



**REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 1, 2020, AT 6:30 P.M.
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, the public may view or listen to this Board of Directors meeting online, as there will be **no public location for attending in person.**

This meeting will be streamed at <https://zoom.us/j/923670280> or you may join

by phone at 1-253-215-8782, Meeting ID:923670280

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at bwaszak@jbwd.com two hours prior to the start of the meeting so the comments may be distributed to the Board of Directors. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Board meeting minutes.

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF A QUORUM

4. APPROVAL OF AGENDA

5.

PUBLIC COMMENT

This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.

6. CONSENT CALENDAR

Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.

- February 2020 Check Register (reviewed by the Finance Committee on March 11, 2020)
- February 19, 2020 Draft Minutes
- Receive, Accept & File 2nd Quarter Ending 12/31/2019 Financial Report (reviewed by the Finance Committee on March 11, 2020)

Pages 4-12

Pages 13-14

Pages 15-27

Pages 28-32

7. **PANDEMIC POLICY – GM BAN**– Recommend that the Board of Directors consider approving the Pandemic Policy for inclusion within the District’s Employee Handbook.

Pages 33-34

8. **NOBEL SYSTEMS GEOVIEWER (GIS) –GM BAN** - Recommend that the Board of Directors approve the Tyler (Incode) Service Order Integration, the Geoviewer Service Order Integration, and the hosting subscription services in the amount of \$20,200.

Pages 35-36

9. **MORATORIUM ON LATE FEES AND WATER SERVICE TERMINATION – GM BAN** - Recommend that the Board of Directors consider providing assistance to the District’s customers by waiving late fees during the months of April and May 2020; and postponing water service termination until June 2020 as outlined in the Moratorium Requirements.

Pages 37-39

10. **AUTHORIZE DESIGNATED STAFF TO SIGN LIEN DOCUMENTS FOR UNPAID CHARGES ON BEHALF OF THE DISTRICT – AGM Greer** - Recommend that the Board of Directors authorize the General Manager, Assistant General Manager/Controller, and Accountant to sign lien documents for unpaid charges on behalf of the District.

Pages 40-44

11. **CONSIDER ADOPTION OF RESOLUTION NO. 20-1018, ELIMINATING THE H ZONE FRONT FOOTAGE REIMBURSEMENT FEES AND AMENDING THE REFUND AGREEMENT POLICY – AGM Greer** – Recommend that the Board of Directors adopt Resolution No. 20-1018.

12. **GENERAL MANAGER REPORT** – Mark Ban

13. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS** –

- Kathleen Radnich – Public Information Consultant

14. **FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES** –

- ASBCSD Dinner –March 16, 2020, at 6:00 p.m.– **Canceled**
- Mojave Water Agency Board of Directors -March 26, 2020, at 9:30 a.m. – President Johnson -**Canceled**
- Legislative & Public Information Committee – April 1, 2020, at 9:30 a.m.– Vice President Unger & Director Floen (Teleconference)
- Finance Committee – April 8, 2020, at 9:00 a.m.– President Johnson & Vice President Unger (Teleconference)
- Water Resources & Operations Committee – April 8, 2020, at 10:30 a.m. – Director Hund & Director Reynolds (Teleconference)
- Mojave Water Agency Technical Advisory Committee – April 2, 2020, at 10:00 a.m.- President Johnson - **Canceled**
- Mojave Water Agency Board of Directors Meeting – April 9, 2020, at 9:30 a.m. – Vice President Unger (Teleconference)

15. **CLOSED SESSION** – At this time the Board of Directors will adjourn to closed session per Government Code Section 54956.8. Real Property Negotiator GM Mark Ban, for the potential acquisition of property located at APN 058815211, 7644 Olympic Road, Joshua Tree, CA 92252, with a purchase price of \$35,000. Negotiating Party: Mr. Andrew Glassell. The Board will discuss price and/or terms of payment. Closed session will be teleconferenced separate from the regular meeting.

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

***Check Report JBWD**

By Check Number

Date Range: 02/01/2020 - 02/29/2020

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
000091	SAN BERNARDINO COUNTY RECORDER	02/19/2020	Regular	0.00	-16.00	61979
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	02/05/2020	Regular	0.00	775.00	62038
<u>9023L</u>	Invoice	02/05/2020	DEMO GARDEN/BUILD MAINT THRU 1/15	0.00	775.00	
000042	ANNE ROMAN	02/05/2020	Regular	0.00	440.84	62039
<u>AR013120</u>	Invoice	02/05/2020	REIMB: CSMFO CONFERENCE	0.00	440.84	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	02/05/2020	Regular	0.00	24.00	62040
<u>0023</u>	Invoice	02/05/2020	MONTHLY DINNER 01/20: REYNOLDS	0.00	24.00	
000214	BABCOCK LABORATORIES, INC.	02/05/2020	Regular	0.00	252.00	62041
<u>CA01756-2287</u>	Invoice	02/05/2020	SAMPLING	0.00	252.00	
004110	BURRTEC WASTE & RECYCLING SVCS	02/05/2020	Regular	0.00	444.19	62042
<u>BW0220</u>	Invoice	02/05/2020	TRASH & RECYCLING (OFFICE) - FEB 20	0.00	156.51	
<u>BW0220B</u>	Invoice	02/05/2020	TRASH REMOVAL (SHOP) - FEB 20	0.00	287.68	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	02/05/2020	Regular	0.00	2,203.88	62043
<u>3990561-010522</u>	Invoice	02/05/2020	EE LIFE INSURANCE - JAN 20	0.00	2,203.88	
013222	FRONTIER COMMUNICATIONS INC.	02/05/2020	Regular	0.00	203.15	62044
<u>FC0220</u>	Invoice	02/05/2020	HDMC WWTP - TELEPHONE	0.00	203.15	
009054	KATHLEEN J. RADNICH	02/05/2020	Regular	0.00	1,406.10	62045
<u>200126-1</u>	Invoice	02/05/2020	PUBLIC RELATIONS SERVICES	0.00	683.70	
<u>200202-1</u>	Invoice	02/05/2020	PUBLIC RELATIONS SERVICES	0.00	722.40	
006507	McMASTER-CARR SUPPLY COMPANY	02/05/2020	Regular	0.00	145.88	62046
<u>29625647</u>	Invoice	02/05/2020	SMALL TOOLS - PRODUCTION & TOOL/EQ	0.00	81.00	
<u>29811175</u>	Invoice	02/05/2020	SMALL TOOLS - PRODUCTION & SHOP EX	0.00	64.88	
013828	PRO SECURITY SYSTEMS, INC.	02/05/2020	Regular	0.00	445.00	62047
<u>13718</u>	Invoice	02/05/2020	SECURITY UPGRADE @ OFFICE	0.00	445.00	
013820	SC FUELS	02/05/2020	Regular	0.00	1,822.52	62048
<u>0748961-IN</u>	Invoice	02/05/2020	PUMPING PLANT SUPPLIES	0.00	1,822.52	
013833	SERVICEMASTER 360 PREMIER CLEANING	02/05/2020	Regular	0.00	1,278.09	62049
<u>J81538</u>	Invoice	02/05/2020	JANITORIAL SERVICES - FEB 20	0.00	1,278.09	
009920	STANDARD INSURANCE CO	02/05/2020	Regular	0.00	1,594.74	62050
<u>510220</u>	Invoice	02/05/2020	EE LIFE INSURANCE - FEB 20	0.00	1,594.74	
009980	SWRCB FEES	02/05/2020	Regular	0.00	10,463.20	62051
<u>LW-1025240</u>	Invoice	02/05/2020	WATER SYSTEM FEES 7/01/19 - 6/30/20	0.00	10,463.20	
010635	TOPS N BARRICADES	02/05/2020	Regular	0.00	2,650.65	62052
<u>1080007</u>	Invoice	02/05/2020	SAFETY SUPPLIES	0.00	2,650.65	
010990	UTILIQUEST L.L.C.	02/05/2020	Regular	0.00	242.24	62053
<u>286223-Q</u>	Invoice	02/05/2020	CONTRACT LOCATING EXPENSE	0.00	242.24	
000327	WATER QUALITY SPECIALISTS	02/05/2020	Regular	0.00	3,310.00	62054
<u>6391</u>	Invoice	02/05/2020	HDMC WWTP: OPERATION & MAINT - JA	0.00	3,310.00	
013878	ARTURO GRADILLA	02/13/2020	Regular	0.00	248.43	62055
<u>AR021120</u>	Invoice	02/13/2020	REIMB: SAFETY BOOTS & LIVE SCAN FEES	0.00	248.43	
001555	CENTRATEL LLC	02/13/2020	Regular	0.00	544.08	62056

*Check Report JBWD

Date Range: 02/01/2020 - 02/29/20

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
200202252101	Invoice	02/13/2020	DISPATCH SERVICES - JAN 20		0.00	544.08	
VEN01466 EBQ1282Q	FEDAK & BROWN LLP Invoice	02/13/2020	02/13/2020 STATE CONTROLLER'S REPORT 6/30/19	Regular	0.00	610.00	62057
013802 670809	HASA, INC. Invoice	02/13/2020	02/13/2020 WATER TREATMENT EXPENSE	Regular	0.00	432.39	62058
009054 200209-1	KATHLEEN J. RADNICH Invoice	02/13/2020	02/13/2020 PUBLIC RELATIONS SERVICES	Regular	0.00	684.60	62059
000205 MARCH20	LORI G. HERBEL Invoice	02/13/2020	02/13/2020 PUBLIC INFO/FARMER'S MARKET	Regular	0.00	140.00	62060
006507 32473721	McMASTER-CARR SUPPLY COMPANY Invoice	02/13/2020	02/13/2020 GENERATOR MAINTENANCE	Regular	0.00	79.25	62061
000156 2000021 2000022	FORSHOCK Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 MONTHLY SCADA MONITORING MONTHLY SCADA MONITORING	Regular	0.00 0.00	243.00 38.00 205.00	62062
013879 520461	MYSTAFFINGPRO Invoice	02/13/2020	02/13/2020 EMPLOYEE RECRUITMENT SOFTWARE	Regular	0.00	2,760.00	62063
000070 980415	ONLINE INFORMATION SERVICES, INC. Invoice	02/13/2020	02/13/2020 ID VERIF. SERV. THRU 01/31/20	Regular	0.00	235.70	62064
013356 266952/Y	BUILDER'S SUPPLY Invoice	02/13/2020	02/13/2020 CIRP SUPPLIES	Regular	0.00	10.96	62065
008415 22936585 22936586	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00	153.35 55.98 97.37	62066
006150 RM020620 RM021020	RANDY MAYES Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 REIMB: MILES TO 2020 REGIONAL BUSINE REIMB: MAPS/DRAFTING SUPPLIES	Regular	0.00 0.00	134.38 101.77 32.61	62067
013835 2078	4 SPORTS N MORE Invoice	02/13/2020	02/13/2020 UNIFORMS	Regular	0.00	1,470.01	62068
008414 1728	PROVIDEO Invoice	02/13/2020	02/13/2020 VIDEO TAPING & YOU TUBE BD MEETINGS	Regular	0.00	150.00	62069
000091 5802112Q	SAN BERNARDINO COUNTY RECORDER Invoice	02/13/2020	02/13/2020 RELEASE OF LIENS	Regular	0.00	56.00	62070
013831 141777	SATMOD0 LLC Invoice	02/13/2020	02/13/2020 EMERGENCY SATELLITE PHONES - FEB 20	Regular	0.00	151.86	62071
VEN01020 20-1072 20-1531 20-1532	SOUTHWEST NETWORKS, INC. Invoice Invoice Invoice	02/13/2020 02/13/2020 02/13/2020	02/13/2020 SUPPLEMENTAL IT SERVICES (AMC) - THR OFFICE EQUIPMENT OFFICE EQUIPMENT	Regular	0.00 0.00 0.00	1,075.86 878.75 113.06 84.05	62072
001006 5G02052Q	SUSAN GREER Invoice	02/13/2020	02/13/2020 REIMB: MILEAGE & BUSINESS EXPENSES	Regular	0.00	242.46	62073
010850 120200343 DSB20190254	UNDERGROUND SERVICE ALERT Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 TICKET DELIVERY SERVICE - JAN 20 DIG SAFE BOARD FEES - 2019	Regular	0.00 0.00	432.80 110.65 322.15	62074
010990 286497-Q 286804-Q	UTILIQUEST L.L.C. Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE	Regular	0.00 0.00	300.80 167.04 133.76	62075

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Date Range: 02/01/2020 - 02/29/20

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
000233 311075 311492	NAPA AUTO PARTS Invoice Invoice	02/13/2020 02/13/2020	02/13/2020 VEHICLE MAINTENANCE: V27, 28 & 29 VEHICLE MAINTENANCE: V38 & V39	Regular	0.00 0.00 0.00	54.19 33.55 20.64	62076
000214 C800153-2287 C800553-2287 C800560-2287 C800710-2287 C801167-2287 C801276-2287	BABCOCK LABORATORIES, INC. Invoice Invoice Invoice Invoice Invoice Invoice	02/19/2020 02/19/2020 02/19/2020 02/19/2020 02/19/2020 02/19/2020	02/19/2020 SAMPLING SAMPLING SAMPLING SAMPLING SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00 0.00	786.00 102.00 85.00 102.00 210.00 119.00 168.00	62085
013869 73685	HURCO TECHNOLOGIES, INC. Invoice	02/19/2020	02/19/2020 HAPCO VALVE TURNING MACHINE UPGRA	Regular	0.00 0.00	6,491.46 6,491.46	62086
009054 200216-1	KATHLEEN J. RADNICH Invoice	02/19/2020	02/19/2020 PUBLIC RELATIONS SERVICES	Regular	0.00	663.00	62087
000091 58010620	SAN BERNARDINO COUNTY RECORDER Invoice	01/15/2020	02/19/2020 RELEASE OF LIENS	Regular	0.00	16.00	62088
013820 0757322-IN 0757323-IN	SC FUELS Invoice Invoice	02/19/2020 02/19/2020	02/19/2020 FUEL FOR VEHICLES FUEL FOR VEHICLES	Regular	0.00 0.00	3,283.39 1,022.49 2,260.90	62089
000675 INV0076710 SCM000193	AQUA-METRIC SALES COMPANY Invoice Credit Memo	02/19/2020 06/30/2019	02/19/2020 INVENTORY CREDIT: METER READING SUPPLIES	Regular	0.00 0.00	6,338.59 6,951.82 -613.23	62090
013880 1140 1141	VISTA IRRIGATION DISTRICT Invoice Invoice	02/19/2020 02/19/2020	02/19/2020 EE TRAINING EE TRAINING	Regular	0.00 0.00	1,050.00 875.00 175.00	62091
013359 1967066 1968233	XEROX FINANCIAL SERVICES Invoice Invoice	02/19/2020 02/19/2020	02/19/2020 OFFICE EXPENSE 2/7/20 - 3/6/20 SHOP EXPENSE 1/27/20 - 2/26/20	Regular	0.00 0.00	765.63 493.96 271.67	62092
000233 312258	NAPA AUTO PARTS Invoice	02/19/2020	02/19/2020 SMALL TOOLS - DISTRIBUTION	Regular	0.00	3,382.11	62093
013365 25AR1085801 25AR1089504	IMAGE SOURCE Invoice Invoice	02/27/2020 02/27/2020	02/27/2020 SHOP EXPENSE 1/01/20 - 1/31/20 OFFICE EXPENSE 1/5/20 - 2/4/20	Regular	0.00 0.00	327.33 59.96 267.37	62105
002205 17948796 17948854	DESERT FIRE EXT. CO. INC Invoice Invoice	02/27/2020 02/27/2020	02/27/2020 FIRE EXTINGUISHER SERVICE - OFFICE FIRE EXTINGUISHER SERVICE - SHOP	Regular	0.00 0.00	1,084.69 97.08 987.61	62106
003025 6-928-96309	FEDEX Invoice	02/27/2020	02/27/2020 SHIPPING	Regular	0.00	25.36	62107
000058 10542096	GARDA CL WEST, INC. Invoice	02/27/2020	02/27/2020 COURIER FEES - FEB 20	Regular	0.00	751.08	62108
000236 74124	PAYPRO ADMINISTRATORS Invoice	02/27/2020	02/27/2020 FSA ADMIN FEES - JAN 20	Regular	0.00	55.00	62109
013808 14732 14733	NOBEL SYSTEMS, INC. Invoice Invoice	02/27/2020 02/27/2020	02/27/2020 GIS DATA UPDATES WITH REFERENCE TO CIRP MODULE CHANGES AND REPORTS U	Regular	0.00 0.00	9,693.00 5,693.00 4,000.00	62110
009898 GAS0120	SOCALGAS Invoice	02/05/2020	02/05/2020 HEAT FOR SHOP - THRU 1/15/20	Manual	0.00	646.42	901341
000510	TIME WARNER CABLE		02/05/2020	Manual	0.00	355.72	901342

*Check Report JBWD

Date Range: 02/01/2020 - 02/29/20

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
					Discount Amount	Payable Amount	
0008970012220	Invoice	02/05/2020	CABLE & INTERNET - JAN 20		0.00	355.72	
000236 PPE 1-31-20	PAYPRO ADMINISTRATORS Invoice	02/07/2020	02/07/2020 EE FSA DEDUCTIONS 2-7-20	Manual	0.00	135.41	901343
000248 338392	PAYCHEX Invoice	02/07/2020	02/07/2020 PAYROLL PROCESSING FEE	Manual	0.00	346.67	901344
009878 SCE0120	SOUTHERN CALIFORNIA EDISON Invoice	02/13/2020	02/13/2020 POWER FOR PUMPING - JAN 20	Manual	0.00	18,875.39	901345
004110 BA013120	BURRTEC WASTE & RECYCLING SVCS Invoice	02/13/2020	02/13/2020 TRASH REMOVAL (SHOP) - JAN 20	Manual	0.00	392.57	901346
013196 125940808.0	TPX COMMUNICATIONS Invoice	02/14/2020	02/14/2020 TELEPHONE (OFFICE) - JAN 20	Manual	0.00	505.70	901347
001004 BA0120	BUSINESS CARD Invoice	02/14/2020	02/14/2020 TELEPHONE (OFFICE) & CSMFO MEMBERS	Manual	0.00	747.54	901348
001013 BA0120	BUSINESS CARD Invoice	02/14/2020	02/14/2020 PERSONNEL SUPPLIES/OFFICE SUPPLIES/	Manual	0.00	258.09	901349
001011 BA0120	BUSINESS CARD Invoice	02/14/2020	02/14/2020 CUST SVC SUPPLIES/OFFICE EQUIP & SUP	Manual	0.00	6,150.98	901350
001009 BA0120	BUSINESS CARD Invoice	02/14/2020	02/14/2020 DISTRICTING 2019/PUMPING PLANT/UNIF	Manual	0.00	8,074.09	901351
001630 829480028X0205	AT&T MOBILITY Invoice	02/14/2020	02/14/2020 COMMUNICATIONS - JAN 20	Manual	0.00	3,297.87	901352
000236 PPE 2-14-20	PAYPRO ADMINISTRATORS Invoice	02/21/2020	02/21/2020 EE FSA DEDUCTIONS 2-21-20	Manual	0.00	135.41	901353
004195 HD0120	HOME DEPOT CREDIT SERVICES Invoice	02/21/2020	02/21/2020 BUILDING REPAIR/SHOP EXPENSE/OFFICE	Manual	0.00	2,067.88	901354
000248 338741	PAYCHEX Invoice	02/21/2020	02/21/2020 PAYROLL PROCESSING FEE	Manual	0.00	365.90	901355
VEN01533 INV-15-100374	PAYMENTUS GROUP INC. Invoice	02/25/2020	02/25/2020 CREDIT CARD PROCESSING FEE - JAN 20	Manual	0.00	3,152.75	901356
001517 PPE 1-31-20	CalPERS Invoice	02/14/2020	02/28/2020 PAY PERIOD ENDING 1/31/20	Manual	0.00	13,009.87	901357
000025 ICMARCO220	ICMA RC Invoice	02/29/2020	02/28/2020 457 REMITTANCE - FEB 20	Manual	0.00	5,947.80	901358

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	77	54	0.00	72,624.24
Manual Checks	18	18	0.00	64,466.06
Voided Checks	0	1	0.00	-16.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	95	73	0.00	137,074.30

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
03-00285-018	ELLIS, BRIANNA A	2/5/2020	Refund	159.43	Check #: 62032
04-00092-010	ELIAS, JASMINE E	2/5/2020	Refund	0.44	Check #: 62033
07-00091-002	ORDAZ, MARIA T	2/5/2020	Refund	97.61	Check #: 62034
09-00009-005	JESSON, JAKE	2/5/2020	Refund	153.48	Check #: 62035
50-00112-001	JOSEPH L GOODPASTER & SUSAN L GOODPASTER	2/5/2020	Refund	7.14	Check #: 62036
55-00129-017	ESTATE OF MICHAEL J MCGOOKIN	2/5/2020	Refund	156.54	Check #: 62037
04-00156-005	BOJORQUEZ, RINA M	2/13/2020	Refund	19.50	Check #: 62077
09-00074-009	ESTRADA, RAMON	2/13/2020	Refund	67.72	Check #: 62078
13-00108-012	A.I.M. RENTAL PROPERTIES	2/13/2020	Refund	110.66	Check #: 62079
13-00151-010	DELSHEM, MARK A	2/13/2020	Refund	140.28	Check #: 62080
13-00186-017	CLARK, CURTIS W	2/13/2020	Refund	93.92	Check #: 62081
58-00087-010	HOUT, MARANIE	2/13/2020	Refund	67.70	Check #: 62082
64-99251-000	INC, DYNAMIC DESIGN BUILD	2/13/2020	Refund	1,482.25	Check #: 62083
64-99253-000	WALL TO WALL SERVICES	2/13/2020	Refund	2,068.98	Check #: 62084
08-00080-011	RICH, EMILY K	2/19/2020	Refund	8.80	Check #: 62094
12-00075-004	JACKSON, MARGARET	2/19/2020	Refund	151.96	Check #: 62095
13-00108-012	A.I.M. RENTAL PROPERTIES	2/19/2020	Refund	35.10	Check #: 62096
52-00162-025	MAGNATE FUND # 2 LLC	2/19/2020	Refund	178.25	Check #: 62097
54-00183-016	MAGNATE FUND # 2 LLC	2/19/2020	Refund	164.31	Check #: 62098
65-00224-000	LLC, ARNIE PROPERTY HOLDINGS	2/19/2020	Refund	12.34	Check #: 62099
03-00244-013	KRAUSE, SCOTT A	2/26/2020	Refund	43.90	Check #: 62100
05-00129-012	LOWE, KAREN	2/26/2020	Refund	200.17	Check #: 62101
11-00084-006	BOWMAN, SARAH	2/26/2020	Refund	143.71	Check #: 62102
53-00040-006	CONANT, MICHAEL	2/26/2020	Refund	135.94	Check #: 62103
65-00655-001	BENES, VACLAV	2/26/2020	Refund	128.80	Check #: 62104
				<u>5,828.93</u>	

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

DIRECTOR PAY
 01/18/2020 - 02/14/2020

<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	02/05/2020	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	02/05/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

DIRECTOR PAY
01/18/2020 - 02/14/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	01/22/2020	Director Pay Note: GM ADHOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/22/2020	Meal / Lodging Note: MEAL: GM ADHOC COMMITTEE MEETING 1/DIR/504/		\$52.49	
		01/28/2020	Director Pay Note: GM ADHOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/28/2020	Meal / Lodging Note: MEAL: GM ADHOC COMMITTEE MEETING 1/DIR/504/		\$33.42	
		01/29/2020	Director Pay Note: GM ADHOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/29/2020	Meal / Lodging Note: MEAL: GM ADHOC COMMITTEE MEETING 1/DIR/504/		\$58.42	
		02/05/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		02/12/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,012.48	\$0.00
Employee Total:					\$1,012.48	

DIRECTOR PAY
01/18/2020 - 02/14/2020

<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	01/28/2020	Director Pay Note: GM ADHOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/29/2020	Director Pay Note: GM ADHOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		02/05/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

DIRECTOR PAY
01/18/2020 - 02/14/2020

<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	01/23/2020	Director Pay Note: MWA MEETING 1/DIR/504/	1.0000	\$173.63	
		01/23/2020	Mileage / Vehicle Exp Note: MILES: MWA MEETING 1/DIR/504/		\$77.05	
		01/29/2020	Director Pay Note: MORONGO BASIN PIPELINE COMMISSION 1/DIR/504/	1.0000	\$173.63	
		01/29/2020	Mileage / Vehicle Exp Note: MILES: MORONGO BASIN PIPELINE COMMISSION 1/DIR/504/		\$21.96	
		02/05/2020	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		02/12/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		02/13/2020	Director Pay Note: MWA MEETING 1/DIR/504/	1.0000	\$173.63	
		02/13/2020	Mileage / Vehicle Exp Note: MILES: MWA MEETING 1/DIR/504/		\$76.94	
Totals:					\$1,044.10	\$0.00
Employee Total:					\$1,044.10	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>Grand Total:</u>
Director Pay	15.0000	\$2,604.45		\$2,924.73	\$0.00
Meal / Lodging		\$144.33		\$2,924.73	
Mileage / Vehicle Exp		\$175.95			

**JOSHUA BASIN WATER DISTRICT
MEETING MINUTES
WEDNESDAY, FEBRUARY 19, 2020**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 6:30 p.m.

DETERMINATION OF A QUORUM – President Johnson, Vice President Unger, Director Floen, Director Hund, and Director Reynolds.

STAFF PRESENT –Mark Ban, GM, Susan Greer, AGM, Sarah Johnson, Director of Administration, Anne Roman, Accountant, and Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT –Kathleen Radnich, Public Outreach Consultant

APPROVAL OF AGENDA –MSC¹ (Reynolds/Hund) 5/0/0 motion carried to approve the Agenda.

PUBLIC COMMENT – None

CONSENT CALENDAR - MSC¹ (Unger/Reynolds) 5/0/0 motion carried to approve the Consent Calendar.

CONSIDER AWARDING CONTRACT FOR CODIFICATION TO MUNICIPAL CODE CORPORATION AT A COST OF \$14,690 INCLUDING A 30% CONTINGENCY FEE – The Finance Committee reviewed this document and then forwarded to the Board of Directors for approval. AGM Greer stated that the recommendation was unanimous and results in a cost that is significantly under budget. Recommend that the contract be awarded to Municipal Code Corporation in the amount of \$11,300 plus a 30% contingency, for a total authorization of \$14,690. This is a savings of \$35,000 compared to the budget established for the project. A brief Q&A followed with the Board.

MSC¹ (Unger/Reynolds) 5/0/0 motion carried to award the contract for codification to Municipal Code Corporation.

GENERAL MANAGER REPORT – GM Ban commented that JBWD has been doing work with Dudek on the Wastewater Treatment Strategy and that he plans on taking it to the Citizens Advisory Council meeting on March 10, 2020. Currently, we are working the next Tilford water main replacement design, which is our next project for the next fiscal year. The next item for rollout is our “Work Order Management System.” This is our communication between In-Code and Geo-Viewer. The biggest improvement is that our employees will be able to close-out work orders in the field now without having to bring the paperwork back in the office to the Customer Service representatives.

DIRETOR REPORTS ON MEETINGS ATTENDED, COMMENTS, AND FUTURE AGENDA ITEMS –

Kathleen Radnich, Public Information Consultant gave a staff report on the following:

1. Winter Water Saving Classes: two this Saturday
 - 9-12Noon—Irrigation Troubleshooting for the Homeowner—hands-on course
 - 1PM-4PM—Native Plants and Xeriscaping —presentation/lecture
2. “Sustainable Tourism” Conference at the CMC Bell Center, Feb. 28, Friday at 7PM, with guest speakers from:
 - Visit California State Chamber of Commerce (for the State-wide perspective)
 - Greater Palm Springs Convention and Visitor Center (for the Regional perspective)
 - JTNP’s Superintendent David Smith (for the local perspective)
 - For more information you can call the JTNP Desert Institute at 760.367.5539
3. JT Farmers’ Market
 - Returning March 7th
 - Main Theme: Sunday, March 29th, Water Education Day

4. Morongo Basin First Responders Meeting Report

- CHP gave a presentation. Of note, they claimed they discovered that our tourist population was woefully prepared for a winter event, visiting without food, without extra water, ability to dig out, etc.
- The Town of YV will be sponsoring a “survival” community event on Saturday, March 7th, at the YV Community Center called, “Help Your Neighbor/Help Yourself”.
- Lastly—San Bernardino County seems to be hit with an outbreak of Hepatitis A—recently went from 2 cases to 57 and is prevalent with the homeless population. They stated they are watching our area closely as we also have a homeless presence. Easily spread via:
 - 1) Person-to-person contact
 - 2) Eating contaminated food (fresh or frozen)
 - 3) Contaminated water or beverages

Director Hund gave a brief update on the Mojave Water Agency Technical Advisory Committee he attended on February 6, 2020. He spoke at length on the PFAS by California Water Systems Alliance, and the MWA appointment to the SB 200 Safer Drinking Water Funding Advisory Board (who are working with the California Rural Water Districts Group) to identify projects and systems who need assistance. We also received an update on the County Drought Advisory Group (CDAG) and the Governor’s Resiliency Portfolio Update.

Vice President Unger gave an update on the Finance Committee and one of the items, that is still in the discussing stage, is do we pay it forward or do we pay it off quickly referring to the loan, which would mean \$300k savings in interest. She continued to report on the Mojave Water Agency Board of Directors meeting she attended on February 13, 2020.

President Johnson informed the Board and public on the JBWD Tuition Assistance Program and requested to have Special Recognitions for Employees on the next agenda.

FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES – President Johnson read off the upcoming meetings.

ADJOURNMENT – MSC' (Unger/Hund) 5/0/0 motion carried to adjourn at 7:15 p.m.

Respectfully submitted,

Mark Ban, General Manager and Secretary of the Board

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 1, 2020

Report to: President and Directors

Prepared by: Susan Greer

TOPIC: RECEIVE 2nd QUARTER ENDING 12/31/19 FINANCIAL BRIEFING

RECOMMENDATION: RECEIVE, ACCEPT AND FILE 2ND QUARTER ENDING 12/31
FINANCIAL REPORT

ANALYSIS: The second quarter financial report, ending 12/31/19, is attached. We will discuss in detail at the meeting.

FISCAL IMPACT:

N/A



2nd QUARTER ENDING 12/31/19 FINANCIAL REPORT SUMMARY

CASH BALANCES

Total cash as of 12/31/19 is \$11,229,161
 Cash balance includes \$786,250 CIRP restricted loan proceeds

CASH FLOW

\$1,301,048 water bill and related payments collected during the quarter
 \$176,915 reimbursement from CIRP Loan to General District
 \$1,125,914 property taxes/assessments collected during the quarter
 \$299,568 refund of MWA overpayment
 \$134,113 spent on capital projects
 Total cash increased \$1,380,853 during the quarter

PROPERTY TAX AND ASSESSMENT COLLECTIONS

All property taxes have been billed; revenues are recorded
 Property tax revenues are almost identical to last year
 Property tax collections are decreased \$168,518 or 13% compared to last year
 Prior standby collections decreased while prior CMM collections increased.

BOARD REPORT

Operating Revenues are 65% of budget
 Water Revenues are 51% of budget
 Operating Expenses are 43% of budget
 Total operating revenues exceed total operating expenses by \$1,830,620

WATER SALES CONSUMPTION STATISTICS

Y-T-D usage through 12/31/19 is 14.61% less than last year and 9.06% less than two years go
 The top 10 users represent the following types of accounts:

Housing (multi-unit)	5,186
Public agency	3,152
Hospital/Medical	3,400
Commercial	2,875
Customer Leak	835
	<u>15,448</u>



CASH BALANCES 12/31/19

	12/31/19	LEGALLY	DISTRICT	9/30/19	12/31/18
	<u>TOTAL</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>	<u>TOTAL</u>
Petty Cash	800			1,119	832
Change Fund	1,500			1,500	1,500
General Fund	407,754			356,690	412,493
Payroll Fund	15,941			5,000	4,888
LAIF					
Operating Reserve	1,686,373			1,609,789	1,746,790
Cash Flow Reserve	1,240,086			0	674,796
Equip/Technology Reserve	389,952		389,952	389,952	450,384
Emergency Capital Reserve	2,000,000		2,000,000	2,000,000	2,000,000
Meter Replacement Reserve	262,835		262,835	262,835	500,000
Building Reserve	6,441		6,441	6,441	283,049
Studies/Reports Reserve	11,306		11,306	11,307	30,000
Consumer/Project Deposits	358,613	358,613		357,209	300,516
Water Capacity	404,631	404,631		399,727	833,015
Wastewater Capacity	969,819	969,819		953,170	57,678
Cap Improv Reserve	1,878,168	1,878,168		1,878,168	2,100,737
CMM					
Redemption	559,911	559,911		388,936	505,126
Reserve	245,611	245,611		250,296	248,417
Prepayment	3,170	3,170		3,151	3,092
	<u>10,442,911</u>	<u>4,419,923</u>	<u>2,670,534</u>	<u>8,875,290</u>	<u>10,153,313</u>
CIRP Loan Fund	<u>786,250</u>	<u>786,250</u>		<u>973,018</u>	<u>2,358,643</u>
	<u>11,229,161</u>	<u>5,206,173</u>	<u>2,670,534</u>	<u>9,848,308</u>	<u>12,511,956</u>

Restricted = \$7,876,707 Unrestricted = \$3,352,454

Total Cash is \$1,380,853 MORE than last quarter. Total Cash is \$1,282,795 LESS than one year ago.



2nd Quarter 12/31/19 CASH FLOW EXPLANATION

	<u>General Fund</u>	<u>CIRP Loan</u>
Beginning Cash Balance 10/1/19	\$8,875,291	\$973,018
 <u>Source of Funds (Revenues)</u>		
Total cash received during the quarter from all sources	2,987,668	2,956
Water bill payments of \$1,265,552 received from customers		
Property Tax/Assessment Payments \$1,125,914		
Refund of overpayment to MWA of \$299,568		
HDMC Funding of \$24,349 (Reimb \$19,877, OH \$4,472)		
Customer/Project Deposits \$25,522		
Meter Installation/Capacity Fees of \$17,806 received		
Interest Revenue \$52,037 Gen Fund, \$2,956 CIRP Loan		
CIRP Loan Fund Reimburse General Fund	176,915	-176,915
 <u>Use of Funds (Expenses)</u>		
Total use of cash during the quarter for all purposes	1,420,047	12,809
 Operating expenses typical		
 Capital costs during the quarter - \$134,113		
\$121,304 JBWD funded; \$12,809 CIRP Loan funded		
Alarm Upgrades		Towmaster Trailer
Kitchen Remodel		Solar Feasibility Study
 Ending Cash Balance 12/31/19	 <u><u>\$10,442,911</u></u>	 <u><u>\$786,250</u></u>
 Total cash increased during the quarter by \$1,380,853		



CASH FLOW

Sept. - Dec. 2019

	<u>GENERAL FUND</u>	<u>LOAN</u>
FUND BALANCE AT BEGINNING OF PERIOD	\$ 8,875,291.00	\$ 973,017.77
FUNDS PROVIDED BY:		
Water Sales	\$ 1,242,369.35	
Loan Reimb. to GF	176,914.98	(176,914.98)
Grant Revenues	-	
Turn On/Special Services Revenue/Misc	16,615.02	
Liens & Bad Debt	6,567.33	
Refunds to District (MWA)	299,568.00	
Consumer Deposits	24,522.37	
HDMC WWTP Operations Reimbursement	19,877.01	
HDMC WWTP Operations Overhead Revenue	4,472.33	
Project Deposits	1,005.00	
Property Taxes Received - G.D.	273,227.29	
Property Taxes Received - ID #2	70.55	
Standby Collections - Prior	95,045.35	
Standby Collections - Current	595,227.25	
Property Taxes Received - CMM	162,343.16	
Water Capacity Charges/Connection Fees	4,351.00	
Wastewater Capacity Charges	12,870.00	
Hzone Reimbursement Fees	-	
Meter Installation Fees	585.00	
Interest	<u>52,036.54</u>	<u>2,955.86</u>
TOTAL SOURCE OF FUNDS	2,987,667.53	
FUNDS USED FOR:		
Debt Service	\$ -	
Capital Additions - Self funded	121,304.10	
Capital Additions - Loan Funded	-	12,808.74
Operating Expenses	<u>577,558.21</u>	
Total Disbursements	698,862.31	
Loan Fees	-	
Bank Transfer Payroll	425,860.90	
Employee Funded Payroll Taxes & CALPERS	177,013.55	
Employer Funded Payroll Taxes & CALPERS	89,524.01	
Employee Funded 457 Transfer	19,741.88	
Employer Funded 457 Annual Transfer	6,541.79	
Bank Fees/Charges (net of interest)	<u>2,502.53</u>	
Total Transfers	721,184.66	
TOTAL USE OF FUNDS	<u>1,420,046.97</u>	
FUND BALANCE AT END OF PERIOD	<u>\$ 10,442,911.56</u>	<u>\$ 786,249.91</u>



Property Tax and Assessment Revenues and Collections as of 12/31/19

	19/20			18/19		
	Billed Revenue	Y-T-D Collections	Billed % Collected	Billed Revenue	Y-T-D Collections	Billed % Collected
ID#2	0	66		0	-2,194	
General District Taxes	473,043	281,013	59%	473,043	288,581	61%
CMM Assessment District Prior	257,278	133,583 47,895	52%	257,658	152,362 42,923	59%
Standby Assessments Prior	1,145,634	625,828 107,232	55%	1,148,487	738,671 143,792	64%
TOTAL	1,875,955	1,195,617	64%	1,879,188	1,364,135	73%

Prior year tax collections can be an indication of property sales as taxes must be paid as property ownership is transferred.

CMM prior year tax collections are increased 11% compared to prior year.
Standby prior year tax collections are decreased 25% compared to prior year.



2nd Quarter Ending 12/31/19 BOARD REPORT SUMMARY

REVENUES

Total Operating Revenues are 65% of budget, including property tax revenues
 Water Revenues are 51% of budget
 Special Services Revenue reflects increased service fees
 HDMC 15% of budget, billed in arrears after each quarter
 Property Tax Revenues exceed the amended budget by \$49,910 or 2%
 Development-related unbudgeted revenues total \$89,408

<u>EXPENSES</u>	% of budget
Production	39%
Distribution	42%
Customer Service	47%
Administration	39%
Dev & Engineering	39%
Finance	48%
Human Resources	39%
Bonds/Loans/Standbys	59%
CIRP	100%
HDMC Tmt. Plant	50%
Benefits Allocated	46%
Field Allocated	47%
Office Allocated	45%
<hr/>	
TOTAL	43%

SUMMARY

Total Operating Revenues exceed Total Operating Expenses by \$1,830,620



Joshua Basin Water District

**Operating Board Report (Budget Report)

Account Summary

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Program: 40 - ** OPERATING REVENUES **							
<u>01-40-41010-FI</u>	METERED WATER SALES	2,475,000.00	2,796,000.00	168,458.50	1,470,894.45	-1,325,105.55	52.61 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	0.00	0.00	0.00	-373.40	-373.40	0.00 %
<u>01-40-41015-FI</u>	BASIC FEES	2,192,000.00	1,871,000.00	148,956.21	891,081.36	-979,918.64	47.63 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	336,000.00	336,000.00	26,344.64	156,186.47	-179,813.53	46.48 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,000.00	22,000.00	2,482.93	14,876.78	-7,123.22	67.62 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	121,000.00	121,000.00	12,483.92	104,499.50	-16,500.50	86.36 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	130,000.00	130,000.00	0.00	19,877.01	-110,122.99	15.29 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES REI	29,250.00	29,250.00	0.00	4,472.33	-24,777.67	15.29 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,078,000.00	1,138,000.00	0.00	1,145,633.98	7,633.98	100.67 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	446,000.00	446,000.00	0.00	473,043.21	27,043.21	106.06 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	0.00	-4.64	-4.64	0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	242,045.00	242,045.00	0.00	257,277.64	15,232.64	106.29 %
<u>01-40-44010-FID</u>	WATER CAPACITY CHARGES	0.00	0.00	0.00	59,445.00	59,445.00	0.00 %
<u>01-40-44030-FID</u>	METER INSTALLATION FEES	0.00	0.00	0.00	17,093.00	17,093.00	0.00 %
<u>01-40-44035-FID</u>	METER REPAIR REVENUE	0.00	0.00	0.00	4,505.88	4,505.88	0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	0.00	12,870.00	12,870.00	0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	226.78	19,347.35	-652.65	96.74 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	125,000.00	127,000.00	2,960.31	63,898.54	-63,101.46	50.31 %
Program: 40 - ** OPERATING REVENUES ** Total:		7,216,295.00	7,278,295.00	361,913.29	4,714,624.46	-2,563,670.54	64.78 %
Revenue Total:		7,216,295.00	7,278,295.00	361,913.29	4,714,624.46	-2,563,670.54	64.78 %
Expense							
Program: 01 - ** PRODUCTION **							
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY (incl STBY,CL	417,150.00	417,150.00	24,940.58	161,391.55	255,758.45	38.69 %
<u>01-01-5-01-02205-RL</u>	WATER TREATMENT EXPENSE	6,000.00	6,000.00	0.00	2,272.03	3,727.97	37.87 %
<u>01-01-5-01-02210-RL</u>	SMALL TOOLS - PRODUCTION	7,500.00	7,500.00	128.25	3,285.50	4,214.50	43.81 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	0.00	0.00	0.00	38,552.00	-38,552.00	0.00 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
<u>01-01-5-01-03108-RL</u>	RECHARGE MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	2,992.74	507.26	85.51 %
<u>01-01-5-01-03115-RL</u>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	1,427.82	16,123.39	18,876.61	46.07 %
<u>01-01-5-01-03120-RL</u>	TANK & RESERVOIR MAINTENANCE	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00 %
<u>01-01-5-01-03207-RL</u>	GENERATOR (LARGE) REPAIR & MAI	28,000.00	28,000.00	770.22	13,374.07	14,625.93	47.76 %
<u>01-01-5-01-04004-RL</u>	LABORATORY SERVICES	20,000.00	20,000.00	354.00	5,603.00	14,397.00	28.02 %
<u>01-01-5-01-06105-RL</u>	POWER FOR PUMPING (ELECTRIC)	350,000.00	350,000.00	19,532.10	130,589.34	219,410.66	37.31 %
<u>01-01-5-01-06501-RL</u>	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00	243.00	1,983.00	3,017.00	39.66 %
<u>01-01-5-01-06590-RL</u>	PRODUCTION - OTHER	0.00	0.00	0.00	668.79	-668.79	0.00 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,533.00	16,533.00	16,538.50	16,538.50	-5.50	100.03 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	281,324.99	282,699.03	53,144.99	101,412.16	181,286.87	35.87 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	67,172.59	68,073.74	17,313.85	32,262.99	35,810.75	47.39 %
Program: 01 - ** PRODUCTION ** Total:		1,345,180.58	1,347,455.77	134,393.31	527,049.06	820,406.71	39.11 %
Program: 02 - ** DISTRIBUTION **							
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY (incl STBY,C	426,104.00	426,104.00	15,695.19	135,837.16	290,266.84	31.88 %
<u>01-02-5-02-02211-IC</u>	SMALL TOOLS - DISTRIBUTION	15,000.00	15,000.00	88.05	8,619.61	6,380.39	57.46 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	7,134.67	7,134.67	0.00	0.00	7,134.67	0.00 %
<u>01-02-5-02-03106-IC</u>	MAINLINE AND LEAK REPAIR	80,000.00	53,139.56	2,970.58	29,451.72	23,687.84	55.42 %
<u>01-02-5-02-03206-IC</u>	TRACTOR REPAIR / MAINT.	8,000.00	8,000.00	104.26	978.26	7,021.74	12.23 %
<u>01-02-5-02-04005-IC</u>	UTILITY LOCATING (DIG ALERT)	15,000.00	15,000.00	1,074.90	5,682.72	9,317.28	37.88 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	287,427.21	289,498.31	80,106.05	152,859.71	136,638.60	52.80 %

****Operating Board Report (Budget Report)**

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-02-5-02-98002-FI</u>	FIELD EXPENSES ALLOCATED	98,436.56	99,757.13	25,372.19	47,279.07	52,478.06	47.39 %
	Program: 02 - ** DISTRIBUTION ** Total:	937,102.44	913,633.67	125,411.22	380,708.25	532,925.42	41.67 %
	Program: 03 - ** CUSTOMER SERVICE **						
<u>01-03-5-03-01107-FI</u>	FIELD SALARY - CUSTOMER SERVICE	46,236.00	46,236.00	9,497.96	43,958.95	2,277.05	95.08 %
<u>01-03-5-03-01114-FI</u>	OFFICE SALARY - CUSTOMER SERV.	141,777.00	141,777.00	9,532.65	59,353.07	82,423.93	41.86 %
<u>01-03-5-03-03100-FID</u>	METER INSTALLATION EXPENSE (CU	0.00	0.00	0.00	5,458.79	-5,458.79	0.00 %
<u>01-03-5-03-03107-HR</u>	METER SERVICE REPAIR (INTERNAL)	407,685.00	407,685.00	150,103.85	192,745.97	214,939.03	47.28 %
<u>01-03-5-03-05201-HR</u>	METER READING EQUIPMENT & EX	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<u>01-03-5-03-07000-FID</u>	MISC UTILITY ADJUSTMENTS	0.00	0.00	0.00	100.00	-100.00	0.00 %
<u>01-03-5-03-07004-HR</u>	LOW INCOME ASSSITANCE (LIA)	6,650.00	6,650.00	50.00	1,950.00	4,700.00	29.32 %
<u>01-03-5-03-07010-AGM</u>	BAD DEBT	35,000.00	35,000.00	-15.03	-411.92	35,411.92	-1.18 %
<u>01-03-5-03-07015-HR</u>	CUSTOMER SERVICE - OTHER	46,000.00	46,000.00	3,491.48	21,895.38	24,104.62	47.60 %
<u>01-03-5-03-98001-FI</u>	EE BENEFITS ALLOCATED	126,776.82	127,595.22	31,653.85	60,402.41	67,192.81	47.34 %
<u>01-03-5-03-98002-FI</u>	FIELD EXPENSES ALLOCATED	18,079.16	18,321.70	4,659.94	8,683.42	9,638.28	47.39 %
<u>01-03-5-03-98003-FI</u>	OFFICE EXPENSE ALLOCATED	46,769.72	47,040.61	10,465.27	20,986.12	26,054.49	44.61 %
	Program: 03 - ** CUSTOMER SERVICE ** Total:	879,973.70	881,305.53	219,439.97	415,122.19	466,183.34	47.10 %
	Program: 04 - ** ADMINISTRATION **						
<u>01-04-5-04-01108-FI</u>	ADMINISTRATION SALARY	392,544.00	392,544.00	25,386.79	161,675.38	230,868.62	41.19 %
<u>01-04-5-04-01115-FI</u>	SAFETY SALARY	7,025.00	7,025.00	298.46	3,279.99	3,745.01	46.69 %
<u>01-04-5-04-01121-FI</u>	DIRECTORS SALARY	32,642.44	32,642.44	2,083.56	17,536.63	15,105.81	53.72 %
<u>01-04-5-04-01210-EXA</u>	DIRECTORS / C.A.C. EDUCATION	16,000.00	16,000.00	0.00	3,640.88	12,359.12	22.76 %
<u>01-04-5-04-04007-GM</u>	LEGISLATIVE ADVOCACY	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
<u>01-04-5-04-07008-EXA</u>	BUSINESS EXPENSE	10,000.00	10,000.00	268.05	1,374.58	8,625.42	13.75 %
<u>01-04-5-04-07014-GM</u>	PUBLIC INFORMATION	76,000.00	76,000.00	2,097.40	26,242.34	49,757.66	34.53 %
<u>01-04-5-04-07016-EXA</u>	MEMBERSHIP, DUES & SUBSCRIPT	33,573.00	33,573.00	2,443.11	13,753.08	19,819.92	40.96 %
<u>01-04-5-04-07020-GM</u>	WATER CONSERVATION EXPENSE	15,000.00	15,000.00	400.00	3,000.00	12,000.00	20.00 %
<u>01-04-5-04-07025-GM</u>	LEGAL SERVICES - NON-PERSONNEL	65,000.00	65,000.00	70.00	8,943.63	56,056.37	13.76 %
<u>01-04-5-04-07218-GM</u>	SAFETY EXPENSE (EQUIP & SUPPLIE	10,000.00	13,400.00	219.71	565.29	12,834.71	4.22 %
<u>01-04-5-04-07219-GM</u>	EMERGENCY PREPAREDNESS	20,000.00	20,000.00	0.00	4,714.72	15,285.28	23.57 %
<u>01-04-5-04-07401-AGM</u>	PROPERTY INSURANCE & RISK MG	88,000.00	88,000.00	19,264.66	44,840.76	43,159.24	50.96 %
<u>01-04-5-04-98001-FI</u>	EE BENEFITS ALLOCATED	269,369.61	270,956.94	61,394.71	117,154.41	153,802.53	43.24 %
<u>01-04-5-04-98003-FI</u>	OFFICE EXPENSE ALLOCATED	131,693.69	132,456.46	29,467.99	59,092.49	73,363.97	44.61 %
	Program: 04 - ** ADMINISTRATION ** Total:	1,173,847.74	1,179,597.84	143,394.44	465,814.18	713,783.66	39.49 %
	Program: 05 - ** DEVELOPMENT & ENGINEERING **						
<u>01-05-5-05-01109-FI</u>	DEVELOPMENT SALARY	69,403.00	69,403.00	4,431.82	33,556.49	35,846.51	48.35 %
<u>01-05-5-05-02305-FNG</u>	MAPS/DRAFTING SUPPLIES	4,500.00	4,500.00	6.00	1,378.01	3,121.99	30.62 %
<u>01-05-5-05-04006-FID</u>	PLAN CHECK / INSPECTION (CUSTO	0.00	0.00	17.00	17.00	-17.00	0.00 %
<u>01-05-5-05-04008-GM</u>	ENGINEERING CONTRACT SERVICES	25,000.00	25,000.00	0.00	3,722.21	21,277.79	14.89 %
<u>01-05-5-05-04013-FNG</u>	DEVELOPMENT - OTHER	13,750.00	13,750.00	0.00	0.00	13,750.00	0.00 %
<u>01-05-5-05-98001-FI</u>	EE BENEFITS ALLOCATED	46,825.23	47,135.12	11,986.02	22,871.92	24,263.20	48.52 %
<u>01-05-5-05-98003-FI</u>	OFFICE EXPENSE ALLOCATED	22,879.92	23,012.44	5,119.65	10,266.49	12,745.95	44.61 %
	Program: 05 - ** DEVELOPMENT & ENGINEERING ** Total:	182,358.15	182,800.56	21,560.49	71,812.12	110,988.44	39.28 %
	Program: 06 - ** FINANCE **						
<u>01-06-5-06-01101-FI</u>	FINANCE SALARY	263,826.00	263,826.00	18,190.46	132,064.91	131,761.09	50.06 %
<u>01-06-5-06-04009-AGM</u>	ACCOUNTING/AUDIT SERVICES	24,825.00	24,825.00	0.00	11,983.00	12,842.00	48.27 %
<u>01-06-5-06-07001-AGM</u>	FINANCE - OTHER	26,857.00	26,857.00	1,535.89	10,044.19	16,812.81	37.40 %
<u>01-06-5-06-98001-FI</u>	EE BENEFITS ALLOCATED	177,836.25	178,998.54	44,955.04	85,783.95	93,214.59	47.92 %
<u>01-06-5-06-98003-FI</u>	OFFICE EXPENSE ALLOCATED	86,943.71	87,447.29	19,454.67	39,012.66	48,434.63	44.61 %
	Program: 06 - ** FINANCE ** Total:	580,287.96	581,953.83	84,136.06	278,888.71	303,065.12	47.92 %
	Program: 07 - ** HUMAN RESOURCES **						
<u>01-07-5-07-01102-FI</u>	PERSONNEL SALARY	82,816.00	82,816.00	4,066.48	34,343.57	48,472.43	41.47 %
<u>01-07-5-07-01105-HR</u>	AWARDS SALARY/LEAVE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<u>01-07-5-07-01215-HR</u>	EMPLOYEE TRAINING	30,000.00	30,000.00	275.00	7,894.03	22,105.97	26.31 %
<u>01-07-5-07-01217-HR</u>	EMPLOYEE EDUCATION	6,000.00	6,000.00	2,130.00	4,560.00	1,440.00	76.00 %
<u>01-07-5-07-01905-HR</u>	EMPLOYMENT RECRUITING EXPENS	6,000.00	6,000.00	0.00	2,118.00	3,882.00	35.30 %
<u>01-07-5-07-01910-HR</u>	LABOR LEGAL FEES	70,000.00	70,000.00	4,220.48	26,973.46	43,026.54	38.53 %
<u>01-07-5-07-01915-HR</u>	PERSONNEL - OTHER	20,000.00	20,000.00	0.00	1,530.67	18,469.33	7.65 %

****Operating Board Report (Budget Report)**

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-07-5-07-01920-HR</u>	AWARDS GIFTS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	55,791.76	56,196.71	15,662.52	29,887.49	26,309.22	53.18 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	27,298.12	27,456.24	6,108.27	12,248.98	15,207.26	44.61 %
Program: 07 - ** HUMAN RESOURCES ** Total:		302,905.88	303,468.95	32,462.75	119,556.20	183,912.75	39.40 %
Program: 09 - ** BONDS, LOANS & STANDBY **							
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	116,000.00	116,000.00	0.00	116,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	220,033.26	220,033.26	0.00	0.00	220,033.26	0.00 %
<u>01-09-5-09-08125-FIO</u>	CHROM 6 LOAN PRINCIPLE	18,800.00	18,800.00	0.00	0.00	18,800.00	0.00 %
<u>01-09-5-09-08130-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN P	152,005.90	152,005.90	0.00	152,005.90	0.00	100.00 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	126,045.00	126,045.00	0.00	64,314.85	61,730.15	51.03 %
<u>01-09-5-09-08220-FI</u>	(CIRP) INTEREST EXPENSE-MUNICIP	115,885.00	115,885.00	0.00	115,885.00	0.00	100.00 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARG	1,200.00	1,200.00	497.65	705.94	494.06	58.83 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	11,500.00	11,500.00	1,295.00	6,186.62	5,313.38	53.80 %
<u>01-09-5-09-08330-AGM</u>	STANDBY ADMINISTRATION	20,250.00	20,250.00	0.00	8,837.53	11,412.47	43.64 %
Program: 09 - ** BONDS, LOANS & STANDBY ** Total:		781,719.16	781,719.16	1,792.65	463,935.84	317,783.32	59.35 %
Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)							
<u>01-12-5-12-01212-FI</u>	CIRP: COMPENSATED LEAVE	0.00	0.00	3,295.75	5,716.21	-5,716.21	0.00 %
<u>01-12-5-12-01221-FI</u>	CIRP: EXPENSED BENE (MTR REPL,	0.00	0.00	4,502.51	6,363.79	-6,363.79	0.00 %
<u>01-12-5-12-02213-FI</u>	CIRP: SALARY (Incl STBY,CLBK)	284,167.04	284,167.04	26,527.63	126,386.03	157,781.01	44.48 %
<u>01-12-5-12-02213-GM</u>	CIRP: SMALL TOOLS/MISC. EXP.	0.00	13,000.00	914.24	26,128.47	-13,128.47	200.99 %
<u>01-12-5-12-05016-FI</u>	CIRP: EQUIP CLEARING	0.00	0.00	0.00	-914.30	914.30	0.00 %
<u>01-12-5-12-98002-FI</u>	FIELD EXPENSES ALLOCATED	66,023.91	66,909.64	17,017.77	31,711.28	35,198.36	47.39 %
<u>01-12-5-12-98777-FI</u>	CIRP: WIP SALARY CLEARING	-267,931.04	-267,931.04	-55,943.23	-98,797.45	-169,133.59	36.87 %
Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRA		82,259.91	96,145.64	-3,685.33	96,594.03	-448.39	100.47 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **							
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	40,000.00	40,000.00	0.00	23,239.33	16,760.67	58.10 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION E	80,000.00	80,000.00	5,882.12	36,036.49	43,963.51	45.05 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	10,000.00	10,000.00	868.45	5,248.33	4,751.67	52.48 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** Tot		130,000.00	130,000.00	6,750.57	64,524.15	65,475.85	49.63 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP **							
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<u>01-42-5-99-00100-AGM</u>	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<u>01-42-5-99-00110-FI</u>	=EQUIP&TECH RES (OP Used)	-34,000.00	-34,000.00	0.00	0.00	-34,000.00	0.00 %
<u>01-42-5-99-00150-FI</u>	%METER REPL RES (OP Funded)	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
<u>01-42-5-99-00152-FI</u>	=METER REPL RES (OP Used)	-366,145.00	-366,145.00	0.00	0.00	-366,145.00	0.00 %
<u>01-42-5-99-00250-FI</u>	%STUDIES/REPORTS RES (OP Funde	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Program: 42 - ** RESERVE & OTHER FUNDING-OP ** Total:		349,855.00	349,855.00	0.00	0.00	349,855.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **							
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	329,307.00	329,307.00	31,984.65	154,016.86	175,290.14	46.77 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	610,200.00	610,200.00	40,160.40	239,730.36	370,469.64	39.29 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	10,085.00	10,085.00	2,436.41	8,643.22	1,441.78	85.70 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSURA	46,504.00	46,504.00	0.00	10,024.19	36,479.81	21.56 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	201,648.00	201,648.00	12,726.48	100,048.52	101,599.48	49.62 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	25,101.00	25,101.00	2,740.86	18,572.31	6,528.69	73.99 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	2,717.50	2,717.50	0.00	0.00	2,717.50	0.00 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	20,300.00	20,300.00	1,460.80	3,562.80	16,737.20	17.55 %
<u>01-51-5-51-01250-HB</u>	MISC. BENEFITS: WELLNESS	0.00	7,728.00	4,110.00	4,110.00	3,618.00	53.18 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	160,248.00	160,248.00	12,337.70	82,889.91	77,358.09	51.73 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,245,351.87	-1,253,079.87	-298,903.18	-570,372.05	-682,707.82	45.52 %
<u>01-51-5-51-98050-FI</u>	CIRP WIP BENEFITS CLEARING	-160,758.63	-160,758.63	-24,061.31	-51,226.12	-109,532.51	31.87 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:		0.00	0.00	-215,007.19	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **							
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	13,600.00	10,200.00	0.00	1,937.20	8,262.80	18.99 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	15,000.00	15,000.00	2,472.60	8,836.22	6,163.78	58.91 %
<u>01-52-5-52-02209-EXA</u>	SHOP OFFICE SUPPLIES	12,000.00	12,000.00	560.19	1,418.48	10,581.52	11.82 %
<u>01-52-5-52-02212-D/P</u>	SMALL TOOLS - COMBINED & REPAI	5,150.00	5,150.00	365.28	619.43	4,530.57	12.03 %

****Operating Board Report (Budget Report)**

For Fiscal: 2019-2020 Period Ending: 12/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR	0.00	0.00	0.00	238.31	-238.31	0.00 %
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SIT	38,000.00	44,749.99	987.77	13,896.43	30,853.56	31.05 %
01-52-5-52-04015-EXA	OPS: SOFTWARE,SUPPORT & COMP	80,019.84	80,019.84	12,275.00	26,155.98	53,863.86	32.69 %
01-52-5-52-05005-D/P	FUEL-VEHICLES	52,000.00	52,000.00	4,518.19	32,369.73	19,630.27	62.25 %
01-52-5-52-05010-D/P	AUTO EXPENSE - FIELD	15,000.00	15,000.00	2,636.80	10,127.19	4,872.81	67.51 %
01-52-5-52-05015-FI	EQUIPMENT CLEARING (WIP FUEL)	-31,057.62	-31,057.62	0.00	-7,765.72	-23,291.90	25.00 %
01-52-5-52-06305-EXA	COMMUNICATIONS-MOBILE	25,000.00	25,000.00	3,164.33	24,470.43	529.57	97.88 %
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERT	25,000.00	25,000.00	120.00	7,633.08	17,366.92	30.53 %
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD	-249,712.22	-253,062.21	-64,363.75	-119,936.76	-133,125.45	47.39 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:		0.00	0.00	-37,263.59	0.00	0.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **							
01-53-5-53-01405-HR	TEMPORARY LABOR FEES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-53-5-53-02105-EXA	OFFICE SUPPLIES	20,000.00	20,000.00	2,800.10	12,562.60	7,437.40	62.81 %
01-53-5-53-02107-EXA	OFFICE EQUIP & MAINT.	14,011.16	18,839.04	1,884.55	7,006.31	11,832.73	37.19 %
01-53-5-53-02110-EXA	POSTAGE	41,152.00	41,152.00	0.00	7,518.96	33,633.04	18.27 %
01-53-5-53-03906-EXA	BUILDING REPAIR/MAINT - OFFICE	24,159.00	21,159.00	4,033.96	9,646.68	11,512.32	45.59 %
01-53-5-53-04015-EXA	ADMIN: COMPUTER SOFTWARE &	117,320.00	117,320.00	31,733.09	79,938.52	37,381.48	68.14 %
01-53-5-53-05010-AGM	AUTO EXPENSE - OFFICE	5,943.00	5,943.00	77.49	1,797.09	4,145.91	30.24 %
01-53-5-53-06205-EXA	TELEPHONE AND UTILITIES	68,000.00	68,000.00	1,463.14	23,136.58	44,863.42	34.02 %
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE	-315,585.16	-317,413.04	-70,615.85	-141,606.74	-175,806.30	44.61 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:		0.00	0.00	-28,623.52	0.00	0.00	0.00 %
Expense Total:		6,745,490.52	6,747,935.95	484,761.83	2,884,004.73	3,863,931.22	42.74 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		470,804.48	530,359.05	-122,848.54	1,830,619.73	1,300,260.68	345.17 %
Report Surplus (Deficit):		470,804.48	530,359.05	-122,848.54	1,830,619.73	1,300,260.68	345.17 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	470,804.48	530,359.05	-122,848.54	1,830,619.73	1,300,260.68
Report Surplus (Deficit):	470,804.48	530,359.05	-122,848.54	1,830,619.73	1,300,260.68



JOSHUA BASIN WATER DISTRICT

Proudly providing water from an ancient sourcewell into the future.

Water Sales Consumption Statistics as of 12/31/19

Consumption - 12 months ending:	CURRENT 12/31/2019	PRIOR 1 12/31/2018	PRIOR 2 12/31/2017
CCF	468,607	548,759	515,289
Gallons	350,518,036	410,471,732	385,436,172
Acre Feet	1,076	1,260	1,183
Change/PY	-14.61% decrease	6.50% increase	
Change 2017 - 2019			-9.06% decrease

Change does not correlate to conservation mandate.

CONSUMPTION RANKING - TOP TEN - Quarter Ending 12/31/19

<u>Ranking</u>	<u>Account Name</u>	<u>Consumption (CCF)</u>
1	HDMC (hospital and CC)	3,400
2	Joshua Tree Memorial Park	1,919
3	Quail Springs Village Apartments	1,845
4	Joshua Tree Parks & Recreation	1,766
5	Lazy H Mobilehome Park	1,525
6	Morongo Unified School District	1,386
7	Matich Corporation (Park Blvd repaving)	956
8	Housing Partners Inc	951
9	William Pyle (mobilehome park)	865
10	Customer Leak	835
		<u>15,448</u>

Breakdown of Top Ten Users by type:

Housing (multi-unit)	5,186
Public agency	3,152
Hospital/Medical	3,400
Commercial	2,875
Customer Leak	835
	<u>15,448</u>

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Board of Directors

April 1, 2020

REPORT TO: President and Board of Directors

PREPARED BY: Mark Ban, General Manager

TOPIC: PANDEMIC POLICY

RECOMMENDATION: Board to consider approving the attached Pandemic Policy for inclusion within the Joshua Basin Water District's Employee Handbook.

ANALYSIS:

Due to the number of confirmed cases and deaths associated with the Coronavirus Disease of 2019, (COVID-19), the World Health Organization has classified its spread as a pandemic. Affecting thousands across the world, COVID-19 has caused employers to roll out policies to aid in preventing the spread of such diseases at the work place and offer guidance on what to do when these type of illnesses affect employees.

Meetings have been held at the management level here at the District to discuss the potential affects COVID-19 may have on the District's employees and its operations. As a small business, the number of employees available to perform important tasks at the District can be limited. For example, the District currently maintains two (2) customer service positions to handle customer intake and the dispatching of field employees to address customer concerns. If one (1) employee in the customer service department is unable to come to work due to an illness, this causes a backup employee to be called upon from the Finance Department. Depending upon the length of the illness, not only is the Customer Service department affected, but departmental duties within Finance like accounts payable, billing and payroll are as well. Should two (2) or three (3) employees become ill, its easy to see that the administration side of the District can become greatly affected within a relatively short period of time. If this same scenario is applied to our field operations, then other core functions of the District can be affected focusing all efforts on the delivery of water rather than maintenance and improvements.

The attached Pandemic Policy utilizes common knowledge and effective hygiene practices; along with guidance for employees and managers that are dealing with an illness. The policy is intended to help maintain a healthy and safe environment for our employees and customers. The policy will be inserted within our Employee Handbook following ratification by the District's employee union, AFSCME Local 1902.

ATTACHMENT: Pandemic Policy

Joshua Basin Water District

Pandemic Policy

Purpose

To provide guidance on how to prepare for an official pandemic declared by the World Health Organization (WHO) when its incidence in humans has increased, or threatens to increase, in the near future; and has the potential to pose a significant public health threat and danger of infection to the employees of the District.

Policy

Joshua Basin Water District (the “District”) is committed to the health and safety of its employees and customers. This policy was written as a result of the District actively monitoring developments related to the COVID-19 (aka Coronavirus 2019) virus in the U.S. and its practice would be applicable to all officially declared pandemics. Through initial assessments, planning and proper deployment, this policy will assist the District in protecting and maintaining its critical infrastructure and essential services. In doing so, the District’s customers and emergency services assigned to the Joshua Tree area, will continue to have access to a safe and reliable water supply throughout the pandemic event. While it is not the intent of this policy to cover every need associated with a pandemic, following this policy will help guide the District through some of the more common questions and actions associated with the event.

General Manager Duties

The District is a critical infrastructure and essential service provider. Upon the WHO declaring a pandemic, the General Manager shall ensure employees of the District follow recommended safety and health best practices associated with the illness. As such, the General Manager, acting in the best interest of the District, shall take appropriate measures to ensure that employees remain healthy in order to maintain the District’s continuity of operations. This may require placing employees on stand-by or having them work remotely until solutions are put into place to provide a safe work environment while ensuring that the District is staffed appropriately to address critical functions. The General Manager shall immediately notify the President of the Board of such actions.

The CDC recommends several precautions to prevent the spread of contagious diseases. The District shall educate employees to:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick. The CDC recommends that individuals with flu-like symptoms stay home at least 24 hours after they stop showing signs of a fever.
- Use a tissue to cover your cough or sneeze, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating and after blowing your nose, coughing or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol content. Always wash hands with soap and water if hands are visibly dirty.
- Airplanes, airports, and other high-traffic facilities such as train stations can increase your risk of exposure so make sure to follow the above precautions when traveling.

Work-Related Travel

- When an official pandemic is declared, work-related travel to affected areas is suspended immediately. Depending upon the spread of the pandemic and its locality, the General Manager may suspend all travel.
- Employees who voluntarily travel to affected areas for personal reasons are advised that they will be subject to the procedures described below before they will be permitted to return to work.

Employees who have traveled to affected areas or who have had close contact with a person diagnosed with COVID-19 or another officially declared pandemic

- Employees who have (A) traveled to an affected area or (B) have had close contact with an individual diagnosed with COVID-19 or another officially declared pandemic, will be required to self-quarantine at home for the period of time recommended by the CDC before they may return to work.

- “Close contact*” is defined by the CDC as (1) being within approximately six feet of a COVID-19 case for a prolonged period of time [close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case] (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#f2>

**The District will adopt the definition of “Close contact” for each officially declared pandemic and may be different than the above definition.*

- “Affected Area*” for COVID-19 - The CDC currently recommends that you avoid all nonessential travel to China, South Korea, Iran and Italy and that you consider postponing any nonessential travel to Japan at this time. The District considers these to be “affected areas.” If the CDC issues travel restrictions for other countries, they may also be considered “affected areas” for purposes of this policy. Contact Human Resources for a list of current “affected areas.” If you come in contact with someone who has recently travelled to an affected area, keep a close watch for any potential symptoms.

**The District will adopt the definition of “affected area” for each officially declared pandemic and may be different than the above definition.*

Procedures for employees who are experiencing signs or symptoms of illness during an officially declared Pandemic;

Employees with signs of Illness

- I. Employees who show signs or symptoms of illness (e.g. common cold, flu, etc.), COVID-19, or another officially declared pandemic, must take precautions to not infect fellow-

coworkers, and must immediately report this to Human Resources (e.g. reporting can be via text, email, phone, etc.).

- The CDC indicates symptoms of COVID-19 include fever, cough and shortness of breath. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

II. Employees may be required to remain at home for a specified period of time recommended by the CDC before they may return to work. This period of time will depend on the severity of the employee's symptoms and/or current recommendations by healthcare providers. Employees may be asked to provide a release from a health care provider before returning to work.

Employees Diagnosed with Associated Pandemic Illness

III. Employees who are diagnosed with COVID-19 or another officially declared pandemic must immediately report this to Human Resources (e.g. reporting can be via text, email, phone, etc.). The District will provide information about health resources, available leaves of absence, and other important items.

- If an employee is confirmed to have the associated illness, the employee may be entitled to leaves provided by law, District provided FML leave, and/or the utilization of accrued paid time off (sick, vacation, floating, admin, etc.). The employee must remain quarantined for the duration of time prescribed by their doctor. Employees will be required to provide a release from a health care provider before returning to work.

Remote Work & Standby Procedures During an Officially Declared Pandemic

During a pandemic event, certain categories of employees may be assigned to work remotely, to maintain the District's continuity of operations. Remote and standby employees are expected to fulfill the expectations agreed upon with their supervisor regarding the scope of their remote assignment, including:

- Completion of duties and responsibilities;
- Being available and responding by phone and electronic communications (e.g. email, Microsoft Teams, text messages, etc.) during the agreed upon hours;
- Reporting to work within 45 minutes in person at the District when asked to do so;
- Communicating with their supervisor on a regular basis;
- To use and care for the District's equipment and materials;
- Appropriately completing timecards;
- Protecting the District's information by following the District's policies governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access the District's data, either in print or electronically;
- Maintaining a safe environment in which to work;
- Informing their supervisor when unable to work remotely, whether due to illness, caring for family members, or other personal reasons. Accruals may be used to cover this time of unavailability.

Working remotely is not an entitlement, nor a District wide benefit. The above procedures are not all inclusive and additional remote work procedures may be implemented as needed.

- If an employee is unwilling to work remotely or be on standby, they will be required to utilize accrued paid time off (sick, vacation, floating, admin, etc.) and, if eligible apply for District FML leave during the pandemic event.

[END OF POLICY]

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 1, 2020

REPORT TO: President and Board of Directors

PREPARED BY: Mark Ban, General Manager

TOPIC: NOBEL SYSTEMS GEOVIEWER (GIS) – SERVICE ORDER MANAGEMENT
INTEGRATION INVOICE

RECOMMENDATION: Board to approve the Tyler (Incode) Service Order Integration and the Geoviewer Service Order Integration and hosting subscription services in the amount of \$20,200.

ANALYSIS:

Staff has been diligently working with Nobel Systems to complete the integration between the District's Geoviewer Service Order Management module and its billing software, Incode by Tyler. A testing environment has been created that is currently being utilized by Customer Service and Field Service to test the transfer of data between Geoviewer and Incode through an Application Programming Interface (API) that was provided to the District by Tyler and integrated into the District's Geoviewer system by Nobel.

Once the Service Order Management System is released for day to day use by the District, service orders will be created from either Incode or Geoviewer by Customer Service and transferred directly to Field Service or Distribution for completion. The type of work performed and inventory used will then be recorded electronically on the Service Order at which time it will be marked completed. Several tasks associated with the current process are performed manually by multiple employees. The use of this system will greatly increase efficiency, decrease data entry needs and allow employees to focus on other more important tasks.

ATTACHMENT: Nobel Systems Invoice



436 E. Vanderbilt Way
 San Bernardino, CA 92408
 Phone: (909) 890-5611
 Fax: (909) 890-5612
 TAX ID: 77-0323606

INVOICE

DATE	INVOICE #
1/29/2020	14734

BILL TO
Joshua Basin Water District 61750 Chollita Rd, Joshua Tree, CA 92252

P.O. No.

DESCRIPTION	QUANTITY	RATE	AMOUNT
Tyler Service Order Integration project setup costs		10,200.00	10,200.00
Tyler GeoViewer Service Order Integrated System subscription services from March 1, 2020 through February 28, 2021		10,000.00	10,000.00
		Total	USD 20,200.00

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 1, 2020

REPORT TO: President and Board of Directors

PREPARED BY: Mark Ban, General Manager

TOPIC: MORATORIUM ON LATE FEES AND WATER SERVICE TERMINATION

RECOMMENDATION: Board to consider providing assistance to the District's customers by waiving late fees during the months of April and May 2020; and postponing water service termination until June 2020 as outlined in the Moratorium Requirements provided below.

ANALYSIS:

Due to the Coronavirus pandemic of 2019 (COVID-19), customers of the District, like many across the nation, are facing increased monthly costs for groceries, day care and utilities as people are quarantined at home and schools are shut down. With California under a "Stay at Home" order, many people are also experiencing layoffs or reduced working hours as a result of many businesses being closed or cutting back on the services they provide. Following the proclamation of a State of Emergency on March 04, 2020, Governor Newsom issued Executive Order N-28-20 putting into place eviction protections for those affected by COVID-19. The Executive Order also stated that utilities such as gas, electric, water and telecommunications were vital to Californian's daily lives and recognized that several utilities had already put moratoriums in place for the termination of these services. In part, the Executive Order reads:

"Whereas, in addition to these public health benefits, state and local policies to promote social distancing, self-quarantine, and self-isolation require that people be able to access basic utilities – including water, gas, electricity, and telecommunications – at their homes, so that Californians can work from home, receive public health information, and otherwise adhere to policies of social distancing, self-quarantine, and self-isolation, if needed; and

(6) The California Public Utilities Commission is requested to monitor measures undertaken by public and private utility providers to implement customer service protections for critical utilities, including but not limited to electric, gas, water, internet, landline telephone, and cell phone service, in response to COVID-19, and on a weekly basis publicly report these measures."

In light of the hardships that COVID-19 has had on Californian's – including the local population; and the response efforts associated with the State of Emergency and subsequent Executive Orders issued by Governor Newsom, staff is recommending that the Board place a moratorium on late fees and service terminations associated with all Joshua Basin Water District accounts for the months of April and May of 2020 so long as certain requirements are met.

An important consideration of putting this moratorium in place are the impacts Senate Bill 998 (SB-998) which allows customers more time before being cut off. In following the legislation formed by SB-998, the District was required to waive at least one (1) late fee which took place in March of 2020. In addition, due to the legislation, water service was last terminated for non-payment in January of 2020. April of 2020 would have been the next scheduled round of service terminations as the District was required to allow 60 days to pass after an account becoming delinquent before service could be

terminated. This allows customers' bills to increase substantially without service interruptions taking place. The additional time our customers need to pay their bills due to COVID-19 will further increase the amounts of these bills potentially making it that much harder for accounts to be brought current.

Increased communication between the District and our customers is an absolute necessity to ensure solutions are put into place to give them the help they need while ensuring they can realistically pay their water bills. To assist our customers long-term, staff is recommending that the moratorium be approved in the following manner:

MORATORIUM REQUIREMENTS

A. APRIL 2020

- 1) In addition to the late fee waivers provided during the month of March 2020, late fees associated with customers' accounts will be automatically waived for the month of April 2020.
- 2) The District *will not* terminate water service during the month of April 2020.

B. MAY 2020

- 3) In addition to the late fee waivers provided during the months of March and April 2020, the District will waive late fees for the month of May 2020 so long as affected customers contact the District and make appropriate payment arrangements.
- 4) In addition to forgoing service terminations during the months of February, March and April 2020, the District *will not* terminate water service during the month of May 2020, so long as affected customers contact the District and make appropriate payment arrangements.

Additional assistance for our customers includes the District's low-income assistance program administered by United Way. There has been an increase in the number of customers taking advantage of this program with United Way having to assign more staff toward assisting people with the application process. As of last week, only \$1,200.00 remained within the Joshua Basin Water District account. Arrangements have already been made to replenish the fund.

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Board of Directors

April 1, 2020

REPORT TO: President and Board Members

PREPARED BY: Susan Greer

TOPIC: AUTHORIZE DESIGNATED STAFF TO SIGN LIEN DOCUMENTS FOR UNPAID CHARGES ON BEHALF OF THE DISTRICT

RECOMMENDATION: Authorize General Manager, Assistant General Manager/Controller and Accountant to sign lien documents for unpaid charges on behalf of the District.

ANALYSIS:

The attached lien forms are currently utilized to file liens for unpaid charges. Liens are an important part of our collections strategy and we receive payment on liens regularly throughout the year. Filing of liens and releasing liens when paid are often time-sensitive matters requiring quick turnaround.

I have been working away from the office due to COVID-19, and I am unable to sign the forms, so the Board needs to designate others to do so.

While the lien filing form refers to Water Code section 31701.7, that code simply provides the authorization for the District to file the liens but doesn't specify any process for authorizing who can sign the forms. I reached out to counsel Jeff Hoskinson, who says that we can do so by motion, no resolution is needed.

FISCAL IMPACT:

N/A

RECORDING REQUESTED BY:

JOSHUA BASIN WATER DISTRICT

AND WHEN RECORDED MAIL TO:

JOSHUA BASIN WATER DISTRICT
P O BOX 675
JOSHUA TREE, CA 92252

NO RECORDING FEE REQUIRED PER
GOVERNMENT CODE, SECTION 27383

CERTIFICATE AND NOTICE OF LIEN FOR UNPAID WATER CHARGES
OF JOSHUA BASIN WATER DISTRICT

I, Susan Greer under penalty of perjury, certify that I am the Assistant General Manager/Controller of Joshua Basin Water District, a local government entity, and that the Board of Directors of said District has authorized me to make this certificate pursuant to Section 31701.7 of the California Water Code.

The person(s) named below is indebted to the District for unpaid water charges and other services, the unpaid amount of which is set forth below.

1. Name of Person(s) Liable:
2. Address of Person(s) Liable:
3. Parcel Number:
4. Amount of Unpaid Charges: \$

Joshua Basin Water District hereby claims a lien upon all real property in the county said person(s) now owns or hereafter acquires within ten years from the date of: _____

JOSHUA BASIN WATER DISTRICT

By _____
Susan Greer, Assistant General Manager/Controller

RECORDING REQUESTED BY:

JOSHUA BASIN WATER DISTRICT

AND WHEN RECORDED MAIL TO:

JOSHUA BASIN WATER DISTRICT
POST OFFICE BOX 675
JOSHUA TREE, CA 92252

RELEASE OF LIEN
(California Water Code, Section 31701.7)

NOTICE is hereby given by the JOSHUA BASIN WATER DISTRICT, a public agency, that it hereby releases its lien against all interests and rights in real property owned by the following named person(s), pursuant to that certain Certificate and Notice of Lien for Unpaid Water Charges recorded on 00/00/0000, as Instrument No.2020-0000000 in the Office of the County Recorder for San Bernardino County, California.

1. Name of Debtor:
2. Last known address:
3. Parcel Number:

A copy of this Release of Lien has been mailed, first-class Postage pre-paid, to the person(s) at the address set forth above.

Dated: _____

JOSHUA BASIN WATER DISTRICT

By _____
Susan Greer, Assistant General Manager /Controller

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

April 1, 2020

REPORT TO: President and Board Members

PREPARED BY: Susan Greer

TOPIC: CONSIDER ADOPTION OF RESOLUTION NO. 20-1018, ELIMINATING THE H ZONE FRONT FOOTAGE REIMBURSEMENT FEES AND AMENDING THE REFUND AGREEMENT POLICY

RECOMMENDATION: Adopt Resolution No. 20-1018

ANALYSIS:

In 2008, the District replaced 56,575 feet of mainline in the H Zone area, at a cost of \$4,183,281 (work was done by a contractor.) At the time, the County required any development in the area to either (1) upgrade or install an appropriately located fire hydrant, or (2) install fire sprinklers which required a 1" meter. Either of these options cost a developer many thousands of dollars, and the upgrade of the pipes and fire hydrants in the H Zone eliminated both County requirements, saving the developers substantially. For this reason, the District felt it was fair to initiate the H Zone pipeline reimbursement policy, requiring developers to reimburse the District their pro rata share of pipeline reimbursement costs in the area, based on the District's cost to install the pipeline at the time, \$37 per foot. Such fees apply only to new development.

Subsequently, around 2011, the County started requiring fire sprinklers for *all new development*, thereby eliminating any savings to developers as a result of the replacement of the H Zone water mains. Note that the District didn't do the H Zone water main replacement project counting on or because of the future refunds from developers; the project was initiated in the normal course of business as an area needing pipes replaced, and the reimbursement policy was adopted after completion. With the upcoming water main replacement program, Staff questioned whether this program is still appropriate and whether similar upcoming replacement projects should be handled in the same way, with a separate pipeline reimbursement policy for each project area. Since there is no longer savings for developers as a result of the project, and ownership of the mainlines and responsibility for their replacement is ultimately the District's per current rate structure policy, Staff recommends that this policy be eliminated. The Finance Committee concurs.

We have an existing, similar-but-different project, the Copper Mountain College (CMC) pipeline, installed in 2004, which added 11,710 feet of water main, extending the water system to reach the college. This is treated as a refund agreement, with any customers that develop the previously unserved and vacant parcels having to pay a front footage fee to reimburse the District as we paid for the project. Unlike the H Zone project, which replaced already existing water mains, the CMC project extended the mainline over two miles.

Staff recommends that the District maintain the current CMC pipeline reimbursement policy, as that project actually *extended the mainline*, providing opportunity for developers to connect to the system without need for water main extension, where such opportunity didn't previously exist. The Finance Committee concurs.

The CMC reimbursement policy treats the District *sort of* like any other developer, requiring reimbursement from any subsequent developer that connects in the future to the mainline that we installed at our expense. See copy of that policy below:

ARTICLE 7.5 Reimbursement For District-installed Mainline Extensions

Where the District has installed new water and/or wastewater mainlines or replaced water and/or wastewater mainlines adjacent to parcels not currently connected to the water system, the District will be reimbursed a Front Footage Fee. The footage is measured along the side of the parcel that sits adjacent to the water and/or wastewater mainline, from property corner to property corner. In situations where the mainline sits adjacent to two sides of the parcel, the shortest measurement will be used to compute the fee. The fee is computed by taking all of the costs incurred to install or upgrade the water and/or wastewater mainline divided by the number of feet of water and/or waste water mainline installed then divided in half to allocate the charge to parcels on both sides of the street. The Front Footage Fee is calculated by multiplying the footage measurement by the fee. The Board will adopt each Front Footage Fee subject to reimbursement separately as projects are completed. Adopted reimbursement fees are listed in Article 13.18.1

ARTICLE 13.18.1 Front Footage Fee

Mainline installation or replacement projects in the following areas have been installed at JBWD's expense. Future development of parcels in the following project areas requires payment of a Front Footage Fee, per foot of frontage along the mainline. See Article 7.5.

ARTICLE 14.18.1 Front Footage Fee Fees are as follows: Copper Mountain College, December 2004: \$26.00 per foot H Zone, October 2008: \$37.00 per foot

The reimbursement policy for the District differs from the customer reimbursement policy as there is no time limit for the refunds paid to the District, unlike the actual refund agreement policy applied to customer-developers which arbitrarily limits refunds to 15 years. While the CMC mainline extension funded by the District in 2004 is still eligible for reimbursement from future developers, that would not be the case for a private developer because the arbitrary 15-year time limit has already expired even though that pipeline will be in place and functional for many more decades.

This situation provides an opportunity to evaluate the policy from the developer perspective. Per current Refund Agreement policy, the District as the developer would no longer be entitled to any refunds from other developers connecting to the CMC pipeline because the 15-year refund agreement timeline has expired, although the pipe has a useful life of another 40 years or more. This seems like a fairness or equity issue. The current policy is copied below:

ARTICLE 7.4 Refund Agreement

After the completion of any water and/or wastewater system facility, which qualifies for a refund agreement, the District shall prepare a final and complete accounting of the refundable costs. A refund agreement prepared on a standard form provided by the District will be presented to the Applicant, which shows the complete and total terms of the refund and the refundable cost attributable to each adjacent benefited parcel. Benefited parcels in this case are defined as those that are situated alongside the water and/or wastewater mainline and did not previously have an adjacent mainline, and do not extend beyond the end of the mainline.

Subject to receipt of such amount and upon request of the refund agreement holder, the District will refund any refundable portion provided for in the refund agreement for each adjacent parcel that has water and/or wastewater services installed. Such refund will be paid within ninety (90) days of the receipt of payment from the adjacent parcel property owner for the new customer service facilities.

The refund agreement will have attached as Exhibit A the list of the benefited parcels, and a benefited parcel plat showing the relationship of the benefited parcels to the facility extension provided by the

Applicant. Refunds shall continue until the term of the refund agreement shall end, or until the total refundable cost has been refunded to the Applicant, whichever is earlier.

Each refund agreement will expire at the end of fifteen (15) years from the date of execution, or when the Applicant has been fully repaid for the cost that is refundable to him, whichever first occurs. All non-refunded charges collected thereafter shall belong to the District.

With District approval, refund agreements may be sold, conveyed, or assigned by the original signatory Applicant. The District will honor the agreement, which has been transferred, provided that such transfer is evidenced by a document recorded with the County Recorder.

With existing GIS technology, refund agreement documentation can easily be retained for as long as needed, so administratively, that's not an issue. With pipeline material that lasts 50-100 years, and refund agreements that can be transferred or assigned to a subsequent property owner, Staff doesn't see any reason to limit refunds to an arbitrary 15 years. After discussion with GM Ban, we recommend that the policy be changed to allow for refund until said pipeline is replaced, for the life of the pipeline.

The following are the staff recommendations that have been incorporated into the resolution for the Board's approval, as also recommended by the Finance Committee:

- Elimination of the H Zone reimbursement requirement
- Amendment of Refund Agreement policy to allow refunds until such time as the pipeline installed that is the subject of the refund agreement is replaced.

There is no change required to continue the CMC reimbursement requirement, as already spelled out in the Rules & Regulations, which continuance was also recommended by the Finance Committee.

There have been only two refund agreements that resulted in any reimbursement to customers in over 32 years. Customer-funded mainline extensions are rare, so refund agreements are also rare, and many mainline extensions don't include opportunity for refund agreements at all. The District has not had even one parcel connect to the CMC pipeline in the 15 years since installation of that pipeline in 2004. There haven't been a lot of transactions in the H Zone area either; in fact, only six different H Zone reimbursements have been collected in 10 years since 2009 totaling, \$35,816, so this isn't a huge source of revenue.

FISCAL IMPACT:

Elimination of the H Zone Reimbursement fee would result in loss of some minor revenue, average \$3,582 per year, although individual charges vary because of front footage differences.

RESOLUTION NO. 20-1018

RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT AMENDING RESOLUTION 97-572, AS AMENDED, ELIMINATING THE H-ZONE REIMBURSEMENT FEE AND AMENDING THE REFUND AGREEMENT POLICY

WHEREAS, the Joshua Basin Water District has adopted Rules and Regulations relating to acquisition of new water meters; and

WHEREAS, such Rules and Regulations require reimbursement to either Joshua Basin Water District or to private property owner-developers for installation or replacement of water pipelines in specific areas of the District; and

WHEREAS, current pipeline materials last 50-100 years and technology exists to store documentation related to refund agreements in perpetuity, the Joshua Basin Water District wants to increase the refund agreement payback period from 15 years to the life of the pipeline; and

WHEREAS, because of changes to County building requirements, the H Zone Reimbursement policy has outlived its usefulness; and

WHEREAS, Rules and Regulations relating to those reimbursement policies need to be amended.

NOW THEREFORE, BE IT RESOLVED, that Articles 7.4 and 14.18.1 of the Joshua Basin Water District Rules and Regulations are amended as follows:

ARTICLE 7.4 Refund Agreement

After the completion of any water and/or wastewater system facility, which qualifies for a refund agreement, the District shall prepare a final and complete accounting of the refundable costs. A refund agreement prepared on a standard form provided by the District will be presented to the Applicant, which shows the complete and total terms of the refund and the refundable cost attributable to each adjacent benefited parcel. Benefited parcels in this case are defined as those that are situated alongside the water and/or wastewater mainline and did not previously have an adjacent mainline, and do not extend beyond the end of the mainline.

Subject to receipt of such amount and upon request of the refund agreement holder, the District will refund any refundable portion provided for in the refund agreement for each adjacent parcel that has water and/or wastewater services installed. Such refund will be paid within ninety (90) days of the receipt of payment from the adjacent parcel property owner for the new customer service facilities.

The refund agreement will have attached as Exhibit A the list of the benefited parcels, and a benefited parcel plat showing the relationship of the benefited parcels to the facility extension provided by the Applicant. Refunds shall continue until the term of the refund agreement shall end, or until the total refundable cost has been refunded to the Applicant, whichever is earlier.

Each refund agreement will expire when the pipeline that has been installed, which is the subject of the refund agreement, is replaced, or when the Applicant has been fully repaid for the cost that is refundable to him, whichever first occurs. All non-refunded charges collected thereafter shall belong to the District.

With District approval, refund agreements may be sold, conveyed, or assigned by the original signatory Applicant. The District will honor the agreement, which has been transferred, provided that such transfer is evidenced by a document recorded with the County Recorder.

ARTICLE 13.18.1 Front Footage Fee

Mainline installation in specific areas identified in Article 14.18.1 have been installed at JBWD's expense. Future development of parcels in those areas requires payment of a Front Footage Fee, per foot of frontage along the mainline, to reimburse the District. See Article 7.5.

ARTICLE 14.18.1 Front Footage Fee

Fees are as follows:

Copper Mountain College, December 2004: \$26.00 per foot

PASSED, APPROVED AND ADOPTED this 1st day of April, 2020 by the Joshua Basin Water District Board of Directors by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Robert Johnson, President
Joshua Basin Water District

Mark Ban, General Manager and Board Secretary
Joshua Basin Water District