



**FINANCE COMMITTEE MEETING
WEDNESDAY, NOVEMBER 10, 2021 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

There will be no public location

This virtual meeting will be streamed at:

<https://us02web.zoom.us/j/85039663019?pwd=WmxNRUVQZnkzL1pZQl15Z3hDZ1FMQT09>

You may also join by phone at 1-253-215-8782, Meeting ID: 850 3966 3019 Passcode: 657151

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 -**
 - October 13, 2021

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Pages 3-13

7. **SEPTEMBER CHECK REGISTER** – Director Anne Roman - Review, ask questions, and refer to the Board of Directors for approval.

Pages 14-15

8. **LAIF INVESTMENT PERFORMANCE 2020/21** – Director Anne Roman - Receive for information only.

Pages 16-17

9. **DISCONTINUANCE OF “FIRE SPRINKLER” EXEMPTION TO METER EXCHANGE (UPGRADE) CAPACITY FEE CHARGES** – Director Anne Roman – Receive for information only.

10. **ADJOURNMENT -**

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, October 13, 2021
61750 Chollita Road, Joshua Tree, CA 92252

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

DETERMINATION OF A QUORUM – President Unger and Vice President Floen

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

GUESTS -2

APPROVAL OF AGENDA –

MSC¹ (Floen/Unger) motion carried to approve the October 13, 2021, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of September 8, 2021

MSC¹ (Floen/Unger) motion carried to approve the minutes of September 8, 2021.

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

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

WASTEWATER CAPACITY FEE – General Manager Ban gave the staff report and informed the Committee that 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, multifamily 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. To date, after 12 years of the charge being in place, the Wastewater Capacity Charge reserve has increased to \$1.4 million. \$800,000 of the total reserve is due to Hi Desert Medical Center's contributions that are being paid on an annual basis. The remaining \$600,000 has been collected due to new development, which was intended to be the largest contributor to the reserve. A brief Q&A followed and the Committee recommended a follow up with the Water Resources & Operations Committee and the Citizens Advisory Council.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Floen/Unger) motion carried to adjourn the Finance Committee meeting at 10:12 a.m.



Check Report

By Vendor DBA Name

Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000495	ACCOUNTEMPS	09/08/2021	Regular	0.00	4,441.30	63645
58286329	Invoice	09/08/2021	TEMPORARY LABOR	0.00	649.23	
58316227	Invoice	09/08/2021	TEMPORARY LABOR	0.00	2,496.18	
58331405	Invoice	09/08/2021	TEMPORARY LABOR	0.00	649.23	
58359153	Invoice	09/08/2021	TEMPORARY LABOR	0.00	646.66	
000495	ACCOUNTEMPS	09/22/2021	Regular	0.00	7,740.54	63689
58378492	Invoice	09/22/2021	TEMPORARY LABOR	0.00	2,948.21	
58404224	Invoice	09/22/2021	TEMPORARY LABOR	0.00	486.28	
58404751	Invoice	09/22/2021	TEMPORARY LABOR	0.00	2,044.16	
58448896	Invoice	09/22/2021	TEMPORARY LABOR	0.00	1,607.20	
58461852	Invoice	09/22/2021	TEMPORARY LABOR	0.00	654.69	
000504	ACTION PUMPING, INC.	09/08/2021	Regular	0.00	2,205.00	63626
18371	Invoice	09/08/2021	HDMC WW: PUMPING	0.00	2,205.00	
000501	ACWA/JPIA	09/22/2021	Regular	0.00	24,923.11	63663
0673493	Invoice	09/22/2021	EE HEALTH BENEFIT & EAP OCT 21	0.00	24,923.11	
013896	ANTHONY BUTKA	09/22/2021	Regular	0.00	3,169.00	63664
AB082621	Invoice	09/22/2021	ELECTION SUPERVISOR:UNION DECERTIFICA...	0.00	3,169.00	
013019	ARBORIST SERVICES	09/22/2021	Regular	0.00	775.00	63678
9080	Invoice	09/22/2021	DEMO GARDEN/BUILD MAINT THRU 9/15/21	0.00	775.00	
013878	ARTURO GRADILLA	09/22/2021	Regular	0.00	324.06	63665
AG080921	Invoice	09/22/2021	REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	209.44	
AG080921-1	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	114.62	
001630	AT&T MOBILITY	09/08/2021	Manual	0.00	2,584.96	901809
82948C028X0905...	Invoice	09/08/2021	COMMUNICATIONS - AUG 21	0.00	2,584.96	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	09/22/2021	Regular	0.00	3,123.13	63666
631789	Invoice	09/22/2021	LABOR LEGAL SERVICES THRU 8/31/21	0.00	2,211.83	
631790	Invoice	09/22/2021	LEGAL SERVICES THRU 8/31/21	0.00	911.30	
000214	BABCOCK LABORATORIES, INC.	09/08/2021	Regular	0.00	636.45	63627
C110344-2287	Invoice	09/08/2021	SAMPLING	0.00	168.00	
CH11976-2287	Invoice	09/08/2021	SAMPLING	0.00	102.00	
C110444-2287	Invoice	09/08/2021	HDMC WWTP - SAMPLING	0.00	366.45	
000214	BABCOCK LABORATORIES, INC.	09/22/2021	Regular	0.00	1,665.75	63667
C110643-2287	Invoice	09/22/2021	SAMPLING	0.00	102.00	
C110685-2287	Invoice	09/22/2021	SAMPLING	0.00	17.00	
C110686-2287	Invoice	09/22/2021	SAMPLING	0.00	68.00	
C110868-2287	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	327.60	
C110890-2287	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	227.85	
C111126-2287	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	227.85	
C111291-2287	Invoice	09/22/2021	SAMPLING	0.00	42.00	
C111627-2287	Invoice	09/22/2021	SAMPLING	0.00	168.00	
C111628-2287	Invoice	09/22/2021	SAMPLING	0.00	119.00	
C111681-2287	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	366.45	
013813	BACKFLOW SOLUTIONS, INC.	09/22/2021	Regular	0.00	495.00	63668
6507	Invoice	09/22/2021	ANNUAL BACKFLOW SOLUTIONS ONLINE SU...	0.00	495.00	

Check Report

Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013975	BEST BUY AUTOMOTIVE EQUIPMENT	09/08/2021	Regular	0.00	26,651.98	63644
SALES ORDER #50..	Invoice	09/08/2021	AUTO LIFT FOR SHOP	0.00	26,651.98	
013356	BUILDER'S SUPPLY	09/22/2021	Regular	0.00	76.06	63683
1259290	Invoice	09/22/2021	PUMPING PLANT SUPPLIES	0.00	67.40	
1340380	Invoice	09/22/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	8.66	
004110	BURRTEC WASTE & RECYCLING SVCS	09/08/2021	Manual	0.00	459.85	901806
BW0921	Invoice	09/08/2021	TRASH & RECYCLING (OFFICE) - SEPT 21	0.00	162.03	
BW0921B	Invoice	09/08/2021	TRASH REMOVAL (SHOP) - SEPT 21	0.00	297.82	
004110	BURRTEC WASTE & RECYCLING SVCS	09/22/2021	Manual	0.00	1,356.27	901811
BW083121	Invoice	09/22/2021	TRASH REMOVAL (SHOP) - AUG 21	0.00	1,356.27	
001517	CalPERS	09/27/2021	Manual	0.00	12,502.81	901814
PPE 9-10-21	Invoice	09/27/2021	PAY PERIOD ENDING 9/10/21	0.00	12,502.81	
001517	CalPERS	09/27/2021	Manual	0.00	12,516.21	901815
PPE 8-27-21	Invoice	09/27/2021	PAY PERIOD ENDING 8/27/21	0.00	12,516.21	
013822	CARL PALMER	09/22/2021	Regular	0.00	367.49	63669
CP090821	Invoice	09/22/2021	REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	216.16	
CP090821-1	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	151.33	
001555	CENTRATTEL LLC	09/08/2021	Regular	0.00	568.86	63628
210902252101	Invoice	09/08/2021	DISPATCH SERVICES - AUG 21	0.00	568.86	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	09/08/2021	Manual	0.00	1,612.18	901803
3990561-0805083	Invoice	09/08/2021	EE LIFE INSURANCE - AUG 21	0.00	1,612.18	
013373	CORE & MAIN LP	09/08/2021	Regular	0.00	8,507.93	63630
P329507	Invoice	09/08/2021	INVENTORY	0.00	4,896.81	
P378835	Invoice	09/08/2021	INVENTORY/MAINLINE LEAK REPAIR SUPPLI...	0.00	2,326.26	
P378866	Invoice	09/08/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	179.29	
P442502	Invoice	09/08/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,105.57	
013373	CORE & MAIN LP	09/22/2021	Regular	0.00	4,781.95	63670
P378864	Invoice	09/22/2021	INVENTORY	0.00	4,781.95	
013935	DIAMOND ENVIRONMENTAL SERVICES, LP.	09/08/2021	Regular	0.00	84.66	63631
0003426465	Invoice	09/08/2021	PORTABLE TOILET RENTAL: WELL 14 4-LOG	0.00	84.66	
002565	DUDEK AND ASSOCIATES, INC	09/22/2021	Regular	0.00	7,080.94	63671
202106859	Invoice	09/22/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	7,080.94	
VEN01466	FEDAK & BROWN LLP	09/08/2021	Regular	0.00	220.00	63632
FB082721	Invoice	09/08/2021	FINANCIAL AUDIT 20/21 - AUG 21	0.00	220.00	
000156	FORSHOCK	09/08/2021	Regular	0.00	243.00	63640
2100090	Invoice	09/08/2021	MONTHLY SCADA MONITORING - SEPT 21	0.00	38.00	
2100091	Invoice	09/08/2021	MONTHLY SCADA MONITORING - SEPT 21	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC.	09/08/2021	Regular	0.00	206.07	63633
FC0921	Invoice	09/08/2021	HDMC WWTP - TELEPHONE	0.00	206.07	
000058	GARDA CL WEST, INC.	09/08/2021	Regular	0.00	484.38	63634
10652199	Invoice	09/08/2021	COURIER FEES - SEPT 21	0.00	484.38	
013802	HASA, INC.	09/22/2021	Regular	0.00	550.32	63672
772924	Invoice	09/22/2021	WATER TREATMENT EXPENSE	0.00	550.32	
004195	HOME DEPOT CREDIT SERVICES	09/22/2021	Manual	0.00	2,455.93	901813
HD0821	Invoice	09/22/2021	WELL 14 4-LOG/TILFORD PIPELINE/PUMPING..	0.00	2,455.93	

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Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000025	ICMA RC	09/03/2021	09/03/2021 Manual 457 EE CONTRIBUTION	0.00	39,000.00	901799
ICMARC090321	Invoice	09/03/2021		0.00	39,000.00	
000025	ICMA RC	09/30/2021	09/30/2021 Manual 457 REMITTANCE - SEP 21	0.00	4,440.00	901817
ICMARC0921	Invoice	09/30/2021		0.00	4,440.00	
013365	IMAGE SOURCE	09/08/2021	09/08/2021 Regular OFFICE EXPENSE 7/30/21 - 8/29/21	0.00	264.69	63629
25AR1324002	Invoice	09/08/2021		0.00	209.49	
25AR1325676	Invoice	09/08/2021	SHOP EXPENSE 8/01/21 - 8/31/21	0.00	55.20	
013797	INFOSEND, INC.	09/22/2021	09/22/2021 Regular PRINT & MAIL WATER BILL - AUG 21	0.00	3,186.44	63673
197979	Invoice	09/22/2021		0.00	3,186.44	
004720	INLAND WATER WORKS	09/22/2021	09/22/2021 Regular PUMPING PLANT SUPPLIES	0.00	36.85	63674
S1049046.CC1	Invoice	09/22/2021		0.00	36.85	
009054	KATHLEEN J. RADNICH	09/08/2021	09/08/2021 Regular PUBLIC RELATIONS SERVICES	0.00	1,956.00	63635
21-0829-1	Invoice	09/08/2021		0.00	1,032.00	
21-0905-1	Invoice	09/08/2021	PUBLIC RELATIONS SERVICES	0.00	924.00	
009054	KATHLEEN J. RADNICH	09/22/2021	09/22/2021 Regular PUBLIC RELATIONS SERVICES	0.00	1,299.54	63675
21-0912-1	Invoice	09/22/2021		0.00	588.00	
21-0919-1	Invoice	09/22/2021	PUBLIC RELATIONS SERVICES	0.00	711.54	
000134	KENNEDY/JENKS CONSULTANTS, INC.	09/08/2021	09/08/2021 Regular 2020 URBAN WATER MGMT PLAN UPDATE	0.00	10,065.00	63636
149185	Invoice	09/08/2021		0.00	10,065.00	
005640	KILLER BEE PEST CONTROL	09/22/2021	09/22/2021 Regular BEE REMOVAL	0.00	90.00	63676
6090	Invoice	09/22/2021		0.00	90.00	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	09/08/2021	09/08/2021 Regular TEMPORARY LABOR	0.00	5,158.40	63637
37-49-10894	Invoice	09/08/2021		0.00	2,579.20	
37-49-10954	Invoice	09/08/2021	TEMPORARY LABOR	0.00	2,579.20	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	09/22/2021	09/22/2021 Regular TEMPORARY LABOR	0.00	4,836.00	63677
37-49-11014	Invoice	09/22/2021		0.00	2,256.80	
37-49-11050	Invoice	09/22/2021	TEMPORARY LABOR	0.00	2,579.20	
013898	MCCI, LLC.	09/08/2021	09/08/2021 Regular LASERFICHE SUBSCRIPTION: 11/21/21 - 11/...	0.00	14,619.00	63638
R24631	Invoice	09/08/2021		0.00	14,619.00	
006507	McMASTER-CARR SUPPLY COMPANY	09/08/2021	09/08/2021 Regular WELL 14 4-LOG TREATMENT/SM TOOLS/PU...	0.00	2,738.07	63639
64269007	Invoice	09/08/2021		0.00	2,366.76	
64283457	Invoice	09/08/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	371.31	
006507	McMASTER-CARR SUPPLY COMPANY	09/22/2021	09/22/2021 Regular PUMPING PLANT SUPPLIES & SMALL TOOLS ...	0.00	109.47	63679
64292754	Invoice	09/22/2021		0.00	76.98	
64386012	Invoice	09/22/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	32.49	
013851	MICAH NAZARIO	09/22/2021	09/22/2021 Regular REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	300.42	63680
MN090821	Invoice	09/22/2021		0.00	216.16	
MN090821-1	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	84.26	
000233	NAPA AUTO PARTS	09/08/2021	09/08/2021 Regular VEHICLE MAINTENANCE: V33	0.00	893.53	63654
375202	Invoice	09/08/2021		0.00	417.58	
375307	Invoice	09/08/2021	VACUUM MAINTENANCE: E83	0.00	80.26	
375345	Invoice	09/08/2021	VEHICLE MAINTENANCE: V33	0.00	40.52	
376156	Invoice	09/08/2021	VEHICLE MAINTENANCE: V33	0.00	268.83	
376402	Invoice	09/08/2021	VEHICLE MAINTENANCE: V27	0.00	86.34	
000233	NAPA AUTO PARTS	09/22/2021	09/22/2021 Regular VEHICLE MAINTENANCE: V32, V33 & V40	0.00	275.10	63697
374826	Invoice	09/22/2021		0.00	212.83	
375258	Credit Memo	09/22/2021	CREDIT: VEHICLE MAINTENANCE V35	0.00	-169.11	
376521	Invoice	09/22/2021	CIRP SUPPLIES	0.00	48.57	

Check Report

Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
377526	Invoice	09/22/2021	VEHICLE MAINTENANCE: V37	0.00	182.81	
003930	NBS	09/22/2021	Regular	0.00	273.26	63682
721000185	Invoice	09/22/2021	STANDBY FEE AUDIT	0.00	273.26	
013352	NIELSEN FIRE AND ICE	09/22/2021	Regular	0.00	65.00	63686
16844	Invoice	09/22/2021	A/C MAINTENANCE - OFFICE	0.00	65.00	
013004	PAOLO FICARA	09/08/2021	Regular	0.00	500.00	63641
091	Invoice	09/08/2021	PARCEL RENTAL: 0606-321-31 - SEPT 2021	0.00	500.00	
008137	PARKHOUSE TIRE INC	09/08/2021	Regular	0.00	956.92	63642
2030204839	Invoice	09/08/2021	VEHICLE MAINTENANCE: V41	0.00	956.92	
008137	PARKHOUSE TIRE INC	09/22/2021	Regular	0.00	55.00	63684
2030204918	Invoice	09/22/2021	TIRE DISPOSAL	0.00	55.00	
VEN01533	PAYMENTUS GROUP INC.	09/20/2021	Manual	0.00	4,191.80	901810
INV-15-115558	Invoice	09/20/2021	CREDIT CARD PROCESSING FEE - AUG 21	0.00	4,191.80	
008414	PROVIDEO	09/08/2021	Regular	0.00	85.00	63646
1783	Invoice	09/08/2021	YOU TUBE BOARD MEETINGS - AUG 21	0.00	85.00	
008415	PRUDENTIAL OVERALL SUPPLY	09/08/2021	Regular	0.00	177.08	63643
23203526	Invoice	09/08/2021	SHOP EXPENSE	0.00	109.97	
23203528	Invoice	09/08/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	09/22/2021	Regular	0.00	177.08	63685
23209410	Invoice	09/22/2021	SHOP EXPENSE	0.00	109.97	
23209412	Invoice	09/22/2021	SHOP EXPENSE	0.00	67.11	
013938	PURA AQUA, INC.	09/22/2021	Regular	0.00	6,847.74	63687
12852	Invoice	09/22/2021	PUMPING PLANT & WELL 14 4-LOG TREATM...	0.00	6,847.74	
009065	RDO EQUIPMENT COMPANY	09/22/2021	Regular	0.00	1,747.19	63688
W2710745	Invoice	09/22/2021	TRACTOR REPAIR: E71	0.00	1,747.19	
013831	SATMODO LLC	09/08/2021	Regular	0.00	151.86	63647
177002	Invoice	09/08/2021	EMERGENCY SATELLITE PHONES - SEPT 21	0.00	151.86	
013820	SC FUELS	09/08/2021	Regular	0.00	3,616.94	63648
1942472-IN	Invoice	09/08/2021	FUEL FOR VEHICLES	0.00	3,616.94	
013820	SC FUELS	09/22/2021	Regular	0.00	4,642.18	63690
1957491-IN	Invoice	09/22/2021	FUEL FOR VEHICLES	0.00	4,642.18	
013833	SERVICEMASTER 360 PREMIER CLEANING	09/22/2021	Regular	0.00	997.65	63691
J82340	Invoice	09/22/2021	JANITORIAL SERVICES - SEPT 21	0.00	997.65	
009880	SOUTHERN CALIFORNIA EDISON CO	09/08/2021	Manual	0.00	3,837.86	901807
SCE0821	Invoice	09/08/2021	POWER TO BLDGS & GEN - AUG 21	0.00	3,837.86	
VEN01020	SOUTHWEST NETWORKS, INC.	09/08/2021	Regular	0.00	15,798.75	63649
21-8068	Invoice	09/08/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 8...	0.00	1,023.75	
21-90125C	Invoice	09/08/2021	OFFICE 365 MONTHLY MAINT - OCT 21	0.00	738.00	
21-90275C	Invoice	09/08/2021	IT SERVICES - 10/21 - 12/21	0.00	14,037.00	
013852	SPENCER LAYMON	09/22/2021	Regular	0.00	160.18	63692
SL090821	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	160.18	
009920	STANDARD INSURANCE CO	09/29/2021	Manual	0.00	1,403.43	901816
ST1021	Invoice	09/29/2021	EE LIFE INSURANCE - OCT 21	0.00	1,403.43	
001898	STEPHEN CORBIN	09/22/2021	Regular	0.00	258.72	63693
SC090921	Invoice	09/22/2021	REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	258.72	

Check Report

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013936 0096	TESS ELECTRIC Invoice	09/22/2021	09/22/2021 Regular CONSULTATION SERVICES - WELL 14 4-LOG ...	0.00	7,780.00	63681
013364 TC090821	THOMAS SCOTT CARPENTER Invoice	09/22/2021	09/22/2021 Regular REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	258.72	63695
000510 0008970082221	TIME WARNER CABLE Invoice	09/08/2021	09/08/2021 Manual SCADA INTERNET - SEPT 21	0.00	358.96	901804
013196 146960636-0	TPX COMMUNICATIONS Invoice	09/08/2021	09/08/2021 Manual TELEPHONE (OFFICE) - SEPT 21	0.00	640.55	901808
013923 US0821-1	U.S. BANK CORPORATE Invoice	09/08/2021	09/08/2021 Manual TELEPHONE (OFFICE)/SUPPLIES/UNIFORMS/...	0.00	1,271.11	901800
013927 US0821-1	U.S. BANK CORPORATE Invoice	09/08/2021	09/08/2021 Manual COMPUTER EQUIPMENT/OFFICE SUPPLIES/...	0.00	9,853.42	901802
013924 US0821-1	U.S. BANK CORPORATE Invoice	09/08/2021	09/08/2021 Manual POSTAGE	0.00	56.85	901801
010850 820210347	UNDERGROUND SERVICE ALERT Invoice	09/08/2021	09/08/2021 Regular TICKET DELIVERY SERVICE - AUG 21	0.00	208.00	63650
009500 USDA 09/21 LN	USDA RURAL DEVELOPMENT Invoice	09/02/2021	09/02/2021 Manual CMM PRINCIPAL & INT LOAN #2	0.00	185,982.35	901798
011101 114844	VAGABOND WELDING SUPPLY Invoice	09/22/2021	09/22/2021 Regular WELL 14 4-LOG TREATMENT SUPPLIES	0.00	870.00	63694
000327 7407	WATER QUALITY SPECIALISTS Invoice	09/08/2021	09/08/2021 Regular HDMC WWTP: OPERATION/MAINT/EMERG...	0.00	4,220.01	63651
011510 09199	WELLS TAPPING SERVICE, INC. Invoice	09/08/2021	09/08/2021 Regular 2 HOT TAPS: TILFORD WAY PIPELINE	0.00	1,000.00	63652
013809 2108-206	WEST COAST CIVIL, INC. Invoice	09/08/2021	09/08/2021 Regular ENG: D-1-1 BOOSTER STATION DESIGN	0.00	4,353.75	63653
013888 100242	WIENHOFF DRUG TESTING Invoice	09/22/2021	09/22/2021 Regular DOT COLLECTION MONTHLY FEE - AUG 21	0.00	20.00	63696
013359 2788647	XEROX FINANCIAL SERVICES Invoice	09/08/2021	09/08/2021 Manual SHOP EXPENSE 8/27/21 - 9/26/21	0.00	225.12	901805
013359 2807746	XEROX FINANCIAL SERVICES Invoice	09/22/2021	09/22/2021 Manual OFFICE EXPENSE 8/30/21 - 9/29/21	0.00	415.42	901812

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	64	0.00	200,371.52
Manual Checks	21	20	0.00	285,165.08
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	130	84	0.00	485,536.60

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	64	0.00	200,371.52
Manual Checks	21	20	0.00	285,165.08
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	130	84	0.00	485,536.60

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2021	485,536.60
			485,536.60



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 09/01/2021 - 09/30/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	09/03/2021	Manual	0.00	414.62	950003
349946	Invoice	09/03/2021	PAYROLL PROCESSING FEE	0.00	397.05	
349967	Invoice	09/03/2021	PAYROLL PROCESSING FEE	0.00	17.57	
000248	PAYCHEX	09/17/2021	Manual	0.00	400.53	950004
350074	Invoice	09/17/2021	PAYROLL PROCESSING FEE	0.00	400.53	
000248	PAYCHEX	09/20/2021	Manual	0.00	153.90	950005
1625354	Invoice	09/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	4	3	0.00	969.05
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	3	0.00	969.05

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	4	3	0.00	969.05
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	3	0.00	969.05

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2021	969.05
			969.05

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
13-00384-000	RAUSCHENBERG, NEIL C	9/8/2021	Refund	340.80	Check #: 63655
61-00219-009	INC, LAKE TAHOE T-SHIRT COMPANY	9/8/2021	Refund	0.40	Check #: 63656
06-00155-007	COULTER, KEVIN	9/8/2021	Refund	55.13	Check #: 63657
12-00356-012	FALIP, NOLWEEN	9/8/2021	Refund	49.43	Check #: 63658
50-00033-016	STEWART, GEORGE G	9/8/2021	Refund	49.43	Check #: 63659
53-00006-014	TEHRANIRAD, OMID	9/8/2021	Refund	55.13	Check #: 63660
53-00107-010	POTTER, MICHAEL E	9/8/2021	Refund	5.16	Check #: 63661
62-00107-009	AVANTINI, DARLENE H	9/8/2021	Refund	43.73	Check #: 63662
03-00156-013	SCHAFER, LAURIE J	9/22/2021	Refund	24.10	Check #: 63698
03-00440-000	WAYNE, BRIAN SARGEANT & BURT	9/22/2021	Refund	38.02	Check #: 63699
04-00157-005	HARRIS, JESSICA J	9/22/2021	Refund	127.69	Check #: 63700
07-00092-000	AGMT, YOSHIKO WICKER TRUST	9/22/2021	Refund	51.93	Check #: 63701
10-00260-000	SALDAMANDO, VICTOR	9/22/2021	Refund	108.93	Check #: 63702
10-00367-011	DIEMART, JENNIFER	9/22/2021	Refund	262.38	Check #: 63703
13-00353-012	A.I.M. RENTAL PROPERTIES	9/22/2021	Refund	228.21	Check #: 63704
53-00042-019	THOMPSON, DONNA L	9/22/2021	Refund	35.94	Check #: 63705
56-00019-007	ABBAS & ABDOL SHARGHI	9/22/2021	Refund	18.40	Check #: 63706
56-00205-011	KUNZ, JACOB T	9/22/2021	Refund	152.75	Check #: 63707
				<u>1,647.56</u>	

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

DIRECTOR PAY
 08/14/2021 - 09/10/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10513	Doolittle, Stacy	08/17/2021	Director Pay Note: SPECIAL ZOOM CALL (SOLAR COMMITTEE) 1/DIR/504/	1.0000	\$173.63	
		08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		08/26/2021	Director Pay Note: MWA BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		08/30/2021	Director Pay Note: BUILDING AD- HOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		09/07/2021	Director Pay Note: ENERGY & CLIMATE CONTROL MEETING (SUBSTITUTE FOR SOLAR MEETING) 1/DIR/504/	1.0000	\$173.63	
		09/08/2021	Director Pay Note: WRO COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,041.78	\$0.00
Employee Total:					\$1,041.78	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/08/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		09/09/2021	Director Pay Note: MOJAVE WATER AGENCY BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

DIRECTOR PAY
08/14/2021 - 09/10/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10512	Jarlsberg, Jane	08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		08/30/2021	Director Pay Note: BUILDING AD-HOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		09/08/2021	Director Pay Note: WRO COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/08/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	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>
Director Pay	15.0000	\$2,604.45	

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

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

Finance Committee

DATE: November 10, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: LAIF INVESTMENT PERFORMANCE 2020/21
RECOMMENDATION: Receive for information only.

ANALYSIS: Attached is the annual LAIF Investment Performance update for the fiscal year 2020/21.

As the primary investment vehicle for the District, LAIF or the Local Agency Investment Fund, is a secure and liquid investment option authorized in the District's approved Investment Policy. Other minor investments held at US Bank earn insignificant interest and are not included in the attached summary.

In 2020/21, interest of \$63,662.26 was earned based on rates ranging from .84% in the first quarter to .33% in the final quarter. Interest is allocated proportionately among internal LAIF funds such as the legally segregated Capacity funds and the CMM funds. In 2020/21, approximately \$14,944.79 was allocated to the legally segregated funds with the remainder of \$48,717.47 being allocated to the District's Operating Reserve Fund.

For comparison, LAIF interest earnings for the last several fiscal years have ranged from a low of \$36,623 in 2015/16 to a high of \$227,906 in 2018/19.

To address the common question of the security of this particular investment, the following information is derived directly from the LAIF Statutes posted on California State Treasurer's office website:

Moneys placed with the Treasurer for deposit in the Local Agency Investment Fund by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following:

- a. Transfer or loan pursuant to Sections...
- b. Impoundment or seizure by any state official or state agency.

<https://www.treasurer.ca.gov/pmia-laif/answer/laifstatutes.asp>

STRATEGIC PLAN ITEM: N/A
FISCAL IMPACT: None

**LAIF QUARTERLY INTEREST ALLOCATION
FOR THE FISCAL YEAR ENDED
06/30/2021**

ANNUAL RECAP

DATE	RATE & QUARTER EARNING		ALL OTHER LAIF FUNDS 11303	LAIF WATER CAP 11310	LAIF WASTEWTR CAP 11313	LAIF CMM RESERVE 11325	LAIF CMM REDEMP 11320	LAIF CMM PREPAY 11330	LAIF HDMC 11338	TOTAL
07/01 - 09/30/20	0.84%	23,040.27	9,201,955.69	679,692.46	1,183,061.55	244,098.44	591,705.28	3,216.84		11,903,730.26
\$ ALLOC			17,810.85	1,315.58	2,289.88	472.46	1,145.28	6.23	0.00	23,040.27
10/01 - 12/31/20	0.63%		9,219,766.53	681,008.04	1,185,351.43	244,570.90	592,850.56	3,223.07	0.00	11,926,770.53
\$ ALLOC		17,516.55	13,540.84	1,000.18	1,740.90	359.20	870.70	4.73	0.00	17,516.55
01/01 - 03/31/21	0.44%		8,774,946.83	753,419.22	1,239,500.33	244,930.10	553,262.80	3,227.80	0.00	11,569,287.08
\$ ALLOC		13,055.01	9,901.82	850.17	1,398.68	276.38	624.31	3.64	0.00	13,055.01
04/01 - 06/30/21	0.33%		9,659,917.29	1,075,573.67	1,380,572.24	245,206.48	642,840.97	3,231.44	0.00	13,007,342.09
\$ ALLOC		10,050.43	7,463.96	831.07	1,066.73	189.46	496.71	2.50	0.00	10,050.43
ANNUAL ALLOCATION		63,662.26	48,717.47	3,997.00	6,496.18	1,297.51	3,137.00	17.10	0.00	63,662.26

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

Finance Committee

DATE: November 10, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: **DISCONTINUANCE OF “FIRE SPRINKLER”
EXEMPTION TO METER EXCHANGE (UPGRADE)
CAPACITY FEE CHARGES**

RECOMMENDATION: Receive for information only.

ANALYSIS: Customer-requested meter upgrades and downgrades are called “Meter exchanges” in the District’s Rules & Regulations and addressed in Articles 13.21 and 14.21. At least as far back as 2014 (likely further), the Rules & Regulations have specified that an incremental capacity charge (the difference between the original meter size capacity charge and the new meter size capacity charge) is due when upgrading a meter.

However, in approximately 2011 or 2012, the County of San Bernardino changed their sprinkler requirement and, under some conditions, customers undergoing construction were required to install a 1” meter solely for fire sprinkler purposes. At the time, a “fire letter exemption” came into play and the submission of such a letter to the District allowed the customer an exemption from paying the incremental capacity charge or, in the case of a new meter installation, paying the higher capacity charge. I was unable to find any written rules to address this waiver/exemption to paying capacity charges but believe it originated from the General Manager at the time. Since I was not involved in this decision, I can only surmise that it was believed that the additional capacity would only be used in case of a fire, an assumption that has since been challenged.

The incremental difference between the current ¾” meter water capacity charge of \$4,429 and a 1” meter water capacity charge of \$7,379 is \$2,950. In fiscal year 20/21, waived incremental capacity charges for approximately 35 meter upgrades resulted in a loss of almost \$103,000 in capacity charges. Additionally, wastewater capacity charges, which are addressed in Article 14.21, may be applicable in certain upgrade situations. I am working with the General Manager to clarify and establish an administrative process for enforcing those charges.

Since all *new* customers are now required by the County to install a 1” meter, it no longer makes sense to provide this exemption. Thus, the Director of Finance intends to instruct staff to discontinue quoting this exemption to capacity charges for fire sprinkler

purposes. Although setting a new charge would require a public hearing and Board approval, this charge has existed since at least 2014, likely longer. We bring this topic forth for informational purposes only.

On a related note, in 2014, the monthly ¾” and 1” meter size basic fees and consumption rates were combined into a composite structure, I believe along the same line of thinking that additional capacity would only be used in case of a fire. However, based on research done several years ago, it became evident that customers who have a 1” meter, for *any* purpose, tend to use more capacity than those with a ¾” meter.

Another variance that came into existence during that time was the practice of charging customers who installed a 1” meter for “fire sprinkler purposes” at a ¾” rate. However, knowing that those with additional available capacity tend to use it, the Director of Finance and General Manager intend to propose separating the ¾” and 1” basic fee and consumption charges in the next rate study. We will address the issue of separating these rates and fees, along with the consequences to customers who were historically granted the monthly rate and fee “variance,” to the Board during the rate study process.

Unless contrary direction is received from the Board, we intend to begin enforcing the existing Capacity charges for customer-requested meter exchanges (upgrades), without exemption, beginning 12/01/21. No modifications to the Rules & Regulations appear to be necessary at this time.

STRATEGIC PLAN N/A

ITEM:

FISCAL IMPACT: Recovery of incremental capacity charge revenues for each customer-requested meter exchange.