



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, FEBRUARY 15, 2017 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
Members of the public may address the Board at this time with regard to matters within the Board's jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
6. **CONSENT CALENDAR**
Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.
 - Approve Draft Minutes of the February 1, 2017 Regular Meeting of the Board of Directors.
7. **WELL 14 REHABILITATION BID – TRI COUNTY PUMP**
Recommend that the Board authorize the General Manager to enter into a contract with Tri County Pump Company to rehabilitate Well 14, at a cost not to exceed \$158,838.06 with a 10 percent contingency of \$15,883.
8. **UPDATE ON COMPLETION OF PARKING LOT PAVING**
Recommend that the Board receive for information only. Office will be closed April 14, 2017 slurry coat.
9. **ADJUSTMENT TO ACCOUNTS RECEIVABLE POSITION** (Approved by Finance Committee at January 23, 2017 meeting). Recommend that the Board approve change of job description and salary adjustment, and authorize the General Manager to make minor adjustments, if any after Union comments are received.

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10. **STANDING COMMITTEE REPORTS**
 - A. **FINANCE COMMITTEE MEETING:** Vice President Johnson and Director Fuller. Next meeting is scheduled for February 27, 2017 at 9:00 a.m.
 - B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** President Luckman and Vice President Johnson. Next meeting is scheduled for February 27, 2017 at 10:00 a.m.
 - C. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** President Luckman and Director Unger. Next meeting is scheduled for March 1, 2017 at 9:30 a.m. Kathleen Radnich, Public Outreach Consultant to report.
 11. **DISTRICT GENERAL COUNSEL REPORT**
 12. **GENERAL MANAGER REPORT**
 13. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
 - Mojave Water Agency Board of Directors Meeting – February 23, 2017-Director Fuller
 - ASBCSD –February 27, 2017- Inland Empire Resource Conservation District – Castaway Restaurant, 670 Kendall Drive, San Bernardino, CA at 6:00 p.m.
 - ACWA 2017 Spring Conference May 9th – 12th Monterey, California
 14. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS**
 15. **CLOSED SESSION**
 1. At this time the Board will go into Closed Session to consult with District’s Designated Labor Negotiators (Curt Sauer, General Manager and Susan Greer, Assistant General Manager) and Labor Counsel Steve Berliner (telephonically) pursuant to Government Code Section 54957.6 regarding labor negotiations pertaining to represented employees of the District (AFSCME Local 1902).
 2. Pursuant to Government Code Section 54957 (b)(1) Public Employee Performance Evaluation of the General Manager; and
 3. Pursuant to Government Code Section 54957.6 to consult with the Board’s designated representatives (Ad-Hoc Negotiation Committee Director Johnson and Director Unger) with regard to potential compensation adjustments/increases to the District’s General Manager.
- RETURN TO OPEN SESSION**
16. **ADJOURNMENT**

INFORMATION

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

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

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District’s office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS

February 1, 2017

1. CALL TO ORDER: 6:30 PM
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM:
Mickey Luckman Present
Bob Johnson Present
Victoria Fuller Present
Geary Hund Present (arrived at 6:33 p.m.)
Rebecca Unger Present

STAFF PRESENT: Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Randy Mayes, Interim Director, Water Resources & Operations
Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT: Kathleen Radnich, Public Outreach Consultant
Gil Granito, District Counsel, Redwine & Sherrill

GUESTS 5

4. APPROVAL OF AGENDA –
MSC/ Johnson/Fuller 5/0 to approve the Agenda with the following changes:
Item # 8 Closed Session moved to 15A and to table Item #9.

Fuller	Aye
Hund	Aye
Johnson	Aye
Luckman	Aye
Unger	Aye

5. PUBLIC COMMENT – None

PUBLIC COMMENT CLOSED

6. CONSENT CALENDAR
Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.

- A. Approve Draft Minutes of the January 18, 2017 Regular Meeting of the Board of Directors.
- B. Approve Check Registers Oct-Dec 2016

MSC/ Fuller/Unger 5/0 to approve the Consent Calendar.

Fuller	Aye
Hund	Aye
Johnson	Aye
Luckman	Aye
Unger	Aye

7. UPDATE BY BUREAU OF RECLAMATION CONCERNING PILOT STUDIES FOR THE TREATMENT OF CHROMIUM 6.
Miguel Arias-Paic PhD, PE -Water Treatment Engineering - Design & Research, Sustainable Building Design. Gave a presentation and a brief Q&A with the Board followed.

PUBLIC COMMENTS - None

8. CLOSED SESSION ADDED TO ITEM #15 AS ITEM #15A.

9. AUTHORIZATION FOR THE GENERAL MANAGER TO CONTRACT WITH TRI COUNTY PUMP COMPANY TO CLEAN AND DISENFECT WELL 14 – Item tabled.

10. 1ST QUARTER ENDING SEPTEMBER 2016 FINANCIAL REPORT
AGM Susan Greer gave a presentation on the 1st Quarter Financial Report and a brief Q&A with the Board followed.

PUBLIC COMMENT –

Al Marquez, Joshua Tree asked how many units were produced from the wells and how many were sold by the wells.

GM Sauer responded that he could get Mr. Marquez the information later.

Mr. Marquez replied that he was asking how many units were lost due to broken pipes and such.

11. STANDING COMMITTEE REPORTS

- A. FINANCE COMMITTEE MEETING: Director Fuller and Vice President Johnson. Next meeting is scheduled for February 27, 2017 at 9:00 a.m.
- B. WATER RESOURCES AND OPERATIONS COMMITTEE: President Luckman and Vice President Johnson. Next meeting is scheduled for February 27, 2017 at 10:00 a.m.
- C. LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE: President Luckman and Director Unger. Next meeting is scheduled for March 1, 2017 at 9:30 a.m.
Kathleen Radnich, Public Outreach Consultant reported that the District Tour dates are March 30th, April 6th and April 15th. In addition, Water Education Day will be conducted on March 26, 2017 from 1 p.m. to 4 p.m.

12. DISTRICT GENERAL COUNSEL REPORT – No Report

13. GENERAL MANAGER REPORT – GM Sauer’s staff report is attached.

14. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES

- Mojave Water Agency Board of Directors Meeting – February 9, 2017-Vice President Johnson
- ASBCSD –February 27, 2017- Inland Empire Resource Conservation District – Place to be determined.

15. DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS

Director Fuller commented on the Finance Committee he attended.

Director Hund had nothing to report.

Vice President Johnson commented on the Finance Committee and the Water Resources and Operations Committee meeting.

Director Unger commented on the Mojave Water Agency Board meeting she attended.

- 15A. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION

Gilbert Granito, District General Counsel read into record that at this time, the Board will go into Closed Session pursuant to paragraphs 2 and 4 of subdivision (d) of Government Code Section 54956.9 to consult with legal counsel and the District General Manager on a matter of potential litigation. One matter concerning the receipt of correspondence from Layne Christenson Company notifying the Joshua Basin Water District of its intention not to provide any further disinfection work on Well 14. On the purported basis of impossibility, improbability and other factors.

The Closed Session ended at approximately 8:54 p.m. and the BoD returned to Open Session. No reportable action was taken.

16.

ADJOURNMENT

MSC Fuller/Hund, 5/0 to adjourn the Regular Meeting of the Board of Directors of February 1, 2017 at 8:55 p.m.

Fuller	Aye
Hund	Aye
Johnson	Aye
Luckman	Aye
Unger	Aye

Respectfully submitted:

Curt Sauer, GM and Board Secretary

DRAFT

**JOSHUA BASIN WATER DISTRICT
STAFF REPORT**

Meeting: Board of Directors

February 15, 2017

Report To: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Well 14 Rehabilitation Bid – Tri County

RECOMMENDATION: That the Board authorize the General Manager to enter into a contract with Tri County Pump Company to rehabilitate Well 14, at a cost not to exceed \$158,838.06 with a 10 percent contingency of \$15,883.

ANALYSIS:

Well 14 has been off line for approximately one year, with rehabilitation efforts started in February of 2016. The original contractor has stated they will not be returning to the project.

Tri County was the second bidder on the project. They have reviewed the contract specifications with Staff and Dudek Engineering and have submitted a bid of \$158,838.

At the request of the General Manager, this bid includes wire brushing as a pretreatment, along with chemical treatment and disinfection as outlined in Section 02523 of Contract 6079-08.

The contractor does not believe the pre treatment is needed, and will make that final determination after a pre video is completed. If pre treatment is not performed, then the costs of rehab will be less.

Well 14 is our primary pump and needs to be back on line prior to the high use season.

Further delay by sending out another Request for Quotes would result in a successful bidder not scheduling the work until June or July or later. Tri County has scheduled this work to start no later than April, with mid March being a possible start date depending on when another rehab project they are performing is completed.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

February 15, 2017

Report to: President and Members of the Board

Prepared by: Susan Greer



TOPIC:

APPROVE REVISED ACCOUNTS RECEIVABLE TECHNICIAN JOB DESCRIPTION

RECOMMENDATION:

APPROVE REVISED ACCOUNTS RECEIVABLE TECHNICIAN JOB DESCRIPTION

ANALYSIS:

The District's Accounts Receivable employee resigned over six months ago and the position has been filled by a temporary employee from an agency since that time. The job description for the position has not been revised since 6/25/08, right before the position was filled the last time. Changes to the job description are due to make it match to the job responsibilities that are required and already being performed. In addition, upon recommendation of our new HR Manager, changes to bring all of our job descriptions into legal compliance are due. Identifying essential functions and mental and physical demands are among the issues that need updating.

Duties have been more accurately described and the addition of database responsibilities has been added to the job description. This position serves as the utility database coordinator, reviewing accuracy of data, proper use of the database program to ensure that data is captured appropriately to achieve desired reporting results. In addition, stale check processing and collections functions have been added to the job description. None of these responsibilities were previously identified in the job description although they were performed by the employee who held this position.

We are recommending a salary adjustment as a result of the increased responsibilities. The Koff compensation study recommended that this position be placed in Range 15. This recommendation was based upon the old job description and without understanding that the incumbent in the position was to be performing duties that were not identified in the old job description that are now identified in the new job description. Staff recommends the salary be set at Range 16, or \$3,262 - \$4,280 per month. Previous pay scale was \$3,029 - \$3,974. The Finance Committee reviewed this information and recommends for adoption.

FISCAL IMPACT:

Maximum increase of \$4,406 per year including benefits, compared to current salary range. Maximum increase of \$1,498 per year, compared to the Koff report recommended range placement.

CURRENT

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised <u>6/19/2008</u> Description Approved <u>6/19/2008</u>
Title: Accounts Receivable	Status: Non -Exempt

Summary

Under general levels of supervision, performs a variety of basic to moderately complex bookkeeping duties related to the billing of customers and property owners; customer service; cash handling and clerical duties.

Distinguishing Characteristics

This position is characterized by the intermediate level skills required to perform the principal duties of the position, as well as the intermediate level of supervisory oversight provided to this position on a routine basis. Position reports directly to the Assistant General Manager/Controller and has no supervisory duties. This position serves as primary backup to Customer Service/Cashiers.

Examples of Duties

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

Accounts Receivable: Prepares and distributes customer bills for water services based on meter usage data and application of approved rate structure in a timely manner. Ages accounts, calculating delinquent charges. Maintains accurate customer accounts by posting records that reflect deposit refunds, receipts of deposits and other account activity. Coordinates with Accounting Technician or Accountant to balance monthly water and accounts receivable records to General Ledger. Makes appropriate account adjustments, maintains accounts receivable records/journals and audits the meter reading Exceptions Report and Billing Register journals, investigating and resolving variances and/or issuing service orders for field investigation and resolution.

Gathers, organizes and prepares annual billing of standby fees, interfacing with county for inclusion on tax rolls. Prepares and maintains standby charge database. Coordinates with Accounting Technician or Accountant to reconcile and review journals and related General Ledger accounts. Reviews and implements changes indicated on parcel maps and in standby database. Gathers information, prepares bills and monitors collection of misc. A/R invoices.

Cashier: Handles cash, accepting and inputting payments, creating a receipt. Maintains assigned cash drawer in an accurate and accountable manner.

Customer Service: Acts as first backup to Customer Service/Cashiers as needed. Deals with customers in a courteous and professional manner. Provides review and resolution of certain customer complaints/problems. Assists with Water Account Assistance Program (WAAP) investigations. Prepares service orders and directs them to the appropriate party. Opens and closes service orders, updating records and following up with field and others to ensure completion of service orders on a timely basis.

Clerical: Performs a variety of clerical duties including typing, filing and data entry. Acts as backup for banking and mail errands.

Safety: Follows proper safety practices at all times. Attends safety meetings.

CURRENT

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised <u>6/19/2008</u> Description Approved <u>6/19/2008</u>
Title: Accounts Receivable	Status: Non -Exempt

Job Requirements

Education, Training & Experience: Graduation from high school or equivalent, AA Degree in Accounting and 2 years of accounting experience including experience in computerized accounting system required. BA Degree in Accounting, utility billing and government experience desirable.

Skills and Abilities: Ability to work efficiently and productively when completing work tasks. Ability to responsibly and accurately perform basic to moderately complex bookkeeping functions and to handle cash. Ability to type accurately at a minimum of 40 words per minute. Proficient at using 10-key adding machines by touch. Proficient at using word processing software and familiarity with accounting software and the ability to learn governmental accounting software. Ability to understand and carryout verbal instructions. Ability to read and understand basic accounting terminology. Ability to make mathematical calculations with speed and accuracy. Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work. Ability to maintain accurate records. Ability to recommend improvements in Accounts Receivable job-related policies and procedures.

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

Other: Maintain a valid California Class C Driver's License.

REVISED



JOB DESCRIPTION

POSITION	Accounts Receivable Technician	CLASS/GROUP	AFSME 1902
SALARY RANGE	Proposed \$39,145-51,361	ESTABLISHED DATE	06/19/08
HOURS – FT/PT	Full Time	REVISION DATES	TBD
FLSA STATUS	Non-Exempt		

SUMMARY

Under general levels of supervision, the Accounts Receivable Technician performs a variety of basic to moderately complex accounting duties related to the billing of customers and property owners; customer service; cash handling; and clerical duties. The incumbent in this position interacts frequently with District employees and customers.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the intermediate level skills required to perform the principal duties of the position, as well as the intermediate level of supervisory oversight provided to this position on a routine basis. This position serves as primary backup to Customer Service Representative Series.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a department head, manager or supervisor, as assigned. This position has no supervisory duties.

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 Accounts Receivable Functions:

- Prepares, reviews, and distributes customer statements for water services based on meter usage data and application of approved rate structure in a timely manner.
- Manages meter reading schedule and process.
- Ages accounts, calculate delinquent charges, and assign penalties for past due accounts.
- Maintains accurate customer accounts by posting records that reflect deposit refunds, receipts of deposits, and other account activity.
- Coordinates with Finance Department to review, balance, and reconcile water, accounts receivable, and related journals to General Ledger.

- Makes appropriate account adjustments, maintains accounts receivable records/journals and audits the meter reading Exceptions Report and Billing Register journals, investigating and resolving variances and/or issuing service orders for field investigation and resolution.
- Coordinates bill inserts, such as public relations newsletters.
- Processes auto pay requests, pre-notes, and bank drafts.
- Maintains parcel database, including coordinating changes to the regular billing database with the parcel database.
- Prepares annual billing of standby fees pursuant to approved rate structure, interfacing with county for inclusion on tax rolls.
- Reviews and implements changes indicated on parcel maps and in parcel database.
- Oversees staff input into the Utility Billing Database, reviewing data accuracy and proper usage of the database program.
- Serves as Utility database coordinator. Coordinates with Finance Department to plan, maintain, and ensure effective and efficient use of the database including evaluating and implementing methods to capture data and achieve desired reporting results.
- Prepares analytical reports related to billing or data.
- Assist with Stale Check processing.
- Coordinates collection administration duties such as reviewing aging reports, processing liens, and writing escrow demand letters, county claim forms, and tenant bad debt letters.
- Facilitate tenant collection process.
- Prepare bad debt reports and processes write-off.

Essential Cashier Functions:

- Handles cash, accepting and inputting payments, creates receipts.
- Maintains assigned cash drawer in an accurate and accountable manner.

Essential Customer Service Functions:

- Acts as first backup to Customer Service Representative Series as needed.
- Deals with customers in a courteous and professional manner.
- Provides review and resolution of certain customer complaints/problems.
- Assists with Customer Account Assistance Program (CAAP) investigations.
- Prepares service orders and directs them to the appropriate party.
- Opens and closes service orders, updating records and following up with field and others to ensure completion of service orders on a timely basis.

Other Duties:

- Coordinates with Finance Department to prepare miscellaneous AR invoices and monitor their collection.
- Performs a variety of clerical duties including typing, filing, and data entry.
- Acts as a backup for banking and mail errands.
- Attends safety meetings.
- Performs other special projects and duties as assigned.

MINIMUM QUALIFICATIONS

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

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

A typical way to obtain the knowledge and abilities would be to have a minimum of two (2) years increasingly responsible accounting, financial, and/or utility billing experience. Computerized accounting system experience required. Public agency experience desired.

Education and/or Training: The minimum educational requirement is an Associate's Degree or equivalent from an accredited college. A Bachelor's Degree from an accredited college or university is highly desired. Educational discipline desired in the field of accounting, finance, public administration, business administration, or closely related field.

Certificates, Licenses, Registration: None

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

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Proficient at using 10-key adding machines by touch.
- Proficient at using word processing and spreadsheet software and familiarity with accounting software and the ability to learn governmental accounting software.

Skills:

- Possess strong organizational and time management skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess strong verbal and written communication skills.

Abilities:

- Ability to analyze data and resolve problems.
- Ability to work efficiently and productively when completing work tasks.
- Ability to responsibly and accurately perform basic to moderately complex bookkeeping functions and to handle cash.
- Ability to type accurately at a minimum of 40 words per minute.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand basic accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to recommend improvements in Accounts Receivable job-related policies and procedures.
- Ability to represent the District in a professional manner.
- Ability to follow oral and written directions and carry out complex tasks.

- Ability to maintain accurate records, prepare clear and concise reports, and establish and oversee monitoring systems for tracking information.
- Ability to 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.
- Ability to multi-task, communicate progress, and meet deadlines.

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, copies and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during tours of facilities.
- **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 9/80 workweek schedule.

EMPLOYEE ACKNOWLEDGEMENT

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

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

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date