



**JOSHUA BASIN WATER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
WEDNESDAY, SEPTEMBER 19, 2018, at 6:30 PM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**  
This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.
6. **CONSENT CALENDAR**  
Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
  - Draft Minutes of August 15, 2018, Meeting of the Board of Directors
  - Draft Minutes of August 21, 2018, Special Meeting of the Board of Directors
  - Check registers Jun-Jul 2018, (reviewed by the Finance Committee on September 12, 2018)
  - 4<sup>th</sup> Quarter Ending 6/30/18 Financial Report (reviewed by the Finance Committee on September 12, 2018)
7. **CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP) – RECOMMENDED POLICY CHANGE** – Recommend that the Board approve the Policy change (reviewed by CAC on September 11, 2018, and the Finance Committee on September 12, 2018, and referred to the Board for approval).
8. **ORGANIZATIONAL ASSESSMENT IMPLEMENTATION PLAN** – Recommend that the Board approve the Organizational Implementation Plan (reviewed by Finance Committee and Water Resources & Operations Committee on September 12, 2018, and referred to the Board for approval).
9. **DISTRICT GENERAL COUNSEL REPORT** – Mr. Gil Granito
10. **GENERAL MANAGER REPORT** – Curt Sauer

Pages 3-5

Pages 6-7

Pages 8-15

Pages 24-35

Pages 36-44

Pages 45-49

11. **DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED**

- Public Outreach Consultant – Kathleen Radnich
- Mojave Water Agency Board of Directors – August 23, 2018 – Director Hund
- Mojave Water Agency Board of Directors – September 13, 2018- Director Floen
- Finance Committee – September 12, 2018 – Vice President Johnson & Director Floen
- Water Resources & Operations Committee – September 12, 2018 - President Luckman & Director Unger

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

- Mojave Water Agency Board of Directors– September 27, 2018, at 9:30 a.m. – Director Unger
- Finance Committee – October 10, 2018, at 9:00 a.m. – Vice President Johnson & Director Floen
- Water Resources & Operations Committee – October 10, 2018, at 10:30 a.m.- President Luckman and Director Hund

13. **ADJOURNMENT -**

INFORMATION

The public is invited to comment on any item on the agenda during a discussion of that item. 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 prior to the meeting to request 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  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 15, 2018**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Luckman called the meeting to order at 6:30 p.m.

**ROLL CALL**

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Unger, Director Hund.

**STAFF PRESENT**

Curt Sauer, Mark Ban, AGM – Operations, Susan Greer, AGM, Beverly Waszak, Executive Assistant

**CONSULTANTS PRESENT**

Kathleen Radnich, Public Outreach

Gil Granito, Legal Counsel, Redwine & Sherrill

**APPROVAL OF AGENDA**

Director Floen made a motion to approve the Agenda. Director Unger seconded the motion. Vice President Johnson requested that Resolution No. 18-991 be postponed for a later date. GM Sauer suggested that they let AGM Greer give her staff report and then answer any questions the Board might have. Both President Luckman and Vice President Johnson concurred. Vice President Johnson withdrew his request.

(MSC' 5/0/0) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

**PUBLIC COMMENT – None**

President Luckman acknowledged that Frank Coate, candidate for the JBWD Board, was in the audience.

**CONSENT CALENDAR**

- Draft Minutes of August 1, 2018, Regular Meeting of the Board of Directors

(MSC' 5/0/1) motion carried by the following vote:

Ayes: Floen, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: Hund

**PRESENTATION FROM MORONGO BASIN CONSERVATION ASSOCIATION – DESERT WISE LANDSCAPING TOUR, SPRING 2018 BY Lorraine Turk and Mike Lipsitz-** Mike Lipsitz thanked the Board for participating in the Desert Wise Living Tour. This has been a very successful program, but without the support of JBWD, High Desert, Mojave Water Agency, and all the Morongo Valley Districts, it would not be the success that it is. We look forward to another positive experience with JBWD in 2019.

**RESOLUTION NO. 18-991 AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF INSTALLMENT SALE AGREEMENT #18-012 (\$3,010,000.00 LOAN AGREEMENT).** AGM Greer gave an overview of the loan agreement followed by a Q&A with the Board. After the discussion, the Board agreed to table the decision on the Loan Agreement until a Special Meeting on August 21, 2018, at 5:30 p.m. District Counsel Gil Granito instructed Director Hund on the procedure to attend the Special Board meeting telephonically.

CONSIDER ADOPTION OF DEBT MANAGEMENT POLICY – AGM Greer gave the staff report on the Debt Management Policy, Resolution No. 18-990, followed by a Q&A with the Board.

PUBLIC COMMENT – None

Director Unger motioned to adopt Resolution No. 18-990 amending the Administration Code, to add Article 10, Debt Management Policy, as reviewed by the Finance Committee on August 8, 2018. Vice President Johnson seconded.

(MSC' 5/0/0) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger  
Noes: None  
Absent: None  
Abstain: None

17/18 BAD DEBT WRITE-OFF OF \$27,587.56 – AGM Greer gave the staff report followed by a Q&A with the Board.

Vice President Johnson moved to approve the 1/18 Bad Debt Write-Off of \$27,587.56 as reviewed by the Finance Committee on August 8, 2018. Director Unger seconded.

(MSC' 5/0/0) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger  
Noes: None  
Absent: None  
Abstain: None

DISTRICT GENERAL COUNSEL REPORT - Mr. Granito updated the Board on the Water Tax legislation that had been shelved previously but is now gaining traction in the form and content of a proposed new bill. The new bill, as yet, has no sponsor or number. One of the stated purpose of the new bill will be to establish a fund to assist disadvantaged communities in providing safe and affordable drinking water.

GENERAL MANAGER REPORT – GM Sauer presented an overview of the Gantt chart with all of the emphasis on CIP, mainline replacement. Loan, Well 14, etc. GM Sauer continued with a preliminary map of the pipeline design then proceeded to inform the Board on the Org Assessment/Technology Plan and updates on the shop remodel. Randy Mayes will be receiving a \$130,000 grant and conservation was 27% in July, and cumulative was 22%.

DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS, AND FUTURE AGENDA ITEMS-

Kathleen Radnich, Public Outreach Consultant, reported on the following:

- JTNP/JBWD Wild Crafting
- District Tours
- Residential Landscape Irrigation
- Evaporative (Swamp) Cooler study.

President Luckman stated that she had gone to the Mojave Water Agency Technical Advisory Committee (TAC), which was a really interesting meeting, and would comment on it at the next Board meeting.

Vice President Johnson commented on the Finance Committee and thanked the Staff and Director Floen. Thank you to everyone participating; it is the most riveting meeting of all the Committee meetings here at JBWD. This is a participatory meeting and is open and transparent, in terms of what we are doing. He thanked the Board with their indulgences with the laboring of the loan, which is very serious and we want to ensure that we do our due diligence.

Director Hund underscored on how active this District is and what go-getters our staff is. In just a week's time the following items have already been set in motion:

- Finalizing the GEO Viewer contract that maps out our facilities and analyzes the cost of maintaining them. Along, with this contract, the field will be receiving iPads as part of the Geo Viewer process.
- The equipment order was placed on August 2<sup>nd</sup>
- West Coast Civil meeting was to be the next day, and they have already turned in a preliminary plan
- Job descriptions were completed for the pipeline crew,
- Meter replacement RFP has been sent out
- The loan is in progress
- Debt Management Policy has been approved
- Shop plan was redesigned

Director Floen referred to the Bartle & Wells rate study where they state that the District currently has 175 miles of pipeline between 40 and 70 years old. In Director Floen's estimation, the District is doing well right now. We are signed onto this with enthusiasm and commitment, and this is a big deal and will be going on for 30 years or so. Director Floen then showed the "leak map," which was in everyone's newsletter this month.

Director Unger read a two-page report on the San Bernardino Water Conference that she attended.

FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –  
President Luckman informed every one of the upcoming meetings.

ADJOURNMENT – Director Unger made a motion to adjourn at 8:46 p.m. Director Floen seconded.

MSC' (Unger/Floen) motion carried.

Respectfully Submitted,

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Curt Sauer, General Manager, and Board Secretary

**JOSHUA BASIN WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, AUGUST 21, 2018**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Luckman called the meeting to order at 6:30 p.m.

**ROLL CALL**

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Unger, Director Hund attended telephonically from 2443 Sierra Nevada Road, M-14, Mammoth Lakes, CA 93546

**STAFF PRESENT**

Curt Sauer, Susan Greer, AGM, Beverly Waszak, Executive Assistant

**CONSULTANTS PRESENT - None**

**APPROVAL OF AGENDA**

Director Floen made a motion to approve the Agenda. Director Unger seconded the motion.

MSC! 5/0/0) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

**PUBLIC COMMENT – None**

**CONSENT CALENDAR**

- Draft Minutes of August 15, 2018, Special Meeting of the Board of Directors

MSC! 5/0/0) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: Hund

**RESOLUTION NO. 18-991 AUTHORIZING THE EXECUTION AND DELIVERY BY THE DISTRICT OF INSTALMENT SALE AGREEMENT #18-012 (\$3,010,000.00 LOAN AGREEMENT).** Recommend that the Board approve Resolution No. 18-991. AGM Greer began the discussion of the \$3,010,000 Loan Agreement and led a Q&A period with the Board.

**PUBLIC COMMENT –** Steven Whitman, Joshua Tree reviewed the packet but questioned what the big picture is. He complimented the Board on being the best Board the District has ever had and highly respects all of them. However, he feels that none will be able to comprehend the long, complicated, and tightly written contract that is purely for the advantage of MUNI and Citi Corp. An example of this is the page right before Exhibit A there is a paragraph that says Indemnification Clause; this means that if there is any conflict with this contract JBWD gets to pay no one else. Secondly, how can any person on this Board approve this contract without the understanding of this contract?

**PUBLIC COMMENT – Closed**

President Luckman called for a vote to recommend that the Board approve Resolution No. 18-991. MSC' 4/0/1) motion carried by the following vote:

Ayes: Floen, Hund, Luckman, and Unger

Noes: Johnson

Absent: None

Abstain: None

#### DIRECTOR COMMENTS –

Director Unger asked Vice President Johnson that he voted against raising the rates and the loan but not on the Capital Improvement Project. She asked if he thought they could still get the CIP done without raising rates.

Vice President Johnson responded that yes, he did vote against both of these, but he does think there is a way to levy the rate structure, so they are not as steep as they have been initiated. Over the long haul, it can still accomplish the same thing.

Director Unger responded by asking not a 40%, 18%, but a 7% increase.

Vice President Johnson stated that we were already on track with the 7% increase and maybe bump it up.

Director Unger stated that it was just maintaining the District and barely keeping up with inflation and it certainly was not going to do Saddleback, shop and just barely kept us chugging along at bare maintenance. She thanked the ratepayers again for trusting us with the rate increases and please know that this loan will be handled carefully and contentiously. We have an incredible field crew and a great staff here at the District. It is also important to have a dissenting voice on the Board and dissenting voices in the audience.

Vice President Johnson thanked AGM Greer and GM Sauer for going above and beyond and have answered questions for us. He agrees with Mr. Whitman that this document is more than intense and we are just trying to stay faithful to the ratepayer. He appreciates the Board even though he is the dissenting vote. We will move forward with great vigor with doing what we are doing but thinks caution is always something that one needs to put out there.

Director Hund thanked the staff and notably AGM Greer for the excellent summaries she provided to the Board. He also thanked AGM Ban for the tremendous initiative in getting things started. He went on to say that, he knows it wasn't easy and some have angst about these decisions, but very soon, there will be some concrete improvements to our District's Infrastructure and the much-needed replacement of pipeline.

Director Floen stated that he could not wait to see the new equipment, pipe in the ground, and anything else that is listed in Exhibit A. Director Floen commented that he considers Mr. Steve Whitman a genius and considers him a friend, and he spends 5 hours every Saturday with him, and very much appreciates his advice on things and is always straightforward. Vice President Johnson has a sensitivity for people in the community who are financially challenged; he exhibits this frequently and is very happy that he does this.

President Luckman commented that she has never been prouder of the Board, and has several times this year that she has been proud. She thinks this Board is exceptional; the Board takes their responsibilities very seriously and is very conscious of the responsibilities that the public has entrusted to the Board by the community. It is always fun working with the Board, and the staff is magnificent.

ADJOURNMENT – Director Floen made a motion to adjourn at 6:28 p.m. Director Unger seconded.

MSC' (Unger/Floen) motion carried.

Respectfully Submitted,

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Curt Sauer, General Manager, and Board Secretary



Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
013798	WILLIAMS SCOTSMAN INC.		06/28/2018	Regular	0.00	-1,757.01	60138
000501	ACWA/JPIA		06/06/2018	Regular	0.00	19,805.87	60147
<u>0557001</u>	Invoice	06/06/2018	EE HEALTH BENEFIT & EAP JULY 18		0.00	19,805.87	
013204	PRO SECURITY SYSTEMS		06/06/2018	Regular	0.00	110.00	60148
<u>11295</u>	Invoice	06/06/2018	SECURITY ALARM SERVICE		0.00	110.00	
000241	BRIAN'S LOCK SHOP		06/06/2018	Regular	0.00	125.00	60149
<u>8855</u>	Invoice	06/06/2018	OFFICE REMODEL: REKEY OFFICE DOORS		0.00	125.00	
004110	BURRTEC WASTE & RECYCLING SVCS		06/06/2018	Regular	0.00	418.29	60150
<u>BW0618</u>	Invoice	06/06/2018	RECYCLING - JUN 18		0.00	147.39	
<u>BW0618B</u>	Invoice	06/06/2018	TRASH REMOVAL - JUN 18		0.00	270.90	
001555	CENTRATTEL		06/06/2018	Regular	0.00	295.00	60151
<u>180603192101</u>	Invoice	06/06/2018	DISPATCH SERVICES - MAY 18		0.00	295.00	
001850	CLINICAL LAB OF S.B. INC		06/06/2018	Regular	0.00	2,919.00	60152
<u>961788</u>	Invoice	06/06/2018	HDMC WWTP SAMPLING- APR 18		0.00	997.00	
<u>962435</u>	Invoice	06/06/2018	SAMPLING - APR 18		0.00	1,092.00	
<u>962436</u>	Invoice	06/06/2018	HDMC WWTP SAMPLING- APR 18		0.00	830.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN		06/06/2018	Regular	0.00	2,276.20	60153
<u>3990561-050501</u>	Invoice	06/06/2018	EE LIFE INSURANCE - MAY 18		0.00	2,276.20	
013373	CORE & MAIN LP		06/06/2018	Regular	0.00	2,840.07	60154
<u>1856091</u>	Invoice	06/06/2018	MAINLINE/LEAK REPAIR & INVENTORY		0.00	2,044.77	
<u>1920412</u>	Invoice	06/06/2018	MAINLINE/LEAK REPAIR SUPPLIES		0.00	795.30	
001953	COUNTY OF SAN BERNARDINO DEPT OF PUBLIC		06/06/2018	Regular	0.00	445.00	60155
<u>CSBDPO50118</u>	Invoice	06/06/2018	EXCAVATION PERMIT #T1800277 - COM		0.00	445.00	
VEND1466	FEDAK & BROWN LLP		06/06/2018	Regular	0.00	1,600.00	60156
<u>FB053118</u>	Invoice	06/06/2018	FINANCIAL AUDIT 17/18		0.00	1,600.00	
003025	FEDEX		06/06/2018	Regular	0.00	28.68	60157
<u>6-193-40403</u>	Invoice	06/06/2018	SHIPPING		0.00	28.68	
013222	FRONTIER CALIFORNIA INC.		06/06/2018	Regular	0.00	179.59	60158
<u>FC0618</u>	Invoice	06/06/2018	HDMC WWTP - TELEPHONE		0.00	179.59	
006200	MCALLISTERS JANITORIAL SERV.		06/06/2018	Regular	0.00	580.00	60159
<u>6253B</u>	Invoice	06/06/2018	JANITORIAL SERVICES - MAY 18		0.00	580.00	
013351	HELENITA C. YOUNGLOVE		06/06/2018	Regular	0.00	180.00	60160
<u>PO 8891</u>	Invoice	06/06/2018	NOTARY SERVICES		0.00	180.00	
004720	INLAND WATER WORKS		06/06/2018	Regular	0.00	701.99	60161
<u>S1012142.001</u>	Invoice	06/06/2018	MAINLINE & LEAK REPAIR SUPPLIES		0.00	487.03	
<u>S1012202.001</u>	Invoice	06/06/2018	CHEMICAL INJECTION TRAILER SUPPLIES		0.00	214.96	
009054	KATHLEEN J. RADNICH		06/06/2018	Regular	0.00	1,780.80	60162
<u>180525-1</u>	Invoice	06/06/2018	PUBLIC RELATIONS SERVICES		0.00	987.00	
<u>180603-1</u>	Invoice	06/06/2018	PUBLIC RELATIONS SERVICES		0.00	793.80	
013804	L.O. LYNCH QUALITY WELLS AND PUMPS, INC.		06/06/2018	Regular	0.00	143,379.00	60163
<u>14974</u>	Invoice	06/06/2018	WELL 14 REHAB		0.00	90,304.00	
<u>15051</u>	Invoice	06/06/2018	WELL 14 REHAB		0.00	4,575.00	



\*Check Report JBWD

Date Range: 06/01/2018 - 06/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>15052</u>	Invoice	06/06/2018	WELL 14 REHAB	0.00	48,500.00	
003505	GARRYS TIRES	06/06/2018	06/06/2018 Regular	0.00	1,635.79	60164
<u>14499</u>	Invoice	06/06/2018	JD 410J TIRES	0.00	1,635.79	
000156	FORSHOCK	06/06/2018	06/06/2018 Regular	0.00	243.00	60165
<u>1800138</u>	Invoice	06/06/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800139</u>	Invoice	06/06/2018	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	06/06/2018	06/06/2018 Regular	0.00	764.31	60166
<u>51800017</u>	Invoice	06/06/2018	CMM DELIQUENT LETTERS	0.00	764.31	
000283	OCCU-MED, LTD.	06/06/2018	06/06/2018 Regular	0.00	237.50	60167
<u>04187720a</u>	Invoice	06/06/2018	EE RECRUITING EXPENSE	0.00	237.50	
000070	ONLINE INFORMATION SERVICES, INC.	06/06/2018	06/06/2018 Regular	0.00	269.10	60168
<u>863561</u>	Invoice	06/06/2018	ID VERIF. SERV. THRU 05/31/18	0.00	269.10	
013779	PSC	06/06/2018	06/06/2018 Regular	0.00	280.00	60169
<u>1412</u>	Invoice	06/06/2018	ANNUAL MEMBERSHIP 8/1/18 - 7/31/19	0.00	280.00	
008405	PRECISION ASSEMBLY	06/06/2018	06/06/2018 Regular	0.00	1,410.02	60170
<u>18051</u>	Invoice	06/06/2018	MAY WATER BILL PRINT/MAIL	0.00	1,410.02	
008415	PRUDENTIAL OVERALL SUPPLY	06/06/2018	06/06/2018 Regular	0.00	108.82	60171
<u>22615092</u>	Invoice	06/06/2018	SHOP EXPENSE	0.00	55.83	
<u>22615094</u>	Invoice	06/06/2018	SHOP EXPENSE	0.00	52.99	
013352	NIELSON FIRE AND ICE	06/06/2018	06/06/2018 Regular	0.00	1,170.00	60172
<u>10612</u>	Invoice	06/06/2018	A/C MAINTENANCE - SHOP	0.00	1,170.00	
008414	PROVIDED	06/06/2018	06/06/2018 Regular	0.00	150.00	60173
<u>1573</u>	Invoice	06/06/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
009890	SOCIETY FOR HUMAN RESOURCE	06/06/2018	06/06/2018 Regular	0.00	209.00	60174
<u>9007500460</u>	Invoice	06/06/2018	ANNUAL MEMBERSHIP: 8/1/18 - 7/31/19	0.00	209.00	
VEN01020	SOUTHWEST NETWORKS, INC.	06/06/2018	06/06/2018 Regular	0.00	774.40	60175
<u>18-5500</u>	Invoice	06/06/2018	OFFICE SUPPLIES	0.00	768.00	
<u>18-5534</u>	Invoice	06/06/2018	OFFICE SUPPLIES	0.00	6.40	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	06/06/2018	06/06/2018 Regular	0.00	2,500.00	60176
<u>1037</u>	Invoice	06/06/2018	LOCAL HAZARD MITIGATION PLAN	0.00	2,500.00	
010690	TYLER TECHNOLOGIES	06/06/2018	06/06/2018 Regular	0.00	19,074.64	60177
<u>025-223268</u>	Invoice	06/06/2018	ANNUAL MAINT: 10 MODULES THRU 6/3	0.00	19,074.64	
010850	UNDERGROUND SERVICE ALERT	06/06/2018	06/06/2018 Regular	0.00	85.90	60178
<u>520180343</u>	Invoice	06/06/2018	TICKET DELIVERY SERVICE - MAY 18	0.00	85.90	
000247	UNITED STATES PLASTIC CORP	06/06/2018	06/06/2018 Regular	0.00	1,058.70	60179
<u>5416465</u>	Invoice	06/06/2018	SHOP EXPENSE	0.00	1,058.70	
010990	UTILIQUEST L.L.C.	06/06/2018	06/06/2018 Regular	0.00	475.08	60180
<u>262824-0</u>	Invoice	06/06/2018	CONTRACT LOCATING EXPENSE	0.00	135.88	
<u>263119-0</u>	Invoice	06/06/2018	CONTRACT LOCATING EXPENSE	0.00	339.20	
000327	WATER QUALITY SPECIALISTS	06/06/2018	06/06/2018 Regular	0.00	3,310.00	60181
<u>5425</u>	Invoice	06/06/2018	HDMC WWTP: OPERATION & MAINT - AP	0.00	3,310.00	
000233	NAPA AUTO PARTS	06/06/2018	06/06/2018 Regular	0.00	446.72	60182
<u>242168</u>	Invoice	06/06/2018	VACUUM MAINT/VEHICLE MAINT/SHOP E	0.00	446.72	
001630	AT&T MOBILITY	06/13/2018	06/13/2018 Regular	0.00	1,636.07	60200
<u>829480028X0605</u>	Invoice	06/13/2018	COMMUNICATIONS - MAY 18	0.00	1,636.07	
009054	KATHLEEN J. RADNICH	06/13/2018	06/13/2018 Regular	0.00	932.40	60201

\*Check Report JBWD

Date Range: 06/01/2018 - 06/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>180610-1</u>	Invoice	06/13/2018	PUBLIC RELATIONS SERVICES	0.00	932.40	
000504	ACTION PUMPING, INC.	06/20/2018	Regular	0.00	1,290.00	60202
<u>17439</u>	Invoice	06/20/2018	HDMC WW: PUMPING	0.00	1,290.00	
000210	AMERICAN CASTING & MANUFACTURING CORI	06/20/2018	Regular	0.00	1,141.53	60203
<u>293161</u>	Invoice	06/20/2018	METER LOCKING DEVICES	0.00	1,141.53	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	06/20/2018	Regular	0.00	210.00	60204
<u>0064</u>	Invoice	06/20/2018	MONTHLY DINNER 05/18	0.00	210.00	
013338	BEVERLY WASZAK	06/20/2018	Regular	0.00	187.22	60205
<u>BW061418</u>	Invoice	06/20/2018	REIMB: NOTARY FILING FEE & MILEAGE	0.00	187.22	
001560	CENTURY FORMS	06/20/2018	Regular	0.00	1,774.98	60206
<u>3163</u>	Invoice	06/20/2018	WATER BILLS ORDERED FEB 2018	0.00	1,774.98	
001850	CLINICAL LAB OF S.B. INC	06/20/2018	Regular	0.00	970.00	60207
<u>962937</u>	Invoice	06/20/2018	HDMC WWTP SAMPLING- MAY 18	0.00	970.00	
013365	IMAGE SOURCE	06/20/2018	Regular	0.00	500.48	60208
<u>AR771958</u>	Invoice	06/20/2018	OFFICE EXPENSE 5/5/18 - 6/4/18	0.00	500.48	
000330	CURT SAUER	06/20/2018	Regular	0.00	130.30	60209
<u>CS061118</u>	Invoice	06/20/2018	REIMB: BUILDING MAINT SUPPLIES - OFFI	0.00	130.30	
003596	DEXYP	06/20/2018	Regular	0.00	180.40	60210
<u>DYP051918</u>	Invoice	06/20/2018	MORONGO BASIN ADVERT - MAY 18	0.00	25.00	
<u>DYP051918A</u>	Invoice	06/20/2018	SUPERPAGES.COM: 5/1/18 - 4/30/19	0.00	155.40	
002565	DUDEK AND ASSOCIATES, INC	06/20/2018	Regular	0.00	123,858.29	60211
<u>20182216</u>	Invoice	06/20/2018	ENG SERV: MULTIPLE PROJECTS THRU 3/3	0.00	44,126.38	
<u>20182644</u>	Invoice	06/20/2018	ENG SERV: MULTIPLE PROJECTS THRU 4/2	0.00	46,228.94	
<u>20183169</u>	Invoice	06/20/2018	CHROMIUM III REOXIDATION	0.00	23,512.12	
<u>20183177</u>	Invoice	06/20/2018	ENG SERV: MULTIPLE PROJECTS THRU 5/2	0.00	9,990.85	
	**Void**	06/20/2018	Regular	0.00	0.00	60212
000058	GARDA CL WEST, INC.	06/20/2018	Regular	0.00	636.39	60213
<u>10401252</u>	Invoice	06/20/2018	COURIER FEES - JUN 18	0.00	606.41	
<u>70075779</u>	Invoice	06/20/2018	EVENXCHANGE FEES - MAY 18	0.00	29.98	
013802	HASA, INC.	06/20/2018	Regular	0.00	596.00	60214
<u>601563</u>	Invoice	06/20/2018	WATER TREATMENT EXPENSE	0.00	596.00	
009054	KATHLEEN J. RADNICH	06/20/2018	Regular	0.00	868.14	60215
<u>180617-1</u>	Invoice	06/20/2018	PUBLIC RELATIONS SERVICES	0.00	868.14	
000134	KENNEDY/JENKS CONSULTANTS, INC.	06/20/2018	Regular	0.00	7,168.75	60216
<u>121452</u>	Invoice	05/24/2018	CONSULTING: MULTIPLE PROJECTS THRU	0.00	7,168.75	
005640	KILLER BEE PEST CONTROL	06/20/2018	Regular	0.00	160.00	60217
<u>4724</u>	Invoice	06/20/2018	BEE REMOVAL	0.00	80.00	
<u>4747</u>	Invoice	06/20/2018	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	06/20/2018	Regular	0.00	128.00	60218
<u>LH070118</u>	Invoice	06/20/2018	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
006507	McMASTER-CARR SUPPLY COMPANY	06/20/2018	Regular	0.00	1,503.12	60219
<u>63611384</u>	Invoice	06/20/2018	SHOP EXPENSE	0.00	14.39	
<u>64311532</u>	Invoice	06/20/2018	SHOP EXPENSE/SMALL TOOLS	0.00	1,488.73	
000156	FORSHOCK	06/20/2018	Regular	0.00	15,606.51	60220
<u>1800143</u>	Invoice	06/20/2018	SCADA IMPROVEMENTS	0.00	15,606.51	
007500	NORTHAMERICAN TRANSPORTATION	06/20/2018	Regular	0.00	24.00	60221

\*Check Report JBWD

Date Range: 06/01/2018 - 06/30/2018

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>28672</u>	Invoice	06/20/2018	MEMBERSHIP IN DRUG PROGRAM	0.00	24.00	
000236	PAYPRO ADMINISTRATORS	06/20/2018	Regular	0.00	50.00	60222
<u>63107</u>	Invoice	06/20/2018	FSA ADMIN FEES - MAY 18	0.00	50.00	
013360	REDWINE AND SHERRILL, LLP	06/20/2018	Regular	0.00	2,908.91	60223
<u>1104</u>	Invoice	06/20/2018	LEGAL SERVICES - THRU 5/31/18	0.00	2,908.91	
009880	SOUTHERN CALIFORNIA EDISON CO	06/20/2018	Regular	0.00	2,808.69	60224
<u>SCE0618</u>	Invoice	06/20/2018	POWER TO BLDGS & GEN - JUN 18	0.00	2,808.69	
VEN01020	SOUTHWEST NETWORKS, INC.	06/20/2018	Regular	0.00	12,046.25	60225
<u>18-5059</u>	Invoice	06/20/2018	SUPPLEMENTAL IT SERVICES (AMC) - MAY	0.00	736.25	
<u>18-60265C</u>	Invoice	06/20/2018	IT SERVICES - 7/18 - 9/18	0.00	11,310.00	
009920	STANDARD INSURANCE CO	06/20/2018	Regular	0.00	980.83	60226
<u>ST0618</u>	Invoice	06/20/2018	EE LIFE INSURANCE - JUN 18	0.00	980.83	
011101	VAGABOND WELDING SUPPLY	06/20/2018	Regular	0.00	59.20	60227
<u>105125</u>	Invoice	06/20/2018	SHOP EXPENSE	0.00	59.20	
000510	TIME WARNER CABLE	06/20/2018	Regular	0.00	345.03	60228
<u>0008970061318</u>	Invoice	06/20/2018	CABLE & INTERNET - JUN 18	0.00	345.03	
000247	UNITED STATES PLASTIC CORP	06/20/2018	Regular	0.00	411.09	60229
<u>5416778</u>	Invoice	06/20/2018	PUMPING PLANT SUPPLIES	0.00	411.09	
013806	UNITED WAY OF THE DESERT	06/20/2018	Regular	0.00	6,650.00	60230
<u>UW061418</u>	Invoice	06/20/2018	LOW INCOME RATE ASSISTANCE PROGRA	0.00	6,650.00	
010990	UTILIQUEST L.L.C.	06/20/2018	Regular	0.00	215.16	60231
<u>263393-Q</u>	Invoice	06/20/2018	CONTRACT LOCATING EXPENSE	0.00	58.56	
<u>263651-Q</u>	Invoice	06/20/2018	CONTRACT LOCATING EXPENSE	0.00	156.60	
000327	WATER QUALITY SPECIALISTS	06/20/2018	Regular	0.00	3,310.00	60232
<u>5466</u>	Invoice	06/20/2018	HDMC WWTP: OPERATION & MAINT - M	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	06/20/2018	Regular	0.00	32.00	60233
<u>WE053118</u>	Invoice	06/20/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	06/20/2018	Regular	0.00	608.30	60234
<u>1190526</u>	Invoice	06/20/2018	OFFICE EXPENSE 6/7/18 - 7/6/18	0.00	395.66	
<u>1190527</u>	Invoice	06/20/2018	SHOP EXPENSE 5/27/18 - 6/26/18	0.00	212.64	
000233	NAPA AUTO PARTS	06/20/2018	Regular	0.00	158.03	60235
<u>243378</u>	Invoice	06/20/2018	SHOP EXPENSE	0.00	56.32	
<u>243889</u>	Invoice	06/20/2018	TOOL & EQUIP REPAIR/SAFETY/VACUUM	0.00	101.71	
000575	AFSCME LOCAL 1902	06/28/2018	Regular	0.00	609.70	60244
<u>AFSCME0618</u>	Invoice	06/28/2018	EE UNION DUES - JUN 18	0.00	609.70	
001550	CDW GOVERNMENT, INC	06/28/2018	Regular	0.00	608.29	60245
<u>MVN3555</u>	Invoice	06/28/2018	OFFICE SUPPLIES	0.00	608.29	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	06/28/2018	Regular	0.00	2,276.20	60246
<u>3990561-060503</u>	Invoice	06/28/2018	EE LIFE INSURANCE - JUN 18	0.00	2,276.20	
001937	COUNTY OF SAN BERNARDINO CLERK OF THE B	06/28/2018	Regular	0.00	50.00	60247
<u>SBC062518</u>	Invoice	06/28/2018	NOTICE OF EXEMPTION FILING	0.00	50.00	
003596	DEXYP	06/28/2018	Regular	0.00	27.49	60248
<u>DYP061918</u>	Invoice	06/28/2018	MORONGO BASIN ADVERT - JUN 18	0.00	27.49	
003025	FEDEX	06/28/2018	Regular	0.00	123.99	60249
<u>6-222-27851</u>	Invoice	06/28/2018	SHIPPING: WELL 14 REHAB	0.00	123.99	
009054	KATHLEEN J. RADNICH	06/28/2018	Regular	0.00	1,033.20	60250

\*Check Report JBWD

Date Range: 06/01/2018 - 06/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>180624-1</u>	Invoice	06/28/2018	PUBLIC RELATIONS SERVICES	0.00	1,033.20	
005640	KILLER BEE PEST CONTROL	06/28/2018	Regular	0.00	70.00	60251
<u>4704</u>	Invoice	06/28/2018	BEE REMOVAL	0.00	70.00	
006029	LIEBERT CASSIDY WHITMORE	06/28/2018	Regular	0.00	2,965.10	60252
<u>1452504</u>	Invoice	06/28/2018	LEGAL SERVICES - EE MATTERS THRU 12/	0.00	316.10	
<u>1456902</u>	Invoice	06/28/2018	LEGAL SERVICES - EE MATTERS THRU 3/3	0.00	2,649.00	
010633	LISA THOMPSON	06/28/2018	Regular	0.00	162.00	60253
<u>LT062018</u>	Invoice	06/28/2018	EDUCATION REIMBURSEMENT	0.00	162.00	
006507	McMASTER-CARR SUPPLY COMPANY	06/28/2018	Regular	0.00	89.22	60254
<u>64374022</u>	Invoice	06/28/2018	CHEMICAL INJECTION TRAILER SUPPLIES	0.00	89.22	
013218	OFFICETEAM	06/28/2018	Regular	0.00	1,880.97	60255
<u>50766428</u>	Invoice	06/28/2018	TEMPORARY LABOR	0.00	465.92	
<u>50792449</u>	Invoice	06/28/2018	TEMPORARY LABOR	0.00	1,433.60	
<u>51191937</u>	Credit Memo	06/28/2018	TEMPORARY LABOR	0.00	-4.55	
<u>51191938</u>	Credit Memo	06/28/2018	TEMPORARY LABOR	0.00	-14.00	
013798	WILLIAMS SCOTSMAN INC.	06/28/2018	Regular	0.00	1,557.01	60256
<u>5741936A</u>	Invoice	06/28/2018	OFFICE REMODEL TEMP TRAILERS	0.00	778.63	
<u>5741937A</u>	Invoice	06/28/2018	OFFICE REMODEL TEMP TRAILERS	0.00	778.38	
000248	PAYCHEX	06/01/2018	Manual	0.00	358.59	900954
<u>318080</u>	Invoice	06/01/2018	PAYROLL PROCESSING FEE	0.00	358.59	
004110	BURRTEC WASTE & RECYCLING SVCS	06/05/2018	Manual	0.00	7,984.04	900955
<u>BW053118</u>	Invoice	06/05/2018	SCRAP/TRASH REMOVAL FROM SHOP YA	0.00	7,984.04	
009878	SOUTHERN CALIFORNIA EDISON	06/07/2018	Manual	0.00	32,037.06	900956
<u>SCE0518</u>	Invoice	06/07/2018	POWER FOR PUMPING - MAY 18	0.00	32,037.06	
001004	BUSINESS CARD	06/07/2018	Manual	0.00	1,570.66	900957
<u>BA0618</u>	Invoice	06/07/2018	PUBLIC INFO/TELEPHONE (OFFICE)/PERS	0.00	1,570.66	
001009	BUSINESS CARD	06/07/2018	Manual	0.00	8,870.20	900958
<u>BA0618</u>	Invoice	06/07/2018	CHEMICAL INJECTION TRAILER/VEHICLE	0.00	8,870.20	
013196	TELEPACIFIC COMMUNICATIONS	06/07/2018	Manual	0.00	775.82	900959
<u>103947686-0</u>	Invoice	06/07/2018	TELEPHONE (OFFICE) - JUN 18	0.00	775.82	
001517	CalPERS	06/07/2018	Manual	0.00	11,073.04	900960
<u>PPE 5-25-18</u>	Invoice	06/07/2018	PAY PERIOD ENDING 5/25/18	0.00	11,073.04	
000236	PAYPRO ADMINISTRATORS	06/15/2018	Manual	0.00	449.97	900961
<u>PPE 6-8-18</u>	Invoice	06/15/2018	EE FSA DEDUCTIONS 6-15-18	0.00	449.97	
000248	PAYCHEX	06/15/2018	Manual	0.00	358.59	900962
<u>318563</u>	Invoice	06/15/2018	PAYROLL PROCESSING FEE	0.00	358.59	
000248	PAYCHEX	06/15/2018	Manual	0.00	99.00	900963
<u>18267102</u>	Invoice	06/15/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
001005	BANK OF AMERICA	06/19/2018	Manual	0.00	11,704.77	900964
<u>BA0618</u>	Invoice	06/19/2018	OFFICE REMODEL FURNITURE/DIRECTOR	0.00	11,704.77	
VEND1533	PAYMENTUS GROUP INC.	06/20/2018	Manual	0.00	2,229.85	900965
<u>US18050212</u>	Invoice	06/20/2018	CREDIT CARD PROCESSING FEE - MAY 18	0.00	2,229.85	
009898	SOCALGAS	06/20/2018	Manual	0.00	6.17	900966
<u>GAS0618</u>	Invoice	06/20/2018	HEAT FOR SHOP - THRU 6/14/18	0.00	6.17	
001517	CalPERS	06/21/2018	Manual	0.00	11,074.78	900967
<u>PPE 6-8-18</u>	Invoice	06/21/2018	PAY PERIOD ENDING 6/8/18	0.00	11,074.78	

\*Check Report JBWD

Date Range: 06/01/2018 - 06/30/2018

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	
004195 <u>HD0618</u>	HOME DEPOT CREDIT SERVICES Invoice	06/21/2018	06/21/2018 Manual CHEM INJ TRAILER/SAFETY/SHOP EXPENS	0.00	2,068.43	900968
000248 <u>319103</u>	PAYCHEX Invoice	06/29/2018	06/29/2018 Manual PAYROLL PROCESSING FEE	0.00	373.57	900969
000025 <u>ICMARC0618</u>	ICMA RC Invoice	06/30/2018	06/30/2018 Manual 457 REMITTANCE - JUN 18	0.00	7,150.38	900970
001517 <u>PPE 6-22-18</u>	CalPERS Invoice	06/30/2018	06/30/2018 Manual PAY PERIOD ENDING 6/22/18	0.00	11,060.84	900971
001517	CalPERS	06/30/2018	Regular	0.00	-11,060.84	900971

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	84	0.00	413,406.71
Manual Checks	18	18	0.00	109,245.76
Voided Checks	0	3	0.00	-12,817.85
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>130</u>	<u>105</u>	<u>0.00</u>	<u>509,834.62</u>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

**Account**

<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Type</u></b>	<b><u>Amount</u></b>	<b><u>Reference</u></b>
06-00107-015	QAQUNDAH, SUSAN	6/6/2018	Reverse Refund Check Adjustment	(42.38)	VOID REFUND CHECK
06-00107-015	QAQUNDAH, SUSAN	6/6/2018	Refund	42.38	Check #: 60183
07-00174-008	MCELROY, KIRK J	6/6/2018	Refund	2.07	Check #: 60184
09-00135-002	BOGGS, ALAN R	6/6/2018	Refund	76.63	Check #: 60185
50-00027-004	HARPER, TRAVIS	6/6/2018	Refund	34.98	Check #: 60186
51-00080-001	SODARO'S FURNITURE INC	6/6/2018	Refund	12.89	Check #: 60187
51-00084-010	PRIVATE EQUITY LENDING INC	6/6/2018	Refund	10.43	Check #: 60188
55-00285-006	HOFFMAN, ERIC V	6/6/2018	Refund	19.68	Check #: 60189
55-00298-005	FLORES, SALLY J	6/6/2018	Refund	10.83	Check #: 60190
65-00275-003	WEATHERBY, DEBRA A	6/6/2018	Refund	42.00	Check #: 60191
06-00107-015	QAQUNDAH, SUSAN	6/6/2018	Refund	42.38	Check #: 60192
09-00129-012	JACKSON, ZACHARY T	6/6/2018	Refund	35.03	Check #: 60193
50-00059-006	ANDRA, AUREL	6/6/2018	Refund	50.95	Check #: 60194
55-00108-013	BARNES, KATHRYN J	6/6/2018	Refund	118.82	Check #: 60195
55-00302-008	CLOTHIER, BRIAN R	6/6/2018	Refund	36.96	Check #: 60196
65-00005-002	PAT BUCKLEY OR MARY KAY BUCKLEY	6/6/2018	Refund	135.52	Check #: 60197
65-00114-005	GIOVANDO, CHIARA	6/6/2018	Refund	42.60	Check #: 60198
65-00484-000	GARRISON, TIMOTHY	6/6/2018	Refund	72.74	Check #: 60199
65-00317-005	MORRIS, RAY	6/20/2018	Refund	25.19	Check #: 60236
05-00011-003	CHEN, JIANI	6/28/2018	Refund	122.52	Check #: 60237
08-00111-011	WESTERN SANDS MANAGEMENT INC	6/28/2018	Refund	1.04	Check #: 60238
09-00029-006	PERSCHE, HENRY P	6/28/2018	Refund	48.67	Check #: 60239
51-00060-001	SODARO'S FURNITURE INC	6/28/2018	Refund	26.00	Check #: 60240
56-00146-003	JESSUP, LAURA	6/28/2018	Refund	57.39	Check #: 60241
62-00154-017	GOMES, VIVIAN A	6/28/2018	Refund	45.42	Check #: 60242
64-99241-000	HENKELS & MCCOY, INC	6/28/2018	Refund	684.88	Check #: 60243
				<b><u>1,755.82</u></b>	

**JOSHUA BASIN WATER DISTRICT**

**JUNE 2018**

**DIRECTOR PAY**

**PAY PERIODS: 5/12/2018 - 6/08/2018**

<b>Director</b>	<b>Date</b>	<b>Type</b>	<b>Amount</b>	<b>Notes</b>
THOMAS FLOEN	05/16/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	05/23/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	06/06/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	06/13/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	06/20/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>868.15</u>	
GEARY HUND	05/16/2018	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	06/06/2018	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	06/13/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
GEARY HUND	06/20/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>694.52</u>	
ROBERT JOHNSON	05/16/2018	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	05/23/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	06/06/2018	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	06/13/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	06/20/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>868.15</u>	
MICKEY C LUCKMAN	05/16/2018	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	05/26/2018	Director Pay	694.52	5/7/18 - 5/10/18 ACWA JPIA & ACWA
MICKEY C LUCKMAN	05/26/2018	Mileage/Vehicle Expense	182.17	5/7/18 - 5/10/18 MILES & PARKING: ACWA JPIA & ACWA
MICKEY C LUCKMAN	06/06/2018	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	06/13/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
MICKEY C LUCKMAN	06/20/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>1,571.21</u>	
REBECCA UNGER	05/16/2018	Director Pay	173.63	JBWD BOARD MEETING
REBECCA UNGER	05/23/2018	Director Pay	173.63	GM EVALUATION COMMITTEE MEETING
REBECCA UNGER	06/06/2018	Director Pay	173.63	JBWD BOARD MEETING
REBECCA UNGER	06/20/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>694.52</u>	
<b>TOTAL</b>			<u><b>4,698.55</b></u>	



# Check Report

By Check Number

Date Range: 07/01/2018 - 07/31/2018

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
013346 <u>2350L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	06/30/2018	07/11/2018 DEMO GARDEN/BUILD MAINT THRU 6/15	Regular	0.00 0.00	650.00 650.00	60257
001630 <u>829480028X0705</u>	AT&T MOBILITY Invoice	06/30/2018	07/11/2018 COMMUNICATIONS - JUN 18	Regular	0.00 0.00	1,507.01 1,507.01	60258
013338 <u>BW071118</u>	BEVERLY WASZAK Invoice	07/11/2018	07/11/2018 REIMB: BUILDING MAINTENANCE SUPPLI	Regular	0.00 0.00	62.86 62.86	60259
001555 <u>180703192101</u>	CENTRATEL Invoice	06/30/2018	07/11/2018 DISPATCH SERVICES - JUN 18	Regular	0.00 0.00	267.46 267.46	60260
001850 <u>962936</u>	CLINICAL LAB OF S.B. INC Invoice	06/30/2018	07/11/2018 SAMPLING - MAY 18	Regular	0.00 0.00	6,543.00 6,543.00	60261
000330 <u>CS071018</u>	CURT SAUER Invoice	06/30/2018	07/11/2018 REIMB: APR/JUN 18 MONTHLY MILEAGE	Regular	0.00 0.00	186.94 186.94	60262
006200 <u>62588</u>	MCALLISTERS JANITORIAL SERV. Invoice	06/30/2018	07/11/2018 JANITORIAL SERVICES - JUN 18	Regular	0.00 0.00	700.00 700.00	60263
004152 <u>1043</u> <u>5593</u>	HI-DESERT STAR Invoice Invoice	06/30/2018 06/30/2018	07/11/2018 PUBLIC NOTICE: WATER AVAILABILITY ASS PUBLIC NOTICE: RATE INCREASE HEARING	Regular	0.00 0.00	594.00 270.00 324.00	60264
009054 <u>180701-1</u> <u>180708-1</u>	KATHLEEN J. RADNICH Invoice Invoice	06/30/2018 07/11/2018	07/11/2018 PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	Regular	0.00 0.00 0.00	1,554.00 756.00 798.00	60265
006029 <u>1460235</u> <u>1460236</u>	LIEBERT CASSIDY WHITMORE Invoice Invoice	06/30/2018 06/30/2018	07/11/2018 LEGAL SERVICES - THRU 5/31/18 LEGAL SERVICES - EE MATTERS THRU 5/3	Regular	0.00 0.00 0.00	1,136.00 1,121.00 15.00	60266
003505 <u>14555</u> <u>14558</u>	GARRYS TIRES Invoice Invoice	06/30/2018 06/30/2018	07/11/2018 TIRE DISPOSAL FROM YARD VEHICLE REPAIRS: V28	Regular	0.00 0.00 0.00	80.00 60.00 20.00	60267
000070 <u>869484</u>	ONLINE INFORMATION SERVICES, INC. Invoice	06/30/2018	07/11/2018 ID VERIF. SERV. THRU 06/30/18	Regular	0.00 0.00	217.20 217.20	60268
013803 <u>23589133</u> <u>23597237</u> <u>23598308</u>	PEOPLEREADY, INC Invoice Invoice Invoice	06/30/2018 06/30/2018 06/30/2018	07/11/2018 TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	Regular	0.00 0.00 0.00 0.00	2,678.35 838.44 815.15 1,024.76	60269
008150 <u>PC063018</u>	PETTY CASH, JBWD Invoice	06/30/2018	07/11/2018 PETTY CASH REIMBURSEMENT	Regular	0.00 0.00	223.85 223.85	60270
008202 <u>1007941559</u>	PITNEY BOWES INC. Invoice	06/30/2018	07/11/2018 OFFICE SUPPLIES	Regular	0.00 0.00	195.98 195.98	60271
008300 <u>008300</u>	POSTMASTER Invoice	07/11/2018	07/11/2018 POSTAGE FOR WATER BILLING	Regular	0.00 0.00	4,000.00 4,000.00	60272
009065 <u>P12605</u>	RDO EQUIPMENT COMPANY Invoice	06/30/2018	07/11/2018 JD 410J REPAIRS	Regular	0.00 0.00	169.58 169.58	60273
009618	SAMS MARKET		07/11/2018 Regular		0.00	1,450.52	60274



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Date Range: 07/01/2018 - 07/31/2018

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	
<del>SM063018</del>	Invoice	06/30/2018	SHOP EXPENSE 7/17 - 6/18	0.00	1,450.52	
013228	SARAH J. JOHNSON	07/11/2018	Regular	0.00	92.18	60275
<del>SI051718</del>	Invoice	06/30/2018	REIMB: PERSONNEL & OFFICE SUPPLIES	0.00	92.18	
VEN01020	SOUTHWEST NETWORKS, INC.	07/11/2018	Regular	0.00	728.00	60276
<del>18-6528</del>	Invoice	06/30/2018	COMPUTER SOFTWARE	0.00	728.00	
009920	STANDARD INSURANCE CO	07/11/2018	Regular	0.00	976.79	60277
<del>ST0718</del>	Invoice	07/11/2018	EE LIFE INSURANCE - JUL 18	0.00	976.79	
013366	THE SOCO GROUP, INC.	07/11/2018	Regular	0.00	5,711.96	60278
<del>0547607-IN</del>	Invoice	06/30/2018	FUEL FOR VEHICLES	0.00	1,121.77	
<del>0547608-IN</del>	Invoice	06/30/2018	FUEL FOR VEHICLES	0.00	4,590.19	
000009	WESTERN PUMP, INC.	07/11/2018	Regular	0.00	1,754.66	60279
<del>W90135</del>	Invoice	06/30/2018	ANNUAL AQMD 461 TEST: VAPOR RECOV	0.00	1,754.66	
000233	NAPA AUTO PARTS	07/11/2018	Regular	0.00	151.29	60280
<del>245683</del>	Invoice	06/30/2018	VEHICLE MAINTENANCE: V27, 28 & 29/5	0.00	151.29	
000504	ACTION PUMPING, INC.	07/18/2018	Regular	0.00	1,290.00	60295
<del>17757</del>	Invoice	06/30/2018	HDMC WW: PUMPING	0.00	1,290.00	
000501	ACWA/JPIA	07/18/2018	Regular	0.00	19,805.87	60296
<del>0562306</del>	Invoice	07/18/2018	EE HEALTH BENEFIT & EAP AUG 18	0.00	19,805.87	
000999	AMERICAN WATER WORKS ASSOC.	07/18/2018	Regular	0.00	420.00	60297
<del>AWWA0618</del>	Invoice	07/18/2018	MEMBERSHIP RENEWAL THRU 8/31/19	0.00	420.00	
013204	PRO SECURITY SYSTEMS	07/18/2018	Regular	0.00	102.50	60298
<del>11522</del>	Invoice	07/18/2018	SERVICE CAMERA SYSTEM	0.00	102.50	
004110	BURRTEC WASTE & RECYCLING SVCS	07/18/2018	Regular	0.00	3,021.12	60299
<del>BW063018</del>	Invoice	06/30/2018	SCRAP/TRASH REMOVAL FROM SHOP YA	0.00	2,549.49	
<del>BW0718</del>	Invoice	07/18/2018	RECYCLING - JUL 18	0.00	193.68	
<del>BW0718B</del>	Invoice	07/18/2018	TRASH REMOVAL - JUL 18	0.00	277.95	
001850	CLINICAL LAB OF S.B. INC	07/18/2018	Regular	0.00	1,390.00	60300
<del>963473</del>	Invoice	06/30/2018	HDMC WWTP SAMPLING- JUN 18	0.00	1,390.00	
013365	IMAGE SOURCE	07/18/2018	Regular	0.00	522.63	60301
<del>AR784212</del>	Invoice	06/30/2018	OFFICE EXPENSE 6/5/18 - 7/4/18	0.00	522.63	
001933	COUNTY OF SAN BERNARDINO	07/18/2018	Regular	0.00	10,000.00	60302
<del>5163</del>	Invoice	07/18/2018	LAFCO 2018-2019 BUDGET	0.00	10,000.00	
001461	BOLLINGER CONSULTING GROUP	07/18/2018	Regular	0.00	675.00	60303
<del>773</del>	Invoice	06/30/2018	WATER CONSERVATION - MAY 18	0.00	675.00	
003025	FEDEX	07/18/2018	Regular	0.00	44.31	60304
<del>6-243-70473</del>	Invoice	06/30/2018	SHIPPING: DOLLAR GENERAL	0.00	44.31	
013222	FRONTIER CALIFORNIA INC.	07/18/2018	Regular	0.00	179.59	60305
<del>FC0718</del>	Invoice	07/18/2018	HDMC WWTP - TELEPHONE	0.00	179.59	
000058	GARDA CL WEST, INC.	07/18/2018	Regular	0.00	666.81	60306
<del>10406403</del>	Invoice	07/18/2018	COURIER FEES - JUL 18	0.00	651.82	
<del>70077205</del>	Invoice	06/30/2018	EVENXCHANGE FEES - JUN 18	0.00	14.99	
004018	HACH COMPANY	07/18/2018	Regular	0.00	8,896.44	60307
<del>11035896</del>	Invoice	06/30/2018	CHLORINE ANALYZERS & WARRANTY	0.00	8,896.44	
013802	HASA, INC.	07/18/2018	Regular	0.00	447.00	60308
<del>605709</del>	Invoice	07/18/2018	WATER TREATMENT EXPENSE	0.00	447.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	07/18/2018	Regular	0.00	5,931.89	60309

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Date Range: 07/01/2018 - 07/31/2018

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	
<u>122502</u>	Invoice	06/30/2018	CONSULTING: BOR 2018 GRANT APPS TH	0.00	5,763.14	
<u>122890</u>	Invoice	06/30/2018	CONSULTING: CHROMIUM VI GRANT PRO	0.00	168.75	
000205	LORI G. HERBEL	07/18/2018	Regular	0.00	128.00	60310
<u>LH080118</u>	Invoice	07/18/2018	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
006507	McMASTER-CARR SUPPLY COMPANY	07/18/2018	Regular	0.00	2,240.84	60311
<u>67009152</u>	Invoice	07/18/2018	SHOP EXPENSE/SMALL TOOLS/PUMPING	0.00	2,240.84	
013799	MICHAEL A. WILSON	07/18/2018	Regular	0.00	12,155.00	60312
<u>3098</u>	Invoice	06/30/2018	BUILDING REPAIR/OFFICE REMODEL	0.00	12,155.00	
000156	FORSHOCK	07/18/2018	Regular	0.00	45,352.30	60313
<u>1800144</u>	Invoice	06/30/2018	SCADA IMPROVEMENTS	0.00	14,258.34	
<u>1800145</u>	Invoice	06/30/2018	SCADA IMPROVEMENTS	0.00	8,719.47	
<u>1800149</u>	Invoice	06/30/2018	PUMPING PLANT SERVICES	0.00	240.00	
<u>1800151</u>	Invoice	06/30/2018	SCADA IMPROVEMENTS	0.00	18,175.00	
<u>1800153</u>	Invoice	06/30/2018	SCADA IMPROVEMENTS	0.00	3,716.49	
<u>1800155</u>	Invoice	07/18/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800156</u>	Invoice	07/18/2018	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	07/18/2018	Regular	0.00	2,078.69	60314
<u>61800086</u>	Invoice	07/18/2018	CMM ADMIN FEES - 3RD QTR 18	0.00	2,078.69	
000236	PAYPRO ADMINISTRATORS	07/18/2018	Regular	0.00	50.00	60315
<u>63375</u>	Invoice	06/30/2018	FSA ADMIN FEES - JUN 18	0.00	50.00	
000324	PEGGY EGNEW	07/18/2018	Regular	0.00	59.51	60316
<u>PE071118</u>	Invoice	06/30/2018	REIMBURSE MILEAGE	0.00	59.51	
013803	PEOPLEREADY, INC	07/18/2018	Regular	0.00	2,957.84	60317
<u>23642926</u>	Invoice	06/30/2018	TEMPORARY LABOR	0.00	838.44	
<u>23648625</u>	Invoice	06/30/2018	TEMPORARY LABOR	0.00	1,280.96	
<u>23666286</u>	Invoice	06/30/2018	TEMPORARY LABOR	0.00	838.44	
008200	PITNEY BOWES INC.	07/18/2018	Regular	0.00	320.21	60318
<u>3102284693</u>	Invoice	06/30/2018	LEASING CHARGES - 2ND QTR 18	0.00	320.21	
008405	PRECISION ASSEMBLY	07/18/2018	Regular	0.00	1,412.78	60319
<u>18088</u>	Invoice	06/30/2018	JUN WATER BILL PRINT/MAIL	0.00	1,412.78	
008415	PRUDENTIAL OVERALL SUPPLY	07/18/2018	Regular	0.00	326.46	60320
<u>22622212</u>	Invoice	06/30/2018	SHOP EXPENSE	0.00	55.83	
<u>22622214</u>	Invoice	06/30/2018	SHOP EXPENSE	0.00	52.99	
<u>22629388</u>	Invoice	06/30/2018	SHOP EXPENSE	0.00	55.83	
<u>22629390</u>	Invoice	06/30/2018	SHOP EXPENSE	0.00	52.99	
<u>22637770</u>	Invoice	07/18/2018	SHOP EXPENSE	0.00	55.83	
<u>22637772</u>	Invoice	07/18/2018	SHOP EXPENSE	0.00	52.99	
013360	REDWINE AND SHERRILL, LLP	07/18/2018	Regular	0.00	9,469.68	60321
<u>1112</u>	Invoice	06/30/2018	LEGAL SERVICES - THRU 6/30/18	0.00	9,469.68	
008414	PROVIDEO	07/18/2018	Regular	0.00	300.00	60322
<u>1582A</u>	Invoice	06/30/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	07/18/2018	Regular	0.00	6.00	60323
<u>108236</u>	Invoice	07/18/2018	MAP REVISIONS - JUL 18	0.00	6.00	
VEN01020	SOUTHWEST NETWORKS, INC.	07/18/2018	Regular	0.00	1,852.50	60324
<u>18-6072</u>	Invoice	06/30/2018	SUPPLEMENTAL IT SERVICES (AMC) - MAY	0.00	1,852.50	
011101	VAGABOND WELDING SUPPLY	07/18/2018	Regular	0.00	41.38	60325
<u>105574</u>	Invoice	07/18/2018	SHOP EXPENSE	0.00	41.38	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	07/18/2018	Regular	0.00	3,730.80	60326

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Date Range: 07/01/2018 - 07/31/2018

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	
<u>1041</u>	Invoice	06/30/2018	LOCAL HAZARD MITIGATION PLAN	0.00	1,500.00	
<u>1044</u>	Invoice	07/18/2018	EMERGENCY PREPAREDNESS	0.00	2,230.80	
010690	TYLER TECHNOLOGIES	07/18/2018	Regular	0.00	1,475.95	60327
<u>025-226382</u>	Invoice	07/18/2018	INCODE CRM (API) MAINT - 8/1/18 - 7/31	0.00	1,378.65	
<u>025-228900</u>	Invoice	06/30/2018	CALL NOTIFICATION FEES: APR - JUN	0.00	97.30	
010850	UNDERGROUND SERVICE ALERT	07/18/2018	Regular	0.00	72.70	60328
<u>620180340</u>	Invoice	06/30/2018	TICKET DELIVERY SERVICE - JUN 18	0.00	72.70	
010990	UTILIQUEST L.L.C.	07/18/2018	Regular	0.00	552.24	60329
<u>263896-Q</u>	Invoice	06/30/2018	CONTRACT LOCATING EXPENSE	0.00	108.64	
<u>264195-Q</u>	Invoice	06/30/2018	CONTRACT LOCATING EXPENSE	0.00	391.40	
<u>264440-Q</u>	Invoice	07/18/2018	CONTRACT LOCATING EXPENSE	0.00	52.20	
000327	WATER QUALITY SPECIALISTS	07/18/2018	Regular	0.00	3,310.00	60330
<u>5501</u>	Invoice	06/30/2018	HDMC WWTP: OPERATION & MAINT - JU	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	07/18/2018	Regular	0.00	32.00	60331
<u>WE063018</u>	Invoice	06/30/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	07/18/2018	Regular	0.00	608.30	60332
<u>1226545</u>	Invoice	07/18/2018	OFFICE EXPENSE 7/7/18 - 8/6/18	0.00	395.66	
<u>1226546</u>	Invoice	07/18/2018	SHOP EXPENSE 6/27/18 - 7/26/18	0.00	212.64	
000233	NAPA AUTO PARTS	07/18/2018	Regular	0.00	29.33	60333
<u>244617</u>	Invoice	06/30/2018	VEHICLE MAINTENANCE: V25	0.00	29.33	
000501	ACWA/JPIA	07/25/2018	Regular	0.00	10,639.14	60346
<u>JPIA072518</u>	Invoice	06/30/2018	WORKERS COMP APR - JUN 18	0.00	10,639.14	
000575	AFSCME LOCAL 1902	07/25/2018	Regular	0.00	609.70	60347
<u>AFSCME0718</u>	Invoice	07/25/2018	EE UNION DUES - JUL 18	0.00	609.70	
002565	DUDEK AND ASSOCIATES, INC	07/25/2018	Regular	0.00	11,447.50	60348
<u>20184196</u>	Invoice	06/30/2018	ENG SERV: MULTIPLE PROJECTS THRU 6/2	0.00	11,447.50	
010633	LISA THOMPSON	07/25/2018	Regular	0.00	15.46	60349
<u>LTQ71818</u>	Invoice	06/30/2018	REIMBURSE MILEAGE	0.00	15.46	
000510	TIME WARNER CABLE	07/25/2018	Regular	0.00	345.03	60350
<u>0008970071318</u>	Invoice	07/25/2018	CABLE & INTERNET - JUL 18	0.00	345.03	
009054	KATHLEEN J. RADNICH	07/26/2018	Regular	0.00	1,491.00	60351
<u>180715-1</u>	Invoice	07/26/2018	PUBLIC RELATIONS SERVICES	0.00	735.00	
<u>180722-1</u>	Invoice	07/26/2018	PUBLIC RELATIONS SERVICES	0.00	756.00	
009878	SOUTHERN CALIFORNIA EDISON	07/12/2018	Manual	0.00	36,817.21	900972
<u>SCE0618</u>	Invoice	06/30/2018	POWER FOR PUMPING - JUN 18	0.00	36,817.21	
001517	CalPERS	07/05/2018	Manual	0.00	11,060.84	900973
<u>PPE 6-22-18</u>	Invoice	06/30/2018	PAY PERIOD ENDING 6/22/18	0.00	11,060.84	
001517	CalPERS	07/12/2018	Manual	0.00	11,416.16	900974
<u>PPE 7-6-18</u>	Invoice	07/12/2018	PAY PERIOD ENDING 7/06/18	0.00	11,416.16	
000236	PAYPRO ADMINISTRATORS	07/13/2018	Manual	0.00	110.40	900975
<u>PPE 7-6-18</u>	Invoice	07/13/2018	EE FSA DEDUCTIONS 7-13-18	0.00	110.40	
000248	PAYCHEX	07/13/2018	Manual	0.00	99.00	900976
<u>18421692</u>	Invoice	07/13/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
000248	PAYCHEX	07/13/2018	Manual	0.00	338.69	900977
<u>319693</u>	Invoice	07/13/2018	PAYROLL PROCESSING FEE	0.00	338.69	
001517	CalPERS	07/18/2018	Manual	0.00	22,193.00	900978

Check Report

Date Range: 07/01/2018 - 07/31/2018

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	
<u>10000001534877</u>	Invoice	07/18/2018	EMPLOYER UNFUNDED ACCRUED LIABILIT	0.00	21,061.00	
<u>10000001534878</u>	Invoice	07/18/2018	EMPLOYER UNFUNDED ACCRUED LIABILIT	0.00	1,132.00	
001004	BUSINESS CARD	07/18/2018	Manual	0.00	1,226.39	900979
<u>BA0618A</u>	Invoice	06/30/2018	TELEPHONE (OFFICE)/WATER CONSERVA	0.00	1,226.39	
001009	BUSINESS CARD	07/18/2018	Manual	0.00	2,736.65	900980
<u>BA0618A</u>	Invoice	06/30/2018	PUMPING PLANT/CHEMICAL INJ TRAILER/	0.00	2,736.65	
001005	BANK OF AMERICA	07/18/2018	Manual	0.00	4,400.84	900981
<u>BA0618A</u>	Invoice	06/30/2018	OFFICE SUPPLIES/EMPLOYEE TRAINING/O	0.00	4,400.84	
004195	HOME DEPOT CREDIT SERVICES	07/18/2018	Manual	0.00	5,237.30	900982
<u>HD0618A</u>	Invoice	06/30/2018	OFFICE REMODEL/PUMPING PLANT/SHO	0.00	5,237.30	
009880	SOUTHERN CALIFORNIA EDISON CO	07/25/2018	Manual	0.00	3,850.96	900983
<u>SCE0718</u>	Invoice	07/25/2018	POWER TO BLDGS & GEN - JUL 18	0.00	3,850.96	
001517	CalPERS	07/26/2018	Manual	0.00	11,415.31	900984
<u>PPE 7-20-18</u>	Invoice	07/26/2018	PAY PERIOD ENDING 7/20/18	0.00	11,415.31	
000236	PAYPRO ADMINISTRATORS	07/27/2018	Manual	0.00	110.40	900985
<u>PPE 7-20-18</u>	Invoice	07/25/2018	EE FSA DEDUCTIONS 7-27-18	0.00	110.40	
000248	PAYCHEX	07/27/2018	Manual	0.00	358.59	900986
<u>320162</u>	Invoice	07/27/2018	PAYROLL PROCESSING FEE	0.00	358.59	
VEN01533	PAYMENTUS GROUP INC.	07/25/2018	Manual	0.00	2,446.15	900987
<u>US18060200</u>	Invoice	06/30/2018	CREDIT CARD PROCESSING FEE - JUN 18	0.00	2,446.15	
000025	ICMA RC	07/31/2018	Manual	0.00	4,766.92	900988
<u>ICMARC0718</u>	Invoice	07/31/2018	457 REMITTANCE - JUL 18	0.00	4,766.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	69	0.00	198,135.13
Manual Checks	18	17	0.00	118,584.81
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>117</b>	<b>86</b>	<b>0.00</b>	<b>316,719.94</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

**Account**

<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Type</u></b>	<b><u>Amount</u></b>	<b><u>Reference</u></b>
03-00088-005	SWANSON, ALAN	7/11/2018	Refund	17.52	Check #: 60281
04-00092-010	ELIAS, JASMINE E	7/11/2018	Refund	0.44	Check #: 60282
06-00093-004	PARKER, PAUL B	7/11/2018	Refund	93.28	Check #: 60283
51-00087-009	PRESTIGE PROPERTIES	7/11/2018	Refund	98.20	Check #: 60284
55-00149-017	BEACHBREAK HOMES INC	7/11/2018	Refund	45.08	Check #: 60285
56-00008-002	LUCATERO, JOSE MARIA	7/11/2018	Refund	64.52	Check #: 60286
59-00024-002	COWLIN, LISA	7/11/2018	Refund	19.28	Check #: 60287
59-00185-009	VILLA, LYNNETTE HELLEN	7/11/2018	Refund	64.52	Check #: 60288
62-00233-012	BRYANT, TYLER S	7/11/2018	Refund	72.04	Check #: 60289
62-00241-009	EF PROPERTIES	7/11/2018	Refund	23.09	Check #: 60290
63-00068-012	AIM RENTAL PROPERTIES	7/11/2018	Refund	88.01	Check #: 60291
65-00637-000	TRUST, BRUCE W SHERK	7/11/2018	Refund	16.16	Check #: 60292
65-01054-012	DESERT REALTY GROUP	7/11/2018	Refund	36.88	Check #: 60293
65-01097-000	WELLER, DOUGLAS W	7/11/2018	Refund	18.48	Check #: 60294
03-00159-008	CARDWELL, JAMES R	7/18/2018	Refund	175.74	Check #: 60335
03-00455-004	BEEDE, BENJAMIN T	7/18/2018	Refund	26.96	Check #: 60336
03-00455-005	POPOWSKI, JASON	7/18/2018	Refund	80.02	Check #: 60337
08-00140-012	ROJAS, RODOLFO B	7/18/2018	Refund	28.85	Check #: 60338
50-00028-011	BARRON, CINDY M	7/18/2018	Refund	133.79	Check #: 60339
53-00062-005	SARMIENTO, LUANA A	7/18/2018	Refund	27.91	Check #: 60340
55-00097-008	BUCHERT, CRYSTAL	7/18/2018	Refund	74.59	Check #: 60341
59-00208-011	ROADRUNNER REALTY INC	7/18/2018	Refund	64.05	Check #: 60342
61-00326-012	CINDY MARK REALTY	7/18/2018	Refund	63.15	Check #: 60343
65-00597-000	SEASONS LAND CORPORATION	7/18/2018	Refund	166.96	Check #: 60334
55-00239-009	JOHNSON, ALANNA C	7/25/2018	Refund	16.27	Check #: 60344
59-00023-007	MIRAGE COVE PROPERTIES LLC	7/25/2018	Refund	52.27	Check #: 60345
				<b><u>1,568.06</u></b>	

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	69	0.00	198,135.13
Manual Checks	18	17	0.00	118,584.81
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>117</b>	<b>86</b>	<b>0.00</b>	<b>316,719.94</b>


### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	7/2018	316,719.94
			<u>316,719.94</u>

### Authorization Signatures

CONTROLLER/ASSISTANT GM

I HAVE REVIEWED AND APPROVE THE ITEMS CONTAINED HEREWITH FOR PAYMENT.



SUSAN GREER, CONTROLLER/AGM

**JOSHUA BASIN WATER DISTRICT****JULY 2018****DIRECTOR PAY****PAY PERIODS: 6/23/2018 - 7/20/2018**

<b>Director</b>	<b>Date</b>	<b>Type</b>	<b>Amount</b>	<b>Notes</b>
THOMAS FLOEN	07/11/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	07/18/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
GEARY HUND	07/07/2018	Director Pay	173.63	6/14/18 MWA BOARD MEETING
GEARY HUND	07/07/2018	Mileage/Vehicle Expense	76.30	6/14/18 MILES: MWA BOARD MEETING
GEARY HUND	07/11/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
GEARY HUND	07/18/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>597.19</u>	
ROBERT JOHNSON	07/11/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	07/18/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	07/11/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
MICKEY C LUCKMAN	07/18/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
REBECCA UNGER	07/10/2018	Director Pay	173.63	SOLAR TAC
REBECCA UNGER	07/12/2018	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	07/12/2018	Mileage/Vehicle Expense	73.03	MILES: MWA BOARD MEETING
REBECCA UNGER	07/18/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>593.92</u>	
		<b>TOTAL</b>	<u><b>2,232.89</b></u>	



**JOSHUA BASIN WATER DISTRICT  
4th QUARTER/YEAR- ENDING 6/30/18 FINANCIAL REPORT SUMMARY**

*Unaudited results; includes some year-end accruals and 18/19 prepaids*

**CASH BALANCES**

Total cash as of 6/30/18 is \$9,669,704  
 Funds have been reallocated per Reserve Fund Policy adopted 4/18/18

**CASH FLOW**

\$913,752 water bill and related payments collected during the quarter  
 \$579,6265 property taxes/assessments collected during the quarter  
 Grant funds of \$5,491 received for District Tours and Water Education Day  
 \$219,594 paid for MB Pipeline debt service  
 \$460,045 spent on capital projects  
 Total cash decreased \$243,677 during the quarter

**PROPERTY TAX AND ASSESSMENT COLLECTIONS**

Property tax revenues decreased \$2,107 compared to last year  
 although collections increased \$15,829 or 2%  
 Prior tax and assessment collections decreased 4% from last year

**BOARD REPORT**

Operating Revenues are 112% of budget  
 Water Revenues are 106% of budget  
 Operating Expenses are 87% of budget  
 Total operating revenues exceed total operating expenses by \$1,602,320

**WATER SALES CONSUMPTION STATISTICS**

Y-T-D usage through 6/30/18 is 1.37% less than last year  
 Y-T-D usage through 6/30/18 is 7.77% more than two years ago  
 The top 10 users represent the following types of accounts:

Housing (multi-unit)	5,903
Hospital/Medical	3,830
Public agency	2,814
Commercial	888
Residential customer	687
	<hr/>
	14,122





CASH BALANCES 6/30/18, unaudited

**Note: Funds have been reallocated pursuant to the Reserve Fund Policy adopted April 18, 2018. Prior period comparisons are irrelevant except for totals.**

	6/30/18 <u>TOTAL</u>	LEGALLY <u>RESTRICTED</u>	DISTRICT <u>RESTRICTED</u>	COMPARISONS	
				3/31/2018 <u>Balance</u>	6/30/17 <u>Balance</u>
Petty Cash	800				
Change Fund	1,500				
General Fund	349,615				
Payroll Fund	5,000				
LAIF Operating Reserve	1,703,760				
Cash Flow Reserve	848,031				
Equip/Technology Reserve	285,901		285,901		
Emergency Capital Reserve	2,000,000		2,000,000		
Meter Replacement Reserve	250,000		250,000		
Consumer Deposits	346,202	346,202			
Water Capacity	266,931	266,931			
Wastewater Capacity	737,781	737,781			
Studies/Reports Reserve	7,678		2,100,737		
CIP Reserve	2,100,737				
CMM Redemption Reserve	516,883	516,883			
Prepayment	3,060	3,060			
	<u>9,669,704</u>	<u>2,116,683</u>	<u>4,636,638</u>	<u>9,913,381</u>	<u>9,026,230</u>

Restricted Cash = \$6,753,321    Unrestricted Cash = \$2,916,383

Total Cash is \$243,677 less than quarter ending 3/31/18. Total Cash is \$643,474 more than quarter ending 6/30/17.



4th Quarter/Year- Ending 6/30/18 CASH FLOW EXPLANATION

*Unaudited results; includes some year-end accruals and 18/19 prepaids*

**Beginning Cash Balance 4/1/18** **\$9,913,381**

**Source of Funds (Revenues)**

Total cash received during the quarter from all sources 1,617,203

Water bill and related payments of \$913,752 received from ratepayers

Property Tax/Assessment Payments \$579,626

HDMC Funding of \$31,304 (Reimb \$25,554, OH \$5,749)

Project Deposits \$3,000

Meter Installation/Capacity Fees of \$54,500 received (7 meters)

Interest Revenue \$36,055

**Use of Funds (Expenses)**

Total use of cash during the quarter for all purposes 1,860,880

Morongo Basin Pipeline debt service - \$219,594

Capital costs during the quarter - \$460,045

- Well 14 Rehab
- Office Remodel
- Hazard Mitigation Plan
- Water Model Update
- Chromium 6 Study
- Inventory

**Ending Cash Balance 6/30/18** **\$9,669,704**

Total cash decreased during the quarter by \$243,677



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 Website: [www.jbwd.com](http://www.jbwd.com) \* Customer Service: [customerservice@jbwd.com](mailto:customerservice@jbwd.com)

## CASH FLOW

April - June 2018

<b>FUND BALANCE AT BEGINNING OF PERIOD</b>		<b>\$ 9,913,381.10</b>
<b>FUNDS PROVIDED BY:</b>		
Water Sales	\$ 883,399.76	
Grant Revenues	5,491.42	
Turn On/Special Services Revenue/Misc	8,650.24	
Consumer Deposits	15,176.28	
HDMC WWTP Operations Reimbursement	25,554.43	
HDMC WWTP Operations Overhead Revenue	5,749.75	
Project Deposits	3,000.00	
Property Taxes Received - G.D.	170,805.12	
Property Taxes Received - ID #2	59.92	
Standby Collections - Prior	44,145.21	
Standby Collections - Current	286,307.52	
Property Taxes Received - CMM	78,308.71	
Water Capacity Charges/Connection Fees	25,236.00	
Wastewater Capacity Charges	6,271.00	
Hzone Reimbursement Fees	12,580.00	
Meter Installation Fees	10,413.00	
Interest	36,054.93	
<b>TOTAL SOURCE OF FUNDS</b>		<b>1,617,203.29</b>
<b>FUNDS USED FOR:</b>		
Debt Service	\$ 219,594.00	
Capital Additions	460,044.96	
Operating Expenses	541,754.35	
Total Disbursements		<b>1,221,393.31</b>
Bank Transfer Payroll	372,531.89	
Employee Funded Payroll Taxes & CALPERS	165,638.55	
Employer Funded Payroll Taxes & CALPERS	80,969.80	
Employee Funded 457 Transfer	16,684.22	
Employer Funded 457 Annual Transfer	-	
Bank Fees/Charges	3,662.22	
Total Transfers		<b>639,486.68</b>
<b>TOTAL USE OF FUNDS</b>		<b>1,860,879.99</b>
<b>FUND BALANCE AT END OF PERIOD</b>		<b>\$ 9,669,704.41</b>



Property Tax and Assessment Revenues and Collections as of 6/30/18

	2017/2018			2016/2017		
	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>
ID#2	0	249		0	1,213	
General District Taxes	428,000	442,160	103%	420,000	424,991	101%
CMM Assessment District Prior	242,556	223,424 64,886	92%	252,663	219,015 51,114	87%
Standby Assessments Prior	1,140,297	1,037,994 265,372	91%	1,140,297	1,028,072 293,851	90%
<b>TOTAL</b>	<b>1,810,853</b>	<b>2,034,085</b>	<b>94%</b>	<b>1,812,960</b>	<b>2,018,256</b>	<b>92%</b>



**4th Quarter/Year Ending 6/30/18 BOARD REPORT SUMMARY**

Unaudited results; includes some year-end accruals and 18/19 prepaids

**REVENUES**

Total Operating Revenues are 112% of budget  
 Water Revenues are 106% of budget  
 HDMC 90% of budget  
 Property Tax Revenues are 102% of budget  
 Other revenues are 339% of budget  
 Unbudgeted Development Fees total \$226,498 (7 meters)

**EXPENSES**

	% of budget
Production	83%
Distribution	91%
Customer Service	88%
Administration	98%
Engineering	106%
Finance	89%
Human Resources	85%
Bonds & Loans	85%
HDMC Tmt. Plant	110%
Benefits Allocated	94%
Field Allocated	95%
Office Allocated	103%
<b>TOTAL</b>	<b>87%</b>

**SUMMARY**

Total Operating Revenues exceed Total Operating Expenses by \$1,602,320



# My \*Budget Report (Board Report)

## Account Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>Program: 40 - ** REVENUES **</b>						
<u>01-40-41010-FI</u>	METERED WATER SALES	1,818,000.00	1,818,000.00	271,949.56	2,023,053.80	205,053.80 111.28 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	0.00	0.00	-1,444.43	-6,761.36	-6,761.36 0.00 %
<u>01-40-41015-FI</u>	BASIC FEES	1,463,292.00	1,463,292.00	129,806.49	1,494,488.75	31,196.75 102.13 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	296,986.00	296,986.00	23,156.04	275,800.08	-21,185.92 92.87 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,271.00	22,271.00	2,176.82	23,233.38	962.38 104.32 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	115,225.00	115,225.00	11,937.09	138,724.96	23,499.96 120.39 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	163,255.00	163,255.00	36,310.56	146,951.31	-16,303.69 90.01 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	36,732.38	36,732.38	8,169.88	33,064.05	-3,668.33 90.01 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,140,296.99	1,140,296.99	0.00	1,154,601.11	14,304.12 101.25 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	428,000.00	428,000.00	0.00	441,401.94	13,401.94 103.13 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	8.31	248.90	248.90 0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	242,556.48	242,556.48	0.00	256,240.53	13,684.05 105.64 %
<u>01-40-44010-FI</u>	WATER CAPACITY CHARGES	0.00	0.00	43,322.00	132,030.00	132,030.00 0.00 %
<u>01-40-44020-FI</u>	PLAN CHECK/INSPECTION FEES	0.00	0.00	19,622.99	20,282.99	20,282.99 0.00 %
<u>01-40-44025-FI</u>	H ZONE ML REIMB FEES	0.00	0.00	0.00	12,580.00	12,580.00 0.00 %
<u>01-40-44030-FI</u>	METER INSTALLATION FEES	0.00	0.00	0.00	25,294.04	25,294.04 0.00 %
<u>01-40-44035-FI</u>	METER REPAIR REVENUE	0.00	0.00	0.00	5,682.93	5,682.93 0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	24,032.00	36,311.00	36,311.00 0.00 %
<u>01-40-46121-FI</u>	GRANT REVENUE - LOCAL (MWA)	0.00	0.00	3,491.42	5,637.18	5,637.18 0.00 %
<u>01-40-46200-FI</u>	CAPITAL CONTRIBUTIONS	0.00	0.00	67,000.00	67,000.00	67,000.00 0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	11,656.00	11,656.00	20,314.23	23,663.72	12,007.72 203.02 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	37,028.00	37,028.00	54,928.20	141,560.06	104,532.06 382.31 %
<u>01-40-47010-FI</u>	GAIN/LOSS ON SALE OF ASSETS	0.00	0.00	0.00	-788.07	-788.07 0.00 %
<u>01-40-47030-FI</u>	DEMO GARDEN SALES (SALES TAXA	0.00	0.00	0.00	2,583.91	2,583.91 0.00 %
<u>01-40-47040-FI</u>	DEMO GARDEN DONATIONS	0.00	0.00	0.00	209.87	209.87 0.00 %
<b>Program: 40 - ** REVENUES ** Total:</b>		<b>5,775,298.85</b>	<b>5,775,298.85</b>	<b>714,781.16</b>	<b>6,453,095.08</b>	<b>677,796.23 111.74 %</b>
<b>Revenue Total:</b>		<b>5,775,298.85</b>	<b>5,775,298.85</b>	<b>714,781.16</b>	<b>6,453,095.08</b>	<b>677,796.23 111.74 %</b>
<b>Expense</b>						
<b>Program: 01 - ** PRODUCTION **</b>						
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY	327,757.00	315,893.08	32,605.32	271,381.90	44,511.18 85.91 %
<u>01-01-5-01-02205-RI</u>	WATER TREATMENT EXPENSE	11,000.00	11,000.00	1,855.60	6,340.50	4,659.50 57.64 %
<u>01-01-5-01-02210-RI</u>	SMALL TOOLS - PRODUCTION	6,000.00	10,000.00	639.55	14,417.22	-4,417.22 144.17 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	286,500.00	0.00	0.00	0.00	0.00 0.00 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	96,925.00	64,325.00	0.00	32,720.82	31,604.18 50.87 %
<u>01-01-5-01-03108-RI</u>	RECHARGE MAINT/REPAIR	25,000.00	25,000.00	0.00	650.00	24,350.00 2.60 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	6,200.00	0.00	0.00	0.00	0.00 0.00 %
<u>01-01-5-01-03115-RI</u>	PUMPING PLANT REPAIR & MAINT.	100,000.00	100,000.00	4,189.78	38,100.18	61,899.82 38.10 %
<u>01-01-5-01-03120-RI</u>	TANK & RESERVOIR MAINTENANCE	45,000.00	45,000.00	0.00	15,016.96	29,983.04 33.37 %
<u>01-01-5-01-03207-RI</u>	GENERATOR (LARGE) REPAIR & MA	27,000.00	27,000.00	7,661.82	21,972.23	5,027.77 81.38 %
<u>01-01-5-01-04004-RI</u>	LABORATORY SERVICES	29,900.00	28,400.00	3,742.00	11,504.25	16,895.75 40.51 %
<u>01-01-5-01-06105-RI</u>	POWER FOR PUMPING (ELECTRIC)	330,000.00	330,000.00	67,254.59	357,224.77	-27,224.77 108.25 %
<u>01-01-5-01-06501-RI</u>	TELEMETRY / SCADA EXPENSE	15,000.00	15,000.00	243.00	2,922.73	12,077.27 19.48 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,000.00	16,000.00	0.00	15,885.74	114.26 99.29 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	224,458.68	224,458.68	25,594.40	210,105.32	14,353.36 93.61 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	64,073.90	64,551.74	12,908.55	61,543.26	3,008.48 95.34 %
<b>Program: 01 - ** PRODUCTION ** Total:</b>		<b>1,610,814.58</b>	<b>1,276,628.50</b>	<b>156,694.61</b>	<b>1,059,785.88</b>	<b>216,842.62 83.01 %</b>
<b>Program: 02 - ** DISTRIBUTION **</b>						
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY	451,766.00	439,902.08	45,002.77	386,351.01	53,551.07 87.83 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	11,000.00	19,500.00	794.60	20,538.86	-1,038.86	105.33 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	7,445.00	7,445.00	4,218.44	2,837.89	4,607.11	38.12 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	90,000.00	90,000.00	10,775.46	91,007.70	-1,007.70	101.12 %
<u>01-02-5-02-03130-JC</u>	CROSS CONNECTION CONTROL EXP	3,000.00	3,000.00	0.00	1,077.60	1,922.40	35.92 %
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT.	9,000.00	9,000.00	1,979.97	3,468.18	5,531.82	38.54 %
<u>01-02-5-02-04005-JC</u>	UTILITY LOCATING (DIG ALERT)	14,000.00	14,000.00	1,348.88	16,551.84	-2,551.84	118.23 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	321,665.21	321,665.21	36,678.60	301,095.85	20,569.36	93.61 %
<u>01-02-5-02-98002-FI</u>	FIELD EXPENSES ALLOCATED	91,895.04	92,580.36	18,513.49	88,265.58	4,314.78	95.34 %
<b>Program: 02 - ** DISTRIBUTION ** Total:</b>		<b>999,771.25</b>	<b>997,092.65</b>	<b>119,312.21</b>	<b>911,194.51</b>	<b>85,898.14</b>	<b>91.39 %</b>
<b>Program: 03 - ** CUSTOMER SERVICE **</b>							
<u>01-03-5-03-01107-FI</u>	FIELD SALARY - CUSTOMER SERVICE	65,741.00	65,741.00	6,872.86	59,302.74	6,438.26	90.21 %
<u>01-03-5-03-01114-FI</u>	OFFICE SALARY - CUSTOMER SERV.	122,499.00	122,499.00	10,294.48	86,792.15	35,706.85	70.85 %
<u>01-03-5-03-03100-AGM</u>	METER INSTALLATION EXPENSE	0.00	0.00	-44.43	3,499.08	-3,499.08	0.00 %
<u>01-03-5-03-03107-AGM</u>	METER SERVICE REPAIR	93,921.00	93,921.00	13,221.16	72,836.94	21,084.06	77.55 %
<u>01-03-5-03-07010-AGM</u>	BAD DEBT	31,680.00	31,680.00	27,533.71	27,533.71	4,146.29	86.91 %
<u>01-03-5-03-07015-AGM</u>	CUSTOMER SERVICE - OTHER	37,449.00	37,449.00	7,327.38	48,991.99	-11,542.99	130.82 %
<u>01-03-5-03-98001-FI</u>	EE BENEFITS ALLOCATED	94,224.04	94,224.04	10,744.11	88,196.74	6,025.30	93.61 %
<u>01-03-5-03-98002-FI</u>	FIELD EXPENSES ALLOCATED	4,939.90	4,976.74	995.21	4,744.79	231.95	95.34 %
<u>01-03-5-03-98003-FI</u>	OFFICE EXPENSE ALLOCATED	38,549.02	44,883.35	8,642.94	46,147.71	-1,264.36	102.82 %
<b>Program: 03 - ** CUSTOMER SERVICE ** Total:</b>		<b>489,002.96</b>	<b>495,374.13</b>	<b>85,587.42</b>	<b>438,047.85</b>	<b>57,326.28</b>	<b>88.43 %</b>
<b>Program: 04 - ** ADMINISTRATION **</b>							
<u>01-04-5-04-01108-FI</u>	ADMINISTRATION SALARY	322,982.00	322,982.00	54,093.28	363,755.54	-40,773.54	112.62 %
<u>01-04-5-04-01115-FI</u>	SAFETY SALARY	8,640.00	8,640.00	1,597.69	8,317.67	322.33	96.27 %
<u>01-04-5-04-01121-FI</u>	DIRECTORS SALARY	31,253.40	31,253.40	4,514.38	30,037.99	1,215.41	96.11 %
<u>01-04-5-04-01210-GM</u>	DIRECTORS / C.A.C. EDUCATION	10,000.00	10,000.00	1,332.86	13,028.87	-3,028.87	130.29 %
<u>01-04-5-04-07008-EXA</u>	BUSINESS EXPENSE	6,700.00	6,700.00	664.04	4,149.15	2,550.85	61.93 %
<u>01-04-5-04-07014-GM</u>	PUBLIC INFORMATION	69,240.00	69,240.00	8,639.61	72,952.37	-3,712.37	105.36 %
<u>01-04-5-04-07016-EXA</u>	MEMBERSHIP, DUES & SUBSCRIPT	27,000.00	27,000.00	489.00	28,188.16	-1,188.16	104.40 %
<u>01-04-5-04-07020-GM</u>	WATER CONSERVATION EXPENSE	44,000.00	24,000.00	2,069.31	11,400.30	12,599.70	47.50 %
<u>01-04-5-04-07025-GM</u>	LEGAL SERVICES - NON-PERSONNEL	80,000.00	80,000.00	5,810.00	52,600.30	27,399.70	65.75 %
<u>01-04-5-04-07218-GM</u>	SAFETY EXPENSE (EQUIP & SUPPLIE	15,000.00	15,000.00	463.22	4,460.68	10,539.32	29.74 %
<u>01-04-5-04-07219-GM</u>	EMERGENCY PREPAREDNESS	5,000.00	5,000.00	0.00	8,304.48	-3,304.48	166.09 %
<u>01-04-5-04-07401-AGM</u>	PROPERTY INSURANCE	72,800.00	72,800.00	16,868.40	68,931.37	3,868.63	94.69 %
<u>01-04-5-04-98001-FI</u>	EE BENEFITS ALLOCATED	224,458.68	224,458.68	25,594.40	210,105.32	14,353.36	93.61 %
<u>01-04-5-04-98003-FI</u>	OFFICE EXPENSE ALLOCATED	110,517.89	128,678.05	24,778.83	132,302.91	-3,624.86	102.82 %
<b>Program: 04 - ** ADMINISTRATION ** Total:</b>		<b>1,027,591.97</b>	<b>1,025,752.13</b>	<b>146,915.02</b>	<b>1,008,535.11</b>	<b>17,217.02</b>	<b>98.32 %</b>
<b>Program: 05 - ** ENGINEERING **</b>							
<u>01-05-5-05-01109-FI</u>	ENGINEERING/GIS/IT SALARY	93,133.00	82,963.92	11,557.40	102,898.95	-19,935.03	124.03 %
<u>01-05-5-05-02305-ENG</u>	MAPS/DRAFTING SUPPLIES	1,215.80	1,215.80	0.00	1,924.66	-708.86	158.30 %
<u>01-05-5-05-04006-ENG</u>	PLAN CHECK / INSPECTION (CUSTO	0.00	0.00	-783.65	7,378.19	-7,378.19	0.00 %
<u>01-05-5-05-04008-GM</u>	ENGINEERING CONTRACT SERVICES	45,000.00	45,000.00	9,807.28	34,240.99	10,759.01	76.09 %
<u>01-05-5-05-98001-FI</u>	EE BENEFITS ALLOCATED	64,730.70	64,730.70	7,381.06	60,591.40	4,139.30	93.61 %
<u>01-05-5-05-98003-FI</u>	OFFICE EXPENSE ALLOCATED	32,698.55	38,071.53	7,331.23	39,144.01	-1,072.48	102.82 %
<b>Program: 05 - ** ENGINEERING ** Total:</b>		<b>236,778.05</b>	<b>231,981.95</b>	<b>35,293.32</b>	<b>246,178.20</b>	<b>-14,196.25</b>	<b>106.12 %</b>
<b>Program: 06 - ** FINANCE **</b>							
<u>01-06-5-06-01101-FI</u>	FINANCE SALARY	248,876.00	248,876.00	21,675.75	198,698.87	50,177.13	79.84 %
<u>01-06-5-06-04009-AGM</u>	ACCOUNTING/AUDIT SERVICES	24,600.00	24,600.00	1,600.00	23,830.00	770.00	96.87 %
<u>01-06-5-06-07001-AGM</u>	FINANCE - OTHER	22,315.00	22,315.00	2,920.14	22,662.95	-347.95	101.56 %
<u>01-06-5-06-98001-FI</u>	EE BENEFITS ALLOCATED	157,408.28	157,408.28	17,948.83	147,342.57	10,065.71	93.61 %
<u>01-06-5-06-98003-FI</u>	OFFICE EXPENSE ALLOCATED	79,448.92	92,503.86	17,812.97	95,109.71	-2,605.85	102.82 %
<b>Program: 06 - ** FINANCE ** Total:</b>		<b>532,648.20</b>	<b>545,703.14</b>	<b>61,957.69</b>	<b>487,644.10</b>	<b>58,059.04</b>	<b>89.36 %</b>
<b>Program: 07 - ** HUMAN RESOURCES **</b>							
<u>01-07-5-07-01102-FI</u>	PERSONNEL SALARY	40,745.00	40,745.00	4,603.50	34,991.23	5,753.77	85.88 %
<u>01-07-5-07-01215-HR</u>	EMPLOYEE TRAINING	24,598.00	24,598.00	1,345.00	23,603.09	994.91	95.96 %
<u>01-07-5-07-01905-HR</u>	EMPLOYMENT RECRUITING EXPEN	5,000.00	5,000.00	267.56	3,754.76	1,245.24	75.10 %
<u>01-07-5-07-01910-HR</u>	LABOR LEGAL FEES	30,000.00	30,000.00	4,423.10	26,330.90	3,669.10	87.77 %
<u>01-07-5-07-01915-HR</u>	PERSONNEL - OTHER	10,440.00	10,440.00	364.20	3,186.57	7,253.43	30.52 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	17,673.91	17,673.91	2,015.31	16,543.72	1,130.19	93.61 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	5,930.62	6,905.13	1,329.69	7,099.66	-194.53	102.82 %
<b>Program: 07 - ** HUMAN RESOURCES ** Total:</b>		<b>134,387.53</b>	<b>135,362.04</b>	<b>14,348.36</b>	<b>115,509.93</b>	<b>19,852.11</b>	<b>85.33 %</b>
<b>Program: 09 - ** BONDS, LOANS &amp; NON-OP EXP **</b>							
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	107,000.00	107,000.00	-107,000.00	0.00	107,000.00	0.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	219,594.51	219,594.51	0.00	219,594.00	0.51	100.00 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	136,057.50	136,057.50	-1,605.00	134,427.20	1,630.30	98.80 %
<u>01-09-5-09-08315-FI</u>	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.02	0.14	-0.14	0.00 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARG	653.00	653.00	1.52	1,103.93	-450.93	169.06 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	10,299.00	10,299.00	764.31	11,142.11	-843.11	108.19 %
<u>01-09-5-09-09210-FI</u>	ALLOWANCES AND ADJUSTMENTS	0.00	0.00	37,596.28	37,596.28	-37,596.28	0.00 %
<b>Program: 09 - ** BONDS, LOANS &amp; NON-OP EXP ** Total:</b>		<b>473,604.01</b>	<b>473,604.01</b>	<b>-70,242.87</b>	<b>403,863.66</b>	<b>69,740.35</b>	<b>85.27 %</b>
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **</b>							
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	66,435.00	66,435.00	8,169.88	50,738.54	15,696.46	76.37 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION	76,220.00	76,220.00	23,531.59	120,632.88	-44,412.88	158.27 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	20,600.00	20,600.00	1,599.68	8,643.94	11,956.06	41.96 %
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To</b>		<b>163,255.00</b>	<b>163,255.00</b>	<b>33,301.15</b>	<b>180,015.36</b>	<b>-16,760.36</b>	<b>110.27 %</b>
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP **</b>							
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	27,040.00	27,040.00	0.00	0.00	27,040.00	0.00 %
<u>01-42-5-99-00100-AGM</u>	%EQUIP&TECH RES (OP Funded)	112,486.00	112,486.00	0.00	0.00	112,486.00	0.00 %
<u>01-42-5-99-00200-AGM</u>	%WELL/BOOSTER/TANKS RES (OP	108,160.00	108,160.00	0.00	0.00	108,160.00	0.00 %
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP ** Total:</b>		<b>247,686.00</b>	<b>247,686.00</b>	<b>0.00</b>	<b>0.00</b>	<b>247,686.00</b>	<b>0.00 %</b>
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **</b>							
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	238,825.00	238,825.00	33,643.62	256,093.99	-17,268.99	107.23 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	448,800.00	448,800.00	36,297.62	412,554.94	36,245.06	91.92 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	11,555.00	11,555.00	1,071.63	12,519.65	-964.65	108.35 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSUR	64,927.00	64,927.00	10,639.14	36,690.65	28,236.35	56.51 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	159,588.00	159,588.00	15,405.60	135,362.29	24,225.71	84.82 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	19,802.55	19,802.55	3,083.76	23,489.71	-3,687.16	118.62 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	2,795.95	2,795.95	0.00	1,895.79	900.16	67.80 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	15,050.00	15,050.00	715.05	5,297.25	9,752.75	35.20 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	143,276.00	143,276.00	18,802.52	150,078.65	-6,802.65	104.75 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,104,619.50	-1,104,619.50	-125,956.71	-1,033,982.92	-70,636.58	93.61 %
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-6,297.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS **</b>							
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	8,800.00	8,800.00	0.00	6,916.67	1,883.33	78.60 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	15,100.00	15,100.00	5,821.20	23,340.72	-8,240.72	154.57 %
<u>01-52-5-52-02212-D/P</u>	SMALL TOOLS EXPENSE - COMBINE	10,800.00	10,800.00	338.12	7,932.55	2,867.45	73.45 %
<u>01-52-5-52-03205-D/P</u>	TOOL / EQUIP REPAIR	5,000.00	0.00	140.04	1,995.89	-1,995.89	0.00 %
<u>01-52-5-52-03905-D/P</u>	BUILDING REPAIR/MAINT-SHOP/SI	17,900.00	24,100.00	14,478.17	22,294.81	1,805.19	92.51 %
<u>01-52-5-52-05005-D/P</u>	FUEL-VEHICLES	30,000.00	30,000.00	5,711.96	36,352.19	-6,352.19	121.17 %
<u>01-52-5-52-05010-D/P</u>	AUTO EXPENSE - FIELD	25,000.00	25,000.00	1,596.20	12,536.50	12,463.50	50.15 %
<u>01-52-5-52-05015-FI</u>	EQUIPMENT CLEARING ACCOUNT	0.00	0.00	0.00	-355.01	355.01	0.00 %
<u>01-52-5-52-06305-ENG</u>	COMMUNICATIONS	28,308.84	28,308.84	3,143.08	16,925.55	11,383.29	59.79 %
<u>01-52-5-52-07009-D/P</u>	REGULATORY-PERMITS, FEES, CERT	20,000.00	20,000.00	50.00	26,613.76	-6,613.76	133.07 %
<u>01-52-5-52-98000-FI</u>	ALLOCATED EXPENSES - FIELD	-160,908.84	-162,108.84	-32,417.25	-154,553.63	-7,555.21	95.34 %
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-1,138.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS **</b>							
<u>01-53-5-53-01405-HR</u>	TEMPORARY LABOR FEES	20,000.00	53,896.92	7,726.51	55,557.98	-1,661.06	103.08 %
<u>01-53-5-53-02105-EXA</u>	OFFICE SUPPLIES	38,740.00	48,740.00	19,574.90	63,964.48	-15,224.48	131.24 %
<u>01-53-5-53-02107-EXA</u>	OFFICE EQUIP & MAINT.	0.00	0.00	18.20	18.20	-18.20	0.00 %
<u>01-53-5-53-02110-EXA</u>	POSTAGE	30,481.00	30,481.00	206.42	30,432.72	48.28	99.84 %
<u>01-53-5-53-03906-AGM</u>	BUILDING REPAIR/MAINT - OFFICE	20,000.00	20,000.00	8,478.55	19,144.67	855.33	95.72 %
<u>01-53-5-53-04015-AGM</u>	COMPUTER SOFTWARE & SUPPOR	86,995.00	86,995.00	14,070.59	85,422.28	1,572.72	98.19 %
<u>01-53-5-53-05010-AGM</u>	AUTO EXPENSE - OFFICE	5,943.00	5,943.00	1,096.77	5,041.40	901.60	84.83 %
<u>01-53-5-53-06205-AGM</u>	TELEPHONE AND UTILITIES	64,986.00	64,986.00	5,980.84	60,222.27	4,763.73	92.67 %



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-53 5-53-98000.FI</u> ALLOCATED EXPENSES - OFFICE	-267,145.00	-311,041.92	-59,895.66	-319,804.00	8,762.08	102.82 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:	0.00	0.00	-2,742.88	0.00	0.00	0.00 %
Expense Total:	5,915,539.55	5,592,439.55	572,987.78	4,850,774.60	741,664.95	86.74 %
Fund: 01 - GENERAL FUND Surplus (Deficit):	-140,240.70	182,859.30	141,793.38	1,602,320.48	1,419,461.18	876.26 %
Report Surplus (Deficit):	-140,240.70	182,859.30	141,793.38	1,602,320.48	1,419,461.18	876.26 %

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
<b>01 - GENERAL FUND</b>	<b>-140,240.70</b>	<b>182,859.30</b>	<b>141,793.38</b>	<b>1,602,320.48</b>	<b>1,419,461.18</b>
<b>Report Surplus (Deficit):</b>	<b>-140,240.70</b>	<b>182,859.30</b>	<b>141,793.38</b>	<b>1,602,320.48</b>	<b>1,419,461.18</b>



Water Sales Consumption Statistics as of 6/30/18

Consumption - 12 months ending:	CURRENT 6/30/2018	PRIOR 1 6/30/2017	PRIOR 2 6/30/2016
CCF	520,418	527,664	482,886
Gallons	389,272,664	394,692,672	361,198,728
Acre Feet	1,195	1,211	1,108
Change/PY	-1.37% decrease	9.27% increase	
Change 2016 - 2018			7.77% increase
<i>Change does not correlate to conservation mandate.</i>			

CONSUMPTION RANKING - TOP TEN - Quarter Ending 6/30/18

<u>Ranking</u>	<u>Account Name</u>	<u>Consumption (CCF)</u>
1	Quail Springs Village Apartments	3,055
2	Hi-Desert Medical Center (hospital)	3,052
3	JT Parks & Recreation	1,680
	Lazy H Mobilehome Park	1,152
4	Morongo Unified School District	1,134
6	Yucca Trails Apartments	1,003
8	Joshua Tree Laundry	888
	Hi-Desert Medical Center (CC)	778
9	Pyle - Mobilehome Park	693
10	Residential customer - not a leak	687
		<hr/> 14,122

Breakdown of Top Ten Users by type:

Housing (multi-unit)	5,903
Hospital/Medical	3,830
Public agency	2,814
Commercial	888
Residential customer	687
	<hr/> 14,122

JOSHUA BASIN WATER DISTRICT  
STAFF REPORT

Meeting of the Board of Directors

September 19, 2018

Report to: Board of Directors

Prepared by: Susan Greer

TOPIC: CUSTOMER ACCOUNT ASSISTANCE PROGRAM – RECOMMENDED POLICY CHANGE

RECOMMENDATION: Recommend policy change to Board of Directors

ANALYSIS:

The Customer Account Assistance Program (CAAP) was established almost 20 years ago to assist customers that experience large bills from unknown or accidental circumstances, such as large leaks or water theft, and has been modified several times in the ensuing years.

Each year the District has provided assistance for accounts that are rental properties with the bill paid by the owner, or vacation rentals, or from customers that own second homes in the District but do not live here and do not routinely monitor their properties.

The General Manager met with the Citizens Advisory Committee (CAC) on 7/10/18, recommending the policy be changed to apply only to customers that are living at their primary residence. After significant discussion, the CAC voted 5-0 to recommend elimination of the CAAP program entirely. The CAC cited personal responsibility, the 10-fold increase in the cost of the CAAP program over the last five years, and leaving the District open to complaints of bias when a primary residence is also used as a home business versus a house being rented as a vacation rental as the reasons for their recommendation.

This past 12 months would have resulted in increased revenues of \$2,476 if CAAP were applied to only primary residents and a savings of \$6,761 if the program was entirely eliminated. The current year is already outpacing last year and a majority of that cost has been incurred by out of town or vacation rental owners

History of CAAP assistance over the last five years, increased more than ten-fold, is below:

2013	\$ 609.34
2014	1,199.97
2015	1,647.74
2016	6,184.60
2017	6,761.36

The CAAP program was created as a tool to allow staff to assist with large water bills for customers who needed help paying. Prior to the Program, such requests for assistance were rare, but had to be heard by the Board of Directors at a public meeting.

This was long before vacation rentals and a significant amount of out-of-town account holders, as we have now. While elimination of the CAAP would save significant staff time, we do not want to go back to requiring the Board to be involved in such issues. A simpler alternative exists.

Using the criteria required for the CAAP, a bill that is at least \$400 more than the prior year's bill for the same month, Staff could be authorized to adjust the water bill to reflect all usage charged based on the Water Flow Charges paid by the larger meters (what I call the composite rate because it covers all costs.) That rate is currently \$4.60 per unit, while the tiered Water Flow Charges for ¾" and 1" meters vary from \$3.70 to \$5.80 per unit. The composite rate is designed to cover all District costs, so while the customer will pay less than with the tiered rates, the District is still *whole*. Let's look at an example:

Customer had a bill of \$737.28 for 162 units of water compared to 41 units the prior year. Assistance of \$139.78 was provided via the CAAP policy. If we simply adjusted the bill to reflect the composite rate, assistance of \$97.52 would have been provided, a reduction in the amount of assistance, resulting in savings of 30% by the District. This is still a discount of more than 13% from the original bill for the customer. Importantly, this is a very simple adjustment, not involving significant amounts of staff time, unlike the current program that requires the District to incur quite a bit of additional cost to help customers avoid paying us.

Note that the current criteria, a bill at least \$400 more than the prior year, has been in place since 2014. Considering that water rates have increased each year since 2014, this base number should also increase to stay relevant and not simply provide assistance for increasing water rates. Note that different amounts of consumption result in larger or smaller percentages of increase, but *only substantial consumption will meet the criteria to qualify for assistance anyway*, 100 units or more. Cumulatively, current rates are 74% higher than they were in 2014 for customers using 100 units or more. Applying that increase to the original \$400 criteria in the 2014 CAAP, that number should now be \$696, rounded to \$700. This means that the water bill must be at least \$700 more than the bill from the same month in the prior year to qualify for assistance. Staff would then recalculate the bill by applying the composite rate. Customers with smaller bills that don't meet the \$700 threshold are provided assistance in the form of a payment plan, allowing them to pay the large bill over time without interest. Customers that do qualify for assistance are also provided the opportunity for a payment plan to pay the reduced bill over time without interest.

A copy of the existing Rules & Regulations language, a marked-up copy, and clean copy of the proposed changes is attached. A resolution will be required to make this change.

**Fiscal Impact:** In most cases, providing assistance using the Water Flow Charges for larger size meters will result in less assistance for customers, which reduces JBWD expense. In cases of very significant water use, this methodology will provide greater assistance, because more of the customer water use is calculated at the Tier 4 rate. This threshold is generally 800 units of water or more, but depends on the individual customer's prior year comparison bill.

**RESOLUTION NO. 18-992**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
AMENDING THE RULES AND REGULATIONS,  
RESOLUTION 97-572, AS AMENDED, RELATED TO THE  
CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP)**

WHEREAS, the Joshua Basin Water District has adopted regulations relating to assistance provided for customers who are in receipt of large water bills resulting from unknown or accidental circumstances; and

WHEREAS, such regulations are contained within Article 1.23(b) of the Joshua Basin Water District Rules and Regulations, referred to as the Customer Account Assistance Program (CAAP); and

WHEREAS, the cost of CAAP assistance provided by the District over the last five years has increased ten-fold and such assistance program requires considerable staff resources to operate; and

WHEREAS, a significant portion of the CAAP assistance is currently being provided to customers that don't live as their primary residence in the property receiving assistance and therefore can't adequately monitor water use, or such properties are vacation rental, for-profit businesses, and such expenses are a tax deductible business expense; and

WHEREAS, the District wants to find a simpler method for providing assistance that will require less staff time and resources; and

WHEREAS, the Joshua Basin Water District seeks to modify the regulations relating to assistance to require that customers receiving assistance live in the property receiving assistance as their primary residence.

NOW THEREFORE, BE IT RESOLVED that Article 1.23(b) is amended as follows:

**Article 1.23 (b) Customer Account Assistance Program (CAAP)**

The Customer Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin. The Program was created to assist customers who have experienced extraordinary or unusual circumstances.

The procedure includes the customer's written CAAP application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee. While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

#### Guidelines for assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey will be offered to customer to help detect leaks and opportunities for reducing water use. Customer, or representative, must be present at the water survey conducted by a JBWD employee.
- Customers are limited to two (2) CAAP's within a five (5) year period at the same location. A new owner or customer at the same location may be considered for additional assistance.
- Customers must live as their primary residence at property address where assistance is requested and provide proof of residency satisfactory to JBWD, such as property tax homeowner's exemption.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month(s) in question. If difference between current and prior year's water bills is greater than \$700.00, the customer is eligible for assistance. If this is a new account with no previous year comparable usage, then an average consumption of all months on the account will be used as the comparator. If this is the first bill for the account, the District-wide average consumption for similar meters will be used to calculate the amount of assistance.
- If the difference is less than \$700.00, the account is not eligible for a CAAP. Assistance in the form of an interest-free payment plan, following existing procedures will be offered.
- If the difference is more than \$700.00, the water bill will be recalculated using the Water Flow Charges for 1.5", 2", and 3" meters. The recalculated bill is the customer's responsibility to pay. The customer may request a payment plan in accordance with existing procedures for the balance.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted at a regular meeting of the Board of Directors of the Joshua Basin Water District held on the 19<sup>th</sup> day of September, 2018 by the following vote:

Mickey Luckman	_____
Bob Johnson	_____
Tom Floen	_____
Geary Hund	_____
Rebecca Unger	_____

\_\_\_\_\_  
Mickey Luckman, President, Board of Directors

\_\_\_\_\_  
Curt Sauer, Secretary, Board of Directors



## EXISTING ARTICLE

### Article 1.23 (b) of the Rules & Regulations

#### b) Customer Account Assistance Program

The Customer Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin as defined by the customer, specifically the CAAP application. The Program was created to assist customers who have experienced extraordinary or unusual circumstances.

The procedure includes the customer's written application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee. While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

#### Guidelines for assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey is also required before assistance is provided. Customer, or representative, must be present at the water survey conducted by a District employee.
- Customers are limited to two (2) CAAP's within a five (5) year period at the same location. A new owner-customer at the same location may be considered for additional assistance.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month(s) in question. If water bill is greater than \$400.00 compared to the previous year's usage, the customer is eligible for assistance. If this is a new account with no previous year comparable, then an average consumption of all months on the account will be used as the comparator.
- If the difference is less than \$400.00, the account is not eligible for a CAAP. A payment plan, following existing procedures will be offered.
- If the difference is more than \$400.00, an adjustment of no greater than 25 percent of the water usage may be approved by the General Manager (or designee), up to a maximum assistance of \$800.00. The remaining bill is the customer's responsibility to pay. The customer may request a payment plan for the balance.

## EDITED ARTICLE (MARK-UP)

### Article 1.23 (b) Customer Account Assistance Program (CAAP)

The Customer Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin, ~~as defined by the customer, specifically the CAAP application~~. The Program was created to assist customers who have experienced extraordinary or unusual circumstances.

The procedure includes the customer's written CAAP application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee. While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

#### Guidelines for assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey ~~is also required before assistance is provided~~ will be offered to customer to help detect leaks and opportunities for reducing water use. Customer, or representative, must be present at the water survey conducted by a District JBWD employee.
- Customers are limited to two (2) CAAP's within a five (5) year period at the same location. A new owner-~~or~~ customer at the same location may be considered for additional assistance.
- Customers must live as their primary residence at property address where assistance is requested and provide proof of residency satisfactory to JBWD, such as property tax homeowner's exemption.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated ~~by comparing the difference between the current and the prior year's bills for the month(s) in question. If~~ difference between current and prior year's water bills is greater than \$4700.00 compared to the previous year's usage, the customer is eligible for assistance. If this is a new account with no previous year comparable usage, then an average consumption of all months on the account will be used as the comparator. If this is the first bill for the account, the District-wide average consumption for similar meters will be used to calculate the amount of assistance.
- If the difference is less than \$4700.00, the account is not eligible for a CAAP. Assistance in the form of an interest-free payment plan, following existing procedures will be offered.
- If the difference is more than \$4700.00, the water bill will be recalculated using the Water Flow Charges (composite rate) for 1.5", 2" and 3" meters. an adjustment of no greater than 25 percent of the water usage may be approved by the General Manager (or

designee), up to a maximum assistance of \$800.00. The ~~remaining~~ recalculated bill is the customer's responsibility to pay. The customer may request a payment plan in accordance with existing procedures for the balance.

## FINAL RECOMMENDED ARTICLE

### Article 1.23 (b) Customer Account Assistance Program (CAAP)

The Customer Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin... The Program was created to assist customers who have experienced extraordinary or unusual circumstances.

The procedure includes the customer's written CAAP application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee. While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

#### Guidelines for assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey will be offered to customer to help detect leaks and opportunities for reducing water use. Customer, or representative, must be present at the water survey conducted by a JBWD employee.
- Customers are limited to two (2) CAAP's within a five (5) year period at the same location. A new owner or customer at the same location may be considered for additional assistance.
- Customers must live as their primary residence at property address where assistance is requested and provide proof of residency satisfactory to JBWD, such as property tax homeowner's exemption.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month(s) in question. If difference between current and prior year's water bills is greater than \$700.00, the customer is eligible for assistance. If this is a new account with no previous year comparable usage, then an average consumption of all months on the account will be used as the comparator. If this is the first bill for the account, the District-wide average consumption for similar meters will be used to calculate the amount of assistance.
- If the difference is less than \$700.00, the account is not eligible for a CAAP. Assistance in the form of an interest-free payment plan, following existing procedures will be offered.
- If the difference is more than \$700.00, the water bill will be recalculated using the Water Flow Charges for 1.5", 2" and 3" meters. The recalculated bill is the customer's responsibility to pay. The customer may request a payment plan in accordance with existing procedures for the balance.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

September 19, 2018

Report to: Board of Directors

Prepared by: Sarah Johnson

TOPIC: ORGANIZATIONAL ASSESSMENT IMPLEMENTATION PLAN

RECOMMENDATION: Recommend that the Board approve the Organizational Implementation Plan.

ANALYSIS:

In November 2017, the District's Board of Directors selected Westin Technology Solutions, LLC (Westin) to conduct an Organizational Assessment intended to assist the District in developing recommendations to improve the District's organizational efficiency and effectiveness. Westin presented the completed the Organizational Assessment to the Board on April 25, 2018.

This Implementation Plan was developed to serve as a supporting document to the Organizational Assessment. This plan identifies the tasks and target dates to implement Westin's recommendations of organizational alignment, strategic planning, and knowledge & business technology management.

As the implementation of the Organizational Assessment begins, staff will continuously monitor the change as it is occurring and check-in at regular six-month intervals to determine whether the implementation is successful. The District will utilize the plan, do, check, act cycle recommended in Westin's Organizational Assessment as a way to monitor the progress of implementation. The objective will be to follow the plan; correct issues that occur, check once corrections have been made to make sure the corrections are working, and continue the process of implementation.

FISCAL IMPACT: As approved in Budget 18/19



# Organizational Assessment IMPLEMENTATION PLAN

September 2018

## 1. Introduction

### Purpose

In November 2017, the District's Board of Directors selected Westin Technology Solutions, LLC (Westin) to conduct an Organizational Assessment intended to assist the District in developing recommendations to improve the District's organizational efficiency and effectiveness. The purpose of this report is to formulate an implementation plan based on Westin's recommendations.

### Scope

This Implementation Plan identifies the tasks required to implement Westin's recommendations of organizational alignment, strategic planning, and knowledge & business technology management.

- **Organizational Alignment and Succession Planning**  
Realign the organizational structure by implementing selected recommendations within the Organizational Assessment for improved business efficiency and succession planning.
- **Strategic Planning**  
Develop a Strategic Plan that defines the District's Goals and Objectives, outlining the tasks required to fulfill the District's vision and mission and to provide a roadmap for continuous organizational improvement.
- **Knowledge Management and Business Technology**  
Develop a Knowledge Management and Technology Master plan with defined goals, business processes, performance measures and accountabilities to increase organizational knowledge management. Optimize the use of the District's information technologies for improved business efficiency, reduced transactional costs and increased level of customer service. Identify methodologies to support succession planning and strategies for knowledge transfer.

## 2. Management Overview

The subsequent sections provide a brief description of the implementation and the tasks that are involved.

### Description of Implementation

The implementation is designed to use a phased approach. Some tasks may run concurrently within the same phase, while other tasks may begin after others are complete. The following assumptions and constraints were considered during development of this implementation plan.

- **Scheduling**
- **Available Budget & Resources**
- **Staffing & Recruitment**
- **Time needed for the task**
- **Available Technical Resources**
- **Union Negotiations**

## 3. Implementation Tasks and Schedule

This section outlines implementation tasks. This overview provides the steps that are required to implement the Organizational Assessment. The tasks described in this section are broad and will require many administrative subtasks for proper implementation.



**Phase I July 1, 2018 – Dec 31, 2018**

TASK	MAIN SUBTASKS	WHAT WILL THE TASK ACCOMPLISH	TARGET COMPLETION DATE
<b>ORGANIZATIONAL ALIGNMENT and SUCCESSION PLANNING</b>			
<b>Close the District office on Friday's</b>	<ul style="list-style-type: none"> <li>➢ Prepare Public Relations outreach campaign.</li> </ul>	Save from adding one additional administrative position; provide admin & field with more time to focus on core duties; and provide time for cross-training opportunities.	<b><u>Complete</u></b>
<b>Organizational Structure Alignment</b>	<ul style="list-style-type: none"> <li>➢ Move RCAA to report to AGM-Ops</li> <li>➢ Move HR Manager/Contracts Administrator to report to GM</li> <li>➢ Move GIS Coordinator to report to AGM-Ops</li> <li>➢ Move PT Safety Coordinator to report to AGM-Ops</li> </ul>	Realigns organizational structure to provide a more balanced supervision framework.	<b><u>Complete</u></b>
<b>Eliminate Positions</b>	<ul style="list-style-type: none"> <li>➢ DWRO</li> <li>➢ Senior Admin Assistant</li> </ul>	Prepares for the capital improvement program.	<b><u>Complete</u></b>
<b>Create/Hire Positions</b>	<ul style="list-style-type: none"> <li>➢ AGM Operations <b><u>Complete</u></b></li> <li>➢ 5 CIRP Crew positions</li> <li>➢ Procurement Contracts position</li> <li>➢ Operations Technician position</li> </ul>	Creates steps toward succession planning.	Dec 31, 2018
<b>Revise/Reclassify Positions</b>	<ul style="list-style-type: none"> <li>➢ Revise Distribution Supervisor</li> <li>➢ Revise GIS Coordinator</li> <li>➢ Revise Safety Position</li> <li>➢ Reclass current C &amp; M Lead to WPO</li> </ul>	Places misclassified personnel into correct classifications.	Dec 31, 2018

**Phase II Jan 1, 2019 – June 30, 2019**

TASK	MAIN SUBTASKS	WHAT WILL THE TASK ACCOMPLISH	TARGET COMPLETION DATE
<b>ORGANIZATIONAL ALIGNMENT and SUCCESSION PLANNING</b>			
<b>Revise/Reclassify Positions</b>	<ul style="list-style-type: none"> <li>➢ Revise C &amp; M positions to WDO I/II/III</li> <li>➢ Revise Production Operator positions to WPO I/II/III</li> <li>➢ Revise CSR and CSR Lead positions to CSR I/II</li> <li>➢ Revise FST position to FST I/II</li> <li>➢ Reclass HR Manager/Contracts Administrator to Director of Administration and HR</li> <li>➢ Reclass current field FST to WDO</li> </ul>	<p>Provides organizational alignment and succession planning.</p> <p>Provides the District with needed higher level certifications and desirable recruitment strategies for succession planning.</p>	June 30, 2019
<b>Organizational Structure Alignment</b>	<ul style="list-style-type: none"> <li>➢ Move Customer Service staff to report to Director of Admin and HR</li> </ul>	Places misclassified personnel into correct classifications.	June 30, 2019
<b>STRATEGIC PLANNING</b>			
<b>Update District Strategic Plan</b>	<ul style="list-style-type: none"> <li>➢ Update Strategic Plan that outlines District goals, objectives, and tasks with an associated Implementation Plan with defined priorities, milestones, accountabilities and resource needs.</li> </ul>	A strategic plan will set direction, priorities, drive alignment, organize succession planning activities, and communicate how the District will achieve its goals.	<b><u>Currently in Process</u></b> Jan 31, 2019



**Phase III** July 1, 2019 – Dec 31, 2019

TASK	SUBTASKS	WHAT WILL THE TASK ACCOMPLISH	TARGET COMPLETION DATE
<b>ORGANIZATIONAL ALIGNMENT and SUCCESSION PLANNING</b>			
<b>Create/Hire Positions</b>	➤ Public Relations Specialist	Brings contracted work in-house.	Dec 31, 2019
<b>Revise/Reclassify Positions</b>	➤ Revise AGM/Controller ➤ Revise Accountant Lead to Accounting Supervisor ➤ Revise AR Technician to Billing Technician	Provides organizational alignment and succession planning.	Dec 31, 2019
<b>Organizational Structure Alignment</b>	➤ Move Billing Technician to report to Accounting Supervisor		Dec 31, 2019
<b>KNOWLEDGE MANAGEMENT AND BUSINESS TECHNOLOGY</b>			
<b>Develop a Knowledge Management and Technology Master Plan</b>	Develop a Knowledge Management and Technology Master Plan that will optimize the use of the District's information technologies to capture knowledge & business processes, performance measures, accountabilities, and improve business efficiency.	A Knowledge Management and Technology Master Plan will provide framework for the District's knowledge transfer/capture processes and use of technology in support of the District's strategic goals.	Oct 31, 2019

**4. Performance Monitoring**

Management will continuously monitor the change as it is occurring and check-in at regular six-month intervals to determine whether the implementation is successful. The District will utilize the plan, do, check, act cycle recommended in Westin's Organizational Assessment as a way to monitor the progress of implementation. The objective will be to follow the plan, correct issues that occur, check once corrections have been made to make sure the corrections are working, and continue the process of implementation.

**5. Glossary**

AR- accounts receivable	GM- general manager
AGM- assistant general manager	HR- human resources
C&M - construction & maintenance	MSC- management, supervisory, confidential
CIRP- capital improvement replacement program	OPS- operations
CSR - customer service representative	PT- part time
DWRO- director of water resources and operations	RCAA- regulatory compliance administrative analyst
FST- field service technician	WPO- water production operator
GIS- geographical information system	WDO- water distribution operator

**6. References**

The following table summarizes the documents referenced in this plan.

DOCUMENT NAME	DESCRIPTION	LOCATIONS
Joshua Basin Water District Organizational Assessment	Final Organizational Assessment Report for the Board of Directors	External: <a href="http://www.JBWD.com">www.JBWD.com</a> Internal: F Drive → HUMAN RESOURCES → JBWD Final Org Assessment