



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 18, 2018, at 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.
6. **CONSENT CALENDAR**
Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
 - Draft Minutes of June 20, 2018, Special Meeting of the Board of Directors
 - Draft Minutes of June 20, 2018, Regular Meeting of the Board of Directors
 - Check registers for May 2018 (reviewed by the Finance Committee on July 11, 2018)
 - 3rd Quarter Ending 3/31/2018 Financial Report (reviewed by the Finance Committee on July 11, 2018)
7. **AUTHORIZING THE GENERAL MANAGER TO SIGN A PRELIMINARY QUOTE WITH CALIFORNIA SPECIAL DISTRICT'S ASSOCIATION (CSDA) TO OBTAIN A \$3,000,000.00 LEASE-PURCHASE LOAN FOR THE IMPLEMENTATION OF THE MAINLINE REPLACEMENT PROGRAM**– Recommend that the Board authorize the General Manager to sign the preliminary quote, locking in a 3.85% interest rate for the recommended \$3,000,000.00 lease-purchase loan. (Reviewed by the Finance Committee on July 11, 2018)
8. **CAPITAL REPLACEMENT PROGRAM – HEAVY EQUIPMENT PURCHASING** – Recommend that the Board authorize the General Manager to purchase ten (10) pieces of heavy equipment from RDO Equipment Company and one (1) piece of equipment from Asphalt Zipper, Inc. in an amount not to exceed \$1,698,455.42.
9. **APPROVAL TO CONTRACT WITH MARY ORTON COMPANY TO COMPLETE THE STRATEGIC PLAN FOR THE DISTRICT** – Recommend that the Board of Directors approve the selection of Mary Orton Company to conduct a strategic planning process at a cost not to exceed \$34,000. (Reviewed by the Finance Committee on July 11, 2018).

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10. **CHANGES IN OFFICE HOURS OF OPERATIONS** – Recommend that the Board of Directors approve the new office hours of Monday through Thursday, 7:30 a.m. to 4:30 p.m.

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11. **NOBEL SYSTEMS, INC. – GEOVIEWER ONLINE** – Recommend that the Board of Directors authorize the General Manager to enter into an agreement with Nobel Systems, Inc. in the amount of \$52,600 for unlimited use of Geoviewer Online.

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12. **GENERAL MANAGER EMPLOYMENT AGREEMENT** - The Board will consider approving Amendment No. 2 to the Employment Agreement with the District’s General Manager, the amendment has been negotiated by the Ad Hoc Negotiation Committee (Vice President Johnson and Director Unger) pursuant to the guidelines provided by the Board.

13. **DISTRICT GENERAL COUNSEL REPORT** –

14. **GENERAL MANAGER REPORT** –

15. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS** –

- Public Outreach Consultant – Kathleen Radnich
- Finance Committee – July 11, 2018 – Vice President Johnson & Director Floen
- Water Resources & Ops. Committee – July 11, 2018- President Luckman and Director Hund
- Mojave Water Agency Board of Directors – July 12, 2018- Director Unger

16. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**

- Mojave Water Agency Board of Directors– July 26, 2018, at 9:30 a.m. – Vice President Johnson
- Legislative & Public Information Committee – August 1, 2018, at 9:30 a.m. – President Luckman and Director Unger
- Mojave Water Agency Technical Advisory Committee (TAC) – August 2, 2018, at 10:00 a.m.-President Luckman
- Finance Committee – August 8, 2018, at 9:00 a.m. – Vice President Johnson & Director Floen
- Water Resources & Operations Committee – August 8, 2018, at 10:30 a.m.-President Luckman and Director Hund

17. **ADJOURNMENT** -

INFORMATION

The public is invited to comment on any item on the agenda during a discussion of that item. 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 prior to the meeting to request a disability-related modification or accommodation.

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

JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING MINUTES
WEDNESDAY, JUNE 20, 2018

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the meeting to order at 5:30 p.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, and Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM/Controller, Mark Ban, AGM OPS, Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT

Gil Granito, Legal Counsel, Redwine & Sherrill
Neil Meyers, Special Legal Counsel, Redwine & Sherrill (telephonically)
Kathleen Radnich, Public Outreach Consultant,

CLOSED SESSION - Mr. Granito reported that at approximately 5:31PM, the Board went into Closed Session for the purpose reflected as item 5 of today's agenda. During the closed session, the District's Legal Counsel, General Manager, and Assistant General Manager-Operations (Mark Ban) led a discussion on a matter of potential litigation. Special Legal Counsel, Neil Meyers participated telephonically in the closed session. No further reportable action was taken. The Closed Session ended at approximately 5:54PM and the Board returned to Open Session.

ADJOURNMENT – The Board adjourned the Special Meeting of the Board of Directors at 5:56 p.m.

Respectfully submitted:

Curt Sauer
GM and Board Secretary

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 20, 2018

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the meeting to order at 6:30 p.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, Mark Ban, AGM – Operations, Susan Greer, AGM, Anne Roman, Accountant, Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT

Kathleen Radnich, Public Outreach
Gil Granito, Legal Counsel, Redwine & Sherrill
Gary Sturdivan, Sturdivan Emergency Consulting, Inc.

APPROVAL OF AGENDA

Vice President Johnson made a motion to approve the Agenda. Director Floen seconded the motion.

MSC' (Johnson/Floen) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR

- Check registers for March & April 2018 (reviewed by Finance Committee at June 13, 2018 meeting)
- Approve the Draft Minutes of June 6, 2018, Regular Meeting of the Board of Directors

Vice President Johnson made a motion to approve the Consent Calendar. Director Hund seconded the motion.

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

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

Abstain: None

PUBLIC HEARING TO ADOPT WATER AVAILABILITY (STANDBY CHARGES) for Fiscal 2018/2019 – AGM Greer gave a brief overview, and no written protests were received. A Q&A with Board followed.

Vice President Johnson made a motion to approve the Standby Charges. Director Unger seconded the motion.

MSC¹ (Johnson/Unger) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

Abstain: None

PUBLIC COMMENT - None

At this time, GM Sauer requested that AGM-Operations Mark Ban present his quarterly presentation before the Board proceeds with the

AGM Ban gave his quarterly presentation and a brief Q&A period followed with the Board. The presentation is attached to the minutes at the District.

APPROVE DRAFT HAZARD MITIGATION PLAN – Gary Sturdivan, Sturdivan Emergency Consulting, Inc. gave an updated overview of the Draft Hazard Mitigation Plan. A brief Q&A with the Board followed.

PUBLIC COMMENT –

Karen Tracy, CAC President, stated that she was part of the original input and she found objectionable the Calaveras Big Trees State Park and Pioneer Cabin Tree, she thought it was a bad use of hazards. She hopes it's been eliminated or addressed.

Gary Sturdivan responded that it had not been eliminated because it came from FEMA. It came directly from the Hazus Program from FEMA.

Kathleen Radnich, Public Information Consultant informed the Board that the Draft Hazard Mitigation Plan is on the JBWD website.

Director Floen made a motion to adopt the Draft Hazard Mitigation Plan for review by FEMA. Director Hund seconded the motion.

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

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

18/19 BUDGET – GM Sauer presented a brief overview of the proposed 18/19 Budget, followed by a short Q&A period with the Board.

Director Unger made a motion to receive information and approve all of the proposed 18/19 Budget as reviewed by the Finance Committee on June 13, 2018 with approval to go forward with Scenario 3. A copy of the proposed budget is attached to the minutes at the District. Director Hund seconded the motion.

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

Ayes: Floen, Hund, Luckman, and Unger

Noes: Johnson

Absent: None

Abstain: None

DISTRICT GENERAL COUNSEL REPORT – (Proposed State Statewide Water Tax) – Mr. Granito reported that as matters stand, the State Budget does not include a “Budget Trailer Bill” with a statewide water tax. However, safe drinking water funding remains an important issue. As such, legislative efforts to advance the water tax as part of a pending bill may be forthcoming later this summer.

GENERAL MANAGER REPORT – GM Sauer reported on the following:

- July 4th Closure
- Updated Admin Code to include Friday closure.

The Board agreed that they would have a Board meeting on July 18, 2018.

PUBLIC COMMENT - None

DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS & FUTURE AGENDA ITEMS-

Kathleen Radnich, Public Outreach, informed the Board that the June Farmer’s Market booth theme covers the water meter basics. 1. How to read your meter to check for leaks, especially during this high water demand season. 2. How to lock up your meter, especially if you are leaving for vacation to avoid unfortunate water leak disasters on your property, or even to prevent water theft. Ms. Radnich discussed upcoming wild crafting classes, landscape irrigation tune-up class, District tours in September and the Water Education Festival.

Director Johnson spoke about the riveting Finance Committee and thanked the staff for all of their hard work with the 18/19 Budget.

Director Hund stated that the Water Resources & Operations Committee reviewed a number of the scenarios, which was helpful in preparing for tonight’s meeting.

Director Hund spoke about the MWA Board meeting he attended on June 14, 2018.

FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –
President Luckman informed everyone of all upcoming meetings.

ADJOURNMENT –

Director Unger made a motion to adjourn the meeting at 7:41 p.m. Vice President Johnson seconded the motion.

MSC' (Unger/Johnson) motion carried.

Respectfully submitted:

Curt Sauer
GM and Board Secretary



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 05/01/2018 - 05/31/2018

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
003015	EUGENE K FAUL	05/16/2018	Regular	0.00	-39.96	58187
003015	EUGENE K FAUL	05/16/2018	Regular	0.00	-36.60	58330
000091	SAN BERNARDINO COUNTY RECORDER	05/23/2018	Regular	0.00	-95.00	60023
001012	BARTLE WELLS ASSOCIATES	05/02/2018	Regular	0.00	11,911.20	60034
<u>1002C</u>	Invoice	05/02/2018	RATE & FEE STUDY - 16/17 & 17/18	0.00	11,911.20	
010956	DOI-USGS	05/02/2018	Regular	0.00	7,494.38	60035
<u>90631056</u>	Invoice	05/02/2018	USGS COOPERATIVE WATER RESOURCES	0.00	7,494.38	
013793	FRANCHISE TAX BOARD	05/02/2018	Regular	0.00	4,992.81	60036
<u>FTB050218</u>	Invoice	05/02/2018	WITHHOLDING ORDER #31414253885974	0.00	4,992.81	
000156	FORSHOCK	05/02/2018	Regular	0.00	14,978.51	60037
<u>1700120</u>	Invoice	05/02/2018	SCADA IMPROVEMENTS	0.00	2,239.40	
<u>1800125</u>	Invoice	05/02/2018	MONTHLY SCADA MONITORING	0.00	182.25	
<u>1800126</u>	Invoice	05/02/2018	SCADA IMPROVEMENTS	0.00	7,538.73	
<u>1800127</u>	Invoice	05/02/2018	SCADA IMPROVEMENTS	0.00	5,018.13	
VEN01020	SOUTHWEST NETWORKS, INC.	05/02/2018	Regular	0.00	5,573.90	60038
<u>18-3057</u>	Invoice	05/02/2018	SUPPLEMENTAL IT SERVICES (AMC) - MAR	0.00	546.25	
<u>18-3519</u>	Invoice	05/02/2018	OFFICE SUPPLIES	0.00	36.64	
<u>18-4061</u>	Invoice	05/02/2018	OFFICE SUPPLIES	0.00	570.00	
<u>18-4502</u>	Invoice	05/02/2018	SWITCHES FOR SERVER	0.00	4,352.02	
<u>18-4516</u>	Invoice	05/02/2018	OFFICE SUPPLIES	0.00	68.99	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	05/02/2018	Regular	0.00	5,300.00	60039
<u>1029</u>	Invoice	05/02/2018	ACS/EMERGENCY COMMUNICATION CO-	0.00	2,800.00	
<u>1031</u>	Invoice	05/02/2018	LOCAL HAZARD MITIGATION PLAN	0.00	2,500.00	
000327	WATER QUALITY SPECIALISTS	05/02/2018	Regular	0.00	10,227.03	60040
<u>5381</u>	Invoice	05/02/2018	HDMC WWTP: OPERATION/MAINT & REP	0.00	10,227.03	
013798	WILLIAMS SCOTSMAN INC.	05/02/2018	Regular	0.00	6,121.97	60041
<u>5690812</u>	Invoice	05/02/2018	OFFICE REMODEL TEMP TRAILERS	0.00	3,061.11	
<u>5690813</u>	Invoice	05/02/2018	OFFICE REMODEL TEMP TRAILERS	0.00	3,060.86	
000575	AFSCME LOCAL 1902	05/03/2018	Regular	0.00	608.51	60042
<u>AFSCME0418</u>	Invoice	05/03/2018	EE UNION DUES - APR 18	0.00	608.51	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	05/03/2018	Regular	0.00	650.00	60043
<u>2330L</u>	Invoice	05/03/2018	DEMO GARDEN/BUILD MAINT THRU 4/15	0.00	650.00	
004110	BURRTEC WASTE & RECYCLING SVCS	05/03/2018	Regular	0.00	418.29	60044
<u>BW0518</u>	Invoice	05/03/2018	RECYCLING - MAY 18	0.00	147.39	
<u>BW0518B</u>	Invoice	05/03/2018	TRASH REMOVAL - MAY 18	0.00	270.90	
001550	CDW GOVERNMENT, INC	05/03/2018	Regular	0.00	197.55	60045
<u>MGM7195</u>	Invoice	05/03/2018	OFFICE SUPPLIES	0.00	197.55	
001850	CLINICAL LAB OF S.B. INC	05/03/2018	Regular	0.00	775.00	60046
<u>961787</u>	Invoice	05/03/2018	SAMPLING - MAR 18	0.00	775.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	05/03/2018	Regular	0.00	2,276.20	60047
<u>3990561-040508</u>	Invoice	05/03/2018	EE LIFE INSURANCE - APR 18	0.00	2,276.20	
013365	IMAGE SOURCE	05/03/2018	Regular	0.00	454.44	60048
<u>AR743786</u>	Invoice	05/03/2018	OFFICE EXPENSE 3/5/18 - 4/4/18	0.00	454.44	

*Check Report JBWD

Date Range: 05/01/2018 - 05/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013223	LAW OFFICE OF DAVID L. WYSOCKI	05/03/2018	Regular	0.00	175.00	60049
<u>DW043018</u>	Invoice	05/03/2018	LEGAL SERVICES - APR 18	0.00	175.00	
003596	DEXYP	05/03/2018	Regular	0.00	25.00	60050
<u>DYP041918</u>	Invoice	05/03/2018	MORONGO BASIN ADVERT - APR 18	0.00	25.00	
003025	FEDEX	05/03/2018	Regular	0.00	69.84	60051
<u>6-149-46816</u>	Invoice	05/03/2018	SHIPPING: DOLLAR GENERAL	0.00	69.84	
013222	FRONTIER CALIFORNIA INC.	05/03/2018	Regular	0.00	179.59	60052
<u>FC0518</u>	Invoice	05/03/2018	HDMC WWTP - TELEPHONE	0.00	179.59	
006200	MCALLISTERS JANITORIAL SERV.	05/03/2018	Regular	0.00	580.00	60053
<u>62488</u>	Invoice	05/03/2018	JANITORIAL SERVICES - APR 18	0.00	580.00	
013351	HELENITA C. YOUNGLOVE	05/03/2018	Regular	0.00	225.00	60054
<u>175</u>	Invoice	05/03/2018	NOTARY SERVICES	0.00	60.00	
<u>8859</u>	Invoice	05/03/2018	NOTARY SERVICES	0.00	165.00	
004152	HI-DESERT STAR	05/03/2018	Regular	0.00	845.00	60055
<u>7680</u>	Invoice	05/03/2018	ADVERTISING: WATER EDUCATION DAY	0.00	845.00	
009054	KATHLEEN J. RADNICH	05/03/2018	Regular	0.00	684.60	60056
<u>180429-1</u>	Invoice	05/03/2018	PUBLIC RELATIONS SERVICES	0.00	684.60	
005640	KILLER BEE PEST CONTROL	05/03/2018	Regular	0.00	140.00	60057
<u>4594</u>	Invoice	05/03/2018	BEE REMOVAL	0.00	70.00	
<u>4631</u>	Invoice	05/03/2018	BEE REMOVAL	0.00	70.00	
006029	LIEBERT CASSIDY WHITMORE	05/03/2018	Regular	0.00	682.00	60058
<u>1456901</u>	Invoice	05/03/2018	LEGAL SERVICES - MAR 18	0.00	682.00	
003505	GARRYS TIRES	05/03/2018	Regular	0.00	797.77	60059
<u>14411</u>	Invoice	05/03/2018	VEHICLE REPAIRS: V29	0.00	797.77	
006504	MC CALL'S METERS SALES & SERVICE	05/03/2018	Regular	0.00	70.00	60060
<u>30445</u>	Invoice	05/03/2018	CERTIFIED FLOW TESTS	0.00	70.00	
006507	McMASTER-CARR SUPPLY COMPANY	05/03/2018	Regular	0.00	960.64	60061
<u>59730602</u>	Invoice	05/03/2018	SMALL TOOLS/SHOP EXPENSE/PUMPING	0.00	480.65	
<u>59806765</u>	Invoice	05/03/2018	SMALL TOOLS - PRODUCTION	0.00	105.79	
<u>59893504</u>	Invoice	05/03/2018	SMALL TOOLS - PRODUCTION	0.00	93.89	
<u>60350650</u>	Invoice	05/03/2018	SMALL TOOLS - PRODUCTION	0.00	89.25	
<u>60478526</u>	Invoice	05/03/2018	PUMPING PLANT SUPPLIES	0.00	76.50	
<u>60633529</u>	Invoice	05/03/2018	SMALL TOOLS - PRODUCTION	0.00	114.56	
013344	AQUATIC INSPECTIONS	05/03/2018	Regular	0.00	4,400.00	60062
<u>1888</u>	Invoice	05/03/2018	TANK MAINTENANCE & REPAIRS: D-1-1 &	0.00	4,400.00	
000236	PAYPRO ADMINISTRATORS	05/03/2018	Regular	0.00	50.00	60063
<u>62641</u>	Invoice	05/03/2018	FSA ADMIN FEES - MAR 18	0.00	50.00	
008405	PRECISION ASSEMBLY	05/03/2018	Regular	0.00	1,411.56	60064
<u>18027</u>	Invoice	05/03/2018	APR WATER BILL PRINT/MAIL	0.00	1,411.56	
008415	PRUDENTIAL OVERALL SUPPLY	05/03/2018	Regular	0.00	238.39	60065
<u>22575503</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	20.75	
<u>22593518</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22593520</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	52.99	
<u>22600651</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22600653</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	52.99	
013218	OFFICETEAM	05/03/2018	Regular	0.00	1,650.29	60066
<u>49815333</u>	Invoice	05/03/2018	TEMPORARY LABOR	0.00	1,177.07	
<u>49858089</u>	Invoice	05/03/2018	TEMPORARY LABOR	0.00	588.54	

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>50710730</u>	Credit Memo	05/03/2018	TEMPORARY LABOR	0.00	-81.84	
<u>50710731</u>	Credit Memo	05/03/2018	TEMPORARY LABOR	0.00	-76.88	
<u>50732262</u>	Invoice	05/03/2018	TEMPORARY LABOR	0.00	81.84	
<u>50732263</u>	Credit Memo	05/03/2018	TEMPORARY LABOR	0.00	-38.44	
000042	ROMAN, ANNE	05/03/2018	Regular	0.00	915.00	60067
<u>AR050118</u>	Invoice	05/03/2018	EDUCATION REIMBURSEMENT	0.00	915.00	
009920	STANDARD INSURANCE CO	05/03/2018	Regular	0.00	984.33	60068
<u>ST0518</u>	Invoice	05/03/2018	EE LIFE INSURANCE - MAY 18	0.00	984.33	
011101	VAGABOND WELDING SUPPLY	05/03/2018	Regular	0.00	88.54	60069
<u>104873</u>	Invoice	05/03/2018	SHOP EXPENSE	0.00	88.54	
009980	SWRCB FEES	05/03/2018	Regular	0.00	80.00	60070
<u>SWRCB-050318</u>	Invoice	05/03/2018	D-2 RENEWAL	0.00	80.00	
013216	TIMOTHY ROBERT PINAR	05/03/2018	Regular	0.00	1,822.00	60071
<u>TPO50118</u>	Invoice	05/03/2018	OFFICE REMODEL CONSULTING FEE	0.00	1,822.00	
010690	TYLER TECHNOLOGIES	05/03/2018	Regular	0.00	129.60	60072
<u>Q25-219288</u>	Invoice	05/03/2018	CALL NOTIFICATION FEES: JAN - MAR	0.00	129.60	
010850	UNDERGROUND SERVICE ALERT	05/03/2018	Regular	0.00	90.85	60073
<u>420180335</u>	Invoice	05/03/2018	TICKET DELIVERY SERVICE - APR 18	0.00	90.85	
000247	UNITED STATES PLASTIC CORP	05/03/2018	Regular	0.00	263.74	60074
<u>5416453</u>	Invoice	05/03/2018	PUMPING PLANT SUPPLIES	0.00	263.74	
010990	UTILIQUEST L.L.C.	05/03/2018	Regular	0.00	602.32	60075
<u>260922-Q</u>	Invoice	05/03/2018	CONTRACT LOCATING EXPENSE	0.00	393.36	
<u>261202-Q</u>	Invoice	05/03/2018	CONTRACT LOCATING EXPENSE	0.00	175.52	
<u>261421-Q</u>	Invoice	05/03/2018	CONTRACT LOCATING EXPENSE	0.00	33.44	
000233	NAPA AUTO PARTS	05/03/2018	Regular	0.00	366.94	60076
<u>236712</u>	Invoice	05/03/2018	VEHICLE MAINTENANCE: V25	0.00	177.03	
<u>237343</u>	Invoice	05/03/2018	VACUUM & VEHICLE MAINTENANCE: V31	0.00	189.91	
000985	AVALON URGENT CARE	05/03/2018	Regular	0.00	100.00	60077
<u>33838</u>	Invoice	05/03/2018	PHYSICAL DMV/DOT	0.00	100.00	
003015	EUGENE K FAUL	05/16/2018	Regular	0.00	76.56	60094
<u>KF011117</u>	Invoice	01/12/2017	REIMB: OFFICE SUPPLIES	0.00	36.60	
<u>KF112216</u>	Invoice	12/07/2016	REIMB: OFFICE SUPPLIES	0.00	39.96	
001630	AT&T MOBILITY	05/16/2018	Regular	0.00	1,445.58	60095
<u>829480028X0505</u>	Invoice	05/16/2018	COMMUNICATIONS - APR 18	0.00	1,445.58	
001555	CENTRATEL	05/16/2018	Regular	0.00	249.64	60096
<u>180503192101</u>	Invoice	05/16/2018	DISPATCH SERVICES - APR 18	0.00	249.64	
009054	KATHLEEN J. RADNICH	05/16/2018	Regular	0.00	1,554.00	60097
<u>180506-1</u>	Invoice	05/16/2018	PUBLIC RELATIONS SERVICES	0.00	814.80	
<u>180506-2</u>	Invoice	05/16/2018	PUBLIC RELATIONS SERVICES	0.00	75.60	
<u>180513-1</u>	Invoice	05/16/2018	PUBLIC RELATIONS SERVICES	0.00	663.60	
000070	ONLINE INFORMATION SERVICES, INC.	05/16/2018	Regular	0.00	310.45	60098
<u>857321</u>	Invoice	05/16/2018	ID VERIF. SERV. THRU 04/30/18	0.00	310.45	
000236	PAYPRO ADMINISTRATORS	05/16/2018	Regular	0.00	50.00	60099
<u>62924</u>	Invoice	05/16/2018	FSA ADMIN FEES - APR 18	0.00	50.00	
008300	POSTMASTER	05/16/2018	Regular	0.00	4,000.00	60100
<u>SD051418</u>	Invoice	05/16/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008201	PURCHASE POWER	05/16/2018	Regular	0.00	2,018.50	60101

*Check Report JBWD

Date Range: 05/01/2018 - 05/31/2018

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>PB051318</u>	Invoice	05/16/2018	POSTAGE REFILL FOR METER	0.00	2,018.50	
013228	SARAH J. JOHNSON	05/16/2018	Regular	0.00	212.92	60102
<u>SJ021418</u>	Invoice	05/16/2018	REIMB: MILES/PERSONNEL SUPPLIES/BUS	0.00	212.92	
013359	XEROX FINANCIAL SERVICES	05/16/2018	Regular	0.00	608.30	60103
<u>1157964</u>	Invoice	05/16/2018	SHOP EXPENSE 4/27/18 - 5/26/18	0.00	212.64	
<u>1159612</u>	Invoice	05/16/2018	OFFICE EXPENSE 5/7/18 - 6/6/18	0.00	395.66	
013801	TACO GONZALEZ INC.	05/17/2018	Regular	0.00	1,087.50	60104
<u>TG0511718</u>	Invoice	05/17/2018	EMPLOYEE APPRECIATION CATERING	0.00	1,087.50	
013799	MICHAEL A. WILSON	05/23/2018	Regular	0.00	74,180.00	60105
<u>3090</u>	Invoice	05/23/2018	OFFICE REMODEL & HVAC UPGRADE	0.00	74,180.00	
000501	ACWA/JPIA	05/24/2018	Regular	0.00	19,805.87	60106
<u>0551580</u>	Invoice	05/24/2018	EE HEALTH BENEFIT & EAP JUN 18	0.00	19,805.87	
000575	AFSCME LOCAL 1902	05/24/2018	Regular	0.00	609.70	60107
<u>AFSCME0518</u>	Invoice	05/24/2018	EE UNION DUES - MAY 18	0.00	609.70	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	05/24/2018	Regular	0.00	650.00	60108
<u>2340L</u>	Invoice	05/24/2018	DEMO GARDEN/BUILD MAINT THRU 5/15	0.00	650.00	
013365	IMAGE SOURCE	05/24/2018	Regular	0.00	397.50	60109
<u>AR758672</u>	Invoice	05/24/2018	OFFICE EXPENSE 4/5/18 - 5/4/18	0.00	397.50	
013373	CORE & MAIN LP	05/24/2018	Regular	0.00	1,399.59	60110
<u>I824254</u>	Invoice	05/24/2018	METER REPAIR & MAINLINE/LEAN REPAIR	0.00	1,399.59	
000330	CURT SAUER	05/24/2018	Regular	0.00	130.30	60111
<u>CS051818</u>	Invoice	05/24/2018	REIMB: OFFICE SUPPLIES	0.00	130.30	
VEN01466	FEDAK & BROWN LLP	05/24/2018	Regular	0.00	8,730.00	60112
<u>F8042518</u>	Invoice	05/24/2018	FINANCIAL AUDIT 17/18	0.00	8,730.00	
003025	FEDEX	05/24/2018	Regular	0.00	29.05	60113
<u>6-164-63923</u>	Invoice	05/24/2018	SHIPPING	0.00	29.05	
000058	GARDA CL WEST, INC.	05/24/2018	Regular	0.00	621.40	60114
<u>10393224</u>	Invoice	05/24/2018	COURIER FEES - MAY 18	0.00	606.41	
<u>70074448</u>	Invoice	05/24/2018	EVENXCHANGE FEES - APR 18	0.00	14.99	
013802	HASA, INC.	05/24/2018	Regular	0.00	447.00	60115
<u>107243</u>	Invoice	05/24/2018	WATER TREATMENT EXPENSE	0.00	447.00	
013351	HELENITA C. YOUNGLOVE	05/24/2018	Regular	0.00	315.00	60116
<u>8866</u>	Invoice	05/24/2018	NOTARY SERVICES	0.00	315.00	
013369	I-SHRED INCORPORATED	05/24/2018	Regular	0.00	50.00	60117
<u>8211-11</u>	Invoice	05/24/2018	ARCHIVE RECORD SHREDDING	0.00	50.00	
009054	KATHLEEN J. RADNICH	05/24/2018	Regular	0.00	777.00	60118
<u>180520-1</u>	Invoice	05/24/2018	PUBLIC RELATIONS SERVICES	0.00	777.00	
005640	KILLER BEE PEST CONTROL	05/24/2018	Regular	0.00	280.00	60119
<u>4640</u>	Invoice	05/24/2018	BEE REMOVAL	0.00	210.00	
<u>4688</u>	Invoice	05/24/2018	BEE REMOVAL	0.00	70.00	
006029	LIEBERT CASSIDY WHITMORE	05/24/2018	Regular	0.00	4,406.50	60120
<u>1458536</u>	Invoice	05/24/2018	LEGAL SERVICES - EE MATTERS	0.00	4,406.50	
000205	LORI G. HERBEL	05/24/2018	Regular	0.00	160.00	60121
<u>LH060118</u>	Invoice	05/24/2018	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
003505	GARRYS TIRES	05/24/2018	Regular	0.00	24.85	60122

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Date Range: 05/01/2018 - 05/31/2018

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>14471</u>	Invoice	05/24/2018	VEHICLE REPAIRS: V33	0.00	24.85	
000156	FORSHOCK	05/24/2018	Regular	0.00	243.00	60123
<u>1800130</u>	Invoice	05/24/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800131</u>	Invoice	05/24/2018	MONTHLY SCADA MONITORING	0.00	205.00	
000193	MORONGO BASIN CONSERVATION ASSOCIATIC	05/24/2018	Regular	0.00	600.00	60124
<u>MBCA051418</u>	Invoice	05/24/2018	SUPPORT OF DESERT WISE LANDSCAPE T	0.00	600.00	
008415	PRUDENTIAL OVERALL SUPPLY	05/24/2018	Regular	0.00	108.82	60125
<u>22607867</u>	Invoice	05/24/2018	SHOP EXPENSE	0.00	55.83	
<u>22607870</u>	Invoice	05/24/2018	SHOP EXPENSE	0.00	52.99	
013360	REDWINE AND SHERRILL, LLP	05/24/2018	Regular	0.00	5,302.80	60126
<u>1099</u>	Invoice	05/24/2018	LEGAL SERVICES THRU 4/26/18	0.00	5,302.80	
013218	OFFICETEAM	05/24/2018	Regular	0.00	1,561.56	60127
<u>50841549</u>	Invoice	05/24/2018	TEMPORARY LABOR	0.00	1,419.60	
<u>50890153</u>	Invoice	05/24/2018	TEMPORARY LABOR	0.00	141.96	
008414	PROVIDEO	05/24/2018	Regular	0.00	150.00	60128
<u>1184</u>	Invoice	05/24/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
000091	SAN BERNARDINO COUNTY RECORDER	05/24/2018	Regular	0.00	60.00	60129
<u>SB051718</u>	Invoice	05/24/2018	RELEASE OF LIENS	0.00	60.00	
000091	SAN BERNARDINO COUNTY RECORDER	05/24/2018	Regular	0.00	20.00	60130
<u>SB052218</u>	Invoice	05/24/2018	RELEASE OF A LIEN	0.00	20.00	
004201	SCOTT HUDSON	05/24/2018	Regular	0.00	649.20	60131
<u>SH051718</u>	Invoice	05/24/2018	REIMB: MILES: NOV 17 - APR 18	0.00	649.20	
009880	SOUTHERN CALIFORNIA EDISON CO	05/24/2018	Regular	0.00	2,290.86	60132
<u>SCE0518</u>	Invoice	05/24/2018	POWER TO BLDGS & GEN - MAY 18	0.00	2,290.86	
VEN01020	SOUTHWEST NETWORKS, INC.	05/24/2018	Regular	0.00	831.25	60133
<u>18-4051</u>	Invoice	05/24/2018	SUPPLEMENTAL IT SERVICES (AMC) - APR	0.00	831.25	
013366	THE SOCO GROUP, INC.	05/24/2018	Regular	0.00	3,857.35	60134
<u>0530277-IN</u>	Invoice	05/24/2018	FUEL FOR VEHICLES	0.00	469.69	
<u>0530278-IN</u>	Invoice	05/24/2018	FUEL FOR VEHICLES	0.00	3,387.66	
000510	TIME WARNER CABLE	05/24/2018	Regular	0.00	345.03	60135
<u>0008970051318</u>	Invoice	05/24/2018	CABLE & INTERNET - MAY 18	0.00	345.03	
010990	UTILIQUEST L.L.C.	05/24/2018	Regular	0.00	773.92	60136
<u>261725-Q</u>	Invoice	05/24/2018	CONTRACT LOCATING EXPENSE	0.00	146.32	
<u>262033-Q</u>	Invoice	05/24/2018	CONTRACT LOCATING EXPENSE	0.00	422.72	
<u>262256-Q</u>	Invoice	05/24/2018	CONTRACT LOCATING EXPENSE	0.00	87.92	
<u>262571-Q</u>	Invoice	05/24/2018	CONTRACT LOCATING EXPENSE	0.00	116.96	
011615	WESTERN EXTERMINATOR CO.	05/24/2018	Regular	0.00	32.00	60137
<u>WE043018</u>	Invoice	05/24/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013798	WILLIAMS SCOTSMAN INC.	05/24/2018	Regular	0.00	1,757.01	60138
<u>5741936</u>	Invoice	05/24/2018	OFFICE REMODEL TEMP TRAILERS	0.00	878.63	
<u>5741937</u>	Invoice	05/24/2018	OFFICE REMODEL TEMP TRAILERS	0.00	878.38	
009878	SOUTHERN CALIFORNIA EDISON	05/04/2018	Manual	0.00	24,970.09	900936
<u>SCE0418</u>	Invoice	05/04/2018	POWER FOR PUMPING - APR 18	0.00	24,970.09	
000248	PAYCHEX	05/04/2018	Manual	0.00	358.59	900937
<u>317087</u>	Invoice	05/04/2018	PAYROLL PROCESSING FEE	0.00	358.59	
000236	PAYPRO ADMINISTRATORS	05/04/2018	Manual	0.00	449.97	900938

*Check Report JBWD

Date Range: 05/01/2018 - 05/31/2018

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>PPE 4-27-18</u>	Invoice	05/04/2018	EE FSA DEDUCTIONS 5-04-18	0.00	449.97	
009898	SOCALGAS	05/07/2018	Manual	0.00	179.57	900939
<u>GAS0418</u>	Invoice	05/07/2018	HEAT FOR SHOP - THRU 4/16/18	0.00	179.57	
001517	CalPERS	05/10/2018	Manual	0.00	11,229.50	900940
<u>PPE 4-27-18</u>	Invoice	05/10/2018	PAY PERIOD ENDING 4/27/18	0.00	11,229.50	
000248	PAYCHEX	05/11/2018	Manual	0.00	99.00	900941
<u>18115975</u>	Invoice	05/11/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
VEND1533	PAYMENTUS GROUP INC.	05/18/2018	Manual	0.00	2,078.00	900942
<u>US18040209</u>	Invoice	05/18/2018	CREDIT CARD PROCESSING FEE - APR 18	0.00	2,078.00	
001009	BUSINESS CARD	05/18/2018	Manual	0.00	920.29	900943
<u>BA0518</u>	Invoice	05/18/2018	SHOP EXPENSE/UNIFORMS/SAFETY/TRAI	0.00	920.29	
001005	BANK OF AMERICA	05/18/2018	Manual	0.00	2,182.19	900944
<u>BA0518</u>	Invoice	05/18/2018	DIRECTOR TRAINING/OFFICE SUPPLIES/B	0.00	2,182.19	
001004	BUSINESS CARD	05/18/2018	Manual	0.00	1,396.03	900945
<u>BA0518</u>	Invoice	05/18/2018	TELEPHONE (OFFICE)/PERSONNEL EXPEN	0.00	1,396.03	
000236	PAYPRO ADMINISTRATORS	05/18/2018	Manual	0.00	449.97	900946
<u>PPE 5-11-18</u>	Invoice	05/18/2018	EE FSA DEDUCTIONS 5-18-18	0.00	449.97	
000248	PAYCHEX	05/18/2018	Manual	0.00	358.59	900947
<u>317635</u>	Invoice	05/18/2018	PAYROLL PROCESSING FEE	0.00	358.59	
013196	TELEPACIFIC COMMUNICATIONS	05/22/2018	Manual	0.00	775.82	900948
<u>102866957-0</u>	Invoice	05/22/2018	TELEPHONE (OFFICE) - MAY 18	0.00	775.82	
004195	HOME DEPOT CREDIT SERVICES	05/24/2018	Manual	0.00	2,490.04	900949
<u>HD0518</u>	Invoice	05/24/2018	SHOP EXPENSE/MAINLINE/LEAK REPAIR/	0.00	2,490.04	
001517	CalPERS	05/29/2018	Manual	0.00	11,200.59	900950
<u>PPE 5-11-18</u>	Invoice	05/29/2018	PAY PERIOD ENDING 5/11/18	0.00	11,200.59	
000236	PAYPRO ADMINISTRATORS	05/31/2018	Manual	0.00	449.97	900951
<u>PPE 5-25-18</u>	Invoice	05/31/2018	EE FSA DEDUCTIONS 6-1-18	0.00	449.97	
000025	ICMA RC	05/31/2018	Manual	0.00	4,766.92	900952
<u>ICMARC0518</u>	Invoice	05/31/2018	457 REMITTANCE - MAY 18	0.00	4,766.92	
009898	SOCALGAS	05/23/2018	Manual	0.00	119.44	900953
<u>GAS0518</u>	Invoice	05/23/2018	HEAT FOR SHOP - THRU 5/15/18	0.00	119.44	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	132	89	0.00	233,817.80
Manual Checks	18	18	0.00	64,474.57
Voided Checks	0	3	0.00	-171.56
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	150	110	0.00	298,120.81

CONTROLLER/ASSISTANT GM

I HAVE REVIEWED AND APPROVE THE ITEMS CONTAINED HEREWITH FOR PAYMENT.

SUSAN GREER, CONTROLLER/AGM

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
06-00124-007	JEAN, ARLENE	5/3/2018	Refund	146.08	Check #: 60078
09-00037-012	LUND, KHRYSTINA	5/3/2018	Refund	43.28	Check #: 60079
09-00099-013	KOSTOVNY, NICHOLAS P	5/3/2018	Refund	3.48	Check #: 60080
10-00282-009	DAVEY, JUNE M	5/3/2018	Refund	15.17	Check #: 60081
53-00062-004	PALM SPRINGS MUTUTAL INC	5/3/2018	Refund	46.98	Check #: 60082
55-00234-007	NICHOLS, JASMINE ANN	5/3/2018	Refund	22.15	Check #: 60083
62-00194-018	HAMMOND, MONICA L ZIMARIK	5/3/2018	Refund	91.01	Check #: 60084
62-00208-012	DESERT REALTY GROUP	5/3/2018	Refund	49.67	Check #: 60085
63-00046-001	WIELAND, PAUL	5/3/2018	Refund	24.22	Check #: 60086
65-00005-002	PAT BUCKLEY OR MARY KAY BUCKLEY	5/3/2018	Refund	31.78	Check #: 60087
65-00220-008	EF PROPERTIES	5/3/2018	Refund	49.67	Check #: 60088
04-00045-010	RECKER, MATTHIAS	5/16/2018	Refund	108.97	Check #: 60089
04-00162-004	JUNE, RICHARD W	5/16/2018	Refund	3.78	Check #: 60090
07-00064-015	ANDERSON, DAVID A	5/16/2018	Refund	24.78	Check #: 60091
09-00037-012	LUND, KHRYSTINA	5/16/2018	Refund	30.66	Check #: 60092
65-00181-003	CROSS, GERALD B	5/16/2018	Refund	34.08	Check #: 60093
04-00105-011	PELHAM, JOSH L	5/24/2018	Refund	590.21	Check #: 60139
05-00116-014	OLIVEIRA, ALEXANDER R	5/24/2018	Refund	43.97	Check #: 60140
10-00447-003	KIRBY, JOHN W	5/24/2018	Refund	58.66	Check #: 60141
51-00087-008	TRACE, CHARLOTTE P	5/24/2018	Refund	46.56	Check #: 60142
52-00129-012	MCKETRICK, CHATEL L	5/24/2018	Refund	23.37	Check #: 60143
62-00094-002	CHRISTIAN, BEVERLY	5/24/2018	Refund	9.68	Check #: 60144
62-00175-012	CARD, DAVID W	5/24/2018	Refund	20.19	Check #: 60145
63-00150-010	VAN AMMERS, ANDREA H	5/24/2018	Refund	71.19	Check #: 60146
01-00084-002	ERMAN, CELESTE	5/24/2018	Reverse Refund Check Adjustment	-70.01	REVERSE REFUND
03-00090-005	SEWARD, ERIC	5/24/2018	Reverse Refund Check Adjustment	-9.51	REVERSE REFUND
03-00122-002	ERICKSON, MARY ANN	5/24/2018	Reverse Refund Check Adjustment	-0.01	REVERSE REFUND
03-00212-012	ELLIOT, COREY A	5/24/2018	Reverse Refund Check Adjustment	-0.01	REVERSE REFUND
03-00262-003	REYNOLDS FAMILY TRUST	5/24/2018	Reverse Refund Check Adjustment	-161.54	REVERSE REFUND
03-00369-014	STEPHENS, RON E	5/24/2018	Reverse Refund Check Adjustment	-48.91	REVERSE REFUND
03-00465-005	DAVIS, NICHOLAS R	5/24/2018	Reverse Refund Check Adjustment	-113.08	REVERSE REFUND
03-00465-005	DAVIS, NICHOLAS R	5/24/2018	Reverse Refund Check Adjustment	-48.38	REVERSE REFUND
04-00142-005	RAMIREZ, DANIEL	5/24/2018	Reverse Refund Check Adjustment	-42.70	REVERSE REFUND
06-00103-019	WILLIAMS, MILES J	5/24/2018	Reverse Refund Check Adjustment	-15.47	REVERSE REFUND
07-00122-009	WATSON, AMBER K	5/24/2018	Reverse Refund Check Adjustment	-12.23	REVERSE REFUND
08-00001-006	GREEN, JESSIE E	5/24/2018	Reverse Refund Check Adjustment	-0.01	REVERSE REFUND
08-00152-001	THIELE, JEFF	5/24/2018	Reverse Refund Check Adjustment	-0.47	REVERSE REFUND
09-00003-015	DIGANGI, MICHELLE	5/24/2018	Reverse Refund Check Adjustment	-52.77	REVERSE REFUND
09-00105-014	REED, CELIA R	5/24/2018	Reverse Refund Check Adjustment	-0.03	REVERSE REFUND
09-00129-012	JACKSON, ZACHARY T	5/24/2018	Reverse Refund Check Adjustment	-35.03	REVERSE REFUND
09-00134-011	FARBER, CHRISTOPHER	5/24/2018	Reverse Refund Check Adjustment	-6.33	REVERSE REFUND
10-00317-007	THALLAS, ALEAH	5/24/2018	Reverse Refund Check Adjustment	-46.95	REVERSE REFUND
10-00370-014	LICEA, KYLIE D	5/24/2018	Reverse Refund Check Adjustment	-3.18	REVERSE REFUND
11-00138-014	FRALEY, HARRISON DRIGGS	5/24/2018	Reverse Refund Check Adjustment	-19.95	REVERSE REFUND
11-00140-002	LAWLESS, BENJAMIN	5/24/2018	Reverse Refund Check Adjustment	-61.13	REVERSE REFUND
11-00320-010	ANSON, FLORENE	5/24/2018	Reverse Refund Check Adjustment	-32.93	REVERSE REFUND
12-00070-002	VILLANOVA, SHANE W	5/24/2018	Reverse Refund Check Adjustment	-59.79	REVERSE REFUND
12-00215-009	DALBY, CLAUDIA	5/24/2018	Reverse Refund Check Adjustment	-25.78	REVERSE REFUND
12-00215-009	DALBY, CLAUDIA	5/24/2018	Reverse Refund Check Adjustment	-25.78	REVERSE REFUND
12-00215-009	DALBY, CLAUDIA	5/24/2018	Reverse Refund Check Adjustment	-25.78	REVERSE REFUND
12-00215-009	DALBY, CLAUDIA	5/24/2018	Reverse Refund Check Adjustment	-25.78	REVERSE REFUND
12-00215-009	DALBY, CLAUDIA	5/24/2018	Reverse Refund Check Adjustment	-53.04	REVERSE REFUND
12-00284-005	MENDEZ, CARLOS	5/24/2018	Reverse Refund Check Adjustment	-1.36	REVERSE REFUND
12-00298-010	ELAM, KELLY L	5/24/2018	Reverse Refund Check Adjustment	-2.81	REVERSE REFUND
13-00082-010	PUDDY, DEANNA S	5/24/2018	Reverse Refund Check Adjustment	-112.80	REVERSE REFUND
13-00355-008	TODD, JAMES	5/24/2018	Reverse Refund Check Adjustment	-1.28	REVERSE REFUND
50-00059-006	ANDRA, AUREL	5/24/2018	Reverse Refund Check Adjustment	-50.95	REVERSE REFUND
52-00129-011	CRUZ, GABRIELA	5/24/2018	Reverse Refund Check Adjustment	-4.39	REVERSE REFUND
53-00008-011	ELFTMANN, AMBER M	5/24/2018	Reverse Refund Check Adjustment	-1.37	REVERSE REFUND

53-00060-016	DELROSARIO, ALLEN J	5/24/2018	Reverse Refund Check Adjustment	-153.58	REVERSE REFUND
53-00071-012	JONES, JEREMY	5/24/2018	Reverse Refund Check Adjustment	-17.45	REVERSE REFUND
53-00083-010	STEELE, SUMMER S	5/24/2018	Reverse Refund Check Adjustment	-0.06	REVERSE REFUND
53-00105-010	VOGT, RYLLI R	5/24/2018	Reverse Refund Check Adjustment	-0.30	REVERSE REFUND
53-00118-011	ABDALLAH, MAISSON S	5/24/2018	Reverse Refund Check Adjustment	-44.09	REVERSE REFUND
55-00080-022	MALDONADO, ALBERTO JR	5/24/2018	Reverse Refund Check Adjustment	-1.00	REVERSE REFUND
55-00106-013	BARNES, KATHRYN J	5/24/2018	Reverse Refund Check Adjustment	-118.82	REVERSE REFUND
55-00118-003	BROWN, STEVE V	5/24/2018	Reverse Refund Check Adjustment	-16.81	REVERSE REFUND
55-00138-011	LAFRENIERE, EMILIE	5/24/2018	Reverse Refund Check Adjustment	-45.19	REVERSE REFUND
55-00156-018	EDGINTON, EMILY M	5/24/2018	Reverse Refund Check Adjustment	-9.11	REVERSE REFUND
55-00302-008	CLOTHIER, BRIAN R	5/24/2018	Reverse Refund Check Adjustment	-36.96	REVERSE REFUND
57-00029-006	COULSON, ANDREW M	5/24/2018	Reverse Refund Check Adjustment	-102.67	REVERSE REFUND
61-00158-008	SCHULTZ, FRANK	5/24/2018	Reverse Refund Check Adjustment	-139.88	REVERSE REFUND
61-00219-009	INC, LAKE TAHOE T-SHIRT COMPANY	5/24/2018	Reverse Refund Check Adjustment	-0.33	REVERSE REFUND
62-00052-011	BAGINSKI, ANASTASIA	5/24/2018	Reverse Refund Check Adjustment	-50.90	REVERSE REFUND
62-00125-011	GOFF, DAVID J	5/24/2018	Reverse Refund Check Adjustment	-40.78	REVERSE REFUND
62-00194-015	STEWART, MARIAM J	5/24/2018	Reverse Refund Check Adjustment	-56.73	REVERSE REFUND
63-00039-017	POWER, GEORGE E	5/24/2018	Reverse Refund Check Adjustment	-0.23	REVERSE REFUND
63-00093-016	PETERSON, HEATHER L	5/24/2018	Reverse Refund Check Adjustment	-98.28	REVERSE REFUND
63-00138-005	JORDAN, BRANDY	5/24/2018	Reverse Refund Check Adjustment	-22.93	REVERSE REFUND
65-00005-002	PAT BUCKLEY OR MARY KAY BUCKLEY	5/24/2018	Reverse Refund Check Adjustment	-135.52	REVERSE REFUND
65-00114-005	GIOVANDO, CHIARA	5/24/2018	Reverse Refund Check Adjustment	-42.60	REVERSE REFUND
65-00194-002	STRATTON, ARWIN	5/24/2018	Reverse Refund Check Adjustment	-24.86	REVERSE REFUND
65-00366-000	TRUST, GODWIN-KLUHSMAN FAMILY	5/24/2018	Reverse Refund Check Adjustment	-4.20	REVERSE REFUND
65-00393-002	TREZONA, JOHN HOWARD	5/24/2018	Reverse Refund Check Adjustment	-2.53	REVERSE REFUND
65-00494-000	GARRISON, TIMOTHY	5/24/2018	Reverse Refund Check Adjustment	-72.74	REVERSE REFUND
65-00597-000	SEASONS LAND CORPORATION	5/24/2018	Reverse Refund Check Adjustment	-166.96	REVERSE REFUND
				<u>-987.46</u>	

JOSHUA BASIN WATER DISTRICT**MAY 2018****DIRECTOR PAY****PAY PERIODS: 4/14/2018 - 5/11/2018**

Director	Date	Type	Amount	Notes
THOMAS FLOEN	04/18/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	04/25/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
THOMAS FLOEN	04/30/2018	Director Pay	173.63	SPECIAL WORKSHOP BOARD OF DIRECTORS MEETING
			<u>520.89</u>	
GEARY HUND	04/18/2018	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	04/25/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
GEARY HUND	04/30/2018	Director Pay	173.63	SPECIAL WORKSHOP BOARD OF DIRECTORS MEETING
			<u>520.89</u>	
ROBERT JOHNSON	04/18/2018	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	04/25/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
ROBERT JOHNSON	04/30/2018	Director Pay	173.63	SPECIAL WORKSHOP BOARD OF DIRECTORS MEETING
			<u>520.89</u>	
MICKEY C LUCKMAN	04/18/2018	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	04/25/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
MICKEY C LUCKMAN	04/30/2018	Director Pay	173.63	SPECIAL WORKSHOP BOARD OF DIRECTORS MEETING
			<u>520.89</u>	
REBECCA UNGER	04/25/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
REBECCA UNGER	04/26/2018	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	04/26/2018	Mileage/Vehicle Expense	73.03	MILES: MWA BOARD MEETING
REBECCA UNGER	04/30/2018	Director Pay	173.63	SPECIAL WORKSHOP BOARD OF DIRECTORS MEETING
			<u>593.92</u>	
TOTAL			<u>2,677.48</u>	

JOSHUA BASIN WATER DISTRICT
FINANCE COMMITTEE AGENDA REPORT

Meeting of the Finance Committee

July 11, 2018

Report to: Committee Members

Prepared by: Susan Greer

TOPIC:
3rd QUARTER ENDING 3/31/18 FINANCIAL REPORT

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

ANALYSIS:
Our 3rd quarterly financial report is attached for fiscal year 17/18. We will discuss the enclosed information in detail at the meeting.

STRATEGIC PLAN ITEM:
N/A

FISCAL IMPACT:
N/A

OTHER IMPACTS:
N/A



JOSHUA BASIN WATER DISTRICT
3rd QUARTER ENDING 3/31/18 FINANCIAL REPORT SUMMARY

CASH FLOW

\$836,735 water bill payments collected during the quarter
 \$210,145 property taxes/assessments collected during the quarter
 \$66,812 spent on CMM debt service
 \$201,290 spent on capital projects during the quarter
 Total cash decreased \$104,488 during the quarter

CASH BALANCES

Total cash as of 3/31/18 is \$9,913,381
 Both Emergency and Opportunity Funds are at their target balances
 Total cash as of 3/31/18 is decreased \$104,488 over last quarter,
 and increased \$590,056 from one year ago

PROPERTY TAX AND ASSESSMENT COLLECTIONS

Tax collections are increased \$29,214 or 1% compared to the prior year

BOARD REPORT

Operating Revenues are 86% of budget, compared to 86% last year
 Water Revenues are 77% of budget, compared to 78% last year
 Operating Expenses are 61% of budget, compared to 57% last year
 Total operating revenues exceed total operating expenses by \$1,545,712

WATER SALES CONSUMPTION STATISTICS

3rd Quarter is historically lowest consumption of the year
 Y-T-D usage through 3/31/18 is 1.63% more than last year
 Y-T-D usage through 3/31/18 is 4.08% more than two years ago
 The top 10 users represent the following types of accounts:

Housing	4,226
Hospital	2,986
Public agency	2,474
Commercial	996
High-use customer	730
	11,412



3rd Quarter Ending 3/31/18 CASH FLOW EXPLANATION

Beginning Cash Balance 1/1/18 **\$10,017,869**

Source of Funds (Revenues)

Total cash received during the quarter from all sources 1,208,389

Water bill and related payments of \$836,735 received from ratepayers

Property Tax/Assessment Payments of \$210,145 received

HDMC Funding of \$86,152 (Reimb \$78K, OH \$8K)

Consumer/Project Deposits of \$21,620 received

Meter Installation/Capacity Fees of \$20,747 received (5 meters)

Interest Revenue of \$27,154 received

Use of Funds (Expenses)

Total use of cash during the quarter for all purposes 1,312,877

Capital costs during the quarter - \$201,290

- Well 14 Rehab - Office Remodel
- Rate Study - Water Model Update
- Local Hazard Mitigation Plan - SCADA upgrades
- Two new Vehicles - Well 14 Soft Start
- Organizational Assessment

Copper Mountain Mesa Assessment District Debt, \$66,812

Other Use of Funds costs indicated are average and typical

Ending Cash Balance 3/31/18 **\$9,913,381**

Total cash decreased during the quarter by \$104,488



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

CASH FLOW

January - March 2018

FUND BALANCE AT BEGINNING OF PERIOD		\$ 10,017,869.02
FUNDS PROVIDED BY:		
Water Sales	\$ 830,128.67	
Grant Revenues	-	
Turn On/Special Services Revenue/Misc	6,606.56	
Consumer Deposits	16,065.72	
HDMC WWTP Operations Reimbursement	78,286.67	
HDMC WWTP Operations Overhead Revenue	7,865.00	
Project Deposits	5,554.49	
Property Taxes Received - G.D.	38,058.22	
Property Taxes Received - ID #2	3.58	
Standby Collections - Prior	26,945.31	
Standby Collections - Current	108,874.26	
Property Taxes Received - CMM	36,263.76	
Interest	-	
Water Capacity Charges/Connection Fees	20,747.00	
Wastewater Capacity Charges	-	
Hzone Reimbursement Fees	-	
Interest	27,153.54	
TOTAL SOURCE OF FUNDS	<u>27,153.54</u>	1,208,388.78
FUNDS USED FOR:		
Debt Service	\$ 66,812.35	
Capital Additions	201,289.69	
Operating Expenses	507,165.55	
Total Disbursements	<u>775,267.59</u>	
Bank Transfer Payroll	312,793.63	
Employee Funded Payroll Taxes & CALPERS	144,091.55	
Employer Funded Payroll Taxes & CALPERS	65,831.21	
Employee Funded 457 Transfer	12,043.78	
Employer Funded 457 Annual Transfer	-	
Bank Fees/Charges	2,848.95	
Total Transfers	<u>537,609.12</u>	
TOTAL USE OF FUNDS	<u>537,609.12</u>	1,312,876.71
FUND BALANCE AT END OF PERIOD		\$ <u>9,913,381.10</u>



CASH BALANCES 3/31/18

	Current 3/31/18 <u>TOTAL</u>	LEGALLY RESTRICTED	DISTRICT RESTRICTED	Last Quarter 12/31/2017 <u>Balance</u>	One Year Ago 3/31/17 <u>Balance</u>
Petty Cash	600			600	600
Change Fund	1,500			1,500	1,500
General Fund	329,547			411,188	228,245
Payroll Fund	5,000			5,000	4,930
LAIF Investment Fund	3,679,258			3,717,682	3,601,921
Emergency Fund	1,000,000		1,000,000	1,000,000	1,000,000
Equip & Tech Reserve	487,908		487,908	487,908	375,422
Opportunity Fund	2,000,004		2,000,004	2,000,000	2,000,000
Well & Booster Reserve	382,788		382,788	382,788	274,628
Consumer Deposits	364,987	364,987		344,107	404,710
Water Capacity	193,804	193,804		172,569	133,131
Wastewater Capacity	705,042	705,042		703,053	612,299
Building Reserve	78,040		78,040	78,040	51,000
CMM Redemption	437,005	437,005		466,235	386,784
Reserve	244,850	244,850		244,160	245,137
Prepayment	3,048	3,048		3,039	3,018
TOTAL	9,913,381	1,948,736	3,948,740	10,017,869	9,323,325

Total Cash is decreased \$104,488 from last quarter.

Total Cash is increased \$590,056 from one year ago.



Property Tax and Assessment Revenues and Collections as of 3/31/18

	2017/2018			2016/2017		
	<u>Revenue</u>	<u>Y-T-D Collections</u>	<u>% Collected</u>	<u>Revenue</u>	<u>Y-T-D Collections</u>	<u>% Collected</u>
ID#2	0	189		0	1,016	
General District Taxes	428,000	270,251	63%	420,000	257,126	61%
CMM Assessment District Prior	242,556	157,068 52,932	65%	252,663	149,415 33,849	59%
Standby Assessments Prior	1,140,297	751,686 221,227	66%	1,140,297	733,578 249,155	64%
TOTAL	1,810,853	1,453,353	80%	1,812,960	1,424,139	79%



3rd Quarter Ending 3/31/18 BOARD REPORT SUMMARY

As of March 31, 2018, we are through 75% of the fiscal year

REVENUES

Total Operating Revenues are 86% of budget
 Water Revenues are 77% of budget
 HDMC 52% of budget - only first two quarter billings prepared
 Property Tax Revenues are 100% of budget
 Unbudgeted Development Fees total \$78,897

EXPENSES

	% of budget	
Production	59%	Pumping plant, recharge maint, lab services all under budget
Distribution	66%	Costs tracking appropriately
Customer Service	61%	Costs tracking appropriately
Administration	70%	Costs tracking appropriately
Engineering	75%	Costs tracking appropriately
Finance	65%	Costs tracking appropriately
Human Resources	59%	Costs tracking appropriately
Bonds & Loans	53%	Costs tracking appropriately
HDMC Tmt. Plant	77%	Costs appropriate; billing in arrears
Benefits Allocated	68%	Costs tracking appropriately
Field Allocated	65%	Costs tracking appropriately
Office Allocated	84%	Temp labor fees exceed budget
<hr/>		
TOTAL	61%	

SUMMARY

Total Operating Revenues exceed Total Operating Expenses by \$1,545,712



My *Budget Report (Board Report)

Account Summary

For Fiscal: 2017-2018 Period Ending: 03/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND						
Revenue						
Program: 40 - ** REVENUES **						
<u>01-40-41010-FI</u>	METERED WATER SALES	1,818,000.00	1,818,000.00	101,811.59	1,421,157.54	-396,842.46 78.17 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	0.00	0.00	-354.98	-5,158.93	-5,158.93 0.00 %
<u>01-40-41015-FI</u>	BASIC FEES	1,463,292.00	1,463,292.00	122,881.47	1,107,048.52	-356,243.48 75.65 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	296,986.00	296,986.00	22,656.15	210,004.42	-86,981.58 70.71 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,271.00	22,271.00	1,855.88	16,702.92	-5,568.08 75.00 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	115,225.00	115,225.00	10,576.35	108,736.69	-6,488.31 94.37 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	163,255.00	163,255.00	0.00	85,086.32	-78,168.68 52.12 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	36,732.38	36,732.38	0.00	19,144.42	-17,587.96 52.12 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,140,296.99	1,140,296.99	0.00	1,154,601.11	14,304.12 101.25 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	428,000.00	428,000.00	0.00	441,401.94	13,401.94 103.13 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	1.77	188.87	188.87 0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	242,556.48	242,556.48	0.00	256,240.53	13,684.05 105.64 %
<u>01-40-44010-FI</u>	WATER CAPACITY CHARGES	0.00	0.00	8,414.00	59,259.00	59,259.00 0.00 %
<u>01-40-44020-FI</u>	PLAN CHECK/INSPECTION FEES	0.00	0.00	660.00	660.00	660.00 0.00 %
<u>01-40-44030-FI</u>	METER INSTALLATION FEES	0.00	0.00	-6,963.96	12,970.04	12,970.04 0.00 %
<u>01-40-44035-FI</u>	METER REPAIR REVENUE	0.00	0.00	-238.66	3,504.78	3,504.78 0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	-4,207.00	6,008.00	6,008.00 0.00 %
<u>01-40-46121-FI</u>	GRANT REVENUE - LOCAL (MWA)	0.00	0.00	0.00	145.76	145.76 0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	11,656.00	11,656.00	402.40	2,472.30	-9,183.70 21.21 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	37,028.00	37,028.00	0.00	50,576.93	13,548.93 136.59 %
<u>01-40-47010-FI</u>	GAIN/LOSS ON SALE OF ASSETS	0.00	0.00	0.00	-788.07	-788.07 0.00 %
<u>01-40-47030-FI</u>	DEMO GARDEN SALES (SALES TAXA	0.00	0.00	184.91	184.91	184.91 0.00 %
<u>01-40-47040-FI</u>	DEMO GARDEN DONATIONS	0.00	0.00	0.00	207.87	207.87 0.00 %
Program: 40 - ** REVENUES ** Total:	5,775,298.85	5,775,298.85	257,679.92	4,950,355.87	-824,942.98	85.72 %
Revenue Total:	5,775,298.85	5,775,298.85	257,679.92	4,950,355.87	-824,942.98	85.72 %
Expense						
Program: 01 - ** PRODUCTION **						
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY	327,757.00	327,757.00	18,847.61	195,662.15	132,094.85 59.70 %
<u>01-01-5-01-02205-RI</u>	WATER TREATMENT EXPENSE	11,000.00	11,000.00	0.00	3,605.80	7,394.20 32.78 %
<u>01-01-5-01-02210-RI</u>	SMALL TOOLS - PRODUCTION	6,000.00	10,000.00	1,053.44	12,946.02	-2,946.02 129.46 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	286,500.00	0.00	0.00	0.00	0.00 0.00 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	96,925.00	64,325.00	7,376.59	25,226.44	39,098.56 39.22 %
<u>01-01-5-01-03108-RI</u>	RECHARGE MAINT/REPAIR	25,000.00	25,000.00	0.00	650.00	24,350.00 2.60 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	6,200.00	0.00	0.00	0.00	0.00 0.00 %
<u>01-01-5-01-03115-RI</u>	PUMPING PLANT REPAIR & MAINT.	100,000.00	100,000.00	1,906.85	33,150.76	66,849.24 33.15 %
<u>01-01-5-01-03120-RI</u>	TANK & RESERVOIR MAINTENANCE	45,000.00	45,000.00	0.00	10,616.96	34,383.04 23.59 %
<u>01-01-5-01-03207-RI</u>	GENERATOR (LARGE) REPAIR & MA	27,000.00	27,000.00	0.00	14,017.25	12,982.75 51.92 %
<u>01-01-5-01-04004-RI</u>	LABORATORY SERVICES	29,900.00	28,400.00	2,512.00	6,987.25	21,412.75 24.60 %
<u>01-01-5-01-06105-RI</u>	POWER FOR PUMPING (ELECTRIC)	330,000.00	330,000.00	26,478.68	243,979.28	86,020.72 73.93 %
<u>01-01-5-01-06501-RI</u>	TELEMETRY / SCADA EXPENSE	15,000.00	15,000.00	0.00	690.00	14,310.00 4.60 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,000.00	16,000.00	0.00	15,885.74	114.26 99.29 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	224,458.68	224,458.68	53,230.54	152,359.84	72,098.84 67.88 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	64,073.90	62,082.90	14,435.66	40,150.95	21,931.95 64.67 %
Program: 01 - ** PRODUCTION ** Total:	1,610,814.58	1,286,023.58	125,841.37	755,928.44	530,095.14	58.78 %
Program: 02 - ** DISTRIBUTION **						
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY	451,766.00	451,766.00	31,592.94	279,673.97	172,092.03 61.91 %
<u>01-02-5-02-02211-IC</u>	SMALL TOOLS - DISTRIBUTION	11,000.00	19,500.00	144.17	18,007.52	1,492.48 92.35 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	7,445.00	7,445.00	0.00	-1,380.55	8,825.55 -18.54 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	90,000.00	90,000.00	8,679.76	78,752.37	11,247.63	87.50 %
<u>01-02-5-02-03130-JC</u>	CROSS CONNECTION CONTROL EXP	3,000.00	3,000.00	25.56	1,077.60	1,922.40	35.92 %
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT.	9,000.00	9,000.00	0.00	1,348.21	7,651.79	14.98 %
<u>01-02-5-02-04005-JC</u>	UTILITY LOCATING (DIG ALERT)	14,000.00	14,000.00	1,157.87	13,538.13	461.87	96.70 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	321,665.21	321,665.21	76,283.16	218,342.47	103,322.74	67.88 %
<u>01-02-5-02-98002-FI</u>	FIELD EXPENSES ALLOCATED	91,895.04	89,039.54	20,703.68	57,584.65	31,454.89	64.67 %
Program: 02 - ** DISTRIBUTION ** Total:		999,771.25	1,005,415.75	138,587.14	666,944.37	338,471.38	66.34 %
Program: 03 - ** CUSTOMER SERVICE **							
<u>01-03-5-03-01107-FI</u>	FIELD SALARY - CUSTOMER SERVICE	65,741.00	65,741.00	5,154.22	43,325.24	22,415.76	65.90 %
<u>01-03-5-03-01114-FI</u>	OFFICE SALARY - CUSTOMER SERV.	122,499.00	122,499.00	7,145.84	62,942.15	59,556.85	51.38 %
<u>01-03-5-03-03100-AGM</u>	METER INSTALLATION EXPENSE	0.00	0.00	0.00	3,030.15	-3,030.15	0.00 %
<u>01-03-5-03-03107-AGM</u>	METER SERVICE REPAIR	93,921.00	93,921.00	15,344.91	55,792.97	38,128.03	59.40 %
<u>01-03-5-03-07010-AGM</u>	BAD DEBT	31,680.00	31,680.00	0.00	0.00	31,680.00	0.00 %
<u>01-03-5-03-07015-AGM</u>	CUSTOMER SERVICE - OTHER	37,449.00	37,449.00	600.43	32,483.09	4,965.91	86.74 %
<u>01-03-5-03-98001-FI</u>	EE BENEFITS ALLOCATED	94,224.04	94,224.04	22,345.30	63,958.14	30,265.90	67.88 %
<u>01-03-5-03-98002-FI</u>	FIELD EXPENSES ALLOCATED	4,939.90	4,786.40	1,112.94	3,095.51	1,690.89	64.67 %
<u>01-03-5-03-98003-FI</u>	OFFICE EXPENSE ALLOCATED	38,549.02	38,549.02	12,650.29	32,355.74	6,193.28	83.93 %
Program: 03 - ** CUSTOMER SERVICE ** Total:		489,002.96	488,849.46	64,353.93	296,982.99	191,866.47	60.75 %
Program: 04 - ** ADMINISTRATION **							
<u>01-04-5-04-01108-FI</u>	ADMINISTRATION SALARY	322,982.00	322,982.00	37,370.09	232,606.29	90,375.71	72.02 %
<u>01-04-5-04-01115-FI</u>	SAFETY SALARY	8,640.00	8,640.00	978.46	6,063.06	2,576.94	70.17 %
<u>01-04-5-04-01121-FI</u>	DIRECTORS SALARY	31,253.40	31,253.40	2,951.71	20,835.60	10,417.80	66.67 %
<u>01-04-5-04-01210-GM</u>	DIRECTORS / C.A.C. EDUCATION	10,000.00	10,000.00	578.97	10,463.05	-463.05	104.63 %
<u>01-04-5-04-07008-EXA</u>	BUSINESS EXPENSE	6,700.00	6,700.00	133.45	3,015.13	3,684.87	45.00 %
<u>01-04-5-04-07014-GM</u>	PUBLIC INFORMATION	69,240.00	69,240.00	11,647.78	51,260.69	17,979.31	74.03 %
<u>01-04-5-04-07016-EXA</u>	MEMBERSHIP, DUES & SUBSCRIPT	27,000.00	27,000.00	250.00	27,389.00	-389.00	101.44 %
<u>01-04-5-04-07020-GM</u>	WATER CONSERVATION EXPENSE	44,000.00	24,000.00	0.00	7,035.25	16,964.75	29.31 %
<u>01-04-5-04-07025-GM</u>	LEGAL SERVICES - NON-PERSONNEL	80,000.00	80,000.00	6,118.00	37,450.00	42,550.00	46.81 %
<u>01-04-5-04-07218-GM</u>	SAFETY EXPENSE (EQUIP & SUPPLIE	15,000.00	15,000.00	400.00	3,367.06	11,632.94	22.45 %
<u>01-04-5-04-07219-GM</u>	EMERGENCY PREPAREDNESS	5,000.00	5,000.00	0.00	5,504.48	-504.48	110.09 %
<u>01-04-5-04-07401-AGM</u>	PROPERTY INSURANCE	72,800.00	72,800.00	17,796.62	52,062.97	20,737.03	71.52 %
<u>01-04-5-04-98001-FI</u>	EE BENEFITS ALLOCATED	224,458.68	224,458.68	53,230.54	152,359.84	72,098.84	67.88 %
<u>01-04-5-04-98003-FI</u>	OFFICE EXPENSE ALLOCATED	110,517.89	110,517.89	36,267.66	92,762.11	17,755.78	83.93 %
Program: 04 - ** ADMINISTRATION ** Total:		1,027,591.97	1,007,591.97	167,723.28	702,174.53	305,417.44	69.69 %
Program: 05 - ** ENGINEERING **							
<u>01-05-5-05-01109-FI</u>	ENGINEERING/GIS/IT SALARY	93,133.00	93,133.00	7,976.67	76,302.51	16,830.49	81.93 %
<u>01-05-5-05-02305-ENG</u>	MAPS/DRAFTING SUPPLIES	1,215.80	1,215.80	325.13	1,922.66	-706.86	158.14 %
<u>01-05-5-05-04006-ENG</u>	PLAN CHECK / INSPECTION	0.00	0.00	18.71	5,740.05	-5,740.05	0.00 %
<u>01-05-5-05-04008-GM</u>	ENGINEERING CONTRACT SERVICES	45,000.00	45,000.00	0.00	23,089.56	21,910.44	51.31 %
<u>01-05-5-05-98001-FI</u>	EE BENEFITS ALLOCATED	64,730.70	64,730.70	15,350.93	43,938.42	20,792.28	67.88 %
<u>01-05-5-05-98003-FI</u>	OFFICE EXPENSE ALLOCATED	32,698.55	32,698.55	10,730.39	27,445.21	5,253.34	83.93 %
Program: 05 - ** ENGINEERING ** Total:		236,778.05	236,778.05	34,401.83	178,438.41	58,339.64	75.36 %
Program: 06 - ** FINANCE **							
<u>01-06-5-06-01101-FI</u>	FINANCE SALARY	248,876.00	248,876.00	16,623.99	145,865.04	103,010.96	58.61 %
<u>01-06-5-06-04009-AGM</u>	ACCOUNTING/AUDIT SERVICES	24,600.00	24,600.00	0.00	11,500.00	13,100.00	46.75 %
<u>01-06-5-06-07001-AGM</u>	FINANCE - OTHER	22,315.00	22,315.00	1,752.55	16,205.35	6,109.65	72.62 %
<u>01-06-5-06-98001-FI</u>	EE BENEFITS ALLOCATED	157,408.28	157,408.28	37,329.49	106,846.84	50,561.44	67.88 %
<u>01-06-5-06-98003-FI</u>	OFFICE EXPENSE ALLOCATED	79,448.92	79,448.92	26,072.04	66,684.68	12,764.24	83.93 %
Program: 06 - ** FINANCE ** Total:		532,648.20	532,648.20	81,778.07	347,101.91	185,546.29	65.17 %
Program: 07 - ** HUMAN RESOURCES **							
<u>01-07-5-07-01102-FI</u>	PERSONNEL SALARY	40,745.00	40,745.00	2,996.42	24,560.79	16,184.21	60.28 %
<u>01-07-5-07-01215-HR</u>	EMPLOYEE TRAINING	24,598.00	24,598.00	2,202.20	17,103.48	7,494.52	69.53 %
<u>01-07-5-07-01905-HR</u>	EMPLOYMENT RECRUITING EXPEN	5,000.00	5,000.00	40.85	3,487.20	1,512.80	69.74 %
<u>01-07-5-07-01910-HR</u>	LABOR LEGAL FEES	30,000.00	30,000.00	349.00	16,819.30	13,180.70	56.06 %
<u>01-07-5-07-01915-HR</u>	PERSONNEL - OTHER	10,440.00	10,440.00	0.00	907.35	9,532.65	8.69 %
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	17,673.91	17,673.91	4,191.38	11,996.83	5,677.08	67.88 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	5,930.62	5,930.62	1,946.19	4,977.80	952.82	83.93 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 07 - ** HUMAN RESOURCES ** Total:	134,387.53	134,387.53	11,726.04	79,852.75	54,534.78	59.42 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP **						
<u>01-09-5-09-08115-FI</u> CMM PRINCIPLE	107,000.00	107,000.00	0.00	107,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u> MORONGO BASIN PIPELINE	219,594.51	219,594.51	0.00	0.00	219,594.51	0.00 %
<u>01-09-5-09-08215-FI</u> INTEREST EXPENSE - CMM	136,057.50	136,057.50	66,812.35	136,032.20	25.30	99.98 %
<u>01-09-5-09-08315-FI</u> ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.00	0.03	-0.03	0.00 %
<u>01-09-5-09-08320-FI</u> GENERAL TAX COLLECTION CHARG	653.00	653.00	12.81	671.40	-18.40	102.82 %
<u>01-09-5-09-08325-FI</u> ADMINISTRATION - CMM	10,299.00	10,299.00	0.00	8,325.79	1,973.21	80.84 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP ** Total:	473,604.01	473,604.01	66,825.16	252,029.42	221,574.59	53.22 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **						
<u>01-20-5-20-03101-DWR</u> HDMC: OTHER	66,435.00	66,435.00	0.00	36,818.91	29,616.09	55.42 %
<u>01-20-5-20-04100-DWR</u> HDMC: CONTRACTED OPERATION	76,220.00	76,220.00	3,489.51	82,967.84	-6,747.84	108.85 %
<u>01-20-5-20-06100-DWR</u> HDMC: PUMPING POWER	20,600.00	20,600.00	823.24	5,403.47	15,196.53	26.23 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To	163,255.00	163,255.00	4,312.75	125,190.22	38,064.78	76.68 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP**						
<u>01-42-5-99-00010-FI</u> %BUILDING RES (OP Funded)	27,040.00	27,040.00	0.00	0.00	27,040.00	0.00 %
<u>01-42-5-99-00100-AGM</u> %EQUIP&TECH RES (OP Funded)	112,486.00	112,486.00	0.00	0.00	112,486.00	0.00 %
<u>01-42-5-99-00200-AGM</u> %WELL/BOOSTER/TANKS RES (OP	108,160.00	108,160.00	0.00	0.00	108,160.00	0.00 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP** Total:	247,686.00	247,686.00	0.00	0.00	247,686.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **						
<u>01-51-5-51-01211-FI</u> COMPENSATED LEAVE	238,825.00	238,825.00	15,340.59	192,043.57	46,781.43	80.41 %
<u>01-51-5-51-01216-FI</u> CAFETERIA PLAN EXPENSE	448,800.00	448,800.00	36,297.62	303,662.08	145,137.92	67.66 %
<u>01-51-5-51-01220-FI</u> GROUP INSURANCE EXPENSE	11,555.00	11,555.00	998.00	9,299.61	2,255.39	80.48 %
<u>01-51-5-51-01225-FI</u> WORKERS COMPENSATION INSUR	64,927.00	64,927.00	0.00	17,469.76	47,457.24	26.91 %
<u>01-51-5-51-01230-FI</u> RETIREMENT: PERS Classic 2%@55	159,588.00	159,588.00	10,203.35	99,369.61	60,218.39	62.27 %
<u>01-51-5-51-01231-FI</u> RETIREMENT: PERS Tier 2 2%@62	19,802.55	19,802.55	2,055.84	16,294.27	3,508.28	82.28 %
<u>01-51-5-51-01232-FI</u> RETIREMENT: PERS - TEMP	2,795.95	2,795.95	479.10	1,575.33	1,220.62	56.34 %
<u>01-51-5-51-01233-FI</u> RETIREMENT - 457 CONTRIBUTION	15,050.00	15,050.00	441.70	3,628.80	11,421.20	24.11 %
<u>01-51-5-51-01305-FI</u> PAYROLL TAXES	143,276.00	143,276.00	12,468.15	106,459.35	36,816.65	74.30 %
<u>01-51-5-51-98000-FI</u> ALLOCATED EXPENSES - BENEFITS	-1,104,619.50	-1,104,619.50	-261,961.34	-749,802.38	-354,817.12	67.88 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:	0.00	0.00	-183,676.99	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **						
<u>01-52-5-52-01240-D/P</u> UNIFORMS (FIELD)	8,800.00	8,800.00	0.00	6,689.08	2,110.92	76.01 %
<u>01-52-5-52-02206-D/P</u> SHOP EXPENSE - COMBINED	15,100.00	15,100.00	2,567.47	15,202.05	-102.05	100.68 %
<u>01-52-5-52-02212-D/P</u> SMALL TOOLS EXPENSE - COMBINE	10,800.00	10,800.00	0.00	3,487.25	7,312.75	32.29 %
<u>01-52-5-52-03205-D/P</u> TOOL / EQUIP REPAIR	5,000.00	0.00	164.16	1,814.61	-1,814.61	0.00 %
<u>01-52-5-52-03905-D/P</u> BUILDING REPAIR/MAINT-SHOP/SI	17,900.00	24,100.00	738.50	6,212.87	17,887.13	25.78 %
<u>01-52-5-52-05005-D/P</u> FUEL-VEHICLES	30,000.00	30,000.00	0.00	23,100.17	6,899.83	77.00 %
<u>01-52-5-52-05010-D/P</u> AUTO EXPENSE - FIELD	25,000.00	25,000.00	755.36	7,085.04	17,914.96	28.34 %
<u>01-52-5-52-05015-FI</u> EQUIPMENT CLEARING ACCOUNT	0.00	0.00	0.00	-299.36	299.36	0.00 %
<u>01-52-5-52-06305-ENG</u> COMMUNICATIONS	28,308.84	28,308.84	1,797.69	11,055.64	17,253.20	39.05 %
<u>01-52-5-52-07009-D/P</u> REGULATORY-PERMITS, FEES, CERT	20,000.00	20,000.00	11,178.00	26,483.76	-6,483.76	132.42 %
<u>01-52-5-52-98000-FI</u> ALLOCATED EXPENSES - FIELD	-160,908.84	-155,908.84	-36,252.28	-100,831.11	-55,077.73	64.67 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:	0.00	6,200.00	-19,051.10	0.00	6,200.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **						
<u>01-53-5-53-01405-HR</u> TEMPORARY LABOR FEES	20,000.00	20,000.00	5,393.92	43,042.66	-23,042.66	215.21 %
<u>01-53-5-53-02105-EXA</u> OFFICE SUPPLIES	38,740.00	38,740.00	5,993.09	32,138.91	6,601.09	82.96 %
<u>01-53-5-53-02110-EXA</u> POSTAGE	30,481.00	30,481.00	4,004.60	24,062.00	6,419.00	78.94 %
<u>01-53-5-53-03906-AGM</u> BUILDING REPAIR/MAINT - OFFICE	20,000.00	20,000.00	885.78	7,542.40	12,457.60	37.71 %
<u>01-53-5-53-04015-AGM</u> COMPUTER SOFTWARE & SUPPOR	86,995.00	86,995.00	20,952.12	69,534.19	17,460.81	79.93 %
<u>01-53-5-53-05010-AGM</u> AUTO EXPENSE - OFFICE	5,943.00	5,943.00	57.77	2,636.35	3,306.65	44.36 %
<u>01-53-5-53-06205-AGM</u> TELEPHONE AND UTILITIES	64,986.00	64,986.00	4,921.50	45,269.03	19,716.97	69.66 %
<u>01-53-5-53-98000-FI</u> ALLOCATED EXPENSES - OFFICE	-267,145.00	-267,145.00	-87,666.57	-224,225.54	-42,919.46	83.93 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:	0.00	0.00	-45,457.79	0.00	0.00	0.00 %
Expense Total:	5,915,539.55	5,582,439.55	447,363.69	3,404,643.04	2,177,796.51	60.99 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND Surplus (Deficit):	-140,240.70	192,859.30	-189,683.77	1,545,712.83	1,352,853.53	801.47 %
Report Surplus (Deficit):	-140,240.70	192,859.30	-189,683.77	1,545,712.83	1,352,853.53	801.47 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-140,240.70	192,859.30	-189,683.77	1,545,712.83	1,352,853.53
Report Surplus (Deficit):	-140,240.70	192,859.30	-189,683.77	1,545,712.83	1,352,853.53



Water Sales Consumption Statistics as of 3/31/18

Consumption - 12 months ending:	CURRENT 3/31/2018	PRIOR 1 3/31/2017	PRIOR 2 3/31/2016
CCF	521,592	513,216	501,142
Gallons	390,150,816	383,885,568	374,854,216
Acre Feet	1,197	1,178	1,150
Change/PY	1.63%	2.41%	
	increase	increase	
Change 2016 - 2018			4.08% increase

CONSUMPTION RANKING - TOP TEN - Quarter Ending 3/31/18

<u>Ranking</u>	<u>Account Name</u>	<u>Consumption (CCF)</u>
1	Quail Springs Village Apartments	2,655
2	Hi-Desert Medical Center	2,206
3	Morongo Unified School District	1,105
4	Joshua Tree Laundry	996
5	Yucca Trails Apartments	805
6	Hi-Desert Medical Center (CC)	780
7	Lazy H Mobile Home Park	766
8	High-use Residential Customer	730
9	JT Park & Recreation	730
10	San Bern County Office	639
		<hr/> 11,412

Breakdown of Top Ten Users by type:

Housing (multi-unit)	4,226
Hospital/Medical	2,986
Public agency	2,474
Commercial	996
Customer	730
	<hr/> 11,412

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 18, 2018

Report to: President and Board of Directors

Prepared by: Susan Greer 

TOPIC:

AUTHORIZING THE GENERAL MANAGER TO SIGN A PRELIMINARY QUOTE WITH CALIFORNIA SPECIAL DISTRICT'S ASSOCIATION (CSDA) TO OBTAIN A \$3,000,000.00 LEASE-PURCHASE LOAN FOR THE IMPLEMENTATION OF THE MAINLINE REPLACEMENT PROGRAM

RECOMMENDATION:

Board to authorize the General Manager to sign the preliminary quote, locking in a 3.85% interest rate for the recommended \$3,000,000.00 lease-purchase loan.

ANALYSIS:

The recently-adopted capital budget includes the first mainline replacement project for the District's proposed in-house construction crew. As part of the approval of this year's budget, the Board directed staff to begin this project as quickly as possible. In order to achieve this direction, substantial up-front costs will be incurred to purchase equipment and inventory and hire a crew consisting of five new employees. As previously discussed, current cash flows would restrict staff from following the Board's expedited project schedule, unless we borrow money.

Staff has evaluated different loan options, which included borrowing money from the State Water Resources Control Board (SWRCB) State Revolving Fund; CSDA Finance Corporation; and the United States Department of Agriculture (USDA). Both the USDA and SWRCB loans will take up to a year to secure while the CSDA loan can be funded within 60 days. Based on the Board's direction to expedite the mainline replacement work, the CSDA loan is the best option.

CSDA has provided the attached preliminary quote for a lease-purchase loan. A lease-purchase loan is a financing mechanism that functions like a lease initially, with the obligation to buy-out at the end of the lease. All costs related to leasing and purchasing are included in the attached quote. The District will still have to qualify for the loan and the Board will have to approve the loan documents via resolution at a subsequent meeting. The CSDA loan has a 15-year term with a 3.85% interest rate and includes an opportunity for early payoff beginning in year seven. If we took advantage of the early payoff option in year seven, the District would save \$292,000.00 in interest and finance charges. Under this scenario, the total cost to the District would be \$3,726,399.00, which includes \$726,399.00 in interest and finance charges.

The current \$3,000,000 estimated cost to obtain equipment, hire the crew and install the first mainline replacement project will increase over time. Construction costs outpace other inflation, and last year,

the construction cost index increased 4.38% while the consumer price index increased 2.2% over the same timeframe. If we applied that 4.38% inflation to the \$3,000,000.00 cost over seven years, that amount would escalate to \$3,717,130.00. It would cost \$717,130.00 more to do the same work seven years from now; the cost of doing nothing is \$717,130.00 over seven years. While the exact amount of future inflation rates is unknown, we do know that the longer we wait to replace pipeline, the more the costs will increase.

While evaluating overall costs, it is also important to recognize that bringing the mainline replacement work in-house will result in a substantial savings to the District. Costs to do the work in-house with our own staff are approximately 64% less than hiring a contractor. We are projected to save *\$1.8M to \$2.2M per year* by doing the work ourselves. That first year savings will offset the entire \$726,399.00 of interest paid on the loan.

Water rates are already in place to support the ongoing pipeline replacement work; it is the start-up capital that is the problem. By securing this loan, we will be able to get started within a few months, thereby meeting the Board's direction to expedite the project.

We need to sign the quote to lock in the interest rate to any potential increases, which will be followed by the application and credit approval processes. Prior to the loan being funded, the Board will have to adopt a resolution approving the loan documents.

The Finance Committee discussed this item at their 7/11/18 meeting, referring to the full board for approval. After that meeting, I contacted CSDA again to get an updated quote as the quote is only good for 15 days. I haven't received the updated quote as of the time of the agenda posting, but we will have it in time for the board meeting. This will be the fourth quote from them over the past two months, and they have all been in the same range, so I hope there are no surprises.

The issuance of debt, such as this loan, requires compliance with SB 1029, requiring adoption of a Debt Management Policy, reporting proposed debt issue to the California Debt and Investment Advisory Commission (CDIAC) before the debt is issued and annual reporting to the CDIAC for as long as the debt is outstanding. Staff will bring a proposed local debt policy to the Board soon for consideration.

FISCAL IMPACT:

Interest and fees of \$726,399.00 over seven years, assuming early payoff of lease-purchase loan.

PREPARED BY CSDA FINANCE CORPORATION DATE: June 26, 2018

PROPOSED INSTALLMENT PURCHASE FOR: Joshua Basin Water District

RE: Pipeline replacement project

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Prepayment Option amount is exclusive of the installment payment due on same date.

Interest rate quote is valid for an acceptance within 5 days and lease

funding within 60 days.

\$10,000 documentation/tax opinion fee

Payments: Annually in arrears 12 years 3.80%

PMT #	Due Date	Installment Payment	To Principal	To Interest	Prepayment Option
1		\$317,011.26	\$202,631.26	114,380.00	
2		317,011.26	210,331.25	106,680.01	
3		317,011.26	218,323.84	98,687.42	
4		317,011.26	226,620.14	90,391.12	
5		317,011.26	235,231.71	81,779.55	
6		317,011.26	244,170.51	72,840.75	
7		317,011.26	253,448.99	63,562.27	1,433,434.72
8		317,011.26	263,080.05	53,931.21	1,167,723.87
9		317,011.26	273,077.09	43,934.17	891,916.01
10		317,011.26	283,454.02	33,557.24	605,627.45
11		317,011.26	294,225.28	22,785.98	308,459.92
12		317,011.26	305,405.86	11,605.40	0.00

TOTALS: \$3,804,135.12 \$3,010,000.00 \$794,135.12

Approved and agreed to:

Joshua Basin Water District

By: _____

Title: _____

Date: _____

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 18, 2018

Report to: President and Board of Directors

Prepared by: Mark C. Ban

TOPIC: CAPITAL REPLACEMENT PROGRAM – HEAVY EQUIPMENT PURCHASES

RECOMMENDATION:

Board of Directors to authorize the General Manager to purchase ten (10) pieces of heavy equipment from RDO Equipment Company and one (1) piece of equipment from Asphalt Zipper, Inc. in an amount not to exceed \$1,698,455.42.

ANALYSIS:

On February 21, 2018, the Joshua Basin Water District (the “District”) Board of Directors (the “Board”), approved a rate increase that was preceded by a rate study completed by Bartle and Wells. A large component of the rate increase was instituted to provide the District with enough annual funding to begin the replacement or repair of its aging infrastructure which includes assets such as water mains, booster stations and reservoirs. As part of the rate increase, the Board directed staff to aggressively begin a capital replacement program with an emphasis on water main replacement. Staff answered this direction by obtaining costs and providing data for the startup of an in-house water main replacement program that would ensure the District could obtain the amount of water main replacement it actually needs within the funding limitations created by the increase.

At the June 20, 2018 regular meeting of the District’s Board, the Board approved the fiscal year 2018/19 budget. Several committee and Board meetings resulted in staff providing several options for a loan that was required to fund the startup of the water main replacement program. As part of passing the budget, the Board directed staff to obtain the necessary loan and to begin the water main replacement program by the start of the second quarter. In order to maintain the current forward momentum toward meeting this goal, an investment in the heavy equipment needed to operate an in-house program ranks among the most important tasks to complete in short order. Lead times for delivery of the equipment and looming cost increases suggest that the Board and staff move quickly in acquiring the equipment provided within the “Fiscal Impact” section of this report.

A cost increase for the equipment that ranges between 5 and 20 percent could be expected for equipment ordered after August 1, 2018. Purchase orders for this equipment must be received by RDO Equipment Co. and Asphalt Zipper prior to this date to take advantage of the current pricing.

If approved, though the purchase orders will be generated in July, it can take 60 – 120 days to receive the equipment. The District would not be required to pay any invoices for the equipment until 30 days after delivery. The list below does not include the two (2) service trucks needed to complete the equipment and vehicle purchases for the in-house water main replacement program.

FISCAL IMPACT:

Equipment Type	Cost
Dump Truck	160,805.98
2000 gallon water truck	118,383.55
John Deere 410 Backhoe	139,320.10
John Deere 135G Excavator	227,833.31
John Deere 544 Front End Loader	217,702.29
John Deere 672 Motor Grader	350,432.55
20' Dump and Pipe Hauler	109,177.61
Broom	39,242.38
Asphalt Roller	26,152.11
Asphalt Spreader	45,000.50
Asphalt Zipper	110,000.00
Sub Total:	\$1,544,050.38
10% contingency:	\$154,405.03
Total (not to exceed):	\$1,698,455.42

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 18, 2018

Report to: Board of Directors

Prepared by: Curt Sauer

TOPIC: APPROVAL TO CONTRACT WITH MARY ORTON COMPANY TO COMPLETE STRATEGIC PLAN FOR THE DISTRICT.

RECOMMENDATION:

Recommend that the Board of Directors approve the selection of Mary Orton Company to conduct a strategic planning process at a cost not to exceed \$34,000.

ANALYSIS:

Our District has a Strategic Plan, last updated in 2013, that needs to be updated. One of the recommendations of the Organizational Assessment is to: "Develop a Strategic Plan and associated performance management culture that defines a common vision, District values, strategies, goals, objectives and targets levels of service to fulfill the District's stated mission and to provide a roadmap for continuous organizational improvement."

The District has received two proposals for this planning process. One from Westin Technologies that completed our Organizational Assessment. The other is from the Mary Orton Company that worked with the District in 2014 on a management team workshop entitled Becoming a High-Performance Team.

The Westin proposal is for \$29,850, fixed cost. It includes one-hour interviews with Board Members, one-hour interviews with up to 10 individual employees, group interviews of production, distribution, Customer Management and Finance. Then two Development Workshops with Management team and key staff, then a final review of the Plan with Management Team and Board of Directors.

The Mary Orton Company (TMOC) proposal is for "up to \$33,771", depending on actual costs incurred for travel. Their proposal states the estimate represents what we think would be the maximum; we will charge you only for the time spent and are open to adjusting the scope of work to accommodate JBWD preferences. Their proposal covers interviews with all employees, using six groups to include a mixture of production, distribution, customer service, finance and managers and the Citizen's Advisory Committee as well. The Directors will be interviewed, either individually or in groups of 2/2/1.

After completing interviews, TMOC will conduct two, two-day sessions. At the first two-day session, (with Managers, Supervisors, and selected employees) the goal will be to update the vision and mission and to develop a series of goals for an agreed-upon timeframe (e.g., the next 20 years). The second two-day session will include the same participants. The desired outcome will be to agree upon objectives for each goal and to accomplish some action planning for those objectives, including, if time allows, some sequence ordering of those action items.

While Westin Technologies is more experienced in working within the water industry, the Mary Orton

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 18, 2018

Report to: Board of Directors

Prepared by: Curt Sauer

TOPIC: CHANGES IN OFFICE HOURS OF OPERATION

RECOMMENDATION: Recommend that the Board of Directors approve the new office hours of Monday through Thursday, 7:30 AM to 4:30 PM.

ANALYSIS:

Administrative Code Section 4.04.10 Hours of Employment states: It shall be the duty of the General Manager to devote his entire time to the duties of his office. The General Manager shall see that the office is open to the public from 8:00 AM to 5:00 PM five days a week, excluding Saturdays, Sundays, and holidays.

One of the recommendations of the Organizational Assessment is to close the office on Fridays. The purpose of this closure is to better align employee responsibilities and reduce the amount of hours that Finance employees are required to cover Customer Service, estimated to be 32 hours per month. It also gives 16 additional hours per month to the Distribution staff to conduct planned operations and maintenance work rather than responding to service orders. Emergency calls will still be covered.

Additionally, Customer Service has recommended that changing the office hours from 8:00 AM – 5:00 PM to 7:30 AM - 4:30 PM would be an improvement for a variety of reasons. Internally, these hours would allow the Customer Service Representatives (CSR) to cash out and reconcile all daily payments from 4:30 – 5:00, creating more timely payment posting and simpler reconciliation. The cash out could then occur outside the presence of the public, which is a safety improvement. Furthermore, closing the office doors half an hour before the end of the CSR's workday is also likely to alleviate the overtime occasionally incurred when customers arrive in the office just before closing time. Best of all, this change would increase customer convenience by allowing customers the opportunity to conduct business in the early mornings on their way to work – especially helpful on lock off day.

FISCAL IMPACT:

Discussion

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 18, 2018

Report to: President and Board of Directors

Prepared by: Mark C. Ban

TOPIC: NOBEL SYSTEMS, INC. – GEOVIEWER ONLINE

RECOMMENDATION:

Board of Directors to authorize the General Manager to enter into an agreement with Nobel Systems, Inc. in the amount of \$52,600 for unlimited use of Geoviewer Online.

ANALYSIS:

Geographical Information Systems (GIS) have become an integral part of the world's technology. The water industry, like many others, has become heavily reliant not only upon GIS's mapping solutions that provide water main, facility and other appurtenances' locations but also its information storage capabilities that assist in tracking a wide array of data such as pipeline sizes, pipe material; install dates, maintenance schedules, and budgetary information, as well as document, inventory and work order management. The type of data that an agency tracks is largely limited to the imagination when it comes to modern day GIS systems. Another positive attribute of GIS is the ability to update mapping electronically and "push" those changes to multiple users with the click of a button eliminates the need for costly "atlas" style map book production and reduces the potential for location mistakes that can be very costly should facilities be mapped in the improper location.

Joshua Basin Water District (the "District") does not currently possess a geographical information system (GIS) that is capable of mapping its facilities and assets while tracking completed work across a wide array of users and devices. Currently, the District utilizes SEMS Technologies ("SEMS"), a type of work management system that provides a database that allows the operations and accounting departments to track completed work and other information using several unique identifiers that file completed tasks based on the type of work performed. In order to be efficient, our operations department must be able to enter most of this information in the field so that data does not require transfer from paper or other media to the database. In order to accomplish this, SEMS must utilize a separate application called "Do-Forms" which brings with it additional charges and another program to manage.

While the District has been able to utilize SEMS to partially achieve its needs in regards to work and information flow management, the software lacks in the field of facility mapping, ease of use, and its ability to adapt to our ever-changing environment. SEMS and Do-Forms are also partitioned from other District technologies that are needed to complete a day-to-day operation, which means that manual inputting and reviewing other software platforms is often needed to complete daily tasks.

Nobel Systems' Geoviewer Online product provides a "one-stop" solution to all of these needs. Not

only will it provide a location-based database for all of our employees to use, but it will also serve as the main hub for all information storage that is related to our facilities. Plans, invoices, schedules and work/service orders can all be stored within Geoviewer not only allowing an employee completing a task to easily fill out the associated paperwork and electronically file information, but when it comes to research or fulfilling a data request, any pertinent information about an asset can be obtained simply by clicking on its location. Geoviewer's user interface is user-friendly, and its industry standard language and views allow an employee with little computer experience to navigate freely through maps and other provided tools using either a desktop within an office or an iPhone or iPad in the field.

In addition to bringing a fluid, real-time mapping solution to the District, within the first year, Geoviewer will be tracking pipeline and appurtenance installation, valve maintenance, flushing, water production, sampling, leaks locations, work orders, underground service alerts, service installs, permit information and several other aspects of our daily operations. This will allow the District to remove the use of other programs such as SEMS and Do-Forms while giving ALL employees access to a system that will improve upon communication and team work.

Once staff has had the opportunity to work with Nobel to increase the accuracy of our maps and improve work flow, the District will have the opportunity to combine Geoviewer with Incode, our current billing system. This will increase the efficiency of dispatching work orders and other pertinent customer based data to the field while giving departments such as customer service and accounting the ability to review work/service orders within a single piece of software.

FISCAL IMPACT:

Fee Type	Amount
Project Setup ¹	\$23,600.00
Subscription ²	\$29,000.00
Total:	\$52,600.00

¹ One time setup fee.

² Subscription fees are billed annually and are fixed for the first three (3) years under the agreement.



**PROPOSAL FOR SERVICES:
ENTERPRISE CLOUD GEOGRAPHIC
INFORMATION SYSTEMS SERVICES**



Prepared by: Nobel Systems Inc.
436 East Vanderbilt Way
San Bernardino, CA 92408

Date: May 22, 2018

May 22, 2018

Mark Ban
Assistant General Manager
Joshua Basin Water District
61750 Chollita Road
Joshua Basin, CA-92252

Re: PROPOSAL FOR ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS) HOSTING SERVICES

Dear Mr. Ban,

Nobel Systems is pleased to submit this proposal for our GeoViewer Online and Mobile Hosting solution to the Joshua Basin Water District ("JBWD"). This proposal encompasses Nobel's applications, services and pricing information for our cost effective Cloud Computing solution.

With over 20 years of Geographic Information Systems (GIS) implementation and development experience, Nobel has successfully enabled more than 100 organizations (public/private) with smarter technology that delivers optimal efficiency and effectiveness.

While Nobel Systems is a premier leader in Cloud Mapping and Data Conversion, we maintain a balance of using existing and new technologies to insure the highest level of customer service and costs effectiveness to meet our clients' critical objectives. The core solutions described in Nobel Systems' proposal, is based on proven methods successfully implemented at other Municipalities and Utility agencies across the globe.

Nobel's proposed robust GeoViewer CMMS systems and the GeoViewer field forms will completely replace the District's current SIMS CMMS system.

Should you have any questions concerning this proposal, please feel free to contact me directly by phone (909 - 891-0896), fax (909 -890-5912) or e-mail (kgbalaji@nobel-systems.com)

Sincerely,



Balaji Kadaba
Vice President, Operations
Nobel Systems, Inc.

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1. FIRM'S QUALIFICATION

NOBEL SYSTEMS INC.

Nobel is among the largest Geographic Information System (GIS) firm that has GIS and GIS hosting services as its sole focus. Our revenues have shown impressive, yet stable growth over time and honored by INC Magazine as one of the Top 100 Fastest Growing Inner SBMWD Companies in 2003 and in 2006. The company is headquartered just a few miles from ESRI in San Bernardino, which is where the staff for this project is located.

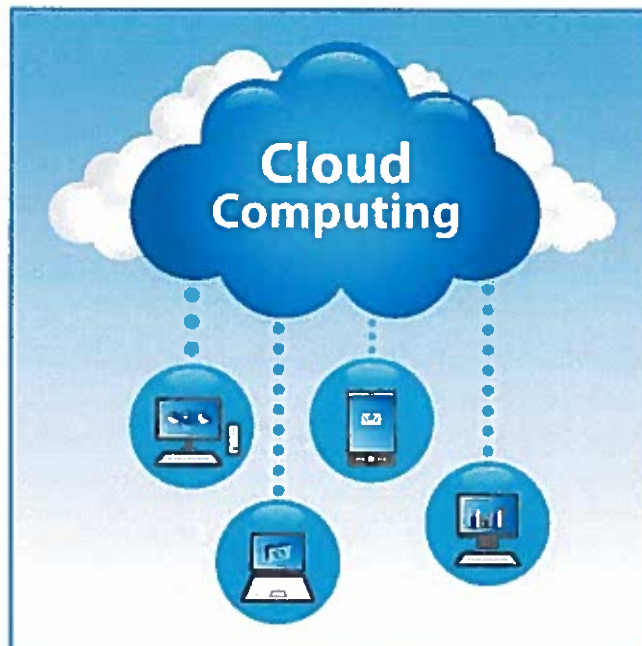
Nobel is an industry leader in all aspects of GIS, comprised of over 70 information technology professionals with backgrounds that include Civil Engineering, Public Works Management, Utility Engineering & Design, Information Technology, and GIS. Nobel provides a portfolio of GIS services – from data conversion and custom application development to consulting and Software as a Service (SaaS) solutions. Nobel's clientele ranges from cities, counties and quasi government agencies to private utilities and engineering companies.

Nobel is exceptionally skilled in the development, maintenance, and integration of GIS databases. We have successfully built GIS applications that span entire organizations, bringing disparate sets of data from legacy applications into the GIS platform in a seamless manner.

The financial stability of Nobel can best be characterized by our Dun and Bradstreet report from 2005 that placed Nobel in the lowest risk category possible in the Financial Stress and Credit categories.

Nobel's Mission is to develop enterprise GIS programs that meet the following:

- Aligned with Enterprise Priorities
- Comprehensive, Accurate, and Timely Data Management
- Accessible to all user levels
- Relevant to Operational Workflow
- Integrated with Enterprise Systems and Data
- Demonstrates Return on Investment
- Sustainability



CONTACT DETAILS

Nobel Systems' is headquartered in San Bernardino, which is where staffing for this project is located. Nobel employs experienced geospatial professionals in San Bernardino, specializing in Enterprise GIS Integration, Software Development, GIS Administration and GIS Cloud Solutions.

Location & Address: Nobel Systems, Inc.
436 E Vanderbilt Way
San Bernardino, CA 92408

Telephone Number: (909) 891-0896
Fax Number: (909) 890-5612
Web Address: www.nobel-systems.com

Authorized Personnel: Michael Samuel
President
(909) 708-4029

Key Contact Person: Balaji Kadaba
Role: Vice President, Operations
Contact Information: (909) 891-0896
kgbalaji@nobel-systems.com

Certifications: Small Business Enterprise

Form of Business: 'S' Corporation, Private

Business Hours: Monday – Friday 7:00am – 6:00pm (PST)

After Hours: Hours before or after normal business hours

Clientele: Nobel's clientele ranges from cities, counties and quasi government agencies to public utilities and private companies across the globe.

Primary Markets: Local and State Government, Public Utilities, Engineering, Private Organizations.

International Clientele: Netherlands, Philippines, and India.

2. STATEMENT OF WORK

The proposed Statement of Work has been developed based on Nobel's current understanding of the JBWD's requirements, expectations, existing GIS software, departmental information and current Geographic Information Systems (GIS) capabilities.

Product Solution:

GeoViewer Online Enterprise Cloud Solution

Nobel will provide enterprise level access to the JBWD with individual secure user ID's to manage and distribute to department employees for accessing the GeoViewer Online service. Based upon user ID and associated Groups the end-users will have access to departmental spatial datasets, Google imagery, Google street view and other local government geospatial data through a user-friendly interface. Each user will have unlimited use of GeoViewer Online for as long as the contract remains in force.

With GeoViewer Online, you can:

1. Engage with citizens to enable meaningful dialog regarding critical information specific to their property
2. Increase efficiency and streamline workflow process in the office and in the field
3. Enhance data usability, accessibility, and communication throughout the organization
4. Visualize, analyze, map, and interpret data to understand relationships, for better decision-making

Setup

The essence of any enterprise GIS system is high-quality data, technical support and a solid, yet flexible platform. Over the past twenty years, Nobel Systems has developed proven data capture, and quality control processes to ensure the highest level of accuracy possible.

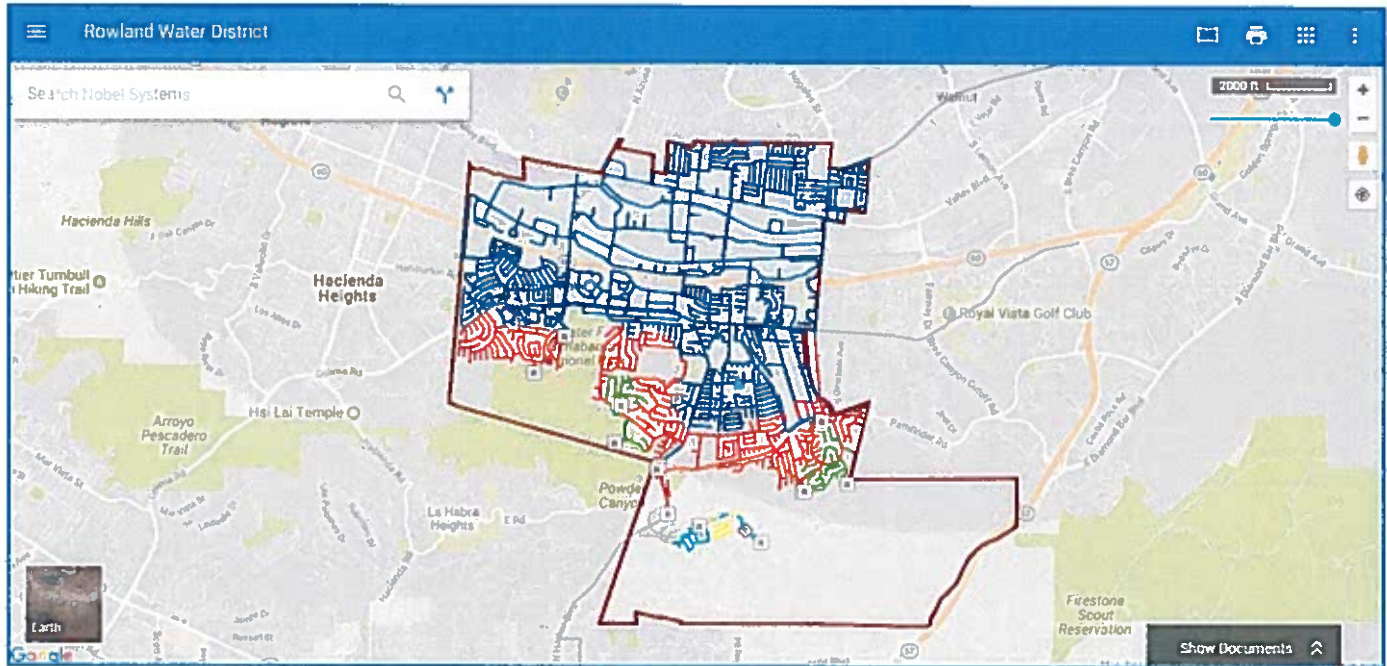
Tasks:

1. Integrate existing GIS spatial layers into the GeoViewer platform
2. Setup user accounts, perform system testing, and schedule user training

3. GEOVIEWER ONLINE

A top objective of the JBWD is to provide Geographical Information System (GIS) data to the casual user. Making GIS data available to casual users is very important. In many organizations the "non-GIS people" and/or novice computer users are the people who find the data to be most useful in carrying out their duties. Providing easy access to this information only improves the usefulness of the data and can save time and money for many types of organizations.

The GeoViewer approach to this objective is quite simple. We offer an easy-to-use, intuitive interface to Geographic Information Systems that provides the casual user with the ability to access the information they need with little or no formal training.



The main objectives of the system include,

- Ability for non-GIS staff to use the system effectively with less than four hours of training.
- Provide access to interactive water atlas maps from staff desktops through web browser.
- Locate and view an area of interest anywhere within the service area.
- Provide secured access to only authorized users.
- Map updates are seamlessly delivered to system users without any lag time.
- Provide an extensible system that can be enhanced to provide broader functionality and adapt to future software and functionality enhancements.
- Enable direct integration with geographic data repositories, asset management information, linked image libraries, and other information associated with water system infrastructures.

The GeoViewer was designed with the following assumptions in mind:

- Casual GIS users want fast, easy access to relevant information.
- Casual GIS users don't have the time or desire to learn about topology, Shapefiles, ARC/INFO, theories of GIS, etc.
- Casual GIS users don't want to have to add themes, assign colors, change theme properties, etc.

- Casual GIS users don't want to be bothered with the task of doing map composition. They would much rather have the ability to print their maps with a standardized template.
- Casual GIS users don't typically need to make large maps themselves and are perfectly happy printing an 8 1/2 by 11 map on a laser or ink jet printer. For the more advanced users, GeoViewer Online Supports multiple paper sizes that is only restriction is the clients printing device.
- Casual GIS users needs are simple -- They need GeoViewer
- The GeoViewer is a robust and easy to use Enterprise Geographic Information Interface. The GeoViewer is extremely flexible and can be tailored to any dataset.

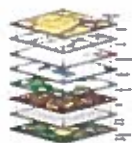
We at Nobel Systems strongly believe that the functionality provided by GeoViewer will satisfy the needs of the District. The list of features provided by GeoViewer includes but not limited to:

Standard GeoViewer Features:

- Standard map navigation including pan, zoom in and zoom out, full extent
- Layer Display
- Creation of Spatial Bookmark
- Google Street View
- Vicinity map that can be used to set the extent of main map, pan the main map, and display the current extent of the main map.
- Property Search. Search by parcel number, situs address, or owner name.
- Supports ESRI Shapefiles, Coverages, Geodatabases, and CAD Drawings
- Also supports a wide variety of images including MrSid.
- Intuitive Select Toolbar. Select multiple features in multiple themes and:
- Find features within a specified distance, and generate mailing labels.
- Measure area and length
- Display contents of the selected set in a table format.
- Print map with a title, scale, and neat line.
- Link any number of layers to unlimited number of external databases
- Hyperlink scanned documents to features for easy retrieval.
- GPS location



Data Acquisition



Spatial Data Capture

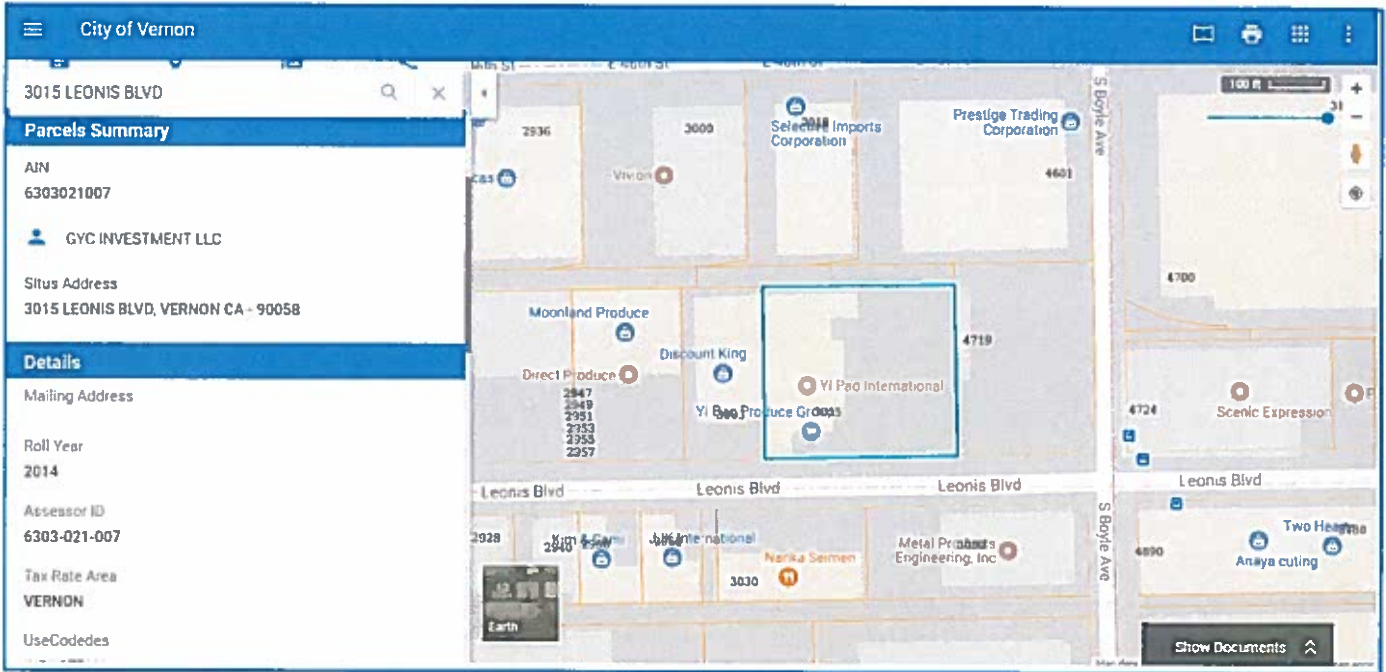


Cloud



GeoViewer Solution

Search Mechanism:



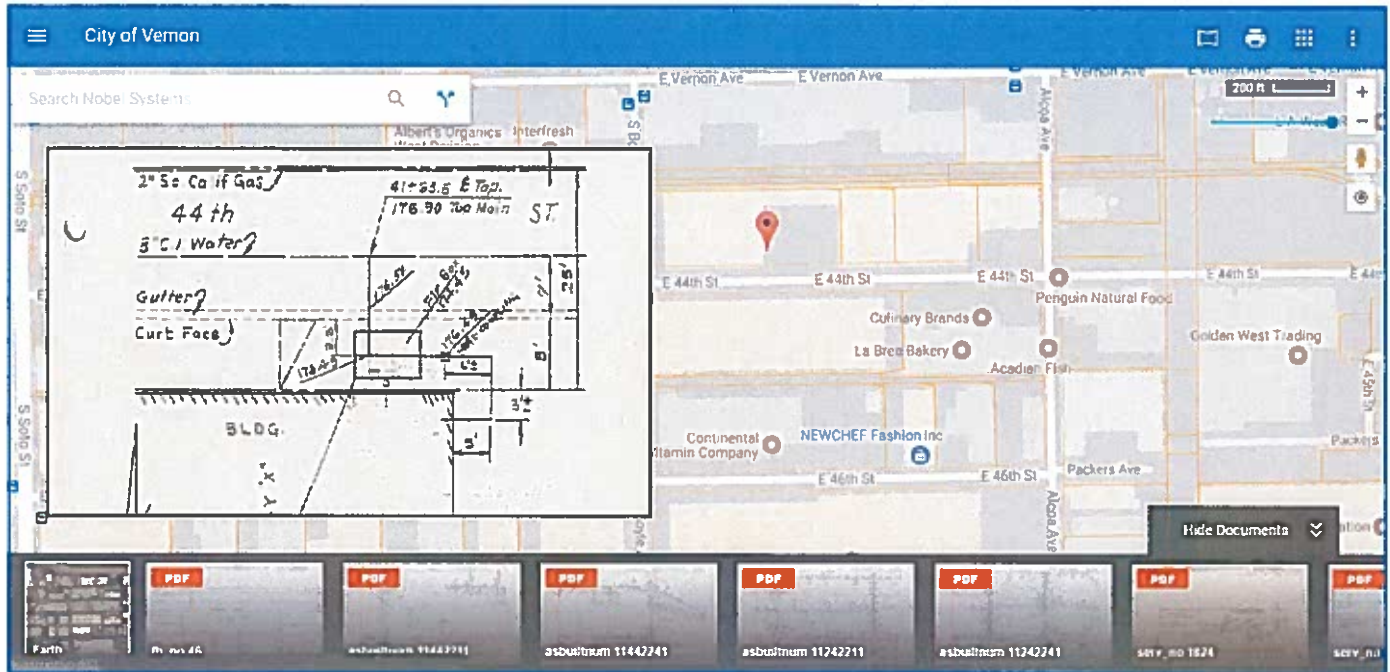
Property Search: Search by Parcel number, Situs Address, Owner name, Street intersection, Business name etc..

Printing Maps:

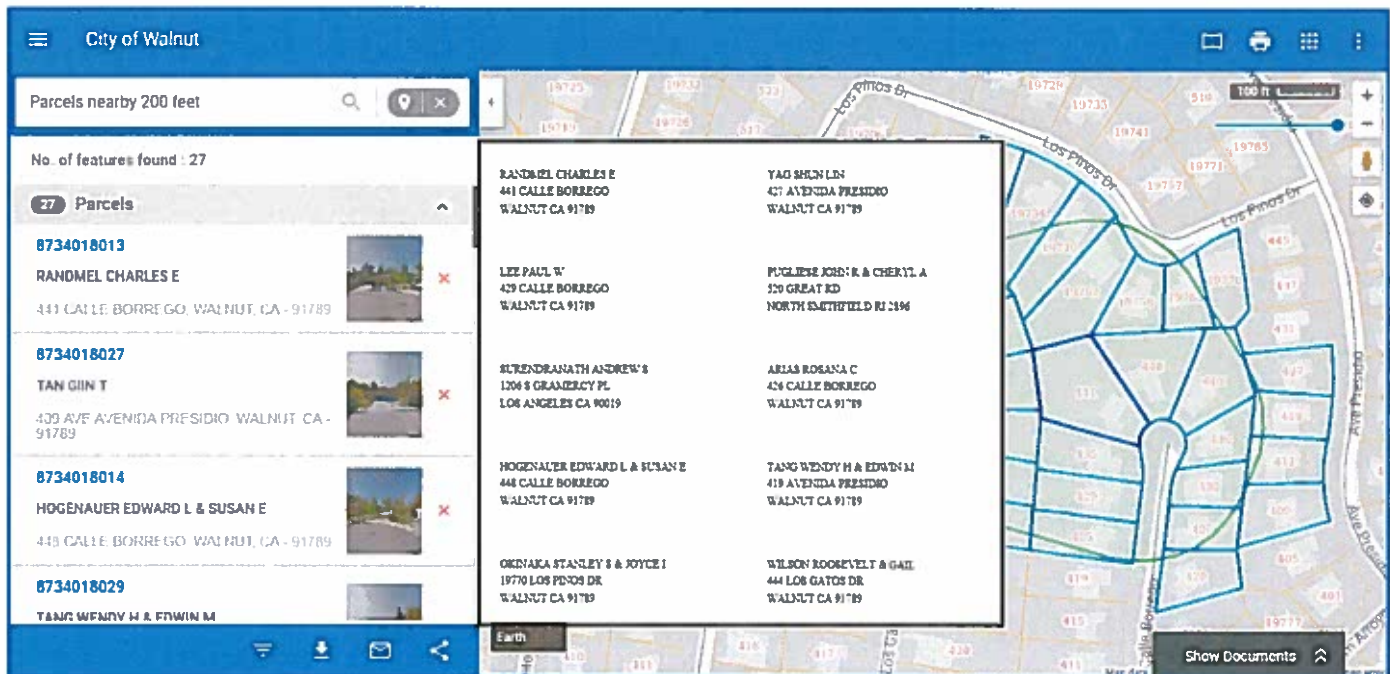


- Print maps using predefined templates containing title, scale, neat line, north arrow and disclaimer.
- Print map with standard printing options such as different orientations (portrait or landscape), various paper sizes.
- Add/Include basemap types such as Google Street View, Aerials etc.

Viewing Documents and Information behind maps:

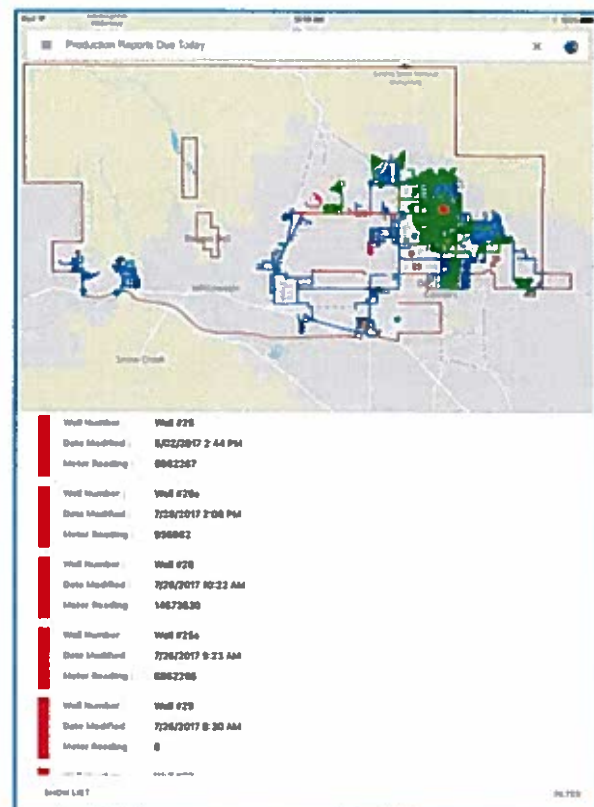


Print Mailing Labels: Print Mailing labels (compatible to office product offerings from 3M, Avery and other label manufacturers)



4. GEOVIEWER MOBILE

By leveraging the latest smart-map and synchronization technology, Nobel's GeoViewer Mobile' is easy to use and was designed to streamline field workflow processes to help manage day-to-day operations. GeoViewer Mobile's advanced technology allows field staff to view, analyze and collect data, online or offline without ever having to worry about impractical syncing procedures. GeoViewer Mobile extends smart map technology beyond the office and provides staff with real-time data to make accurate decisions and collaborate in both office and field environments. Nobel, understands the value of mobile mapping to organizations needing immediate access to real-time information, regardless of location, and offers a range of tools that help your staff make informed decisions in the field. GeoViewer is accessible on any device, providing unparalleled service to staff on the go or working in the field. GeoViewer Mobile integrates with existing ERP business systems, SCADA, CMMS, CIS, GPS, LIMS, and other enterprise systems. Manage information ranging from open work orders from CMMS to viewing latest SCADA measurements on telemetry equipment.



GeoViewer for iPad is easy to use and was designed with the field worker and manager in mind. **GeoViewer for iPad** brings the incredible and distinct Apple user experience to life, giving municipalities and utility districts easy access to critical business data anywhere anytime. After popular demand, Nobel has merged the iPad and **GeoViewer** products to create a clean, clear, easy to use graphical map interface online, anywhere, anytime. An app that can change the way we work in the field by increasing the flow of critical operations information between the office and the field.

GeoViewer for iPad is designed to provide practical functionality to non-GIS users. The solution enables users to take advantage of the power of GIS maps in daily work life in and out of the office.

PORTABLE ARCHITECTURE:

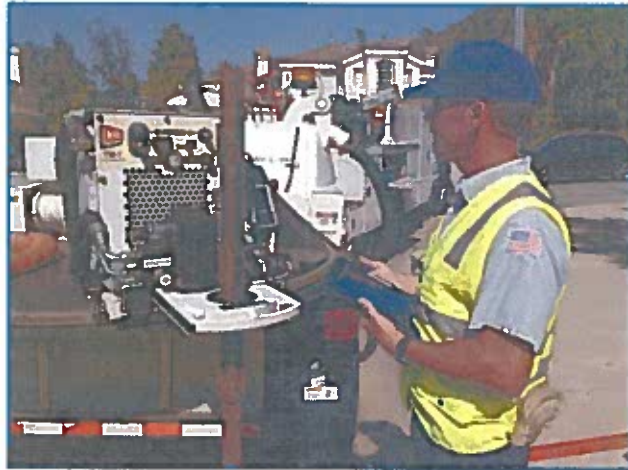
GeoViewer for iPad is easy to deploy on your iPad devices. It runs in both connected and disconnected modes, enabling data collection anytime, even where there is no wireless signal available. **GeoViewer for iPad's** store & forward technology provides automatic upload of data without the user initiating complex import and export procedures.

POWERFUL FUNCTIONALITY:

- Online/Offline Work Modes
- Search, Display, Redlining, Bookmarks, Pan, Zoom
- Identify & View Object Locations & Asset Data
- View Customer Data, Work History, Service Calls, As-Built Design Drawings, and more
- Process Driven Modules for Daily Field Work Order, Inspections and Condition Assessment data collection
- Integrated GPS & Camera for Field Data Collection & Stream-lined GIS Updates
- Custom **GeoViewer** Modules available for USA Dig Alert, Work/Service Order Management, Valve Isolation Analysis, Leak Data Collection and Hydrant Flushing data collection
- District can view the data that were collected in the field through iPad and generate the reports by using **GeoViewer** online application.

VALVE EXERCISE MODULE

Nobel Systems' new Valve Exerciser Machine Module adaptor allows you to send information from your valve machine directly into our Mobile GIS solution using Bluetooth technology. This adaptor, taps into the Valve Exercise Machine and extracts the Turns, Torque and Direction when the machine is exercising the valve. The information is automatically populated into the valve GIS data in the iPad and synchronized with GeoViewer Online. It doesn't require any special software to be installed, and it communicates directly with the machine itself through the latest Bluetooth Low Energy technology.



LEAK MODULE

The problem of Leak Reporting is dealing with the issue of writing down the information on paper or typing it on bulky hardware (Laptops/Netbooks), then having to use separate hardware to add additional information such as photos or videos. Also the field crew will then need to correctly document the location and other information related to the site. After all is done, they will then need to compose a report and match all the information together.

GeoViewer Mobile Leak Report module can assist in tracking leaks throughout the District.

Leak locations are added through either the

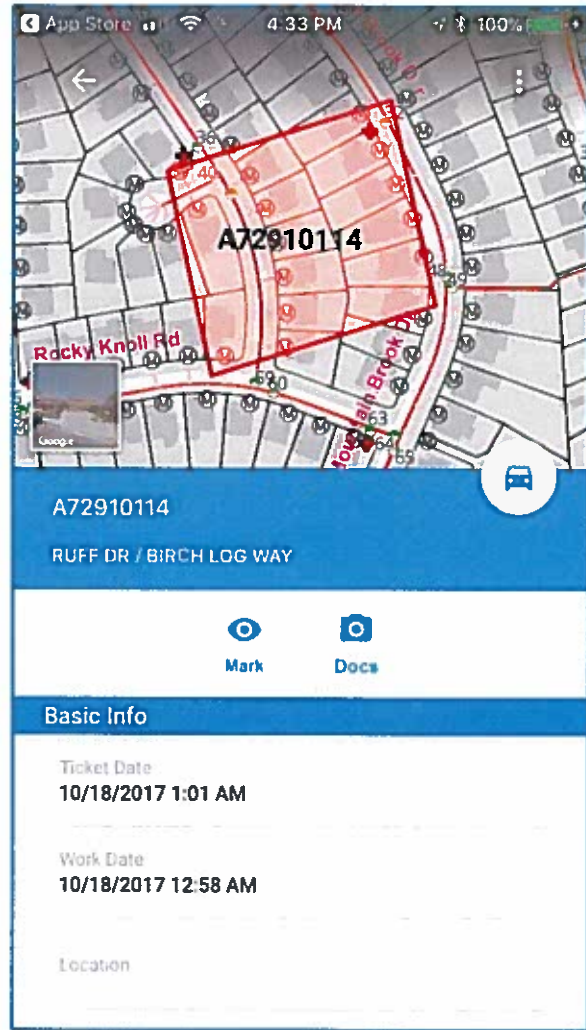
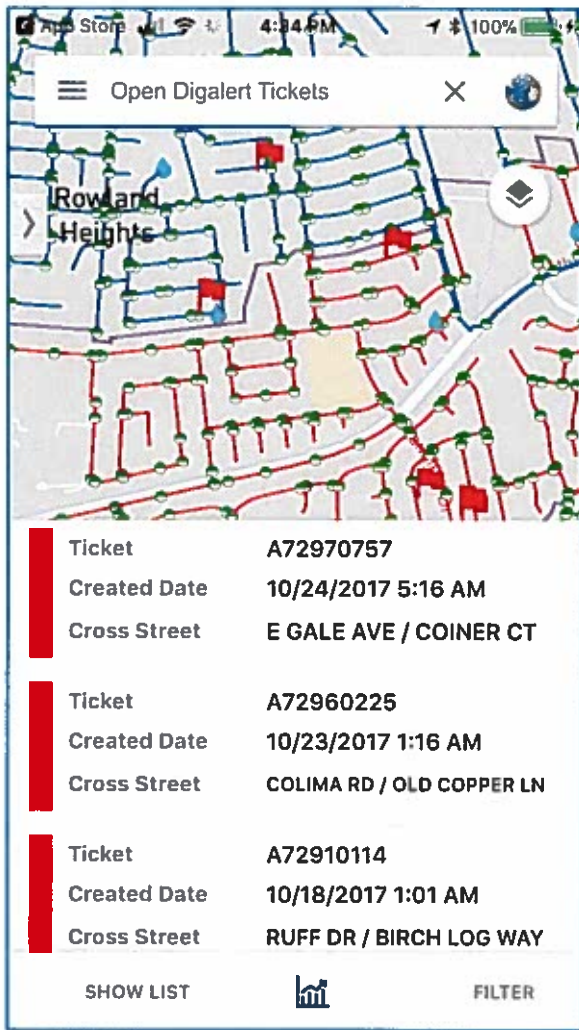
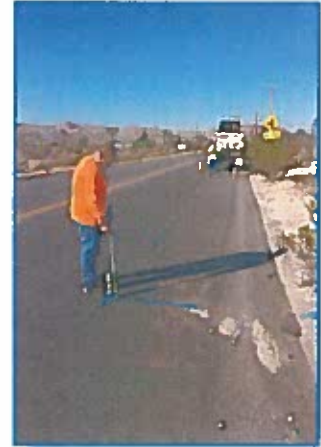
GeoViewer Mobile on the iPad application. Information regarding the leaks can then be recorded. The District can then identify hotspot areas where leaks are most likely to occur.



and

DIGALERT MODULE

Nobel Systems' DigAlert Module automatically receives DigAlert tickets from the DigAlert provider, extracts information from the ticket and synchronizes the information, so it can be queried and viewed by the field user within the mobile device. The DigAlert module has a built in synchronization mechanism, allowing a single user to checkout a ticket, at the same time notifying colleagues and supervisors the ticket is being worked on. The user can then enter comments, or choose from a customizable drop-down menu. Field users have the ability to take photos and attach the photo directly to the ticket. Once the user has filled out the form, they can change the status of the ticket to complete. This will notify all other users the ticket has been completed and remove it from the list. The Synchronization framework encompasses the latest technology, ensuring the most update DigAlert tickets are received from the Server and synchronizes completed and/or in-progress tickets, without user intervention.



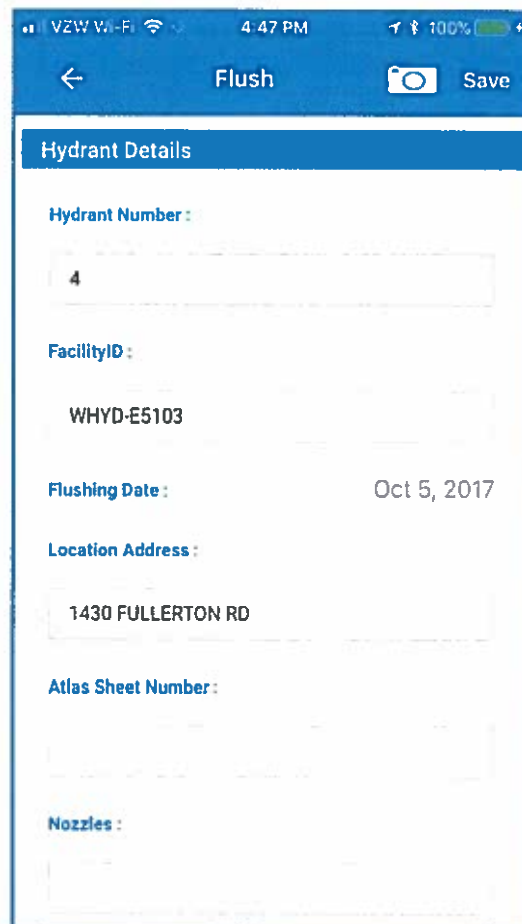
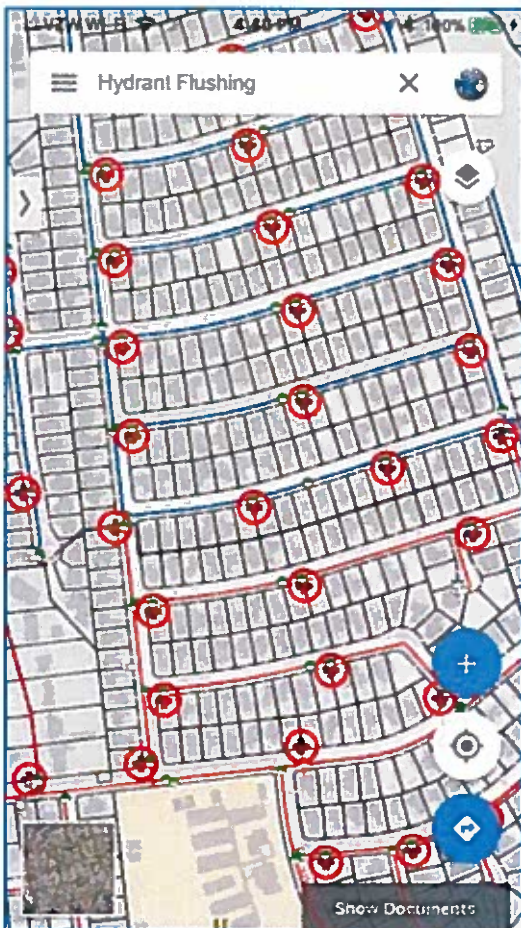
HYDRANT FLUSHING MODULE

The Flushing Tool in GeoViewer Mobile enables the user to see all the Hydrants, Blow offs, End Caps, etc. in their vicinity and choose a specific feature to flush. The user can collect flushing data to be collected, such as:

- How minutes the feature has been flushed
- What is the observed gallon per minute
- The reason for flushing
- Observed Water Condition
- Water Source
- Starting Chlorine Residual
- Finishing Chlorine Residual
- General Comments

The tool also gives the option of showing previous flushing history, to enable the user to see what their colleagues have done on the same feature in the past.

After the flushing information is collected, it is automatically sent to the server via the Synchronization framework in GeoViewer Mobile.



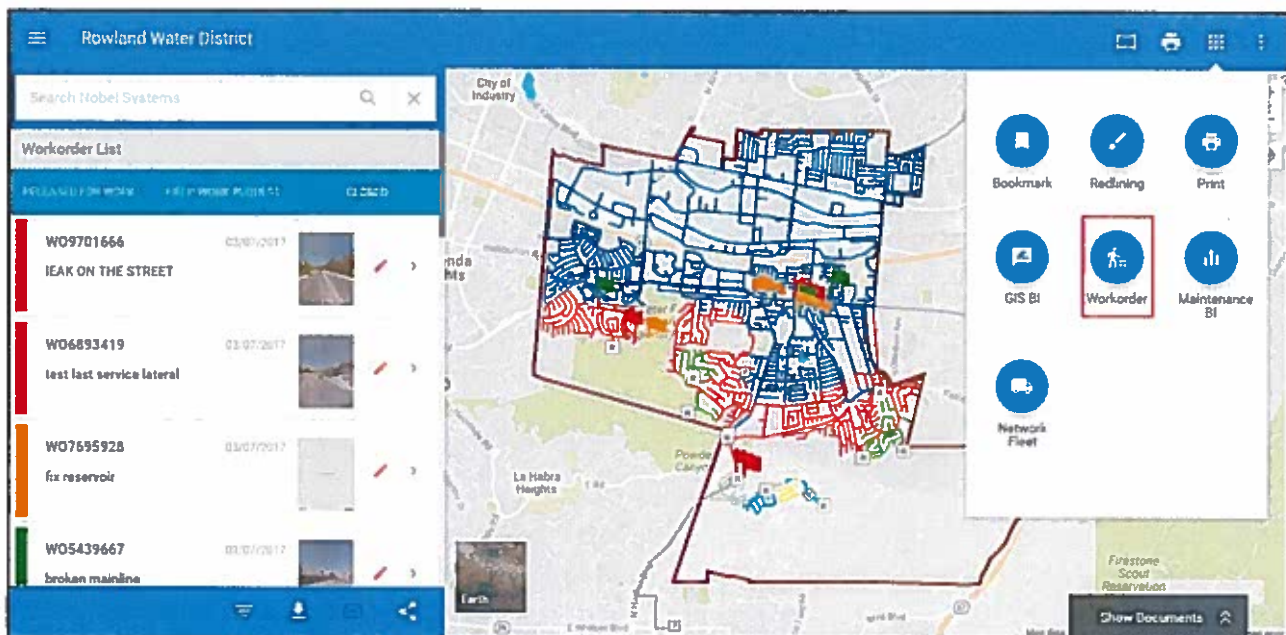
5. GEOVIEWER CMMS

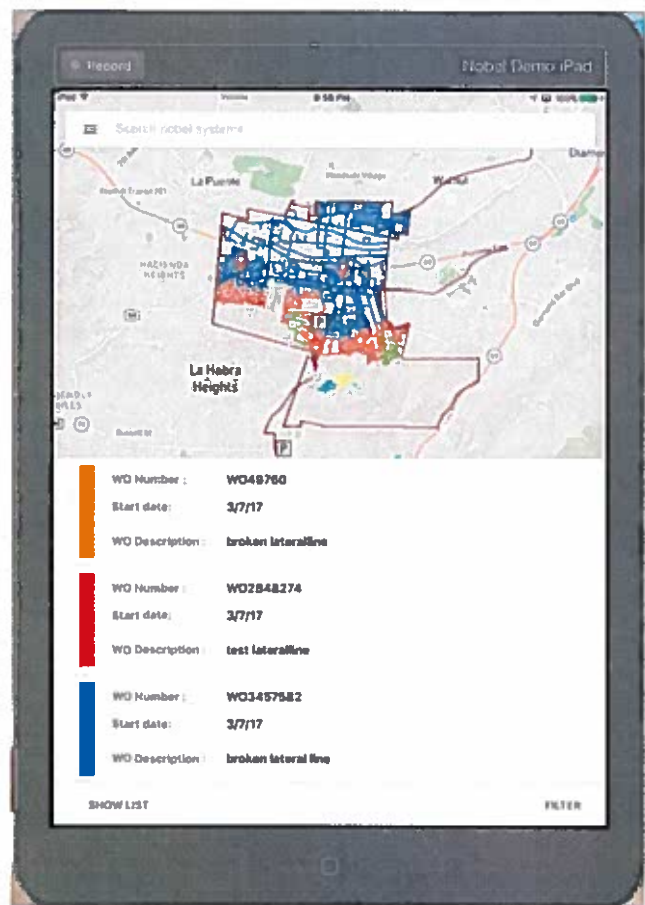
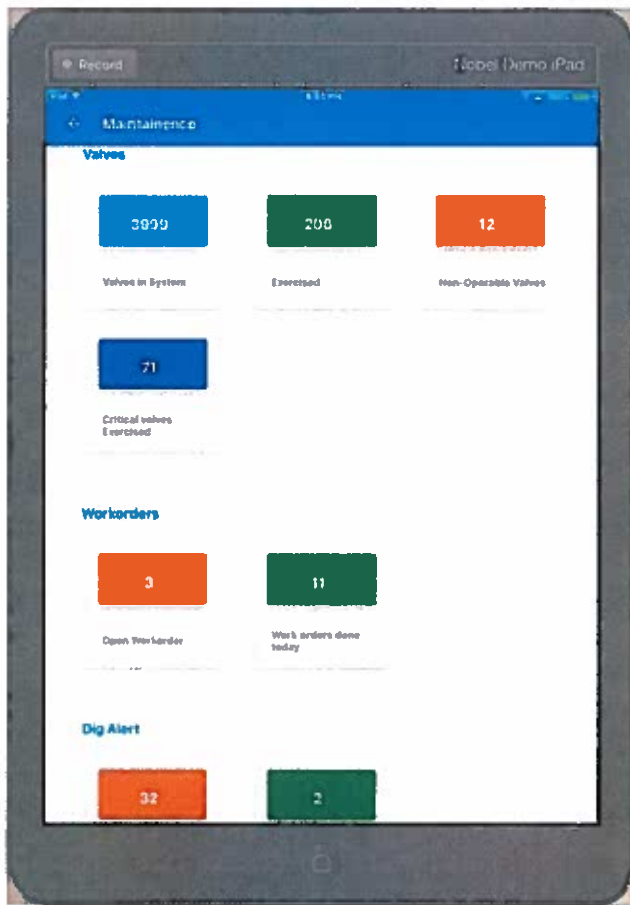
Nobel Systems developed a CMMS within GeoViewer Online and Mobile applications. This integration will help District field Crew members to view Pipeline map data and update work orders out in the field with or without network connectivity. Currently, a system has been proposed to integrate between GeoViewer Online GeoViewer Mobile applications. Essentially, the GeoViewer Online application will create the work orders from GeoViewer CMMS, and allow the Field Crew personnel to update these work orders through the GeoViewer Mobile application. These updated work orders will then be sent back to the GeoViewer CMMS and will be managed accordingly by the Supervisors.

System Architecture

The proposed solution will be comprised of two different Nobel Systems applications that are currently used by District: 1) GeoViewer Online application with GeoViewer CMMS hosted on Nobel's servers, 2) CMMS widget in GeoViewer Mobile applications. Typical Work flow is as follows:

- 1) Create Work Orders in GeoViewer Online application by using GeoViewer CMMS. This application will also have an ability to update the inventory list of material and it will notify the supervisors when stock goes below normal levels.
- 2) Receive the Work Orders in mobile devices based on the assigned/opened work orders for the particular field crew member to complete.
- 3) When field crews complete the work, the completed Work Order will be deleted from the iPad devices and send it to Nobel servers and will be updated in GeoViewer Online application with the status and comments.
- 4) All the history of completed Work Orders can be accessed through GeoViewer Online application with the reporting capability.





- On the main screen of GeoViewer Mobile, the user will be able to see the Work Orders, which are assigned to them.
- GeoViewer Mobile will automatically sort Work Orders by Priority, the priorities and assignments are setup by the City staff.
- By default the users will see the Work Orders assigned to them, but they can also switch to see all the Work Orders depending on their access permission.
- If the user selects on the Work Order, then GeoViewer will zoom to the area of the map where the Work Order is located.
- If the user sees a Work Order on the map, in which they would like to get more information on, then they will be able to select the Work Order on the map directly and open that Work Order to see more information.
- The Work Order screen will allow the the field personnel to add their comments and any other required information to the Work Order and complete the Work Order. In addition they would be able to enter the labor hours and costs, equipment and materials together with costs.

Nobel Web Service:

Nobel Systems has created a GIS Web/Mobile computer architecture that is deployed through Amazon Web Services, which is a secure cloud services platform, offering computing power, database storage, and content delivery that scales with demand. This web application setup employs 1) PostgreSQL Databases that house GIS data 2) AWS Elastic Beanstalk, an orchestration service that automatically deploys computer applications on the cloud. It creates servers, handles the deployment details of capacity provisioning, load balancing, auto-scaling, and application health monitoring.

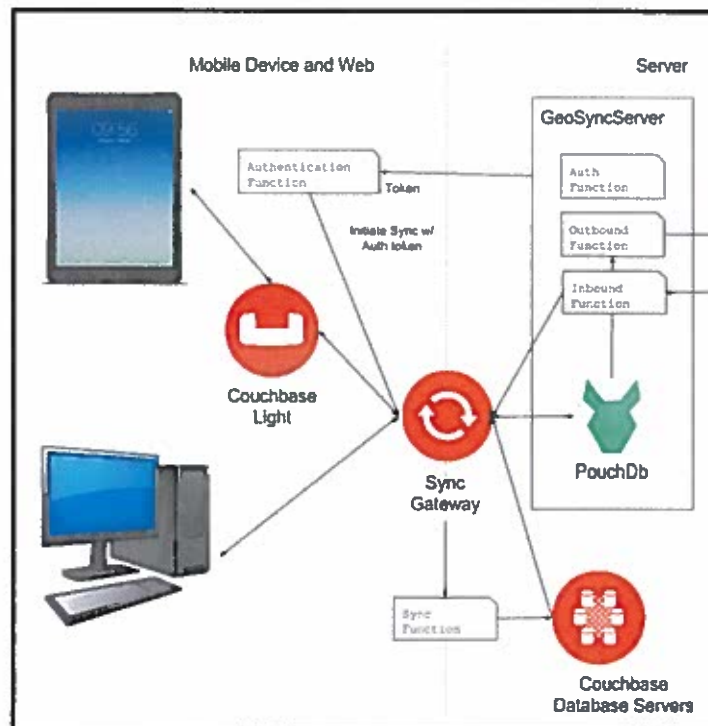
This database will be primarily used by the Nobel to keep track of Work Order changes from the GeoViewer online and Mobile devices.

Couchbase and Geo Sync Server:

Nobel Systems will use Couchbase software which is robust and will handle synchronization of data between all iPad mobile devices, web services, and web applications.

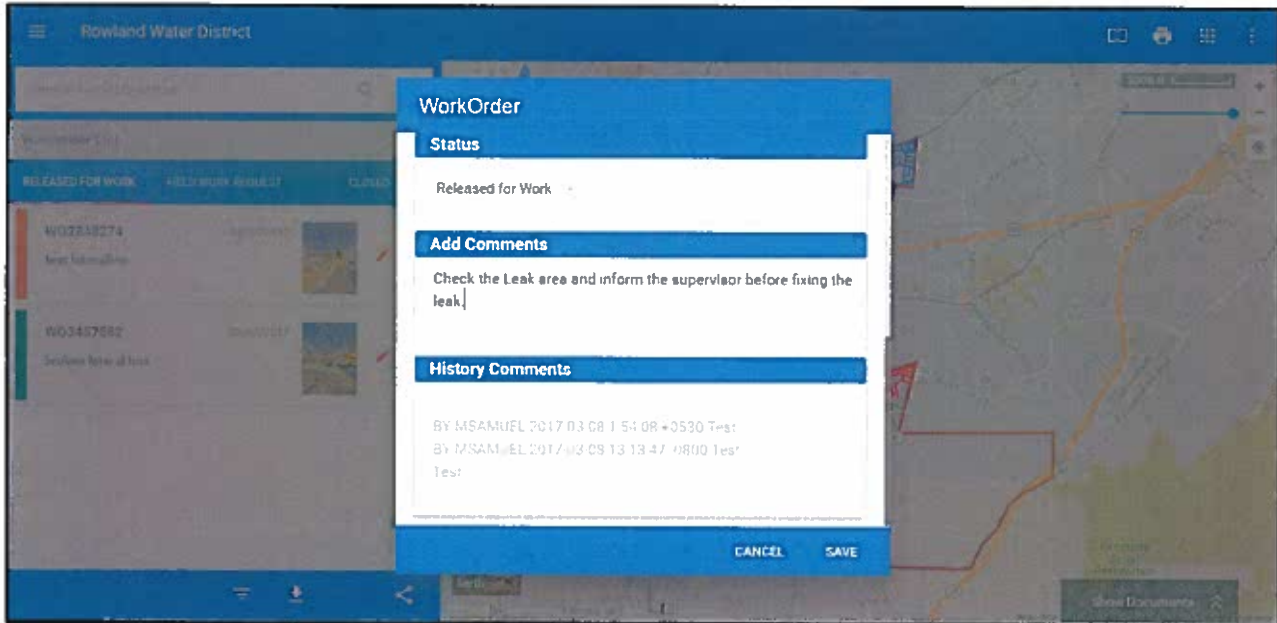
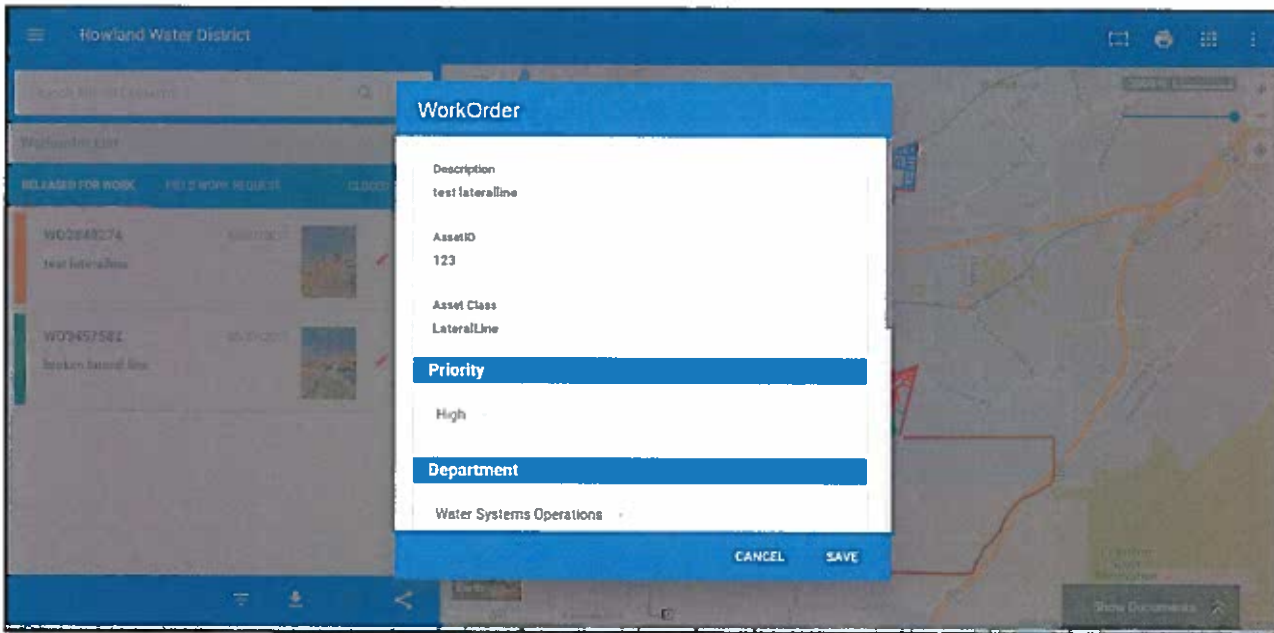
Nobel developed Geo SyncServer, which will create a communication link between Couchbase and CMMS database. Geo SyncServer will take the work order data stored in Couchbase and send it off to CMMS Web Services Toolkit.

Work Orders will be created in GeoViewer Online and sent through Geo SyncServer to GeoViewer Mobil on eth iPad using this Couchbase feature.

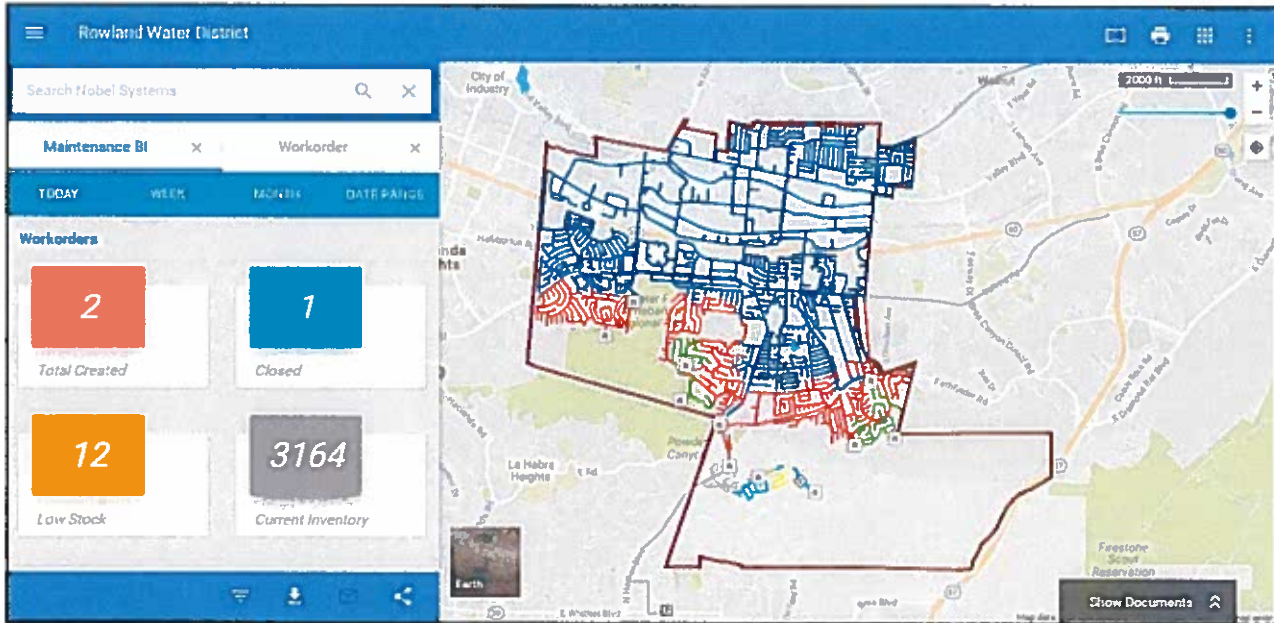


GeoViewer CMMS UI Design in GeoViewer Online and Mobile applications:

Create Work Orders in GeoViewer Online application by using GeoViewer CMMS:



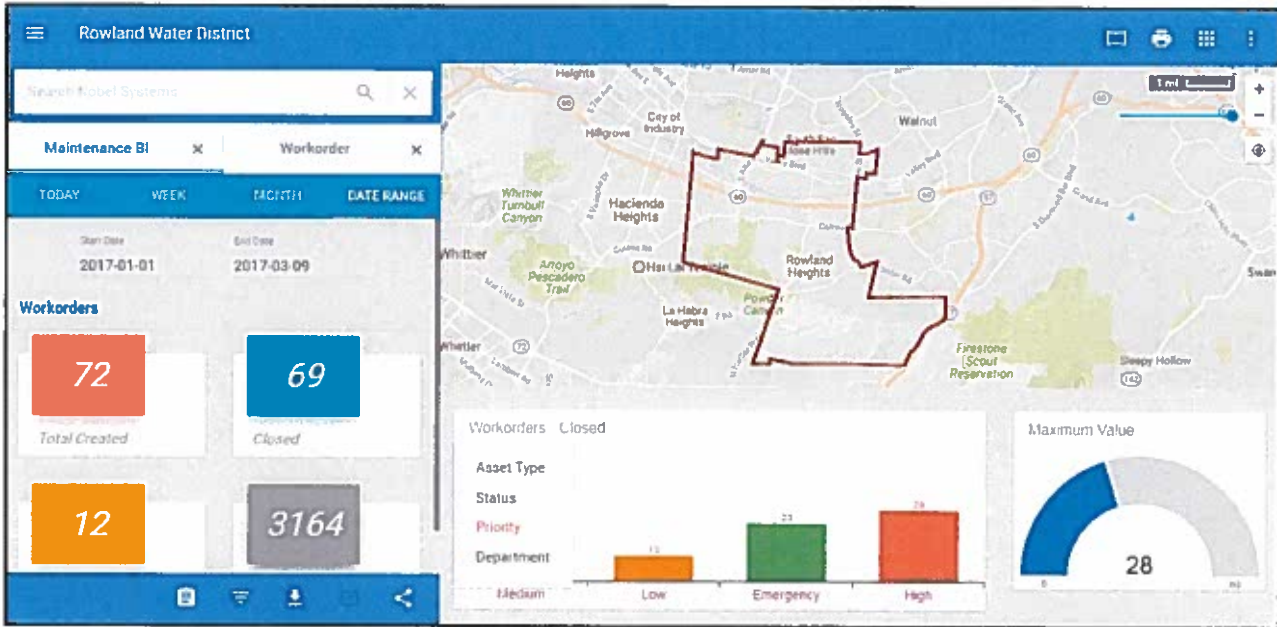
Maintenance Business Intelligence widget in GV Online for Supervisors to view the Work Orders and its status:



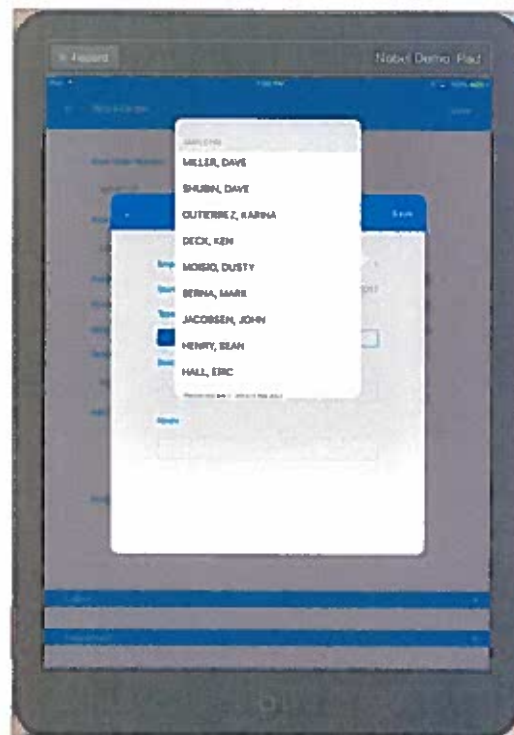
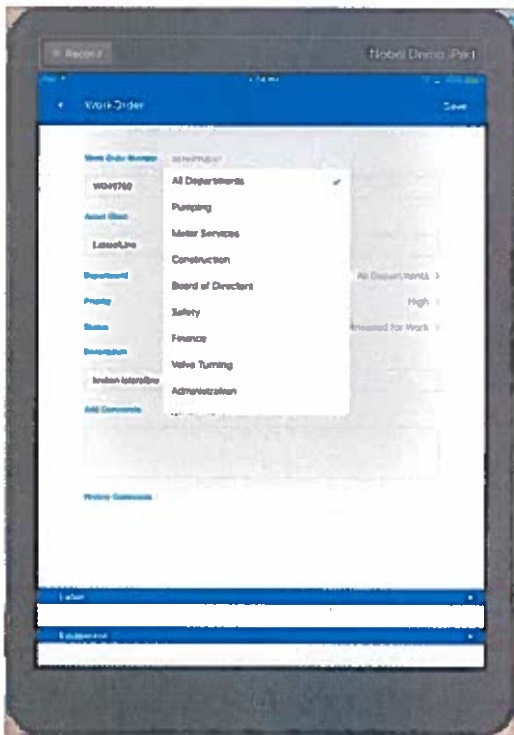
Inventory List of Assets which will notify supervisors when it is low stock:

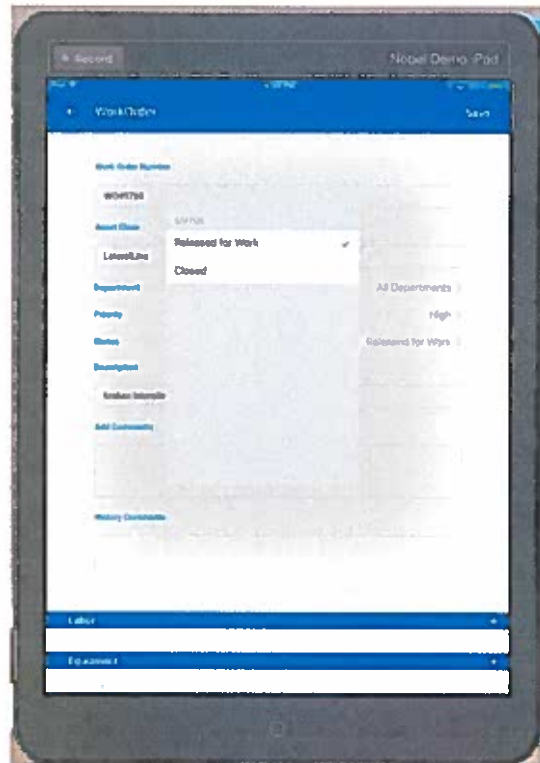
Qty On Hand	Stock Item	Location	Min Qty	Description
5.00	1" Brass Anglestop Insert	Rowland Water District	14	1" Brass Anglestop Insert
5.00	Angle Stop 1" x 3/4"	Rowland Water District	14	Angle Stop 1" x 3/4"
1.00	Angle Stop 2"	Rowland Water District	14	Angle Stop 2"
5.00	Armorcast Polymer/Concrete Lid #3	Rowland Water District	14	Armorcast Polymer/Concrete Lid #3
5.00	Ball Valve 3/4"	Rowland Water District	14	Ball Valve 3/4"
5.00	Break Away Spool 6" x 8"	Rowland Water District	14	Break Away Spool 6" x 8"

Work Orders can be viewed based Asset Type, Status, Priority, Department etc.:

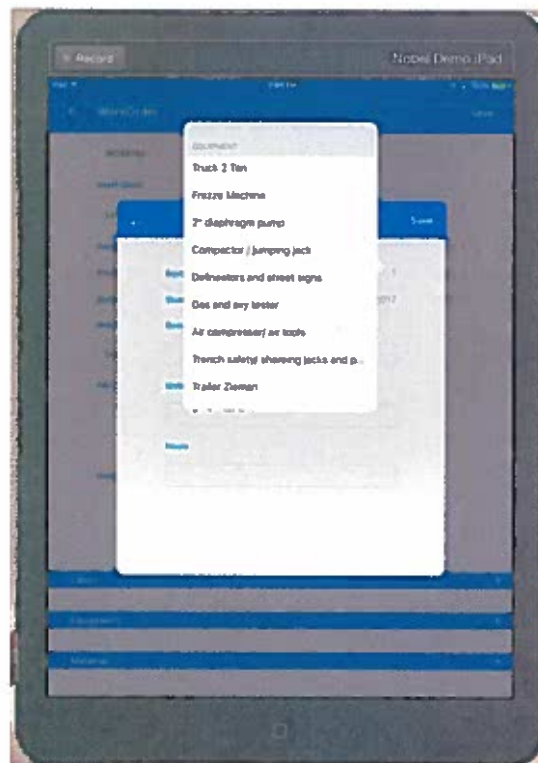


Work Orders in GeoViewer Mobile have the ability to update the Department, Employee names, Priority and the Status:





Work Orders in GeoViewer Mobile will also have the ability to update the Labor, Equipment and Material information for each of Work Orders:



6. TYLER INTEGRATION WITH GEOVIEWER

System Description

Objective is to cleanly show and combine the District's GIS data with the billing system from Tyler Incode software.

GeoViewer Mobile application will retrieve the latest service orders, including meter replacements, meter and customer related tasks from Tyler and display current statuses and work requested. The field crew would go out on the field and complete them.

Our GeoViewer Online application will also show heat maps/timeline animations of the latest completed and/or pending service orders and will provide useful information in an easy to use Maintenance Business Intelligence portal.

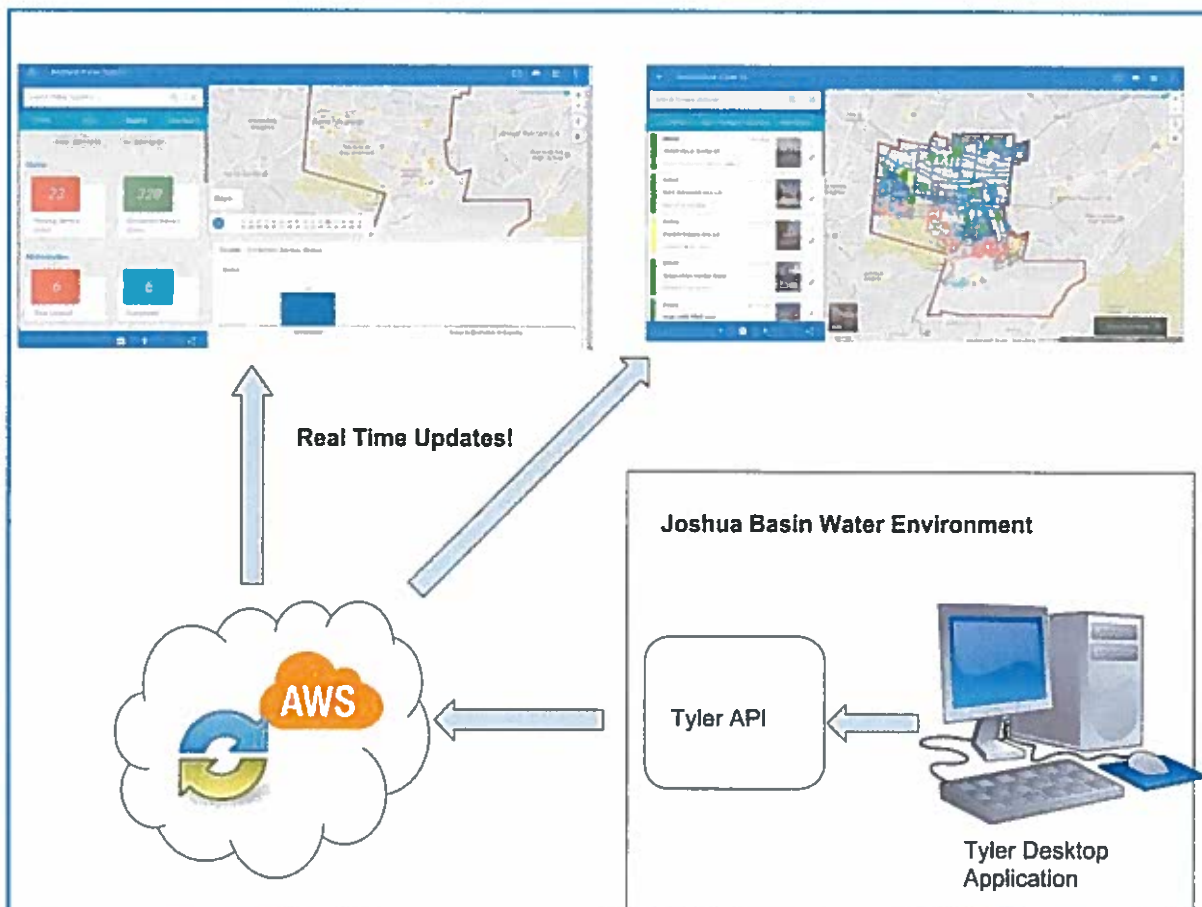
GeoViewer will provide a comfortable user experience through a straight forward search user interface.

System Architecture

The proposed solution will be comprised of two different Systems:

- 1) GeoViewer Online and Mobile Application
- 2) Tyler Web API installed in District's servers

GeoViewer Architecture



Critical Components

Tyler API

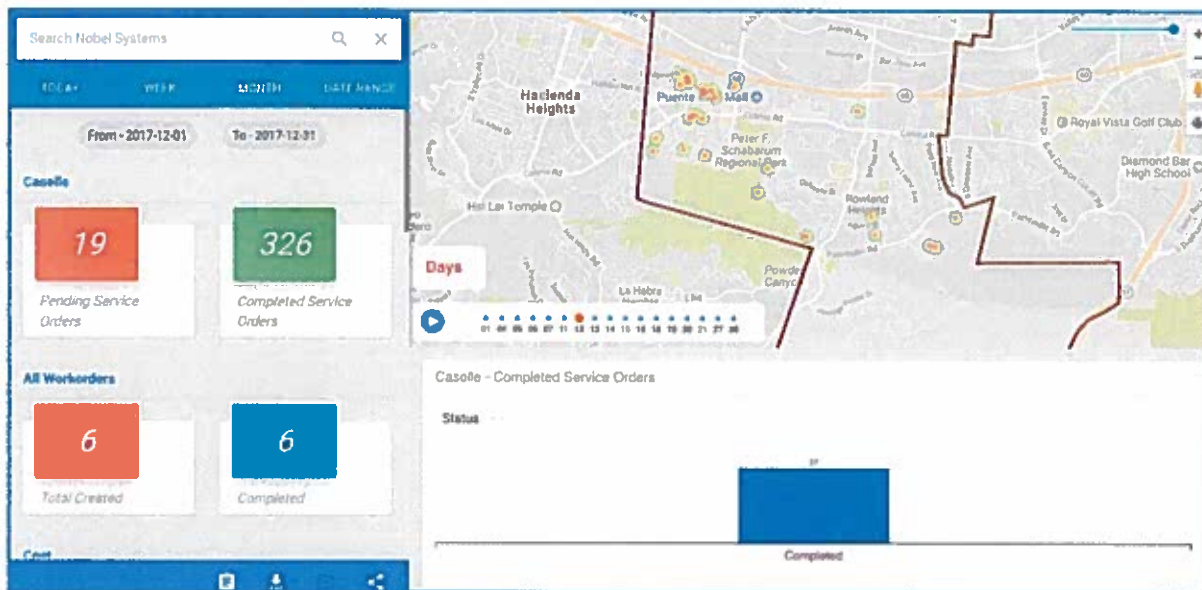
Tyler API is the Webservice needed to access data currently stored in its Incode Application. It will be installed on District's servers, and will be available for use through token-based authentication of Nobel's Synchronization Engine.

Nobel Synchronization Engine on AWS

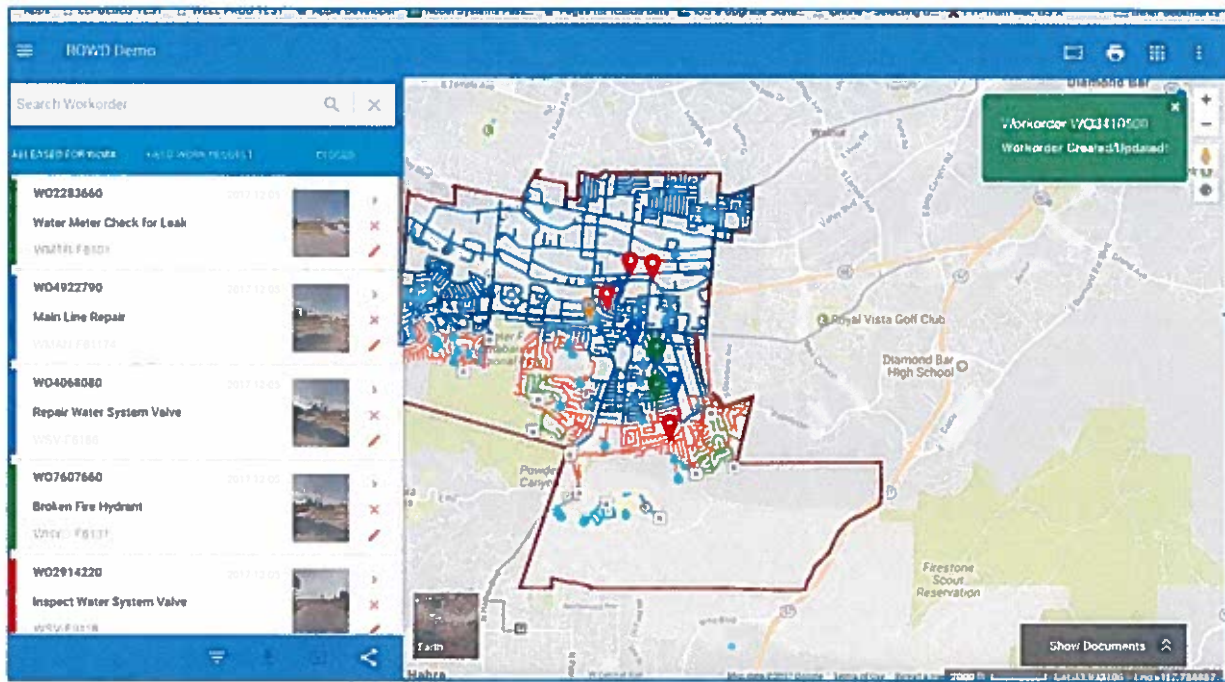
We will have a synchronization process running that will access Tyler API → listening for any updates/new requests/newly created service orders. The synchronization engine will propagate real-time changes onto Geoviewer.io Web Apps as well as GeoViewer Mobile field crew application.

GeoViewer Map Analytics

We can also plot all the existing service orders on the map and we can animate the projects over time. This will allow the user to see how the service orders progress over time, and what areas have the most development. We can do analytics such as showing unapproved projects and unpaid business licenses.



All this data will be captured real-time via the Nobel Synchronization engine.



7. COSTS

STANDARD PRICING:

Project Setup	\$ 4,800 (Onetime fee)
GIS Data Conversion/Updates	\$ 9,000 (Onetime fee)
GeoViewer Online Annual Subscription Fee (Enterprise License)	\$ 8,000 (Annual)
GeoViewer Mobile Annual Subscription Fee (Enterprise License)	\$15,000 (Annual)
Unlimited field forms for Data Entry	\$ 9,800 (Onetime fee)

MODULES:

Valve Exercise Module integration with GeoViewer Mobile	\$1,500/Annual
Hydrant Flushing Module integration with GeoViewer Mobile	\$1,500/Annual
Dig Alert Module integration with GeoViewer Mobile	\$1,500/Annual
Leak Module integration with GeoViewer Mobile	\$1,500/Annual

Note: The above costs are based on a three (3) year agreement

Total Fee Year One (1)	\$ 52,600
Total Fee Year Two (2)	\$ 29,000
Total Fee Year Three (3)	\$ 29,000

HOSTING AGREEMENT

Nobel Systems Inc. - Terms and Conditions

1. LICENSE, SUBSCRIPTION, AND PAYMENT

1.1 License. Subject to the terms of this Agreement, Nobel Systems grants to Customer a limited, non-exclusive, non-transferable, and non-assignable license to access and use the Provided Content for a period of Thirty Six (36) months. In GeoViewer, customer's access and use of the Provided Content shall be solely for its normal internal business activities, free of charge, by its employees and consistent with Customer's representations to NOBEL.

1.2 Payment for the License and Subscription. In exchange for the license or services granted, the Customer agrees to pay all the fees listed in this order. All invoices are due upon receipt and are payable in accordance with the payment schedule. Any invoice not paid within thirty (30) days of its scheduled payment date shall be considered past due.

1.3 Non-Payment or Failure to Pay. A charge of one and one-half percent (1.5%) per month may be assessed on any outstanding and past due invoices until paid in full. If NOBEL does not receive from Customer payment for the invoiced amount within thirty (30) days of its due date, Nobel may suspend Customer's access and use of the Provided Content, until Customer brings its account current.

2. DURATION OF AGREEMENT & TERMINATION

2.1 Term of Agreement. This Agreement will continue for the period defined under 1.1 License as the Current Term. Upon termination of this Agreement, all licenses granted by Nobel Systems Inc., under this Agreement are immediately revoked.

2.2 Termination by Customer. NOBEL shall have the right to make a material modification to any of the content of, or discontinue any of the content of the Provided Content at any time with ninety (90) days prior written notice to Customer. Upon receipt of such notice from NOBEL, Customer may terminate this Agreement as of the effective date of the change by providing written notice to Nobel at least thirty (30) days prior to the effective date of the change. In the event Customer terminates prior to the end of any annual term, Customer will be entitled to receive a pro rata return of any amounts prepaid. By way of example but not limitation, if Customer terminates six months into the term, Customer will receive a refund equal to six months."

3. WARRANTY & LIMITATION OF LIABILITY

1.1 Limited Warranty. Each party represents and warrants that it has full power and authority to enter into this Agreement. Each party will indemnify and defend the other and its officers, directors, and employees from third party claims arising out of or related to a breach of such party's representation or warranty in this Agreement.

3.2 Disclaimed Warranties. Except for any express warranties, NOBEL and each contributor to the Provided Content disclaims all warranties, including but not limited to any warranty of design, merchantability, fitness for a particular purpose, and against infringement. NOBEL and each contributor make no representation or warranties that the Provided Content is accurate and free of errors and/or omissions. As such the Provided Content is not suitable for use in emergencies. Customer accepts the Provided Content on an "as is", "as available" basis.

3.3 Limitation of Liability. NOBEL shall not be liable for any loss, injury, claim, or damage of any kind resulting in any way from Customer's use of the Provided Content (regardless of any assistance from NOBEL in using the content) or from any delay or failure in performance beyond the reasonable control of NOBEL. The aggregate and maximum liability of NOBEL in connection with any claim arising out of or relating to this Agreement shall be limited to a refund of 12 months of fees and taxes paid by Customer to NOBEL. NOBEL shall not be liable for any special, indirect, incidental, or consequential damages of any kind whatsoever (including attorneys' fees) arising in connection with Customer's use of the Web site, Provided Content, or the failure of NOBEL to perform its obligations, regardless of any negligence alleged.

The information contained in this document is proprietary and confidential.

NOBEL SYSTEMS

JOSHUA BASIN WATER DISTRICT

By: Balaji Kadaba _____ Date

By: Mark Ban _____ Date

Title: Vice President, Operations _____

Asst. General Manager _____

**AMENDMENT NO. 2 TO
EMPLOYMENT AGREEMENT
BETWEEN
JOSHUA BASIN WATER DISTRICT
AND
CURTIS L. SAUER**

THIS AMENDMENT to the existing Employment Agreement as modified by Amendment No. 1 ("Agreement") between the Joshua Basin Water District ("District") and Curtis L. Sauer ("Sauer") is entered into by District and Sauer effective March 1, 2018.

RECITALS

WHEREAS, District and Sauer agree to meet and confer during the month of January, 2019, for the purpose of potentially extending the term of the Agreement, which expires March 31, 2019, to a mutually agreed upon date.

AGREEMENT

Except as stated below, the Agreement remains in full force and effect.

Section 1. **Incorporation of Recitals.** The Recitals set forth in the Agreement and in this Amendment No. 2 are hereby made a part of the Agreement and are incorporated herein as though set forth in full by this reference.

Sections 7.E.(i) and 7.E.(ii) of the Agreement as modified by Amendment No. 1 are amended to read as follows:

7.E.(i) **Benefits.** Sauer will be entitled to and receive the following benefits:

- (i) Participation in the District's Cafeteria Plan, which terms and conditions are as follows: The District shall contribute \$1,350.00 a month ("Monthly Benefit") to be used for purchase of Sauer's health, dental, vision and related insurance benefits. From the Monthly Benefit, the District shall deduct the "employee only" mandatory premiums for the District's dental and visions insurance coverage. The balance of the Monthly Benefit shall be applied toward the employee's (Sauer's) health insurance premium either provided by the District's health insurance of the employee's (Sauer's) alternate health insurance coverage. The employee (Sauer) must provide proof of the existence of such alternate health insurance yearly, and must sign a written notice of declination yearly indicating that the employee (Sauer) is declining the District's health insurance coverage and that the employee (Sauer) has alternate health insurance coverage. Any remaining balance of

the Monthly Benefit may be used by the employee (Sauer) to purchase other optional District insurance benefits such as dependent health, dental or vision insurance, additional life insurance or deferred compensation. Any cost for additional benefits in excess of the Monthly Benefit is the responsibility of the employee (Sauer). Any balance of the Monthly Benefit remaining after the purchase of the mandatory and optional insurance benefits will be paid to Sauer as a taxable cash payout.

- (ii) Vacation, sick, administrative, bereavement leave, paid holidays and other leave equal to and on the same terms and conditions as that which is provided to all other full-time management employees of the District, except that Sauer shall be entitled to thirty-five (35) working days of vacation time per year, to be accrued starting with the pay period beginning March 1, 2018.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by the Parties, effective as of March 1, 2018.

JOSHUA BASIN WATER DISTRICT:

By _____
Mickey Luckman, President
Board of Directors

By _____
Robert Johnson, Vice President
Board of Directors

CURTIS L. SAUER:

Curtis L. Sauer