	Regular	0.00	243.00	61923
<u>1900397</u>	Invoice	12/19/2019	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900398</u>	Invoice	12/19/2019	MONTHLY SCADA MONITORING	0.00	205.00	
013866	OFFICE OF THE ASSESSOR-RECORDER-CLERK	12/19/2019	Regular	0.00	6.00	61924
<u>108595</u>	Invoice	12/19/2019	MAP REVISIONS - DECEMBER 19	0.00	6.00	
000236	PAYPRO ADMINISTRATORS	12/19/2019	Regular	0.00	55.00	61925
<u>73534</u>	Invoice	12/19/2019	FSA ADMIN FEES - NOV 19	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	12/19/2019	Regular	0.00	153.35	61926
<u>22906862</u>	Invoice	12/19/2019	SHOP EXPENSE	0.00	55.98	
<u>22906867</u>	Invoice	12/19/2019	SHOP EXPENSE	0.00	97.37	
008414	PROVIDEO	12/19/2019	Regular	0.00	150.00	61927
<u>1713</u>	Invoice	12/19/2019	VIDEO TAPING & YOU TUBE BD MEETINGS	0.00	150.00	
VEN01020	SOUTHWEST NETWORKS, INC.	12/19/2019	Regular	0.00	14,437.50	61928
<u>19-11039A</u>	Invoice	12/19/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	617.50	
<u>19-120045CA</u>	Invoice	12/19/2019	OFFICE 365 MONTHLY MAINT - JAN 20	0.00	806.00	
<u>19-120205CB</u>	Invoice	12/19/2019	IT SERVICES - 1/20 - 3/20	0.00	13,014.00	
013849	TERRA VERDE ENERGY LLC	12/19/2019	Regular	0.00	5,208.90	61929
<u>475</u>	Invoice	12/19/2019	SOLAR FEASIBILITY STUDY	0.00	5,208.90	
010690	TYLER TECHNOLOGIES	12/19/2019	Regular	0.00	275.00	61930
<u>025-279775</u>	Invoice	12/19/2019	PURCHASING MODULE TRAINING - PART	0.00	137.50	
<u>025-279776</u>	Invoice	12/19/2019	PURCHASING MODULE TRAINING - PART	0.00	137.50	
000013	U.S. POSTAL SERVICE	12/19/2019	Regular	0.00	268.00	61931
<u>PO1219</u>	Invoice	12/19/2019	PO BOX THROUGH 12/31/20	0.00	268.00	
000023	ULTIMATE MOTORS, INC.	12/19/2019	Regular	0.00	90.00	61932
<u>35076</u>	Invoice	12/19/2019	VEHICLE REPAIRS: V34	0.00	45.00	

*Check Report JBWD

Date Range: 12/01/2019 - 12/31/20

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	
<u>35099</u>	Invoice	12/19/2019	VEHICLE REPAIRS: V31	0.00	45.00	
010850	UNDERGROUND SERVICE ALERT	12/19/2019	Regular	0.00	184.74	61933
<u>1120190337</u>	Invoice	12/19/2019	TICKET DELIVERY SERVICE - NOV 19	0.00	90.85	
<u>18DSBFE6341</u>	Invoice	12/19/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89	
010990	UTILIQUEST L.L.C.	12/19/2019	Regular	0.00	633.08	61934
<u>283744-Q</u>	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	177.64	
<u>284035-Q</u>	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	69.00	
<u>284329-Q</u>	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	144.20	
<u>284548-Q</u>	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	242.24	
000327	WATER QUALITY SPECIALISTS	12/19/2019	Regular	0.00	4,442.97	61935
<u>6280</u>	Invoice	12/19/2019	HDMC WWTP: OPERATION/MAINT/REPAI	0.00	4,442.97	
011615	WESTERN EXTERMINATOR CO.	12/19/2019	Regular	0.00	68.00	61936
<u>7591842</u>	Invoice	12/19/2019	PEST CONTROL SERVICES - SHOP	0.00	68.00	
013812	SIGNS FOR LESS	12/30/2019	Regular	0.00	595.00	61944
<u>123019</u>	Invoice	12/30/2019	SIGNS FOR FRONT DOOR & WATER WISE	0.00	595.00	
001517	CalPERS	12/03/2019	Manual	0.00	13,461.07	901300
<u>PPE 11-22-19</u>	Invoice	12/03/2019	PAY PERIOD ENDING 11/22/19	0.00	13,461.07	
000510	TIME WARNER CABLE	12/04/2019	Manual	0.00	355.70	901301
<u>000897011219</u>	Invoice	12/04/2019	CABLE & INTERNET - NOV 19	0.00	355.70	
009878	SOUTHERN CALIFORNIA EDISON	12/12/2019	Manual	0.00	20,400.55	901302
<u>SCF1119</u>	Invoice	12/12/2019	POWER FOR PUMPING - NOV 19	0.00	20,400.55	
000236	PAYPRO ADMINISTRATORS	12/13/2019	Manual	0.00	135.41	901303
<u>PPE 12-6-19</u>	Invoice	12/13/2019	EE FSA DEDUCTIONS 12-13-19	0.00	135.41	
000248	PAYCHEX	12/13/2019	Manual	0.00	343.00	901304
<u>336823</u>	Invoice	12/13/2019	PAYROLL PROCESSING FEE	0.00	343.00	
001517	CalPERS	12/16/2019	Manual	0.00	13,401.87	901305
<u>PPE 12-6-19</u>	Invoice	12/16/2019	PAY PERIOD ENDING 12/06/19	0.00	13,401.87	
001004	BUSINESS CARD	12/19/2019	Manual	0.00	947.13	901306
<u>BA1119</u>	Invoice	12/19/2019	TELEPHONE (OFFICE)/AWWA MEMBERSHI	0.00	947.13	
001009	BUSINESS CARD	12/19/2019	Manual	0.00	2,406.88	901307
<u>BA1119</u>	Invoice	12/19/2019	VEHICLE MAINT/SHOP SUPPLIES/2019 DU	0.00	2,406.88	
001011	BUSINESS CARD	12/19/2019	Manual	0.00	4,801.92	901308
<u>BA1119</u>	Invoice	12/19/2019	OFFICE SUPPLIES/OFFICE EQUIP/SHOP SU	0.00	4,801.92	
001013	BUSINESS CARD	12/19/2019	Manual	0.00	185.92	901309
<u>BA1119</u>	Invoice	12/19/2019	OFFICE SUPPLIES/FUEL - VEHICLES	0.00	185.92	
001630	AT&T MOBILITY	12/19/2019	Manual	0.00	3,164.33	901310
<u>829480028X1205</u>	Invoice	12/19/2019	COMMUNICATIONS - NOV 19	0.00	3,164.33	
013196	TPX COMMUNICATIONS	12/20/2019	Manual	0.00	506.33	901311
<u>123712276-0</u>	Invoice	12/20/2019	TELEPHONE (OFFICE) - NOV 19	0.00	506.33	
004195	HOME DEPOT CREDIT SERVICES	12/20/2019	Manual	0.00	1,564.07	901312
<u>HD1119</u>	Invoice	12/20/2019	SHOP EXPENSE/BUILDING MAINT/AUTO &	0.00	1,564.07	
VEN01533	PAYMENTUS GROUP INC.	12/20/2019	Manual	0.00	2,585.55	901313
<u>US19110402</u>	Invoice	12/20/2019	CREDIT CARD PROCESSING FEE - NOV 19	0.00	2,585.55	
000236	PAYPRO ADMINISTRATORS	12/27/2019	Manual	0.00	135.41	901314
<u>PPE 12-20-19</u>	Invoice	12/27/2019	EE FSA DEDUCTIONS 12-27-19	0.00	135.41	
000248	PAYCHEX	12/27/2019	Manual	0.00	365.35	901315

*Check Report JBWD

Date Range: 12/01/2019 - 12/31/2019

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>337113</u>	Invoice	12/27/2019	PAYROLL PROCESSING FEE	0.00	365.35	
000025	ICMA RC	12/31/2019	Manual	0.00	5,843.20	901316
<u>ICMARC1219</u>	Invoice	12/31/2019	457 REMITTANCE - DEC 19	0.00	5,843.20	
000025	ICMA RC	12/31/2019	Manual	0.00	6,541.79	901317
<u>ICMARCER1219</u>	Invoice	12/31/2019	457 REMITTANCE - 2019 ER CONT	0.00	6,541.79	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	58	0.00	152,758.47
Manual Checks	18	18	0.00	77,145.48
Voided Checks	0	2	0.00	-14,461.25
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>108</u>	<u>78</u>	<u>0.00</u>	<u>215,442.70</u>

*Check Report JBWD

Date Range: 12/01/2019 - 12/31/2019

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						
004165	HI-GRADE MATERIALS CO.	12/12/2019	Manual	0.00	1,711.55	800027
<u>0083033</u>	Invoice	12/12/2019	CIRP SUPPLIES	0.00	1,711.55	
003950	GRANITE CONSTRUCTION CO	12/12/2019	Manual	0.00	8,308.84	800028
<u>1705498</u>	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,742.00	
<u>1709949</u>	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,783.62	
<u>1715016</u>	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,783.22	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	4	2	0.00	10,020.39
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	2	0.00	10,020.39

**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>
04-00059-004	KEVIN AND DIANA NECESSARY	12/12/2019	Refund	4.85	Check #: 61893
07-00119-006	61611 LA JOLLA DRIVE TRUST	12/12/2019	Refund	60.11	Check #: 61894
08-00147-010	LU, JINYAN	12/12/2019	Refund	35.10	Check #: 61895
10-00184-013	ACEVEDO, CASSANDRA L	12/12/2019	Refund	156.43	Check #: 61896
13-00361-006	ROBLES, PAMELA	12/12/2019	Refund	59.56	Check #: 61897
50-00021-004	TRI VALLEY REALTY	12/12/2019	Refund	153.37	Check #: 61898
52-00065-004	ALLER, MARK W	12/12/2019	Refund	30.70	Check #: 61899
62-00041-014	BLUE, BRANDON M	12/12/2019	Refund	39.50	Check #: 61900
63-00165-001	DESERT VIEW HOMES INC.	12/12/2019	Refund	99.31	Check #: 61901
65-05951-004	SMITH FAMILY REVOCABLE TRUST DATED	12/12/2019	Refund	102.35	Check #: 61902
10-00443-012	MASON, JAMES F	12/19/2019	Refund	175.88	Check #: 61937
11-00005-010	DUFOUR, CHRISTINA A	12/19/2019	Refund	6.93	Check #: 61938
11-00358-002	VELASCO, JOSE	12/19/2019	Refund	45.81	Check #: 61939
12-00231-018	ESTATE OF MICHAEL J MCGOOKIN	12/19/2019	Refund	30.70	Check #: 61940
15-00115-000	KUDLAC, TROY J	12/19/2019	Refund	47.14	Check #: 61941
15-00116-000	KUDLAC, TROY J	12/19/2019	Refund	33.48	Check #: 61942
50-00021-004	TRI VALLEY REALTY	12/19/2019	Refund	30.70	Check #: 61943
				<u>1,111.92</u>	

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

DIRECTOR PAY
 11/23/2019 - 12/20/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	12/04/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/12/2019	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	0.0000		
		12/12/2019	Mileage / Vehicle Exp Note: MILES: MWA MEETING: \$76.21 UNPAID 1/DIR/504/			
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<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	12/11/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

DIRECTOR PAY
11/23/2019 - 12/20/2019

<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	12/11/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 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>
10505	Reynolds, Michael	12/11/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

DIRECTOR PAY
11/23/2019 - 12/20/2019

<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	12/04/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/11/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: MWA TAC & SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Mileage / Vehicle Exp Note: MILES: MWA TAC MEETING 1/DIR/504/		\$77.49	
Totals:					\$598.38	\$0.00
Employee Total:					\$598.38	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	Grand Totals:	\$2,161.05	\$0.00
Director Pay	12.0000	\$2,083.56		Grand Total:	\$2,161.05	
Mileage / Vehicle Exp		\$77.49				



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 01/01/2020 - 01/31/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
013832	RUTAN & TUCKER, LLP	01/06/2020	Regular	0.00	4,345.00	61945
<u>RT010620</u>	Invoice	01/06/2020	DISTRICTING 2019 - DEMOGRAPHER	0.00	4,345.00	
013832	RUTAN & TUCKER, LLP	01/06/2020	Regular	0.00	-4,345.00	61945
000504	ACTION PUMPING, INC.	01/13/2020	Regular	0.00	1,820.00	61946
<u>10116</u>	Invoice	01/13/2020	HDMC WW: PUMPING	0.00	1,820.00	
000214	BABCOCK LABORATORIES, INC.	01/13/2020	Regular	0.00	811.00	61947
<u>BL91185-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	119.00	
<u>BL91192-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	168.00	
<u>BL91990-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	102.00	
<u>BL92714-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	102.00	
<u>CA00133-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	252.00	
<u>CA00164-2287</u>	Invoice	01/13/2020	SAMPLING	0.00	68.00	
013876	FIVE STAR GYM & FITNESS LLC	01/13/2020	Regular	0.00	274.00	61948
<u>F5011320</u>	Invoice	01/13/2020	WELLNESS PROGRAM - ANNUAL CORPOR	0.00	274.00	
009054	KATHLEEN J. RADNICH	01/13/2020	Regular	0.00	2,352.00	61949
<u>191222-1</u>	Invoice	01/13/2020	PUBLIC RELATIONS SERVICES	0.00	789.60	
<u>200105-1</u>	Invoice	01/13/2020	PUBLIC RELATIONS SERVICES	0.00	844.20	
<u>200112-1</u>	Invoice	01/13/2020	PUBLIC RELATIONS SERVICES	0.00	718.20	
006810	MOJAVE DESERT AQMD	01/13/2020	Regular	0.00	953.10	61950
<u>MD11415</u>	Invoice	01/13/2020	PERMIT RENEWAL FEES - VARIOUS LOCATI	0.00	953.10	
013359	XEROX FINANCIAL SERVICES	01/13/2020	Regular	0.00	612.06	61951
<u>1888498</u>	Invoice	01/13/2020	OFFICE EXPENSE 12/7/19 - 1/6/20	0.00	395.66	
<u>1888499</u>	Invoice	01/13/2020	SHOP EXPENSE 11/27/19 - 12/26/19	0.00	216.40	
000501	ACWA/JPIA	01/15/2020	Regular	0.00	27,081.59	61952
<u>Q639561</u>	Invoice	01/15/2020	EE HEALTH BENEFIT & EAP FEB 20	0.00	27,081.59	
000575	AFSCME LOCAL 1902	01/15/2020	Regular	0.00	604.62	61953
<u>AFSCME1219</u>	Invoice	01/13/2020	EE UNION DUES - DEC 19	0.00	604.62	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	01/15/2020	Regular	0.00	650.00	61954
<u>90211</u>	Invoice	01/15/2020	DEMO GARDEN/BUILD MAINT THRU 12/1	0.00	650.00	
000502	ASSOCIATION OF CALIFORNIA WATER AGENCIE	01/15/2020	Regular	0.00	15,715.00	61955
<u>AG20</u>	Invoice	01/15/2020	AGENCY DUES 2020	0.00	15,715.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	01/15/2020	Regular	0.00	1,457.93	61956
<u>583738</u>	Invoice	01/15/2020	LEGAL SERVICES THRU 11/30/19	0.00	1,457.93	
000214	BABCOCK LABORATORIES, INC.	01/15/2020	Regular	0.00	42.00	61957
<u>BK91768-2287</u>	Invoice	01/15/2020	SAMPLING - DOLLAR GENERAL	0.00	42.00	
013872	CAROLLO ENGINEERS INC.	01/15/2020	Regular	0.00	2,424.00	61958
<u>0181964</u>	Invoice	01/10/2020	ENG SERV THRU 10/31/19: WELL 14 REHA	0.00	2,424.00	
001555	CENTRATEL LLC	01/15/2020	Regular	0.00	497.15	61959
<u>200102252101</u>	Invoice	01/15/2020	DISPATCH SERVICES - DEC 19	0.00	497.15	
001850	CLINICAL LAB OF S.B. INC	01/15/2020	Regular	0.00	482.00	61960
<u>972173</u>	Invoice	01/15/2020	SAMPLING - NOV 19	0.00	289.00	
<u>972174</u>	Invoice	01/15/2020	HDMC WWTP SAMPLING- NOV 19	0.00	193.00	

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Date Range: 01/01/2020 - 01/31/20

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	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	01/15/2020	Regular	0.00	2,251.64	61961
<u>3990561-120527</u>	Invoice	01/15/2020	EE LIFE INSURANCE - DEC 19	0.00	2,251.64	
013365	IMAGE SOURCE	01/15/2020	Regular	0.00	142.94	61962
<u>25AR1051888</u>	Invoice	01/15/2020	SHOP EXPENSE 11/01/19 - 11/30/19	0.00	70.45	
<u>25AR1067493</u>	Invoice	01/15/2020	SHOP EXPENSE 12/01/19 - 12/31/19	0.00	72.49	
013365	IMAGE SOURCE	01/15/2020	Regular	0.00	281.94	61963
<u>25AR1069408</u>	Invoice	01/15/2020	OFFICE EXPENSE 12/5/19 - 1/4/20	0.00	281.94	
013373	CORE & MAIN LP	01/15/2020	Regular	0.00	10,182.38	61964
<u>1677649</u>	Invoice	01/15/2020	INVENTORY	0.00	10,182.38	
VEN01466	FEDAK & BROWN LLP	01/15/2020	Regular	0.00	2,150.00	61965
<u>FB122319</u>	Invoice	01/15/2020	FINAL BILLING: FINANCIAL AUDIT 18/19 -	0.00	2,150.00	
003025	FEDEX	01/15/2020	Regular	0.00	31.73	61966
<u>6-881-56145</u>	Invoice	01/15/2020	SHIPPING	0.00	31.73	
013222	FRONTIER COMMUNICATIONS INC.	01/15/2020	Regular	0.00	204.15	61967
<u>FC0120</u>	Invoice	01/15/2020	HDMC WWTP - TELEPHONE	0.00	204.15	
013797	INFOSEND, INC.	01/15/2020	Regular	0.00	3,596.20	61968
<u>161764</u>	Invoice	01/15/2020	PRINT & MAIL WATER BILL - NOV 19	0.00	3,596.20	
005640	KILLER BEE PEST CONTROL	01/15/2020	Regular	0.00	80.00	61969
<u>5549</u>	Invoice	01/15/2020	BEE REMOVAL	0.00	80.00	
006507	McMASTER-CARR SUPPLY COMPANY	01/15/2020	Regular	0.00	173.36	61970
<u>22907018</u>	Invoice	01/13/2020	METER REPAIR SUPPLIES	0.00	172.76	
<u>23072171</u>	Invoice	01/15/2020	METER REPAIR SUPPLIES	0.00	173.36	
<u>23942156</u>	Credit Memo	01/15/2020	METER REPAIR SUPPLIES	0.00	-172.76	
013857	MICHAEL BAKER INTERNATIONAL, INC.	01/15/2020	Regular	0.00	12,640.00	61971
<u>1054948</u>	Invoice	01/15/2020	SADDLEBACK WATERMAIN SURVEY THRU	0.00	10,800.00	
<u>1070234</u>	Invoice	01/15/2020	SADDLEBACK WATERMAIN SURVEY THRU	0.00	1,840.00	
000156	FORSHOCK	01/15/2020	Regular	0.00	243.00	61972
<u>1900410</u>	Invoice	01/15/2020	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900411</u>	Invoice	01/15/2020	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	01/15/2020	Regular	0.00	6,560.92	61973
<u>1219000110</u>	Invoice	01/15/2020	CMM ADMIN FEES - 1ST QTR 20	0.00	2,095.38	
<u>1219000111</u>	Invoice	01/15/2020	STANDBY ADMIN FEES - 1ST QTR 20	0.00	4,465.54	
000070	ONLINE INFORMATION SERVICES, INC.	01/15/2020	Regular	0.00	195.30	61974
<u>974810</u>	Invoice	01/15/2020	ID VERIF. SERV. THRU 12/31/19	0.00	195.30	
008200	PITNEY BOWES INC.	01/15/2020	Regular	0.00	320.21	61975
<u>3103647290</u>	Invoice	01/15/2020	LEASING CHARGES - 4TH QTR 19	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	01/15/2020	Regular	0.00	436.28	61976
<u>22914172</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	55.98	
<u>22914173</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	97.37	
<u>22921503</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	55.98	
<u>22921504</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	226.95	
008201	PURCHASE POWER	01/15/2020	Regular	0.00	1,513.50	61977
<u>PB011220</u>	Invoice	01/15/2020	POSTAGE REFILL FOR METER	0.00	1,513.50	
008414	PROVIDEO	01/15/2020	Regular	0.00	150.00	61978
<u>1721</u>	Invoice	01/15/2020	VIDEO TAPING & YOU TUBE BD MEETINGS	0.00	150.00	
000091	SAN BERNARDINO COUNTY RECORDER	01/15/2020	Regular	0.00	16.00	61979
<u>SB010620</u>	Invoice	01/15/2020	RELEASE OF LIENS	0.00	16.00	

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Date Range: 01/01/2020 - 01/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013831	SATMODO LLC	01/15/2020	Regular	0.00	759.30	61980
<u>131259</u>	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - SEPT 19	0.00	151.86	
<u>133563</u>	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - OCT 19	0.00	151.86	
<u>136201</u>	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - NOV 19	0.00	151.86	
<u>138431</u>	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - DEC 19	0.00	151.86	
<u>140128</u>	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - JAN 20	0.00	151.86	
013820	SC FUELS	01/15/2020	Regular	0.00	3,113.76	61981
<u>0744278-IN</u>	Invoice	01/15/2020	FUEL FOR VEHICLES	0.00	1,606.78	
<u>0744279-IN</u>	Invoice	01/15/2020	FUEL FOR VEHICLES	0.00	1,506.98	
VEN01020	SOUTHWEST NETWORKS, INC.	01/15/2020	Regular	0.00	1,304.75	61982
<u>19-12039</u>	Invoice	01/15/2020	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	498.75	
<u>20-1019SC</u>	Invoice	01/15/2020	OFFICE 365 MONTHLY MAINT - FEB 20	0.00	806.00	
009920	STANDARD INSURANCE CO	01/15/2020	Regular	0.00	1,594.74	61983
<u>ST0120</u>	Invoice	01/15/2020	EE LIFE INSURANCE - JAN 20	0.00	1,594.74	
010690	TYLER TECHNOLOGIES	01/15/2020	Regular	0.00	1,629.77	61984
<u>025-278253</u>	Invoice	01/15/2020	CUSTOM FORM SERVICE MAINT - 1/1/20 -	0.00	438.00	
<u>025-281475</u>	Invoice	01/15/2020	ANNUAL MAINT: OUTPUT DIRECTOR 2/1/	0.00	1,086.67	
<u>025-282897</u>	Invoice	01/15/2020	CALL NOTIFICATION FEES: OCT - DEC	0.00	105.10	
010850	UNDERGROUND SERVICE ALERT	01/15/2020	Regular	0.00	179.79	61985
<u>122019335</u>	Invoice	01/15/2020	TICKET DELIVERY SERVICE - DEC 19	0.00	85.90	
<u>18058FF6951</u>	Invoice	01/15/2020	DIG SAFE BOARD FEES - 2018	0.00	93.89	
010990	UTILIQUEST L.L.C.	01/15/2020	Regular	0.00	363.60	61986
<u>284828-Q</u>	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	161.00	
<u>285092-Q</u>	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	77.32	
<u>285425-Q</u>	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	125.28	
000256	WATER INFORMATION SHARING AND ANALYSIS:	01/15/2020	Regular	0.00	261.00	61987
<u>11868-2019</u>	Invoice	01/15/2020	MEMBERSHIP DUES THRU 12/31/20	0.00	261.00	
000327	WATER QUALITY SPECIALISTS	01/15/2020	Regular	0.00	3,310.00	61988
<u>6335</u>	Invoice	01/15/2020	HDMC WWTP: OPERATION & MAINT - DE	0.00	3,310.00	
013359	XEROX FINANCIAL SERVICES	01/15/2020	Regular	0.00	216.40	61989
<u>1927205</u>	Invoice	01/15/2020	SHOP EXPENSE 12/27/19 - 1/26/20	0.00	216.40	
000233	NAPA AUTO PARTS	01/15/2020	Regular	0.00	6,969.09	61990
<u>305946CR</u>	Credit Memo	01/15/2020	PUMPING PLANT SUPPLIES	0.00	-43.50	
<u>306080</u>	Invoice	01/15/2020	PUMPING PLANT SUPPLIES	0.00	947.31	
<u>306311</u>	Invoice	01/15/2020	COATS TIRE BALANCER	0.00	5,653.91	
<u>306827</u>	Invoice	01/15/2020	FUEL TANK REPAIR SUPPLIES	0.00	48.93	
<u>307262</u>	Invoice	01/15/2020	SUPERIOR STREET BROOM SUPPLIES	0.00	15.71	
<u>307356</u>	Invoice	01/15/2020	SUPERIOR STREET BROOM SUPPLIES	0.00	13.69	
<u>309833</u>	Invoice	01/15/2020	410J BACKHOE MAINTENANCE	0.00	333.04	
000501	ACWA/JPIA	01/27/2020	Regular	0.00	11,218.76	62004
<u>JPIA123119</u>	Invoice	01/27/2020	WORKERS COMP OCT - DEC 19	0.00	11,218.76	
000575	AFSCME LOCAL 1902	01/27/2020	Regular	0.00	610.86	62005
<u>AFSCMEQ120</u>	Invoice	01/27/2020	EE UNION DUES - JAN 20	0.00	610.86	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	01/27/2020	Regular	0.00	3,010.35	62006
<u>585368</u>	Invoice	01/27/2020	LEGAL SERVICES THRU 12/31/19	0.00	3,010.35	
000214	BABCOCK LABORATORIES, INC.	01/27/2020	Regular	0.00	472.00	62007
<u>CA01329-2287</u>	Invoice	01/27/2020	SAMPLING	0.00	178.00	
<u>CA01330-2287</u>	Invoice	01/27/2020	SAMPLING	0.00	294.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	01/27/2020	Regular	0.00	2,082.00	62008

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Date Range: 01/01/2020 - 01/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>41021</u>	Invoice	01/27/2020	LEGAL SERVICES - DEC 19	0.00	2,082.00	
002565	DUDEK AND ASSOCIATES, INC	01/27/2020	Regular	0.00	14,080.00	62009
<u>20198358</u>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 10/	0.00	8,580.00	
<u>20199142</u>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 11/	0.00	3,300.00	
<u>20199865</u>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 1/3	0.00	2,200.00	
003025	FEDEX	01/27/2020	Regular	0.00	72.43	62010
<u>6-893-96935</u>	Invoice	01/27/2020	SHIPPING	0.00	72.43	
000229	C & S ELECTRIC	01/27/2020	Regular	0.00	455.00	62011
<u>2963</u>	Invoice	01/27/2020	BUILDING MAINTENANCE - OFFICE	0.00	455.00	
000058	GARDA CL WEST, INC.	01/27/2020	Regular	0.00	751.08	62012
<u>10537961</u>	Invoice	01/27/2020	COURIER FEES - JAN 20	0.00	751.08	
013802	HASA, INC.	01/27/2020	Regular	0.00	599.06	62013
<u>666456</u>	Invoice	01/27/2020	WATER TREATMENT EXPENSE	0.00	599.06	
013797	INFOSEND, INC.	01/27/2020	Regular	0.00	7,305.57	62014
<u>163155</u>	Invoice	01/27/2020	PRINT & MAIL WATER BILL - NOV 19	0.00	3,592.62	
<u>164195</u>	Invoice	01/27/2020	RETURNED PRINTING STOCK	0.00	100.79	
<u>164764</u>	Invoice	01/27/2020	PRINT & MAIL WATER BILL - DEC 19	0.00	3,612.16	
004720	INLAND WATER WORKS	01/27/2020	Regular	0.00	6,507.17	62015
<u>51030022.002</u>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES & INV	0.00	4,163.90	
<u>51030417.001</u>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES	0.00	1,573.93	
<u>51031084.001</u>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES	0.00	769.34	
009054	KATHLEEN J. RADNICH	01/27/2020	Regular	0.00	793.80	62016
<u>200119-1</u>	Invoice	01/27/2020	PUBLIC RELATIONS SERVICES	0.00	793.80	
010633	LISA THOMPSON	01/27/2020	Regular	0.00	142.00	62017
<u>LT012120</u>	Invoice	01/27/2020	EDUCATION REIMBURSEMENT	0.00	142.00	
006800	MOJAVE WATER AGENCY	01/27/2020	Regular	0.00	9,473.80	62018
<u>INV02552</u>	Invoice	01/27/2020	PROP 1 IRWM COLORADO FA IMPLEMENT	0.00	9,473.80	
006800	MOJAVE WATER AGENCY	01/27/2020	Regular	0.00	241.36	62019
<u>INV02570</u>	Invoice	01/27/2020	2020 AWAC CALENDARS	0.00	241.36	
000236	PAYPRO ADMINISTRATORS	01/27/2020	Regular	0.00	55.00	62020
<u>73886</u>	Invoice	01/27/2020	FSA ADMIN FEES - DEC 19	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	01/27/2020	Regular	0.00	201.60	62021
<u>22928881</u>	Invoice	01/27/2020	SHOP EXPENSE	0.00	104.23	
<u>22928884</u>	Invoice	01/27/2020	SHOP EXPENSE	0.00	97.37	
009618	SAMS MARKET	01/27/2020	Regular	0.00	524.84	62022
<u>SM011320</u>	Invoice	01/27/2020	SHOP EXPENSE 10/19 - 1/20	0.00	524.84	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	01/27/2020	Regular	0.00	14.00	62023
<u>108611</u>	Invoice	01/27/2020	MAP REVISIONS - JAN 20	0.00	14.00	
013820	SC FUELS	01/27/2020	Regular	0.00	3,570.72	62024
<u>0750716-IN</u>	Invoice	01/27/2020	FUEL FOR VEHICLES	0.00	1,918.79	
<u>0750718-IN</u>	Invoice	01/27/2020	FUEL FOR VEHICLES	0.00	1,651.93	
013833	SERVICEMASTER 360 PREMIER CLEANING	01/27/2020	Regular	0.00	2,517.84	62025
<u>J81446</u>	Invoice	01/27/2020	JANITORIAL SERVICES - DEC 19	0.00	1,239.75	
<u>J81495</u>	Invoice	01/27/2020	JANITORIAL SERVICES - JAN 20	0.00	1,278.09	
VEN01020	SOUTHWEST NETWORKS, INC.	01/27/2020	Regular	0.00	2,927.40	62026
<u>19-12519</u>	Invoice	01/27/2020	OFFICE EQUIPMENT	0.00	2,927.40	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	01/27/2020	Regular	0.00	135.00	62027

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Date Range: 01/01/2020 - 01/31/20

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	
<u>1109</u>	Invoice	01/27/2020	ICS 100/700 CLASS	0.00	135.00	
000023	ULTIMATE MOTORS, INC.	01/27/2020	Regular	0.00	45.00	62028
<u>35341</u>	Invoice	01/27/2020	VEHICLE REPAIRS: V30	0.00	45.00	
010990	UTILIQUEST L.L.C.	01/27/2020	Regular	0.00	269.80	62029
<u>285692-Q</u>	Invoice	01/27/2020	CONTRACT LOCATING EXPENSE	0.00	131.64	
<u>285984-Q</u>	Invoice	01/27/2020	CONTRACT LOCATING EXPENSE	0.00	138.16	
013359	XEROX FINANCIAL SERVICES	01/27/2020	Regular	0.00	395.66	62030
<u>1928550</u>	Invoice	01/27/2020	OFFICE EXPENSE 1/7/20 - 2/6/20	0.00	395.66	
000233	NAPA AUTO PARTS	01/27/2020	Regular	0.00	8.55	62031
<u>305946CR2</u>	Credit Memo	01/27/2020	CREDIT: PUMPING PLANT SUPPLIES	0.00	-990.81	
<u>305946REV</u>	Invoice	01/27/2020	REVERSE CREDIT: PUMPING PLANT SUPPL	0.00	43.50	
<u>307281</u>	Invoice	01/27/2020	VACUUM MAINTENANCE: E82	0.00	408.29	
<u>307398</u>	Invoice	01/27/2020	SHOP EXPENSE	0.00	26.42	
<u>309134</u>	Invoice	01/27/2020	VEHICLE REPAIRS: V33	0.00	310.79	
<u>309932</u>	Invoice	01/27/2020	VEHICLE MAINTENANCE: V34 & V38	0.00	409.14	
<u>309963</u>	Credit Memo	01/27/2020	CREDIT: CORE RETURNS	0.00	-244.69	
<u>309977</u>	Invoice	01/27/2020	SMALL TOOLS	0.00	16.30	
<u>310879</u>	Invoice	01/27/2020	VACUUM MAINTENANCE: E72	0.00	29.61	
000510	TIME WARNER CABLE	01/07/2020	Manual	0.00	355.70	901318
<u>0008970122219</u>	Invoice	01/07/2020	CABLE & INTERNET - DEC 19	0.00	355.70	
009880	SOUTHERN CALIFORNIA EDISON CO	01/07/2020	Manual	0.00	1,974.96	901319
<u>SCE1219</u>	Invoice	01/07/2020	POWER TO BLDGS & GEN - DEC 19	0.00	1,974.96	
001517	CalPERS	01/08/2020	Manual	0.00	12,351.53	901320
<u>PPE 12-20-19</u>	Invoice	01/08/2020	PAY PERIOD ENDING 12/20/19	0.00	12,351.53	
009898	SOCALGAS	01/10/2020	Manual	0.00	453.62	901321
<u>GAS1219</u>	Invoice	01/10/2020	HEAT FOR SHOP - THRU 12/16/19	0.00	453.62	
000248	PAYCHEX	01/10/2020	Manual	0.00	657.39	901322
<u>337659</u>	Invoice	01/10/2020	PAYROLL PROCESSING FEE	0.00	657.39	
001517	CalPERS	01/10/2020	Manual	0.00	12,847.71	901323
<u>PPE 1-3-20</u>	Invoice	01/10/2020	PAY PERIOD ENDING 1/03/20	0.00	12,847.71	
000236	PAYPRO ADMINISTRATORS	01/10/2020	Manual	0.00	135.41	901324
<u>PPE 1-3-20</u>	Invoice	01/10/2020	EE FSA DEDUCTIONS 1-10-20	0.00	135.41	
004110	BURRTEC WASTE & RECYCLING SVCS	01/14/2020	Manual	0.00	444.19	901325
<u>BW0120</u>	Invoice	01/14/2020	TRASH & RECYCLING (OFFICE) - JAN 20	0.00	156.51	
<u>BW0120B</u>	Invoice	01/01/2020	TRASH & RECYCLING (OFFICE) - JAN 20	0.00	287.68	
009878	SOUTHERN CALIFORNIA EDISON	01/15/2020	Manual	0.00	18,983.96	901326
<u>SCE1219</u>	Invoice	01/15/2020	POWER FOR PUMPING - DEC 19	0.00	18,983.96	
001630	AT&T MOBILITY	01/15/2020	Manual	0.00	3,389.87	901327
<u>829480028X0105</u>	Invoice	01/15/2020	COMMUNICATIONS - DEC 19	0.00	3,389.87	
013196	TPX COMMUNICATIONS	01/17/2020	Manual	0.00	506.33	901328
<u>124827411-0</u>	Invoice	01/17/2020	TELEPHONE (OFFICE) - DEC 19	0.00	506.33	
001013	BUSINESS CARD	01/17/2020	Manual	0.00	197.17	901329
<u>BA1219</u>	Invoice	01/17/2020	EE TRAINING/SUBSCRIPTION/OFFICE SUP	0.00	197.17	
001005	BANK OF AMERICA	01/17/2020	Manual	0.00	4,482.09	901330
<u>BA1219</u>	Invoice	01/17/2020	OFFICE EQUIPMENT/UNIFORMS/VEHICLE	0.00	4,482.09	
001011	BUSINESS CARD	01/17/2020	Manual	0.00	3,162.62	901331
<u>BA1219</u>	Invoice	01/17/2020	OFFICE EQUIPMENT& SUPPLIES/SHOP SU	0.00	3,162.62	

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Date Range: 01/01/2020 - 01/31/20

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	
001004	BUSINESS CARD	01/19/2020	01/19/2020 Manual	0.00	999.29	901332
<u>BA1219</u>	Invoice	01/19/2020	TELEPHONE (OFFICE)/EE TRAINING/PUMP	0.00	999.29	
VEN01533	PAYMENTUS GROUP INC.	01/22/2020	01/22/2020 Manual	0.00	2,608.80	901333
<u>US19120262</u>	Invoice	01/22/2020	CREDIT CARD PROCESSING FEE - JAN 20	0.00	2,608.80	
004195	HOME DEPOT CREDIT SERVICES	01/23/2020	01/23/2020 Manual	0.00	2,137.83	901334
<u>HD1219</u>	Invoice	01/23/2020	SMALL TOOLS - PRODUCTION & CIRP/SHO	0.00	2,137.83	
000236	PAYPRO ADMINISTRATORS	01/24/2020	01/24/2020 Manual	0.00	135.41	901335
<u>PPE 1-17-20</u>	Invoice	01/24/2020	EE FSA DEDUCTIONS 1-24-20	0.00	135.41	
009880	SOUTHERN CALIFORNIA EDISON CO	01/24/2020	01/24/2020 Manual	0.00	2,152.13	901336
<u>SCE0120</u>	Invoice	01/24/2020	POWER TO BLDGS & GEN - JAN 20	0.00	2,152.13	
013877	CALIFORNIA DEPARTMENT OF TAX AND FEE AC	01/24/2020	01/24/2020 Manual	0.00	1,628.00	901337
<u>CDTFA19</u>	Invoice	01/24/2020	SALES TAX REMITTANCE - CALENDAR YEA	0.00	1,628.00	
000025	ICMA RC	01/31/2020	01/31/2020 Manual	0.00	5,843.20	901338
<u>ICMARC0120</u>	Invoice	01/31/2020	457 REMITTANCE - JAN 20	0.00	5,843.20	
000248	PAYCHEX	01/24/2020	01/24/2020 Manual	0.00	354.03	901339
<u>338021</u>	Invoice	01/24/2020	PAYROLL PROCESSING FEE	0.00	354.03	
001517	CalPERS	01/29/2020	01/29/2020 Manual	0.00	13,000.83	901340
<u>PPE 1-17-20</u>	Invoice	01/29/2020	PAY PERIOD ENDING 1/17/20	0.00	13,000.83	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	74	0.00	189,473.85
Manual Checks	24	23	0.00	88,802.07
Voided Checks	0	1	0.00	-4,345.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	152	98	0.00	273,930.92

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Date Range: 01/01/2020 - 01/31/20

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	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
003950	GRANITE CONSTRUCTION CO	01/06/2020	Manual	0.00	2,753.55	800029
<u>1719122</u>	Invoice	01/06/2020	SADDLEBACK: 3/8" COLD MIX	0.00	2,753.55	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	2,753.55
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>2,753.55</u>

**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>
07-00016-003	WATKINS, KAREN	1/15/2020	Refund	17.19	Check #: 61991
08-00080-011	RICH, EMILY K	1/15/2020	Refund	136.65	Check #: 61992
12-00215-009	DALBY, CLAUDIA	1/15/2020	Refund	156.16	Check #: 61993
13-00379-000	MIRAGE COVE PROPERTIES LLC	1/15/2020	Refund	30.68	Check #: 61994
53-00053-016	JONES, RONALD	1/15/2020	Refund	147.51	Check #: 61995
55-00080-025	MONTI, RAYMOND P	1/15/2020	Refund	13.20	Check #: 61996
55-00204-015	JORDAN, JOHN L	1/15/2020	Refund	78.13	Check #: 61997
62-00041-015	LIVINGSTONE, BARRIE	1/15/2020	Refund	150.54	Check #: 61998
05-00051-008	WALTERS, CHRISTOPHER L	1/27/2020	Refund	107.27	Check #: 61999
11-00344-008	EASTMAN, JOLENE L	1/27/2020	Refund	124.32	Check #: 62000
12-00374-005	GAXIOLA, ESPERANZA	1/27/2020	Refund	69.53	Check #: 62001
14-00102-004	ALBERDI-DIAZ, NANCY L	1/27/2020	Refund	110.21	Check #: 62002
56-00134-014	AFFORDABLE RENTALS	1/27/2020	Refund	0.99	Check #: 62003
				<u>1,142.38</u>	

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

DIRECTOR PAY
12/21/2019 - 01/17/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<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	01/07/2020	Director Pay Note: SOLAR FEASIBILITY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/08/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<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	01/08/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Meal / Lodging Note: MEAL: ADHOC GM COMMITTEE 1/DIR/504/		\$53.75	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$574.64	\$0.00
Employee Total:					\$574.64	

DIRECTOR PAY
12/21/2019 - 01/17/2020

<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	01/08/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 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>
10509	Unger, Rebecca	01/07/2020	Director Pay Note: SOLAR FEASIBILITY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/08/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	12.0000	\$2,083.56	
Meal / Lodging		\$53.75	

Grand Totals:	\$2,137.31	\$0.00
Grand Total:	\$2,137.31	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

February 12, 2020

Report to: Committee

Prepared by: Susan Greer

TOPIC: CONSIDER AWARDED CONTRACT FOR CODIFICATION TO MUNICIPAL CODE CORPORATION AT A COST OF \$14,690 INCLUDING A 30% CONTINGENCY

RECOMMENDATION: Recommend that the Finance Committee review and refer to the Board of Directors for approval.

ANALYSIS:

As the District's employee who is most knowledgeable about the Rules & Regulations, it has long been my desire to get the District's various "laws" codified so that working with them is easier for everyone. Codification is defined as the action or process of arranging laws or rules according to a system or plan. With my impending retirement, the time for the codification project is now, and we budgeted for the work this fiscal year.

A Request for Proposals ("RFP") was issued on November 13, 2019 to five different codification vendors, and responses were received from three. One proposal has been eliminated as non-responsive and two others, from Code Publishing and Municipal Code Corporation, have been evaluated. Beverly and I reviewed the proposals in detail, held conference calls with the two responsive bidders in order to verify costs and our understanding, and then reviewed our findings and recommendations with GM Ban.

Our recommendation is unanimous and results in a cost that is significantly under budget! We are recommending that the contract be awarded to Municipal Code Corporation in the amount of \$11,300 plus a 30% contingency, for a total authorization of \$14,690. That's a savings of over \$35,000 compared to the budget established for the project. All bids were very similar, so the budget was simply wrong.

Aside from a great price, well below budget, we recommend Municipal Code Corporation ("Muni") for the following reasons:

Proposal – the proposal received from Muni was the most complete and thorough, addressing all our requirements, plus offering other additional services of use to a public agency.

Qualifications – Muni has been in business for 68 years, has 160 employees, over 4,000 clients, headquartered in Florida with a regional office in Rancho Mirage. This long history seems to correlate with the many additional features that Muni has compared to the much newer and smaller company Code Publishing (more about that later.)

Additional document hosting – Muni will host various documents such as the Employee Handbook and Administration Code (up to 25 gigabytes total) for \$350 per year, which allows us to search both the Code and these additional documents at the same time, a big time-saver. Other proposals were as much as \$9,900 for this hosting service and additional document setup.

Timeline is 9.5 to 11.5 months; might be just enough time to complete before I retire.

Additional Features/Services – not only does Muni have more features related to the codification (search

capabilities, comparisons of prior codes to current, etc.) but they also have many other additional services that might work for us in the future. For example, they have meeting and agenda management software, they do website design and hosting, online payment solutions, Laserfiche content management, records request software and more. While we have already acquired some of these services through other providers, consolidating such services through a single vendor could produce savings and is certainly easier to administer. The other proposer, Code Publishing, didn't offer most of these additional services at all.

References – I reached out for references to Sammamish Plateau Water District in Washington and Cucamonga Valley Water District. Sammamish is a current codification project, not yet complete, which is progressing well and staying within established timeline and budget. Cucamonga is a long-time customer, at least 10 years, and Muni does a good job for them. Updates are done timely, support is rarely needed but good and the search functions work well, no problem ever noted.

Once the initial codification project is complete, the District will have to continue to pay ongoing annual costs, for online hosting and for updating the code as new resolutions or ordinances are written. At this time, that cost is estimated at around \$2,000 per year, based on a full suite of optional codification features, such as more robust search tools and an estimated number of new resolutions. We will try out the optional features, see what works for us, and we can eliminate what we don't need. Even if we eliminated the "extras," the annual cost would still be well over \$1,000 for the basics that we know we will need.

We are recommending a 30% contingency for this contract, which is more than our standard 10%. Codification costs are based on a final page count of the code that hasn't yet been developed. Since no one, not even the District, can know for certain what the final page count will be, we need to build in a bigger-than-normal contingency in case the page number estimate is too low. With a base cost of \$11,300, a 30% contingency is only \$3,390, resulting in a total authorization of \$14,690.

An example of how one agency's Purchasing Policy has been codified is attached. Note the history information at the end of each section, indicating resolution numbers and dates, showing how the policy evolved over time. This information is presented as a supplement, which is a periodic update to the established code as changes occur via resolution or ordinance.

FISCAL IMPACT:

A one-time cost of as much as \$14,690 for a project with a \$50,000 established budget. Ongoing costs of \$1,600-\$2,000 per year.

DOUBLE COLUMN SAMPLE

SUPPLEMENT NO. 47
November 2019

CUCAMONGA VALLEY WATER DISTRICT CODE

Looseleaf Supplement

This Supplement contains all ordinances deemed advisable to be included at this time through:

Resolution No. 2019-10-4, adopted October 22, 2019.

See the Ordinance List, Resolution List and List of Policies Tables for further information.

Remove Old Pages

ii
SH:2
39—41.5.6
138
I-3

Insert New Pages

ii
SH:2
39—41.5.6
138
I-3

Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.

municode



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PREFACE

The Cucamonga Valley Water District Code, originally published by Book Publishing Company in 2001, has been kept current by regular supplementation by Matthew Bender & Company, Inc., its successor in interest.

Beginning with Supplement No. 15, 4-09, Municipal Code Corporation will be keeping this Code current by regular supplementation.

During original codification, the ordinances were compiled, edited and indexed by the editorial staff of Book Publishing Company under the direction of the city attorney.

The code is organized by subject matter under an expandable three-factor decimal numbering system which is designed to facilitate supplementation without disturbing the numbering of existing provisions. Each section number designates, in sequence, the numbers of the title, chapter, and section. Thus, Section 2.12.040 is Section .040, located in Chapter 2.12 of Title 2. In most instances, sections are numbered by tens (.010, .020, .030, etc.), leaving nine vacant positions between original sections to accommodate future provisions. Similarly, chapters and titles are numbered to provide for internal expansion.

In parentheses following each section is a legislative history identifying the specific sources for the provisions of that section. This legislative history is complemented by an ordinance disposition table and a resolution disposition table, following the text of the code, listing by number all ordinances, their subjects, and where they appear in the codification.

A subject-matter index, with complete cross-referencing, locates specific code provisions by individual section numbers.

This supplement brings the Code up to date through Resolution No. 2019-10-4, October 22, 2019.

Municipal Code Corporation
1700 Capital Circle SW
Tallahassee, FL 32310
800-262-2633

SUPPLEMENT HISTORY TABLE

Ord./Res. Number	Date Adopted	Included/ Omitted	Supplement Number
2018-1-1(Res.)	1-23-2018	Included	34, 4-18
2018-3-2(Res.)	3-27-2018	Included	35, 4-18
2017-8-1(Res.)	8-27-2017	Included	36, 7-18
2017-9-1(Res.)	9-26-2017	Included	36, 7-18
2018-7-1(Ord.)	7-10-2018	Included	36, 7-18
2018-7-2(Res.)	7-24-2018	Included	37, 7-18
2018-7-3(Res.)	7-24-2018	Included	37, 7-18
2018-8-3(Res.)	8-28-2018	Included	38, 9-18
2018-9-2(Res.)	9-25-2018	Included	39, 10-18
2018-10-1(Res.)	10-23-2018	Included	40, 11-18
2018-12-1(Res.)	12-11-2018	Included	41, 12-18
2019-2-4(Res.)	2-12-2019	Included	42, 3-19
2019-2-5(Res.)	2-12-2019	Included	42, 3-19
2019-4-4(Ord.)	4-23-2019	Included	43, 5-19
2019-5-1(Ord.)	5-14-2019	Included	44, 5-19
2019-5-2(Res.)	5-28-2019	Included	45, 6-19
2019-6-1(Ord.)	6-11-2019	Included	46, 7-19
2019-6-2(Ord.)	6-11-2019	Included	46, 7-19
2019-10-4(Res.)	10-22-2019	Included	47, 11-19

Chapter 3.08

PURCHASING POLICY*

Sections:

- 3.08.010 Purpose.
- 3.08.020 Policy statement.
- 3.08.030 Conflict of interest.
- 3.08.040 Unauthorized purchases.
- 3.08.050 Review audits.
- 3.08.060 Authority and responsibility.
- 3.08.070 Bid requirements and process.
- 3.08.080 Exemptions to Bid Requirements.
- 3.08.090 Workflow documentation.
- 3.08.100 Blanket purchase orders.
- 3.08.110 Change orders.
- 3.08.120 Procurement cards.
- 3.08.130 Definition of terms.

3.08.010 Purpose.

The purpose of this policy is to define the practices governing the procurement of supplies, materials, equipment and services, including construction and capital improvements, for District use and to relate the principals of applicable provisions of governing law and to District administrative policies. This policy is the written rule and regulation required by California Government Code Section 54202 and also serves as the District administrative procedure governing procurement activities.

By adoption of this policy, the Board is empowering the General Manager/Chief Executive Officer (GM/CEO), or his/her authorized representative with certain duties

*Editor's note—Res. No. 2015-11-6, § 1, adopted November 24, 2015, amended Policy 8.1 codified as Chapter 3.08 in its entirety to read as herein set out. Former chapter 3.08, §§ 3.08.010—3.08.090, pertained to similar subject matter. See Resolution List for complete derivation.

and responsibilities that are essential for the day-to-day operation of the District. The GM/CEO has delegated the procurement of goods, materials, and services to the Assistant General Manager (AGM) who oversees the Finance and Administration departments, as well as those staff members given specific authority. In addition, the procurement of contracting, engineering, consulting and design for Capital Projects is delegated to the Director of Engineering Services and the Director of Operations, who oversee the Engineering and Operations departments, respectively.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)

3.08.020 Policy statement.

California law requires all local agencies to formally adopt policies and procedures governing the acquisition of materials, supplies, equipment and services as referenced below.

"California Government Code Section 54202: Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute."

The Purchasing Policy shall be reviewed on a biennial basis by the Finance Committee. Proposed changes shall be subject to review and approval by the Board of Directors.

The AGM, Director of Finance and Technology Services and the Finance Manager are designated as the Purchasing Agents for the District and may delegate the administration of the program. The Purchasing

Agents are charged with the responsibility and authority for coordinating and managing the procurement of the District's supplies, services and equipment according to this policy.

The policy outlined herein is to be adhered to by the Purchasing Agents and all District employees when procuring supplies, services and equipment. This Policy strives to define decision making with prudent review and internal control procedures and to maintain departmental responsibility and flexibility in evaluating, selecting, and purchasing, supplies, equipment and services.

This policy is also intended to assist the District and its staff members in maintaining the highest level of integrity in procurement activities and decision making. (Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018)

3.08.030 Conflict of interest.

No member, officer, or employee of the District, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the Cucamonga Valley Water District is incorporated herein by reference. (Res. No. 2015-11-6, § 1, 11-24-2015)

3.08.040 Unauthorized purchases.

Purchase orders shall be issued prior to ordering supplies, equipment and services and not "after the fact" for work already done or materials already ordered.

Except for emergencies, departmental purchases, or other authorized exemptions stated in these guidelines, no purchase of

supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

A. Such purchases are void and not considered an obligation of CVWD.

B. Invoices without an authorized purchase order may be returned to the vendor unpaid.

C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be subject to disciplinary actions. (Res. No. 2015-11-6, § 1, 11-24-2015)

3.08.050 Review audits.

Compliance with this policy is subject to review at any time by internal or external auditors. It is the responsibility of the CVWD staff member (and their manager) initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, authorization signatures and any other relevant documentation.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2019-10-4, 10-22-2019)

3.08.060 Authority and responsibility.

A. Decentralized Procurement Overview. CVWD utilizes a decentralized procurement process in which the responsibility to determine specifications of goods or services, to solicit proper bids (according to bid procedures Section 7), and to obtain proper approvals (according to the Authorization Table Section 6-D) has been delegated to Directors, Managers and Supervisors.

The Purchasing Agents retain the responsibility to review and examine requisitions, bid documents, and contracts. Only the Purchasing Agents will create Purchase Orders and Contracts.

B. Responsibilities of Purchasing Agents. The GM/CEO has delegated the

authority and responsibility of the Purchasing Agent to the AGM, to the Director of Finance and Technology Services and to the Finance Manager. Purchasing Agent authorities and responsibilities include:

- a. Administration of the Purchasing Policy.
- b. Creation of Purchase Orders and Contracts.
- c. Oversee the Purchasing Division including management of the warehouse function and inventory.
- d. Reserved.
- e. Review of bid documents and bidding procedures.
- f. Review of contracts.
- g. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
- h. Conduct internal audits.
- i. Provide training for District staff on this policy.

C. Responsibilities of Departments.
The GM/CEO has delegated procurement authority and responsibility to the Assistant General Manager, Directors, Managers, and Supervisors. These authorities and responsibilities shall include:

- a. Enter into contractual obligations on behalf of CVWD for the acquisition of supplies, materials, equipment, and services necessary to support District functions in accordance with this policy manual.
- b. Obtain full and open competition in accordance with prescribed policies and procedures in a manner that presents the best overall value to CVWD.
- c. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
- d. Identify, evaluate and utilize purchasing methods which best meet the needs

of CVWD (e.g. cooperative purchases, contractual agreements, purchasing cards, etc.).

- e. Provide for the fair and equitable treatment of vendors, suppliers, and contractors.
- f. Coordinate vendor relations, locate sources of supply, and evaluate vendor performance.
- g. Supervise the receipt and inspection of all materials, supplies, equipment and services purchased to ensure conformance with specifications.
- h. Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through sale or other means.
- i. To notify vendors of purchase award when authorized by a Purchasing Agent.
- j. To not "split" orders for the purpose of avoiding procurement requirements. (See definitions.)
- k. Obtain approvals according to the Authorization Table in Section 6-D.

D. Authorization Table (amounts excluding sales tax).

Amount up to:	Approval Level
\$5,000	Supervisors
\$25,000	Managers
\$50,000	Directors
\$75,000	Assistant General Manager
\$99,999	General Manager/CEO (Assistant General Manager if GM/CEO is absent)
\$100,000+	Board of Directors

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2017-10-2, 10-24-2017; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)

3.08.070 Bid requirements and process.

A. General. All procurements for materials, supplies, equipment, services, and construction shall employ competitive bid-

ding whenever practicable. All amounts in this section shall be considered to be before (excluding) sales tax. All procurements of one hundred thousand dollars (\$100,000.00) and over will adhere to the sealed bidding process. The GM/CEO or AGM may grant exceptions to the competitive process for emergency conditions, supply limitation, or other circumstances with justification for such waiver being documented with the acquisition.

Bids shall be awarded to the responsive, responsible, and qualified bidder who submits the lowest bid. In determining the lowest "qualified" bidder, the following elements shall be considered in addition to price:

a. That the products offered provide the quality, fitness, and capacity for the required usage.

b. That the bidder has the ability, capacity and skill to perform the contract satisfactorily and within the time required.

c. That the bidder's experience(s) regarding past purchases by the District or other public agencies demonstrates the reliability of the bidder to perform the contract.

When a bid is recommended to be awarded to other than the low bidder, written justification is required. The written statement, signed by the appropriate Supervisor, Manager, Director, AGM, or GM/CEO shall be attached to the purchase requisition or Board report.

When bids are required, every effort should be made to request bids from as many vendors as possible in order to promote competition in the best interest of the District. When the requestor is unable to meet the minimum of 3 documented bids, the requestor must document the requests that were sent and why the vendor(s) declined to submit a bid. This documentation should be more comprehensive depending on the amount of the request.

B. Bid Requirements Table (amounts excluding sales tax)

Purchase Amount	Bid Requirements (see exceptions section 8)	Refer to Subsection	PO Required
\$0—\$4,999	Informal quotes	C	NO
\$5,000—\$49,999	Informal Bids	D	YES
\$50,000—\$99,999	RFP/Formal Bids	E	YES
\$100,000 +	RFP/Sealed Bids	F	YES

C. Informal Quotes. For purchases less than \$5,000, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so.

Since the purchase may be initiated without a Purchase Order, the accounts payable pro-

cess will require that the invoice be signed by an authorized signor before payment is released.

D. Informal Bids. For purchases of five thousand dollars (\$5,000.00) or more but less than fifty thousand dollars (\$50,000.00). A minimum of three (3) bids are required. The bids must be documented and retained on file by the manager of the requesting department. The request for bids must be made in a consistent manner for all vendors meaning that all vendors must receive the

same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email, or verbal quote).

E. Formal Bids. For purchases of fifty thousand dollars (\$50,000.00) or more but less than one thousand dollars (\$100,000.00). Bids/Proposals shall be solicited from a minimum of three (3) vendors. A Request for Proposal (RFP) or Invitation for Bids (IFB) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file by the manager of the requesting department.

F. Sealed Bids. For purchases of one hundred thousand dollars (\$100,000.00) or more. A formal RFP/sealed bid process is required and contracts shall be awarded in a manner most beneficial to the District. The District shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following subsections specify certain procedures based on the following four (4) categories:

- Capital Improvement Projects
- Maintenance and Services Agreements
- Professional Services Agreements
- Equipment, Materials and Supplies Purchases

a. Capital Improvement Projects. Contracts, valued at one hundred thousand dollars (\$100,000.00) or more, for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement, hereinafter referred to as "Capital Improvement Projects, (CIP)", shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists or the Board of Directors determines it is not in the best interest of the District. Project-specific con-

tracts covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. When the CIP is funded through a Federal Grant, the District must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document.

i. Call for Bids. The GM/CEO, or his/her designee, is authorized to create a prequalified bidders list. The bidders may be prequalified on an annual basis or on a project specific basis. Notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the GM/CEO, or his/her designee. If there are no prequalified bidders or if the prequalified bidders list is inadequate, a notice inviting bids may be published once in a newspaper that serves the District.

ii. Form of Call for Bids. The invitation for bids shall contain:

- a. A statement as to where the plans and specifications may be obtained,
- b. A general description of the CIP,
- c. A statement that the District will receive sealed bids,
- d. A statement that the contract or contracts for the CIP will be awarded to the lowest responsive, responsible bidder or bidders, but that any or all bids may be rejected,
- e. A statement of the time and place for opening the bids, and
- f. Any such other information as may be required by the District or by law.

iii. Submission of Bids. Bids shall be submitted on forms supplied by the District and under sealed cover. Each bid shall be accompanied by cash, a certified or ca-

shier's check, or bond secured from a surety company satisfactory to the District in the amount indicated within the bid documents, made payable to Cucamonga Valley Water District, as bid security.

If the bid is accepted, the Bidder shall execute the contract within the time provided in the contract documents and shall furnish the necessary certificates of insurance and bonds required by the contract documents.

iv. **Opening of Bids.** Bids shall be publicly opened at the time and place specified in the invitation for bids. A minimum of two (2) members of District staff must be present at all sealed bid openings.

v. **Bid Evaluation and Acceptance.** Acceptance of any bid shall be by action of the Board. The Board reserves the right to waive any irregularity, to reject any or all bids, to re-advertise, or to proceed with the CIP or any part of it using District staff.

vi. **Bid Award.** Contracts shall be awarded to the lowest responsive and responsible bidder which will be deemed the best value to the District.

vii. **Relief of Bidders.** A bidder shall not be relieved of its bid unless by consent of the District upon a showing by the bidder to the satisfaction of the District that:

a. A mistake was made;

b. The bidder gave the District written notice within five (5) business days after the opening of bids of the mistake, specifying in the notice in detail how the mistake occurred;

c. The mistake made the bid materially different than the bidder intended it to be; and

d. The mistake was made in filling out the bid and not due to error in judgment or carelessness in inspecting the site of the work or in reading the plans or specifications.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

viii. **Performance and Payment Bonds.** Any bidder to whom a contract for CIP is awarded under the District's formal competitive bidding procedures shall supply on forms satisfactory to the District, a Faithful Performance Bond in an amount equal to the total contract price.

For any contract for CIP in excess of twenty-five thousand dollars (\$25,000.00), the bidder must also supply a Labor and Material Payment Bond in an amount equal to the total contract price.

Each bond shall be secured from a California admitted surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and is authorized by the State of California. Each bond shall be accompanied, upon request of the District, with all documents required by California Code of Civil Procedure Section 995.660, to the extent required by law.

ix. **Insurance.** Before work commences, evidence of insurance as required by the contract for CIP must be obtained, reviewed, and accepted by the AGM or his/her designee. A copy of the certificate of insurance will be provided to the District Risk Management Department.

b. **Maintenance and Services Contracts.** This procedure applies to non-professional services agreements that do not involve real property. Examples include: landscape maintenance, janitorial, uniform cleaning, and material hauling.

i. **Contracts for maintenance or services** shall be approved by the Board if the total cost for the initial term of the agreement exceeds one hundred thousand dollars (\$100,000.00).

ii. Project-specific contracts for maintenance and services covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts for maintenance and services covered by this procedure shall be issued for an initial term of no more than thirty-six (36) months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of twenty-four (24) months for maintenance and services. Extensions to contracts or agreements valued at more than one hundred thousand dollars (\$100,000.00), shall be approved by the Board of Directors. If an extension to a contract or maintenance agreement causes the total cost of all years to exceed one hundred thousand dollars (\$100,000.00) (even though the original total cost of the agreement was less than one hundred thousand dollars (\$100,000.00)), the extension shall require the approval of the Board.

iii. Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed, and accepted by the Director, Manager or his/her designee. A copy of the certificate of insurance will be provided to the District Risk Management Department.

c. Professional Services Contracts. A professional services contract is an agreement between the District and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services shall be selected on the basis of demonstrated competence

and professional qualifications necessary for the satisfactory performance of the services required.

Contracts for professional services covered by this procedure shall be issued for an initial term of no more than thirty-six (36) months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of twenty-four (24) months for professional services. Extensions to contracts valued at more than one hundred thousand dollars (\$100,000.00), shall be approved by the Board of Directors. If an extension to a contract for professional services causes the total cost of all years to exceed one hundred thousand dollars (\$100,000.00) (even though the original total cost of the agreement was less than one hundred thousand dollars (\$100,000.00)), the extension shall require the approval of the Board.

d. Equipment, Materials, and Supplies Purchases. This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.

i. Detailed specifications of the items must be provided to the bidders in writing.

ii. Brand standardization is allowable if deemed to be in the best interest of the District and documented with a Sole Source Form.

iii. In purchasing equipment or supplies that need to be compatible with existing equipment, or to perform complex or unique functions, the requestor may limit bidding to a specific product type or a brand name product.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2017-10-2, 10-24-2017; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

February 12, 2020

Report to: Finance Committee

Prepared by: Susan Greer

TOPIC: DISCUSS PERS PENSION PLAN UNFUNDED ACCRUED LIABILITY

RECOMMENDATION: For discussion only.

ANALYSIS: While the District and employees make contributions each payday for CalPERS pension benefits based on the contribution rates established by PERS, over time, PERS makes changes to actuarial and investment earning assumptions which result in unfunded accrued liabilities (UAL.) The unfunded liabilities are the differences between the contributions paid by the District and employees and what is expected to be paid out by CalPERS in the way of benefits. PERS requires that we make annual payments towards paying down the UAL balance. Changes to assumptions, such as how long members will live or what rate of return will be received on investments, can impact future employee benefits and contributions due from employers and employees. Formulas for contributions due from both employers and employees are determined by PERL, the Public Employees' Retirement Law.

In 2013, the law was changed to introduce PEPPRA, the Public Employees Pension Reform Act, which changes the way CalPERS retirement benefits are applied, placing compensation limits on members. Over time, PEPPRA will reduce retirement costs through elimination of enhanced pension benefits and increases to the full retirement age (2% at 62 years of age for PEPPRA, vs. 2% at 55 years of age in the original Classic Plan.) The greatest impact of PEPPRA is felt by new CalPERS members. The District has two member groups, the Classic members, who were members prior to 2013, and the new PEPPRA members, who became members for the first time in 2013 or after.

CalPERS prepares an Actuarial Valuation each year as of June 30. The valuation provides contribution rates for the next fiscal year and information about the Unfunded Accrued Liability. Anne and I met with a CalPERS actuary to discuss the reports while we were at the recent CSMFO conference. We want to propose an early payoff of the UAL.

The District's employees have had membership in the CalPERS retirement plans since 2008, so our relatively small total combined unfunded liability of \$687,756 reflects this. Note that other local agencies have unfunded liability varying from \$745,000 to \$6,700,000, so for some of them, early payoff is not possible or would involve issuing debt. With the UAL accruing interest at a rate of 7% per year, loans with lower interest rates would make sense. The table below shows the total unfunded liability and payment options for the District's two CalPERS pension plans.

	CLASSIC	PEPPRA	TOTAL
Total Unfunded Liability as of 6/30/18	\$661,061	\$26,695	\$687,756
UAL Payment over 24 years	1,239,677	40,602	1,280,279
Interest Paid	578,616	13,907	592,523
UAL Payment over 15 years	1,088,832	Not provided	
Interest Paid	427,772	Not provided	
UAL Payment over 10 years	923,718	37,302	961,020
Interest Paid	\$262,657	\$10,606	\$273,263

The District could save a significant amount of interest if we accelerated the payment schedule on the UAL. Payoff over 23 years will incur \$592,523 in interest charges. If we paid off the UAL over 10 years instead of 23 years, we would save interest of \$319,260.

If we elected the 10-year option, we would have to fund an additional \$170,000 over the next five years, as much as an additional \$44,000 per year and as little as an additional \$28,000 per year. That does not seem unmanageable in the scheme of a \$7M operating budget, in order to save over \$300,000 in interest. The 19/20 budget for pension expense is \$227,000, so this savings would represent more than one year's expense avoided.

It is very important to understand that, once paid off, the UAL doesn't "go away;" in fact, it will never go away. The UAL is a dynamic calculation, revisited each year, based on actuarial and investment assumptions that are constantly being reassessed. If an actuarial assumption is changed in the future to reflect longer lives of members, the amount of additional benefits needed to pay retirees over a longer life will once again increase UAL. If investment earnings don't meet projections, UAL will increase. It is possible for the UAL to decrease, but we haven't seen that for many years. While the UAL will never go away, the hope is to keep this number as low as possible, while reducing our interest expense.

The early payoff of the UAL is not funded via the Rate Study and the Rate Study includes increases of only 4% to total expenses. If there is concurrence with the early payoff concept, we will attempt to find funding in the budget to do so.

FISCAL IMPACT:

An accelerated payoff of the District's CalPERS unfunded accrued liability could save over \$300,000 in interest expense.