



PO Box 675 • 61750 Chollita Road • Joshua Tree CA 92252
Phone (760) 366-8438 • Fax (760) 366-9528 • www.jbwd.com
An Equal Opportunity Provider

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY OCTOBER 17, 2012 7:00 PM
61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT: At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
During either "Public Comment" Item, please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Board. The District is interested and appreciates your comments. A 3-minute time limit may be imposed. Thank you.
6. CONSENT CALENDAR: Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.
 - A. Approve Minutes of the October 3, 2012 Regular Board Meeting
 - B. Approve Financial Report for August 2012
 - C. Approve Check Audit Report for September 2012
 - D. Approve Holiday Office Schedule
 - E. Adopt Resolution 12-893 Establishing the Appropriation Limit for Fiscal Year 12/13
 - F. Authorize Filing Notice of Completion for H-Zone Tank Site Grading
7. AWARD OF BID FOR RECHARGE PIPELINE PROJECT
Recommend that the Board take the following action: award the bid for Schedule A (Pipeline) to Jones Brothers Construction Company in the amount of \$3,696,235; make the award contingent on negotiating an agreeable change order to address new Caltrans requirements; and authorize a budget for this portion of the construction in the amount of \$4,065,858 including a 10% percent contingency
8. INSTALLATION OF FENCE AT H-ZONE TANK SITE
Recommend that the Board authorize installation of a fence around the H-Zone tank site by Fatty's Fencing Company at a cost of \$12,102.70 and authorize contingency of \$1,500.

Pg. 1-3

Pg. 4-6

Pg. 7-24

Pg. 25

Pg. 26-28

Pg. 29

Pg. 30-31

Pg. 32-33

- Pg. 34-35 9. PROJECT FOR ALTITUDE VALVE AT C2B TANK AND EARTHQUAKE SHUTOFF VALVES AT CB, C-1 AND B TANKS
Recommend that the Board authorize purchase of equipment for the above projects at a cost of approximately \$160,000; authorize a contract for the installation at a cost of under \$50,000, to be specified at the board meeting; and authorize adjustment in the Supplemental Budget for the installation cost plus about \$5,000 in additional equipment costs.
- Pg. 36-41 10. APPROVE NEW JOB DESCRIPTION FOR LEAD CUSTOMER SERVICE REPRESENTATIVE
Recommend that the Board authorize the re-classification of one Customer Service Representative position to Lead Customer Service Representative; approve Lead Customer Service Representative job description; and authorize a pay range at 10% above the Customer Service Representative or \$35,928. - \$46,702.
- Pg. 42-43 11. PAYROLL OUTSOURCING
Recommend that the Board authorize the general Manager to enter into a contract with Paychex for payroll services, with a first year cost of approximately \$10,300 including setup, and subsequent year costs of approximately \$8,400.
- Pg. 44-51 12. EMPLOYMENT AGREEMENT WITH GENERAL MANAGER
Recommend that the Board authorize the President to sign an agreement with Joe Guzzetta for continued employment as General Manager of the Joshua Basin Water District.
- Pg. 52-61 13. PRESENTATION ON DISTRICT INVESTMENT POLICY
14. REVIEW STRATEGIC PLAN SUMMARY
15. COMMITTEE REPORTS
A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long: Kathleen Radnich, Public Outreach Consultant to report
B. AD HOC GENERAL MANAGER CONTRACT NEGOTIATION COMMITTEE: President Reynolds and Director Long:
C. AD HOC UTILITY SERVICES CONTRACT COMMITTEE: Director Coate and Director Long
D. AD HOC RECHARGE COMMITTEE: Director Long and Director Coate
E. AD HOC ENGINEERING COMMITTEE: Director Long and Director Coate
F. CITIZENS ADVISORY COMMITTEE: Jay St. Gaudens, Chair
16. PUBLIC COMMENT
At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
17. GENERAL MANAGER REPORT
18. DISTRICT GENERAL COUNSEL REPORT
19. FUTURE AGENDA ITEMS
20. DIRECTORS COMMENTS/REPORTS
A. President to appoint Ad Hoc Board Committee for new director orientation
21. CLOSED SESSION
A. At this time the Board will go into closed session pursuant to Government Code Section 54957.6 in order for the Board to consult with and instruct the Board's Ad Hoc Negotiation Committee (Mike Reynolds and Bill Long), which is acting as the Board's designated representative and is charged with the responsibility of negotiating a new Employment Agreement with the District's

General Manager.

- B. At this time the Board will go into closed session to confer with Legal Counsel pursuant to Government Code Section 54956.9(c) concerning a matter of potential litigation. [one matter – unidentified].

22. ADJOURNMENT

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the 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.

This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on October 24 at 7:00 pm and October 31 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 3, 2012

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Frank Coate	Present
Bill Long	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Joe Guzzetta, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Marie Salsberry, Executive Secretary

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Eli Underwood, Redwine and Sherrill
Kathleen Radnich, Public Outreach Consultant

GUESTS 4

4. APPROVAL OF AGENDA

MSC Long/Luckman 5/0 to approve the agenda for the October 3, 2012 Regular Board Meeting.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Luckman/Long 5/0 to approve the Minutes of the September 19, 2012 Regular Board Meeting; to approve the Financial Report for July 2012 and to adopt Resolution #12-892 Adopting the District's Cafeteria Plan.

7. APPEAL OF REMOTE METER POLICY BY MS. KAY KEANE FOR PROPERTY AT 61276 LA BRISA DR.

GIS Coordinator Keith Faul presented the staff report, explaining the request for a variance to the remote meter policy and noting that the Ad Hoc Engineering Committee had met and discussed the request, and the Committee recommended that the Board uphold the District policy concerning remote meters and related policies. Ms. Keane was present and gave a statement to the Board.

MSC Coate/Long 3/2 to uphold the District policy concerning remote meters and related policies.

Coate	Aye
Long	Aye
Luckman	Aye
Reynolds	No
Wilson	No

AUTHORIZE CANCELLATION OF DECEMBER 5TH REGULAR BOARD MEETING AND

8. SCHEDULING A SPECIAL BOARD MEETING

General Manager Joe Guzzetta reported that the Association of California Water Agencies fall conference will take place during the first week of December and three Directors will be attending. The first Regular Board meeting in December is also scheduled for the first week of December.

MSC Luckman/Coate 4/1 to cancel the December 5, 2012 Regular Board Meeting and schedule a Special Board Meeting for December 12, 2012.

Coate	Aye
Long	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

9. CONSIDER AMENDMENT TO TURTLE ISLAND MOU WITH JOSHUA TREE CHAMBER OF COMMERCE, ELIMINATING REQUIREMENT FOR DEMONSTRATING TWO CLIMATIC AND ECO-SYSTEMS FOR THE JOSHUA TREE NATIONAL PARK.

GM Guzzetta stated he would not take part in discussion of this item because he represents the District with the Chamber of Commerce; he left the meeting during discussion of this item to avoid the appearance of any potential conflict.

Assistant General Manager/Controller Greer presented the staff report. The president of the Joshua Tree Chamber of Commerce was not available to attend the meeting.

MSC Luckman/Long 4/1 to reaffirm approval of the Memorandum of Understanding (MOU) with Joshua Tree Chamber of Commerce for a demonstration garden at Turtle Island with the understanding that Recital B of the MOU will not be complied with.

Coate	Aye
Long	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

10. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long; Kathleen Radnich, Public Outreach Consultant reported the Water Wise Demonstration Station has been in use at the Farmers Market. The Great Shakeout is October 18th from 9 am to 2 pm. A landscape workshop will be presented October 13th. This month's outreach theme is the value of tap water over bottled water.
- B. AD HOC GENERAL MANAGER CONTRACT NEGOTIATION COMMITTEE: President Reynolds and Director Long; President Reynolds stated there will not be a closed session tonight.
- C. AD HOC UTILITY SERVICES CONTRACT COMMITTEE: Director Coate and Director Long; Director Coate reported the committee met with the General Manager and GIS Coordinator to discuss the contract for reservoir maintenance.
- D. AD HOC RECHARGE COMMITTEE: Director Long and Director Coate; Director Coate reported that the Committee met with the General Manager and GIS Coordinator to discuss the project.
- E. AD HOC ENGINEERING COMMITTEE: Director Coate and Director Long; Director Coate reported that the committee met with the General Manager and GIS coordinator and discussed the H-1 Reservoir Slope Remediation Project and the remote meter request.

11. PUBLIC COMMENT

Steven Whitman of Joshua Tree asked if the District has received funds from the hospital; staff answered that the District had received the funds.

12. GENERAL MANAGER REPORT

GM Guzzetta reported that surplus District vehicles that went to auction and netted about \$30,000. The District received a letter from California Department of Public Health stating that the pipeline portion of the Recharge project has been approved for funding. The contract for construction of the Hi-Desert Medical Center (HDMC) wastewater treatment plant was awarded after funds were received from HDMC.

13. DISTRICT GENERAL COUNSEL REPORT:

- A. "Insight into the Underside" – (JBWD's Groundwater Management Plan
- B. General Report on legislation and/or matters of relevance to JBWD.

District General Counsel Gil Granito introduced Eli Underwood of Redwine and Sherrill, who gave a presentation on groundwater management authority and the District's Groundwater Management Plan. Mr. Underwood took questions from the Board. GM Guzzetta noted that the District's Groundwater Management Plan is a strategic planning item identified by the Board and he will do preliminary work to establish a budget for updating the Groundwater Management Plan.

Richard Fountain of Joshua Tree asked about a proposed Indian Casino and if as a sovereign nation a tribe could import water into the area.

Gil Granito stated that in his experience agreements are often negotiated with tribes whereby the tribe agrees to abide by the Groundwater Management Plan.

14. FUTURE AGENDA ITEMS

Vice President Luckman requested the letter regarding the Cadiz project be included on the next agenda.

15. DIRECTORS COMMENTS/REPORTS

Director Wilson commented that he didn't turn in a reimbursement form for the last meeting he attended but he was paid anyway.

Director Luckman stated the Open Space Group has published its report.

President Reynolds reported on attending the San Bernardino County Board of Supervisors Special Meeting on Monday where many people spoke against the Cadiz project.

16. CLOSED SESSION: At this time the Board will go into closed session pursuant to Government Code Section 54957.6 in order for the Board to consult with and instruct the Board's Ad Hoc Negotiation Committee (Mike Reynolds and Bill Long), which is acting as the Board's designated representative and is charged with the responsibility of negotiating a new Employment Agreement with the District's General Manager.

There was no closed session.

17. ADJOURNMENT 8:35 PM

MSC Luckman/Long 5/0 to adjourn the October 3, 2012 Regular meeting of the Board of Directors.

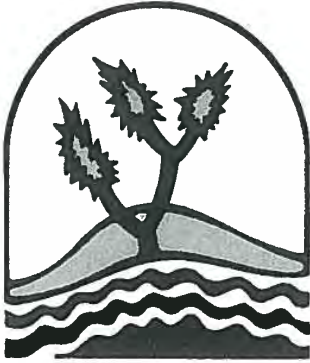
Respectfully submitted:

Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for October 17, 2012 at 7:00 pm.

	BEGINNING	TOTAL	TOTAL	ENDING	AVERAGE	
	BALANCE	DEBITS	CREDITS	BALANCE	DAILY	
					BALANCE	
GENERAL FUND						
01 -11100	PETTY CASH FUND	600.00	0.00	0.00	600.00	600.00
01 -11110	CHANGE FUND	1,500.00	0.00	0.00	1,500.00	1,500.00
01 -11200	GENERAL FUND-U S	207,419.13	549,184.72	519,094.20CR	237,509.65	169,250.63
01 -11210	PAYROLL FUND - U	5,000.00	103,530.50	103,530.50CR	5,000.00	10,614.72
01 -11220	CREDIT CARD ACCO	56,889.68	68,906.04	58,023.30CR	67,772.42	48,144.54
01 -11300	LAIF-INVESTMENT	913,778.24	164,727.35	257,446.88CR	821,058.71	910,787.29
01 -11305	LAIF-EMERGENCY F	1,000,000.00	0.00	0.00	1,000,000.00	1,000,000.00
01 -11306	LAIF - EQUIP & T	356,210.57	0.00	0.00	356,210.57	356,210.57
01 -11307	LAIF - OPPORTUNI	2,000,000.00	0.00	0.00	2,000,000.00	2,000,000.00
01 -11308	LAIF - WELL & BO	50,000.00	0.00	0.00	50,000.00	50,000.00
01 -11309	LAIF - CONSUMER	220,011.36	82,446.88	0.00	302,458.24	222,670.94
01 -11310	LAIF - WATER CAP	95,328.82CR	0.00	0.00	95,328.82CR	95,328.82CR
01 -11313	LAIF - SEWER CAP	113,342.71	0.00	0.00	113,342.71	113,342.71
01 -11315	LAIF-CAPITAL PRO	0.00	0.00	0.00	0.00	0.00
01 -11320	LAIF- CMM REDEMP	343,359.35	0.00	164,727.35CR	178,632.00	338,045.56
01 -11325	LAIF - CMM RESER	274,370.86	0.00	0.00	274,370.86	274,370.86
01 -11330	LAIF CMM PREPAYM	2,973.33	0.00	0.00	2,973.33	2,973.33
01 -11338	LAIF - HI DESERT	0.00	0.00	0.00	0.00	0.00
<hr/>						
FUND 01	TOTAL	5,450,126.41	968,795.49	1,102,822.23CR	5,316,099.67	5,403,182.33
<hr/>						
REPORT TOTALS		5,450,126.41	968,795.49	1,102,822.23CR	5,316,099.67	5,403,182.33
<hr/>						

~~XXXXXXXXXX~~



JOSHUA BASIN WATER DISTRICT

P.O. BOX 675 • 61750 CHOLLITA ROAD • JOSHUA TREE • CALIFORNIA 92252
 TELEPHONE (760) 366-8438 FAX (760) 366-9528

Cash Flow

August 31, 2012

Beginning Cash 5,450,126.41

SOURCE OF FUNDS:

Water A/R Collections	256,596.54	
Turn On/Misc	3,586.96	
Consumer Deposits	6,635.00	
Project Deposits	50,000.00	
Property Taxes G.D.	0.00	
ID #2 Tax Collections	0.00	
Standby Collections - Prior	0.00	
Standby Collections - Current	0.00	
CMM Assessment Collections	0.00	
Water Capacity Charges	0.00	
Sewer Capacity Charges	0.00	
Meter Installation Fees	0.00	
Interest	0.00	
TOTAL SOURCE OF FUNDS	<u>316,818.50</u>	

FUNDS USED:

Debt Service	0.00	
Capital Additions	73,438.55	
Operating Expenses	211,034.57	
Employee Funded 457 Transfer	3,308.07	
Bank Transfer Payroll Taxes	30,947.88	
CalPERS Transfer	26,670.29	<u>345,399.36</u>
Bank Transfer Payroll	103,530.50	
Bank Transfer Fees/Charges	1,915.38	<u>105,445.88</u>
TOTAL USE OF FUNDS	<u>450,845.24</u>	
Net Increase (Decrease)		<u>(134,026.74)</u>
Cash Balance at End of Period		<u><u>5,316,099.67</u></u>

PROVIDE • PROTECT • PROMOTE

Handwritten initials/signature

BOARD REPORT

AS OF: AUGUST 31ST, 2012

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
REVENUES	<u>4,706,850</u>	<u>302,268.93</u>	<u>562,605.78</u>	<u>0.00</u>	<u>4,144,243.78</u>	<u>11.95</u>
TOTAL REVENUES	4,706,850	302,268.93	562,605.78	0.00	4,144,243.78	11.95
<u>EXPENSE SUMMARY</u>						
Production	1,054,682	74,157.77	106,477.24	0.00	948,204.76	10.10
Distribution	626,084	36,651.53	71,002.63	0.00	555,081.37	11.34
Customer Service	542,893	32,415.20	65,131.30	0.00	477,761.70	12.00
Administration	560,783	36,247.54	71,370.95	0.00	489,411.89	12.73
Engineering	186,809	12,764.36	24,696.27	0.00	162,112.73	13.22
Finance	423,351	40,797.13	69,404.77	0.00	353,946.23	16.39
Personnel	117,976	4,784.82	9,612.03	0.00	108,363.97	8.15
Legal	104,000	8,393.70	8,013.70	0.00	95,986.30	7.71
Bonds & Loans	595,491	0.00	64.70	0.00	595,425.81	0.01
Benefits Allocated	0	0.00	0.11	0.00	(0.11)	0.00
Field Allocated	0	0.00	0.01	0.00	(0.01)	0.00
Office allocated	(1)	0.00	0.00	0.00	(0.52)	0.00
Non-departmental	<u>199,214</u>	<u>100,007.11</u>	<u>188,980.42</u>	<u>0.00</u>	<u>10,233.58</u>	<u>94.86</u>
TOTAL EXPENSES	4,411,282	346,219.16	614,754.13	0.00	3,796,527.70	13.94
REVENUE OVER/(UNDER) EXPENSES	295,568	(43,950.23)	(52,148.35)	0.00	347,716.08	17.64-

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052145	9/06/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209061831 A.I.M RENTAL PROPERT:US REFUND	54.74 ----- 54.74
052146	9/06/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209061832 WICKER, DIANA L :US REFUND	53.95 ----- 53.95
052147	9/06/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209061833 FLEMINGS, OTISSTTIA :US REFUND	37.43 ----- 37.43
052148	9/06/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209061834 ROGERS, MEGAN N :US REFUND	40.77 ----- 40.77
052149	9/06/2012	R	000650	AKLUFU AND WYSOCKI I-AK0812 LEGAL SERVICES - AUG 12	175.00 ----- 175.00
052150	9/06/2012	R	004110	BURRTEC WASTE & RECYCLING SVCS I-BW0912 RECYCLING - SEPT 12 I BW0912B TRASH REMOVAL - SEPT 12 I-BW0912C TRASH REMOVAL - SEPT 12	54.63 248.81 79.92 ----- 383.36
052151	9/06/2012	R	000229	C & S ELECTRIC I-1105 GENRTR OUTLETS/SECURITY LIGHTS	5,711.00 ----- 5,711.00
052152	9/06/2012	R	001560	CENTURY FORMS, INC. I-71071 NEW WATER BILL	1,627.75 ----- 1,627.75
052153	9/06/2012	R	000156	MICHAEL JEAN KLUTTS I-20120811-297 LIGHTENING DAMAGE SCADA/WELL10	5,624.16 ----- 5,624.16
052154	9/06/2012	R	005640	KILLER BEE PEST CONTROL I-2358 BEE REMOVAL	70.00 ----- 70.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052155	9/06/2012	R	005870	KRIEGER & STEWART INC.	
			I-35334	ENGINEERING SERVICES: RECHARGE	14,994.97

					14,994.97
052156	9/06/2012	R	009897	THE MALLANTS CORPORATION	
			I-2517	TEMPORARY LABOR	2,508.70

					2,508.70
052157	9/06/2012	R	006200	HELEN A. MCALLISTER	
			I-5699B	JANITORIAL SERVICES - AUG 12	580.00

					580.00
052158	9/06/2012	R	007070	NORTHERN TOOL & EQUIPMENT CATALOG COMPANY, IN	
			I-26758944	SHOP AIR COMPRESSOR	2,579.99

					2,579.99
052159	9/06/2012	R	000070	ONLINE INFORMATION SERVICES, INC.	
			I-439616	ID VERIF. SERV. THRU 8/31/12	273.00

					273.00
052160	9/06/2012	R	008414	ROBERT L. STEPHENSON	
			I-1214A	VIDEO TAPING BD MEETINGS - AUG	200.00

					200.00
052161	9/06/2012	R	009618	SAMS MARKET	
			I-SM090612	SHOP EXPENSE 07/10 - 08/12	374.83

					374.83
052162	9/06/2012	R	009878	SOUTHERN CALIFORNIA EDISON	
			I-SCE0812	POWER FOR PUMPING - AUG 12	23,061.01

					23,061.01
052163	9/06/2012	R	010956	DOI-USGS	
			I-90113487	NITRATE STUDY	3,340.75

					3,340.75
052164	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201209131835	ALLEN, JOSH :US REFUND	21.42

					21.42

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052165	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209131836 HAYNES, STANLEY B :US REFUND	42.41 ----- 42.41
052166	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209131837 BAUGH, JESSICA :US REFUND	55.94 ----- 55.94
052167	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209131838 CRICHTON, HAROLD (PE:US REFUND	59.43 ----- 59.43
052168	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209131839 SKINNER, WAYNE :US REFUND	71.42 ----- 71.42
052169	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201209131840 MOORE, MIKELL P :US REFUND	27.95 ----- 27.95
052170	9/14/2012	R	000501	ACWA/JPIA I-ACWA0912 EE HEALTH BENEFIT - SEPT 12	10,761.91 ----- 10,761.91
052171	9/14/2012	R	000501	ACWA/JPIA I-ACWA1012 EE HEALTH BENEFIT - OCT 12	10,761.91 ----- 10,761.91
052172	9/14/2012	R	000656	AMERICAN HERITAGE LIFE INS CO. I-ALL0712 EE LIFE INSURANCE - JULY 12	118.74 ----- 118.74
052173	9/14/2012	R	001630	AT&T MOBILITY I-829480028X09052012 COMMUNICATIONS - AUG 12	931.11 ----- 931.11
052174	9/14/2012	R	000145	CALIFORNIA STATE DISBURSEMENT UNIT I-091412 EE REMITTANCE	198.92 ----- 198.92

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052175	9/14/2012	R	001526	CANYON AUTO SERVICES, INC	
			I-6910	VEHICLE REPAIRS	89.16
			I-6951	VEHICLE REPAIRS	120.30
			I-6963	GENERATOR & COMPRESSOR REWIRE	165.37

					374.83
052176	9/14/2012	R	001555	CENTRATEL	
			I-120903192101	DISPATCH SERVICES - AUG 12	255.76

					255.76
052177	9/14/2012	R	001652	CIRCLE MOUNTAIN BIOLOGICAL	
			I-CM082812	RECHARGE: BASIN & PIPELINE	12,591.55

					12,591.55
052178	9/14/2012	R	001932	COUNTY OF SAN BERNARDINO	
			I-105156	JUNE & AUG MAP REVISIONS	11.00

					11.00
052179	9/14/2012	R	001865	COMPUTER GALLERY	
			I-306909	PLAT. MAINTENANCE - AUG 12	2,937.00
			I-306915	BDR BACKUP SERVICE - AUG 12	1,010.00
			I-306943	PRINTER MAINTENANCE - JULY 12	103.49

					4,050.49
052180	9/14/2012	R	002213	JOHN ZACCARIA	
			I-11915	OFFICE SUPPLIES	132.62

					132.62
052181	9/14/2012	R	000058	GARDA CL WEST, INC.	
			I-184-168012	COURIER FEES - SEPT 12	440.60

					440.60
052182	9/14/2012	R	004720	INLAND WATER WORKS	
			I-244426	D-3-1 BOOSTER/INVENTORY	212.80
			I-244761	INVENTORY/MAINLINE LEAK SUPPLY	1,220.82
			I-245044	INVENTORY/MAINLINE LEAK SUPPLY	1,257.44
			I-245045	INVENTORY	559.80
			I-245046	LARGE METER TESTING SUPPLIES	859.85

					4,110.71
052183	9/14/2012	V			
			C-CHECK	VOID CHECK	0.00

					0.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052184	9/14/2012	R	009897	THE MALLANTS CORPORATION	
			I-2515	TEMPORARY LABOR	2,354.15
			I-2518	TEMPORARY LABOR	2,586.67

					4,940.82
052185	9/14/2012	V			
			C-CHECK	VOID CHECK	0.00

					0.00
052186	9/14/2012	R	006504	MC CALL'S METERS, INC.	
			I-22911	CERTIFIED FLOW TEST	45.05

					45.05
052187	9/14/2012	R	006507	McMASTER-CARR SUPPLY COMPANY	
			I-35665117	METER REPAIR	71.41
			I-35770980	METER REPAIR	71.41
			I-36254475	METER REPAIR	202.50

					345.32
052188	9/14/2012	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-002451	VEHICLE REPAIRS	119.75
			I-004003	SMALL TOOLS	65.17
			I-004204	SHOP EXPENSE/SMALL TOOLS	38.56

					223.48
052189	9/14/2012	R	000159	OASIS OFFICE SUPPLY	
			I-207972-0	OFFICE SUPPLIES	19.82

					19.82
052190	9/14/2012	R	008405	PRECISION ASSEMBLY	
			I-15101	AUG WATER BILLING & PUBL INFO	1,825.09

					1,825.09
052191	9/14/2012	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20569385	SHOP EXPENSE	98.02

					98.02
052192	9/14/2012	R	009054	KATHLEEN J. RADNICH	
			I-082612-33	PUBLIC RELATIONS SERVICES	547.20
			I-090212-34	PUBLIC RELATIONS SERVICES	536.40
			I-090912-35	PUBLIC RELATIONS SERVICES	457.20

					1,540.80

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052193	9/14/2012	R	009072	LAW OFFICES REDWINE AND SHERRILL	
			I-RS0812	LEGAL SERVICES - AUG 12	7,209.61

					7,209.61
052194	9/14/2012	R	009920	STANDARD INSURANCE CO	
			I-ST0912	EE LIFE INSURANCE - SEPT 12	682.47

					682.47
052195	9/14/2012	R	010850	UNDERGROUND SERVICE ALERT	
			I-820120331	TICKET DELIVERY SERVICE - AUG	52.50

					52.50
052196	9/14/2012	R	010990	UTILIQUEST L.L.C.	
			I-185768-Q	CONTRACT LOCATING EXPENSE	42.59
			I-186049-Q	CONTRACT LOCATING EXPENSE	44.68

					87.27
052197	9/14/2012	R	011109	VALLEY INDEPENDENT PRINTING	
			I-30109	OFFICE SUPPLIES:BUSINESS CARDS	51.18

					51.18
052198	9/14/2012	R	000238	WESTBROOK FENCE, INC.	
			I-3644	RECHARGE FENCE CONTRACT	97,512.05

					97,512.05
052199	9/14/2012	R	011615	WESTERN EXTERMINATOR CO.	
			I-WE0812	EXTERMINATOR - AUG 12	75.00
			I-WE0812B	EXTERMINATOR - AUG 12	33.00

					108.00
052200	9/14/2012	R	012955	YUCCA RENTALS	
			I-81659	EQUIPMENT RENTAL	660.00

					660.00
052201	9/14/2012	R	013195	JEFFREY G. ZARTLER	
			I-343100	GROUNDS & DEMO GDN CLEANUP	60.00

					60.00
052202	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201209131841	A.I.M RENTAL PROPERT:US REFUND	23.82

					23.82

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052203	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201209131842	GARCIA, ANDREW S :US REFUND	50.36

					50.36
052204	9/14/2012	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201209131843	CORNISH, ROBERT L :US REFUND	25.96

					25.96
052205	9/14/2012	R	000236	PAYPRO ADMINISTRATORS	
			I-PP091412	EE FSA DEDUCTIONS 9-14-12	774.17

					774.17
052206	9/20/2012	R	000505	ACWA	
			I-ACWA1012	EE ASSISTANCE PROGRAM OCT 12	60.18

					60.18
052207	9/20/2012	R	001461	DEBORAH BOLLINGER	
			I-516	WATER CONSERVATION - AUG 12	2,500.00
			I-517	RECHARGE BASIN CONSULT SERVICE	187.50
			I-518	AB1420/DWR GRANT APPLICATION	637.50

					3,325.00
052208	9/20/2012	R	001528	CARPI & CLAY, INC	
			I-CC0812	LOBBYIST - AUG 12	3,500.00

					3,500.00
052209	9/20/2012	R	003025	FEDEX	
			I-2-017-09682	SHIPPING: METER TESTING	10.70

					10.70
052210	9/20/2012	R	004195	HOME DEPOT CREDIT SERVICES	
			I-HD0912	SHOP EXP/PP/SM TL/MAINLINE RPR	1,973.01

					1,973.01
052211	9/20/2012	R	004720	INLAND WATER WORKS	
			I-245318	SMALL TOOLS/INVENTORY	651.36

					651.36
052212	9/20/2012	R	006970	INNOVYZE, INC.	
			I-16394AM	ANN'L RENEWAL-H2ONET ANALYZER	800.00

					800.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052213	9/20/2012	R	000069	LIONEL GOODROW	
			I-1588	BUILDING REPAIR	169.50

					169.50
052214	9/20/2012	R	009897	THE MALLANTS CORPORATION	
			I-2523	TEMPORARY LABOR	1,681.84

					1,681.84
052215	9/20/2012	R	006790	MOBILE MINI, LLC - CA	
			I-217002185	23' RECORD STORAGE RENTAL	226.71

					226.71
052216	9/20/2012	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-001925	SHOP EXPENSE	902.95
			I-005214	TRAILER REPAIR	44.51
			I-005648	PRESSURE WASHER REPAIR	29.18

					976.64
052217	9/20/2012	R	000042	ROMAN, ANNE	
			I-AR091812	REIMB: PICNIC & OFFICE SUPPLYS	168.17

					168.17
052218	9/20/2012	R	009880	SOUTHERN CALIFORNIA EDISON CO	
			I-SCE0912	POWER TO BUILDINGS - SEPT 12	2,451.63

					2,451.63
052219	9/20/2012	R	003596	SUPERMEDIA LLC	
			I-SM0912	MORONGO BASIN ADVERT - SEPT 12	22.25

					22.25
052220	9/20/2012	R	010690	TYLER TECHNOLOGIES	
			I-025-51697	ONLINE PRODUCTS - SEPT 12	185.00

					185.00
052221	9/20/2012	R	010990	UTILIQUEST L.L.C.	
			I-186308-Q	CONTRACT LOCATING EXPENSE	103.77
			I-186578-Q	CONTRACT LOCATING EXPENSE	6.87

					110.64
052222	9/20/2012	R	011114	VAN DYKE CORP	
			I-VDC091712	HACIENDA PRV VAULT REMOVAL	1,600.00

					1,600.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO			CHECK AMOUNT
052223	9/20/2012	R	003595	VERIZON CALIFORNIA		
			I-V0912	TELEPHONE (SHOP) - SEPT 12		349.50

						349.50
052224	9/20/2012	R	003600	VERIZON CALIFORNIA		
			I-V0912	TELEPHONE (OFFICE) - SEPT 12		801.63

						801.63
052225	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201844	WILKINS, LYN	:US REFUND	7.28

						7.28
052226	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201845	PETERS, JARRON	:US REFUND	28.08

						28.08
052227	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201846	VILLANUEVA, VERONICA	:US REFUND	2.15

						2.15
052228	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201847	BRODEUR, STEPHEN	:US REFUND	129.20

						129.20
052229	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201848	FIRST CHOICE PROPERT	:US REFUND	67.45

						67.45
052230	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201849	HIGHTOWER, CAMIE D	:US REFUND	3.45

						3.45
052231	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209201850	MIZRACHI, RUEL	:US REFUND	34.74

						34.74
052232	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201209261851	BALDWIN, JACOB	:US REFUND	32.88

						32.88

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052233	9/28/2012	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201209261852	PETTY, ASHLEY ;US REFUND	28.09

					28.09
052234	9/28/2012	R	000575	AFSCME LOCAL 1902	
			I-AFSCME0912	EE UNION DUES - SEPT 12	351.00

					351.00
052235	9/28/2012	R	000656	AMERICAN HERITAGE LIFE INS CO.	
			I-ALL0812	EE LIFE INSURANCE - AUG 12	118.74

					118.74
052236	9/28/2012	R	000229	C & S ELECTRIC	
			I-1108	SHOP BUILDING ELECTRICAL WORK	210.00
			I-1115	SHOP BUILDING ELECTRICAL WORK	895.00

					1,105.00
052237	9/28/2012	R	000145	CALIFORNIA STATE DISBURSEMENT UNIT	
			I-092812	EE REMITTANCE	198.92

					198.92
052238	9/28/2012	R	001526	CANYON AUTO SERVICES, INC	
			I-6939	GENERATOR & VEHICLE REPAIRS	300.23
			I-6987	VEHICLE REPAIRS	307.25

					607.48
052239	9/28/2012	R	000230	CHARLES Z. FEDAK & COMPANY, CPA'S	
			I-CFC0912	FINANCIAL AUDIT - 11/12	6,000.00

					6,000.00
052240	9/28/2012	R	001595	CHEM-TECH INTERNATIONAL, INC.	
			I-JBWD154	WATER TREATMENT EXPENSE	1,212.51

					1,212.51
052241	9/28/2012	R	001850	CLINICAL LAB OF S.B. INC	
			I-923469	SAMPLING- AUG 12	581.00

					581.00
052242	9/28/2012	R	000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	
			I-CL0912	EE LIFE INSURANCE - SEPT 12	755.72

					755.72

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052243	9/28/2012	R	001865	COMPUTER GALLERY	
			I-306963	PRINTER MAINTENANCE - AUG 12	92.80
			I-306983	PLAT. MAINTENANCE - OCT 12	2,937.00

					3,029.80
052244	9/28/2012	R	002026	DATASTREAM	
			I-4756	MAINT. AGREEMENT - 4TH QTR 12	720.00

					720.00
052245	9/28/2012	R	002213	JOHN ZACCARIA	
			I-12067	EQUIPMENT REPAIRS	105.00

					105.00
052246	9/28/2012	R	002565	DUDEK AND ASSOCIATES, INC	
			I-20122712	ENG SERV: MULTIPLE PROJECTS	15,377.53
			I-20122865	LGA GRANT WRITING SERVICES	7,497.31

					22,874.84
052247	9/28/2012	R	000228	FATTY'S FENCE	
			I-FF090612	REPAIR FENCE @ WAREHOUSE	65.00

					65.00
052248	9/28/2012	R	003940	GRAINGER	
			I-9929088095	SAFETY TRAINING MATERIAL	327.54
			I-9929088103	SAFETY TRAINING MATERIAL	34.45

					361.99
052249	9/28/2012	R	000205	LORI HERBEL	
			I-LH092612	PUBLIC INFO/FARMER'S MARKET	100.00

					100.00
052250	9/28/2012	R	004201	SCOTT HUDSON	
			I-SH091112	REIMB: MILES: AUGUST 2012	159.84
			I-SH091112A	REIMB: MILES: JULY 2012	179.82

					339.66
052251	9/28/2012	R	004720	INLAND WATER WORKS	
			I-245526	LARGE METER TESTING SUPPLIES	134.69
			I-245527	INVENTORY	218.73

					353.42

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052252	9/28/2012	R	005621	KENNY STRICKLAND, INC	
			I-9074386	FUEL FOR VEHICLES	2,279.91
			I-9074387	FUEL FOR VEHICLES	1,138.18

					3,418.09
052253	9/28/2012	R	006029	LIEBERT CASSIDY WHITMORE	
			I-145052	LEGAL SERV: EE MATTERS	270.00

					270.00
052254	9/28/2012	R	003930	NBS	
			I-91200092	CMM ADMIN FEES - 4TH QTR 12	2,065.40

					2,065.40
052255	9/28/2012	R	008102	OFFICEMAX CONTRACT INC.	
			C-316846	REBATE: OFFICE SUPPLIES	156.48CR
			I-375637	OFFICE SUPPLIES	406.16

					249.68
052256	9/28/2012	R	000236	PAYPRO ADMINISTRATORS	
			I-PP092812	EE FSA DEDUCTIONS 9-28-12	774.17

					774.17
052257	9/28/2012	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20576279	SHOP EXPENSE	98.02

					98.02
052258	9/28/2012	R	009054	KATHLEEN J. RADNICH	
			I-091612-37	PUBLIC RELATIONS SERVICES	576.00
			I-092312-38	PUBLIC RELATIONS SERVICES	518.40

					1,094.40
052259	9/28/2012	VOID	000243	RAUCH COMMUNICATION CONSULTANTS, INC.	
			I-SEP-1205	STRATEGIC PLANNING WORKSHOP	1,773.75

					1,773.75
052260	9/28/2012	R	009920	STANDARD INSURANCE CO	
			I-ST1012	EE LIFE INSURANCE - OCT 12	682.47

					682.47
052261	9/28/2012	R	000510	TIME WARNER CABLE	
			I-TW0912	CABLE SERVICE - SEPT 12	58.32

					58.32

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052262	9/28/2012	R	000202	TRI-STATE PUMP, INC.	
			I-120295	CHLORINATION PUMPS & PARTS	10,540.16

					10,540.16
052263	9/28/2012	R	010990	UTILIQUEST L.L.C.	
			I-186826-Q	CONTRACT LOCATING EXPENSE	36.12

					36.12
*900282	9/01/2012	D	009500	USDA RURAL DEVELOPMENT	
			I-USDA 9/12 LN #01	INTEREST PAYMENT - LOAN #01	8,250.00

					8,250.00
900283	9/01/2012	D	009500	USDA RURAL DEVELOPMENT	
			I-USDA 09/12 LN #02	CMM PRINCIPAL & INT - LOAN #02	164,727.35

					164,727.35
*900285	9/04/2012	D	004800	INTERNAL REVENUE SERVICE	
			I-IRS PD 8/31/12	FED W/H, SOC SEC, MEDICARE	11,161.38

					11,161.38
900286	9/04/2012	D	002822	EMPLOYMENT DEVELOPMENT	
			I-EDD PD 8/31/12	STATE & SDI W/H	2,213.92

					2,213.92
*900288	9/07/2012	D	000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	
			I-3990561-0805254	EE LIFE INSURANCE - AUG 12	755.72

					755.72
900289	9/13/2012	D	001517	CalPERS	
			I-PPE 9-7-12	PAY PERIOD ENDING 9/07/12	8,521.87

					8,521.87
900290	9/17/2012	D	004800	INTERNAL REVENUE SERVICE	
			I-IRS PD 9/07/12	FED W/H, SOC SEC, MEDICARE	11,304.65

					11,304.65
900291	9/17/2012	D	002822	EMPLOYMENT DEVELOPMENT	
			I-EDD PD 9/07/12	STATE & SDI W/H	2,296.90

					2,296.90

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
900292	9/27/2012	D	001517	CalPERS	
			I-PPE 9-21-12	PAY PERIOD ENDING 9/21/12	8,990.12

					8,990.12
*900295	9/30/2012	D	000025	ICMA RC	
			I-900295	457 REMITTANCE - SEPT 12	2,205.38

					2,205.38
TOTALS:	129				522,810.95
			LESS - PRIOR MONTH VOIDS:		
			LESS - CURRENT MONTH VOIDS:		
				52108	(0.58)
				52259	(1,773.75)

					521,036.62
					=====

DIRECTOR PAYROLL & REIMBURSEMENTS**SEPTEMBER 2012**

<u>Check Date</u>	<u>Event Date</u>	<u>Event Description</u>	<u>Pay Description</u>	<u>Amount</u>
<u>COATE, PAUL F</u>				
09/14/2012	09/05/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
09/28/2012	09/12/2012	MORONGO PIPELINE COM	DIRECTOR'S FEES	173.63
09/28/2012	09/13/2012	HDMC MEETING	UNPAID	0.00
09/28/2012	09/19/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				<u>520.89</u> =====
<u>LONG, WILLIAM C</u>				
09/14/2012	08/17/2012	FARMER'S MARKET	UNPAID	0.00
09/14/2012	08/25/2012	PUBLIC INFO BOOTH	UNPAID	0.00
09/14/2012	08/29/2012	CNTRCT COMMITTEE MTG	UNPAID	0.00
09/14/2012	08/29/2012	ENG COMMITTEE MTG	UNPAID	0.00
09/14/2012	09/05/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
09/28/2012	09/10/2012	PUBLIC INFO COM MTG	UNPAID	0.00
09/28/2012	09/12/2012	MOJAVE PIPELINE MTG	UNPAID	0.00
09/28/2012	09/13/2012	HDMC MTG & MWA MTG	UNPAID	0.00
09/28/2012	09/13/2012	MILES TO MWA MTG	REIMBURSEMENT	77.15
09/28/2012	09/19/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				<u>424.41</u> =====
<u>LUCKMAN, MICKEY C</u>				
09/14/2012	09/05/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
09/28/2012	08/03/2012	D MILLER RTRMNT LNCH	UNPAID	0.00
09/28/2012	08/04/2012	FARMER'S MARKET	UNPAID	0.00
09/28/2012	08/06/2012	CEQA PROCESS SEMINAR	UNPAID	0.00
09/28/2012	08/07/2012	JBWD AGENDA COM MTG	UNPAID	0.00
09/28/2012	08/11/2011	FARMER'S MARKET	UNPAID	0.00
09/28/2012	08/13/2012	PUBLIC INFO COM MTG	UNPAID	0.00
09/28/2012	08/14/2012	HDMC BOARD MEETING	UNPAID	0.00
09/28/2012	08/18/2012	FARMER'S MARKET	UNPAID	0.00
09/28/2012	08/22/2012	OPEN SPACE GROUP MTG	UNPAID	0.00
09/28/2012	08/28/2012	JBWD AGENDA COM MTG	UNPAID	0.00
09/28/2012	09/19/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63

<u>Check Date</u>	<u>Event Date</u>	<u>Event Description</u>	<u>Pay Description</u>	<u>Amount</u>
Total:				347.26
=====				
<u>REYNOLDS, MICHAEL P</u>				
09/14/2012	09/05/2012	REIMB: MEAL	REIMBURSEMENT	16.84
09/14/2012	08/28/2012	AGENDA COMMITTEE MTG	DIRECTOR'S FEES	173.63
09/14/2012	09/05/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
09/28/2012	09/19/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				537.73
=====				
<u>WILSON, GARY L</u>				
09/14/2012	09/05/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
09/28/2012	09/19/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				347.26
=====				

Grand Total: 2,177.55
=====

* * T O T A L S * *

	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	116	300,609.91	0.00	300,609.91
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	220,427.29	0.00	220,427.29
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
		VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
VOID CHECKS:	3	1,773.75	0.00	0.00

TOTAL ERRORS: 0

SELECTION CRITERIA

ACCOUNT: 01 -11200

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999

DATE RANGE: 9/01/2012 THRU 9/30/2012

CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99

PRINT OPTIONS

DETAIL: Vendor Info

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager 

TOPIC: HOLIDAY OFFICE SCHEDULE

RECOMMENDATION: That the Board take the following action:
1) Authorize the District office to close on Christmas Eve, Monday, December 24, and New Year's Eve, Monday, December 31; and
2) Offer employees one half day off with pay either on Christmas Eve or New Years Eve as has been the tradition for many years.

ANALYSIS: Experience is that the District has almost no customer business on the day before Christmas or New Year. Since most employees want those days off, it is recommended that the District remain closed on those two days.



The District has traditionally allowed each employee to take a half day off with pay for either Christmas Eve or New Year's Eve where Christmas and New Year fell on a Tuesday, Wednesday, Thursday, Friday, or Saturday. Employees will be paid for four of the 18 hours (most employees are on the 9/80 schedule) and will use vacation or other personal leave time to take off the other 14 hours. Any employees who want to work will have assignments for those days.

Staff recommends approving the closure and time off this year, consistent with the practice in previous years.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET
AGENDA ITEM

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board 
From: Susan Greer 

TOPIC: Consider Adoption of Resolution #12-893, Establishing the
Appropriation Limit for Fiscal Year 2012/2013

RECOMMENDATION: Adopt Resolution #12-893

ANALYSIS: The appropriation limit calculation for fiscal year 12/13 is attached. This is another routine matter, requiring annual calculation, posting and approval by the governing body. We posted the calculation as required by law at least 15 days prior to tonight's consideration for adoption. The appropriation limit is also reviewed annually in conjunction with the audit.

The appropriation limit (also known as the Gann Limit) was enacted in 1980. The purpose of the Limit is to place an annual limit or restriction on the growth of tax-funded programs and services. The Limit provides for an annual increase no greater than the increase in the cost of living, plus the increase in population. The proceeds of taxes in excess of appropriations must be designated for purposes exempt from limitation or returned to taxpayers. Proceeds of taxes have been generally interpreted to include general tax revenues, proceeds from investment of tax revenue, revenue from user fees and charges that exceed the cost of providing the service and state/federal grant revenue unrestricted as to use. The cost of living increase this year is 3.77%, compared to 2.51% last year, while the population for unincorporated portions of San Bernardino County which applies to us decreased from .87% to .79%.

The District anticipates approximately \$400,000 in general tax revenues (the "free" portion of the 1% property tax) plus approximately \$14,000 in interest revenue this year which is

subject to the Limit. All other revenues, such as for debt service or user fees (because they do not exceed the cost of service) are not subject to the Limit. The total of these subject revenues, \$414,000 is significantly below the 12/13 limit of \$1,377,884.

RESOLUTION 12-893

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ESTABLISHING THE APPROPRIATION LIMIT OF
THE DISTRICT FOR THE FISCAL YEAR 2012/13

BE IT RESOLVED by the Board of Directors of the Joshua Basin Water District as follows:

1. That in accordance with Article XIIB of the California Constitution and Section 7910 of the Government Code of this State, the appropriation limit for this District is established at \$1,377,884.
2. The Board of Directors selects the per capita personal income as the cost-of-living factor to compute the appropriation limit.
3. That documentation used in the determination of such appropriation limit has been available to the public at least fifteen days prior to this meeting of the Board of Directors.
4. This resolution is effective October 17, 2012.

ADOPTED this 17th day of October, 2012.

By _____
Mike Reynolds, President

Attest _____
Joe Guzzetta, Secretary

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET
AGENDA ITEM #

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager



TOPIC: NOTICE OF COMPLETION FOR H-ZONE TANK SITE GRADING

RECOMMENDATION: That the Board authorize the filing of a Notice of Completion for the H-zone Tank Site Grading Project

ANALYSIS: The vacant lot north of the H-zone Tank on Olympic at Onaga has been graded to remediate the erosion on the site. The work was performed under contract by Luna Pacific at a cost of \$29,193 as authorized by the Board.

Dudek Engineering, District Engineer, has inspected the project and reviewed the final geotechnical report for compaction, verifying that the project was completed in accordance with the specifications.

The District will withhold the 5% of the project cost as allowed by state law, for the 30 day retention period.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager



TOPIC: AWARD OF BID FOR RECHARGE PIPELINE PROJECT

RECOMMENDATION: That the Board take the following action:
1) Award the bid for Schedule A (Pipeline) to Jones Brothers Construction Company in the amount of \$3,696,235;
2) Make the award contingent on negotiating an agreeable change order to address new Caltrans requirements; and
3) Authorize a budget for this portion of the construction in the amount of \$4,065,858 including a 10% percent contingency

ANALYSIS: Bids for this project were opened on August 15, 2012, consisting of two different bid schedules A and B. Schedule A is to construct 4.5 miles of 16-inch pipeline, extending the Morongo Pipeline to the District's Recharge Site. Schedule B is to construct the Recharge Site Facility.

With 11 bids received, the apparent low bidder for Schedule A at the bid opening was Jones Brother Construction Company, with a bid of \$3,696,235 compared with the Engineer's estimate of \$5,690,085. The highest bid was for \$5,627,218. After review of the bid package, this bidder was deemed to be responsive and the District received all of the required documentation for award of the project.

Since opening bids, Caltrans has added new requirements as part of its permitting process, which may require adjusting the bid proposal. Staff has also notified the contractor that surplus dirt from the project may be stockpiled at the District facilities and as part of the county road projects which will generate a savings to offset some of the increased Caltrans costs.

Only three bids were received for Schedule B in the amounts of \$3,858,500, \$4,174,858, and \$4,988,150, considerably higher than the \$1,730,000 Engineer's estimate (Krieger & Stewart). The consulting engineers and staff are reviewing the design and specifications to lower the cost and will bring back a recommendation at a later date.

In addition to the above costs, the District will need to retain a Construction Management firm and environmental monitoring firms. Those agreements will be forthcoming.

Funding available for this project is from the following sources:

\$3,000,000	California Department of Water Resources
3,200,000	California Department of Public Health
1,000,000	Mojave Water Agency
<u>249,000</u>	Morongo Pipeline Reserve (through MWA)
7,449,000	Total Non-District Funding Available

A contract for the \$3,000,000 California DWR grant has not yet been finalized, so that funding will not be available yet. However, the remaining funds are fully committed and will cover the cost of the Schedule A project.

There appear to be a number of options to reduce the cost of the Bid Schedule B recharge pond in order to keep the full project costs within the above funding in which case the entire project cost could be as follows:

\$3,696,235	Pipeline
2,500,000	Pond
700,000	Construction Management
150,000	Environmental Monitoring
454,623	10% Contingency on all but Pond
7,500,858	Estimate based on current bid

Award of the Bid Schedule A will allow the project to proceed within the available funding.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager

TOPIC: INSTALLATION OF FENCE AT H-ZONE TANK SITE



RECOMMENDATION: That the Board authorize installation of a fence around the H-zone tank site by Fatty's Fencing Company at a cost of \$12,102.70 and authorize a contingency of \$1,500.

ANALYSIS: Grading at the vacant lot adjacent to the H-zone tank site at Olympic and Onaga has been completed. When reviewed by the Board ad hoc Engineering Committee, the committee expressed concern that the site should be immediately fenced since the site has previously been used by various off-road recreational vehicles.

Fatty's Fence Company has provided a cost of \$12,102.70. Westbrook Fence, which just fenced the ground water recharge pond site, presented a quote of \$20,187. The 9 gauge fence is about 675 feet in length and will surround the entire properties of both the existing tank site and the recently graded vacant lot. The cost anticipates using some of the existing fittings that surrounds the H-zone tank. In the event they are not usable the cost for 9 gauge would be an additional \$700. We also expect to use the existing 14' gates at the lower level in addition to new 16' gates at the upper level. Use of the existing 14' gates will save an additional \$500.

Funds for the fence are available in the H-zone tank project Supplemental Budget. Approval of this purchase will secure the work that has just been completed at the H-zone tank site.

Ca. State Contractors
Lic. No. 896477

Invoice

Phone: (760) 668-3525

Fatty's Fence

"No Job Too Small"

Commercial, Industrial, Residential

Aug 26 2012

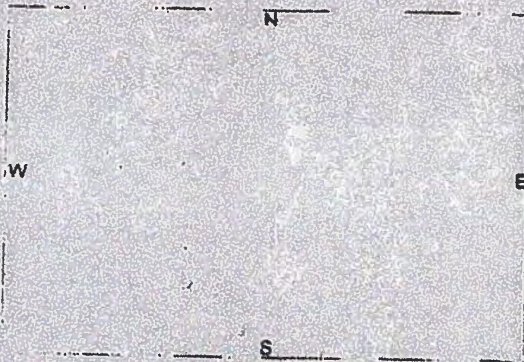
Proposal To: John Brown Water / Kelly Little

Address: _____

Job Address: H 1 Tank Phone: _____

WE AGREE to furnish material, labor and install complete as per diagram below, the following

6.75 lineal ft. 6.75 ft. high Fencing as specified below
..... lineal ft. ft. high Fencing as specified below



STEEL FENCE SPECIFICATIONS

Twist Up _____	Knuckle Up _____
Fence Height <u>6</u> Ft.	Economy Grade _____
Wire Height _____ Ft.	Drive Gate Post <u>3</u> O.D.
Wire Mesh _____ Ins.	Walk Gate Post _____ O.D.
Wire Gage <u>11.5</u>	Braces <u>1 1/2</u> O.D.
Galv. A.W. _____ B.W.	Top Rail <u>1 1/2</u> O.D.
Line Post <u>2 1/2</u> O.D.	Barb Wire _____
Line Post _____	Ext. Arms <u>3</u>
Set in <u>X</u> n. Conc.	_____
Corner Post <u>3</u> O.D.	_____
Wood Post _____ O.D.	All Round Posts Finished
Set in <u>X</u> n. Conc.	With Cap On Top.
Redwood _____	Posts Spaced a Maximum
Other _____	Of 10ft. On Center.

NOTICE TO OWNER

"Under the Ca. Mechanics' Lien Law, any contractor, laborer, supplier, or other person or entity who helps to improve your property but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, or property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

Where extended type financing is involved, each contract is excepted with the provision that satisfactory financing be secured for all parties there-to. The purchaser agrees to pay all court costs and reasonable attorney's fees incurred should legal action be necessary in the collection of any unpaid amount under this contract.

All property lines must be properly marked by owner. We assume no responsibility whatsoever for location of property lines. Merchandise remains property of Fatty's Fence until total amount is paid.

Acceptance: The undersigned accepts the conditions and terms as stated hereon and agrees that this proposal becomes a contract between the two parties whose signatures appear below.

Terms: cash on delivery

Sales Rep. [Signature]

Accepted By: _____ Buyer

Any changes during installation are subject to price change. Depth of posts accord. to ground conditions.

Fatty's Fence does not assume responsibility for damages to water lines, sprinkler lines, electrical wire unless posted or staked out, or shown to crew during actual erection on job site.

6.75 of 11 gauge charcoal on 2 3/8 SS20
1 end with 3' x 12 5/8 3" corner ends
1 gate post FW - 1 1/2 SS 20 Top rail
& Posts

John & Kelly \$5500

TOTAL	
MATERIAL	<u>6,602.70</u>
TAX	
COMPLETE - INCLUDING TAX	<u>12,102.70</u>

Date: _____

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET
AGENDA ITEM #

Regular Meeting of the Board of Directors

October 17, 2012

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager



TOPIC: PROJECT FOR ALTITUDE VALVE AT C2B TANK AND
EARTHQUAKE SHUTOFF VALVES AT CB, C-1 AND B TANKS

RECOMMENDATION: That the Board take the following action:

- 1) Authorize purchase of equipment for the above projects at an estimated cost of approximately \$160,000;
- 2) Authorize a contract for the installation of the equipment at a cost of under \$50,000, to be specified at the board meeting; and
- 3) Authorize adjustment in the Supplemental Budget for the installation cost plus about \$5,000 in additional equipment costs.

ANALYSIS: This year's supplemental budget includes the installation of an altitude valve at the C2B tank to prevent it from overflowing due to its elevation that is a bit lower than other C zone tanks.

The budget also includes earthquake shutoff valves for the 5 million gallon C2B tank, and the C-1 and B tanks, which are each 1,200,000 gallons and the District's largest tanks. These tanks together provide service to the highway corridor, the Downtown Joshua Tree area, the hospital, county, CHP complex, and Copper Mountain College. The earthquake shutoff valves will seismically sense large breaks in the water lines that would empty the reservoirs in an event such as an earthquake, and shut the valves to save the water.

The Supplemental Budget contains \$155,000 for the two projects. When initially budgeted several years ago it was thought that District staff would construct and install the equipment. However, Mike Metts, District Engineer, has identified a pre-fabricated altitude valve that can be more quickly installed by a grading or excavation contractor and avoids having to construct an altitude valve system.

This is a fairly small grading job, and Mike Metts estimates that the cost of developing formal specifications and soliciting formal bids would be expensive when the installation of the

equipment will cost less than \$50,000.

Luna Pacific has just completed the grading for the H-zone tank site. Since their bid for that project was about half the price of the only other bidder, Mike Metts has solicited a proposal for the altitude and earthquake shutoff valves while their equipment is still here.

This proposal was reviewed by a committee of President Reynolds and Director Long. The committee recommends doing the projects now by contract, but asked staff to solicit proposals from at least two local contractors to either receive lower proposals, or confirm that the Luna Pacific proposal is a competitive price. The proposals will be presented at the Board meeting.

Given the large difference in costs of the H-zone tank grading, the Board committee and staff would like to be sure to take advantage of the lowest possible cost by installing this equipment now, rather than following what will be a costly formal bidding process or waiting until later.

It is proposed that the District purchase the valves and related equipment at an estimated cost of about \$160,000 which is about the same cost as budgeted (\$155,000). Installation will be less than \$50,000. It is proposed that other projects in the Supplemental Budget be adjusted to enable the installation of this equipment at this time.

Approval of this project will help protect the District from potential earthquake water losses, and will address a long-time problem of the C2B tank overflow.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

October 17, 2012

To: President and Board of Directors
From: Joe Guzzetta



TOPIC: Approve New Job Description for Lead Customer Service Representative

RECOMMENDATION: That the Board take the following actions:

1. Authorize the re-classification of one Customer Service Representative to Lead Customer Service Representative;
2. Approve Lead Customer Service Representative job description;
3. Authorize a pay range at 10% above the Customer Service Representative or \$35,928 - \$46,702

ANALYSIS: Reorganization changes, to reduce the workforce within the Finance and Customer Service work groups, have been in process since June when the Human Resources/Customer Service Manager position was eliminated. At that time, Staff indicated that we would be coming back to the Board to approve a job description for a Lead Customer Service Representative.

The Finance and Customer Service functions have already been consolidated into one unit with Susan Greer managing both functions, as in the past. Our Accountant acts as a Lead to the Finance work group and we need a similar Lead for the Customer Service work group. The proposed Lead Customer Service Representative position will oversee the daily work of the Customer Service work group. The employee will be required to perform all of the functions of the Customer Service Representatives and be very hands-on. See the proposed job description and revised organizational chart attached. The salary of the Lead CSR is proposed at 10% more than the Customer Service Representative position.

The current budget includes full funding for the HR/Customer Service Supervisor position as the position was eliminated after approval of the budget. We anticipate savings of approximately \$53,000 this fiscal year and \$50,000 on an ongoing basis.

FISCAL IMPACT: Funding for the position comes from elimination of the HR/Customer Service Supervisor position, resulting in approximately \$50,000 in savings per year.

<p>JOSHUA BASIN WATER DISTRICT</p> <p>CLASS DESCRIPTION</p>	<p>DRAFT</p> <p>Revised</p> <p>Description Approved</p>
<p>Title: LEAD CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Status: Non -Exempt</p>

Summary

Under limited direction, leads, oversees, and participates in the more complex and difficult work of office Customer Service staff responsible for performing a variety of clerical accounting duties involved in the billing and payment processing for utility billing; leads and participates in other duties related to generating, collecting, processing, and recording District revenue; dispatching service technicians, and performs a variety of customer service functions including providing assistance and information to the public regarding areas of assignment.

Distinguishing Characteristics

This is the journey/lead level class in the Customer Service Representative series and has responsibility for providing training and guidance to office staff engaged in customer service related duties and for performing the most complex and difficult duties in the class series. Position works with greater independence than others in the Customer Service series, with the responsibility for independently solving routine to complex problems in daily operations.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Perform any or all of the functions of a Customer Service Representative.
- Lead, plan, prioritize and review the work of office staff responsible for providing customer service functions and services; provide training and direction as needed.
- Approve time cards of assigned employees.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Provide input on performance evaluation process for assigned staff.
- Generate monthly schedule; ensuring timely meter reading, lock-offs of delinquent accounts, application of penalties and printing of bills and notices, internally or through outside vendor and similar processes.
- Prepare and review month-end and periodic reports.
- Ensure complete coverage for the customer service desk and functions.
- Authorizes customer account adjustments.
- Oversee Water Account Assistance Program.
- Oversee coordination with customer service staff to review any questions, changes or special needs for that day (lunches/meeting/illness, etc.).
- Oversee daily cashiering function and conduct periodic audits of cash drawers.
- Assist supervisor in planning and implementing work programs and Customer Service activities; makes recommendations for improved job procedures, policies and products.
- Review and update user procedures as necessary.

JOSHUA BASIN WATER DISTRICT CLASS DESCRIPTION	DRAFT Revised Description Approved
Title: LEAD CUSTOMER SERVICE REPRESENTATIVE	Status: Non -Exempt

- Oversee problematic customer account situations and review these accounts for amicable solutions.
- Help evaluate and resolve customer situations in the office and in the field.
- Answer questions and provide information to the public; explain District policies.
- Perform a variety of clerical duties including typing, filing, mail opening and distribution.
- Follow proper safety practices at all times.

Job Requirements

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience: Graduation from high school or equivalent supplemented by college coursework in accounting, business administration or a related field; and four years of increasingly responsible customer service and clerical accounting experience, preferably where a lead role was assumed.

Knowledge of:

- modern principles and practices of providing excellent customer service;
- office procedures and methods;
- cash handling techniques;
- basic accounting and mathematics;
- principles and practices of employee training;
- proper public contact and telephone etiquette;
- techniques for dealing with delinquent accounts;
- computer applications such as work processing and spreadsheets.
- basic leadership and communication ideals and principles.

Ability to:

- operate a variety of office equipment including a personal computer, 10-key calculator, cash register and supporting word processing, spreadsheet and customer service applications;
- type accurately at minimum of 45 words per minute
- work in a fast paced environment and successfully manage a rapidly-changing environment; analyze complex customer service problems and recommend solutions;
- exercise independent judgment and initiative within established guidelines;
- interpret, explain and enforce department policies and procedures;
- train and orient new and existing employees;
- lead, direct and guide the work of others;
- handle a diverse set of customer comments, inquiries and complaints in a polite and professional manner;

<p>JOSHUA BASIN WATER DISTRICT</p> <p>CLASS DESCRIPTION</p>	<p>DRAFT</p> <p>Revised</p> <p>Description Approved</p>
<p>Title: LEAD CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Status: Non -Exempt</p>

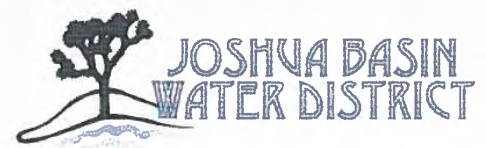
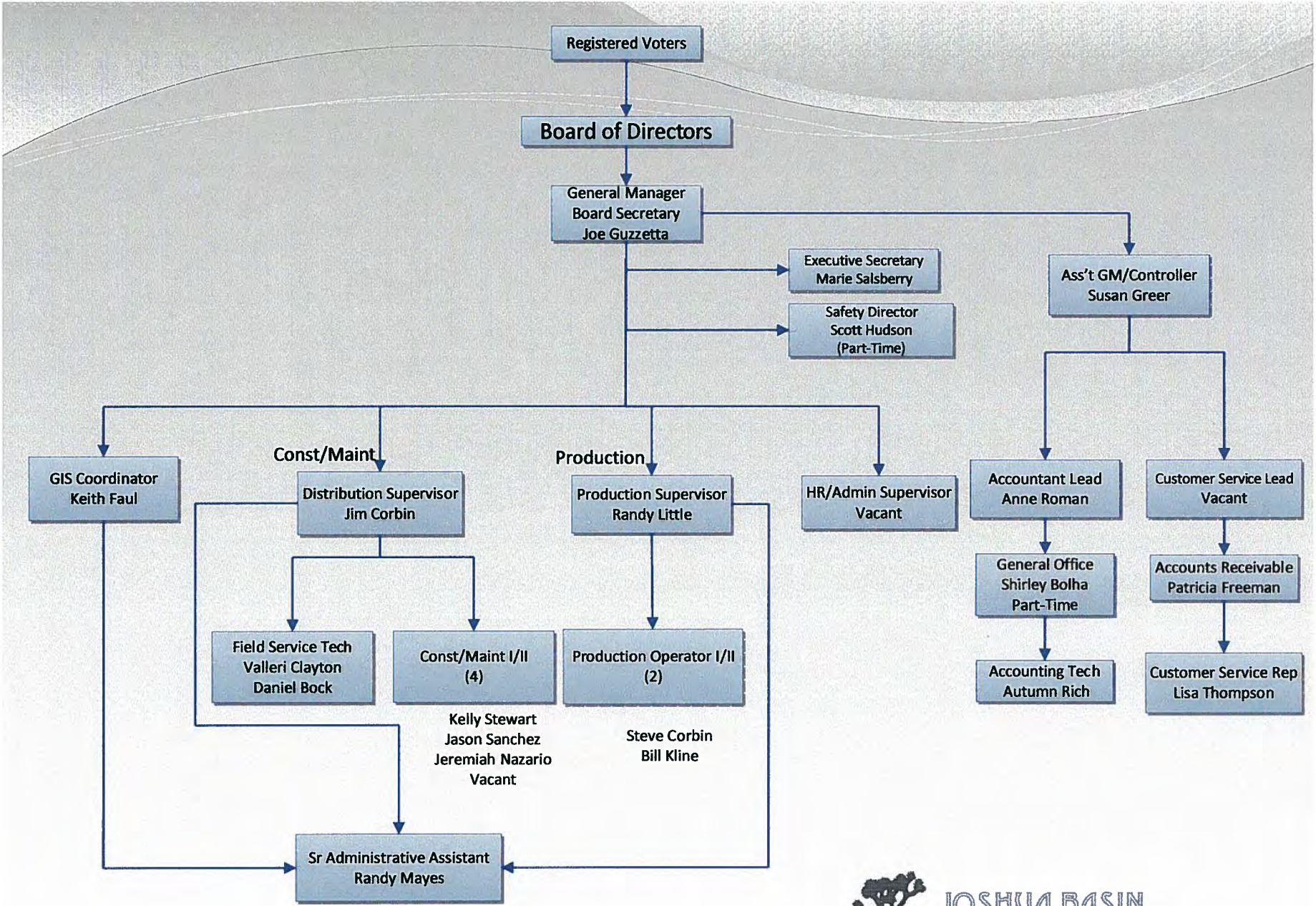
- deal with a variety of interpersonal styles and personalities in an appropriate and diplomatic manner;
- perform general maintenance and review of customer accounts;
- understand and carry out oral and written instructions;
- accurately handle cash and operate a calculator;
- establish and maintain cooperative working relationships with those contacted in the course of work.

Physical

Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA), possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, kneel and crouch routinely. Sits for extended time periods and uses office equipment such as computer terminals, copiers and fax machines on a regular basis. Requires normal range hearing and vision. Travels by automobile in conducting District business.

Other

Maintain valid California Class C Driver's License.



Revised
7-16-2012


JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Regular Meeting of the Board of Directors

Date: October 17, 2012

Report to: President and Members of the Board

From: Anne Roman, Accountant



TOPIC:

PAYROLL OUTSOURCING

RECOMMENDATION:

Authorize GM to enter into contract with Paychex for payroll services, with a first year cost of approximately \$10,300 including setup, and subsequent year costs of approximately \$8,400.

ANALYSIS:

Upon the implementation of the new Incode software in 2008, payroll was brought back 'in-house' after many years of outsourcing to ADP. The District's payroll needs had grown considerably during the years immediately prior to that decision and were no longer being properly served by ADP's basic service. The decision was made to attempt to utilize the new Incode software to prepare payroll 100% in-house. However, ongoing challenges with the Incode payroll software, rising complexity of payroll compliance, and the need for Finance Staff to focus on more budget- and project-oriented tasks, leads us to recommend outsourcing once again. Payroll law, like federal and state tax law, has continued to grow in complexity and volatility over recent years. In 2011, an unprecedented change to the employee vs. employer social security tax rate was implemented. That change was extended into 2012 with the addition of a complex recapture provision, which was [fortunately] repealed at the last moment. Without a professional payroll organization at our disposal, maintaining compliance with such changes along with quarterly/annual reporting methods requires considerable time.

Unfortunately, our Incode payroll software has not performed satisfactorily either. Among numerous complaints, the most significant is in the area of California state compliance, particularly State Disability Insurance (SDI) tax and DE542 reporting. Labor-intensive and error-prone manual overrides and corrections must be performed in order to bring the payroll into compliance. Incode has also been unable to provide a state-approved, submittable report format. Incode's software cannot be customized to properly control Overtime and Doubletime recording, thus compliance with these federal, state, and MOU requirements is done manually. Most alarming is a recent incident in which the federal, state

and social security tables that Incode controls were inexplicably changed to an outdated version. It was only through the painstaking scrutiny that staff must apply to each payroll preparation that a major error was averted.

A professional payroll preparation firm is not only able to offer the expertise and compliance that is vital to our District, but also able to expand upon the services provided to our employees. Value added features, such as employee self-service options (i.e. online viewing/printing of paychecks/W2's & submission of payroll-related documents like W4's via the Internet), are becoming the norm.

According to an American Payroll Association study, 58% of employers having 500 or less employees outsource their payroll services. In fact, several of our local neighboring agencies -- High Desert Water District, Twentynine Palms Water District, MBTA, and Morongo Basin Ambulance -- are clients of Paychex, our recommended provider. While Paychex is a slightly higher bidder over Amcheck, we believe that Paychex' experience with similar agencies, and CalPERS in particular, is invaluable. Based on ADP's subpar performance in the past, we do not wish to consider them at this time. Proposals received are indicated below.

Provider	Annual Costs	One-time Setup Costs
Paychex	\$8,399	\$1,898
Amcheck	7,616	2,965
ADP	6,104	200

While these proposals, on the surface, may seem pricey for a "small" payroll, one must consider the complexity of our payroll, with standby and callback compensation, FLSA compensation calculations, numerous benefits including CalPERS, IRS Section 125 health insurance, and IRS Section 457 elective deferrals. Surprisingly, our analysis of internal payroll preparation time and associated costs is almost double that of the highest bidder; it is actually costing us almost \$16,000 per year to process the payroll ourselves. We estimate that outsourcing would allow us to divert approximately 380 staff hours annually to other work plus any savings resulting from utilization of the employee self-service options. The Paychex package also includes Human Resource tracking software that may offer some time savings over our current software as well.

FISCAL IMPACT:

First year cost, including initial setup fees is approximately \$10,300. Subsequent year costs would be reduced to approximately \$8,400. Funding will come from operational savings we anticipate such as elimination of HR/Admin Services Supervisor position.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

October 17, 2012

Report to: Members of the Board
From: Board ad hoc General Manager Agreement Committee
President Reynolds
Director Long

TOPIC: EMPLOYMENT AGREEMENT WITH GENERAL MANAGER

RECOMMENDATION: That the Board authorize the President to sign an agreement with Joe Guzzetta for continued employment as General Manager of the Joshua Basin Water District

ANALYSIS: The current employment agreement between the Joshua Basin Water District and General Joe Guzzetta expires on November 16, 2012. After conducting an extensive performance evaluation the Board gave direction to this committee to negotiate a new agreement.

The attached Agreement is recommended by the Committee and is agreeable to Joe. Following are the major provisions of the agreement:

- Extends Joe's employment to March 1, 2016. The March date approximately coincides with the anniversary date on which annual performance evaluations are to be conducted;
- Provides for an annual salary of \$167,135.28 which includes a 4% merit increase. The last increase was on September 16, 2009;
- Provides for an annual evaluation process and for establishment of goals and objectives through the Board's annual *Strategic Plan* and a *Business Plan*, which the Board will use as a basis for future performance evaluations;
- Continues to provide that the General Manager will receive the same medical insurance, vacation, sick leave, life insurance, cost of living, and other benefits as provided to other management employees;
- Continues to provide that the General Manager will receive no auto allowance, but will be reimbursed for mileage for trips outside of San Bernardino and Riverside Counties;
- Continues to provide up to six months of severance pay if the General Manager is terminated other than for cause.

In conjunction with the Agreement, the attached Business Plan Approval of the Agreement will continue to provide a strong Board-General Manager leadership team to implement the priorities of the Board and meet the current and future needs of the District.

**EMPLOYMENT AGREEMENT
BETWEEN
JOSHUA BASIN WATER DISTRICT
AND
JOSEPH P. GUZZETTA**

This Employment Agreement (the "Agreement") is made and entered into as of October 17, 2012, by and between Joshua Basin Water District (hereinafter referred to as "District") and Joseph P. Guzzetta (hereinafter referred to as "Guzzetta").

RECITALS

- A. **WHEREAS**, the District is a county water district organized and operating pursuant to Division 12 of the California Water Code; and
- B. **WHEREAS**, on or about March 11, 2004, the District's Board of Directors appointed Guzzetta, Acting General Manager; and
- C. **WHEREAS**, on or about August 4, 2004, the District's Board of Directors appointed Guzzetta, General Manager; and
- D. **WHEREAS**, on or about November 16, 2005, the District's Board of Directors entered into an Employment Agreement with Guzzetta which after two automatic renewals, is scheduled to expire on November 16, 2012 (hereinafter "Existing Employment Agreement"); and
- E. **WHEREAS**, the District's Board of Directors wishes to enter into a new Employment Agreement with Guzzetta on the terms and conditions provided herein;

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

1.0 Incorporation of Recitals. The Recitals set forth above are hereby made a part of this Agreement and are incorporated herein as though set forth in full by this reference.

2.0 Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter of this Agreement and this Agreement supersedes and extinguishes all prior agreements between the parties on this subject matter. As such, the parties agree that the Existing Employment Agreement will be null and void upon the effective date of this Agreement.

3.0 Employment. The District hereby employs Guzzetta, who accepts such employment, to serve as its General Manager.

4.0 Term. The term of this Agreement shall commence on the effective date of this Agreement and continue to March 1, 2016, unless otherwise terminated as provided for in Section 8.0 of this Agreement.

5.0 Duties.

5.1 Guzzetta shall perform such duties as may be required of him by the District's Board of Directors. The General Manager is the chief administrative officer of the District, responsible directly to the District's Board of Directors. Guzzetta shall have charge of and supervise the administrative activities of the District. Guzzetta shall further be responsible to District's Board of Directors for the operation of the District's functions and facilities; plan and carry out all construction work when authorized by the District's Board of Directors; make recommendations to the District's Board of Directors concerning the affairs of the District; prepare and submit to the District's Board of Directors an annual budget estimate and such reports as may be required by the District's Board of Directors; and shall maintain the District's public relations.

5.2 Guzzetta will devote his full time and best efforts to performing his duties and to the District's business affairs.

5.3 Guzzetta may devote a reasonable amount of time to water district associations and community-related activities so long as the time devoted to these other activities does not interfere with the performance of his duties to District. Participation at these professional, organizational activities will be subject to the review and approval of District's Board of Directors.

6.0 Compensation.

6.1 Annual Base Salary. Guzzetta shall be paid an annual salary of \$167,135.28. Said compensation shall be paid in equal bi-weekly payments.

6.2 Merit Adjustment, Performance Review. On or about March of each year, commencing March 20, 2013, the District's Board of Directors shall evaluate Guzzetta's performance and other relevant factors and shall consider making reasonable adjustments to Guzzetta's annual salary, as the District's Board of Directors may deem appropriate, in accordance with such evaluation. The District's Board of Directors shall meet and confer with Guzzetta in regard to such evaluation and the conclusions to be reached therefrom. However, it is understood that the District and its Board of Directors makes no commitment to increase or otherwise adjust Guzzetta's salary at any particular time or on any regular basis. In addition to the above, the District's Board of Directors may, at its discretion, evaluate Guzzetta's performance at more frequent intervals as it deems appropriate.

6.2.1 Performance Goals. The Initial Performance Review (3/20/13) provided for in Section 6.2 above shall be based,

in part, on Guzzetta's performance with regard to the projects, goals and objectives set forth in (1) the District Strategic Plan which is attached hereto as Exhibit "A" and (2) Guzzetta's Business/Management Plan which is attached hereto as Exhibit "B". The criteria for subsequent Performance Reviews will be developed independent of this Agreement.

6.3 Cost of Living Adjustments (COLA). Guzzetta will be entitled to and receive cost of living salary increases at the same rate and at the same time as regular full-time management employees of the District that are approved by the District's Board of Directors.

6.4 Overtime Pay. As an exempt managerial employee, under no circumstances will Guzzetta be entitled to any overtime pay regardless of the number of hours he may work in any work week.

6.5 Benefits. Guzzetta will be entitled to and receive the following benefits.

6.5.1 Medical, dental, vision, disability, and life insurance coverage equal to that which is provided to all other full-time management employees of the District or the equivalent cash value thereof.

6.5.2 Vacation, sick, and executive leave equal to that which is provided to all other full-time management employees of the District

6.5.3 District shall reimburse Guzzetta at the IRS standard mileage rate for any business use of his personal vehicle beyond the San Bernardino/Riverside counties area. Guzzetta shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses pertaining to the purchase, operation, maintenance, repair, and regular replacement of said vehicle beyond that subject to reimbursement.

6.5.4 Guzzetta will be entitled to the same (a) Deferred Compensation Programs, (b) Educational Assistance Programs, and (c) Retirement Programs/Benefits, which are provided to all other full-time management employees of the District.

7.0 Business Expenses. Guzzetta will be reimbursed for documented and reasonable business expenses in connection with the performance of his duties under this Agreement and in accordance with the District's general policies on business expenses.

8.0 Termination of Employment.

8.1 Termination By Guzzetta. Guzzetta may terminate this Agreement upon giving thirty (30) days' written notice to the Board of Directors.

8.2 Termination By District.

8.2.1 General Rule. Notwithstanding Section 4.0, Guzzetta as General Manager, serves at the pleasure of the District's Board of Directors. Guzzetta's employment with District is "at-will", which means that the District may terminate this Agreement, and Guzzetta's employment, at any time, with or without cause. Nevertheless, the District's Board of Directors shall not exercise its right of termination during any ninety (90) day period following a General District Election unless termination is for "cause" as defined in Section 8.3.5 of this Agreement. Any modification of the "at-will" nature of the employment relationship must be in writing and executed by both Guzzetta and the Board of Directors.

8.3 Severance Pay.

8.3.1 In the event Guzzetta elects to terminate this Agreement, he shall not be entitled to severance pay.

8.3.2 In the event Guzzetta's employment is terminated by the District at any time without cause, he will be entitled to severance pay equal to the lesser of (a) his monthly salary multiplied by 6 or (b) his monthly salary multiplied by the number of months left on the unexpired term of this Agreement. (*See Government Code Section 53260.*)

8.3.3 The severance pay provisions provided for in Section 8.3.2 above shall be paid in equal monthly installments.

8.3.4 In the event Guzzetta's employment is terminated by the District for cause, he will not be entitled to severance pay.

8.3.5 Definition of Cause. "Cause" means the occurrence or existence of any of the following with respect to Guzzetta, as reasonably and in good faith determined by the Board: (a) acts in bad faith and to the detriment of the District; (b) exhibits in regard to his employment unfitness for service, misconduct, dishonesty, or incompetence; or (c) breaches of any material term of this Agreement.

9.0 Reimbursement to District. Notwithstanding anything to the contrary in this Agreement, if Guzzetta is convicted of a crime involving an abuse of his office or position, Guzzetta shall fully reimburse the District as follows:

9.1 For any paid leave salary provided by the District pending an investigation. *See Government Code Section 53243.*

9.2 For any funds provided by the District for the legal criminal defense of Guzzetta. *See Government Code Section 53243.1.*

9.3 For any cash settlement provided by the District related to the termination of Guzzetta's employment. *See Government Code Section 53243.2.*

9.4 For purposes of this Section 9, "abuse of office or position" means either of the following:

- (a) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority. *See Government Code Section 53243.4 (a).*
- (b) A crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code. *See Government Code Section 53243.4 (b).*

10.0 Successors and Assigns. The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the District's successor agency or entity as the case may be.

11.0 Modifications. Modifications of this Agreement may only be made by formal written amendment approved and executed by both parties.

12.0 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

13.0 Construction. This Agreement shall not be construed more strongly against either party regardless of which party prepared it.

14.0 Notices.

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) DISTRICT: President, Joshua Basin Water District, 61750 Chollita Road, Joshua Tree, CA 92295

(2) GUZZETTA: Joseph P. Guzzetta, 6256 Riverside Ave., Riverside,
CA 92506

IN WITNESS WHEREOF, the parties have executed this Agreement effective
September 21, 2012.

JOSHUA BASIN WATER DISTRICT

By _____
Michael (Mike) Reynolds, President
Board of Directors

Date: _____

By _____
Mickey Luckman, Vice President
Board of Directors

Date: _____

Joseph P. Guzzetta

Date: _____

Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
1.0.0		GOAL 1.0 PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority							
1.1.0		Slow and eventually reverse declining groundwater levels and protect the imported water entitlement							
1.1.1	JG	Recharge Basin & Pipeline Project	Construction Phase. \$6.2 mil from prop 84 plus \$1.3 million left from MWA.	\$ 3,952,000	\$ 3,952,000			Awaiting approval by DWR. CDPH Approved. Contract is signed	12/31/2013
1.1.2	JG	Water Purchase	1,100 acre feet of water to replenish aquifer.				\$ 500,000		6/30/2016
1.2.0		Obtain statutory authority to manage the Basin							
1.2.1	JG	Centralized Treatment Authority	Apply for Authority from LAFCO to construct a centralized treatment plant early, before it is needed.					Prioritize before needed	4/1/2015
1.2.2	JG	Centralized Treatment MOU	Complete the MOU with the Regional Water Quality Control Board to give the agency authority to decide when a package waste water treatment plant needs to be required by a developer.					Dependent on USGS study and RWQCB	4/1/2016
1.3.0		Manage the Basin effectively to protect groundwater supply and quality							
1.3.1	JG	USGS Wastewater Density Study	Complete the USGS study to understand allowed building density based on wastewater.					USGS Late.	
1.3.2	JG	Urban Water Management Plan.	Complete the Urban Water Management Plan.					Complete	12/1/2013
1.3.3	JG	Groundwater Mgmt. Plan	Update AB3030 ground water management plan	\$ 50,000					12/31/2013
2.0.0		GOAL 2. FINANCIAL MANAGEMENT. Continue strong and conservative financial management that is cost conscious, reliable and avoids rate shocks							
2.1.0		Develop Mechanisms to link strategic plan initiatives so both the staff and board can track progress and not approve projects that exceed resources.							
2.1.1	MR	Tie Budget to Strategic Plan	Tie the Budget to strategic plan initiatives					Complete	6/1/2012
2.2.0		Provide reliable financial resources to meet critical projects within legal and revenue requirements, are incremental, and are perceived as fair to the public without rate shocks.							
2.2.1	SG	Integrated Financial Analysis	Carry out analysis needed to identify revenue needs associated with all district initiatives, most importantly to carry out pipeline replacement and for buying water					Start January 2013	1/1/2014
2.2.2	SG	Rate Study	Conduct rate study, including review and update of structure and analysis of pay/go versus debt financing.	\$ 30,000					1/31/2014
2.2.3	SG	Update District Fees	Carry out study to identify needed and fair fees.	\$ 15,000					12/1/2012
2.3.0		Seek to maximize grant funding, especially for large capital projects							
2.3.1	JG	Funding Lobbyist	Board authorized a new contract on 09 05 2012					Completed 09 05 2012	3/1/2013
2.4.0		Improve Board oversight of finance							
2.4.1	Board	Establish Finance Committee	Goal is to improve board policy guidance and oversight.					Complete	4/1/2012
3.0.0		GOAL 3. OPERATIONAL AND ASSET MANAGEMENT. Design, build, operate, and maintain facilities for reliability and cost efficiency							
3.1.0		Carry out a strong maintenance management program that is fully proactive and document							

Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
3.1.1	RL	DEVELOP Maintenance Management System for <u>Production Operations</u>	Identify features of a fully proactive and documented maintenance management program for production operations: wells, pumps, booster stations, reservoirs, including: tracking, recording, cost/benefit analysis, replacement timing.					Complete	9/1/2012
3.1.2	RL	IMPLEMENT Maintenance Management System for <u>Production Operations</u>	Implement Phase 1 of fully documented Maintenance Management Program for production operations.					Complete	9/1/2013
3.1.3	JC	DEVELOP Maintenance Management System for <u>Distribution Operations</u>	Identify features of fully proactive and documented Maintenance Management Program for distribution operations. Set Priorities and phases to incorporate parts of the distribution system: Vehicles, valves, meters, equipment, hydrants, Main lines, services, air vacs, blow-offs, asphalt and other processes. include tracking, recording, cost/benefit analysis, replacement timing, and training.					Complete	9/1/2012
3.1.4	JC	IMPLEMENT Maintenance Management System for <u>Distribution Operations</u>	Implement Phase 1 of fully documented Maintenance Management Program for distribution operations.					Complete	9/1/2013
3.1.5	KF	VXU Meter Reading Unit	Provide for a backup VXU for meter reading		\$ 30,000			Complete	6/30/2014
3.1.6	JC	Large Meter Testing	Establish a program for regularly testing large customer meters	\$ 30,000				3/6/12: Jim studying to determine for 1 1/2" & up	6/30/2012
3.1.7	JC	Enclosure (Wall) in Shop	For safety & to block noise, fumes, arc flash.	\$ 12,000					06 30 2013
3.1.8	JC	Grizzly	Steel grate device for separating dirt, rocks and debris to enable us to stay on top of various waste material.	\$ 10,000				Complete	6/30/2013
3.1.9	JC	(2) Aluminum/Steel Carports	To cover outside equipment & PVC pipe to protect against elements and add security; 48 x 20; 2 units total.		\$ 6,000				6/30/2014
3.2.0		For large projects, provide a high level of project management to ensure project proceeds on time, on budget and to plan. Assure there is independent review and assessment of engineering and construction set up so that those involved clearly represent the District's interests							
3.2.1	JG	Project Management Oversight and Reporting	Review, update and document process for project management, oversight and reporting.					DUDEK is providing project oversight and tracking.	12/1/2013
3.3.0		Ensure redundancy and reliability of key parts of the water and wastewater system							
3.3.1	RL	H-Zone Tank (prev. Relocate C2A Tank to Hzone)	The cost will eventually be reimbursed to the operational budget from future capacity fees in the H-Zone. Staff is reviewing the cost of moving the tank in comparison to the installing of a new one. NEW TANK	\$ 510,000	\$ 90,000				6/30/2014
3.3.2	JG	HDMC Wastewater	Complete the sewer project for the Hospital. To be paid by HDMC.	\$ 750,000	\$ 750,000			Under Construction	9/30/2013

Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
3.3.3	JG	Emergency Line to Hospital	Prepare plan for the redundant water service line for the hospital. Construction contingent on funding.					Dependent on funding and hospital decisions for permanent line	6/1/2013
3.3.4	JG	Altitude Valve at C2B Tank – SCADA Controls at C2-B, C-1, and C-3	The three tanks in the C zone are at different altitudes. If the one at the highest altitude is filled, the other two overflow. These valves will prevent the overflowing.	\$ 75,000				M. Metts engineering began Feb. 2012; 3/6/12: start by Fall 2012	10/31/2012
3.3.5	RL	Reservoir Maintenance/Renovation	Reservoir renovation/recoat					Funding in operating budget; 4 by 06/30/13. Under review by legal counsel.	6/30/2013
3.3.6	JC	Valve & Fire Hydrant Maintenance Program	Repair or Replace 100 Valves	\$ 33,333	\$ 33,333	\$ 33,334		3/6/12: Jim will prioritize & start	
3.4.0 Design and operate the water and wastewater system for cost-efficiency									
3.4.1	SG	Identify Cost Savings	Identify cost savings opportunities in the operation and management of capital facilities, including through power management					Utilize outside consultant.	6/1/2015
3.5.0 Provide appropriate, safe facilities with adequate space to effectively carry out the District's goals and objectives									
3.5.1	RL	Security (Motion Sensors) at Shop and Well 10	This would provide security to an expanded area at the shop.	\$ 20,000				Underway; 50% complete	6/30/2013
3.5.2	SG	Customer Service Account Filing System	Parcel files have expanded past our current storage area and can't be locked. This will allow us to store, secure and access our current files and any new files for the foreseeable future.	\$ 30,000					6/30/2013
3.5.3	JG	Facilities Plan/Space Needs Assessment	Conduct a facilities plan and assessment to identify space needs, estimated costs, etc. for a new or upgraded office building and Emergency Operations Center.					Soliciting proposals	6/1/2013
3.5.4	JG	Property Needs Assessment and Purchase	Conduct a property needs assessment: what facilities will be needed over time, in what locations and what size: purchase properties.					underway	12/1/2012
3.5.5	SG	Office Carpet	This provides for carpeting of all offices.	\$ 13,000					12/31/2012
3.6.0 Plan new facilities, upgrade and replacements in a way that promotes long-term reliability and cost-effectiveness									
3.6.1	SG/Brd	Pipeline replacement plan	Develop plan, timeline and funding for replacing aging pipelines. Design is completed for 15,000' of pipeline replacement					(see 2.2.0)	1/1/2014
3.6.2	RL	Replace Chlorination Pumps - 4 at \$3,000 each.	Current pumps are over 10 years old and unreliable. New pumps will operate with SCADA.	\$ 12,000				Complete	6/30/2012
3.6.3	RL	Chlorine Analyzers W/Telemetry programming	Install analyzers to monitor chlorine residual at up to four remote sites.	\$ 20,000					6/30/2013

Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
3.6.4	RL	D-3-1 New Booster Pumps and Housing	The pumps at this booster station operate at a very low efficiency rate such that it is timely to replace them.	\$ 250,000				M. Metts engineering began Feb. 2012; 3/6/12: outsource inspection?	5/31/2013
3.7.0 Coordinate with the customer service representatives to develop standardized approaches to providing customer service									
3.7.1	SG	Customer Service Procedure for Leaks	Complete customer service procedure around leaks, including water conservation survey.					Nearly complete	9/1/2012
3.7.2	SG	Complete SOPs	Major SOPs have been identified					(see 5.1.3)	6/10/2013
4.0.0 GOAL 4. GOVERNMENTAL AND COMMUNITY RELATIONS. The District acts as a good neighbor and partner that is highly regarded in the community									
4.1.0 Take actions needed to ensure the community understands and supports the District									
4.1.1	KR	Public Outreach Plan & Program	Carry out ongoing public outreach plan and program.					PI Committee.	Annual report
4.1.2	KR	Update the Website							6/1/2012
4.1.3	JG	Demonstration Garden Improvements			\$ 10,000				6/30/2014
4.2.0 Be an active and collaborative leader and partner with other organizations throughout the region to meet District goals, including obtaining grants, groundwater management authority and sewer authority									
4.3.0 Ensure clear communications between the Board and Manager so the Board can provide proper oversight and clear policy direction									
4.3.1	JG	Board Tours	Plan and carry out Board tours of administrative, management and operational activities and facilities.						Ongoing
4.3.2	JG	Board Member Orientation	Form an ad-hoc Board Committee to develop new Board member orientation.					Committee and staff.	Ongoing
4.3.3	JG	Develop New Reporting to Board	Develop new monthly reporting practices to the Board.					Complete	9/1/2013
4.3.4	JG	Bi-monthly Board Workshops	Plan and conduct bi-monthly board workshops to provide enhanced communication on important District activities and progress.					Ongoing	Ongoing
5.0.0 ADMINISTRATION AND MANAGEMENT. Continue strengthening administration and management for increased consistency, performance and individual accountability									
5.1.0 Continue to standardize and systematize training and procedures									
5.1.1	JG	Personnel Manual	Complete Personnel Manual.					Draft has been completed.	06 01 2013
5.1.2	JG	Standard Operating Procedures	Identify and develop key standard operating procedures and timeline for less critical procedures.					Major SOPs are identified and are being developed.	06 01 2013
5.1.3	JG	Training Manuals and Procedures	Develop standard training manuals and procedures.					Each operation.	01 01 2014
5.2.0 Staff should have clear goals and priorities that align with the strategic plan and be evaluated and rewarded based on performance									
5.2.1	Mgmt.	Performance evaluations	Update performance, evaluations and accountability approach. For example, consider options for a merit performance system and staff evaluations.					All supervisors and managers.	Begin 12/1/2013
5.3.0 The District will provide the tools, training and support so that staff can grow and improve in their careers									
5.4.0 The District chain of command at all levels will be clearly articulated, understood and followed									
5.5.0 The District's IT system will be fully functional									

Copy of Strat Plan Summary2013-2015 updated 10 01 12.xlsx

4

Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
5.5.1	KF	GIS Strategic Plan	Develop GIS strategic plan.						6/1/2013
5.5.2	SG	Incode Version 10 Upgrade	Upgrade software to version 10; integrate with SEMS.		\$ 65,000				6/30/2014
5.5.3	SG	Record Archival System	This will eventually enable the District to maintain more electronic files for easier access and less physical storage.	\$ 37,500	\$ 37,500				6/30/2014
5.6.0	Ensure that there is a thorough emergency management program that is tested and exercised								
5.6.1	RL	Earthquake Shut Off Valves or Retrofit for Three Tanks – C2-B, C-1 and B	This, or a similar system, will provide a feature to the two major C tanks and the B tank serving the hospital, to shut off in the event of an earthquake or other event that results in an unusually large amount of water draining from the tank.	\$ 80,000					3/31/2013
5.6.2	RC	Emergency Supplies	These include food, water, cots, etc. for serious emergencies for employees.	\$ 17,000					6/30/2013
5.6.3	RL	Transfer Switches at Remaining Booster Sites	These switches are needed in order to be able to use the emergency generators at the pump stations.	\$ 60,000					9/30/2013
5.6.4	RL	Well 10 & 14 Soft Start Bypass - Generator Controls	The new 600 KW generators need this equipment in order to operate properly at the two largest producing wells, well 10 and well 14.	\$ 20,000				Design underway. Expect completion Spring of 2013	8/31/2012
5.6.5	RC	Table Top Exercises	Continue annual table tops internally, and windshield survey, update the manual.					Constant updates manual by Sept.	9/1/2012

Business Plan
General Manager, Joe Guzzetta
October 17, 2012

The ad hoc General Manager Contract Committee and General Manager have developed a *Business Plan* for the next General Manager evaluation period. The activities in the Plan are derived from the Strategic Plan developed this year by the Board. The Strategic Plan sets out the Board priorities for the next several years.

The *Business Plan* confirms an understanding of the Board's priorities and gives some detail in how the priorities will be accomplished. The evaluation period is from March to March each year, so the Plan goes forward from March 1, 2012, when the Strategic Plan was initiated by the Board, March 1, 2013. The Strategic Plan clearly documents the expectations and priorities as of March 1, 2012. The current year budget was established based on those priorities and the Board and General Manager have been working in accordance with these priorities.

Following are the items that should be well underway by March 1, 2013, according to the Board's Strategic Plan, and that the Board easily should be able to evaluate next March 1, 2013.

- *Complete construction of ground water recharge project by January 2015 and import water by 2016 with the Board to identify appropriate funding.*
Funds have been secured for the entire project. Bids will be submitted to the Board in the near future (pending approval by DWR) for the 4.5 mile pipeline part of the project which is under the engineer's estimate. If DWR has not issued a contract with MWA before the bids expire, staff will recommend awarding the bid based on the contract with CDPH. Awaiting DWR approval *may* result in being able to charge off more previous expense to grants, depending on the final bid costs.

The design for the pond part of the project needs to be revised to reduce the cost. Only two responsive bids were received for the pond while 9 were received for the pipeline. After modifying the design the pond alone will be advertised as a grading project to elicit more bids.

We anticipate providing construction management by either Krieger and Stewart, design engineers, or Dudek, District Engineer. The General Manager will be the individual responsible internally for the project. Caltrans and Fish and Game permits are still pending as well as one small easement.

- *Update the Ground Water Management Plan by 12/31/2013 and prepare to go to voters for approval to charge non-customer producers for their share of water replenishment costs.*
The Ground Water Management Plan was adopted under state law and is the basis for much of the District's authority to manage the ground water. Since the Ground Water Management Plan was written in 1996, USGS has completed studies that provide more accurate data about the characteristics of the basin and the ability to manage the basin.

While the Ground Water Management plan should be updated to incorporate the new data this should be a much lower priority than most of the other projects on this list.

Once the District begins importing water, the Plan gives the District authority to charge other producers for their pro-rata share of the recharge costs upon receiving voter approval. Often, “minimal producers” are excluded from this requirement. All JBWD customers will already be paying importation costs through whatever means the District uses to pay for the import water.

- *Tie the Budget to the Strategic Plan 6/1/2012*
This has been completed. The strategic plan consultant used the District’s supplemental budget format to include the strategic planning items so that the Board has only one document to review.
- *Begin the rate study update and strategy for pipe replacement by 1/2013*
Staff is requesting a proposal from our rate consultants to initiate this study by January 2013 or sooner. The project will propose a 5-year rate schedule that will pay for the operation and maintenance costs of the District. In addition it will provide alternatives for a pipe replacement program which is currently only partly funded; and for paying for water replenishment.
- *Review the Washington DC Carpi Clay contract to consider terminating, by 3/1/2013*
This was completed with approval of a new contract at half of the original fee. The Board outlined projects for which federal funds are being sought.
- *Identify a Maintenance Management System for Water Production and Water Operations by 9/1/2012 and implement it by 9/1/2013*
This was completed with the implementation of the new SEMS program for all field operations. The program provides significant tools to establish field priorities, track progress, and identify where time is allocated to other activities.
- *Purchase a VXU (Meter Reading Unit) by 6/30/2014*
This is a critical \$30,000 piece of electronic equipment that is needed to operate our electronic meter reading program. The vendor has advised us that this equipment is becoming obsolete and they expect it to go out of production in the next few years. Keith was able to find a used unit for \$200.
- *Establish a large meter testing program by 6/30/2012*
The District has about 20 large meters, 2” and great in size. This will establish a systematic testing program. One meter will be pulled, replaced, and tested. If the meter is accurate or can be refurbished economically, it will be used at a second location where that second meter will be pulled and tested and so on. Larger meters are very expensive, so depending on the condition of the pulled meters, additional funds may be needed to continue this program.
- *Establish a process for Project Management Oversight and Reporting by 12/1/2013*

This has been completed. Dudek Engineering provides the project management for each large construction project. Dudek or another firm provides construction management. For smaller projects District staff may serve or assist in construction management if time permits. A specific District staff member will take overall responsibility for each project to see that it is progressing on time and within budget.

- *Install new H-zone tank by 6/30/2014*
This project will install a new tank for the H zone at Onaga and Olympic to provide additional storage, especially during summer months. Dudek is completing the design. The project will be bid and construction management will probably be by Dudek.
- *Install HDMC Waste Water Treatment Plant by 9/30/2013*
This project will install a package waste water treatment plant to remove nitrates from all waste water from the Hi Desert Medical Center campus, the Continuing Care Center, and small building additions that are planned within the next few years. It provides ability to add on units when hospital services expand in the future. HDMC is paying for the entire cost of the plant. JBWD has designed and will own and operate the plant. The contract has been awarded for this project and it is on schedule.
- *Install a long term emergency facility at HDMC, contingent on funding by 7/31/2015*
Currently the Hi Desert Medical Center is served by only one water line from the C zone. This project will install a second line from the B zone which will provide emergency water. It will also provide a small amount of water to the HDMC chillers. The quality of water in the B zone is expected to reduce the amount of water and chemicals used in the chiller. This reduction provides an economic benefit to HDMC to participate in the project and it is expected to be a joint effort.

Establish a short-term plan for emergency water service to HDMC by 11/30/12
HDWD now has bottled water stored for use in an emergency. Staff has not identified any quick means of providing water to the hospital without the above project.

- *Install Altitude Valve at C2B Tank and SCADA Controls at C2-B, C-1 and C-3 by 10/31/2012*
The C2B 5 million gallon tank was built at a slightly higher elevation than the other C zone tanks giving the C2B tank the opportunity to overflow when the other tanks are full. The altitude valve will prevent the overflowing. Dudek has identified a prefabricated altitude valve unit that can be installed more easily than constructing the valve assembly and is seeking estimates for the project. Randy Little will have responsibility for this project.
- *Re-coat 4 reservoirs by 6/1/2013*
This project terminates the prior long-term agreement between JBWD and Utility Services Company to maintain the reservoirs. The new agreement provides for Utility Services to re-coat the insides of two tanks, and gives the District the option of having

two additional tanks re-coated this year. Dudek has prepared specifications for the re-coating. District Counsel is preparing the new agreement. The General Manager is heading negotiations of the new agreement and Randy Little will head the re-coating of the tanks.

- *Install additional security motion sensors at well #10 and shop by 6/30/2013*
This project is underway by Randy Little.
- *Acquire a Customer Service Account Filing System by 6/30/2013*
District account files are not in electronic files and are in an open area unprotected from minor disasters, vandalism, or fire. Staff is seeking a wall-sized file cabinet system that will give some level of protection to these files.
- *Conduct a space-needs assessment for JBWD office needs by 6/30/2013*
The existing building was constructed over 20 years ago and was built for the needs at that time. It is now outgrown. This architectural study will identify the amount of space that we can anticipate needing in the next several years and provide a cost estimate so that expansion can be incorporated into the JBWD budget and so that grant funds can be sought if available.
- *Acquire 4 reservoir sites by 12/31/2012*
Additional reservoir sites will be needed for the long-term. Due to water system requirements the sites must be at specific elevations and specific geographic locations, and only one or two parcels are suitable for each tank needed. Dudek has identified the suitable parcels. C2Prime, District land consultants, have been given a contract to purchase four of the nine sites needed.
- *Replace 4 chlorination pumps by 6/30/2012 and chlorine analyzers by 6/30/2013*
Pumps are now being installed and will reduce the need for overtime on weekends. Analyzers will be installed later this fiscal year.
- *Complete customer service procedure around leaks, including water conservation survey by 9/1/2012*
A procedure has now been developed to assure that when different employees respond to a customer request for assistance in identifying a leak or other reason for high usage on private property, the procedure for responding will be the same for all customers. Previously employees had more discretion to determine how much time and effort should be devoted to each call.
- *Develop new reporting to Board by 9/1/2013*
The new Strategic Plan format is now being used for reports to the Board. The Board will also begin receiving SEMS reports as soon as the data is fully validated and consistent.
- *Conduct bi-monthly Board workshops on District operations*

The Board is now receiving bi-monthly workshops. To date there have been workshops on SEMS, Emergency Services, and Safety Training.

- *Install earthquake shutoff valves at C2B, B, and C-1 tanks by 3/31/2013*
This is underway at an estimated cost of about \$100,000. However, staff has just become aware that FEMA funds could possibly be available for this over the next few years and the Board will need to determine whether to proceed or seek such funds.
- *Install transfer switches at remaining booster pump stations by 9/31/2013*
The District has emergency generators that can be used at booster stations. However, seven of the booster stations still need to have transfer switches to put the pumps on. This project will accomplish that. It is possible that this cost could also be considered for grant funding.

Confirmation of the *Business Plan* will assure that the Board and General Manager have a mutual understanding of where the District should be headed in the current year and as a foundation for the future of Joshua Basin Water District.