



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 16, 2016 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**

Members of the public may address the Board at this time with regard to matters within the Board's jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
6. **CONSENT CALENDAR**

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

 - Approve Draft Minutes of the November 2, 2016 Regular Meeting of the Board of Directors.
7. **WATER RESERVOIR INSPECTION**

Receive for information only. An overview of how tanks are inspected internally.
8. **REVIEW OF INACTIVE METER OPT OUTS**

Receive for information only.
9. **STANDING COMMITTEE REPORTS**
 - A. **FINANCE COMMITTEE MEETING:** President Fuller and Director Johnson. Next meeting is scheduled for November 21, 2016 at 9:00 a.m.
 - B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** Vice President Luckman and Director Johnson. Next meeting is scheduled for November 21, 2016 at 10:00 a.m.
 - C. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** Vice President Luckman and Director Unger. Kathleen Radnich, Public Outreach Consultant to report. Next meeting is scheduled for December 7, 2016 at 9:30 a.m.
10. **DISTRICT GENERAL COUNSEL REPORT**
11. **GENERAL MANAGER REPORT**

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12. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
 - Mojave Water Agency Board of Directors Meeting – November 17, 2016- Director Johnson
Please Note Time change 3:30 p.m.
 - ACWA 2016 Fall Exhibition November 29, 2016 to December 2, 2016- Anaheim Marriott-
All Directors and GM attending
 - ASBCSD – December 12, 2016 –TBD
13. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS**
14. **ADJOURNMENT**

INFORMATION

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

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

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

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

November 2, 2016

1. **CALL TO ORDER:** 6:30 PM

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF QUORUM:**

Victoria Fuller	Present
Bob Johnson	Present
Mickey Luckman	Present
Mike Reynolds	Present
Rebecca Unger	Present

STAFF PRESENT:

Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Seth Zielke, Director, Water Resources and Operations
Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT:

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

GUESTS

7

4. **APPROVAL OF AGENDA – MSC/ Luckman/Reynolds 5/0 to approve the Agenda with the following change: Item #6 Consent Calendar – Approve Draft Minutes of the October 19, 2016 meeting not the November 19, 2016 meeting.**

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

5. **PUBLIC COMMENT**

Al Marquez, Joshua Tree asked if you have a closed session item when is it proper to make public comment on it? Is it just before the item or after the closed session has ended?
Gil Granito, Legal Counsel replied that it was a universal rule and it can be before or after.
Mr. Marquez stated that back in 2010 the cost of the Recharge Pipeline Extension would be approximately \$4M which increased to \$6M then \$9,600,000. Since most of the grants were received from the Mojave Water Agency, he hasn't heard an explanation to where the rest of the funds came as the Water Resources and directly from them. He would like a clarification to where the District actually received the \$6 to \$8M from.

PUBLIC COMMENT CLOSED

6. **CONSENT CALENDAR:**

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

- A. Approve Draft Minutes of the October 19, 2016 Regular Meeting of the Board of Directors.
- B. Approve Check Registers from July, August and September 2016.

MSC/ Luckman/Reynolds 5/0 to approve the November 19, 2016 Minutes of the Board of Directors with the change from November 19, 2016 to October 19, 2016 and approval of the check registers from July, August and September 2016.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

7. **JBWD CLOSURE- Employee Training November 16, 2016 from 11 a.m. to 3 p.m.**

Recommend that the Board receive for information only. GM Sauer informed the BoD of the training that would be given and that it was mandatory for all employees. *(Staff Report attached)*

A short discussion followed between the Board and GM Sauer

PUBLIC COMMENTS: None

8. **PROPOSAL TO UPDATE SURPLUS PROPERTY PROCEDURES**

Recommend that the Board authorize the General Manager to update the current procedure and to bring the procedure back to the Board for approval. Additionally, that the Board direct the General Manager to dispose of the current inventory of surplus computers.

GM Sauer gave a brief report on the status of the old computers and a brief discussion between the Board and GM Sauer followed. *(Staff Report is attached)*

PUBLIC COMMENT –

Al Marquez, Joshua Tree stated that in 2008 the surplus computers and monitors were raffled off to the rate payers of the District. Also, in 2012 the computers were donated to the Boys and Girls Club.

PUBLIC COMMENT CLOSED

MSC/ Unger/Luckman 5/0 to approve the General Manager to update the current Surplus Property Procedures. Also, with approval to dispose of the current inventory of surplus computers and monitors as he deems appropriate.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

9. **PAVING OF THE DISTRICT PARKING LOT** – GM Sauer reported on the condition of the District parking lot and discussed the many pot holes, cracks and areas that are in need of repair. GM Sauer pointed out the parking lot has not been repaved in 29 years and is a safety hazard to the rate payers and employees of the District. (*Staff Report attached*). A short discussion with the Board followed.

MSC Luckman /Johnson, 4/1 to approve the General Manager to enter into a contract for the repaving of the District’s parking lot not to exceed \$46,750, which includes the 10% contingency.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	No
Unger	Aye

10. **STANDING COMMITTEE REPORTS**

- A. **FINANCE COMMITTEE MEETING:** President Fuller and Director Johnson. Next meeting is scheduled for November 28, 2016 at 9:00 a.m.
- B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** Vice President Luckman and Director Johnson. Next meeting is scheduled for November 28, 2016 at 10:00 a.m.
- C. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** Vice President Luckman and Director Unger. Kathleen Radnich, Public Outreach Consultant to report. Next meeting is scheduled for November 7, 2016 at 9:30 a.m.

Kathleen Radnich thanked Gil Granito, District Counsel for volunteering his time to the Native Plant Program. JBWD is one of five finalists in the State of California at the ACWA Conference for Hugh Howser Best in Blue Award. The winner will be announced at the ACWA Conference on December 1, 2016.

She also thanked all the partners in the Community that helped this project go forward. Also, the Association of Water Agencies informed us that they will feature the JBWD in a one-page article in their next newsletter. On Friday, December 2nd at 10:00 a.m. we will have our year end meeting.

GM Sauer commented that this project is being looked at by the BLM, National Parks regionally and Fish & Wildlife. This project will be repeated throughout the United States. This project came to fruition not only because of Gil Granito but also because of Kathleen Radnich.

President Fuller also thanked Kathleen Radnich for an outstanding job.

11. **DISTRICT GENERAL COUNSEL REPORT** – Gil Granito reported that The Little Hoover Commission (State watchdog agency) has moved their agenda to report on Public Agency Healthcare and Global Warming. Their final report will be issued in April 2017.
12. **GENERAL MANAGER REPORT-** GM Sauer reported on the conservation percentages for the District. GM Sauer also commented that there was considerable discussion at the State Water Resource Board that some Districts were sliding in their conservation and that there was a discussion about returning to mandatory conservation targets. ACWA is actively working with State Government to get the right word out. It’s not an emergency but is a way of life to be incorporated. Conservation and protection of the aquifer is important but so are revenues from water sales. GM Sauer went on to suggest November 9th at 2:00 p.m. for a Special Board meeting to discuss Union Negotiations, the BoD concurred.

13. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**

- ASBCSD – Hilton Garden Inn, Victorville, CA - November 14, 2016 –Director Reynolds
- Mojave Water Agency Board of Directors Meeting – November 17, 2016- Director Unger
Director Johnson will be attending for Director Unger.
- ACWA 2016 Fall Exhibition November 29, 2016 to December 2, 2016- Anaheim Marriott-
President Fuller, Vice President Luckman, Director Unger and GM Sauer attending.

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

Director Unger reported on the Webinar she attended that was put on by ACWA and she attended the MWA BoD meeting that was at Copper Mountain College.

Director Johnson also attended the MWA meeting that was at Copper Mountain College and that it was very impressive. He encouraged the public to attend the Finance Meetings that are held monthly. Director Johnson mentioned that he was still pursuing the low income and fixed income bill and that at the Finance meetings they discuss this. If the public has suggestions on how to address the issue, please call the District and get a hold of him.

Director Reynolds also attended the Webinar and the Ground Breaking Ceremony for the Yucca Valley Water District.

VP Luckman attended the Ground Breaking Ceremony for Yucca Valley Water District and the Webinar. She commented that the take away from the Webinar was that we would be in a state of drought forever and certainly in the desert areas. Water conservation will be a way of life.

President Fuller attended the Copper Mountain Mojave meeting and encouraged the public to go and checkout the desert wise planting.

15. **CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – At this time the Board will go into Closed Session pursuant to Government Code Section 54956.8 to consult with the District’s designated negotiator (Curt Sauer, General Manager) regarding the terms and conditions concerning the potential acquisition of the following real properties:

PUBLIC COMMENT

Al Marquez, Joshua Tree noticed that there were six parcels across the street that the District is contemplating on purchasing. He questioned why the District would buy the property when the District already has property behind the current office. The six parcels assessed value is \$54,000 and hopes that the BoD doesn’t spend any more than the properties are valued at.

CLOSED SESSION REPORT-

Mr. Granito reported that at approximately 7:23 PM the Board went into Closed Session pursuant to Government Code Section 54956.8 as reflected in item 15 of tonight's agenda to consult with the District's designated negotiator (Curt Sauer, General Manager) regarding the terms and conditions associated with the potential acquisition of the real property identified in the agenda. The Closed Session ended at approximately 7:52 PM and no further reportable action was taken.

16. **ADJOURNMENT**

MSC Reynolds /Unger, 5/0 to adjourn the Regular Meeting of the Board of Directors of July 1, 2016 at 7:52 p.m.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

Respectfully submitted:

Curt Sauer, GM and Board Secretary

DRAFT

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Board of Directors

November 2, 2016

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Approval to Close office on November 16, 2016 for workplace conduct training

RECOMMENDATION: That the Board approve the closure of the office for 4 hours on November 16, 2016.

ANALYSIS: Article 4.04 of the Administrative Code, Managers Powers and Duties, states the General Manager is responsible for the administration of all of the affairs of the District under his control. Article 4.04.10 State the General Manager "shall see that the office is open to the public from 8 AM to 5 PM, Monday through Friday."

We have identified gaps in our current training program and recommend addressing these gaps by providing in person staff development training for all employees. Strong employee development programs reduce the probability of Equal Employment Opportunity Commission complaints while helping attract and retain great employees. It is a professional approach to employee management, which builds loyalty and keeps employees professionally engaged at work. The District will also use online training to supplement and reinforce the in person trainings. The strategy behind the training is to engage in best management practices while developing employees, and focusing on prevention rather than reaction.

To kick off this program, the District has identified high risk topics. These topics are Workplace Conduct, Non-discrimination, Anti-harassment, Bullying, Violence in the Workplace, and Building Teamwork by defining appropriate (and inappropriate) business behaviors between supervisors and subordinates, co-workers, professional associates, and customers. On November 16th, the District will address these topics at the first All Staff development meeting / training session. This session will be conducted by staff from Liebert Cassidy Whitmore, our personnel legal counsel.

The training will be for three hours, from noon to 3 PM, which is when the attorney is available. In order to have ALL employees at this mandatory training, it is necessary to close the office 1 hour before the training to meet personnel rules pertaining to required lunch break.

FISCAL IMPACT:

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Board of Directors

November 2, 2016

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Proposal to Update Surplus Property Procedures

RECOMMENDATION: That the Board direct the General Manger to update the current procedure, and to bring the procedure back to the Board for approval. Additionally, that the Board direct the General Manager to dispose of the current inventory of surplus computers and monitors as he deems appropriate.

ANALYSIS: General Manager will review the current Surplus Property Procedure and use existing surplus computers as an example.

Current surplus property procedure is attached for your preview.

Disposal of Surplus Computer and Monitors

The board gave the authority to purchase new computers and monitors on 6/15/2016 to replace the 6 year old computers and 10 year old monitors. Replacements were received on 7/8/2016 and installed by 8/22/2016. Installation took 6 weeks because we did it in house at a savings of \$12,000. During this process we also sanitized all computers, wiping the hard drives for security purposes, as well as removing the operating systems, which had been licensed to the District.

Options available to surplus the equipment are sale or donation.

First we had to establish the value of the computers and monitors. Staff began the task of estimating the total price of the items to either donate or auction. Staff looked online at refurbished units of the same make and model to get an idea of price. Considering the fact that the computers had no operating system, we established a tentative price of \$62.50 per computer / monitor.

Since the total value may have been more than \$500, we decided to sell by auction. We received 4 bids, the largest bid for all 12 monitors and computers was for \$310, from a company in Mexico, which wanted them shipped to them, even though the bid specifically stated that the purchaser would have to pick them up on site.

Next we decided that we would donate them. The General Manager needs approval of the Board to donate surplus property, even though the estimated value was between \$310 and \$750.

Before we could recommend a non-profit organization which to donate the property, we had to

determine, that the recipient would never sell the property for profit (Section 4.5C).

Angel View, a non - profit serving children and adults with disabilities, was interested in the computers, but they could not guarantee NONE of the computers would ever be sold.

Then we considered Boys and Girls Club of Yucca Valley. BUT, (Section 4.5 A), they are not located in the District and we do not know that they benefit the District

My recommendation is that you direct the General Manager to update the procedures for surplus property, and bring that update to the Board for approval. (We would consider modeling the updated procedures on Hi Desert and Mojave Water Agency procedures.)

And that you authorize the General Manager to dispose of these items expeditiously. Which, at this point, would be to donate half of them to Angel View and half of them to the Boys and Girls club.

SECTION 4: SURPLUS PROPERTY

Section 4.1 Surplus Property Defined

“Surplus Property” shall include, but not be limited to, surplus or obsolete supplies, furniture, inventory, vehicles and equipment owned by the Joshua Basin Water District.

Section 4.2 Surplus Property Recognized Annually

All departments shall periodically submit supplies, office supplies, furniture, inventory, vehicles and equipment which are no longer used or which have become obsolete and worn out to the General Manager and be considered surplus property.

Section 4.3 Surplus Property; Trade-ins

The General Manager shall have the authority to exchange for or trade-in supplies, furniture, vehicles (with a value of \$500 or less or if timing would result in a negative opportunity) which cannot be used by any department or which have become unsuitable for district use.

Section 4.4 Surplus Property; Sale

The District Manager shall have authority, subject to approval of the Board, to dispose of surplus supplies, furniture, inventory, vehicles and equipment by auction or by sale or otherwise after receiving bids or proposals which, in his judgment, provide the maximum return for the District. If the surplus property is \$500 or less or if the property exceeds \$500 but would result in a missed opportunity the District Manager could proceed and inform the Board at the next regularly scheduled meeting.

Section 4.5 Surplus Property; Donation

The District Manager shall have authority, subject to the approval of the District Board, to donate surplus property subject to the following:

- A. Surplus property may be donated to non-profit organizations located in the District or who benefit the District.
- B. Donations made to eligible entities on a first come, first serve basis.
- C. Prior to transfer of the donated surplus property, the recipient shall provide a statement executed by a person duly authorized to legally bind that the donated property will:
 1. Be accepted “as is” with no express or implied warranties; and
 2. That the property not ever be sold or otherwise transferred for profit; and
 3. That the recipient entity shall assume all costs and liability associated with the removal and transportation from the District.

Section 4.6 Surplus Property; Scrap

If surplus property is broken, unusable or inoperable, and cannot be repaired economically, and cannot otherwise be traded in, sold, auctioned, donated, or salvaged, the District Manager shall have the authority to dispose of scrap surplus property.

Section 4.7 Proceeds

Any proceeds received from the disposal of surplus property will be credited as miscellaneous revenue to the General Fund.

Section 4.8 Surplus Property; Parties Prohibited From Benefiting

Officials or employees of the District are barred from personally benefiting from the disposal of the surplus property.

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Board of Directors

November 2, 2016

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Paving of District Office Parking lot.

RECOMMENDATION: That the Board authorize the General Manager to enter into a contract to repave the District Office parking lot at a cost not to exceed \$46,750 which includes the 10 percent contingency.

ANALYSIS: The JBWD main office parking lot is in poor condition and poses potential safety hazards for staff and the general public. Access at the two handicap parking spaces would also be improved. Despite past attempts by operations to repair various asphalt cracks it continues to degrade. Five companies were contacted for quotes, three responded. These include:

1. International Paving Services INC. (San Bernardino).
2. Van Dyke Corp (29 Palms).
3. AMS Paving (Palm Desert).

When we met with each company onsite we discussed several options to determine which process would meet our needs for cost and longevity. Each company provided a proposal for a complete renovation of the parking lot and 2 of those companies also provided a proposal for repairs only. IPS also provided an estimate for minimally repairing the cracks, but they clearly recommended not to choose this option because the cracks would be back in 4 or 5 years.

The recommendation by all 3 companies was that we remove and replace the entire parking area as opposed to making repairs. Below is the cost breakdown by company.

a. International Paving Services.	Complete Replacement:	\$54,800
	Crack Repair and slurry:	\$29,860
	Crack repair- 5 years maybe:	\$12,000
b. Van Dyke Corp.	Complete Replacement:	\$51,200
	(Does not recommend repairs)	
c. AMS Paving.	Complete Replacement:	\$42,074 **
	Crack Repair and Slurry:	\$18,800

Recommendation: That the Board authorize a contract with AMS paving not to exceed \$42,500 with a ten percent contingency. The reason I am recommending an extra \$426 above the bid is that the bid did not include replacement of the handicap signing which does not meet current code.

** This price does not include weekend work. Arrangements will have to be made to allow access for employees and customers, AMS is confident they can maintain safe access for customers and employees during the course of work. If they need to work on the weekend, an additional cost of \$5,800 would need to be added to the contract. AMS states 1 day to complete and will return 60-90 days to restripe after the coating has cured.

FISCAL IMPACT: \$46,750 with 10 percent contingency

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

November 16, 2016

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:
UPDATE ON INACTIVE METERS

RECOMMENDATION:
Information Only

ANALYSIS:
Inactive meter Basic Fee charges were enacted for all meter services in the District in February 2016. Staff will provide an update on the current status of revenues, and Opt Outs at the meeting.

FISCAL IMPACT:
Information Only