



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MARCH 15, 2017 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252

ATTENDING TELEPHONICALLY: Director Victoria Fuller, 61338 Alta Mura Drive, Joshua Tree, CA 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.
 - Approve Draft Minutes of the March 1, 2017 Regular Meeting of the Board of Directors.
7. **HEATING AND AIR CONDITIONING REPAIR** - Recommend that the Board authorize the General Manager to solicit bids and enter into an agreement with a contractor to repair existing HVAC system at District Office, at a cost not to exceed \$80,000, with a contingency of 10 percent.
8. **OFFICE REMODEL PROJECT** -Recommend that the Board authorize the General Manager to solicit bids and enter into an agreement with a contractor to remodel the District office, at a cost not to exceed \$55,000 with a contingency of 10 percent.
9. **RECORDS RETENTION AND DESTRUCTION POLICY** -
Recommend that the Board adopt Resolution No. 17-971 Records Retention and Destruction Policy.

Pages 3-6

Pages 7-18

Pages 19-22

Pages 23-33

10. **STANDING COMMITTEE REPORTS**
 - A. **FINANCE COMMITTEE MEETING:** Vice President Johnson and Director Fuller. Next meeting is scheduled for March 27, 2017 at 9:00 a.m.
 - B. **WATER RESOURCES AND OPERATIONS COMMITTEE:** President Luckman and Vice President Johnson. Next meeting is scheduled for March 27, 2017 at 10:00 a.m.
 - C. **LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE:** President Luckman and Director Unger. Next meeting is scheduled for April 5, 2017 at 9:30 a.m. Kathleen Radnich, Public Outreach Consultant to report.
11. **DISTRICT GENERAL COUNSEL REPORT**
12. **GENERAL MANAGER REPORT**
13. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
 - Mojave Water Agency Board of Directors Meeting – March 23, 2017 – President Luckman
 - ASBCSD – March 20, 2017 – The Panda Inn 3223 E. Centrelake Drive, Ontario, CA – President Luckman attending.
 - ACWA 2017 Spring Conference May 9-12, 2017 Monterey, California – GM Sauer and President Luckman attending.
14. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS/FUTURE AGENDA ITEMS**
15. **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

March 1, 2017

1. CALL TO ORDER: 6:30 PM
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM:

Mickey Luckman	Present
Bob Johnson	Present
Victoria Fuller	Absent
Geary Hund	Present
Rebecca Unger	Present

STAFF PRESENT: Curt Sauer, General Manager
Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT: Kathleen Radnich, Public Outreach Consultant

GUESTS 3
4. APPROVAL OF AGENDA –
MSC/ Johnson/Unger 4/0/1 to approve the Regular Meeting of the Board of Directors, March 1, 2017 Agenda.

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye
5. PUBLIC COMMENT – None
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 February 15, 2017 Regular Meeting of the Board of Directors.
 - B. Approve Check Register from January 2017 (approved by the Finance Committee on 02/27/17)MSC/ Johnson/Hund 4/0/1 to approve the Consent Calendar

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye
7. RESOLUTION NO. 17-969 A RESOLUTION OF THE BOARD OF DIRECTORS DEDICATING A DAY TO KIRBY BRILL AS HONORARY PRESIDENT OF THE BOARD OF DIRECTORS.
Recommend that the Board approve Resolution No. 17-969.

GM Sauer informed the Board that Kirby Brill of the Mojave Water Agency would be retiring sometime between April and October 2017. Kirby has been instrumental in our partnership. He has always made himself available to me, the Board and to this District. GM Sauer read Resolution No. 17-969 to the Board. The date for Honorary Kirby Brill President of the Board of Directors day will be determined at a future date and time. A brief comment period with the Board followed.

PUBLIC COMMENT - None

MSC/ Unger /Johnson 4/0/1 to approve the Resolution No. 17-969

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

8. RESOLUTION NO. 17-970 A RESOLUTION OF THE BOARD OF DIRECTORS CONCURRING WITH CUCAMONGA VALLEY ATER DISTRICT IN THE NOMINATION OF KATHLEEN J. TIEGS TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY (“ACWA JPIA”).

PUBLIC COMMENT - None

MSC/ Johnson/Unger 4/0/1 to approve the Resolution No. 17-970.

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

9. GENERAL MANAGER AMENDED EMPLOYMENT AGREEMENT
Recommend that the Board approve the Amendment to the Employment Agreement with the District’s General Manager, which was negotiated pursuant to the guidelines provided by the Board. A brief comment period with the Board followed.

PUBLIC COMMENT –

Al Marquez, Joshua Tree - Stated that he has tremendous respect for the General Manager, however, the CPI index for 2016 was at 2.1% and the GM is receiving a 6.38% raise.
Tom Floen, Joshua Tree – Informed the Board that he is a member of the Citizens Advisory Committee and was interviewed by the GM to be on the Committee. He finds the GM to be entirely satisfactory and energizing.
Director Unger responded to Mr. Marquez’s CPI comment that the Committee had looked at the CPI and determined that GM Sauer’s raise was the next two and half years.

MSC/ Johnson/Unger 4/0/1 to approve the General Manager’s Employment Agreement.

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

10. STANDING COMMITTEE REPORTS

- A. FINANCE COMMITTEE MEETING: Vice President Johnson and Director Fuller. Next meeting is scheduled for March 27, 2017 at 9:00 a.m.
- B. WATER RESOURCES AND OPERATIONS COMMITTEE: President Luckman and Vice President Johnson. Next meeting is scheduled for March 27, 2017 at 10:00 a.m.
- C. LEGISLATIVE AND PUBLIC INFORMATION COMMITTEE: President Luckman and Director Unger. Kathleen Radnich, Public Outreach Consultant to report. Next meeting is scheduled for April 5, 2017.

Kathleen Radnich gave a brief report on the upcoming Water Education Day and that on Saturday's at the Farmer's Market we have a meet and greet with a Board member from 10 a.m. to 11 a.m. She also showed a brief presentation on what a ratepayer's monthly bill pays for.

11. DISTRICT GENERAL COUNSEL REPORT – No Report

12. GENERAL MANAGER REPORT – GM Sauer gave a brief update on Well 14, Chromium 6, NextEra, Construction and Maintenance position and the work load in the office. He also informed the Board that he received a request from an architectural firm, requesting an updated Will Serve Letter for Dollar General. We have informed them of a need to certify that they are authorized representatives of Dollar General in order to send them a Will Serve Letter and that a \$5,000 deposit is required to cover District costs for plan review.

13. PUBLIC COMMENT:

Al Marquez stated that at a previous meeting he had mentioned water loss and broken pipes and that the GM said he would come back to me with the information on how much water loss the District had within 3 months, 6 months or a year. At this point, Mr. Marquez has not received any information pertaining to his question.

14. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES

- Mojave Water Agency Board of Directors Meeting – March 9, 2017- Director Hund
- ACWA 2017 Spring Conference May 9th-12th, Monterey California
- ASBCSD –March 20, 2017-Place to be determined

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

Vice President Johnson reported that he was excited that AB401 was moving forward for low-income individuals. This will be one of the challenges we have on the Finance Committee is how to incorporate this within our budget structure. There is a job fair on the Marine base with stellar people and maybe it would be a good idea to start an internship. VP Johnson thanked the men and women in uniform and those that have retired and to our first responders for men and women in law enforcement.

GM Sauer responded that HR Manager Sarah Johnson is looking into a program called "Helmets to Hard Hats". I had a discussion with Jaqueline Rhodes with Hazen and Sauer, and the city of Coachella has looked at increasing rates and with Anion Exchange, the costs are higher. This could create a water rate that is 4% above the median household income for a disadvantaged community. There may be grant or a principal forgiveness programs that we are exploring with the SWRCB.

President Luckman spoke about the failure of the spillway of the Oroville Dam. The video showed chunks of concrete being torn out and a hole forming. They said that tiny bubbles, which act like little jackhammers on the concrete, caused this. This is an identical problem as the spillway on the Grand Canyon Dam on the Colorado River in 1983. This is a known potential problem that has never been addressed. The message that comes across loud and clear is we must continually maintain our infrastructure or it will fail us when we need it most. This is one of our GM's biggest achievement, drafting and getting passed the Capital Improvement Plan and now working on funding it. This won't be cheap 2 million dollars a year for the foreseeable future to replace pipe and 500K to maintain it.

We recently learned that Richard Fountain passed away. His mental map of the District and its water lines, hydrants and valves was truly astonishing. I was told that Richard was proudest of his time on the Joshua Basin Water District Board and serving as its President. I would like to close tonight's meeting acknowledging his service and the contributions he made to the District.

16. ADJOURNMENT

MSC/ Unger/Johnson 4/0/1 to adjourn the Regular Meeting of the Board of Directors at 7:20 p.m.

Fuller	Absent
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

Respectfully submitted:

Curt Sauer, GM and Board Secretary

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Board of Directors

March 15, 2017

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Heating and Air Conditioning Repair

RECOMMENDATION: That the Board authorize the General Manager to solicit bids and enter into an agreement with a contractor to either repair existing HVAC system at District Office, OR install new split technology, at a cost not to exceed \$80,000, with a contingency of 10 percent.

ANALYSIS: The current HVAC system does not adequately or efficiently cool and heat the office building. The existing system, installed 30 years ago, and is presently inadequate. Attic duct work has collapsed or pinched over the years. The Return Flow system is inadequate, either due to inadequate installation, or having been manipulated during the past 30 years of unplanned, low cost attempted remedies. In two cases, the compressors are not matched to the cooling fans and coils.

Every office space, except the Board Room, has auxillary heaters and fans, used to supplement inadequate heating and cooling, resulting in excessive electrical costs which could be avoided with a properly functioning system.

We retained the services of DES Engineering to evaluate the system and make recommendations on how to upgrade and repair the system. Their report, which is included in your packet, recommends a significant overhaul of the system to include:

- Replacement of two fan coils
- Installation of a modern Split System in the Copier/IT Server room
- Replace all existing supply and return ductwork
- Installation of outside Air Duct and Dampers

An estimate to conduct this work has been obtained, for approximately \$80,000.

An alternative for which we will also solicit bids is to install Ductless Split Heat Pump systems to provide the heating and cooling at the District Offices. This would involve installing new outdoor units, probably 6, in the total capacity of 20 tons, in the location of the existing outdoor units. The existing units are not compatible with the new indoor cassettes. New indoor cassettes would be installed in each room or area to be conditioned, with accompanying High and Low pressure refrigerant lines to be routed from each indoor unit to their respective outdoor unit. These cassettes could be wall mounted, or ceiling mounted. All areas of the District offices would be affected, so coordination would need to happen so as to have minimal disruption to District activities.

Equipment costs are estimated to be in the area of \$30-\$35K, Labor would probably be another \$30-\$35 K, new electrical probably 7K, and an additional \$5-\$7 in ancillary parts and equipment. Installation timeframe should be the same, perhaps a little less. A very preliminary estimate of cost would be in the \$75-\$85K range. We will not know until we get bids back from the contractors.

A scope of work has been developed and we are in the process of requesting bids.

Fiscal Impact: up to \$80,000

End of Report. Review Executive Summary as requested.

**Joshua Basin Water District
61750 Chollita Road,
Joshua Tree, CA, 92252
Heating Ventilation Air Conditioning
Study**



**August 17, 2016
Prepared By:**

DSEngineering, Inc.

**Mechanical Engineering Services
301 Enterprise Street, Suite 3, Escondido, CA 92029
(760) 741-7484 fax (760) 741-7889
www.dsemec.com**

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Executive Summary

Our firm has been contracted with the architectural firm "MKA Inc. Architecture & Planning", to observe with recommendations of improvements to the heating/ventilation/air conditioning (HVAC) systems. DSE, Inc. has completed our field observation on August 9, 2016, of the existing HVAC systems installed originally in 1987, and have the following items noted as findings along with recommended prioritization with phases of upgrades to the systems surveyed.

List of discussion items and surveyed systems to discuss for future improvements:

- I. Location of three (3) central ZONE fan coil conditions and recommendations of upgrades/replacement including the units, and associated air distribution.
- II. Providing dedicated separate air conditioning unit for Copier/IT Server Room.
- III. Providing improved airflows, outside air ventilation, and heating/cooling comfort to all occupied interior zones, specifically the Front Entrance and Customer Service areas, and offices.
- IV. Toilet Room exhaust and odor issues.
- V. Current 2013 California Building/Mechanical Code requirements review.

RECOMMENDATIONS:

From the observations made, and existing conditions of poor airflows, temperatures, and exhaust from Toilets, it is highly recommended that the existing air condition systems be upgraded or replaced as noted in Table 1.0, and new zones created to improve interior occupied comfort levels.

The existing "HVAC" systems are the original 1987 installed fan coils, and ductwork (located up in the ATTIC space). **Conditions of the existing fan coil units, and associated ductwork were observed as fair to poor condition, and should be repaired or fully replaced.**

During the site meeting, it was discussed that any short-term solutions to improve existing HVAC conditions would not be advisable. Any short-term solutions would not be guaranteed to provide improved indoor air quality and temperature comfort.

In order to optimize the existing HVAC systems and indoor air quality conditions, this report provides the **"LONG-TERM" solutions** to the Joshua Basin Water District by providing proposed NEW zoning plans, plus adding new air conditioning units and ductwork.

Future discussions can be offered to go over the report and recommendations.

Our design team has summarized the most important considerations/recommendations noted above in the following HVAC Systems Table 1.0 below:

Table 1.0 – Mechanical HVAC Systems Upgrades and Priority List Summary

Item Number	System Type (Description)	Existing System Conditions with Description	RECOMMENDATIONS and Estimated Engineering Budgets/Costs
I.	Location of (3) existing Fan Coil Units	<p>During observations, the building has (3) fan coil units located at the WEST entrance Hallway. The fan coils provide airflows called "SUPPLY AIR" to occupied spaces. RETURN AIR for all (3) fan coils create a "negative pressure" Hallway that has Toilet Rooms, plus doors/walls blocking airflows. SUPPLY and RETURN systems are provided via flexible insulated ductwork in ATTIC space above ceilings. Fan coils and ductwork provide heated or cooled air via ductwork and ceiling grilles (referred to in this report as "air distribution").</p> <p>Due to location of the RETURN grilles in Hallway, and the amount of flexible ductwork that was observed in poor routing conditions, the (3) fan coils have a RESTRICTED lower amount of airflow produced.</p> <p>Also fan coils FC-1 and FC-3 are smaller cooling coils and fans matched with OUTDOOR condensing units, these fan coils should be 4.0 ton rated to match.</p> <p>Fan coil FC-2 serving Board Room, and Copy Room/IT Server room, should only serve the Board room.</p>	<p>Location of the (3) existing fan coils creates a reduced airflow issue to all occupants. Fan coils serving EAST OFFICES, and Customer Service/Entry, have poor airflow conditions. Recommend:</p> <p>A. Remove Fan Coil #3 and replace with NEW 4 ton rated fan coil mounted in Attic space, plus ductwork</p> <p style="text-align: right;">= \$28,000.00 (see footnote 1)</p> <p>B. Remove Fan Coil #2 (Serves Board Room), and replace with NEW 4 ton rated fan coil mounted in Attic space, plus ductwork.</p> <p style="text-align: right;">= \$22,000.00 (see footnote 1)</p>
II.	Copier Room/IT Server Air Conditioning	<p>The existing Copier room was observed to have several copiers, plus the central network IT/SERVER equipment, with a small 1 ton "LG" ductless air conditioning unit. This room is connected to the Board Room FC-2, and needs to have a dedicated 2 ton split system NEW air conditioner, plus 2013 CMC Chapter 4 and 5 required ventilation (exhaust system) for copier equipment</p>	<p>Recommend:</p> <p>A. Provide new 2 ton split system with thermostat, dedicated to Copier/IT Server room, and disconnect supply/return ducts from existing FC-2 unit. Requires power plus condensate drainage</p> <p style="text-align: right;">= \$12,000 (see footnote 1)</p> <p>B. Provide new dedicated exhaust fan and ducted system, per code reference.</p> <p style="text-align: right;">= \$3,000.00 (see footnote 1)</p>
III.	Air Distribution systems & Ventilation (Fresh Outside air)	<p>Observed existing supply and return ductwork overhead in the Attic spaces, above occupied space ceilings, were in fair to poor shape. Ducts were found to be collapsed or restricted due to how the flexible duct systems were installed. There were no observed ventilation ducts for fresh/outside airflows, and was a requirement back in original installed 1987 system, plus current 2013 CMC requirements.</p> <p>Providing new outside air duct systems will require adding new ducts connected to fan coil return plenums, manual balancing dampers, and roof caps or wall louvers at overhang structures.</p>	<p>Recommend: to remove and replace all existing supply and return flexible ductwork, in Attic space, with new insulated rigid ducting plus flexible branch ducts. Need to provide code required ventilation outside airflows to existing or new HVAC units.</p> <p>A. NEW SUPPLY & RETURN DUCTS (for FC-1 and FC-4 only, costs for FC-2 and FC-3 noted in ITEM I & II above)</p> <p style="text-align: right;">= \$28,000.00 (see footnote 1)</p> <p>B. NEW Outside Air Ducts & Dampers</p> <p style="text-align: right;">= \$12,000.00 (see footnote 1)</p>
IV.	Toilet Exhaust Improvements	<p>Both Men's & Women's Toilet rooms were observed to need improved exhaust rates, and make-up air. Item I above affects the odors in these rooms due to return air opening locations of the (3) fan coils.</p>	<p>Recommend to increase size of exhaust fans Men's & Women's Toilet Rooms.</p> <p style="text-align: right;">= \$2,000.00 (see footnote 1)</p>
V.	Smoke Detector & current 2013 California Mechanical Code Requirements	<p>Smoke duct detectors need to apply to fan coil units FC-3, and FC-4, since they serve common areas. The building may need a new fire alarm panel, and other fire code related requirements. This report does not identify or note improvements to the fire alarm/suppression systems.</p>	<p>Provide new smoke duct detector to units FC-3 and FC-4:</p> <p style="text-align: right;">= \$5,000.00</p> <p><small>(excludes cost of fire alarm controls, wiring, fire suppression, for the entire building)</small></p>

Footnote 1).

Estimated Fan Coil Unit (FCU) costs provided exclude any unforeseen conditions of equipment or HVAC systems, and does not include plan check/permitting costs, engineering or architect fees, electrical work, roofing, general contracting, interior finish repairs/patching or other trades. Cost estimates are based only on mechanical engineering budget estimates, estimated contractor hours, and budget equipment costs, new ductwork and grilles, diffusers, and removal plus refrigerant recovery of existing split system fan coil units with ductwork.

Technical Section

Existing Conditions and Recommendations

The following conditions and systems were observed by our firm with technical data plus new information from our calculations of building cooling loads and proposed recommendations:

- A. Existing Controls for HVAC systems consist of current California Energy Commission programmable wall-mounted thermostats, and operational. **(Refer to photographs 9.0 for typical Thermostat)**
- B. Split System Heat Pump Units: existing systems consist of the INDOOR Fan Coil units (FCU's), and OUTDOOR Condensing units, utilizing current R-410a refrigerant (Ozone friendly plus current accepted refrigerant for heat pump applications). The building has (4) zones served by existing heat pump units, tagged as: FC-1, FC-2, FC-3, and FC-4, plus associated thermostats to control heating or cooling of occupied spaces **(refer to Photo 5.0 existing ZONING floor plan)**. FCU's are sheet metal boxes that contain a blower fan (to distribute either hot or cold air), DX refrigerant coils, ductwork connections, and condensate drainage. All of the existing FCU's were installed around 1987, and all (4) OUTDOOR condensing units have been upgraded recently.
- C. (2) FCU's FC-1 and FC-3, are tagged with capacity of 3.5 tons cooling (Model #517EN042), but are connected to newer OUTDOOR Condensing units rated at 4.0 tons cooling (Model #N4H348AKE100). FC-2 is rated for 4.0 tons cooling (Model # 517EN048), and connected to a matching OUTDOOR unit rated at 4.0 tons (Model #N4H348AKE100). FCU 's are

in fair condition, but have performance issues to location of existing RETURN intakes, plus existing flexible SUPPLY ducts in Attic (too high of static pressure on each fan coil reduces airflows). Condensate drains were observed as leaking in the (3) vertical FCUs 1, 2, and 3, RETURN PLENUMS, and can cause possible mold issues.

(Refer to Photo's 6.0, 7.0, 8.0, and 10.0 for FCU types)

- D. The observed (4) FCU's did not have any code required outside air ventilation ducts, normally ducted to outdoors and balanced to provide occupants with fresh air. This is a 2013 CMC and CEC Title 24 requirement to provide fresh outside air, and needs to be addressed by modifying or replacing existing FCU's with ductwork, to ADD new outside air ducted vents.

SUMMARY OF EXISTING vs ESTIMATED COOLING CAPACITIES

- E. The current Cooling Capacity of each split system is as follows (with total gross cooling in unit of Tons):

ZONE	/ Fan Coil	/ OutdoorCondenser
FC-1	3.5 Tons	4.0 Tons
FC-2	4.0 Tons	4.0 Tons
FC-3	3.5 Tons	4.0 Tons
FC-4	2.0 Tons	2.0 Tons

TOTAL GROSS CAPACITY 13.0 Tons

Estimated Cooling Loads for the building = 16.0 Tons Gross cooling.

- F. Estimated cooling calculations were performed using today's current occupant 2013 California Energy Commission (CEC) Standard outdoor airflow requirements, per person and per occupancy type (i.e. assembly, offices, and Meeting centers), and weather data for Joshua Tree, California. The current split system

heat pumps based upon factory capacities, are close to meeting heating/cooling demands; however, the existing FCU's appear to have reduced cooling capacities based upon smaller cooling coils, poor ductwork installed in attic conditions, and return airflow restrictions based upon locations of FC-1, 2, and 3 in Hallway area. Air ducts that were observed in the Attic space above ceilings were observed as fair to poor condition. Units FC-2 and FC-4, are installed with adequate heating/cooling capacities to condition the associated zones. Units FC-1 and FC-3 are observed as short of airflows due to supply and return duct conditions, plus undersized to match outdoor condensing units. Several recommendations apply as noted in the next technical section. **(Refer to Photos 2.0, 4.0, 8.0, and 10.0)**

CONCLUSIONS with RECOMMENDATIONS

Our report and observations conclude that the items noted above are first in priority to improve the overall facility control of humidity and heating/cooling temperature conditions **(Refer to Table 1.0 in Executive Summary Section; this is our preferred solution to optimize with costs).**

1. Recommend phasing FCU replacement and / or ductwork replacement, to cover first the worst-case fan coils, specifically FCU 2, and FCU 3. Recommend new 5.0 ton split system units for FCU-2 and FCU-3, plus all new ductwork.
2. Provide new and improved supply and return ductwork systems in Attic spaces, specifically serving Customer Service/Entry, and East Office areas (FCU-3). FCU-4 unit should have all

ductwork replaced, and rezoned as shown in APPENDIX "A".

3. Provide new dedicated COOLING only split system unit and exhaust system for Copier Room/IT Server Room.
4. Improve Men's and Women's Toilet Rooms with large exhaust fans, ductwork, and roof caps, plus add more make-up air via fan coil system FC-1
5. Provide new smoke duct detectors to units FC-3 and FC-4, will require power 120V-1ph plus fire alarm wiring and controls (not included in this report or cost estimates for Fire Alarm).
6. Attic Space was observed to have (2) small exhaust fans, these should be upgraded to larger "WHOLE-HOUSE" type ventilation fans controlled by line-voltage thermostats to control Attic temperatures. The existing perimeter intake louvers should also be increased and replaced. This recommendation applies, only if Items I thru III upgrades are pursued. **(Refer to photo 12.0 for Attic Fan & Louvers)**
7. Refer to the NEW ZONING PLAN LAYOUT in APPENDIX "A" for upgrading notes to the entire building, per this report.
8. Appendix "B" is the estimated heating and cooling load calculations for review and information.



Photo 1.0 Existing Attic with R-30 Insulation (typical)



Photo 5.0 Existing Zoning Plan (recommend upgrading)



Photo 2.0 Existing Flexible Ductwork in Attic (typical throughout building, creates poor airflows)



Photo 6.0 Existing FCU-2 serves Board Room & Copy/IT Room located in Hallway Closet (similar for FCU-1 and 3)



Photo 3.0 Existing Typical Ceiling Grid & Grilles



Photo 7.0 Existing FCU-1, 2, and 3 Closet Return Air Plenums with possible moisture damage from condensate drains)

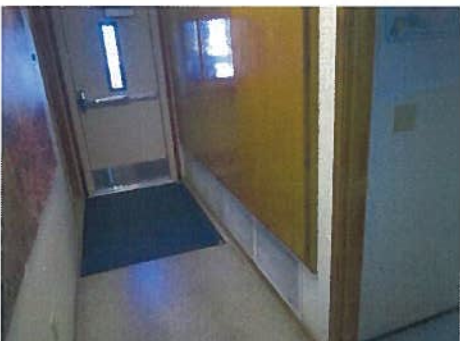


Photo 4.0 Existing Closet for (FCU - 1, 2, and 3) plus RETURN AIR GRILLES in Hallway (creates common plenum and airflow issues)



Photo 8.0 Existing (4) Outdoor Condensing Units

301 Enterprise Street, Suite 3, Escondido, CA 92029
(760) 741-7484 fax (760) 741-7889
www.dsemec.com



Photo 9.0 Existing Thermostat (Typical)

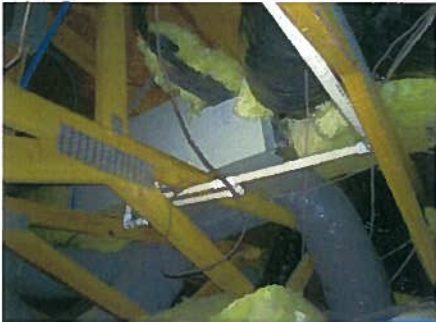


Photo 10.0 Existing FCU-2 Above in Attic, 2.0 Ton capacity, serves South East Offices (poor ductwork observed)



Photo 11.0 Existing Copier Room with IT/SERVER unit, and spot cooling "LG" ductless unit. This zone is also served by FCU-2 that serves Board Room



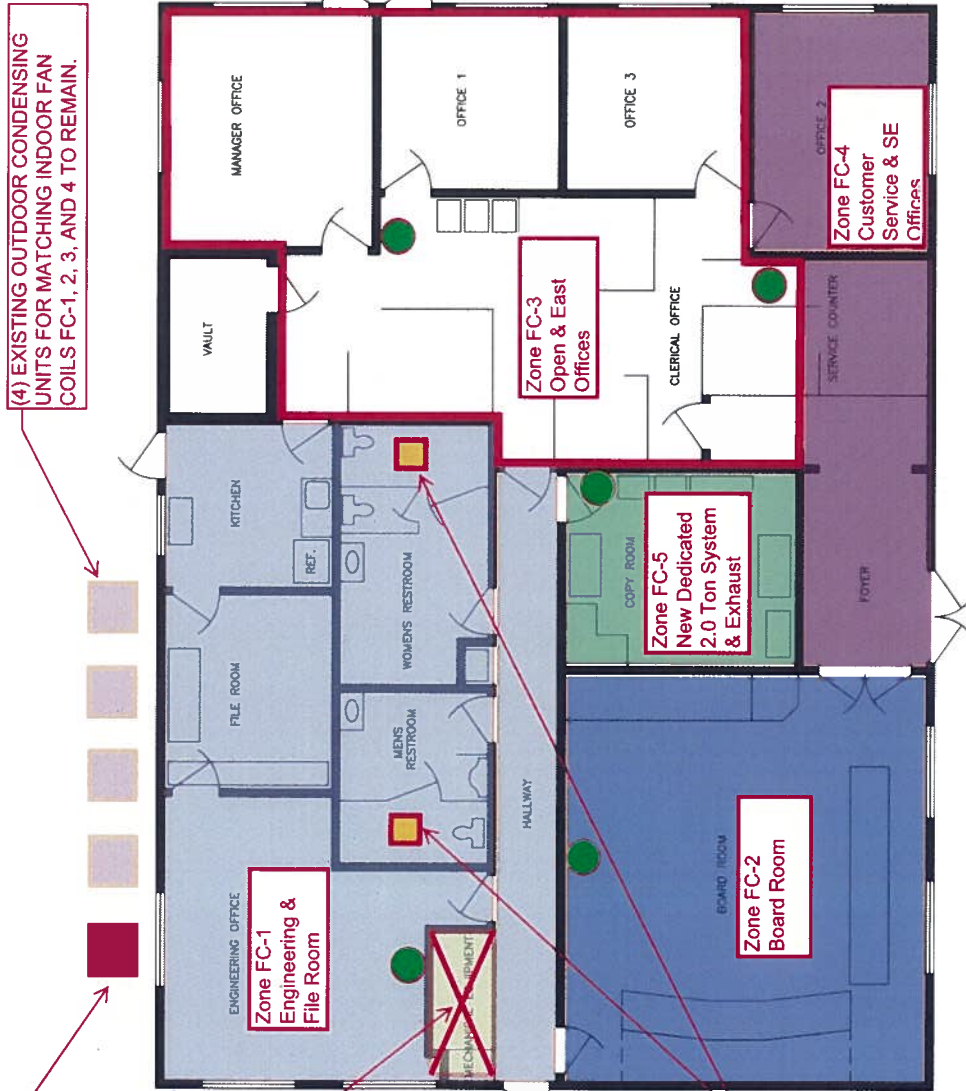
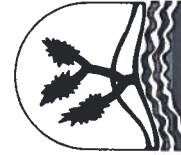
Photo 12.0 Existing Attic Space Fan, and outdoor Soffit Intake louver, recommend to upgrade



Photo 13.0 Existing Men's Toilet Fan (appears undersized)

Appendix A

ZONING FLOOR PLAN Proposed NEW HVAC Zones



(4) EXISTING OUTDOOR CONDENSING UNITS FOR MATCHING INDOOR FAN COILS FC-1, 2, 3, AND 4 TO REMAIN.

RECOMMEND TO PROVIDE NEW 2.0 TON CONDENSING UNIT FOR FAN COIL IN COPY / IT SERVER ROOM

RECOMMEND TO REMOVE & REPLACE (2) EXISTING FAN COILS, FC-2 AND FC-3, WITH FC-1 TO REMAIN.

REPLACE (2) EXISTING EXHAUST FANS AND DUCTWORK WITH LARGER FANS IN TOILET ROOMS.

Appendix "A" - PROPOSED NEW ZONING PLAN

Proposed Zone Thermostat Location

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Board of Directors

March 15, 2017

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: Remodel of District Office

RECOMMENDATION: That the Board authorize the General Manager to solicit bids and enter into an agreement with a contractor to remodel the District Office, at a cost not to exceed \$55,000, with a contingency of 10 percent, for a potential total of \$60,500.

ANALYSIS: Current office layout does not allow for best use of existing floor space, is ineffective and unsafe. Storage of documents is erratic, including some file cabinets in the women's restroom. Human Resource confidential discussions with employees and supervisors are currently conducted in a shared office setting, impeding confidential discussion. The parcel files, which contain customer's personal identification information are improperly secured, in violation of State and Federal law. As importantly, our customers deserve this protection from their Water District. Our Safety Officer and Field Service Technician have inadequate workspace and furniture, all located in the middle of a large, open area, in the middle of a traffic flow pattern.

Utilizing the services of MKA Architecture & Planning, we have developed a plan to correct these deficiencies and improve the overall efficiency of the office, while meeting security of personal information requirements and reducing safety hazards. Underutilized floor space will be redesigned, allowing for an enclosed Human Resource Manager confidential office, consolidation of the finance functions in one area of the office while providing adequate work space and storage for finance, engineering, safety officer and field service technician.

Estimate to remodel office space is \$30,000, but actual bids from contractors have not yet been requested.

Cost to properly store parcel files in lockable, space saving cabinets is estimated at \$15,000. This cost was "guesstimated" at closer to \$30,000 many years ago, and this purchase was budgeted for in many budget cycles, as far back as 2010/2012. We kept carrying the project forward again-and-again in budgets, the cabinets were never purchased, so the budget was removed from the 2016/2018 budget.

Replacement of some antiquated and home-built desks, along with addition of work tables and modular work space furniture is estimated at \$10,000. Most of the existing furniture will be re-used, but some will not work or fit. The attached "proposed plan" identifies new furniture in blue; all of the rest of the furniture represented is re-use of the existing furniture.

Total remodel and new furniture and parcel file storage costs for all work is estimated at \$55,000.

These costs include some evening and weekend work by contractor, temporary storage container on site for furniture and files not used daily, moving of existing furniture.

During office remodel, a few Board meetings will need to be moved to another location, as three employees and their equipment and file cabinets will need to occupy the Board room.

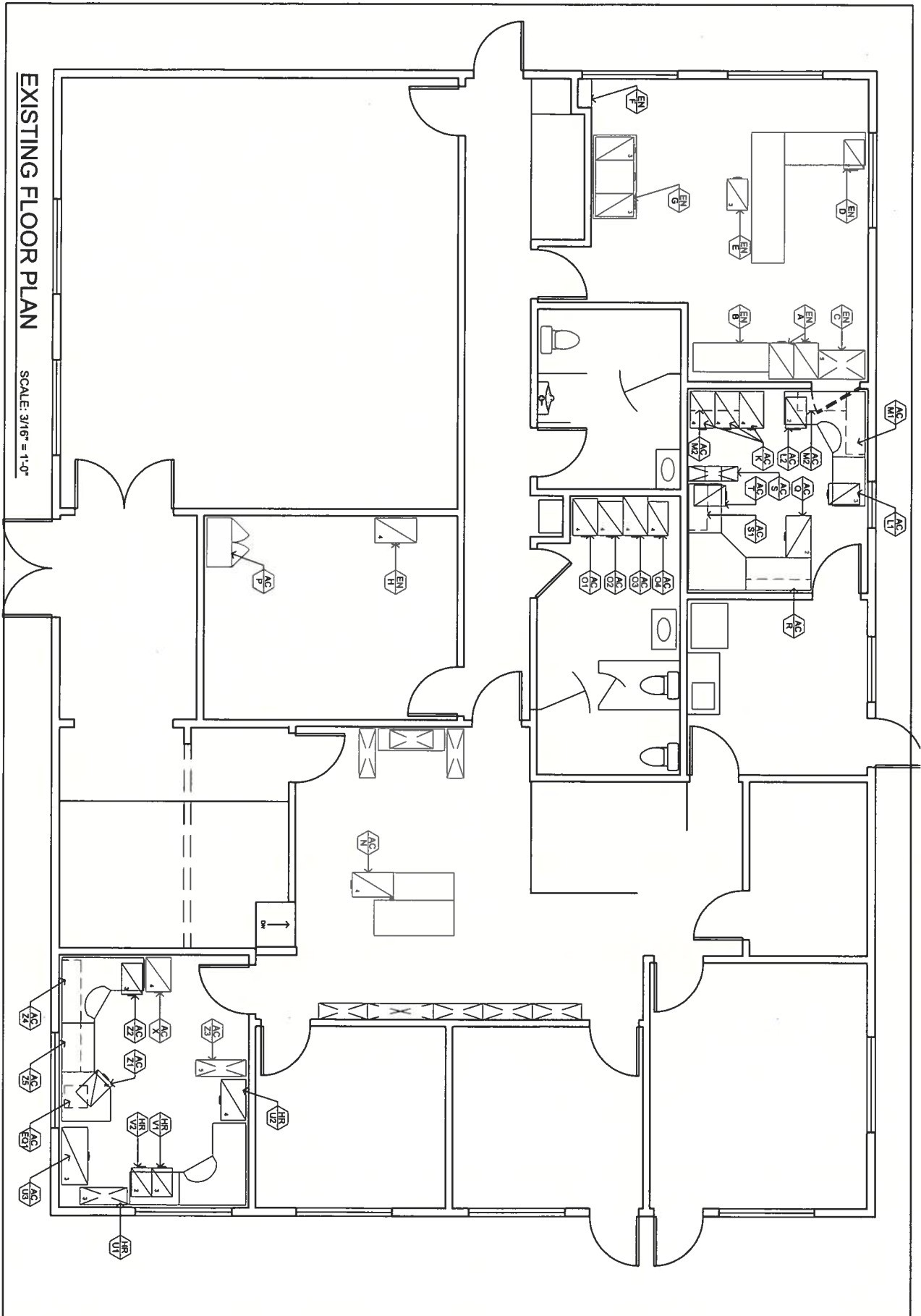
We have allocated \$51,000 over the past two years for a building reserve fund. The costs of this project can be taken primarily from that existing reserve fund.

FISCAL IMPACT:

\$55,000, with \$51,000 from the existing Building Reserve Fund.

EXISTING FLOOR PLAN

SCALE: 3/16" = 1'-0"



EX1	

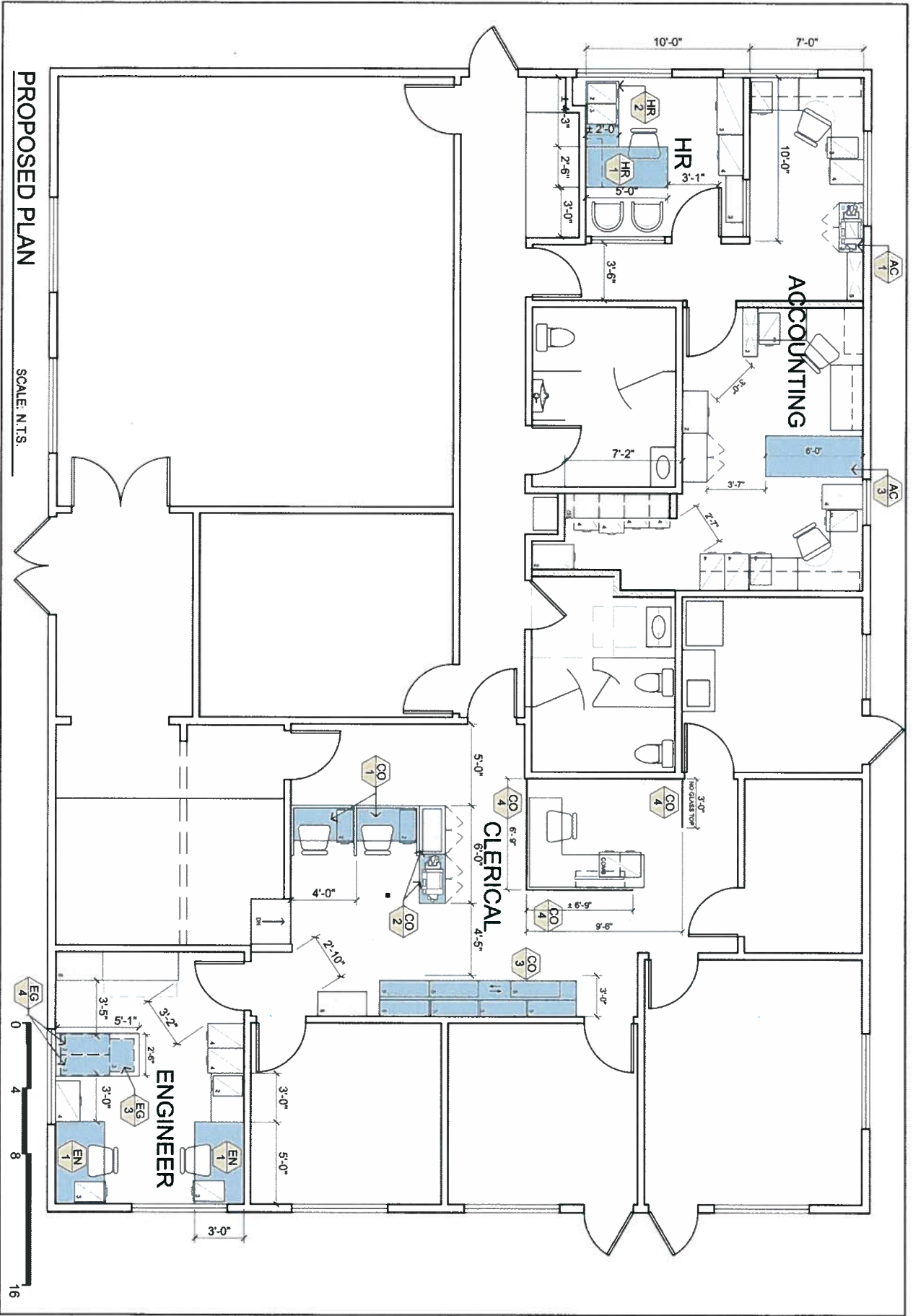
◆ martorana - kinoshita associates, inc. ◆

7310 CLAIREMONT MESA BLVD., SUITE 207 - SAN DIEGO - CALIFORNIA - 92111 - PHONE: 858/268-8176 - FAX: 858/268-8177

PROPOSED OFFICE AREA RENOVATION FOR:
 JOSHUA BASIN WATER DISTRICT
 61750 CHOLLITA ROAD
 JOSHUA TREE, CA 92252

Regular Meeting of the Board of Directors
 March 15, 2017 Page 21 of 33

MKA
 ARCHITECTURE
 PLANNING
 PRELIMINARY
 NOT FOR
 CONSTRUCTION



DATE	10-28-16
DESIGNER	RMSD 11-30-16
PROJECT	
SCALE	
DESCRIPTION	SCHEMATIC DESIGN

◆ **martorana - kinoshita associates, inc.** ◆
 7510 CLAIREMONT MESA BLVD., SUITE 207 - SAN DIEGO - CALIFORNIA - 92111 - PHONE: 619/268-9176 - FAX: 619/268-9177
 PROPOSED OFFICE AREA RENOVATION FOR:
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MKA
 ARCHITECTURE
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Regular Meeting of the Board of Directors
 March 15, 2017 Page 22 of 33

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

March 15, 2017

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:
RECORDS RETENTION AND DESTRUCTION POLICY

RECOMMENDATION:
Adopt Resolution 17-971, approving a records retention and destruction policy as presented.

ANALYSIS:
The District has never had a records retention and destruction policy, the impact of which has been that we have simply kept everything *forever*. With storage in the office at a premium and a record storage container that is completely full, this needed to be addressed. Beverly took on the project, utilizing the HDWD policy as a starting point.

The policy provides timelines for how long various types of records need to be kept and when they can be destroyed. The policy also references the various legal codes that provide direction for how long records should be kept. Gil has reviewed the policy.

In the long-term, the policy will save the District space and money by reducing the need for long-term storage.

Kudos to Beverly for completing this long-overdue project.

FISCAL IMPACT:
N/A

RESOLUTION NO. 17-971

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
RELATING TO THE RETENTION AND DESTRUCTION
OF PUBLIC RECORDS**

WHEREAS, a records retention schedule establishes minimum retention periods for the various types of city records to ensure the proper maintenance of records consistent with law and standard business practice; and

WHEREAS, adoption of a records retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed; and

WHEREAS, in order to establish a uniform pattern and policy for the orderly retention, transfer, duplication and destruction of records on a continuing basis, the Board of Directors has determined the need to establish and adopt a Records Retention Policy;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Joshua Basin Water District Board of Directors as follows:

SECTION 1: The Board of Directors of the Joshua Basin Water District hereby adopts the Records Retention Policy attached hereto as Exhibit "A", and incorporated herein by this reference in order to establish a uniform pattern and policy for the orderly retention, transfer, duplication and destruction of records of the Joshua Basin Water District.

SECTION 2: The records identified on the Records Retention Policy are hereby authorized to be retained, transferred, duplicated and disposed of as provided on said Policy, upon request of the appropriate District personnel, without further action by the Joshua Basin Water District Board of Directors.

SECTION 3: Said Exhibit "A" will be amended from time to time as needed in order to provide for the inclusion of records, which will require the assignment of a specific period for retention, duplication and destruction.

ADOPTED, SIGNED AND APPROVED THIS 15th day of March, 2017.

Victoria Fuller _____
Geary Hund _____
Bob Johnson _____
Mickey Luckman _____
Rebecca Unger _____

Mickey Luckman, President
Joshua Basin Water District and of the
Board of Directors thereof

Curt Sauer, Secretary
Joshua Basin Water District and of the
Board of Directors thereof

ARTICLE 14 RECORDS RETENTION AND DESTRUCTION

14.1 Purpose

The purpose of this policy is to provide guidelines to staff regarding the retention of records of the Joshua Basin Water District (the "District"); provide for the identification, maintenance, and safeguarding of District records and the destruction of obsolete records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

14.2 Procedure

- A. The department head completes and signs a "Request for Destruction of Obsolete Records" form, listing the date and description of each document to be destroyed. A sample form is attached to this section as Attachment "A". The department head submits the forms to the Records Coordinator.
- B. The Records Coordinator checks the documents listed on the submitted form to confirm that each document is: (1) not required to be permanently retained, or (2) has been retained for the legally required period of time. The Records Coordinator also confirms that any applicable reproduction requirements (i.e., imaging, etc.) for each document are complete.
- C. The Records Coordinator submits the form to the General Manager, who reviews and signs the form and then returns the signed form to the Records Coordinator.
- D. After receiving the signed form from the General Manager, the Records Coordinator oversees the destruction of the obsolete documents, indicates the method of destruction on the form, signs the form and then files the form.
- E. The Records Coordinator will retain all original signed forms requesting destruction of obsolete records for a minimum period of two years.
- F. The Records Coordinator will retain a permanent record, such as a log or copies of certificates of destruction, in whatever format he/she determines to be convenient for the purpose, to document the destruction of obsolete records of the District.

14.3 General Guidelines.

- A. The Records Coordinator, designated by the General Manager, shall be responsible for the administration of this policy and shall assist all District personnel to comply with the provisions of this policy and with the "Records Retention Schedule," set forth in Attachment "B".
- B. The following general guidelines apply to all District records:
1. Pursuant to Resolution No. 17-971 adopted by the Board of Directors, except where a record is expressly required to be preserved according to state law, the District may destroy any original obsolete document without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule set forth in this Policy (Government Code Section [60201](#)).
 2. In addition to the retention periods required under this policy, the District shall retain original administrative, legal fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects until all matters pertaining to such records are completely resolved or the time for appeals has expired. (Government Code Sections [14755\(a\)](#) and [34090](#)).
 3. Pursuant to Government Code Section [60201](#), the District shall not destroy any of the following records:
 - a. Records relating to the formation, change of organization, or reorganization of the District;
 - b. Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five years;
 - c. Minutes of any meeting of the District;
 - d. Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two years;
 - e. Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two years after the request has been denied by the District;
 - f. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented;
 - g. Records relating to any non-discharged debt of the District;
 - h. Records relating to the title to real property in which the District has an interest;
 - i. Records relating to any non-discharged contract to which the District is a party;
 - j. Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;
 - k. Unaccepted bids or proposals, which are less than two years old, for the construction or installation of any building, structure or other public work;
 - l. Records less than seven years old that specify the amount of compensation or expense reimbursement paid to District employees, officers, or independent contractors.

14.4 Specific Guidelines.

A. Accounting Records. Accounting records include, but are not limited to, the following:

1. Source Documents

- a. Invoices
- b. Warrants
- c. Vouchers
- d. Requisitions/purchase orders (attached to invoices)
- e. Cash receipts
- f. Claims (attached to warrants in place of invoices)
- g. Bank statements
- h. Bank deposits
- i. Checks
- j. Bills
- k. Various accounting authorizations taken from District minutes, resolutions or contracts.

2. Journals

- a. Cash receipts
- b. Accounts receivable or payable register
- c. Check or warrant register
- d. General journal
- e. Payroll journal

3. Ledgers

- a. Expenditure
- b. Revenue
- c. Accounts payable or receivable ledger
- d. Assets/depreciation
- e. Warrants payable
- f. Construction
- g. General ledger

4. Trial balance

5. Adjusting entries

6. Statements (Interim or Certified – Individual or All Fund)

- a. Balance sheet
- b. Analysis of changes in available fund balance
- c. Cash receipts and disbursements
- d. Inventory of fixed assets (purchasing)

7. Journal entries
 8. Reversing entries
 9. Payroll and personnel records include, but are not limited to, the following:
 - a. Accident reports, injury claims and settlements
 - b. Applications, changes or terminations of employees
 - c. Earnings records and summaries
 - d. Fidelity bonds
 - e. Garnishments
 - f. Insurance records of employees
 - g. Job descriptions
 - h. Medical histories
 - i. Retirements
 - j. Time cards
 10. Other
 - a. Inventory records (purchasing)
 - b. Capital asset records (purchasing)
 - c. Depreciation schedule
 - d. Cost accounting records
- B. General ledgers should be retained a minimum of four years after completion of any annual audit. (Code of Civil Procedure Section [337](#)). Published articles show retention periods of four to seven years as typical. The Secretary of State recommends that general ledgers be permanently retained. (Secretary of State Local Government Records Management Guidelines; Government Code Section [34090](#)).
- C. In general, the District should retain original source documents that are detailed in a register, journal, ledger or statement until audited plus four years. Certain source documents may be retained for a shorter period of time. Refer to the records retention schedule for specific accounting documents.
- D. At any time, the District may destroy rough drafts, notes, or working papers (except for audits) that are not retained by the District in the ordinary course of business, including temporary or transitory documents used only for controlling the flow of work (i.e., "Post-it" notes).
- E. In addition to any required legal retention period, the District shall not authorize the destruction of any record subject to audit until it has been determined that the audit has been performed. (Government Code Sections [14755\(b\)](#) and [34090](#)).

14.5 Long-Term Debt Records

- A. The District may destroy paid bonds, warrant certificates and interest coupons after 10 years.
- B. The District may not destroy any documents relating to any non-discharged debt. (Government Code Section [60201](#)(d)(7)).

14.6 District Records

- A. The District shall retain original records of the minutes of meetings of the Board of Directors indefinitely. (Government Code Sections [34090](#) and [60201](#)).
- B. The District shall retain original resolutions adopted by the board indefinitely. (Government Code Section [60201](#)).

14.7 Statements of Economic Interest (SEI) [Form 700] Filed Pursuant to the Political Reform Act.

- A. Filing officers shall retain copies of statements of economic interest (SEI) [Form 700] of elected officials for four years (originals are forwarded to the California Fair Political Practices Commission (FPPC)). The officer does not have to keep more than one copy of a statement. After two years, the copies may be imaged and stored electronically. (Government Code Sections [81009](#)(f) and (g)).
- B. Filing officers shall retain originals of statements of economic interest (SEI) [Form 700] of designated employees for seven years. After two years, the originals may be imaged and stored electronically. (Government Code Sections [81009](#)(e) and (g)).

14.8 Contracts.

- A. The District shall retain original contracts for four years after the end of the contracts. (Code of Civil Procedure Section [337](#)).
- B. The District shall retain contracts with any person or entity who develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property for 10 years after the completion of the construction or improvement. (Code of Civil Procedure Section [337.15](#)).

14.9 Property Records

The District shall retain original property records, such as title documents, indefinitely, or until the property is transferred or otherwise no longer owned by the District. (Government Code Sections [34090](#) and [60201](#)).

14.10 Payroll and Personnel Records

A. Payroll and personnel records include, but are not limited to, the following:

1. Accident reports, injury claims and settlements;
2. Medical histories;
3. Injury frequency charts;
4. Applications, changes and terminations of employees;
5. Insurance records of employees;
6. Time cards;
7. Job descriptions;
8. Performance or rating documents;
9. Earning records and summaries.

Records specifying amounts of compensation or expense reimbursement paid to District employees, officers, or independent contractors must be retained for seven years after date of payment. (Government Code Section [60201](#)).

B. The District shall retain personnel files for three years after an individual's employment terminates.

([29 CFR 1627.3](#)).

C. The District shall retain medical records of employees for 30 years beyond the length of employment. Medical records include records made or maintained by a physician, nurse, or other health care personnel or technician pertaining to employees exposed to toxic substances or harmful physical agents. Medical records do not include first aid records for one-time treatment made on site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. For employees who are employed by the District for less than one year, the District does not need to retain the employee's medical records if the District provides the employee with such records upon termination of employment. ([29 CFR 1910.1020](#); 8 California Code of Regulations Section 3204).

D. The District may destroy personnel fidelity bonds two years after termination. Wage garnishments must be retained while active until garnishment is satisfied, then retain until audited plus four years.

E. The District shall retain payroll records containing the name, address, date of birth, sex, job classification, hours worked, and regular and overtime wages for each employee for three years beyond the length of employment and seven years from date of payment. ([29 CFR Part 516.5](#); Labor Code Sections [174](#) and [1197.5](#); and Government Code Section [60201](#)). Payroll registers should be retained for a minimum of seven years from date of payment. Permanent retention of payroll registers is recommended in the Secretary of State Local Government Records Management Guidelines.

F. The District shall retain basic time cards or time sheets, on which are entered daily starting and stopping times of individual employees, for a minimum of three years. The Secretary of State guidelines recommends retaining such documents for six years. ([29 CFR Part 516.6](#); Labor Code Section [1174](#); and Secretary of State Local Government Records Management Guidelines).

- G. The District shall retain employment applications and employment referral records and files for three years after such records or files are created or the duration of any claim of litigations involving hiring practices. (Government Code Section [12946](#) and [29 CFR 1627.3](#)).
- H. The District shall retain records regarding the race, sex, and national origin of each applicant and for the job for which such applicant applied for two years from the date of the making of the record or the date of the personnel action involved, whichever occurs later. The District may either retain the original documents used to identify applicants, or keep statistical summaries of the collected information. (2 California Code of Regulations Section 7287.0).

14.11 Exposure/Safety Records and Safety Data Sheets (SDS)

- A. The District shall retain employee exposure records and exposure assessment records for at least 30 years. Such records should reveal the identity of the toxic substance or harmful physical agent and where and when such substance or agent was used. (8 California Code of Regulations Section 3204).
- B. The District may destroy the safety data sheet (SDS) for a hazardous substance after the District stops using the hazardous substance provided it keeps a record of the substance (chemical name if known) and when and where it was used for 30 years. (8 California Code of Regulations Section 3204(d)(1)(B)(2)).

14.12 Video Monitoring, Telephone and Radio Communications – Other Video and Audio Recordings

- A. The District shall retain recordings of routine video monitoring (e.g., building security taping systems) for at least one year. After the one-year retention period, the District may destroy the video recording upon approval by the District. (Government Code Sections [34090.6](#) and [53160](#)).
- B. Upon authorization of the District, recordings of telephone and radio communications maintained by the District may be destroyed after 100 days. (Government Code Sections [34090.6](#) and [53160](#)).
- C. If the District keeps another record, such as written minutes, of an event that is recorded on video (other than Board of Directors meetings), the District must keep the video recording of the event for at least 90 days after the occurrence of the event. After 90 days, the video recording may be destroyed or erased, upon approval by the District. (Government Code Section [34090.7](#)).
- D. If the District makes or directs the making of recordings of the Board of Directors meetings, such as audio or video recordings, for whatever purpose, the District must keep the recordings for at least 30 days after the meeting date. (Government Code Section [54953.5\(b\)](#)).
- E. Other audio or video recordings which are not related to the conduct of the public's business (e.g., educational or promotional videos) are not considered to be official District records and may be destroyed after they are no longer required, as provided in the resolution adopting this policy. (Government Code Sections [6252\(e\)](#) and [60201](#)).

14.13 Records Retention Schedule

The "Records Retention Schedule" is attached to the policy codified in this chapter as Attachment "B" and is incorporated herein by reference. This policy and the records retention schedule comply with the records retention guidelines provided by the California Secretary of State and may be updated from time to time, as provided in the resolution adopting this policy.