



**REGULAR FINANCE COMMITTEE MEETING  
WEDNESDAY, DECEMBER 11, 2019, AT 9:00 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

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- Draft Minutes – November 13, 2019

Pages 3-11

7. REVIEW OF DRAFT COLLECTIONS POLICY- Review and refer to the Board of Directors for approval.

Pages 12-21

8. REVIEW OCTOBER 2019 CHECK REGISTERS – Review and refer to the Board of Directors for approval.

Pages 22-23

9. RECEIVE 1<sup>ST</sup> QUARTER ENDING 9/30/2019 FINANCIAL BRIEFING – Receive and refer to the Board of Directors for approval.

Pages 24-27

10. RATES AND FEES SCHEDULED TO INCREASE AS OF 1/1/20 – Receive for information only.
11. STAFF REPORT – Mark Ban, GM or Susan Greer, AGM-Finance
12. ADJOURNMENT -

**INFORMATION**

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee 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 regular business hours.

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE FINANCE COMMITTEE  
Wednesday, November 13, 2019  
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger

STAFF PRESENT - Mark Ban, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, Director of Administration

CONSULTANT PRESENT – Alec German, Fedak & Brown, Auditor

GUESTS -4

APPROVAL OF AGENDA -

MSC<sup>1</sup> (Unger/Johnson) motion carried to approve the November 13, 2019, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of September 11, 2019

MSC<sup>1</sup> (Unger/Johnson) motion carried to approve the draft minutes of September 11, 2019.

REVIEW AUGUST & SEPTEMBER 2019 CHECK REGISTERS –

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the August & September 2019 check registers to the Board of Directors for approval.

18/19 AUDIT PRESENTATION BY FEDAK & BROWN – Mr. Alec German, Fedak & Brown, presented the Finance Committee with the 18/19 Audit Presentation. A brief Q&A period followed.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the 18/19 Audit Presentation to the Board of Directors for approval.

CAPITAL IMPROVEMENT & REPLACEMENT PROGRAM – FISCAL YEAR 20/21 WATERMAIN REPLACEMENT DESIGN – Mark Ban, GM gave the staff report and a brief Q&A followed with the Finance Committee.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the CIRP Fiscal Year 20/21 Watermain Replacement Design to the Board of Directors for approval.

BOARDROOM TECHNOLOGY – Mark Ban, GM gave the staff report along with the addition of adding new microphones for the Board of Directors dais.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer Boardroom technology and Southwest proposal to the Board of Directors for approval.

STAFF REPORT –None

ADJOURNMENT - MSC<sup>1</sup> (Unger/Johnson) to adjourn the Finance Committee meeting at 9:41 a.m.

Respectfully Submitted,

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Susan Greer, Assistant General Manager/Controller

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

December 11, 2019

Report to: Committee

Prepared by: Susan Greer



TOPIC: REVIEW OF DRAFT COLLECTIONS POLICY

RECOMMENDATION: Review and refer to Board of Directors

ANALYSIS:

A final draft Collections Policy (“Policy”) is attached for your review. The Policy is written to comply with the “written policy on discontinuation of residential service for nonpayment” requirements of SB 998, which law is incorporated into the California Health & Safety Code. The District is also subject to disconnection laws in the Government Code, and those requirements have also been included in this Policy. A comprehensive policy addressing all aspects related to collections of payments for water service did not previously exist, so in addition to the requirements of SB 998, other related topics are incorporated in the Policy. An example of that is the information included regarding governmental agencies that have exemptions from payment of delinquent fees, either by statute or by agreement with the District. Also, we’re not ready quite yet, but I recommend that we add information about the lien process to the Policy in the future.

The Policy is based substantially on the Soquel Creek Water District policy. Soquel implemented early as they were installing new software, and for the longest time they had the only policy available. There are many more policies available now, and each of them I’ve seen looks substantially like the Soquel policy. I worked with legal counsel from Colantuono, Highsmith and Whatley to review the policy and it has been approved. Attorney Ryan Reed from the legal firm will be available by phone during the Finance Committee meeting discussion of this item.

Because the ramifications of the Policy are not yet fully understood, and could result in more or less disconnections over time, potentially taxing staff resources, we have attempted to simplify the Policy as much as possible.

Significant changes to existing policy required by SB 998 are summarized below:

- Timeline for disconnection of water service for nonpayment increases by law from 35 days after the billing date to 60 days after the *delinquent* date.
- Low income customers with doctor notes must be provided with alternative payment arrangements in order to avoid disconnection, allowing *up to* 12 months to pay the balance due.
- When the billing and service addresses are different, a separate letter, addressed to “Occupant,” mailed to the property address 10 days before disconnection, is required. Note that there are over 2,500 of these address variations District-wide.

- All written notices required pursuant to the policy shall be provided in English and Spanish. The District must have the policy on discontinuation of residential service for nonpayment available on our website and offer to provide copy for customers. The District must also provide the policy and other notices in Spanish on our website and when mailed/delivered.
- Doorhanger Tags must be posted at each property in a prominent location at least 48 hours before disconnection for non-payment upon advice of counsel.
- Interest charges on delinquent bills for low income customers must be waived once every 12 months.
- Reconnection fees for low income customers during business hours is limited to \$50 and \$150 after hours, or less if our actual cost is less. Our current costs do not exceed these limits and the law allows an annual escalation of the current \$50/\$150 limits in accordance with the CPI beginning 1/1/21.
- If customer subject to disconnection is granted an alternative payment arrangement to avoid disconnection and fails to honor the payment requirements for at least *60 more days*, the District must post a 5-day notice of intent to discontinue service at the property location.
- The new law allows “an adult at the residence” or “a resident of the premises” or “a tenant of the customer” to dispute or appeal a water bill subject to disconnection, which results in investigation and cessation of disconnection while investigation is pending.

As the new disconnection cycle resets, from 35 days after billing date to 60 days after delinquent date, we will have no disconnections at all in the months of February or March 2020. The first disconnections under this new program will occur in April 2020.

#### Next Steps:

The water bill will need to be redesigned again, providing clear information to customers about each monthly charge, which amounts are current, which are delinquent, and which are subject to disconnection. This was one of the only problems for Soquel Creek and we’re trying to do better.

Once approved, the Collections Policy will need to be translated into Spanish. A few other written notifications required by the new law also need to be translated.

Software changes are required for the bill redesign and other billing changes such as changing the timeline for disconnection.

A resolution will have to be written in order to incorporate this policy into the Rules & Regulations. I intend to add the policy in its entirety as an Exhibit to the existing Rules & Regulations.

#### FISCAL IMPACT:

Unfortunately, the full financial impacts of this new law will not be known for several years. The first full year of bad debt associated with the new Policy will not be written off until the end of fiscal 21/22. There will be increased costs for additional mailed notices to occupants, hand delivery of doorhangers, and management of payment arrangements. In addition, we will be redesigning our water bill and software changes are required, both increased one-time up-front costs.

## **JOSHUA BASIN WATER DISTRICT COLLECTIONS POLICY**

### **Purpose/Background:**

This policy enumerates Joshua Basin Water District's (hereinafter "District") administrative actions for the collection of delinquent accounts, including notifications, fees applicable and discontinuation of service. This policy will be made available to the public on the District's website at [www.jbwd.com](http://www.jbwd.com), by email and in person. The District will provide a copy of the policy upon request, without charge.

**Customers are encouraged to contact the District by phone at (760) 366-8438 to discuss options for avoiding discontinuation of water service for nonpayment under the terms of this policy.**

### **Text of policy**

Joshua Basin Water District is governed in the execution of the collection of delinquent accounts by California Government Code Sections 60370 – 60375.5. As an urban or community water system, the District is also governed by Senate Bill No. 998, Health and Safety Code Sections 116900 – 116926, effective February 1, 2020.

### **Delinquent Account**

Delinquent accounts are hereafter identified as any account that remains unpaid (and without having made written payment arrangements) by close of business 20 days after issuance of the water bill, or the due date indicated on the water bill, whichever is later. The following rules apply to the collection of delinquent accounts:

#### **1. Small Balance Accounts**

Any balance on an account that is less than or equal to the current amount of the  $\frac{3}{4}$ " Basic Monthly Fee may be carried over and added to the next billing period, and although it is still subject to a Delinquent Account Service Charge for late payment, it will not incur further collection action.

#### **2. Delinquent Account Service Charges**

If payment for a bill is not received by close of business on the 20<sup>th</sup> day after the bill is issued, or the following business day if the 20<sup>th</sup> is a weekend or District holiday, Delinquent Account Service Charges will be assessed the following business day. On occasion, due to operational issues, the due date will be later but never sooner than this date. The due date will be displayed prominently on each water bill. The due date displayed on the water bill takes precedence should that date differ from this policy language.

Delinquent Account Service Charges for late payment are comprised of a 10% penalty on each original unpaid balance, plus .5% per month interest for each subsequent month of delinquency.

#### **3. Waiver of Interest**

The District will waive the interest portion of the Delinquent Account Service Charges once every 12 months for all customers.

#### **4. Waiver of Delinquent Notices and Charges**

The State of California, because of special legislation, excellent long-term payment history, a sound financial base and variations in budget approval and warrant payment procedures, will not be sent delinquent notices nor assessed a Delinquent Account Service Charges for delinquent payment on their accounts.

The Copper Mountain College, a local government agency relying on funding from the State of California, which has above been given a waiver of delinquent fees, has requested and was also given a waiver of Delinquent Account Service Charges.

Both the State of California and Copper Mountain College are still subject to disconnection of water service in accordance with this policy should non-payment of their accounts occur.

## 5. Alternative Payment Arrangements

### a. Requesting Alternative Payment Arrangements

Any customer may request an alternative payment arrangement to avoid disruption of service. The District will consider all circumstances surrounding the request and determine whether the payment arrangement is warranted. Except as described in Section 5(b) of this policy, it is within the District's sole discretion to grant an alternative payment arrangement. Payment arrangements *must be in writing and signed by the customer*. Only one payment arrangement per account will be authorized at a time.

### b. Qualifications for Alternative Payment Arrangements

The District will **not** discontinue residential water service for nonpayment if all the following conditions are met:

1. Customer or tenant of the customer submits certification from a primary care provider stating that discontinuation of service would be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where the service is provided.
2. Customer demonstrates he or she is financially unable to pay for service within the District's normal billing cycle. A customer may be deemed financially unable to pay if:
  - A. Any member of the customer's household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children; or
  - B. The customer declares in writing that the household's annual income is less than 200 percent of the federal poverty level.
3. Customer agrees to enter into an alternative payment arrangement offered by the District, governed by the policies described herein.

A payment arrangement spreads the unpaid balance over a longer period as determined by the District in consultation with the customer, not to exceed six (6) months from the date the payment arrangement is executed. The General Manager or his or her designee, in their reasonable discretion, may authorize a longer term to avoid undue hardship on the customer. While establishing a payment arrangement will

avoid disconnection of water service as long as the terms of the arrangement are complied with, the District still applies Delinquent Account Service Charges each month on the unpaid balance.

c. Failure to Comply with Alternative Payment Arrangements

The customer must comply with the terms of any alternative payment arrangement and remain current as charges accrue in each subsequent billing period. The customer may not request another alternative payment arrangement of any subsequent unpaid charges while paying charges pursuant to an alternative payment arrangement. Failure to comply with the terms of an alternative payment arrangement for sixty (60) days or more, *including payment of current charges*, will result in the issuance of a final notice of intent to disconnect service. The disconnection notice will be in the form of a doorhanger posted at the property in a prominent and conspicuous location no less than five (5) business days in advance of discontinuance of service.

6. Procedures to Contest or Appeal a Water Bill

a. Time to Initiate a Complaint or Request an Investigation

A customer may initiate a complaint or request an investigation in writing regarding the amount of a bill within five (5) days of receiving a disputed bill. For purposes of this Section only, a bill shall be deemed received by a customer eight (8) days after mailing. Water service shall not be discontinued while the appeal is pending.

b. Review by District

A timely complaint or request for investigation shall be reviewed by the District, who shall provide a written determination to the customer. The District will consider whether to offer the customer an alternative payment arrangement per Section 5 of this policy. The District may, in its discretion, review untimely complaints or requests for investigation; however, such complaints or requests are not subject to appeal under Section 6(c) of this policy.

c. Appeal to Board of Directors

Any customer whose timely complaint or request for an investigation pursuant to this Section has resulted in an adverse determination by the District may appeal the determination to the Board of Directors by filing a written notice of appeal with the District Secretary within ten (10) business days of the District's mailing of its determination. Upon receiving the notice of appeal, the District Secretary will set the matter to be heard at an upcoming Board meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. The decision of the Board shall be final.

d. Good Faith Payment

If a customer disputes the water bill and exercises their right to appeal, the District will not disconnect water service for non-payment while the appeal is pending. While an investigation of a disputed bill is being conducted, the customer will be required to pay an amount equal to a typical bill for that length of time.

7. Notifications

The District will make reasonable, good faith efforts to notify the customer as required by this Policy but assumes no responsibility for contact information that has not been kept up to date by the customer.

8. Written Disconnection Notice

The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer in writing at least ten (10) days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account.

If the mailing address and the address of the property to which water service is provided are different, a second notice addressed to "Occupant" will be mailed to the service address at least ten (10) days before discontinuation of water service for non-payment. In addition, a doorhanger notifying residents of the impending disconnection of water service, along with a copy of this policy, will be posted at the property in a prominent location at least 48 hours before disconnection. The written disconnection notice and occupant notice will include the following information:

- Customer's name and address
- Amount that is past due
- Date by which payment or payment arrangements are required to avoid discontinuation of service
- Description of the process to apply for an amortization plan
- Description of the process to dispute or appeal a bill
- Description of the procedure for the customer to obtain information on financial assistance, if applicable
- Telephone number where customer may request a payment arrangement or receive additional information from the District
- Web links to the District's collections and service restoration policies

*a. Notice to Residential Tenants/Occupants in an Individually Metered Residence*

The District will make a reasonable, good faith effort to inform the occupants, by means of a written notice when the water service account is in arrears and subject to disconnection at least ten (10) days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they can verify that the delinquent account customer of record is or was the landlord, manager or agent of the dwelling by providing a lease or rental agreement, rent receipts or other verification acceptable to the District. The District will also deliver a doorhanger notice to the property at least 48 hours before disconnection of water service. The tenant/occupant must also be willing to assume financial responsibility for subsequent charges for water service at that address and comply with the application requirements for new water service, including payment of fees.

*b. Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter*

The District will make a reasonable, good faith effort to inform the occupants, by means of a written notice distributed to each unit in the complex at least ten (10) days before water service is shut off, when the water service account is in arrears and subject to disconnection. The written notice will advise the tenant/occupant that they have the right to become a customer of the District without being required to pay the amount due on the delinquent account. The tenant/occupant must also be willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter and comply with the application requirements for new water service, including payment of fees. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met



those requirements. The District will also deliver a doorhanger notice to each unit in the complex at least 48 hours before disconnection of water service.

9. Written Notice Returned Undeliverable

If the written disconnection notice is returned through the mail as undeliverable, the District will contact the customer by phone informing them of the impending disconnection and offer to provide a copy of the disconnection policy and discuss options to avoid service disconnection including alternative payment options. Per section 8 above, the District will also make a reasonable, good faith effort to visit the residence and leave a doorhanger notice of imminent discontinuation for non-payment along with a copy of this policy.

10. Disconnection of Water Service for Non-Payment

The District will not disconnect water service on any Saturday, Sunday, legal holiday, or at any time during which the business offices of the District are not open to the public. The water service will be disconnected by locking the meter in the off position. The account will be closed if payment is not received within 7 days of initial disconnection and additional fees and application paperwork will be required to re-establish active service.

If a water meter that has been locked off by the District because of nonpayment is unlocked by any person other than a District employee, the District will re-lock or remove the water meter to deter further theft of water. Customer, occupant, tenant or property owner will have to pay a meter reinstallation charge if meter has been removed, in addition to all other charges, including damages and other charges due for service restoration before meter is reinstalled and/or service is reinstated by the District.

Each service address account, whether active or inactive, will be billed a monthly Basic Fee. If a tenant account is disconnected for non-payment and the tenant does not re-establish service, the tenant account will be closed and an inactive account in the name of the property owner or landlord will be established, unless a continuous service agreement has been established, in which case the owner or landlord account will be an active account. If an owner or landlord account is disconnected for non-payment, the account will be transferred from active to inactive status, and the billing will continue.

11. Re-establishment of Service

In order to resume service that has been disconnected for non-payment, the customer must pay any disconnection fees; any current and past due water billing charges including interest or penalties; any reconnection fees, subject to the limitations in Section 12; and a guarantee deposit if required by the District. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of the next regular working day following payment as required in this Section. Water service that is turned on by any person other than District personnel or without District authorization may result in damage to District facilities and result in additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer or property owner and service will not be restored until such damages are paid.

12. Reconnection Fees

Reconnection fees cannot exceed \$50 during normal business hours and \$150 during nonoperational hours (after-hours). Those fees cannot exceed the actual cost of reconnection if that cost is less than the statutory caps. The caps may be adjusted annually for changes in the Consumer Price Index for the

Riverside-San Bernardino-Ontario region beginning January 1, 2021. The amount of the current reconnection fees are included in Article 14 of the Rules & Regulations.

**13. Re-establishment of Service After Business Hours**

Service restored at the request of a customer after 3:00 pm Monday through Friday, weekends, or holidays will be charged an after-hours reconnection fee, subject to limitations of Section 12. Service will not be restored after regular business hours unless the customer has been informed of the after-hours reconnection fee and has signed an agreement acknowledging the fee and agreeing to contact the District no later than 9:00 am the following business day to pay the subject fee. The after-hours reconnection fee must be paid at the time requested if done so in the office, or by 9:00 am the following business day if requested after regular business hours, and may not be paid later as part of a payment arrangement. District staff responding to service calls are not permitted to collect payment but will instruct the customer to contact the District before 9:00 am the following business day. Services with water meters that have been removed cannot be re-established after hours.

Sometimes water service is discontinued because the service is for a new account and the District has not received a request to establish service from the new account holder. If service is being restored after regular business hours because the customer has yet to establish an account, the customer must agree to contact the District before 9:00 am the following business day to establish service by completing water account application paperwork and paying new account fees and the after-hours turn on convenience charge.

Service restored after regular business hours at customer request will be disconnected without further notice if customer fails to follow-up with the District office by 9:00 am on the following business day, as the customer committed to do when signing and agreeing to the after-hours turn on.

**14. Notification of Disposition of Returned Check or Credit Card Payment**

Upon receipt of a returned payment, whether check or credit card, taken as payment of water service or other charges, the District will consider the account not paid and the amount of the returned payment will be deemed delinquent. The District will make a reasonable, good faith effort to notify the customer of the returned payment.

All amounts paid to redeem a returned check or credit card payment and to pay the returned payment charge must be in cash. Accounts paid before the due date with payments that are subsequently returned not paid will be assessed the delinquent account service charges as if the subsequently returned payment was never received.

**15. Returned Checks for Previously Disconnected Service**

If a customer tenders a non-negotiable check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing advanced notice.

Any customer that makes payment to restore service turned off for non-payment which is subsequently returned by the bank unpaid, will be required make payments in cash for a period of 24 months from the date of the returned payment. After two years of good payment history including no more than two late payments and no lock-offs, customer may request to be removed from the cash-only status.

**16. Copy of Policy**

If a customer cannot access a copy of this policy via the District's website, the District will email a copy of the policy or make one available at the District's office at no charge on request. If a customer requests a mailed copy, the District will charge for the mailing service but not the document.

**17. Termination of Service Related to Unauthorized Action**

This policy does not apply to the termination of service due to an unauthorized action of a customer, such as violation of the District's Rules & Regulations.

**18. Annual Reporting**

The number of annual discontinuations of water service for non-payment will be reported on the District's website and also reported to the State Water Resources Control Board.



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 10/01/2019 - 10/31/2019

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
013865 <u>AFSCME0919</u>	AFSCME Invoice	10/10/2019	10/10/2019 Regular VOLUNTARY CONTRIBUTION BY UNION M	0.00 0.00	8.00 8.00	61696
000575 <u>AFSCME0919</u>	AFSCME LOCAL 1902 Invoice	10/10/2019	10/10/2019 Regular EE UNION DUES - SEPT 19	0.00 0.00	590.68 590.68	61697
013346 <u>80811</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	10/10/2019	10/10/2019 Regular DEMO GARDEN/BUILD MAINT THRU 9/15	0.00 0.00	650.00 650.00	61698
013863 <u>576422</u>	ATKINSON, ANDELSON, LOYA, RUUD AND ROM Invoice	10/10/2019	10/10/2019 Regular LEGAL SERVICES THRU 8/31/19	0.00 0.00	5,385.45 5,385.45	61699
013338 <u>BW100119</u>	BEVERLY WASZAK Invoice	10/10/2019	10/10/2019 Regular REIMB: MILEAGE & EE TRAINING EXPENS	0.00 0.00	236.40 236.40	61700
004110 <u>BW093019</u> <u>BW1019</u> <u>BW1019B</u>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	10/10/2019 10/10/2019 10/10/2019	10/10/2019 Regular TRASH REMOVAL (SHOP) - SEPT 19 TRASH & RECYCLING (OFFICE) - OCT 19 TRASH & RECYCLING (OFFICE) - OCT 19	0.00 0.00 0.00	806.19 362.00 156.51 287.68	61701
013372 <u>SI405147</u>	CALIFORNIA CHAMBER OF COMMERCE Invoice	10/10/2019	10/10/2019 Regular ANNUAL MEMBERSHIP - 10/15/19 - 10/1	0.00 0.00	749.00 749.00	61702
013821 <u>200005166</u>	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE Invoice	10/10/2019	10/10/2019 Regular CSMFO ANNUAL CONFERENCE: 1/28/20 -	0.00 0.00	425.00 425.00	61703
001850 <u>970601</u>	CLINICAL LAB OF S.B. INC Invoice	10/10/2019	10/10/2019 Regular HDMC WWTP SAMPLING- AUG 19	0.00 0.00	960.00 960.00	61704
001933 <u>2019-0015PT</u>	COUNTY OF SAN BERNARDINO Invoice	10/10/2019	10/10/2019 Regular UNPAID SPECIAL ASSESSMENT REPORT	0.00 0.00	403.27 403.27	61705
002420 <u>SI443671</u>	DLT SOLUTIONS, INC Invoice	10/10/2019	10/10/2019 Regular 2020 AUTOCAD SUBSCRIPTION RENEWAL	0.00 0.00	1,759.45 1,759.45	61706
000126 <u>INV04033</u>	EAST VALLEY WATER DISTRICT Invoice	10/10/2019	10/10/2019 Regular ERNIE MEMBERSHIP DUES THRU 6/30/19	0.00 0.00	400.00 400.00	61707
VEN01466 <u>F8092619</u>	FEDAK & BROWN LLP Invoice	10/10/2019	10/10/2019 Regular FINANCIAL AUDIT 18/19 - SEPT 19	0.00 0.00	7,445.00 7,445.00	61708
013222 <u>FC1010</u>	FRONTIER CALIFORNIA INC. Invoice	10/10/2019	10/10/2019 Regular HDMC WWTP - TELEPHONE	0.00 0.00	213.20 213.20	61709
013802 <u>657276</u>	HASA, INC. Invoice	10/10/2019	10/10/2019 Regular WATER TREATMENT EXPENSE	0.00 0.00	573.90 573.90	61710
004720 <u>SI025740.004</u>	INLAND WATER WORKS Invoice	10/10/2019	10/10/2019 Regular INVENTORY	0.00 0.00	2,144.23 2,144.23	61711
009054 <u>191006-1</u> <u>191508-1CR</u> <u>192208-1</u> <u>192908-1</u>	KATHLEEN J. RADNICH Invoice Credit Memo Invoice Invoice	10/10/2019 10/10/2019 10/10/2019 10/10/2019	10/10/2019 Regular PUBLIC RELATIONS SERVICES CREDIT: REVERSE REIMBURSEMENT PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00 0.00 0.00	2,620.80 1,020.60 -58.80 768.60 890.40	61712
003930 <u>9190000196</u>	NBS Invoice	10/10/2019	10/10/2019 Regular CMM ADMIN FEES - 4TH QTR 19	0.00 0.00	6,508.39 2,045.85	61713

\*Check Report JBWD

Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>9190000386</u>	Invoice	10/10/2019	STANDBY ADMIN FEES - 4TH QTR	0.00	4,462.54	
013848	INDUSTRIAL METAL SUPPLY CO.	10/10/2019	Regular	0.00	1,006.14	61714
<u>370538</u>	Invoice	10/10/2019	SHOP EXPENSE	0.00	1,006.14	
000070	ONLINE INFORMATION SERVICES, INC.	10/10/2019	Regular	0.00	264.30	61715
<u>957382</u>	Invoice	10/10/2019	ID VERIF. SERV. THRU 9/30/19	0.00	264.30	
013828	PRO SECURITY SYSTEMS, INC.	10/10/2019	Regular	0.00	5,420.99	61716
<u>12995</u>	Invoice	10/10/2019	ALARM SYSTEM UPGRADES @ SHOP	0.00	4,583.49	
<u>12996</u>	Invoice	10/10/2019	ALARM SYSTEM UPGRADES @ SHOP	0.00	837.50	
006150	RANDY MAYES	10/10/2019	Regular	0.00	84.68	61717
<u>RM092519</u>	Invoice	10/10/2019	REIMB MILES: SBC DEPT OF PW- UTILITY C	0.00	84.68	
009065	RDO EQUIPMENT COMPANY	10/10/2019	Regular	0.00	619.13	61718
<u>P40652</u>	Invoice	10/10/2019	CIRP WATER TRUCK MAINTENANCE	0.00	91.96	
<u>P40653</u>	Invoice	10/10/2019	JD 410L BACKHOE MAINTENANCE	0.00	527.17	
009065	RDO EQUIPMENT COMPANY	10/10/2019	Regular	0.00	36,116.85	61719
<u>E06362</u>	Invoice	10/10/2019	2020 TOWMASTER TRAILER T-50	0.00	36,116.85	
000225	RICH, AUTUMN	10/10/2019	Regular	0.00	300.00	61720
<u>AR100119</u>	Invoice	10/10/2019	EDUCATION REIMBURSEMENT	0.00	300.00	
000091	SAN BERNARDINO COUNTY RECORDER	10/10/2019	Regular	0.00	16.00	61721
<u>SB100819</u>	Invoice	10/10/2019	RELEASE OF LIENS	0.00	16.00	
013228	SARAH J. JOHNSON	10/10/2019	Regular	0.00	227.29	61722
<u>SJ093019</u>	Invoice	10/10/2019	REIMB: CSDA MILEAGE & MEALS	0.00	227.29	
011101	VAGABOND WELDING SUPPLY	10/10/2019	Regular	0.00	911.51	61723
<u>109396</u>	Invoice	10/10/2019	SMALL TOOLS - PRODUCTION	0.00	492.55	
<u>109399</u>	Invoice	10/10/2019	SMALL TOOLS - PRODUCTION	0.00	155.03	
<u>109460</u>	Invoice	10/10/2019	SHOP EXPENSE/SMALL TOOLS - PRODUCT	0.00	230.82	
<u>109467</u>	Invoice	10/10/2019	SHOP EXPENSE	0.00	33.11	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	10/10/2019	Regular	0.00	4,411.00	61724
<u>1099</u>	Invoice	10/10/2019	COMMUNICATION TOOL - 19/20	0.00	4,411.00	
013366	THE SOCO GROUP, INC.	10/10/2019	Regular	0.00	9,492.50	61725
<u>0710870-IN</u>	Invoice	10/10/2019	FUEL FOR VEHICLES	0.00	3,272.42	
<u>0717355-IN</u>	Invoice	10/10/2019	FUEL FOR VEHICLES	0.00	1,797.53	
<u>0717356-IN</u>	Invoice	10/10/2019	FUEL FOR VEHICLES	0.00	4,422.55	
011114	VAN DYKE CORP	10/10/2019	Regular	0.00	460.00	61726
<u>18551</u>	Invoice	10/10/2019	EXCAVATOR RELOCATION SERVICES: SADD	0.00	460.00	
000504	ACTION PUMPING, INC.	10/24/2019	Regular	0.00	1,820.00	61727
<u>9093-1</u>	Invoice	10/24/2019	HDMC WW: PUMPING	0.00	1,820.00	
000501	ACWA/JPIA	10/24/2019	Regular	0.00	25,033.26	61728
<u>0631873</u>	Invoice	10/24/2019	EE HEALTH BENEFIT & EAP NOV 19	0.00	25,033.26	
000501	ACWA/JPIA	10/24/2019	Regular	0.00	55,944.53	61729
<u>JPIA100319</u>	Invoice	10/24/2019	AUTO & GENERAL LIABILITY 10/19 - 10/20	0.00	55,944.53	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	10/24/2019	Regular	0.00	650.00	61730
<u>8091L</u>	Invoice	10/24/2019	DEMO GARDEN/BUILD MAINT THRU 10/1	0.00	650.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	10/24/2019	Regular	0.00	8,296.05	61731
<u>579372</u>	Invoice	10/24/2019	LEGAL SERVICES THRU 9/30/19	0.00	8,296.05	
VEN01462	BAY AREA CARBIDE, INC.	10/24/2019	Regular	0.00	91.78	61732
<u>228593</u>	Invoice	10/24/2019	TOOL/EQUIP REPAIR	0.00	91.78	

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Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
001555	CENTRATEL	10/24/2019	Regular	0.00	526.07	61733
<u>191003192101</u>	Invoice	10/24/2019	DISPATCH SERVICES - SEPT 19	0.00	526.07	
001652	CIRCLE MOUNTAIN BIOLOGICAL CONSULTANTS	10/24/2019	Regular	0.00	820.00	61734
<u>19-026-01</u>	Invoice	10/24/2019	TRAINING: DESERT TORTOISE AWARENESS	0.00	820.00	
001850	CLINICAL LAB OF S.B. INC	10/24/2019	Regular	0.00	1,791.00	61735
<u>971125</u>	Invoice	10/24/2019	SAMPLING - SEPT 19	0.00	831.00	
<u>971126</u>	Invoice	10/24/2019	HDMC WWTP SAMPLING- SEPT 19	0.00	960.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	10/24/2019	Regular	0.00	868.00	61736
<u>40196</u>	Invoice	10/24/2019	LEGAL SERVICES - SEPT 19	0.00	868.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	10/24/2019	Regular	0.00	2,251.64	61737
<u>3990561-090532</u>	Invoice	10/24/2019	EE LIFE INSURANCE - SEPT 19	0.00	2,251.64	
013365	IMAGE SOURCE	10/24/2019	Regular	0.00	434.84	61738
<u>25AR1019427</u>	Invoice	10/24/2019	SHOP EXPENSE 9/01/19 - 9/30/19	0.00	82.14	
<u>25AR1021694</u>	Invoice	10/24/2019	OFFICE EXPENSE 9/5/19 - 10/4/19	0.00	352.70	
002565	DUDEK AND ASSOCIATES, INC	10/24/2019	Regular	0.00	5,597.50	61739
<u>20196584</u>	Invoice	10/24/2019	ENG SERV: MULTIPLE PROJECTS THRU 8/3	0.00	5,597.50	
013818	EBIX, INC.	10/24/2019	Regular	0.00	6,820.32	61740
<u>0778132-IN</u>	Invoice	10/24/2019	INSURANCE CERTIFICATION SERVICES 9/1	0.00	6,820.32	
003025	FEDEX	10/24/2019	Regular	0.00	68.74	61741
<u>6-765-01073</u>	Invoice	10/24/2019	SHIPPING	0.00	68.74	
000058	GARDA CL WEST, INC.	10/24/2019	Regular	0.00	684.29	61742
<u>10518068</u>	Invoice	10/24/2019	COURIER FEES - OCT 19	0.00	684.29	
003950	GRANITE CONSTRUCTION CO	10/24/2019	Regular	0.00	2,522.32	61743
<u>1677022</u>	Invoice	10/24/2019	M/L REPAIR: 3/8" COLD MIX	0.00	2,522.32	
004720	INLAND WATER WORKS	10/24/2019	Regular	0.00	1,819.36	61744
<u>S1027077.002</u>	Invoice	10/24/2019	SADDLEBACK & TILFORD SUPPLIES	0.00	585.08	
<u>S1027363.001</u>	Invoice	10/24/2019	TILFORD SUPPLIES	0.00	905.10	
<u>S1028278.001</u>	Invoice	10/24/2019	PUMPING PLANT SUPPLIES	0.00	329.18	
009054	KATHLEEN J. RADNICH	10/24/2019	Regular	0.00	2,125.78	61745
<u>1910013-1</u>	Invoice	10/24/2019	PUBLIC RELATIONS SERVICES	0.00	1,151.38	
<u>191020-1</u>	Invoice	10/24/2019	PUBLIC RELATIONS SERVICES	0.00	974.40	
000205	LORI G. HERBEL	10/24/2019	Regular	0.00	175.00	61746
<u>LH110119</u>	Invoice	10/24/2019	PUBLIC INFO/FARMER'S MARKET	0.00	175.00	
003215	FRED'S TIRE & AUTOMOTIVE	10/24/2019	Regular	0.00	538.31	61747
<u>25242</u>	Invoice	10/24/2019	VACUUM MAINTENANCE: E72	0.00	523.31	
<u>25338</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V31	0.00	15.00	
006507	McMASTER-CARR SUPPLY COMPANY	10/24/2019	Regular	0.00	138.07	61748
<u>17377938</u>	Invoice	10/24/2019	METER REPAIR SUPPLIES	0.00	262.75	
<u>18197226</u>	Invoice	10/24/2019	METER REPAIR SUPPLIES	0.00	121.86	
<u>18526103</u>	Credit Memo	10/24/2019	METER REPAIR SUPPLIES	0.00	-246.54	
013857	MICHAEL BAKER INTERNATIONAL, INC.	10/24/2019	Regular	0.00	3,800.00	61749
<u>1061434</u>	Invoice	10/24/2019	TILFORD WAY PARCEL CORNER SURVEY	0.00	3,800.00	
000156	FORSHOCK	10/24/2019	Regular	0.00	768.00	61750
<u>1900384</u>	Invoice	10/24/2019	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900385</u>	Invoice	10/24/2019	MONTHLY SCADA MONITORING	0.00	205.00	
<u>1900388</u>	Invoice	10/24/2019	SCADA MAINTENANCE	0.00	525.00	
007500	NORTHAMERICAN TRANSPORTATION	10/24/2019	Regular	0.00	171.10	61751

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Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>29787</u>	Invoice	10/24/2019	DRUG & ALCOHOL TESTING - 4TH QTR 19	0.00	171.10	
013866	OFFICE OF THE ASSESSOR-RECORDER-CLERK	10/24/2019	Regular	0.00	10.00	61752
<u>108555</u>	Invoice	10/24/2019	MAP REVISIONS - OCTOBER 19	0.00	10.00	
000236	PAYPRO ADMINISTRATORS	10/24/2019	Regular	0.00	55.00	61753
<u>73031</u>	Invoice	10/24/2019	FSA ADMIN FEES - SEPT 19	0.00	55.00	
008200	PITNEY BOWES INC.	10/24/2019	Regular	0.00	320.21	61754
<u>3103450882</u>	Invoice	10/24/2019	LEASING CHARGES - 3RD QTR 19	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	10/24/2019	Regular	0.00	392.24	61755
<u>22870948</u>	Invoice	10/24/2019	SHOP EXPENSE	0.00	55.98	
<u>22870950</u>	Invoice	10/24/2019	SHOP EXPENSE	0.00	151.25	
<u>22878190</u>	Invoice	10/24/2019	SHOP EXPENSE	0.00	55.98	
<u>22878193</u>	Invoice	10/24/2019	SHOP EXPENSE	0.00	129.03	
013361	QUINN COMPANY	10/24/2019	Regular	0.00	4,339.07	61756
<u>PCI00018262</u>	Invoice	10/24/2019	GENERATOR REPAIR: GR-2	0.00	71.10	
<u>PCI00018416</u>	Invoice	10/24/2019	GENERATOR REPAIR: GR-5	0.00	156.84	
<u>WOG00006024</u>	Invoice	10/24/2019	GENERATOR 5 ANNUAL MAINTENANCE	0.00	855.48	
<u>WOG00006025</u>	Invoice	10/24/2019	GENERATOR 2 ANNUAL MAINTENANCE	0.00	852.06	
<u>WOG00006026</u>	Invoice	10/24/2019	GENERATOR 1 ANNUAL MAINTENANCE	0.00	852.06	
<u>WOG00006063</u>	Invoice	10/24/2019	GENERATOR 7 ANNUAL MAINTENANCE	0.00	783.11	
<u>WOG00006064</u>	Invoice	10/24/2019	GENERATOR 6 ANNUAL MAINTENANCE	0.00	768.42	
008414	PROVIDEO	10/24/2019	Regular	0.00	150.00	61757
<u>1697</u>	Invoice	10/24/2019	VIDEO TAPING & YOU TUBE BD MEETINGS	0.00	150.00	
013833	SERVICEMASTER 360 PREMIER CLEANING	10/24/2019	Regular	0.00	1,239.75	61758
<u>J81336</u>	Invoice	10/24/2019	JANITORIAL SERVICES - OCT 19	0.00	1,239.75	
VEN01020	SOUTHWEST NETWORKS, INC.	10/24/2019	Regular	0.00	2,337.25	61759
<u>19-100225C</u>	Invoice	10/24/2019	OFFICE 365 MONTHLY MAINT - NOV 19	0.00	746.00	
<u>19-9039</u>	Invoice	10/24/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	1,591.25	
009920	STANDARD INSURANCE CO	10/24/2019	Regular	0.00	2,281.50	61760
<u>ST1019</u>	Invoice	10/24/2019	EE LIFE INSURANCE - OCT 19	0.00	1,140.75	
<u>ST1119</u>	Invoice	10/24/2019	EE LIFE INSURANCE - NOV 19	0.00	1,140.75	
013849	TERRA VERDE ENERGY LLC	10/24/2019	Regular	0.00	15,626.70	61761
<u>425</u>	Invoice	10/24/2019	SOLAR FEASABILITY STUDY	0.00	15,626.70	
010635	TOPS N BARRICADES	10/24/2019	Regular	0.00	1,032.04	61762
<u>1077903</u>	Invoice	10/24/2019	CIRP SUPPLIES	0.00	1,032.04	
010690	TYLER TECHNOLOGIES	10/24/2019	Regular	0.00	118.00	61763
<u>Q25-273867</u>	Invoice	10/24/2019	CALL NOTIFICATION FEES: OCT - DEC	0.00	118.00	
010850	UNDERGROUND SERVICE ALERT	10/24/2019	Regular	0.00	181.44	61764
<u>18DSBFE5123</u>	Invoice	10/24/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89	
<u>920190340</u>	Invoice	10/24/2019	TICKET DELIVERY SERVICE - SEPT 19	0.00	87.55	
010990	UTILIQUEST L.L.C.	10/24/2019	Regular	0.00	708.12	61765
<u>281302-Q</u>	Invoice	10/24/2019	CONTRACT LOCATING EXPENSE	0.00	254.80	
<u>281545-Q</u>	Invoice	10/24/2019	CONTRACT LOCATING EXPENSE	0.00	115.00	
<u>281889-Q</u>	Invoice	10/24/2019	CONTRACT LOCATING EXPENSE	0.00	231.80	
<u>282141-Q</u>	Invoice	10/24/2019	CONTRACT LOCATING EXPENSE	0.00	106.52	
000327	WATER QUALITY SPECIALISTS	10/24/2019	Regular	0.00	3,459.39	61766
<u>6180</u>	Invoice	10/24/2019	HDMC WWTP: OPERATION/MAINT & SUP	0.00	3,459.39	
011615	WESTERN EXTERMINATOR CO.	10/24/2019	Regular	0.00	34.00	61767
<u>WE093019</u>	Invoice	10/24/2019	PEST CONTROL SERVICES - SHOP	0.00	34.00	

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Date Range: 10/01/2019 - 10/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013359	XEROX FINANCIAL SERVICES	10/24/2019	Regular	0.00	612.06	61768
<u>1805971</u>	Invoice	10/24/2019	SHOP EXPENSE 9/27/19 - 10/26/19	0.00	216.40	
<u>1808088</u>	Invoice	10/24/2019	OFFICE EXPENSE 10/7/19 - 11/6/19	0.00	395.66	
000233	NAPA AUTO PARTS	10/24/2019	Regular	0.00	980.59	61769
<u>293457</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V27	0.00	149.84	
<u>297061</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	95.69	
<u>297151</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	141.35	
<u>297894</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V27	0.00	136.74	
<u>298133</u>	Credit Memo	10/24/2019	CREDIT: CORE RETURN	0.00	-19.58	
<u>298633</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	154.73	
<u>298769</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	55.16	
<u>298906</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	38.21	
<u>299584</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	193.44	
<u>299587</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V39	0.00	5.54	
<u>299607</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE: V31	0.00	24.59	
<u>300997</u>	Invoice	10/24/2019	VEHICLE MAINTENANCE	0.00	4.88	
000501	ACWA/JPIA	10/24/2019	Regular	0.00	10,024.19	61776
<u>JPIA093019</u>	Invoice	10/24/2019	WORKERS COMP JUL - SEPT 19	0.00	10,024.19	
000575	AFSCME LOCAL 1902	10/24/2019	Regular	0.00	590.68	61777
<u>AFSCME1019</u>	Invoice	10/24/2019	EE UNION DUES - OCT 19	0.00	590.68	
000248	PAYCHEX	10/04/2019	Manual	0.00	354.03	901261
<u>334845</u>	Invoice	10/04/2019	PAYROLL PROCESSING FEE	0.00	354.03	
000236	PAYPRO ADMINISTRATORS	10/04/2019	Manual	0.00	135.41	901262
<u>PPE 9-27-19</u>	Invoice	10/04/2019	EE FSA DEDUCTIONS 10-4-19	0.00	135.41	
001517	CalPERS	10/09/2019	Manual	0.00	13,047.76	901263
<u>PPE 9-27-19</u>	Invoice	10/09/2019	PAY PERIOD ENDING 9/27/19	0.00	13,047.76	
000510	TIME WARNER CABLE	10/09/2019	Manual	0.00	355.70	901264
<u>0008970092219</u>	Invoice	10/09/2019	CABLE & INTERNET - SEPT 19	0.00	355.70	
009878	SOUTHERN CALIFORNIA EDISON	10/10/2019	Manual	0.00	28,832.27	901265
<u>SCE0919</u>	Invoice	10/10/2019	POWER FOR PUMPING - SEPT 19	0.00	28,832.27	
VEN01533	PAYMENTUS GROUP INC.	10/16/2019	Manual	0.00	2,837.50	901266
<u>US19090305</u>	Invoice	10/16/2019	CREDIT CARD PROCESSING FEE - SEPT 19	0.00	2,837.50	
000248	PAYCHEX	10/18/2019	Manual	0.00	354.03	901267
<u>335239</u>	Invoice	10/18/2019	PAYROLL PROCESSING FEE	0.00	354.03	
000236	PAYPRO ADMINISTRATORS	10/18/2019	Manual	0.00	135.41	901268
<u>PPE 10-11-19</u>	Invoice	10/18/2019	EE FSA DEDUCTIONS 10-18-19	0.00	135.41	
001004	BUSINESS CARD	10/21/2019	Manual	0.00	1,067.56	901269
<u>BA0919</u>	Invoice	10/21/2019	TELEPHONE (OFFICE) & CSMFO ANNUAL	0.00	1,067.56	
001011	BUSINESS CARD	10/21/2019	Manual	0.00	3,600.92	901270
<u>BA0919</u>	Invoice	10/21/2019	OFFICE SUPPLIES/PLOTTER SUPPLIES/EE T	0.00	3,600.92	
001013	BUSINESS CARD	10/21/2019	Manual	0.00	117.75	901271
<u>BA0919</u>	Invoice	10/21/2019	OFFICE SUPPLIES/BUSINESS EXPENSE	0.00	117.75	
001009	BUSINESS CARD	10/21/2019	Manual	0.00	3,816.39	901272
<u>BA0919</u>	Invoice	10/21/2019	BIG TEX FLAT BED/FUEL TANK RPR/2018 D	0.00	3,816.39	
001630	AT&T MOBILITY	10/23/2019	Manual	0.00	3,127.81	901273
<u>829480028X1005</u>	Invoice	10/23/2019	COMMUNICATIONS - SEPT 19	0.00	3,127.81	
013196	TPX COMMUNICATIONS	10/23/2019	Manual	0.00	506.24	901274
<u>121486198-0</u>	Invoice	10/23/2019	TELEPHONE (OFFICE) - SEPT 19	0.00	506.24	



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Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
004195	HOME DEPOT CREDIT SERVICES	10/24/2019	Manual	0.00	2,374.22	901275
<u>HD0919</u>	Invoice	10/24/2019	SMALL TOOLS/MAINLINE & LEAK REPAIR/	0.00	2,374.22	
009880	SOUTHERN CALIFORNIA EDISON CO	10/24/2019	Manual	0.00	2,116.10	901276
<u>SCE1019</u>	Invoice	10/24/2019	POWER TO BLDGS & GEN - OCT 19	0.00	2,116.10	
001517	CalPERS	10/24/2019	Manual	0.00	13,043.27	901277
<u>PPE 10-11-19</u>	Invoice	10/24/2019	PAY PERIOD ENDING 10/11/19	0.00	13,043.27	
000025	ICMA RC	10/31/2019	Manual	0.00	5,370.32	901278
<u>ICMARC1019</u>	Invoice	10/31/2019	457 REMITTANCE - OCT 19	0.00	5,370.32	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	126	76	0.00	259,457.54
Manual Checks	18	18	0.00	81,192.69
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>144</u>	<u>94</u>	<u>0.00</u>	<u>340,650.23</u>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

**Account**

<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Type</u></b>	<b><u>Amount</u></b>	<b><u>Reference</u></b>
03-00268-000	MARK BLAUSTONE FAM TR /	10/10/2019	Refund	7.14	Check #: 61675
04-00013-002	PARKER, LORI	10/10/2019	Refund	77.22	Check #: 61676
06-00041-011	EISENMAN, NADAV	10/10/2019	Refund	81.17	Check #: 61677
07-00013-024	JEFFERS, PATRICIA	10/10/2019	Refund	43.10	Check #: 61678
08-00151-016	RICABLANCA, RUTH B	10/10/2019	Refund	17.92	Check #: 61679
10-00137-006	PARGA, PRISCILLA M	10/10/2019	Refund	36.54	Check #: 61680
10-00239-009	GIBSON, RYAN	10/10/2019	Refund	204.26	Check #: 61681
10-00261-017	ERWIN, SHELBY	10/10/2019	Refund	35.10	Check #: 61682
11-00035-005	CLOSSON, TARYN	10/10/2019	Refund	39.50	Check #: 61683
11-00176-009	A.I.M. RENTAL PROPERTIES	10/10/2019	Refund	162.68	Check #: 61684
13-00151-008	BROWN, JOHN F	10/10/2019	Refund	196.02	Check #: 61685
14-00004-009	66031 TWENTYNINE PALMS HWY, LLC	10/10/2019	Refund	30.70	Check #: 61686
14-00123-000	BADILLO, CHARLES	10/10/2019	Refund	30.70	Check #: 61687
53-00018-012	HARNAGE, DENNIS A	10/10/2019	Refund	4.10	Check #: 61688
55-00245-012	KYLE, AARON J	10/10/2019	Refund	117.83	Check #: 61689
58-00087-010	HOUT, MARANIE	10/10/2019	Refund	4.50	Check #: 61690
61-00182-021	REHOME, MATTHEW G	10/10/2019	Refund	137.58	Check #: 61691
63-00087-000	ALAN K & JUDITH A REMELE	10/10/2019	Refund	10.30	Check #: 61692
63-00161-005	WILLIAMS, CHYVONNE M	10/10/2019	Refund	6.44	Check #: 61693
64-00066-012	LOPEZ, NATHALI	10/10/2019	Refund	62.92	Check #: 61694
65-00207-000	NIGHT, MORGAN	10/10/2019	Refund	11.22	Check #: 61695
03-00242-008	WOOD, LINDSAY M	10/24/2019	Refund	167.14	Check #: 61770
13-00240-014	LMR PROPERTIES LLC	10/24/2019	Refund	159.92	Check #: 61771
51-00044-003	DURRETT, JACOB A	10/24/2019	Refund	22.51	Check #: 61772
52-00044-015	RODRIGUEZ, ALFREDO MORENO	10/24/2019	Refund	151.01	Check #: 61773
64-99255-000	EYNON MANAGEMENT	10/24/2019	Refund	1,720.95	Check #: 61774
65-01302-000	DIAMOND INVESTORS LLC	10/24/2019	Refund	169.31	Check #: 61775
				<b><u>3,707.78</u></b>	

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

**DIRECTOR PAY**  
 09/14/2019 - 10/11/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	09/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/02/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	09/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

**DIRECTOR PAY**  
09/14/2019 - 10/11/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	09/17/2019	Director Pay Note: ADHOC GM 1/DIR/504/	1.0000	\$173.63	
		09/17/2019	Meal / Lodging Note: MEAL: ADHOC GM 1/DIR/504/		\$54.18	
		09/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		09/28/2019	Director Pay Note: 9/26/19 MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		09/28/2019	Mileage / Vehicle Exp Note: 9/26/19 MILES: MWA BOARD MEETING 1/DIR/504/		\$74.59	
		10/09/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$823.29</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$823.29</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	09/17/2019	Director Pay Note: ADHOC GM 1/DIR/504/	1.0000	\$173.63	
		09/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$520.89</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$520.89</b>	

**DIRECTOR PAY**  
09/14/2019 - 10/11/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	09/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/02/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<b>Grand Totals:</b>	<b>\$2,385.96</b>	<b>\$0.00</b>
Director Pay	13.0000	\$2,257.19		<b>Grand Total:</b>	<b>\$2,385.96</b>	
Meal / Lodging		\$54.18				
Mileage / Vehicle Exp		\$74.59				

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

December 11, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:  
RECEIVE 1st QUARTER ENDING 9/30/19 FINANCIAL BRIEFING

RECOMMENDATION:  
Receive and refer to Board if appropriate.

ANALYSIS:  
Significant competing priorities, software problems mostly, have interfered with our ability to produce the first quarter financial report, so we wanted to provide at least a snapshot until we can complete the report next month.

A one-page summary of the first quarter information is attached. We will discuss the summary at the meeting.

FISCAL IMPACT:  
N/A



**PRELIMINARY QUARTER ENDED - AT-A-GLANCE**  
9/30/2019

CASH BALANCES	ACCOUNT	QUARTER END	CURRENT
	PETTY CASH FUND	1,119	800
	CHANGE FUND	1,500	1,500
	GENERAL FUND-U S BANK	356,690	504,129
	PAYROLL FUND - U S BANK	5,000	5,354
	(CIRP) MUNICIPAL FINANCE LOAN FUND	973,018	794,560
	LAIF - OPERATING RESERVE ACCOUNT	1,609,789	1,657,427
	LAIF - CASH FLOW RESERVE	-	675,000
	LAIF - EMERGENCY CAPITAL REPL RESERVE	2,000,000	2,000,000
	LAIF - EQUIP & TECH RESERVE	389,952	389,952
	LAIF - CONSUMER & PROJECT DEP	357,209	357,209
	LAIF - WATER CAPACITY CHARGES	399,727	400,280
	LAIF - WASTEWATER CAPACITY CHARGES	953,170	956,949
	LAIF - BUILDING RESERVE	6,441	6,441
	LAIF - METER REPLACEMENT RESRV	262,835	262,835
	LAIF - STUDIES & REPORTS RESERVE	11,306	11,306
	LAIF - CAPITAL IMPROVEMENT PLAN RESERVE	1,878,168	1,878,168
	LAIF- CMM REDEMPTION FUND	388,936	391,371
	LAIF - CMM RESERVE FUND	250,296	251,809
	LAIF - CMM PREPAYMENTS FUND	3,151	3,170
	<b>TOTAL CASH IN BANK</b>	<b>9,848,308</b>	<b>10,548,260</b>
	<b>ONE YEAR AGO</b>	<b>9,453,998</b>	
	<b>INCREASE (DECREASE) FROM PRIOR YEAR</b>	<b>394,311</b>	
	<b>INCREASE (DECREASE) FROM PRIOR YEAR - LOAN ADJUSTED</b>	<b>(578,707)</b>	

CONSUMPTION - TOP 10	
JT PARKS & RECREATION	5,366
HI-DESERT MEDICAL CENTER (hosp & CC)	4,815
QUAIL SPRINGS VILLAGE APARTMENTS	3,311
LAZY H MOBILE HOME PARK	2,142
MORONGO UNIFIED SCHOOL DISTRICT	1,641
J T MEMORIAL PARK	1,455
WILLIAM PYLE (MOBILE HOME PARK)	1,437
YUCCA TRAILS APTS	866
AFFORDABLE RENTALS- MULTI SITES	744
HOUSING PARTNERS	743
<b>TOTAL</b>	<b>22,520</b>
<b>ONE YEAR AGO</b>	<b>19,886</b>

LAIF INTEREST	9/30/2019	2.45%	55,935.82
	6/30/2019	2.57%	60,531.22
	3/31/2019	2.55%	61,002.25
	12/31/2018	2.40%	55,847.14
	9/30/2018	2.16%	50,525.86

TAXES & ASSESSMENTS COLLECTIONS	TYPE	CURRENT	PRIOR
	CMMAD	13,023	6,111
	STANDBY	36,927	12,193
	G D PROPERTY TAXES	7,226	560
	<b>TOTAL</b>	<b>57,176</b>	<b>18,864</b>
	<b>ONE YEAR AGO</b>	<b>54,588</b>	<b>42,857</b>
	<b>INCR (DECR)</b>	<b>2,588</b>	<b>(23,993)</b>

OTHER MAJOR REVENUES (EXPENSES)	
Meter Sales - Installation & Capacity	71,751
Special Services Revenue	59,851
Nobel Geoviewer	(59,080)
Water Recharge	(459,510)
Alarm Upgrades - Ofc & Shop	(9,331)
SCADA improvements	(19,084)
Replacement IPADs, IPHONES	(11,921)
Design - CIRP program	(8,216)
17 Replacement Computers	(16,944)
Replacement Truck - Ram	(69,200)
Cr6 Reoxidation - Dudek Engineering	(17,920)
VX50-800 Vacuum	(82,584)
CMMAD debt service	(180,315)
CIRP Loan debt service	(267,891)
Inventory	(60,248)

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

December 11, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:  
RATES AND FEES SCHEDULED TO INCREASE AS OF 1/1/20

RECOMMENDATION:  
Information only

ANALYSIS:  
The District adopted a multi-year water rate structure on 2/21/18 which provides for automatic increases to water rates every January, with rates already established. The District's resolutions adopted for capacity charges also provide for automatic increases each January based on the prior fiscal year increase in the 20-City Construction Cost Index, which increased 1.8% last year.

The revised Rate and Fee Schedule, effective 1/1/20, is attached. Water rate increases are on the top of the first page, increases to capacity charges are located in the Development Fees section of the schedule, and located on the third page.

Regular water rate and capacity charge increases, which keep the District on pace as inflation increases our costs, are an important strategy for ensuring that we can continue to deliver a high level of service and are able to replace our infrastructure as needed.

FISCAL IMPACT:  
Water rate increases are projected to increase revenues by \$579,000 next year. Capacity charges are development-driven, so it is difficult to project those revenues. Based on fiscal year 18/19's meter purchases, the capacity charge increases would increase revenues by a few thousand dollars only.



**JOSHUA BASIN WATER DISTRICT**  
**RATE and FEE SCHEDULE (effective 1/1/20)**

**Basic Monthly Fee**

Meter Size	Flow (G.P.M.)	Monthly rate
3/4" and 1"	30 & 50	\$ 34.43
1 1/2"	100	\$ 114.77
2"	160	\$ 183.63
3"	300	\$ 344.30

**Private Fire Protection**

Device Size	Monthly Rate
2"	\$ 18.36
3"	\$ 34.43
4"	\$ 57.38
6"	\$114.75
8"	\$183.60

**Monthly Water Flow Charges**

Meter Size	Consumption Amount	Rate per unit
3/4" and 1"	0 – 5 units	\$ 5.05
	6 – 10 units	\$ 6.15
	11 – 20 units	\$ 7.25
	21 + units	\$ 8.35
Larger Meters	All Usage	\$6.20

**Miscellaneous Charges**

After Hours Turn on Fee	\$110.00
Broken Locking Device Fee	\$ 32.00
Delinquent Account Service Charge	10% on each original unpaid balance, plus .5% per month for each subsequent month of delinquency
Document Charge – photocopies	\$ 0.25/page
DVD's	\$5.00
Guarantee Deposit	\$225.00
Lien Fees	Filing - \$47.00, Releasing - \$74.00
Meter Accuracy Testing	3/4" and 1" - \$158.00, larger at cost
Meter Damage	Minor/Broken Ball Valve - \$150 Extensive Damage at actual cost
Meter Exchange Cost (on same parcel)	Actual cost
Meter Reinstallation Charge	\$54.00
Meter Removal Charge	\$49.00
New Account Charge (formerly Turn on)	\$43.00
No Show for Missed Appointments	\$29.00
Other Services	Actual cost
Permit to Supply Water for Domestic Irrigation to Adjoining Same Ownership Parcel	3/4" or 1" meter - \$368.40 per year
Reconnection Fee for Non-Payment	\$ 25.00
Returned Payment Charge	First - \$25.00, Second and subsequent - \$35.00

Sale of Water to Other Water Agencies	\$9.53 per unit, \$1,038 per acre foot Plus direct labor, material and equipment costs
Standby Fees (billed through property taxes)	See attached schedule
Tag/Letter Fee	\$ 10.00
Temporary Customer-Requested Turn Off/On	\$33.00

### **TEMPORARY WATER SERVICE FEES**

Guarantee Deposit – Temporary Service	Replacement cost - meter & appurtenances
Temporary Service Installation Charge	\$95.00
Temporary Service Relocation Charge	\$60.00

### **TEMPORARY WATER SERVICE BASIC MONTHLY FEES**

Meter Size	Flow (G.P.M.)	Monthly rate
¾" and 1"	30 & 50	\$ 46.05
3"	300	\$ 460.50

### **TEMPORARY WATER SERVICE MONTHLY WATER FLOW CHARGES**

Meter Size	Consumption Amount	Rate per unit
¾" and 1"	0 – 5 units	\$6.60
	6 – 10 units	\$7.95
	11 – 20 units	\$9.30
	21 + units	\$10.65
3"	All Usage	\$8.10

### **DEVELOPMENT FEES**

Fire Flow Test/Hydrant Testing	\$ 217.00
Meter Quote	\$19.00
Non-interference Letter	Actual cost
Plan Check Deposit	Determined by JBWD based on complexity
Refund Agreement Processing Fees	Initial preparation \$190.00, each additional parcel \$35.00, Processing refund check \$30.00
S1 Form Letter	Actual cost
Standard Front Footage Fee (mainline or wastewater)	Most recently-calculated front footage reimbursement (e.g. 2008 H Zone, \$37 per foot) as approved by Board of Directors
Static Pressure Testing	\$80.00
Variance Application Deposit	Simple - \$500.00 Complex - \$2,500.00
W1 Form Letter	Actual cost
Will Serve Letter	\$33.00

### **Meter Installation and Capacity Charges**

12.5.19

Each meter installation with require payment of either tract or non-tract installation charge, depending on location, plus the corresponding capacity charges.

<b>Meter Size</b>	<b>Tract Installation</b>	<b>Non-Tract Installation</b>	<b>Water Capacity Charge</b>	<b>Wastewater Capacity Charge (per EDU)</b>
¾" Meter	\$ 585.00	\$1,911.00	\$4,429.00	\$6,551.00
1" Meter	\$ 669.00	\$2,002.00	\$7,379.00	\$6,551.00
1 ½" Meter	Cost	Cost	\$14,756.00	\$6,551.00
2" Meter	Cost	Cost	\$23,613.00	\$6,551.00
3" Meter	Cost	Cost	\$44,273.00	\$6,551.00

Standby Rate Table Attached