



**REGULAR FINANCE COMMITTEE MEETING
MONDAY, SEPTEMBER 25, 2017 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Regular Finance Committee Meeting Draft Minutes of August 28, 2017
- Pages 2-3
7. REVIEW JULY AND AUGUST 2017 CHECK REGISTERS -
Receive information and recommend to the Board of Directors for approval.
- Pages 4-18
8. ANNUAL CAPACITY FEE REPORTS– Receive information and recommend to the Board of Directors for acceptance and filing.
- Pages 19-21
9. DISCUSS POLICY ALTERNATIVES TO REDUCE BAD DEBT – Recommend that the Finance Committee receive the report and recommend to the Board of Directors that regulations be drafted for future Board action regarding the following:
 1. Implementing a Policy prohibiting tenant accounts and requiring owner accounts where there have been multiple bad debts at one location.
 2. Implementing \$200 new account guarantee deposit for “red/poor credit” accounts, and designating that a \$300 deposit be required for accounts locked off for non-payment.
 3. Implementing collections of delinquent water charges via the property tax rolls.
- Pages 22-26
10. STAFF REPORT
11. ADJOURNMENT

INFORMATION

During "Public Comment", please use the podium microphone. State your name and have your information prepared and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Thank you.

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 Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, August 28, 2017
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Members Present:

Bob Johnson, Vice President
Tom Floen, Director

Staff Present:

Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Anne Roman, Accountant

Consultant Present:

Guests: 3

3. DETERMINATION OF QUORUM
A quorum is present.

4. APPROVAL OF AGENDA

MSC/Floen/Johnson 2/0 to approve the agenda for the August 28, 2017 Regular Meeting of the Finance Committee.

5. PUBLIC COMMENT - None

6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING –

- Regular Meeting of the Finance Committee of August 9, 2017

MSC/Floen/Johnson 2/0 to approve the minutes of August 9, 2017 Regular Meeting of the Finance Committee.

7. DISCUSS 16/17 BAD DEBT WRITE OFF IN THE AMOUNT OF \$15,786.90- Receive information and recommend to the Board of Directors for approval. A brief discussion with the Committee followed.

MSC/Floen/Johnson 2/0 to approve the 16/17 Bad Debt Write Off and forward to the Board of Directors for approval.

8. 4TH QUARTER FINANCIAL REPORT – Receive information and recommend to the Board of Directors for approval. A brief discussion with the Committee followed.

MSC/Floen/Johnson 2/0 to approve the 4th Quarter Financial Report and forward to the Board of Directors for approval.

9. REVIEW JUNE 2017 CHECK REGISTERS – Receive information and recommend to the Board of Directors for approval.

MSC/Floen/Johnson 2/0 to approve the June 2017 check registers and forward to the Board of Directors for approval.

10. STAFF REPORT - None

11. ADJOURNMENT –

MSC Floen/Johnson 2/0 to adjourn the Regular Meeting of the Finance Committee at 10:09 a.m.

Respectfully submitted:

Susan Greer, Assistant General Manager/Controller

DRAFT



Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
010850	UNDERGROUND SERVICE ALERT		07/26/2017	Regular	0.00	-81.00	58574
	Void		07/13/2017	Regular	0.00	0.00	59012
000501	ACWA/JPIA		07/13/2017	Regular	0.00	15,931.61	59013
<u>0493943</u>	Invoice	07/13/2017	EE HEALTH BENEFIT & EAP AUG 17		0.00	15,931.61	
001630	AT&T MOBILITY		07/13/2017	Regular	0.00	1,254.01	59014
<u>829480028X0705</u>	Invoice	06/30/2017	COMMUNICATIONS - JUN 17		0.00	1,254.01	
001933	COUNTY OF SAN BERNARDINO		07/13/2017	Regular	0.00	10,000.00	59015
<u>5043</u>	Invoice	07/13/2017	LAFCO 2017-2018 BUDGET		0.00	10,000.00	
002565	DUDEK AND ASSOCIATES, INC		07/13/2017	Regular	0.00	44,920.71	59016
<u>20172462</u>	Invoice	06/30/2017	ENG SERV: MULTIPLE PROJECTS		0.00	44,920.71	
VEN01076	HI-DESERT AIR, INC.		07/13/2017	Regular	0.00	37,975.00	59017
<u>51852</u>	Invoice	06/30/2017	HVAC UPGRADE		0.00	37,975.00	
000072	MULTI W SYSTEMS, INC.		07/13/2017	Regular	0.00	14,803.57	59018
<u>31730705</u>	Invoice	06/30/2017	K-1 BOOSTER PUMP STATION: PUMPS		0.00	14,803.57	
013360	REDWINE AND SHERRILL, LLP		07/13/2017	Regular	0.00	7,826.45	59019
<u>1007</u>	Invoice	06/30/2017	LEGAL SERVICES - JUN 17		0.00	7,826.45	
VEN01021	C & C DOORS INC.		07/13/2017	Regular	0.00	886.89	59020
<u>9488</u>	Invoice	06/30/2017	INSTALLATION OF 2 GLASS OFFICE DOORS		0.00	886.89	
013196	TELEPACIFIC COMMUNICATIONS		07/13/2017	Regular	0.00	736.70	59021
<u>92187893-0</u>	Invoice	07/13/2017	TELEPHONE (OFFICE) - JUL 17		0.00	736.70	
013364	THOMAS SCOTT CARPENTER		07/13/2017	Regular	0.00	205.07	59022
<u>TC070517</u>	Invoice	07/13/2017	REIMB: SAFETY BOOTS		0.00	136.07	
<u>TC071117</u>	Invoice	07/13/2017	REIMB: PRE-EMPLOYMENT TESTING EXPE		0.00	69.00	
013347	TRI COUNTY PUMP COMPANY		07/13/2017	Regular	0.00	121,837.39	59023
<u>15844</u>	Invoice	06/30/2017	WELL 14 REHAB		0.00	95,431.25	
<u>15861</u>	Invoice	06/30/2017	WELL 14 REHAB		0.00	26,406.14	
013222	FRONTIER CALIFORNIA INC.		07/16/2017	Regular	0.00	163.52	59024
<u>FC0717</u>	Invoice	07/16/2017	HDMC WWTP - TELEPHONE		0.00	163.52	
001517	CalPERS		07/14/2017	Regular	0.00	14,863.00	59025
<u>10000001499591</u>	Invoice	07/14/2017	EMPLOYER UNFUNDED ACCRUED LIABILIT		0.00	13,925.00	
<u>10000001499592</u>	Invoice	07/14/2017	EMPLOYER UNFUNDED ACCRUED LIABILIT		0.00	938.00	
001555	CENTRATTEL		07/14/2017	Regular	0.00	309.46	59026
<u>170703192101</u>	Invoice	06/30/2017	DISPATCH SERVICES - JUN 17		0.00	309.46	
001850	CLINICAL LAB OF S.B. INC		07/14/2017	Regular	0.00	2,357.00	59027
<u>956812</u>	Invoice	06/30/2017	SAMPLING - MAY 17		0.00	779.00	
<u>956813</u>	Invoice	06/30/2017	HDMC WWTP SAMPLING- MAY 17		0.00	1,578.00	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM		07/14/2017	Regular	0.00	600.00	59028
<u>15831</u>	Invoice	06/30/2017	ADVERTISING: WATER EDUCATION DAY		0.00	600.00	
001461	BOLLINGER CONSULTING GROUP		07/14/2017	Regular	0.00	1,162.50	59029
<u>753</u>	Invoice	06/30/2017	WATER CONSERVATION - JUN 17		0.00	1,162.50	
002820	EMPLOYEE RELATIONS, INC.		07/14/2017	Regular	0.00	77.75	59030

*Check Report JBWD

Date Range: 07/01/2017 - 07/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>79101</u>	Invoice	06/30/2017	EE RECRUITING EXPENSE	0.00	77.75	
002846	ESRI, INC.	07/14/2017	Regular	0.00	3,116.25	59031
<u>93308397</u>	Invoice	07/14/2017	GIS MAINT PROG 8/24/17 - 8/23/18	0.00	3,116.25	
VEN01466	FEDAK & BROWN LLP	07/14/2017	Regular	0.00	2,500.00	59032
<u>F8063017</u>	Invoice	06/30/2017	FINANCIAL AUDIT 16/17	0.00	2,500.00	
000229	C & S ELECTRIC	07/14/2017	Regular	0.00	498.00	59033
<u>2233</u>	Invoice	06/30/2017	PUMPING PLANT REPAIRS	0.00	498.00	
000058	GARDA CL WEST, INC.	07/14/2017	Regular	0.00	633.06	59034
<u>10314681</u>	Invoice	06/30/2017	COURIER FEES - JUN 17	0.00	606.41	
<u>70060521</u>	Invoice	06/30/2017	EVENXCHANGE FEES - JUN 17	0.00	26.65	
004720	INLAND WATER WORKS	07/14/2017	Regular	0.00	1,187.02	59035
<u>S1000877.002</u>	Invoice	07/14/2017	INVENTORY	0.00	1,187.02	
000084	JOHNSON POWER SYSTEMS	07/14/2017	Regular	0.00	1,434.82	59036
<u>3W31940</u>	Invoice	06/30/2017	GENERATOR #1: FUEL POLISHING	0.00	448.21	
<u>3W31941</u>	Invoice	06/30/2017	GENERATOR #2: FUEL POLISHING	0.00	448.21	
<u>3W31944</u>	Invoice	06/30/2017	GENERATOR #5: FUEL POLISHING	0.00	301.20	
<u>3W31945</u>	Invoice	06/30/2017	GENERATOR #6: FUEL POLISHING	0.00	237.20	
009054	KATHLEEN J. RADNICH	07/14/2017	Regular	0.00	2,095.80	59037
<u>170625-1</u>	Invoice	06/30/2017	PUBLIC RELATIONS SERVICES	0.00	676.20	
<u>170702-1</u>	Invoice	06/30/2017	PUBLIC RELATIONS SERVICES	0.00	718.20	
<u>170709-1</u>	Invoice	07/14/2017	PUBLIC RELATIONS SERVICES	0.00	701.40	
000205	LORI G. HERBEL	07/14/2017	Regular	0.00	128.00	59038
<u>LH072017</u>	Invoice	07/14/2017	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
003505	GARRYS TIRES	07/14/2017	Regular	0.00	1,188.40	59039
<u>13646</u>	Invoice	06/30/2017	VEHICLE REPAIRS: V32	0.00	594.20	
<u>13651</u>	Invoice	06/30/2017	VEHICLE REPAIRS: V24	0.00	594.20	
003930	NBS	07/14/2017	Regular	0.00	2,083.09	59040
<u>617000271</u>	Invoice	07/14/2017	CMM ADMIN FEES - 3RD QTR 17	0.00	2,083.09	
000236	PAYPRO ADMINISTRATORS	07/14/2017	Regular	0.00	-449.97	59041
000236	PAYPRO ADMINISTRATORS	07/14/2017	Regular	0.00	449.97	59041
<u>PPE 7-07-17</u>	Invoice	07/14/2017	EE FSA DEDUCTIONS 7-14-17	0.00	449.97	
008300	POSTMASTER	07/14/2017	Regular	0.00	4,000.00	59042
<u>S0051717</u>	Invoice	07/14/2017	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008415	PRUDENTIAL OVERALL SUPPLY	07/14/2017	Regular	0.00	87.24	59043
<u>22449219</u>	Invoice	07/14/2017	SHOP EXPENSE	0.00	37.04	
<u>22449220</u>	Invoice	07/14/2017	SHOP EXPENSE	0.00	50.20	
013361	QUINN COMPANY	07/14/2017	Regular	0.00	2,178.58	59044
<u>NR054QJ</u>	Invoice	07/14/2017	GENERATOR #3: FUEL POLSHING	0.00	1,094.14	
<u>NR057QJ</u>	Invoice	07/14/2017	GENERATOR #4: FUEL POLSHING	0.00	1,084.44	
013218	OFFICETEAM	07/14/2017	Regular	0.00	4,214.67	59045
<u>48644868</u>	Invoice	06/30/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48692644</u>	Invoice	06/30/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48742106</u>	Invoice	07/14/2017	TEMPORARY LABOR	0.00	1,177.07	
008414	PROVIDEO	07/14/2017	Regular	0.00	300.00	59046
<u>1097</u>	Invoice	06/30/2017	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
004201	SCOTT HUDSON	07/14/2017	Regular	0.00	513.60	59047
<u>SH071217</u>	Invoice	06/30/2017	REIMB: MILES: FEB - JUN 17	0.00	513.60	
VEN01020	SOUTHWEST NETWORKS, INC.	07/14/2017	Regular	0.00	356.25	59048

*Check Report JBWD

Date Range: 07/01/2017 - 07/31/2017

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>17-6085</u>	Invoice	06/30/2017	SUPPLEMENTAL IT SERVICES (AMC) - JUN	0.00	356.25	
009920	STANDARD INSURANCE CO	07/14/2017	Regular	0.00	936.69	59049
<u>STO717</u>	Invoice	07/14/2017	EE LIFE INSURANCE - JUL 17	0.00	936.69	
013216	TIMOTHY ROBERT PINAR	07/14/2017	Regular	0.00	3,184.85	59050
<u>TP062817</u>	Invoice	06/30/2017	HVAC CONSULTING FEE	0.00	3,184.85	
010690	TYLER TECHNOLOGIES	07/14/2017	Regular	0.00	1,313.00	59051
<u>025-192865</u>	Invoice	07/14/2017	INCODE CRM (API) MAINT - 8/1/17 - 7/31	0.00	1,313.00	
010850	UNDERGROUND SERVICE ALERT	07/14/2017	Regular	0.00	85.50	59052
<u>620170335</u>	Invoice	06/30/2017	TICKET DELIVERY SERVICE - JUN 17	0.00	85.50	
010990	UTILIQUEST L.L.C.	07/14/2017	Regular	0.00	204.72	59053
<u>250342-Q</u>	Invoice	06/30/2017	CONTRACT LOCATING EXPENSE	0.00	204.72	
000327	WATER QUALITY SPECIALISTS	07/14/2017	Regular	0.00	3,310.00	59054
<u>5041</u>	Invoice	06/30/2017	HDMC WWTP: OPERATION & MAINT - JU	0.00	3,310.00	
000233	NAPA AUTO PARTS	07/14/2017	Regular	0.00	508.23	59055
<u>202923</u>	Invoice	06/30/2017	TRACTOR MAINTENANCE	0.00	141.16	
<u>203518</u>	Invoice	06/30/2017	VEHICLE MAINT: MULT VEHICLES/SHOP E	0.00	367.07	
004110	BURRTEC WASTE & RECYCLING SVCS	07/19/2017	Regular	0.00	418.29	59077
<u>BW0717</u>	Invoice	07/19/2017	RECYCLING - JULY 17	0.00	60.41	
<u>BW0717B</u>	Invoice	07/19/2017	TRASH REMOVAL - JULY 17	0.00	270.90	
<u>BW0717C</u>	Invoice	07/19/2017	TRASH REMOVAL - JULY 17	0.00	86.98	
004018	HACH COMPANY	07/19/2017	Regular	0.00	463.27	59078
<u>10517515</u>	Invoice	06/30/2017	WELL 14 REHAB SUPPLIES	0.00	463.27	
004720	INLAND WATER WORKS	07/19/2017	Regular	0.00	332.73	59079
<u>51000874.001</u>	Invoice	06/30/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	332.73	
009054	KATHLEEN J. RADNICH	07/19/2017	Regular	0.00	709.80	59080
<u>170716-1</u>	Invoice	07/19/2017	PUBLIC RELATIONS SERVICES	0.00	709.80	
000070	ONLINE INFORMATION SERVICES, INC.	07/19/2017	Regular	0.00	313.50	59081
<u>795721</u>	Invoice	06/30/2017	ID VERIF. SERV. THRU 06/30/17	0.00	313.50	
000236	PAYPRO ADMINISTRATORS	07/19/2017	Regular	0.00	50.00	59082
<u>59811</u>	Invoice	06/30/2017	FSA ADMIN FEES - JUN 17	0.00	50.00	
000324	PEGGY EGNEW	07/19/2017	Regular	0.00	43.00	59083
<u>PE070317</u>	Invoice	06/30/2017	REIMBURSE MILEAGE	0.00	43.00	
008405	PRECISION ASSEMBLY	07/19/2017	Regular	0.00	1,383.41	59084
<u>17667</u>	Invoice	06/30/2017	JUN WATER BILLING	0.00	1,383.41	
008201	PURCHASE POWER	07/19/2017	Regular	0.00	503.50	59085
<u>PB071217</u>	Invoice	07/19/2017	POSTAGE REFILL FOR METER	0.00	503.50	
000091	SAN BERNARDINO COUNTY RECORDER	07/19/2017	Regular	0.00	84.00	59086
<u>58071917</u>	Invoice	07/19/2017	RELEASE OF LIENS	0.00	84.00	
009898	THE GAS COMPANY	07/19/2017	Regular	0.00	7.64	59087
<u>GAS0717</u>	Invoice	06/30/2017	HEAT FOR SHOP - JUL 17	0.00	7.64	
000009	WESTERN PUMP, INC.	07/19/2017	Regular	0.00	1,717.55	59088
<u>W79486</u>	Invoice	06/30/2017	REPAIRS: GAS PUMP	0.00	671.45	
<u>W79774</u>	Invoice	06/30/2017	ANNUAL AQMD 461 TEST: VAPOR RECOV	0.00	1,046.10	
010850	UNDERGROUND SERVICE ALERT	07/27/2017	Regular	0.00	81.00	59091
<u>220170340</u>	Invoice	03/15/2017	TICKET DELIVERY SERVICE - FEB 17	0.00	81.00	
000575	AFSCME LOCAL 1902	07/27/2017	Regular	0.00	585.20	59092

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>AFSCME0717</u>	Invoice	07/27/2017	EE UNION DUES - JUL 17	0.00	585.20	
013351	HELENITA C. YOUNGLOVE	07/27/2017	Regular	0.00	120.00	59093
<u>134</u>	Invoice	07/27/2017	NOTARY SERVICES	0.00	120.00	
009054	KATHLEEN J. RADNICH	07/27/2017	Regular	0.00	663.60	59094
<u>170723-1</u>	Invoice	07/27/2017	PUBLIC RELATIONS SERVICES	0.00	663.60	
000193	MORONGO BASIN CONSERVATION ASSOCIATIC	07/27/2017	Regular	0.00	600.00	59095
<u>MBCA072417</u>	Invoice	07/27/2017	SUPPORT OF DESERT WISE LANDSCAPE T	0.00	600.00	
013218	OFFICETEAM	07/27/2017	Regular	0.00	1,518.80	59096
<u>48784016</u>	Invoice	07/27/2017	TEMPORARY LABOR	0.00	1,518.80	
009880	SOUTHERN CALIFORNIA EDISON CO	07/27/2017	Regular	0.00	3,988.45	59097
<u>SCE0717</u>	Invoice	07/27/2017	POWER TO BLDGS & GEN - JUL 17	0.00	3,988.45	
000510	TIME WARNER CABLE	07/27/2017	Regular	0.00	339.67	59098
<u>TW0717</u>	Invoice	07/27/2017	CABLE & INTERNET - JUL 17	0.00	339.67	
013359	XEROX FINANCIAL SERVICES	07/27/2017	Regular	0.00	395.66	59099
<u>874896</u>	Invoice	07/27/2017	OFFICE EXPENSE 7/7/17 - 8/6/17	0.00	395.66	
000501	ACWA/JPIA	07/27/2017	Regular	0.00	8,488.52	59100
<u>JPIA063017</u>	Invoice	06/30/2017	WORKERS COMP APR - JUN 17	0.00	8,488.52	
001517	CalPERS	07/06/2017	Manual	0.00	9,146.60	900789
<u>PPE 6-23-17</u>	Invoice	06/30/2017	PAY PERIOD ENDING 6/23/17	0.00	9,146.60	
000236	PAYPRO ADMINISTRATORS	07/11/2017	Manual	0.00	290.00	900790
<u>PP071117</u>	Invoice	07/11/2017	FSA DEBIT CARD DEPOSIT	0.00	290.00	
000248	PAYCHEX	07/14/2017	Manual	0.00	70.00	900791
<u>16648878</u>	Invoice	07/14/2017	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
000248	PAYCHEX	07/14/2017	Manual	0.00	347.30	900792
<u>304838</u>	Invoice	07/14/2017	PAYROLL PROCESSING FEE	0.00	347.30	
VEN01533	PAYMENTUS GROUP INC.	07/17/2017	Manual	0.00	2,090.25	900793
<u>US17060188</u>	Invoice	06/30/2017	CREDIT CARD PROCESSING FEE - JUN 17	0.00	2,090.25	
009878	SOUTHERN CALIFORNIA EDISON	07/18/2017	Manual	0.00	36,954.63	900794
<u>SCE0617</u>	Invoice	06/30/2017	POWER FOR PUMPING - JUNE 17	0.00	36,954.63	
004195	HOME DEPOT CREDIT SERVICES	07/18/2017	Manual	0.00	4,933.93	900795
<u>HD0717</u>	Invoice	06/30/2017	PUMP PLNT SUPPLIES/WELL 14 REHAB/S	0.00	3,838.85	
<u>HD0717A</u>	Invoice	07/18/2017	PUMPING PLANT SUPPLIES/SHOP EXPENS	0.00	1,095.08	
001008	BUSINESS CARD	07/18/2017	Manual	0.00	2,653.51	900796
<u>BA0717</u>	Invoice	06/30/2017	WELL 14 REHAB SUPPLIES/SMALL TOOLS-	0.00	2,653.51	
001517	CalPERS	07/21/2017	Manual	0.00	9,303.00	900797
<u>PPE 7-07-17</u>	Invoice	07/21/2017	PAY PERIOD ENDING 7/07/17	0.00	9,303.00	
000236	PAYPRO ADMINISTRATORS	07/13/2017	Manual	0.00	449.97	900798
<u>PPE 7-07-17</u>	Invoice	07/14/2017	EE FSA DEDUCTIONS 7-14-17	0.00	449.97	
000236	PAYPRO ADMINISTRATORS	07/26/2017	Manual	0.00	449.97	900799
<u>PPE 7-21-17</u>	Invoice	07/26/2017	EE FSA DEDUCTIONS 7-28-17	0.00	449.97	
001005	BANK OF AMERICA	07/18/2017	Manual	0.00	5,680.55	900800
<u>BA0717</u>	Invoice	06/30/2017	WELL 14 REHAB/OFFICE SUPPLIES/WATER	0.00	5,680.55	
000248	PAYCHEX	07/28/2017	Manual	0.00	336.50	900801

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
305463	Invoice	07/28/2017	PAYROLL PROCESSING FEE	0.00	336.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	65	0.00	335,225.96
Manual Checks	14	13	0.00	72,706.21
Voided Checks	0	3	0.00	-530.97
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	98	81	0.00	407,401.20

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
04-00110-007	COX, STEVEN	7/14/2017	Refund	81.22	Check #: 59056
09-00133-012	KOEHLER, LISA R	7/14/2017	Refund	31.78	Check #: 59057
53-00091-005	DAVIS, AMANDA C	7/14/2017	Refund	40.78	Check #: 59058
65-00192-009	CARIKER, ROBERT	7/14/2017	Refund	25.78	Check #: 59059
11-00331-013	SHERIC PROPERTY MANAGEMENT	7/14/2017	Refund	94.84	Check #: 59060
12-00070-002	VILLANOVA, SHANE W	7/14/2017	Refund	59.79	Check #: 59061
50-00095-011	HEAVENLY BEAUTY SALON	7/14/2017	Refund	22.72	Check #: 59062
52-00060-008	KINKEL, ELISABETH	7/14/2017	Refund	66.97	Check #: 59063
52-00129-011	CRUZ, GABRIELA	7/14/2017	Refund	4.39	Check #: 59064
58-00164-005	MCCULLOCH, JAMES	7/14/2017	Refund	49.30	Check #: 59065
53-00107-006	KERSHAW, CHARISSA	7/18/2017	Refund	11.97	Check #: 59066
57-00018-017	MARTIIN, NICHOLAS C	7/18/2017	Refund	25.33	Check #: 59067
05-00101-009	MARCUS, SYBIL	7/18/2017	Refund	64.78	Check #: 59068
10-00450-004	HEVERON, JOSH	7/18/2017	Refund	113.64	Check #: 59069
57-00057-004	MOILANEN, WYATT	7/18/2017	Refund	56.80	Check #: 59070
64-00006-004	PARKER, ANTONIO M	7/18/2017	Refund	6.33	Check #: 59071
10-00209-010	SUTTON, BRADLEY T	7/19/2017	Refund	61.77	Check #: 59072
52-00062-011	CINDY MARK REALTY	7/19/2017	Refund	63.05	Check #: 59073
53-00140-003	YBARRA, ELIZABETH J	7/19/2017	Refund	48.71	Check #: 59074
55-00287-003	AGUILAR, JOSE A	7/19/2017	Refund	99.14	Check #: 59075
58-00133-003	ALKEMA, JAMES H	7/19/2017	Refund	20.99	Check #: 59076
08-00091-003	ANDERSEN, DEBORAH M	7/26/2017	Refund	9.00	Check #: 59089
14-00010-009	HARDY, PAUL A	7/26/2017	Refund	174.91	Check #: 59090
				<u>1,233.99</u>	

JOSHUA BASIN WATER DISTRICT

JULY 2017

DIRECTOR PAY

PAY PERIODS: 6/24/2017 - 7/21/2017

Director	Date	Type	Amount	Notes
THOMAS FLOEN	06/26/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>520.89</u>	
GEARY HUND	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	06/26/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	07/08/2017	UNPAID DIRECTOR	0.00	6/22/17 ASBCSD MEETING
MICKEY C LUCKMAN	07/08/2017	Meals/Lodging	23.00	6/22/17 ASBCSD DINNER
MICKEY C LUCKMAN	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>370.26</u>	
REBECCA UNGER	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
REBECCA UNGER	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
		TOTAL	<u><u>1,932.93</u></u>	



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 08/01/2017 - 08/31/2017

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
000501 0499666	ACWA/JPIA Invoice	08/10/2017	08/10/2017 EE HEALTH BENEFIT & EAP SEPT 17	Regular	0.00 0.00	18,305.01 18,305.01	59101
013349 6145	ANDREA CARTER & ASSOCIATES Invoice	08/10/2017	08/10/2017 PUBLIC RELATIONS SERVICES	Regular	0.00 0.00	300.00 300.00	59102
013346 2030L	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	08/10/2017	08/10/2017 DEMO GARDEN/BUILD MAINT THRU 7/15	Regular	0.00 0.00	650.00 650.00	59103
000675 0066174-IN	AQUA-METRIC SALES COMPANY Invoice	08/10/2017	08/10/2017 INVENTORY	Regular	0.00 0.00	3,005.17 3,005.17	59104
001630 829480028X0805	AT&T MOBILITY Invoice	08/10/2017	08/10/2017 COMMUNICATIONS - JULY 17	Regular	0.00 0.00	1,254.19 1,254.19	59105
004110 BW0817 BW0817B BW0817C	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	08/10/2017 08/10/2017 08/10/2017 08/10/2017	08/10/2017 RECYCLING - AUG 17 TRASH REMOVAL - AUG 17 TRASH REMOVAL - AUG 17	Regular	0.00 0.00 0.00 0.00	418.29 60.41 270.90 86.98	59106
001008 BA0817	BUSINESS CARD Invoice	08/10/2017	08/10/2017 SHOP EXPENSE/WELL 14 REHAB/MAP SU	Regular	0.00 0.00	4,487.87 4,487.87	59107
001004 BA0817	BUSINESS CARD Invoice	08/10/2017	08/10/2017 TELEPHONE: OFFICE	Regular	0.00 0.00	635.35 635.35	59108
001555 170803192101	CENTRATTEL Invoice	08/10/2017	08/10/2017 DISPATCH SERVICES - JUL 17	Regular	0.00 0.00	720.25 720.25	59109
001850 957352 957353	CLINICAL LAB OF S.B. INC Invoice Invoice	06/30/2017 06/30/2017	08/10/2017 SAMPLING - JUN 17 HDMC WWTP SAMPLING- JUN 17	Regular	0.00 0.00 0.00	4,750.00 3,111.00 1,639.00	59110
013365 AR606072 AR617106 AR628660	IMAGE SOURCE Invoice Invoice Invoice	05/04/2017 06/30/2017 06/30/2017	08/10/2017 OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	Regular	0.00 0.00 0.00 0.00	30.72 10.24 10.24 10.24	59111
002565 20173389 20173839	DUDEK AND ASSOCIATES, INC Invoice Invoice	06/30/2017 06/30/2017	08/10/2017 ENG SERV: MULTIPLE PROJECTS ENG SERV: MULTIPLE PROJECTS	Regular	0.00 0.00 0.00	91,092.62 55,491.50 35,601.12	59112
VEN01466 FB073117	FEDAK & BROWN LLP Invoice	08/10/2017	08/10/2017 FINANCIAL AUDIT 16/17	Regular	0.00 0.00	1,700.00 1,700.00	59113
003025 5-880-66170	FEDEX Invoice	08/10/2017	08/10/2017 SHIPPING	Regular	0.00 0.00	129.59 129.59	59114
000229 2260	C & S ELECTRIC Invoice	08/10/2017	08/10/2017 PUMPING PLANT REPAIRS	Regular	0.00 0.00	406.00 406.00	59115
013222 FC0817	FRONTIER CALIFORNIA INC. Invoice	08/10/2017	08/10/2017 HDMC WWTP - TELEPHONE	Regular	0.00 0.00	163.96 163.96	59116
000058 10323881	GARDA CL WEST, INC. Invoice	08/10/2017	08/10/2017 COURIER FEES - JULY 17	Regular	0.00 0.00	606.41 606.41	59117
VEN01355	H D SUPPLY WATERWORKS, LTD		08/10/2017	Regular	0.00	177.01	59118

* Check Report JBWD

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>H472390</u>	Invoice	08/10/2017	MAINLINE/LEAK REPAIR SUPPLIES	0.00	177.01	
006200 <u>61998</u>	MCALLISTERS JANITORIAL SERV. Invoice	08/10/2017	08/10/2017 Regular JANITORIAL SERVICES - JULY 17	0.00	580.00	59119
004720 <u>51000877.003</u> <u>51002422.001</u> <u>51002423.001</u>	INLAND WATER WORKS Invoice Invoice Invoice	08/10/2017 08/10/2017 08/10/2017	08/10/2017 Regular INVENTORY MAINLINE & LEAK REPAIR SUPPLIES MAINLINE & LEAK REPAIR SUPPLIES	0.00 0.00 0.00	5,710.92 289.58 2,545.06 2,876.28	59120
013197 <u>97365</u>	INTER VALLEY POOL SUPPLY, INC. Invoice	08/10/2017	08/10/2017 Regular WATER TREATMENT EXPENSE	0.00	484.25	59121
009054 <u>170806-1</u>	KATHLEEN J. RADNICH Invoice	08/10/2017	08/10/2017 Regular PUBLIC RELATIONS SERVICES	0.00	852.60	59122
000134 <u>113153</u>	KENNEDY/JENKS CONSULTANTS, INC. Invoice	06/30/2017	08/10/2017 Regular CONSULTING: MULTIPLE PROJECTS	0.00	4,736.39	59123
005640 <u>4173</u> <u>4182</u>	KILLER BEE PEST CONTROL Invoice Invoice	08/10/2017 08/10/2017	08/10/2017 Regular BEE REMOVAL BEE REMOVAL	0.00 0.00	140.00 70.00 70.00	59124
006029 <u>1443144</u> <u>1443145</u> <u>1443146</u>	LIEBERT CASSIDY WHITMORE Invoice Invoice Invoice	06/30/2017 06/30/2017 06/30/2017	08/10/2017 Regular LEGAL SERVICES - JUN 17 LEGAL SERVICES - MOU NEGOTIATIONS LEGAL SERVICES - EE MATTERS	0.00 0.00 0.00	2,553.80 283.60 35.00 2,235.20	59125
003505 <u>13762</u> <u>13783</u>	GARRYS TIRES Invoice Invoice	08/10/2017 08/10/2017	08/10/2017 Regular VEHICLE REPAIRS: V30 VEHICLE REPAIRS: V32	0.00 0.00	731.98 585.58 146.40	59126
006507 <u>41676368</u>	McMASTER-CARR SUPPLY COMPANY Invoice	08/10/2017	08/10/2017 Regular TOOL/EQUIP REPAIR/SMALL TOOLS/SHOP	0.00	3,330.95	59127
007500 <u>27992</u>	NORTHAMERICAN TRANSPORTATION Invoice	08/10/2017	08/10/2017 Regular MEMBERSHIP IN DRUG PROGRAM	0.00	12.00	59128
000070 <u>801961</u>	ONLINE INFORMATION SERVICES, INC. Invoice	08/10/2017	08/10/2017 Regular ID VERIF. SERV. THRU 07/31/17	0.00	229.30	59129
008200 <u>3101471574</u>	PITNEY BOWES INC. Invoice	08/10/2017	08/10/2017 Regular LEASING CHARGES - 3RD QTR 17	0.00	290.83	59130
008405 <u>17700</u>	PRECISION ASSEMBLY Invoice	08/10/2017	08/10/2017 Regular JULY WATER BILLING	0.00	1,384.95	59131
008415 <u>22456003</u> <u>22456004</u> <u>22463220</u> <u>22463221</u>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice Invoice Invoice	08/10/2017 08/10/2017 08/10/2017 08/10/2017	08/10/2017 Regular SHOP EXPENSE SHOP EXPENSE SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00 0.00	174.48 37.04 50.20 37.04 50.20	59132
006030 <u>RL080117</u>	RANDY LITTLE Invoice	08/10/2017	08/10/2017 Regular REIMB: SAFETY BOOTS	0.00	188.56	59133
013218 <u>48836058</u> <u>48878706</u> <u>48931621</u>	OFFICETEAM Invoice Invoice Invoice	08/10/2017 08/10/2017 08/10/2017	08/10/2017 Regular TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00 0.00	4,556.40 1,518.80 1,518.80 1,518.80	59134
008414 <u>1102</u>	PROVIDEO Invoice	08/10/2017	08/10/2017 Regular VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	59135
000042	ROMAN, ANNE	08/10/2017	08/10/2017 Regular	0.00	101.60	59136

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>AR072817</u>	Invoice	08/10/2017	REIMB: BOTTLED WATER	0.00	101.60	
009878	SOUTHERN CALIFORNIA EDISON	08/10/2017	Regular	0.00	37,298.00	59137
<u>SCE0717</u>	Invoice	08/10/2017	POWER FOR PUMPING - JULY 17	0.00	37,298.00	
013367	SPACESAVER INTERMOUNTAIN LLC	08/10/2017	Regular	0.00	7,587.54	59138
<u>SSIM080817</u>	Invoice	08/10/2017	NEW PARCEL FILING SYSTEM	0.00	7,587.54	
009920	STANDARD INSURANCE CO	08/10/2017	Regular	0.00	905.89	59139
<u>ST0817</u>	Invoice	08/10/2017	EE LIFE INSURANCE - AUG 17	0.00	905.89	
013196	TELEPACIFIC COMMUNICATIONS	08/10/2017	Regular	0.00	736.58	59140
<u>93244308-0</u>	Invoice	08/10/2017	TELEPHONE (OFFICE) - AUG 17	0.00	736.58	
013366	THE SOCO GROUP, INC.	08/10/2017	Regular	0.00	3,175.66	59141
<u>0415610-IN</u>	Invoice	08/10/2017	FUEL FOR VEHICLES	0.00	3,175.66	
013347	TRI COUNTY PUMP COMPANY	08/10/2017	Regular	0.00	2,909.25	59142
<u>15900</u>	Invoice	08/10/2017	WELL 14 REHAB	0.00	2,909.25	
010690	TYLER TECHNOLOGIES	08/10/2017	Regular	0.00	133.90	59143
<u>025-194863</u>	Invoice	06/30/2017	CALL NOTIFICATION FEES: APR - JUNE	0.00	133.90	
010850	UNDERGROUND SERVICE ALERT	08/10/2017	Regular	0.00	84.25	59144
<u>720170337</u>	Invoice	08/10/2017	TICKET DELIVERY SERVICE - JULY 17	0.00	84.25	
010990	UTILIQUEST L.L.C.	08/10/2017	Regular	0.00	804.56	59145
<u>250481-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	75.20	
<u>250741-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	532.64	
<u>250995-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	94.12	
<u>251241-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	102.60	
000327	WATER QUALITY SPECIALISTS	08/10/2017	Regular	0.00	3,310.00	59146
<u>5074</u>	Invoice	08/10/2017	HDMC WWTP: OPERATION & MAINT - JUL	0.00	3,310.00	
013203	WATER SYSTEMS ENGINEERING, INC.	08/10/2017	Regular	0.00	1,980.00	59147
<u>26174</u>	Invoice	08/10/2017	WELL 14 REHAB SAMPLING	0.00	1,980.00	
005672	WILLIAM H. KLINE	08/10/2017	Regular	0.00	200.00	59148
<u>BK080117</u>	Invoice	08/10/2017	REIMB: SAFETY BOOTS	0.00	200.00	
013368	DICK MONOD DE FROIDEVILLE	08/24/2017	Regular	0.00	350.00	59177
<u>DF082417</u>	Invoice	08/24/2017	OSHA TRAINING	0.00	350.00	
009054	KATHLEEN J. RADNICH	08/24/2017	Regular	0.00	1,788.34	59178
<u>170813-1</u>	Invoice	08/24/2017	PUBLIC RELATIONS SERVICES	0.00	746.74	
<u>170813-1A</u>	Invoice	08/24/2017	PUBLIC RELATIONS SERVICES	0.00	1,041.60	
000205	LORI G. HERBEL	08/24/2017	Regular	0.00	160.00	59179
<u>LH082017</u>	Invoice	08/24/2017	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
006150	RANDY MAYES	08/24/2017	Regular	0.00	79.72	59180
<u>RM081017</u>	Invoice	08/24/2017	REIMB: MILEAGE: MAINLINE BREAK SAMP	0.00	79.72	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	08/24/2017	Regular	0.00	10.00	59181
<u>107806</u>	Invoice	08/24/2017	MAP REVISIONS - AUG 17	0.00	10.00	
009880	SOUTHERN CALIFORNIA EDISON CO	08/24/2017	Regular	0.00	4,000.75	59182
<u>SCE0817</u>	Invoice	08/24/2017	POWER TO BLDGS & GEN - AUG 17	0.00	4,000.75	
001898	STEPHEN CORBIN	08/24/2017	Regular	0.00	494.37	59183
<u>SC081117</u>	Invoice	08/24/2017	REIMB: ARC FLASH TRAINING	0.00	494.37	
000510	TIME WARNER CABLE	08/24/2017	Regular	0.00	343.62	59184
<u>TW0817</u>	Invoice	08/24/2017	CABLE & INTERNET - AUG 17	0.00	343.62	
013369	I-SHRED INCORPORATED	08/25/2017	Regular	0.00	1,150.00	59185

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Date Range: 08/01/2017 - 08/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>2650</u>	Invoice	08/25/2017	ARCHIVE RECORD SHREDDING	0.00	1,150.00	
000042	ROMAN, ANNE	08/25/2017	Regular	0.00	136.96	59186
<u>AR082417</u>	Invoice	08/25/2017	REIMB: MILES: INCODE TRAINING	0.00	136.96	
010956	DOI-USGS	08/30/2017	Regular	0.00	3,008.33	59188
<u>90561242</u>	Invoice	06/30/2017	USGS COOPERATIVE WATER RESOURCES	0.00	3,008.33	
013370	JOSE M ARTEAGA	08/30/2017	Regular	0.00	12.45	59189
<u>JA082217</u>	Invoice	06/30/2017	METER DAMAGE RECONCILIATION REFUN	0.00	12.45	
000575	AFSCME LOCAL 1902	08/31/2017	Regular	0.00	585.20	59196
<u>AFSCMED0817</u>	Invoice	08/31/2017	EE UNION DUES - AUG 17	0.00	585.20	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	08/31/2017	Regular	0.00	650.00	59197
<u>20401</u>	Invoice	08/31/2017	DEMO GARDEN/BUILD MAINT THRU 8/15	0.00	650.00	
013338	BEVERLY WASZAK	08/31/2017	Regular	0.00	220.74	59198
<u>BW082917</u>	Invoice	08/31/2017	REIMB: MILEAGE	0.00	220.74	
001297	BIGHORN-DESERT VIEW	08/31/2017	Regular	0.00	1,400.56	59199
<u>2017-001</u>	Invoice	08/31/2017	MAINLINE BREAK ASSISTANCE	0.00	1,400.56	
001517	CalPERS	08/31/2017	Regular	0.00	700.00	59200
<u>10000001504476</u>	Invoice	08/31/2017	GASB-68 REPORTS & SCHEDULES	0.00	700.00	
010645	TROPHY EXPRESS	08/31/2017	Regular	0.00	18.14	59201
<u>872412</u>	Invoice	08/31/2017	OFFICE SUPPLIES	0.00	18.14	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	08/31/2017	Regular	0.00	4,030.13	59202
<u>3990561-070529</u>	Invoice	08/31/2017	EE LIFE INSURANCE - JUL 17	0.00	1,753.93	
<u>3990561-080520</u>	Invoice	08/31/2017	EE LIFE INSURANCE - AUG 17	0.00	2,276.20	
013365	IMAGE SOURCE	08/31/2017	Regular	0.00	1,510.99	59203
<u>AR637228</u>	Invoice	08/31/2017	OFFICE SUPPLIES	0.00	1,510.99	
001461	BOLLINGER CONSULTING GROUP	08/31/2017	Regular	0.00	468.75	59204
<u>755</u>	Invoice	08/31/2017	WATER CONSERVATION - AUG 17	0.00	468.75	
003025	FEDEX	08/31/2017	Regular	0.00	26.78	59205
<u>5-895-23789</u>	Invoice	08/31/2017	SHIPPING	0.00	26.78	
004018	HACH COMPANY	08/31/2017	Regular	0.00	429.95	59206
<u>10582287</u>	Invoice	08/31/2017	CHLORINE TEST SUPPLIES	0.00	429.95	
000188	4 SPORTS 'N MORE	08/31/2017	Regular	0.00	114.13	59207
<u>7123</u>	Invoice	08/31/2017	UNIFORMS	0.00	114.13	
004720	INLAND WATER WORKS	08/31/2017	Regular	0.00	3,318.70	59208
<u>S1002515.001</u>	Invoice	08/31/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	3,318.70	
013197	INTER VALLEY POOL SUPPLY, INC.	08/31/2017	Regular	0.00	558.75	59209
<u>98474</u>	Invoice	08/31/2017	WATER TREATMENT EXPENSE	0.00	558.75	
009054	KATHLEEN J. RADNICH	08/31/2017	Regular	0.00	787.40	59210
<u>170827-1</u>	Invoice	08/31/2017	PUBLIC RELATIONS SERVICES	0.00	787.40	
005621	KENNY STRICKLAND, INC	08/31/2017	Regular	0.00	1,849.73	59211
<u>9379</u>	Invoice	08/31/2017	FUEL FOR VEHICLES	0.00	1,250.14	
<u>9383</u>	Invoice	08/31/2017	FUEL FOR VEHICLES	0.00	599.59	
006029	LIEBERT CASSIDY WHITMORE	08/31/2017	Regular	0.00	50.00	59212
<u>1444518</u>	Invoice	08/31/2017	LEGAL SERVICES - EE MATTERS	0.00	50.00	
000236	PAYPRO ADMINISTRATORS	08/31/2017	Regular	0.00	50.00	59213
<u>59984</u>	Invoice	08/31/2017	FSA ADMIN FEES - JUL 17	0.00	50.00	

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
008201	PURCHASE POWER	08/31/2017	Regular	0.00	264.13	59214
<u>PB081317</u>	Invoice	08/31/2017	POSTAGE REFILL FOR METER	0.00	264.13	
013360	REDWINE AND SHERRILL, LLP	08/31/2017	Regular	0.00	2,812.00	59215
<u>1Q17</u>	Invoice	08/31/2017	LEGAL SERVICES - JULY 17	0.00	2,812.00	
013218	OFFICETEAM	08/31/2017	Regular	0.00	3,037.60	59216
<u>48976325</u>	Invoice	08/31/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>49024428</u>	Invoice	08/31/2017	TEMPORARY LABOR	0.00	1,518.80	
009920	STANDARD INSURANCE CO	08/31/2017	Regular	0.00	905.89	59217
<u>5T0917</u>	Invoice	08/31/2017	EE LIFE INSURANCE - SEPT 17	0.00	905.89	
000023	ULTIMATE MOTORS, INC.	08/31/2017	Regular	0.00	798.74	59218
<u>25657</u>	Invoice	08/31/2017	VEHICLE REPAIRS: V16	0.00	495.17	
<u>25701</u>	Invoice	08/31/2017	VEHICLE REPAIRS: V27	0.00	303.57	
013359	XEROX FINANCIAL SERVICES	08/31/2017	Regular	0.00	395.66	59219
<u>901922</u>	Invoice	08/31/2017	OFFICE EXPENSE 8/7/17 - 9/6/17	0.00	395.66	
013371	YUKATA ENTERPRISES INC.	08/31/2017	Regular	0.00	164.80	59220
<u>YE082217</u>	Invoice	08/31/2017	METER DAMAGE RECONCILIATION REFUN	0.00	164.80	
001517	CalPERS	08/01/2017	Manual	0.00	9,453.67	900802
<u>PPE 7-21-17</u>	Invoice	08/01/2017	PAY PERIOD ENDING 7/21/17	0.00	9,453.67	
000025	ICMA RC	08/02/2017	Manual	0.00	3,602.96	900803
<u>900803</u>	Invoice	08/02/2017	457 REMITTANCE - JUL 17	0.00	3,602.96	
000248	PAYCHEX	08/11/2017	Manual	0.00	70.00	900804
<u>16785832</u>	Invoice	08/11/2017	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
000248	PAYCHEX	08/11/2017	Manual	0.00	321.30	900805
<u>306068</u>	Invoice	08/11/2017	PAYROLL PROCESSING FEE	0.00	321.30	
VEN01533	PAYMENTUS GROUP INC.	08/16/2017	Manual	0.00	2,014.65	900806
<u>US17070199</u>	Invoice	08/16/2017	CREDIT CARD PROCESSING FEE - JUL 17	0.00	2,014.65	
001005	BANK OF AMERICA	08/16/2017	Manual	0.00	1,340.10	900807
<u>BA0817</u>	Invoice	08/16/2017	TRAINING/OFFICE SUPPLIES/SAFETY	0.00	1,340.10	
001517	CalPERS	08/21/2017	Manual	0.00	9,716.77	900808
<u>PPE 8-4-17</u>	Invoice	08/21/2017	PAY PERIOD ENDING 8/04/17	0.00	9,716.77	
000236	PAYPRO ADMINISTRATORS	08/24/2017	Manual	0.00	449.97	900809
<u>PPE 8-4-17</u>	Invoice	08/24/2017	EE FSA DEDUCTIONS 8-11-17	0.00	449.97	
000236	PAYPRO ADMINISTRATORS	08/24/2017	Manual	0.00	449.97	900810
<u>PPE 8-18-17</u>	Invoice	08/24/2017	EE FSA DEDUCTIONS 8-25-17	0.00	449.97	
000248	PAYCHEX	08/25/2017	Manual	0.00	336.50	900811
<u>306616</u>	Invoice	08/25/2017	PAYROLL PROCESSING FEE	0.00	336.50	
004195	HOME DEPOT CREDIT SERVICES	08/25/2017	Manual	0.00	1,101.77	900812
<u>HD0817</u>	Invoice	08/25/2017	SHOP EXPENSE/BUILDING REPAIR/SMALL	0.00	1,101.77	
000025	ICMA RC	08/31/2017	Manual	0.00	3,802.96	900814

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
900814	Invoice	08/31/2017	457 REMITTANCE - AUG 17	0.00	3,802.96	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	85	0.00	251,000.39
Manual Checks	12	12	0.00	32,660.62
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	122	97	0.00	283,661.01

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
12-00215-009	DALBY, CLAUDIA	8/10/2017	Refund	25.78	Check #: 59149
13-00153-009	ROEBER, TERESA M	8/10/2017	Refund	2.58	Check #: 59150
53-00140-003	YBARRA, ELIZABETH J	8/10/2017	Refund	40.78	Check #: 59151
55-00134-011	LAVOIE, MADELAINE	8/10/2017	Refund	16.63	Check #: 59152
63-00146-011	AFFORDABLE RENTALS	8/10/2017	Refund	37.78	Check #: 59153
65-01064-005	BJORK, EDWARD J	8/10/2017	Refund	4.78	Check #: 59154
05-00013-013	HAMPTON, WILLIE JR	8/10/2017	Refund	22.43	Check #: 59155
05-000182-011	PRESTIGE PROPERTIES	8/10/2017	Refund	85.03	Check #: 59156
12-00356-009	MOFFETT, GINA M	8/10/2017	Refund	44.62	Check #: 59157
63-00138-005	JORDAN, BRANDY	8/10/2017	Refund	22.93	Check #: 59158
01-00119-003	DECICCO, AMY	8/24/2017	Refund	32.16	Check #: 59159
04-00080-012	PRESTIGE PROPERTIES	8/24/2017	Refund	94.36	Check #: 59160
10-00263-004	RECKER, MATHIAS P	8/24/2017	Refund	139.90	Check #: 59161
12-00072-003	MIRAGE COVE PROPERTIES LLC	8/24/2017	Refund	40.96	Check #: 59162
50-00130-018	MCMICHAEL, WILLIAM P	8/24/2017	Refund	53.40	Check #: 59163
52-00127-009	COBB, CANDICE M	8/24/2017	Refund	61.79	Check #: 59164
54-00044-007	HILLYARD, JOAKIMA I	8/24/2017	Refund	43.29	Check #: 59165
60-00080-000	HOUCK, NINA	8/24/2017	Refund	48.44	Check #: 59166
03-00369-014	STEPHENS, RON E	8/24/2017	Refund	48.91	Check #: 59167
06-00107-016	WALSH, JULIE A	8/24/2017	Refund	9.30	Check #: 59168
10-00176-009	TRUST, AGNES CREGAR LIVING	8/24/2017	Refund	30.49	Check #: 59169
13-00082-010	PUDDY, DEANNA S	8/24/2017	Refund	112.80	Check #: 59170
59-00208-008	YORK, KYLE J	8/24/2017	Refund	48.24	Check #: 59171
63-00031-012	DESSELLE PROPERTIES INC	8/24/2017	Refund	63.00	Check #: 59172
53-00160-007	GRIFFIN, DAVID J	8/24/2017	Refund	162.58	Check #: 59173
06-00131-000	GALISKY, ANTHONY S TR	8/24/2017	Refund	12.88	Check #: 59174
11-00048-013	LAUFER, JENNIFER M	8/24/2017	Refund	3.00	Check #: 59175
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Refund	371.03	Check #: 59176
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Reverse Refund Check Adjustment	(204.27)	VOID REFUND CHECK #58590
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Reverse Refund Check Adjustment	(166.76)	VOID REFUND CHECK #58870
59-00061-005	MURPHY, LISA C	8/29/2017	Refund	475.44	Check #: 59187
10-00152-014	LOCKE, TIM J JR	8/30/2017	Refund	48.59	Check #: 59190
10-00287-001	BING, BARBARA	8/30/2017	Refund	135.53	Check #: 59191
55-00123-012	KEENE, KAYE P	8/30/2017	Refund	64.39	Check #: 59192
61-00059-012	THOMAS, COLE R	8/30/2017	Refund	58.48	Check #: 59193
62-00233-011	MCCABE, WILLIAM H	8/30/2017	Refund	43.92	Check #: 59194
65-00266-006	WARE, LANI L	8/30/2017	Refund	131.88	Check #: 59195
				<u>2,267.07</u>	

JOSHUA BASIN WATER DISTRICT**AUGUST 2017****DIRECTOR PAY****PAY PERIODS: 7/22/2017 - 8/18/2017**

Director	Date	Type	Amount	Notes
THOMAS FLOEN	08/09/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
GEARY HUND	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>173.63</u>	
ROBERT JOHNSON	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	08/05/2017	Director Pay	173.63	7/13/17 MWA BOARD MEETING
ROBERT JOHNSON	08/05/2017	Mileage/Vehicle Expense	74.37	7/13/17 MILES: MWA BOARD MEETING
			<u>421.63</u>	
MICKEY C LUCKMAN	08/09/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
MICKEY C LUCKMAN	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
REBECCA UNGER	08/10/2017	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	08/10/2017	Mileage/Vehicle Expense	71.69	MILES: MWA BOARD MEETING
REBECCA UNGER	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>418.95</u>	
		TOTAL	<u>1,708.73</u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

September 25, 2017

Report to: Committee Members

Prepared by: Susan Greer



TOPIC:
ANNUAL CAPACITY FEE REPORTS

RECOMMENDATION:
Review capacity fee reports and recommend to the Board of Directors for acceptance and filing

ANALYSIS:
Capacity Fees are one-time charges used to fund capital improvements necessary for the expansion of the water system as a result of a new connection. Capacity fees reflect the property's pro-rata share for the infrastructure costs that were built or will need to be built to serve the new connection.

Capacity Fees are legally restricted and may be used only to fund projects associated with growth, meaning expansion or upgrade projects, not replacement projects which are normal operating expenses and need to be funded with water rates.

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

We have not used any of the restricted capacity fees for any public improvements since the H Zone project was completed in 2008. We have \$133,291 in our water capacity fund, and \$613,472 in our sewer capacity fund as of 6/30/17.

STRATEGIC PLAN ITEM:
N/A

FISCAL IMPACT:
N/A

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

Fiscal year 2016/2017

Type of Capacity Charges **WATER** SEWER

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

Beginning Capacity Charge Fund Balance 76,711.69

Description and amount of charges collected 55,938.00

7/8/2016 0603-152-22	3,945.00	
8/25/2016 0602-291-22	3,945.00	
9/13/2016 0631-173-25	3,945.00	
11/2/2016 0604-101-11	3,945.00	
11/7/2016 0589-183-43	3,945.00	
11/9/2016 0589-183-44	3,945.00	
11/17/2016 0589-183-46	3,945.00	
12/21/2016 0607-021-16	3,945.00	
1/17/2017 0588-271-33	4,063.00	
1/20/2017 0602-331-02	4,063.00	
3/2/2017 0632-271-09	4,063.00	
4/25/2017 0599-321-33	4,063.00	
5/3/2017 0632-241-31	4,063.00	
6/1/2017 0589-212-38	4,063.00	
	<u>55,938.00</u>	14

Interest earned on fund balance 641.63

QE 6/30/16	101.97
Q/E 9/30/16	144.53
Q/E 12/31/16	140.02
Q/E 3/30/17	<u>255.11</u>
	641.63

Public improvements funded from charges 0.00

NONE

Ending Capacity Charge Fund Balance 133,291.32 ✓

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

Fiscal year 2016-2017

Type of Capacity Charges WATER **SEWER**

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

Beginning Capacity Charge Fund Balance 525,576.52

Description and amount of charges collected 84,034.87

8/3/2016 HDMC note	78,116.87	
7/8/2016 0603-152-22	<u>5,918.00</u>	
	84,034.87	1

Interest earned on fund balance 3,860.92

QE 6/30/16	735.58
Q/E 9/30/16	995.08
Q/E 12/31/16	957.21
Q/E 3/30/17	<u>1173.05</u>
	3,860.92

Public improvements funded from charges 0.00

NONE

Ending Capacity Charge Fund Balance 613,472.31 ✓

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

September 25, 2017

Report to: Committee

Prepared by: Susan Greer



TOPIC:

DISCUSS POLICY ALTERNATIVES TO REDUCE BAD DEBT

RECOMMENDATION:

Recommend that the Finance Committee receive the report and recommend to the Board of Directors that regulations be drafted for future Board action regarding the following:

- 1) Implementing a policy prohibiting tenant accounts and requiring owner accounts where there have been multiple bad debts at one location,
- 2) Implementing \$200 new account guarantee deposit for "red/poor credit" accounts, and designating that a \$300 deposit be required for accounts locked off for non-payment
- 3) Implementing collections of delinquent water charges via the property tax rolls

ANALYSIS:

Recall that our bad debt write off for 16/17 was \$15,501, 21% more than last year, along with an 82% increase in the number of accounts written off. Also, the portion of owner bad debt is increasing compared to historical average while the portion of bad debt for tenants is decreasing. 103 of the 195 accounts written off had no deposit at the time of closing.

Total bad debt increased in both amount and quantity of accounts for the first time in five years. It's important to note that we billed \pm 1000 more locked meter accounts each month for a portion of the year being written off and water revenues increased 14% compared to last year. Most importantly, let's be sure to recognize that most customers pay their bills as required and our bad debt is a small amount. However, bad debt is an expense that is passed along to all ratepayers and we have an obligation to ensure that we are doing all we can to address the issue in order to reduce future bad debt.

There are two issues in particular that continue to be problematic, again and again; multiple bad debts at one address and the amount of the guarantee deposit.

MULTIPLE BAD DEBTS AT ONE ADDRESS

Each year, the District has multiple bad debts at one address, meaning that more than one account at one location is being written off as bad debt in one year. Some of the same addresses end up on the bad debt list year-after-year. This year, we had nine addresses with 18 total accounts written off at those nine locations. Those are problematic locations, most of them rentals with bad debt from tenants. Our current policy states that when there are three unpaid tenant bills at one property within a three-year period, that the owner must either pay those bills before another tenant may open an account or

maintain the account in the owner's name for at least five years, and then they don't have to pay off the tenant bills. We are finding it difficult to implement the policy, as owners have one or two unpaid tenant bills at multiple properties, almost never getting to three unpaid bills at one location within the three-year period. 34% of the addresses on our bad debt list this year had prior write offs already. Three of the addresses have had five previous bad debts and another two addresses with four prior bad debts, so we have a good indication of the problematic locations.

My recommendation to address this problem is to require that accounts at such addresses with a history of multiple bad debts MUST be maintained in the name of the property owner. The law allows such a distinction and the policy change would not impact landlords whose tenants do pay, and it would require changes to our Rules and Regulations to implement this policy. If the Committee concurs, I will prepare those Rules and Regulations changes for a future Board meeting.

GUARANTEE DEPOSIT

The second issue of concern is the amount of the guarantee deposit. The \$100 guarantee deposit has remained unchanged since 1997- 20 years. As rates increase, so must the guarantee deposit. It takes three months to lock off for non-payment, including a closing bill. Based on current rates and a new average consumption of nine units, that total is \$175. That amount doesn't include penalties and other fees that are incurred when an account isn't paid for several months and is being locked off for non-payment, which pushes the number to right around \$200. With a zero or \$100 deposit, we just don't have enough security. If a particular customer is a larger water user, or there is a leak, the write off can be substantially greater. For example, this year we wrote off 16 accounts over \$200 and only three of those didn't have a deposit, so we were originally left with unpaid balances over \$300 before the deposits were applied.

We utilize a third party credit rating service (which provides a red/yellow/green credit *rating*) as accounts are set up. We verify identity as required by law and the same company also provides a credit rating based on the customer's previous credit history. We then charge \$100 deposit for red (poor) or yellow (fair) credit and no deposit for green (good) credit. Most bad debt comes from red/poor credit accounts and this year those accounts have an average write off of \$106.36, meaning that the deposit collected is more than \$100 less than it needs to be, on average. All but three of the red/poor credit accounts had a deposit on file when the accounts were closed. Both of these factors reflect that the amount of the deposit is insufficient.

Even the bad debt associated with green/good credit accounts has increased significantly. Last year, we wrote off 19 accounts that had green/good credit; this year that number is 55 accounts, an increase of 189%, although the total amount is only \$2,442. We collect zero deposit from green/good credit account-holders, and up to this point there has been minimal amount of write off associated with those accounts. The 55 green/good accounts being written off this year do not include the 30 locked meter accounts, as those accounts are set up automatically, without checking credit or collecting deposits, so there's no credit rating for those.

When the credit rating service was first established, both the vendor and Staff recommended that red/poor credit accounts require a double \$200 deposit, yellow/fair credit accounts require the standard \$100 deposit and green/good credit accounts require no deposit. The larger deposit for the red/poor credit customers is typical among other clients who use the credit rating service but the Board didn't want to require the double deposit at that time or since. Now we have many years of proof that the credit rating being provided up-front is a good indicator of how the account will be paid all the way through to account termination. 49% of the accounts written off this year did have a deposit on hand when accounts were closed which demonstrates that the amount of the deposit is not large enough.

51% of the accounts had no deposit at the time accounts were closed. The reasons for no deposit are green/good credit, locked meter accounts, deposit previously applied to account when payment history was good in the past.

It's also important to charge the correct deposit from the start because each year we have a number of accounts that open service and end up locked off for non-payment a few months later, after having made no payments at all. This is typically three to four months of bills, and a spot check of only 18 accounts on the list showed that seven of those 18 accounts were this situation, and they are some of our largest write-offs. One customer paid for a new meter, ran up a \$200+ bill and made no payment and that balance is now written off. The property was subsequently sold and now so we can't lien the old owner.

We also have to consider how increases to the guarantee deposit will impact another policy. Our service disconnection policy says that once an account is shut off for non-payment, a double deposit is due, \$200. If we increase the regular deposit amount to \$200 for red/poor credit applicants, do we need to increase the disconnection deposit to \$400? And once there are multiple deposit amounts (red \$200, yellow \$100), is each of those amounts subject to doubling? I propose that once someone is locked off for non-payment, their credit is then considered red/poor and the larger deposit for that category is due. This year's bad debt list includes 56 accounts (28%) that have write off balances over \$100, meaning that even if we had a \$200 deposit, there would be additional write off beyond that (after current \$100 deposit was already applied.) 12 accounts (6%) have balances being written off over \$200, meaning that if the deposit was \$300, there would still be more write off. There are even six accounts (3%) on the list with write off balances over \$300, meaning that if our deposit was \$400 there would still be more write off. This loosely demonstrates that \$300 seems to be the sweet spot where we would cover most costs, and there will always be some larger amounts that no reasonable amount of deposit would cover.

My second recommendation is that we increase the red/poor credit deposit amount to \$200, leaving yellow/fair credit deposit at \$100 and green/good credit deposit at zero. I recommend no change for yellow/fair accounts as those have the smallest amount of bad debt of all groups. I recommend no change to green/good credit at this time, but I will continue to closely monitor those write offs in the future to determine if some change is warranted for those accounts too. Further, I recommend that the deposit required once an account has been locked off for non-payment be changed to \$300 instead of "double" for all accounts. Close monitoring of the deposits will be required in the future as rates increase.

This is a good opportunity to inform the Committee about the other collection strategies that we use. Before we consider any bad debt, we always check to see if the delinquent account-holder has another open account; some do. If there is another open account, instead of writing off, we transfer the delinquent amount to the open account, and collect it there.

We also attempt to file liens for all property owner bad debt. We cannot file liens for tenant bad debt under current regulations. We also limit filing of liens to a minimum \$100 as there's a lot of effort associated with liens, so there are many small amounts that we don't lien for. We still write-off any amounts that we file liens for, since we can't collect both with a lien and directly, and it can be many years until payment is received via a lien, if ever. Because it can take so long to get paid with a lien, I have been looking into another option for collections that we used many years ago.

An additional option exists for collection of delinquent water charges, and it's a great tool with

minimal cost to the District. Once a year, the District can send delinquent water charges to the tax collector for inclusion on the tax rolls. The District used this process in the distant past, when we billed standbys directly from the office and then sent any unpaid standbys to the County for collection via the tax rolls the following year. Eventually, we transferred collection of all standbys to the County for 30¢ per parcel; much cheaper than our cost. While any delinquent charges can be collected this way, including meter damage, this is an especially good tool for collection of locked meter charges for a couple of reasons. First, we have been unable to locate some of the property owners because of inaccurate mailing addresses from the County, and their bills are returned undeliverable. With online payment options, many property owners that don't change their mailing addresses with the County Tax Collector still have ways to pay their property tax bills. Once our charge ends up on a tax bill, that should prompt contact from the property owner and we can get new mailing addresses. Secondly, I believe that most property owners that aren't paying their locked meter charges are still paying their property taxes, and we should get paid. A taxpayer cannot pay a portion of their tax bill; partial payments are returned. I want to confirm with the Finance Committee that this alternative for collection of delinquent water charges is an option that you want us to pursue, so that we have the best chances of collecting unpaid charges, including locked meter charges. If agreeable, we would move forward to use the county for collection of delinquent water charges next year.

We are discussing another policy change internally that would require an owner to authorize and guarantee payment for all tenant accounts. We used a similar policy in the past and it proved to be administratively burdensome and was eliminated. Now, with the internet, our website and texting, I believe the burden that this placed on property owners and the District in the past is significantly reduced. There is a substantial up-side to this process; putting us in contact with the owner for times when the locked meter billing occurs between tenants. Gil and I have spoken many times over many months regarding owner/tenant issues that keep arising and he says that the root of the problem is that we don't require authorization from the property owner when tenants start service. The ideal situation, and simplest, would be for the District to require all accounts be maintained in the name of the property owner, without exception. We open approximately 150 new accounts each month (up from 50-100 just a few years ago) and around half of them are tenant accounts. That means a lot of administrative paperwork and time to establish new accounts, and some rentals turn over multiple times in a year. If rental property accounts were in the owner name, we wouldn't have that turnover unless properties sold, although there's plenty of that occurring now, too. Absent the requirement to maintain all accounts in owner's names, which I wholeheartedly endorse, I am leaning towards implementing the owner guarantee of payment process again. This policy would also help address a complaint from owners that we've heard many times about us not requiring any authorization for tenants to start service, as is required by some of the other local agencies. Once tenants place utilities in their name and address, they have established occupancy, and must be legally evicted even if they are illegally "squatting" in the property. Squatting, the unauthorized occupancy of a vacant property, was a serious problem in the District back in the 90's after the Landers earthquake, and we are hearing about an uptick in that activity again now. Most importantly, the owner guarantee allows us to lien the property for any unpaid bills.

Because bad debt write off is based on closed delinquent accounts that have had no payment in more than one year, we already have preliminary information about next year's bad debt. The write off for fiscal year 17/18 will be based on closed delinquent accounts as of 6/30/17, which date has already passed. There will be some payments on those balances between now and 6/30/18, but history demonstrates that if we're not paid within three months, that we likely won't be paid at all. Reasons for payment long after-the-fact relate to property sales where liens are resolved at time of sale and account-holders coming back to establish new service and the District requiring payment on an outstanding balance as a condition of the new service. The preliminary figures for next year show that

bad debt *more than doubles* (\$34,000), and there's a ten-fold increase in the locked meter bad debt. That equates to a 181% increase to the amount of bad debt and a 179% increase to the quantity of accounts written off since 15/16, meaning these costs will have nearly doubled in only two years. There are 25 addresses on next year's list that have write off this year too. There are five accounts on next year's preliminary list over \$500, including one that's \$1,832, compared to the 16/17 write off with only one amount over \$500. There are six addresses, 12 accounts on next year's list that have two accounts being written off in one year, addresses that are also on the 16/17 list – problem locations. There's another 31 addresses, 62 accounts on the list with two write offs at one address in one year that are not already on the 16/17 list. That's 74 accounts to be written off at 37 problem locations, and the amount of that problem location write off equals 21% of the total write off. There's a potential for significant increases to the bad debt expense next year, which cost has to be passed along to all ratepayers via increased water rates. The current issues carry forward to next year and we need to make policy changes to reduce additional increases to future bad debt.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

Impossible to quantify, but policy changes will reduce bad debt beyond fiscal year 17/18.