



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 5, 2016 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
 Members of the public may address the Board at this time with regard to matters within the Board’s jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
6. **CONSENT CALENDAR**
 Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.
 A. Approve Draft Minutes of the September 7, 2016 Regular Meeting of the Board of Directors.
7. **RESOLUTION NO. 16-966 AMENDING ARTICLE 1.23 OF THE DISTRICT’S RULES AND REGULATIONS AS IT PERTAINS TO EXCESSIVE WATER USE AND THE WATER ACCOUNT ASSISTANCE PROGRAM.** Recommend that the Board approve Resolution No. 16-966.
8. **AQUATIC INSPECTIONS PROPOSAL DATED SEPTEMBER 6, 2016 FOR WET CLEANING, INSPECTION AND SPOT COATING REPAIR OF RESERVOIRS: A-1, G-1, I-1, D1-2. PROJECT COST NOT TO EXCEED \$20,000. APPROVED 2016-2017 OPERATING BUDGET ACCOUNT NO. 01-5-01-03120.** Recommend that the Board receives report for information only, pursuant to Joshua Basin Water District Administrative Code, Article 4, General Manager, 4.04.06 Purchasing.

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9. **STANDING COMMITTEE REPORTS**
 - A. **FINANCE COMMITTEE MEETING:** President Fuller and Director Johnson. Next meeting is scheduled for October 31, 2016 at 9:00 a.m.
 - B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** Vice President Luckman and Director Johnson. Next meeting is scheduled for October 31, 2016 at 10:00 a.m.
 - C. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** Vice President Luckman and Director Unger. Kathleen Radnich, Public Outreach Consultant to report. Next meeting is scheduled for November 2, 2016 at 9:30 a.m.
10. **DISTRICT GENERAL COUNSEL REPORT**
11. **GENERAL MANAGER REPORT**
12. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
 - Mojave Water Agency Board of Directors Meeting – October 13, 2016- Victoria Fuller
 - ASBCSD Dinner – October 17, 2016, -The Hilton Inn Fontana
13. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS**
14. **ADJOURNMENT**

INFORMATION

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

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS

September 7, 2016

1. **CALL TO ORDER:** 6:30 PM

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF QUORUM:**

Victoria Fuller	Present
Bob Johnson	Present
Mickey Luckman	Present
Mike Reynolds	Present
Rebecca Unger	Present

STAFF PRESENT:

Curt Sauer, General Manager
Sarah Johnson, HR/Contract Administrator
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Kathleen Radnich, Public Outreach Consultant
Steve Berliner, Labor Counsel, Redwine & Sherrill
(Telephonic)

GUESTS 4

4. **APPROVAL OF AGENDA**
MSC/ Reynolds/Luckman 5/0 to approve the Regular Meeting of the Board of Directors, September 7, 2016 Agenda.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

5. **PUBLIC COMMENT-** None.

PUBLIC COMMENT CLOSED

6. **CONSENT CALENDAR:**
Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.

- A. Approve the Draft Minutes of the August 17, 2016 Regular Meeting of the Board of Directors.
- B. Approve the Draft Minutes of the August 23, 2016 Special Meeting of the Board of Directors.
- C. Approve Check Register June 2016.

MSC/ Unger/Reynolds 5/0 to approve the August 17, 2016 and the August 23, 2016 Minutes of the Board of Directors and the June 2016 Check Register.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

7. **RESOLUTION 16-965 THANKING AMY FAULS FOR HER SERVICE ON THE CITIZENS ADVISORY COMMITTEE.** Recommend that the Board approve Resolution 16-965. President Fuller read Resolution 16-965 aloud and thanked Amy Fauls for her participation on the CAC. Amy Fauls was unable to attend. Vice President Luckman also thanked Amy Fauls for doing a great job.

MSC/ Unger/Reynolds 5/0 to approve Resolution 16-965.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

8. **CAPACITY FEE REPORT** – GM Sauer gave the report and recommended that the Board review, accept and file the Capacity Fee report.

BOARD COMMENTS

Director Unger asked that if we aren't doing any public improvements with the money, what are we doing with it?

GM Sauer replied that the funds are used for future new facilities and will be held in reserve.

Director Unger asked facilities meaning?

GM Sauer replied water lines, water tanks, any new booster stations etc...

PUBLIC COMMENT – None

PUBLIC COMMENT CLOSED

MSC/ Reynolds/Johnson 5/0 to accept and file the Capacity Fee report.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

9. **WATER ACCOUNT ASSISTANCE PROGRAM, A COMPARISON – CURT SAUER**
Recommend the Board direct the GM to amend existing regulation with two changes. Keep the existing protocol, except 1) change the name to Customer Account Assistance Program (CAAP) and 2) adopt the 25 percent deduction guideline used by Hi-Desert. A discussion with the BoD followed. Report is attached.

MSC/ Reynolds/Johnson 5/0 approving the GM to amend the existing regulation and come back at the next BoD meeting with the Resolution and Amendment for the BoD to approve.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

10. **STANDING COMMITTEE REPORTS**

- A. **FINANCE COMMITTEE MEETING:** Director Johnson reported they had a great audience and encouraged everyone to attend.
- B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** Vice President Luckman reported that Director Johnson attends both the WRO Committee and the Finance Committee meetings and she encouraged participation also.

- c. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** Kathleen Radnich reported that they had a very good meeting and stated that this is National Emergency Preparedness month. The Farmer's Market theme coincides with the Newsletter on the Aquifer and replenishing it. There is a mock-up of an Aquifer at the Farmer's Market booth in order to educate people on its process. We have completed a four-part Wild Crafting education session on growing native plants, which reduces water use, it was well received and well attended with the added bonus of more volunteers for the next Water Education Day. The Best in Blue Annual Awards through ACWA, encourages all Water Districts to enter a submission and we submitted our Native Plant Program with the National Park this year. It's impressive, a lot of negotiation with the federal solicitor and with our own Attorney donating his time in arranging this. Also, in our Art Garden there are 14 new interpretive signs to help educate the public.

11. **DISTRICT GENERAL COUNSEL REPORT – No report.**

12. **GENERAL MANAGER REPORT -** GM Sauer commented that Wanda Stadum dropped off flyers for a free workshop, which are out in the lobby. The free workshop is on "How to Testify with Impact at Public Meetings" beginning on September 13th from 12 p.m. to 1 p.m. at Copper Mountain College. GM Sauer introduced Bryan Winwood who has expressed interest in being on the Citizens Advisory Committee. He will attend the next CAC meeting in order to see if he would like to be on the Committee and to also learn what the CAC does.

GM Sauer continued with the Water Use Calculation presentation and stated that with the cooler months coming up, it may be harder to increase the conservation numbers. GM Sauer informed the Board that the next meeting is scheduled for September 21, 2016 but two Board members will be out of town and we could either have a meeting with three for a quorum or maybe reschedule for the week of the 26th.

GM Sauer updated the BoD on NextEra and that he and Seth Zielke, Director, Water Resources and Operations have a meeting with NextEra's Project Manager on September 8, 2016 to discuss where they will take their water from. They will get their water from a fire hydrant on Sunfair instead of 4th Street. There are no fire hydrants needed for this project because NextEra will not be building any structures that require fire protection. The parcel is served by three separate hydrants' on Sunfair. They plan to start the Fencing Project and the demolition of the existing structures in September. This will go into October and the actual construction of the solar panels will begin in January and is expected to be completed by June.

13. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**

- Mojave Water Agency Board of Directors – September 8, 2016 – Director Unger attending
- ASBCSD – September 19, 2016 at 6:00 p.m. at the Castaway Restaurant, San Bernardino, Director Reynolds attending.

14. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS**

Director Unger attended the MWA BoD meeting commenting that Roger Mayes, High Desert Water District Director and a Pastor, gave a somber invocation and then gave appreciation to the MWA BoD and their staff and said that he had presided over three (3) very tough memorials that made him feel that he needed to tell people how much he appreciated them. He also offered prayers for the flood, fire and quake victims. Kent Anderson introduced himself, he is running against 16 year incumbent Richard Hall for the Third District seat. Mr. Anderson previously represented County Supervisors Mitzelfelt and Lovingood and he was on the Phelan Pinon Hills Community Services District. He said he sold his family business to go on a mission in Russia.

As for new business they only had an annual Conflict of Interest Policy, they increased the limit to \$460 for gifts and no additional reporting categories. Jim Ventura went to Lucerne Valley for small water systems. They have about 10-12 small producers with 30 to 350 connections. Many complained of bad

water and poor pressure. A representative for the State Revolving Fund was there and there was some talk of the advantage of consolidating some of the small producers. Four to six systems already have interties and could do it with a possible \$60k to help with some of these connections. Doug Shumway, Board Secretary, Division 7 Director is not running for re-election but is being replaced by Thurston "Smitty" Smith who ran unopposed and was appointed in lieu of an election. Smith spent 10 years in Hesperia City Government, 2 years Park & Rec. and 8 years on the City Council. There were no department reports ahead of a Closed Session on property negotiations that was anticipated to be very lengthy.

Director Unger reported that during the Legislative and Public Information Committee had discussed the different laws coming down from the State. One law was about water shaming on the surface but with much more repercussions for how it will affect water districts.

Yorba Linda Water District increased their monthly water rates as an urgency measure. There was an action against this by the citizens and an Orange County Judge ruled that a local Water District may increase monthly water rates as an urgency measure without going through the 218 process. It is an essential Government process by providing safe, clean and potable water. This may be impaired if the referendum against the rate increase were allowed to proceed.

Director Johnson stated that the Committee meetings are extremely important as we like to know where the money is going and what the District is looking at down the road. It's a great opportunity for the public to come and sit in on these meetings. He feels we are doing very well with the water conservation especially with an extremely hot summer. We have stepped up but we still have some challenges ahead. Director Johnson encouraged everyone to be water wise and smart about our business. The CAC is a good thing to do, he has been there and done that.

Director Reynolds had no meetings to report on. However, he commented on his travel to the surrounding lakes and found Silverwood Lake to be full but Lake Arrowhead, Grass Valley and Big Bear were extremely low. He noticed on his return, when he passed through White Water, that it was like a raging river.

Vice President Luckman reported, in reference to water conservation, she has switched to all drip irrigation, her landscaper came up with a solution so she is hopefully looking at a lower water bill. There is a Bill that states that large projects will need voter approval, which can be dangerous. She understands that the public needs to give input but the public never really learns enough about what is needed and wanted to be able to make those decisions intelligently, in her opinion, at least not as a general rule. She informed the BoD that the Pipeline Commission will be meeting at the JBWD Board Room on October 11th at 2:00 p.m. This is all of the local agencies that are part of the Mojave Pipeline and the Morongo Basin Pipeline, everyone is welcome to attend.

President Fuller had no meetings to report on. She agreed with Director Reynolds about the lakes being so low. With the very dry Summer and Fall months coming up the fire danger is very discouraging for the residents up there. President Fuller reiterated that she thought the Joshua Tree residents have done very well with water conservation.

A Discussion followed with the BoD agreeing on September 28, 2016 for the Special Meeting of the Board of Directors.

15. **CLOSED SESSION** –Following Item 14 of the Agenda, the BoD went into Closed Session at 7:15 p.m. pursuant to Government Code Section 54957.6 to consult with the District's Designated Negotiators, (Curt Sauer, General Manager and Sarah Johnson, HR/Contract Administrator for Susan Greer, Assistant General Manager) and Labor Counsel, Steve Berliner who attended telephonically, regarding labor negotiations pertaining to represented employees of the District (AFSCME Local 1903). The Closed Session ended at approximately 8:12 p.m. and the BoD returned to Open Session. No reportable action was taken.

16. **ADJOURNMENT**

MSC /Luckman/Unger, 5/0 to adjourn the Regular Meeting of the Board of Directors of September 7, 2016 at 8:12 p.m.

Fuller	Aye
Luckman	Aye
Johnson	Aye
Reynolds	Aye
Unger	Aye

Respectfully submitted:

Curt Sauer, GM and Board Secretary

DRAFT

**JOSHUA BASIN WATER DISTRICT
STAFF REPORT**

Meeting: Board of Directors

October 5, 2016

Report to: President and Members of the Board

Prepared by: Curt Sauer *CS*

TOPIC:

ADOPT RESOLUTION 16- 966, AMENDING THE RULES AND REGULATIONS, AS AMENDED, INCORPORATING CHANGES RELATED TO ARTICLE 1.23, EXCESSIVE WATER USE POLICY.

RECOMMENDATION: That the Board adopt Resolution 16-966.

ANALYSIS: At the September 7, 2016 Board meeting the Board directed the General Manager to bring a Resolution to the Board, changing the name of the Water Account Assistance Program to the Customer Account Assistance Program, and making simplifications to the manner in which assistance to customers would be performed for excessive water bills due to unknown or accidental origin.

Your Board packet contains the proposed Resolution, a redline version illustrating the changes to the existing Article, as well as a clean copy of how the amended Article would read once the resolution is adopted.

RESOLUTION NO. 16-966

A RESOLUTION OF THE JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS, AMENDING ARTICLE 1.23 OF THE
DISTRICT'S RULES AND REGULATIONS

WHEREAS, on May 21, 1997, the Board of Directors of the Joshua Basin Water District adopted Resolution No. 97-572 which rescinded, in their entirety, the District's Rules and Regulations as previously adopted and adopted new Rules and Regulations; and

WHEREAS, on February 5, 2014, the Board of Directors of the Joshua Basin Water District adopted Resolution No. 14-915 which (1) amended, in its entirety, Article I of the District's Rules and Regulations; and (2) added Sections 2.9, 2.10 and 2.11 to Article II of the District's Rules and Regulations;

WHEREAS, the Board of Directors of the Joshua Basin Water District desires to amend Article 1.23 of the District's Rules and Regulations in the form and content attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Joshua Basin Water District that Article 1.23 of the District's Rules and Regulations is hereby amended and adopted in the form and content set forth in Exhibit "A" to this Resolution.

ADOPTED, THIS 5th DAY OF OCTOBER, 2016 by the following vote:

President Fuller	_____
Vice President Luckman	_____
Director Johnson	_____
Director Reynolds	_____
Director Unger	_____

Victoria Fuller, President
Joshua Basin Water District

Curt Sauer, General Manager/Secretary
Joshua Basin Water District

EXHIBIT A
ARTICLE 1.23

ARTICLE 1.23 Excessive Water Use Policy

If the customer calls regarding the high meter reading, Staff will review the account history and discuss water usage, potential leaks and related matters with the customer in an attempt to determine a cause. If no cause can be found, or the customer or the JBWD requires further explanation, an excessive water use investigation will be initiated.

a) Excessive Water Use Investigation Process

While an investigation is being conducted, customer is required to pay an amount equal to a typical bill from the same period, the “good faith payment”. Staff will flag the customer account so that no delinquent charges will accrue and no lock-off for non-payment will occur on the account with respect to the amount in question. Other charges must be paid when due.

A thorough investigation into excessive water use includes the following items:

I. Discussion with Customer

JBWD Staff will have an extensive discussion with customer, pointing out common water usage problems and reasons for high usage, and getting feedback from customer.

If the cause of the high bill cannot be identified to the customer’s satisfaction through discussion, an onsite water survey will be offered.

II. Onsite water survey

JBWD Staff will offer to visit the property, looking at water fixtures and consumption inside and outside of the home and attempt to assist in determining the cause.

If the cause of the high bill cannot be identified to the customer’s satisfaction through the onsite water survey, the JBWD will offer the meter testing as a last resort.

III. Meter testing.

The JBWD will have the meter tested in accordance with Article 1, including payment of fees.

Information gathered as a result of the review and investigation will be evaluated by the General Manager or a designee in an effort to determine the cause of the excessive water use.

If it is determined during the review or investigation process that there is a meter reading error on the part of the JBWD, the account will be adjusted before the next billing cycle to reflect either the correct meter reading (if applicable) or estimated equivalent usage based on information such as the same billing period from the prior year, JBWD-wide average, or other relevant factors. The customer will receive a phone call or written confirmation of the adjustment.

If no cause can be determined or if it is determined that the customer is the cause of the excessive water use, a payment plan option, allowing for payment over an extended period suggested six (6) months, maximum 12 months based on amount, may be offered to the customer provided that the customer otherwise qualifies for a payment plan. A payment plan requires a minimum payment of \$50 per month. The customer will be provided the information about the Water Account Assistance Program.

b) Water Account Assistance Program

The Water Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin as defined by the customer, specifically the WAAP application. The Program was created to assist customers who are victims of extraordinary or unusual circumstances.

The procedure includes the customer's written application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee.

Guidelines for assistance

- Account holder must repair any leaks before receiving assistance.
- Customers are limited to two (2) WAAP's within a five (5) year period at the same location. A new owner-customer at the same location could be considered for additional assistance.
- Assistance is limited to two billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month in question. If water bill is high for two consecutive months and equal to the \$400 difference that is a viable amount that will be considered.
- If the difference is less than \$400.00, the account is not eligible for a WAAP. A payment plan, giving additional time to pay without interest, will be offered.
- If the difference is more than \$400.00, the standard WAAP is 50% of the difference between the current and prior year's bills, to a maximum assistance of \$800. The other 50% of the bill is the customer's responsibility to pay. The customer may request a payment plan for the balance. A water survey will also be required before any assistance is provided.

The procedure includes a customer's written application and JBWD investigation. Until the JBWD receives a written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation will be forwarded to Staff.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from violation of the JBWD Rules and Regulations.

EXHIBIT B
ARTICLE 1.23 w/CHANGES

ARTICLE 1.23 Excessive Water Use Policy

Reference- Article 1.23 (a) III - The customer will be provided the information about the Customer~~Water~~ Account Assistance Program.

b) ~~Water Account~~Customer Account Assistance Program

The Customer~~Water~~ Account Assistance Program provides a method to request bill reduction for a bill of unknown or accidental origin as defined by the customer, specifically the CAAP~~WAAP~~ application. The Program was created to assist customers who have experienced~~are victims of~~ extraordinary or unusual circumstances.

The procedure includes the customer's written application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee. While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date.

The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from violation of the JBWD Rules and Regulations.

Guidelines for assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A water survey is will also be required before any assistance is provided. Customer, or a representative, must be present at the water survey conducted by District employee
- Customers are limited to two (2) CAAP~~WAAP~~'s within a five (5)

year period at the same location. A new owner/-customer at the same location ~~may~~could be considered for ~~additional~~assistance.

- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month(s) in question. If water bill is greater than \$400 compared to the previous year's usage high for two consecutive months and equal to the \$400 difference, customer is eligible for assistance that is a viable amount that will be considered. ~~If this is a new account with no previous year comparable, then an average consumption of all months on the account will be used as the comparator.~~

- If the difference is less than \$400.00, the account is not eligible for a ~~CAAP~~WAAP. A payment plan following existing procedures, ~~giving additional time to pay without interest~~, will be offered.

- If the difference is more than \$400.00, an adjustment of no greater than 25 percent of the water usage may be approved by the General Manager (or designee), up to a maximum assistance of \$800. ~~the standard WAAP is 50% of the difference between the current and prior year's bills, to a maximum assistance of \$800.~~ The remaining bill ~~other~~

~~50% of the bill~~ is the customer's responsibility to pay. –The customer may request a payment plan for the balance. ~~A water survey will also be required before any assistance is provided.~~

~~The procedure includes a customer's written application and JBWD investigation. Until the JBWD receives a written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation will be forwarded to Staff.~~

~~The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from violation of the JBWD Rules and Regulations.~~



P.O. BOX 675 • 61750 CHOLLITA ROAD • JOSHUA TREE • CALIFORNIA 92252
 TELEPHONE (760) 366-8438 FAX (760) 366-9528 E-mail: customerservice@jbwd.com
www.jbwd.org

PAYMENT PLAN/CONTRACT AGREEMENT

NAME: _____ ACCOUNT NUMBER: _____

ADDRESS: _____ PARCEL NUMBER: _____

TELEPHONE NUMBER: _____

PAYMENT PLAN BEGINNING BALANCE.....\$ _____

DUE DATE	AMOUNT DUE	DATE PAID <small>(Office use only)</small>
	\$ + CURRENT BILL	
	\$ + CURRENT BILL	
	\$ + CURRENT BILL	
	\$ + CURRENT BILL	
	\$ + CURRENT BILL	
	\$ + CURRENT BILL	

NOTE: This Payment Plan/Contract Agreement is exclusive of current bill amounts and applies to Past Due amounts only. Therefore, all current bills must be paid upon presentation and are Past Due after twenty (20) days. If payments are not received as agreed, cancellation of the contract will ensue and service may be discontinued.

CUSTOMER _____ DATE _____

DISTRICT _____ DATE _____

(over)



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CRITERIA TO QUALIFY FOR A PAYMENT PLAN/CONTRACT:

- ✓ The *current* water bill (one billing cycle) must be at least \$ 300.00 /107 units of water or greater.
- ✓ The minimum monthly contract payment amount allowed is \$50.00 per month.
- ✓ Payment Plans are given only to customers with a good payment history; no more than 2 delinquents, no lock-offs, no returned checks or ACH payments within a two-year period.

- Payment Plan/Contracts Agreements are only for customers who have had a large bill due to a leak or unexplained usage; Not for customers that have accumulated bills over time.
- Payment Plan/Contract Agreements are offered over a six-month duration, but may be given up to 12 months if approved by Management.
- As a courtesy to our excellent paying customers, there is no charge for a payment plan.

PLEASE READ EACH PARAGRAPH AND INITIAL BELOW:

I understand that the contract amount in addition to the current bill will be due monthly. The monthly contract will appear on the bill, which will be included in the break-down of charges until payment plan/contract is paid in full.

I understand that I must pay on time as agreed while on the payment plan/contract. Payments must be received in the office no later than the 20th of the month, or I will receive a penalty on the full balance.

I understand that if payment has not been received by the 20th of the month and it is past the delinquent date, a *one-time* courtsey warning cancellation letter will be mailed out.

I understand that if payment still has not been received two weeks past the due date, the contract will be cancelled. The remaining contract balance will be applied to the account balance and may be subject to lock-off.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

September 20, 2016

Report to: President and Members of the Board

Prepared by: Seth J. Zielke, Director of Water Resources and Operations



TOPIC: Aquatic Inspections Proposal Dated September 6, 2016 for Wet Cleaning, Inspection, and Spot Coating Repair of Reservoirs: A-1, G-1, I-1, D1-2. Project cost not to exceed \$20,000. Approved 2016-2017 Operating Budget Account No. 01-5-01-03120.

RECOMMENDATION: That the Board receives report for information only, pursuant to Joshua Basin Water District Administrative Code, Article 4, General Manager, 4.04.06 Purchasing.

ANALYSIS: The Joshua Basin Water District ("District") has contracted with Aquatic Inspections, Inc. ("Aquatic") to have the following (4) four reservoirs inspected, cleaned, and spot repaired as necessary: D2-1, D3-1, F-2, H-1, as part of the District's ongoing reservoir maintenance program, and in response to the recommendation by the State Water Resources Control Board ("SWRCB") in the District's most recent Sanitary Survey. This work is scheduled to be conducted in November.

The intent of these inspections is for Aquatic to determine and make a recommendation to the District as to what maintenance would need to be performed at each reservoir, as well as, to develop a priority list for the order in which the reservoirs should be addressed. Aquatic will prepare and provide to the District a written inspection report and DVD footage for each of the four inspections and cleanings conducted.

In order to remain as efficient as possible, keep costs down, and respond to any significant coating defects discovered during the cleanings and inspections, Aquatic's proposal provides a per hour cost of \$300.00 to perform spot coating repairs on these areas upon authorization by the District. These spot coating repairs can only be conducted for this price if the work can be completed within the timeframe estimated for this project. If the District elects to defer the spot coating repairs until a later date, or if the number of significant coating defects that are discovered will require repair time beyond the estimated time frame of Aquatic's proposal, the cost for Aquatic to perform that work would be at a rate of \$3,650 per day. This cost difference is primarily based on the need for Aquatic to mobilize back to the District to finish the spot coating repairs.

Due to the substantial cost savings to have Aquatic perform the spot coating repairs on any significant coating defects discovered at the time of the cleaning and inspection, the District will work with Aquatic to ensure as many of these areas are addressed as possible during the timeframe of the proposal.

These spot coating repairs are not considered permanent. These repairs are intended to respond to defects discovered that require immediate attention. Once the cleaning, inspection, and spot coating repairs are made, the District will continue with developing the priority list for complete re-coating of these reservoirs and other necessary maintenance as planned, required, and recommended by the inspection reports.

FISCAL IMPACT: Pursuant to the Board's adoption of the District's Two Year Budget on June 1, 2016, that included \$157,175 for Tank and Reservoir Maintenance, this work has been budgeted for.