



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, NOVEMBER 17, 2021, AT 5:30 P.M.  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, FOR WHICH STATE AND SAN BERNARDINO COUNTY PUBLIC HEALTH OFFICIALS HAVE CONTINUED TO RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING. PURSUANT TO GOVERNMENT CODE SECTION 54953, AND CORRESPONDING FINDINGS OF THE BOARD THAT CURRENTLY REMAIN IN EFFECT, **THERE WILL BE NO PUBLIC LOCATION FOR THIS MEETING** AND MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING BY TELEPHONE OR VIDEO CONFERENCE. THE DISTRICT WILL OFFER ON A FIRST-COME, FIRST-SERVE BASIS FOR UP TO SIX (6) MEMBERS OF THE PUBLIC TO ATTEND ITS MEETING IN PERSON. INTERESTED PERSONS SHALL CONTACT BOARD SECRETARY BEVERLY KRUSHAT AT (760) 974-0072 OR BKRUSHAT@JBWD.COM TO MAKE SUCH RESERVATION IF SPACES ARE AVAILABLE.

This meeting will be streamed on Zoom at:

<https://us02web.zoom.us/j/87232165236?pwd=RUNGdDNCSXZpY0tGemlzaUV4bHI1UT09>

or you may join by phone at 1-253-215-8782, Meeting ID: 872 3216 5236 Passcode: 773117

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF A QUORUM (ROLLCALL) -**
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 to 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:
  - September 2021 Check Register (reviewed by Finance Committee on November 10, 2021).
  - Regular Meeting Draft Minutes of November 3, 2021
7. **2021 DESERT WISE LIVING LANDSCAPE VIDEO TOUR –** Steve Bardwell, Morongo Basin Conservation Association (MBCA) – Recommend that the Board of Directors receive for information only.
8. **LAIF INVESTMENT PERFORMANCE 2020/21 –** Anne Roman, Director of Finance - Recommend that the Board of Directors receive for information only.
9. **DISCONTINUANCE OF “FIRE SPRINKLER” EXEMPTION TO METER EXCHANGE (UPGRADE) CAPACITY FEE CHARGES –** Anne Roman, Director of Finance – Recommend that the Board of Directors receive for information only.

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10. **GENERAL MANAGER REPORT** –General Manager Ban
11. **DIRECTOR REPORTS/COMMENTS**–
  - Kathleen Radnich, Public Information Consultant
  - JBWD Finance Committee – November 10, 2021, at 9:00 a.m. – President Unger & Director Jarlsberg
  - JBWD Water Resources & Operations Committee – November 10, 2021, at 10:30 a.m. – Director Jarlsberg & Director Doolittle
  - Morongo Basin Pipeline Commission – November 10, 2021, at 2:00 p.m. – Vice President Floen
  - LAFCO – November 17, 2021, at 9:00 a.m.- Director Doolittle
12. **FUTURE DIRECTOR MEETINGS** –
  - Mojave Water Agency Board of Directors Meeting – November 18, 2021, at 9:30 a.m. – President Unger
  - Legislative & Public Information Committee – December 1, 2021 - Canceled due to ACWA Conference
  - JBWD Board of Directors Meeting – December 1, 2021 – Canceled due to ACWA Conference
  - Finance Committee – December 8, 2021, at 9:00 a.m. – President Unger & Vice President Floen
  - Water Resources & Operations Committee – December 8, 2021, at 10:30 a.m. – Director Doolittle & Director Jarlsberg
  - JBWD Board of Directors Meeting – December 15, 2021, at 5:30 p.m. – All Directors
13. **FUTURE AGENDA ITEMS** –
  - Board Member Best Practices Workshop –Date forthcoming
14. **ADJOURNMENT** –

## INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Members of the public wishing to attend the meeting that require other reasonable modifications or accommodation to facilitate such attendance should contact Beverly Krushat at 760-974-0072 or [bkrushat@jbwd.com](mailto:bkrushat@jbwd.com) as soon as feasible before the meeting to make such request.

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Joshua Basin Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board are available online at [jbwd.com](http://jbwd.com) for public inspection, or in the District’s office, 61750 Chollita Road, Joshua Tree, CA 92252 (“District Office”). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available at the reception desk of the District Office and on-line at [jbwd.com](http://jbwd.com) during business hours at the same time as they are distributed to the Board members.

Disability-related accommodations: The Joshua Basin Water District Board of Directors meeting room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.) please contact Ms. Krushat at the District Office at (760) 974-0072 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in alternative format upon written request to Ms. Krushat in the District Office, at least seventy-two (72) hours prior to the scheduled meeting.



# Check Report

By Vendor DBA Name

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP Cash</b>						
000495	ACCONTEMPS	09/08/2021	Regular	0.00	4,441.30	63645
<a href="#">58286329</a>	Invoice	09/08/2021	TEMPORARY LABOR	0.00	649.23	
<a href="#">58316227</a>	Invoice	09/08/2021	TEMPORARY LABOR	0.00	2,496.18	
<a href="#">58331405</a>	Invoice	09/08/2021	TEMPORARY LABOR	0.00	649.23	
<a href="#">58359153</a>	Invoice	09/08/2021	TEMPORARY LABOR	0.00	646.66	
000495	ACCONTEMPS	09/22/2021	Regular	0.00	7,740.54	63689
<a href="#">58378492</a>	Invoice	09/22/2021	TEMPORARY LABOR	0.00	2,948.21	
<a href="#">58404224</a>	Invoice	09/22/2021	TEMPORARY LABOR	0.00	486.28	
<a href="#">58404751</a>	Invoice	09/22/2021	TEMPORARY LABOR	0.00	2,044.16	
<a href="#">58448896</a>	Invoice	09/22/2021	TEMPORARY LABOR	0.00	1,607.20	
<a href="#">58461852</a>	Invoice	09/22/2021	TEMPORARY LABOR	0.00	654.69	
000504	ACTION PUMPING, INC.	09/08/2021	Regular	0.00	2,205.00	63626
<a href="#">18371</a>	Invoice	09/08/2021	HDMC WW: PUMPING	0.00	2,205.00	
000501	ACWA/JPIA	09/22/2021	Regular	0.00	24,923.11	63663
<a href="#">0673493</a>	Invoice	09/22/2021	EE HEALTH BENEFIT & EAP OCT 21	0.00	24,923.11	
013896	ANTHONY BUTKA	09/22/2021	Regular	0.00	3,169.00	63664
<a href="#">A8082621</a>	Invoice	09/22/2021	ELECTION SUPERVISOR:UNION DECERTIFICA...	0.00	3,169.00	
013019	ARBORIST SERVICES	09/22/2021	Regular	0.00	775.00	63678
<a href="#">9080</a>	Invoice	09/22/2021	DEMO GARDEN/BUILD MAINT THRU 9/15/21	0.00	775.00	
013878	ARTURO GRADILLA	09/22/2021	Regular	0.00	324.06	63665
<a href="#">AG080921</a>	Invoice	09/22/2021	REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	209.44	
<a href="#">AG080921-1</a>	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	114.62	
001630	AT&T MOBILITY	09/08/2021	Manual	0.00	2,584.96	901809
<a href="#">829480028X0905..</a>	Invoice	09/08/2021	COMMUNICATIONS - AUG 21	0.00	2,584.96	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	09/22/2021	Regular	0.00	3,123.13	63666
<a href="#">631789</a>	Invoice	09/22/2021	LABOR LEGAL SERVICES THRU 8/31/21	0.00	2,211.83	
<a href="#">631790</a>	Invoice	09/22/2021	LEGAL SERVICES THRU 8/31/21	0.00	911.30	
000214	BABCOCK LABORATORIES, INC.	09/08/2021	Regular	0.00	636.45	63627
<a href="#">C110344-2287</a>	Invoice	09/08/2021	SAMPLING	0.00	168.00	
<a href="#">CH11976-2287</a>	Invoice	09/08/2021	SAMPLING	0.00	102.00	
<a href="#">CI10444-2287</a>	Invoice	09/08/2021	HDMC WWTP - SAMPLING	0.00	366.45	
000214	BABCOCK LABORATORIES, INC.	09/22/2021	Regular	0.00	1,665.75	63667
<a href="#">CI10643-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	102.00	
<a href="#">CI10685-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	17.00	
<a href="#">CI10686-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	68.00	
<a href="#">CI10868-2287</a>	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	327.60	
<a href="#">CI10890-2287</a>	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	227.85	
<a href="#">CI11126-2287</a>	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	227.85	
<a href="#">CI11291-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	42.00	
<a href="#">CI11627-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	168.00	
<a href="#">CI11628-2287</a>	Invoice	09/22/2021	SAMPLING	0.00	119.00	
<a href="#">CI11681-2287</a>	Invoice	09/22/2021	HDMC WWTP - SAMPLING	0.00	366.45	
013813	BACKFLOW SOLUTIONS, INC.	09/22/2021	Regular	0.00	495.00	63668
<a href="#">6507</a>	Invoice	09/22/2021	ANNUAL BACKFLOW SOLUTIONS ONLINE SU...	0.00	495.00	

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

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000025 <a href="#">ICMARC090321</a>	ICMA RC Invoice	09/03/2021	09/03/2021 Manual 457 EE CONTRIBUTION	0.00	39,000.00	901799
000025 <a href="#">ICMARC0921</a>	ICMA RC Invoice	09/30/2021	09/30/2021 Manual 457 REMITTANCE - SEP 21	0.00	4,440.00	901817
013365 <a href="#">25AR1324002</a> <a href="#">25AR1325676</a>	IMAGE SOURCE Invoice Invoice	09/08/2021 09/08/2021	09/08/2021 Regular OFFICE EXPENSE 7/30/21 - 8/29/21 SHOP EXPENSE 8/01/21 - 8/31/21	0.00 0.00	264.69 209.49 55.20	63629
013797 <a href="#">197979</a>	INFOSEND, INC. Invoice	09/22/2021	09/22/2021 Regular PRINT & MAIL WATER BILL - AUG 21	0.00	3,186.44	63673
004720 <a href="#">S1049046.001</a>	INLAND WATER WORKS Invoice	09/22/2021	09/22/2021 Regular PUMPING PLANT SUPPLIES	0.00	36.85	63674
009054 <a href="#">21-0829-1</a> <a href="#">21-0905-1</a>	KATHLEEN J. RADNICH Invoice Invoice	09/08/2021 09/08/2021	09/08/2021 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00	1,956.00 1,032.00 924.00	63635
009054 <a href="#">21-0912-1</a> <a href="#">21-0919-1</a>	KATHLEEN J. RADNICH Invoice Invoice	09/22/2021 09/22/2021	09/22/2021 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00	1,299.54 588.00 711.54	63675
000134 <a href="#">149185</a>	KENNEDY/JENKS CONSULTANTS, INC. Invoice	09/08/2021	09/08/2021 Regular 2020 URBAN WATER MGMT PLAN UPDATE	0.00	10,065.00	63636
005640 <a href="#">6090</a>	KILLER BEE PEST CONTROL Invoice	09/22/2021	09/22/2021 Regular BEE REMOVAL	0.00	90.00	63676
013920 <a href="#">37-49-10894</a> <a href="#">37-49-10954</a>	LF STAFFING SERVICES INC DBA LABOR FINDERS Invoice Invoice	09/08/2021 09/08/2021	09/08/2021 Regular TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00	5,158.40 2,579.20 2,579.20	63637
013920 <a href="#">37-49-11014</a> <a href="#">37-49-11050</a>	LF STAFFING SERVICES INC DBA LABOR FINDERS Invoice Invoice	09/22/2021 09/22/2021	09/22/2021 Regular TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00	4,836.00 2,256.80 2,579.20	63677
013898 <a href="#">R24631</a>	MCCI, LLC. Invoice	09/08/2021	09/08/2021 Regular LASERFICHE SUBSCRIPTION: 11/21/21 - 11/...	0.00	14,619.00	63638
006507 <a href="#">64269007</a> <a href="#">64283457</a>	McMASTER-CARR SUPPLY COMPANY Invoice Invoice	09/08/2021 09/08/2021	09/08/2021 Regular WELL 14 4-LOG TREATMENT/SM TOOLS/PU... WELL 14 4-LOG TREATMENT SUPPLIES	0.00 0.00	2,738.07 2,366.76 371.31	63639
006507 <a href="#">64292754</a> <a href="#">64386012</a>	McMASTER-CARR SUPPLY COMPANY Invoice Invoice	09/22/2021 09/22/2021	09/22/2021 Regular PUMPING PLANT SUPPLIES & SMALL TOOLS ... WELL 14 4-LOG TREATMENT SUPPLIES	0.00 0.00	109.47 76.98 32.49	63679
013851 <a href="#">MNO90821</a> <a href="#">MNO90821-1</a>	MICAH NAZARIO Invoice Invoice	09/22/2021 09/22/2021	09/22/2021 Regular REIMB:TRAVEL EXPENSE FOR TRISTATE SEM... REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00 0.00	300.42 216.16 84.26	63680
000233 <a href="#">375202</a> <a href="#">375307</a> <a href="#">375345</a> <a href="#">376156</a> <a href="#">376402</a>	NAPA AUTO PARTS Invoice Invoice Invoice Invoice Invoice	09/08/2021 09/08/2021 09/08/2021 09/08/2021 09/08/2021	09/08/2021 Regular VEHICLE MAINTENANCE: V33 VACUUM MAINTENANCE: E83 VEHICLE MAINTENANCE: V33 VEHICLE MAINTENANCE: V33 VEHICLE MAINTENANCE: V27	0.00 0.00 0.00 0.00 0.00	893.53 417.58 80.26 40.52 268.83 86.34	63654
000233 <a href="#">374826</a> <a href="#">375258</a> <a href="#">376521</a>	NAPA AUTO PARTS Invoice Credit Memo Invoice	09/22/2021 09/22/2021 09/22/2021	09/22/2021 Regular VEHICLE MAINTENANCE: V32, V33 & V40 CREDIT: VEHICLE MAINTENANCE V35 CIRP SUPPLIES	0.00 0.00 0.00	275.10 212.83 -169.11 48.57	63697

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">377526</a>	Invoice	09/22/2021	VEHICLE MAINTENANCE: V37	0.00	182.81	
003930	NBS	09/22/2021	Regular	0.00	273.26	63682
<a href="#">721000185</a>	Invoice	09/22/2021	STANDBY FEE AUDIT	0.00	273.26	
013352	NIELSEN FIRE AND ICE	09/22/2021	Regular	0.00	65.00	63686
<a href="#">16844</a>	Invoice	09/22/2021	A/C MAINTENANCE - OFFICE	0.00	65.00	
013004	PAOLO FICARA	09/08/2021	Regular	0.00	500.00	63641
<a href="#">091</a>	Invoice	09/08/2021	PARCEL RENTAL: 0606-321-31 - SEPT 2021	0.00	500.00	
008137	PARKHOUSE TIRE INC	09/08/2021	Regular	0.00	956.92	63642
<a href="#">2030204839</a>	Invoice	09/08/2021	VEHICLE MAINTENANCE: V41	0.00	956.92	
008137	PARKHOUSE TIRE INC	09/22/2021	Regular	0.00	55.00	63684
<a href="#">2030204918</a>	Invoice	09/22/2021	TIRE DISPOSAL	0.00	55.00	
VEN01533	PAYMENTUS GROUP INC.	09/20/2021	Manual	0.00	4,191.80	901810
<a href="#">INV-15-115558</a>	Invoice	09/20/2021	CREDIT CARD PROCESSING FEE - AUG 21	0.00	4,191.80	
008414	PROVIDEO	09/08/2021	Regular	0.00	85.00	63646
<a href="#">1783</a>	Invoice	09/08/2021	YOU TUBE BOARD MEETINGS - AUG 21	0.00	85.00	
008415	PRUDENTIAL OVERALL SUPPLY	09/08/2021	Regular	0.00	177.08	63643
<a href="#">23203526</a>	Invoice	09/08/2021	SHOP EXPENSE	0.00	109.97	
<a href="#">23203528</a>	Invoice	09/08/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	09/22/2021	Regular	0.00	177.08	63685
<a href="#">23209410</a>	Invoice	09/22/2021	SHOP EXPENSE	0.00	109.97	
<a href="#">23209412</a>	Invoice	09/22/2021	SHOP EXPENSE	0.00	67.11	
013938	PURA AQUA, INC.	09/22/2021	Regular	0.00	6,847.74	63687
<a href="#">12852</a>	Invoice	09/22/2021	PUMPING PLANT & WELL 14 4-LOG TREATM...	0.00	6,847.74	
009065	RDO EQUIPMENT COMPANY	09/22/2021	Regular	0.00	1,747.19	63688
<a href="#">W2710745</a>	Invoice	09/22/2021	TRACTOR REPAIR: E71	0.00	1,747.19	
013831	SATMOD0 LLC	09/08/2021	Regular	0.00	151.86	63647
<a href="#">177002</a>	Invoice	09/08/2021	EMERGENCY SATELLITE PHONES - SEPT 21	0.00	151.86	
013820	SC FUELS	09/08/2021	Regular	0.00	3,616.94	63648
<a href="#">1942472-IN</a>	Invoice	09/08/2021	FUEL FOR VEHICLES	0.00	3,616.94	
013820	SC FUELS	09/22/2021	Regular	0.00	4,642.18	63690
<a href="#">1957491-IN</a>	Invoice	09/22/2021	FUEL FOR VEHICLES	0.00	4,642.18	
013833	SERVICEMASTER 360 PREMIER CLEANING	09/22/2021	Regular	0.00	997.65	63691
<a href="#">JB2340</a>	Invoice	09/22/2021	JANITORIAL SERVICES - SEPT 21	0.00	997.65	
009880	SOUTHERN CALIFORNIA EDISON CO	09/08/2021	Manual	0.00	3,837.86	901807
<a href="#">SCE0821</a>	Invoice	09/08/2021	POWER TO BLDGS & GEN - AUG 21	0.00	3,837.86	
VEN01020	SOUTHWEST NETWORKS, INC.	09/08/2021	Regular	0.00	15,798.75	63649
<a href="#">21-8068</a>	Invoice	09/08/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 8...	0.00	1,023.75	
<a href="#">21-90125C</a>	Invoice	09/08/2021	OFFICE 365 MONTHLY MAINT - OCT 21	0.00	738.00	
<a href="#">21-90275C</a>	Invoice	09/08/2021	IT SERVICES - 10/21 - 12/21	0.00	14,037.00	
013852	SPENCER LAYMON	09/22/2021	Regular	0.00	160.18	63692
<a href="#">SL090821</a>	Invoice	09/22/2021	REIMB:MEAL EXPENSE FOR TRISTATE SEMIN...	0.00	160.18	
009920	STANDARD INSURANCE CO	09/29/2021	Manual	0.00	1,403.43	901816
<a href="#">ST1021</a>	Invoice	09/29/2021	EE LIFE INSURANCE - OCT 21	0.00	1,403.43	
001898	STEPHEN CORBIN	09/22/2021	Regular	0.00	258.72	63693
<a href="#">SC090921</a>	Invoice	09/22/2021	REIMB:TRAVEL EXPENSE FOR TRISTATE SEM...	0.00	258.72	

Check Report

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

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

Bank Code AP Summary

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

### All Bank Codes Check Summary

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

### Fund Summary

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





Joshua Basin Water District

# Check Report

By Vendor DBA Name

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

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

**Bank Code PR Summary**

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

### All Bank Codes Check Summary

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

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2021	969.05
			<b>969.05</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

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

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

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

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

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

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

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

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

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	08/18/2021	Director Pay Note: JBWD BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		09/08/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
Director Pay	15.0000	\$2,604.45		
				Grand Totals: \$2,604.45 \$0.00
				Grand Total: \$2,604.45

JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, NOVEMBER 3, 2021

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Unger called the meeting to order at 5:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Unger asked for a rollcall and the following Directors were present; President Unger, Vice President Floen, Director Doolittle are in attendance. Director Jarlsberg, and Director Reynolds are absent.

STAFF PRESENT –Mark Ban, General Manager, Anne Roman, Director of Finance, and Jim Corbin, Director of Operations, Autumn Rich, Accounting Supervisor and Beverly Krushat, Executive Assistant are in attendance via teleconference.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Jeff Hoskinson, Legal Counsel

APPROVAL OF AGENDA –

MSC<sup>1</sup> (Floen/Doolittle) 3/0/2 motion carried to approve the Agenda.

Ayes: Doolittle, Floen, and Unger  
Noes: None  
Absent: Jarlsberg and Reynolds  
Abstain: None

STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e) – The Board shall, by majority vote, determine whether the conditions justifying the adoption of District Resolution No. 21-1035 on October 6, 2021, remain in effect, such that the Board will renew its findings in Resolution No. 21-1035 for an additional 30 days. Such conditions include that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID-19 Emergency, remains in effect; and (2) State or Local Health Officials continue to recommend or impose measures to promote social distancing in connection with such Emergency, and/or due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of an unrestricted physical location for the District’s meetings would present imminent risks to the health and safety of attendees.

MSC<sup>1</sup> (Floen/Doolittle) 3/0/2 motion carried to approve the State of Emergency Findings.

Ayes: Doolittle, Floen, and Unger  
Noes: None  
Absent: Jarlsberg and Reynolds  
Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR –

MSC<sup>1</sup> (Floen/Doolittle) 3/0/2 motion carried to approve the Special Meeting Draft Minutes of 10-19-2021, the Regular Meeting Draft Minutes of 10-20-2021, and the District’s Salary Schedule.

Ayes: Doolittle, Floen, and Unger  
Noes: None  
Absent: Jarlsberg and Reynolds  
Abstain: None

4<sup>TH</sup> QUARTER ENDING 06/30/21 FINANCIAL REPORT – Director Anne Roman gave a brief staff report and stated that the final figures will be presented as part of the audited financial statements in November/December. A brief Q&A period followed with the Board members.

MSC<sup>1</sup> (Doolittle/Floen) 3/0/2 motion carried to receive and adopt the 4<sup>th</sup> Quarter 06/30/21 Financial Report.

Ayes: Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg and Reynolds

Abstain: None

DRINKING WATER REGULATIONS - General Manager Ban gave a presentation on current water regulations, how they are formed, and how they impact the District. This was followed by a Q&A period with the Board of Directors. No action was taken, and the Board of Directors received for information only.

GENERAL MANAGER REPORT – General Manager Ban gave updates on the following:

- Well 11
- Well 14
- Urban Water Management Plan
- Tilford
- Admin Building ADHOC Committee

DIRECTOR MEETING REPORTS – Kathleen Radnich, Public Information Consultant, presented information on upcoming events and President Unger gave a brief report on the MWA Board meeting she attended on October 28, 2021.

FUTURE DIRECTOR MEETINGS – President Unger read off the list of the upcoming meetings.

ADJOURNMENT – MSC<sup>1</sup> (Floen/Doolittle) 5/0/0 motion carried to adjourn the Board meeting of October 20, 2021 at 7:35 p.m.

Ayes: Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg and Reynolds

Abstain: None

Respectfully Submitted,

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Mark Ban, General Manager & Board Secretary

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

**Board of Directors Meeting**

**DATE: November 17, 2021**

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

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

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

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

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

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

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

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

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

**STRATEGIC PLAN ITEM:** N/A  
**FISCAL IMPACT:** None



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

**ANNUAL RECAP**

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

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

**Board of Directors Meeting**

**DATE: November 17, 2021**

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

**RECOMMENDATION:** Receive for information only.

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

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

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

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

hearing and Board approval, this charge has existed since at least 2014, likely longer. We bring this topic forth for informational purposes only.

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

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

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

**STRATEGIC PLAN** N/A

**ITEM:**

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