



**REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, DECEMBER 15, 2021, AT 5:30 P.M.
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, FOR WHICH STATE AND SAN BERNARDINO COUNTY PUBLIC HEALTH OFFICIALS HAVE CONTINUED TO RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING. PURSUANT TO GOVERNMENT CODE SECTION 54953, AND CORRESPONDING FINDINGS OF THE BOARD THAT CURRENTLY REMAIN IN EFFECT, **THERE WILL BE NO PUBLIC LOCATION FOR THIS MEETING** AND MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING BY TELEPHONE OR VIDEO CONFERENCE. THE DISTRICT WILL OFFER ON A FIRST-COME, FIRST-SERVE BASIS FOR UP TO SIX (6) MEMBERS OF THE PUBLIC TO ATTEND ITS MEETING IN PERSON. INTERESTED PERSONS SHALL CONTACT BOARD SECRETARY BEVERLY KRUSHAT AT (760) 974-0072 OR BKRUSHAT@JBWD.COM TO MAKE SUCH RESERVATION IF SPACES ARE AVAILABLE.

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/86520616294?pwd=Z0plTE9GNHhWd1Axc09uUTdvMXl5dz09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 86520616294 Passcode: 012870

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF A QUORUM (ROLLCALL) -**
4. **APPROVAL OF AGENDA -**
5. **STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e) –** The Board shall, by majority vote, determine whether the conditions justifying the adoption of District Resolution No. 21-1035 on October 6, 2021, remain in effect, such that the Board will renew its findings in Resolution No. 21-1035 for an additional 30 days. Such conditions include that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID-19 Emergency, remains in effect; and (2) State or Local Health Officials continue to recommend or impose measures to promote social distancing in connection with such Emergency, and/or due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of a unrestricted physical location for the District’s meetings would present imminent risks to the health and safety of attendees. **Recommend that the Board of Directors renew its findings set forth in Resolution No. 21-1015 for additional 30 days.**
6. **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 to for future consideration. Please state your name and limit your comments to 3 minutes.
7. **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:

Pages 4-18

- October 2021 Check Register (reviewed by Finance Committee on December 8, 2021).

Pages 19-20

- Regular Meeting Draft Minutes of November 17, 2021

8. **MIKE REYNOLDS FORMAL RESIGNATION** – Director Reynolds & General Manager Ban- Recommend that the Board of Directors accept Director Reynolds resignation with a vote. Board comments and award presentation to follow.

Pages 21-24

9. **JBWD BOARD MEMBER VACANCY** – General Manager Ban –Government Code § 1780 provides that the Board of Directors may within 60 days either (1) fill the vacancy by appointing a new member or (2) calling an election that will be held on the next statutorily established election date that is scheduled more than 130 or more days after the date the Board calls the election.

- If Appointment - Identify target date for appointment
Method of initial screening (Ad Hoc Committee, Special Board Meeting).
- If Election - If called before January 28, 2022, election would be June 7, 2022.
If called after January 28, 2022, election would be November 8, 2022.

Pages 25-27

10. **WATER AVAILABILITY (STANDBY) REFUNDS FOLLOW UP/WIND DOWN -** Director Anne Roman - Recommend that the Board of Directors approve keeping unpaid Standby Refunds available until at least December 31, 2023.

11. **GENERAL MANAGER REPORT** –General Manager Ban

12. **DIRECTOR REPORTS/COMMENTS**–

- Mojave Water Agency Board of Directors Meeting – November 18, 2021, at 9:30 a.m. – President Unger
- ACWA Conference – November 30 – December 2, 2021 – President Unger, Director Doolittle, and Director Jarlsberg
- Finance Committee – December 8, 2021, at 9:00 a.m. – President Unger & Vice President Floen

13. **FUTURE DIRECTOR MEETINGS** –

- Finance Committee – January 12, 2022, at 9:00 a.m. - President Unger and Vice President Floen
- Water Resources & Operations Committee –January 12, 2022, at 10:30 a.m. - Director Doolittle & Director Jarlsberg
- Mojave Water Agency Board of Directors Meeting – January 13, 2022, at 9:30 a.m. – Director Jarlsberg
- Board of Directors Meeting – January 19, 2022, at 5:30 p.m. – All Directors
- LAFCO – January 19, 2022, at 9:00 a.m. – Vice President Floen
- Mojave Water Agency Board of Directors Meeting – January 27, 2022, at 9:30 a.m. – Director Doolittle

14. **FUTURE AGENDA ITEMS** –

- Board Member Best Practices Workshop – February 23, 2022 – Special Meeting

15. **ELECTION OF OFFICERS** – Mark Ban, General Manager – Recommend that the Board of Directors elect a President and Vice President.
16. **ADJOURNMENT** –

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Members of the public wishing to attend the meeting that require other reasonable modifications or accommodation to facilitate such attendance should contact Beverly Krushat at 760-974-0072 or bkrushat@jbwd.com as soon as feasible before the meeting to make such request.

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Joshua Basin Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board are available online at jbwd.com for public inspection, or in the District's office, 61750 Chollita Road, Joshua Tree, CA 92252 ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available at the reception desk of the District Office and on-line at jbwd.com during business hours at the same time as they are distributed to the Board members.

Disability-related accommodations: The Joshua Basin Water District Board of Directors meeting room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.) please contact Ms. Krushat at the District Office at (760) 974-0072 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in alternative format upon written request to Ms. Krushat in the District Office, at least seventy-two (72) hours prior to the scheduled meeting.



Check Report

By Vendor DBA Name

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000495	ACCOUNTEMPS	10/06/2021	Regular	0.00	4,517.64	63731
58495642	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,622.27	
58508276	Invoice	10/06/2021	TEMPORARY LABOR	0.00	646.66	
58540166	Invoice	10/06/2021	TEMPORARY LABOR	0.00	641.51	
58540865	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,607.20	
000495	ACCOUNTEMPS	10/20/2021	Regular	0.00	4,502.58	63778
58 8747	Invoice	10/20/2021	TEMPORARY LABOR	0.00	1,607.20	
58595549	Invoice	10/20/2021	TEMPORARY LABOR	0.00	644.09	
58648470	Invoice	10/20/2021	TEMPORARY LABOR	0.00	1,607.20	
58648508	Invoice	10/20/2021	TEMPORARY LABOR	0.00	644.09	
000501	ACWA/JPIA	10/20/2021	Regular	0.00	24,976.41	63754
0675101	Invoice	10/20/2021	EE HEALTH BENEFIT & EAP NOV 21	0.00	24,976.41	
000501	ACWA/JPIA	10/20/2021	Regular	0.00	63,510.00	63755
I 1 721	Invoice	10/20/2021	AUTO & GENERAL LIABILITY 10 21 10/22	0.00	63,510.00	
000675	AQUA-METRIC SALES COMPANY	10/06/2021	Regular	0.00	14,037.97	63736
INV0084621	Invoice	10/06/2021	INVENTORY	0.00	13,128.49	
INV 471	Invoice	10/06/2021	METER REPAIR SUPPLIES	0.00	909.48	
000502	ASSOCIATION OF CALIFORNIA WATER AGENCIES	10/06/2021	Regular	0.00	18,850.00	63708
AG22	Invoice	10/06/2021	AGENCY DUES 2022	0.00	18,850.00	
001630	AT&T MOBILITY	10/20/2021	Manual	0.00	2,583.09	901829
829480028X1005.	Invoice	10/20/2021	COMMUNICATIONS - SEPT 21	0.00	2,583.09	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	10/20/2021	Regular	0.00	142.80	63756
	Invoice	10/20/2021	LABOR LEGAL SERVICES THRU 9/30/21	0.00	142.80	
000214	BABCOCK LABORATORIES, INC.	10/06/2021	Regular	0.00	102.00	63709
CJ2062-2287	Invoice	10/06/2021	SAMPLING	0.00	102.00	
000214	BABCOCK LABORATORIES, INC.	10/20/2021	Regular	0.00	1,233.30	63757
CG11644 2727CR	Credit Memo	10/20/2021	HDMC WWTP - SAMPLING	0.00	156.00	
CH12574 2287	Invoice	10/20/2021	SAMPLING	0.00	252.00	
CJ10244 2287	Invoice	10/20/2021	SAMPLING	0.00	102.00	
CJ10500-2287	Invoice	10/20/2021	HDMC WWTP - SAMPLING	0.00	227.85	
CJ10927-2287	Invoice	10/20/2021	SAMPLING	0.00	252.00	
CJ11058-2287	Invoice	10/20/2021	HDMC WWTP - SAMPLING	0.00	227.85	
CJ11284-2287	Invoice	10/20/2021	HDMC WWTP - SAMPLING	0.00	327.60	
013977	BENJAMIN LOPEZ	10/20/2021	Regular	0.00	79.00	63758
BL100421	Invoice	10/20/2021	REIMB: LIVE SCAN SCREENING 10/4/21	0.00	79.00	
004110	BURRTEC WASTE & RECYCLING SVCS	10/06/2021	Manual	0.00	459.85	901818
BW1021	Invoice	10/06/2021	TRASH & RECYCLING (OFFICE) OCT 21	0.00	162.03	
BW1021B	Invoice	10/06/2021	TRASH REMOVAL (SHOP) - OCT 21	0.00	297.82	
004110	BURRTEC WASTE & RECYCLING SVCS	10/06/2021	Manual	0.00	1,452.03	901822
BW093021	Invoice	10/06/2021	TRASH REMOVAL (SHOP) - SEPT 21	0.00	1,452.03	
001517	CalPERS	10/22/2021	Manual	0.00	12,743.49	901834
PPE 9 24 21	Invoice	10/22/2021	PAY PERIOD ENDING 9/24/21	0.00	12,743.49	

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Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
001555	CENTRATTEL LLC	10/06/2021	Regular	0.00	880.85	63710
211002252101	Invoice	10/06/2021	DISPATCH SERVICES - SEPT 21	0.00	880.85	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	10/06/2021	Manual	0.00	1,612.18	901823
3990561-0905062	Invoice	10/06/2021	EE LIFE INSURANCE - SEPT 21	0.00	1,612.18	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	10/06/2021	Regular	0.00	200.00	63712
21090006	Invoice	10/06/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	200.00	
013373	CORE & MAIN LP	10/06/2021	Regular	0.00	41,675.78	63713
P254381	Invoice	10/06/2021	POWER PACK PUMPS: WACHS VALVE TURNI...	0.00	9,462.31	
P260208	Invoice	10/06/2021	INVENTORY	0.00	13,550.64	
P573709	Invoice	10/06/2021	INVENTORY/MAINLINE/LEAK REPAIRS SUPPL...	0.00	4,134.85	
P600483	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	47.11	
P610213	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES/CIRP:...	0.00	279.23	
P610233	Invoice	10/06/2021	METER REPAIR SUPPLIES	0.00	53.95	
P614297	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	138.15	
P638206	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	5,913.53	
P638233	Invoice	10/06/2021	INVENTORY	0.00	7,910.68	
P641138	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	185.33	
013373	CORE & MAIN LP	10/20/2021	Regular	0.00	3,964.21	63759
O215230	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,840.04	
P624935	Invoice	10/20/2021	CIRP: SMALL TOOLS	0.00	107.75	
P651782	Invoice	10/20/2021	MAINLINE/LEAK REPAIR SUPPLIES/INVENTO...	0.00	1,942.58	
P663190	Invoice	10/20/2021	CIRP SUPPLIES	0.00	335.33	
P676663	Credit Memo	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	-261.49	
013935	DIAMOND ENVIRONMENTAL SERVICES, LP.	10/06/2021	Regular	0.00	9.08	63714
0003481493	Invoice	10/06/2021	PORTABLE TOILET RENTAL: WELL 14 4-LOG	0.00	9.08	
013928	DIRTY BOYS DESIGNZ	10/20/2021	Regular	0.00	464.91	63767
52171	Invoice	10/20/2021	UNIFORMS	0.00	464.91	
002565	DUDEK AND ASSOCIATES, INC	10/20/2021	Regular	0.00	1,540.00	63760
202107628	Invoice	10/20/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	1,540.00	
013818	EBIX, INC.	10/20/2021	Regular	0.00	7,143.56	63761
0878610-IN	Invoice	10/20/2021	INSURANCE CERTIFICATION SERVICES 9/1/21...	0.00	7,143.56	
VEN01466	FEDAK & BROWN LLP	10/06/2021	Regular	0.00	6,475.00	63715
FB092821	Invoice	10/06/2021	FINANCIAL AUDIT 20/21 - SEPT 21	0.00	6,475.00	
000156	FORSHOCK	10/06/2021	Regular	0.00	825.00	63725
2100102	Invoice	10/06/2021	PUMPING PLANT SERVICES	0.00	825.00	
000156	FORSHOCK	10/20/2021	Regular	0.00	243.00	63773
2100107	Invoice	10/20/2021	MONTHLY SCADA MONITORING - OCT 21	0.00	38.00	
2100108	Invoice	10/20/2021	MONTHLY SCADA MONITORING - OCT 21	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC.	10/06/2021	Regular	0.00	206.07	63716
FC1021	Invoice	10/06/2021	HDMC WWTP - TELEPHONE	0.00	206.07	
000058	GARDA CL WEST, INC.	10/20/2021	Regular	0.00	484.38	63762
10658483	Invoice	10/20/2021	COURIER FEES - OCT 21	0.00	484.38	
003950	GRANITE CONSTRUCTION CO	10/06/2021	Regular	0.00	1,086.12	63717
2105175	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,086.12	
013802	HASA, INC.	10/06/2021	Regular	0.00	534.90	63718
778847	Invoice	10/06/2021	WATER TREATMENT EXPENSE	0.00	534.90	
004152	HI-DESERT STAR	10/20/2021	Regular	0.00	180.00	63763
38843	Invoice	10/20/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	180.00	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
004165	HI-GRADE MATERIALS CO.	10/20/2021	Regular	0.00	932.04	63764
0154550	Invoice	10/20/2021	PUMPING PLANT SUPPLIES	0.00	932.04	
004195	HOME DEPOT CREDIT SERVICES	10/20/2021	Manual	0.00	5,866.52	901830
HD0921	Invoice	10/20/2021	WELL 14 4-TREATMENT PLANT/SMALL TOOL...	0.00	5,866.52	
004700	I-10 TOYOTA	10/25/2021	Regular	0.00	21,335.61	63791
IT102521	Invoice	10/25/2021	VEHICLE REPAIR: V40	0.00	21,335.61	
000025	ICMA RC	10/31/2021	Manual	0.00	15,882.50	901836
ICMARC1021	Invoice	10/31/2021	457 EE & ER REMITTANCE – OCT 21	0.00	15,882.50	
013365	IMAGE SOURCE	10/06/2021	Regular	0.00	245.49	63711
25AR1338007	Invoice	10/06/2021	OFFICE EXPENSE 8/30/21 - 9/29/21	0.00	205.83	
25AR1340591	Invoice	10/06/2021	SHOP EXPENSE 9/01/21 - 9/30/21	0.00	39.66	
013797	INFOSEND, INC.	10/20/2021	Regular	0.00	3,099.23	63765
199441	Invoice	10/20/2021	PRINT & MAIL WATER BILL - SEPT 21	0.00	3,099.23	
004720	INLAND WATER WORKS	10/06/2021	Regular	0.00	5,682.78	63719
S1049046.002	Invoice	10/06/2021	PUMPING PLANT SUPPLIES	0.00	172.76	
S1049640.001	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	3,313.91	
S1049833.001	Invoice	10/06/2021	INVENTORY	0.00	2,148.92	
S1049833.002	Invoice	10/06/2021	SMALL TOOLS - DISTRIBUTION	0.00	47.19	
004720	INLAND WATER WORKS	10/20/2021	Regular	0.00	996.69	63766
S1047126.002	Invoice	10/20/2021	PUMPING PLANT SUPPLIES	0.00	996.69	
013942	JUSTIN M. TUTTLE	10/20/2021	Regular	0.00	79.00	63790
JT102021	Invoice	10/20/2021	REIMB: LIVE SCAN SCREENING 10/12/21	0.00	79.00	
009054	KATHLEEN J. RADNICH	10/06/2021	Regular	0.00	724.50	63720
21-0926-1	Invoice	10/06/2021	PUBLIC RELATIONS SERVICES	0.00	724.50	
009054	KATHLEEN J. RADNICH	10/20/2021	Regular	0.00	2,297.40	63768
21-1003-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	785.40	
21-1010-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	840.00	
21-1017-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	672.00	
006947	KCDZ-FM	10/20/2021	Regular	0.00	1,000.00	63774
318-0015-0000	Invoice	10/20/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	1,000.00	
013976	KENIA HERNANDEZ	10/06/2021	Regular	0.00	62.00	63721
KH100521	Invoice	10/06/2021	REIMB: LIVE SCAN SCREENING 10/4/21	0.00	62.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	10/06/2021	Regular	0.00	4,646.25	63722
149810	Invoice	10/06/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	4,646.25	
000134	KENNEDY/JENKS CONSULTANTS, INC.	10/20/2021	Regular	0.00	2,790.00	63769
150148	Invoice	10/20/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	2,790.00	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	10/06/2021	Regular	0.00	5,158.40	63723
37-49-11087	Invoice	10/06/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-11166	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,289.60	
37-49-11177	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,289.60	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	10/20/2021	Regular	0.00	5,158.40	63770
37-49-11204	Invoice	10/20/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-11235	Invoice	10/20/2021	TEMPORARY LABOR	0.00	2,579.20	
006507	McMASTER-CARR SUPPLY COMPANY	10/06/2021	Regular	0.00	92.23	63724
65466980	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES & SM...	0.00	92.23	
006507	McMASTER-CARR SUPPLY COMPANY	10/20/2021	Regular	0.00	1,302.75	63771
66082317	Invoice	10/20/2021	PUMPING PLANT SUPPLIES & SMALL TOOLS -..	0.00	670.83	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
66505446	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES/BUILD..	0.00	631.92	
013857	MICHAEL BAKER INTERNATIONAL, INC.	10/20/2021	Regular	0.00	13,410.00	63772
1122708	Invoice	10/20/2021	TILFORD WATERMAIN SURVEY	0.00	13,410.00	
000233	NAPA AUTO PARTS	10/06/2021	Regular	0.00	884.00	63740
378002	Invoice	10/06/2021	VEHICLE MAINTENANCE: V37 & V32	0.00	404.95	
378906	Invoice	10/06/2021	VEHICLE MAINTENANCE: V42 & V34 / SMALL...	0.00	177.87	
378910	Invoice	10/06/2021	VEHICLE MAINTENANCE: V35 & V36	0.00	268.58	
378911	Invoice	10/06/2021	VEHICLE MAINTENANCE: V30 & V32	0.00	32.60	
000233	NAPA AUTO PARTS	10/20/2021	Regular	0.00	1,061.82	63786
379754	Invoice	10/20/2021	VEHICLE MAINTENANCE: V31,V34,V37,V38 &..	0.00	869.13	
379766	Invoice	10/20/2021	VEHICLE MAINTENANCE: V27 & V34/SHOP E...	0.00	132.28	
379954	Invoice	10/20/2021	VEHICLE MAINTENANCE	0.00	60.41	
003930	NBS	10/06/2021	Regular	0.00	6,752.91	63726
921000112	Invoice	10/06/2021	CMM ADMIN FEES - 4TH QTR 21	0.00	2,055.57	
921000113	Invoice	10/06/2021	STANDBY ADMIN FEES - 4TH QTR 21	0.00	4,697.34	
000070	ONLINE INFORMATION SERVICES, INC.	10/06/2021	Regular	0.00	525.06	63727
1082199	Invoice	10/06/2021	ID VERIF. SERV. THRU 08/31/21	0.00	283.05	
1087619	Invoice	10/06/2021	ID VERIF. SERV. THRU 09/30/21	0.00	242.01	
013004	PAOLO FICARA	10/06/2021	Regular	0.00	500.00	63728
101	Invoice	10/06/2021	PARCEL RENTAL: 0606-321-31 - OCT 2021	0.00	500.00	
000248	PAYCHEX	10/20/2021	Manual	0.00	153.90	950008
1702415	Invoice	10/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
VEN01533	PAYMENTUS GROUP INC.	10/22/2021	Manual	0.00	4,174.55	901835
INV015-115849	Invoice	10/22/2021	CREDIT CARD PROCESSING FEE - SEPT 21	0.00	4,174.55	
008200	PITNEY BOWES INC.	10/06/2021	Manual	0.00	320.21	901819
3105026972	Invoice	10/06/2021	LEASING CHARGES - 3RD QTR 21	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	10/06/2021	Regular	0.00	230.61	63729
23215785	Invoice	10/06/2021	SHOP EXPENSE	0.00	163.50	
23215786	Invoice	10/06/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	10/20/2021	Regular	0.00	177.08	63775
23222107	Invoice	10/20/2021	SHOP EXPENSE	0.00	109.97	
23222108	Invoice	10/20/2021	SHOP EXPENSE	0.00	67.11	
013938	PURA AQUA, INC.	10/20/2021	Regular	0.00	11,039.67	63776
12947	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	11,039.67	
009065	RDO EQUIPMENT COMPANY	10/06/2021	Regular	0.00	3,471.11	63730
W2710645	Invoice	10/06/2021	TRACTOR MAINT: E41	0.00	3,471.11	
009065	RDO EQUIPMENT COMPANY	10/20/2021	Regular	0.00	1,262.27	63777
P6244645	Invoice	10/20/2021	EXCAVATOR 135G SUPPLIES: E7135	0.00	391.39	
W2725945	Invoice	10/20/2021	JD 410J REPAIRS	0.00	870.88	
009618	SAMS MARKET	10/20/2021	Regular	0.00	1,757.82	63779
SM092821	Invoice	10/20/2021	SHOP EXPENSE 7/21 - 9/21	0.00	1,757.82	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION DIS	10/20/2021	Regular	0.00	1,136.00	63780
IN0160470	Invoice	10/20/2021	HAZMAT CUPA PERMIT TO 11/30/22	0.00	1,136.00	
000091	SAN BERNARDINO COUNTY RECORDER	10/06/2021	Regular	0.00	100.00	63732
SB092121	Invoice	10/06/2021	RELEASE OF LIENS	0.00	100.00	
013831	SATMODO LLC	10/06/2021	Regular	0.00	151.86	63733
178863	Invoice	10/06/2021	EMERGENCY SATELLITE PHONES - OCT 21	0.00	151.86	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013011	SERGIO D FIERRO	10/20/2021	Regular	0.00	990.00	63781
JBWD-104	Invoice	10/20/2021	CIMIS STATION MAINTENANCE: JUL TO SEPT...	0.00	990.00	
013833	SERVICEMASTER 360 PREMIER CLEANING	10/06/2021	Regular	0.00	997.65	63734
J82373	Invoice	10/06/2021	JANITORIAL SERVICES - OCT 21	0.00	997.65	
009898	SOCALGAS	10/20/2021	Manual	0.00	29.30	901831
GAS1021	Invoice	10/20/2021	HEAT FOR SHOP - THRU 10/18/21	0.00	29.30	
009880	SOUTHERN CALIFORNIA EDISON CO	10/06/2021	Manual	0.00	3,583.07	901824
SCE0921	Invoice	10/06/2021	POWER TO BLDGS & GEN - SEPT 21	0.00	3,583.07	
VEN01020	SOUTHWEST NETWORKS, INC.	10/06/2021	Regular	0.00	142.50	63735
21-9060	Invoice	10/06/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 9...	0.00	142.50	
VEN01020	SOUTHWEST NETWORKS, INC.	10/20/2021	Regular	0.00	738.00	63782
21-10013	Invoice	10/20/2021	OFFICE 365 MONTHLY MAINT - NOV 21	0.00	738.00	
009980	SWRCB FEES	10/20/2021	Regular	0.00	55.00	63783
SWRCB-101921	Invoice	10/20/2021	GRADE T1 EXAM	0.00	55.00	
000510	TIME WARNER CABLE	10/06/2021	Manual	0.00	358.96	901820
0008970092221	Invoice	10/06/2021	SCADA INTERNET - OCT 21	0.00	358.96	
013196	TPX COMMUNICATIONS	10/20/2021	Manual	0.00	640.25	901832
148117844-0	Invoice	10/20/2021	TELEPHONE (OFFICE) - OCT 21	0.00	640.25	
010690	TYLER TECHNOLOGIES	10/20/2021	Regular	0.00	81.40	63784
025-352439	Invoice	10/20/2021	CALL NOTIFICATION FEES: JUL - SEPT	0.00	81.40	
013923	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	8,366.88	901848
US0921	Invoice	10/06/2021	EMPLOYEE TRAINING/INTERNET-SEPT 21/UN..	0.00	8,366.88	
013927	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	25,494.30	901833
US0921	Invoice	10/06/2021	COMPUTER EQUIPMENT/ FUEL- VEHICLES	0.00	25,494.30	
013924	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	29.95	901827
US0921	Invoice	10/06/2021	COMPUTER SOFTWARE	0.00	29.95	
013925	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	942.00	901825
US0921	Invoice	10/06/2021	HR MANAGEMENT & SURVEY MONKEY SUB...	0.00	942.00	
013926	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	2,455.51	901826
US0921	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES/VEHI...	0.00	2,455.51	
010850	UNDERGROUND SERVICE ALERT	10/06/2021	Regular	0.00	150.25	63737
920210349	Invoice	10/06/2021	TICKET DELIVERY SERVICE - SEPT 21	0.00	150.25	
000327	WATER QUALITY SPECIALISTS	10/06/2021	Regular	0.00	3,500.00	63738
7472	Invoice	10/06/2021	HDMC WWTP: OPERATION & MAINT - SEPT ...	0.00	3,500.00	
011615	WESTERN EXTERMINATOR CO.	10/06/2021	Regular	0.00	34.00	63739
8972045	Invoice	10/06/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
011615	WESTERN EXTERMINATOR CO.	10/20/2021	Regular	0.00	37.05	63785
9227113	Invoice	10/20/2021	PEST CONTROL SERVICES - SHOP	0.00	37.05	
013359	XEROX FINANCIAL SERVICES	10/06/2021	Manual	0.00	225.12	901821
2839408	Invoice	10/06/2021	SHOP EXPENSE 9/27/21 - 10/26/21	0.00	225.12	
013359	XEROX FINANCIAL SERVICES	10/20/2021	Manual	0.00	326.32	901828

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>2857884</u>	Invoice	10/20/2021	OFFICE EXPENSE 9/30/21 - 10/29/21	0.00	326.32	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	68	0.00	302,653.39
Manual Checks	22	21	0.00	87,699.98
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	137	89	0.00	390,353.37

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	68	0.00	302,653.39
Manual Checks	22	21	0.00	87,699.98
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	137	89	0.00	390,353.37

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	10/2021	390,353.37
			390,353.37



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	10/01/2021	Manual	0.00	392.55	950006
350207	Invoice	10/01/2021	PAYROLL PROCESSING FEE	0.00	392.55	
000248	PAYCHEX	10/15/2021	Manual	0.00	392.55	950007
350325	Invoice	10/15/2021	PAYROLL PROCESSING FEE	0.00	392.55	
000248	PAYCHEX	10/29/2021	Manual	0.00	399.38	950009
350431	Invoice	10/29/2021	PAYROLL PROCESSING FEE	0.00	399.38	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	1,184.48
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	1,184.48

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	1,184.48
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	1,184.48

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	10/2021	1,184.48
			1,184.48

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
03-00039-005	COMPTON, ROBERT C	10/6/2021	Refund	50.00	Check #: 63741
03-00192-000	SOCORRO GOMEZ TRUST 12/21/15	10/6/2021	Refund	120.37	Check #: 63742
05-00107-012	PIERCE, JENNIFER S	10/6/2021	Refund	109.83	Check #: 63743
06-00046-007	GHILONI, RICHARD	10/6/2021	Refund	68.09	Check #: 63744
07-00169-012	RICABLANCA, RUTH B	10/6/2021	Refund	38.03	Check #: 63745
10-00312-000	GUADALUPE & SAMUEL ACOSTA	10/6/2021	Refund	57.01	Check #: 63746
12-00333-000	KENNETH & BONNIE SPAYD TRUST	10/6/2021	Refund	141.96	Check #: 63747
12-00334-000	HUBBARD, DAWN	10/6/2021	Refund	115.29	Check #: 63748
13-00371-008	MICHEALE RENE & MICHAEL JON KELEHER	10/6/2021	Refund	2.47	Check #: 63749
50-00120-004	URMAN FAMILY TRUST/ROEY URMAN	10/6/2021	Refund	170.59	Check #: 63750
64-99273-000	KUDLAC, TROY J	10/6/2021	Refund	2,029.00	Check #: 63751
65-00547-000	HART W BRADY & MISTY D GARRO	10/6/2021	Refund	49.39	Check #: 63752
65-01040-004	IAM VENTURES, INC	10/6/2021	Refund	38.03	Check #: 63753
05-00065-012	HMVJT LP	10/20/2021	Refund	123.83	Check #: 63787
07-00157-008	GIFFIN, PATRICIA Y	10/20/2021	Refund	79.59	Check #: 63788
10-00291-000	LOUIS C MULVANEY IRREVOCABLE TR -EST OF	10/20/2021	Refund	215.24	Check #: 63789
02-00014-003	WYNWOOD, BRYAN	10/26/2021	Refund	43.73	Check #: 63821
05-00065-012	HMVJT LP	10/26/2021	Refund	55.13	Check #: 63822
07-00104-019	WEBB, DAVID B	10/26/2021	Refund	60.83	Check #: 63823
09-00021-004	WRIGHT, IO T	10/26/2021	Refund	66.53	Check #: 63824
10-00111-009	FELIX, DEBBIE	10/26/2021	Refund	48.26	Check #: 63825
10-00142-004	DOOLITTLE, STACY	10/26/2021	Refund	811.79	Check #: 63826
10-00169-016	WATSON, ALLAN DAVID	10/26/2021	Refund	126.57	Check #: 63827
10-00342-012	ECKENROTH, DAVID	10/26/2021	Refund	306.12	Check #: 63828
12-00329-002	RAUSCHENBERG, NEIL C	10/26/2021	Refund	214.02	Check #: 63829
55-00320-000	RAUSCHENBERG, NEIL C	10/26/2021	Refund	188.65	Check #: 63830
57-00078-012	DENTINO, ROBERT D	10/26/2021	Refund	6.80	Check #: 63831
62-00013-005	MAGNER, RICHARD II	10/26/2021	Refund	106.85	Check #: 63832
63-00152-011	RANJEL, KYLE	10/26/2021	Refund	130.65	Check #: 63833
64-00079-000	KIMMEL, ALFRED	10/26/2021	Refund	701.43	Check #: 63834
65-00263-005	TWO WEEKS INC	10/26/2021	Refund	206.13	Check #: 63835
65-00300-005	KJENSTAD, SARAH H	10/26/2021	Refund	181.80	Check #: 63836
				<u><u>6,664.01</u></u>	

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

DIRECTOR PAY
 09/11/2021 - 10/22/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10513	Doolittle, Stacy	09/15/2021	Director Pay Note: BOARD OF DIRECTORS MTG 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/14/2021	Director Pay Note: BUILDING ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/18/2021	Director Pay Note: BUILDING ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/19/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: REGULAR BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: BUILDING AD- HOC COMMITTEE 1/DIR/504/	0.0000		
Totals:					\$1,215.41	\$0.00
Employee Total:					\$1,215.41	

DIRECTOR PAY
09/11/2021 - 10/22/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	09/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/27/2021	Director Pay Note: GM AD-HOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/05/2021	Director Pay Note: GM AD-HOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/07/2021	Director Pay Note: MWA TAC MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	0.0000		
		10/19/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: REGULAR BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,389.04	\$0.00
Employee Total:					\$1,389.04	

DIRECTOR PAY
09/11/2021 - 10/22/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10512	Jarlsberg, Jane	09/15/2021	Director Pay Note: LAFCO 1/DIR/504/	0.0000		
		09/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/23/2021	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: LPIC COMMITTEE 1/DIR/504/	0.0000		
		10/13/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/19/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: REGULAR BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$1,041.78	\$0.00
				Employee Total:	\$1,041.78	

DIRECTOR PAY
09/11/2021 - 10/22/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	09/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/14/2021	Director Pay Note: MWA BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/19/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: REGULAR BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,041.78	\$0.00
Employee Total:					\$1,041.78	

DIRECTOR PAY
09/11/2021 - 10/22/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	09/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/27/2021	Director Pay Note: GM ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/05/2021	Director Pay Note: GM ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/06/2021	Director Pay Note: LPIC COMMITTEE 1/DIR/504/	0.0000		
		10/13/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	0.0000		
		10/13/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/19/2021	Director Pay Note: SPECIAL BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		10/20/2021	Director Pay Note: REGULAR BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,215.41	\$0.00
Employee Total:					\$1,215.41	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	Grand Totals:	\$5,903.42	\$0.00
Director Pay	34.0000	\$5,903.42		Grand Total:	\$5,903.42	

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, NOVEMBER 17, 2021

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Unger called the meeting to order at 5:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Unger asked for a rollcall and the following Directors were present; President Unger, Vice President Floen, Director Doolittle, Director Jarlsberg, and Director Reynolds are present.

STAFF PRESENT –Mark Ban, General Manager, Anne Roman, Director of Finance, Jim Corbin, Director of Operations, Sarah Johnson, Director of Administration, Autumn Rich, Accounting Supervisor and Beverly Krushat, Executive Assistant are in attendance via teleconference.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant and Jeff Hoskinson, Legal Counsel

APPROVAL OF AGENDA –

MSC¹ (Floen/Doolittle) 3/0/2 motion carried to approve the Agenda.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR –

MSC¹ (Floen/Doolittle) 5/0/0 motion carried to approve the the regular meeting Draft Minutes of 11-03-2021. The approval of the September 2021 check register was returned to the Finance Committee for approval and to be brought back to the Board of Directors for approval at the December meeting.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

2021 DESERT WISE LIVING LANDSCAPE TOUR – Mr. Steve Bardwell, President of the Morongo Basin Conservation Association (MBCA) gave a presentation on how to incorporate and inspire viewers to adopt desert wise living principles with water and energy efficiency. A brief Q&A followed. The presentation was received for information only and no action was taken.

Director Jarlsberg left the Board of Directors meeting at 5:54 p.m.

LAIF INVESTMENT PERFORMANCE 2020/21 – Director Anne Roman gave the staff report and informed the Board that as the primary investment vehicle for the for the District, LAIF or the Local Agency Investment Fund, is a secure and liquid investment option authorized in the District’s approved Investment Policy. A brief Q&A followed. The Board of Directors received for information only and no action was taken.

DISCONTINUANCE OF “FIRE SPRINKLER” EXEMPTION TO METER EXCHANGE (UPGRADE) CAPACITY FEE CHARGES – Director Anne Roman gave the staff report and informed the Board that since all new customers are required by the County to install a 1” meter, it no longer makes sense to provide this exemption.

Director Anne Roman intends to instruct staff to discontinue quoting this exemption to capacity charges for fire sprinkler purposes. Unless contrary direction is received from the Board, we intend to begin enforcing the existing Capacity charges for customer requested meter exchanges (upgrades), without exemption, beginning 12/01/2021. A brief Q&A followed. The Board of Directors received for information only and no action was taken.

GENERAL MANAGER REPORT – General Manager Ban gave updates on the following:

- Department of Water Resources (DWR) may have funding available for drought related projects.
- A group called the Environmental Working Group mentioned in a publication, that even though we meet all State & Federal drinking water standards, some of our constituents feel that the contaminants are higher than they feel they should be. GM Ban has seen this in other publications as well and feels it is a gimmick to make people buy filters and other non-necessary items.
- GM Ban gave a presentation to the Democratic Club on Saturday, November 13, 2021, along with representatives from other local water agencies. Presentation included updates on District projects and drought information.

DIRECTOR MEETING REPORTS –Kathleen Radnich, Public Information Consultant was absent. President Unger gave a brief report on the MWA Board meeting she attended on October 28, 2021.

FUTURE DIRECTOR MEETINGS – President Unger read off the list of the upcoming meetings.

ADJOURNMENT – MSC' (Floen/Doolittle) 4/1/0 motion carried to adjourn the Board meeting of October 20, 2021 at 7:35 p.m.

Ayes: Doolittle, Floen, Reynolds, and Unger

Noes: None

Absent: Jarlsberg

Abstain: None

Respectfully Submitted,

Mark Ban, General Manager & Board Secretary

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Regular Meeting of the Board of Directors

DATE: December 15, 2021

REPORT TO: Board of Directors
PREPARED BY: Mark Ban, General Manager
TOPIC: **JBWD BOARD MEMBER VACANCY**
RECOMMENDATION: Recommend that the Board of Directors select one (1) of two (2) approved methods for filling the vacancy created by the resignation of Director Mike Reynolds; and select a procedure and schedule to complete the selected process.

ANALYSIS: Joshua Basin Water District's Division II Representative, Director Mike Reynolds, has provided notice that he will resign on December 15, 2021. With his resignation, the remaining Directors have 60 days in which to fill the vacant Director's seat using one (1) of two (2) approved methods which include: a) appointing a replacement; or b) calling for a special election. Should the District exceed the 60 days provided to fill the vacant seat, the County of San Bernardino Board of Supervisors will have the authority to fill the vacant seat or direct the District to hold a special election within 90 days of the seat being vacated.

Depending upon which method is chosen, a procedure is required to properly schedule required meetings and tasks. The below provides the Board with recommended procedures and their associated schedule:

- December 15th – Decide on appointment or election (60 days to appoint or call election)

If Appointment - Identify Target Date for Appointment Method of Initial Screening (*Ad Hoc Committee, Special Board Meeting, Other*) and Approve Proposed Application and Notice

If Election - If called before January 28, election would be June 7, 2022. If called after January 28, election would be November 8, 2022.

- December 16th – Inform Registrar of Voters and put out applications online and at two (2) other locations. Notice to be posted at three (3) or more conspicuous places within the District at least 15 days before appointment.
- January 6th – Receive applications
- January 10th, 11th, or January 13th (depending on Board member availability) Special meeting and/or Ad Hoc Committee meeting for interview purposes (depending on election of Board), with goal of identifying top three (3) candidates.
- January 19th – Interview top three (3) candidates and appoint new Board member (with option to defer to February 2, 2022, if a decision cannot be reached by this date).
- February 13th - Deadline to appoint Board member or call election, or else decision goes to San Bernardino County Board of Supervisors

Additional consideration includes Director Reynold’s vacated “at-large” seat and our current and future districting. Should the Board elect to appoint a new Director, they may do so by selecting an applicant that resides at any location within the District’s service boundary (at-large), or by appointing an applicant that resides within the Division II boundary. An important nuance of selecting an applicant based largely on the fact that they reside within Division II, is that the District must redistrict by April of 2021. Due to a decrease in population within four (4) of the District’s five (5) Divisions, there is a high likelihood that all of the current districting boundaries will undergo substantial changes before the next general election when the last two (2) Director’s seats will be required to move from an “at-large” electorate to their respective divisional electorate.



PO Box 675 • 61750 Chollita Road • Joshua Tree, CA 92252
Ph: (760) 366-8438 • Fax: (760) 366-9528
Website: www.jbwd.com • Email: customerservice@jbwd.com

JBWD BOARD MEMBER APPLICATION

Thank you for your interest in joining the Joshua Basin Water District Board of Directors. Please use this form to provide your information, this information will be shared with staff and Board members.

Name: _____

Home Phone Number: _____ Cell Phone Number: _____

Mailing Address: _____

Home Address (if different from above): _____

Email Address: _____

Qualifications

1. Briefly describe why you would like to be a Board member at Joshua Basin Water District?
2. Please describe your relevant experience and/or employment (you may attach a resume').
3. What do you understand to be the responsibilities of a member of the Joshua Basin Water District Board of Directors?
4. How has your background prepared you to complete those responsibilities?
5. Have you attended or watched the Joshua Basin Water District Board meetings?
6. What other volunteer commitments do you currently have?

7. Have you ever served as a Board or Committee member for Joshua Basin Water District?
If yes, please list the Boards or Committees you served on, position held, and the years.
8. Board meetings are held on the first (1st) and third (3rd) Wednesdays of the month at 5:30 p.m.
Will you be able to attend each Board meeting: () Yes () No
9. If assigned a Committee(s) would you be able to attend any of the following: () Yes () No
- Legislative & Public Information Committee – First (1st) Wednesday of the month at 9:30 a.m.
 - Finance Committee – Second (2nd) Wednesday of each month at 9:00 a.m.
 - Water Resources & Operations Committee – Second (2nd) Wednesday of each month at 10:30 a.m.
10. Please share any other information you feel important for consideration of your application to serve as a JBWD Board member.
11. The term of office will end November 2022, when an election will be held to fill the seat for the next 4-year term. Are you prepared to run for election at that time?

Please email your application to Bkrushat@jbwd.com no later than 5:00 p.m. on January 7, 2022.

Mailing: P.O. Box 675
Joshua Tree, CA 92252

Drop Off: 61750 Chollita Road
Joshua Tree, CA 92252

*If you have any questions, please call Beverly Krushat at 760-974-0072

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Board of Directors Meeting

DATE: December 15, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: **WATER AVAILABILITY (STANDBY) REFUNDS
FOLLOW UP / WIND DOWN**
RECOMMENDATION: Recommend that the Board of Directors receive report and approve keeping the unpaid standby fees available until 12/31/2023

ANALYSIS: Attached is a concluding memo from NBS, the Administrator that was contracted to audit the District's Water Availability "Standby Charge" in 2019. The results of that audit yielded not only \$40k in additional revenues, but it also revealed the need for some refunds. As approved by the Board of Directors on August 5, 2020, NBS administered the refund project, running an advertising/ mailing campaign and setting up a web portal for customers to obtain information and apply for refunds. The District made additional efforts to notify customers via bill message.

Refunds totaling approximately \$14,600 per year for a three-year timeframe for a total of \$43,800 plus interest were made available during this campaign. To date, only 35 refunds amounting to \$10,307 have been claimed and paid. Although the remaining \$33,493 (plus interest) are still available, the proactive phase of the program is winding down, as per the contract with NBS.

After discussion with Michael Colantuono, our specialized legal counsel for this project and seeing that the Board of Directors extended the original refund period beyond what was legally required, it seems consistent to offer additional opportunity for still unclaimed refunds to be claimed. Though not legally required, it is the Director of Finance's recommendation to keep the refund window open for these remaining funds through 12/31/23 or two years from the date of [voluntary] publication on the District's website, whichever is later. **For customers who believe they may be eligible, please check the District's website for a list of parcels, call 1-800-676-7516, or visit www.Civmic.com/JBWD.**

Currently, remaining refunds are specifically set-aside in the District's budget. However, once the claim period has expired (12/31/23), the budget set-aside for unclaimed refunds will be released and the funds will become available for general use.

STRATEGIC PLAN ITEM: N/A
FISCAL IMPACT: Recommend keeping unpaid standby refunds available until 12/31/23. Any unclaimed refunds will be available for general District use after 12/31/23.



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

www.nbsgov.com

September 15, 2021

Anne Roman
Director of Finance
Joshua Basin Water District
PO Box 675
Joshua Tree, CA 92252

RE: Standby Charge Memo

In 2019, The Joshua Basin Water District (the "District") retained NBS to conduct a review of the District's Water Availability Standby Charge (the "Standby Charge"). The Standby Charge was established in 1997, and its purpose was to provide funding for District costs associated with providing water availability to the parcels within the District. In recent years, the District was made aware of changes to the previously determined County Zoning designations. Because of these changes, some parcels have been designated into County Zones that did not exist at the formation of the Standby Charge. Additionally, the methods previously used to determine these designations were outdated and did not use GIS technology. The District's purpose of this review was to ensure the District could continue to manage and administer the Standby Charge in a compliant, efficient, and fiscally sound manner.

AUDIT PROCEDURE

The parcel audit involved NBS reviewing the original standby formation documents, boundary maps, GIS layers, and secured property tax roll data. Once the data was secured, a new database was created and compared to the old database to identify discrepancies.

AUDIT FINDINGS

The findings fell within two general categories: 1) Boundary and Levy Audit Findings, and 2) Rate Table and County Land Use Services Zoning Designations. The audit process revealed the following:

- Certain parcels that should have been subject to Standby Charges were not charged.
- Acreage variances
- Parcels with misapplied rates
- District Zone variances
- Rate table application errors
- Changes to County Zone designations
- Calculation methods errors
- Additional revenue of approximately \$40,000 per year due to zone designation and other administrative adjustments

In summary, NBS's audits showed discrepancies in the administration process, with some property owners paying too much and others too little. Consequently, more than 200 property owners became eligible for a

refund. Refunds for these parcels totaled just over \$14,600 per year for three years at an average refund amount of \$63.00.

REFUND PROCEDURE

On August 18, 2020, NBS was further retained to engage the residents and calculate and administer the refunds to property owners.

The engagement was achieved by:

1. **Public Engagement:** A dedicated webpage was developed to inform the residents about the Standby Charge, possible refund eligibility, important dates about the refund claim, parcel information, budget information, and the method of applying for a refund using an electronic, printable claims form. Postcards were also created and sent to remind the residents about the effective due dates for the refund.
2. **Refund Request:** Residents were asked to fill out an application using a claims form to request a refund. To complete the form, they were required to provide crucial identifying information like proof of identity and ownership, along with the property's address eligible for refund and the Fiscal Year of their claim.
3. **Claim Review:** Once the claim forms and backup documentation were completed, NBS used the information to determine refund eligibility. NBS calculated the refund amount due (including interest) and sent the request to the District for processing if the claim was approved.
4. **Completed Claim Process:** The residents whose claim was approved were mailed a refund check for the calculated and approved amount.

APPROVED REFUNDS

Over twelve months, forty-one refund requests were submitted, with only thirty-five of those requests being valid. As a result, the District has processed thirty-five refund checks for a total of \$10,307.40. In addition, backup has been provided to the District that details the name, address, and amount of each processed refund. NBS will continue to work with the District to review refund requests from property owners though receiving additional requests are not likely.

Sincerely,



Danielle Wood
Director