



**SPECIAL FINANCE COMMITTEE MEETING  
WEDNESDAY, JUNE 3, 2020, AT 9:00 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor’s Executive Order N-29-20, the public may view or listen to this Special Finance Committee meeting online, as there will be **no public location for attending in person.**

This meeting will be streamed at <https://us02web.zoom.us/j/82948968148>

or you may join by phone at 1-253-215-8782, Meeting ID: 829 4896 8148

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at [bwaszak@jbwd.com](mailto:bwaszak@jbwd.com) two hours prior to the start of the meeting so the comments may be distributed to the Finance Committee. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Special Finance Committee meeting minutes.

**AGENDA**

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

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7. 20/21 BUDGET DISCUSSION AND 19/20 MID-TERM REVIEW – Refer to the Board of Directors for discussion and/or approval.

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8. VEHICLE PURCHASES (2019-2020 BUDGET ADDITIONS) – Refer to the Board of Directors for approval.
9. STAFF REPORT – Mark Ban, GM, Susan Greer, AGM-Finance, or Anne Roman, Accountant

10. ADJOURNMENT -

**INFORMATION**

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

**JOSHUA BASIN WATER DISTRICT**  
**Minutes of the**  
**REGULAR MEETING OF THE FINANCE COMMITTEE**  
**Wednesday, May 13, 2020**  
**61750 Chollita Road, Joshua Tree, CA 92252**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – After a few minutes of technical difficulty, President Johnson called the meeting to order at 9:06 a.m.

**DETERMINATION OF A QUORUM** – President Johnson and Vice President Unger

**STAFF PRESENT** – Mark Ban, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, Director of Administration

**GUESTS** -0

**APPROVAL OF AGENDA** -

**MSC<sup>1</sup> (Unger/Johnson)** motion carried to approve the May 13, 2020, Finance Committee Agenda,

**PUBLIC COMMENT** – None

**APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING**

- **Draft Minutes of March 11, 2020**

**MSC<sup>1</sup> (Unger/Johnson)** motion carried to approve the draft minutes of February 12, 2020.

**REVIEW MARCH & APRIL 2020 CHECK REGISTERS** –The Committee reviewed the March & April 2020 check registers followed by a brief Q&A period.

**MSC<sup>1</sup> (Unger/Johnson)** motion carried to refer the March & April 2020 Check Registers to the Board of Directors for approval.

**CONSIDER AMENDMENT TO THE ADMINISTRATION CODE TO IDENTIFY BANKING AUTHORITY FOR SIGNING DISTRICT GENERATED CHECK AND INCORPORATING DISTRICT-BASED VOTING REQUIREMENTS** – AGM Greer identified a few items that would better serve the District by being incorporated within the Administration Code (Admin Code). Formally incorporating such policies into the Admin Code will ensure that they are easily located and adhered to. This was followed by a brief discussion with the Committee.

**MSC<sup>1</sup> (Unger/Johnson)** motion carried to refer the Amendment to the Administration Code to the Board of Directors for approval.

**STAFF REPORT** – None.

**ADJOURNMENT** - **MSC<sup>1</sup> (Unger/Johnson)** to adjourn the Finance Committee meeting at 10:31 a.m.

Respectfully Submitted,

Susan Greer, Assistant General Manager/Controller

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT**

**Special Meeting of the Finance Committee**

**June 3, 2020**

**REPORT TO:** Committee  
**PREPARED BY:** Anne Roman, Accountant  
**TOPIC:** 20/21 BUDGET DISCUSSION AND 19/20 MID-TERM REVIEW  
**RECOMMENDATION:** Refer to the Board of Directors for discussion and/or approval.

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**ANALYSIS:**

In our 05/13/2020 Finance Committee meeting, we presented a big picture overview of the budget and discussed the reduction of revenues and the incidental reduction of certain major expenses:

- Metered water sale revenues are reduced by 5%, approximately \$156,000, to account for potential water use decreases.
- Standby revenues are reduced by 10%, approximately \$114,000 to offset potential cash flow deficiencies due to non-payment of property tax bills.
- Vacancy of three staff positions (9% of staff) at a savings of approximately \$464,000 in salary and benefits for 20/21\*.

With this second draft, which we hope to present to the Board on June 10<sup>th</sup>, we'll focus more attention on the details, as desired by the Committee, and the all-important bottom-line impact of this budget on the District's reserve balances:

- Most notable is the fact that, the rate study includes a \$629,000 reserve drawdown (deficit) during the 20/21 budget year and the proposed 20/21 budget results in a drawdown of \$629,573 after funding \$1 million towards capital activity costs.
- The 20/21 proposed budget includes \$500,000 for water recharge (775 AF), a cost not incurred in 19/20, if comparing the two years. Recall that 19/20 recharge was accelerated into 18/19.
- A large cost in the original and Mid-term 19/20 budget is the Meter replacement program, for which costs are accumulating more slowly than budgeted. This aligns with the projection made by Susan Greer in last year's budget staff report, which indicated that this program should be under budget. This trend could further decrease the Deficit/Drawdown for 20/21 (however funding for this program is provided by a Board-designated reserve so any "savings" is limited-use unless designated otherwise by the Board).
- In regard to capital work, the rate study funds only \$1,000,000 in capital costs while proposed capital costs in 20/21 amount to \$1,953,595, including some big-ticket items like Well 14 Four-Log treatment (\$500k) and the Tilford CIRP project (\$800k).

- This capital spending results in a total reserve drawdown of \$1,178,938 (approximately 11.8% of reserves).

Major items not reflected in the presented budget:

- Consideration of early CIRP loan payoff and CalPERS unfunded liability accelerated paydown, which we'd hoped to propose starting in 20/21, is deferred.
- *Not reflected* in shown figures is a probable \$1 million IRWMP grant that General Manager Ban expects to see funded in late 19/20 or 20/21.
- Also *not reflected* are any potential costs related to Chromium 6.

**\*Salaries:** In evaluating the proposed budget, I would remind users that because JBWD employees wear many hats, salaries are often attributable to more than one department. Thus:

- a salary shown in one department does not necessarily correlate with the number of employees assigned to that department. The included Comparison report indicates the various allocations.
- each department's salaries are further split between regular pay and projected compensated leave, which is recorded in an allocated (or shared) department.

For this reason, it is encouraged that salaries be considered and compared in total and a separate Comparison report will be provided for that purpose during budget discussions. In using the report, please note that the \$464k savings from three vacant positions mentioned earlier is not outwardly evident due to factors such as the addition of a new Operations position, contracted salary increases, reclassification of an independent contractor to a benefited employee, a change to benefit calculation methodology, and an understatement in a 2019/20 benefit calculation. The savings materializes more so as an averted increase, rather than a decrease.

<b>FISCAL IMPACT:</b>		<b>20/21</b>
Operating Revenues		\$7,669,313
Operating Expenses	Less	\$6,749,529
Funding of Reserves	Less	\$1,814,429
Capital Expenses	Less	\$1,953,595
Deficit/Drawdown		Results in \$2,583,168
Planned Loans/Reserves	Consisting of \$1,404,230 (loan plus reserves generated by rate study)	
Unplanned Reserves	And	\$1,178,938 (not generated by rate study)

# JBWD DRAFT BUDGET

Prepared 05-19-20

## SUMMARY

### OPERATING BUDGET

#### OPERATING REVENUES

39 - \*\* OPERATING REVENUES \*\*

40 - \*\* NON-OPERATING REVENUES \*\*

**TOTAL OPERATING (NON-CAPITAL) REVENUES**

#### OPERATING EXPENSES

01 - \*\* PRODUCTION \*\*

02 - \*\* DISTRIBUTION \*\*

03 - \*\* CUSTOMER SERVICE \*\*

04 - \*\* ADMINISTRATION \*\*

05 - \*\* DEVELOPMENT & ENGINEERING \*\*

06 - \*\* FINANCE \*\*

07 - \*\* HUMAN RESOURCES \*\*

09 - \*\* BONDS, LOANS & STANDBY \*\*

12 - \*\* CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)

20 - \*\* HDMC TREATMENT PLANT (Reimbursable) \*\*

51 - \*\* BENEFITS ALLOCATED TO DEPTS \*\*

52 - \*\* FIELD ALLOCATED TO DEPTS \*\*

53 - \*\* OFFICE ALLOCATED TO DEPTS \*\*

**TOTAL OPERATING EXPENSES**

#### FUNDING OF RESERVES from OPERATING BUDGET

\*\* RESERVE SET-ASIDE (DRAWDOWN) - OP \* & CAP

**USE OF METER REPLACEMENT RESERVE TO OFFSET PROGRAM COSTS**

**NET REVENUE (DEFICIT/DRAWDOWN) before CAPITAL EXPENSES**

	2019-2020	2020-2021	EXAMPLE
	Mid-Term Budget	Proposed Budget	CASH BALANCE
			10,000,000.00
			BEGINNING BALANCE
	5,146,000.00	5,798,000.00	
	2,132,295.00	1,871,312.50	
	<u>7,278,295.00</u>	<u>7,669,312.50</u>	
	1,213,910.40	1,742,395.83	
	788,275.94	907,347.70	
	858,434.70	1,105,838.49	
	1,172,039.74	1,038,864.67	
	185,714.02	35,000.01	
	582,718.73	621,056.36	
	303,616.76	257,024.79	
	77,989.16	783,732.16	
	166,259.78	238,095.59	
	130,000.00	130,000.00	
	-	14,310.00	
	0.01	-	
	<u>6,148,959.00</u>	<u>6,873,665.60</u>	
	733,056.00	1,814,429.00	
	(366,145.00)	(389,209.00)	
	<u>762,425.00</u>	<u>(629,573.10)</u>	
		(629,000.00)	
		RATE STUDY INTENTIONAL DRAWDOWN	

**CAPITAL BUDGET**

**CAPITAL EXPENSES**

70 - ** CAPITAL - OPERATIONS **	555,000.00
74 - ** CAPITAL - ADMINISTRATION **	382,740.00
7C - ** CHROMIUM COSTS **	-
80 - ** CAPITAL - CIP TOP PRIORITIES **	950,855.00
81 - ** CAPITAL - CIP EQUIPMENT **	65,000.00

**TOTAL CAPITAL EXPENSES**

1,953,595.00

**(DEFICIT/DRAWDOWN) after CAPITAL EXPENSES**

(2,583,168.10)

**CASH FLOW AVAILABLE FROM RESERVES/LOANS TO FUND ABOVE**

41 - ** CAPITAL REVENUE **	150,855.00	cr
4C - ** CHROMIUM REVENUES **	-	
90 - ** CAPITAL FUNDING FROM RATE STUDY **	(1,000,000.00)	
45 - ** RESERVE DRAWDOWN - CAP **	(253,375.00)	

**CASH FLOW AVAILABLE FROM PROGRAMMED RESERVES**

1,404,230.00

**UNPLANNED (DEFICIT/DRAWDOWN)**

(1,178,938.10)

<b>RESERVE REDUCTION OF</b>
<b>-25.83%</b>
<b>7,416,831.90</b>
<b>EXAMPLE ENDING CASH BALANCE</b>

<b>UNPLANNED RESERVE REDUCTION OF</b>
<b>-11.79%</b>

DRAFT

# JBWD DRAFT BUDGET

Prepared 05-19-20

2019-2020
Mid-Term Budget

2020-2021
Proposed Budget

## OPERATING BUDGET

### REVENUES

#### Program: 39 - \*\* OPERATING REVENUES \*\*

01-39-41010-FI	METERED WATER SALES	2,796,000.00	3,119,000.00
01-39-41012-FI	ALLOW FOR CAAP/BILLING ADJ	-	(6,000.00)
01-39-41015-FI	BASIC FEES	1,871,000.00	2,086,000.00
01-39-41016-FI	BASIC FEES - LOCKED/PULLED	336,000.00	374,000.00
01-39-41030-FI	PRIVATE FIRE PROTECTION SERV.	22,000.00	25,000.00
01-39-41040-FI	SPECIAL SERVICES REVENUE	121,000.00	200,000.00
01-39-44030-FiD	METER INSTALLATION FEES	-	-
01-39-44035-FiD	METER REPAIR REVENUE	-	-
<b>TOTAL OPERATING REVENUES</b>		<b>5,146,000.00</b>	<b>5,798,000.00</b>

#### Program: 40 - \*\* NON-OPERATING REVENUES \*\*

01-40-41011-FI	(WATER CASHFLOW CONTRA)	-	(155,950.00)
01-40-41045-FI	HDMC WWTP OPERATIONS REIMB REVENUE	130,000.00	130,000.00
01-40-41046-FI	HDMC WWTP OVERHEAD/FEES REIMB REVENUE	29,250.00	29,250.00
01-40-42100-FI	STANDBY REVENUE-CURRENT	1,138,000.00	1,137,000.00
01-40-42110-FI	(STANDBY CASHFLOW CONTRA)	-	(113,700.00)
01-40-43000-FI	PROPERTY TAX REVENUE - G.D.	446,000.00	455,000.00
01-40-43010-FI	AD VALOREM REVENUE - ID #2	-	-
01-40-43020-FI	ASSESSMENT REVENUE - CMM	242,045.00	241,712.50
01-40-44010-FID	WATER CAPACITY CHARGES	-	-
01-40-44020-FID	PLAN CHECK/INSPECTION FEES	-	-
01-40-44025-FID	H ZONE ML REIMB FEES	-	-
01-40-44050-FI	WASTEWATER CAPACITY CHARGES	-	-
01-40-46121-FI	GRANT REVENUE - LOCAL (MWA)	-	-
01-40-46200-FID	CAPITAL CONTRIBUTIONS	-	-
01-40-47000-FI	MISCELLANEOUS REVENUE	20,000.00	20,000.00
01-40-47002-FI	INTEREST REVENUE - G.D.	127,000.00	128,000.00
01-40-47010-FID	GAIN/LOSS ON SALE OF ASSETS	-	-
01-40-47020-FID	CHANGE IN MARKET VALUE	-	-
01-40-47030-FID	PLANT SALES (SALES TAXABLE)	-	-
01-40-47040-FID	DEMO GARDEN DONATIONS	-	-
<b>TOTAL NON-OPERATING REVENUES</b>		<b>2,132,295.00</b>	<b>1,871,312.50</b>
<b>TOTAL OPERATING (NON-CAPITAL) REVENUES</b>		<b>7,278,295.00</b>	<b>7,669,312.50</b>

### EXPENSES BY DEPARTMENT

#### Program: 01 - \*\* PRODUCTION \*\*

01-01-5-01-01118-FI	PRODUCTION SALARY (incl STBY,CLBK)	343,016.01	355,207.01
01-01-5-01-02205-RL	WATER TREATMENT EXPENSE	6,000.00	6,000.00
01-01-5-01-02210-RL	SMALL TOOLS - PRODUCTION	7,500.00	7,500.00
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	38,552.00	500,000.00
01-01-5-01-03105-GM	WATER SUPPLY MONITORING	40,000.00	40,000.00
01-01-5-01-03108-RL	RECHARGE MAINT/REPAIR	3,000.00	5,000.00
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	3,500.00	3,500.00
01-01-5-01-03115-RL	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00
01-01-5-01-03120-RL	TANK & RESERVOIR MAINTENANCE	65,000.00	100,000.00
01-01-5-01-03207-RL	GENERATOR (LARGE) REPAIR & MAINTENANCE	28,000.00	25,000.00
01-01-5-01-04004-RL	LABORATORY SERVICES	20,000.00	20,000.00
01-01-5-01-06105-RL	POWER FOR PUMPING (ELECTRIC)	325,000.00	300,000.00
01-01-5-01-06501-RL	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00
01-01-5-01-06590-RL	PRODUCTION - OTHER	-	-
01-01-5-01-07002-AGM	RIGHT OF WAY	16,533.00	16,870.00
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	209,727.83	235,912.00
01-01-5-01-98002-FI	FIELD EXPENSES ALLOCATED	68,081.32	87,406.82
<b>TOTAL PRODUCTION</b>		<b>1,213,910.16</b>	<b>1,742,395.83</b>

# JBWD DRAFT BUDGET

Prepared 05-19-20

## Program: 02 - \*\* DISTRIBUTION \*\*

		2019-2020	2020-2021
		Mid-Term Budget	Proposed Budget
01-02-5-02-01130-FI	DISTRIBUTION SALARY (incl STBY,CLBK)	355,239.01	388,952.01
01-02-5-02-02211-JC	SMALL TOOLS - DISTRIBUTION	15,000.00	10,000.00
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	7,134.67	25,000.00
01-02-5-02-03106-JC	MAINLINE AND LEAK REPAIR	53,139.56	55,000.00
01-02-5-02-03206-JC	TRACTOR REPAIR / MAINT.	8,000.00	10,000.00
01-02-5-02-04005-JC	UTILITY LOCATING (DIG ALERT)	15,000.00	2,000.01
01-02-5-02-98001-FI	EE BENEFITS ALLOCATED	235,017.60	288,337.00
01-02-5-02-98002-FI	FIELD EXPENSES ALLOCATED	99,745.10	128,058.68
<b>TOTAL DISTRIBUTION</b>		<b>788,275.94</b>	<b>907,347.70</b>

## Program: 03 - \*\* CUSTOMER SERVICE \*\*

01-03-5-03-01107-FI	FIELD SALARY - CUSTOMER SERVICE	46,236.00	119,149.00
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	141,777.00	162,929.00
01-03-5-03-03100-FID	METER INSTALLATION EXPENSE (CUST)	-	-
01-03-5-03-03107-HR	METER SERVICE REPAIR (INTERNAL)	407,685.00	407,685.00
01-03-5-03-05201-HR	METER READING EQUIPMENT & EXPENSE	5,000.00	5,000.00
01-03-5-03-07000-FID	MISC UTILITY ADJUSTMENTS	-	-
01-03-5-03-07004-HR	LOW INCOME ASSISTANCE (LIA)	6,650.00	6,650.00
01-03-5-03-07010-AGM	BAD DEBT	20,968.00	35,000.00
01-03-5-03-07015-HR	CUSTOMER SERVICE - OTHER	46,000.00	56,800.00
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	130,171.87	196,593.00
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	18,319.11	23,519.16
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	45,627.72	92,513.33
<b>TOTAL CUSTOMER SERVICE</b>		<b>868,434.70</b>	<b>1,105,838.49</b>

## Program: 04 - \*\* ADMINISTRATION \*\*

01-04-5-04-01108-FI	ADMINISTRATION SALARY	385,223.01	387,443.01
01-04-5-04-01115-FI	SAFETY SALARY	7,025.00	7,041.00
01-04-5-04-01121-FI	DIRECTORS SALARY	32,642.44	32,642.44
01-04-5-04-01210-EXA	DIRECTORS / C.A.C. EDUCATION	16,000.00	20,000.00
01-04-5-04-04007-GM	LEGISLATIVE ADVOCACY	7,000.00	5,000.00
01-04-5-04-07008-EXA	BUSINESS EXPENSE	10,000.00	10,000.00
01-04-5-04-07014-GM	PUBLIC INFORMATION	76,000.00	22,200.00
01-04-5-04-07016-EXA	MEMBERSHIP, DUFS & SUBSOCIETY	33,573.00	44,481.98
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	15,000.00	15,000.00
01-04-5-04-07025-GM	LEGAL SERVICES - NON-PERSONNEL	50,000.00	60,000.00
01-04-5-04-07218-GM	SAFETY EXPENSE (EQUIP & SUPPLIES)	13,400.00	23,825.00
01-04-5-04-07219-GM	EMERGENCY PREPAREDNESS	10,000.00	15,000.00
01-04-5-04-07401-HR	PROPERTY INSURANCE & RISK MGMT	88,000.00	95,000.00
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	267,727.69	183,487.00
01-04-5-04-98003-FI	OFFICE EXPENSE ALLOCATED	130,448.60	117,744.24
<b>TOTAL ADMINISTRATION</b>		<b>1,142,039.74</b>	<b>1,038,864.67</b>

## Program: 05 - \*\* DEVELOPMENT & ENGINEERING \*\*

01-05-5-05-01109-FI	DEVELOPMENT SALARY	69,403.00	0.01
01-05-5-05-02305-ENG	MAPS/DRAFTING SUPPLIES	4,500.00	5,000.00
01-05-5-05-04006-FID	PLAN CHECK / INSPECTION (CUSTOMER)	-	-
01-05-5-05-04008-GM	ENGINEERING CONTRACT SERVICES	25,000.00	15,000.00
01-05-5-05-04013-ENG	DEVELOPMENT - OTHER	13,750.00	15,000.00
01-05-5-05-98001-FI	EE BENEFITS ALLOCATED	49,125.12	-
01-05-5-05-98003-FI	OFFICE EXPENSE ALLOCATED	23,935.90	-
<b>TOTAL DEVELOPMENT &amp; ENGINEERING</b>		<b>185,714.02</b>	<b>35,000.01</b>

## Program: 06 - \*\* FINANCE \*\*

01-06-5-06-01101-FI	FINANCE SALARY	264,397.01	259,123.00
01-06-5-06-04009-AGM	ACCOUNTING/AUDIT SERVICES	24,825.00	24,915.00
01-06-5-06-07001-AGM	FINANCE - OTHER	22,000.00	27,180.00
01-06-5-06-98001-FI	EE BENEFITS ALLOCATED	182,550.31	188,730.00
01-06-5-06-98003-FI	OFFICE EXPENSE ALLOCATED	88,946.41	121,108.36
<b>TOTAL FINANCE</b>		<b>582,718.73</b>	<b>621,056.36</b>



# JBWD DRAFT BUDGET

Prepared 05-19-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

## Program: 07 - \*\* HUMAN RESOURCES \*\*

01-07-5-07-01102-FI	PERSONNEL SALARY	82,816.00	86,082.00
01-07-5-07-01105-HR	AWARDS SALARY/LEAVE	2,500.00	2,500.00
01-07-5-07-01215-HR	EMPLOYEE TRAINING	30,000.00	30,000.00
01-07-5-07-01217-HR	EMPLOYEE EDUCATION	6,000.00	10,000.00
01-07-5-07-01905-HR	EMPLOYMENT RECRUITING EXPENSE	6,000.00	10,000.00
01-07-5-07-01910-HR	LABOR LEGAL FEES	70,000.00	40,000.00
01-07-5-07-01915-HR	PERSONNEL - OTHER	20,000.00	20,000.00
01-07-5-07-01920-HR	AWARDS GIFTS	2,500.00	2,500.00
01-07-5-07-98001-FI	EE BENEFITS ALLOCATED	56,346.36	34,076.00
01-07-5-07-98003-FI	OFFICE EXPENSE ALLOCATED	27,454.40	21,866.79
<b>TOTAL HUMAN RESOURCES</b>		<b>303,616.76</b>	<b>257,024.79</b>

## Program: 09 - \*\* BONDS, LOANS & STANDBY \*\*

01-09-5-09-08115-FI	CMM PRINCIPLE	116,000.00	121,000.00
01-09-5-09-08120-FI	MORONGO BASIN PIPELINE	220,033.26	155,570.76
01-09-5-09-08125-FIO	CHROM 6 LOAN PRINCIPLE	-	-
01-09-5-09-08130-FI	(CIRP) MUNICIPAL FINANCE LOAN PRINCIPLE	152,005.90	157,858.13
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	126,045.00	120,712.50
01-09-5-09-08220-FI	(CIRP) MUNICIPAL FINANCE LOAN INTEREST EXPENSE	115,885.00	110,032.77
01-09-5-09-08320-FI	GENERAL TAX COLLECTION CHARGE	1,200.00	1,200.00
01-09-5-09-08325-FI	ADMINISTRATION - CMM	11,500.00	11,500.00
01-09-5-09-08330-AGM	STANDBY ADMINISTRATION	25,320.00	105,858.00
01-09-5-09-08340-FI	(CIRP) MUNICIPAL FINANCE LOAN FEES / EARLY PAYOFF	-	-
01-09-5-09-09210-FID	ALLOWANCES AND ADJUSTMENTS	-	-
01-09-5-09-09215-FI	RETIREMENT: CALPERS GASB68 CONTRA	-	-
<b>TOTAL BONDS, LOANS &amp; STANDBY</b>		<b>767,989.16</b>	<b>783,732.16</b>

## Program: 12 - \*\* CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)

01-12-5-12-01136-FI	CIRP STANDBY/CALLBACK	-	-
01-12-5-12-01212-FI	CIRP: COMPENSATED LEAVE	29,411.00	30,736.00
01-12-5-12-01221-FI	CIRP: EXPENSED BENE (INTR REPL, ETC.)	-	-
01-12-5-12-02213-FI	CIRP: SALARY (incl STBY, CLERY)	284,167.04	322,152.00
01-12-5-12-02213-GM	CIRP: SMALL TOOLS/MISC. EXP.	32,000.00	15,000.00
01-12-5-12-05016-FI	CIRP: EQUIP CLEARING	-	-
01-12-5-12-98001-FI	EE BENEFITS ALLOCATED	182,454.72	262,125.00
01-12-5-12-98002-FI	FIELD EXPENSES ALLOCATED	66,916.68	85,911.59
01-12-5-12-98777-FI	CIRP: SALARY CLEARING (PROJ SALARY)	(267,931.04)	(284,068.00)
01-12-5-12-98779-FI	CIRP: BENEFITS CLEARING (PROJ BENEFITS)	(160,758.62)	(193,761.00)
<b>TOTAL CIRP</b>		<b>166,259.78</b>	<b>238,095.59</b>

## Program: 20 - \*\* HDMC TREATMENT PLANT (Reimbursable) \*\*

01-20-5-20-01103-DWR	HDMC: SALARY	-	-
01-20-5-20-03101-DWR	HDMC: OTHER	40,000.00	40,000.00
01-20-5-20-04100-DWR	HDMC: CONTRACTED OPERATION EXP	80,000.00	80,000.00
01-20-5-20-06100-DWR	HDMC: PUMPING POWER	10,000.00	10,000.00
<b>TOTAL HDMC TREATMENT PLANT (Reimbursable)</b>		<b>130,000.00</b>	<b>130,000.00</b>

# JBWD DRAFT BUDGET

Prepared 05-19-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

## Program: 51 - \*\* BENEFITS ALLOCATED TO DEPTS \*\*

01-51-5-51-01211-FI	COMPENSATED LEAVE	291,670.00	264,648.00
01-51-5-51-01216-FI	CAFETERIA PLAN EXPENSE	567,000.00	545,665.00
01-51-5-51-01220-FI	GROUP INSURANCE EXPENSE	8,597.00	15,740.00
01-51-5-51-01225-FI	WORKERS COMPENSATION INSURANCE	41,195.00	40,689.00
01-51-5-51-01230-FI	RETIREMENT: PERS Classic 2%@55	184,222.00	220,212.00
01-51-5-51-01231-FI	RETIREMENT: PERS Tier 2 2%@62	25,101.00	50,573.00
01-51-5-51-01232-FI	RETIREMENT: PERS - TEMP	2,717.50	3,525.00
01-51-5-51-01233-FI	RETIREMENT - 457 CONTRIBUTION	18,900.00	26,000.00
01-51-5-51-01250-HR	MISC. BENEFITS: WELLNESS	7,728.00	8,000.00
01-51-5-51-01305-FI	PAYROLL TAXES	165,991.00	173,947.00
01-51-5-51-98000 -FI	ALLOCATED EXPENSES - BENEFITS	(1,313,121.50)	(1,389,260.00)
01-51-5-51-98050-FI	ALLOCATION NEEDED	-	54,571.00
<b>TOTAL BENEFITS ALLOCATED TO DEPTS</b>		<b>-</b>	<b>14,310.00</b>

## Program: 52 - \*\* FIELD ALLOCATED TO DEPTS \*\*

01-52-5-52-01240-D/P	UNIFORMS (FIELD)	10,200.00	10,500.00
01-52-5-52-02206-D/P	SHOP EXPENSE - COMBINED	15,000.00	15,000.00
01-52-5-52-02209-EXA	SHOP OFFICE SUPPLIES	12,000.00	27,680.00
01-52-5-52-02212-D/P	SMALL TOOLS - COMBINED & REPAIR	5,150.00	5,000.00
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR	-	2,000.00
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SITE	44,749.99	25,000.00
01-52-5-52-04015-EXA	OPS: SOFTWARE,SUPPORT & COMP. EQUIP	80,019.84	93,716.25
01-52-5-52-05005-D/P	FUEL-VEHICLES	52,000.00	55,000.00
01-52-5-52-05010-D/P	AUTO EXPENSE - FIELD	15,000.00	15,000.00
01-52-5-52-05015-FI	EQUIPMENT CLEARING (WIP FUEL)	(31,057.62)	-
01-52-5-52-06305-EXA	COMMUNICATIONS-MOBILE	25,000.00	26,000.00
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERTS	25,000.00	50,000.00
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD	(253,062.21)	(324,896.25)
<b>TOTAL FIELD ALLOCATED TO DEPTS</b>		<b>-</b>	<b>-</b>

## Program: 53 - \*\* OFFICE ALLOCATED TO DEPTS \*\*

01-53-5-53-01405-HR	TEMPORARY LABOR FEES	25,000.00	30,000.00
01-53-5-53-02105-EXA	OFFICE SUPPLIES	20,000.00	43,000.00
01-53-5-53-02107-EXA	OFFICE EQUIP & MAINT.	18,839.04	15,000.00
01-53-5-53-02110-EXA	POSTAGE	41,152.00	33,500.00
01-53-5-53-03906-EXA	BUILDING REPAIR/MAINT - OFFICE	21,159.00	44,680.00
01-53-5-53-04015-EXA	ADMIN: COMPUTER SOFTWARE & SUPPORT	117,320.00	111,234.72
01-53-5-53-05010-AGM	AUTO EXPENSE - OFFICE	4,943.00	7,818.00
01-53-5-53-06205-EXA	TELEPHONE AND UTILITIES	68,000.00	68,000.00
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE	(316,413.04)	(353,232.72)
<b>TOTAL FIELD ALLOCATED TO DEPTS</b>		<b>-</b>	<b>-</b>

### TOTAL OPERATING EXPENSES

6,148,958.99      6,873,665.60

### NET REVENUE (DEFICIT/DRAWDOWN) before FUNDING RESERVES

1,129,336.01      795,646.90

## FUNDING OF RESERVES from OPERATING BUDGET

Rate Study Net Operating Revenues are designated to fund these reserve funds

## Program: 42 - \*\* RESERVE SET-ASIDE (DRAWDOWN) - OP \*\*

01-42-5-99-00010-FI	%BUILDING RES (OP Funded)	30,000.00	30,000.00
01-42-5-99-00100-AGM	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00
01-42-5-99-00110-FI	=EQUIP&TECH RES ( OP Used)	(16,944.00)	-
01-42-5-99-00150-FI	%METER REPL RES (OP Funded)	500,000.00	500,000.00
01-42-5-99-00152-FI	=METER REPL RES (OP Used)	(366,145.00)	(389,209.00)
01-42-5-99-00250-FI	%STUDIES/REPORTS RES (OP Funded)	50,000.00	50,000.00
01-42-5-99-00300-AGM	%CAPTIAL RES (OP Funded)	-	1,000,000.00
01-42-5-99-00405-FI	% MORONGO BASIN PIPELINE RESV (OP FUNDED)	-	64,429.00
<b>TOTAL RESERVE SET-ASIDE (DRAWDOWN) - OP</b>		<b>366,911.00</b>	<b>1,425,220.00</b>

### NET REVENUE (DEFICIT/DRAWDOWN) after FUNDING RESERVES

762,425.01      (629,573.10)

\* RESERVE DRAWDOWN \*

# JBWD DRAFT BUDGET

Prepared 05-19-20

2019-2020
Mid-Term Budget

2020-2021
Proposed Budget

## CAPITAL BUDGET

### EXPENSES

#### Program: 70 - \*\* CAPITAL - OPERATIONS \*\*

01-70-7-70-19003-JC	CP#A19003: TRAILER FOR DUMP TRUCK	36,000.00	-
01-70-7-70-19020-GM	CP# 3 TRUCKS (2 PROD/1 DIST)	170,000.00	-
01-70-7-70-19204-DWR	CP#A19204: GEOVIEWER WORK ORDER API	15,000.00	-
01-70-7-70-19205-JC	CP#A19205: HAPCO VALVE TURNING MACHINE UPGRADE	7,117.00	-
01-70-7-70-19206-JC	CP#A19206: 2018 McLAUGHLIN VX50-800 VACUUM EXC.	82,662.02	-
01-70-7-70-19208-RL	CP#A19028: SCADA IMPR - PH 3	44,645.38	-
01-70-7-70-19209-RL	CP#A19209: WELL 14 - 4 LOG TREATMENT	5,000.00	500,000.00
01-70-7-70-19214-RL	CP#A19214: DODGE SERVICE BED V#39 (REPL V#27)	75,000.00	-
01-70-7-70-19215-GM	CP#A19215: SOLAR FEASIBILITY STUDY	32,000.00	-
01-70-7-70-19219-EXA	CP#A19219: ALARM UPGRADES @ SHOP	11,667.42	10,000.00
01-70-7-70-20005-GM	CP # : SCADA (PH 4)	-	45,000.00
01-70-7-70-71023-RL	CP#A18014: MOTOR CONTROL CTRL (MCC) @ WELL 14	-	-
01-70-7-70-71030-RL	CP#A19004: CHLORINE ANALYZER: WELL 17	-	-
01-70-7-70-71031-RL	CP#A19005: CHLORINE ANALYZER: WELL 14	-	-
01-70-7-70-74033-GM	CP#A19002: UPDATE WASTEWATER TREATMENT STRATEGY	36,025.60	-
01-70-7-70-75010-DWR	CP#A19010: STANDARDS & SPECIFICATIONS	-	-
<b>TOTAL CAPITAL - OPERATIONS</b>		<b>515,117.42</b>	<b>555,000.00</b>

#### Program: 74 - \*\* CAPITAL - ADMINISTRATION \*\*

01-70-7-70-74000-EXA	CP#Z62: OFFICE CARPET/REPAINT/DOOR VARNISH	14,034.56	-
01-70-7-70-75003-EXA	CP#A14020: TECHNOLOGY MASTER PLAN	50,000.00	-
01-74-7-70-19218-EXA	CP#A19218: ALARM UPGRADES @ OFFICE	4,238.01	10,000.00
01-70-7-70-20001-DOF	CP#A20001: CASELLE FINANCIAL/UTILITY SOFTWARE (PH1)	-	60,375.00
01-70-7-70-20003-EXA	CP #A20003 RESTRUCTURE C.S./LOBBY AREA	-	68,000.00
01-74-7-70-72006-GM	CP # : EFFICIENCY STUDY	-	50,000.00
01-74-7-70-72007-GM	CP # : AWA COMPLIANCE PLAN	-	38,000.00
01-81-7-70-20008-GM	CP # : URBAN WATER MANAGEMENT PLAN	-	95,000.00
01-74-7-70-74013-AGM	CP#A16003: CODIFICATION OF RECORDS	2,825.00	11,865.00
01-74-7-70-74020-AGM	CP#A19020: COST ALLOCATION AUDIT	0.01	11,000.00
01-74-7-70-74022-HR	CP#A18009: C.S. COUNTER ERGONOMIC REDESIGN	25,000.00	-
01-04-7-70-20002-EXA	CP # : LASER FICHE SOFTWARE	-	30,000.00
01-04-7-70-20004-EXA	CP #A20004: FRONT DOORS AUTO OPENER	-	8,500.00
01-74-7-70-74032-GM	CP#A19001: DISTRICTING 2019	-	-
01-70-7-70-76000-DDD	CP#Z49: 16/17, 17/18 RATE AND FEE STUDY	-	-
<b>TOTAL CAPITAL - ADMINISTRATION</b>		<b>96,097.58</b>	<b>382,740.00</b>

#### Program: 7C - \*\* CHROMIUM COSTS \*\*

01-7C-7-70-71850-GM	CP # : CHROMIUM 6 PROJECT	-	-
<b>TOTAL CHROMIUM COSTS</b>		-	-

#### Program: 80 - \*\* CAPITAL - CIP TOP PRIORITIES \*\*

01-80-7-70-72012-CRP	CP#A18005: TILFORD WAY PIPELINE	62,330.91	800,000.00
01-80-7-70-72013-JC	CP#A18015: SADDLEBACK-23,370 LF MAIN REPL (Design)	-	-
01-80-7-70-72014-CRP	CP#A18016: SADDLEBACK-23,370LF MAIN REPL (Install)	971,074.09	150,855.00
01-80-7-70-72015-JC	CP#A18017: TILFORD WATERMAIN REPL (Design)	105,860.00	-
<b>TOTAL CAPITAL - CIP TOP PRIORITIES</b>		<b>1,139,265.00</b>	<b>950,855.00</b>

#### Program: 81 - \*\* CAPITAL - CIP EQUIPMENT \*\*

01-81-7-70-20009-GM	CP # : TACK POT (CIRP)	-	15,000.00
01-81-7-70-20010-GM	CP # : WATER BUFFALO (CIRP)	-	50,000.00
01-81-7-70-75009-DWR	CP#A18034: GEOVIEWER	-	-
<b>TOTAL - CIP EQUIPMENT</b>		-	<b>65,000.00</b>

**TOTAL CAPITAL EXPENSES** **1,750,480.00** **1,953,595.00**

**NET REVENUE (DEFICIT/DRAWDOWN) before USE OF LOANS/RESERVES** **(988,054.99)** **(2,583,168.10)**

# JBWD DRAFT BUDGET

Prepared 05-19-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

## CASH FLOW AVAILABLE FROM LOAN/RESERVES

### Program: 41 - \*\* CAPITAL REVENUE \*\*

01-41-46410-FI	(CIRP) MUNICIPAL FINANCE LOAN	<u>627,365.78</u>	<u>150,855.00</u>
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### Program: 4C - \*\* CHROMIUM REVENUES \*\*

01-4C-46110-FI	GRANT REVENUE - STATE	-	-
01-4C-46401-FI	CHROM 6 LOAN PROCEEDS	-	-
<b>TOTAL CHROMIUM REVENUES</b>		<u>-</u>	<u>-</u>

### Program: 45 - \*\* RESERVE SET-ASIDE (DRAWDOWN) - CAP \*\*

01-45-5-99-00012-FIC	=BUILDING RES (CAP Used)	(4,238.01)	(68,000.00)
01-45-5-99-00112-FIC	=EQUIP&TECH RES (CAP Used)	(337,307.40)	(135,375.00)
01-45-5-99-00251-FIC	=STUDIES/REPORTS RES (CAP Used)	(37,500.00)	(50,000.00)
01-45-5-99-00305-FIC	=CAPITAL RES (CAP Used)	(242,009.46)	-
<b>TOTAL RESERVE SET-ASIDE (DRAWDOWN) - CAP</b>		<u>(621,054.87)</u>	<u>(253,375.00)</u>

### Program: 90 - \*\* CAPITAL FUNDING FROM RATE STUDY \*\*

01-90-5-99-00400-FI	CAPITAL FUNDING FROM RATE STUDY (cr)	-	(1,000,000.00)
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<b>CASH FLOW AVAILABLE FROM LOANS/PROGRAMMED RESERVES (RATE STUDY)</b>	<u>(1,248,420.65)</u>	<u>(1,404,230.00)</u>
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<b>NET REVENUE (DEFICIT/DRAWDOWN) in addition to PROGRAMMED RESERVES**</b>	<u>260,365.66</u>	<u>(1,178,938.10)</u>
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**JOSHUA BASIN WATER DISTRICT**  
**SALARY & BENEFITS BUDGET COMPARISON at Top Step**



2019 - 2020 Original PAYROLL BUDGET						
# Operations	# Administration	# Board	Description	Salaries	Benefits	
			<b>PRODUCTION (4.5 positions)</b>			
0.5			AGM-Operations			
1.0			Water Production Supervisor			
2.0			Water Production Operator II			
1.0			Water Quality Specialist			
			<b>DISTRIBUTION (4.5 positions)</b>			
0.5			AGM-Operations			
1.0			Water Distribution Supervisor			
2.0			Construction & Maintenance II			
1.0			Construction & Maintenance I			
			<b>CUSTOMER SERVICE (4 positions)</b>			
2.0	2.0		Lead Customer Service Representative / Customer Service Representative			
			Field Service Technician			
			<b>DEVELOPMENT (1 Positions)</b>			
0.50	0.50		Development Coordinator			
			<b>ADMINISTRATION (3.5 Positions)</b>			
0.5	0.5		General Manager			
	0.5		AGM - Controller			
	1.0		Executive Assistant			
0.5			Safety Coordinator (part-time)			
	0.5		Director of Administration			
			<b>FINANCE (4 Positions)</b>			
	0.5		AGM / Controller			
	1.0		Accountant			
	1.0		Accounting Technician			
	1.0		Accounts Receivable Technician			
	0.5		General Office Assistant (part-time)			
			<b>HUMAN RESOURCES (0.5 Positions)</b>			
	0.5		Director of Administration			
			<b>DIRECTORS (5 Positions)</b>			
	1.0		Director			
	1.0		Director			
	1.0		Director			
	1.0		Director			
	1.0		Director			
<b>12.50</b>	<b>9.50</b>	<b>5.00</b>	<b>TOTAL (27)</b>	<b>\$ 2,091,201</b>	<b>\$ 872,918</b>	

COMBINED PERCENTAGE OF REVENUE 41%

POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / ORG. ASSESS. / METER REPL.						
			<b>ORGANIZATIONAL ASSESSMENT (SUPPLEMENTAL)</b>			
1.00			Operations Technician			Full year funding
0.50	0.50		Purchasing & Contracts Administrator			
				\$133,866	\$72,236	
			<b>CAPITAL IMPROVEMENT CREW POSITIONS (CAPITAL)</b>			Full year funding
1.00			CIRP - Lead Equipment Operator			
1.00			CIRP - Pipelayer II			
1.00			CIRP - Pipelayer I			
1.00			CIRP - Laborer			
1.00			CIRP - Laborer			
				\$267,931	\$178,835	
<b>19.00</b>	<b>10.00</b>	<b>5.00</b>	<b>TOTAL (34)</b>	<b>\$2,492,998</b>	<b>\$1,126,666</b>	

COMBINED PERCENTAGE OF REVENUE 50%

JOSHUA BASIN WATER DISTRICT  
SALARY & BENEFITS BUDGET COMPARISON at Top Step



**2020 - 2021 Original PAYROLL BUDGET**

# Operations	# Administration	# Board	Description	Salary	Benefits
			<b>PRODUCTION (4 positions)</b>		
Unified			AGM-Operations		
1.00			Water Production Supervisor		
2.00			Water Production Operator II		
1.00			Water Quality Specialist		
			<b>DISTRIBUTION (5 positions)</b>		
Unified			AGM-Operations		
1.00			Water Distribution Supervisor		
1.00			Lead Construction & Maintenance		
2.00			Construction & Maintenance II		
1.00			Construction & Maintenance I		
			<b>CUSTOMER SERVICE (4.75 positions)</b>		
	2.00		Lead Customer Service Representative / Customer Service Representative		
	0.50		Accounts Receivable Technician		
	0.25		General Office Assistant (3/4-time)		
1.00			Field Service Technician		
1.00			Field Service Technician II		
			<b>DEVELOPMENT (0 Positions)</b>		
Unified	Unified		Development Coordinator		
			<b>ADMINISTRATION (4.3 Positions)</b>		
0.50	0.50		General Manager		
	0.40		AGM - Controller		
	1.00		Executive Assistant		
0.50			Safety Coordinator (part-time)		
	0.65		Director of Administration		
0.25	0.25		Public Information Officer (prev funded via Public Info acct)		
	0.25		General Office Assistant (3/4-time)		
			<b>FINANCE (3.35 Positions)</b>		
	0.60		AGM / Controller > Director of Finance		
	1.00		Accountant		
	1.00		Accounting Technician		
	0.50		Accounts Receivable Technician		
	0.25		General Office Assistant (3/4-time)		
			<b>HUMAN RESOURCES (0.35 Positions)</b>		
	0.35		Director of Administration		
			<b>DIRECTORS (5 Positions)</b>		
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
<b>12.25</b>	<b>9.50</b>	<b>5.00</b>	<b>TOTAL (26.75)</b>	<b>\$ 2,048,281</b>	<b>\$ 856,532</b>
				COMBINED PERCENTAGE OF REVENUE 38%	

**POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / ORG. ASSESS. / METER REPL.**

			<b>ORGANIZATIONAL ASSESSMENT (SUPPLEMENTAL)</b>	Full year funding	
1.00			Operations Technician		
Unified	Unified		Purchasing & Contracts Administrator		
				\$53,019	\$35,753
			<b>CAPITAL IMPROVEMENT CREW POSITIONS (CAPITAL)</b>	Full year funding	
1.00			CIRP - Lead Equipment Operator		
1.00			CIRP - Pipelayer II		
1.00			CIRP - Pipelayer I		
1.00			CIRP - Laborer		
1.00			CIRP - Laborer		
<b>18.25</b>	<b>9.50</b>	<b>5.00</b>	<b>TOTAL (32.75)</b>	<b>\$314,803</b>	<b>\$193,761</b>
				<b>\$2,416,103</b>	<b>\$1,088,723</b>
				COMBINED PERCENTAGE OF REVENUE 46%	

**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT**

**Meeting of the Finance Committee**

**June 3, 2020**

**REPORT TO:** Committee  
**PREPARED BY:** Mark Ban, General Manager  
**TOPIC:** **VEHICLE PURCHASES (2019-20 BUDGET ADDITIONS)**  
**RECOMMENDATION:** Make necessary 2019-20 budget adjustments and refer the purchase of four (4) vehicles to Board for Approval.

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**ANALYSIS:**

During the formulation of the 2019-20 budget, consideration was given toward the purchase of two (2) replacement vehicles for the Production Department. However, due to budget constraints and the start of a new ongoing capital project known as the “Capital Infrastructure and Replacement Program (CIRP)”, it was determined by General Manager Sauer that the District would purchase these vehicles at a later date. The current vehicles are of the same make and model (Toyota Tundra), and identified as Truck No.’s 28 and 29 utilized by our Water Quality Specialist and a Pump Operator II respectively.

With both of the above vehicles removed from the 2019-20 budget, replacement was once again considered during the formulation of the upcoming 2020-21 budget; however, they now compete with other vehicle needs. The additional vehicles that were being considered for the upcoming budget included: a) the replacement of Truck No. 25, currently a Toyota Tacoma utilized by General Manager Ban (acting Director of Operations); and b) the addition of a vehicle (Toyota Tacoma) to be utilized by Field Service which will be taking on additional duties in the field requiring more space for sensitive and expensive equipment.

It is being considered that Truck 25, currently an extended cab Toyota Tacoma, would be replaced with a Toyota 4-Runner to allow more room for employees, directors and other stakeholders to accompany General Manager Ban into the field and out of town meetings/conferences. The additional room could also be setup for emergency equipment such as a mobile SCADA center. The additional vehicle for Field Service would utilize a quad cab Toyota Tacoma to allow for permanent installation of District reading equipment and water main locating equipment as the District moves toward performing its Underground Service Alert (USA) requirements in-house. This addition has another benefit as the vehicle currently used for reading, Truck No. 32, is planned to be reassigned for use by the CIRP Lead. Currently, the Lead must utilize one (1) of two (2) large diesel service bed trucks to perform functions of his job that do not require such a large vehicle. In addition, this removes an important piece of equipment from the jobsite when one of these trucks must be used for other purposes.

With the 2019-20 fiscal year almost finished, staff has identified monies that were not utilized during the 2019-20 budget that can be reallocated toward the purchase of these vehicles thereby relieving these expenditures from the 2020-21 budget. These savings are mostly

attributed to unfilled positions that were previously budgeted for (CIRP Laborer and Assistant General Manager-Operations).

If approved, the below vehicles would be purchased or reassigned during the 2019-20 fiscal year:

- 1) Vehicle 25, currently a Toyota Tacoma, replaced with a Toyota 4-Runner at the cost of \$44,101.39.
- 2) Vehicle 28, currently a Toyota Tundra, replaced with another Toyota Tundra at the cost of \$44,363.14.
- 3) Vehicle 29, currently a Toyota Tundra, replaced with another Toyota Tundra at the cost of \$44,363.14.
- 4) Vehicle 32, currently a Toyota Tacoma extended cab, would be provided to CIRP Lead for use. Field Service would then receive another Toyota Tacoma quad cab at the cost of \$41,641.47.

Total cost of vehicle replacements/addition: \$174,469.14 of which \$88,726.28 was originally deferred from the 2019-20 budget.

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