



**JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY JUNE 10, 2020, AT 5:30 P.M.
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252**

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, the public may view or listen to this Board of Directors meeting online, as there will be **no public location for attending in person.**

This meeting will be streamed at <https://us02web.zoom.us/j/86935881565> or you may join

by phone at 1-253-215-8782, Meeting ID: 8693 5881 565

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at bwaszak@jbsd.com two hours prior to the start of the meeting so the comments may be distributed to the Board of Directors. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Board meeting minutes.

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 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.

- Draft Minutes – May 20, 2020

7. **SPECIAL DISTRICTS ELECTION FOR REGULAR SPECIAL DISTRICT LAFCO**

MEMBER - Recommend that the Board of Directors support Kimberly Cox, DPA, to continue to represent Joshua Basin Water District on the Board of Directors of LAFCO.

Pages 3-5

Pages 6-9

Pages 10-23

8. **VEHICLE PURCHASES (2019-2020 BUDGET ADDITIONS)** – Recommend that the Board of Directors make the necessary 2019-2020 Budget adjustments for four (4) vehicles.

Pages 24-36

9. **20/21 BUDGET WORKSHOP AND 19/20 MID-TERM REVIEW** – Recommend that the Board of Directors discuss and/or approve the 20/21 Budget and 19/20 Mid-Term Review.
10. **ADJOURNMENT**

INFORMATION

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

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

**JOSHUA BASIN WATER DISTRICT
MEETING MINUTES
WEDNESDAY, MAY 20, 2020**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 6:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Johnson, Vice President Unger, Director Floen, Director Hund, and Director Reynolds are in attendance via teleconference.

STAFF PRESENT –Mark Ban, GM, Susan Greer, AGM, Sarah Johnson, Director of Administration, Anne Roman, Accountant, and Beverly Waszak, Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –Kathleen Radnich, Public Outreach Consultant, and Jeff Hoskinson, District Counsel, are in attendance via teleconference.

APPROVAL OF AGENDA –.MSC¹ (Hund/Unger) 5/0/0 motion carried to approve the Agenda with the following amendments:

- Table Item #8 Receive Parcel Audit Report.
- Table Item #12 Closed Session
- Add Citizens Advisory Committee meeting on June 9, 2020, at 6 p.m. under Future Meetings

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

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – Jane Jarlsberg, Joshua Tree, stated that she was hoping to hear the Board talk about the November election process, and wondered if they plan to postpone the changes to the District election process this year as the 'Yucca Valley Water District' has done.

GM Ban responded that JBWD would not postpone the changes to the District election process as it has already been voted on and passed.

CONSENT CALENDAR – There was a brief discussion between Director Floen and AGM Greer.

MSC¹ (Reynolds/Hund) 5/0/0 motion carried to approve the Consent Calendar.

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

Noes: None

Absent: None

Abstain: None

CONSIDER AMENDMENT TO THE ADMINISTRATION CODE TO IDENTIFY BANKING AUTHORITY FOR SIGNING DISTRICT-GENERATED CHECKS AND INCORPORATING DISTRICT-BASED VOTING REQUIREMENTS – There was a brief discussion, followed by a short Q&A period with the Board of Directors.

Director Hund commented that only AGM Greer would have the patience and the tenacity to go through every resolution, that the District has provided, and recognize things that should be incorporated into our Admin Code. He understands that her time here is limited but expressed how impressed he is with AGM Greer and how much he appreciates her.

MSC¹ (Hund/Unger) 5/0/0 motion carried to approve the Consent Calendar.

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

Noes: None

Absent: None

Abstain: None

GENERAL MANAGER REPORT – GM Ban stated that the District continues to provide essential services, mixed with remote and on-site employees. They are working staggered schedules to accomplish this. We have been discussing with our ADHOC COVID-19 Committee on how to get workers returned to work safely. Having employees return to work depends on ensuring that we have the correct masks, hand sanitizer, and disinfectant wipes. We have received a few of our orders now, however, still waiting on more masks. Director of Admin Sarah Johnson has been working with our legal counsel on a "Return to Work Policy."

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

Kathleen Radnich, Public Information Consultant, informed the Board of Directors that she and GM Ban have been working on digitizing the Newsletter. This means that the June edition will be the last hard copy mailed out. Using the digital program Constant Contact, we will be sending a reformatted online version out beginning in July.

Jane Jarlsberg commented on how much she really likes the Newsletter and what a great job Kathleen Radnich does putting it all together.

Vice President Unger reported on the COVID-19 ADHOC Committee that she attended with President Johnson. She stated that we need to have phases for the employees to return to work and what it would take to do so. We have completed Phase I and are waiting to move into Phase II, which means JBWD has received the hand sanitizer, gloves, wipes, and masks (which took over a month to receive).

Director Hund reported on the MWA Board of Directors meeting on April 23, 2020, and stated that they had a Workshop for Groundwater Banking Evaluation, which was very interesting. They also asked for proposals for consulting services to prepare the MWA 2021 UWMP; afterward, they authorized Contemporary Landscape, Inc. to provide landscaping services to the HQ facility, RW1, and various ops facilities.

Director Reynolds asked everyone to stay safe.

Director Floen asked if the Board would consider having the Veteran's memorial in the Demonstration Garden.

Director Hund reported on the MDLT and had just finished a draft of Phase II and what it would take to bring employees back to the workplace, while some still work remotely. He commented that he understood what it takes to get the necessities i.e., hand sanitizer, masks, gloves, and wipes into the workplace to have a few of the essential employees come back to work.

President Johnson thanked all the first responders and the men and women in uniform.

FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES – President Johnson read off the upcoming meetings.

ADJOURNMENT – MSC¹ (Unger/Reynolds) 5/0/0 motion carried to adjourn the Board of Directors meeting at 7:33 p.m.

Respectfully submitted,

Mark Ban, General Manager and Board Secretary



March 18, 2020

Dear Special District Member:

I have been honored to represent Special Districts as the Regular Member on the San Bernardino County Local Agency Formation Commission (LAFCO) for over 15 years. This is a unique area of service and it is important that special districts have a knowledgeable seat at the table. For that reason, I would respectfully request your support to continue representing you on LAFCO.

My background includes more than 15 years as an elected official on the Mojave Water Agency, more than 20 years of experience working in local government. As the General Manager of a Community Services District (CSD) that provides water, wastewater and park and recreation services, I have extensive knowledge regarding issues faced by special districts throughout the County. Attached to this letter is a copy of my resume. I have dedicated my life to public service, and it is my hope that you believe I have fairly represented you at LAFCO.

Please feel free to contact me at 760-217-2221 should you have any questions regarding this letter of interest and my desire to continue to represent both large and small special districts on the Local Agency Formation Commission for San Bernardino County.

Thank you for your consideration.

Kind regards,

Kimberly Cox, DPA
Treasurer/Board Member
Mojave Water Agency

KIMBERLY COX, DPA

EDUCATION Doctorate, Public Administration, California Baptist University –2019
Masters, Public Administration, Cal State San Bernardino – 2004
Bachelor of Science, Business Administration, University of Phoenix – 1999

PUBLIC SERVICE **MOJAVE WATER AGENCY**
November 2003 – Present

First elected in 2003. Served in numerous board positions including president, vice-president, Watermaster chair and vice-chair.

LOCAL AGENCY FORMATION COMMISSION (LAFCO)

April 2004 – Present

Appointed to LAFCO by special districts within San Bernardino County.

LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD

September 2013 – Present

Received three appointments from Governor Jerry Brown (2013, 2014, 2018)

-
- MEMBERSHIPS/ ACTIVITIES**
- California Special Districts Association (CSDA) – Current Member
 - Participates in expert working groups including Human Resources; LAFCO; Administration; Legislation
 - American Public Works Association – Current Member
 - Association of California Water Agencies – Current Member
 - American Water Works Association – Current Member
 - California Parks and Recreation Society – Current Member
 - International City/County Management Association – Current Member
 - American Society of Public Administration – Current Member
 - Integrated Waste Management Board (2010-2013, 2016-present) – Special District Representative
 - Zone 4 Flood Commission, Director (2010-2013)
 - San Bernardino County Commission on the Status of Women (2005-2007)
 - Measure I Renewal Task Force (2005)
 - Helendale Chamber of Commerce Board (2004-2006)
 - California WaterReuse Association Board (2003-2005)
 - League of California Cities Public Works Committee (2003-2005)

WORK EXPERIENCE **GENERAL MANAGER/HELENDALE COMMUNITY SERVICES DISTRICT**
February 2007 – Present

Responsible for administrative activities of an organization considered a "junior city" providing many municipal-level services. Duties include budget development, contract negotiations, oversight of day-to-day service delivery including water, wastewater, solid waste management, park and recreation and street lighting. Implements/revises five-year Capital Improvement Plan. Implements vision and direction of the elected board of directors. Informs board of issues and opportunities. Interfaces with community organizations, government entities and individuals on behalf of the organization.

SENIOR MANAGEMENT ANALYST – CITY OF VICTORVILLE

August 2002 – February 2007

Served in the City Manager's office on special projects (2005-2007) and in Public Works Department (2002-2005) serving as acting director in the director's absence. Provided oversight for 100 staff with operating budget of over \$50 million. Represented the City by attending inter-governmental meetings including the regional wastewater authority, League of California Cities Mountain Desert meetings, San Bernardino Area Governments (renamed SBCTA), and American Public Works Association High Desert Chapter, San Bernardino County Flood Control and local community groups.

WATER RESOURCE SPECIALIST – CITY OF HESPERIA

August 1999 – August 2002

Represented the City at various organizations such as Mojave Water Agency, Lahontan Regional Water Quality Control Board, Victor Valley Wastewater Reclamation Authority. Monitored regulatory standards, legislation and adjudicatory matters impacting the City's core functions. Developed and implemented public outreach programs with the community and schools providing education and resources. Prepared department budget and participated in inter-governmental work groups.

BALLOT

**REGULAR SPECIAL DISTRICT MEMBER
OF THE LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

The JOSHUA BASIN WATER DISTRICT
(Name of District)

hereby votes for the marked candidate as indicated below:

REGULAR SPECIAL DISTRICT MEMBER OF LAFCO:

 X **KIMBERLY COX (Incumbent -- Member of the Board of
Directors of the Mojave Water Agency)**

 **T. MILFORD HARRISON (Member of the Board of
Directors of San Bernardino Valley Municipal Water District)**

I, Mark Ban, General Manager, do hereby certify that at its scheduled meeting
of June 10, 2020, the Board of Directors voted to elect the above-marked
candidate as the Regular Special District Member of the Local Agency Formation
Commission for San Bernardino County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

District President/Authorized Board Member

Dated: June 10, 2020

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Special Meeting of the Board of Directors

June 10, 2020

REPORT TO: Board of Directors
PREPARED BY: Mark Ban, General Manager
TOPIC: **VEHICLE PURCHASES (2019-20 BUDGET ADDITIONS)**
RECOMMENDATION: Make necessary 2019-20 budget adjustments and approve the purchase of four (4) vehicles from I-10 Toyota.

ANALYSIS:

During the formulation of the 2019-20 budget, consideration was given toward the purchase of two (2) replacement vehicles for the Production Department. However, due to budget constraints and the start of a new ongoing capital project known as the “Capital Infrastructure and Replacement Program (CIRP)”, it was determined by General Manager Sauer that the District would purchase these vehicles at a later date. The current vehicles are of the same make and model (Toyota Tundra), and identified as Truck No.’s 28 and 29 utilized by our Water Quality Specialist and a Pump Operator II respectively.

With both of the above vehicles removed from the 2019-20 budget, replacement was once again considered during the formulation of the upcoming 2020-21 budget; however, they now compete with other vehicle needs. The additional vehicles that were being considered for the upcoming budget included: a) the replacement of Truck No. 25, currently a Toyota Tacoma utilized by General Manager Ban (acting Director of Operations); and b) the addition of a vehicle (Toyota Tacoma) to be utilized by Field Service which will be taking on additional duties in the field requiring more space for sensitive and expensive equipment.

It is being considered that Truck 25, currently an extended cab Toyota Tacoma, would be replaced with a Toyota 4-Runner to allow more room for employees, directors and other stakeholders to accompany General Manager Ban into the field and out of town meetings/conferences. The additional room could also be setup for emergency equipment such as a mobile SCADA center. The additional vehicle for Field Service would utilize a quad cab Toyota Tacoma to allow for permanent installation of District reading equipment and water main locating equipment as the District moves toward performing its Underground Service Alert (USA) requirements in-house. This addition has another benefit as the vehicle currently used for reading, Truck No. 32, is planned to be reassigned for use by the CIRP Lead. Currently, the Lead must utilize one (1) of two (2) large diesel service bed trucks to perform functions of his job that do not require such a large vehicle. In addition, this removes an important piece of equipment from the jobsite when one of these trucks must be used for other purposes.

With the 2019-20 fiscal year almost finished, staff has identified monies that were not utilized during the 2019-20 budget that can be reallocated toward the purchase of these vehicles thereby relieving these expenditures from the 2020-21 budget. These savings are mostly attributed to unfilled positions that were previously budgeted for (CIRP Laborer and Assistant General Manager-Operations).

If approved, the below vehicles would be purchased or reassigned during the 2019-20 fiscal year:

- 1) Vehicle 25, currently a Toyota Tacoma, replaced with a Toyota 4-Runner at the cost of \$44,101.39.
- 2) Vehicle 28, currently a Toyota Tundra, replaced with another Toyota Tundra at the cost of \$44,363.14.
- 3) Vehicle 29, currently a Toyota Tundra, replaced with another Toyota Tundra at the cost of \$44,363.14.
- 4) Vehicle 32, currently a Toyota Tacoma extended cab, would be provided to CIRP Lead for use. Field Service would then receive another Toyota Tacoma quad cab at the cost of \$41,641.47.

Total cost of vehicle replacements/addition: \$174,469.14 of which \$88,726.28 was originally deferred from the 2019-20 budget.

From: Javier Rivera <javier.rivera@i-10toyota.com>
Sent: Tuesday, May 26, 2020 3:36:01 PM
To: Daniel Bock <dbock@jbwd.com>
Subject: 2020 4RUNNER SR5 WHITE

QUOTE FOR JOSHUA BASIN WATER DISTRICT

SALE PRICE 40468.00

3548.39 TAXES

85.00 DOC FEES

44101.39 TOTAL...LESS ANY REBATES AT TIME OF DELIVERY

TT45394

Model Year	2020
Model Description	4RUNNER 4X4 SR5 V6
Exterior Color	0040 SUPER WHITE
Interior Color	FB22 BLACK/GRAPHITE
Body	4X4 SR5 V6
Number of Cylinders	6
Engine Number	1GR- C103513 (J)
Labeled Weight	16.05
Tradeable	YES
TRAC	NO
Damaged	NO DAMAGE
Fleet	NON-FLEET
Port PDS	NO
Connected services	YES
Toyota Entune	YES
XM Radio	YES
Connected Services	TOY AUDIO PREM 19CY LOW
Allocation Number	121
Order Number	6741428
Temp Serial Number	L149AL87
Category	G

Current Dealer 110-04135
Wholesale Dealer 04915
Previous Dealer 04915
Activity Status
Location Date
Invoice Date 1/7/2020
[Hide Image](#)



Show Comments

Packages

P 2T All Weather Floor Liners/Cargo Tray

Accessories

F EE Premium Audio - 8" Touch Screen, Dynamic Navigation, 8 Speakers, HandsFree Bluetooth Phone/Music, USB Media Port, 2 USB Charge-Ports, Sirius CarPlay Compatible Destination Assist with 1-year trial

F FE 50 State Emissions

F QB Keep It Wild Savings

P DK Preferred Owner's Portfolio

P U7 Universal Tablet Holder

MECHANICAL & PERFORMANCE

4.0L DOHC 24-Valve V6 w/Dual Independent VVT-i; 270HP / 278 Lb.-Ft. Torque 5-Speed Auto Transmission w/ECT-i Hill-Start and Downhill Assist Control Part-Time 4WD System with Active TRAC Tow Hitch Receiver w/7 & 4-Pin Connector

SAFETY & CONVENIENCE

Toyota Safety Sense P: Pre-Collision Sys w/Pedestrian Detection, Dynamic Radar Cruise Control, Lane Departure Alert, Automatic High Beams Star Safety System: Vehicle Stability Control, Traction Control, Anti-Lock Brake System with EBD, Brake Assist and Smart Stop Technology

EXTERIOR

Power Sliding Rear Window Skid Plates-On Engine/Front Suspension, Fuel Tank, and Transfer Case 17" Alloy Wheels Full Size Spare Tire

INTERIOR

Audio - 8" Touch Screen, 8 Spkrs, HandsFree Bluetooth Phone/Music, USB Media Port, 2 USB Charge-Ports SiriusXM w/3-Month All Access Trial Android Auto & Apple CarPlay Compatible Fabric-Trimmed, 8-Way Power Driver Seat; 40/20/40 Split,Recline&Fold-Flat 2nd-Row Connected Services - Safety Connect with 1-year trial, Wi-Fi Connect w/2GB within 3-month trial

Show Dealer Price

	Retail Price	Total Price
Vehicle Base Model	37,895.00	37,895.00
50 State Emissions		
Keep It Wild Savings	-500.00	-500.00
Premium Audio - 8" Touch Screen, Dynamic Navigation, 8 Speakers, HandsFree Bluetooth Phone/Music, USB Media Port, 2 USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android Auto & Apple CarPlay Compatible Destination Assist with 1-year trial	1,585.00	1,585.00

All Weather Floor Liners/Cargo Tray	269.00	269.00
Preferred Owner's Portfolio		
Universal Tablet Holder	99.00	99.00
Total Accessories	1,453.00	1,453.00
Destination Charge	1,120.00	1,120.00
TDA		
Gasoline		
Total Price	40,468.00	40,468.00

Memo - Total Amounts included above :

Dealer holdback

Note: Holdback amount includes PPO holdback

Wholesale Financial Reserve

ID: 3eb77978-4dd5-4642-8c7f-f2e0034043b2

Residual Values:

	<u>24</u>	<u>36</u>	<u>48</u>	<u>60</u>
10,000		25,900.00	22,257.00	18,211.00
12,000	28,328.00	25,495.00	21,853.00	17,806.00
15,000	27,518.00	24,685.00	21,043.00	16,997.00

These residual values are not to be used for certified/used payment calculations.

From: Javier Rivera <javier.rivera@i-10toyota.com>
Sent: Tuesday, May 26, 2020 3:17:16 PM
To: Daniel Bock <dbock@jbwd.com>
Subject: 2020 TACOMA SR5 4X4

THIS QUOTE IS FOR JOSHUA BASIN WATER DISTRICT
2020 TACOMA 4X4 SR5 V6

SALE PRICE 38206.00
3350.47 TAXES
85.00 DOC FEE

41641.47 TOTAL ..LESS ANY REBATES AT TIME OF DELIVERY

Model Year	2020
Model Description	TACOMA SR5 4X4 DOUBLE CAB
Exterior Color	0040 SUPER WHITE
Interior Color	FC14 CEMENT
Body	4X4 DOUBLE CAB
Number of Cylinders	6
Engine Number	2GR- (J)
Labeled Weight	27.45
Tradeable	NO
TRAC	NO
Damaged	NO DAMAGE
Fleet	NON-FLEET
Port PDS	NO
Connected services	NO
Toyota Entune	YES
XM Radio	NO
Connected Services	TOY AUDIO BASE XM 19CY
Allocation Number	041
Order Number	6857817

Temp Serial Number LM20A264
Category A
Current Dealer 150-02044
Wholesale Dealer
Previous Dealer 00150
Activity Status EPD/L
Location Date BC:08/05
Invoice Date
[Hide Image](#)



Show Comments

Packages

P CF Carpet Floor Mats w/Door Sill Protector

Accessories

F AL 16" Dark Gray Alloy Wheel

F ED Audio Plus: 6 Speakers, HandsFree Bluetooth Phone/ Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android Auto

F FE 50 State Emissions

F SL SR5 Package: All Content Included as Standard Equipment

F TP Technology Package: Blind Spot Monitor with Rear Cross Traffic Alert

P E5 Exhaust Tip

P MF Mudguards

P R6 Predator Tube Step

P TG D - Rings

P WI Spare Tire Lock

P WL Wheel Locks (Alloy)

MECHANICAL & PERFORMANCE

3.5L V6 Atkinson Cycle with Dual VVT-i 278hp @ 6000rpm/265 lb-ft @ 4600rpm 6-Spd Automatic Transmission 4WDemand: Part-Time 4x4 Sys w/2-Speed Electronically Controlled Transfer Case Automatic Limited-Slip Differential Towing Receiver Hitch, Eng Oil Cooler, Pwr Steering Cooler, 130-Amp Alt, 4/7-Pin Connector, & Trailer Sway Cntrl

SAFETY & CONVENIENCE

Toyota Safety Sense P: Pre-Collision Sys w/Pedestrian Detection, Dynamic Radar Cruise Control, Lane Departure Alert Automatic High Beams Star Safety System: Vehicle Stability Control, Traction Control, Anti-Lock Brake System with EBD, Brake Assist and Smart Stop Technology Dr & Fr Pass Advanced Airbag System Seat-Mounted Side & Side Curtain Airbags

EXTERIOR

16" Styled Steel Wheels

INTERIOR

Fabric-trimmed seats; 10-way power adj driver seat including 2-way lumbar Audio - 8" Touch Screen, 6 Speakers, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports SiriusXM w/3-Month All Access Trial Android Auto & Apple CarPlay Compatible Connected Services: Safety Connect with 1-year Trial, Wi-Fi Connect with up to 2 GB within 3-mo Trial Rear Backup Camera

[Show Dealer Price](#)

	Retail Price	Total Price
Vehicle Base Model	35,190.00	35,190.00
16" Dark Gray Alloy Wheel		
50 State Emissions		
Audio Plus: 6 Speakers, HandsFree Bluetooth Phone/ Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android Auto & Apple CarPlay Compatible		
SR5 Package: All Content Included as Standard Equipment		
Technology Package: Blind Spot Monitor with Rear Cross Traffic Alert	570.00	570.00
Carpet Floor Mats w/Door Sill Protector	248.00	248.00
D - Rings	55.00	55.00
Exhaust Tip	90.00	90.00
Mudguards	129.00	129.00
Predator Tube Step	649.00	649.00
Spare Tire Lock	75.00	75.00
Wheel Locks (Alloy)	80.00	80.00
Total Accessories	1,896.00	1,896.00
Destination Charge	1,120.00	1,120.00
TDA		
Gasoline		
Total Price	38,206.00	38,206.00

Memo - Total Amounts included above :

Dealer holdback

Note: Holdback amount includes PPO holdback

Wholesale Financial Reserve

ID: 9954467e-8ac5-4272-ba79-36a85e8fcb9f

Residual Values:

	<u>24</u>	<u>36</u>	<u>48</u>	<u>60</u>
10,000		29,037.00	25,598.00	21,777.00
12,000	30,947.00	28,655.00	25,216.00	21,395.00
15,000	30,183.00	27,890.00	24,452.00	20,631.00

These residual values are not to be used for certified/used payment calculations.

From: Javier Rivera <javier.rivera@i-10toyota.com>
Sent: Tuesday, May 26, 2020 3:12:35 PM
To: Daniel Bock <dbock@jbwd.com>
Subject: QUOTE 2020 TUNDRA 4X4 SR5 TUNDRA # 2 NUMBER 2

THIS is a Quote for Joshua Basin Water District

Sale Price 40708.00
3569.39 TAXES
85.00 DOC FEE

44363.14 TOTAL.... LESS ANY REBATES AT TIME OF DELIVERY..

Model Year	2020
Model Description	TUNDRA 4X4 SR5 DOUBLE CAB
Exterior Color	0040 SUPER WHITE
Interior Color	FC20 BLACK
Body	SR5 DOUBLE CAB
Number of Cylinders	8
Engine Number	3UR- (J)
Labeled Weight	46.32
Tradeable	NO
TRAC	NO
Damaged	NO DAMAGE
Fleet	NON-FLEET
Port PDS	NO
Connected services	NO
Toyota Entune	YES
XM Radio	NO
Connected Services	TOY AUDIO PLUS 19CY LOW
Allocation Number	031
Order Number	6829462
Temp Serial Number	LX15D697
Category	A
Current Dealer	150-02031
Wholesale Dealer	

Previous Dealer 00150
Activity Status EPD/L
Location Date SA 06/19
Invoice Date
[Hide Image](#)



Show Comments

Packages

P CF Carpet Floor Mats w/Door Sill Protector

P LB Spray-On Bedliner

Accessories

F ED Audio Plus - 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Androic

F FE 50 State Emissions

F SL SR5 Package: All Content Included as Standard Equipment

MECHANICAL & PERFORMANCE

5.7L i-FORCE V8 DOHC 32V with Dual Independent VVT-i 381 hp/401 lb-ft 6-Spd Automatic Trans w/Sequential Shift 4WDemand Part-Time 4WD w/Elec Controlled Transfer Case & A-TRAC Tow Package: Tow Rcvr Hitch, 4.30 Axle, Eng/Trans Fluid Coolers, TOW/HAUL Mode, HD Batt & Alt, & Integ 4/7-Pin Connector Automatic Limited-Slip Differential

SAFETY & CONVENIENCE

Toyota Safety Sense P: Pre-Collision Sys w/Pedestrian Detection, Dynamic Radar Cruise Control, Lane Departure Alert, Automatic High Beams Star Safety System: VSC, TRAC, ABS, Elect Brake-Force Distribution, Brake Assist & Smart Stop Technology Trailer Brake Cont & Trailer-Sway Cont

EXTERIOR

18" Wheels Halogen Headlights with LED DRLs Halogen Fog Lights

INTERIOR

Audio Plus 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports SiriusXM w/3-Month All Access Trial Android Auto & Apple CarPlay Compatible Connected Services Safety Connect with 1-year trial, Wi-Fi Connect with up to 2 GB within 3-month trial Fabric-trimmed 40/20/40 Split Fold-Down 4-Way Driver & 4-Way Passenger Adjustable Front Bench Seat 60/40 Split, Fold-up Rear Seats Integrated Backup Camera

Show Dealer Price

	Retail Price	Total Price
Vehicle Base Model	38,295.00	38,295.00
50 State Emissions		
Audio Plus - 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android Auto & Apple CarPlay Compatible		
SR5 Package: All Content Included as Standard Equipment		
Carpet Floor Mats w/Door Sill Protector	239.00	239.00
Spray-On Bedliner	579.00	579.00
Total Accessories	818.00	818.00
Destination Charge	1,595.00	1,595.00

TDA
 Gasoline
 Total Price 40,708.00 40,708.00
 Memo - Total Amounts included above :
 Dealer holdback
 Note: Holdback amount includes PPO holdback
 Wholesale Financial Reserve

ID: bd0bf6d8-d89f-4b3e-b5e3-bfd9b5e089df

Residual Values:

	<u>24</u>	<u>36</u>	<u>48</u>	<u>60</u>
10,000		27,274.00	23,611.00	19,540.00
12,000	29,310.00	26,867.00	23,204.00	19,133.00
15,000	28,496.00	26,053.00	22,389.00	18,319.00

These residual values are not to be used for certified/used payment calculations.

From: Javier Rivera <javier.rivera@i-10toyota.com>
Sent: Tuesday, May 26, 2020 3:08 PM
To: Daniel Bock
Subject: 2020 TUNDRA QUOTE SR5 4x4 THIS IS TRUCK #1 TUNDRA 1

Quote for Joshua Basin Water District.

SALE PRICE 40708.00
3569.39 TAXES
85.00 DOC FEES

44363.00 LESS ANY REBATES AT TIME OF DELIVERY

Model Year	2020
Model Description	TUNDRA 4X4 SR5 DOUBLE CAB
Exterior Color	0040 SUPER WHITE
Interior Color	FC20 BLACK
Body	SR5 DOUBLE CAB
Number of Cylinders	8
Engine Number	3UR- (J)
Labeled Weight	46.32
Tradeable	NO
TRAC	NO
Damaged	NO DAMAGE
Fleet	NON-FLEET
Port PDS	NO
Connected services	NO
Toyota Entune	YES
XM Radio	NO
Connected Services	TOY AUDIO PLUS 19CY LOW
Allocation Number	031
Order Number	6829462
Temp Serial Number	LX15D697
Category	A
Current Dealer	150-02031

Wholesale Dealer
Previous Dealer 00150
Activity Status EPD/L
Location Date SA:06/19
Invoice Date
[Hide Image](#)



Show Comments

Packages

- P CF Carpet Floor Mats w/Door Sill Protector
- P LB Spray-On Bedliner

Accessories

- F ED Audio Plus - 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android
- F FE 50 State Emissions
- F SL SR5 Package: All Content Included as Standard Equipment

MECHANICAL & PERFORMANCE

5.7L i-FORCE V8 DOHC 32V with Dual Independent VVT-i 381 hp/401 lb-ft 6-Spd Automatic Trans w/Sequential Shift 4WD Demand Part-Time 4WD w/Elec Controlled Transfer Case & A-TRAC Tow Package: Tow Rcvr Hitch, 4.30 Axle, Eng/Trans Fluid Coolers, TOW/HAUL Mode, HD Batt & Alt, & Integ 4/7-Pin Connector Automatic Limited-Slip Differential

SAFETY & CONVENIENCE

Toyota Safety Sense P: Pre-Collision Sys w/Pedestrian Detection, Dynamic Radar Cruise Control, Lane Departure Alert, Automatic High Beams Star Safety System: VSC, TRAC, ABS, Elect Brake-Force Distribution, Brake Assist & Smart Stop Technology Trailer Brake Cont & Trailer-Sway Cont

EXTERIOR

18" Wheels Halogen Headlights with LED DRLs Halogen Fog Lights

INTERIOR

Audio Plus 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports SiriusXM w/3-Month All Access Trial Android Auto & Apple CarPlay Compatible Connected Services Safety Connect with 1-year trial, Wi-Fi Connect with up to 2 GB within 3-month trial Fabric-trimmed 40/20/40 Split Fold-Down 4-Way Driver & 4-Way Passenger Adjustable Front Bench Seat 60/40 Split, Fold-up Rear Seats Integrated Backup Camera

Show Dealer Price

	Retail Price	Total Price
Vehicle Base Model	38,295.00	38,295.00
50 State Emissions		
Audio Plus - 8" Touch Screen, HandsFree Bluetooth Phone/Music, USB Media Port, USB Charge-Ports, SiriusXM w/3-Month All Access Trial, Android Auto & Apple CarPlay Compatible		
SR5 Package: All Content Included as Standard Equipment		
Carpet Floor Mats w/Door Sill Protector	239.00	239.00
Spray-On Bedliner	579.00	579.00
Total Accessories	818.00	818.00

Destination Charge	1,595.00	1,595.00
TDA		
Gasoline		
Total Price	40,708.00	40,708.00
Memo - Total Amounts included above :		
Dealer holdback		
Note: Holdback amount includes PPO holdback		
Wholesale Financial Reserve		

ID: bd0bf6d8-d89f-4b3e-b5e3-bfd9b5e089df

Residual Values:

	<u>24</u>	<u>36</u>	<u>48</u>	<u>60</u>
10,000		27,274.00	23,611.00	19,540.00
12,000	29,310.00	26,867.00	23,204.00	19,133.00
15,000	28,496.00	26,053.00	22,389.00	18,319.00

These residual values are not to be used for certified/used payment calculations.

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Special Meeting of the Board of Directors

June 10, 2020

REPORT TO: Board of Directors
PREPARED BY: Anne Roman, Accountant
TOPIC: **20/21 BUDGET DISCUSSION AND 19/20 MID-TERM REVIEW**

RECOMMENDATION: Recommend that the Board of Directors discuss and/or approve the 20/21 Budget and 19/20 Mid-Term Review.

ANALYSIS:

In our 05/13/2020 Finance Committee meeting, we presented a big picture overview of the budget and discussed the reduction of revenues and the incidental reduction of certain major expenses:

- Metered water sale revenues are reduced by 5%, approximately \$156,000, to account for potential water use decreases.
- Standby revenues are reduced by 10%, approximately \$114,000 to offset potential cash flow deficiencies due to non-payment of property tax bills.
- Vacancy of three staff positions (9% of staff) at a savings of approximately \$464,000 in salary and benefits for 20/21*.

In our 06/03/20 Finance Committee meeting, we focused more attention on the details, to the extent desired by the Committee, and the all-important bottom-line impact of this budget on the District's reserve balances:

- Most notable is the fact that, the rate study includes a \$629,000 reserve drawdown (deficit) during the 20/21 budget year and the proposed 20/21 Operating budget results in a drawdown of \$591,769 after funding \$1 million of the \$1.977 million in capital activity costs.
- The 20/21 proposed budget includes \$500,000 for water recharge (775 AF), a cost not incurred in 19/20, if comparing the two years. Recall that 19/20 recharge was accelerated into 18/19.
- A large cost in the original and Mid-term 19/20 budget is the Meter replacement program, for which costs are accumulating more slowly than budgeted. This aligns with the projection made by Susan Greer in last year's budget staff report, which indicated that this program should be under budget. This trend could further decrease the Deficit/Drawdown for 20/21 (however funding for this program is provided by a Board-designated reserve so any "savings" is limited-use unless designated otherwise by the Board).

- In regard to capital work, the rate study funds only \$1,000,000 in capital costs while proposed capital costs in 20/21 amount to \$1,977,095 including some big-ticket items like Well 14 Four-Log treatment (\$500k) and the Tilford CIRP project (\$800k).
- This level of capital spending results in a total reserve drawdown of \$2,568,864, including an unplanned reserve drawdown of \$1,164,634 (approximately 11.65% of reserves). This unplanned capital cost is not accounted for in the current adopted rate structure thus recovery of these reserves is not probable. However, the rate study cash flow projections do anticipate availability of significant additional capital funding beginning in 24/25, which could be utilized in the future to offset some of the current unplanned spending.

Major items not reflected in the presented budget:

- Consideration of early CIRP loan payoff and CalPERS unfunded liability accelerated paydown, which we'd hoped to propose starting in 20/21, is deferred.
- *Not reflected* in shown figures is a probable \$1 million IRWMP grant that General Manager Ban expects to see funded in late 19/20 or 20/21.
- Also *not reflected* are any potential costs related to Chromium 6.

***Salaries:** In evaluating the proposed budget, I would remind users that because JBWD employees wear many hats, salaries are often attributable to more than one department. Thus:

- a salary shown in one department does not necessarily correlate with the number of employees assigned to that department. The included Comparison report indicates the various allocations.
- each department's salaries are further split between regular pay and projected compensated leave, which is recorded in an allocated (or shared) department.

For this reason, it is encouraged that salaries be considered and compared in total and a separate Comparison report will be provided for that purpose during budget discussions. In using the report, please note that the \$464k savings from three vacant positions mentioned earlier is not outwardly evident due to factors such as the addition of a new Operations position, contracted salary increases, reclassification of an independent contractor to a benefited employee, a change to benefit calculation methodology, and an understatement in a 2019/20 benefit calculation. The savings materializes more so as an averted increase, rather than a decrease.

FISCAL IMPACT:		20/21
Operating Revenues		\$7,669,313
Operating Expenses	Less	\$6,835,862
Funding of Reserves	Less	\$1,814,429 funded (\$389,209 used)
Capital Expenses	Less	\$1,977,095
Deficit/Drawdown		Results in \$2,568,864

Planned Loans/Reserves	Consisting of \$1,404,230 (loan plus reserves generated by rate study)
Unplanned Reserves	And \$1,164,634 (not generated by rate study)

JBWD DRAFT BUDGET

Prepared 05-19-20

SUMMARY

OPERATING BUDGET

OPERATING REVENUES

39 - ** OPERATING REVENUES **

40 - ** NON-OPERATING REVENUES **

TOTAL OPERATING (NON-CAPITAL) REVENUES

OPERATING EXPENSES

01 - ** PRODUCTION **

02 - ** DISTRIBUTION **

03 - ** CUSTOMER SERVICE **

04 - ** ADMINISTRATION **

05 - ** DEVELOPMENT & ENGINEERING **

06 - ** FINANCE **

07 - ** HUMAN RESOURCES **

09 - ** BONDS, LOANS & STANDBY **

12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)

20 - ** HDMC TREATMENT PLANT (Reimbursable) **

TOTAL OPERATING EXPENSES

FUNDING OF RESERVES from OPERATING BUDGET

** RESERVE SET-ASIDE (DRAWDOWN) - OP * & CAP

USE OF METER REPLACEMENT RESERVE TO OFFSET PROGRAM COSTS

NET REVENUE (DEFICIT/DRAWDOWN) before CAPITAL EXPENSES

	2019-2020	2020-2021	EXAMPLE
	Mid-Term Budget	Proposed Budget	CASH BALANCE
			10,000,000.00
			BEGINNING BALANCE
	5,146,000.00	5,642,050.00	
	2,132,295.00	2,027,262.50	
	<u>7,278,295.00</u>	<u>7,669,312.50</u>	
	1,213,910.16	1,722,813.83	
	788,275.94	883,414.70	
	858,434.70	1,161,631.49	
	1,142,039.74	1,051,516.67	
	185,714.02	35,000.01	
	582,718.73	597,218.36	
	303,616.76	254,196.79	
	767,989.16	783,732.16	
	166,259.78	216,337.59	
	130,000.00	130,000.00	
	<u>6,148,958.99</u>	<u>6,835,861.60</u>	
	733,056.00	1,814,429.00	
	(366,145.00)	(389,209.00)	
	<u>762,425.01</u>	<u>(591,769.10)</u> vs	
		(629,000.00)	
		RATE STUDY INTENTIONAL DRAWDOWN	

CAPITAL BUDGET

CAPITAL EXPENSES

70 - ** CAPITAL - OPERATIONS **
 74 - ** CAPITAL - ADMINISTRATION **
 80 - ** CAPITAL - CIP TOP PRIORITIES **
 81 - ** CAPITAL - CIP EQUIPMENT **

TOTAL CAPITAL EXPENSES

(DEFICIT/DRAWDOWN) after CAPITAL EXPENSES

CASH FLOW AVAILABLE FROM RESERVES/LOANS TO FUND ABOVE

41 - ** CAPITAL REVENUE **
 4C - ** CHROMIUM REVENUES **
 90 - ** CAPITAL FUNDING FROM RATE STUDY **
 45 - ** RESERVE DRAWDOWN - CAP **

CASH FLOW AVAILABLE FROM RESERVES

UNPLANNED (DEFICIT/DRAWDOWN)

2020-2021
Proposed Budget

EXAMPLE
CASH BALANCE

555,000.00
 406,240.00
 950,855.00
 65,000.00

1,977,095.00

(2,568,864.10)

RESERVE REDUCTION OF
-25.69%

7,431,135.90

EXAMPLE ENDING CASH BALANCE

150,855.00 cr
 -
 (1,000,000.00)
 (253,375.00)

1,404,230.00

(1,164,634.10)

UNPLANNED RESERVE REDUCTION OF

-11.65%

DRAFT

JBWD DRAFT BUDGET

Updated 06-04-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

OPERATING BUDGET

REVENUES

Program: 39 - ** OPERATING REVENUES **

01-39-41010-FI	METERED WATER SALES	2,796,000.00	3,119,000.00
01-40-41011-FI	(WATER CASHFLOW CONTRA)	-	(155,950.00)
01-39-41012-FI	ALLOW FOR CAAP/BILLING ADJ	-	(6,000.00)
01-39-41015-FI	BASIC FEES	1,871,000.00	2,086,000.00
01-39-41016-FI	BASIC FEES - LOCKED/PULLED	336,000.00	374,000.00
01-39-41030-FI	PRIVATE FIRE PROTECTION SERV.	22,000.00	25,000.00
01-39-41040-FI	SPECIAL SERVICES REVENUE	121,000.00	200,000.00
TOTAL OPERATING REVENUES		5,146,000.00	5,642,050.00

Program: 40 - ** NON-OPERATING REVENUES **

01-40-41045-FI	HDMC WWTP OPERATIONS REIMB REVENUE	130,000.00	130,000.00
01-40-41046-FI	HDMC WWTP OVERHEAD/FEES REIMB REVENUE	29,250.00	29,250.00
01-40-42100-FI	STANDBY REVENUE-CURRENT	1,138,000.00	1,137,000.00
01-40-42110-FI	(STANDBY CASHFLOW CONTRA)	-	(113,700.00)
01-40-43000-FI	PROPERTY TAX REVENUE	446,000.00	455,000.00
01-40-43020-FI	ASSESSMENT REVENUE - CMM	242,045.00	241,712.50
01-40-47000-FI	MISCELLANEOUS REVENUE	20,000.00	20,000.00
01-40-47002-FI	INTEREST REVENUE	127,000.00	128,000.00
TOTAL NON-OPERATING REVENUES		2,132,295.00	2,027,262.50
TOTAL OPERATING (NON-CAPITAL) REVENUES		7,278,295.00	7,669,312.50

EXPENSES BY DEPARTMENT

Program: 01 - ** PRODUCTION **

01-01-5-01-01118-FI	PRODUCTION SALARY (incl STBY,CLBK)	343,016.01	355,207.01
01-01-5-01-02205-RL	WATER TREATMENT EXPENSE	6,000.00	6,000.00
01-01-5-01-02210-RL	SMALL TOOLS - PRODUCTION	7,500.00	7,500.00
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	38,552.00	500,000.00
01-01-5-01-03105-GM	WATER SUPPLY MONITORING	40,000.00	40,000.00
01-01-5-01-03108-RL	RECHARGE MAINT/REPAIR	3,000.00	5,000.00
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	3,500.00	3,500.00
01-01-5-01-03115-RL	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00
01-01-5-01-03120-RL	TANK & RESERVOIR MAINTENANCE	65,000.00	100,000.00
01-01-5-01-03207-RL	GENERATOR (LARGE) REPAIR & MAINTENANCE	28,000.00	25,000.00
01-01-5-01-04004-RL	LABORATORY SERVICES	20,000.00	20,000.00
01-01-5-01-06105-RL	POWER FOR PUMPING (ELECTRIC)	325,000.00	300,000.00
01-01-5-01-06501-RL	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00
01-01-5-01-07002-AGM	RIGHT OF WAY	16,533.00	16,870.00
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	209,727.83	216,330.00
01-01-5-01-98002-FI	FIELD EXPENSES ALLOCATED	68,081.32	87,406.82
TOTAL PRODUCTION		1,213,910.16	1,722,813.83

JBWD DRAFT BUDGET

Updated 06-04-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

Program: 02 - ** DISTRIBUTION **

01-02-5-02-01130-FI	DISTRIBUTION SALARY (incl STBY,CLBK)	355,239.01	388,952.01
01-02-5-02-02211-JC	SMALL TOOLS - DISTRIBUTION	15,000.00	10,000.00
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	7,134.67	25,000.00
01-02-5-02-03106-JC	MAINLINE AND LEAK REPAIR	53,139.56	55,000.00
01-02-5-02-03206-JC	TRACTOR REPAIR / MAINT.	8,000.00	10,000.00
01-02-5-02-04005-JC	UTILITY LOCATING (DIG ALERT)	15,000.00	2,000.01
01-02-5-02-98001-FI	EE BENEFITS ALLOCATED	235,017.60	264,404.00
01-02-5-02-98002-FI	FIELD EXPENSES ALLOCATED	99,745.10	128,058.68
TOTAL DISTRIBUTION		788,275.94	883,414.70

Program: 03 - ** CUSTOMER SERVICE **

01-03-5-03-01107-FI	FIELD SALARY - CUSTOMER SERVICE	46,236.00	119,149.00
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	141,777.00	162,929.00
01-03-5-03-03107-HR	METER SERVICE REPAIR (INTERNAL)	407,685.00	407,685.00
01-03-5-03-05201-HR	METER READING EQUIPMENT & EXPENSE	5,000.00	5,000.00
01-03-5-03-07004-HR	LOW INCOME ASSSITANCE (LIA)	6,650.00	6,650.00
01-03-5-03-07010-AGM	BAD DEBT	20,968.00	35,000.00
01-03-5-03-07015-HR	CUSTOMER SERVICE - OTHER	46,000.00	56,800.00
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	130,171.87	252,386.00
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	18,319.11	23,519.16
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	45,627.72	92,513.33
TOTAL CUSTOMER SERVICE		868,434.70	1,161,631.49

Program: 04 - ** ADMINISTRATION **

01-04-5-04-01108-FI	ADMINISTRATION SALARY	385,223.01	387,443.01
01-04-5-04-01115-FI	SAFETY SALARY	7,025.00	7,041.00
01-04-5-04-01121-FI	DIRECTORS SALARY	32,642.44	32,642.44
01-04-5-04-01210-EXA	DIRECTORS / C.A.C. EDUCATION	16,000.00	20,000.00
01-04-5-04-04007-GM	LEGISLATIVE ADVOCACY	7,000.00	5,000.00
01-04-5-04-07008-EXA	BUSINESS EXPENSE	10,000.00	10,000.00
01-04-5-04-07014-GM	PUBLIC INFORMATION	76,000.00	22,200.00
01-04-5-04-07016-EXA	MEMBERSHIP, DUES & SUBSCRIPT	33,573.00	44,481.98
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	15,000.00	15,000.00
01-04-5-04-07025-GM	LEGAL SERVICES - NON-PERSONNEL	50,000.00	60,000.00
01-04-5-04-07218-GM	SAFETY EXPENSE (EQUIP & SUPPLIES)	13,400.00	23,825.00
01-04-5-04-07219-GM	EMERGENCY PREPAREDNESS	10,000.00	15,000.00
01-04-5-04-07401-HR	PROPERTY INSURANCE & RISK MGMT	88,000.00	95,000.00
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	267,727.69	196,139.00
01-04-5-04-98003-FI	OFFICE EXPENSE ALLOCATED	130,448.60	117,744.24
TOTAL ADMINISTRATION		1,142,039.74	1,051,516.67

Program: 05 - ** DEVELOPMENT & ENGINEERING **

01-05-5-05-01109-FI	DEVELOPMENT SALARY	69,403.00	0.01
01-05-5-05-02305-ENG	MAPS/DRAFTING SUPPLIES	4,500.00	5,000.00
01-05-5-05-04008-GM	ENGINEERING CONTRACT SERVICES	25,000.00	15,000.00
01-05-5-05-04013-ENG	DEVELOPMENT - OTHER	13,750.00	15,000.00
01-05-5-05-98001-FI	EE BENEFITS ALLOCATED	49,125.12	-
01-05-5-05-98003-FI	OFFICE EXPENSE ALLOCATED	23,935.90	-

JBWD DRAFT BUDGET

Updated 06-04-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

Program: 07 - ** HUMAN RESOURCES **

01-07-5-07-01102-FI	PERSONNEL SALARY	82,816.00	86,082.00
01-07-5-07-01105-HR	AWARDS SALARY/LEAVE	2,500.00	2,500.00
01-07-5-07-01215-HR	EMPLOYEE TRAINING	30,000.00	30,000.00
01-07-5-07-01217-HR	EMPLOYEE EDUCATION	6,000.00	10,000.00
01-07-5-07-01905-HR	EMPLOYMENT RECRUITING EXPENSE	6,000.00	10,000.00
01-07-5-07-01910-HR	LABOR LEGAL FEES	70,000.00	40,000.00
01-07-5-07-01915-HR	PERSONNEL - OTHER	20,000.00	20,000.00
01-07-5-07-01920-HR	AWARDS GIFTS	2,500.00	2,500.00
01-07-5-07-98001-FI	EE BENEFITS ALLOCATED	56,346.36	31,248.00
01-07-5-07-98003-FI	OFFICE EXPENSE ALLOCATED	27,454.40	21,866.79
	TOTAL HUMAN RESOURCES	303,616.76	254,196.79

Program: 09 - ** BONDS, LOANS & STANDBY **

01-09-5-09-08115-FI	CMM PRINCIPLE	116,000.00	121,000.00
01-09-5-09-08120-FI	MORONGO BASIN PIPELINE	220,033.26	155,570.76
01-09-5-09-08130-FI	(CIRP) MUNICIPAL FINANCE LOAN PRINCIPLE	152,005.90	157,858.13
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	126,045.00	120,712.50
01-09-5-09-08220-FI	(CIRP) MUNICIPAL FINANCE LOAN INTEREST EXPENSE	115,885.00	110,032.77
01-09-5-09-08320-FI	GENERAL TAX COLLECTION CHARGE	1,200.00	1,200.00
01-09-5-09-08325-FI	ADMINISTRATION - CMM	11,500.00	11,500.00
01-09-5-09-08330-AGM	STANDBY ADMINISTRATION	25,320.00	105,858.00
	TOTAL BONDS, LOANS & STANDBY	767,989.16	783,732.16

Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)

01-12-5-12-01136-FI	CIRP STANDBY/CALLBACK	-	-
01-12-5-12-01212-FI	CIRP: COMPENSATED LEAVE	29,411.00	30,736.00
01-12-5-12-02213-FI	CIRP: SALARY (incl STBY.CLBK)	284,167.04	322,152.00
01-12-5-12-02213-GM	CIRP: SMALL TOOLS/MISC. EXP.	32,000.00	15,000.00
01-12-5-12-98001-FI	EE BENEFITS ALLOCATED	182,454.72	240,367.00
01-12-5-12-98002-FI	FIELD EXPENSES ALLOCATED	66,916.68	85,911.59
01-12-5-12-98777-FI	CIRP: SALARY CLEARING (PROJ SALARY)	(267,931.04)	(284,068.00)
01-12-5-12-98779-FI	CIRP: BENEFITS CLEARING (PROJ BENEFITS)	(160,758.62)	(193,761.00)
	TOTAL CIRP	166,259.78	216,337.59

Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **

01-20-5-20-01103-DWR	HDMC: SALARY	-	-
01-20-5-20-03101-DWR	HDMC: OTHER	40,000.00	40,000.00
01-20-5-20-04100-DWR	HDMC: CONTRACTED OPERATION EXP	80,000.00	80,000.00
01-20-5-20-06100-DWR	HDMC: PUMPING POWER	10,000.00	10,000.00
	TOTAL HDMC TREATMENT PLANT (Reimbursable)	130,000.00	130,000.00

JBWD DRAFT BUDGET

Updated 06-04-20

	2019-2020	2020-2021
	Mid-Term Budget	Proposed Budget
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **		
01-51-5-51-01211-FI	COMPENSATED LEAVE 291,670.00	264,648.00
01-51-5-51-01216-FI	CAFETERIA PLAN EXPENSE 567,000.00	545,665.00
01-51-5-51-01220-FI	GROUP INSURANCE EXPENSE 8,597.00	16,300.00
01-51-5-51-01225-FI	WORKERS COMPENSATION INSURANCE 41,195.00	42,588.00
01-51-5-51-01230-FI	RETIREMENT: PERS Classic 2%@55 184,222.00	228,197.00
01-51-5-51-01231-FI	RETIREMENT: PERS Tier 2 2%@62 25,101.00	50,573.00
01-51-5-51-01232-FI	RETIREMENT: PERS - TEMP 2,717.50	3,525.00
01-51-5-51-01233-FI	RETIREMENT - 457 CONTRIBUTION 18,900.00	27,000.00
01-51-5-51-01250-HR	MISC. BENEFITS: WELLNESS 7,728.00	8,000.00
01-51-5-51-01305-FI	PAYROLL TAXES 165,991.00	179,269.00
01-51-5-51-98000 -FI	ALLOCATED EXPENSES - BENEFITS (1,313,121.50)	(1,365,765.00)
	TOTAL BENEFITS ALLOCATED TO DEPTS	-
Program: 52 - ** FIELD ALLOCATED TO DEPTS **		
01-52-5-52-01240-D/P	UNIFORMS (FIELD) 10,200.00	10,500.00
01-52-5-52-02206-D/P	SHOP EXPENSE - COMBINED 15,000.00	15,000.00
01-52-5-52-02209-EXA	SHOP OFFICE SUPPLIES 12,000.00	27,680.00
01-52-5-52-02212-D/P	SMALL TOOLS - COMBINED & REPAIR 5,150.00	5,000.00
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR -	2,000.00
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SITE 44,749.99	25,000.00
01-52-5-52-04015-EXA	OPS: SOFTWARE,SUPPORT & COMP. EQUIP 80,019.84	93,716.25
01-52-5-52-05005-D/P	FUEL-VEHICLES 52,000.00	55,000.00
01-52-5-52-05010-D/P	AUTO EXPENSE - FIELD 15,000.00	15,000.00
01-52-5-52-05015-FI	EQUIPMENT CLEARING (WIP FUEL) (31,057.62)	-
01-52-5-52-06305-EXA	COMMUNICATIONS-MOBILE 25,000.00	26,000.00
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERTS 25,000.00	50,000.00
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD (253,062.21)	(324,896.25)
	TOTAL FIELD ALLOCATED TO DEPTS	-
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **		
01-53-5-53-01405-HR	TEMPORARY LABOR FEES 25,000.00	30,000.00
01-53-5-53-02105-EXA	OFFICE SUPPLIES 20,000.00	43,000.00
01-53-5-53-02107-EXA	OFFICE EQUIP & MAINT. 18,839.04	15,000.00
01-53-5-53-02110-EXA	POSTAGE 41,152.00	33,500.00
01-53-5-53-03906-EXA	BUILDING REPAIR/MAINT - OFFICE 21,159.00	44,680.00
01-53-5-53-04015-EXA	ADMIN: COMPUTER SOFTWARE & SUPPORT 117,320.00	111,234.72
01-53-5-53-05010-AGM	AUTO EXPENSE - OFFICE 4,943.00	7,818.00
01-53-5-53-06205-EXA	TELEPHONE AND UTILITIES 68,000.00	68,000.00
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE (316,413.04)	(353,232.72)
	TOTAL FIELD ALLOCATED TO DEPTS	-
	TOTAL OPERATING EXPENSES	6,835,861.60
	NET REVENUE (DEFICIT/DRAWDOWN) before FUNDING RESERVES	833,450.90

FUNDING OF RESERVES from OPERATING BUDGET

Rate Study Net Operating Revenues are designated to fund these reserve funds

Program: 42 - ** RESERVE SET-ASIDE (DRAWDOWN) - OP **

01-42-5-99-00010-FI	%RI III DING RES (OP Funded)	30 000 00	30 000 00
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JBWD DRAFT BUDGET

Updated 06-04-20

2019-2020
Mid-Term Budget

2020-2021
Proposed Budget

CAPITAL BUDGET

EXPENSES

Program: 70 - ** CAPITAL - OPERATIONS **

01-70-7-70-19003-JC	CP#A19003: TRAILER FOR DUMP TRUCK	36,000.00	-
01-70-7-70-19020-GM	CP#: 4 TRUCKS (3 REPL / 1 NEW)	170,000.00	-
01-70-7-70-19204-DWR	CP#A19204: GEOVIEWER WORK ORDER API	15,000.00	-
01-70-7-70-19205-JC	CP#A19205: HAPCO VALVE TURNING MACHINE UPGRADE	7,117.00	-
01-70-7-70-19206-JC	CP#A19206: 2018 McLAUGHLIN VX50-800 VACUUM EXC.	82,662.02	-
01-70-7-70-19208-RL	CP#A19028: SCADA IMPR - PH 3	44,645.38	-
01-70-7-70-19209-RL	CP#A19209: WELL 14 - 4 LOG TREATMENT	5,000.00	500,000.00
01-70-7-70-19214-RL	CP#A19214: DODGE SERVICE BED V#39 (REPL V#27)	75,000.00	-
01-70-7-70-19215-GM	CP#A19215: SOLAR FEASIBILITY STUDY	32,000.00	-
01-70-7-70-19219-EXA	CP#A19219: ALARM UPGRADES @ SHOP	11,667.42	10,000.00
01-70-7-70-20005-GM	CP #: SCADA (PH 4)	-	45,000.00
01-70-7-70-74033-GM	CP#A19002: UPDATE WASTEWATER TREATMENT STRATEGY	36,025.60	-
	TOTAL CAPITAL - OPERATIONS	515,117.42	555,000.00

Program: 74 - ** CAPITAL - ADMINISTRATION **

01-70-7-70-74000-EXA	CP#Z62: OFFICE CARPET/REPAINT/DOOR VARNISH	14,034.56	-
01-70-7-70-75003-EXA	CP#A14020: TECHNOLOGY MASTER PLAN	50,000.00	-
01-74-7-70-19218-EXA	CP#A19218: ALARM UPGRADES @ OFFICE	4,238.01	10,000.00
01-70-7-70-20001-DOF	CP#A20001: CASELLE FINANCIAL/UTILITY SOFTWR (PH1)	-	60,375.00
01-70-7-70-20003-EXA	CP #A20003 RESTRUCTURE C.S./LOBBY AREA & FRONT DOOR	-	100,000.00
01-74-7-70-72006-GM	CP #: EFFICIENCY STUDY	-	50,000.00
01-74-7-70-72007-GM	CP #: AWIA COMPLIANCE PLAN	-	38,000.00
01-81-7-70-20008-GM	CP #: URBAN WATER MANAGEMENT PLAN	-	95,000.00
01-74-7-70-74013-AGM	CP#A16003: CODIFICATION OF RECORDS	2,825.00	11,865.00
01-74-7-70-74020-AGM	CP#A19020: COST ALLOCATION AUDIT	0.01	11,000.00
01-74-7-70-74022-HR	CP#A18009: C.S. COUNTER ERGONOMIC REDESIGN	25,000.00	-
01-04-7-70-20002-EXA	CP #: LASERFICHE SOFTWARE	-	30,000.00
	TOTAL CAPITAL - ADMINISTRATION	96,097.58	406,240.00

Program: 80 - ** CAPITAL - CIRP TOP PRIORITIES **

01-80-7-70-72012-CRP	CP#A18005: TILFORD WAY PIPELINE	62,330.91	800,000.00
01-80-7-70-72014-CRP	CP#A18016: SADDLEBACK-23,370LF MAIN REPL (Install)	971,074.09	150,855.00
01-80-7-70-72015-JC	CP#A18017: TILFORD WATERMAIN REPL (Design)	105,860.00	-
	TOTAL CAPITAL - CIP TOP PRIORITIES	1,139,265.00	950,855.00

Program: 81 - ** CAPITAL - CIRP EQUIPMENT **

01-81-7-70-20009-GM	CP #: TACK POT (CIRP)	-	15,000.00
01-81-7-70-20010-GM	CP #: WATER BUFFALO (CIRP)	-	50,000.00
	TOTAL - CIP EQUIPMENT	-	65,000.00

TOTAL CAPITAL EXPENSES 1,750,480.00 1,977,095.00

NET REVENUE (DEFICIT/DRAWDOWN) before USE OF LOANS/RESERVES (988,054.99) (2,568,864.10)

JBWD DRAFT BUDGET

Updated 06-04-20

2019-2020	2020-2021
Mid-Term Budget	Proposed Budget

CASH FLOW AVAILABLE FROM LOAN/RESERVES

Program: 41 - ** CAPITAL REVENUE **

01-41-46410-FI	(CIRP) MUNICIPAL FINANCE LOAN	<u>627,365.78</u>	<u>150,855.00</u> cr
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Program: 45 - ** RESERVE SET-ASIDE (DRAWDOWN) - CAP **

01-45-5-99-00012-FIC	=BUILDING RES (CAP Used)	(4,238.01)	(68,000.00)
01-45-5-99-00112-FIC	=EQUIP&TECH RES (CAP Used)	(337,307.40)	(135,375.00)
01-45-5-99-00251-FIC	=STUDIES/REPORTS RES (CAP Used)	(37,500.00)	(50,000.00)
01-45-5-99-00305-FIC	=CAPITAL RES (CAP Used)	<u>(242,009.46)</u>	<u>(253,375.00)</u>
TOTAL RESERVE SET-ASIDE (DRAWDOWN) - CAP		(621,054.87)	(253,375.00)

Program: 90 - ** CAPITAL FUNDING FROM RATE STUDY **

01-90-5-99-00400-FI	CAPITAL FUNDING FROM RATE STUDY (cr)	-	(1,000,000.00)
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CASH FLOW AVAILABLE FROM LOAN/RESERVES/RATE STUDY	<u>(1,248,420.65)</u>	<u>(1,404,230.00)</u>
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NET REVENUE (DEFICIT/DRAWDOWN) in addition to PLANNED RESERVE USE	<u>260,365.66</u>	<u>(1,164,634.10)</u>
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DRAFT

JOSHUA BASIN WATER DISTRICT
 SALARY & BENEFITS BUDGET COMPARISON at Top Step



2019 - 2020 Original PAYROLL BUDGET

# Operations	# Administration	# Board	Description	Salaries	Benefits
			PRODUCTION (4.5 positions)		
0.5			AGM-Operations		
1.0			Water Production Supervisor		
2.0			Water Production Operator II		
1.0			Water Quality Specialist		
			DISTRIBUTION (4.5 positions)		
0.5			AGM-Operations		
1.0			Water Distribution Supervisor		
2.0			Construction & Maintenance II		
1.0			Construction & Maintenance I		
			CUSTOMER SERVICE (4 positions)		
2.0	2.0		Lead Customer Service Representative / Customer Service Representative		
2.0			Field Service Technician		
			DEVELOPMENT (1 Positions)		
0.50	0.50		Development Coordinator		
			ADMINISTRATION (3.5 Positions)		
0.5	0.5		General Manager		
	0.5		AGM - Controller		
	1.0		Executive Assistant		
0.5			Safety Coordinator (part-time)		
	0.5		Director of Administration		
			FINANCE (4 Positions)		
	0.5		AGM / Controller		
	1.0		Accountant		
	1.0		Accounting Technician		
	1.0		Accounts Receivable Technician		
	0.5		General Office Assistant (part-time)		
			HUMAN RESOURCES (0.5 Positions)		
	0.5		Director of Administration		
			DIRECTORS (5 Positions)		
	1.0		Director		
	1.0		Director		
	1.0		Director		
	1.0		Director		
	1.0		Director		
12.50	9.50	5.00	TOTAL (27)	\$ 2,091,201	\$ 872,918

COMBINED PERCENTAGE OF REVENUE 41%

POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / ORG. ASSESS. / METER REPL.

			ORGANIZATIONAL ASSESSMENT (SUPPLEMENTAL)		
1.00			Operations Technician		
0.50	0.50		Purchasing & Contracts Administrator		
				\$133,866	\$72,236
			CAPITAL IMPROVEMENT CREW POSITIONS (CAPITAL)		
1.00			CIRP - Lead Equipment Operator		
1.00			CIRP - Pipelayer II		
1.00			CIRP - Pipelayer I		
1.00			CIRP - Laborer		
1.00			CIRP - Laborer		
				\$267,931	\$178,835
19.00	10.00	5.00	TOTAL (34)	\$2,492,998	\$1,126,666

COMBINED PERCENTAGE OF REVENUE 50%

JOSHUA BASIN WATER DISTRICT
 SALARY & BENEFITS BUDGET COMPARISON at Top Step



2020 - 2021 Original PAYROLL BUDGET						
# Operations	# Administration	# Board	Description	Salaries	Benefits	
			PRODUCTION (4 positions)			
Unfilled			AGM-Operations			
1.00			Water Production Supervisor			
2.00			Water Production Operator II			
1.00			Water Quality Specialist			
			DISTRIBUTION (5 positions)			
Unfilled			AGM-Operations			
1.00			Water Distribution Supervisor			
1.00			Lead Construction & Maintenance			
2.00			Construction & Maintenance II			
1.00			Construction & Maintenance I			
			CUSTOMER SERVICE (4,75 positions)			
	2.00		Lead Customer Service Representative / Customer Service Representative			
	0.50		Accounts Receivable Technician			
	0.25		General Office Assistant (3/4-time)			
1.00			Field Service Technician			
1.00			Field Service Technician II			
			DEVELOPMENT (0 Positions)			
Unfilled	Unfilled		Development Coordinator			
			ADMINISTRATION (4,3 Positions)			
0.50	0.50		General Manager			
	0.40		AGM - Controller			
	1.00		Executive Assistant			
0.50			Safety Coordinator (part-time)			
	0.65		Director of Administration			
0.25	0.25		Public Information Officer (prev funded via Public Info acct)			
	0.25		General Office Assistant (3/4-time)			
			FINANCE (3,35 Positions)			
	0.60		AGM / Controller > Director of Finance			
	1.00		Accountant			
	1.00		Accounting Technician			
	0.50		Accounts Receivable Technician			
	0.25		General Office Assistant (3/4-time)			
			HUMAN RESOURCES (0,35 Positions)			
	0.35		Director of Administration			
			DIRECTORS (5 Positions)			
	1.00		Director			
	1.00		Director			
	1.00		Director			
	1.00		Director			
	1.00		Director			
12.25	9.50	5.00	TOTAL (26.75)	\$ 2,048,281	\$ 856,532	
				COMBINED PERCENTAGE OF REVENUE		38%

POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / ORG. ASSESS. / METER REPL.						
			ORGANIZATIONAL ASSESSMENT (SUPPLEMENTAL)			
1.00			Operations Technician	Full year funding		
Unfilled	Unfilled		Purchasing & Contracts Administrator			
				\$53,019	\$35,753	
			CAPITAL IMPROVEMENT CREW POSITIONS (CAPITAL)	Full year funding		
1.00			CIRP - Lead Equipment Operator			
1.00			CIRP - Pipelayer II			
1.00			CIRP - Pipelayer I			
1.00			CIRP - Laborer			
1.00			CIRP - Laborer			
18.25	9.50	5.00	TOTAL (32.75)	\$314,803	\$193,761	
				\$2,416,103	\$1,088,723	
				COMBINED PERCENTAGE OF REVENUE		46%