



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JULY 20, 2022, AT 5:30 PM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, AN EMERGENCY THAT REMAINS IN EFFECT AND FROM WHICH OUTBREAKS AND EXPOSURE CONTINUES TO PRESENT AN IMMINENT THREAT FOR SOME ATTENDEES. **ACCORDINGLY, THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING IN-PERSON, BY TELEPHONE, OR VIDEO CONFERENCE.**

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/81413318832?pwd=UXcrb0IIQUZhMUVIROQ1RmlHWFdFQT09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 814 1331 8832 Passcode: 587686

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, whether appearing on the agenda or not. At the discretion of the Board President, however, comments on a particular Agendized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.
6. **STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e) –** On October 6, 2021, the Board, by majority vote, adopted Resolution No. 21-1035, making certain findings 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) due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of a unrestricted physical location for the District’s meetings could present imminent risks to the health and safety of attendees. **It is recommended that the Board resolve by majority roll-call vote to extend the findings in Resolution No. 21-1035, modified to allow for optional in-person attendance for members of the Board and public, for an additional 30 days.**
7. **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.

Pages 4-13  
Pages 14-25  
Pages 26-27  
Pages 28-29  
Pages 30-33  
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- May 2022 Check Register (reviewed by the Finance Committee on 07/13/2022)
  - 3<sup>rd</sup> Quarter Ending 03/31/2022 Financial Report (reviewed by the Finance Committee on 07/13/2022)
  - Draft Minutes June 15, 2022
  - Draft Minutes June 29, 2022 – Special Meeting
8. **EMERGENCY MANAGEMENT SERVICES** – GM Sarah Johnson – Recommend that the Board approve new contract with Emergency Management Services – Gary Sturdivan
9. **APPOINT A NEW JPIA REPRESENTATIVE** – Recommend that President Floen appoint a new representative to JPIA to take the seat left by former Director Rebecca Unger.
10. **DIRECTOR REPORTS/COMMENTS**–
- Mojave Water Agency Board of Directors Meeting – June 23, 2022 – Director Delph
  - ACWA Region 9 Program (Southern California Inland Challenges) – June 24, 2022, – Vice President Doolittle, Director Delph, and Director Jarlsberg
  - Citizens Advisory Council – July 12, 2022 – Chairperson David Carrillo
  - Finance Committee – July 13, 2022 – President Floen & Director Delph
  - Water Resources & Operations Committee – July 13, 2022 – Vice President Doolittle & Director Jarlsberg
  - Mojave Water Agency Board of Directors Meeting – July 14, 2022 – Vice President Doolittle
11. **FUTURE DIRECTOR MEETINGS** –
- Mojave Water Agency Board of Directors Meeting – July 28, 2022, at 9:30 a.m. – President Floen
  - JBWD Board of Directors Meeting – August 3, 2022, at 5:30 p.m. – All Directors
  - Finance Committee – August 10, 2022, at 9:00 a.m. – President Floen & Director Delph
  - Water Resources & Operations Committee – August 10, 2022, at 10:30 a.m. – Vice President Doolittle & Director Jarlsberg
  - Mojave Water Agency Board of Directors Meeting – August 11, 2022, at 9:30 a.m. – Director Jarlsberg
  - BIA Conference (SBC Water Education) – August 12, 2022, at 8:00 a.m. – Kathleen Radnich, Public Information Consultant, Director Delph, and Director Jarlsberg
  - JBWD Board of Directors Meeting – August 17, 2022, at 5:30 p.m. – All Directors
  - CSDA Conference – Palm Desert – August 22, 2022, to August 24, 2022 – Director Delph, Director Jarlsberg, and CAC Member Frank Coate
  - Mojave Water Agency Board of Directors Meeting – August 25, 2022, at 9:30 a.m. – Director Delph
12. **CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL—THREATENED LITIGATION** (Govt. Code § 54956.9(d)(2)): 1 potential case  
**RETURN TO OPEN SESSION & REPORT OUT– Jeff Hoskinson, Legal Counsel** –
13. **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 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 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 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: 05/01/2022 - 05/31/2022

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
000495 <a href="#">59940927</a>	ACQUANTEMPS Invoice	05/18/2022	05/18/2022 TEMPORARY LABOR	Regular	0.00 0.00	941.92 941.92	64341
000675 <a href="#">INVO086922-1</a> <a href="#">INVO088042</a> <a href="#">INVO088094</a>	AQUA-METRIC SALES COMPANY Invoice Invoice Invoice	05/04/2022 05/04/2022 05/04/2022	05/04/2022 ANNUAL AMR SUPPORT 03/30/22 - 03/29/23 INVENTORY INVENTORY	Regular	0.00 0.00 0.00	29,500.18 2,725.00 5,479.47 21,295.71	64302
000675 <a href="#">INVO088212</a>	AQUA-METRIC SALES COMPANY Invoice	05/18/2022	05/18/2022 INVENTORY	Regular	0.00 0.00	51,860.68 51,860.68	64344
013019 <a href="#">9102</a>	ARBORIST SERVICES Invoice	05/04/2022	05/04/2022 GARDEN/BUILD MAINT THRU 4/15/22 & ADD'L MAINT	Regular	0.00 0.00	1,025.00 1,025.00	64291
013019 <a href="#">9104</a>	ARBORIST SERVICES Invoice	05/18/2022	05/18/2022 DEMO GARDEN/BUILD MAINT THRU 5/15/22	Regular	0.00 0.00	775.00 775.00	64335
001630 <a href="#">829480028K0505</a>	AT&T MOBILITY Invoice	05/23/2022	05/23/2022 COMMUNICATIONS - APR 22	Manual	0.00 0.00	2,565.10 2,565.10	901990
013863 <a href="#">649157</a> <a href="#">649158</a>	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO Invoice Invoice	05/04/2022 05/04/2022	05/04/2022 LEGAL SERVICES THRU 3/31/22 LABOR LEGAL SERVICES THRU 3/31/22	Regular	0.00 0.00 0.00	26,961.27 18,286.46 8,674.81	64280
000214 <a href="#">CD21098 2287</a> <a href="#">CD21102 2287</a> <a href="#">CD21555-2287</a> <a href="#">CD21821 2287</a>	BABCOCK LABORATORIES, INC. Invoice Invoice Invoice Invoice	05/04/2022 05/04/2022 05/04/2022 05/04/2022	05/04/2022 SAMPLING SAMPLING HDMC WWTP - SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00	628.23 168.00 119.00 239.23 102.00	64281
000214 <a href="#">CE20108 2287</a> <a href="#">CE20145 2287</a> <a href="#">CE20149 2287</a> <a href="#">CE20688 2287</a> <a href="#">CE20921 2287</a> <a href="#">CE21202 2287</a> <a href="#">CE21205 2287</a> <a href="#">CE21217 2287</a> <a href="#">CE21258 2287</a>	BABCOCK LABORATORIES, INC. Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	05/18/2022 05/18/2022 05/18/2022 05/18/2022 05/18/2022 05/18/2022 05/18/2022 05/18/2022 05/18/2022	05/18/2022 SAMPLING SAMPLING SAMPLING SAMPLING HDMC WWTP - SAMPLING SAMPLING SAMPLING SAMPLING HDMC WWTP - SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,638.42 239.23 252.00 34.00 34.00 239.23 168.00 294.00 34.00 343.96	64321
013986 <a href="#">210696</a>	BINGEI, INC. Invoice	05/18/2022	05/18/2022 CUST SVCS AREA REFRESH	Regular	0.00 0.00	2,925.00 2,925.00	64331
013988 <a href="#">1681</a>	BREWER CONSTRUCTION Invoice	05/18/2022	05/18/2022 ACRYLIC SAFETY PANELS - CUST SVC	Regular	0.00 0.00	9,887.22 9,887.22	64353
004110 <a href="#">BW0522</a> <a href="#">BW0522B</a>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice	05/04/2022 05/04/2022	05/04/2022 TRASH & RECYCLING (OFFICE) - MAY 22 TRASH REMOVAL (SHOP) - MAY 22	Manual	0.00 0.00	459.85 162.03 297.82	901976
004110 <a href="#">BW043022</a>	BURRTEC WASTE & RECYCLING SVCS Invoice	05/23/2022	05/23/2022 TRASH REMOVAL (SHOP) - APR 22	Manual	0.00 0.00	430.64 430.64	901991
001517 <a href="#">PPE 4-22-22</a>	CalPERS Invoice	05/16/2022	05/16/2022 PAY PERIOD ENDING 4/22/22	Manual	0.00 0.00	9,623.41 9,623.41	901985

Check Report

Date Range: 05/01/2022 - 05/31/2022

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	
001517	CalPERS	05/16/2022	05/16/2022 Manual	0.00	9,648.48	901986
<u>PPE 5.6.22</u>	Invoice	05/16/2022	PAY PERIOD ENDING 5/6/22	0.00	9,648.48	
013889	CARL OTTESON'S CERTIFIED BACKFLOW TESTING I	05/18/2022	05/18/2022 Regular	0.00	200.00	64322
<u>6399</u>	Invoice	05/18/2022	BACKFLOW TESTING @ OFFICE & SHOP	0.00	200.00	
001555	CENTRA TEL LLC	05/04/2022	05/04/2022 Regular	0.00	856.14	64282
<u>220507252101</u>	Invoice	05/04/2022	DISPATCH SERVICES - MAY 22	0.00	856.14	
000510	CHARTER COMMUNICATIONS	05/04/2022	05/04/2022 Manual	0.00	358.96	901979
<u>0008970042222</u>	Invoice	05/04/2022	SCADA INTERNET - MAY 22	0.00	358.96	
000510	CHARTER COMMUNICATIONS	05/04/2022	05/04/2022 Regular	0.00	-358.96	901979
000510	CHARTER COMMUNICATIONS	05/04/2022	05/04/2022 Manual	0.00	375.63	901984
<u>0008970042222-1</u>	Invoice	05/04/2022	SCADA INTERNET - MAY 22	0.00	375.63	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	05/04/2022	05/04/2022 Manual	0.00	1,612.18	901975
<u>39905610405027</u>	Invoice	05/04/2022	EE LIFE INSURANCE - APR 22	0.00	1,612.18	
013373	CORE & MAIN LP	05/04/2022	05/04/2022 Regular	0.00	3,060.32	64284
<u>Q394293</u>	Invoice	05/04/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	3,060.32	
013373	CORE & MAIN LP	05/18/2022	05/18/2022 Regular	0.00	1,646.86	64323
<u>Q691744</u>	Invoice	05/18/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	962.86	
<u>Q786971</u>	Invoice	05/18/2022	TILFORD SUPPLIES	0.00	684.00	
013979	DESERT HOSE AND SUPPLY	05/18/2022	05/18/2022 Regular	0.00	129.08	64324
<u>17918</u>	Invoice	05/18/2022	WATER TRUCK MAINTENANCE: E2WT	0.00	129.08	
002565	DUDEK AND ASSOCIATES, INC	05/18/2022	05/18/2022 Regular	0.00	1,625.00	64325
<u>202203318</u>	Invoice	05/18/2022	ENG SERV: HDMC WWTP THRU 4/29/22	0.00	1,625.00	
000156	FORSHOCK	05/04/2022	05/04/2022 Regular	0.00	529.08	64292
<u>2200171</u>	Invoice	05/04/2022	MONTHLY SCADA MONITORING - MAY 22	0.00	38.00	
<u>2200172</u>	Invoice	05/04/2022	MONTHLY SCADA MONITORING - MAY 22	0.00	205.00	
<u>2200173</u>	Invoice	05/04/2022	ANNUAL SCADA SECURITY LICENSE	0.00	286.08	
000156	FORSHOCK	05/18/2022	05/18/2022 Regular	0.00	1,160.00	64338
<u>2200180</u>	Invoice	05/18/2022	PUMPING PLANT MAINTENANCE	0.00	1,160.00	
013222	FRONTIER COMMUNICATIONS INC.	05/04/2022	05/04/2022 Regular	0.00	208.40	64285
<u>FC0522</u>	Invoice	05/04/2022	HDMC WWTP - TELEPHONE	0.00	208.40	
000058	GARDA CL WEST, INC.	05/18/2022	05/18/2022 Regular	0.00	705.97	64326
<u>10689524</u>	Invoice	05/18/2022	COURIER FEES - MAY 22	0.00	705.97	
013802	HASA, INC.	05/04/2022	05/04/2022 Regular	0.00	886.23	64286
<u>810396</u>	Invoice	05/04/2022	WATER TREATMENT EXPENSE	0.00	886.23	
013199	HI-DESERT CULTURAL CENTER	05/18/2022	05/18/2022 Regular	0.00	500.00	64327
<u>20220202</u>	Invoice	05/18/2022	ADVERTISING: WATER CONSERVATION MEDIA	0.00	500.00	
004152	HI-DESERT STAR	05/04/2022	05/04/2022 Regular	0.00	155.00	64287
<u>42600</u>	Invoice	05/04/2022	ADVERTISING: WATER CONSERVATION MEDIA	0.00	155.00	
004195	HOME DEPOT CREDIT SERVICES	05/23/2022	05/23/2022 Manual	0.00	3,247.61	901987
<u>H00422</u>	Invoice	05/23/2022	CUST SVC REFRSH/WELL 14 4-LOG/PMP PLNT	0.00	3,247.61	
000025	ICMA RC	05/24/2022	05/24/2022 Manual	0.00	5,905.00	901994
<u>ICMARC042922</u>	Invoice	05/24/2022	EE & ER 457 REMITTANCE - 4/29/22	0.00	2,952.50	
<u>ICMARC051322</u>	Invoice	05/24/2022	EE & ER 457 REMITTANCE - 5/13/22	0.00	2,952.50	
013365	IMAGE SOURCE	05/04/2022	05/04/2022 Regular	0.00	181.89	64283
<u>25AR1436139</u>	Invoice	05/04/2022	OFFICE EXPENSE 3/30/22 - 4/29/22	0.00	149.76	
<u>25AR1441629</u>	Invoice	05/04/2022	SHOP EXPENSE 4/01/22 - 4/30/22	0.00	32.13	

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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	
013797	INFOSEND, INC.	05/04/2022	Regular	0.00	3,095.51	64288
<u>210009</u>	Invoice	05/04/2022	PRINT & MAIL WATER BILL - MAR 22	0.00	3,095.51	
013797	INFOSEND, INC.	05/18/2022	Regular	0.00	3,106.77	64328
<u>211717</u>	Invoice	05/18/2022	PRINT & MAIL WATER BILL - APR 22	0.00	3,106.77	
004720	INLAND WATER WORKS	05/18/2022	Regular	0.00	5,013.15	64329
<u>51054701 001</u>	Invoice	05/18/2022	TILFORD SUPPLIES	0.00	131.24	
<u>51055705 001</u>	Invoice	05/18/2022	TILFORD SUPPLIES	0.00	2,921.86	
<u>51055705 002</u>	Invoice	05/18/2022	TILFORD SUPPLIES	0.00	1,960.05	
013987	JESUS RUIZ	05/18/2022	Regular	0.00	158.00	64330
<u>18051722</u>	Invoice	05/18/2022	EMPLOYMENT RECRUITING EXPENSE	0.00	158.00	
009054	KATHLEEN J. RADNICH	05/04/2022	Regular	0.00	2,772.00	64289
<u>220417 1</u>	Invoice	05/04/2022	PUBLIC RELATIONS SERVICES	0.00	567.00	
<u>220424 1</u>	Invoice	05/04/2022	PUBLIC RELATIONS SERVICES	0.00	1,092.00	
<u>220501 1</u>	Invoice	05/04/2022	PUBLIC RELATIONS SERVICES	0.00	1,113.00	
009054	KATHLEEN J. RADNICH	05/18/2022	Regular	0.00	1,617.00	64332
<u>220508 1</u>	Invoice	05/18/2022	PUBLIC RELATIONS SERVICES	0.00	714.00	
<u>220515 1</u>	Invoice	05/18/2022	PUBLIC RELATIONS SERVICES	0.00	903.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	05/04/2022	Regular	0.00	2,521.25	64290
<u>154267</u>	Invoice	05/04/2022	2020 URBAN WATER MGMT PLAN UPDATE	0.00	2,521.25	
005640	KILLER BEE PEST CONTROL	05/18/2022	Regular	0.00	300.00	64333
<u>6243</u>	Invoice	05/18/2022	BEE REMOVAL	0.00	300.00	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	05/18/2022	Regular	0.00	545.60	64334
<u>37 49-17605</u>	Invoice	05/18/2022	TEMPORARY LABOR	0.00	208.24	
<u>37 49 17699</u>	Invoice	05/18/2022	TEMPORARY LABOR	0.00	337.36	
000205	LORI G. HERBEL	05/18/2022	Regular	0.00	770.00	64336
<u>APR-MAY 22</u>	Invoice	05/18/2022	PUBLIC INFO/FARMER'S MARKET	0.00	315.00	
<u>JUN-AUG 22</u>	Invoice	05/18/2022	PUBLIC INFO/FARMER'S MARKET	0.00	455.00	
006507	McMASTER-CARR SUPPLY COMPANY	05/18/2022	Regular	0.00	375.65	64337
<u>77618867</u>	Invoice	05/18/2022	SMALL TOOLS - PRODUCTION	0.00	375.65	
006800	MOJAVE WATER AGENCY	05/04/2022	Regular	0.00	77,361.00	64293
<u>18VQ2727</u>	Invoice	05/04/2022	MORONGO BASIN PIPELINE DEBT	0.00	77,361.00	
013344	MUNICIPAL DIVING SERVICES, INC.	05/04/2022	Regular	0.00	24,291.00	64294
<u>2069</u>	Invoice	05/04/2022	TANK MAINTENANCE & REPAIRS: G1,D1 2,F2,A1 & C2B	0.00	24,291.00	
000233	NAPA AUTO PARTS	05/04/2022	Regular	0.00	911.87	64306
<u>401473</u>	Invoice	05/04/2022	GENERATOR MAINT: GR6 & GR2	0.00	911.87	
000070	ONLINE INFORMATION SERVICES, INC.	05/18/2022	Regular	0.00	214.14	64339
<u>1125520</u>	Invoice	05/18/2022	ID VERIF. SERV. THRU 04/30/22	0.00	214.14	
013004	PAOLO FICARA	05/04/2022	Regular	0.00	500.00	64295
<u>PFQ50122</u>	Invoice	05/04/2022	PARCEL RENTAL: 0606-321-31 - MAY 2022	0.00	500.00	
008137	PARKHOUSE TIRE INC	05/04/2022	Regular	0.00	3,249.46	64296
<u>2030212663</u>	Invoice	05/04/2022	VEHICLE MAINTENANCE: V38 & V37	0.00	3,249.46	
VEN01533	PAYMENTUS GROUP INC.	05/19/2022	Manual	0.00	3,741.05	901995
<u>18V 15-122210</u>	Invoice	05/19/2022	CREDIT CARD PROCESSING FEE - APR 22	0.00	3,741.05	
008415	PRUDENTIAL OVERALL SUPPLY	05/04/2022	Regular	0.00	195.76	64297
<u>23312886</u>	Invoice	05/04/2022	SHOP EXPENSE	0.00	124.52	
<u>23312888</u>	Invoice	05/04/2022	SHOP EXPENSE	0.00	71.24	
008415	PRUDENTIAL OVERALL SUPPLY	05/18/2022	Regular	0.00	195.76	64340

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>23319337</u>	Invoice	05/18/2022	SHOP EXPENSE	0.00	124.52	
<u>23319339</u>	Invoice	05/18/2022	SHOP EXPENSE	0.00	71.24	
009065	RDO EQUIPMENT COMPANY	05/04/2022	Regular	0.00	1,574.17	64298
<u>P7156245</u>	Invoice	05/04/2022	VACUUM MAINTENANCE: E82	0.00	180.43	
<u>R0878245</u>	Invoice	05/04/2022	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,393.74	
013831	SATMODO LLC	05/04/2022	Regular	0.00	151.86	64299
<u>194329</u>	Invoice	05/04/2022	EMERGENCY SATELLITE PHONES - MAY 22	0.00	151.86	
013820	SC FUELS	05/04/2022	Regular	0.00	7,043.36	64300
<u>2120682 IN</u>	Invoice	05/04/2022	FUEL FOR VEHICLES	0.00	7,043.36	
009898	SOCALGAS	05/04/2022	Manual	0.00	102.51	901978
<u>GAS0422</u>	Invoice	05/04/2022	HEAT FOR SHOP - THRU 4/19/22	0.00	102.51	
009880	SOUTHERN CALIFORNIA EDISON CO	05/18/2022	Manual	0.00	1,857.40	901989
<u>SCE0422</u>	Invoice	05/18/2022	POWER TO BLDGS & GEN - APR 22	0.00	1,857.40	
009878	SOUTHERN CALIFORNIA EDISON	05/23/2022	Manual	0.00	29,903.45	901993
<u>SCE0422</u>	Invoice	05/23/2022	POWER FOR PUMPING - APR 22	0.00	29,903.45	
VEN01020	SOUTHWEST NETWORKS, INC.	05/18/2022	Regular	0.00	1,554.00	64342
<u>22_4066</u>	Invoice	05/18/2022	SUPPLEMENTAL IT (AMC) - THRU 04/30/22	0.00	760.00	
<u>22_50315C</u>	Invoice	05/18/2022	OFFICE 365 MONTHLY MAINT - JUN 22	0.00	794.00	
009920	STANDARD INSURANCE CO	05/04/2022	Regular	0.00	1,237.27	64301
<u>110522</u>	Invoice	05/04/2022	EE LIFE INSURANCE - MAY 22	0.00	1,237.27	
013788	STURDIVAN EMERGENCY MANAGEMENT CONSUL	05/18/2022	Regular	0.00	603.05	64343
<u>1290</u>	Invoice	05/18/2022	SAFETY EXPENSE	0.00	603.05	
010635	TOPS N BARRICADES	05/18/2022	Regular	0.00	8,099.35	64345
<u>127044</u>	Invoice	05/18/2022	SAFETY EXPENSE	0.00	8,099.35	
013196	TPX COMMUNICATIONS	05/23/2022	Manual	0.00	674.55	901992
<u>156238149 1</u>	Invoice	05/23/2022	TELEPHONE (OFFICE) - MAY 22	0.00	674.55	
CC-BEV	U.S. BANK CORPORATE	05/04/2022	Manual	0.00	8,269.25	901981
<u>US0422</u>	Invoice	05/04/2022	CUST SVC REFRESH/OFFICE SUPPLIES/DIRECTOR EDU	0.00	8,269.25	
CC-ANNE	U.S. BANK CORPORATE	05/04/2022	Manual	0.00	2,011.62	901980
<u>US0422</u>	Invoice	05/04/2022	CUST SVS AREA REFRESH/OFFICE SUPPLIES	0.00	2,011.62	
CC-DAN	U.S. BANK CORPORATE	05/04/2022	Manual	0.00	5,685.25	901983
<u>US0422</u>	Invoice	05/04/2022	CUST SVC REFRESH/SMALL TOOLS/SHOP SUPPLIES	0.00	5,685.25	
CC-SARAH	U.S. BANK CORPORATE	05/04/2022	Manual	0.00	2,171.19	901982
<u>US0422</u>	Invoice	05/04/2022	EMPLOYEE & DIRECTOR EDU/SAFETY SUPPLIES	0.00	2,171.19	
010850	UNDERGROUND SERVICE ALERT	05/04/2022	Regular	0.00	193.15	64303
<u>420220347</u>	Invoice	05/04/2022	TICKET DELIVERY SERVICE - APR 22	0.00	193.15	
000327	WATER QUALITY SPECIALISTS	05/04/2022	Regular	0.00	3,605.00	64304
<u>7930</u>	Invoice	05/04/2022	HDMC WWTP: OPERATION & MAINT - APR 22	0.00	3,605.00	
013809	WEST COAST CIVIL, INC.	05/18/2022	Regular	0.00	7,218.00	64346
<u>2204_216</u>	Invoice	05/18/2022	ENG: D-1-1 BOOSTER STATION DESIGN	0.00	7,218.00	
011615	WESTERN EXTERMINATOR CO.	05/04/2022	Regular	0.00	37.05	64305
<u>22405312</u>	Invoice	05/04/2022	PEST CONTROL SERVICES - SHOP	0.00	37.05	
013359	XEROX FINANCIAL SERVICES	05/04/2022	Manual	0.00	260.68	901977
<u>2218370</u>	Invoice	05/04/2022	SHOP EXPENSE 4/27/22 - 5/26/22	0.00	260.68	
013359	XEROX FINANCIAL SERVICES	05/23/2022	Manual	0.00	397.60	901988

**Check Report**

**Date Range: 05/01/2022 - 05/31/2022**

<b>Vendor Number</b>	<b>Vendor DBA Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
<b>Payable #</b> <u>3241031</u>	<b>Payable Type</b> Invoice	<b>Post Date</b> 05/23/2022	<b>Payable Description</b> OFFICE EXPENSE 4/30/22 - 5/29/22	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 397.60	

**Bank Code AP Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	83	54	0.00	296,497.07
Manual Checks	23	21	0.00	89,301.41
Voided Checks	0	1	0.00	-358.96
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>106</b>	<b>76</b>	<b>0.00</b>	<b>385,439.52</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	54	0.00	296,497.07
Manual Checks	23	21	0.00	89,301.41
Voided Checks	0	1	0.00	-358.96
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>106</b>	<b>76</b>	<b>0.00</b>	<b>385,439.52</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	5/2022	385,439.52
			<b>385,439.52</b>



# Check Report

By Vendor DBA Name

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
013940	PAYLOCITY	05/27/2022	Manual	0.00	1,030.00	950025
<u>110323814</u>	invoice	05/27/2022	PAYROLL PROCESSING FEE	0.00	1,030.00	

### Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	1,030.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,030.00

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	1,030.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,030.00

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	5/2022	1,030.00
			1,030.00

Joshua Basin Water District  
 61750 Chollita Rd  
 Joshua Tree CA 92252

Director Pay

04/23/2022 - 05/20/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Deductions</u>
509	UNGER REBECCA	05/18/2022	Board Meeting Special JBWD - Paid	\$173 63	
			Totals	\$173 63	\$0 00
			Employee Total	\$173 63	
511	FLOEN TOM	05/11/2022	MBPLC Meeting - Paid	\$173 63	
		05/18/2022	Board Meeting - Special JBWD - Paid	\$173 63	
			Totals	\$347 26	\$0 00
			Employee Total	\$347 26	
512	JARLSBERG JANE	05/12/2022	Dinner - ASBCSD - Paid	\$173 63	
		05/18/2022	Board Meeting - Special JBWD - Paid	\$173 63	
			Totals	\$347 26	\$0 00
			Employee Total	\$347 26	
513	DOOLITTLE STACY	04/23/2022	Committee Meeting - ADHOC - Paid	\$173 63	
		05/04/2022	Training - Paid	\$173 63	
		05/05/2022	Training - Paid	\$173 63	
		05/12/2022	MWA Board Meeting - Paid	\$173 63	
		05/18/2022	Board Meeting - Special JBWD - Paid	\$173 63	
			Totals	\$868 15	\$0 00
			Employee Total	\$868 15	
514	DELPH BARBARA	04/23/2022	Committee Meeting ADHOC - Paid	\$173 63	
		04/28/2022	MWA Board Meeting - Paid	\$173 63	
		05/18/2022	Board Meeting - Special JBWD - Paid	\$173 63	
			Totals	\$520 89	\$0 00
			Employee Total	\$520 89	
			Grand Totals	\$2 257 19	\$0 00
			Grand Total	\$2 257 19	

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
04-00010-013	CACTUS CIRCLE PROPERTIES LLC	5/4/2022	Refund	243.65	Check #: 64307
04-00078-003	SMITH, BETSY	5/4/2022	Refund	49.43	Check #: 64308
04-00133-003	GEISER, GREGORY	5/4/2022	Refund	153.49	Check #: 64309
07-00172-002	RAY, LANCE S	5/4/2022	Refund	110.85	Check #: 64310
08-00097-010	SITTERS, ANDREW M	5/4/2022	Refund	84.79	Check #: 64311
09-00129-014	ESTOQUE, BENJAMIN	5/4/2022	Refund	8.25	Check #: 64312
10-00416-007	BOURGEAU, GREATA	5/4/2022	Refund	175.73	Check #: 64313
13-00340-016	MELTON, TERESA S	5/4/2022	Refund	37.71	Check #: 64314
56-00054-008	POSADA, ROBERT L	5/4/2022	Refund	645.20	Check #: 64315
62-00031-013	FEDERMAN, JUSTIN E	5/4/2022	Refund	263.31	Check #: 64316
63-00168-000	RAUSCHENBERG, NEIL C	5/4/2022	Refund	213.44	Check #: 64317
65-00196-003	JACKSON, JUSTIN	5/4/2022	Refund	228.98	Check #: 64318
65-01314-000	BALTAZAR, NORA G	5/4/2022	Refund	301.28	Check #: 64319
11-00032-006	CLARK, GORDON	5/4/2022	Refund	57.06	Check #: 64320
04-00156-006	ALVARADO, RINA	5/18/2022	Refund	253.42	Check #: 64347
13-00359-011	WOOD, MISTY	5/18/2022	Refund	1.00	Check #: 64348
14-00099-003	KELIPIO, CHRISTIAN A	5/18/2022	Refund	305.86	Check #: 64349
52-00028-020	MOUNTZ, LINDSEY	5/18/2022	Refund	128.46	Check #: 64350
53-00036-014	GREENWOOD, JESSE B	5/18/2022	Refund	183.34	Check #: 64351
57-00060-004	LETTERMAN, RYAN	5/18/2022	Refund	200.23	Check #: 64352
				<b><u>3,645.48</u></b>	

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

**Regular Meeting of the Board of Directors**

**DATE: July 20, 2022**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** 3<sup>RD</sup> QUARTER ENDING 03/31/22 FINANCIAL REPORT  
**RECOMMENDATION:** Receive report, ask questions, and approve.

---

**ANALYSIS:** The 3<sup>rd</sup> quarter ending 03/31/22 Financial Report is attached and will be reviewed in detail in the meeting. See Financial Report Summary page for highlights.

A note about using this report:

- Keep in mind that both revenues and expenses are generally not incurred evenly throughout the year. Some costs may be incurred early on, others near year end.
- Each Department Head manages their own budget and can better provide details of budget vs. costs.
- The included Operating Board Report is an OPERATING expense report. CAPITAL COSTS are not included in that budget vs. actual reporting. Capital reporting requires more analysis, manual application of overhead costs and allocations, and involvement from Project Managers in a reconciliation process. This more labor-intensive type of reporting will be provided on a *by project/by request* basis.
- Analysis continues throughout the year and only the 06/30 Audited financial statements contain final figures.

**STRATEGIC PLAN** 4.4 Ensure Timely Financial Transactions and Reports  
**ITEM:**  
**FISCAL IMPACT:** N/A



**FINANCIAL REPORT SUMMARY**  
**3rd Quarter Ending 03/31/22**

**CASH BALANCES - PRELIMINARY**

Total cash is \$15,114,348  
 Total cash is \$38,469 less than last quarter, and \$2,873,175 more than one year ago

**CASH FLOW**

\$1,639,942 water bill and related payments collected during the quarter  
*(Includes \$314,944 in Water Arrearages Payment Program funding)*  
 \$401,469 received for 25 meter installs, including capacity fees  
 \$243,818 property taxes/assessments collected during the quarter  
 \$64,203 reimbursements received for HDMC WWTP, including \$11,792 in overhead  
 \$56,125 spent on debt service payments  
 \$406,142 spent on capital projects  
 Total cash decreased \$38,469 during the quarter

**PROPERTY TAX AND ASSESSMENT COLLECTIONS**

All property tax and assessment revenues are recorded for year.  
 Property tax and assessment revenues increased by \$71,742 from last year.  
 Property tax and assessment collections increased by \$84,711 from last year.

**BUDGET ADJUSTMENTS**

Budget adjustments included the Well 14 4-Log adjustment of \$498,458 and miscellaneous smaller adjustments.

**BOARD REPORT**

Total Revenues are 103% of budget  
 Water Revenues are 81% of budget  
 Property Tax & Assessment Revenues are 100% of budget  
 Expenses are 61% of budget vs. 75% of year (78% without reserve funding)  
 Total operating revenues exceed total operating expenses by \$3,603,198

**WATER SALES CONSUMPTION STATISTICS**

Rolling 12 months consumption through 03/31/22 is 3.99% more than last year and 11.56% more than two years ago.  
 The top 10 users represent the following types of accounts:

Housing (multi-unit)	3,270
Hospital/Medical	3,113
Public agency	2,191
Individual	2,158
Commercial	947
	<hr/>
	11,679



**PRELIMINARY CASH BALANCES**  
As of 03/31/22

	CURRENT 3/31/22 TOTAL	LEGALLY RESTRICTED	DISTRICT RESTRICTED	UN- RESTRICTED	LAST QTR 12/31/21 TOTAL	LAST YEAR 3/31/21 TOTAL
Petty Cash	800			800	800	1,045
Change Fund	1,500			1,500	1,500	1,500
General Fund	426,188			426,188	519,148	337,567
Payroll Fund	177,860			177,860	31,155	91,337
LAIF	1,802,491			1,802,491	1,802,491	1,708,965
Operating Reserve	2,583,406		363,522	2,583,406	3,004,149	1,981,826
Cash Flow Reserve	363,522				363,522	193,522
Equip/Technology Reserve	2,000,000		2,000,000		2,000,000	2,000,000
Emergency Capital Reserve	970,030		970,030		970,030	734,931
Meter Replacement Reserve	66,441		66,441		66,441	36,441
Building Reserve	111,306		111,306		111,306	61,306
Studies/Reports Reserve	324,818	324,818			334,053	337,882
Consumer/Project Deposits	846,806	846,806			617,227	753,419
Water Capacity	1,738,537	1,738,537			1,614,848	1,239,500
Wastewater Capacity	2,818,629		2,818,629		2,818,629	1,720,073
Cap Improv Reserve (formerly CP Reserve)	634,699				648,737	553,263
CMM	244,076	244,076			245,544	244,930
Reserve	3,238	3,238			3,236	3,228
Prepayment	15,114,348	3,792,174	6,329,929	4,992,246	15,152,817	12,000,737
	0	0			0	240,436
CIRP Loan Fund	15,114,348	3,792,174	6,329,929	4,992,246	15,152,817	12,241,173

\$10,122,102	\$4,992,246
RESTRICTED	UNRESTRICTED

COMPARISON WITH LAST QUARTER \$ (38,469) DECREASE  
COMPARISON WITH LAST YEAR \$ 2,873,175 INCREASE

**TREASURER'S STATEMENT:** This investment portfolio is in conformity with all the elements described in California Government Code section 53166(b) and the Joshua Basin Water District's investment policy. The Director of Finance believes the portfolio contains enough cash flow liquidity to meet the next six month's expected expenditures.

*Anne Roman*

Anne Roman, Director of Finance

**COMMON QUESTION:** What causes changes in cash? Think of our cash accounts in terms of a personal savings account. Whenever you earn more or spend less, the balance increases and, when doing the opposite, the balance decreases. Over the period of a year, many factors change the cash balances, including changes in earnings, spending, and the timing of those transactions in the last few years, unbudgeted (and legally restricted) development revenue has been a particularly large factor in increasing cash balances.





**CASH FLOW**  
3rd Quarter Ending 03/31/22

<b>Beginning Cash Balance 01/01/22</b>		<u><b>General Fund</b></u> <b>\$15,152,817</b>
<b><u>Source of Funds (Revenues)</u></b>		
Total cash received during the quarter from all sources		2,550,831
	<i>Major sources:</i>	
- Water bill payments received from ratepayers	\$1,639,942 *	
- Meter Installation/Capacity Fees	401,469	
<i>Approx. 25 new meters (15 in the wastewater zone) and 5 meter upgrades</i>		
- Grant Revenue via CA Water Arrearages Payment Program	<i>(\$314,944 Included)*</i>	
- Property Tax/Assessment payments	243,818	
- HDMC Reimbursement (including \$11,792 in overhead)	64,203	
- Consumer/Project Deposits	29,713	
- Special services (penalties, fire flows, will serves)	23,438	
- Liens and bad debt	132,686 *	
- Credit card rebate	1,597	
- Interest Revenue	7,785	
<b><u>Use of Funds (Expenses)</u></b>		
Total use of cash during the quarter for all purposes		2,589,300
- Debt Service (CMM interest)	\$56,125	
- Capital costs during the quarter	<i>\$406,142 including:</i>	
-- Well 14 4-Log	149,817	
-- 410L John Deere Backhoe	133,152	
-- Tilford Pipeline & Design	82,851	
-- 2022 Building Refresh	17,500	
-- D-1-1 Booster	11,356	
-- Paylocity payroll implementation	10,865	
<b>Ending Cash Balance 03/31/22</b>		<u><u><b>\$15,114,348</b></u></u>
<b>Total cash decreased</b>	<b>-\$38,469</b>	



**Property Tax and Assessment Revenues and Collections  
As of 03/31/22**

ID#2	CURRENT YEAR 2021/2022			PRIOR YEAR 2020/2021			
	Billed Revenue	Y-T-D Collections	Billed % Collected	% incr/(decr) Vs. Last Yr	Billed Revenue	Y-T-D Collections	Billed % Collected
	0	-2,379			0	-2,290	
General District Taxes	650,419	415,268	64%		569,277	343,533	60%
CMM Assessment District Prior	242,133	167,454 57,277	69%	32%	257,488	158,135 43,409	61%
Standby Assessments Prior	1,197,257	789,903 120,277	66%	-23%	1,191,301	763,630 156,671	64%
<b>TOTAL</b>	<b>2,089,808</b>	<b>1,547,799</b>	<b>74%</b>		<b>2,018,067</b>	<b>1,463,088</b>	<b>72%</b>

**Negative = Decrease**

4%	\$71,742
6%	\$84,711
32%	\$13,868
-23%	-\$36,394

Total Property tax and Assessment revenues changed from last year by:  
 Total Property tax and Assessment collections changed from last year by:  
 CMM prior year tax collections changed from last year by:  
 Standby prior year tax collections changed from last year by:  
 Increases/decreases in Prior year collections may indicate that property sales are increasing/decreasing since taxes must be paid as ownership is transferred.  
 ID #2 has been paid off for several years and any activities are straggling adjustments.



**BUDGET ADJUSTMENTS**  
3rd Quarter Ending 03/31/22

During this quarter, the following major budget adjustments were made:

<u>Account/Project:</u>	<u>Adjustment:</u>	<u>After Adjustment Fiscal Year Budget:</u>	<u>After Adjustment Inspection to Date Budget: (Projects enbl):</u>	<u>Other Info:</u>
Proj # A19209: Well 14 4-Log Treatment	\$498,458	\$798,458	\$1,148,458	Approved by B.O.D. on 03/16/22
Proj #21003: Redistricting 2022	\$13,500	\$13,500	\$13,500	Approved by B.O.D. on 01/19/22
Proj #A21050: 2022 Building/Cust Svc/Lobby Refresh	\$28,500	\$28,500*	\$28,500*	Approved by GM Transfer Authority**
Proj #A21215: Admin. Office Bldg. Design	(\$28,500)	\$79,542*	\$79,542*	Approved by GM Transfer Authority**
01-5-03-03107: Meter Service Repair (Meter Replacement included)	(\$28,400)	\$271,600	N/A	Approved by GM Transfer Authority (Budget changed to Capital upon 21/22 Budget revision)
Proj #A21209: Toyota Tundra	\$14,200	\$60,200	\$60,200	Approved by GM Transfer Authority**
Proj #A21210: Toyota Tundra	\$14,200	\$60,200	\$60,200	Approved by GM Transfer Authority**
<b>Total Adjustments</b>	<b>\$511,958</b>			

\* Amount has subsequently been adjusted.  
\*\* Per Administrative Code Section 4.04.06.

These adjustments are reflected in the 06/01/22 Board-approved 21/22 Revised Budget.



**BOARD REPORT SUMMARY**  
**Year-to-Date as of 03/31/22**  
**21/22 Revised Budget is installed**  
**75% of year**

**REVENUES (Year-to-date)**

Total Revenues are 103% of budget  
 Water Revenues (Operating Revenues) are 81% of budget  
 Property Tax & Assessment Revenues are 100% of budget  
 Unbudgeted Development (Capacity) Fees YEAR-TO-DATE total \$1,185,898 (95 meters YTD incl. 39 with wastewater; 33 upgr  
 HDMC Revenues are 72% of budget (*billed in arrears*)

**EXPENSES (Year-to-date)**

	<u>% of budget</u>
Production	74%
Distribution	55%
Customer Service	128% <i>Includes increased Paymentus and DocuSign costs.</i>
Administration	56%
Development & Engineering	15%
Finance	63%
Human Resources	58%
Bonds, Loans & Standby (& Non-Op Exp)	108% <i>Includes unforeseen W, F &amp; A costs.</i>
CIRP	121% <i>Budget results depend upon capital project involvement</i>
HDMC Treatment Plant	110% <i>Budget is a rough estimate; costs are 100% reimbursed.</i>
Benefits Allocated	63%
Field Allocated	82% <i>Building repair, Fuel &amp; Auto expense are running high</i>
Office Allocated	56%

TOTAL with RESERVE FUNDING*	61%	vs	75% of year
TOTAL without RESERVE FUNDING**	78%	vs	75% of year

*NOTE: Neither our revenues nor our expenses are evenly distributed throughout the year.*

\*As shown on Operating Board Report  
 \*\*Adjusted to remove Reserve (Cash flow) budget

**SUMMARY**

Total Operating Revenues exceed Total Operating Expenses by \$3,603,198.



# \*\*Operating Board Report (Budget Report) Account Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>Program: 39 - ** OPERATING REVENUES **</b>						
<u>01-39-41010-FI</u>	METERED WATER SALES	3,427,000.00	3,427,000.00	228,882.25	2,882,800.97	-544,199.03 84.12 %
<u>01-39-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	-7,725.00	-7,725.00	0.00	-3,441.10	4,283.90 44.54 %
<u>01-39-41015-FI</u>	BASIC FEES	2,290,000.00	2,290,000.00	211,665.74	1,769,244.04	-520,755.96 77.26 %
<u>01-39-41016-FI</u>	BASIC FEES - LOCKED/PULLED	350,000.00	350,000.00	30,567.00	261,038.80	-88,961.20 74.58 %
<u>01-39-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	28,000.00	28,000.00	3,337.83	28,162.98	162.98 100.58 %
<u>01-39-41040-FI</u>	SPECIAL SERVICES REVENUE	200,000.00	200,000.00	18,708.48	165,324.56	-34,675.44 82.66 %
	<b>Program: 39 - ** OPERATING REVENUES ** Total:</b>	<b>6,287,275.00</b>	<b>6,287,275.00</b>	<b>499,161.30</b>	<b>5,103,130.25</b>	<b>-1,184,144.75 81.17 %</b>
<b>Program: 40 - ** NON-OPERATING REVENUES **</b>						
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB R...	132,000.00	132,000.00	0.00	94,753.62	-37,246.38 71.78 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES REI...	29,700.00	29,700.00	0.00	21,319.57	8,380.43 71.78 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,191,301.02	1,191,301.02	0.00	1,197,256.98	5,955.96 100.50 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE	650,000.00	650,000.00	0.00	650,418.86	418.86 100.06 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	242,132.50	242,132.50	0.00	242,132.50	0.00 100.00 %
<u>01-40-44010-FID</u>	WATER CAPACITY CHARGES	0.00	0.00	77,730.00	710,359.00	710,359.00 0.00 %
<u>01-40-44030-FID</u>	METER INSTALLATION & UPGRADE FE...	0.00	0.00	16,685.00	156,181.00	156,181.00 0.00 %
<u>01-40-44035-FID</u>	METER REPAIR REVENUE (CUST DMG)	0.00	0.00	0.00	1,732.96	1,732.96 0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	35,210.00	319,358.00	319,358.00 0.00 %
<u>01-40-46100-FI</u>	GRANT REVENUE - FEDERAL	0.00	0.00	314,944.23	314,944.23	314,944.23 0.00 %
<u>01-40-46110-FI</u>	GRANT REVENUE - STATE	0.00	0.00	0.00	3.00	3.00 0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	437,598.04	32,045.36	12,045.36 160.23 %
<u>01-40-47002-FI</u>	INTEREST REVENUE	20,000.00	20,000.00	2.06	15,626.43	-4,373.57 78.13 %
<u>01-40-47030-FID</u>	PLANT SALES (SALES TAXABLE)	0.00	0.00	174.22	174.22	-174.22 0.00 %
	<b>Program: 40 - ** NON-OPERATING REVENUES ** Total:</b>	<b>2,285,133.52</b>	<b>2,285,133.52</b>	<b>6,799.03</b>	<b>3,755,957.29</b>	<b>1,470,823.77 164.36 %</b>
	<b>Revenue Total:</b>	<b>8,572,408.52</b>	<b>8,572,408.52</b>	<b>499,960.33</b>	<b>8,859,087.54</b>	<b>286,679.02 103.34 %</b>
<b>Expense</b>						
<b>Program: 01 - ** PRODUCTION **</b>						
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY (incl STBY,CLBK)	389,552.00	389,552.00	19,741.21	308,405.22	81,146.78 79.17 %
<u>01-01-5-01-02205-RI</u>	WATER TREATMENT EXPENSE	10,000.00	10,000.00	0.00	4,080.72	5,919.28 40.81 %
<u>01-01-5-01-02210-RI</u>	SMALL TOOLS - PRODUCTION	10,000.00	10,000.00	211.91	5,446.46	4,553.54 54.46 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	571,000.00	571,000.00	436,920.00	436,920.00	134,080.00 76.52 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	10,000.00	10,000.00	0.00	0.00	10,000.00 0.00 %
<u>01-01-5-01-03108-RI</u>	RECHARGE MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00 0.00 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	3,500.00 0.00 %
<u>01-01-5-01-03115-RI</u>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	0.00	26,064.88	8,935.12 74.47 %
<u>01-01-5-01-03120-RI</u>	TANK & RESERVOIR MAINTENANCE	30,000.00	30,000.00	0.00	0.00	30,000.00 0.00 %
<u>01-01-5-01-03207-RI</u>	GENERATOR (ALL) REPAIR & MAINT...	25,000.00	25,000.00	5,838.60	13,582.54	11,417.46 54.33 %
<u>01-01-5-01-04004-RI</u>	LABORATORY SERVICES	20,000.00	20,000.00	1,383.90	10,976.20	9,023.80 54.88 %
<u>01-01-5-01-06105-RI</u>	POWER FOR PUMPING (ELECTRIC)	325,000.00	325,000.00	121,196.98	283,454.61	41,545.39 87.22 %
<u>01-01-5-01-06501-RI</u>	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00	243.00	2,669.75	2,330.25 53.40 %
<u>01-01-5-01-07002-GM</u>	RIGHT OF WAY	16,870.00	16,870.00	0.00	16,719.24	150.76 99.11 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	281,302.47	281,302.47	60,193.61	176,515.64	104,786.83 62.75 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	127,175.22	127,175.22	7,513.31	103,913.78	23,261.44 81.71 %
	<b>Program: 01 - ** PRODUCTION ** Total:</b>	<b>1,864,399.69</b>	<b>1,864,399.69</b>	<b>653,242.52</b>	<b>1,388,749.04</b>	<b>475,650.65 74.49 %</b>
<b>Program: 02 - ** DISTRIBUTION **</b>						
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY (incl STBY,CLB...	421,450.70	421,450.70	23,331.95	184,190.11	237,260.59 43.70 %
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	12,500.00	12,500.00	455.58	5,902.56	6,597.44 47.22 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	45,000.00	45,000.00	0.00	-35,737.10	80,737.10 -79.42 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	60,000.00	60,000.00	2,175.88	64,079.92	-4,079.92 106.80 %

**\*\*Operating Board Report (Budget Report)**

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01-02-5-02-03206-JC</a>	TRACTOR REPAIR / MAINT.	15,000.00	15,000.00	0.00	26,327.61	-11,327.61	175.52 %
<a href="#">01-02-5-02-04005-JC</a>	UTILITY LOCATING (DIG ALERT)	5,000.00	5,000.00	185.62	1,559.47	3,440.53	31.19 %
<a href="#">01-02-5-02-98001-FI</a>	EE BENEFITS ALLOCATED	323,992.92	323,992.92	69,328.59	203,303.64	120,689.28	62.75 %
<a href="#">01-02-5-02-98002-FI</a>	FIELD EXPENSES ALLOCATED	146,527.96	146,527.96	8,656.64	119,726.74	26,801.22	81.71 %
<b>Program: 02 - ** DISTRIBUTION ** Total:</b>		<b>1,029,471.58</b>	<b>1,029,471.58</b>	<b>104,134.26</b>	<b>569,352.95</b>	<b>460,118.63</b>	<b>55.31 %</b>
<b>Program: 03 - ** CUSTOMER SERVICE **</b>							
<a href="#">01-03-5-03-01107-FI</a>	FIELD SALARY - CUSTOMER SERVICE	51,763.00	51,763.00	4,840.55	43,913.02	7,849.98	84.83 %
<a href="#">01-03-5-03-01114-FI</a>	OFFICE SALARY - CUSTOMER SERV.	199,424.72	199,424.72	13,732.30	103,534.39	95,890.33	51.92 %
<a href="#">01-03-5-03-03100-FID</a>	METER INSTALLATION & UPGRADES ..	0.00	0.00	0.00	65,936.60	65,936.60	0.00 %
<a href="#">01-03-5-03-03107-JC</a>	METER SERVICE REPAIR (INTERNAL &...	0.00	0.00	0.00	49,954.62	49,954.62	0.00 %
<a href="#">01-03-5-03-05201-JC</a>	METER READING EQUIPMENT & EXP...	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-03-5-03-07000-FID</a>	MISC UTILITY ADJUSTMENTS	0.00	0.00	0.00	-38.03	38.03	0.00 %
<a href="#">01-03-5-03-07004-HR</a>	LOW INCOME ASSISTANCE (LIA)	6,650.00	6,650.00	50.00	1,150.00	5,500.00	17.29 %
<a href="#">01-03-5-03-07010-DOF</a>	BAD DEBT	25,000.00	25,000.00	-20.06	-275.81	25,275.81	-1.10 %
<a href="#">01-03-5-03-07015-HR</a>	CUSTOMER SERVICE - OTHER	60,000.00	60,000.00	16,790.18	61,526.76	-1,526.76	102.54 %
<a href="#">01-03-5-03-07021-HR</a>	ARREARAGE GRANT EXPENSE	0.00	0.00	348,971.29	348,971.29	-348,971.29	0.00 %
<a href="#">01-03-5-03-98001-FI</a>	EE BENEFITS ALLOCATED	203,388.34	203,388.34	43,521.41	127,624.99	75,763.35	62.75 %
<a href="#">01-03-5-03-98002-FI</a>	FIELD EXPENSES ALLOCATED	16,918.18	16,918.18	999.50	13,823.70	3,094.48	81.71 %
<a href="#">01-03-5-03-98003-FI</a>	OFFICE EXPENSE ALLOCATED	120,121.46	120,121.46	12,400.77	66,803.10	53,318.36	55.61 %
<b>Program: 03 - ** CUSTOMER SERVICE ** Total:</b>		<b>688,265.70</b>	<b>688,265.70</b>	<b>441,285.94</b>	<b>882,924.63</b>	<b>-194,658.93</b>	<b>128.28 %</b>
<b>Program: 04 - ** ADMINISTRATION **</b>							
<a href="#">01-04-5-04-01108-FI</a>	ADMINISTRATION SALARY	340,498.00	340,498.00	11,432.78	211,371.98	129,126.02	62.08 %
<a href="#">01-04-5-04-01121-FI</a>	DIRECTORS SALARY	31,253.00	31,253.00	3,268.97	28,618.95	2,634.05	91.57 %
<a href="#">01-04-5-04-01210-EXA</a>	DIRECTORS / C A C. EDUCATION	16,568.00	16,568.00	-1,457.46	4,717.42	11,850.58	28.47 %
<a href="#">01-04-5-04-04007-GM</a>	LEGISLATIVE ADVOCACY	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
<a href="#">01-04-5-04-07008-EXA</a>	BUSINESS EXPENSE	-2,581.00	-2,581.00	30.00	2,407.29	-4,988.29	-93.27 %
<a href="#">01-04-5-04-07014-GM</a>	PUBLIC INFORMATION	66,702.00	66,702.00	4,489.37	34,630.77	32,071.23	51.92 %
<a href="#">01-04-5-04-07016-EXA</a>	MEMBERSHIP, DUES & SUBSCRIPT	49,291.00	49,291.00	1,374.11	38,657.31	10,633.69	78.43 %
<a href="#">01-04-5-04-07020-GM</a>	WATER CONSERVATION EXPENSE	15,000.00	15,000.00	1,860.00	10,060.00	4,940.00	67.07 %
<a href="#">01-04-5-04-07025-GM</a>	LEGAL SERVICES - NON-PERSONNEL	55,000.00	55,000.00	7,870.28	24,409.87	30,590.13	44.38 %
<a href="#">01-04-5-04-07218-CRP</a>	SAFETY EXPENSE (EQUIP & SUPPLIES)	23,825.00	23,825.00	1,242.80	5,932.80	17,892.20	24.90 %
<a href="#">01-04-5-04-07219-GM</a>	EMERGENCY PREPAREDNESS	55,000.00	55,000.00	151.86	1,366.74	53,633.26	2.48 %
<a href="#">01-04-5-04-07401-HR</a>	PROPERTY INSURANCE & RISK MGMT	114,000.00	114,000.00	23,121.27	53,936.66	60,063.34	47.31 %
<a href="#">01-04-5-04-98001-FI</a>	EE BENEFITS ALLOCATED	278,380.69	278,380.69	59,568.40	174,682.24	103,698.45	62.75 %
<a href="#">01-04-5-04-98003-FI</a>	OFFICE EXPENSE ALLOCATED	201,368.00	201,368.00	20,788.25	111,986.68	89,381.32	55.61 %
<b>Program: 04 - ** ADMINISTRATION ** Total:</b>		<b>1,249,304.69</b>	<b>1,249,304.69</b>	<b>133,740.63</b>	<b>707,778.71</b>	<b>541,525.98</b>	<b>56.65 %</b>
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING **</b>							
<a href="#">01-05-5-05-04008-GM</a>	ENGINEERING CONTRACT SERVICES	40,000.00	40,000.00	0.00	8,245.82	31,754.18	20.61 %
<a href="#">01-05-5-05-04013-GM</a>	DEVELOPMENT - OTHER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING ** Total:</b>		<b>55,000.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>8,245.82</b>	<b>46,754.18</b>	<b>14.99 %</b>
<b>Program: 06 - ** FINANCE **</b>							
<a href="#">01-06-5-06-01101-FI</a>	FINANCE SALARY	280,943.69	280,943.69	25,916.44	195,620.41	85,323.28	69.63 %
<a href="#">01-06-5-06-04009-DOF</a>	ACCOUNTING/AUDIT SERVICES	25,360.00	25,360.00	0.00	14,434.88	10,925.12	56.92 %
<a href="#">01-06-5-06-07001-DOF</a>	FINANCE - OTHER	30,065.00	30,065.00	3,246.87	18,910.94	11,154.06	62.90 %
<a href="#">01-06-5-06-98001-FI</a>	EE BENEFITS ALLOCATED	235,040.95	235,040.95	50,294.49	147,486.81	87,554.14	62.75 %
<a href="#">01-06-5-06-98003-FI</a>	OFFICE EXPENSE ALLOCATED	170,052.09	170,052.09	17,555.35	94,570.98	75,481.11	55.61 %
<b>Program: 06 - ** FINANCE ** Total:</b>		<b>741,461.73</b>	<b>741,461.73</b>	<b>97,013.15</b>	<b>471,024.02</b>	<b>270,437.71</b>	<b>63.53 %</b>
<b>Program: 07 - ** HUMAN RESOURCES **</b>							
<a href="#">01-07-5-07-01102-FI</a>	PERSONNEL SALARY	39,761.00	39,761.00	5,124.25	35,249.78	4,511.22	88.65 %
<a href="#">01-07-5-07-01105-HR</a>	AWARDS SALARY/LEAVE	2,500.00	2,500.00	0.00	5,248.40	-2,748.40	209.94 %
<a href="#">01-07-5-07-01215-HR</a>	EMPLOYEE TRAINING	30,000.00	30,000.00	0.00	5,435.72	24,564.28	18.12 %
<a href="#">01-07-5-07-01217-HR</a>	EMPLOYEE EDUCATION	10,000.00	10,000.00	0.00	1,231.36	8,768.64	12.31 %
<a href="#">01-07-5-07-01905-HR</a>	EMPLOYMENT RECRUITING EXPENSE	16,000.00	16,000.00	77.00	3,629.45	12,370.55	22.68 %
<a href="#">01-07-5-07-01910-HR</a>	LABOR LEGAL FEES	40,000.00	40,000.00	10,317.26	31,312.30	8,687.70	78.28 %
<a href="#">01-07-5-07-01915-HR</a>	PERSONNEL - OTHER	10,000.00	10,000.00	455.31	5,520.45	4,479.55	55.20 %
<a href="#">01-07-5-07-01920-HR</a>	AWARDS GIFTS	2,500.00	2,500.00	0.00	77.41	2,422.59	3.10 %
<a href="#">01-07-5-07-98001-FI</a>	EE BENEFITS ALLOCATED	31,327.97	31,327.97	6,703.62	19,658.12	11,669.85	62.75 %



**\*\*Operating Board Report (Budget Report)**

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	22,677.04	22,677.04	2,341.07	12,611.36	10,065.68	55.61 %
	<b>Program: 07 - ** HUMAN RESOURCES ** Total:</b>	<b>204,766.01</b>	<b>204,766.01</b>	<b>25,018.51</b>	<b>119,974.35</b>	<b>84,791.66</b>	<b>58.59 %</b>
	<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY **</b>						
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	127,000.00	127,000.00	0.00	127,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	77,361.00	77,361.00	0.00	0.00	77,361.00	0.00 %
<u>01-09-5-09-08130-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN PR...	170,247.19	170,247.19	0.00	169,787.90	459.29	99.73 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	115,132.50	115,132.50	56,124.85	115,107.20	25.30	99.98 %
<u>01-09-5-09-08220-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN IN...	97,643.71	97,643.71	0.00	98,103.00	-459.29	100.47 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARGE	1,400.00	1,400.00	175.32	1,059.39	340.61	75.67 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	11,642.00	11,642.00	2,054.58	10,150.01	1,491.99	87.18 %
<u>01-09-5-09-08330-DOF</u>	STANDBY ADMINISTRATION	26,224.00	26,224.00	4,698.53	18,895.40	7,328.60	72.05 %
<u>01-09-5-09-09203-FI</u>	WASTE, ABUSE, & FRAUD	0.00	0.00	0.00	138,764.69	-138,764.69	0.00 %
	<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY ** Total:</b>	<b>626,650.40</b>	<b>626,650.40</b>	<b>63,053.28</b>	<b>678,867.59</b>	<b>-52,217.19</b>	<b>108.33 %</b>
	<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)</b>						
<u>01-12-5-12-01135-FI</u>	CIRP STANDBY/CALLBACK	0.00	0.00	3,796.93	31,974.92	-31,974.92	0.00 %
<u>01-12-5-12-01212-FI</u>	CIRP: COMPENSATED LEAVE	61,507.00	61,507.00	1,336.62	29,124.06	32,382.94	47.35 %
<u>01-12-5-12-02213-CRP</u>	CIRP: SMALL TOOLS/MISC. EXP.	15,000.00	15,000.00	984.75	9,843.54	5,156.46	65.62 %
<u>01-12-5-12-02213-FI</u>	CIRP: SALARY (excl STBY,CLBK)	346,386.70	346,386.70	3,470.58	59,677.17	286,709.53	17.23 %
<u>01-12-5-12-98001-FI</u>	EE BENEFITS ALLOCATED	269,777.66	269,777.66	57,727.51	169,283.87	100,493.79	62.75 %
<u>01-12-5-12-98002-FI</u>	FIELD EXPENSES ALLOCATED	122,017.24	122,017.24	7,208.60	99,699.24	22,318.00	81.71 %
<u>01-12-5-12-98777-FI</u>	CIRP: SALARY CLEARING (PROJ SALAR...	-323,831.00	-323,831.00	0.00	0.00	-323,831.00	0.00 %
<u>01-12-5-12-98779-FI</u>	CIRP: BENEFITS CLEARING (PROJ BEN...	-240,799.13	-240,799.13	-21,610.41	-96,261.76	-144,537.37	39.98 %
	<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (C...</b>	<b>250,058.47</b>	<b>250,058.47</b>	<b>52,914.58</b>	<b>303,341.04</b>	<b>-53,282.57</b>	<b>121.31 %</b>
	<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **</b>						
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	40,000.00	40,000.00	0.00	45,102.57	-5,102.57	112.76 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION EXP	80,000.00	80,000.00	8,421.97	87,558.82	7,558.82	109.45 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	12,000.00	12,000.00	914.23	11,939.94	60.06	99.50 %
	<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** Total:</b>	<b>132,000.00</b>	<b>132,000.00</b>	<b>9,336.20</b>	<b>144,601.33</b>	<b>-12,601.33</b>	<b>109.55 %</b>
	<b>Program: 42 - ** RESERVE SET-ASIDE (DRAWDOWN) - OP **</b>						
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<u>01-42-5-99-00100-FI</u>	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<u>01-42-5-99-00150-FI</u>	%METER REPL RES (OP Funded)	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
<u>01-42-5-99-00250-FI</u>	%STUDIES/REPORTS RES (OP Funded)	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<u>01-42-5-99-00300-FI</u>	%CAPITAL RES (OP Funded)	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00 %
	<b>Program: 42 - ** RESERVE SET-ASIDE (DRAWDOWN) - OP ** Total:</b>	<b>1,750,000.00</b>	<b>1,750,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,750,000.00</b>	<b>0.00 %</b>
	<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **</b>						
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	308,493.00	308,493.00	17,676.64	310,308.38	-1,815.38	100.59 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	643,464.00	643,464.00	32,785.02	302,353.08	341,110.92	46.99 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	19,024.00	19,024.00	1,434.03	13,141.47	5,882.53	69.08 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSURAN...	75,546.00	75,546.00	0.00	40,794.33	34,751.67	54.00 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	311,873.00	311,873.00	14,056.53	177,756.86	134,116.14	57.00 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	41,354.00	41,354.00	5,565.17	34,710.81	6,643.19	83.94 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	3,524.00	3,524.00	0.00	2,394.38	1,129.62	67.94 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	27,000.00	27,000.00	1,295.00	8,560.00	18,440.00	31.70 %
<u>01-51-5-51-01250-HR</u>	MISC. BENEFITS: WELLNESS	8,000.00	8,000.00	0.00	2,815.87	5,184.13	35.20 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	184,933.00	184,933.00	12,453.28	125,720.14	59,212.86	67.98 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,623,211.00	-1,623,211.00	-347,337.63	-1,018,555.31	-604,655.69	62.75 %
	<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-262,071.96</b>	<b>0.01</b>	<b>-0.01</b>	<b>0.00 %</b>
	<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS **</b>						
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	11,500.00	11,500.00	282.76	8,755.55	2,744.45	76.14 %
<u>01-52-5-52-01405-HR</u>	TEMPORARY LABOR - FIELD	54,888.60	54,888.60	0.00	54,992.72	-104.12	100.19 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	15,000.00	15,000.00	861.81	9,486.76	5,513.24	63.25 %
<u>01-52-5-52-02209-EXA</u>	SHOP OFFICE SUPPLIES	20,000.00	20,000.00	318.27	1,304.09	18,695.91	6.52 %
<u>01-52-5-52-03205-D/P</u>	TOOL / EQUIP REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<u>01-52-5-52-03905-D/P</u>	BUILDING REPAIR/MAINT-SHOP/SITE	30,000.00	30,000.00	2,568.27	33,657.15	-3,657.15	112.19 %
<u>01-52-5-52-04015-CRP</u>	OPS: SOFTWARE,SUPPORT	138,000.00	138,000.00	35,868.86	85,705.78	52,294.22	62.11 %

**\*\*Operating Board Report (Budget Report)**

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01-52-5-52-05005-D/P</a>	FUEL-VEHICLES	60,000.00	60,000.00	4,023.01	51,690.34	8,309.66	86.15 %
<a href="#">01-52-5-52-05010-D/P</a>	AUTO EXPENSE - FIELD	20,000.00	20,000.00	748.54	37,329.07	-17,329.07	186.65 %
<a href="#">01-52-5-52-06305-EXA</a>	COMMUNICATIONS-MOBILE	29,000.00	29,000.00	2,055.34	20,652.14	8,347.86	71.21 %
<a href="#">01-52-5-52-07009-D/P</a>	REGULATORY-PERMITS, FEES, CERTS	33,250.00	33,250.00	0.00	33,589.86	-339.86	101.02 %
<a href="#">01-52-5-52-98000-FI</a>	ALLOCATED EXPENSES - FIELD	-412,638.60	-412,638.60	-24,378.05	-337,163.46	-75,475.14	81.71 %
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>22,348.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS **</b>							
<a href="#">01-53-5-53-01405-HR</a>	TEMPORARY LABOR - OFFICE	112,453.59	112,453.59	4,053.96	60,133.79	52,319.80	53.47 %
<a href="#">01-53-5-53-02105-EXA</a>	OFFICE SUPPLIES	56,000.00	56,000.00	829.03	12,822.74	43,177.26	22.90 %
<a href="#">01-53-5-53-02107-EXA</a>	OFFICE EQUIP & MAINT.	26,000.00	26,000.00	3,098.82	15,238.25	10,761.75	58.61 %
<a href="#">01-53-5-53-02110-EXA</a>	POSTAGE	33,500.00	33,500.00	5,430.89	21,863.50	11,636.50	65.26 %
<a href="#">01-53-5-53-03906-EXA</a>	BUILDING REPAIR/MAINT - OFFICE	47,265.00	47,265.00	7,181.76	37,065.51	10,199.49	78.42 %
<a href="#">01-53-5-53-04015-EXA</a>	ADMIN: COMPUTER SOFTWARE & SU...	164,000.00	164,000.00	19,335.08	86,866.20	77,133.80	52.97 %
<a href="#">01-53-5-53-05010-DOF</a>	AUTO EXPENSE - OFFICE	4,000.00	4,000.00	0.00	428.06	3,571.94	10.70 %
<a href="#">01-53-5-53-06705-EXA</a>	TELEPHONE AND UTILITIES	71,000.00	71,000.00	5,926.39	51,554.07	19,445.93	72.61 %
<a href="#">01-53-5-53-98000-FI</a>	ALLOCATED EXPENSES - OFFICE	-514,218.59	-514,218.59	-53,085.44	-285,972.12	-228,246.47	55.61 %
<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-7,229.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>8,591,378.27</b>	<b>8,591,378.27</b>	<b>1,332,786.41</b>	<b>5,274,859.49</b>	<b>3,316,518.78</b>	<b>61.40 %</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>		<b>-18,969.75</b>	<b>-18,969.75</b>	<b>-832,826.08</b>	<b>3,584,228.05</b>	<b>3,603,197.80</b>	<b>18,894.44 %</b>
<b>Report Surplus (Deficit):</b>		<b>-18,969.75</b>	<b>-18,969.75</b>	<b>-832,826.08</b>	<b>3,584,228.05</b>	<b>3,603,197.80</b>	<b>18,894.44 %</b>





**WATER SALES CONSUMPTION STATISTICS**  
As of 03/31/22

	CURRENT 03/31/2022	PRIOR 1 03/31/2021	PRIOR 2 03/31/2020
Consumption - 12 months ending:			
CCF (units)	526,096	505,900	471,566
Gallons	393,519,808	378,413,200	352,731,368
Acre Feet	1,208	1,161	1,082
Change/PY	3.99% increase	7.28% increase	11.56% increase

Change from Two Years Prior  
Change does not correlate to state conservation mandate.

**CONSUMPTION RANKING - TOP TEN**

	ACCOUNT NAME	Consumption (CCF)					ACCOUNT TOTALS
		HOUSING	HOSPITAL/ME	PUBLIC AGENCY	INDIVIDUAL/TEMP	COMMERCIAL	
1	Hi-Desert Medical Center (hospital and CCC)		3,113				3,113
2	Quail Springs Village Apartments	1,963					1,963
3	Morongo Unified School District			1,294			1,294
4	Joshua Tree Memorial Park				947		947
5	JT Parks & Recreation			897			897
6	Housing Partners, Inc.				832		832
7	Lazy H Mobilehome Park	750					750
8	Individual				698		698
9	Individual				628		628
10	Yucca Trails Apts.	557					557
	<b>CLASS/TYPE TOTALS</b>	<b>3,270</b>	<b>3,113</b>	<b>2,158</b>	<b>2,158</b>	<b>947</b>	<b>11,679</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

JOSHUA BASIN WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JUNE 15, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special meeting to order at 6:00 p.m.

DETERMINATION OF A QUORUM – President Floen asked for a roll call and the following Directors are present: Vice President Doolittle, Director Delph, and Director Jarlsberg are in attendance.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Steve Corbin, Production Supervisor, Jeremiah Nazario, Distribution Supervisor, Brandon Warner, CIRP Supervisor, and Beverly Krushat, Executive Assistant, are in attendance.

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

APPROVAL OF AGENDA –

MSC' (Delph/Jarlsberg) 4/0/0 motion carried to approve the agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC COMMENT – None

CONSENT CALENDAR - MSC' (Delph/Jarlsberg) 4/0/0 motion carried to approve the Consent Calendar.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

A YEAR IN REVIEW PRESENTATION– Kathleen Radnich, Public Information Consultant, gave an informative presentation on the following: The Board received for information only,

VENDOR SPOTLIGHT: NBS – Director Anne Roman stated that NBS is an organization that the District has utilized in some capacity for over 15 years. They specialize in the following services:

- Special Financing district formation & consulting
- Special financing district annual administration
- Fee Studies & cost allocation plans
- Utility rate & Capacity fee studies
- Fiscal impact analyses & Development impact fees
- Public engagement

The District currently uses NBS to administer its Copper Mountain Mesa (CMM) Assessment District annual billing and reporting. Since about 2019, the District has also used NBS to administer our Water Availability (Standby) billing, kicked off by a long-overdue parcel audit to review accuracy. As a result of that parcel audit, NBS was hired to administer refunds of some identified overpayments and engage the public in that process. In the future, we hope to utilize NBS to develop a [Overhead] Cost Allocation Plan for the District. NBS describes such a plan as being “used for optimal budgeting purposes and...many forms of cost recovery efforts” (NBSgov.com;/fee-studies/). The Board received for information only and no action was taken.

CONSIDERATION OF APPOINTMENT OR CALL FOR ELECTION TO FILL BOARD VACANCY FOR BOARD OF DIRECTORS DIVISION 1 – Division 1 Director Unger resigned her seat as of June 1, 2022. Board shall confirm its determination as to whether to fill the Division 1 vacancy by calling for an election rather than through a process of appointment. If calling for an election, the Board shall consider Resolution No. 22-1040 for approval. After a brief discussion, the Board voted to wait for the November 2022 election to fill the vacancy.

MSC<sup>1</sup> (Jarlsberg/Doolittle) 4/0/0 motion carried to fill the vacancy at the November 2022 election.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

DIRECTOR REPORTS AND COMMENTS - Each Director commented on the different meetings and conferences they attended.

FUTURE DIRECTOR MEETINGS – President Floen read off the list of future meetings.

CLOSED SESSION – At approximately 6:38 p.m. the Board adjourned to Closed Session.

RETURN TO OPEN SESSION: The Board of Directors returned to Open Session at approximately 6:51 p.m. and Legal Counsel Jeff Hoskinson reported out that the Board met in Closed Session relative to real property negotiations. With respect to Item 13, the Board, by a unanimous roll-call vote of all its members, with all members present, approved a purchase of APN 0603-231-14-0000, though an agreement has not yet been signed or approved by the other party. Accordingly, details of the transaction will be released on request once the agreement is fully executed, and copies of such agreement will be made available on request at such time.

ADJOURNMENT – The Board of Directors adjourned at 6:53 p.m.

JOSHUA BASIN WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JUNE 29, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special meeting to order at 2:00 p.m.

DETERMINATION OF A QUORUM – All Directors are present.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Steve Corbin, Production Supervisor, Jeremiah Nazario, Distribution Supervisor, Brandon Warner, CIRP Supervisor, Lisa Thompson, Lead C/S Rep., and Beverly Krushat, Executive Assistant, are in attendance.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Jeff Hoskinson, Legal Counsel, and Auditors from Fedak & Brown, LLP - Andy Beck, Partner/Engagement Partner, Jeff Palmer, Supervisor, and Christopher Brown, Partner.

APPROVAL OF AGENDA –

MSC' (Jarlsberg/Doolittle) 4/0/0 motion carried to approve the agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC COMMENT – None

STATE OF EMERGENCY FINDINGS– The Board of Directors renewed its findings outlined in Resolution No. 21-1035 for an additional 30 days.

MSC' (Delph/Doolittle) 4/0/0 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC HEARING AND CONSIDERATION OF RESOLUTION NO. 22-1042 ADOPTING NEW MANDATORY WATER CONSERVATION MEASURES – GM Sarah Johnson gave the staff report and President Floen then opened the public hearing and asked Board members for their questions then asked for public comments (there were none). After a brief Q&A period with Board members, the public hearing was closed.

MSC' (Jarlsberg/Delph) 4/0/0 motion carried to adopt Resolution No. 22-1042 adopting new mandatory conservation measures.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC HEARING TO CONSIDER THE WATER AVAILABILITY (STANDBY) CHARGES FOR FISCAL YEAR 22/23 AND AUTHORIZING COLLECTION BY SAN BERNARDINO COUNTY- Director Anne Roman stated that the Annual Standby Public Hearing is a legal requirement, necessary each year regardless of whether there is a rate change. The proposed rates are unchanged since 1996 and are authorized by the Uniform Standby Charge Procedures Act (Government Code 54984 et seq.). Although no change to the Standby charges is proposed, the District is legally required to advertise and hold a public hearing and adopt a resolution setting the rates annually. After Director Roman gave the staff report, President Floen opened the public hearing. After a brief Q&A period the Board approved and authorized collection of the Standby charges by San Bernardino County.

MSC' (Delph/Doolittle) 4/0/0 motion carried to approve and authorized collection of Standby Charges by San Bernardino County.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

2020/2021 AUDITED FINANCIAL STATEMENTS – Director Anne Roman gave the staff report and introduced the Auditors of Fedak & Brown, LLP– Below is an overview of financial matters:

- **Net position increased** by 6.32% or \$2,383,046 to \$40,094,861, mostly related to increased water revenues from increased consumption, scheduled rate increases, and capital contributions from development activities.
  - Net position is “one way to measure the District’s financial health, or *financial position*. Over time, *increases or decreases* in the District’s net position are one indicator of whether its *financial health* is improving or deteriorating”. In this case, the net position is increasing or improving.
- **Total Revenues increased** by 16.03% or \$1,224,833, mainly due to increased consumption, scheduled rate increases, and capital contributions from development activities. **Capital contributions increased** by 60.97% or \$310,779. Capital contributions are primarily restricted.
- **Total Expenses increased** by 4.29% or \$300,794 due to increases in water recharge costs, offset by decreases in customer service costs, general and administrative costs, and distribution costs.
- **Total Assets increased** by 5.2% or \$2,314,930 to \$46,804,567 due to increases in restricted and unrestricted cash and cash equivalents, increased CIRP inventory, and Accounts Receivable increases due to the COVID shutoff moratorium.
- **Capital Assets increased** by 1.3% or \$389,628 mainly driven by the completion of the Saddleback Mainline project.
- **Total Liabilities decreased** by 0.8% or \$57,972 as a result of routine pay downs of bonds and notes, offset by an *increase* in net pension liability and customer deposits.

MSC' (Doolittle/Delph) 4/0/0 motion carried to accept and file the 2020/2021 Financial Report from Fedak & Brown, LLP.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

CLOSED SESSION – At approximately 6:38 p.m. the Board adjourned to a closed session.

RETURN TO OPEN SESSION: The Board of Directors returned to Open Session at approximately 6:51 p.m. and reported that the Board met in Closed Session relative to real property negotiations. With respect to Item 13, the Board, by a unanimous roll-call vote of all its members, with all members present, approved a purchase of APN 0603-231-14-0000, though an agreement has not yet been signed or approved by the other party. Accordingly, details of the transaction will be released on request once the agreement is fully executed, and copies of such agreement will be made available on request at such time.

ADJOURNMENT – The Board of Directors adjourned at 6:53 p.m.

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

**Board of Directors Meeting**

**DATE: July 20, 2022**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Sarah Johnson, General Manager  
**TOPIC:** **EMERGENCY MANAGEMENT SERVICES**  
**RECOMMENDATION:** Receive and refer attached agreement between Joshua Basin Water District and Sturdivan Emergency Management Consulting, LLC

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**ANALYSIS:** One of the operational requirements for a public water system is to “provide a reliable and adequate supply of pure, wholesome, healthful and potable water” (CA Health & Safety Code, Section 11655). Emergency Response Planning for both terrorist activities and natural disasters is an essential part of ensuring customers receive a reliable and adequate supply of potable water.

To help the district prepare and facilitate operations during emergencies that may affect the District, staff recommends engaging in a contract with Sturdivan Emergency Management Consulting, LLC (SEMC) who would be on retainer to assist with JBWD in the event of an emergency that requires the District to open an Emergency Operations Center (EOC).

In addition to the EOC assistance, SEMC will help to recover FEMA reimbursements (if applicable), provide mandated staff training, provide Board of Directors training, and grant management and writing services related to emergency management.

**STRATEGIC PLAN ITEM:** 2.0 Meet regulatory requirements for water, wastewater, financial, and administrative functions.  
3.4 Continuously Improve Safety Program  
4.7 Continuously Improve the District’s Emergency Preparedness

**FISCAL IMPACT:** 10,500.00 annually (as approved in FY22/23 budget)



## Sturdivan Emergency Management, SEMC, LLC

Dear Sarah Johnson  
General Manager  
Joshua Basin Water District  
61750 Chollita Rd.  
Joshua Tree, CA 92252

### **Re: Proposal for Emergency Management Services**

#### **Scope of Services**

To facilitate better operations during emergencies that affect Joshua Basin (District), Sturdivan Emergency Management Consulting, LLC (SEMC) will be on retainer with JBWD. to provide emergency management services in the event of an emergency that requires the JBWD to open their Emergency Operations Center (EOC). The emergency management services are:

- Work with staff in organization of the EOC
- Facilitate coordination between the County of San Bernardino Office of Emergency Services (SBCOES), CalWARN, and Water Resources Control Board
- Communicate the needs of the agency with the SBCOES and with resources coming into the area to facilitate mutual aid for response and recovery
- Coordinate the flow of paperwork and ensure paperwork is being done correctly to facilitate reimbursement
- Work with staff to ensure FEMA (Federal Emergency Management Agency) reimbursements are obtainable
- Function in any capacity needed in the Districts EOC.

The District will contact Mr. Gary Sturdivan, SEMC consultant, and once contacted by the District, Mr. Sturdivan will report to the District's EOC. Mr. Sturdivan's first responsibility is to his spouse's well-being and then to the district. If travel is not feasible, the District and Mr. Sturdivan will communicate by phone. If travel is feasible and the emergency is only affecting the district, Mr. Sturdivan will report to JBWD. District agrees to pay for travel to and from the district, housing, meals, and expenses incurred related to the incident. These expenses can be

18769 W. Shangri La Road, Surprise, AZ, 85388  
gsturdivan@semcllc.com Cell: 909-658-5974



## Sturdivan Emergency Management, SEMC, LLC

charged to CalOES (California Office of Emergency Services) and FEMA in a presidential Declared event.

Mr. Sturdivan will guide the District in the task of reimbursement for response and recovery and advise the District of any available post disaster mitigation funding that would be available to the District.. The District will make the following items available for Mr. Sturdivan:

- Mr. Sturdivan will conduct all employee ICS-100/700 and ICS 300/400 training for new hires and refresher course each year at no charge.
- Mr. Sturdivan will conduct one Elected Official Training Course at no charge.
- Mr. Sturdivan will conduct one EOC positions specific training at no cost.
- Mr. Sturdivan will conduct on Table-Top exercise yearly at no additional cost.

### **Grant Management, Grant writing**

- Write FEMA grants year NOI, and grant applications
- Work with Districts Accounting department on all grant reimbursement's,
- Work with District Staff on all grant quarterly reports
- Manage all grant activities needed and required by the District, CalOES and FEMA

### **Fee Schedule**

The District will pay SEMC for emergency management services as follows:

- Retainer of \$10,500.00 a calendar year, payable in July of each year.
- Hourly fee when EOC or is activated at \$105.00 an hour. This fee is reimbursable from FEMA in the event of a Presidential Declaration of Emergency.
- All other grant tasks are at an hourly rate of \$120.00 an hour.
- Reimbursement for travel costs in the event Mr. Sturdivan is not in the area when contacted to report to the EOC is at the current rate of \$0.55 a mile. A gasoline surcharge maybe added to any invoice.

18769 W. Shangri La Road, Surprise, AZ, 85388  
gsturdivan@semcllc.com Cell: 909-658-5974





Sturdivan Emergency Management, SEMC, LLC

Sincerely,

A handwritten signature in black ink that reads "Gary Sturdivan". The signature is fluid and cursive, with the first name "Gary" written in a larger, more prominent script than the last name "Sturdivan".

Gary Sturdivan  
CEO/Owner

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager

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gsturdivan@semcllc.com Cell: 909-658-5974

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

**Board of Directors Meeting**

**DATE: July 20, 2022**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Sarah Johnson, General Manager  
**TOPIC:** **APPOINT A NEW JPIA REPRESENTATIVE**  
**RECOMMENDATION:** Refer to Board select new JPIA Representatives

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**ANALYSIS:** The Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) is a partnership of water agencies dedicated to avoiding the high cost of commercial insurance. Being a part of a risk-sharing pool for property, liability, workers' compensation and employee benefits, allows for more rate stability, broader coverage and expanded benefits and services than private insurance.

Former Director Unger was previously appointed as the JPIA Director Representative. Staff recommends that the Board appoints a new JPIA Director Representative.

**STRATEGIC PLAN ITEM:** 2.11 – Continuously update administrative policies and procedures

**FISCAL IMPACT:** N/A