



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, DECEMBER 12, 2018, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

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

Pages 2-3

- Draft Minutes – November 8, 2018

Pages 4-23

7. REVIEW OF CHECK REGISTERS OCTOBER-NOVEMBER 2018 – Receive for information and refer to the Board of Directors for approval.

Pages 24-35

8. JOB DESCRIPTIONS – Review the following job descriptions and refer to the Board of Directors for approval.

- Purchasing and Contracts Administrator
- Water Quality Specialist
- Development Coordinator

Pages 36-38

9. CAPACITY FEE REPORTS – Review Capacity Fee reports and refer to the Board of Directors for approval.

10. STAFF REPORT

11. ADJOURNMENT

INFORMATION

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

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Thursday, November 8, 2018
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM

Directors Present –Vice President Johnson and Director Floen

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, HR Manager (present at the end of the meeting).

CONSULTANT

Jonathan Abadesco, Auditor

GUESTS -2

APPROVAL OF AGENDA

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

MSC¹ (Floen/Johnson) motion carried.

PUBLIC COMMENT – None

CONSENT CALENDAR

- Approve the Draft Minutes of October 10, 2018

Director Floen made a motion to approve the draft minutes of October 10, 2018. Vice President Johnson seconded the motion.

MSC¹ (Floen/Johnson) motion carried.

REVIEW OF FISCAL YEAR ENDING 6/30/2018 AUDIT FINANCIAL STATEMENT-
Finance Committee received and reviewed the Audit Financial Statement with Mr. Jonathan Abadesco, Auditor.

Director Floen made a motion to refer the Audit Financial Statement ending 6/30/2018 to the Board of Directors for approval. Vice President Johnson seconded the motion.

MSC¹ (Floen/Johnson) motion carried.

JOB DESCRIPTION-PURCHASING & CONTRACTS TECHNICIAN – The Finance Committee reviewed the draft job descriptions.

Director Floen made a motion to refer the draft job descriptions to the Board of Directors for approval. Vice President Johnson seconded.

MSC' (Floen/Johnson) motion carried.

STAFF REPORT – None

ADJOURNMENT – Director Floen made a motion to adjourn the Finance Committee meeting at 10:13 a.m. Vice President Johnson seconded.

MSC' (Floen/Johnson) motion carried.

Respectfully,

Susan Greer, Assistant General Manager - Finance



Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
008405	PRECISION ASSEMBLY		10/17/2018	Regular	0.00	-1,411.13	60411
000501	ACWA/JPIA		10/03/2018	Regular	0.00	50,109.00	60560
<u>JPIA091918</u>	Invoice	10/03/2018	AUTO & GENERAL LIABILITY 10/18 - 10/19		0.00	50,109.00	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.		10/03/2018	Regular	0.00	650.00	60561
<u>2375L</u>	Invoice	10/03/2018	DEMO GARDEN/BUILD MAINT THRU 9/15		0.00	650.00	
013816	BEARD CONSTRUCTION		10/03/2018	Regular	0.00	2,229.32	60562
<u>BC092718</u>	Invoice	10/03/2018	PLAN CHECK DEPOSIT REFUND: #C17004		0.00	2,229.32	
000105	BELTZ PORTABLE TOILETS		10/03/2018	Regular	0.00	434.70	60563
<u>A-40631</u>	Invoice	10/03/2018	SHOP REMODEL		0.00	151.20	
<u>A-40811</u>	Invoice	10/03/2018	SHOP REMODEL		0.00	283.50	
004110	BURRTEC WASTE & RECYCLING SVCS		10/03/2018	Regular	0.00	429.17	60564
<u>BW1018</u>	Invoice	10/03/2018	TRASH REMOVAL - OCT 18		0.00	277.95	
<u>BW1018B</u>	Invoice	10/03/2018	RECYCLING - OCT 18		0.00	151.22	
013372	CALIFORNIA CHAMBER OF COMMERCE		10/03/2018	Regular	0.00	739.00	60565
<u>S1369209</u>	Invoice	10/03/2018	ANNUAL MEMBERSHIP 10-15/18 - 10/15/		0.00	739.00	
001850	CLINICAL LAB OF S.B. INC		10/03/2018	Regular	0.00	3,324.00	60566
<u>964543</u>	Invoice	10/03/2018	SAMPLING - AUG 18		0.00	2,134.00	
<u>964544</u>	Invoice	10/03/2018	HDMC WWTP SAMPLING- AUG 18		0.00	1,190.00	
013373	CORE & MAIN LP		10/03/2018	Regular	0.00	690.27	60567
<u>J552872</u>	Invoice	10/03/2018	WELL 14 MCC REPLACEMENT SUPPLIES		0.00	690.27	
001933	COUNTY OF SAN BERNARDINO		10/03/2018	Regular	0.00	150.00	60568
<u>2018-0034PT</u>	Invoice	10/03/2018	SPECIAL ASSESSMENT NEW ACCOUNT SE		0.00	150.00	
000330	CURT SAUER		10/03/2018	Regular	0.00	251.08	60569
<u>CS100318</u>	Invoice	10/03/2018	REIMB: JUL/SEPT 18 MONTHLY MILEAGE		0.00	251.08	
013817	DESIGN SPACE MODULAR BUILDINGS, INC.		10/03/2018	Regular	0.00	3,109.27	60570
<u>1049033-IN</u>	Invoice	10/03/2018	SHOP REMODEL TEMP TRAILER		0.00	2,188.51	
<u>1049328-IN</u>	Invoice	10/03/2018	SHOP REMODEL TEMP TRAILER		0.00	920.76	
VEN01466	FEDAK & BROWN LLP		10/03/2018	Regular	0.00	3,242.00	60571
<u>F8092718</u>	Invoice	10/03/2018	FINANCIAL AUDIT 17/18 - SEPT 18		0.00	3,242.00	
003025	FEDEX		10/03/2018	Regular	0.00	36.59	60572
<u>6-322-32058</u>	Invoice	10/03/2018	SHIPPING		0.00	36.59	
000229	C & S ELECTRIC		10/03/2018	Regular	0.00	260.00	60573
<u>2577</u>	Invoice	10/03/2018	ELECTRICAL SERVICES: SHOP REMODEL		0.00	260.00	
013222	FRONTIER CALIFORNIA INC.		10/03/2018	Regular	0.00	182.53	60574
<u>FC1018</u>	Invoice	10/03/2018	HDMC WWTP - TELEPHONE		0.00	182.53	
006200	MCALLISTERS JANITORIAL SERV.		10/03/2018	Regular	0.00	700.00	60575
<u>6274B</u>	Invoice	10/03/2018	JANITORIAL SERVICES - SEPT 18		0.00	700.00	
004165	HI-GRADE MATERIALS CO.		10/03/2018	Regular	0.00	422.92	60576
<u>0046052</u>	Invoice	10/03/2018	SHOP REMODEL SUPPLIES		0.00	422.92	
009054	KATHLEEN J. RADNICH		10/03/2018	Regular	0.00	987.00	60577
<u>180930-1</u>	Invoice	10/03/2018	PUBLIC RELATIONS SERVICES		0.00	987.00	

* Check Report JBWD

Date Range: 10/01/2018 - 10/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
006507	McMASTER-CARR SUPPLY COMPANY	10/03/2018	Regular	0.00	1,211.06	60578
<u>72389226</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	233.02	
<u>72707883</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	146.19	
<u>73444445</u>	Invoice	10/03/2018	PUMPING PLANT SUPPLIES	0.00	117.92	
<u>73474753</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	96.46	
<u>74244743</u>	Invoice	10/03/2018	SHOP EXPENSE/PUMPING PLANT SUPPLIE	0.00	581.14	
<u>74697046</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	36.33	
000156	FORSHOCK	10/03/2018	Regular	0.00	1,936.00	60579
<u>1800166</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800167</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	205.00	
<u>1800170</u>	Invoice	10/03/2018	SHOP REMODEL	0.00	1,450.00	
<u>1800172</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800173</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	10/03/2018	Regular	0.00	2,051.50	60580
<u>9180000441</u>	Invoice	10/03/2018	CMM ADMIN FEES - 4TH QTR 18	0.00	2,051.50	
000070	ONLINE INFORMATION SERVICES, INC.	10/03/2018	Regular	0.00	158.35	60581
<u>888705</u>	Invoice	10/03/2018	ID VERIF. SERV. THRU 09/30/18	0.00	158.35	
013803	PEOPLEREADY, INC	10/03/2018	Regular	0.00	4,250.50	60582
<u>23909549</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	745.28	
<u>23951411</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	931.60	
<u>23961393</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	1,350.88	
<u>23962260</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	291.14	
<u>23978999</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	931.60	
008200	PITNEY BOWES INC.	10/03/2018	Regular	0.00	320.21	60583
<u>3102495063</u>	Invoice	10/03/2018	LEASING CHARGES - 3RD QTR 18	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	10/03/2018	Regular	0.00	279.31	60584
<u>22672847</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22672848</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	114.66	
<u>22680227</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22680228</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	52.99	
013361	QUINN COMPANY	10/03/2018	Regular	0.00	134.23	60585
<u>PC100010360</u>	Invoice	10/03/2018	GENERATOR MAINTENANCE - GR-5	0.00	134.23	
013360	REDWINE AND SHERRILL, LLP	10/03/2018	Regular	0.00	4,316.03	60586
<u>1132</u>	Invoice	10/03/2018	LEGAL SERVICES - THRU 9/30/18	0.00	4,316.03	
000495	ACCUUNTEMPS	10/03/2018	Regular	0.00	990.12	60587
<u>51767385</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	561.96	
<u>51866563</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	428.16	
008414	PROVIDED	10/03/2018	Regular	0.00	150.00	60588
<u>1603</u>	Invoice	10/03/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
000042	ANNE ROMAN	10/03/2018	Regular	0.00	117.72	60589
<u>AR092018</u>	Invoice	10/03/2018	REIMB: MILES: INCODE TRAINING	0.00	117.72	
VEN01020	SOUTHWEST NETWORKS, INC.	10/03/2018	Regular	0.00	11,742.00	60590
<u>18-90315C</u>	Invoice	10/04/2018	IT SERVICES - 10/18 - 12/18	0.00	11,190.00	
<u>18-90325C</u>	Invoice	10/03/2018	OFFICE 365 MONTHLY MAINT - OCT 18	0.00	552.00	
011101	VAGABOND WELDING SUPPLY	10/03/2018	Regular	0.00	298.96	60591
<u>106048</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	63.40	
<u>106056</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	53.29	
<u>106085</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	19.14	
<u>106093</u>	Invoice	10/03/2018	SMALL TOOLS - PRODUCTION	0.00	163.13	
013366	THE SOCO GROUP, INC.	10/03/2018	Regular	0.00	4,373.09	60592

*Check Report JBWD

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>0580151-IN</u>	Invoice	10/03/2018	FUEL FOR VEHICLES	0.00	618.15	
<u>0580152-IN</u>	Invoice	10/03/2018	FUEL FOR VEHICLES	0.00	3,754.94	
010850	UNDERGROUND SERVICE ALERT	10/03/2018	Regular	0.00	297.10	60593
<u>920180334</u>	Invoice	10/03/2018	TICKET DELIVERY SERVICE - SEPT 18	0.00	297.10	
010990	UTILIQUEST L.L.C.	10/03/2018	Regular	0.00	1,873.00	60594
<u>266547-Q</u>	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	106.52	
<u>266884-Q</u>	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	106.52	
<u>267125-Q</u>	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	41.76	
<u>267393-Q</u>	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	1,618.20	
013203	WATER SYSTEMS ENGINEERING, INC.	10/03/2018	Regular	0.00	1,150.00	60595
<u>26939</u>	Invoice	10/03/2018	WELL 14 REHAB RECOMMENDATIONS	0.00	1,150.00	
011615	WESTERN EXTERMINATOR CO.	10/03/2018	Regular	0.00	32.00	60596
<u>WE083118</u>	Invoice	08/31/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
012955	YUCCA RENTAL	10/03/2018	Regular	0.00	44.00	60597
<u>119553</u>	Invoice	10/03/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	44.00	
000233	NAPA AUTO PARTS	10/03/2018	Regular	0.00	782.87	60598
<u>254059</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	30.53	
<u>255401</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	10.83	
<u>255468</u>	Invoice	10/03/2018	VEHICLE MAINTENANCE: V25	0.00	363.45	
<u>255894</u>	Invoice	10/03/2018	VEHICLE MAINTENANCE: V25, V33, V28 &	0.00	378.06	
008405	PRECISION ASSEMBLY	10/17/2018	Regular	0.00	1,411.13	60599
<u>18111</u>	Invoice	08/15/2018	JULY WATER BILL PRINT/MAIL	0.00	1,411.13	
000501	ACWA/JPIA	10/17/2018	Regular	0.00	9,325.35	60600
<u>JPIA093018</u>	Invoice	10/17/2018	WORKERS COMP JUL - SEPT 18	0.00	9,325.35	
000501	ACWA/JPIA	10/17/2018	Regular	0.00	17,508.66	60601
<u>0577844</u>	Invoice	10/17/2018	EE HEALTH BENEFIT & EAP NOV 18	0.00	17,508.66	
000095	AIR RESOURCES BOARD (ARB / PERP)	10/17/2018	Regular	0.00	570.00	60602
<u>P-41024-1218</u>	Invoice	10/17/2018	PERP RENEWAL FOR 1 ENGINE	0.00	570.00	
001630	AT&T MOBILITY	10/17/2018	Regular	0.00	3,426.26	60603
<u>829480028X1005</u>	Invoice	10/17/2018	IPAD CASES & COMMUNICATIONS - SEPT	0.00	3,426.26	
004110	BURRTEC WASTE & RECYCLING SVCS	10/17/2018	Regular	0.00	260.12	60604
<u>BW093018</u>	Invoice	10/17/2018	TRASH REMOVAL - SHOP REMODEL	0.00	260.12	
001555	CENTRATTEL	10/17/2018	Regular	0.00	476.04	60605
<u>181003192101</u>	Invoice	10/17/2018	DISPATCH SERVICES - SEPT 18	0.00	476.04	
001850	CLINICAL LAB OF S.B. INC	10/17/2018	Regular	0.00	494.00	60606
<u>964932</u>	Invoice	10/17/2018	HDMC WWTP SAMPLING- SEPT 18	0.00	494.00	
013365	IMAGE SOURCE	10/17/2018	Regular	0.00	462.01	60607
<u>AR823333</u>	Invoice	10/17/2018	SHOP EXPENSE 9/01/18 - 9/30/18	0.00	36.11	
<u>AR826659</u>	Invoice	10/17/2018	OFFICE EXPENSE 9/5/18 - 10/4/18	0.00	425.90	
013818	EBIX, INC.	10/17/2018	Regular	0.00	9,370.00	60608
<u>QZ18399-IN</u>	Invoice	10/17/2018	INSURANCE CERTIFICATION SERVICES 9/1	0.00	9,370.00	
000058	GARDA CL WEST, INC.	10/17/2018	Regular	0.00	684.29	60609
<u>10431516</u>	Invoice	10/17/2018	COURIER FEES - OCT 18	0.00	684.29	
013802	HASA, INC.	10/17/2018	Regular	0.00	596.00	60610
<u>619106</u>	Invoice	10/17/2018	WATER TREATMENT EXPENSE	0.00	596.00	
009054	KATHLEEN J. RADNICH	10/17/2018	Regular	0.00	1,852.20	60611
<u>181007-1</u>	Invoice	10/17/2018	PUBLIC RELATIONS SERVICES	0.00	873.60	

* Check Report JBWD

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>181014-1</u>	Invoice	10/17/2018	PUBLIC RELATIONS SERVICES	0.00	978.60	
000205	LORI G. HERBEL	10/17/2018	Regular	0.00	128.00	60612
<u>LH110118</u>	Invoice	10/17/2018	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
VEND1091	THE MARY ORTON COMPANY, LLC	10/17/2018	Regular	0.00	12,064.84	60613
<u>18-962</u>	Invoice	10/17/2018	STATEGIC PLAN 18/19	0.00	12,064.84	
006507	McMASTER-CARR SUPPLY COMPANY	10/17/2018	Regular	0.00	1,890.31	60614
<u>75274470</u>	Invoice	10/17/2018	SHOP REMODEL & PUMPING PLANT SUPP	0.00	1,751.55	
<u>75474475</u>	Invoice	10/17/2018	METER REPAIR SUPPLIES	0.00	138.76	
006800	MOJAVE WATER AGENCY	10/17/2018	Regular	0.00	103,700.00	60615
<u>MWA100818</u>	Invoice	10/17/2018	WATER RECHARGE PURCHASE	0.00	103,700.00	
000236	PAYPRO ADMINISTRATORS	10/17/2018	Regular	0.00	55.00	60616
<u>64068</u>	Invoice	10/17/2018	FSA ADMIN FEES - SEPT 18	0.00	55.00	
013803	PEOPLEREADY, INC	10/17/2018	Regular	0.00	1,281.00	60617
<u>24042298</u>	Invoice	10/17/2018	TEMPORARY LABOR	0.00	966.54	
<u>24043807</u>	Invoice	10/17/2018	TEMPORARY LABOR	0.00	314.46	
008405	PRECISION ASSEMBLY	10/17/2018	Regular	0.00	1,423.66	60618
<u>18164</u>	Invoice	10/17/2018	SEPT WATER BILL PRINT/MAIL	0.00	1,423.66	
008415	PRUDENTIAL OVERALL SUPPLY	10/17/2018	Regular	0.00	108.82	60619
<u>22687532</u>	Invoice	10/17/2018	SHOP EXPENSE	0.00	55.83	
<u>22687533</u>	Invoice	10/17/2018	SHOP EXPENSE	0.00	52.99	
000495	ACCOUNTEMP5	10/17/2018	Regular	0.00	535.20	60620
<u>51915832</u>	Invoice	10/17/2018	TEMPORARY LABOR	0.00	535.20	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	10/17/2018	Regular	0.00	6.00	60621
<u>108339</u>	Invoice	10/17/2018	MAP REVISIONS - OCT 18	0.00	6.00	
VEN01020	SOUTHWEST NETWORKS, INC.	10/17/2018	Regular	0.00	4,684.50	60622
<u>18-100115C</u>	Invoice	10/17/2018	OFFICE 365 MONTHLY MAINT - NOV 18	0.00	552.00	
<u>18-9045</u>	Invoice	10/17/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	4,132.50	
010690	TYLER TECHNOLOGIES	10/17/2018	Regular	0.00	140.60	60623
<u>025-237921</u>	Invoice	10/17/2018	CALL NOTIFICATION FEES: JUL - SEPT	0.00	140.60	
010990	UTILQUEST LLC.	10/17/2018	Regular	0.00	202.60	60624
<u>267656-Q</u>	Invoice	10/17/2018	CONTRACT LOCATING EXPENSE	0.00	52.20	
<u>267942-Q</u>	Invoice	10/17/2018	CONTRACT LOCATING EXPENSE	0.00	108.64	
<u>268195-Q</u>	Invoice	10/17/2018	CONTRACT LOCATING EXPENSE	0.00	41.76	
000327	WATER QUALITY SPECIALISTS	10/17/2018	Regular	0.00	3,310.00	60625
<u>5617</u>	Invoice	10/17/2018	HDMC WWTP: OPERATION & MAINT - SE	0.00	3,310.00	
000327	WATER QUALITY SPECIALISTS	10/17/2018	Regular	0.00	1,571.60	60626
<u>5646</u>	Invoice	10/17/2018	HDMC WWTP: MAINT & REPAIR	0.00	1,571.60	
013809	WEST COAST CIVIL, INC.	10/17/2018	Regular	0.00	29,400.00	60627
<u>1029</u>	Invoice	10/17/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	29,400.00	
011615	WESTERN EXTERMINATOR CO.	10/17/2018	Regular	0.00	32.00	60628
<u>WE093018</u>	Invoice	10/17/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	10/17/2018	Regular	0.00	608.30	60629
<u>1328625</u>	Invoice	10/17/2018	OFFICE EXPENSE 10/7/18 - 11/6/18	0.00	395.66	
<u>1328626</u>	Invoice	10/17/2018	SHOP EXPENSE 9/27/18 - 10/26/18	0.00	212.64	
012955	YUCCA RENTAL	10/17/2018	Regular	0.00	628.57	60630
<u>119078</u>	Invoice	10/17/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	628.57	

*Check Report JBWD

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000236	PAYPRO ADMINISTRATORS	10/05/2018	Manual	0.00	74.99	901025
<u>PPE 9-28-18</u>	Invoice	10/04/2018	EE FSA DEDUCTIONS 10-05-18	0.00	74.99	
001517	CalPERS	10/05/2018	Manual	0.00	9,924.49	901026
<u>PPE 9-28-18</u>	Invoice	10/05/2018	PAY PERIOD ENDING 9/28/18	0.00	9,924.49	
000248	PAYCHEX	10/05/2018	Manual	0.00	349.48	901027
<u>322710</u>	Invoice	10/05/2018	PAYROLL PROCESSING FEE	0.00	349.48	
000248	PAYCHEX	10/12/2018	Manual	0.00	99.00	901028
<u>18862474</u>	Invoice	10/12/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
009880	SOUTHERN CALIFORNIA EDISON CO	10/16/2018	Manual	0.00	3,036.35	901029
<u>SCE1018</u>	Invoice	10/16/2018	POWER TO BLDGS & GEN - OCT 18	0.00	3,036.35	
009878	SOUTHERN CALIFORNIA EDISON	10/16/2018	Manual	0.00	33,540.92	901030
<u>SCE0918</u>	Invoice	10/16/2018	POWER FOR PUMPING - SEPT 18	0.00	33,540.92	
VEN01533	PAYMENTUS GROUP INC.	10/17/2018	Manual	0.00	2,514.35	901031
<u>US18090219</u>	Invoice	10/17/2018	CREDIT CARD PROCESSING FEE - SEPT 18	0.00	2,514.35	
013196	TELEPACIFIC COMMUNICATIONS	10/18/2018	Manual	0.00	784.91	901032
<u>108287017-0</u>	Invoice	10/18/2018	TELEPHONE (OFFICE) - OCT 18	0.00	784.91	
001004	BUSINESS CARD	10/18/2018	Manual	0.00	636.90	901033
<u>BA0918</u>	Invoice	10/18/2018	TELEPHONE(OFFICE)	0.00	636.90	
001005	BANK OF AMERICA	10/18/2018	Manual	0.00	1,807.08	901034
<u>BA0918</u>	Invoice	10/18/2018	OFFICE SUPPLIES/BUILDING MAINT/MAP	0.00	1,807.08	
001009	BUSINESS CARD	10/18/2018	Manual	0.00	7,955.69	901035
<u>BA0918</u>	Invoice	10/18/2018	OPS COMPUTER EQUIP/SHOP REMODEL/	0.00	7,955.69	
000236	PAYPRO ADMINISTRATORS	10/19/2018	Manual	0.00	74.99	901036
<u>PPE 10-12-18</u>	Invoice	10/19/2018	EE FSA DEDUCTIONS 10-19-18	0.00	74.99	
000248	PAYCHEX	10/19/2018	Manual	0.00	353.46	901037
<u>323258</u>	Invoice	10/19/2018	PAYROLL PROCESSING FEE	0.00	353.46	
004195	HOME DEPOT CREDIT SERVICES	10/24/2018	Manual	0.00	13,506.15	901038
<u>HD0918</u>	Invoice	10/24/2018	SHOP REMODEL SUPPLIES/SMALL TOOLS/	0.00	13,506.15	
001517	CalPERS	10/26/2018	Manual	0.00	9,911.45	901039
<u>PPE 10-12-18</u>	Invoice	10/26/2018	PAY PERIOD ENDING 10/12/18	0.00	9,911.45	
000025	ICMA RC	10/31/2018	Manual	0.00	4,193.76	901040
<u>ICMARC1018</u>	Invoice	10/31/2018	457 REMITTANCE - OCT 18	0.00	4,193.76	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	71	0.00	312,661.96
Manual Checks	16	16	0.00	88,763.97
Voided Checks	0	1	0.00	-1,411.13
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	128	88	0.00	400,014.80

*Check Report JBWD

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	39,242.38	800000
<u>E05167</u>	Invoice	10/29/2018	NEW 2014 SUPERIOR STREET BROOM DT	0.00	39,242.38	
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	139,320.10	800001
<u>E05163</u>	Invoice	10/29/2018	2018 JOHN DEERE 410L	0.00	139,320.10	
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	350,432.55	800002
<u>E05162</u>	Invoice	10/29/2018	2018 JOHN DEERE MOTORGRADER 672G	0.00	350,432.55	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	528,995.03
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>528,995.03</u>

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00069-013	SITTER, PENELOPE	10/17/2018	Refund	2.79	Check #: 60631
05-00101-011	CARROLL, PENNY	10/17/2018	Refund	46.05	Check #: 60632
09-00126-013	A.I.M. RENTAL PROPERTIES	10/17/2018	Refund	87.42	Check #: 60633
11-00073-004	WRI PROPERTY MANAGEMENT	10/17/2018	Refund	38.57	Check #: 60634
11-00084-003	WIENER, PATRICK W	10/17/2018	Refund	63.03	Check #: 60635
13-00207-012	PDQ INVESTMENTS	10/17/2018	Refund	29.80	Check #: 60636
13-00352-016	MORALES, DENISE S	10/17/2018	Refund	7.28	Check #: 60637
15-00065-001	DEVELOPMENT, KUD	10/17/2018	Refund	5.59	Check #: 60638
52-00005-021	ZENTENO-TORRES, VICTORIA	10/17/2018	Refund	121.18	Check #: 60639
55-00171-013	ARAGON, MARIE Y	10/17/2018	Refund	14.97	Check #: 60640
62-00018-009	GALVIN, TONI SURREY	10/17/2018	Refund	137.99	Check #: 60641
62-00053-013	LIM, TAE W	10/17/2018	Refund	14.01	Check #: 60642
62-00175-014	CRUZ, CLARISA N	10/17/2018	Refund	25.78	Check #: 60643
62-00203-013	STOKELL, RITA	10/17/2018	Refund	23.88	Check #: 60644
65-00033-017	KIMBALL, ALESHA L	10/17/2018	Refund	100.82	Check #: 60645
65-00049-006	KENNEDY, ANDREW R	10/17/2018	Refund	520.67	Check #: 60646
				<u>1,239.83</u>	

JOSHUA BASIN WATER
DISTRICT
P O BOX 675
JOSHUA TREE, CA 922520675

DIRECTOR PAY
09/15/2018 - 10/12/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0511	FLOEN, THOMAS	09/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0510	HUND, GEARY	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0508	JOHNSON, ROBERT	10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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Filer - Custom

DIRECTOR PAY
09/15/2018 - 10/12/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0502	LUCKMAN, MICKEY C	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0509	UNGER, REBECCA	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		09/27/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		09/27/2018	Mileage / Vehicle Exp 1/DIR/504/		\$73.03	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$593.92	\$0.00
Employee Total:					\$593.92	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$2,330.22</u>	<u>\$0.00</u>
Director Pay	13.0000	\$2,257.19		Grand Total:	\$2,330.22	
Mileage / Vehicle Exp		\$73.03				



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By Check Number

Date Range: 11/01/2018 - 11/30/2018

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
000575 <u>AFSCME1018</u>	AFSCME LOCAL 1902 Invoice	11/01/2018	11/01/2018 Regular EE UNION DUES - OCT 18	0.00 0.00	609.70 609.70	60647
013819 <u>3044000-IN</u>	ALLEN INSTRUMENTS & SUPPLIES, LLC Invoice	11/01/2018	11/01/2018 Regular TWO TRIMBLE RECEIVERS FOR GIS	0.00 0.00	4,865.99 4,865.99	60648
000042 <u>AR102518</u>	ANNE ROMAN Invoice	11/01/2018	11/01/2018 Regular EDUCATION REIMBURSEMENT	0.00 0.00	1,005.00 1,005.00	60649
001850 <u>964931</u>	CLINICAL LAB OF S.B. INC Invoice	11/01/2018	11/01/2018 Regular SAMPLING - SEPT 18	0.00 0.00	1,740.00 1,740.00	60650
000237 <u>3990561-100542</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	11/01/2018	11/01/2018 Regular EE LIFE INSURANCE - OCT 18	0.00 0.00	2,144.58 2,144.58	60651
009054 <u>181014-1A</u> <u>181028-1</u>	KATHLEEN J. RADNICH Invoice Invoice	11/01/2018 11/01/2018	11/01/2018 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00	1,950.90 1,186.50 764.40	60652
013803 <u>24051908</u> <u>24070226</u> <u>24070636</u> <u>24090958</u> <u>24096539</u>	PEOPLEREADY, INC Invoice Invoice Invoice Invoice Invoice	11/01/2018 11/01/2018 11/01/2018 11/01/2018 11/01/2018	11/01/2018 Regular TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00 0.00 0.00 0.00	3,283.98 931.60 745.28 174.70 966.54 465.86	60653
013228 <u>51102518</u>	SARAH J. JOHNSON Invoice	11/01/2018	11/01/2018 Regular MISC REIMBURSEMENTS	0.00 0.00	185.92 185.92	60654
001898 <u>5C102318</u>	STEPHEN CORBIN Invoice	11/01/2018	11/01/2018 Regular REIMB: EQUIPMENT RENTAL	0.00 0.00	2,548.07 2,548.07	60655
000210 <u>301520</u>	AMERICAN CASTING & MANUFACTURING CORP Invoice	11/07/2018	11/07/2018 Regular METER LOCKING DEVICES	0.00 0.00	1,142.37 1,142.37	60662
013346 <u>23851</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	11/07/2018	11/07/2018 Regular DEMO GARDEN/BUILD MAINT THRU 10/1	0.00 0.00	650.00 650.00	60663
000502 <u>AG19</u>	ASSOCIATION OF CALIFORNIA Invoice	11/07/2018	11/07/2018 Regular AGENCY DUES 2019	0.00 0.00	14,030.00 14,030.00	60664
000105 <u>A-41029</u>	BELTZ PORTABLE TOILETS Invoice	11/07/2018	11/07/2018 Regular SHOP REMODEL	0.00 0.00	283.50 283.50	60665
013338 <u>BW110118</u>	BEVERLY WASZAK Invoice	11/07/2018	11/07/2018 Regular REIMB: MILEAGE	0.00 0.00	98.82 98.82	60666
004110 <u>BW103118</u> <u>BW1118</u> <u>BW11186</u>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	11/07/2018 11/07/2018 11/07/2018 11/07/2018	11/07/2018 Regular TRASH REMOVAL - SHOP REMODEL TRASH REMOVAL - NOV 18 RECYCLING - NOV 18	0.00 0.00 0.00 0.00	1,286.29 857.12 277.95 151.22	60667
001560 <u>2043</u>	CENTURY FORMS Invoice	11/07/2018	11/07/2018 Regular WATER BILLS ORDERED OCT 2018	0.00 0.00	1,256.37 1,256.37	60668
013821 <u>200001676</u>	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE Invoice	11/07/2018	11/07/2018 Regular CSMFO CONFERENCE ATTENDANCE ON 1	0.00 0.00	275.00 275.00	60669

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Date Range: 11/01/2018 - 11/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013207	PARCELQUEST	11/07/2018	Regular	0.00	1,199.00	60670
<u>8583-11-2018</u>	Invoice	11/07/2018	PARCELQUEST: ANNUAL PARCEL OWNER	0.00	1,199.00	
001555	CENTRTEL	11/07/2018	Regular	0.00	979.32	60671
<u>181103192101</u>	Invoice	11/07/2018	DISPATCH SERVICES - OCT 18	0.00	979.32	
013223	LAW OFFICE OF DAVID L. WYSOCKI	11/07/2018	Regular	0.00	175.00	60672
<u>DW103118</u>	Invoice	11/07/2018	LEGAL SERVICES - OCT 18	0.00	175.00	
013817	DESIGN SPACE MODULAR BUILDINGS, INC.	11/07/2018	Regular	0.00	920.76	60673
<u>1052920-IN</u>	Invoice	11/07/2018	SHOP REMODEL TEMP TRAILER	0.00	920.76	
002420	DLT SOLUTIONS, INC	11/07/2018	Regular	0.00	1,519.00	60674
<u>51411402</u>	Invoice	11/07/2018	2019 AUTOCAD SUBSCRIPT RENEWAL	0.00	1,519.00	
002565	DUDEK AND ASSOCIATES, INC	11/07/2018	Regular	0.00	18,692.50	60675
<u>20185962</u>	Invoice	11/07/2018	ENG SERV: MULTIPLE PROJECTS THRU 8/3	0.00	11,095.00	
<u>20186492</u>	Invoice	11/07/2018	ENG SERV: MULTIPLE PROJECTS THRU 9/2	0.00	7,597.50	
002820	EMPLOYEE RELATIONS, INC.	11/07/2018	Regular	0.00	40.85	60676
<u>83473</u>	Invoice	11/07/2018	EE RECRUITING EXPENSE	0.00	40.85	
VEND1466	FEDAK & BROWN LLP	11/07/2018	Regular	0.00	2,100.00	60677
<u>FB103118</u>	Invoice	11/07/2018	FINANCIAL AUDIT 17/18 - OCT 18	0.00	2,100.00	
013222	FRONTIER CALIFORNIA INC.	11/07/2018	Regular	0.00	196.91	60678
<u>FC1118</u>	Invoice	11/07/2018	HDMC WWTP - TELEPHONE	0.00	196.91	
000058	GARDA CL WEST, INC.	11/07/2018	Regular	0.00	684.29	60679
<u>10439010</u>	Invoice	11/07/2018	COURIER FEES - NOV 18	0.00	684.29	
006200	MCALLISTERS JANITORIAL SERV.	11/07/2018	Regular	0.00	700.00	60680
<u>62798</u>	Invoice	11/07/2018	JANITORIAL SERVICES - OCT 18	0.00	700.00	
004165	HI-GRADE MATERIALS CO.	11/07/2018	Regular	0.00	263.99	60681
<u>0049528</u>	Invoice	11/07/2018	CHLORINE ANALYZER SUPPLIES	0.00	263.99	
004720	INLAND WATER WORKS	11/07/2018	Regular	0.00	29,575.59	60682
<u>51017438.001</u>	Invoice	11/07/2018	INVENTORY & MAINLINE/LEAK REPAIR SU	0.00	18,671.07	
<u>51017438.002</u>	Invoice	11/07/2018	INVENTORY & MAINLINE/METER REPAIR	0.00	8,609.33	
<u>51017438.003</u>	Invoice	11/07/2018	INVENTORY	0.00	323.25	
<u>51017706.001</u>	Invoice	11/07/2018	PUMPING PLANT SUPPLIES	0.00	1,187.52	
<u>51017742.001</u>	Invoice	11/07/2018	PUMPING PLANT SUPPLIES	0.00	784.42	
009054	KATHLEEN J. RADNICH	11/07/2018	Regular	0.00	814.80	60683
<u>181104-1</u>	Invoice	11/07/2018	PUBLIC RELATIONS SERVICES	0.00	814.80	
006029	LIEBERT CASSIDY WHITMORE	11/07/2018	Regular	0.00	2,005.00	60684
<u>1466967</u>	Invoice	11/07/2018	LEGAL SERVICES - THRU 9/30/18	0.00	987.00	
<u>1466968</u>	Invoice	11/07/2018	LEGAL SERVICES - EE MATTERS THRU 9/3	0.00	1,018.00	
006507	McMASTER-CARR SUPPLY COMPANY	11/07/2018	Regular	0.00	3,553.09	60685
<u>75604662</u>	Invoice	11/07/2018	SHOP EXPENSE	0.00	61.46	
<u>77052674</u>	Invoice	11/07/2018	PUMPING PLANT SUPPLIES/SHOP EXPENS	0.00	1,613.62	
<u>77591753</u>	Invoice	11/07/2018	SHOP REMODEL/PUMPING PLANT SUPPLI	0.00	1,878.01	
000156	FORSHOCK	11/07/2018	Regular	0.00	243.00	60686
<u>1800182</u>	Invoice	11/07/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800183</u>	Invoice	11/07/2018	MONTHLY SCADA MONITORING	0.00	205.00	
006810	MOJAVE DESERT AQMD	11/07/2018	Regular	0.00	1,225.79	60687
<u>MD9691</u>	Invoice	11/07/2018	PERMIT FEE - PARK BLVD	0.00	302.90	
<u>MD9692</u>	Invoice	11/07/2018	PERMIT RENEWAL FEES - VARIOUS LOCAT	0.00	615.26	
<u>MD9693</u>	Invoice	11/07/2018	PERMIT RENEWAL FEE - CHOLLITA	0.00	307.63	
000070	ONLINE INFORMATION SERVICES, INC.	11/07/2018	Regular	0.00	292.20	60688

*Check Report JBWD

Date Range: 11/01/2018 - 11/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>894409</u>	Invoice	11/07/2018	ID VERIF. SERV. THRU 10/31/18	0.00	292.20	
013803	PEOPLEREADY, INC	11/07/2018	Regular	0.00	931.60	60689
<u>24111418</u>	Invoice	11/07/2018	TEMPORARY LABOR	0.00	931.60	
008405	PRECISION ASSEMBLY	11/07/2018	Regular	0.00	1,420.68	60690
<u>18186</u>	Invoice	11/07/2018	OCT WATER BILL PRINT/MAIL	0.00	1,420.68	
008415	PRUDENTIAL OVERALL SUPPLY	11/07/2018	Regular	0.00	108.82	60691
<u>22694863</u>	Invoice	11/07/2018	SHOP EXPENSE	0.00	55.83	
<u>22695163</u>	Invoice	11/07/2018	SHOP EXPENSE	0.00	52.99	
013361	QUINN COMPANY	11/07/2018	Regular	0.00	7,431.73	60692
<u>BOG00000264</u>	Credit Memo	11/07/2018	CREDIT: GENERATOR #4: FUEL POLISHING	0.00	-806.73	
<u>WOG00003333</u>	Invoice	11/07/2018	GENERATOR #4: FUEL POLISHING	0.00	806.73	
<u>WOG00003334</u>	Invoice	11/07/2018	GENERATOR #4: FUEL POLISHING	0.00	806.73	
<u>WOG00003356</u>	Invoice	11/07/2018	GENERATOR #4: LOAD BANK TEST	0.00	1,400.00	
<u>WOG00003357</u>	Invoice	11/07/2018	GENERATOR #5: LOAD BANK TEST	0.00	875.00	
<u>WOG00003358</u>	Invoice	11/07/2018	GENERATOR #6: LOAD BANK TEST	0.00	650.00	
<u>WOG00003359</u>	Invoice	11/07/2018	GENERATOR #7: LOAD BANK TEST	0.00	650.00	
<u>WOG00003362</u>	Invoice	11/07/2018	GENERATOR #2: LOAD BANK TEST	0.00	825.00	
<u>WOG00003363</u>	Invoice	11/07/2018	GENERATOR #3: LOAD BANK TEST	0.00	1,400.00	
<u>WOG00003364</u>	Invoice	11/07/2018	GENERATOR #1: LOAD BANK TEST	0.00	825.00	
013360	REDWINE AND SHERRILL, LLP	11/07/2018	Regular	0.00	3,709.67	60693
<u>1142</u>	Invoice	11/07/2018	LEGAL SERVICES - THRU 10/31/18	0.00	3,709.67	
013218	OFFICETEAM	11/07/2018	Regular	0.00	1,616.84	60694
<u>51996365</u>	Invoice	11/07/2018	TEMPORARY LABOR	0.00	548.58	
<u>52021269</u>	Invoice	11/07/2018	TEMPORARY LABOR	0.00	533.06	
<u>52072488</u>	Invoice	11/07/2018	TEMPORARY LABOR	0.00	535.20	
008414	PROVIDEO	11/07/2018	Regular	0.00	300.00	60695
<u>1609</u>	Invoice	11/07/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION I	11/07/2018	Regular	0.00	1,101.00	60696
<u>IN0134096</u>	Invoice	11/07/2018	HAZMAT CUPA PERMIT TO 11/30/19	0.00	1,101.00	
000091	SAN BERNARDINO COUNTY RECORDER	11/07/2018	Regular	0.00	24.00	60697
<u>58110118</u>	Invoice	11/07/2018	RELEASE OF LIENS	0.00	24.00	
VEN01020	SOUTHWEST NETWORKS, INC.	11/07/2018	Regular	0.00	1,454.50	60698
<u>18-10044</u>	Invoice	11/07/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	902.50	
<u>18-110115C</u>	Invoice	11/07/2018	OFFICE 365 MONTHLY MAINT - DEC 18	0.00	552.00	
009920	STANDARD INSURANCE CO	11/07/2018	Regular	0.00	926.54	60699
<u>5T1118</u>	Invoice	11/07/2018	EE LIFE INSURANCE - NOV 18	0.00	926.54	
009980	SWRCB FEES	11/07/2018	Regular	0.00	528.00	60700
<u>FW-1018530</u>	Invoice	11/07/2018	WATER SYSTEM ENFORCEMENT FEES 7/1	0.00	528.00	
013366	THE SOCO GROUP, INC.	11/07/2018	Regular	0.00	4,326.28	60701
<u>0597203-IN</u>	Invoice	11/07/2018	FUEL FOR VEHICLES	0.00	1,068.34	
<u>0597204-IN</u>	Invoice	11/07/2018	FUEL FOR VEHICLES	0.00	3,257.94	
010850	UNDERGROUND SERVICE ALERT	11/07/2018	Regular	0.00	76.00	60702
<u>1020180341</u>	Invoice	11/07/2018	TICKET DELIVERY SERVICE - OCT 18	0.00	76.00	
010990	UTILIQUEST L.L.C.	11/07/2018	Regular	0.00	476.16	60703
<u>268437-Q</u>	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	213.04	
<u>268634-Q</u>	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	125.28	
<u>268998-Q</u>	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	137.84	
013809	WEST COAST CIVIL, INC.	11/07/2018	Regular	0.00	36,610.00	60704
<u>1067</u>	Invoice	11/07/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	4,800.00	

*Check Report JBWD

Date Range: 11/01/2018 - 11/30/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
1107	Invoice	11/07/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	31,810.00	
012955	YUCCA RENTAL	11/07/2018	Regular	0.00	1,863.54	60705
119500	Invoice	11/07/2018	EQUIPMENT RENTAL	0.00	1,863.54	
000233	NAPA AUTO PARTS	11/07/2018	Regular	0.00	1,851.52	60706
255928	Invoice	11/07/2018	SHOP EXPENSE	0.00	37.12	
258052	Invoice	11/07/2018	GENERATOR BATTERIES: GR1 & GR2	0.00	1,137.92	
259393	Credit Memo	11/07/2018	CREDIT: SHOP EXPENSE	0.00	-37.12	
259849	Invoice	11/07/2018	PUMP PLANT/VEHICLE MAINT: V27, 28, 2	0.00	141.57	
260023	Invoice	11/07/2018	SMALL TOOLS	0.00	111.31	
260078	Invoice	11/07/2018	VEHICLE MAINTENANCE: V27	0.00	225.12	
260096	Invoice	11/07/2018	VEHICLE MAINTENANCE: V29, 24 & 25	0.00	235.60	
001630	AT&T MOBILITY	11/15/2018	Regular	0.00	1,990.04	60713
829480028X1105	Invoice	11/15/2018	COMMUNICATIONS - OCT 18	0.00	1,990.04	
013822	CARL PALMER	11/15/2018	Regular	0.00	69.00	60714
CJ111418	Invoice	11/15/2018	REIMB: LIVE SCAN FEES	0.00	69.00	
009054	KATHLEEN J. RADNICH	11/15/2018	Regular	0.00	680.40	60715
181111-1	Invoice	11/15/2018	PUBLIC RELATIONS SERVICES	0.00	680.40	
000236	PAYPRO ADMINISTRATORS	11/15/2018	Regular	0.00	55.00	60716
700097	Invoice	11/15/2018	FSA ADMIN FEES - OCT 18	0.00	55.00	
008300	POSTMASTER	11/15/2018	Regular	0.00	4,000.00	60717
SD111418	Invoice	11/15/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
000575	AFSCME LOCAL 1902	11/29/2018	Regular	0.00	609.70	60718
AFSCME1118	Invoice	11/29/2018	EE UNION DUES - NOV 18	0.00	609.70	
013823	COREY LYNN CALTER	11/29/2018	Regular	0.00	1,107.00	60719
CC117918	Invoice	11/29/2018	COST INCURRED BY CUST/LOCK OFF ERRO	0.00	1,107.00	
003025	FEDEX	11/29/2018	Regular	0.00	51.76	60720
6-364-44943	Invoice	11/29/2018	SHIPPING	0.00	51.76	
006200	MCALLISTERS JANITORIAL SERV.	11/29/2018	Regular	0.00	700.00	60721
6284B	Invoice	11/29/2018	JANITORIAL SERVICES - NOV 18	0.00	700.00	
009054	KATHLEEN J. RADNICH	11/29/2018	Regular	0.00	1,579.20	60722
181118-1	Invoice	11/29/2018	PUBLIC RELATIONS SERVICES	0.00	1,117.20	
181125-1	Invoice	11/29/2018	PUBLIC RELATIONS SERVICES	0.00	462.00	
006504	MC CALL'S METERS SALES & SERVICE	11/29/2018	Regular	0.00	519.34	60723
31158	Invoice	11/29/2018	PUMPING PLANT SUPPLIES	0.00	519.34	
009980	SWRCB FEES	11/29/2018	Regular	0.00	55.00	60724
SWRCB-112718	Invoice	11/29/2018	T-2 RENEWAL	0.00	55.00	
009980	SWRCB FEES	11/29/2018	Regular	0.00	80.00	60725
SWRCB-112718A	Invoice	11/29/2018	D-2 RENEWAL	0.00	80.00	
000510	TIME WARNER CABLE	11/02/2018	Manual	0.00	345.01	901041
0008970101318	Invoice	11/01/2018	CABLE & INTERNET - OCT 18	0.00	345.01	
000236	PAYPRO ADMINISTRATORS	11/02/2018	Manual	0.00	74.99	901042
PPE 10-26-18	Invoice	11/02/2018	EE FSA DEDUCTIONS 11-02-18	0.00	74.99	
000248	PAYCHEX	11/02/2018	Manual	0.00	353.46	901043
323748	Invoice	11/02/2018	PAYROLL PROCESSING FEE	0.00	353.46	
001517	CalPERS	11/02/2018	Manual	0.00	9,892.66	901044
PPE 10-26-18	Invoice	11/02/2018	PAY PERIOD ENDING 10/26/18	0.00	9,892.66	

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
009878	SOUTHERN CALIFORNIA EDISON	11/08/2018	Manual	0.00	31,810.13	901045
<u>SCE1018</u>	Invoice	11/08/2018	POWER FOR PUMPING - OCT 18	0.00	31,810.13	
000236	PAYPRO ADMINISTRATORS	11/16/2018	Manual	0.00	74.99	901046
<u>PPE 11-9-18</u>	Invoice	11/16/2018	EE FSA DEDUCTIONS 11-16-18	0.00	74.99	
000248	PAYCHEX	11/16/2018	Manual	0.00	312.37	901047
<u>324234</u>	Invoice	11/16/2018	PAYROLL PROCESSING FEE	0.00	312.37	
000248	PAYCHEX	11/16/2018	Manual	0.00	112.00	901048
<u>18997249</u>	Invoice	11/16/2018	TIME & LABOR ONLINE USAGE FEE	0.00	112.00	
001517	CalPERS	11/16/2018	Manual	0.00	9,885.42	901049
<u>PPE 11-9-18</u>	Invoice	11/16/2018	PAY PERIOD ENDING 11/09/18	0.00	9,885.42	
013196	TELEPACIFIC COMMUNICATIONS	11/16/2018	Manual	0.00	785.22	901050
<u>109376323-0</u>	Invoice	11/16/2018	TELEPHONE (OFFICE) - NOV 18	0.00	785.22	
001004	BUSINESS CARD	11/16/2018	Manual	0.00	694.52	901051
<u>BA1018</u>	Invoice	11/16/2018	TELEPHONE (OFFICE)/BUSINESS EXPENSE	0.00	694.52	
001005	BANK OF AMERICA	11/16/2018	Manual	0.00	1,895.79	901052
<u>BA1018</u>	Invoice	11/16/2018	OFFICE SUPPLIES/PERSONNEL/BUSINESS	0.00	1,895.79	
001009	BUSINESS CARD	11/16/2018	Manual	0.00	3,248.44	901053
<u>BA1018</u>	Invoice	11/16/2018	SHOP REMODEL/BUSINESS EXPENSE/SHO	0.00	3,248.44	
VEN01533	PAYMENTUS GROUP INC.	11/23/2018	Manual	0.00	2,506.95	901054
<u>US18100198</u>	Invoice	11/23/2018	CREDIT CARD PROCESSING FEE - OCT 18	0.00	2,506.95	
004195	HOME DEPOT CREDIT SERVICES	11/26/2018	Manual	0.00	6,199.68	901055
<u>HD1018</u>	Invoice	11/26/2018	SHOP REMODEL/SMALL TOOLS/CHLORIN	0.00	6,199.68	
000510	TIME WARNER CABLE	11/30/2018	Manual	0.00	345.01	901056
<u>0008970111318</u>	Invoice	11/30/2018	CABLE & INTERNET - NOV 18	0.00	345.01	
009880	SOUTHERN CALIFORNIA EDISON CO	11/30/2018	Manual	0.00	2,338.50	901057
<u>SCE1118</u>	Invoice	11/30/2018	POWER TO BLDGS & GEN - NOV 18	0.00	2,338.50	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	11/30/2018	Manual	0.00	2,144.58	901058
<u>3990561-110542</u>	Invoice	11/30/2018	EE LIFE INSURANCE - NOV 18	0.00	2,144.58	
000025	ICMA RC	11/30/2018	Manual	0.00	5,810.64	901059
<u>ICMARC1118</u>	Invoice	11/30/2018	457 REMITTANCE - NOV 18	0.00	5,810.64	
000248	PAYCHEX	11/30/2018	Manual	0.00	298.36	901060
<u>324709</u>	Invoice	11/30/2018	PAYROLL PROCESSING FEE	0.00	298.36	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	67	0.00	178,790.90
Manual Checks	20	20	0.00	79,128.72
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	129	87	0.00	257,919.62

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00069-013	SITTER, PENELOPE	11/1/2018	Refund	45.46	Check #: 60656
10-00201-010	ALLISON, MONETTA A	11/1/2018	Refund	39.55	Check #: 60657
11-00073-004	WRI PROPERTY MANAGEMENT	11/1/2018	Refund	26.96	Check #: 60658
12-00215-010	SHIPLEY, KIRK R	11/1/2018	Refund	135.85	Check #: 60659
62-00204-009	F & F REAL ESTATE DEV CO LLC	11/1/2018	Refund	54.17	Check #: 60660
64-99243-000	GIBERT, CLAY J	11/1/2018	Refund	5.27	Check #: 60661
01-00015-004	GRIFFIN, EDMUND H.	11/15/2018	Refund	28.38	Check #: 60707
05-00040-008	MAGNUS INVESTMENT PARTNERS LLC	11/15/2018	Refund	27.58	Check #: 60708
14-00182-010	COLDWELL BANKER ROADRUNNER	11/15/2018	Refund	79.78	Check #: 60709
55-00103-010	EB INVESTMENTS	11/15/2018	Refund	42.80	Check #: 60710
62-00175-014	CRUZ, CLARISA N	11/15/2018	Refund	38.06	Check #: 60711
63-00160-011	KURVINK, ROBERTA L	11/15/2018	Refund	42.38	Check #: 60712
05-00185-015	MCNEIL, COURTNEY E	11/29/2018	Refund	23.95	Check #: 60726
07-00024-018	DESERT REALTY GROUP	11/29/2018	Refund	85.22	Check #: 60727
09-00133-013	VELASQUEZ, JESUS A	11/29/2018	Refund	30.66	Check #: 60728
13-00173-019	ONEIL, TYLER R	11/29/2018	Refund	46.29	Check #: 60729
52-00080-007	SANDERSON, KENNETH J	11/29/2018	Refund	154.33	Check #: 60730
52-00088-008	ANDREASEN, CHRISTINE S	11/29/2018	Refund	41.54	Check #: 60731
53-00068-016	CHRISTOPHER ENGLE AND DIANNE BENNETT	11/29/2018	Refund	7.83	Check #: 60732
53-00097-003	GARCIA, VIRGINIA	11/29/2018	Refund	135.30	Check #: 60733
55-00101-008	HAYES, TIMOTHY M	11/29/2018	Refund	104.30	Check #: 60734
				<u>1,195.66</u>	

JOSHUA BASIN WATER
 DISTRICT
 P O BOX 675
 JOSHUA TREE, CA 922520675

DIRECTOR PAY- ALR
 10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0511	FLOEN, THOMAS	10/16/2018	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		10/16/2018	Mileage / Vehicle Exp Note: MILES: STRATEGIC PLANNING WORKSHOP 1/DIR/504/		\$4.32	
		10/17/2018	Director Pay Note: STRATEGIC PLANNING WORKSHOP, SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/17/2018	Mileage / Vehicle Exp Note: MILES: STRATEGIC PLANNING WORKSHOP 1/DIR/504/		\$4.32	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,050.42	\$0.00
Employee Total:					\$1,050.42	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
1-0510	HUND, GEARY	10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63		
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63		
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63		
		11/08/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$868.15	\$0.00
					Employee Total:	\$868.15	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0508	JOHNSON, ROBERT	10/13/2018	Director Pay Note: 10/11/18 MOJAVE WATER AGENCY BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2018	Mileage / Vehicle Exp Note: MILES: 10/11/18 MOJAVE WATER AGENCY BOARD MEETING 1/DIR/504/		\$76.68	
		10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,118.46	\$0.00
Employee Total:					\$1,118.46	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0502	LUCKMAN, MICKEY C	10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0509	UNGER, REBECCA	10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Mileage / Vehicle Exp Note: MILES: MWA BOARD MEETING 1/DIR/504/		\$73.03	
Totals:					\$941.18	\$0.00
Employee Total:					\$941.18	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	Grand Totals:	\$4,499.10	\$0.00
Director Pay	25.0000	\$4,340.75		Grand Total:	\$4,499.10	
Mileage / Vehicle Exp		\$158.35				

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JOB DESCRIPTION

POSITION	Purchasing & Contracts Administrator	CLASS/GROUP	MSC
SALARY RANGE	Range 31	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	

SUMMARY

The Purchasing and Contracting Administrator is responsible for planning, organizing, coordinating, and implementing the purchasing, contract administration, vendor management, and inventory control activities in support of the operation of the District. All activities are conducted in compliance with applicable federal, state and/or local regulations and District policy.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position and is distinguished by the need for analytical ability, familiarity with local, State and Federal procurement guidelines; and the ability to work with minimal supervision and direction.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. This incumbent will not supervise any staff but will manage, oversee, and administer their assigned programs. The incumbent will have the independent authority to request information, data, documents; set due dates and deadlines as necessary; and request and schedule meetings related to their classification. This position is expected to participate in the sharing of expert knowledge and as a vital member of various project teams.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.

Essential Functions:

- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the purchasing, contract administration, vendor management, and inventory control activities.
- Actively participates in the development of a procurement system that provides highly responsive services that integrate with all aspects of maintenance, operations, and finance.
- Act's as the District's representative to communicate and/or coordinate all purchasing, procurement, contract, and inventory related matters.
- Administers and coordinates all facets of District's purchasing program, including but not limited to purchase requisitions, purchase order documents, contract agreements, service agreements, change orders, task orders, and other forms of commitment.
- Reviews purchasing documents for completeness, accuracy, and compliance with policy and procedures.
- Manages and maintains the District's purchase requisition and order system, eligible vendor list, contractual records, project files, all contract correspondence, contractual changes, status reports, and other related documents.
- Confers, advises, and provides regular updates management staff on their assigned budgets and purchases.

- Solicits sources of supply, analyze prices, delivery dates, previous performance, current commitments, and indications of financial responsibility, and recommends the most advantageous vendor.
- Prepares and/or assists with the development and writing of contract specifications, bid documents, request for proposals, and related documents.
- Coordinates and prepares bid packets, participates on bid committees, assists with evaluation and analyses of bids and proposals, and makes recommendations for procurements.
- Negotiates contract terms and conditions; issues annual Blanket Purchase Orders, Master Purchasing Agreements, and Annual Service Agreements.
- Monitors contracts progress to ensure compliance by interpreting and evaluating contract provisions; makes recommendations for corrective action resulting from vendor inaction or deficiencies; prepares change orders; ensures contract close-out, extension or renewal; and regularly communicates contract status to affected departments.
- Reconciles invoices; resolve invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Oversees and maintains prevailing wage and certified payroll compliance.
- Maintains, monitors, and ensures vendor accounts are in order by identifying vendor type, issuance and collection of W9's, DE 542 reporting, license verification, insurance compliance, and other vendor approval duties.
- Maintains the certificate of insurance management program and ensures all vendor insurance complies with District Insurance requirements.
- Coordinates with Project Managers to direct vendor activity according to vendor compliance status (i.e., notice to proceed, stop work, etc.).
- Establishes and maintains an inventory control system for materials, supplies, and parts required for the efficient operation of the District.
- Maintains perpetual inventory records and compares to inventory on hand; coordinates reorder points; reports periodic usage.
- Administers the District's fixed asset system with tracking/controlling of fixed assets by assigning physical asset tags, conducting periodic counts of fixed assets and valuation reviews, and arranging for disposal options for obsolete items, and assisting with fixed asset audits.
- Prepares regular reports or correspondence on the status of contracts, vendors, vendor insurance, inventory, or other related reports.
- Prepares and presents purchasing, contracting, and procurement related staff training.
- Interprets policy and procedures, assist with the development and implementation of new policies and procedures regarding procurement, contracts, and related purchasing processes.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work process and work cooperatively and jointly to provide seamless customer service.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of four (4) years of increasingly responsible experience in procurement, purchasing, and/or contract management.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution in business or public administration, accounting, finance, or closely related field highly desired.

Certificates, Licenses, Registration:

- A Certificate related to acquisitions such as a Certified Associate Contracts Manager, Certified Professional Contracts Manager, Certified Purchasing Manager or Certified Public Purchasing Officer from a nationally recognized organization such as the National Contract Management Association or Universal Purchasing Certification Council highly desired.

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Practices, theories, and principles related to procurement;
- Contract administration policies and procedures for informal and formal bids and negotiated contracts;
- Certificate of Insurance monitoring and tracking;
- Prevailing wage requirements and certified payroll compliance;
- Procurement and contracting law;
- Utilization of purchasing documents and processing techniques;
- Inventory Control and purchasing practices;
- Computers, software, and office equipment operation; and
- Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook.

Skill in:

- Effectively use verbal and written communication;
- Managing and executing multiple tasks and meeting deadlines;
- Possessing strong organizational skills;
- Writing and drafting technical documents and professional correspondence; and
- Interacting, establishing and maintaining an effective professional, working relationships with District staff and the public.

Ability to:

- Evaluate and analyze information to formulate recommendations;
- Prepare clear and concise reports and establish and oversee monitoring systems for tracking information;
- File alphabetically and numerically; maintain accurate records; retain and recall information, and to proofread for accuracy;
- Adjust to changes in workload and deadlines, and work under pressure of meeting deadlines;
- Exercise independent judgment within a given framework or defined parameters;
- Exercise initiative to obtain information necessary to respond to internal/external requests;
- Read, understand, and carry out written and verbal instructions;
- Write clearly using correct grammar, spelling, and punctuation;
- Communicate clearly and concisely, both orally and in writing;
- Work efficiently in teams and independently, while being productive when completing work tasks;
- To proficiently use Windows and Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook;

- Professionally represent the District and; establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including staff, officials, vendors, and the public.
- Ability to type 45 wpm.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 35 lbs.) on a frequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand, walk, and climb on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel, and crouch on a frequent basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** The duties of this position require frequent work in an outdoor and shop/warehouse setting.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and attend evening meetings.



JOB DESCRIPTION

POSITION	Water Quality Specialist	CLASS/GROUP	AFSCME
SALARY RANGE	Range 28	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under general supervision, the Water Quality Specialist is responsible for: monitoring the quality of waters controlled by the District including but not limited to: groundwater supplies, recharge, and treated water; overseeing the District’s Cross Connection Control Program (CCCP); responding to water quality concerns; communicating through verbal and written communications with local, state and federal agencies; monitoring the security and operation of District facilities; and performing various maintenance duties related to the production and distribution of water within the District’s service boundaries.

DISTINGUISHING CHARACTERISTICS

The Water Quality Specialist has strong interpersonal, communication, and problem-solving skills; the ability to work without extensive supervision; the ability to prioritize and manage workloads; journeyman level knowledge of public water system operations.

SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned and provides training and mentorship to other employees of the District.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.

Essential Functions:

- Collects water samples for the detection of various constituents from District assets such as groundwater wells and distribution facilities;
- Monitors chlorine levels throughout the District’s distribution facilities and adjusts dosing levels as needed;
- Performs facility checks of production and distribution appurtenances to ensure proper operation of equipment, ensure security and monitor system parameters;
- Operates and maintains Supervisory Control and Data Acquisition (SCADA) peripherals and human-machine interfaces (HMI);
- Communicates with local, state and federal agencies, including the general public, through the preparation of mandated reports, local publications, email exchanges and other written and verbal methods of communications;
- Ensures the District complies with state and federal drinking water requirements and recommendations as provided by, but not limited to, the Safe Drinking Water Act, Title 17, Title 22, and various standards and specifications recognized by the State Water Resources Control Board (SWRCB) and the American Water Works Association (AWWA);

- Remains updated on compliance measures, bills, rules, regulations, standards, and specifications that pertain to public water systems;
- Attends seminars, conferences, and training event as necessary to remain efficient and educated job-related functions;
- Responds to customer concerns and complaints pertaining to potential water quality issues;
- Assists in the maintenance and repair of motors, pumps, tanks, booster stations, and other District facilities as required;
- Reviews, maintains, and revises District sampling plans, water quality procedures, and emergency notification plans;
- Coordinates the District's flushing plan based upon water quality data and best practices;
- Oversees the District's Cross Connection Program, completes cross connection surveys, identifies potential cross connection hazards and prescribes the appropriate backflow prevention assembly based upon the level of hazard;
- Performs inspections of newly installed backflow prevention devices to ensure proper installation;
- Reviews plans and specifications related to the development, retrofitting, or refurbishing of commercial and residential projects to determine backflow prevention requirements;
- Ensures publicly and privately owned backflow prevention assemblies prescribed by the District are properly tested and repaired at required frequencies;
- Ensures backflow assembly testers possess the correct licensing and certifications;
- Works with developers and builders constructing facilities that are intended to be dedicated to, connect to, or otherwise become a part of, the District's distribution system to ensure compliance with District standards, pressure testing requirements, disinfection, and sampling procedures before putting the facility into service;
- Makes budget recommendations based on a variety of departmental and operative needs and requirements;
- Responds to emergency after hours service and emergency calls;
- Participates in the District's "on-call" rotation as assigned;
- Maintains and updates Material Safety Data Sheets (MSDS) on required chemicals stored or utilized on District property;
- Maintains paper and electronic records of District sample analysis results, backflow assembly testing, facility adjustments, chlorine dosage changes, and other necessary documents and data as per the District's record retention schedule and other state and federal requirements;
- Assists with construction and maintenance duties as required; and
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of broad and extensive experience within the water distribution or treatment industry including the operation and maintenance of industry-standard equipment and collection of water samples;
- Minimum (2) years' experience in operating or managing a cross-connection control program.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;

- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain:

- California Class "C" Commercial Drivers License;
- SWRCB Grade III or higher Water Distribution Operator Certificate;
- SWRCB Grade I or higher Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate; and
- AWWA Backflow Prevention Assembly Tester License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- State, Federal, and local drinking water regulations;
- Methods, materials, best practices, and equipment used in water distribution system and water production installations, maintenance and repair work;
- Water sample collection guidelines, preparation, and best practices;
- Letter and report writing development and formatting;
- District policies and procedures;
- Strong mathematical skills pertaining to the distribution and treatment of water;
- Safety laws, rules, regulations, and principles that pertain to the position's job functions;
- Geography of the District and location of District facilities;
- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;
- Blueprint and plan reading;
- Cross-connection hazard identification; and
- General computer operations, SCADA and Microsoft office products.

Skills:

- Competent to work efficiently and productively when completing work tasks with little to no supervision;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals; and
- Excellent verbal and written communication;

Abilities:

- Plan and schedule assigned work;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Professionally represent the District with staff, the public, contractors and other organizations;
- Respond to emergency conditions;
- Provide time for continuing education and testing as required;
- Attend seminars and training conferences relative to job performance as required;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regularly travels to District facility sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



JOB DESCRIPTION

POSITION	Development Coordinator	CLASS/GROUP	MSC
SALARY RANGE	Range 30	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	

SUMMARY

Under general direction, this position will: work closely with customers, developers, contractors and District employees, through both written and verbal communications, to ensure the District's development requirements, rules and regulations are implemented throughout the planning and construction of various forms of land improvement and construction projects; assists the Assistant General Manager (AGM) of Operations with various tasks and objectives pertinent to District operations, procedures and budget; operate, maintain, implement and recommend District software, databases and electronic systems including but not limited to computer-aided drafting (CAD), Geographic Information System (GIS), global positioning system (GPS) and work order management systems; independently, or as project lead under the AGM of Operations, completes the preparation, review and submittal of maps, reports, descriptions, and applications as required to maintain regulatory compliance with local, state and federal agencies, the completion of grant packages, internal support documents or visual representations.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a high level of independent judgment as well as verbal and written communication, interpretation and technical skills; the expert use of, and adaptability to various computer programs and applications; and an understanding of water system operations and District policy, rules and regulations that are required to perform the essential duties of the position. The incumbent in this position will perform work directly related to management policies on a regular basis using established procedures or provided direction.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a general manager, department head, or supervisor, as assigned. The incumbent, as requested and defined by the AGM of Operations, will serve as the lead on projects and deliverables with authority to request information, data, and documents; set due dates and deadlines as necessary; and request or schedule meetings from all levels of staff subordinate to the AGM of Operations.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. 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.

Essential Functions:

- Acts as the District's liaison/representative to communicate and/or coordinate District needs, requirements, rules, regulations, and policies, to local agencies, engineers, committees, boards, and the general public pertaining to various design, funding, construction, and development projects;

- Oversees, implements, updates, and maintains the District's development requirements, construction standards, rules regulations and policies as they apply to commercial, residential and landscaping projects;
- Makes recommendations for improving customer experience and internal efficiencies related to the District's development program;
- Reviews plans, specifications, applications and other documents related to public and private development within the District's service boundaries;
- Ensures records pertaining to District projects as well as private and public development projects including plans, as-builts, environmental documents, and other project related reports are properly maintained and filed;
- Provides verbal and written information to customers, engineers and developers regarding project requirements, prepares Will Serve/Will Not Serve, fire flow and other related letters;
- Writes, reviews, and/or oversees the preparation of agreements and contracts between the District and others such as easement acquisition or vacation, conditional approvals, reimbursement agreements, construction agreements, facility dedications, mainline extensions and maintenance bonds related to the development of District and private/public projects;
- Works with the County of San Bernardino to issue and track private well drilling activity within the District's boundaries, issues District approvals to drill and operate private wells;
- Completes or assists in the preparation of CEQA/NEPA compliance documentation;
- Prepares reports for District management and the Board of Directors regarding development, GIS, work management and District projects;
- Aids the AGM of Operations in the oversight and preparation of regulatory reports, project startups, and maintenance, performance tracking, completion of grant applications and the associated management of grant programs;
- Assists the AGM of Operations with the maintenance, development, and coordination of the District's GIS, asset and facility management and work management software(s), program(s) and other technologies;
- Works closely with District employees and outside entities, to update, collect and submit facility locations and other datum pertinent to the District's GIS mapping needs;
- Trains or arranges training for District employees in the appropriate use of District GIS and GPS technologies;
- Maintains, prepares, prints, organizes and distributes District maps, drawings, and other visual aids;
- Assists in the resolution of customer complaints pertaining to District and private/public development projects;
- Assists District employees with operating and identifying deficiencies with District GIS programs and related technologies; meet with employees as necessary to direct the flow of work to collect GPS points efficiently and other datum used for hardening or updating the District's GIS records; and
- Performs other special projects and duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of experience in public water system operations or management; and
- Minimum of five (5) years of proficient computer database and advanced software operation and/or development.

Education and/or Training:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution highly desired; with coursework in business or public administration, Geographical Information Systems, development, engineering, or related field.
- Continued education and training in GIS software operation, development, and maintenance will be provided by the District and must be attended by the employee.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- State Water Resources Control Board (SWRCB) Grade II or higher Water Distribution Operator Certificate.

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Thorough knowledge of correct English grammar, punctuation, and spelling;
- Extensive knowledge in the drafting of technical documents and professional correspondence;
- Extensive knowledge in the use of modern office equipment including computer software applications related to the field of work;
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook;
- Thorough knowledge of water system operations with a working knowledge of water system construction, operations, and maintenance;
- Entry to extensive level knowledge of GIS/GPS software, hardware and application use.

Skills:

- Possess strong organizational skills;
- Possess strong verbal and written communication skills;
- Proficient skills in prioritizing and work assignments while being flexible in a dynamic work environment;
- Strong computer and software operation skills.

Abilities:

- Ability to handle difficult and complex assignments with minimal oversight;
- Ability to oversee projects from conception to completion;
- Ability to analyze data and develop logical solutions to complex problems;
- Ability to read, understand and carry out written and verbal instructions;
- Ability to read, understand and interpret complex documents such as technical manuals, standards, and training manuals;
- Ability to read, understand, and interpret construction drawings, diagrams, blueprints, standards, and specifications;
- Ability to convey technical information clearly and concisely;
- Ability to work efficiently and productively when completing work tasks;
- Ability to read and understand financial information;
- Ability to skillfully use and operate computer hardware and specialized software;
- Ability to make mathematical calculations with accuracy;
- Ability to maintain accurate records;
- Ability to type 45 WPM;
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 40 lbs.) on a periodic basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch, walk on uneven terrain, and utilize technology outside on job sites or at District facilities occasionally.

Work Environment:

- **Outside:** Occasional standing, walking, climbing or traversing uneven terrain.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected with occasional outdoor construction level noise level exposure.

Equipment Use: Standard office equipment such as computer hardware, software and peripherals, hand-held electronic devices, copy machines, scanning machines, fax machines, and telephones.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, this position may be required to travel to and around District sites and facility locations, attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and occasional attendance of evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

December 12, 2018

Report to: Committee Members

Prepared by: Susan Greer

TOPIC: CAPACITY FEE REPORTS

RECOMMENDATION:

Review capacity fee reports and recommend to the full Board of Directors.

ANALYSIS:

Detailed reports about the water and sewer capacity fees are attached. The quarterly financial reports provide the balances in each of the funds but the attached reports provide additional detail about beginning and ending capacity fund balances, additional deposits into the funds, interest earned and projects completed with the funds, if any.

We will be able to utilize some of the water capacity funds for the CIRP mainline replacement projects. The *portion of the project cost* that is attributable to the increased pipe sizing is considered expansion or growth of the system, and that proportional share is a legal use of capacity fees.

The water capacity charge fund has almost doubled in the past year, increasing from \$133,291 to \$260,923 representing 22 new meters. The sewer/wastewater capacity fund balance is \$743,789, largely funded over the years by HDMC, related to the 15-year note for their package treatment plant.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

N/A

**JOSHUA BASIN WATER DISTRICT
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2017/2018

Type of Capacity Charges **WATER** SEWER

GL account number LAIF **01-11310** 01-11313
Revenue **01-44010** 01-44050

Beginning Capacity Charge Fund Balance 145,575.32
7/1/17 JE to move unrestricted funds (see 16/17 report for detail) -12,284.00

Description and amount of charges collected 126,022.00

Jul-17	60228111	4,063.00	
	60142110	43,322.00	2 meters
Sep-17	60307119	4,063.00	
	58814301	4,063.00	
	60235117	4,063.00	
	60426108	4,063.00	
Oct-17	60701140	4,063.00	
Dec-17	60428112	4,063.00	
	63218115	4,063.00	
	63218229	4,063.00	
Jan-18	58829124	4,063.00	
Feb-18	60216101	4,207.00	
	63208143	4,207.00	
Mar-18	63231110	4,207.00	
Apr-18	58847207	4,207.00	
	58847208	4,207.00	
	58847113	4,207.00	
	59945502	4,207.00	
	63227225	4,207.00	
May-18	58918304	4,207.00	
	60230102	4,207.00	
		126,022.00	22

Interest earned on fund balance 1,609.86

QE 6/30/17	342.09
Q/E 9/30/17	423.31
Q/E 12/31/17	488.13
Q/E 3/30/18	356.33
	<u>1,609.86</u>

Public improvements funded from charges 0.00
NONE

Ending Capacity Charge Fund Balance 260,923.18 ✓

**JOSHUA BASIN WATER DISTRICT
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2017/2018

Type of Capacity Charges WATER **SEWER**

GL account number LAIF 01-11310 01-11313
 Revenue 01-44010 01-44050

Beginning Capacity Charge Fund Balance 613,472.31

Description and amount of charges collected 122,546.19

8/1/2017 HDMC note	80,227.19	
Jul-17 60142110	24,032.00	2 meters
Aug-17 58847112	6,008.00	
Sep-17 60307119	6,008.00	
Apr-17 58847113	6,271.00	
	<u>122,546.19</u>	5

Interest earned on fund balance		<u>7,770.04</u>
QE 6/30/17	1441.61	
Q/E 9/30/17	1903.89	
Q/E 12/31/17	1988.67	
Q/E 3/30/18	2435.87	
	<u>7,770.04</u>	

Public improvements funded from charges 0.00
 NONE

Ending Capacity Charge Fund Balance 743,788.54 ✓