



**FINANCE COMMITTEE MEETING
WEDNESDAY, AUGUST 11, 2021 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

This meeting will be streamed on Zoom:

<https://us02web.zoom.us/j/84930734914?pwd=bTIJWl5bmlwcm9uL0J6ZlJlFUnFXdz09>

You may also join by phone at 1-253-215-8782, Meeting ID: 84930734914 Passcode: 643872

AGENDA

1. CALL TO ORDER -
2. PLEDGE OF ALLEGIANCE -
3. DETERMINATION OF QUORUM -
4. APPROVAL OF AGENDA -
5. PUBLIC COMMENT – Please state your name and limit your comments to 3 minutes.
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING –

- July 14, 2021

Page 2

Pages 3-13

7. JUNE CHECK REGISTER – Review, ask questions, and refer to the Board of Directors for approval.

Pages 14-17

8. RESERVE FUNDING TRANSFER FOR 2020/2021 – Review, ask questions, and refer to the Board of Directors for approval.

Pages 18-19

9. 2021 BAD DEBT WRITE-OFF OF \$20,100.24 – Review, ask questions, and refer to the Board of Directors for approval.

Pages 20-44

10. NEW AND REVISED JOB DESCRIPTIONS – Review, ask questions, and refer to the Board of Directors for adoption of new and revised job descriptions.

11. ADJOURNMENT -

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, July 14, 2021
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Unger called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Unger and Vice President Floen

STAFF PRESENT –Mark Ban, GM, Anne Roman, Director of Finance, Jim Corbin, Director of Operations, and Autumn Rich, Accounting Supervisor.

GUESTS -3

APPROVAL OF AGENDA –

MSC¹ (Floen/Unger) motion carried to approve the July 14, 2021, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of June 9, 2021

MSC¹ (Floen/Unger) motion carried to approve the minutes of June 9, 2021.

MAY 2021 CHECK REGISTER – The Committee reviewed the May 2021 check register and a brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer the May 2021 check register to the Board of Directors for approval.

APPROPRIATION LIMIT FOR FISCAL YEAR 2021/22 – Anne Roman, Director of Finance, gave the staff report and noted a correction to Resolution No. 21-1033 to be corrected from Article XIIB to XIII B. A brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer to the Board of Directors for approval and adoption of Resolution No. 21-1033.

3RD QUARTER ENDING 03/31/2021 FINANCIAL REPORT SUMMARY – The Finance Committee reviewed, asked questions, and referred to the Board of Directors for adoption.

MSC¹ (Floen/Unger) motion carried to refer the 3rd Quarter Ending 03/31/2021 to the Board of Directors for and adoption.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Floen/Unger) motion carried to adjourn the Finance Committee meeting at 10:24 a.m.

Respectfully submitted,

Anne Roman
Director of Finance



Check Report

By Check Number

Date Range: 06/01/2021 - 06/30/2021

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
013908	WESTAMERICA COMMUNICATIONS		06/16/2021	Regular	0.00	-575.33	62682
013230	JAMIE BRITTAIN		06/16/2021	Regular	0.00	-69.47	62702
000504	ACTION PUMPING, INC.		06/02/2021	Regular	0.00	1,925.00	63312
16178	Invoice	06/02/2021	HDMC WW: PUMPING		0.00	1,925.00	
000501	ACWA/JPIA		06/02/2021	Regular	0.00	24,324.33	63313
0666989	Invoice	06/02/2021	EE HEALTH BENEFIT & EAP JUN 21		0.00	24,324.33	
000501	ACWA/JPIA		06/02/2021	Regular	0.00	26,154.01	63314
0665338	Invoice	06/02/2021	EE HEALTH BENEFIT & EAP MAY 21		0.00	26,154.01	
000575	AFSCME LOCAL 1902		06/02/2021	Regular	0.00	469.12	63315
AFSCME0521	Invoice	06/02/2021	EE UNION DUES - MAY 21		0.00	469.12	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO		06/02/2021	Regular	0.00	3,605.70	63316
622745	Invoice	06/02/2021	LABOR LEGAL SERVICES THRU 4/30/21		0.00	3,605.70	
000214	BABCOCK LABORATORIES, INC.		06/02/2021	Regular	0.00	673.00	63317
CE11929-2287	Invoice	06/02/2021	SAMPLING		0.00	102.00	
CE12067-2287	Invoice	06/02/2021	HDMC WWTP - SAMPLING		0.00	217.00	
CE12427-2287	Invoice	06/02/2021	SAMPLING		0.00	252.00	
CE12428-2287	Invoice	06/02/2021	SAMPLING		0.00	102.00	
001555	CENTRTEL LLC		06/02/2021	Regular	0.00	569.54	63318
210602252101	Invoice	06/02/2021	DISPATCH SERVICES - JUN 21		0.00	569.54	
013365	IMAGE SOURCE		06/02/2021	Regular	0.00	205.35	63319
25AR1282068	Invoice	06/02/2021	OFFICE EXPENSE 4/30/21 - 5/29/21		0.00	205.35	
013373	CORE & MAIN LP		06/02/2021	Regular	0.00	1,260.59	63320
O194631	Invoice	06/02/2021	WELL 14 4-LOG TREATMENT SUPPLIES		0.00	296.16	
O212557	Invoice	06/02/2021	SMALL TOOLS - DIST		0.00	270.70	
O218580	Invoice	06/02/2021	WELL 14 4-LOG TREATMENT SUPPLIES		0.00	38.75	
O233434	Invoice	06/02/2021	WELL 14 4-LOG TREATMENT SUPPLIES		0.00	60.00	
Q255844	Invoice	06/02/2021	WELL 14 4-LOG TREATMENT SUPPLIES		0.00	594.98	
002565	DUDEK AND ASSOCIATES, INC		06/02/2021	Regular	0.00	18,356.01	63321
202102720	Invoice	06/02/2021	ENG SERV: MULTIPLE PROJECTS THRU 4/30/...		0.00	18,356.01	
VEN01466	FEDAK & BROWN LLP		06/02/2021	Regular	0.00	4,458.00	63322
FB052821	Invoice	06/02/2021	FINANCIAL AUDIT 20/21 - MAY 21		0.00	4,458.00	
013222	FRONTIER COMMUNICATIONS INC.		06/02/2021	Regular	0.00	206.02	63323
FC0621	Invoice	06/02/2021	HDMC WWTP - TELEPHONE		0.00	206.02	
013802	HASA, INC.		06/02/2021	Regular	0.00	471.70	63324
749110	Invoice	06/02/2021	WATER TREATMENT EXPENSE		0.00	471.70	
004152	HI-DESERT STAR		06/02/2021	Regular	0.00	103.00	63325
HDS0621	Invoice	06/02/2021	SUBSCRIPTION THRU 6/2024		0.00	103.00	
009054	KATHLEEN J. RADNICH		06/02/2021	Regular	0.00	2,121.00	63326
21-0516-2	Invoice	06/02/2021	PUBLIC RELATIONS SERVICES		0.00	903.00	
21-0523-1	Invoice	06/02/2021	PUBLIC RELATIONS SERVICES		0.00	1,218.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.		06/02/2021	Regular	0.00	1,800.00	63327
147736	Invoice	06/02/2021	2020 URBAN WATER MGMT PLAN UPDATE		0.00	1,800.00	

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	06/02/2021	Regular	0.00	5,158.40	63328
37-49-10260	Invoice	06/02/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-10331	Invoice	06/02/2021	TEMPORARY LABOR	0.00	2,579.20	
000156	FORSHOCK	06/02/2021	Regular	0.00	1,480.50	63329
2100053	Invoice	06/02/2021	SCADA MAINTENANCE: D12 TANK	0.00	1,237.50	
2100057	Invoice	06/02/2021	MONTHLY SCADA MONITORING - JUN 21	0.00	38.00	
2100058	Invoice	06/02/2021	MONTHLY SCADA MONITORING - JUN 21	0.00	205.00	
013808	NOBEL SYSTEMS, INC.	06/02/2021	Regular	0.00	780.00	63330
15102	Invoice	06/02/2021	IOT ANNUAL SUBSCRIPTION- 7/1/21 - 6/30/...	0.00	780.00	
013004	PAOLO FICARA	06/02/2021	Regular	0.00	1,000.00	63331
051	Invoice	06/02/2021	PARCEL RENTAL: 0606-321-31	0.00	500.00	
061	Invoice	06/02/2021	PARCEL RENTAL: 0606-321-31	0.00	500.00	
008137	PARKHOUSE TIRE INC	06/02/2021	Regular	0.00	451.47	63332
2030200736	Invoice	06/02/2021	SMALL TOOLS	0.00	451.47	
000236	PAYPRO ADMINISTRATORS	06/02/2021	Regular	0.00	55.00	63333
77713	Invoice	06/02/2021	FSA ADMIN FEES - APR 21	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	06/02/2021	Regular	0.00	177.08	63334
23159771	Invoice	06/02/2021	SHOP EXPENSE	0.00	109.97	
23159780	Invoice	06/02/2021	SHOP EXPENSE	0.00	67.11	
009065	RDO EQUIPMENT COMPANY	06/02/2021	Regular	0.00	1,173.89	63335
P5635545	Invoice	06/02/2021	VACUUM MAINTENANCE: E82	0.00	1,173.89	
000495	ACCONTEMPS	06/02/2021	Regular	0.00	4,501.60	63336
57679822	Invoice	06/02/2021	TEMPORARY LABOR	0.00	652.12	
57707154	Invoice	06/02/2021	TEMPORARY LABOR	0.00	641.51	
57707247	Invoice	06/02/2021	TEMPORARY LABOR	0.00	1,600.77	
57751020	Invoice	06/02/2021	TEMPORARY LABOR	0.00	1,607.20	
000091	SAN BERNARDINO COUNTY RECORDER	06/02/2021	Regular	0.00	180.00	63337
SB051321	Invoice	06/02/2021	RELEASE OF LIENS	0.00	180.00	
013831	SATMODO LLC	06/02/2021	Regular	0.00	151.86	63338
170879	Invoice	06/02/2021	EMERGENCY SATELLITE PHONES - JUN 21	0.00	151.86	
010850	UNDERGROUND SERVICE ALERT	06/02/2021	Regular	0.00	170.05	63339
520210347	Invoice	06/02/2021	TICKET DELIVERY SERVICE - MAY 21	0.00	170.05	
000327	WATER QUALITY SPECIALISTS	06/02/2021	Regular	0.00	3,601.39	63340
7241	Invoice	06/02/2021	HDMC WWTP: OPERATION & MAINT - MAY ...	0.00	3,601.39	
011615	WESTERN EXTERMINATOR CO.	06/02/2021	Regular	0.00	34.00	63341
7988135	Invoice	06/02/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
000233	NAPA AUTO PARTS	06/02/2021	Regular	0.00	125.52	63342
364079	Invoice	06/02/2021	VEHICLE MAINTENANCE: V35	0.00	125.52	
000228	FATTY'S FENCING & SUPPLIES	06/09/2021	Regular	0.00	14,750.00	63348
FF060721	Invoice	06/09/2021	WELL 14 CONCRETE BUILDING PAD	0.00	14,750.00	
013936	TESS ELECTRIC	06/09/2021	Regular	0.00	4,350.00	63349
0053	Invoice	06/09/2021	CONSULTATION SERVICES - WELL 14 - 4 LOG ...	0.00	4,350.00	
013820	SC FUELS	06/09/2021	Regular	0.00	2,985.47	63350
1883393-IN	Invoice	06/16/2021	FUEL FOR VEHICLES	0.00	2,985.47	
000504	ACTION PUMPING, INC.	06/16/2021	Regular	0.00	2,205.00	63351
17583	Invoice	06/16/2021	HDMC WW: PUMPING	0.00	2,205.00	
000501	ACWA/JPIA	06/16/2021	Regular	0.00	25,239.17	63352

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0668632	Invoice	06/16/2021	EE HEALTH BENEFIT & EAP JUL 21	0.00	25,239.17	
000214	BABCOCK LABORATORIES, INC.	06/16/2021	Regular	0.00	17.00	63353
CF10836-2287	Invoice	06/16/2021	WELL 14 - 4 LOG TREATMENT	0.00	17.00	
001560	CENTURY FORMS	06/16/2021	Regular	0.00	407.60	63354
3259-15	Invoice	06/16/2021	#9 RETURN ENVELOPES	0.00	407.60	
013889	CARL OTTESON'S CERTIFIED BACKFLOW TESTING I	06/16/2021	Regular	0.00	230.00	63355
5797	Invoice	06/16/2021	DEMO GARDENS BACKFLOW TEST	0.00	230.00	
013365	IMAGE SOURCE	06/16/2021	Regular	0.00	73.52	63356
25AR1286218	Invoice	06/16/2021	SHOP EXPENSE 5/01/21 - 5/31/21	0.00	73.52	
013373	CORE & MAIN LP	06/16/2021	Regular	0.00	135.77	63357
0256986	Invoice	06/16/2021	SMALL TOOLS - DISTRIBUTION	0.00	135.77	
000229	C & S ELECTRIC	06/16/2021	Regular	0.00	1,885.00	63358
3325	Invoice	06/16/2021	BUILDING MAINTENANCE - SHOP	0.00	1,885.00	
000058	GARDA CL WEST, INC.	06/16/2021	Regular	0.00	844.97	63359
10639032	Invoice	06/16/2021	COURIER FEES - JUN 21	0.00	844.97	
009054	KATHLEEN J. RADNICH	06/16/2021	Regular	0.00	858.90	63360
21-0613-1	Invoice	06/16/2021	PUBLIC RELATIONS SERVICES	0.00	858.90	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	06/16/2021	Regular	0.00	4,836.00	63361
37-49-10373	Invoice	06/16/2021	TEMPORARY LABOR	0.00	2,256.80	
37-49-10402	Invoice	06/16/2021	TEMPORARY LABOR	0.00	2,579.20	
006507	McMASTER-CARR SUPPLY COMPANY	06/16/2021	Regular	0.00	1,256.26	63362
58846176	Invoice	06/16/2021	SMALL TOOLS/PUMPING PLANT/WELL 14 - 4...	0.00	796.28	
59231766	Invoice	06/16/2021	PUMPING PLANT SUPPLIES/SHOP EXPENSE	0.00	459.98	
000070	ONLINE INFORMATION SERVICES, INC.	06/16/2021	Regular	0.00	222.50	63363
1067911	Invoice	06/16/2021	ID VERIF. SERV. THRU 05/31/21	0.00	222.50	
008137	PARKHOUSE TIRE INC	06/16/2021	Regular	0.00	810.04	63364
2030201248	Invoice	06/16/2021	VEHICLE REPAIRS: V42	0.00	810.04	
008415	PRUDENTIAL OVERALL SUPPLY	06/16/2021	Regular	0.00	247.11	63365
23165524	Invoice	06/16/2021	SHOP EXPENSE	0.00	180.00	
23165531	Invoice	06/16/2021	SHOP EXPENSE	0.00	67.11	
000495	ACCOUITEMPS	06/16/2021	Regular	0.00	3,940.40	63366
57766078	Invoice	06/16/2021	TEMPORARY LABOR	0.00	646.66	
57806135	Invoice	06/16/2021	TEMPORARY LABOR	0.00	1,205.40	
57806969	Invoice	06/16/2021	TEMPORARY LABOR	0.00	481.14	
57835081	Invoice	06/16/2021	TEMPORARY LABOR	0.00	1,607.20	
013833	SERVICEMASTER 360 PREMIER CLEANING	06/16/2021	Regular	0.00	997.65	63367
J82223	Invoice	06/16/2021	JANITORIAL SERVICES - JUN 21	0.00	997.65	
VEN01020	SOUTHWEST NETWORKS, INC.	06/16/2021	Regular	0.00	15,328.75	63368
21-5070	Invoice	06/16/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 5...	0.00	688.75	
21-60085C	Invoice	06/16/2021	SHOP EXPENSE 5/01/21 - 5/31/21	0.00	738.00	
21-60225C	Invoice	06/16/2021	IT SERVICES - 7/21 - 9/21	0.00	13,902.00	
013788	STURDIVAN EMERGENCY MANAGEMENT CONSUL	06/16/2021	Regular	0.00	11,875.00	63369
1267	Invoice	06/16/2021	AMERICAN WATER INFRASTRUCTURE ACT OF..	0.00	11,875.00	
010690	TYLER TECHNOLOGIES	06/16/2021	Regular	0.00	19,422.66	63370
025-335394	Invoice	06/16/2021	ANNUAL MAINT: 15 MODULES THRU 06/30/22	0.00	19,422.66	
013809	WEST COAST CIVIL, INC.	06/16/2021	Regular	0.00	7,940.00	63371

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2105-209	Invoice	06/16/2021	ENG: TILFORD MAINLINE REPLACEMENT TH...	0.00	7,940.00	
013888	WIENHOFF DRUG TESTING	06/16/2021	Regular	0.00	20.00	63372
98204	Invoice	06/16/2021	DOT COLLECTION MONTHLY FEE - APR 21	0.00	20.00	
000233	NAPA AUTO PARTS	06/16/2021	Regular	0.00	1,425.04	63373
365780	Invoice	06/16/2021	VEHICLE MAINTENANCE: V33	0.00	124.12	
365795	Invoice	06/16/2021	VEHICLE MAINT:V35,V40,V41,V37,V38,V39,...	0.00	334.34	
365835	Invoice	06/16/2021	SHOP EXPENSE	0.00	23.90	
365980	Invoice	06/16/2021	VEHICLE MAINTENANCE: V33	0.00	355.04	
366364	Invoice	06/16/2021	VEHICLE MAINTENANCE: V30,V32,V33,V36,...	0.00	121.17	
366459	Invoice	06/16/2021	VEHICLE MAINT - V37 & V38	0.00	133.70	
366609	Invoice	06/16/2021	VEHICLE MAINT - V38	0.00	332.77	
	Void	06/16/2021	Regular	0.00	0.00	63374
013230	JAMIE BRITTAIN	06/16/2021	Regular	0.00	69.47	63394
JB102920	Invoice	10/29/2020	STANDBY REFUND - 0588-222-07-0000	0.00	69.47	
013908	WESTAMERICA COMMUNICATIONS	06/16/2021	Regular	0.00	575.33	63395
336748	Invoice	10/13/2020	OFFICE SUPPLIES	0.00	575.33	
013939	APPLE CANYON DESIGNS	06/29/2021	Regular	0.00	2,500.00	63396
ACD062321	Invoice	06/30/2021	DISTRICT VIRTUAL TOUR - VIDEO SERVICES	0.00	2,500.00	
000575	AFSCME LOCAL 1902	06/30/2021	Regular	0.00	469.12	63397
AFSCME0621	Invoice	06/30/2021	EE UNION DUES - JUN 21	0.00	469.12	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	06/30/2021	Regular	0.00	4,167.98	63398
624958	Invoice	06/30/2021	LABOR LEGAL SERVICES THRU 5/31/21	0.00	4,167.98	
000214	BABCOCK LABORATORIES, INC.	06/30/2021	Regular	0.00	1,563.00	63399
CF11045-2287	Invoice	06/30/2021	SAMPLING	0.00	126.00	
CF11051-2287	Invoice	06/30/2021	SAMPLING	0.00	168.00	
CF11055-2287	Invoice	06/30/2021	SAMPLING	0.00	119.00	
CF11080-2287	Invoice	06/30/2021	SAMPLING	0.00	51.00	
CF11434-2287	Invoice	06/30/2021	HDMC WWTP - SAMPLING	0.00	312.00	
CF11634-2287	Invoice	06/30/2021	SAMPLING	0.00	102.00	
CF11635-2287	Invoice	06/30/2021	WELL 14 - 4 LOG TREATMENT - SAMPLING	0.00	17.00	
CF11681-2287	Invoice	06/30/2021	HDMC WWTP - SAMPLING	0.00	217.00	
CF12043-2287	Invoice	06/30/2021	HDMC WWTP - SAMPLING	0.00	349.00	
CF12249-2287	Invoice	06/30/2021	SAMPLING	0.00	102.00	
013941	CALIFORNIA SPECIAL DISTRICT ASSOCIATION	06/30/2021	Regular	0.00	6,244.00	63400
CSDA062421	Invoice	06/30/2021	ANNUEL MEMBERSHIP DUES	0.00	6,244.00	
013373	CORE & MAIN LP	06/30/2021	Regular	0.00	6,202.83	63401
Q29117	Invoice	06/30/2021	INVENTORY	0.00	6,202.83	
002565	DUDEK AND ASSOCIATES, INC	06/30/2021	Regular	0.00	3,533.88	63402
202104032	Invoice	06/30/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	3,533.88	
013802	HASA, INC.	06/30/2021	Regular	0.00	597.49	63403
755453	Invoice	06/30/2021	WATER TREATMENT EXPENSE	0.00	597.49	
013797	INFOSEND, INC.	06/30/2021	Regular	0.00	5,861.48	63404
190700	Invoice	06/30/2021	PRINT & MAIL WATER BILL - APR 21	0.00	2,921.22	
192071	Invoice	06/30/2021	PRINT & MAIL WATER BILL - MAY 21	0.00	2,940.26	
004720	INLAND WATER WORKS	06/30/2021	Regular	0.00	1,547.83	63405
S1046864.001	Invoice	06/30/2021	PUMPING PLANT SUPPLIES	0.00	1,547.83	
009054	KATHLEEN J. RADNICH	06/30/2021	Regular	0.00	3,376.80	63406
21-0530-1	Invoice	06/30/2021	PUBLIC RELATIONS SERVICES	0.00	1,008.00	
21-0606-1	Invoice	06/30/2021	PUBLIC RELATIONS SERVICES	0.00	858.90	
21-0620-1	Invoice	06/30/2021	PUBLIC RELATIONS SERVICES	0.00	858.90	

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
21-0627-1	Invoice	06/30/2021	PUBLIC RELATIONS SERVICES	0.00	651.00	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	06/30/2021	Regular	0.00	5,158.40	63407
37-49-10440	Invoice	06/30/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-10468	Invoice	06/30/2021	TEMPORARY LABOR	0.00	2,579.20	
013019	ARBORIST SERVICES	06/30/2021	Regular	0.00	775.00	63408
9075	Invoice	06/30/2021	DEMO GARDEN/BUILD MAINT THRU 6/15/21	0.00	775.00	
006507	McMASTER-CARR SUPPLY COMPANY	06/30/2021	Regular	0.00	631.43	63409
59546318	Invoice	06/30/2021	PUMPING PLANT SUPPLIES	0.00	631.43	
013936	TESS ELECTRIC	06/30/2021	Regular	0.00	16,450.00	63410
0075	Invoice	06/30/2021	CABLE TERMINATION - WELL 14 - 4 LOG TRE...	0.00	16,450.00	
000193	MORONGO BASIN CONSERVATION ASSOCIATION,	06/30/2021	Regular	0.00	750.00	63411
MBCA060721	Invoice	06/30/2021	SUPPORT OF DESERT WISE LANDSCAPE TOUR	0.00	750.00	
003930	NBS	06/30/2021	Regular	0.00	567.54	63412
621000438	Invoice	06/30/2021	CMM DELIQUENT LETTERS	0.00	567.54	
000236	PAYPRO ADMINISTRATORS	06/30/2021	Regular	0.00	110.00	63413
77853	Invoice	06/30/2021	FSA ADMIN FEES - MAY - JUNE 21	0.00	110.00	
VEN01300	POWER DESIGN INC.	06/30/2021	Regular	0.00	81,611.43	63414
36459	Invoice	06/30/2021	WELL 14 4-LOG TREATMENT BUILDING	0.00	81,500.00	
36459-1	Invoice	06/30/2021	SUPPLIES: LOBBY RESTRUCTURING	0.00	111.43	
008415	PRUDENTIAL OVERALL SUPPLY	06/30/2021	Regular	0.00	262.12	63415
23172459	Invoice	06/30/2021	SHOP EXPENSE	0.00	195.01	
23172466	Invoice	06/30/2021	SHOP EXPENSE	0.00	67.11	
000495	ACCONTEMPS	06/30/2021	Regular	0.00	4,359.70	63416
57850596	Invoice	06/30/2021	TEMPORARY LABOR	0.00	641.51	
57878610	Invoice	06/30/2021	TEMPORARY LABOR	0.00	1,637.34	
57907933	Invoice	06/30/2021	TEMPORARY LABOR	0.00	644.09	
57921667	Invoice	06/30/2021	TEMPORARY LABOR	0.00	803.60	
57928616	Invoice	06/30/2021	TEMPORARY LABOR	0.00	633.16	
013820	SC FUELS	06/30/2021	Regular	0.00	3,092.52	63417
1897701-IN	Invoice	06/30/2021	FUEL FOR VEHICLES	0.00	3,092.52	
013011	SERGIO D FIERRO	06/30/2021	Regular	0.00	990.00	63418
JBWD-103	Invoice	06/30/2021	CIMIS STATION MAINTENANCE: APR TO JUN...	0.00	990.00	
011615	WESTERN EXTERMINATOR CO.	06/30/2021	Regular	0.00	34.00	63419
8286770	Invoice	06/30/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
000233	NAPA AUTO PARTS	06/30/2021	Regular	0.00	284.00	63420
367304	Invoice	06/30/2021	VACUUM MAINTENANCE: E82	0.00	160.01	
368057	Invoice	06/30/2021	VEHICLE MAINTENANCE: V37, V38 & V39	0.00	103.55	
368283	Invoice	06/30/2021	VACUUM MAINTENANCE: E72	0.00	11.57	
368565	Invoice	06/30/2021	SHOP EXPENSE	0.00	8.87	
004110	BURRTEC WASTE & RECYCLING SVCS	06/02/2021	Manual	0.00	454.85	901715
BW0621	Invoice	06/02/2021	TRASH & RECYCLING (OFFICE) - JUN 21	0.00	160.27	
BW0621B	Invoice	06/02/2021	TRASH REMOVAL (SHOP) - JUN 21	0.00	294.58	
009920	STANDARD INSURANCE CO	06/02/2021	Manual	0.00	1,266.96	901716
ST0621	Invoice	06/02/2021	EE LIFE INSURANCE - JUN 21	0.00	1,266.96	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	06/02/2021	Manual	0.00	1,612.18	901717
3990561-0505104	Invoice	06/02/2021	EE LIFE INSURANCE - MAY 21	0.00	1,612.18	
009898	SOCALGAS	06/02/2021	Manual	0.00	15.88	901718

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
GAS0521	Invoice	05/25/2021	HEAT FOR SHOP - THRU 5/17/21	0.00	15.88	
000510	TIME WARNER CABLE	06/02/2021	Manual	0.00	358.96	901719
0008970052221	Invoice	06/02/2021	SCADA INTERNET - JUN 21	0.00	358.96	
013926	U.S. BANK CORPORATE	06/02/2021	Manual	0.00	1,191.72	901720
US0521	Invoice	06/02/2021	EE TRAINING/WELL 14 - 4 LOG SUPPLIES/SM...	0.00	1,191.72	
013925	U.S. BANK CORPORATE	06/02/2021	Manual	0.00	1,044.43	901721
US0521	Invoice	06/02/2021	LEADERSHIP CONFERENCE / HR RECERTIFICA...	0.00	1,044.43	
013924	U.S. BANK CORPORATE	06/02/2021	Manual	0.00	160.00	901722
US0521	Invoice	06/02/2021	GOVERNMENT FINANCE OFFICERS ASSOCIAT...	0.00	160.00	
013923	U.S. BANK CORPORATE	06/02/2021	Manual	0.00	5,341.58	901723
US0521	Invoice	06/02/2021	EE TRAINING/TELEPHONE/OFFICE SUPPLY/S...	0.00	5,341.58	
013927	U.S. BANK CORPORATE	06/02/2021	Manual	0.00	16,290.60	901724
US0521	Invoice	06/02/2021	WELL 14 4-LOG TREATMENT/COMP EQUIP/...	0.00	16,290.60	
013359	XEROX FINANCIAL SERVICES	06/02/2021	Manual	0.00	225.12	901725
2643921	Invoice	06/02/2021	SHOP EXPENSE 5/27/21 - 6/26/21	0.00	225.12	
013359	XEROX FINANCIAL SERVICES	06/02/2021	Manual	0.00	397.60	901726
2612278	Invoice	06/02/2021	OFFICE EXPENSE 4/30/21 - 5/29/21	0.00	397.60	
000248	PAYCHEX	06/11/2021	Manual	0.00	367.27	901727
348783	Invoice	06/11/2021	PAYROLL PROCESSING FEE	0.00	367.27	
000236	PAYPRO ADMINISTRATORS	06/11/2021	Manual	0.00	12.50	901728
PPE 6-4-21	Invoice	06/11/2021	EE FSA DEDUCTIONS 6-11-21	0.00	12.50	
004195	HOME DEPOT CREDIT SERVICES	06/16/2021	Manual	0.00	3,189.52	901729
HD0521	Invoice	06/04/2021	WELL 14 - 4 LOG TREATMENT/SHOP EXPENS...	0.00	3,189.52	
009880	SOUTHERN CALIFORNIA EDISON CO	06/16/2021	Manual	0.00	2,875.29	901730
SCE0521	Invoice	06/16/2021	POWER TO BLDGS & GEN - MAY 21	0.00	2,875.29	
001630	AT&T MOBILITY	06/16/2021	Manual	0.00	2,540.65	901731
829480028X0605...	Invoice	06/16/2021	COMMUNICATIONS - MAY 21	0.00	2,540.65	
009878	SOUTHERN CALIFORNIA EDISON	06/16/2021	Manual	0.00	20,181.96	901732
SCE0421-C	Credit Memo	06/16/2021	POWER FOR PUMPING - APR 21	0.00	-219.42	
SCE0521	Invoice	06/16/2021	POWER FOR PUMPING - MAY 21	0.00	20,401.38	
013196	TPX COMMUNICATIONS	06/16/2021	Manual	0.00	577.07	901733
143500768-0	Invoice	06/16/2021	TELEPHONE (OFFICE) - JUN 21	0.00	577.07	
013359	XEROX FINANCIAL SERVICES	06/16/2021	Manual	0.00	415.42	901734
2661233	Invoice	06/16/2021	OFFICE EXPENSE 5/30/21 - 6/29/21	0.00	415.42	
004110	BURRTEC WASTE & RECYCLING SVCS	06/16/2021	Manual	0.00	402.86	901735
BW053121	Invoice	06/16/2021	TRASH REMOVAL (SHOP) - MAY 21	0.00	402.86	
000248	PAYCHEX	06/20/2021	Manual	0.00	153.90	901736
1411300	Invoice	06/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
VEN01533	PAYMENTUS GROUP INC.	06/18/2021	Manual	0.00	3,911.10	901737
INV-15-112902	Invoice	06/18/2021	CREDIT CARD PROCESSING FEE - MAY 21	0.00	3,911.10	
013940	PAYLOCITY	06/22/2021	Manual	0.00	13.50	901738
P062221	Invoice	06/22/2021	FSA BENEFIT CARD DEPOSIT	0.00	13.50	
001517	CalPERS	06/25/2021	Manual	0.00	25,106.10	901739
PPE 5-21-21	Invoice	06/25/2021	PAY PERIOD ENDING 5/21/21	0.00	12,556.25	
PPE 6-4-21	Invoice	06/25/2021	PAY PERIOD ENDING 6/4/21	0.00	12,549.85	

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000248	PAYCHEX	06/25/2021	06/25/2021 Manual	0.00	387.58	901740
348988	Invoice	06/25/2021	PAYROLL PROCESSING FEE	0.00	387.58	
000236	PAYPRO ADMINISTRATORS	06/25/2021	06/25/2021 Manual	0.00	12.50	901741
PPE 6-18-21	Invoice	06/25/2021	EE FSA DEDUCTIONS 6-25-21	0.00	12.50	
000025	ICMA RC	06/30/2021	06/30/2021 Manual	0.00	4,320.00	901742
ICMARC0621	Invoice	06/30/2021	457 REMITTANCE - JUN 21	0.00	4,320.00	
001517	CalPERS	06/30/2021	06/30/2021 Manual	0.00	12,619.86	901743
PPE 6-18-21	Invoice	06/30/2021	PAY PERIOD ENDING 6/18/21	0.00	12,619.86	
008200	PITNEY BOWES INC.	06/30/2021	06/30/2021 Manual	0.00	320.21	901744
3104818252	Invoice	06/30/2021	LEASING CHARGES - 2ND QTR 21	0.00	320.21	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	137	84	0.00	379,832.29
Manual Checks	33	30	0.00	105,767.17
Voided Checks	0	3	0.00	-644.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	170	117	0.00	484,954.66

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>
10-00184-017	LAVOIE, MADELAINE D	6/2/2021	Refund	26.02 Check #: 63343
11-00055-003	DIMANNO, HELENKA G	6/2/2021	Refund	38.03 Check #: 63344
13-00371-010	MAY, BRIAN W	6/2/2021	Refund	131.92 Check #: 63345
54-00281-000	GEORGE E BECKER TRUST	6/2/2021	Refund	38.03 Check #: 63346
59-00195-000	STEWART FAMILY TRUST	6/2/2021	Refund	0.39 Check #: 63347
01-00103-003	ASANO, EVAN	6/3/2021	Reverse Refund Check Adjustment	-21.31 REVERSE REFUND
03-00084-003	JAMES & LINDA BARNARD TR 5-30-08	6/3/2021	Reverse Refund Check Adjustment	-18.33 REVERSE REFUND
04-00092-010	ELIAS, JASMINE E	6/3/2021	Reverse Refund Check Adjustment	-0.44 REVERSE REFUND
04-00156-005	ALVARADO, RINA	6/3/2021	Reverse Refund Check Adjustment	-19.50 REVERSE REFUND
05-00039-001	TRIPP, JOYCE	6/3/2021	Reverse Refund Check Adjustment	-11.42 REVERSE REFUND
07-00016-003	WATKINS, KAREN	6/3/2021	Reverse Refund Check Adjustment	-17.19 REVERSE REFUND
07-00116-002	LINGAN, ISHAI B	6/3/2021	Reverse Refund Check Adjustment	-29.33 REVERSE REFUND
09-00009-005	JESSON, JAKE	6/3/2021	Reverse Refund Check Adjustment	-153.48 REVERSE REFUND
09-00074-009	ESTRADA, RAMON	6/3/2021	Reverse Refund Check Adjustment	-67.72 REVERSE REFUND
10-00315-009	CRAIG, JUSTIN	6/3/2021	Reverse Refund Check Adjustment	-130.20 REVERSE REFUND
13-00173-021	WALLACE, ELIZABETH	6/3/2021	Reverse Refund Check Adjustment	-161.09 REVERSE REFUND
14-00032-021	WILSON, HILLARY R	6/3/2021	Reverse Refund Check Adjustment	-86.12 REVERSE REFUND
14-00180-016	GAINES, LARRY W II	6/3/2021	Reverse Refund Check Adjustment	-41.54 REVERSE REFUND
52-00089-005	OAK PROJECT MANAGEMENT	6/3/2021	Reverse Refund Check Adjustment	-40.02 REVERSE REFUND
52-00127-012	CASTILLO, MADISON	6/3/2021	Reverse Refund Check Adjustment	-37.29 REVERSE REFUND
52-00176-016	MALONE, KELLY R	6/3/2021	Reverse Refund Check Adjustment	-0.63 REVERSE REFUND
53-00053-016	JONES, RONALD	6/3/2021	Reverse Refund Check Adjustment	-147.51 REVERSE REFUND
56-00036-007	USHER, SILVER	6/3/2021	Reverse Refund Check Adjustment	-243.39 REVERSE REFUND
56-00134-014	AFFORDABLE RENTALS	6/3/2021	Reverse Refund Check Adjustment	-0.99 REVERSE REFUND
57-00247-000	BLOMQUIST, ANDERS B	6/3/2021	Reverse Refund Check Adjustment	-6.58 REVERSE REFUND
61-00182-022	REALTY 1	6/3/2021	Reverse Refund Check Adjustment	-160.32 REVERSE REFUND
62-00057-004	CARGO, MYRA E	6/3/2021	Reverse Refund Check Adjustment	-162.71 REVERSE REFUND
65-00043-007	MCBRIDE, VANESSA	6/3/2021	Reverse Refund Check Adjustment	-21.87 REVERSE REFUND
65-00194-008	ESTATE OF ARWIN STRATTON	6/3/2021	Reverse Refund Check Adjustment	-0.52 REVERSE REFUND
65-00294-010	POSADA, ROBERT L	6/3/2021	Reverse Refund Check Adjustment	-38.49 REVERSE REFUND
06-00037-011	WARD, MELODY R	6/16/2021	Refund	38.03 Check #: 63375
10-00108-016	BRITE, DARLENE M	6/16/2021	Refund	38.03 Check #: 63376
10-00159-012	ARNOLD, PETER G	6/16/2021	Refund	10.92 Check #: 63377
12-00374-008	MUCHENJE, KYLEE	6/16/2021	Refund	244.95 Check #: 63378
13-00265-015	FRATINI, AMBER N	6/16/2021	Refund	131.68 Check #: 63379
55-00136-013	FLORES, JOVANI	6/16/2021	Refund	103.70 Check #: 63380
58-00224-001	TUMMARELLO, ANTHONY J	6/16/2021	Refund	152.16 Check #: 63381
07-00016-003	WATKINS, KAREN	6/16/2021	Refund	17.19 Check #: 63382
07-00116-002	LINGAN, ISHAI B	6/16/2021	Refund	29.33 Check #: 63383
09-00009-005	JESSON, JAKE	6/16/2021	Refund	153.48 Check #: 63384
13-00173-021	WALLACE, ELIZABETH	6/16/2021	Refund	161.09 Check #: 63385
52-00089-005	OAK PROJECT MANAGEMENT	6/16/2021	Refund	40.02 Check #: 63386
52-00127-012	CASTILLO, MADISON	6/16/2021	Refund	37.29 Check #: 63387
52-00176-016	MALONE, KELLY R	6/16/2021	Refund	0.63 Check #: 63388
53-00053-016	JONES, RONALD	6/16/2021	Refund	147.51 Check #: 63389
56-00036-007	USHER, SILVER	6/16/2021	Refund	243.39 Check #: 63390
56-00134-014	AFFORDABLE RENTALS	6/16/2021	Refund	0.99 Check #: 63391
62-00057-004	CARGO, MYRA E	6/16/2021	Refund	162.71 Check #: 63392
65-00043-007	MCBRIDE, VANESSA	6/16/2021	Refund	21.87 Check #: 63393
01-00088-006	SAALISI, DINA	6/30/2021	Refund	183.05 Check #: 63421
06-00058-003	SMIT, SAVANNAH ROSE	6/30/2021	Refund	158.40 Check #: 63422
06-00130-000	ANDERSON, DALE	6/30/2021	Refund	16.79 Check #: 63423
08-00016-004	PROPERTIES, C & C	6/30/2021	Refund	191.64 Check #: 63424
10-00225-006	CUPSA, LIVIU M	6/30/2021	Refund	85.84 Check #: 63425
10-00342-011	BUCHANAN, KATHRYN	6/30/2021	Refund	49.43 Check #: 63426
10-00458-001	CRESCENT RIDGE ACQUISITIONS & DEVELOP	6/30/2021	Refund	79.86 Check #: 63427
55-00312-009	ECKENROTH, JESSE	6/30/2021	Refund	89.12 Check #: 63428
56-00203-004	HAMMOND, NORA	6/30/2021	Refund	188.82 Check #: 63429
62-00199-016	ESTUS, JAMES R	6/30/2021	Refund	142.21 Check #: 63430
64-99266-000	CROWN RENTAL & INVESTMENTS LLC	6/30/2021	Refund	2,745.45 Check #: 63431
65-00351-005	FRUCHTER, DAVID K	6/30/2021	Refund	143.64 Check #: 63432
				<u>4,425.62</u>

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10513	Doolittle, Stacy	06/09/2021	Director Pay Note: WATER RESOURCES & OPERATIONS COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/10/2021	Director Pay Note: MWA BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS 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>
10511	Floen, Thomas	06/07/2021	Director Pay Note: ADHOC COVID-19 MEETING 1/DIR/504/	0.0000		
		06/09/2021	Director Pay Note: FINANACE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS 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>
10512	Jarlsberg, Jane	06/02/2021	Director Pay Note: LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

DIRECTOR PAY
05/22/2021 - 06/18/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	06/09/2021	Director Pay Note: WATER RESOURCES & OPERATIONS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS 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>
10509	Unger, Rebecca	05/27/2021	Director Pay Note: MOJAVE WATER AGENCY BOARD OF DIRECTORS VIRTUAL MEETING 1/DIR/504/	1.0000	\$173.63	
		06/02/2021	Director Pay Note: LEGISLATIVE & PUBLIC INFORMATION VIRTUAL MEETING 1/DIR/504/	1.0000	\$173.63	
		06/03/2021	Director Pay Note: MOJAVE WATER AGENCY TECHNICAL ADVISORY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/07/2021	Director Pay Note: ADHOC COVID-19 MEETING 1/DIR/504/	1.0000	\$173.63	
		06/09/2021	Director Pay Note: FINANCE CEOMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,041.78	\$0.00
Employee Total:					\$1,041.78	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	15.0000	\$2,604.45	

Grand Totals:	\$2,604.45	\$0.00
Grand Total:	\$2,604.45	

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

Finance Committee

DATE: August 11, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: RESERVE FUNDING TRANSFER FOR 2020/2021
RECOMMENDATION: Refer to the Board of Directors for approval.

ANALYSIS: The current Reserve Fund Policy indicates, “[t]he Board shall approve any reallocation of funds, transfers among reserve funds, or action that is inconsistent with this policy.” Although reserve use is proposed and approved during the budget process, several factors may impact reserve use between the time the budget is set and the actual costs are incurred. For example:

- Budgeted project costs may transform over time, adding or removing components in the interest of saving money or meeting certain timelines.
- The District does not encumber or set aside funding specifically for each budgeted project (with the exception of project-specific reserve funds like meter replacement), but rather, upon expenditure, considers any reserve-eligible project for funding. In other words, we are currently using a first-come, first-served basis for reserve funding of projects.
- Since the majority of reserve funding transfers occur at fiscal year-end, a project in progress may receive reserve funding in one fiscal year, yet funds could be depleted before the project is completed in the next year.

For fiscal year 20/21, proposed reserve funding of \$1,037,511 for costs incurred is detailed herein in Column 3 “(Funds to Unrestrict)”. To simplify and avoid the confusion of partial funding, projects that are in early stages of progress are not scheduled for reserve funding until next year.

In addition, \$1,750,000 in funding is anticipated to be generated by the Rate Study for replenishment of certain designated reserves. This is detailed in Column 4 “Funds to Restrict”. This funding is be generated by rates throughout the year so availability may be limited to fiscal year end, based on meeting revenue and expense budgets.

There will also be a Water Capacity Fee Reserve unrestricted forthcoming for the system expansion component of the completed Saddleback Mainline Replacement project. I hope to bring that proposed transaction to the Board in September for transfer early in the 21/22 fiscal year.

The Reserve Fund policy and the need for changes was discussed with the Board of Directors on March 17, 2021. The policy will be reviewed comprehensively in early 2022, alongside the anticipated rate study.

STRATEGIC PLAN ITEM: N/A

FISCAL IMPACT: Transfer funding from designated LAIF reserve funds to reimburse unrestricted LAIF funds for 20/21 project spending in the amount of \$1,037,511.

Transfer funding from unrestricted LAIF funds to designated LAIF reserve funds per the Rate Study in the amount of \$1,750,000.

1	2	3	4	5
Reserve / Items	Estimated Beginning Balance*	(Funds to Unrestrict)	Funds to Restrict	Estimated Ending Balance*
Equipment & Technology Replacement Reserve, which is designated for use only with replacement items.	\$193,521	\$0	\$170,000	\$363,521 <i>Target \$500k</i>
Meter Replacement Reserve, which is a specific designated program for proactive replacement of meters, MXU's, ball and check valves. Transfer reflects purchases not installations.	\$734,931	(\$264,901)	\$500,000	\$970,030
Capital Reserve, which is designated for capital costs not eligible for CIRP loan funding or individual replacement reserves: Geoviewer upgrades, Chollita land acquisition, Laserfiche, Tack pot, Water Buffalo, Substantial portion of Well 14 4-Log (<i>project continues to 21/22</i>)	\$1,720,073	(\$669,939)	\$1,000,000** <i>**Generated by rates during year; transfer will occur when/if funding is available.</i>	\$2,050,134
Wastewater/Sewer Capacity Reserve, which is legally restricted for eligible uses such as system expansion.	\$1,344,498	\$0	Replenishment depends on development.	\$1,344,498
Water Capacity Reserve, which is legally restricted for eligible uses such as system expansion. None in 20/21 (<i>Saddleback transfer forthcoming in 21/22</i>)	\$1,000,155	\$0	Replenishment depends on development.	\$1,000,155
Building Replacement Reserve None in 20/21	\$36,441	\$0	\$30,000	\$66,441 <i>Target \$200k</i>
Studies and Reports Replacement Reserve None in 20/21 (<i>Urban Water Management Plan in 21/22</i>)	\$61,306	\$0	\$50,000	\$111,306 <i>Target \$100k</i>
Emergency Capital Replacement Reserve Well 10 Emergency Repair	\$2,000,000	(\$102,671)	\$0	\$1,897,329
Other Legally Restricted Reserves (CMM, customer and project deposits, etc.)	\$1,244,901	N/A	N/A	\$1,244,901
TOTAL OF TRANSFERS ABOVE		\$1,037,511	\$1,750,000	
Operating and Cash Flow Reserves	\$4,671,514	(\$1,750,000)	\$1,037,511	\$3,959,025 <i>Target \$3,417,931</i>
TOTAL LAIF BALANCE*** <i>***Intra-LAIF transfers do not affect total</i>	\$13,007,340			\$13,007,340

*Balances are estimated since year end reconciliations/adjustments could marginally affect balance breakdowns.

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

Finance Committee

DATE: August 11, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: **20/21 BAD DEBT WRITE-OFF OF \$20,100.24**
RECOMMENDATION: Recommend that the 2020/2021 Bad Debt Write-off in the amount of \$20,100.24 be referred to the Board of Directors for approval.

ANALYSIS: The annual write-off of the bad debt is required for the audit. Bad debt is an expense to the District (one which is, unfortunately, passed on to all ratepayers). The **20/21** bad debt is a reflection of water charges still unpaid or not liened, remaining from the **19/20** fiscal year.

Staff recommends approval of the 20/21 bad debt write-off of \$20,100.24, which is 67% of the budgeted amount of \$30,000. This write-off is what remains unpaid and/or not liened from the 19/20 water revenues that totaled \$4,978,715; that's 0.4% or just under ½ of 1% of revenues for that year.

Only three months of COVID slow collections are reflected in these figures since the moratorium on water terminations did not begin until April 2020. The greater impact of that moratorium will fall into next year's write-off.

Statistics of 20/21 bad debt include:

- The number of accounts to be written-off increased by 5 to 154 (3%) from 19/20 and the total write-off decreased slightly by \$485 (2.4%).
- The amounts range from 56¢ to \$943.56, averaging \$124.08.
- 8 addresses representing 19 accounts, 12% of the total, have 2 or more bad debts this year down from 9 last year.
- There are 22 accounts on the list that have prior bad debt, down from 24 last year.
- This year, there are 7 accounts with write-offs over \$500 down from 9, 4 prior owners and 3 tenant accounts.
- The largest bill this year, \$944, is 55% smaller than the largest write-off of \$2,081 from last year.
- The total of write-offs over \$500 is \$4,320 or 54% less than last year's "over 500" write-off of \$9,328. That seems to indicate that we are capturing more large balances via lien.

In 2016, the *locked basic fee* was implemented, shifting the bad debt statistics drastically. The 80% tenant to 20% owner ratio seen for decades shifted to a consistently high owner-to-tenant ratio, 76% owner to 24% tenant in 20/21. Prior owners comprise 57%, current owners 19% and tenants 24% of bad debt accounts this year. We can no longer lien *prior* owners and we also have no leverage, besides liens, to motivate current owners to pay locked meter charges.

The guarantee deposit is the District’s first defense against bad debt and is designed to increase each January as water rates increase. The applicant for each new ***unlocked basic fee*** (active water service) account must undergo a credit check or pay an automatic deposit. The resulting “score” determines the deposit collected, with red and yellow requiring a deposit and green requiring no deposit. The initial credit status for write-off accounts is as follows:

Locked basic fee (no active water)	66 (44%)	\$5,548 (28%)
Red (active water)	23 (15%)	\$4,968 (25%)
Green (active water)	20 (13%)	\$2,247 (11%)
No data (mostly old accounts)	19 (12%)	\$3,307 (16%)
Reinstated from prior lock off	16 (10%)	\$1,735 (9%)
Yellow (active water)	10 (6%)	\$2,295 (11%)

Locked basic fee (inactive water service) accounts, which are automatically set up without a credit check or deposit, comprise the highest percentage of bad debt accounts, followed by unlocked accounts that initiated with a “red” credit rating. Of accounts with a deposit of \$200 or more, only 15 went into a bad debt status with an average write-off of \$129. That is an improvement over the 34 accounts with the old \$100 deposit and an average write-off of \$204.

Thanks to the diligent efforts and follow-through of our A/R Technician, the District has significantly increased collections. We are filing more liens on a more-timely basis. While we *eventually* expect to receive payment for most liens, liens don’t have to be paid until properties are sold. Lien statistics:

- At 06/30/21, we had over \$136,653 in liens receivable.
- In 20/21, we received payment on 83 liens and lien-related balances totaling nearly \$50,000. We filed 66 new liens totaling \$26,383.
- Lien and related payments are on an upward trend, having increased by \$20,224 (68%) from 19/20 to 20/21.
- When we receive payoff requests for liens from escrow, we communicate all additional unliened balances and are often able to collect those as well. So, an additional \$19,758 or 66% was collected beyond the liened balance of \$30,023.

STRATEGIC PLAN ITEM: Financial 2.1, Conduct an annual audit.

FISCAL IMPACT: \$20,100.24 bad debt expense for 20/21 fiscal year, 67% of the 20/21 budget of \$30,000.

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

Finance Committee Meeting

DATE: August 11, 2021

REPORT TO: Finance Committee
PREPARED BY: Sarah Johnson, Director of Administration
TOPIC: New and revised job descriptions
RECOMMENDATION: Recommend to refer to the Board of Directors for adoption of new and revised job descriptions.

ANALYSIS: The new Foreman series of job descriptions include CIRP Foreman, Distribution Foreman, and Production Foreman. These positions are newly developed and will replace the current Lead Equipment Operator, Lead Construction & Maintenance, Lead Production Operator, and Production Supervisor positions. This change allows for the distribution of higher-level responsibilities across the organization which will create more effective leadership, improved efficiencies in the Operations programs, and prepares for succession.

The new Construction & Maintenance II/Mechanic job description has been developed to manage mechanic and fleet work. This change will provide for greater efficiency allowing the District to complete repairs in house in a timely manner, allowing jobs to keep moving, which helps to reduce costs.

The Foreman and Construction & Maintenance II/Mechanic positions are represented by AFSCME. The District has notified AFSCME of the new positions and is awaiting their concurrence. Staff recommends that the Board approve these job descriptions in draft form. Minor revisions may occur after discussion with AFSCME. Agreed upon revisions will fall into section 4.04.01 Employee Positions and Job Classifications section of the District's Administrative Code.

The Customer & Administrative Services Supervisor is a newly developed position. This position is slated to supervise customer service, field service, and an office assistant. Currently the Administration division is the only department without a supervisor. The addition of this position allows for the distribution of higher-level responsibilities across the organization which will create more effective leadership, improved efficiencies in Administrative programs, and prepares for succession.

The budget for each position described above was previously approved in the FY21/22 budget.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices
3.1.2 - Continually Update Job Descriptions
3.1.7 - Prepare & Create Process for Succession Planning

FISCAL IMPACT: As approved in the FY21/22 budget



JOB DESCRIPTION

POSITIONS	CIRP Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under direction, the CIRP Foreman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the District's Capital Improvement Replacement Program (CIRP). The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes construction projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget. Responsible for heavy equipment operation, vehicle and equipment maintenance, and various related construction tasks. The CIRP Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The CIRP Foreman is an advanced journey-level position that independently performs highly technical and specialized duties related to the replacement of District infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The CIRP Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for CIRP functions.

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:

CIRP Specific

- Oversees, prepares, and directs the daily work of the District's CIRP program, responsible for the direction of daily job duties including but not limited to the notification of Dig-Alert, survey, potholing, and preparation of equipment, parts, and material; and provides on-site support, leadership, guidance, and direction to subordinate staff.
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s),

excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s); and drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers.

- Excavates for CIRP related projects, water meter installation, and other excavations as assigned and ensures all underground utilities are located before excavating.

Foreman

- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.

Leadership

- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary action.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.

Budget & Admin

- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to CIRP functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.

Other

- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- 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 likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of heavy equipment operation; and

- Minimum of three (3) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within the water distribution industry, including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations required. Experience in emergency main line shutdowns, and proper knowledge of loading and testing a main is preferred.

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, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple construction crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and 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 in an outdoor 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 and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District 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.

Other Information: This is a capitally funded position.



JOB DESCRIPTION

POSITIONS	Distribution Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under direction, the Distribution Foreman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the Construction & Maintenance Program. The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes construction projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget. Responsible for performing various skilled assignments related to the installation, maintenance, and repair of the District's water transmission and distribution system, and any appurtenances such as fire hydrants, services, air vacuum valves. Responsible for heavy equipment operation, basic vehicle and equipment maintenance, and various related construction duties. The Distribution Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The Distribution Foreman is an advanced journey-level position that independently performs highly technical and specialized duties related to the District's infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The Distribution Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for Construction & Maintenance functions.

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:

- Oversees, prepares, and directs the daily work of the District's Construction & Maintenance program, responsible for the direction of daily job duties including but not limited to leak repair, service installation, facility maintenance, and repair; Dig-Alert; preparation of equipment, parts, and material; inspection work; and providing on-site support, leadership, guidance, and direction to subordinate staff.
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s),

excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).

- Expertly performs and trains subordinate staff on a variety of skilled maintenance and repair on water distribution appurtenances and lines, calculate dosages, and solves field arithmetic.
- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.
- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary actions.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.
- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to construction & maintenance functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- 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 likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of heavy equipment operation; and
- Minimum of three (3) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within the water distribution industry, including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations

required. Experience in emergency main line shutdowns, and proper knowledge of loading and testing a main is preferred.

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, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple construction crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;

- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and 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 in an outdoor 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 and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District 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

POSITIONS	Production Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under direction, the Production Foreman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the Production Program. The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget.

Responsible for performing various skilled assignments related to the installation, repair, overhaul, operation and monitoring of deep well/booster pumps, recharge facilities, reservoirs, electric switchgear, recording devices, pressure regulating valves, chlorine equipment, backflow, cross-connection, and related equipment using telemetry and computerized equipment. The Production Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The Production Foreman is an advanced journey-level position that independently performs highly technical and specialized duties related to the District's production infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The Production Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for Production functions.

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:

- Oversees, prepares, and directs the daily work of the District's Production program, responsible for the direction of daily job duties including but not limited to installation, operation, repair, testing, and maintenance of the District's water production facilities including wells, booster pumps, reservoirs, hydropneumatic facilities, pressure reducing stations, pressure regulators, pressure recorders,

chlorinators, valves, water monitoring equipment; performs inspection work; and provides on-site support, leadership, guidance, and direction to subordinate staff.

- Collects, tests and completes documentation on a regular basis pertaining to water quality regulatory requirements; assesses water quality and makes appropriate adjustments including the use of chemicals, to assure safety; handles chemicals and augments the water supply with them; and maintains and ensures the adequate supply of water in reservoirs and the District water system.
- Adjusts and maintains automatic pump control systems, develops and evaluates pumping schedules, gives direction and feedback to production.
- Operates and maintains the telemetry control system.
- Oversee the troubleshooting of 480v three phase related equipment.
- Expertly performs and trains subordinate staff on a variety of skilled maintenance and repair on water distribution appurtenances and lines, calculate dosages, and solves field arithmetic.
- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.
- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary actions.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.
- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition/purchasing requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to Production functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- 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 likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within water distribution and treatment industry, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations required. Experience in emergency main line shut downs, and proper knowledge of loading and testing a main is preferred.

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, or have the ability to obtain within 18 months of appointment:

- California Class "C" Driver's License.
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Treatment Operator Certificate.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- AWWA standards;
- SCADA and RTU programming and troubleshooting
- State and federal water regulations
- Electrical and Mechanical principles
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and

- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple production crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;
- Check the operation of equipment and detect defects in operations;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and 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 50 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 in an outdoor 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 and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District 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

POSITIONS	Construction & Maintenance II / Mechanic	CLASS/GROUP	AFSCME
SALARY RANGE	Range 22	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under general supervision, the Construction & Maintenance II / Mechanic is responsible for performing a variety of skilled assignments in the installation, maintenance, and repair of the water system; more specifically, transmission and distribution systems and any appurtenances such as fire hydrants, services, air vacuum valves and any fixtures associated with the system; to perform skilled maintenance and repair work on heavy-duty gasoline and diesel powered trucks and construction equipment; Performs related work and other duties as required.

DISTINGUISHING CHARACTERISTICS

The Construction & Maintenance II / Mechanic is a journey-level position that independently performs technical and specialized duties. This classification requires significant previous work experience in the appropriate field, and the incumbent is expected to be fully trained, competent, and able to work with limited supervision.

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:

- Assists in work direction and training for entry-level field maintenance staff.
- Performs a wide range of duties related to the maintenance, installation, and repair of water distribution appurtenances and lines on a scheduled or emergency basis.
- Performs fire hydrant flow testing.
- Chlorinates mainlines as directed.
- Interpret maps and solve problems with multiple variables.
- Calculate dosages; solve field arithmetic.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Review design and as-built drawings of new distribution and production facilities related to departmental needs and requirements.
- Estimate necessary equipment and materials to complete work assignments.
- Provides written records and field drawings related to departmental needs and requirements.
- Performs a wide range of duties related to fleet maintenance, including but not limited to inspections, diagnostics, and repairs on a scheduled or emergency basis.

- Coordinate, schedule, and audit vehicle maintenance repairs to include preventative, mechanical and electrical repairs to tractors, trucks, and trailers.
- Service vehicles according to established preventive maintenance schedules, including but not limited to rotating and balancing tires; change oil and filters; lubricate vehicle parts; inspect and replacing hoses, belts, mirrors, lamps; and maintaining all fluid levels.
- Maintain District compliance with all regulatory agencies in regards to fleet maintenance.
- Operate tools, equipment, and machinery according to prescribed safety procedures.
- Manage facilities, assuring a clean and safe working environment
- Coordinate work of outside contractors as related to departmental needs and requirements.
- Coordinates, schedules, and monitors repair work with outside vendors.
- Help keep shop, equipment, and tools in safe operating condition
- Compile memoranda, data reports, written correspondence, develop written procedures related to departmental needs and requirements, and maintains various logs and records.
- Purchases, orders, stocks, and maintains inventory and equipment; obtains competitive bids and estimates; and controls the repair and inventory costs.
- Operates computer system related to departmental needs and requirements.
- Follows safe and proper working conditions in adherence with industry and District safety programs and protocols; and correct unsafe conditions in the work area and report any conditions that are not correctable immediately.
- Attends position related seminars and training events.
- Responds to call-outs after hours, weekends, and holidays.
- Participates in the District's "on-call" rotation as assigned.
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries.
- 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 likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of responsible work experience in the installation, maintenance, and repair of a water service system, including experience with field customer relations work.
- Minimum of five (5) years of responsible work experience with increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

Education and/or Training:

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

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

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Methods, materials, and equipment used in vehicle repair and maintenance.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- General computer operations.
- Customer relations techniques.
- Advanced mechanical principles.
- Proper work safety standards.
- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline-powered equipment and trucks.
- State regulatory, emissions, and inspection requirements.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair, and maintain equipment, trucks, and other power equipment.
- Read mechanical diagrams.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Use computer systems and software packages related to the needs of the District.
- Ensure compliance with District's Injury and Illness Prevention Program.
- Work with little or no supervision.
- Operate assigned vehicles and equipment with skill and safety.
- Read, understand, and carry out written and verbal instructions.
- Communicate effectively, orally, and in writing.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records.
- Work standby on a rotating basis.
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and 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 in an outdoor 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. Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack, and lift equipment. District vehicles & equipment.

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

Travel: Regular travel to District 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

POSITIONS	Customer & Administrative Service Supervisor	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, the Customer & Administrative Service Supervisor provides direct oversight to assigned staff, and coordinates and leads the activities and operations within customer service, field service (meter reading), development, and general clerical/administrative programs. This position is a working supervisory position in that it is responsible for understanding and performing the full range of customer/field service duties, development duties, and related tasks. The incumbent resolves complex and challenging customer concerns and questions; has proficient knowledge of District functions and policies; evaluates employees; creates, updates, and maintains procedures to ensure efficient operations; assists with policy development; assists with budget preparation; establishes and maintains task and staff schedules to ensure coverage. The incumbent provides moderate to highly complex assistance to the Director of Administration.

DISTINGUISHING CHARACTERISTICS

This position is characterized by moderate to high-level knowledge and skills required to perform and supervise the day-to-day operations of their assigned programs. The incumbent has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. The incumbent possesses journeyman-level knowledge of customer service, field service, development, and clerical duties pertaining to the administration of the District. The incumbent must be skilled in resolving escalated customer concerns in a patient and professional manner.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Administration. This position will supervise, lead, evaluate, and provide training for assigned employees.

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

- Oversees, coordinates, and directs the daily work of customer service, field service (meter reading), development, and related administrative functions. Provides day-to-day leadership to ensure high performance, customer service-oriented work that supports achieving the District's mission, objectives, and values.
- Responsible for managing schedules to ensure complete coverage for the District's customer base, including but not limited to customer service, meter reading, meter change-outs, lock-offs, etc., and communicates this information to staff.
- Plans and implements work programs and activities, including but not limited to: create and update departmental procedures and processes, creating efficiency; create, update, and organize departmental forms and documents; create quality assurance tools to ensure completion, quality, and timeliness.

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:

- Modern principles and practices of providing excellent customer service.
- District rules and regulations and meter service operations and issues related to assigned functions.
- District personnel rules and policies.
- Modern office practices, methods, and computer equipment and applications.
- Cash, check, and credit handling techniques.
- Principles and methods of business correspondence.
- Basic accounting and mathematics.
- Proficient at using word processing and spreadsheet software and understanding of accounting software, and the aptitude for learning governmental accounting software.
- Techniques for dealing with delinquent accounts.
- Principles and practices of sound business communications and correct English use, including spelling, grammar, and punctuation.
- Appropriate safety precautions, procedures, practices, and regulations related to maintain a department/division safety program.
- Computer applications, such as word processing and spreadsheets.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

Skill in:

- Possess strong organizational and time management skills.
- Possess solid computer skills in Word, Excel, and PowerPoint.
- Possess strong skill with 10-key by touch.
- Possess strong verbal and written communication skills.
- Efficiently learning District software programs.

Ability to:

- Provide tactful and courteous service to the public.
- Operate various office equipment, including a computer, 10-key calculator, cash register, and supporting word processing, spreadsheet, and customer service applications.
- Type accurately at a 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; handle a diverse set of customer comments, inquiries, and complaints in a polite, calm, and professional manner.
- Interpret, explain, and enforce policies and procedures.
- Multi-task, communicate progress, and meet deadlines.
- Prepares concise records, reports, and other written materials.
- Use creative thought to problem solve, including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies, and procedures.
- Use Microsoft Office applications and databases proficiently, including accessing forms within public folders, sending, and receiving email, and using the calendar and scheduling functions effectively.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work, including District employees, officials, vendors, and the general public.

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 20 lbs.) on an infrequent 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, copiers, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel, and crouch occasionally.

Work Environment:

- **Outside:** Occasionally, standing, walking, crouching may be required during inspection tours of facilities. Occasionally, work in an outdoor environment that may be required with extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **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.

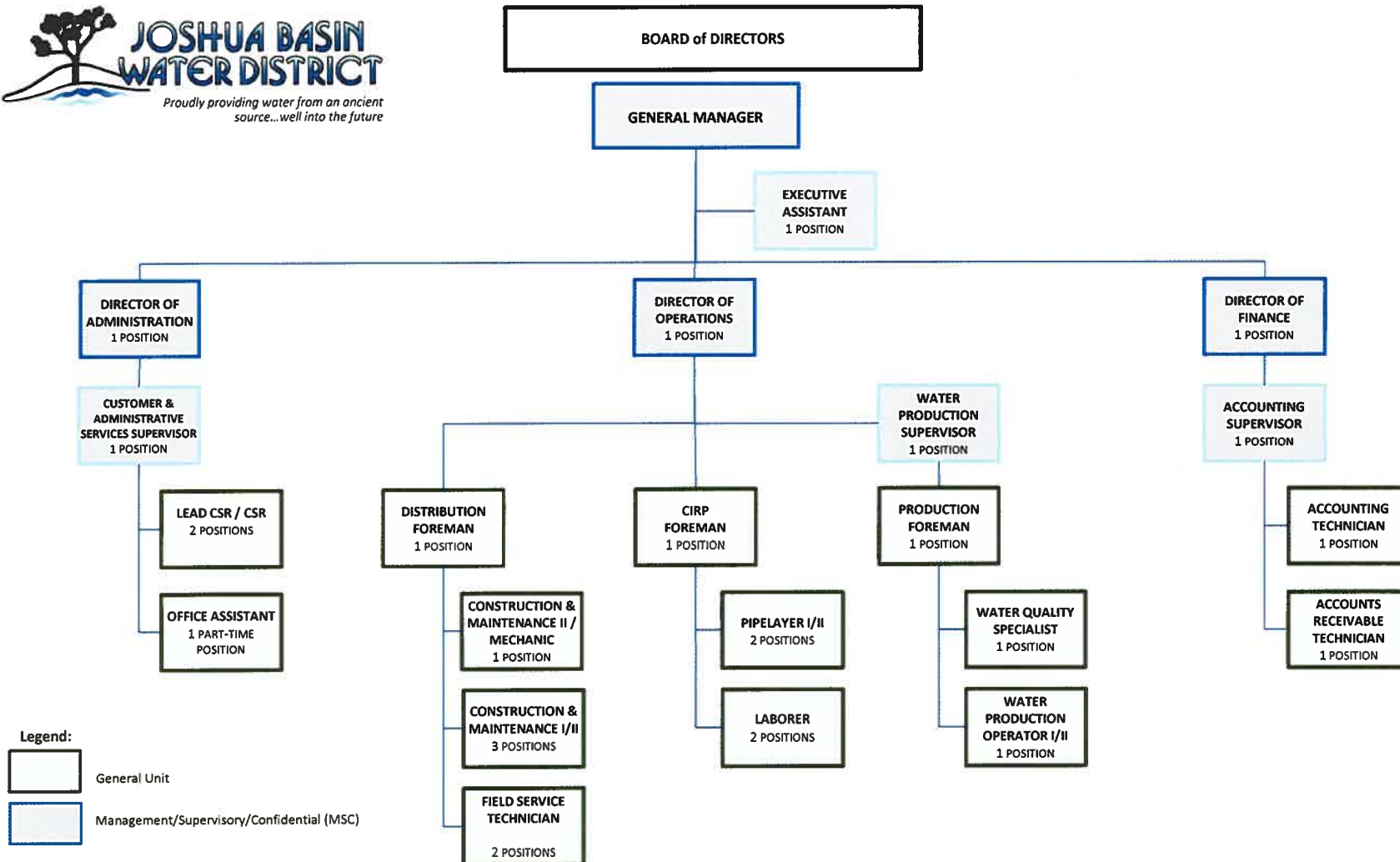
Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

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, workshops, meetings, and/or seminars.

Other: Position may be subject to alternative 4/10 workweek schedule.



Legend:

- General Unit
- Management/Supervisory/Confidential (MSC)