



## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

WEDNESDAY, FEBRUARY 1, 2023

5:30 PM

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.

**THIS MEETING MAY BE ATTENDED IN PERSON AT THE DISTRICT OFFICE BOARDROOM AT 61750 CHOLLITA RD., JOSHUA TREE, CA 92284, BY PHONE AT 1-669-900-6833, OR BY VIDEO CONFERENCE.**

**JOIN BY ZOOM**

[HTTPS://US02WEB.ZOOM.US/J/6175061750?PWD=EDJGdTBBTLBRKZLBUkXAANRKQ1k2Dz09](https://us02web.zoom.us/j/6175061750?pwd=EDJGdTBBTLBRKZLBUkXAANRKQ1k2Dz09)

**Meeting ID: 617 506 1750**

**Passcode: 61750**

#### OUR MISSION, VISION, AND VALUES

##### **Mission Statement**

To provide, protect, and maintain Joshua Tree's water - our vital community resource.

##### **Vision Statement**

To achieve excellence in all District endeavors.

##### **Values**

The community of Joshua Tree has entrusted the Board of Directors and employees of Joshua Basin Water District with its most valuable natural resource, its groundwater. As stewards of the community water supply, we oversee this critical natural resource to ensure current and future water reliability. Dedicated to this purpose, we embrace these important values:

- **Integrity** – To consistently earn our customers' trust by prioritizing the needs of the community...doing the right thing for the right reason.
- **Transparency** – To openly and honestly share information about our operations with the public.
- **Respect** – To treat the residents of Joshua Tree, and all those contacted in the course of business, with high esteem and regard.
- **Fiscal Responsibility** – To manage all resources as if they were our own, whether revenues, assets, or water supply, in a conscientious and appropriate manner.
- **Accountability** – To take responsibility for our decisions and actions in managing this essential resource.

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

2. **DETERMINATION OF A QUORUM**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

This is the time set aside for public comment on any District related matter, whether appearing on the agenda or not. Under provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda. At the discretion of the Board President, however, comments on a particular Agenzized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.

5. **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 rollcall 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, or through February 28, 2023, if the Governor does not renew the COVID-19 State of Emergency.”.

6. **CONSENT CALENDAR**

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a board member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

**A. AUGUST 2022 CHECK REGISTER**

**B. SEPTEMBER 2022 CHECK REGISTER**

**C. 1ST QUARTER ENDING 09/30/22 FINANCIAL REPORT**

7. **ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION**

8. **ACTION CALENDAR**

**A. CUSTOMER SERVICE POSITIONS REEVALUATION**

PRESENTED BY: General Manager, Sarah Johnson

RECOMMENDED ACTION: Recommend that the Board adopt the following:

- Revised CSR series job description with adjusted salary
- Remove AR Technician position beginning FY 22/23
- New Billing & Customer Service Supervisor job description

9. **INFORMATIONAL ITEMS AND REPORTS**

**A. GENERAL MANAGERS REPORT**

For informational purposes only on subjects not covered by the agenda. No action is to be taken.

**B. DIRECTOR REPORTS AND COMMENTS**

For informational purposes only on subjects not covered by the agenda and no action to be taken. The Board may provide staff with requests for future agenda items.

10. **FUTURE DIRECTOR MEETINGS**

	<b>DATE/TIME</b>	<b>ATTENDEE(S)</b>
<b>A. MWA – Tac Meeting</b>	02/02/23 10:00 am	Short
<b>B. JBWD - Finance Committee</b>	02/08/23 9:00 am	Floen/Delph
<b>C. JBWD - Water Resources Committee</b>	02/08/23 10:30 am	Doolittle/Jarlsberg
<b>D. MWA – Board Meeting</b>	02/09/23 9:30 am	Floen
<b>E. JBWD – Regular Board of Directors Meeting</b>	02/15/23 5:30 pm	All

**RATE STUDY HEARING**

## 11. ADJOURNMENT

### INFORMATION

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

Availability of agenda materials: Materials related to any item on this Agenda submitted to the District Board of Directors of Committee Members after distribution of the agenda packet are available for public inspection at the District's office, 61750 Chollita Road, Joshua Tree, CA 92252, during normal business hours. All documents supporting this agenda are available on the District website [www.jbwd.com](http://www.jbwd.com), subject to the staff's availability to post the documents before the meeting.

Reasonable Accommodation: Any person with a disability, who requires accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such requests to Sarah Johnson, Secretary of the Board of Directors, at 760-366-8438. Please allow three business days for your request to be processed. Requests must be received at least seventy-two (72) hours before the scheduled meeting.

Disruptive Conduct: If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 08/01/2022 - 08/31/2022

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	
<b>Bank Code: AP-AP Cash</b>						
000495	ACOUNTEMP	08/10/2022	Regular	0.00	2,825.76	64615
<a href="#">60430500</a>	Invoice	08/10/2022	TEMPORARY LABOR	0.00	941.92	
<a href="#">60470057</a>	Invoice	08/10/2022	TEMPORARY LABOR	0.00	941.92	
<a href="#">60496227</a>	Invoice	08/10/2022	TEMPORARY LABOR	0.00	941.92	
000495	ACOUNTEMP	08/24/2022	Regular	0.00	1,648.36	64649
<a href="#">60550072</a>	Invoice	08/24/2022	TEMPORARY LABOR	0.00	941.92	
<a href="#">60575072</a>	Invoice	08/24/2022	TEMPORARY LABOR	0.00	706.44	
000501	ACWA JPIA	08/10/2022	Regular	0.00	4,231.15	64591
<a href="#">JPIA0822</a>	Invoice	08/10/2022	CYBER LIABILITY PROGRAM - 07/01/22 TO 06/30/23	0.00	4,231.15	
000501	ACWA JPIA	08/10/2022	Regular	0.00	11,650.52	64592
<a href="#">JPIA080922</a>	Invoice	06/30/2022	WORKERS COMP APR - JUN 22	0.00	11,650.52	
013998	AMAZON CAPITAL SERVICES INC	08/16/2022	Manual	0.00	136.69	902055
<a href="#">1HRT-9PTJ-9FJH</a>	Invoice	08/16/2022	OFFICE SUPPLIES	0.00	136.69	
013998	AMAZON CAPITAL SERVICES INC	08/25/2022	Manual	0.00	591.48	902056
<a href="#">1PYM-9Q3N-XNP4</a>	Invoice	09/07/2022	OFFICE SUPPLIES	0.00	591.48	
000999	AMERICAN WATER WORKS ASSOC	08/24/2022	Regular	0.00	473.00	64632
<a href="#">AWWA0522</a>	Invoice	08/24/2022	MEMBERSHIP RENEWAL THRU 8/31/23	0.00	473.00	
013019	ARBORIST SERVICES	08/24/2022	Regular	0.00	775.00	64644
<a href="#">9112</a>	Invoice	08/24/2022	DEMO GARDEN/BUILD MAINT THRU 8/15/22	0.00	775.00	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	08/10/2022	Regular	0.00	13,482.25	64593
<a href="#">655504</a>	Invoice	06/30/2022	LABOR LEGAL SERVICES THRU 6/30/22	0.00	6,293.56	
<a href="#">655505</a>	Invoice	06/30/2022	LEGAL SERVICES THRU 6/30/22	0.00	7,188.69	
001630	ATT MOBILITY	08/10/2022	Manual	0.00	3,377.29	902044
<a href="#">829480028X0805...</a>	Invoice	08/10/2022	COMMUNICATIONS - JUL 22	0.00	3,377.29	
000214	BABCOCK LABORATORIES INC	08/10/2022	Regular	0.00	913.75	64594
<a href="#">CG21766-2287</a>	Invoice	08/10/2022	SAMPLING	0.00	102.00	
<a href="#">CH20109-2287</a>	Invoice	08/10/2022	SAMPLING	0.00	252.00	
<a href="#">CH20134-2287</a>	Invoice	08/10/2022	HDMC WWTP - SAMPLING	0.00	384.75	
<a href="#">CH20203-2287</a>	Invoice	08/10/2022	SAMPLING	0.00	175.00	
000214	BABCOCK LABORATORIES INC	08/24/2022	Regular	0.00	1,348.98	64634
<a href="#">CH20599-2287</a>	Invoice	08/24/2022	SAMPLING	0.00	102.00	
<a href="#">CH20714-2287</a>	Invoice	08/24/2022	HDMC WWTP - SAMPLING	0.00	239.23	
<a href="#">CH21253-2287</a>	Invoice	08/24/2022	HDMC WWTP - SAMPLING	0.00	384.75	
<a href="#">CH21324-2287</a>	Invoice	08/24/2022	SAMPLING	0.00	210.00	
<a href="#">CH21327-2287</a>	Invoice	08/24/2022	SAMPLING	0.00	17.00	
<a href="#">CH21579-2287</a>	Invoice	08/24/2022	SAMPLING	0.00	294.00	
<a href="#">CH21649-2287</a>	Invoice	08/24/2022	SAMPLING	0.00	102.00	
004110	BURRTEC WASTE AND RECYCLING SVCS	08/10/2022	Manual	0.00	430.64	902043
<a href="#">BW073122</a>	Invoice	08/10/2022	TRASH REMOVAL (SHOP) - JUL 22	0.00	430.64	
004110	BURRTEC WASTE AND RECYCLING SVCS	08/15/2022	Manual	0.00	459.85	902048
<a href="#">BW0822</a>	Invoice	08/15/2022	TRASH & RECYCLING (OFFICE) - AUG 22	0.00	162.03	
<a href="#">BW0822B</a>	Invoice	08/15/2022	TRASH REMOVAL (SHOP) - AUG 22	0.00	297.82	

Check Report

Date Range: 08/01/2022 - 08/31/2022

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	
013341	BUSINESS RADIO LICENSING	08/10/2022	Regular	0.00	110.00	64595
<a href="#">BRL061022</a>	Invoice	08/10/2022	RADIO LICENSE CALL SIGN RENEWAL	0.00	110.00	
000229	C AND S ELECTRIC	08/10/2022	Regular	0.00	1,067.25	64602
<a href="#">3560</a>	Invoice	08/10/2022	PUMPING PLANT REPAIRS	0.00	1,067.25	
001517	CalPERS	08/11/2022	Manual	0.00	21,909.38	902046
<a href="#">PPE 7-15-22</a>	Invoice	08/11/2022	PAY PERIOD ENDING 7/15/22	0.00	11,022.09	
<a href="#">PPE 7-29-22</a>	Invoice	08/11/2022	PAY PERIOD ENDING 7/29/22	0.00	10,887.29	
001517	CalPERS	08/23/2022	Manual	0.00	10,821.57	902052
<a href="#">PPE 8-12-22</a>	Invoice	08/23/2022	PAY PERIOD ENDING 8/12/22	0.00	10,821.57	
013822	CARL PALMER	08/10/2022	Regular	0.00	399.98	64596
<a href="#">CP080422</a>	Invoice	08/10/2022	REIMB: D-2 CLASS	0.00	399.98	
001555	CENTRATL LLC	08/10/2022	Regular	0.00	985.04	64597
<a href="#">220802252101</a>	Invoice	08/10/2022	DISPATCH SERVICES - AUG 22	0.00	985.04	
000510	CHARTER COMMUNICATIONS	08/10/2022	Manual	0.00	375.63	902042
<a href="#">0008970072222</a>	Invoice	08/10/2022	SCADA INTERNET - AUG 22	0.00	375.63	
013868	CITY NATIONAL BANK	08/24/2022	Regular	0.00	267,890.90	64635
<a href="#">CNB080122</a>	Invoice	08/24/2022	PIPELINE REPLACEMENT LOAN - CIRP	0.00	267,890.90	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO IN	08/10/2022	Regular	0.00	1,515.02	64598
<a href="#">39905610705996</a>	Invoice	08/10/2022	EE LIFE INSURANCE - JUL 22	0.00	1,515.02	
013373	CORE AND MAIN LP	08/10/2022	Regular	0.00	80,589.00	64600
<a href="#">Q616472</a>	Invoice	08/10/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	469.37	
<a href="#">Q848673</a>	Invoice	08/10/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	162.09	
<a href="#">Q983762</a>	Invoice	08/10/2022	INVENTORY	0.00	74,491.24	
<a href="#">R004511</a>	Invoice	08/10/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	4,531.58	
<a href="#">R239109</a>	Invoice	08/10/2022	SMALL TOOLS - CIRP	0.00	404.07	
<a href="#">R297437</a>	Invoice	08/10/2022	SMALL TOOLS - DISTRIBUTION	0.00	530.65	
013373	CORE AND MAIN LP	08/24/2022	Regular	0.00	7,401.89	64636
<a href="#">R302142</a>	Invoice	08/24/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,263.52	
<a href="#">R302143</a>	Invoice	08/24/2022	INVENTORY	0.00	5,781.52	
<a href="#">R302144</a>	Invoice	08/24/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	356.85	
013991	EIDE BAILLY LLP	08/24/2022	Regular	0.00	1,443.00	64637
<a href="#">E101366619</a>	Invoice	08/24/2022	ACCOUNTING/AUDIT SERVICES - JULY 2022	0.00	1,443.00	
013781	EISENHOWER OCCUPATIONAL HEALTH SERVICES	08/10/2022	Regular	0.00	155.00	64601
<a href="#">129695</a>	Invoice	08/10/2022	DOT PHYSICAL/DRUG & ALCOHOL TESTING	0.00	155.00	
013212	FIDELITY NATIONAL TITLE COMPANY	08/22/2022	Manual	0.00	95,591.50	902050
<a href="#">FNT082222</a>	Invoice	08/22/2022	LAND AQUISITION: SUNSET RD	0.00	95,591.50	
000156	FORSHOCK	08/10/2022	Regular	0.00	21,512.18	64609
<a href="#">2200160</a>	Invoice	06/30/2022	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	21,269.18	
<a href="#">2200214</a>	Invoice	08/10/2022	MONTHLY SCADA MONITORING - AUG 22	0.00	38.00	
<a href="#">2200215</a>	Invoice	08/10/2022	MONTHLY SCADA MONITORING - AUG 22	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC	08/10/2022	Regular	0.00	430.22	64603
<a href="#">FC0822</a>	Invoice	08/10/2022	HDMC WWTP - TELEPHONE	0.00	430.22	
000058	GARDA CL WEST INC	08/10/2022	Regular	0.00	39.36	64604
<a href="#">10702110</a>	Invoice	08/10/2022	COURIER FEES - AUG 22	0.00	727.49	
<a href="#">60210430</a>	Credit Memo	06/30/2022	CREDIT: COURIER FEES - JAN 22	0.00	-206.60	
<a href="#">60210431</a>	Credit Memo	06/30/2022	CREDIT: COURIER FEES - FEB 22	0.00	-238.38	
<a href="#">60210432</a>	Credit Memo	06/30/2022	CREDIT: COURIER FEES - MAR 22	0.00	-243.15	

Check Report

Date Range: 08/01/2022 - 08/31/2022

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	
004018	HACH COMPANY	08/10/2022	Regular	0.00	1,854.18	64605
<a href="#">13173925</a>	Invoice	08/10/2022	SMALL TOOLS - PRODUCTION	0.00	584.63	
<a href="#">13175699</a>	Invoice	08/10/2022	SMALL TOOLS - PRODUCTION	0.00	1,269.55	
004018	HACH COMPANY	08/24/2022	Regular	0.00	634.78	64638
<a href="#">13204464</a>	Invoice	08/24/2022	SMALL TOOLS - PRODUCTION	0.00	634.78	
013802	HASA INC	08/10/2022	Regular	0.00	2,259.55	64606
<a href="#">835851</a>	Invoice	08/10/2022	WATER TREATMENT EXPENSE	0.00	1,004.24	
<a href="#">837825</a>	Invoice	08/10/2022	WATER TREATMENT EXPENSE	0.00	1,255.31	
004152	HI DESERT STAR	08/24/2022	Regular	0.00	2,414.00	64639
<a href="#">44830</a>	Invoice	08/24/2022	PUBLIC NOTICE: WATER CONSERVATION ADOPTION	0.00	506.00	
<a href="#">44995</a>	Invoice	08/24/2022	ADVERTISING: WATER CONSERV MEDIA CAMPAIGN	0.00	63.60	
<a href="#">45072</a>	Invoice	08/24/2022	ADVERTISING: WATER CONSERV MEDIA CAMPAIGN	0.00	1,844.40	
004195	HOME DEPOT CREDIT SERVICES	08/24/2022	Manual	0.00	5,060.05	902053
<a href="#">HD0722</a>	Invoice	08/24/2022	WELL 14 4-LOG/SML TOOLS/TILFORD/SHP EXPENSE	0.00	5,060.05	
000025	ICMA RC	08/11/2022	Manual	0.00	5,537.50	902047
<a href="#">ICMARC072222</a>	Invoice	08/11/2022	EE & ER 457 REMITTANCE - 7/22/22	0.00	2,768.75	
<a href="#">ICMARC080522</a>	Invoice	08/11/2022	EE & ER 457 REMITTANCE - 8/5/22	0.00	2,768.75	
000025	ICMA RC	08/23/2022	Manual	0.00	2,768.75	902051
<a href="#">ICMARC081922</a>	Invoice	08/23/2022	EE & ER 457 REMITTANCE - 8/19/22	0.00	2,768.75	
013365	IMAGE SOURCE	08/10/2022	Regular	0.00	44.04	64599
<a href="#">25AR1485391</a>	Invoice	08/10/2022	SHOP EXPENSE 7/01/22 - 7/31/22	0.00	44.04	
013848	INDUSTRIAL METAL SUPPLY CO	08/10/2022	Regular	0.00	4,107.05	64610
<a href="#">1667235</a>	Invoice	08/10/2022	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	4,107.05	
013797	INFOSEND INC	08/24/2022	Regular	0.00	3,309.47	64640
<a href="#">217878</a>	Invoice	08/24/2022	PRINT & MAIL WATER BILL - JUL 22	0.00	3,309.47	
VEN01902	INLAND KENWORTH US INC	08/25/2022	Regular	0.00	382.80	64662
<a href="#">333256FNP</a>	Invoice	08/25/2022	DUMP TRUCK SUPPLIES: E1DT	0.00	382.80	
004720	INLAND WATER WORKS	08/24/2022	Regular	0.00	382.80	64641
<a href="#">333256FNP</a>	Invoice	08/24/2022	DUMP TRUCK SUPPLIES: E1DT	0.00	382.80	
004720	INLAND WATER WORKS	08/24/2022	Regular	0.00	-382.80	64641 VOID
013989	IRIDIUM SOLUTIONS	08/10/2022	Regular	0.00	5,500.00	64613
<a href="#">1007</a>	Invoice	08/10/2022	CONSULTING SERVICES - JULY 22	0.00	5,500.00	
009054	KATHLEEN J RADNICH	08/10/2022	Regular	0.00	1,554.00	64607
<a href="#">220731-1</a>	Invoice	08/10/2022	PUBLIC RELATIONS SERVICES	0.00	840.00	
<a href="#">220807-1</a>	Invoice	08/10/2022	PUBLIC RELATIONS SERVICES	0.00	714.00	
009054	KATHLEEN J RADNICH	08/24/2022	Regular	0.00	1,701.00	64642
<a href="#">220814-1</a>	Invoice	08/24/2022	PUBLIC RELATIONS SERVICES	0.00	924.00	
<a href="#">222014-1</a>	Invoice	08/24/2022	PUBLIC RELATIONS SERVICES	0.00	777.00	
000134	KENNEDY JENKS CONSULTANTS INC	08/24/2022	Regular	0.00	1,867.50	64643
<a href="#">157123</a>	Invoice	08/24/2022	2020 URBAN WATER MGMT PLAN UPDATE	0.00	1,867.50	
000205	LORI G HERBEL	08/10/2022	Regular	0.00	840.00	64608
<a href="#">SEPT-FEB 23</a>	Invoice	08/10/2022	PUBLIC INFO/FARMER'S MARKET	0.00	840.00	
006507	McMASTER CARR SUPPLY COMPANY	08/24/2022	Regular	0.00	36.10	64646
<a href="#">83154701</a>	Invoice	08/24/2022	PUMPING PLANT SUPPLIES	0.00	36.10	
013990	MOMS DESERT VALLEY CLEANING	08/24/2022	Regular	0.00	1,500.00	64645
<a href="#">202208</a>	Invoice	08/24/2022	JANITORIAL SERVICES - AUGUST 22	0.00	1,500.00	

Check Report

Date Range: 08/01/2022 - 08/31/2022

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	
000233 <a href="#">411888</a>	NAPA AUTO PARTS Invoice	08/24/2022	08/24/2022 Regular DUMP TRK: E3PH/SHP EXP/VHCL MAINT: V35,V40,V41,V42	0.00 0.00	184.35 184.35	64652
000070 <a href="#">1142112</a>	ONLINE INFORMATION SERVICES INC Invoice	08/10/2022	08/10/2022 Regular ID VERIF. SERV. THRU 07/31/22	0.00 0.00	248.60 248.60	64611
013940 <a href="#">INV1114927</a>	PAYLOCITY Invoice	08/24/2022	08/24/2022 Regular HR ONLINE - AUG 22	0.00 0.00	34.25 34.25	64647
013940 <a href="#">INV1114927-1</a>	PAYLOCITY Invoice	08/19/2022	08/19/2022 Manual HR ONLINE - AUG 22	0.00 0.00	34.25 34.25	950031
VEN01533 <a href="#">INV-15-125212</a>	PAYMENTUS GROUP INC Invoice	08/24/2022	08/19/2022 Manual CREDIT CARD PROCESSING FEE - JUL 22	0.00 0.00	4,406.20 4,406.20	902049
008415 <a href="#">23357471</a> <a href="#">23357474</a>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	08/10/2022 08/10/2022	08/10/2022 Regular SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00	195.76 71.24 124.52	64612
008415 <a href="#">23363728</a> <a href="#">23363731</a>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	08/24/2022 08/24/2022	08/24/2022 Regular SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00	195.76 71.24 124.52	64648
009065 <a href="#">E1121035</a>	RDO EQUIPMENT COMPANY Invoice	08/10/2022	08/10/2022 Regular 2022 JD 200G EXCAVATOR/SOLD:2018 JD 135G EXCAVATOR	0.00 0.00	116,018.99 116,018.99	64614
000091 <a href="#">SB080222</a>	SAN BERNARDINO COUNTY RECORDER Invoice	08/10/2022	08/10/2022 Regular RELEASE OF LIENS	0.00 0.00	300.00 300.00	64616
000091 <a href="#">SB080322</a>	SAN BERNARDINO COUNTY RECORDER Invoice	08/10/2022	08/10/2022 Regular RELEASE OF LIENS	0.00 0.00	260.00 260.00	64617
013831 <a href="#">202477</a>	SATMODO LLC Invoice	08/10/2022	08/10/2022 Regular EMERGENCY SATELLITE PHONES - AUG 22	0.00 0.00	151.86 151.86	64618
013820 <a href="#">2184535-IN</a>	SC FUELS Invoice	08/10/2022	08/10/2022 Regular FUEL FOR VEHICLES	0.00 0.00	5,145.86 5,145.86	64619
013820 <a href="#">2200750-IN</a>	SC FUELS Invoice	08/24/2022	08/24/2022 Regular FUEL FOR VEHICLES	0.00 0.00	4,760.86 4,760.86	64650
009880 <a href="#">SCE0722</a>	SOUTHERN CALIFORNIA EDISON CO Invoice	08/10/2022	08/10/2022 Manual POWER TO BLDGS & GEN - JUL 22	0.00 0.00	4,124.06 4,124.06	902045
VEN01020 <a href="#">22-7100</a> <a href="#">22-8011SC</a> <a href="#">22-8503</a>	SOUTHWEST NETWORKS INC Invoice Invoice Invoice	08/10/2022 08/10/2022 08/10/2022	08/10/2022 Regular SUPPLEMENTAL IT (AMC) - THRU 7/31/22 OFFICE 365 MONTHLY MAINT - SEPT 22 OFFICE COMPUTER EQUIPMENT	0.00 0.00 0.00	3,700.18 1,425.00 794.00 1,481.18	64620
009920 <a href="#">ST0822</a>	STANDARD INSURANCE CO Invoice	08/10/2022	08/10/2022 Regular EE LIFE INSURANCE - AUG 22	0.00 0.00	1,433.73 1,433.73	64621
013788 <a href="#">1296</a>	STURDIVAN EMERGENCY MANAGEMENT CONSUL Invoice	08/10/2022	08/10/2022 Regular EMERGENCY MANAGEMENT CONSULTING 2022-2023	0.00 0.00	10,500.00 10,500.00	64622
013982 <a href="#">1752</a>	TAYLOR GARAGE DOORS AND GATES INC Invoice	08/10/2022	08/10/2022 Regular BAY DOOR MAINTENANCE	0.00 0.00	450.00 450.00	64623
013993 <a href="#">116905701080122</a>	TIME WARNER CABLE Invoice	08/10/2022	08/10/2022 Regular TELEPHONE AND UTILITIES - AUG 22	0.00 0.00	550.00 550.00	64624
013196 <a href="#">159702036-0</a>	TPX COMMUNICATIONS Invoice	08/10/2022	08/10/2022 Manual TELEPHONE (OFFICE) - AUG 22	0.00 0.00	676.15 676.15	902041

Check Report

Date Range: 08/01/2022 - 08/31/2022

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	
010850	UNDERGROUND SERVICE ALERT	08/10/2022	Regular	0.00	843.78	64625
<a href="#">22-2300017</a>	Invoice	08/10/2022	DIG SAFE BOARD FEES - 2022	0.00	692.03	
<a href="#">720220346</a>	Invoice	08/10/2022	TICKET DELIVERY SERVICE - JUL 22	0.00	151.75	
CC-BEV	US BANK CORPORATE	08/25/2022	Manual	0.00	6,750.70	902059
<a href="#">US0822</a>	Invoice	08/25/2022	DIRECTR EDU/OPS COMP EQUIP/TELEPHONE/EE TRAINING	0.00	6,750.70	
CC-ANNE	US BANK CORPORATE	08/25/2022	Manual	0.00	473.24	902060
<a href="#">US0822</a>	Invoice	08/25/2022	SUBSCRIPTIONS/POSTAGE/BUSINESS EXPENSE	0.00	473.24	
CC-DAN	US BANK CORPORATE	08/25/2022	Manual	0.00	5,239.06	902058
<a href="#">US0822</a>	Invoice	08/25/2022	SHOP EXP/UNIFORMS/EQUIP MAINTENANCE	0.00	5,239.06	
CC-SARAH	US BANK CORPORATE	08/25/2022	Manual	0.00	944.79	902057
<a href="#">US0822</a>	Invoice	08/25/2022	ANNUAL EE APPRECIATION PARTY/ADOBE SUBSCRIPTION	0.00	944.79	
000327	WATER QUALITY SPECIALISTS	08/10/2022	Regular	0.00	3,605.00	64626
<a href="#">8138</a>	Invoice	08/10/2022	HDMC WWTP: OPERATION & MAINT - JUL 22	0.00	3,605.00	
013997	WCT PRODUCTS INC	08/10/2022	Regular	0.00	8,081.90	64628
<a href="#">W13658</a>	Invoice	08/10/2022	2 LOCATORS	0.00	8,081.90	
013809	WEST COAST CIVIL INC	08/10/2022	Regular	0.00	47,490.00	64627
<a href="#">2207-216</a>	Invoice	08/10/2022	ENG: BELMONT DESIGN/SURVEY THRU 7/31/22	0.00	47,490.00	
011615	WESTERN EXTERMINATOR CO	08/24/2022	Regular	0.00	37.05	64651
<a href="#">26190359</a>	Invoice	08/24/2022	PEST CONTROL SERVICES - SHOP	0.00	37.05	
VEN01090	WORLD OIL ENVIRONMENTAL SERVICES	08/24/2022	Regular	0.00	95.00	64633
<a href="#">I500-00851826</a>	Invoice	08/24/2022	USED MOTOR OIL DISPOSAL	0.00	95.00	
013359	XEROX FINANCIAL SERVICES	08/10/2022	Manual	0.00	230.13	902040
<a href="#">3395104</a>	Invoice	08/10/2022	SHOP EXPENSE 7/27/22 - 8/26/22	0.00	230.13	
013359	XEROX FINANCIAL SERVICES	08/24/2022	Manual	0.00	397.60	902054
<a href="#">3414165</a>	Invoice	08/24/2022	OFFICE EXPENSE 7/30/22 - 8/29/22	0.00	397.60	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	60	0.00	653,557.81
Manual Checks	25	22	0.00	170,336.51
Voided Checks	0	1	0.00	-382.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>83</b>	<b>0.00</b>	<b>823,511.52</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	60	0.00	653,557.81
Manual Checks	25	22	0.00	170,336.51
Voided Checks	0	1	0.00	-382.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>83</b>	<b>0.00</b>	<b>823,511.52</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	8/2022	823,511.52
			<b>823,511.52</b>



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 08/01/2022 - 08/31/2022

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	
<b>Bank Code: PR-Payroll Account</b>						
013940	PAYLOCITY	08/19/2022	Manual	0.00	1,131.00	950029
<a href="#">110783997</a>	Invoice	08/19/2022	PAYROLL PROCESSING FEE	0.00	1,131.00	

**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	1,131.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,131.00</b>

### 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	1,131.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,131.00</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	8/2022	1,131.00
			<b>1,131.00</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
64-99280-000	LOCH, JAY M	8/10/2022	Refund	3,127.80	Check #: 64629
56-00115-007	CHANDLER, WILLIAM C	8/10/2022	Refund	189.90	Check #: 64630
63-00164-015	SANABRIA, ARON	8/10/2022	Refund	162.43	Check #: 64631
07-00039-014	CASEY, ROGER C	8/24/2022	Refund	5.48	Check #: 64653
55-00312-012	JADE TAILOR & CAROLINE MARTIN	8/24/2022	Refund	72.13	Check #: 64654
09-00082-022	AGHAEPOUR, ELAINE	8/24/2022	Refund	85.66	Check #: 64655
63-00157-013	XIAO, JEFF B	8/24/2022	Refund	30.80	Check #: 64656
07-00165-010	MCLAUGHLIN, SAMANTHA	8/24/2022	Refund	35.55	Check #: 64657
09-00133-016	KENNEDY, MYRA L	8/24/2022	Refund	21.98	Check #: 64658
55-00103-012	CASA DE LA MANANA LLC	8/24/2022	Refund	36.01	Check #: 64659
55-00193-003	CASA DE LA MANANA LLC	8/24/2022	Refund	46.75	Check #: 64660
65-00529-002	PATRICK & ALISEE H ACCOMANDO	8/24/2022	Refund	69.06	Check #: 64661
				<u><u><b>3,883.55</b></u></u>	

Joshua Basin Water District  
 61750 Chollita Rd.  
 Joshua Tree, CA 92252

## Director Pay

07/16/2022 - 08/12/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Deductions</u>
511	FLOEN, TOM				
		07/20/2022	Board Meeting - JBWD - Paid	\$173.63	
		07/28/2022	MWA Board Meeting – Paid	\$173.63	
		08/10/2022	Committee Meeting - Finance - Paid	\$173.63	
		08/11/2022	MWA Board Meeting – Paid	\$173.63	
			Totals:	\$694.52	\$0.00
			Employee Total:	\$694.52	
512	JARLSBERG, JANE				
		08/12/2022	Mileage Reimbursement		\$112.50
		07/20/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/10/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63	
		08/12/2022	BIA Conference - Paid	\$173.63	
			Totals:	\$520.89	\$112.50
			Employee Total:	\$408.39	
513	DOOLITTLE, STACY				
		07/20/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/10/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63	
			Totals:	\$347.26	\$0.00
			Employee Total:	\$347.26	
514	DELPH, BARBARA				
		07/20/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/10/2022	Committee Meeting - Finance - Paid	\$173.63	
		08/11/2022	MWA Board Meeting – Paid	\$173.63	
			Totals:	\$520.89	\$0.00
			Employee Total:	\$520.89	
			Grand Totals:	\$2,083.56	\$112.50
			Grand Total:	\$1,971.06	



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 09/01/2022 - 09/30/2022

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	
<b>Bank Code: AP-AP Cash</b>						
000495	ACOUNTEMP	09/12/2022	Regular	0.00	1,883.84	64687
<a href="#">60633632</a>	Invoice	09/12/2022	TEMPORARY LABOR	0.00	941.92	
<a href="#">60654431</a>	Invoice	09/12/2022	TEMPORARY LABOR	0.00	941.92	
000501	ACWA JPIA	09/12/2022	Regular	0.00	28,444.30	64663
<a href="#">0692286</a>	Invoice	09/12/2022	EE HEALTH BENEFIT & EAP OCT 22	0.00	28,444.30	
000501	ACWA JPIA	09/12/2022	Regular	0.00	32,669.05	64664
<a href="#">0690754</a>	Invoice	09/12/2022	EE HEALTH BENEFIT & EAP SEPT 22	0.00	32,669.05	
013998	AMAZON CAPITAL SERVICES INC	09/12/2022	Regular	0.00	1,423.34	64665
<a href="#">11CV-TYKD-1P31</a>	Invoice	09/12/2022	OFFICE SUPPLIES/SAFETY SUPPLIES	0.00	478.80	
<a href="#">16CF-N3RJ-1HHJ</a>	Invoice	09/12/2022	OFFICE SUPPLIES	0.00	1,019.96	
<a href="#">1GVH-VNWX-CLCW</a>	Credit Memo	09/12/2022	CREDIT: OFFICE SUPPLIES	0.00	-53.88	
<a href="#">1KVQ-3T1X-DFQX</a>	Credit Memo	09/12/2022	CREDIT: OFFICE SUPPLIES	0.00	-21.54	
000675	AQUA METRIC SALES COMPANY	09/12/2022	Regular	0.00	109,295.12	64692
<a href="#">INV0090307</a>	Invoice	09/12/2022	VXU & VGB ANTENNAS	0.00	1,767.10	
<a href="#">INV0090308</a>	Invoice	09/12/2022	INVENTORY	0.00	85,963.25	
<a href="#">INV0090310</a>	Invoice	09/12/2022	NEW VXU AND VGB	0.00	21,564.77	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	09/12/2022	Regular	0.00	9,966.57	64666
<a href="#">658202</a>	Invoice	09/12/2022	LABOR LEGAL SERVICES THRU 7/31/22	0.00	2,993.41	
<a href="#">658203</a>	Invoice	09/12/2022	LEGAL SERVICES THRU 7/31/22	0.00	6,973.16	
001630	ATT MOBILITY	09/08/2022	Manual	0.00	2,317.39	902070
<a href="#">829480028X0905...</a>	Invoice	09/08/2022	COMMUNICATIONS - AUG 22	0.00	2,317.39	
000214	BABCOCK LABORATORIES INC	09/12/2022	Regular	0.00	902.46	64667
<a href="#">CH21868-2287</a>	Invoice	09/12/2022	HDMC WWTP - SAMPLING	0.00	239.23	
<a href="#">CH21880-2287</a>	Invoice	09/12/2022	HDMC WWTP - SAMPLING	0.00	239.23	
<a href="#">CH22135-2287</a>	Invoice	09/12/2022	SAMPLING	0.00	102.00	
<a href="#">CI20130-2287</a>	Invoice	09/12/2022	SAMPLING	0.00	70.00	
<a href="#">CI20131-2287</a>	Invoice	09/12/2022	SAMPLING	0.00	252.00	
013813	BACKFLOW SOLUTIONS INC	09/12/2022	Regular	0.00	495.00	64668
<a href="#">7442</a>	Invoice	09/12/2022	ANNUAL BACKFLOW SOLUTIONS ONLINE SUBSCRIPTION	0.00	495.00	
004110	BURRTEC WASTE AND RECYCLING SVCS	09/01/2022	Manual	0.00	459.85	902062
<a href="#">BW0922</a>	Invoice	09/01/2022	TRASH & RECYCLING (OFFICE) - SEPT 22	0.00	162.03	
<a href="#">BW0922B</a>	Invoice	09/01/2022	TRASH REMOVAL (SHOP) - SEPT 22	0.00	297.82	
004110	BURRTEC WASTE AND RECYCLING SVCS	09/12/2022	Manual	0.00	430.64	902073
<a href="#">BW083122</a>	Invoice	09/12/2022	TRASH REMOVAL (SHOP) - AUG 22	0.00	430.64	
001517	CalPERS	09/01/2022	Manual	0.00	10,848.61	902061
<a href="#">PPE 8-26-22</a>	Invoice	09/01/2022	PAY PERIOD ENDING 8/26/22	0.00	10,848.61	
001517	CalPERS	09/02/2022	Manual	0.00	700.00	902064
<a href="#">100000016886998</a>	Invoice	09/02/2022	GASB-68 REPORTS & SCHEDULES	0.00	700.00	
001517	CalPERS	09/16/2022	Manual	0.00	10,863.97	902075
<a href="#">PPE 9-9-22</a>	Invoice	09/16/2022	PAY PERIOD ENDING 9/9/22	0.00	10,863.97	
001555	CENTRATL LLC	09/12/2022	Regular	0.00	714.44	64669
<a href="#">220902252101</a>	Invoice	09/12/2022	DISPATCH SERVICES - SEPT 22	0.00	714.44	

Check Report

Date Range: 09/01/2022 - 09/30/2022

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	
000510	CHARTER COMMUNICATIONS	09/07/2022	Manual	0.00	375.63	902067
<a href="#">0008970082222</a>	Invoice	09/07/2022	SCADA INTERNET - SEPT 22	0.00	375.63	
013868	CITY NATIONAL BANK	09/09/2022	Regular	0.00	-267,890.90	64635 VOID
013868	CITY NATIONAL BANK	09/12/2022	Regular	0.00	267,890.90	64700
<a href="#">CNB080122</a>	Invoice	08/24/2022	PIPELINE REPLACEMENT LOAN - CIRP	0.00	267,890.90	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO IN	09/07/2022	Manual	0.00	1,637.39	902068
<a href="#">39905610805984</a>	Invoice	09/07/2022	EE LIFE INSURANCE - AUG 22	0.00	1,637.39	
013373	CORE AND MAIN LP	09/12/2022	Regular	0.00	22,683.51	64671
<a href="#">R350998</a>	Invoice	09/12/2022	SMALL TOOLS - DISTRIBUTION	0.00	232.45	
<a href="#">R377150</a>	Invoice	09/12/2022	INVENTORY	0.00	2,133.77	
<a href="#">R377152</a>	Invoice	09/12/2022	INVENTORY	0.00	9,214.57	
<a href="#">R412799</a>	Invoice	09/12/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	64.65	
<a href="#">R419698</a>	Invoice	09/12/2022	INVENTORY/TILFORD PH2 INSTALL SUPPLIES	0.00	5,674.25	
<a href="#">R443223</a>	Invoice	09/12/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	2,384.37	
<a href="#">R464501</a>	Invoice	09/12/2022	SMALL TOOLS - DISTRIBUTION	0.00	188.48	
<a href="#">R474012</a>	Invoice	09/12/2022	INVENTORY	0.00	902.33	
<a href="#">R478870</a>	Invoice	09/12/2022	INVENTORY	0.00	167.77	
<a href="#">R503033</a>	Invoice	09/12/2022	INVENTORY	0.00	1,720.87	
013999	CROWN RENTAL AND INVESTMENTS LLC	09/12/2022	Regular	0.00	51.80	64701
<a href="#">CRI08252022</a>	Invoice	06/30/2022	METER UPGRADE RECONCILIATION	0.00	51.80	
002565	DUDEK AND ASSOCIATES INC	09/12/2022	Regular	0.00	1,140.00	64672
<a href="#">202206526</a>	Invoice	09/12/2022	ENG SERV: HDMC WWTP THRU 7/29/22	0.00	1,140.00	
003025	FEDEX	09/07/2022	Manual	0.00	102.94	902069
<a href="#">7-864-22053</a>	Invoice	09/07/2022	SHIPPING	0.00	102.94	
000156	FORSHOCK	09/12/2022	Regular	0.00	243.00	64681
<a href="#">2200223</a>	Invoice	09/12/2022	MONTHLY SCADA MONITORING - SEPT 22	0.00	38.00	
<a href="#">2200224</a>	Invoice	09/12/2022	MONTHLY SCADA MONITORING - SEPT 22	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC	09/12/2022	Regular	0.00	4.37	64673
<a href="#">FC0922</a>	Invoice	09/12/2022	HDMC WWTP - TELEPHONE	0.00	212.77	
<a href="#">FC0922-1</a>	Credit Memo	09/12/2022	CREDIT: HDMC WWTP - TELEPHONE	0.00	-208.40	
000058	GARDA CL WEST INC	09/12/2022	Regular	0.00	697.36	64674
<a href="#">10706286</a>	Invoice	09/12/2022	COURIER FEES - SEPT 22	0.00	697.36	
004018	HACH COMPANY	09/12/2022	Regular	0.00	745.21	64675
<a href="#">13227323</a>	Invoice	09/12/2022	SMALL TOOLS - PRODUCTION	0.00	745.21	
004152	HI DESERT STAR	09/12/2022	Regular	0.00	1,132.00	64676
<a href="#">45431</a>	Invoice	09/12/2022	PUBLIC NOTICE: 2020 URBAN WATER MGMT PLAN	0.00	1,012.00	
<a href="#">45614</a>	Invoice	09/12/2022	ADVERTISING: WATER CONSERV MEDIA CAMPAIGN	0.00	120.00	
000025	ICMA RC	09/06/2022	Manual	0.00	2,768.75	902065
<a href="#">ICMARC090222</a>	Invoice	09/06/2022	EE & ER 457 REMITTANCE - 9/2/22	0.00	2,768.75	
000025	ICMA RC	09/20/2022	Manual	0.00	2,768.75	902076
<a href="#">ICMARC091622</a>	Invoice	09/20/2022	EE & ER 457 REMITTANCE - 9/16/22	0.00	2,768.75	
013365	IMAGE SOURCE	09/12/2022	Regular	0.00	275.15	64670
<a href="#">25AR1497988</a>	Invoice	09/12/2022	OFFICE EXPENSE 7/30/22 - 8/29/22	0.00	231.28	
<a href="#">25AR1501542</a>	Invoice	09/12/2022	SHOP EXPENSE 8/01/22 - 8/31/22	0.00	43.87	
014036	JAT ASSOCIATES	09/21/2022	Regular	0.00	4,623.56	64702
<a href="#">JA091922</a>	Invoice	06/30/2022	PLAN CHECK DEPOSIT REFUND: JT RESORT	0.00	4,623.56	

Check Report

Date Range: 09/01/2022 - 09/30/2022

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	
009054	KATHLEEN J RADNICH	09/12/2022	Regular	0.00	1,575.00	64677
<a href="#">220822-1</a>	Invoice	09/12/2022	PUBLIC RELATIONS SERVICES	0.00	693.00	
<a href="#">220904-1</a>	Invoice	09/12/2022	PUBLIC RELATIONS SERVICES	0.00	882.00	
006947	KCDZ FM	09/12/2022	Regular	0.00	1,400.00	64682
<a href="#">318-00020-0000</a>	Invoice	09/12/2022	ADVERTISING: WATER CONSERV MEDIA CAMPAIGN	0.00	1,400.00	
000134	KENNEDY JENKS CONSULTANTS INC	09/12/2022	Regular	0.00	5,367.50	64678
<a href="#">157282</a>	Invoice	09/12/2022	ANNUAL WATER SUPPLY ASSESSMENT (AWSA)	0.00	687.50	
<a href="#">157529</a>	Invoice	09/12/2022	2020 URBAN WATER MGMT PLAN UPDATE	0.00	4,680.00	
013980	MARK A GARCIA	09/12/2022	Regular	0.00	3,596.75	64679
<a href="#">MG0322</a>	Invoice	06/30/2022	PERSONNEL LEGAL SUPPORT SERVICES	0.00	1,562.50	
<a href="#">MG0522</a>	Invoice	06/30/2022	PERSONNEL LEGAL SUPPORT SERVICES	0.00	781.25	
<a href="#">MG0722</a>	Invoice	09/12/2022	PERSONNEL LEGAL SUPPORT SERVICES	0.00	1,253.00	
006507	McMASTER CARR SUPPLY COMPANY	09/12/2022	Regular	0.00	693.35	64680
<a href="#">83470490</a>	Invoice	09/12/2022	PUMPING PLANT SUPPLIES	0.00	652.26	
<a href="#">83628601</a>	Invoice	09/12/2022	SMALL TOOLS - PRODUCTION	0.00	41.09	
000233	NAPA AUTO PARTS	09/12/2022	Regular	0.00	409.65	64695
<a href="#">412484</a>	Invoice	09/12/2022	SHOP OFFICE SUPPLIES	0.00	42.79	
<a href="#">413863</a>	Invoice	09/12/2022	SHOP OFFICE SUPPLIES/VEHICLE MAINTENANCE	0.00	318.84	
<a href="#">413864</a>	Invoice	09/12/2022	SHOP OFFICE SUPPLIES	0.00	48.02	
013352	NIELSEN FIRE AND ICE HEATING AND AIR	09/12/2022	Regular	0.00	85.00	64686
<a href="#">I-7919-1</a>	Invoice	09/12/2022	A/C MAINTENANCE - SHOP	0.00	85.00	
000070	ONLINE INFORMATION SERVICES INC	09/12/2022	Regular	0.00	219.93	64683
<a href="#">1147887</a>	Invoice	09/12/2022	ID VERIF. SERV. THRU 08/31/22	0.00	219.93	
008137	PARKHOUSE TIRE INC	09/12/2022	Regular	0.00	78.00	64684
<a href="#">2030216767</a>	Invoice	09/12/2022	TIRE DISPOSAL	0.00	78.00	
013940	PAYLOCITY	09/20/2022	Manual	0.00	34.25	950032
<a href="#">INV1133974-1</a>	Invoice	09/20/2022	HR ONLINE - SEPT 22	0.00	34.25	
VEN01533	PAYMENTUS GROUP INC	09/20/2022	Manual	0.00	4,056.25	902077
<a href="#">INV-15-126410</a>	Invoice	09/20/2022	CREDIT CARD PROCESSING FEE - AUG 22	0.00	4,056.25	
008415	PRUDENTIAL OVERALL SUPPLY	09/12/2022	Regular	0.00	444.10	64685
<a href="#">23370512</a>	Invoice	09/12/2022	SHOP EXPENSE	0.00	71.24	
<a href="#">23370514</a>	Invoice	09/12/2022	SHOP EXPENSE	0.00	173.00	
<a href="#">23377342</a>	Invoice	09/12/2022	SHOP EXPENSE	0.00	73.29	
<a href="#">23377345</a>	Invoice	09/12/2022	SHOP EXPENSE	0.00	126.57	
014037	QUICK HOMES BUYERS CORP	09/22/2022	Regular	0.00	100.88	64705
<a href="#">09222022</a>	Invoice	06/30/2022	MTR DMGE RECONCILIATION REFUND	0.00	100.88	
013831	SATMODO LLC	09/12/2022	Regular	0.00	151.86	64689
<a href="#">204636</a>	Invoice	09/12/2022	EMERGENCY SATELLITE PHONES - SEPT 22	0.00	151.86	
013820	SC FUELS	09/12/2022	Regular	0.00	4,572.63	64690
<a href="#">2215993-IN</a>	Invoice	09/12/2022	FUEL FOR VEHICLES	0.00	4,572.63	
009880	SOUTHERN CALIFORNIA EDISON CO	09/07/2022	Manual	0.00	4,267.06	902066
<a href="#">SCE0822</a>	Invoice	09/07/2022	POWER TO BLDGS & GEN - AUG 22	0.00	4,267.06	
VEN01020	SOUTHWEST NETWORKS INC	09/12/2022	Regular	0.00	15,296.00	64691
<a href="#">22-9027SC</a>	Invoice	09/12/2022	OFFICE 365 MONTHLY MAINT - OCT 22	0.00	794.00	
<a href="#">22-9028SC</a>	Invoice	09/12/2022	IT SERVICES - 10/22 - 12/22	0.00	14,502.00	
013196	TPX COMMUNICATIONS	09/12/2022	Manual	0.00	676.15	902072
<a href="#">160859415-0</a>	Invoice	09/12/2022	TELEPHONE (OFFICE) - SEPT 22	0.00	676.15	



Check Report

Date Range: 09/01/2022 - 09/30/2022

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	
014035	TROY KUDLAC	09/21/2022	Regular	0.00	1,333.00	64703
<a href="#">TK091922</a>	Invoice	06/30/2022	NON-TRACT NEW METER INSTALLATION FEE REFUND	0.00	1,333.00	
010850	UNDERGROUND SERVICE ALERT	09/12/2022	Regular	0.00	165.75	64693
<a href="#">820220356</a>	Invoice	09/12/2022	TICKET DELIVERY SERVICE - AUG 22	0.00	165.75	
009500	USDA RURAL DEVELOPMENT	09/02/2022	Manual	0.00	188,124.85	902063
<a href="#">USDA 09/22 LN</a>	Invoice	09/02/2022	CMM PRINCIPAL & INT LOAN #2	0.00	188,124.85	
009500	USDA RURAL DEVELOPMENT	09/12/2022	Manual	0.00	375,000.00	902071
<a href="#">USDA090222</a>	Invoice	09/12/2022	CMM BOND CALL	0.00	375,000.00	
000327	WATER QUALITY SPECIALISTS	09/12/2022	Regular	0.00	4,178.18	64694
<a href="#">8215</a>	Invoice	09/12/2022	HDMC WWTP: OPERATION & MAINT - AUG 22	0.00	4,178.18	
013926	WATERWISEPRO TRAINING LLC	09/12/2022	Regular	0.00	5,850.00	64688
<a href="#">2022-25</a>	Invoice	09/12/2022	EMPLOYEE TRAINING	0.00	5,850.00	
013359	XEROX FINANCIAL SERVICES	09/12/2022	Manual	0.00	627.73	902074
<a href="#">3451495</a>	Invoice	09/12/2022	SHOP EXPENSE 8/27/22 - 9/26/22	0.00	230.13	
<a href="#">3475119</a>	Invoice	09/12/2022	OFFICE EXPENSE 8/30/22 - 9/29/22	0.00	397.60	
014034	YIHONG ZHANG	09/21/2022	Regular	0.00	2,666.00	64704
<a href="#">YZ091922-1</a>	Invoice	06/30/2022	NON-TRACT NEW METER INSTALLATION FEE REFUND	0.00	1,333.00	
<a href="#">YZ091922-2</a>	Invoice	06/30/2022	NON-TRACT NEW METER INSTALLATION FEE REFUND	0.00	1,333.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	39	0.00	533,464.56
Manual Checks	20	18	0.00	606,060.21
Voided Checks	0	1	0.00	-267,890.90
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>95</b>	<b>58</b>	<b>0.00</b>	<b>871,633.87</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	39	0.00	533,464.56
Manual Checks	20	18	0.00	606,060.21
Voided Checks	0	1	0.00	-267,890.90
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>95</b>	<b>58</b>	<b>0.00</b>	<b>871,633.87</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2022	871,633.87
			<b>871,633.87</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
03-00285-020	HYER, MELISSA K	9/12/2022	Refund	108.89	Check #: 64696
62-00021-008	BIRD, ROLAND B	9/12/2022	Refund	14.11	Check #: 64697
55-00296-005	BECK, SARAH	9/12/2022	Refund	183.14	Check #: 64698
61-00220-006	THE MORIARTY GROUP	9/12/2022	Refund	78.64	Check #: 64699
				<u><b>384.78</b></u>	

Joshua Basin Water District  
 61750 Chollita Rd.  
 Joshua Tree, CA 92252

## DIRECTOR PAY

08/13/2022 - 09/23/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Deductions</u>
511	FLOEN, TOM				
		08/17/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/31/2022	Board Meeting - Special JBWD - Paid	\$173.63	
		09/14/2022	Committee Meeting - Finance - Paid	\$173.63	
		09/21/2022	Board Meeting - JBWD - Paid	\$173.63	
			Totals:	\$694.52	\$0.00
			Employee Total:	\$694.52	
512	JARLSBERG, JANE				
		08/22/2022	Mileage Reimbursement		\$57.83
		08/23/2022	Mileage Reimbursement		\$57.83
		08/24/2022	Mileage Reimbursement		\$57.83
		08/17/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/22/2022	CSDA Conference - Paid	\$173.63	
		08/23/2022	CSDA Conference - Paid	\$173.63	
		08/24/2022	CSDA Conference - Paid	\$173.63	
		09/08/2022	MWA Board Meeting – Unpaid	\$0.00	
		08/31/2022	Board Meeting - Special JBWD - Paid	\$173.63	
		09/14/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63	
		09/21/2022	Board Meeting - JBWD - Paid	\$173.63	
			Totals:	\$1,215.41	\$173.49
			Employee Total:	\$1,041.92	
513	DOOLITTLE, STACY				
		09/19/2022	Mileage Reimbursement		\$92.75
		09/19/2022	ASBCSD DINNER		\$36.00
		08/17/2022	Board Meeting - JBWD - Paid	\$173.63	
		08/25/2022	MWA Board Meeting – Paid	\$173.63	
		08/31/2022	Board Meeting - Special JBWD - Paid	\$173.63	
		09/14/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63	
		09/19/2022	Dinner - ASBCSD - Paid	\$173.63	
		09/21/2022	Board Meeting - JBWD - Paid	\$173.63	
			Totals:	\$1,041.78	\$128.75
			Employee Total:	\$913.03	
514	DELPH, BARBARA				
		09/19/2022	ASBCSD DINNER		\$36.00

9/8/22 MWA Board Meeting was not paid in lieu of being paid for 8/24/22 CSDA Conference that was not attended. The \$57.83 mileage for 8/24/22 to be reimbursed to the district.


08/17/2022	Board Meeting - JBWD - Paid	\$173.63	
08/31/2022	Board Meeting - Special JBWD - Paid	\$173.63	
09/14/2022	Committee Meeting - Finance - Paid	\$173.63	
09/19/2022	Dinner - ASBCSD - Paid	\$173.63	
09/21/2022	Board Meeting - JBWD - Paid	\$173.63	
	Totals:	\$868.15	\$36.00
	Employee Total:	\$832.15	
	Grand Totals:	\$3,819.86	\$338.24
	Grand Total:	\$3,481.62	

## JBWD FINANCIALS AT A GLANCE ①

### QUARTER ENDING 09/30/2022

CASH BALANCES	as of	09/30/2022	06/30/2022	09/30/2021
	UNRESTRICTED	5,416,406	5,522,960	4,220,309
	LEGALLY RESTRICTED	3,901,193	4,052,581	3,006,113
	BOARD DESIGNATED	6,329,929	6,329,929	6,329,929
		15,647,528	15,905,470	13,556,351
	INCREASE FROM LAST YEAR	2,091,177		
	INCREASE FROM LAST QTR	(257,942)		
<i>Reserve funding has not been released for 21/22 costs.</i>				

CASH FLOW	AS OF 09/30/2022	
	<b>BEGINNING BALANCE &gt;</b>	<b>15,905,469</b>
<b>MAJOR SOURCE OF FUNDS DURING QUARTER</b>		
	WATER PAYMENTS	1,793,315
	DEVELOPMENT FEES	494,685
	PROPERTY TAX & ASSESS	97,642
	HDMC REIMB & O/H	27,849
	OTHER, incl PETTIBONE REIMB	214,634
	<b>PLUS TOTAL SOURCE OF FUNDS &gt;</b>	<b>2,628,126</b>
<b>MAJOR USE OF FUNDS DURING QUARTER</b>		
	DEBT SERVICE (CIRP, CMM)	837,872
	CAPITAL COSTS	643,930
	O&M, PAYROLL	1,404,266
	<b>LESS TOTAL USE OF FUNDS &gt;</b>	<b>2,886,068</b>
	<b>ENDING BALANCE &gt;</b>	<b>15,647,527</b>



Excavator, Property acq,  
Belmont design, VXU/VGB

PROP TAXES/ASSESSMENTS	09/30/2022	
	BILLED	COLLECTED
<b>PROPERTY TAXES</b>	<b>659,325</b>	<b>19,387</b>
Billed is Estimate	100%	3%
<b>CMM ASSESSMENTS (PASS-THRU)</b>		
Current	256,281	10,240
Prior	-	6,899
%	100%	4%
<b>STANDBY ASSESSMENTS</b>		
Current	1,183,789	50,279
Prior	-	10,789
%	100%	4%
<b>TOTAL</b>	<b>2,099,395</b>	<b>97,594</b>
%	100%	4.65%



TERMS: QE - QUARTER ENDING; YTD - FISCAL YEAR-TO-DATE; AS OF - CUMULATIVE THROUGH

DEVELOPMENT FEES		QE 09/30/2022
	QTY	AMOUNT
METERS SOLD 28*		494,685
UPGRADES 4		
<i>*13 Wastewater Includes meter installation, water capacity &amp; wastewater capacity charges</i>		

## JBWD FINANCIALS AT A GLANCE ②

### QUARTER ENDING 09/30/2022



BUDGET VS. ACTUAL COSTS				YTD 09/30/2022 - 25% OF YR
DEPARTMENT	BUDGET	ACTUAL YTD	% OF BUDGET	NOTES
<b>REVENUES</b>				
OPERATING REVENUES	6,345,500	2,002,861	32%	
NON-OPERATING REVENUES	2,424,069	2,952,647	122%	
OTHER	-		UNBUDGETED	
<b>TOTAL REVENUES</b>	<b>8,769,569</b>	<b>4,955,508</b>	<b>57%</b>	
<b>EXPENSES</b>				
PRODUCTION	1,931,351	114,448	6%	
DISTRIBUTION	1,211,725	215,978	18%	
CUSTOMER SERVICE	778,186	108,797	14%	
ADMINISTRATION	1,255,163	240,146	19%	
DEVEL & ENGINEERING	35,000	-	0%	
FINANCE	931,325	159,403	17%	
HUMAN RESOURCES	267,445	28,259	11%	
BONDS, LOANS & STBY	578,011	837,863	145%	Incl \$375k CMM Bond call - unbudgeted
CAPITAL IMPROVEMENT (CIRP)	442,027	124,832	28%	
HDMC TREATMENT (REIMB)	230,300	10,656	5%	Fully reimbursed plus overhead
OTHER			0%	
<b>TOTAL EXPENSES</b>	<b>7,660,533</b>	<b>1,840,382</b>	<b>24% Percent of Budget Spent vs. 25% of Year</b>	
<b>SURPLUS (DEFICIT)</b>	<b>1,109,035</b>	<b>3,115,126 *</b>		

\*Before depreciation

BUDGET ADJUSTMENTS	09/30/2022
NONE	

CONSUMPTION		ROLLING 12 MONTHS	
12 MONTHS ENDING:	CONS (UNITS)	INCR (DECR)	
09/30/2022	503,297.00	-5.22%	
09/30/2021	530,999.00	13.11%	
09/30/2020	469,453.00		
TWO YEAR CHANGE>		7.21%	



TOP 10 CONSUMERS		QE 09/30/2022	
ACCOUNT	CONS (UNITS)	AMOUNT	
JT Parks & Recreation	4,755	37,856	
Hi-Desert Medical Center (hospital and CCC)	4,282	38,221	
Quail Springs Village Apartments	2,098	19,462	
Joshua Tree Memorial Park	2,027	17,593	
Individual (cutoff)	1,976	21,110	
Autocamp	1,761	14,635	
Lazy H Mobilehome Park	1,341	11,649	
Pyle - Mobilehome Park	1,083	9,497	
Morongo Unified School District	978	12,492	
Individual	560	6,661	

TERMS: QE - QUARTER ENDING; YTD - FISCAL YEAR-TO-DATE; AS OF - CUMULATIVE THROUGH



**CASH BALANCES**  
As of 09/30/22

	<b>CURRENT 9/30/22 TOTAL</b>	<b>LEGALLY RESTRICTED</b>	<b>DISTRICT RESTRICTED</b>	<b>UN- RESTRICTED</b>	<b>LAST QTR 6/30/22 TOTAL</b>	<b>LAST YEAR 9/30/21 TOTAL</b>
Petty Cash	701			701	701	800
Change Fund	1,500			1,500	1,500	1,500
General Fund	510,925			510,925	442,144	494,817
Payroll Fund	86,562			86,562	16,449	116,841
LAIF Operating Reserve	1,901,156			1,901,156	1,802,491	1,802,491
Cash Flow Reserve	2,915,562			2,915,562	3,259,674	1,803,860
Equip/Technology Reserve	363,522		363,522		363,522	363,522
Emergency Capital Reserve	2,000,000		2,000,000		2,000,000	2,000,000
Meter Replacement Reserve	970,030		970,030		970,030	970,030
Building Reserve	66,441		66,441		66,441	66,441
Studies/Reports Reserve	111,306		111,306		111,306	111,306
Consumer/Project Deposits	297,733	297,733			306,057	333,121
Water Capacity	1,224,152	1,224,152			993,426	416,268
Wastewater Capacity	1,991,194	1,991,194			1,810,356	1,527,531
Cap Improv Reserve (formerly CIP Reserve)	2,818,629		2,818,629		2,818,629	2,818,629
CMM Redemption	140,150	140,150			695,229	480,562
Reserve	244,718	244,718			244,272	245,396
Prepayment	3,246	3,246			3,240	3,234
	<u>15,647,528</u>	<u>3,901,193</u>	<u>6,329,929</u>	<u>5,416,406</u>	<u>15,905,469</u>	<u>13,556,350</u>
CIRP Loan Fund	0	0			0	0
	<u>15,647,528</u>	<u>3,901,193</u>	<u>6,329,929</u>	<u>5,416,406</u>	<u>15,905,469</u>	<u>13,556,350</u>

<u>\$10,231,121</u>		<u>\$5,416,406</u>	
RESTRICTED		UNRESTRICTED	

COMPARISON WITH LAST QUARTER      \$    (257,941) DECREASE  
 COMPARISON WITH LAST YEAR         \$    2,091,178 INCREASE

**TREASURER'S STATEMENT:** This investment portfolio is in conformity with all the elements described in California Government Code section 53646(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 earning, 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**  
**1st Quarter Ending 09/30/22**

<b>Beginning Cash Balance 07/01/22</b>		<u>General Fund</u>	<u>\$15,905,469</u>
 <b><u>Source of Funds (Revenues)</u></b>			
Total cash received during the quarter from all sources			2,628,126
	<i>Major sources:</i>		
- Water bill payments received from ratepayers	\$1,793,315		
- Reimbursement for Pettibone/Apex Transaction	119,149		
- Property Tax/Assessment payments	97,642		
- Meter Installation/Capacity Fees	494,685		
<i>Approx. 28 new meters (13 in the wastewater zone) and 4 meter upgrades</i>			
- Consumer/Project Deposits	34,550		
- Special services (penalties, fire flows, will serves)	28,659		
- Interest Revenue	28,165		
- HDMC Reimbursement (including \$5,115 in overhead)	27,849		
- Liens and bad debt	3,232		
- Credit card rebate	881		
 <b><u>Use of Funds (Expenses)</u></b>			
Total use of cash during the quarter for all purposes			2,886,068
- Debt Service (CIRP, CMM princ & \$375k bond call)	\$837,872		
- Capital costs during the quarter	<i>\$643,930 including:</i>		
-- 2022 JD 200G Excavator	267,519	<i>(trade-in credit of \$116,019 applied)</i>	
-- Pettibone (reimbursed)	119,149		
-- Property acquisition - Sunset Road	97,205		
-- Belmont Design	47,490		
-- VXU, VGB, & 2 locators for meter reading/GIS	31,414		
-- Well 14 4-Log	29,838		
-- 2020 Urban Water Management Plan update	17,258		
-- Tilford Phase 1	7,781		
-- Rate Study	7,685		
 <b>Ending Cash Balance 09/30/22</b>			 <u><u>\$15,647,528</u></u>
Total cash decreased	-\$257,941		



**Property Tax and Assessment Revenues and Collections  
As of 09/30/22**

	CURRENT YEAR				PRIOR YEAR		
	2022/2023				2021/2022		
	Billed Revenue	Y-T-D Collections	Billed % Collected	% incr/(decr) Vs. Last Yr	Billed Revenue	Y-T-D Collections	Billed % Collected
ID#2	0				0	-6	
General District Taxes	659,325	19,387	3%		569,277	14,743	3%
CMM Assessment District	256,281	10,240	4%		242,133	12,078	5%
Prior		6,899		-38%		11,129	
Standby Assessments	1,183,789	50,279	4%		1,197,257	44,286	4%
Prior		10,789		-38%		17,527	
<b>TOTAL</b>	<b>2,099,395</b>	<b>97,594</b>	<b>5%</b>		<b>2,008,667</b>	<b>99,757</b>	<b>5%</b>

*Negative = Decrease*

Total Property tax and Assessment **revenues** changed from last year by:

5%	\$90,728
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Total Property tax and Assessment **collections** changed from last year by:

-2%	-\$2,163
-----	----------

CMM prior year tax **collections** changed from last year by:

-38%	-\$4,230
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Standby prior year tax **collections** changed from last year by:

-38%	-\$6,738
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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  
1st Quarter Ending 09/30/22**

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 Inception to Date Budget (Projects only):</u>	<u>Other Info:</u>
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NONE

Total Adjustments	\$0
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**BOARD REPORT SUMMARY**  
**Year-to-Date as of 09/30/22**  
 25% of year

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

Total Revenues are 56.51% of budget  
 Water Revenues (Operating Revenues) are 31.56% of budget  
 Property Tax & Assessment Revenues are 100.36% of budget  
 Unbudgeted Development (Capacity) Fees YEAR-TO-DATE total \$494,685 (28 meters YTD incl. 13 with wastewater; 4 upgrade  
 HDMC Revenues are 0% of budget (*billed in arrears*)

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

	<u>% of budget</u>
Production	6%
Distribution	18%
Customer Service	14%
Administration	19%
Development & Engineering	0%
Finance	17%
Human Resources	11%
Bonds, Loans & Standby (& Non-Op Exp)	145%
CIRP	28% <i>Budget results depend upon capital project involvement</i>
HDMC Treatment Plant	5% <i>Budget is a rough estimate; costs are 100% reimbursed.</i>
Benefits Allocated	18%
Field Allocated	21%
Office Allocated	22%

TOTAL without RESERVE FUNDING                      24%    vs                      **25% of year**

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

**SUMMARY**

Total Operating Revenues exceed Total Operating Expenses by \$3,115,127



Joshua Basin Water District

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

## Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		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>							
<a href="#">01-39-41010-FI</a>	METERED WATER SALES	3,427,000.00	3,427,000.00	426,876.50	1,208,089.50	-2,218,910.50	35.25 %
<a href="#">01-39-41012-FI</a>	ALLOW FOR CAAP/BILLING ADJ	-11,500.00	-11,500.00	0.00	-1,680.50	9,819.50	14.61 %
<a href="#">01-39-41015-FI</a>	BASIC FEES	2,290,000.00	2,290,000.00	215,649.88	643,735.02	-1,646,264.98	28.11 %
<a href="#">01-39-41016-FI</a>	BASIC FEES - LOCKED/PULLED	410,000.00	410,000.00	29,453.46	89,193.83	-320,806.17	21.75 %
<a href="#">01-39-41030-FI</a>	PRIVATE FIRE PROTECTION SERV.	30,000.00	30,000.00	3,337.83	10,013.49	-19,986.51	33.38 %
<a href="#">01-39-41040-FI</a>	SPECIAL SERVICES REVENUE	200,000.00	200,000.00	18,544.55	53,509.88	-146,490.12	26.75 %
<b>Program: 39 - ** OPERATING REVENUES ** Total:</b>		<b>6,345,500.00</b>	<b>6,345,500.00</b>	<b>693,862.22</b>	<b>2,002,861.22</b>	<b>-4,342,638.78</b>	<b>31.56%</b>
<b>Program: 40 - ** NON-OPERATING REVENUES **</b>							
<a href="#">01-40-41045-FI</a>	HDMC WWTP OPERATIONS REIMB R...	230,300.00	230,300.00	0.00	0.00	-230,300.00	0.00 %
<a href="#">01-40-41046-FI</a>	HDMC WWTP OVERHEAD/FEES REI...	51,817.50	51,817.50	0.00	0.00	-51,817.50	0.00 %
<a href="#">01-40-42100-FI</a>	STANDBY REVENUE-CURRENT	1,197,257.00	1,197,257.00	1,183,789.26	1,183,789.26	-13,467.74	98.88 %
<a href="#">01-40-43000-FI</a>	PROPERTY TAX REVENUE	650,419.00	650,419.00	659,325.00	659,325.00	8,906.00	101.37 %
<a href="#">01-40-43020-FI</a>	ASSESSMENT REVENUE - CMM	244,275.00	244,275.00	256,281.00	256,281.00	12,006.00	104.91 %
<a href="#">01-40-44010-FID</a>	WATER CAPACITY CHARGES	0.00	0.00	122,390.00	418,178.00	418,178.00	0.00 %
<a href="#">01-40-44030-FID</a>	METER INSTALLATION & UPGRADE FE...	0.00	0.00	26,695.00	94,104.00	94,104.00	0.00 %
<a href="#">01-40-44050-FI</a>	WASTEWATER CAPACITY CHARGES	0.00	0.00	77,462.00	185,042.00	185,042.00	0.00 %
<a href="#">01-40-47000-FI</a>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	0.00	4,419.42	-15,580.58	22.10 %
<a href="#">01-40-47002-FI</a>	INTEREST REVENUE	30,000.00	30,000.00	3.45	8.34	-29,991.66	0.03 %
<a href="#">01-40-47010-FID</a>	GAIN/LOSS ON SALE OF ASSETS	0.00	0.00	0.00	151,500.00	151,500.00	0.00 %
<b>Program: 40 - ** NON-OPERATING REVENUES ** Total:</b>		<b>2,424,068.50</b>	<b>2,424,068.50</b>	<b>2,325,945.71</b>	<b>2,952,647.02</b>	<b>528,578.52</b>	<b>121.81%</b>
<b>Revenue Total:</b>		<b>8,769,568.50</b>	<b>8,769,568.50</b>	<b>3,019,807.93</b>	<b>4,955,508.24</b>	<b>-3,814,060.26</b>	<b>56.51%</b>
<b>Expense</b>							
<b>Program: 01 - ** PRODUCTION **</b>							
<a href="#">01-01-5-01-01118-FI</a>	PRODUCTION SALARY (incl STBY,CLBK)	414,308.00	414,308.00	33,805.75	54,174.96	360,133.04	13.08 %
<a href="#">01-01-5-01-02205-RL</a>	WATER TREATMENT EXPENSE	20,000.00	20,000.00	0.00	2,259.55	17,740.45	11.30 %
<a href="#">01-01-5-01-02210-RL</a>	SMALL TOOLS - PRODUCTION	10,333.34	10,333.34	786.30	3,467.65	6,865.69	33.56 %
<a href="#">01-01-5-01-03102-GM</a>	WATER RECHARGE PURCHASE	571,000.00	571,000.00	0.00	0.00	571,000.00	0.00 %
<a href="#">01-01-5-01-03108-RL</a>	RECHARGE MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-01-5-01-03111-D/P</a>	EQUIPMENT RENTAL	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">01-01-5-01-03115-RL</a>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	652.26	5,028.43	29,971.57	14.37 %
<a href="#">01-01-5-01-03120-RL</a>	TANK & RESERVOIR MAINTENANCE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<a href="#">01-01-5-01-03207-RL</a>	GENERATOR (ALL) REPAIR & MAINTEN...	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<a href="#">01-01-5-01-04004-RL</a>	LABORATORY SERVICES	20,000.00	20,000.00	424.00	2,361.00	17,639.00	11.81 %
<a href="#">01-01-5-01-06105-RL</a>	POWER FOR PUMPING (ELECTRIC)	325,000.00	325,000.00	0.00	-40,000.00	365,000.00	-12.31 %
<a href="#">01-01-5-01-06501-RL</a>	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00	243.00	729.00	4,271.00	14.58 %
<a href="#">01-01-5-01-07002-GM</a>	RIGHT OF WAY	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00 %
<a href="#">01-01-5-01-98001-FI</a>	EE BENEFITS ALLOCATED	296,040.82	296,040.82	55,353.81	55,353.81	240,687.01	18.70 %
<a href="#">01-01-5-01-98002-FI</a>	FIELD EXPENSES ALLOCATED	137,668.42	137,668.42	31,073.56	31,073.56	106,594.86	22.57 %
<b>Program: 01 - ** PRODUCTION ** Total:</b>		<b>1,931,350.58</b>	<b>1,931,350.58</b>	<b>122,338.68</b>	<b>114,447.96</b>	<b>1,816,902.62</b>	<b>5.93%</b>
<b>Program: 02 - ** DISTRIBUTION **</b>							
<a href="#">01-02-5-02-01130-FI</a>	DISTRIBUTION SALARY (incl STBY,CLB...	512,451.00	512,451.00	41,609.64	89,039.80	423,411.20	17.38 %
<a href="#">01-02-5-02-02211-JC</a>	SMALL TOOLS - DISTRIBUTION	12,833.33	12,833.33	420.93	2,438.28	10,395.05	19.00 %
<a href="#">01-02-5-02-02920-FI</a>	INVENTORY-OVER & SHORT	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
<a href="#">01-02-5-02-03106-JC</a>	MAINLINE AND LEAK REPAIR	80,000.00	80,000.00	2,449.02	15,521.15	64,478.85	19.40 %
<a href="#">01-02-5-02-03206-JC</a>	TRACTOR REPAIR / MAINT.	20,000.00	20,000.00	0.00	330.91	19,669.09	1.65 %
<a href="#">01-02-5-02-04005-JC</a>	UTILITY LOCATING (DIG ALERT)	5,000.00	5,000.00	165.75	9,091.43	-4,091.43	181.83 %
<a href="#">01-02-5-02-98001-FI</a>	EE BENEFITS ALLOCATED	366,165.26	366,165.26	63,754.30	63,754.30	302,410.96	17.41 %

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

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01-02-5-02-98002-FI</a>	FIELD EXPENSES ALLOCATED	170,275.35	170,275.35	35,802.14	35,802.14	134,473.21	21.03 %
<b>Program: 02 - ** DISTRIBUTION ** Total:</b>		<b>1,211,724.94</b>	<b>1,211,724.94</b>	<b>144,201.78</b>	<b>215,978.01</b>	<b>995,746.93</b>	<b>17.82%</b>
<b>Program: 03 - ** CUSTOMER SERVICE **</b>							
<a href="#">01-03-5-03-01107-FI</a>	FIELD SALARY - CUSTOMER SERVICE	57,477.00	57,477.00	0.00	9,112.98	48,364.02	15.86 %
<a href="#">01-03-5-03-01114-FI</a>	OFFICE SALARY - CUSTOMER SERV.	229,643.00	229,643.00	11,733.45	23,188.09	206,454.91	10.10 %
<a href="#">01-03-5-03-03107-JC</a>	METER SERVICE REPAIR (INTERNAL &...	60,000.00	60,000.00	0.00	56.11	59,943.89	0.09 %
<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="#">01-03-5-03-07004-HR</a>	LOW INCOME ASSISTANCE (LIA)	6,650.00	6,650.00	100.00	500.00	6,150.00	7.52 %
<a href="#">01-03-5-03-07010-DOF</a>	BAD DEBT	35,000.00	35,000.00	0.00	-102.91	35,102.91	-0.29 %
<a href="#">01-03-5-03-07015-HR</a>	CUSTOMER SERVICE - OTHER	78,000.00	78,000.00	4,973.54	13,010.47	64,989.53	16.68 %
<a href="#">01-03-5-03-98001-FI</a>	EE BENEFITS ALLOCATED	200,794.47	200,794.47	40,022.11	40,022.11	160,772.36	19.93 %
<a href="#">01-03-5-03-98002-FI</a>	FIELD EXPENSES ALLOCATED	19,119.30	19,119.30	4,133.73	4,133.73	14,985.57	21.62 %
<a href="#">01-03-5-03-98003-FI</a>	OFFICE EXPENSE ALLOCATED	86,502.67	86,502.67	18,876.44	18,876.44	67,626.23	21.82 %
<b>Program: 03 - ** CUSTOMER SERVICE ** Total:</b>		<b>778,186.44</b>	<b>778,186.44</b>	<b>79,839.27</b>	<b>108,797.02</b>	<b>669,389.42</b>	<b>13.98%</b>
<b>Program: 04 - ** ADMINISTRATION **</b>							
<a href="#">01-04-5-04-01108-FI</a>	ADMINISTRATION SALARY	386,929.00	386,929.00	34,003.82	66,007.24	320,921.76	17.06 %
<a href="#">01-04-5-04-01121-FI</a>	DIRECTORS SALARY	31,253.40	31,253.40	3,819.86	8,160.61	23,092.79	26.11 %
<a href="#">01-04-5-04-01210-EXA</a>	DIRECTORS / C.A.C. EDUCATION	25,000.00	25,000.00	115.66	4,150.92	20,849.08	16.60 %
<a href="#">01-04-5-04-04007-GM</a>	LEGISLATIVE ADVOCACY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-04-5-04-07008-EXA</a>	BUSINESS EXPENSE	6,000.00	6,000.00	72.00	394.99	5,605.01	6.58 %
<a href="#">01-04-5-04-07014-GM</a>	PUBLIC INFORMATION	45,000.00	45,000.00	2,589.00	12,056.00	32,944.00	26.79 %
<a href="#">01-04-5-04-07016-EXA</a>	MEMBERSHIP, DUES & SUBSCRIPT (N...	60,000.00	60,000.00	0.00	11,632.10	48,367.90	19.39 %
<a href="#">01-04-5-04-07020-GM</a>	WATER CONSERVATION EXPENSE	15,000.00	15,000.00	0.00	620.00	14,380.00	4.13 %
<a href="#">01-04-5-04-07025-GM</a>	LEGAL SERVICES - NON-PERSONNEL	55,000.00	55,000.00	6,973.16	6,973.16	48,026.84	12.68 %
<a href="#">01-04-5-04-07218-CRP</a>	SAFETY EXPENSE (EQUIP & SUPPLIES)	23,000.00	23,000.00	135.64	658.45	22,341.55	2.86 %
<a href="#">01-04-5-04-07219-GM</a>	EMERGENCY PREPAREDNESS	12,000.00	12,000.00	151.86	13,705.58	-1,705.58	114.21 %
<a href="#">01-04-5-04-07401-HR</a>	PROPERTY INSURANCE & RISK MGMT	141,100.00	141,100.00	26,530.57	26,530.57	114,569.43	18.80 %
<a href="#">01-04-5-04-98001-FI</a>	EE BENEFITS ALLOCATED	291,883.96	291,883.96	54,778.87	54,778.87	237,105.09	18.77 %
<a href="#">01-04-5-04-98003-FI</a>	OFFICE EXPENSE ALLOCATED	157,996.72	157,996.72	34,477.73	34,477.73	123,518.99	21.82 %
<b>Program: 04 - ** ADMINISTRATION ** Total:</b>		<b>1,255,163.08</b>	<b>1,255,163.08</b>	<b>163,648.17</b>	<b>240,146.22</b>	<b>1,015,016.86</b>	<b>19.13%</b>
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING **</b>							
<a href="#">01-05-5-05-02305-GM</a>	MAPS/DRAFTING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-05-5-05-04008-GM</a>	ENGINEERING CONTRACT SERVICES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING ** Total:</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.00%</b>
<b>Program: 06 - ** FINANCE **</b>							
<a href="#">01-06-5-06-01101-FI</a>	FINANCE SALARY	384,996.00	384,996.00	36,423.08	71,227.19	313,768.81	18.50 %
<a href="#">01-06-5-06-04009-DOF</a>	ACCOUNTING/AUDIT SERVICES	75,000.00	75,000.00	700.00	2,143.00	72,857.00	2.86 %
<a href="#">01-06-5-06-07001-DOF</a>	FINANCE - OTHER	37,000.00	37,000.00	2,127.55	6,488.70	30,511.30	17.54 %
<a href="#">01-06-5-06-98001-FI</a>	EE BENEFITS ALLOCATED	281,762.90	281,762.90	46,250.61	46,250.61	235,512.29	16.41 %
<a href="#">01-06-5-06-98003-FI</a>	OFFICE EXPENSE ALLOCATED	152,566.25	152,566.25	33,292.70	33,292.70	119,273.55	21.82 %
<b>Program: 06 - ** FINANCE ** Total:</b>		<b>931,325.15</b>	<b>931,325.15</b>	<b>118,793.94</b>	<b>159,402.20</b>	<b>771,922.95</b>	<b>17.12%</b>
<b>Program: 07 - ** HUMAN RESOURCES **</b>							
<a href="#">01-07-5-07-01102-FI</a>	PERSONNEL SALARY	77,026.00	77,026.00	0.00	0.00	77,026.00	0.00 %
<a href="#">01-07-5-07-01105-HR</a>	AWARDS SALARY/LEAVE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-07-5-07-01215-HR</a>	EMPLOYEE TRAINING	25,000.00	25,000.00	6,451.92	9,942.03	15,057.97	39.77 %
<a href="#">01-07-5-07-01217-HR</a>	EMPLOYEE EDUCATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">01-07-5-07-01905-HR</a>	EMPLOYMENT RECRUITING EXPENSE	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00 %
<a href="#">01-07-5-07-01910-HR</a>	LABOR LEGAL FEES	40,000.00	40,000.00	4,246.41	4,246.41	35,753.59	10.62 %
<a href="#">01-07-5-07-01915-HR</a>	PERSONNEL - OTHER	10,000.00	10,000.00	0.00	1,243.59	8,756.41	12.44 %
<a href="#">01-07-5-07-01920-HR</a>	AWARDS GIFTS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">01-07-5-07-98001-FI</a>	EE BENEFITS ALLOCATED	56,388.73	56,388.73	6,164.62	6,164.62	50,224.11	10.93 %
<a href="#">01-07-5-07-98003-FI</a>	OFFICE EXPENSE ALLOCATED	30,530.36	30,530.36	6,662.27	6,662.27	23,868.09	21.82 %
<b>Program: 07 - ** HUMAN RESOURCES ** Total:</b>		<b>267,445.09</b>	<b>267,445.09</b>	<b>23,525.22</b>	<b>28,258.92</b>	<b>239,186.17</b>	<b>10.57%</b>
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY **</b>							
<a href="#">01-09-5-09-08115-FI</a>	CMM PRINCIPLE	132,000.00	132,000.00	507,000.00	507,000.00	-375,000.00	384.09 %
<a href="#">01-09-5-09-08130-FI</a>	(CIRP) MUNICIPAL FINANCE LOAN PR...	170,247.19	170,247.19	0.00	152,005.90	18,241.29	89.29 %

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

**For Fiscal: 2022-2023 Period Ending: 09/30/2022**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
<a href="#">01-09-5-09-08215-FI</a>	INTEREST EXPENSE - CMM	112,275.00	112,275.00	56,124.85	56,124.85	56,150.15	49.99 %
<a href="#">01-09-5-09-08220-FI</a>	(CIRP) MUNICIPAL FINANCE LOAN IN...	97,643.71	97,643.71	0.00	115,885.00	-18,241.29	118.68 %
<a href="#">01-09-5-09-08320-FI</a>	GENERAL TAX COLLECTION CHARGE	1,500.00	1,500.00	0.00	47.42	1,452.58	3.16 %
<a href="#">01-09-5-09-08325-FI</a>	ADMINISTRATION - CMM	12,000.00	12,000.00	0.00	2,101.21	9,898.79	17.51 %
<a href="#">01-09-5-09-08330-DOF</a>	STANDBY ADMINISTRATION	52,344.63	52,344.63	0.00	4,698.75	47,645.88	8.98 %
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY ** Total:</b>		<b>578,010.53</b>	<b>578,010.53</b>	<b>563,124.85</b>	<b>837,863.13</b>	<b>-259,852.60</b>	<b>144.96%</b>
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)</b>							
<a href="#">01-12-5-12-01136-FI</a>	CIRP STANDBY/CALLBACK	0.00	0.00	7,670.08	22,750.25	-22,750.25	0.00 %
<a href="#">01-12-5-12-01212-FI</a>	CIRP: COMPENSATED LEAVE	63,042.00	63,042.00	4,627.24	7,833.04	55,208.96	12.43 %
<a href="#">01-12-5-12-02213-CRP</a>	CIRP: SMALL TOOLS/MISC. EXP.	12,833.33	12,833.33	0.00	5,338.80	7,494.53	41.60 %
<a href="#">01-12-5-12-02213-FI</a>	CIRP: SALARY (excl STBY,CLBK)	439,848.00	439,848.00	6,730.85	6,011.01	433,836.99	1.37 %
<a href="#">01-12-5-12-98001-FI</a>	EE BENEFITS ALLOCATED	314,294.86	314,294.86	53,085.99	53,085.99	261,208.87	16.89 %
<a href="#">01-12-5-12-98002-FI</a>	FIELD EXPENSES ALLOCATED	146,186.93	146,186.93	29,813.28	29,813.28	116,373.65	20.39 %
<a href="#">01-12-5-12-98777-FI</a>	CIRP: SALARY CLEARING (PROJ SALAR...	-329,886.00	-329,886.00	0.00	0.00	-329,886.00	0.00 %
<a href="#">01-12-5-12-98779-FI</a>	CIRP: BENEFITS CLEARING (PROJ BEN...	-204,291.65	-204,291.65	0.00	0.00	-204,291.65	0.00 %
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (C...</b>		<b>442,027.47</b>	<b>442,027.47</b>	<b>101,927.44</b>	<b>124,832.37</b>	<b>317,195.10</b>	<b>28.24%</b>
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **</b>							
<a href="#">01-20-5-20-03101-DWR</a>	HDMC: OTHER	62,300.00	62,300.00	0.00	0.00	62,300.00	0.00 %
<a href="#">01-20-5-20-04100-DWR</a>	HDMC: CONTRACTED OPERATION EXP	150,000.00	150,000.00	5,801.01	12,155.80	137,844.20	8.10 %
<a href="#">01-20-5-20-06100-DWR</a>	HDMC: PUMPING POWER	18,000.00	18,000.00	0.00	-1,500.00	19,500.00	-8.33 %
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** Total:</b>		<b>230,300.00</b>	<b>230,300.00</b>	<b>5,801.01</b>	<b>10,655.80</b>	<b>219,644.20</b>	<b>4.63%</b>
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **</b>							
<a href="#">01-51-5-51-01211-FI</a>	COMPENSATED LEAVE	316,958.00	316,958.00	32,766.89	59,264.83	257,693.17	18.70 %
<a href="#">01-51-5-51-01216-FI</a>	CAFETERIA PLAN EXPENSE	739,746.00	739,746.00	34,019.94	96,985.39	642,760.61	13.11 %
<a href="#">01-51-5-51-01220-FI</a>	GROUP INSURANCE EXPENSE	21,079.00	21,079.00	1,444.24	6,522.70	14,556.30	30.94 %
<a href="#">01-51-5-51-01225-FI</a>	WORKERS COMPENSATION INSURAN...	99,380.00	99,380.00	0.00	0.00	99,380.00	0.00 %
<a href="#">01-51-5-51-01230-FI</a>	RETIREMENT: PERS Classic 2%@55	328,533.00	328,533.00	7,953.00	103,106.95	225,426.05	31.38 %
<a href="#">01-51-5-51-01231-FI</a>	RETIREMENT: PERS Tier 2 2%@62	50,040.00	50,040.00	4,670.16	16,316.71	33,723.29	32.61 %
<a href="#">01-51-5-51-01232-FI</a>	RETIREMENT: PERS - TEMP	3,483.00	3,483.00	0.00	0.00	3,483.00	0.00 %
<a href="#">01-51-5-51-01233-FI</a>	RETIREMENT - 457 CONTRIBUTION	33,000.00	33,000.00	986.25	2,301.25	30,698.75	6.97 %
<a href="#">01-51-5-51-01250-HR</a>	MISC. BENEFITS: WELLNESS	9,000.00	9,000.00	0.00	274.00	8,726.00	3.04 %
<a href="#">01-51-5-51-01305-FI</a>	PAYROLL TAXES	206,112.00	206,112.00	17,576.84	34,638.48	171,473.52	16.81 %
<a href="#">01-51-5-51-98000-FI</a>	ALLOCATED EXPENSES - BENEFITS	-1,807,331.00	-1,807,331.00	-319,410.31	-319,410.31	-1,487,920.69	17.67 %
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-219,992.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS **</b>							
<a href="#">01-52-5-52-01240-D/P</a>	UNIFORMS (FIELD)	15,000.00	15,000.00	0.00	8,106.96	6,893.04	54.05 %
<a href="#">01-52-5-52-01405-HR</a>	TEMPORARY LABOR - FIELD	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">01-52-5-52-02206-D/P</a>	SHOP EXPENSE - COMBINED	20,000.00	20,000.00	487.97	3,924.83	16,075.17	19.62 %
<a href="#">01-52-5-52-02209-EXA</a>	SHOP OFFICE SUPPLIES	20,000.00	20,000.00	271.25	714.24	19,285.76	3.57 %
<a href="#">01-52-5-52-03205-D/P</a>	TOOL / EQUIP REPAIR	0.00	0.00	0.00	99.99	-99.99	0.00 %
<a href="#">01-52-5-52-03905-D/P</a>	BUILDING REPAIR/MAINT-SHOP/SITE	34,400.00	34,400.00	813.46	4,799.52	29,600.48	13.95 %
<a href="#">01-52-5-52-04015-CRP</a>	OPS: SOFTWARE	123,850.00	123,850.00	40,010.42	41,458.28	82,391.72	33.47 %
<a href="#">01-52-5-52-05005-D/P</a>	FUEL-VEHICLES	100,000.00	100,000.00	4,572.63	19,429.81	80,570.19	19.43 %
<a href="#">01-52-5-52-05010-D/P</a>	AUTO EXPENSE - FIELD	20,000.00	20,000.00	216.40	9,442.02	10,557.98	47.21 %
<a href="#">01-52-5-52-06305-EXA</a>	COMMUNICATIONS-MOBILE	29,000.00	29,000.00	1,421.39	4,823.06	24,176.94	16.63 %
<a href="#">01-52-5-52-07009-D/P</a>	REGULATORY-PERMITS, FEES, CERTS	96,000.00	96,000.00	2,414.00	8,024.00	87,976.00	8.36 %
<a href="#">01-52-5-52-98000-FI</a>	ALLOCATED EXPENSES - FIELD	-473,250.00	-473,250.00	-100,822.71	-100,822.71	-372,427.29	21.30 %
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>-50,615.19</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	15,000.00	15,000.00	1,883.84	8,006.32	6,993.68	53.38 %
<a href="#">01-53-5-53-02105-EXA</a>	OFFICE SUPPLIES	35,000.00	35,000.00	2,110.46	8,416.76	26,583.24	24.05 %
<a href="#">01-53-5-53-02107-EXA</a>	ADMIN: COMPUTER EQUIPMENT	26,000.00	26,000.00	627.73	4,232.79	21,767.21	16.28 %
<a href="#">01-53-5-53-02110-EXA</a>	POSTAGE	33,500.00	33,500.00	102.94	4,128.50	29,371.50	12.32 %
<a href="#">01-53-5-53-03906-EXA</a>	BUILDING REPAIR/MAINT - OFFICE	54,800.00	54,800.00	162.03	2,579.09	52,220.91	4.71 %
<a href="#">01-53-5-53-04015-EXA</a>	ADMIN: SOFTWARE	188,296.00	188,296.00	31,087.25	48,837.25	139,458.75	25.94 %
<a href="#">01-53-5-53-05010-DOF</a>	AUTO EXPENSE - OFFICE	4,000.00	4,000.00	203.46	355.34	3,644.66	8.88 %
<a href="#">01-53-5-53-06205-EXA</a>	TELEPHONE AND UTILITIES	71,000.00	71,000.00	6,033.28	16,753.09	54,246.91	23.60 %

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

For Fiscal: 2022-2023 Period Ending: 09/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">01-53-5-53-98000-FI</a> ALLOCATED EXPENSES - OFFICE	-427,596.00	-427,596.00	-93,309.14	-93,309.14	-334,286.86	21.82 %
<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-51,098.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>7,660,533.28</b>	<b>7,660,533.28</b>	<b>1,001,494.03</b>	<b>1,840,381.63</b>	<b>5,820,151.65</b>	<b>24.02%</b>
<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>1,109,035.22</b>	<b>1,109,035.22</b>	<b>2,018,313.90</b>	<b>3,115,126.61</b>	<b>2,006,091.39</b>	<b>280.89%</b>
<b>Report Surplus (Deficit):</b>	<b>1,109,035.22</b>	<b>1,109,035.22</b>	<b>2,018,313.90</b>	<b>3,115,126.61</b>	<b>2,006,091.39</b>	<b>280.89%</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	1,109,035.22	1,109,035.22	2,018,313.90	3,115,126.61	2,006,091.39
<b>Report Surplus (Deficit):</b>	<b>1,109,035.22</b>	<b>1,109,035.22</b>	<b>2,018,313.90</b>	<b>3,115,126.61</b>	<b>2,006,091.39</b>



**WATER SALES CONSUMPTION STATISTICS**  
As of 09/30/22

Consumption - 12 months ending:	CURRENT 09/30/2022	PRIOR 1 09/30/2021	PRIOR 2 09/30/2020
CCF (units)	503,297	530,999	469,453
Gallons	376,466,156	397,187,252	351,150,844
Acre Feet	1,155	1,219	1,078
Change/PY	-5.22% decrease	13.11% increase	7.21% increase

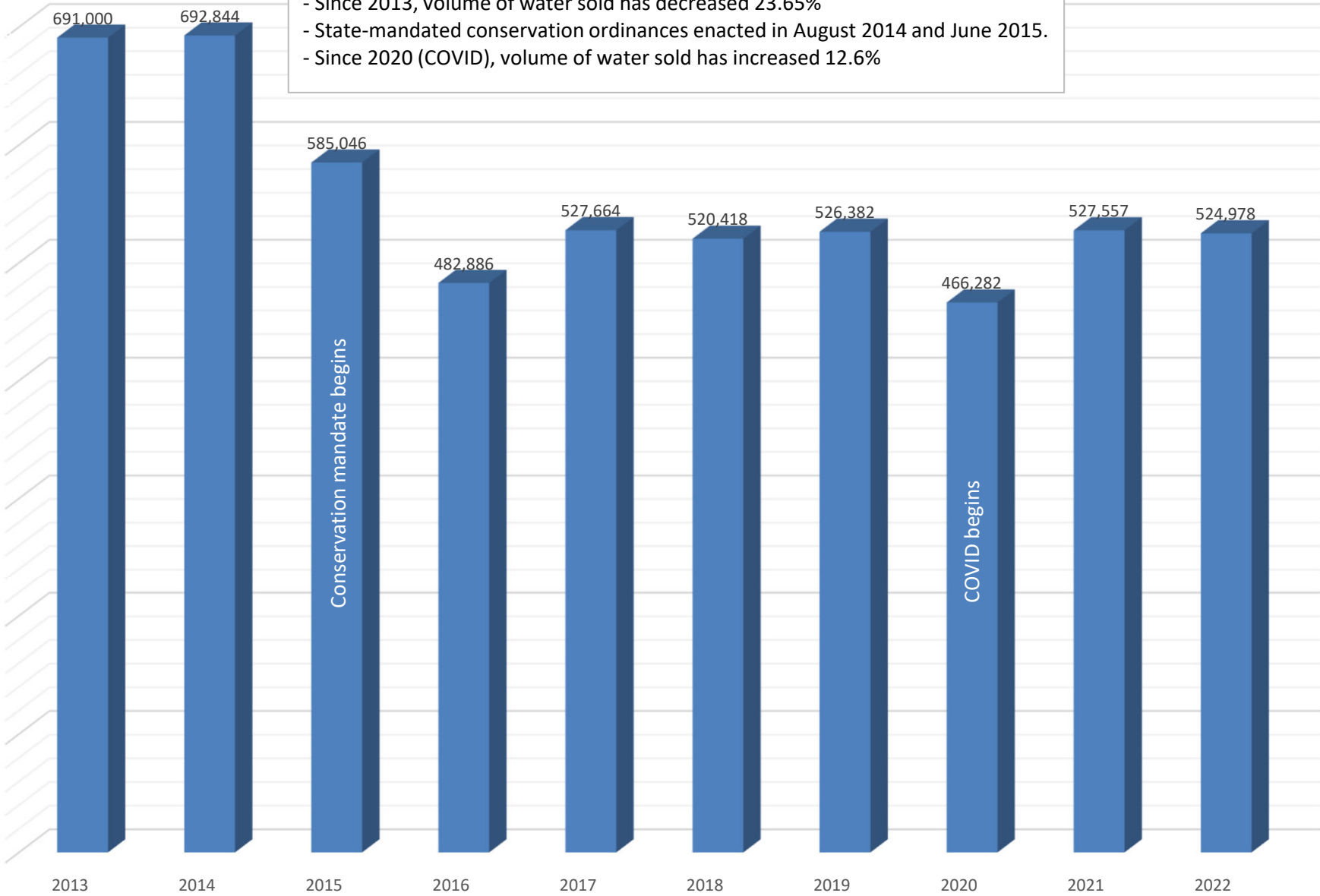
Change from Two Years Prior  
*Change does not correlate to state conservation mandate.*

CONSUMPTION RANKING - TOP TEN

	Consumption (CCF)					ACCOUNT TOTALS
	HOUSING	HOSPITAL/MED	PUBLIC AGENCY	INDIVIDUAL/TEMP	COMMERICAL	
1 JT Parks & Recreation			4,755			4,755
2 Hi-Desert Medical Center (hospital and CCC)		4,282				4,282
3 Quail Springs Village Apartments	2,098					2,098
4 Joshua Tree Memorial Park			2,027			2,027
5 Individual (cutoff)				1,976		1,976
6 Autocamp					1,761	1,761
7 Lazy H Mobilehome Park	1,341					1,341
8 Pyle - Mobilehome Park	1,083					1,083
9 Morongo Unified School District			978			978
10 Individual				560		560
CLASS/TYPE TOTALS	4,522	4,282	7,760	2,536	1,761	20,861
	1	2	3	4	5	

# HISTORICAL WATER SALES DATA at FYE 06/30

- Since 2013, volume of water sold has decreased 23.65%
- State-mandated conservation ordinances enacted in August 2014 and June 2015.
- Since 2020 (COVID), volume of water sold has increased 12.6%





MOTION: \_\_\_\_\_ / \_\_\_\_\_  
 VOTE: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A

### Board of Directors Staff Report

MEETING DATE: 02/01/2023  
 PRESENTED BY: Sarah Johnson, General Manager  
 TOPIC: **CUSTOMER SERVICE POSITIONS REEVALUATION**  
 RECOMMENDATION: Recommend that the Board adopt the following:

- Revised CSR series job description with adjusted salary
- Remove AR Technician position beginning FY 22/23
- New Billing & Customer Service Supervisor job description

**ANALYSIS:**

Customer Service is a key aspect of our District. Hiring the Director of Administration, coupled with attrition, an internal promotion, and an upcoming retirement, has provided staff with the opportunity to reevaluate the district's customer service function in an effort to create better efficiency.

Staff recommends revising the customer service positions from CSR & CSR Lead to a CSR I/II series classification and adding Billing & Customer Service Supervisor position in lieu of the Accounting Technician (Billing Tech) position.

- Moving the CSR position into a series I/II is consistent with other District job classification series within the District, creating a path for advancement and preparing for succession.
- Billing is a critical function in our organization and is responsible for handling many high-level customer concerns, analyzing complex customer billing issues, and managing complicated software duties. In the current organizational structure, the AR Tech reports to the Director of Finance and does not have the authority to delegate issues back to customer service, creating a barrier and frustration points. Furthermore, the Director of Administration is the only Department Head without a supervisor, which creates delegation and chain of command issues. Creating the supervisor role in lieu of the tech role and changing the reporting structure will help to solve these concerns.
- The recommended salaries below do not lag or lead the market, but rather fall in the middle of competitors, which helps the district to remain competitive to attract candidates while being fiscally responsible.
- The salaries are based on a comprehensive review of job descriptions, duty/task complexity, and comparisons from other districts. The recommended salaries align with similar positions within our industry and region (see attached survey):

	POSITION REEVALUATION	ANNUAL SALARY (min – max)
1.	<u>FROM:</u> Customer Service Representative  <u>TO:</u> Customer Service Representative I	<u>FROM:</u> Range 13 - \$49,506 - \$64,957  <u>TO:</u> Range 11 - \$47,121 - \$61,827
2.	<u>FROM:</u> Lead Customer Service Representative  <u>TO:</u> Customer Service Representative II	<u>FROM:</u> Range 19 - \$57,412 - \$75,330  <u>TO:</u> Range 15 - \$52,013 - \$68,245
3.	<u>FROM:</u> Remove the Account Receivable Technician position beginning FY 23/24  <u>TO:</u> Add Billing & Customer Service Supervisor	<u>FROM:</u> <del>Range 15 - \$52,013 - \$68,245</del>  <u>PROPOSED:</u> Range 31 - \$77,213 - \$101,310

**CS REEVALUATION SALARY SURVEY 2023**

	DISTRICT	POSITION		ANNUAL MIN	ANNUAL MAX	
Comparable Positions *	<b>CURRENT JBWD POSITION</b>	<b>CUSTOMER SERVICE REPRESENTATIVE - RANGE 13</b>		<b>\$49,506</b>	<b>\$64,957</b>	
	29 Palms WD	CSR		\$44,200	\$51,917	
	Beaumont Cherry Valley WD	CSR		\$44,720	\$54,350	
	Mission Springs WD	CSR		\$47,154	\$60,382	
	Hi-Desert WD	CSR		\$44,568	\$61,559	
	<b>RECOMMENDATION – CHANGE TO CSR I SERIES &amp; ADJUST TO RANGE 11</b>			<b>\$47,121</b>	<b>\$61,827</b>	
	Bighorn	CSR		\$47,216	\$63,502	
	Indian Wells WD	CSR		\$49,691	\$72,842	
	Coachella Valley WD	CSR		\$59,544	\$80,892	
			<b>Average</b>	<b>\$48,027</b>	<b>\$63,409</b>	
Comparable Positions *	<b>CURRENT JBWD POSITION</b>	<b>LEAD CUSTOMER SERVICE REPRESENTATIVE – RANGE 19</b>		<b>\$57,412</b>	<b>\$75,330</b>	
	Beaumont Cherry Valley WD	CSR II		\$51,854	\$60,029	
	29 Palms WD	CSR II		\$51,480	\$60,632	
	Mission Springs WD	CSR II		\$52,062	\$66,643	
	<b>RECOMMENDATION – CHANGE TO CSR II SERIES &amp; ADJUST TO RANGE 15</b>			<b>\$52,013</b>	<b>\$68,245</b>	
	Hi-Desert WD	CSR II		\$52,379	\$72,349	
	Bighorn	CSR II		\$54,309	\$73,091	
	Coachella Valley WD	CSR II		\$64,956	\$88,440	
	Indian Wells WD	no comparable				
			<b>Average</b>	<b>\$54,150</b>	<b>\$69,918</b>	
Comparable Positions *	29 Palms WD	Office Manager		\$76,939	\$91,125	
	Beaumont Cherry Valley WD	Customer Service Supervisor		\$75,088	\$91,250	
	Indian Wells WD	Customer Service Supervisor		\$69,121	\$99,798	
	<b>RECOMMENDATION - (IN LIEU OF AR TECH) DELETE &amp; REDISTRIBUTE DUTIES TO THE NEW BILLING &amp; CUSTOMER SERVICE SUPERVISOR</b>			<b>PROPOSED RANGE 31</b>	<b>\$77,213</b>	<b>\$101,310</b>
	Coachella Valley WD	Asst. Customer Service Billing Supervisor		\$87,708	\$107,160	
	Mission Springs WD	Customer Services Manager		\$94,162	\$120,536	
	Hi-Desert WD	Customer Service and Billing Manager		\$88,257	\$121,905	
	Bighorn WD	no comparable				
				<b>Average</b>	<b>\$81,924.82</b>	<b>\$106,993.13</b>



**BOARD of DIRECTORS**

**GENERAL MANAGER**  
(1 Position)

**HR & RISK GENERALIST**  
(1 Position)

**EXECUTIVE ASSISTANT**  
(1 Position)

**DIRECTOR OF ADMINISTRATION**  
(1 Position)

**DIRECTOR OF OPERATIONS**  
(1 Position)

**DIRECTOR OF FINANCE**  
(1 Position)

**BILLING & CS SUPERVISOR**  
NEW (1 Position)

**CONSTRUCTION & MAINTENANCE SUPERVISOR**  
(1 Position)

**CIRP SUPERVISOR**  
(1 Position)

**PRODUCTION SUPERVISOR**  
(1 Position)

**ACCOUNTING SUPERVISOR**  
(1 Position)

**CSR I/II**  
(2 Positions)

**PURCHASING & GRANTS COORDINATOR**  
(1 Position)  
NEW POSITION TBD

**CONSTRUCTION & MAINTENANCE II / MECHANIC**  
(1 Position)

**PIPELAYER I/II**  
(2 Positions)

**WATER QUALITY SPECIALIST I/II**  
(1 Position)

**ACCOUNTING TECHNICIAN I/II**  
(1 Position)

**OFFICE ASSISTANT**  
(1 Position)  
part-time

**CONSTRUCTION & MAINTENANCE I/II**  
(3 Positions)

**LABORER**  
(2 Positions)

**WATER PRODUCTION OPERATOR I/II**  
(2 Positions)

**ACCOUNTING TECHNICIAN I/II**  
(1 Position)  
NEW POSITION TBD

**FIELD SERVICE TECHNICIAN I/II**  
(2 Positions)

**ACCOUNTS RECEIVABLE TECHNICIAN**  
~~DELETE~~ (1 Position)

Department Head
Supervisor
Team Leader
Team Members

ORG CHART FOR REFERENCE

**STRATEGIC PLAN ITEM:** 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices  
3.1.2 - Continually Update Job Descriptions  
3.1.7 - Prepare & Create Process for Succession Planning

**FISCAL IMPACT:** The difference between the AR Tech & Billing & CS Supervisor is an increase \$33,065 annually. However, the December adjustment to the Executive Assistant position and this reevaluation together results in an overall decrease of (\$1,021.13) in the FY 22/23 salary budget.  
Note- this reevaluation does not add any additional positions.



# JOB DESCRIPTION

<b>POSITION</b>	Customer Service Representative (CSR) I/II	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	CSR I – Range 11 CSR II – Range 15	<b>ESTABLISHED DATE</b>	CSR I 02/01/23 CSR II 02/01/23
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general supervision, performs a variety of routine to complex customer service functions including providing information, researching problems, performing collections and making credit arrangements on customer accounts; answering customer inquiries and resolving complaints, receiving payments, issuing receipts, inputting data into the computer, general bookkeeping and clerical duties, and generating service orders. Performs switchboard operation and reception duties; receives and routes incoming calls to appropriate departments; sign in and direct visitors.

## DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Customer Service Representative series.

Customer Service Representative I – This is the entry to mid-level in the Customer Service Representative classification series. At this level, incumbents perform routine to complex customer service functions, under close to general supervision, with less latitude for independent action.

Customer Service Representative II – This is the experienced, journey-level in the Customer Service Representative classification series. At this level, incumbents perform the full range of customer service functions from routine to the most complex, with greater independence under less supervision, while exercising discretion and independent judgment within established guidelines.

The CSR II is responsible for resolving escalated customer complaints and disputes and handling difficult customer delinquency and billing issues; generating and maintaining schedules for meter reading, lock-offs, penalties, printing of bills/notices, and other recurring CS scheduling; preparing reports; overseeing water assistance programs; authorizing adjustments within set guidelines; overseeing daily cashiering and drawer audit processes; and coordinating customer service activities with field personnel.

The CSR II is responsible for leading, planning, prioritizing, and reviewing work of other CS staff ensuring compliance within set standards; guiding, training, and providing technical and functional direction to other staff engaged in customer service duties; ensuring complete coverage for customer service functions; and providing high-level assistance to the department supervisor.

## SUPERVISION RECEIVED/EXERCISED

Positions receive close to general supervision from a department head, manager, or supervisor, as assigned.

The CSR II has the responsibility guide staff, as well as provide training and provide technical and functional direction to staff engaged in customer service duties.



## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### **Essential Functions**

- Using courteousness and tact, serves as the District's primary point of contact responding in-person, by telephone, email, mail, fax, or by other communication means to a variety of customer requests and inquiries regarding District operations.
- Assists customers including but not limited to explaining billing and rates; establishing, changing, and closing accounts; processing turn-on and turn-off requests; explaining credit policies; providing information and processing requests for low-income or customer assistance plans; assisting with questions and resolutions to high usage, including participating in the customer notification process; assisting with development inquiries and processes; and provides assistance and resolutions for other general operational questions.
- Responsible for the lock-off procedures of delinquent water accounts according to applicable rules, laws, and regulations; and prepares appropriate correspondence to customers regarding account status as needed (i.e., non-payments, returned checks, payment plans).
- Inputs payments (cash, check, etc.), creating a receipt; assembles deposit; verifying cash balances; maintains assigned cash drawer in an accurate and accountable manner.
- Maintains records of past due customer accounts; prepares delinquent bill reminders and past due notices; processes NSF checks and refers delinquent accounts to a collection agency in accordance with established District policy; reverse late fees and delinquent processing charges within authority levels, when warranted by the circumstances.
- Maintains customer service task calendars/schedules, including but not limited to meter reading, meter change-outs, lock-offs, non-payment, etc., and communicates this information to staff.
- Generates service orders for Field Service Technicians and makes a record of fieldwork completed; downloads and uploads information into a computer database and processes related reports.
- Opens, voids, and closes service orders and tracks responses; maintains records for all service orders; coordinates and schedules all service order types; provides coordination and correspondence between the customer and field service; provides prompt follow-up with customers. Manages service orders for special programs, such as zero read or meter replacement.
- Perform a wide variety of administrative tasks, including typing letters, memos, and data entry, maintain files, and sort mail.
- Maintains, updates, and organizes customer service forms, applications, and other customer service documents.
- Provides review and resolution of customer complaints/problems and escalates them as needed.
- Assists in utility billing as assigned and backups other department staff as needed.
- Recommends improvements in customer service/cashier job-related policies and procedures.
- Provides radio dispatch and monitoring services as needed.
- Regular attendance at the worksite is required.

### **Marginal Functions**

- Opens and closes the administration building and turns the alarm system on and off.
- Acts as a backup for banking and mail errands.
- Attends safety meetings.
- Performs other special projects and duties as assigned related to the classification.

## MINIMUM QUALIFICATIONS

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

### **Customer Service Representative I**

**Experience:** A typical way to obtain the experience would be to have a minimum of one (1) year performing customer service representative duties. Experience in a public utility highly desirable.

**Education and/or Training:**

- High School Diploma or equivalent;
- Completion of college level coursework in business administration, public administration, accounting, or closely related field desirable.

**Certificates, Licenses, Registration:** None

**Other:** Must possess and maintain valid California Class C Driver's License.

### **Customer Service Representative II**

**Experience:** A typical way to obtain the experience would be to have a minimum of four (4) years of increasingly responsible customer service and clerical accounting experience. Public agency experience desired.

**Education and/or Training:**

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited two-year college or university with major coursework in business administration, public administration, accounting, or closely related field desirable.

**Certificates, Licenses, Registration:** None

**Other:** Must possess and maintain valid California Class C Driver's License.

## PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

### **Knowledge of:**

- Modern principles and practices of providing excellent customer service,
- Modern office practices, methods, and computer equipment and applications.
- Cash, check, and credit handling techniques;
- Basic accounting and mathematics;
- Proficient at using word processing and spreadsheet software and understanding of accounting software and the aptitude to learn governmental accounting software.
- Techniques for dealing with delinquent accounts.
- Computer applications, such as word processing and spreadsheets.
- Basic leadership and communication ideals and principles.

### **Skill in:**

- Possess strong organizational and time management skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess strong skill with 10-key by touch.
- Possess strong verbal and written communication skills.
- Efficiently learning District software programs.

**Ability to:**

- Provide tactful and courteous service to the public.
- Resolve complaints in a calm and effective manner.
- Operate a variety of office equipment, including a computer, 10-key calculator, cash register, and supporting word processing, spreadsheet, and customer service applications.
- Learn and operate software such as Outlook, Word, Excel, and customer service databases in a proficient manner.
- Type accurately at a minimum of 45 words per minute.
- Work in a fast-paced environment and successfully manage a rapidly changing environment.
- Analyze complex customer service problems and recommend solutions; handle a diverse set of customer comments, inquiries, and complaints in a polite and professional manner.
- Interpret, explain, and enforce policies and procedures.
- Multi-task, communicate progress, and meet deadlines.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work, including District employees, officials, vendors, and the general public.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull, and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel, and crouch occasionally.

**Work Environment:**

- **Outside:** On seldom occasions standing, walking, climbing may be required during tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math, and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend, workshops, meetings, and/or seminars.

**Other:** Position may be subject to alternative 4/10 workweek schedule.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date

<b>POSITION</b>	Billing & Customer Service Supervisor	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Range 31	<b>ESTABLISHED DATE</b>	02/01/2023
<b>FLSA STATUS</b>	Exempt	<b>REVISION DATE(S)</b>	
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general direction, the Billing & Customer Service Supervisor provides direct oversight to assigned staff, and coordinates and leads the activities within customer service and utility billing. This is a working supervisory position responsible for understanding and performing the full range of utility billing, customer service, collections, and related tasks. The incumbent resolves complex and challenging customer concerns and questions; has proficient knowledge of District functions and policies; evaluates employees; creates, updates, and maintains procedures to ensure efficient operations; assists with policy development; assists with budget preparation; establishes and maintains task and staff schedules to ensure coverage. Provides moderate to highly complex assistance to the Director of Administration.

## DISTINGUISHING CHARACTERISTICS

This position is characterized by moderate to high-level knowledge and skills required to perform and supervise the day-to-day operations of their assigned programs. The incumbent has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. The incumbent possesses journeyman-level knowledge of customer service and utility billing. The incumbent must be skilled in resolving escalated customer concerns in a patient and professional manner.

## SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Administration. This position will supervise, lead, evaluate, and provide training for assigned employees.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

#### Supervisory/Oversight

- Coordinate, direct, and supervise utility billing, customer service, collections, and related functions.
- Oversee assigned programs ensuring accuracy and timeliness in tasks including but not limited to database management; account maintenance; payment processing; customer billing; assessment billing; collections; resolution of customer concerns; meter reading, meter installation, maintenance, and repair. Ensure policies and procedures are followed and coordinate activities with other departments, outside agencies, and/or the public.
- Create, maintain, and update policy & procedure manuals and SOPs for the customer service, billing, and collections programs. Coordinate with Operations to create, update, and maintain field service policy and procedure. Creates and implements effective internal processes and procedures to ensure proper accountability.
- Supervise and evaluate the performance of assigned staff, provides training to assigned staff; evaluate and review work for acceptability and conformance with District standards; work with employees to correct deficiencies; participate in discipline procedures, and respond to staff questions and concerns.
- Assists, maintains, and troubleshoots the billing, customer service, and field service hardware and software systems.

#### Utility Billing

- Performs all utility billing activities and serves as the District's primary utility billing expert. Creates, prepares, reviews, and distributes customer billing for water and future wastewater services based on meter usage data and application of approved rate structure in a timely manner.

- Serves as utility database coordinator. Inputs and oversees data entry, ensuring the information in the database is accurate, and that the database is being used effectively and efficiently. Evaluate and implement methods to capture data to achieve desired reporting results.
- Make appropriate account adjustments, maintain accounts receivable records/journals, and audit the meter reading exceptions report and billing register journals, investigating and resolving variances and/or issuing service orders for field investigation and resolution.
- Maintain accurate customer accounts by posting records that reflect deposit refunds, receipts of deposits, and other account activity. Build and/or process database queries to extract data and prepares analytical reports related to billing or data.
- Maintains parcel database, including coordinating changes to the regular billing database with the parcel database.
- Reviews County provided parcel information and makes necessary changes indicated on parcel maps and in the parcel database.
- Prepares and/or coordinates annual billing of standby (water availability) fees pursuant to approved rate structure, interfacing with county for inclusion on tax rolls.
- Coordinate with Finance Department to review, balance, and reconcile accounts receivable, and related journals to General Ledger.
- Coordinate and oversee bill inserts and monthly bill messages.

#### **Collections**

- Coordinates collection administration duties such as reviewing aging reports, processing liens, and writing escrow demand letters, bankruptcy/trustee sale/county claim forms, and bad debt letters.
- Age accounts, calculate delinquent charges and assign penalties for past-due accounts.
- Process locked billing Opt-Outs and facilitate tenant collection process.
- Processes auto pay requests, pre-notes, and bank drafts.
- Prepare bad debt reports and processes write-off.
- Assist with Stale Check processing.
- Assist in the preparation of audit schedules.

#### **Customer & Field Service**

- Respond to customer inquiries about billing, credit policies, water services, investigating services, and general customer service. Research, analyze, and resolve escalated customer issues, communicate results of analysis and the decision reached verbally or in written format to the customer or superiors as required.
- Verifies the work of CSRs. Provides guidance to CSRs to help improve accuracy in the account setup and collections processes. Coordinate CSR communication with customers about high use, potential leaks, and auto-pay arrangements. Ensures CSRs open and close service orders accurately and timely.
- Assist and helps coordinate development program tasks ensuring completion and accuracy.
- Determine and schedule meter reading routes to ensure the timely and accurate completion of the routes so that monthly bills can be generated and distributed.
- Coordinates with Operations on meter reading schedule and on meter replacement schedules.

#### **Other**

- Using courteousness and tact, interacts effectively, cooperatively, and diplomatically, always projecting a professional image in keeping with the District's goals and objectives.
- Opens and closes the administration building and turns the alarm system on and off.
- Acts as the backup for absences performing the full range of customer service duties.
- Regular attendance at the worksite is required and performs related duties as assigned.

## MINIMUM QUALIFICATIONS

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

**Experience:** Six (6) years of increasingly responsible experience in administrative, customer service, and/or financial work, including three (3) years in a supervisory role preferred. Public agency experience is highly desired.

**Education and/or Training:**

- High School Diploma or equivalent and equivalent to graduation from an accredited four-year college or university with major coursework in business management or public administration, or a closely related field.

**Other Requirements:** Must possess and maintain a California Class "C" Driver's License.

## PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

**Knowledge of:**

- Modern principles and practices of providing excellent customer service.
- District rules and regulations and meter service operations and issues related to assigned functions.
- Moderate to advanced knowledge of governmental accounting software.
- Modern office practices, methods, and computer equipment and applications.
- Moderate to advanced knowledge of governmental accounting software.
- Proficient at using 10-key-adding machines by touch.
- Solid understanding of basic IT functions and terminology.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing high-level customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

**Skill in:**

- Possess strong organizational and time management skills.
- Possess solid computer skills in Word, Excel, and PowerPoint.
- Possess college-level writing skills in drafting technical documents and professional correspondence.
- Possess strong verbal and written communication skills.
- Efficiently learning District software programs.

**Ability to:**

- Ability to maintain accurate records.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to read and understand basic accounting terminology.
- Ability to recommend improvements in job-related policies and procedures.
- Ability to responsibly and accurately perform the most skilled financial record-keeping functions using independent judgment.
- Ability to type accurately at a minimum of 45 words per minute.
- Ability to understand and carry out verbal instructions.
- Ability to work independently, efficiently, and productively when completing work tasks.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Plan, organize, assign, review, evaluate and train staff.
- Evaluate and develop improvements in processes and procedures.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of administrative records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Travel to attend meetings, conferences, training, and other relevant events.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work, including District employees, officials, vendors, and the general public.

### PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull, and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel, and crouch occasionally.

**Work Environment:**

- **Outside:** Occasionally, standing, walking, crouching may be required during inspection tours of facilities. Occasionally, work in an outdoor environment that may be required with extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels are expected in an office or indoor setting.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math, and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend, workshops, meetings, and/or seminars.

**Other:** Position works alternative 4/10 workweek schedule.

### EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date