



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, MARCH 13, 2019, 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
 - Draft Minutes – February 13, 2019
7. REVIEW JANUARY 2019 CHECK REGISTER –AGM Greer
8. DISCUSS MISCELLANEOUS FEE INCREASES – Recommend approval of the miscellaneous fee increases to the Board of Directors.
9. CONSIDER OUTSOURCING OF ANNUAL STANDBY ADMINISTRATION – Recommend approval of contract with NBS to the Board of Directors.
10. RECEIVE INFORMATION ABOUT RECHARGE IMPACTS – Receive for information only.
11. STAFF REPORT
12. ADJOURNMENT

INFORMATION

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

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, February 13, 2019
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

DETERMINATION OF A QUORUM – President Johnson and Director Luckman (Vice President Unger running late)

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, and Sarah Johnson, HR Manager (last half of the meeting).

GUESTS -5

APPROVAL OF AGENDA

Director Luckman made a motion to approve the Agenda. President Johnson seconded the motion. MSC' (Luckman/Johnson) motion carried.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of January 9, 2019

Director Luckman made a motion to approve the December 2018 Check Register President Johnson seconded the motion. MSC' (Luckman/Johnson) motion carried.

Vice President Unger arrived to approve the Draft Minutes of January 9, 2019, President Johnson Seconded. MSC' (Unger/Johnson) motion carried.

REVIEW DECEMBER 2018 CHECK REGISTER – Review and refer to the Board of Directors for approval.

Vice President Unger made a motion to refer the bid to the Board of Directors for approval. President Johnson seconded. MSC' (Unger/Johnson) motion carried.

DISCUSS METER REPLACEMENT AND RECOMMEND TO BOARD FOR APPROVAL- AGM Greer gave a brief overview of the bid from Sensus/Aqua Metric for multi-year meter replacement.

Vice President Unger made a motion to refer the bid to the Board of Directors for approval. President Johnson seconded. MSC' (Unger/Johnson) motion carried.

EMPLOYEE RECOGNITION AND AWARDS PROGRAM- Sarah Johnson, HR Manager gave a brief overview on the Employee Recognition and Awards Program. GM Sauer requested a line item to be used at his discretion.

Vice President Unger made a motion to refer the Employee Recognition and Awards Program to the Board of Directors for approval. President Johnson seconded. MSC' (Unger/Johnson) motion carried.

STAFF REPORT – Susan Greer, AGM-Finance, gave a staff report on the following:

- SB998
- CIRP Loan Balance
- ACWA Insurance Program Awards for low loss ratio liability, property, and WC

ADJOURNMENT – The Finance Committee meeting was adjourned at 10:12 a.m.

Respectfully,

Susan Greer, Assistant General Manager - Finance

DRAFT

*Check Report JBWD

Date Range: 01/01/2019 - 01/31/20

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	
009054 19013-1	KATHLEEN J. RADNICH Invoice	01/16/2019	01/16/2019 Regular PUBLIC RELATIONS SERVICES	0.00	743.18	60843
013352 11110	NIELSON FIRE AND ICE Invoice	01/16/2019	01/16/2019 Regular SHOP REMODEL - HVAC	0.00	8,310.00	60844
013830 SCF010419	SEAN'S CUSTOM FLOORS Invoice	01/16/2019	01/16/2019 Regular SHOP REMODEL - FLOORING	0.00	6,000.00	60845
009980 WD-0137790	SWRCB FEES Invoice	01/16/2019	01/16/2019 Regular HDMC WWTP ANN'L DISCHARGE PERMIT	0.00	16,347.00	60846
013827 394	WRIGHT PAINTING COMPANY, INC. Invoice	01/16/2019	01/16/2019 Regular SHOP REMODEL - PAINTING	0.00	8,980.00	60847
000504 5104	ACTION PUMPING, INC. Invoice	01/17/2019	01/17/2019 Regular HDMC WW: PUMPING	0.00	1,300.00	60848
013346 6881	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	01/17/2019	01/17/2019 Regular DEMO GARDEN MAINTENANCE	0.00	1,650.00	60849
001630 829480028X0105	AT&T MOBILITY Invoice	01/17/2019	01/17/2019 Regular COMMUNICATIONS - DEC 18	0.00	2,085.58	60850
000105 A-41454	BELTZ PORTABLE TOILETS Invoice	01/17/2019	01/17/2019 Regular SHOP REMODEL - JAN 19	0.00	283.50	60851
004110 BW0119 BW0119B	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice	01/17/2019 01/17/2019	01/17/2019 Regular TRASH & RECYCLING (OFFICE) - JAN 19 TRASH REMOVAL (SHOP) - JAN 19	0.00 0.00	429.17 151.22 277.95	60852
001555 190103192101	CENTRTEL Invoice	01/17/2019	01/17/2019 Regular DISPATCH SERVICES - DEC 18	0.00	584.73	60853
001850 966519 966520	CLINICAL LAB OF S.B. INC Invoice Invoice	01/17/2019 01/17/2019	01/17/2019 Regular SAMPLING - DEC 18 HDMC WWTP SAMPLING- DEC 18	0.00 0.00	2,666.00 1,125.00 1,541.00	60854
013365 AR869984 AR872299	IMAGE SOURCE Invoice Invoice	01/17/2019 01/17/2019	01/17/2019 Regular SHOP EXPENSE 12/1/18 - 12/31/18 OFFICE EXPENSE 12/5/18 - 1/4/19	0.00 0.00	424.27 45.87 378.40	60855
000330 CS011719	CURT SAUER Invoice	01/17/2019	01/17/2019 Regular REIMB: OCT-DEC 18 MONTHLY MILEAGE	0.00	116.19	60856
013817 1060319-IN 1061529-IN	DESIGN SPACE MODULAR BUILDINGS, INC. Invoice Invoice	01/17/2019 01/17/2019	01/17/2019 Regular SHOP REMODEL TEMP TRAILER SHOP REMODEL TEMP TRAILER	0.00 0.00	1,841.52 920.76 920.76	60857
010956 90692712	DOI-USGS Invoice	01/17/2019	01/17/2019 Regular USGS CO OP WATER RES PRGM- THRU 9/	0.00	4,422.05	60858
VEN01466 FB122318	FEDAK & BROWN LLP Invoice	01/17/2019	01/17/2019 Regular FINAL BILLING: FINANCIAL AUDIT 17/18 -	0.00	1,421.00	60859
000058 10452868	GARDA CL WEST, INC. Invoice	01/17/2019	01/17/2019 Regular COURIER FEES - JAN 19	0.00	684.29	60860
004018 11275553 11282065	HACH COMPANY Invoice Invoice	01/17/2019 01/17/2019	01/17/2019 Regular CHLORINE TEST SUPPLIES PUMPING PLANT SUPPLIES	0.00 0.00	739.13 669.26 69.87	60861
013802 626379	HASA, INC. Invoice	01/17/2019	01/17/2019 Regular WATER TREATMENT EXPENSE	0.00	447.00	60862
006029	LIEBERT CASSIDY WHITMORE	01/17/2019	01/17/2019 Regular	0.00	9,600.40	60863

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	
1470162	Invoice	01/17/2019	LEGAL SERVICES - THRU 11/30/18	0.00	851.00	
1470163	Invoice	01/17/2019	LEGAL SERVICES - EE MATTERS THRU 11/	0.00	8,749.40	
003215	FRED'S TIRE & AUTOMOTIVE	01/17/2019	Regular	0.00	120.00	60864
23387	Invoice	01/17/2019	VEHICLE MAINT & REPAIRS: V28	0.00	120.00	
006507	McMASTER-CARR SUPPLY COMPANY	01/17/2019	Regular	0.00	1,535.66	60865
82325339	Invoice	01/17/2019	SHOP EXPENSE & SMALL TOOLS - PRODU	0.00	1,026.02	
82984224	Invoice	01/17/2019	SHOP EXPENSE	0.00	325.61	
83255155	Invoice	01/17/2019	SHOP EXPENSE	0.00	91.93	
83417305	Invoice	01/17/2019	SHOP EXPENSE	0.00	92.10	
000156	FORSHOCK	01/17/2019	Regular	0.00	243.00	60866
1800196	Invoice	01/17/2019	MONTHLY SCADA MONITORING	0.00	38.00	
1800197	Invoice	01/17/2019	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	01/17/2019	Regular	0.00	2,103.09	60867
1218000054	Invoice	01/17/2019	CMM ADMIN FEES - 1ST QTR 19	0.00	2,103.09	
000283	OCCU-MED, LTD.	01/17/2019	Regular	0.00	524.50	60868
12187720A	Invoice	01/17/2019	EE RECRUITING EXPENSE	0.00	524.50	
000070	ONLINE INFORMATION SERVICES, INC.	01/17/2019	Regular	0.00	195.40	60869
905651	Invoice	01/17/2019	ID VERIF. SERV. THRU 12/31/18	0.00	195.40	
008200	PITNEY BOWES INC.	01/17/2019	Regular	0.00	320.21	60870
3102821406	Invoice	01/17/2019	LEASING CHARGES - 4TH QTR 18	0.00	320.21	
008405	PRECISION ASSEMBLY	01/17/2019	Regular	0.00	1,422.66	60871
18241	Invoice	01/17/2019	DEC WATER BILL PRINT/MAIL	0.00	1,422.66	
008415	PRUDENTIAL OVERALL SUPPLY	01/17/2019	Regular	0.00	108.82	60872
22731409	Invoice	01/17/2019	SHOP EXPENSE	0.00	55.83	
22731410	Invoice	01/17/2019	SHOP EXPENSE	0.00	52.99	
013361	QUINN COMPANY	01/17/2019	Regular	0.00	92.11	60873
PCI00012960	Invoice	01/17/2019	GENERATOR REPAIR: GR-2	0.00	92.11	
013360	REDWINE AND SHERRILL, LLP	01/17/2019	Regular	0.00	4,189.36	60874
1152	Invoice	01/17/2019	LEGAL SERVICES - THRU 12/31/18	0.00	4,189.36	
013218	OFFICETEAM	01/17/2019	Regular	0.00	1,391.52	60875
52456118	Invoice	01/17/2019	TEMPORARY LABOR	0.00	535.20	
52549941	Invoice	01/17/2019	TEMPORARY LABOR	0.00	428.16	
52584169	Invoice	01/17/2019	TEMPORARY LABOR	0.00	428.16	
008414	PROVIDEO	01/17/2019	Regular	0.00	300.00	60876
1626	Invoice	01/17/2019	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	01/17/2019	Regular	0.00	2.00	60877
108391	Invoice	01/17/2019	MAP REVISIONS - JAN 19	0.00	2.00	
004201	SCOTT HUDSON	01/17/2019	Regular	0.00	567.34	60878
SH011119	Invoice	01/17/2019	REIMB: MILES: AUG - DEC 18	0.00	567.34	
VEN01020	SOUTHWEST NETWORKS, INC.	01/17/2019	Regular	0.00	1,922.82	60879
18-12061	Invoice	01/17/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	617.50	
18-12527	Invoice	01/17/2019	BANKING LAPTOP	0.00	733.32	
19-10155C	Invoice	01/17/2019	OFFICE 365 MONTHLY MAINT - FEB 19	0.00	572.00	
009920	STANDARD INSURANCE CO	01/17/2019	Regular	0.00	926.54	60880
STO119	Invoice	01/17/2019	EE LIFE INSURANCE - JAN 19	0.00	926.54	
001898	STEPHEN CORBIN	01/17/2019	Regular	0.00	200.00	60881
SC011319	Invoice	01/17/2019	SHOP REMODEL SUPPLIES	0.00	200.00	

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Date Range: 01/01/2019 - 01/31/2019

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
011101	VAGABOND WELDING SUPPLY	01/17/2019	Regular	0.00	289.49	60882
106930	Invoice	01/17/2019	SHOP REMODEL SUPPLIES	0.00	30.98	
106991	Invoice	01/17/2019	SHOP REMODEL SUPPLIES	0.00	13.33	
107008	Invoice	01/17/2019	SHOP REMODEL SUPPLIES	0.00	245.18	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	01/17/2019	Regular	0.00	2,125.00	60883
1061	Invoice	01/17/2019	EMERGENCY RESPONSE PLAN	0.00	2,125.00	
009980	SWRCB FEES	01/17/2019	Regular	0.00	9,464.00	60884
1W-1020828	Invoice	01/17/2019	WATER SYSTEM ENFORCEMENT FEES 7/1	0.00	9,464.00	
000063	ACS DIGITAL MEDIA	01/17/2019	Regular	0.00	180.00	60885
3033	Invoice	01/17/2019	ANNUAL WEBSITE HOSTING	0.00	180.00	
010690	TYLER TECHNOLOGIES	01/17/2019	Regular	0.00	1,197.12	60886
025-244795	Invoice	01/17/2019	ANNUAL MAINT: OUTPUT DIRECTOR MAI	0.00	1,034.92	
025-246539	Invoice	01/17/2019	CALL NOTIFICATION FEES: OCT - DEC	0.00	162.20	
000023	ULTIMATE MOTORS, INC.	01/17/2019	Regular	0.00	45.00	60887
31295	Invoice	01/17/2019	VEHICLE MAINT: V27	0.00	45.00	
010850	UNDERGROUND SERVICE ALERT	01/17/2019	Regular	0.00	52.90	60888
1220180334	Invoice	01/17/2019	TICKET DELIVERY SERVICE - DEC 18	0.00	52.90	
010990	UTILIQUEST L.L.C.	01/17/2019	Regular	0.00	179.76	60889
270792-Q	Invoice	01/17/2019	CONTRACT LOCATING EXPENSE	0.00	41.92	
271030-Q	Invoice	01/17/2019	CONTRACT LOCATING EXPENSE	0.00	52.20	
271384-Q	Invoice	01/17/2019	CONTRACT LOCATING EXPENSE	0.00	41.76	
271654-Q	Invoice	01/17/2019	CONTRACT LOCATING EXPENSE	0.00	43.88	
000327	WATER QUALITY SPECIALISTS	01/17/2019	Regular	0.00	3,310.00	60890
5760	Invoice	01/17/2019	HDMC WWTP: OPERATION & MAINT - DE	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	01/17/2019	Regular	0.00	32.00	60891
WE123118	Invoice	01/17/2019	PEST CONTROL SERVICES - SHOP	0.00	32.00	
000233	NAPA AUTO PARTS	01/17/2019	Regular	0.00	594.34	60892
266889	Invoice	01/17/2019	GENERATORS/VEHICLE MAINT/SMALL TO	0.00	459.47	
266898	Invoice	01/17/2019	VEHICLE MAINTENANCE: V30	0.00	134.87	
000501	ACWA/JPIA	01/30/2019	Regular	0.00	10,806.18	60898
JPIA123118	Invoice	01/30/2019	WORKERS COMP OCT - DEC 18	0.00	10,806.18	
000575	AFSCME LOCAL 1902	01/30/2019	Regular	0.00	609.70	60899
AFSCME0119	Invoice	01/30/2019	EE UNION DUES - JAN 19	0.00	609.70	
000042	ANNE ROMAN	01/30/2019	Regular	0.00	36.43	60900
AR013019	Invoice	01/30/2019	REIMB: MILES: EE TRAINING	0.00	36.43	
000998	AWWA, CA-NV SECTION	01/30/2019	Regular	0.00	50.00	60901
AWWA013019	Invoice	01/30/2019	WATER USE EFFICIENCY GRADE 1 CERT RE	0.00	50.00	
009054	KATHLEEN J. RADNICH	01/30/2019	Regular	0.00	1,621.20	60902
190121-1	Invoice	01/30/2019	PUBLIC RELATIONS SERVICES	0.00	903.00	
190127-1	Invoice	01/30/2019	PUBLIC RELATIONS SERVICES	0.00	718.20	
009952	KELLY STEWART	01/30/2019	Regular	0.00	56.70	60903
KS012419	Invoice	01/30/2019	REIMB: MEALS: OPS	0.00	56.70	
013226	KENNY WARE	01/30/2019	Regular	0.00	44.19	60904
KW012419	Invoice	01/30/2019	REIMB: MEALS: OPS	0.00	44.19	
000236	PAYPRO ADMINISTRATORS	01/30/2019	Regular	0.00	55.00	60905
70518	Invoice	01/30/2019	FSA ADMIN FEES - DEC 18	0.00	55.00	
013832	RUTAN & TUCKER, LLP	01/30/2019	Regular	0.00	18,000.00	60906

*Check Report JBWD

Date Range: 01/01/2019 - 01/31/2019

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	
RTQ12919	Invoice	01/30/2019	LEGAL SERVICES - RETAINER	0.00	18,000.00	
013228	SARAH J. JOHNSON	01/30/2019	Regular	0.00	72.89	60907
SI011819	Invoice	01/30/2019	REIMB: MILES: PERSONNEL, TRAINING &	0.00	72.89	
001006	SUSAN GREER	01/30/2019	Regular	0.00	93.21	60908
SG012419	Invoice	01/30/2019	REIMB: MILEAGE	0.00	93.21	
009980	SWRCB FEES	01/30/2019	Regular	0.00	30.00	60909
SWRCB-013019	Invoice	01/30/2019	D-3 RENEWAL	0.00	30.00	
001517	CalPERS	01/04/2019	Manual	0.00	10,032.57	901080
PPE 1-4-19	Invoice	01/04/2019	PAY PERIOD ENDING 1/04/19	0.00	10,032.57	
001517	CalPERS	01/04/2019	Regular	0.00	-10,032.57	901080
001009	BUSINESS CARD	01/08/2019	Manual	0.00	11,066.55	901081
BA1218	Invoice	01/08/2019	SHOP REMODEL SUPPLIES/VEHICLE MAIN	0.00	11,066.55	
001005	BANK OF AMERICA	01/08/2019	Manual	0.00	3,413.30	901082
BA1218	Invoice	01/08/2019	OFFICE SUPPLIES/SUBSCRIPTION FEES/E	0.00	3,413.30	
001004	BUSINESS CARD	01/08/2019	Manual	0.00	888.80	901083
BA1218	Invoice	01/08/2019	TELEPHONE (OFFICE)/CUSTOMER SERVIC	0.00	888.80	
000236	PAYPRO ADMINISTRATORS	01/11/2019	Manual	0.00	74.99	901084
PPE 1-4-19	Invoice	01/11/2019	EE FSA DEDUCTIONS 1-11-19	0.00	74.99	
009898	SOCALGAS	01/11/2019	Manual	0.00	540.41	901085
GAS1218	Invoice	01/11/2019	HEAT FOR SHOP - THRU 12/17/18	0.00	540.41	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	01/11/2019	Manual	0.00	2,144.58	901086
3990561-120540	Invoice	01/11/2019	EE LIFE INSURANCE - DEC 18	0.00	2,144.58	
001517	CalPERS	01/04/2019	Manual	0.00	10,032.57	901087
PPE 12-21-18	Invoice	01/04/2019	PAY PERIOD ENDING 12/21/18	0.00	10,032.57	
000248	PAYCHEX	01/11/2019	Manual	0.00	588.38	901088
326329	Invoice	01/11/2019	PAYROLL & W2 PROCESSING FEE	0.00	588.38	
009878	SOUTHERN CALIFORNIA EDISON	01/16/2019	Manual	0.00	30,698.79	901089
SCE1218	Invoice	01/16/2019	POWER FOR PUMPING - DEC 18	0.00	30,698.79	
013196	TELEPACIFIC COMMUNICATIONS	01/18/2019	Manual	0.00	785.22	901090
111561929-0	Invoice	01/18/2019	TELEPHONE (OFFICE) - JAN 19	0.00	785.22	
001517	CalPERS	01/18/2019	Manual	0.00	11,051.53	901091
PPE 1-4-19A	Invoice	01/18/2019	PAY PERIOD ENDING 1/4/19	0.00	11,051.53	
VEN01533	PAYMENTUS GROUP INC.	01/22/2019	Manual	0.00	2,561.00	901092
US18120210	Invoice	12/31/2018	CREDIT CARD PROCESSING FEE - DEC 18	0.00	2,561.00	
001517	CalPERS	01/25/2019	Manual	0.00	11,465.90	901093
PPE 1-18-19	Invoice	01/24/2019	PAY PERIOD ENDING 1/18/19	0.00	11,465.90	
000248	PAYCHEX	01/25/2019	Manual	0.00	317.89	901094
326859	Invoice	01/25/2019	PAYROLL PROCESSING FEE	0.00	317.89	
000236	PAYPRO ADMINISTRATORS	01/25/2019	Manual	0.00	74.99	901095
PPE 1-18-19	Invoice	01/25/2019	EE FSA DEDUCTIONS 1-18-19	0.00	74.99	
004195	HOME DEPOT CREDIT SERVICES	01/25/2019	Manual	0.00	2,413.01	901096
HD1218	Invoice	01/25/2019	SHOP REMODEL SUPPLIES/BUILD MAINT/	0.00	2,413.01	
VEN01075	CALIFORNIA STATE BOARD OF EQUALIZATION	01/28/2019	Manual	0.00	1,273.00	901097
BOE013119	Invoice	01/28/2019	SALES TAX REMITTANCE - CALENDAR YEA	0.00	1,273.00	
000510	TIME WARNER CABLE	01/30/2019	Manual	0.00	345.01	901098

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Date Range: 01/01/2019 - 01/31/2019

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>0008970011319</u>	Invoice	01/30/2019	CABLE & INTERNET - JAN 19	0.00	345.01	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	01/30/2019	Manual	0.00	2,144.58	901099
<u>3990561-010538</u>	Invoice	01/30/2019	EE LIFE INSURANCE - JAN 19	0.00	2,144.58	
009880	SOUTHERN CALIFORNIA EDISON CO	01/30/2019	Manual	0.00	2,692.40	901100
<u>SCE0119</u>	Invoice	01/30/2019	POWER TO BLDGS & GEN - JAN 19	0.00	2,692.40	
000025	ICMA RC	01/31/2019	Manual	0.00	3,713.76	901101
<u>ICMARC0119</u>	Invoice	01/31/2019	457 REMITTANCE - JAN 19	0.00	3,713.76	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	116	75	0.00	187,256.99
Manual Checks	22	22	0.00	108,319.23
Voided Checks	0	1	0.00	-10,032.57
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	138	98	0.00	285,543.65

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account</u>		<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
<u>Number</u>	<u>Name</u>				
04-00018-011	HARRIS, BRIAN K	1/8/2019	Refund	52.82	Check #: 60826
52-00047-010	BOST, GINA K	1/8/2019	Refund	126.71	Check #: 60827
55-00078-011	WILBUR, JEFFREY A	1/8/2019	Refund	4.46	Check #: 60828
55-00205-010	LANSFORD, VICTORIA H	1/8/2019	Refund	15.69	Check #: 60829
10-00195-008	WYCHE, FELICE C	1/17/2019	Refund	5.92	Check #: 60894
55-00309-008	NATIONAL CAPITAL ONE INVESTMENTS LLC	1/17/2019	Refund	32.59	Check #: 60895
61-00059-015	WALKER, CHERY	1/17/2019	Refund	0.77	Check #: 60896
64-99244-000	JB PAVING & ENGINEERING INC	1/17/2019	Refund	1,419.24	Check #: 60893
64-99249-000	MANAGEMENT, EYNON	1/17/2019	Refund	1,943.42	Check #: 60897
07-00116-002	LINGAN, ISHAI B	1/30/2019	Refund	29.33	Check #: 60910
07-00117-002	LINGAN, ISHAI B	1/30/2019	Refund	18.23	Check #: 60911
09-00134-012	PICKEL, SEAN A	1/30/2019	Refund	32.75	Check #: 60912
11-00159-003	KING, JEREMIE L	1/30/2019	Refund	144.33	Check #: 60913
57-00022-005	SEDDON, CAROL A	1/30/2019	Refund	147.38	Check #: 60914
65-00033-017	KIMBALL, ALESHA L	1/31/2019	Reverse Refund Check Adjustment	(100.82)	VOID REFUND CHECK #60645
65-00033-017	KIMBALL, ALESHA L	1/31/2019	Refund	100.82	Check #: 60915
				<u>3,973.64</u>	

DIRECTOR PAY FOR DECEMBER 2018 AND JANUARY 2019 ARE INCLUDED. THE CHECK REGISTER FOR DECEMBER 2018 INADVERTANTLY INCLUDED DIRECTOR PAY FOR JANUARY 2019.

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

DIRECTOR PAY
11/24/2018 - 12/21/2018

<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	11/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/04/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/05/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/12/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504//	1.0000	\$173.63	
		12/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	11/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/04/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/05/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/12/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504//	1.0000	\$173.63	
		12/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

DIRECTOR PAY
11/24/2018 - 12/21/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	11/24/2018	Director Pay Note: 11/13/18 MWA TAC MEETING 1/DIR/504//	1.0000	\$173.63	
		11/24/2018	Mileage / Vehicle Exp Note: 11/13/18 MILES: MWA TAC MEETING 1/DIR/504//		\$70.85	
		11/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/04/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/05/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/06/2018	Director Pay Note: MWA BOARD MEMBER BEV LOWRY RETIREMENT 1/DIR/504//	1.0000	\$173.63	
		12/06/2018	Mileage / Vehicle Exp Note: MILES: MWA BOARD MEMBER BEV LOWRY RETIREMENT 1/DIR/504//		\$70.85	
		12/12/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504//	1.0000	\$173.63	
		12/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
Totals:					\$1,357.11	\$0.00
Employee Total:					\$1,357.11	

<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	12/19/2018	Director Pay Note: JBWD BOARD MEETING ///	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

DIRECTOR PAY
11/24/2018 - 12/21/2018

<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	11/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/04/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/05/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/12/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504//	1.0000	\$173.63	
		12/13/2018	Director Pay Note: MWA BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
		12/13/2018	Mileage / Vehicle Exp Note: MILES: MWA BOARD MEETING 1/DIR/504//		\$73.03	
		12/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504//	1.0000	\$173.63	
Totals:					\$1,114.81	\$0.00
Employee Total:					\$1,114.81	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$4,381.85</u>	<u>\$0.00</u>
Director Pay	24.0000	\$4,167.12		Grand Total:	\$4,381.85	
Mileage / Vehicle Exp		\$214.73				

<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	01/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING DIR/504PUUU///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504PUUU///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	01/09/2019	Director Pay Note: FINANCE COMMITTEE MEETING DIR/504PUUU///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504PUUU///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	01/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING DIR/504PUUU///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504PUUU///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504PUUU/504//	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

DIRECTOR PAY
12/22/2018 - 01/18/2019

<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	01/09/2019	Director Pay Note: FINANCE COMMITTEE MEETING DIR/504PUUU///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504PUUU///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	Grand Totals:	\$1,562.67	\$0.00
Director Pay	9.0000	\$1,562.67		Grand Total:	\$1,562.67	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

March 13, 2019

Report to: Committee

Prepared by: Susan Greer

TOPIC: DISCUSS MISCELLANEOUS FEE INCREASES

RECOMMENDATION: Recommend approval of miscellaneous fee increases to the Board of Directors.

ANALYSIS:

We are nearing completion of the fee study and want to bring the majority of fees to the Board for consideration. We are rewriting the current Article 13 that includes the fees and adding a new Article 14. Article 13 (Exhibit A) includes the descriptive information related to fees and Article 14 (Exhibit B) includes the amounts of the fees, rates or charges. The new Article 13 includes the rate and fee *descriptions*, while the new Article 14 includes the *amounts* of the rates and fees. The rewrite is intended to improve clarity and ongoing administration of the fees.

While still not 100% complete as of the time of the posting of the Committee agenda, the Resolution, and substantially complete versions of the new Article 13 and Article 14 are attached. Work on this will continue up until the Committee meeting time. A copy of the existing Article 13 is included for reference.

Note that after conferring with Gil, he advised that the Board needs to provide authority for rounding of fees, and that notation has been added at the end of Exhibit A and B of the Resolution. Since the fees were all developed before the conversation with Gil, we need to quickly revisit each fee calculation to ensure that proposed fees have been properly rounded up. Some minor changes to amounts could be forthcoming.

There are also some fees that aren't ready for updating yet or don't need to be updated at this time. Those fees are all still included at their current cost within Exhibit A and B, which information will replace the existing Article 13 in its entirety. The titles of individual articles whose fees are not yet ready are highlighted red. Those fees will be presented for consideration at a later date. Note that although those *rates or fees* may not be changing, some of the descriptive information is changing; wastewater standby charges in Exhibit A is a good example of this issue.

Your attention is drawn to Article 13.10 of Exhibit A. Note the strikeout language which I am proposing for elimination. This is the current policy that allows reduction of fees for Capacity Charges and Monthly Basic Fees if a customer requires a 1" meter for fire protection purposes only. This policy was enacted at a time when new development required either a fire sprinkler system (and a 1"

meter) or a fire hydrant in proximity to the development site. Our policy says that if a customer is required to install a 1" meter for fire protection, we still charge for only the ¾" Capacity Charge and charge the Monthly Basic Fee as if the meter was a ¾" meter, a significant savings for the customer and loss of revenue for the District. The assumption at the time was that the 1" meters for fire protection purposes would only use the same amount of water as ¾" meters *unless there was a fire*. Many years later now, water use analysis indicates that the 1" meters actually use significantly more water on average than the ¾" meters. Our records indicate that on average the 1" meters are using 67% more water than the ¾" meters, which corresponds to the additional volume afforded by the larger meter. I find no other agency that provides such a "discount," and I am recommending this exemption from payment of full fees be discontinued. Currently, the Rate Study provides for the same Basic Monthly Fees for both ¾" and 1" meters for the same reason, and making changes at this point would require another rate study and public hearing process. We should revisit that issue during the next Rate Study but I recommend that we stop discounting Capacity Charges for 1" meters required for fire protection purposes now.

Articles 13.14 and 13.15 are also proposed for elimination. These charges no longer apply.

I have attempted to keep the article numbers intact to ease the review. Where one particular article included multiple fees, in some cases I have split those into multiple new articles to ease future administration of the fees. Once all fees are updated, I will be renumbering both articles.

FISCAL IMPACT:

Estimating \$60,000 per year increase to revenue, but very difficult to predict.

ARTICLE 13: RATES AND CHARGES

The following schedule of Rates and Charges apply, and these rates and charges may be changed through current Resolutions passed by the Board of Directors.

ARTICLE 13.1 Variance Application Processing Fee.

A fee of \$25.00 is payable upon the submission of a Variance Application for water and wastewater facilities. If the District determines that a complex matter requires that professional services be obtained, the applicant will pay all of the cost of such services.

ARTICLE 13.2 Water Availability or Standby Charges

This charge is an annual charge established pursuant to the County Water District law. The degree of availability to the various zones within the District is established through application of the following principles. Standby charges are collected through the County of San Bernardino on the parcel tax rolls. The criteria will apply District-wide in all improvement districts. Only the rates change from one improvement district to the next. Rates are set on an annual basis. See Exhibit A.

**EXHIBIT A
JOSHUA BASIN WATER DISTRICT
WATER AVAILABILITY (STANDBY) CHARGES**

**SCHEDULE A
MINIMUM PER PARCEL UP TO 1.25 ACRES**

COUNTY ZONE	District Zone 1	District Zone 2	District Zone 3	District Zone 4
20MRM40M	\$30.00	\$50.00		
JMRM	\$40.00	\$60.00		
4MRM	\$40.00	\$60.00	\$50.00	
RS8M	\$30.00	\$50.00		
RS10M	\$30.00	\$50.00		
RS18M	\$30.00	\$50.00		
RS20M	\$30.00	\$50.00		
RC40	\$40.00	\$60.00	\$40.00	\$40.00
RL20	\$30.00	\$50.00	\$40.00	\$40.00
RL10	\$30.00	\$50.00	\$40.00	\$40.00
RL5	\$30.00	\$50.00	\$40.00	\$40.00
RL2.5	\$30.00	\$50.00	\$40.00	\$40.00
COMMERCIAL / INDUSTRIAL/ OTHER	\$40.00	\$60.00	\$50.00	
RS1	\$40.00	\$60.00	\$50.00	

**SCHEDULE B
COST PER ACRE FOR PARCELS OVER 1.25 ACRES**

District Zone 1	District Zone 2	District Zone 3	District Zone 4	ACREAGE
\$20.00	\$30.00			0+ Acres
\$20.00	\$30.00			0-40 Acres
	\$25.00			41+ Acres
\$20.00	\$35.00	\$25.00		0-40 Acres
	\$25.00	\$15.00		41+ Acres
\$20.00	\$30.00			0+ Acres
\$20.00	\$35.00			0-40 Acres
\$15.00	\$25.00			41-80 Acres
\$10.00	\$15.00			81-160 Acres
	\$10.00			161-320 Acres
	\$1.00			321+ Acres
\$20.00	\$30.00			0-40 Acres
	\$25.00			41+ Acres
\$20.00	\$30.00			0+ Acres
\$15.00	\$25.00	\$15.00	\$15.00	0-40 Acres
	\$12.00	\$10.00	\$8.00	41-160 Acres
	\$5.00	\$4.00	\$3.00	161-320 Acres
	\$1.00	\$1.00	\$1.00	321+ Acres
\$20.00	\$30.00	\$20.00	\$15.00	0+ Acres
\$20.00	\$30.00	\$20.00	\$15.00	0-40 Acres
\$15.00	\$25.00	\$15.00	\$12.00	41-80 Acres
	\$12.00	\$10.00	\$8.00	81-160 Acres
	\$8.00	\$5.00	\$4.00	161-320 Acres
	\$1.00	\$1.00	\$1.00	321+ Acres
\$20.00	\$30.00	\$20.00	\$15.00	0-40 Acres
\$15.00	\$25.00	\$15.00	\$12.00	41-80 Acres
\$10.00	\$15.00	\$10.00	\$10.00	81-160 Acres
\$5.00	\$8.00	\$5.00	\$4.00	161-320 Acres
\$1.00	\$1.00	\$1.00	\$1.00	321+ Acres
\$25.00	\$35.00	\$25.00		0-40 Acres
	\$25.00			41+ Acres
\$20.00	\$30.00	\$20.00		0-40 Acres
	\$25.00			41+ Acres

**JOSHUA BASIN WATER DISTRICT
Water Availability (Standby) Zoning Descriptions**

DISTRICT ZONE DESCRIPTIONS

- ZONE 1** Any size parcel served by one or more meters
- ZONE 2** Any size parcel within 1/2 mile of a water mainline and in the same pressure zone as the mainline
- ZONE 3** Any size parcel within one mile of a water mainline and within one pressure zone of the mainline
- ZONE 4** All other parcels

COUNTY ZONE DESCRIPTIONS

- 3MRM** Residential, multi-family, 3,000 sq. ft. per unit, 14.5 units per acre
- 4MRM** Residential, multi-family, 4,000 sq.ft. per unit, 10.8 units per acre
- 20MRM40M** Residential, multi-family, 20,000 sq. ft. per unit, 2.18 units per acre
-
- RS1** Residential, single family, 1 unit per acre
- RS8M** Residential, single family, 8,000 sq.ft. per unit, 5.4 units per acre
- RS10M** Residential, single family, 10,000 sq. ft. per unit, 4.3 units per acre
- RS18M** Residential, single family, 18,000 sq. ft. per unit, 2.4 units per acre
- RS20M** Residential, single family, 20,000 sq. ft. per unit, 2.1 units per acre
-
- RL2.5** Rural Living, one residence per 2.5 acres
- RL5** Rural Living, one residence per 5 acres
- RL10** Rural Living, one residence per 10 acres
- RL20** Rural Living, one residence per 20 acres
-
- RC40** Resource Conservation, one residence per 40 acres
- CS, CC, CG,** Commercial Properties
- CO, CN** Commercial Properties
- IC** Industrial Properties

ARTICLE 13.3 Guarantee Deposit

Applicants who provide a social security number will have their credit checked. The results of the credit check will provide either a green, yellow, or red ‘score’. Deposit amounts, based upon the score are indicated below.

- Green = good credit, no deposit required
- Yellow = moderate credit, \$100 deposit required, 24 months satisfactory payment history
- Red = poor credit, \$100 deposit required, 24 months satisfactory payment history
- No Score = \$100 deposit required, 24 months satisfactory payment history

Applicants that do not provide a social security number will be required to pay a \$100 deposit that will be held for 24 months of satisfactory payment history.

Existing JBWD customers transferring service from one address to another who meet the satisfactory payment requirements of Article 1.2 will not be required to provide a new guarantee deposit to start service at the new address.

The District uses a third party for this deposit decision service and is not responsible for inaccuracies in the Applicant credit report. Applicants must address concerns to the credit reporting bureaus or the District’s contractor, Online Utility Exchange. The District will provide an Adverse Decision Letter to the Applicant whenever a yellow or red score is received. The letter provides contact information to assist the Applicant in correcting credit-reporting inaccuracies.

ARTICLE 13.4 Water Turn on

Turn on new service – next day or same day before the deadline for same-day service	\$15.00
Turn on after voluntary turn-off (vacation) before the deadline for same-day service	10.00
Turn on after the deadline for same day turn on service	85.00

(Amended by Resolution No. 18-982 on 02/21/2018)

ARTICLE 13.5 Basic Monthly Fee.

The basic monthly fee for availability of water service, which includes no water used, is as follows:

Meter	Capacity	<u>MONTHLY FEE BASED ON METER SIZE, March 1, 2018</u>				
Size	(gpm)	3-1-18	1-1-19	1-1-20	1-1-21	1-1-22
¾” & 1”	30 & 50	\$26.96	\$30.70	\$34.43	\$ 38.03	\$ 41.35
1-1/2 “	100	\$89.87	\$102.33	\$114.77	\$126.77	\$137.83
2”	160	\$143.79	\$163.73	\$183.63	\$202.83	\$220.53
3”	300	\$269.60	\$307.00	\$344.30	\$380.30	\$413.50

In addition to Active Accounts, effective for the billing cycle that starts March 1, 2018, Transitional Accounts and Inactive Accounts as defined in SECTION II will also be subject to a Basic Monthly Fee as set forth above.

(Amended by Resolution No. 18-982 on 02/21/2018)

ARTICLE 13.6 Monthly Water Flow Charges

Water passing through the meter shall be sold at the following cumulative rates, per unit (one hundred cubic feet, 748 gallons):

For ¾" and 1" meters

Consumption RATE PER UNIT (\$ PER HUNDRED CUBIC FEET), 03-

<u>(UNITS)</u>	<u>3-1-18</u>	<u>1-1-19</u>	<u>1-1-20</u>	<u>1-1-21</u>	<u>1-1-22</u>
0-5 units	\$3.70	\$4.40	\$5.05	\$5.70	\$ 6.20
5.01-10 units	\$4.40	\$5.30	\$6.15	\$7.00	\$ 7.70
10.01-20 units	\$5.10	\$6.20	\$7.25	\$8.30	\$ 9.20
20.01 + units	\$5.80	\$7.10	\$8.35	\$9.60	\$10.70

For 1-1/2", 2" and 3" meters

Unit rate for all water use	\$4.60	\$5.40	\$6.20	\$7.00	\$7.70
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ARTICLE 13.7 (Rescinded)

ARTICLE 13.8 Delinquent Account Service Charge

Delinquent accounts will be 1.5% per month service charge on the unpaid balance plus a one time 10% penalty on the original unpaid balance.

ARTICLE 13.9 Public Fire Protection Charges

There is no charge per fire hydrant for public fire protection at this time.

ARTICLE 13.10 Cost and Charges for Private Fire Protection

Installation cost will be the actual cost plus fifteen percent (15%) to cover administrative and overhead cost.

Monthly service charge:

MONTHLY CHARGE BASED ON DEVICE SIZE, March 1, 2018

<u>Device Size</u>	<u>3-1-18</u>	<u>1-1-19</u>	<u>1-1-20</u>	<u>1-1-21</u>	<u>1-1-22</u>
2"	\$14.30	\$16.37	\$18.36	\$20.28	\$22.05
3"	\$26.96	\$30.69	\$34.43	\$38.03	\$41.34
4"	\$44.94	\$51.16	\$57.38	\$63.38	\$68.91
6"	\$89.88	\$102.31	\$114.75	\$126.75	\$137.81
8"	\$143.80	\$163.70	\$183.60	\$202.80	\$220.50

If a customer is required to oversize the domestic meter for the sole purpose of fire protection (fire sprinklers), the Capacity Charge, and monthly Basic Fee will be calculated on the minimum allowable service size, as determined by AWWA Standards or by the customer, in writing, from the Building Department.

ARTICLE 13.11 Fee for Permit to Supply Water for Domestic Irrigation to Adjoining, Same Ownership Parcel

The fee for a permit charged to a customer requesting to supply water to a parcel with no meter from the meter already installed on an adjoining parcel, owned by the same customer. This Fee must be paid prior to supplying water to second parcel, and must be renewed on an annual basis. The Fee is based on the monthly basic fee per meter size and changes as Article 13.6 changes. The Fee is imposed as follows:

Size	Annual Fee
5/8 x 3/4 inch	\$300.00
3/4 inch	\$300.00
1 inch	\$501.00

ARTICLE 13.12 Backflow/Cross-Connection Devices

\$25.00 annually, payable in January of each year, will be charged to customers required to install and maintain a Backflow/Cross-Connection Device.

ARTICLE 13.13 Charge for Temporary Service *(Amended by Resolution No. 18-987 on 05/16/2018).*

The following charges apply to all temporary services.

Guarantee Deposit	A deposit equal to the estimated cost incurred by the District to replace or repair the meter and appurtenant facilities is required.
Minimum Charge and Quantity Rate:	The charges for temporary service shall be the charges applicable under Article 13.5 and 13.6 of the District’s Rules & Regulations, plus a surcharge of 50% on the applicable Basic Monthly Fee and the Water Flow Charges.
Temporary Service Installation Charge:	Including account set-up, the charge for temporary service installation will be \$95.
Relocation Charge:	The charge for the temporary service meter relocation will be \$60.

ARTICLE 13.14 Mainline Extension Project Application Fee

An application fee of \$25.00 will be charged for all Mainline Extension applications, either residential or commercial, for water and wastewater facilities.

ARTICLE 13.15 Charge for Cancellation of New Service Facility Installation Application

There is a charge of \$50.00 for cancellation of new service facility installation applications where all fees have been paid and the customer requests refund of fees. This charge is to cover the District costs in handling this transaction.

ARTICLE 13.16 Standard Front Footage Fee

This fee applies to water service applicants that connect to the water system where the District has installed or replaced a mainline since 1997 (Reimbursement Agreements) or where the applicant has been approved for a Remote Meter.

The Standard Front Footage Fee will be the amount of the most recently calculated front footage reimbursement fee (e.g. 2008 H Zone, \$37 per foot) as approved by the Board of Directors.

- (a) Reimbursement Agreements: (Where the District has installed or replaced the mainline since 1997) The total Fee is computed based upon the measurement of the front footage of the parcel as it sits adjacent to the mainline (property corner to property corner) multiplied by the Standard Front Footage Fee (price per foot).

Remote Meters: The total Fee is computed based upon the measurement from the applicant’s service line point of connection with the existing mainline to the furthest end of the applicant’s property corner that sits adjacent to the future mainline location, as determined by District staff, multiplied by the Standard Front Footage Fee (price per foot).

ARTICLE 13.16.1 Standard Wastewater Front Footage Fee

This fee applies to wastewater service applicants that connect to the wastewater system where the District has installed or replaced a mainline. The standard Wastewater Front Footage Fee will be the amount of the most recently calculated front footage reimbursement fee as approved by the Board of Directors.

ARTICLE 13.17 Plan Check and Processing and Inspection Fees

The cost of plan check and processing, feasibility studies and inspection shall be borne by the applicant for water and wastewater facilities. Fees shall be the actual cost of services plus 15% for District administration. The District will provide a written estimate of the fees to the applicant who must deposit the same amount with the District prior to commencement of work. If the fees deposited are insufficient to pay all costs incurred by the District, a bill for the balance will be sent to the applicant and must be paid before water service will be initiated, or before a Wastewater Certificate of Compliance will be issued. If the fees deposited exceed the amount required, the District will refund the balance.

ARTICLE 13.18 Meter Installation Fees – (Amended by Resolution No. 15-947 on 03/04/2015)

NEW TRACT INSTALLATION: This fee applies to the Copper Mountain Mesa Assessment District for all original parcels with services already installed and for approved tract maps or parcel maps where installation of all water system facilities, except for the water meter, will be done by the developer’s contractor. After acceptance of the developer-installed system, the District will set the meter at the following fees:

Meter Size	Fee
¾ inch	\$585.00
1 inch	669.00
All larger	Cost + 15%

NON-TRACT INSTALLATION: The fee includes material and labor associated with installation of the pipeline, connecting valves and fittings and a meter/control facility to extend water service from a main to a property line for the use of a separate premise.

Meter Size	Fee
¾ inch	\$1,911.00
1 inch	2,002.00
1-1/2"	Cost + 15%
All larger	Cost + 15%

ARTICLE 13.18.1 Front Footage Fee

Mainline installation or replacement projects in the following areas have been installed at District 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.

Copper Mountain College, December 2004:	\$26.00 per foot
H Zone, October 2008:	\$37.00 per foot

ARTICLE 13.18.2 Remote Meter Front Footage Payment Plan *(Deleted per Resolution No.13-907 on 06/19/2013)*

ARTICLE 13.19 Water Capacity Charges

This charge is used to provide for a source of supply, pumping, transmission, and storage needed as a result of new demands caused by new residential/commercial/industrial/agricultural services, or new single-family service. The Capacity Charges shall be computed by the District and collected as follows and shall be automatically adjusted effective on the 1st day of January of each calendar year following the adoption of Resolution No. 07-807 (For example, 1/1/08) based upon the change in the Engineering News-Record Construction Cost Index (ENR-CCI 20 Cities) starting from the base month of June, 2006. (For example, the first automatic increase taking effect 1/1/08 shall be based on the increase in said index from June 2006 to June 2007. The second automatic increase taking effect 1/1/09 shall be based on the increase in said index from June 2007 to June 2008 and so forth.

Size	Ratio	Charge
¾"	1.00	\$ 3,852.00
1"	1.67	6,417.00
1 ½"	3.33	12,833.00
2"	5.33	20,535.00
3"	10.67	38,503.00

ARTICLE 13.19.1 Wastewater Capacity Charges

This charge is used to provide for a source of wastewater treatment, pumping, collection, transmission, and related facilities needed as a result of new demands caused by new single family residential, multi-family residential, commercial, industrial, and agricultural development. It is a charge levied on each new development that will contribute a rightful share of the costs of the District's wastewater facilities. The Capacity Charges shall be computed by the District and collected as follows and shall be automatically adjusted effective on the first day of January of each calendar year following the adopting of Resolution No. 09-851 (For example, 01/01/2011) based upon the change in the engineering News-Record Construction Cost Index – Los Angeles (ENR-CCI LA) starting from the base month of June, 2009. For example, the first automatic increase taking effect 01/01/2011 shall be based on the increase in said index from June 2009 to June 2010. The second automatic increase taking effect 01/01/2012 shall be based on the increase in said index from June 2010 to June 2011 and so forth.

Single Family Residential:	1 Equivalent Dwelling Unit (EDU) = \$5,788.00
Multi Family Residential:	1 EDU per residential unit (duplex = 2 units, triplex = 3 units, etc.) or less if determined by the District Engineer (e.g. Senior Housing, studio apartments, etc.)
Non Residential:	\$5,418 per EDU with the number of EDUs to be determined by District Engineer based on plans provided.

The Wastewater Capacity Charge applies to all new development in the Wastewater Planning Area as identified in the attached map (Exhibit C). A list of parcels within the area is attached as Exhibit D. Capacity Charges do not apply to additions to existing residential units, but will apply to any new residential structures including a second home on a parcel, other than guest house. Capacity Charges will be applied to expansion of non-residential development if it increases the number of EDUs by one or more based on review of the District Engineer.

Capacity Charge will be collected at the District's option either with the "will-serve" letter, or prior to issuance of a Building Permit, but in any case no later than the time of Certificate of Occupancy as feasible in each case to assure that the District receives payment.

ARTICLE 13.20 Refund Agreement Processing Fee

The preparation and processing fees for refund credit agreements will be as follows:

- (a) Initial preparation costs shall be \$25.00 plus \$25.00 for each separate parcel covered.
- (b) Annual processing costs shall be \$5.00 for each collection made.

ARTICLE 13.20.1 *(Deleted per Resolution No.13-907on 06/19/2013)*

ARTICLE 13.21 Meter Exchange Cost

For meter size changes (either increase or decrease in size), the customer shall pay:

- The current cost of the new meter, including the difference in Capacity Charge;
- The current cost of the installation materials;
- The current cost for equipment;
- The current cost for field labor;
- The processing (1/2 hour office time).

No refund for materials already in use is provided, nor Capacity Charge.

ARTICLE 13.22 Charge for Customer Requested Meter Accuracy Testing

The charge for customer requested meter accuracy testing shall be as follows:

Meter Size	Charges
5/8 x 3/4 inch	\$ 40.00
3/4 & 1 inch	\$ 40.00
1-1/2 & 1 inch	\$ 75.00
All larger	Cost + 15%

Any meter found to be registering more than 2% fast will result in a billing adjustment and refund of the meter testing fee. The meter accuracy testing fee will not be charged if the meter has not been tested during the previous 5 year period.

ARTICLE 13.23 Hydrant Testing

The charge for customer requested fire flow testing of hydrants shall be \$55.00 per hydrant.

ARTICLE 13.24 Broken Lock Fee

When an account has been locked off and the lock is broken, the account holder will be charged \$5.00 for replacement of the lock.

ARTICLE 13.25 Charge for District Documents

The charges for various District documents will be as follows:

DESCRIPTION	CHARGE
Rules & Regulations	\$ 0.25 per sheet
Specifications	\$30.00 per copy
Water Master Plan (incl. maps)	\$30.00 per copy
System Atlas	\$30.00 per copy
Research (Retrieve Documents)	\$25.00 per hour (\$5.00 minimum)
Computer Printout	\$ 1.00 per page (\$2.00 minimum)
Copies	\$ 0.25 per sheet

ARTICLE 13.26 48-Hour Tag Fee

When the District is required to prepare and deliver a 48-hour tag because of pending account termination, the account holder will be charged \$10.00. Staff has the discretion to waive the fee for good reason when there have been no other 48-hour tags for the customer in the last 12 months. This is not intended to allow one free 48-hour tag every 12 months, but to provide a waiver for extenuating circumstances.

ARTICLE 13.27 Rate for Sale of Water to Other Water Agencies

Water sold to other water agencies shall be metered and sold at a rate of \$9.53 per unit (one hundred cubic feet) or \$1,038.00 per acre foot.

In addition to this water rate, direct manpower, material and equipment costs associated with making the physical connection or overseeing the connection shall be charged at actual cost plus overhead.

The General Manager or designate may authorize the temporary sale of water to other water agencies for a two-week period or less. The Board of Directors may authorize the temporary service for a period of longer than 14 days.

DESCRIPTIONS

EXHIBIT A

ARTICLE 13

Article 13.1 VARIANCE APPLICATION DEPOSIT

An estimated deposit, based upon the complexity of the evaluation as determined by JBWD, will be required from a customer who requests consideration of a variance from existing Rules & Regulations. Such evaluation may require consultation with professionals, in addition to JBWD staff, and the customer will pay all costs associated with the evaluation. The customer is responsible for all costs and JBWD will deduct costs from customer deposit and send a bill for costs that exceed the deposit or a refund if costs are less.

ARTICLE 13.2 Water Availability or Standby Charges (wording change but no fee changes)

This is an annual charge established pursuant to the Government Code. The charge is based upon the degree of water availability and the development potential for each parcel. JBWD uses a combination of three criteria to determine the charges due; County land use designation, JBWD zone which indicates proximity to existing water mainlines, and size of the parcel. Standby charges are collected through the County of San Bernardino on the property tax rolls. Rates are set on an annual basis during a public hearing.

ARTICLE 13.3 GUARANTEE DEPOSIT

A guarantee deposit is required from customers establishing active water service and shall not be required except upon the determination by the JBWD that the person requesting service is not creditworthy. The determination of creditworthiness shall be based upon criteria established by the Board of Directors in Article 1.

ARTICLE 13.4 NEW ACCOUNT CHARGE (FORMERLY TURN ON NEW SERVICE)

Upon customer request to establish a new account or request the transfer of service from an existing account to a new account, a New Account Charge shall be paid.

ARTICLE 13.4.1 TEMPORARY CUSTOMER-REQUESTED TURN OFF/TURN ON

Upon customer request to temporarily turn water meter on or off, such as for vacation or customer plumbing work, a fee shall be paid. Water meter will be locked in the off position, but billing of applicable charges will continue.

ARTICLE 13.4.2 AFTER-HOURS TURN ON CONVENIENCE CHARGE (FORMERLY TURN ON AFTER DEADLINE FOR SAME DAY TURN ON SERVICE)

Upon customer request to provide water account turn on after the deadline for same day turn on of service and written commitment to pay the fee, an After-Hours Turn On charge shall be paid to the JBWD.

ARTICLE 13.4.3 METER REMOVAL (PULL)/METER REINSTALLATION

A fee will be charged for the removal (pull) or reinstallation of a meter, whether at customer request or JBWD-initiated in order to prevent damage or obtain compliance with the JBWD's Rules & Regulations.

ARTICLE 13.4.4 DISCONNECTION OR RECONNECTION FEE FOR NONPAYMENT

A fee will be charged for the disconnection or reconnection of water service as a result of nonpayment.

ARTICLE 13.5 Basic Monthly Fee

The Basic Monthly Fee is payable for availability of water service, which includes no water used. All accounts, including Active, Transitional and Inactive accounts, are billed the Basic Monthly Fee each month whether or not there is any water use occurring.

ARTICLE 13.5.1 TEMPORARY SERVICE BASIC MONTHLY FEE

A fee will be charged for the availability of temporary water service, which includes no water used.

ARTICLE 13.6 Monthly Water Flow Charges

Water passing through the meter shall be sold at cumulative rates, per unit (one hundred cubic feet or 748 gallons).

ARTICLE 13.6.1 TEMPORARY SERVICE MONTHLY WATER FLOW CHARGES

Water passing through the temporary meter shall be sold at cumulative rates, per unit (one hundred cubic feet, 748 gallons)

ARTICLE 13.7 (Rescinded)

ARTICLE 13.8 DELINQUENT ACCOUNT SERVICE CHARGE

A Delinquent Account Service Charge shall be added to each delinquent account. Such charge shall be added to the account balance each month as of the date the account becomes delinquent.

ARTICLE 13.9 Public Fire Protection Charges

There is no charge per fire hydrant for public fire protection at this time.

ARTICLE 13.10 Cost and Charges for Private Fire Protection

Installation cost will be the actual cost plus fifteen percent (15%) to cover administrative and overhead cost. Customers that have a Private Fire Protection service are required to pay a monthly charge for such service.

ARTICLE 13.11 FEE FOR PERMIT TO SUPPLY WATER FOR DOMESTIC IRRIGATION TO ADJACENT PARCEL

A fee will be charged for an annual permit requested by a customer to supply domestic irrigation only to an adjacent parcel with no water meter, when such parcel is owned by the same owner. The Fee will be charged once per year, payable in full. This option allows customer to avoid payment of meter installation and capacity fees, but is only applicable for domestic irrigation purposes. Fee must be paid prior to supplying water to the second parcel, and must be renewed on an annual basis. The fee is equal to the Basic Monthly Fee amount, multiplied by 12 months, and changes as Article 13.5 changes.

~~If a customer is required to oversize the domestic meter for the sole purpose of fire protection (fire sprinklers), the Capacity Charge, and monthly Basic Fee will be calculated on the minimum allowable service size, as determined by AWWA Standards or by the customer, in writing, from the Building Department.~~

ARTICLE 13.12 BACKFLOW/CROSS-CONNECTION DEVICES

\$25.00 annually, payable in January of each year, will be charged to customers required to install and maintain a Backflow/Cross-Connection Device.

ARTICLE 13.13.1 TEMPORARY SERVICE GUARANTEE DEPOSIT

A guarantee deposit, equal to the estimated cost of replacement of the meter and appurtenances, will be required for all temporary services. Replacement costs will be determined on a case-by-case basis, based upon the temporary facilities required by customer.

ARTICLE 13.13.2 TEMPORARY SERVICE INSTALLATION FEE

A fee will be charged to set-up the temporary account and install a temporary service, including meter and appurtenances.

ARTICLE 13.13.3 TEMPORARY SERVICE RELOCATION FEE

A fee will be charged to relocate a previously-installed temporary water service meter.

~~ARTICLE 13.14 Mainline Extension Project Application Fee (propose this for deletion)~~

~~An application fee of \$25.00 will be charged for all Mainline Extension applications, either residential or commercial, for water and wastewater facilities.~~

~~ARTICLE 13.15 Charge for Cancellation of New Service Facility Installation Application (propose this for deletion)~~

~~There is a charge of \$50.00 for cancellation of new service facility installation applications where all fees have been paid and the customer requests refund of fees. This charge is to cover the District costs in handling this transaction.~~

ARTICLE 13.16 STANDARD FRONT FOOTAGE FEE – WATER

Water service applicants that connect to the water system where JBWD has installed or replaced a mainline since 1997, or where the applicant has been approved for a Remote Meter, shall pay the Standard Front Footage Fee. The total fee is computed based on the measurement of the front footage of the parcel as it sits adjacent to the mainline or future mainline (property corner to property corner) multiplied by the Standard Front Footage Fee (price per foot.)

ARTICLE 13.17 PLAN CHECK DEPOSIT

Water service applicants shall submit a deposit, based on the complexity of the proposed project as determined by JBWD, to pay for all costs associated with development, including but not limited to plan check costs, inspection fees, preparation of W-1, S-1 or Non-Interference letters required by the County of San Bernardino. Actual costs of service including but not limited to labor, equipment, professional services and overhead shall be deducted from the deposit. If the deposit exceeds actual costs, JBWD will refund the balance. If actual costs exceed the deposit, a bill for the balance will be sent to applicant and must be paid before water service will be initiated.

ARTICLE 13.18 METER CONNECTION FEES (FORMERLY METER INSTALLATION FEES)

When the parcel to which water is to be furnished does not include a paid water meter for use on said parcel, the customer shall pay a meter connection fee based on all costs of installation, including but not

limited to labor, equipment, supplies and overhead. Note some meters have been installed at JBWD expense, and although there is a meter in place, it is not considered a paid water meter.

ARTICLE 13.18.1 FRONT FOOTAGE FEE

Mainline installation or replacement projects in the following areas have been installed at JBWD expense. Future development of parcels in the following project areas requires payment of a Front Footage Fee, per foot of parcel frontage adjacent to the mainline.

ARTICLE 13.19 WATER CAPACITY CHARGES (changes to wording but not fees yet)

When the parcel to which water is to be furnished does not include a paid water meter for use on said parcel, the customer shall pay a Water Capacity Charge.

The Water Capacity Charge includes a buy-in component to existing facilities which achieves equity with current customers. In addition, there is a replacement component, which is designed to fund water system capacity replacement required as a result of the new water service. Note some meters have been installed at JBWD expense, and although there is a meter in place, it is not considered a paid water meter.

ARTICLE 13.19.1 WASTEWATER CAPACITY CHARGES (changes to wording but not fees yet)

When the parcel to which wastewater service is to be furnished does not include a paid water meter, or the property that has a paid water meter is undeveloped with a structure, the customer shall pay a Wastewater Capacity Charge. The Wastewater Capacity Charge includes a buy-in component for funding of a future wastewater system based on projected wastewater system capacity required by the new water service.

Wastewater Capacity Charges are due under the following conditions:

1. The parcel to which water service is to be furnished is (a) located in the wastewater treatment strategy area, and (b) will result in density of less than one Equivalent Dwelling Unit per one-half acre, and (c) has a paid water meter, (d) but has never developed the parcel with a structure.
2. The parcel to which water service is to be furnished is (a) located in the wastewater strategy area, and (b) will result in density of less than one Equivalent Dwelling Unit per one-half acre, and (c) does not contain a paid water meter.

The Wastewater Capacity Charge applies to all new development in the Wastewater Planning Area as identified in the attached map (Exhibit C). A list of parcels within the area is attached as Exhibit D.

Wastewater Capacity Charges do not apply to additions to existing residential units, but will apply to any new residential structures including a second home on a parcel, other than guest house.

Wastewater Capacity Charges will be applied to expansion of non-residential development if it increases the number of EDUs by one or more based on review of the JBWD Engineer.

ARTICLE 13.20 REFUND AGREEMENT PROCESSING FEES

When customer installs a mainline at their own expense which provides opportunity for other parcel owners to connect to the water or wastewater system where such opportunity didn't previously exist, customer shall be eligible for potential refund if other parcel owners connect in the future. Customer shall pay costs associated with preparation and processing of refund agreements. See Article 7.

ARTICLE 13.21 METER EXCHANGE WITHIN THE SAME PARCEL

For meter size changes on the same parcel (either increase or decrease in size,) the customer shall pay the actual costs associated with installation of the new meter, including supplies, equipment and labor, plus overhead. Meters cannot be relocated to different parcels; that constitutes a new meter installation.

No refund for materials already in use is provided, nor refund of Capacity Charges, if meter size is decreased.

ARTICLE 13.22 METER ACCURACY TESTING FEE

Any customer has the right to have his meter examined and tested at any time upon completion of the Meter Test Form, payment of the Meter Accuracy Testing Fee and written commitment to pay an adjustment to their water account for any discrepancy identified in the meter performance, either over or under-recording, if the meter fails

ARTICLE 13.23 HYDRANT FLOW TESTING

For development or other reasons, customer may request hydrant flow testing at a hydrant location of their choosing. JBWD will test the hydrant and provide a hydrant certification letter to customer. Since performing hydrant flow tests can result in water quality issues and/or water leaks, JBWD seeks to limit hydrant flow testing. Static pressure testing can often be a substitute; however, if customer requires hydrant flow testing, customer is responsible for costs associated with any system damage.

ARTICLE 13.23.1 STATIC PRESSURE TESTING

For development or other reasons, customers may request static pressure testing, to be performed at a hydrant of JBWD's choosing. JBWD will perform static pressure testing and provide testing report to customer.

ARTICLE 13.24 BROKEN LOCKING DEVICE FEE

When a water meter has been locked off and the locking device is broken, depending on circumstances, the old or new account holder may be charged for replacement of the locking device.

ARTICLE 13.25 CHARGE FOR JBWD DOCUMENTS

A fee shall be charged to those requesting copies of public records. Public records may be examined at no charge.

ARTICLE 13.26 48-Hour Tag Fee (no changes to wording or fees yet)

When the District is required to prepare and deliver a 48-hour tag because of pending account termination, the account holder will be charged \$10.00. Staff has the discretion to waive the fee for good reason when there have been no other 48-hour tags for the customer in the last 12 months. This is not intended to allow one free 48-hour tag every 12 months, but to provide a waiver for extenuating circumstances.

ARTICLE 13.27 RATE FOR SALE OF WATER TO OTHER WATER AGENCIES

Water sold to other water agencies on an emergency or short-term basis shall be metered and a water bill sent to the other water agency on no less than a monthly basis.

The General Manager or designate may authorize the temporary sale of water to other water agencies for a two-week period or less. The Board of Directors may authorize the temporary service for a period of longer than 14 days.

ARTICLE 13.28 NO SHOW CHARGE FOR MISSED APPOINTMENTS

A charge shall be made when an appointment time has been scheduled and set aside for a field visit which is not kept and not cancelled in advance by the customer or a representative.

ARTICLE 13.29 LIEN FEES

A charge shall be made for the costs associated with filing and releasing liens that are recorded due to unpaid water or meter damage charges.

ARTICLE 13.30 WILL SERVE LETTER

The applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of the Will Serve Letter document.

ARTICLE 13.31 METER QUOTE

An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a meter quote. An applicant is allowed one (1) free meter quote per calendar month; additional meter quotes will be provided upon payment of the charge.

ARTICLE 13.32 W1 FORM LETTER

An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a W1 Form letter.

ARTICLE 13.33 S1 FORM LETTER

An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a S1 Form letter.

ARTICLE 13.34 NON-INTERFERENCE LETTER

An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a Non-Interference Letter

ARTICLE 13.35 RETURNED PAYMENT CHARGE

A fee will be charged for each check or credit card payment returned from the bank unpaid. After two returned payments, customer will be on a cash-only basis for at least two years, or until a satisfactory payment record has been established per Article 1.11.

ARTICLE 13.36 OTHER SERVICES

A charge shall be made for services performed by the JBWD not listed above, for which an actual cost is attributable to a particular customer.

Note that amounts of all fees have been rounded up to the nearest dollar.

AMOUNTS

EXHIBIT B

ARTICLE 14

ARTICLE 14.1 VARIANCE APPLICATION DEPOSIT

A deposit based on complexity is required to evaluate a variance request:

- Simple \$500
- Complex \$2,500

Customer is responsible for all costs associated with the request, even if costs exceed the deposit.

ARTICLE 13.2 WATER AVAILABILITY OR STANDBY CHARGES

The tables below and on the following page provide the rate matrix and descriptions for Standby Charges.

EXHIBIT A JOSHUA BASIN WATER DISTRICT WATER AVAILABILITY (STANDBY) CHARGES

SCHEDULE A MINIMUM PER PARCEL UP TO 1.25 ACRES					SCHEDULE B COST PER ACRE FOR PARCELS OVER 1.25 ACRES				
COUNTY ZONE	District Zone 1	District Zone 2	District Zone 3	District Zone 4	District Zone 1	District Zone 2	District Zone 3	District Zone 4	ACREAGE
20MRM40M	\$30.00	\$50.00			\$20.00	\$30.00			0+ Acres
3MRM	\$40.00	\$80.00			\$20.00	\$30.00			0-40 Acres 41+ Acres
4MRM	\$40.00	\$60.00	\$50.00		\$20.00	\$35.00	\$25.00		0-40 Acres 41+ Acres
RS8M	\$30.00	\$50.00			\$25.00	\$25.00	\$15.00		0-40 Acres 41+ Acres
RS10M	\$30.00	\$50.00			\$20.00	\$30.00			0+ Acres
RS18M	\$30.00	\$50.00			\$20.00	\$35.00			0-40 Acres
					\$15.00	\$25.00			41-80 Acres
					\$10.00	\$15.00			81-160 Acres
					\$10.00	\$10.00			161-320 Acres
					\$1.00	\$1.00			321+ Acres
RS20M	\$30.00	\$50.00			\$20.00	\$30.00			0-40 Acres
					\$25.00				41+ Acres
					\$20.00	\$30.00			0+ Acres
					\$15.00	\$25.00	\$15.00	\$15.00	0-40 Acres
					\$12.00	\$10.00	\$8.00	\$8.00	41-160 Acres
RC40	\$40.00	\$60.00	\$40.00	\$40.00	\$5.00	\$4.00	\$3.00		161-320 Acres
					\$1.00	\$1.00	\$1.00		321+ Acres
					\$20.00	\$30.00	\$20.00	\$15.00	0+ Acres
					\$20.00	\$30.00	\$20.00	\$15.00	0-40 Acres
					\$15.00				41+ Acres
RL20	\$30.00	\$50.00	\$40.00	\$40.00	\$20.00	\$30.00	\$20.00	\$15.00	0-40 Acres
					\$12.00	\$25.00	\$15.00	\$12.00	41-80 Acres
					\$8.00	\$10.00	\$8.00	\$8.00	81-160 Acres
					\$4.00	\$5.00	\$4.00	\$3.00	161-320 Acres
					\$1.00	\$1.00	\$1.00	\$1.00	321+ Acres
RL2.5	\$30.00	\$50.00	\$40.00	\$40.00	\$20.00	\$30.00	\$20.00	\$15.00	0-40 Acres
					\$15.00	\$25.00	\$15.00	\$12.00	41-80 Acres
					\$10.00	\$15.00	\$10.00	\$10.00	81-160 Acres
					\$5.00	\$8.00	\$5.00	\$4.00	161-320 Acres
					\$1.00	\$1.00	\$1.00	\$1.00	321+ Acres
COMMERCIAL / INDUSTRIAL / OTHER	\$40.00	\$60.00	\$50.00		\$25.00	\$35.00	\$25.00		0-40 Acres
						\$25.00			41+ Acres
RS1	\$40.00	\$60.00	\$50.00		\$20.00	\$30.00	\$20.00		0-40 Acres
						\$25.00			41+ Acres

**JOSHUA BASIN WATER DISTRICT
Water Availability (Standby) Zoning Descriptions**

DISTRICT ZONE DESCRIPTIONS

- ZONE 1** Any size parcel served by one or more meters
- ZONE 2** Any size parcel within 1/2 mile of a water mainline and in the same pressure zone as the mainline
- ZONE 3** Any size parcel within one mile of a water mainline and within one pressure zone of the mainline
- ZONE 4** All other parcels

COUNTY ZONE DESCRIPTIONS

- 3MRM** Residential, multi-family, 3,000 sq. ft. per unit, 14.5 units per acre
- 4MRM** Residential, multi-family, 4,000 sq.ft. per unit, 10.8 units per acre
- 20MRM40M** Residential, multi-family, 20,000 sq. ft. per unit, 2.18 units per acre

- RS1** Residential, single family, 1 unit per acre
- RS8M** Residential, single family, 8,000 sq.ft. per unit, 5.4 units per acre
- RS10M** Residential, single family, 10,000 sq. ft. per unit, 4.3 units per acre
- RS18M** Residential, single family, 18,000 sq. ft. per unit, 2.4 units per acre
- RS20M** Residential, single family, 20,000 sq. ft. per unit, 2.1 units per acre

- RL2.5** Rural Living, one residence per 2.5 acres
- RL5** Rural Living, one residence per 5 acres
- RL10** Rural Living, one residence per 10 acres
- RL20** Rural Living, one residence per 20 acres

- RC40** Resource Conservation, one residence per 40 acres
- CS, CC, CG,** Commercial Properties
- CO, CN** Commercial Properties
- IC** Industrial Properties

Article 14.3 GUARANTEE DEPOSIT

Applicants who provide a social security number will have their credit checked. The results of this soft credit check will provide either a green, yellow, or red "score," and the deposit amount is based upon the score. Customers that don't provide a social security number won't get a "score," and will have to pay a guarantee deposit.

- Green = good credit, no deposit required
- Yellow = average credit, deposit required
- Red = poor credit, deposit required
- No score = no credit, deposit required

<u>Effective Date</u>	<u>Guarantee Deposit</u>
Adoption	\$225.00
1/1/20	\$255.00
1/1/21	\$285.00
1/1/22	\$310.00

ARTICLE 14.4 NEW ACCOUNT CHARGE (FORMERLY TURN ON NEW SERVICE)

A fee of \$43.00 will be paid to establish a new account or transfer service from one account to another.

ARTICLE 14.4.1 TEMPORARY CUSTOMER-REQUESTED TURN OFF/TURN ON

A charge of \$33.00 shall be paid for either temporary turn on or turn off of water meter.

ARTICLE 14.4.2 AFTER-HOURS TURN ON CONVENIENCE CHARGE (FORMERLY TURN ON AFTER DEADLINE FOR SAME DAY TURN ON SERVICE)

A fee of \$110.00 will be assessed to a customer who requests that water service be turned on after the deadline for same day turn on.

ARTICLE 14.4.3 METER REMOVAL (PULL)/METER REINSTALLATION

Charges are as follows:

Meter Removal/Pull	\$49.00
Meter Reinstallation	\$54.00

ARTICLE 14.4.4 DISCONNECTION OR RECONNECTION FEE FOR NONPAYMENT

Charges are as follows:	DISCONNECTION:	TBD
	RECONNECTON:	\$25

ARTICLE 14.5 BASIC MONTHLY FEE

The Basic Monthly Fee for availability of water service, which includes no water used, is as follows:

MONTHLY FEE BASED ON METER SIZE, March 1, 2018

Size (gpm)	3-1-18	1-1-19	1-1-20	1-1-21	1-1-22
¾" & 1" 30 & 50	\$26.96	\$30.70	\$34.43	\$ 38.03	\$ 41.35
1-1/2 " 100	\$89.87	\$102.33	\$114.77	\$126.77	\$137.83
2" 160	\$143.79	\$163.73	\$183.63	\$202.83	\$220.53
3" 300	\$269.60	\$307.00	\$344.30	\$380.30	\$413.50

ARTICLE 14.5.1 TEMPORARY SERVICE BASIC MONTHLY FEE

The fees are as follows:

Meter Size	Monthly Fee (based on meter size)			
	1/1/19	1/1/20	1/1/21	1/1/22
¾" & 1"	46.05	51.65	57.05	62.03
3"	460.50	516.45	570.45	620.45

ARTICLE 14.6 Monthly Water Flow Charges

Water passing through the meter shall be sold at the following cumulative rates, per unit (one hundred cubic feet, 748 gallons):

For ¾" and 1" meters

Consumption RATE PER UNIT (\$ PER HUNDRED CUBIC FEET)

(UNITS)	3-1-18	1-1-19	1-1-20	1-1-21	1-1-22
0-5 units	\$3.70	\$4.40	\$5.05	\$5.70	\$ 6.20
5.01-10 units	\$4.40	\$5.30	\$6.15	\$7.00	\$ 7.70
10.01-20 units	\$5.10	\$6.20	\$7.25	\$8.30	\$ 9.20
20.01 + units	\$5.80	\$7.10	\$8.35	\$9.60	\$10.70

For 1-1/2", 2" and 3" meters

Unit rate for all water use	\$4.60	\$5.40	\$6.20	\$7.00	\$7.70
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ARTICLE 14.6.1 TEMPORARY SERVICE MONTHLY WATER FLOW CHARGES

The charges are as follows:

For ¾" and 1" meters Rate Per Unit (\$ per hundred cubic feet), effective date

Units	1/1/19	1/1/20	1/1/21	1/1/22
0-5 units	6.60	7.58	8.55	9.30
5.01-10 units	7.95	9.23	10.50	11.55
10.01-20 units	9.30	10.88	12.45	13.80
20.01+ units	10.65	12.53	14.40	16.05

<u>For Larger Meters:</u>	Rate Per Unit (\$ per hundred cubic feet)			
Unit rate for all water use	8.10	9.30	10.50	11.55

ARTICLE 14.7 (RESCINDED)

ARTICLE 14.8 DELINQUENT ACCOUNT SERVICE CHARGE

A Delinquent Account Service Charge of 10% on each original unpaid balance, plus .5% per month for each subsequent month of delinquency, will be levied if a customer payment is not received within 20 days after mailing of customer invoice, or due date printed on the bill, whichever is later.

ARTICLE 14.9 PUBLIC FIRE PROTECTION CHARGES

There is no charge per fire hydrant for public fire protection at this time.

ARTICLE 14.10 COST AND CHARGES FOR PRIVATE FIRE PROTECTION

Installation cost will be the actual cost plus fifteen percent (15%) to cover administrative and overhead cost.

MONTHLY CHARGE BASED ON DEVICE SIZE

Device Size	3-1-18	1-1-19	1-1-20	1-1-21	1-1-22
2"	\$14.30	\$16.37	\$18.36	\$20.28	\$22.05
3"	\$26.96	\$30.69	\$34.43	\$38.03	\$41.34
4"	\$44.94	\$51.16	\$57.38	\$63.38	\$68.91
6"	\$89.88	\$102.31	\$114.75	\$126.75	\$137.81
8"	\$143.80	\$163.70	\$183.60	\$202.80	\$220.50

ARTICLE 14.11 FEE FOR PERMIT TO SUPPLY WATER FOR DOMESTIC IRRIGATION TO ADJACENT PARCEL

The fee is imposed as follow:

3/4" or 1" meters	\$368.40	Effective 1/1/19
	\$413.16	Effective 1/1/20
	\$456.36	Effective 1/1/21
	\$496.20	Effective 1/1/22

ARTICLE 14.12 BACKFLOW/CROSS-CONNECTION DEVICES

\$25.00 annually, payable in January of each year, will be charged to customers required to install and maintain a Backflow/Cross-Connection Device.

ARTICLE 14.13.1 TEMPORARY SERVICE GUARANTEE DEPOSIT

A guarantee deposit, equal to the replacement cost of the temporary meter and appurtenances, as determined by JBWD staff, is required before temporary service can be established.

ARTICLE 14.13.2 TEMPORARY SERVICE INSTALLATION FEE

Including account set-up, the fee for installation of a temporary service is \$95.00.

ARTICLE 14.13.3 TEMPORARY SERVICE RELOCATION FEE

The fee for relocating a previously-installed temporary service is \$60.00.

~~**ARTICLE 14.14 Mainline Extension Project Application Fee** (propose for deletion)~~

~~An application fee of \$25.00 will be charged for all Mainline Extension applications, either residential or commercial, for water and wastewater facilities.~~

~~**ARTICLE 14.15 Charge for Cancellation of New Service Facility Installation Application** (propose for deletion)~~

~~There is a charge of \$50.00 for cancellation of new service facility installation applications where all fees have been paid and the customer requests refund of fees. This charge is to cover the District costs in handling this transaction.~~

ARTICLE 14.16 STANDARD FRONT FOOTAGE FEE – WATER

The Standard Front Footage Fee will be the amount of the most recently-calculated Front Footage Fee per Article 13.18.1, multiplied by the front footage measurement.

ARTICLE 14.17 PLAN CHECK DEPOSIT

Deposit amount determined by JBWD based on complexity of project.

ARTICLE 14.18 METER CONNECTION FEES (FORMERLY METER INSTALLATION FEES)

TRACT METER CONNECTION FEES

This fee applies to the Copper Mountain Mesa Assessment District for all original parcels with water services already installed, except for the water metering equipment, and for approved tract maps or parcel maps where installation of all water system facilities, except for the water meter, will be completed by the developer.

<u>Meter Size</u>	<u>Fee</u>
¾"	\$585.00
1"	\$669.00
Larger sizes	Actual cost including overhead

NON-TRACT METER CONNECTION FEES

This fee applies to all non-tract parcels in the District and reflects labor, equipment, supplies and overhead costs associated with installing the customer water service, meter and appurtenances and extending the water service from a mainline to a property line for the use of a separate parcel.

<u>Meter Size</u>	<u>Fee</u>
¾"	\$1,911.00
1"	\$2,002.00
Larger	Actual cost, including overhead

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

ARTICLE 14.19 WATER CAPACITY CHARGES

Charges are as follows:

Size	Charge
¾"	\$4,351.00
1"	\$7,249.00
1.5"	\$14,495.00
2"	\$23,195.00
3"	\$43,490.00

Water Capacity Charges shall be automatically adjusted effective on the first day of January of each calendar year based upon the change in the Engineering News-Record Construction Cost Index (ENR-CCI 20 Cities) starting from the base month of June. Increases taking effect in January shall be based on the increase in said index over the preceding year. (For example, the automatic increase taking effect 1/1/19 shall be based on the increase in the index from June 2017 to June 2018.)

ARTICLE 14.19.1 WASTEWATER CAPACITY CHARGES

Charges are as follows:

Single Family Residential:	1 Equivalent Dwelling Unit (EDU) = \$6,435.00
Multi Family Residential:	1 EDU per residential unit (duplex = 2 units, triplex = 3 units, etc.) or less if determined by the District Engineer (e.g. Senior Housing, studio apartments, etc.)
Non Residential:	\$6,435.00 per EDU with the number of EDUs to be determined by District Engineer based on plans provided.

Wastewater Capacity Charges shall be automatically adjusted effective on the first day of January of each calendar year based upon the change in the Engineering News-Record Construction Cost Index (ENR-CCI Los Angeles) starting from the base month of June. Increases taking effect in January shall be based on the increase in said index over the preceding year. (For example, the automatic increase taking effect 1/1/19 shall be based on the increase in the index from June 2017 to June 2018.)

ARTICLE 14.20 REFUND AGREEMENT PROCESSING FEES

Fees are as follows:

Initial preparation, for up to four benefitting parcels	\$190.00
Initial preparation, each additional parcel	\$35.00
Processing of each refund check	\$30.00
Fee is deducted from refund check	

ARTICLE 14.21 METER EXCHANGE COST

Meter exchange costs within the same parcel are as follows:

Actual costs, including but not limited to, field and administrative labor, vehicles and equipment, inventory, and overhead.

In addition, if customer increases meter size, customer must pay the additional Water and/or Wastewater Capacity Charge(s), at the current rate. For example, if customer paid capacity charge for 1" meter and needs to increase meter size to 1.5", the additional Capacity Charge fees would be the difference between the current 1" and 1.5" capacity charges, irrespective of the amount paid by customer at the time meter was purchased.

ARTICLE 14.22 METER ACCURACY TESTING FEE

The fee for customer-requested meter accuracy testing shall be as follows:

<u>Meter Size</u>	<u>Amount</u>
¾"	\$158.00
1"	\$158.00
1.5" & Larger	Cost

ARTICLE 14.23 HYDRANT FLOW TESTING

The charge for hydrant flow testing is \$217.00 per hydrant, including certification letter.

ARTICLE 14.23.1 STATIC PRESSURE TESTING

The charge for static pressure testing is \$80.00 per hydrant, including testing report.

ARTICLE 14.24 BROKEN LOCKING DEVICE FEE

The charge for a broken locking device is \$32.00.

ARTICLE 14.25 CHARGE FOR DISTRICT DOCUMENTS

A fee of \$0.25 for each photocopy shall be charged upon a request to obtain a copy or copies of public records from JBWD

A fee of \$5.00 for each DVD shall be charged upon a request to obtain a copy or copies of DVD's from JBWD.

ARTICLE 14.26 48-HOUR TAG FEE

When the District is required to prepare and deliver a 48-hour tag because of pending account termination, the account holder will be charged \$10.00. Staff has the discretion to waive the fee for good reason when there have been no other 48-hour tags for the customer in the last 12 months. This is not intended to allow one free 48-hour tag every 12 months, but to provide a waiver for extenuating circumstances.

ARTICLE 14.27 RATE FOR SALE OF WATER TO OTHER WATER AGENCIES

Water sold to other water agencies shall be metered and sold at a rate of \$9.53 per unit (one hundred cubic feet) or \$1,038.00 per acre foot.

In addition to this water rate, direct manpower, material and equipment costs associated with making the physical connection or overseeing the connection shall be charged at actual cost plus overhead.

ARTICLE 14.28 NO SHOW CHARGE FOR MISSED APPOINTMENTS

A no show charge of \$29.00 for scheduled appointments will be billed when such appointment is not kept or cancelled in advance by the customer or a representative.

ARTICLE 14.29 LIEN FEES

Fees associated with filing and releasing liens for unpaid water charges, are as follows:

Filing lien	\$47.00
Releasing lien	\$74.00

Unusual or extraordinary costs associated with filing or releasing liens will be charged at actual cost including overhead.

ARTICLE 14.30 WILL SERVE LETTER

A charge of \$33.00 per parcel will be paid by applicant requesting a Will Serve Letter. Fees for will serve requests on land requiring more in-depth review by JBWD staff and/or professional services will be charged the actual cost.

ARTICLE 14.31 METER QUOTE

A charge of \$19.00 per meter will be paid by applicant requesting a meter quote, when such request is in addition to one (1) free meter quote provided per calendar month.

ARTICLE 14.32 W1 FORM LETTER

Actual costs, including overhead, associated with preparation of a W1 form letter, shall be deducted from the applicant's Plan Check Deposit.

ARTICLE 14.33 S1 FORM LETTER

Actual costs, including overhead, associated with preparation of a S1 Form letter, shall be deducted from the applicant's Plan Check Deposit.

ARTICLE 14.34 NON-INTERFERENCE LETTER

Actual costs, including overhead, associated with preparation of a Non-Interference Letter, shall be deducted from the applicant's Plan Check Deposit.

ARTICLE 14.35 RETURNED PAYMENT CHARGE

A charge of \$25.00 for the first returned payment and \$35.00 for the second and subsequent returned payments shall be paid by applicant who presents a payment that is subsequently returned from the bank unpaid.

ARTICLE 14.36 OTHER SERVICES

Charges for Other Services shall be the actual costs, including but not limited to, field and administrative labor, professional services, vehicles and equipment, inventory and overhead.

Note that amounts of all fees have been rounded up to the nearest dollar.

RESOLUTION 19-XXX

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
AMENDING ARTICLE 13 AND ADDING ARTICLE 14,
RELATED TO MISCELLANEOUS FEES

WHEREAS, Joshua Basin Water District (JBWD) has established miscellaneous fees based on the actual cost of providing various services to JBWD customers and the public; and

WHEREAS, current Rules and Regulations including miscellaneous fees were adopted on May 21, 1997 by Resolution 97-572; and

WHEREAS, miscellaneous fees have been amended subsequent to adoption of Resolution 97-572; and

WHEREAS, costs of providing services have increased over time due to cost increases such as labor rates, technology and equipment costs, and JBWD seeks to update its fees to keep pace with increasing costs.

NOW THEREFORE BE IT RESOLVED that Article 13 is hereby amended in its entirety in the form, content and amounts set forth in Exhibit A to this Resolution.

FURTHER RESOLVED, that a new Article 14 of the Rules & Regulations is hereby adopted in the form, content and amounts set forth in Exhibit B to this Resolution.

PASSED, APPROVED AND ADOPTED THIS ____ DAY OF _____, 2019.

Robert Johnson, Board President

ATTEST:

Curt Sauer, Board Secretary

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

March 13, 2019

Report to: Committee

Prepared by: Susan Greer

TOPIC: CONSIDER OUTSOURCING OF ANNUAL STANDBY ADMINISTRATION

RECOMMENDATION: Recommend approval of contract with NBS to the full Board of Directors

ANALYSIS:

The District has already contracted with NBS for a parcel audit that is designed to ensure that JBWD is properly billing our nearly 13,000 parcels in accordance with our standby regulations. The original setup of the parcels was completed manually in the late 80's or early 90's, long before utilization of GIS and similar technology that is readily available today.

NBS has also provided a proposal for ongoing standby administration. A significant effort is required by staff each year to prepare the standby billing for inclusion on the property tax rolls for collection. While we spend about 400 hours per year on this work, we need to devote more time to the effort going forward. We don't have the expertise or software and will have to increase the budget to take on the additional work that should be done to properly administer billing of this important revenue source. Routine changes to county zones is an example of work that we don't have expertise to handle and NBS would do this work each year as part of their annual administration. JBWD would have to continue to enlist the help of an engineering consultant each year to do this work, at additional cost. Staff time would be about 40 hours of work annually if NBS was hired, which is a tenth of the current time spent, which is about 100 hours less than it should be. Outsourcing the work will free up about 360 hours of current staff time that can be focused on utility billing collections.

If JBWD intends to continue with the annual standby administration, we will need to make a major upgrade to our current Incode software. We estimate that cost to be at least \$25,000 up-front, plus annual software support of \$5,000. Note that our software provider Incode has only one other client that was utilizing the standby software, Phelan Pinon Hills CSD, and we learned a few months ago that Phelan has now outsourced the work because they can't get the software to work for them. That means there is virtually no chance that Incode will improve the software for us without substantial cost. We will also need to increase our payroll budget by about \$4,000 annually to account for overtime that will be required. With the increase in utility billing and collections work that is the result of the billing of locked meters, we don't have time within the existing workweek to devote the necessary time to properly administer the standby billing requirements.

While history seems to indicate that we have managed to do this job for decades without the help of a consultant, we haven't really been dedicating the appropriate amount of time to the job and we've identified some problems as a result. Our standby revenues account for 17% of total operating revenues and we are allocating *less than 20% of one employee's time* to the work. Compare that with

water revenues that account for 69% of operating revenues and we devote the *full-time effort of well over 50% of all JBWD employees* to the effort.

Since NBS is currently working on our parcel audit, it's a good time to make this transition. NBS is reviewing all of our standby regulations, they have our GIS data because the standby rate structure includes proximity to pipelines as a rate component, any clean-up will be completed, and they will be up-to-speed on all issues. This would make for a smooth and cost-effective transition.

NBS has been the administrator for our Copper Mountain Mesa Assessment District (CMMAD) for over 20 years. They have done excellent work for us and they are responsive to the District as well as the customers in the Assessment District. The cost for that CMMAD annual administration is approximately \$10,000 for 1,000 parcels. That work is similar to the standby administration work and they have provided a first year proposal of \$20,250 for standby administration of nearly 13,000 parcels. The proposal includes annual increases in accordance with Consumer Price Index and an estimate of those future increases has been incorporated into both JBWD and NBS costs below.

Based on costs alone, I recommend that JBWD outsource this work to a consultant. The table below provides the administration costs projected over the next five years, for both JBWD and NBS.

DESCRIPTION	JBWD 5-YEAR COST	NBS 5-YEAR COST
Up-front software upgrade	25,000.00	
Annual software support x 5 YR	25,000.00	
Payroll, regular time x 5 YR	53,352.00	
Payroll overtime x 5 YR	20,757.00	
Engineering evaluation x 5 YR	10,000.00	
TOTAL JBWD OVER 5 YRS	134,109.00	
TOTAL NBS OVER 5 YRS		105,382.00
Going-forward costs	23,147.00	22,358.00

Projections indicate that JBWD costs will exceed NBS costs over the next five years by \$28,727 or 27%. On a going-forward basis, the software upgrade is a one-time cost, but JBWD annual costs will still exceed the costs proposed by NBS. Beyond the cost considerations, standby administration is non-core work, demonstrated by the fact that so little time is currently dedicated to the effort. The Strategic Plan addresses the issue of core work, recommending that JBWD refocus our attention on our core work, which is water delivery.

FISCAL IMPACT:

\$105,382 over five years, but a 27% savings compared to JBWD costs to properly administer the same work.

EXHIBIT A

CONSULTANT SCOPE OF SERVICES

STANDBY CHARGE ANNUAL ADMINISTRATION

Data Collection. NBS will gather and review data pertinent to the calculation of the levy. NBS will obtain data from various sources such as the Client's customer database, County Assessor's parcel maps, County GIS data, and County Assessor's data determined to be necessary based on the requirements of the levy methodology.

Quality Control. NBS will perform cross-reference tests using all data collected to ensure the accuracy of the levy.

Parcel Database. NBS will maintain and periodically update the database of all parcels within the Standby along with relevant parcel characteristic information.

Annual Review of County Zoning Codes. NBS will review the Standby Rate Table and the County zoning codes on an annual basis in order to identify any changes. NBS will prepare a conversion table, when necessary, in order to assign rate categories to any zoning codes that no longer exist. NBS will use the conversion table to create an updated Rate Table to be approved by the Client's legal counsel.

Engineer's Report. NBS will prepare an annual Engineer's Report for approval by the Client's Board prior to the submittal of the levy to the County Auditor-Controller.

Engineer's Stamp. At the request of the Client, NBS will have the Engineer's Report reviewed and stamped by a Registered Professional Engineer. The Engineer's review and stamp are optional and will result in an additional fee of \$1,500 per report.

Levy Calculation. NBS will calculate the annual levy for each parcel within the Standby in accordance with the existing levy methodology and the Client's guidelines.

Levy Submittal. NBS will submit the levy to the County Auditor-Controller in the required electronic format. Levies rejected by the Auditor-Controller will be researched and resubmitted for collection on the County's secured property tax roll. Any levies that cannot be placed on the County's secured property tax roll will be invoiced by NBS with payment directed to the Client.

Reporting. NBS will prepare an annual Levy Report that will include a list of all parcels along with their levy amounts. The parcel and levy data will be provided electronically in a format acceptable by the Client.

Toll-Free Phone Number. NBS will provide a toll-free phone number for use by the Client, property owners, and any other interested parties. NBS staff will be available to answer questions regarding the Standby and the levy. Bilingual staff will be available for Spanish-speaking property owners.

Client Responsibilities. Client shall furnish Consultant with any pertinent information that is available to it and applicable to the Services. Client shall designate a person to act with authority on its behalf with

respect to the Services. Client shall promptly respond to Consultant's requests for review and approval of its work, and to its requests for decisions related to the Services.

Client will be responsible for having its legal counsel, currently Michael Colantuono of the law firm Colantuono Highsmith Watley, PC, review proposed changes to zoning code conversion tables resulting from changes in the County's zoning code designations as described above. Fees incurred for such review are not included in the fee schedule below.

Client understands and agrees that Consultant is entitled to rely on all information and documents supplied to Consultant by Client or any of its agents or contractors and other government sources or proxies thereof as being accurate and correct and Consultant will have no obligation to confirm that such information and documentation is correct and that Consultant will have no liability to Client or any third party if such information is incorrect.

EXHIBIT B

COMPENSATION FOR SERVICES

STANDBY CHARGE ANNUAL ADMINISTRATION

Annual Fee	\$17,500
Estimated Expenses	\$2,750
Total Not to Exceed	\$20,250

ANNUAL ENGINEER'S STAMP (OPTIONAL)

Fee per Report	\$1,500
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ANNUAL FEE INCREASES

Cost of living increases may be applied to the Administration services listed above on October 1 each year, beginning with October 1, 2020. The COLA would be the actual cost of living increase based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the Southern California counties.

EXPENSES

Customary out-of-pocket expenses will be billed to the Client at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the Client but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$225
Associate Director	\$210
Senior Consultant / Engineer / Manager	\$175
Consultant	\$155
Analyst	\$130
Clerical/Support	\$105

TERMS

Administration services will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work

completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days written notice.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

March 13, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:
RECEIVE INFORMATION ABOUT RECHARGE IMPACTS

RECOMMENDATION:
Information only

ANALYSIS:

The final Project Performance Report for the DWR recharge project grant was submitted recently. The DWR grant was utilized for the pipeline construction phase of the recharge project. Fortunately, no more reporting is needed for the grant, but this is an example of how grant projects take on a life of their own, with requirements that extend far beyond the construction phase of any project, such as this reporting for the recharge pipeline project that was completed in October 2013, over five years ago.

I thought the Board might like to see the information provided relative to the ground water levels, which provide an indicator of the impacts of recharge and conservation.

While water levels at our five wells have continued to decline since recharge began in 2014, *the rate of decline in water levels has decreased by 47%*. The rate of decline for the five years from 2013 to present was 8.8 feet in total, compared to 16.7 feet of decline over the prior five years from 2008-2013. Even though the rate of decline overall has been reduced in the last five years, the rate of decline in the Copper Mountain Basin is greater than the rate of decline in the Joshua Basin. This is likely due to Well 14 (Joshua Basin aquifer) being offline for several years and Well 15 (Copper Mountain Basin aquifer) taking up the slack.

Conservation is undoubtedly also a factor, with JBWD residential customers still using approximately 20% less water than in 2013.

FISCAL IMPACT:

N/A

WATER LEVEL MONITORING

The table below indicates the water levels in both the Joshua and the Copper Mountain Basins before and after the Recharge Project completion in 2014:

JOSHUA BASIN				
Well	Date	Sounder Depth (feet)	Decline	Decline Over Prior 5 Years (2008-2013)
10	12/19/13	459.0		
10	12/18/14	459.0		
10	12/7/15	459.0		
10	3/16/17	460.1		
10	4/17/18	460.5	1.5 feet	1.0 foot
14	12/19/13	365.0		
14	7/2/14	366.0		
14	12/29/15	366.5		
14	6/7/16	362.5		
14	12/27/17	365.4	.4 feet	2.0 feet
17	12/19/13	223.0		
17	12/7/15	224.7		
17	3/16/17	224.8		
17	12/27/17	223.6	.6 feet	3.7 feet
COPPER MOUNTAIN BASIN				
Well	Date	Sounder Depth (feet)	Decline	Decline Over Prior 5 Years (2008-2013)
15	12/19/13	382.0		
15	12/18/14	382.0		
15	12/8/15	383.3		
15	6/7/16	383.0		
15	3/16/17	384.6		
15	4/18/18	385.0	3.0 feet	5.0 feet
16	12/19/13	258.0		
16	12/7/15	259.9		
16	3/16/17	260.8		
16	12/27/17	261.3	3.3 feet	5.0 feet
CUMULATIVE			8.8 feet	16.7 feet