



**REGULAR FINANCE COMMITTEE MEETING  
WEDNESDAY, AUGUST 14, 2019, AT 9:00 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
  - Draft Minutes – July 10, 2019
- Page 2
- Pages 3-17 7. REVIEW JUNE 2019 CHECK REGISTERS – Receive for information and refer to the Board of Directors for approval.
- Pages 18-23 8. 18/19 BAD DEBT WRITE-OFF \$23,059.87 – Receive information and refer bad debt write off, for \$23,059.87 to the Board of Directors for approval.
- Pages 24-25 9. DISCUSSION REGARDING OWNER REQUEST TO PROVIDE WATER SERVICE TO TENANT – Discussion only.
- Pages 26-40 10. 3<sup>RD</sup> QUARTER ENDING 3/31/19 FINANCIAL REPORT – Review, make suggestions for any changes and recommend for adoption at the next Board meeting.
- Pages 41-57 11. FIRST ANNUAL REVIEW OF RESERVE POLICY ADOPTED ON MAY 16, 2018 –Receive report and refer to the Board of Directors for approval.
- Pages 58-59 12. DISCUSS OPT-OUT PROVISIONS AND COPPER MOUNTAIN MESA ASSESSMENT DISTRICT – Receive report and refer to the Board of Directors for approval.
13. REVIEW LONG TERM CONTRACTS – IGM Ban – Receive for information
14. STAFF REPORT –
15. ADJOURNMENT

**INFORMATION**

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE FINANCE COMMITTEE  
Wednesday, July 10, 2019  
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger

STAFF PRESENT

Mark Ban, Interim GM, Susan Greer, AGM - Finance, Anne Roman, Accountant

GUESTS -None

APPROVAL OF AGENDA -

MSC' (Unger/Johnson) motion carried to approve July 10, 2019, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of May 15, 2019

MSC' (Unger/Johnson) motion carried to approve the draft minutes of April 10, 2019.

REVIEW APRIL & MAY 2019 CHECK REGISTERS –

MSC' (Unger/Johnson) motion carried to refer the April & May 2019 check registers to the Board of Directors for approval.

STATUTORY AND REGULATORY REQUIREMENT FOR SALARY SCHEDULE – Dir. Admin. Sarah Johnson gave the staff report this was followed by a brief discussion.

MSC' (Unger/Johnson) motion carried to refer the salary schedule to the Board of Directors for approval.

REVISIT CRITERIA FOR TWO RECENTLY ESTABLISHED FEES – AGM Greer gave the staff report and a brief discussion followed for the modification to the Meter Quote Fee and the elimination of the H-Zone Reimbursement Fee. No action taken and the Committee received for information only.

CONSIDER ELIMINATION OF H-ZONE FRONT FOOTAGE REIMBURSEMENT FEES AND CONTINUANCE OF CMC REIMBURSEMENT OF FRONT FOOTAGE FEES – AGM GREER gave the staff report. No action was taken and the Committee received for information only.

FIRST ANNUAL REVIEW OF RESERVE POLICY ADOPTED ON MAY 16, 2018 – AGM Greer gave the staff report. After a brief discussion an additional amendment was recommended. Staff will bring back to Committee at the next Finance meeting August 14, 2019. The Committee received for information only.

STAFF REPORT – AGM Greer informed the Committee on the CIRP Loan Balance, Audit process, locked meter billing effort, and the locate fee that will increase significantly next year.

ADJOURNMENT - MSC' (Unger/Johnson) to adjourn the Finance Committee meeting at 10:25 a.m.

Respectfully Submitted,

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Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
013814	CHRISTOPHER LEWALLAN	06/20/2019	Regular	0.00	-4.66	60464
005672	WILLIAM H. KLINE	06/20/2019	Regular	0.00	-35.20	60535
013812	SIGNS FOR LESS	06/20/2019	Regular	0.00	-575.00	60559
002565	DUDEK AND ASSOCIATES, INC	06/05/2019	Regular	0.00	6,300.00	61291
<u>20191682</u>	Invoice	06/05/2019	ENG SERV: MULTIPLE PROJECTS THRU 3/2	0.00	6,300.00	
013845	CONTAINER RANCH	06/05/2019	Regular	0.00	4,800.00	61292
<u>CRO50619</u>	Invoice	06/05/2019	40' SHIPPING CONTAINER W/ LOCKBOX	0.00	4,800.00	
013222	FRONTIER CALIFORNIA INC.	06/05/2019	Regular	0.00	201.18	61293
<u>FC0619</u>	Invoice	06/05/2019	HDMC WWTP - TELEPHONE	0.00	201.18	
000156	FORSHOCK	06/05/2019	Regular	0.00	5,234.78	61294
<u>1900343</u>	Invoice	06/05/2019	SCADA IMPROVEMENTS - PH 2	0.00	4,991.78	
<u>1900347</u>	Invoice	06/05/2019	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900348</u>	Invoice	06/05/2019	MONTHLY SCADA MONITORING	0.00	205.00	
013360	REDWINE AND SHERRILL, LLP	06/05/2019	Regular	0.00	5,564.00	61295
<u>1185</u>	Invoice	06/05/2019	LEGAL SERVICES - THRU 5/31/19	0.00	5,564.00	
013853	SHENKMAN & HUGHES PC	06/05/2019	Regular	0.00	30,000.00	61296
<u>SH053119</u>	Invoice	06/05/2019	REDISTRICTING - LEGAL	0.00	30,000.00	
013854	PAPE MACHINERY INC.	06/05/2019	Regular	0.00	107,748.92	61297
<u>PM060519</u>	Invoice	06/05/2019	LEEBOY 5000 LD ASPHALT PAVER	0.00	107,748.92	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	06/06/2019	Regular	0.00	650.00	61298
<u>80411</u>	Invoice	06/06/2019	DEMO GARDEN/BUILD MAINT THRU 5/15	0.00	650.00	
000675	AQUA-METRIC SALES COMPANY	06/06/2019	Regular	0.00	11,067.43	61299
<u>INV0073815</u>	Invoice	06/06/2019	INVENTORY	0.00	11,067.43	
013338	BEVERLY WASZAK	06/06/2019	Regular	0.00	172.50	61300
<u>BW060419</u>	Invoice	06/06/2019	REIMB: TABLES & CHAIRS RENTAL	0.00	172.50	
004110	BURRTEC WASTE & RECYCLING SVCS	06/06/2019	Regular	0.00	433.35	61301
<u>BW053119</u>	Invoice	06/06/2019	TRASH REMOVAL (SHOP) - MAY 19	0.00	433.35	
001560	CENTURY FORMS	06/06/2019	Regular	0.00	3,303.28	61302
<u>2110</u>	Invoice	06/06/2019	WATER BILLS JUN 19 & ENVELOPES	0.00	3,303.28	
013373	CORE & MAIN LP	06/06/2019	Regular	0.00	151.12	61303
<u>K526530</u>	Invoice	06/06/2019	SMALL TOOLS - CIRP	0.00	151.12	
VEN01466	FEDAK & BROWN LLP	06/06/2019	Regular	0.00	1,725.00	61304
<u>FB043019</u>	Invoice	06/06/2019	FINANCIAL AUDIT 18/19 - APR 19	0.00	1,250.00	
<u>FB053119</u>	Invoice	06/06/2019	FINANCIAL AUDIT 18/19 - MAY 19	0.00	475.00	
010900	USABLUEBOOK	06/06/2019	Regular	0.00	976.39	61305
<u>902004</u>	Invoice	06/06/2019	PUMPING PLANT SUPPLIES	0.00	976.39	
013855	HI DESERT CULTURAL CENTER	06/11/2019	Regular	0.00	-300.00	61306
013855	HI DESERT CULTURAL CENTER	06/06/2019	Regular	0.00	300.00	61306
<u>HDCC060319</u>	Invoice	06/06/2019	DEPOSIT FOR ROOM RENTAL - GM RETIRE	0.00	300.00	
004152	HI-DESERT STAR	06/06/2019	Regular	0.00	960.00	61307
<u>19497</u>	Invoice	06/06/2019	PUBLIC NOTICE: DISTRICT BASED ELECTIO	0.00	960.00	

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
009054	KATHLEEN J. RADNICH	06/06/2019	Regular	0.00	936.60	61308
<u>190602-1</u>	Invoice	06/06/2019	PUBLIC RELATIONS SERVICES	0.00	936.60	
006029	LIEBERT CASSIDY WHITMORE	06/06/2019	Regular	0.00	222.00	61309
<u>1477669</u>	Invoice	06/06/2019	LEGAL SERVICES - THRU 4/30/19	0.00	222.00	
VEN01091	THE MARY ORTON COMPANY, LLC	06/06/2019	Regular	0.00	2,184.00	61310
<u>19-975</u>	Invoice	06/06/2019	STRATEGIC PLAN 18/19	0.00	2,184.00	
000070	ONLINE INFORMATION SERVICES, INC.	06/06/2019	Regular	0.00	275.60	61311
<u>935061</u>	Invoice	06/06/2019	ID VERIF. SERV. THRU 05/31/19	0.00	275.60	
013779	PSC	06/06/2019	Regular	0.00	280.00	61312
<u>1622</u>	Invoice	06/06/2019	ANNUAL MEMBERSHIP RENEWAL 7/1/19	0.00	280.00	
008300	POSTMASTER	06/06/2019	Regular	0.00	4,000.00	61313
<u>5D060519</u>	Invoice	06/06/2019	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008415	PRUDENTIAL OVERALL SUPPLY	06/06/2019	Regular	0.00	153.35	61314
<u>22804090</u>	Invoice	06/06/2019	SHOP EXPENSE	0.00	97.37	
<u>22804091</u>	Invoice	06/06/2019	SHOP EXPENSE	0.00	55.98	
009065	RDO EQUIPMENT COMPANY	06/06/2019	Regular	0.00	78.00	61315
<u>P26947</u>	Invoice	06/06/2019	REGISTRATION FEES - 2019 KENWORTH T	0.00	26.00	
<u>P26948</u>	Invoice	06/06/2019	REGISTRATION FEES - 2000 GALLON WAT	0.00	26.00	
<u>P26949</u>	Invoice	06/06/2019	REGISTRATION FEES - 2019 KENWORTH T	0.00	26.00	
008414	PROVIDED	06/06/2019	Regular	0.00	300.00	61316
<u>1663</u>	Invoice	06/06/2019	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	06/06/2019	Regular	0.00	33.00	61317
<u>108471</u>	Invoice	06/06/2019	MAP REVISIONS - MAY 19	0.00	33.00	
009920	STANDARD INSURANCE CO	06/06/2019	Regular	0.00	984.80	61318
<u>ST0619</u>	Invoice	06/06/2019	EE LIFE INSURANCE - JUN 19	0.00	984.80	
011101	VAGABOND WELDING SUPPLY	06/06/2019	Regular	0.00	43.50	61319
<u>108454</u>	Invoice	06/06/2019	SHOP EXPENSE	0.00	43.50	
009980	SWRCB FEES	06/06/2019	Regular	0.00	60.00	61320
<u>SWRCB_053119</u>	Invoice	06/06/2019	T-2 RENEWAL	0.00	60.00	
013366	THE SOCO GROUP, INC.	06/06/2019	Regular	0.00	4,548.95	61321
<u>0676518-IN</u>	Invoice	06/06/2019	FUEL FOR VEHICLES	0.00	3,545.62	
<u>0676755-IN</u>	Invoice	06/06/2019	FUEL FOR VEHICLES	0.00	1,003.33	
010850	UNDERGROUND SERVICE ALERT	06/06/2019	Regular	0.00	194.64	61322
<u>18D58FEE2685</u>	Invoice	06/06/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89	
<u>520190342</u>	Invoice	06/06/2019	TICKET DELIVERY SERVICE - MAY 19	0.00	100.75	
010990	UTILIQUEST L.L.C.	06/06/2019	Regular	0.00	518.24	61323
<u>276267-Q</u>	Invoice	06/06/2019	CONTRACT LOCATING EXPENSE	0.00	152.52	
<u>276516-Q</u>	Invoice	06/06/2019	CONTRACT LOCATING EXPENSE	0.00	217.28	
<u>276755-Q</u>	Invoice	06/06/2019	CONTRACT LOCATING EXPENSE	0.00	92.00	
<u>277048-Q</u>	Invoice	06/06/2019	CONTRACT LOCATING EXPENSE	0.00	56.44	
000327	WATER QUALITY SPECIALISTS	06/06/2019	Regular	0.00	3,310.00	61324
<u>5986</u>	Invoice	06/06/2019	HDMC WWTP: OPERATION & MAINT - M	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	06/06/2019	Regular	0.00	32.00	61325
<u>WE043019</u>	Invoice	06/06/2019	PEST CONTROL SERVICES - SHOP	0.00	32.00	
000233	NAPA AUTO PARTS	06/06/2019	Regular	0.00	220.86	61326
<u>283680</u>	Invoice	06/06/2019	VEHICLE MAINT: V37 & V38/SHOP EXPEN	0.00	81.37	
<u>284729</u>	Invoice	06/06/2019	VEHICLE MAINT: JD410 / V38 / V37	0.00	93.37	

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>284770</u>	Invoice	06/06/2019	VEHICLE MAINTENANCE: V38	0.00	46.12	
013855	HI DESERT CULTURAL CENTER	06/11/2019	Regular	0.00	300.00	61336
<u>HDCC060319</u>	Invoice	06/06/2019	DEPOSIT FOR ROOM RENTAL - GM RETIRE	0.00	300.00	
013858	BRANDON WARNER	06/11/2019	Regular	0.00	115.61	61337
<u>BW061019</u>	Invoice	06/11/2019	REIMB: PAVER TRANSPORT EXPENSES	0.00	115.61	
000048	DANIEL BOCK	06/11/2019	Regular	0.00	133.92	61338
<u>DB061019</u>	Invoice	06/11/2019	REIMB: PAVER TRANSPORT EXPENSES	0.00	133.92	
000501	ACWA/JPIA	06/19/2019	Regular	0.00	23,801.31	61339
<u>0614775</u>	Invoice	06/19/2019	EE HEALTH BENEFIT & EAP JUL 19	0.00	23,801.31	
000675	AQUA-METRIC SALES COMPANY	06/19/2019	Regular	0.00	7,609.87	61340
<u>INV0073966</u>	Invoice	06/19/2019	METER READING SUPPLIES	0.00	1,240.83	
<u>INV0074035</u>	Invoice	06/19/2019	METER READING SUPPLIES	0.00	6,369.04	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	06/19/2019	Regular	0.00	29.00	61341
<u>0070</u>	Invoice	06/19/2019	MONTHLY DINNER 06/19: REYNOLDS	0.00	29.00	
VEN01462	BAY AREA CARBIDE, INC.	06/19/2019	Regular	0.00	71.70	61342
<u>226280</u>	Invoice	06/19/2019	TOOL/EQUIP REPAIR	0.00	71.70	
001555	CENTRATTEL	06/19/2019	Regular	0.00	604.46	61343
<u>190603192101</u>	Invoice	06/19/2019	DISPATCH SERVICES - MAY 19	0.00	604.46	
013850	CHAD PRICE	06/19/2019	Regular	0.00	156.23	61344
<u>CP061719</u>	Invoice	06/19/2019	REIMB: SAFETY BOOTS	0.00	156.23	
001850	CLINICAL LAB OF S.B. INC	06/19/2019	Regular	0.00	1,389.00	61345
<u>969113</u>	Invoice	06/19/2019	SAMPLING - MAY 19	0.00	537.00	
<u>969114</u>	Invoice	06/19/2019	HDMC WWTP SAMPLING- MAY 19	0.00	852.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	06/19/2019	Regular	0.00	2,205.00	61346
<u>39217</u>	Invoice	06/19/2019	LEGAL SERVICES - MAY 19	0.00	2,205.00	
013365	IMAGE SOURCE	06/19/2019	Regular	0.00	61.92	61347
<u>25AR954068</u>	Invoice	06/19/2019	SHOP EXPENSE 5/01/19 - 5/31/19	0.00	61.92	
002565	DUDEK AND ASSOCIATES, INC	06/19/2019	Regular	0.00	6,935.00	61348
<u>20192919</u>	Invoice	06/19/2019	ENG SERV: MULTIPLE PROJECTS THRU 4/2	0.00	6,935.00	
003025	FEDEX	06/19/2019	Regular	0.00	140.39	61349
<u>6-582-68737</u>	Invoice	06/19/2019	SHIPPING	0.00	140.39	
000058	GARDA CL WEST, INC.	06/19/2019	Regular	0.00	684.29	61350
<u>10490308</u>	Invoice	06/19/2019	COURIER FEES - JUN 19	0.00	684.29	
013837	GEMINI GROUP LLC	06/19/2019	Regular	0.00	2,627.00	61351
<u>119-13698</u>	Invoice	06/19/2019	CONSUMER CONFIDENCE REPORT PRODU	0.00	2,627.00	
004018	HACH COMPANY	06/19/2019	Regular	0.00	669.26	61352
<u>11488408</u>	Invoice	06/19/2019	CHLORINE TEST SUPPLIES	0.00	669.26	
013802	HASA, INC.	06/19/2019	Regular	0.00	518.87	61353
<u>641096</u>	Invoice	06/19/2019	WATER TREATMENT EXPENSE	0.00	518.87	
VEN01076	HI-DESERT AIR, INC.	06/19/2019	Regular	0.00	245.00	61354
<u>57147</u>	Invoice	06/19/2019	A/C MAINTENANCE - OFFICE	0.00	245.00	
009054	KATHLEEN J. RADNICH	06/19/2019	Regular	0.00	1,846.19	61355
<u>190609-1</u>	Invoice	06/19/2019	PUBLIC RELATIONS SERVICES	0.00	813.78	
<u>190616-1</u>	Invoice	06/19/2019	PUBLIC RELATIONS SERVICES	0.00	1,032.41	
000205	LORI G. HERBEL	06/19/2019	Regular	0.00	128.00	61356

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1H070119</u>	Invoice	06/19/2019	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
VEN01091	THE MARY ORTON COMPANY, LLC	06/19/2019	Regular	0.00	3,289.00	61357
<u>19-976</u>	Invoice	06/19/2019	STRATEGIC PLAN 18/19	0.00	3,289.00	
006507	McMASTER-CARR SUPPLY COMPANY	06/19/2019	Regular	0.00	323.46	61358
<u>96064195</u>	Invoice	06/19/2019	PUMPING PLANT SUPPLIES	0.00	323.46	
000156	FORSHOCK	06/19/2019	Regular	0.00	6,727.26	61359
<u>1900342</u>	Invoice	06/19/2019	SCADA REPAIRS: WELL 16 VANDALISM	0.00	1,638.51	
<u>1900349</u>	Invoice	06/19/2019	SCADA IMPROVEMENTS - PH 2	0.00	5,088.75	
006800	MOJAVE WATER AGENCY	06/19/2019	Regular	0.00	203,740.00	61360
<u>MWA053019</u>	Invoice	06/19/2019	WATER RECHARGE PURCHASE	0.00	203,740.00	
003930	NBS	06/19/2019	Regular	0.00	11,752.50	61361
<u>619000081</u>	Invoice	06/19/2019	PARCEL AUDIT	0.00	11,752.50	
000283	OCCU-MED, LTD.	06/19/2019	Regular	0.00	433.00	61362
<u>0519772QA</u>	Invoice	06/19/2019	EE RECRUITING EXPENSE	0.00	433.00	
000236	PAYPRO ADMINISTRATORS	06/19/2019	Regular	0.00	55.00	61363
<u>71900</u>	Invoice	06/19/2019	FSA ADMIN FEES - MAY 19	0.00	55.00	
008405	PRECISION ASSEMBLY	06/19/2019	Regular	0.00	1,424.80	61364
<u>18381</u>	Invoice	06/19/2019	MAY WATER BILL PRINT/MAIL	0.00	1,424.80	
008415	PRUDENTIAL OVERALL SUPPLY	06/19/2019	Regular	0.00	153.35	61365
<u>22811480</u>	Invoice	06/19/2019	SHOP EXPENSE	0.00	97.37	
<u>22811481</u>	Invoice	06/19/2019	SHOP EXPENSE	0.00	55.98	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	06/19/2019	Regular	0.00	12.00	61366
<u>108490</u>	Invoice	06/19/2019	MAP REVISIONS - JUN 19	0.00	12.00	
000091	SAN BERNARDINO COUNTY RECORDER	06/19/2019	Regular	0.00	16.00	61367
<u>SB060519</u>	Invoice	06/19/2019	RELEASE OF LIENS	0.00	16.00	
VEN01020	SOUTHWEST NETWORKS, INC.	06/19/2019	Regular	0.00	15,128.19	61368
<u>19-5029</u>	Invoice	06/19/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	1,258.75	
<u>19-60025C</u>	Invoice	06/19/2019	IT SERVICES - 7/19 - 9/19	0.00	11,910.00	
<u>19-60085C</u>	Invoice	06/19/2019	OFFICE 365 MONTHLY MAINT - JUL 19	0.00	716.00	
<u>19-6516</u>	Invoice	06/19/2019	OFFICE EQUIPMENT SUPPLIES	0.00	1,243.44	
013852	SPENCER LAYMON	06/19/2019	Regular	0.00	200.00	61369
<u>SL061719</u>	Invoice	06/19/2019	REIMB: SAFETY BOOTS	0.00	200.00	
010990	UTILIQUEST L.L.C.	06/19/2019	Regular	0.00	92.00	61370
<u>277346-Q</u>	Invoice	06/19/2019	CONTRACT LOCATING EXPENSE	0.00	48.12	
<u>277604-Q</u>	Invoice	06/19/2019	CONTRACT LOCATING EXPENSE	0.00	43.88	
011615	WESTERN EXTERMINATOR CO.	06/19/2019	Regular	0.00	34.00	61371
<u>WE053119</u>	Invoice	06/19/2019	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013359	XEROX FINANCIAL SERVICES	06/19/2019	Regular	0.00	637.06	61372
<u>1648458</u>	Invoice	06/19/2019	OFFICE EXPENSE 6/7/19 - 7/6/19	0.00	395.66	
<u>1648459</u>	Invoice	06/19/2019	SHOP EXPENSE 5/27/19 - 6/26/19	0.00	241.40	
000233	NAPA AUTO PARTS	06/19/2019	Regular	0.00	745.06	61373
<u>285081</u>	Invoice	06/19/2019	SMALL TOOLS - CIRP	0.00	515.89	
<u>285450</u>	Invoice	06/19/2019	2018 DODGE RAM 5500 V38 SUPPLIES	0.00	17.16	
<u>286132</u>	Invoice	06/19/2019	2018 DODGE RAM 5500 V38 & VACUUM	0.00	23.78	
<u>286392</u>	Invoice	06/19/2019	2018 DODGE RAM 5500 V37 & V38/VEHI	0.00	124.59	
<u>287202</u>	Invoice	06/19/2019	VEHICLE MAINT: V27, 28, 29 & 36	0.00	63.64	
000985	AVALON URGENT CARE	06/19/2019	Regular	0.00	100.00	61374

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>49230</u>	Invoice	06/19/2019	PHYSICAL DMV/DOT	0.00	100.00	
013814	CHRISTOPHER LEWALLAN	06/26/2019	Regular	0.00	4.66	61380
<u>CLO83018</u>	Invoice	06/30/2018	PROJECT RECONCILIATION REFUND	0.00	4.66	
013812	SIGNS FOR LESS	06/26/2019	Regular	0.00	575.00	61381
<u>SFL082718</u>	Invoice	09/27/2018	SIGNS: SADDLEBACK MAINLINE REPLACE	0.00	575.00	
005672	WILLIAM H. KLINE	06/26/2019	Regular	0.00	35.20	61382
<u>WK090718</u>	Invoice	09/13/2018	REIMB: GAS: V29	0.00	35.20	
000575	AFSCME LOCAL 1902	06/26/2019	Regular	0.00	611.10	61401
<u>AFSCME0619</u>	Invoice	06/26/2019	EE UNION DUES - JUN 19	0.00	611.10	
000999	AMERICAN WATER WORKS ASSOC.	06/26/2019	Regular	0.00	433.00	61402
<u>AWWA0619</u>	Invoice	06/26/2019	MEMBERSHIP RENEWAL THRU 8/31/20	0.00	433.00	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	06/26/2019	Regular	0.00	650.00	61403
<u>8051L</u>	Invoice	06/26/2019	DEMO GARDEN/BUILD MAINT THRU 6/15	0.00	650.00	
000042	ANNE ROMAN	06/26/2019	Regular	0.00	1,005.00	61404
<u>AR062519</u>	Invoice	06/26/2019	EDUCATION REIMBURSEMENT	0.00	1,005.00	
000214	BABCOCK LABORATORIES, INC.	06/26/2019	Regular	0.00	34.00	61405
<u>BF92214-2287</u>	Invoice	06/26/2019	SAMPLING - SULLIVAN PLAN CHECK	0.00	34.00	
013365	IMAGE SOURCE	06/26/2019	Regular	0.00	1,072.27	61406
<u>25AR938607</u>	Invoice	06/26/2019	OFFICE EXPENSE 4/5/19 - 5/4/19	0.00	445.92	
<u>25AR957033</u>	Invoice	06/26/2019	OFFICE EXPENSE 5/5/19 - 6/4/19	0.00	626.35	
002820	EMPLOYEE RELATIONS, INC.	06/26/2019	Regular	0.00	279.90	61407
<u>85265</u>	Invoice	06/26/2019	EE RECRUITING EXPENSE	0.00	279.90	
013374	HERCULES INDUSTRIES, INC.	06/26/2019	Regular	0.00	458.24	61408
<u>106831</u>	Invoice	06/26/2019	BUILDING MAINT SUPPLIES - SHOP	0.00	458.24	
004152	HI-DESERT STAR	06/26/2019	Regular	0.00	252.00	61409
<u>20316</u>	Invoice	06/26/2019	PUBLIC NOTICE: WATER AVAILABILITY ASS	0.00	252.00	
013797	INFOSEND, INC.	06/26/2019	Regular	0.00	4,082.40	61410
<u>136579</u>	Invoice	06/26/2019	POSTAGE DEPOSIT: WATER BILL	0.00	4,082.40	
009054	KATHLEEN J. RADNICH	06/26/2019	Regular	0.00	1,210.99	61411
<u>190622-1</u>	Invoice	06/26/2019	PUBLIC RELATIONS SERVICES	0.00	1,210.99	
006029	LIEBERT CASSIDY WHITMORE	06/26/2019	Regular	0.00	370.00	61412
<u>1479782</u>	Invoice	06/26/2019	LEGAL SERVICES - THRU 5/31/19	0.00	370.00	
006507	McMASTER-CARR SUPPLY COMPANY	06/26/2019	Regular	0.00	170.51	61413
<u>97282248</u>	Invoice	06/26/2019	SMALL TOOLS - CIRP	0.00	170.51	
013860	NIKOLAUS WILSON	06/26/2019	Regular	0.00	69.00	61414
<u>NW061919</u>	Invoice	06/26/2019	REIMB: LIVE SCAN FEES	0.00	69.00	
008202	PITNEY BOWES INC.	06/26/2019	Regular	0.00	195.98	61415
<u>1013352955</u>	Invoice	06/26/2019	OFFICE SUPPLIES	0.00	195.98	
008415	PRUDENTIAL OVERALL SUPPLY	06/26/2019	Regular	0.00	201.60	61416
<u>22818472</u>	Invoice	06/26/2019	SHOP EXPENSE	0.00	97.37	
<u>22818474</u>	Invoice	06/26/2019	SHOP EXPENSE	0.00	104.23	
013228	SARAH J. JOHNSON	06/26/2019	Regular	0.00	21.73	61417
<u>SJ062519</u>	Invoice	06/26/2019	REIMB: DEMO GARDEN PADLOCK	0.00	21.73	
009920	STANDARD INSURANCE CO	06/26/2019	Regular	0.00	1,122.82	61418
<u>ST0719</u>	Invoice	06/26/2019	EE LIFE INSURANCE - JUL 19	0.00	1,122.82	

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
011101	VAGABOND WELDING SUPPLY	06/26/2019	Regular	0.00	588.36	61419
<u>108679</u>	Invoice	06/26/2019	SHOP EXPENSE	0.00	588.36	
010690	TYLER TECHNOLOGIES	06/26/2019	Regular	0.00	19,042.36	61420
<u>025-259221</u>	Invoice	06/26/2019	ANNUAL MAINT: 9 MODULES THRU 6/30/	0.00	20,050.72	
<u>025-262580</u>	Credit Memo	06/26/2019	CREDIT: 1 MODULE ANNUAL MAINTENAN	0.00	-1,008.36	
000233	NAPA AUTO PARTS	06/26/2019	Regular	0.00	66.34	61421
<u>288027</u>	Invoice	06/26/2019	VEHICLE MAINTENANCE	0.00	25.61	
<u>288117</u>	Invoice	06/26/2019	SHOP EXPENSE	0.00	40.73	
009880	SOUTHERN CALIFORNIA EDISON CO	06/04/2019	Manual	0.00	1,923.83	901175
<u>SCE0519</u>	Invoice	06/04/2019	POWER TO BLDGS & GEN - MAY 19	0.00	1,923.83	
000510	TIME WARNER CABLE	06/07/2019	Manual	0.00	354.11	901176
<u>0008970052219</u>	Invoice	06/07/2019	CABLE & INTERNET - MAY 19	0.00	354.11	
009878	SOUTHERN CALIFORNIA EDISON	06/07/2019	Manual	0.00	23,167.22	901177
<u>SCE0519</u>	Invoice	06/07/2019	POWER FOR PUMPING - MAY 19	0.00	23,167.22	
001517	CalPERS	06/07/2019	Manual	0.00	12,654.70	901178
<u>PPE 5-24-19</u>	Invoice	06/07/2019	PAY PERIOD ENDING 5/24/19	0.00	12,654.70	
000248	PAYCHEX	06/14/2019	Manual	0.00	341.99	901179
<u>331460</u>	Invoice	06/14/2019	PAYROLL PROCESSING FEE	0.00	341.99	
000236	PAYPRO ADMINISTRATORS	06/14/2019	Manual	0.00	74.99	901180
<u>PPE 5-24-19</u>	Invoice	06/14/2019	EE FSA DEDUCTIONS 5-31-19	0.00	74.99	
VEN01533	PAYMENTUS GROUP INC.	06/19/2019	Manual	0.00	2,614.10	901181
<u>US19050222</u>	Invoice	06/19/2019	CREDIT CARD PROCESSING FEE - MAY 19	0.00	2,614.10	
001004	BUSINESS CARD	06/19/2019	Manual	0.00	725.02	901182
<u>BA0519</u>	Invoice	06/19/2019	TELEPHONE (OFFICE)/POSTAGE	0.00	725.02	
001005	BANK OF AMERICA	06/19/2019	Manual	0.00	7,632.24	901183
<u>BA0519</u>	Invoice	06/19/2019	DIRECTOR & CAC EDUCATION/EE TRAININ	0.00	7,632.24	
001009	BUSINESS CARD	06/19/2019	Manual	0.00	4,292.85	901184
<u>BA0519</u>	Invoice	06/19/2019	V38 2018 DODGE RAM/SMALL TOOLS/TO	0.00	4,292.85	
001630	AT&T MOBILITY	06/20/2019	Manual	0.00	2,554.62	901185
<u>829480028X0605</u>	Invoice	06/20/2019	COMMUNICATIONS - MAY 19	0.00	2,554.62	
004195	HOME DEPOT CREDIT SERVICES	06/20/2019	Manual	0.00	1,300.50	901186
<u>HD0519</u>	Invoice	06/20/2019	SMALL TOOLS/SHOP REMODEL/PUMPING	0.00	1,300.50	
013196	TELEPACIFIC COMMUNICATIONS	06/20/2019	Manual	0.00	88.23	901187
<u>117406119-0</u>	Invoice	06/20/2019	TELEPHONE (OFFICE) - MAY 19	0.00	88.23	
009898	SOCALGAS	06/20/2019	Manual	0.00	26.91	901188
<u>GAS0519</u>	Invoice	06/20/2019	HEAT FOR SHOP - THRU 6/17/19	0.00	26.91	
009880	SOUTHERN CALIFORNIA EDISON CO	06/20/2019	Manual	0.00	2,391.14	901189
<u>SCE0619</u>	Invoice	06/20/2019	POWER TO BLDGS & GEN - JUN 19	0.00	2,391.14	
001517	CalPERS	06/21/2019	Manual	0.00	12,787.21	901190
<u>PPE 6-7-19</u>	Invoice	06/21/2019	PAY PERIOD ENDING 6/07/19	0.00	12,787.21	
000510	TIME WARNER CABLE	06/27/2019	Manual	0.00	354.11	901191
<u>0008970062219</u>	Invoice	06/27/2019	CABLE & INTERNET - JUN 19	0.00	354.11	
000248	PAYCHEX	06/28/2019	Manual	0.00	377.87	901192
<u>331865</u>	Invoice	06/28/2019	PAYROLL PROCESSING FEE	0.00	377.87	
000236	PAYPRO ADMINISTRATORS	06/28/2019	Manual	0.00	74.99	901193



\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>PPE 6-21-19</u>	Invoice	06/28/2019	EE FSA DEDUCTIONS 6-28-19	0.00	74.99	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	06/28/2019	Manual	0.00	2,144.58	901194
<u>3990561-060532</u>	Invoice	06/28/2019	EE LIFE INSURANCE - JUN 19	0.00	2,144.58	
000025	ICMA RC	06/30/2019	Manual	0.00	5,370.32	901195
<u>ICMARC0619</u>	Invoice	06/30/2019	457 REMITTANCE - JUN 19	0.00	5,370.32	
000248	PAYCHEX	06/28/2019	Manual	0.00	15.86	901196
<u>331896</u>	Invoice	06/28/2019	PAYROLL PROCESSING FEE	0.00	15.86	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	130	99	0.00	525,650.65
Manual Checks	22	22	0.00	81,267.39
Voided Checks	0	4	0.00	-914.86
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>152</b>	<b>125</b>	<b>0.00</b>	<b>606,003.18</b>

\*Check Report JBWD

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN</b>						
013373	CORE & MAIN LP	06/25/2019	Manual	0.00	181,628.36	800012
<u>K519332</u>	Invoice	06/25/2019	INVENTORY - CIRP/SADDLEBACK SUPPLIE	0.00	55,642.10	
<u>K641428</u>	Invoice	06/25/2019	INVENTORY - CIRP/SADDLEBACK SUPPLIE	0.00	125,986.26	
004720	INLAND WATER WORKS	06/25/2019	Manual	0.00	225,487.20	800013
<u>S1023139.004</u>	Invoice	06/25/2019	INVENTORY - CIRP/SADDLEBACK SUPPLIE	0.00	117,326.36	
<u>S1023139.005</u>	Invoice	06/25/2019	INVENTORY - CIRP	0.00	108,160.84	
004720	INLAND WATER WORKS	06/25/2019	Manual	0.00	3,141.15	800014
<u>S1022442.002</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	2,249.15	
<u>S1022442.003</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	278.90	
<u>S1023881.001</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	613.10	
004720	INLAND WATER WORKS	06/25/2019	Manual	0.00	2,476.96	800015
<u>S1022442.004</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	1,553.76	
<u>S1022442.005</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	258.08	
<u>S1022620.005</u>	Invoice	06/25/2019	SMALL TOOLS - CIRP	0.00	665.12	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	10	4	0.00	412,733.67
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>10</b>	<b>4</b>	<b>0.00</b>	<b>412,733.67</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00116-016	SCHNEIDER, ROGER	6/6/2019	Refund	10.22	Check #: 61327
07-00031-009	SHAW, PAMELA J	6/6/2019	Refund	1.43	Check #: 61328
07-00043-003	KELL, RAY C II	6/6/2019	Refund	14.62	Check #: 61329
13-00088-017	CUESTA, CHRIS N	6/6/2019	Refund	16.62	Check #: 61330
13-00240-013	SINCLAIR JOYCE TRUST 10/20/11	6/6/2019	Refund	170.26	Check #: 61331
50-00038-026	ROSATI, CRYSTAL L	6/6/2019	Refund	36.18	Check #: 61332
53-00037-013	CASTANEDA TRUST 5/27/15	6/6/2019	Refund	30.70	Check #: 61333
55-00098-011	TELLIANO, JACK A	6/6/2019	Refund	117.84	Check #: 61334
55-00177-013	BOUDREAU, GLEN E	6/6/2019	Refund	30.43	Check #: 61335
06-00057-016	HUTCHINSON, KELLY H	6/19/2019	Refund	217.80	Check #: 61375
10-00124-005	BOULCH, JEREMY D	6/19/2019	Refund	77.84	Check #: 61378
13-00220-020	UTLEY, CLAYTON M	6/19/2019	Refund	51.79	Check #: 61379
51-00115-000	CLINE, TRAVIS	6/19/2019	Refund	9.77	Check #: 61376
63-00140-008	JOHNSON, SARRA A	6/19/2019	Refund	41.76	Check #: 61377
03-00274-006	BRADLEY, NORMAN F	6/20/2019	Reverse Refund Check Adjustment	(77.80)	REVERSE REFUND
03-00455-004	BEEDE, BENJAMIN T	6/20/2019	Reverse Refund Check Adjustment	(26.96)	REVERSE REFUND
04-00092-009	JOHNSON, MARK R	6/20/2019	Reverse Refund Check Adjustment	(11.11)	REVERSE REFUND
04-00092-010	ELIAS, JASMINE E	6/20/2019	Reverse Refund Check Adjustment	(0.44)	REVERSE REFUND
04-00162-004	JUNE, RICHARD W	6/20/2019	Reverse Refund Check Adjustment	(3.78)	REVERSE REFUND
04-00165-014	MENDEZ, LINDA	6/20/2019	Reverse Refund Check Adjustment	(2.33)	REVERSE REFUND
06-00140-020	SIGNATURE CAPITAL PROPERTIES, LLC	6/20/2019	Reverse Refund Check Adjustment	(5.95)	REVERSE REFUND
07-00064-015	ANDERSON, DAVID A	6/20/2019	Reverse Refund Check Adjustment	(24.78)	REVERSE REFUND
08-00081-010	LEACY, MARK	6/20/2019	Reverse Refund Check Adjustment	(4.01)	REVERSE REFUND
08-00111-011	WESTERN SANDS MANAGEMENT INC	6/20/2019	Reverse Refund Check Adjustment	(1.04)	REVERSE REFUND
08-00151-014	PEVAHOUSE, RICHARD	6/20/2019	Reverse Refund Check Adjustment	(21.00)	REVERSE REFUND
09-00069-007	WATSON, ISAAC D	6/20/2019	Reverse Refund Check Adjustment	(48.77)	REVERSE REFUND
10-00447-003	KIRBY, JOHN W	6/20/2019	Reverse Refund Check Adjustment	(58.66)	REVERSE REFUND
11-00056-006	GREENE, PAUL E	6/20/2019	Reverse Refund Check Adjustment	(36.42)	REVERSE REFUND
12-00215-010	SHIPLEY, KIRK R	6/20/2019	Reverse Refund Check Adjustment	(135.85)	REVERSE REFUND
12-00314-003	ANTHONY, LINDA	6/20/2019	Reverse Refund Check Adjustment	(0.89)	REVERSE REFUND
13-00173-019	ONEIL, TYLER R	6/20/2019	Reverse Refund Check Adjustment	(46.29)	REVERSE REFUND
13-00352-016	MORALES, DENISE S	6/20/2019	Reverse Refund Check Adjustment	(7.28)	REVERSE REFUND
14-00041-015	HARRIS, SARAH R	6/20/2019	Reverse Refund Check Adjustment	(2.82)	REVERSE REFUND
50-00022-004	KRAMER, FRED K	6/20/2019	Reverse Refund Check Adjustment	(162.60)	REVERSE REFUND
50-00059-006	ANDRA, AUREL	6/20/2019	Reverse Refund Check Adjustment	(50.95)	REVERSE REFUND
52-00005-021	ZENTENO-TORRES, VICTORIA	6/20/2019	Reverse Refund Check Adjustment	(121.18)	REVERSE REFUND
53-00048-010	CAMPBELL, LORI A	6/20/2019	Reverse Refund Check Adjustment	(52.65)	REVERSE REFUND
55-00097-008	BUCHERT, CRYSTAL	6/20/2019	Reverse Refund Check Adjustment	(74.59)	REVERSE REFUND
55-00106-013	BARNES, KATHRYN J	6/20/2019	Reverse Refund Check Adjustment	(118.82)	REVERSE REFUND
55-00134-013	BULLARD, KELLY	6/20/2019	Reverse Refund Check Adjustment	(0.63)	REVERSE REFUND
55-00221-005	MERCER, GINA	6/20/2019	Reverse Refund Check Adjustment	(5.16)	REVERSE REFUND
55-00234-007	NICHOLS, JASMINE ANN	6/20/2019	Reverse Refund Check Adjustment	(22.15)	REVERSE REFUND
56-00008-002	LUCATERO, JOSE MARIA	6/20/2019	Reverse Refund Check Adjustment	(64.52)	REVERSE REFUND
58-00239-008	WADE, CHRISTOPHER M	6/20/2019	Reverse Refund Check Adjustment	(55.72)	REVERSE REFUND
59-00208-009	CARDENAS, ANTHONY J	6/20/2019	Reverse Refund Check Adjustment	(6.77)	REVERSE REFUND
62-00054-019	EVANS, MICHAEL Z	6/20/2019	Reverse Refund Check Adjustment	(7.48)	REVERSE REFUND
62-00094-002	CHRISTIAN, BEVERLY	6/20/2019	Reverse Refund Check Adjustment	(9.68)	REVERSE REFUND
62-00207-008	EGSTAD, NATALIE	6/20/2019	Reverse Refund Check Adjustment	(76.21)	REVERSE REFUND
63-00046-001	WIELAND, PAUL	6/20/2019	Reverse Refund Check Adjustment	(24.22)	REVERSE REFUND
63-00162-010	THOMAS, CHALAYE S	6/20/2019	Reverse Refund Check Adjustment	(36.46)	REVERSE REFUND
64-99243-000	GIBERT, CLAY J	6/20/2019	Reverse Refund Check Adjustment	(5.27)	REVERSE REFUND
65-00238-000	HUNT, DENNIS W	6/20/2019	Reverse Refund Check Adjustment	(1.72)	REVERSE REFUND
65-00494-000	GARRISON, TIMOTHY	6/20/2019	Reverse Refund Check Adjustment	(72.74)	REVERSE REFUND
03-00455-004	BEEDE, BENJAMIN T	6/26/2019	Refund	26.96	Check #: 61383
06-00140-020	SIGNATURE CAPITAL PROPERTIES, LLC	6/26/2019	Refund	5.95	Check #: 61384
08-00111-011	WESTERN SANDS MANAGEMENT INC	6/26/2019	Refund	1.04	Check #: 61385
10-00344-006	KLASOVSKY, TYRUS C	6/26/2019	Refund	58.00	Check #: 61394
12-00215-010	SHIPLEY, KIRK R	6/26/2019	Refund	135.85	Check #: 61386
13-00173-019	ONEIL, TYLER R	6/26/2019	Refund	46.29	Check #: 61387
14-00041-015	HARRIS, SARAH R	6/26/2019	Refund	2.82	Check #: 61388
52-00005-021	ZENTENO-TORRES, VICTORIA	6/26/2019	Refund	121.18	Check #: 61389
55-00134-013	BULLARD, KELLY	6/26/2019	Refund	0.63	Check #: 61390
55-00312-010	RAWSON, MARK	6/26/2019	Refund	137.28	Check #: 61395
56-00060-013	HERNANDEZ, NURIAN N	6/26/2019	Refund	73.92	Check #: 61396
58-00239-008	WADE, CHRISTOPHER M	6/26/2019	Refund	55.72	Check #: 61391
59-00208-009	CARDENAS, ANTHONY J	6/26/2019	Refund	6.77	Check #: 61392
62-00094-002	CHRISTIAN, BEVERLY	6/26/2019	Refund	9.68	Check #: 61393
62-00242-008	DUNCAN, BARBARA S	6/26/2019	Refund	38.27	Check #: 61397

64-00002-002 UPTON, BEVERLY A  
64-99252-000 KUD DEVELOPMENT  
65-00512-005 LE, TOT THI

6/26/2019 Refund  
6/26/2019 Refund  
6/26/2019 Refund

65.00 Check #: 61398  
1402.66 Check #: 61399  
50.48 Check #: 61400  
1,580.06

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

**DIRECTOR PAY**  
 05/25/2019 - 06/21/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	06/08/2019	Director Pay Note: 5/30/19 STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		06/08/2019	Director Pay Note: 6/5/19 JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/08/2019	Director Pay Note: 6/7/19 SOLAR MEETING 1/DIR/504/	1.0000	\$173.63	
		06/18/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$694.52</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$694.52</b>	

**DIRECTOR PAY**  
05/25/2019 - 06/21/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	05/25/2019	Meal / Lodging Note: LUNCH REIMBURSEMENT (REYNOLDS, B. JOHNSON & BAN): GM AD HOC COMMITTEE MEETINGS 5/20/19 & 5/28/19 1/DIR/504/		\$73.12	
		05/28/2019	Director Pay Note: GM AD HOC COMMITTEE MEETINGS: 5/20/19, 5/21/19 & 5/28/19 1/DIR/504/	3.0000	\$520.89	
		05/30/2019	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		06/05/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/11/2019	Director Pay Note: GM AD HOC COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/11/2019	Meal / Lodging Note: LUNCH: GM AD HOC COMMITTEE MEETING (JOHNSON, BAN & REYNOLDS) 1/DIR/504/		\$50.75	
		06/12/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/18/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/19/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$1,686.54</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$1,686.54</b>	

**DIRECTOR PAY**  
05/25/2019 - 06/21/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	05/25/2019	Director Training Note: 5/5/19 - 5/9/19 ACWA SPRING CONFERENCE 1/DIR/504/		\$868.15	
		05/25/2019	Director Training Note: MILES: ACWA SPRING CONFERENCE 1/DIR/504/		\$534.18	
		05/30/2019	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		06/05/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$1,749.59</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$1,749.59</b>	

**DIRECTOR PAY**  
05/25/2019 - 06/21/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	05/25/2019	Meal / Lodging Note: LUNCH REIMBURSEMENT (REYNOLDS, B. JOHNSON & BAN); GM AD HOC MEETING 5/21/19 1/DIR/504/		\$54.00	
		05/26/2019	Director Pay Note: SEXUAL HARASSMENT TRAINING 1/DIR/504/	1.0000	\$173.63	
		05/28/2019	Director Pay Note: GM AD HOC COMMITTEE MEETINGS: 5/20/19, 5/21/19 & 5/28/19 1/DIR/504/	3.0000	\$520.89	
		05/30/2019	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		06/05/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/12/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/18/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/19/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$1,616.67</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$1,616.67</b>	



**DIRECTOR PAY**  
05/25/2019 - 06/21/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	05/30/2019	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		06/05/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/12/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/18/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/19/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$868.15</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$868.15</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>Grand Total:</u>
Director Pay	29.0000	\$5,035.27		\$6,615.47	\$0.00
Meal / Lodging		\$177.87		\$6,615.47	
Director Training		\$1,402.33			

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

August 14, 2019

Report to: Committee Members

Prepared by: Susan Greer

TOPIC:

18/19 BAD DEBT WRITE-OFF OF \$23,059.87

RECOMMENDATION:

Refer 18/19 bad debt write off in the amount of \$23,059.87 to the Board of Directors for approval.

ANALYSIS:

In order to comply with audit requirements, the bad debt write-off for fiscal year 18/19 needs to be approved ASAP.

This write-off includes the second full year of inactive/locked meter bad debt in 20 years, which makes year-to-year comparisons difficult. In addition, we are no longer writing off balances of properties that have been liened. Also, both water rates and number of accounts billed are increasing, so logically, the write-off is also expected to increase.

- The number of accounts being written off has decreased by 15%, but that's a reflection of the 245% increase in the number of liens filed, which don't get written off (more about this later)
- The write off amounts range from 83¢ to \$1,207.94, with an average of \$119.48.
- Proposed write off of \$23,059.87 is a decrease of 16% after an increase of 78% last year and 21% increase the prior year.
- There are 13 addresses, representing 26 accounts, 13% of the total, that have two bad debts this year; that's *two bad debts at one location in one year, mostly from tenants*.
- There are another 20 accounts on the list that have had prior bad debt; 16 with one prior bad debt and four accounts with two prior bad debts.

This year, there are nine accounts with write-offs over \$500 on the list, six of the accounts are prior owners and two are tenants; there were six such accounts last year, this is an increase of 50% to the write off of large bills. There was only one such large bill write off two years ago.

The most noteworthy changes are occurring related to the inactive/locked meters. Those unpaid charges are significant enough that the 80% - 20% ratio of tenant to owner bad debt that we have seen for three decades has changed and property owners have become the bigger write off by a roughly 60% - 40% ratio.

- Proposed write off of 208 accounts includes 75 locked meter/owner accounts compared to 96

last year and 30 the prior year

- Owners make up 62% of the write off
- Tenants make up 38% of the write off

For perspective, it's important to remember that almost all customers pay their water bills as due. We are writing off \$23,060 which is what remains unpaid from the 17/18 water revenues totaling \$4,263,772; that's .54%, just over ½ of 1%. This figure has ranged from a low of .36% to a high of 1.32% over the last ten years. And although the current year figure is less than last year, we are not including \$22,636 which represents 38 liens filed, and *such lien figures were always included in prior year write offs.*

The District has been ramping up collections efforts since re-establishment of the locked meter charges in 2016. We are filing liens on more properties and increased that effort by 245% this year. Currently, the District has over \$101,500 in liens receivable. While we *eventually* expect to receive payment for many of those amounts, liens are a long-term proposition; they don't have to be paid until properties are sold. So while *technically* receivable, the liens are not cash in the bank and we cannot count on payment of liens to fund District operations. Liens also require maintenance as they expire after 10 years and must be renewed before expiration. Upon advice of the Auditor, we are no longer writing off the amounts that are filed as liens as we have done until this year, so the bad debt write off would have been \$22,636 MORE if we had not filed the liens, or \$45,696 total, an increase of 66% from prior year, and far over the \$25,000 budget. The good news is that we're seeing results from liens, but it is a labor intensive process and payments occur primarily when real estate is selling, and that market changes over time. We received payment on 29 liens this year, totaling \$8,181.

We will have to continue discussion of the long-term collection of liens with the Auditors and determine a reasonable point at which we would write off the balances if not received; *forever* isn't an option, so some of that liened balance could be coming back in the future for additional write off. In addition, the two different types of accounts, active water delivery and locked meters, result in very different collections methods and results. We are able to disconnect service for customers taking water delivery, thereby either resulting in payment or elimination of future charges. We have no such leverage for locked meters and we see that there are really two different collections paths. Next year will be the third year of write off associated with the locked meters and we will evaluate the two different types of write offs separately to see what patterns emerge.

The guarantee deposit is the District's first defense against bad debt and was increased last November. The deposit is also now designed so that it will increase as the water rates increase. This is good news as we are already seeing better results based on the proper amount of deposit. When the larger deposit is in place, as accounts are closed, we are seeing that most of the bills are covered by the deposit.

While most customers pay their bills as required, there are opportunities to change policy in order to collect more revenues and reduce bad debt because bad debt is an expense passed on to all ratepayers. Another policy that could reduce bad debt relates to addresses with multiple bad debts. Twenty-six, or more than 13% of the accounts on the list, have *two write offs in this year alone*. Ten of those accounts are owner accounts, related to locked meter billing, so most are tenant bills. One address incurred over \$952 in tenant bad debt. 10% of the addresses on the list have at least one prior bad debt. Many of these are troublesome locations and staff recommends a policy requiring owner responsibility for water bills, particularly in light of SB998 implementation that will increase bad debt because of longer timeframes until disconnect.

Another very promising option is the owner authorization for tenant account, so that if a tenant doesn't pay their bill the owner is contingently responsible so that a lien can be filed on the property or we could collect via the tax rolls. I have discussed this issue with counsel Gil Granito, and the owner authorization is his recommendation, rather than requiring accounts in owner names, so that we have two potential payers, both tenant and owner. I see these two options working together, and we will be discussing the owner authorization for tenant account policy issue separately.

**FISCAL IMPACT:**

\$23,059.87 bad debt expense for 18/19 fiscal year. 18/19 budget is \$25,000, so our actual cost is 10% less than budget. This figure does not include liens totaling \$22,636 historically written off in the past. These liens may or may not be fully collected in the future. If uncollected, they will have to come back for additional write off.

The following information has not been updated for 17/18. No need to spend all this time since the Finance Committee and board don't seem to want to make any changes. If the board wants to consider policy changes, can be updated.

The following table indicates that a trend that we worked hard to reverse by requiring owner responsibility for unpaid water accounts is now being reversed. The table shows that there were 9 different addresses with more than one account being written off *within one year*. A few of the write offs were incurred by prior owners as properties changed hands; but most of these write offs come from tenants. Our current policy states that when there are three unpaid tenant bills at one property within a three-year period, that the owner must either pay for those bills before another tenant may open an account or maintain the account in the owner's name for at least five years without having to pay off the tenant bills. We are finding it difficult to implement the policy, as owners have one or two unpaid tenant bills at multiple properties, rarely getting to three unpaid bills at ONE location within the three-year period. Note that we cannot lien properties for unpaid tenant bills. Of the 197 accounts being written off—188 different addresses when we exclude multiple write offs at one address—66, or 34% of the addresses had prior write offs already. Three of the addresses have had five previous bad debts and another two addresses with four prior bad debts, so we have a good indication of some of the problematic addresses.

Write off year	Number of address with multiple write-offs in one year
17/18	25 addresses
16/17	9 addresses
15/16	3 addresses
14/15	4 addresses
13/14	9 addresses
12/13	12 addresses

A viable solution to this problem is to require that accounts at such addresses with a history of bad debt MUST be maintained in the name of the property owner. The law allows such a distinction, it would not penalize landlords whose tenants do pay, and it would require changes to our Rules & Regulations

to implement this policy.

Another issue, which I bring up year-after-year, is the amount of the guarantee deposit. The \$100 guarantee deposit, which is collected as security to insure payment of water bills so that other customers aren't saddled with increasing bad debt that increases water rates, *has remained unchanged since 1997 - 20 years*. As rates increase, the deposit isn't sufficient to cover the bills and bad debt write off goes up. Remember that it takes nearly three months before an account can be locked off for non-payment, and when we include the closing bill, an *average water bill* of 10 units per month for three months is \$175. With a \$100 deposit on hand, we don't have enough security. If a particular customer is a larger water user, or there is a leak, we can be strapped with a much larger write-off; for example, this year we are writing off 16 accounts over \$200 and only three of those didn't have a deposit, so we were originally left with balances over \$300 before the deposits were applied.

We've been utilizing our third party credit determination service (red/yellow/green) as accounts are set up for many years. The process involves utilization of a third party credit reporting company that verifies identity for us as required by law and at the same time also provides a credit determination based on the customer's previous credit history. We then charge a \$100 guarantee deposit for either red (poor) or yellow (fair) credit and no deposit is required for green (good) credit. We also continue to have "old" accounts with bad debt each year; these are accounts established before we initiated our credit determination process – red/yellow/green.

Most bad debt comes from "red/poor" credit accounts and this year is no exception. The 77 red/poor accounts have an average write off of \$106.36; this means that the deposit collected is more than \$100 less than it needs to be, on average. This is a reflection of the water rates increasing over time and the guarantee deposit not increasing.

Even the bad debt associated with our "green/good" credit accounts has increased significantly. Last year, we wrote off 19 accounts that had green/good credit; this year that number is 55 accounts; an increase of 189%. We collect *zero deposit* from green/good credit account-holders, and up to this point, there has been a minimal amount of write off associated with the green/good account holders. These 55 green/good accounts do not include write off of 30 locked meter accounts, as accounts are set up automatically without deposits. Unfortunately, write off for next year looks to be significantly more than this year as of this date, much related to locked meters, although there WILL be some payments on those balances over the coming year. Bad debt is based on accounts with no payment for at least one year; so the accounts being written off now have had no payment since 6/30/16. Experience shows that if we don't get payment within about 60 days we are unlikely to get paid.

When the credit determination service was first established, Staff recommended that 'red' credit require a double \$200 deposit, 'yellow' require the standard \$100 deposit and 'green' require no deposit. A higher deposit for those 'red credit' customers is recommended by the third party vendor and typical among other clients who use the credit determination service company. The Board did not want to require the double deposit at the time we established the service. We have proof that the credit determination being provided up-front is a pretty good indicator of how the account will be paid all the way through to account termination—most customers with 'green' credit pay their bills as required and don't leave us with unpaid bills. 55 customers on the list- 28% of the total- had 'green' credit as determined when their accounts were established.

100 of the 197 accounts being written off, 51%, did not have deposits at the time accounts were closed; the other 97 accounts had deposits, mostly \$100, and 12 double (\$200) deposits, which are required after lock-off for non-payment. This means that 49% of our write-off accounts had a deposit at the time the account was closed and demonstrates that the amount of the deposit is not large enough.

Reasons for no deposit: previous good payment history and deposit already applied to account (12), locked meter accounts (30), "green" credit (55).

It's important to note that MOST customers of all credit ratings pay their bills as required; at least partly because we have a consistent lock-off process and service is terminated if payment isn't made. We send out bills to approximately 5,000 accounts 12 times per year, and are only writing off 197 accounts. Since bad debt is an expense passed on to all ratepayers, we have an obligation to ensure that we are doing all we can to address the issue

Staff again recommends the \$200 guarantee deposit for the red/poor credit customers, based on the actual write off data, which indicates that 77 of the 143 accounts-54%-with a reported credit rating (other accounts pre-date the credit determination service implementation or are locked meter accounts) were red/poor credit. All but three of those accounts had a \$100 deposit on file when their accounts were closed, further indication that the amount of the deposit is insufficient. The average write-off was \$106 per account for the red/poor credit customers, so an additional \$100 deposit would make a significant impact on the overall write off of the red/poor credit accounts.

While Staff recommends the \$200 deposit, there are other alternatives that still make progress toward reducing future bad debt. As with water rates, increasing the deposit amount in small amounts over time as water rates increase instead of once every 20 years is advised. An increase of \$25 is still a significant increase, in lieu of doubling the deposit amount to \$200, and would have reduced the write off by \$1600, or 10%, but further increases should continue to be reconsidered each year. Increasing the deposit automatically by the same percentage as the water rates are increased is another way to address this issue.


While bad debt write off had been decreasing steadily for the last three years, we did anticipate an increase over the next few years as a result of unpaid inactive/locked meter billings. With close to \$300,000 in revenue projected, some measure of that will be uncollectable and have to be written off.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

August 14, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC: DISCUSSION REGARDING OWNER REQUEST TO PROVIDE WATER SERVICE TO TENANT

RECOMMENDATION: Discussion only.

ANALYSIS: Staff is working on implementation of a new law, SB998, which includes a protracted timeline before accounts can be disconnected for non-payment. The timeframe before disconnection, from the start of the meter reading cycle until cutoff, will increase from current 117 days to 161 days. Such a timeframe means that a customer will incur more than 5.3 months of water use before they can be disconnected for non-payment. That additional time will result in larger account balances before disconnection, which will likely translate to increased bad debt.

We need to consider some options in order to defend against large unsecured account balances. The guarantee deposit is the District's first line of defense; however, the amount of deposit required when a customer has potentially over five months' of water use to cover, is onerous. The proper amount of deposit needed, based on the average nine units of water use identified as the average during the last Rate Study equates to \$447. This does not include any extra deposit currently required when a customer is disconnected for non-payment. Also, does not provide for any customer that uses more than the average amount of water, and there are many. The current guarantee deposit is \$225, set to increase to \$255 as of 1/1/20. Is the Finance Committee comfortable recommending a guarantee deposit of \$447 and the larger deposit of \$670 required when a customer is disconnected for non-payment? That's based on 1.5 times the standard deposit – note this requirement used to be a double deposit—two times the standard deposit.

Another option for better securing payment relates to tenant accounts. Some years back, a policy was adopted requiring owner responsibility when there are multiple tenant bad debts. This policy, copied below, simply doesn't work. There are too many criteria – three bad debts, same location, within three years – and we have been able to apply this policy to only a few accounts over all the years while *many landlords get away with incurring bad debt at the expense of other ratepayers*, sometimes repeatedly.

**ARTICLE 1.29 Collection of Delinquent Accounts**

*The JBWD will attempt to collect all unpaid water charges including penalties and interest as follows:*

*a. Delinquent Accounts Held in the Name of the Property Owner*

*Unpaid charges on account held in the name of the property owner will be filed as a lien against the property.*

**b. Delinquent Accounts Held in the Name of non-Property Owners**

*When the closed account was in the name of other than the property owner, the property owner will be notified that upon a third occurrence of unpaid water bill, uncollected after 90 days, at that location*



*within a three-year period, water service may only be turned on in the name of the property owner. Thereafter, service at that property will not be eligible to be turned on in the name of anyone other than the property owner unless the owner pays off all unpaid water bills or maintains the water account in the owner's name for five (5) years and meets the good payment requirements over the five-year period (no more than five delinquent payments no returned checks and no lock-off for non-payment).*

*Uncollected delinquent balances on closed accounts will be collected as follows:*

- a. When opening a new account, any delinquent balance due from a closed account held in the name of the same owner will be collected as a condition of establishing the new account*
- b. When discovered, any delinquent balance due on a closed account held in the name of the same owner will be transferred to any other open account of the same owner. Failure to pay the delinquent account balance when due will subject the accounts to lock-off for nonpayment.*

*The JBWD retains the right to use the above and all other means of collecting unpaid accounts that are now in effect or that in the future may be established.*

In the past, the District implemented what was called the Owner Guarantee of Payment. This required an owner to sign a form for each tenant, contingently guaranteeing their bill if the tenant didn't pay. It was complicated to get the required paperwork back then, without email or text messaging, so it was challenging for the owners each time a tenant moved. Now, most accounts are set up electronically and we want to consider a "continuous service" aspect to the policy, which, if requested, would authorize the District to automatically reopen an owner account each time a tenant moves out.

I've obtained several sample forms, and want to change the name from the prior owner guarantee to something like "owner request to provide water service to tenant." Locally, both Bighorn and Hi Desert Water require owners to authorize tenant accounts. This is the first step in owner responsibility.

In addition to the owner authorization for tenant account, I recommend that we also implement some standards used at one of Gil Granito's other client agencies. They simply don't allow water accounts in tenant names if any of the following have occurred: account in arrears, account in collections, any account having been written off as bad debt. The offset is that as long as the owner makes good, by paying all of those outstanding balances, they can once again have a tenant account. The District's current policy does not provide the authority to make owners pay for their tenant bad debt. It also does not preclude the same owners from repeatedly being allowed to have tenants open water accounts and subsequently leave the District's ratepayers assuming their bad debt. The Government Code addresses this issue specifically, as indicated below:

***Government Code, 53064.5.***

*No local agency furnishing water for residential use to a tenant shall seek to recover any charges or penalties for the furnishing of water to or for the tenant's residential use from any subsequent tenant on account of nonpayment of charges by a previous tenant. The local agency may, however, require that service to subsequent tenants be furnished on the account of the landlord or property owner.*

At this point, I am asking for the Finance Committee to provide their *general concurrence with this concept*. If you agree, I will move forward to develop the actual policy language and the forms and bring back for your final review and recommendation to the Board. I believe it's in the District's best interest to get this policy implemented ASAP, in order to get this learning and implementation curve behind us before implementation of SB998, due no later than 2/1/20.

FISCAL IMPACT: Discussion only.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

August 14, 2019

Report to: Committee Members

Prepared by: Susan Greer 

TOPIC:  
3rd QUARTER ENDING 3/31/19 FINANCIAL REPORT

RECOMMENDATION:  
Review, make suggestions for any changes and recommend for adoption at the next Board Meeting.

ANALYSIS:  
Our 3rd quarterly financial report is attached for fiscal year 18/19. We will discuss the enclosed information in detail at the meeting.

Apologies for the delay in this report. Demands have increased over the last 12 months for the Finance Department related to both new, ongoing work and one-time special projects and it's become harder to keep up even though extra time is being worked. One-time and ongoing projects that we are working on, or have worked on, include: extensive finance implementation required for the new CIRP program; strategic planning and implementation; redesign of water bill, related software changes and new water bill print vendor; Incode software Business Process Review and countless other software issues including attempted payroll software transition; seven new hires within a few months; parcel audit; and succession planning and implementation. We are hopeful that over time, both the Purchasing and Contracts Administrator and the Office Assistant will provide some relief with the workload.

We are working on the 6/30/19 quarterly report just as quickly as possible as well, since we cannot move forward with final 18/19 audit results until our year-end reporting is complete.

FISCAL IMPACT:  
N/A



JOSHUA BASIN WATER DISTRICT  
3rd QUARTER ENDING 3/31/19 FINANCIAL REPORT SUMMARY

CASH BALANCES

Total cash as of 3/31/19 is \$11,792,451  
Cash balance includes \$1,906,832 CIRP Board-restricted loan proceeds  
Cash is increased \$1,879,070 from one year ago, due to loan proceeds  
Cash is decreased \$719,505 from last quarter

CASH FLOW

\$971,241 water bill and related payments collected during the quarter  
\$66,325 interest received, for general fund and CIRP loan fund  
\$81,179 property taxes/assessments collected during the quarter  
\$64,315 spent on CMMAD debt service (funded from assessments)  
\$289,674 spent on District-funded capital additions  
\$471,688 spent on CIRP loan-funded capital additions  
Total cash decreased \$728,904 during the quarter

PROPERTY TAX AND ASSESSMENT COLLECTIONS

Property tax collections have decreased from 79% to 63% compared to one year ago  
Prior collections also decreased for second year, may indicate property sales are declining

BOARD REPORT

Operating Revenues are 80% of budget  
Water Revenues are 71% of budget  
Operating Expenses are 57% of budget  
Total operating revenues exceed total operating expenses by \$1,700,546

WATER SALES CONSUMPTION STATISTICS

Y-T-D usage through 3/31/19 is 3.78% MORE than last year and 5.47% MORE than two years ago  
The top 10 users represent the following types of accounts:

Housing (multi-unit)	5,287
Hospital/Medical	2,218
Public agency	1,871
Commercial	625
	<hr/>
	10,001



CASH BALANCES 3/31/19

Account balances are redistributed per Reserve Policy adopted on 5/16/18; prior period comparisons, other than total, are not possible.

		<u>COMPARISONS</u>					
		<u>3/31/19</u>	<u>LEGALLY</u>	<u>DISTRICT</u>	<u>UN-</u>	<u>Prior Year</u>	<u>Prior Quarter</u>
		<u>TOTAL</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>3/31/18</u>	<u>12/31/18</u>
						<u>Balance</u>	<u>TOTAL</u>
Petty Cash		1,088				1,088	
Change Fund		1,500				1,500	
General Fund		338,583				338,583	
Payroll Fund		5,000				5,000	
LAIF	Operating Reserve	1,794,352				1,794,352	
	Cash Flow Reserve	433,253				433,253	
	Equip/Technology Reserve	450,384		450,384			
	Emergency Capital Reserve	2,000,000		2,000,000			
	Meter Replacement Reserve	500,000		500,000			
	Consumer Deposits	315,801	315,801				
	Building Reserve	30,000		30,000			
	Water Capacity	301,068	301,068				
	Wastewater Capacity	836,788	836,788				
	Studies/Reports Reserve	57,678		57,678			
	CIP Reserve	2,100,737		2,100,737			
	CMM						
	Redemption	469,268	469,268				
	Reserve	247,008	247,008				
	Prepayment	3,111	3,111				
	Subtotal	9,885,619	2,173,044	5,138,799	2,573,776	9,913,381	10,153,313
CIRP Loan Proceeds		1,906,832		1,906,832		0	2,358,643
	TOTAL	11,792,451	2,173,044	7,045,631	2,573,776	9,913,381	12,511,956



3rd Quarter Ending 3/31/19 CASH FLOW EXPLANATION

	General Fund	CIRP Loan Fund	TOTAL
<b>Beginning Cash Balance 1/1/19</b>	10,153,314	2,368,042	12,521,356
<b><u>Source of Funds (Revenues)</u></b>			
Total cash received during the quarter from all sources	1,225,325	10,478	1,235,803
Water bill and related payments of \$971,241			
Property Tax/Assessment Payments of \$81,179 received			
HDMC Funding of \$25,932 (Reimb \$21K, OH \$5K)			
Consumer/Project Deposits of \$34,781 received			
Interest Revenue of \$66,325 received			
<b><u>Use of Funds (Expenses)</u></b>			
Total use of cash during the quarter for all purposes	1,493,019	471,688	1,964,707
Capital costs during the quarter - \$289,674			
- Well 14 Rehab		- Office Remodel	
- Rate Study		- Water Model	
- Local Hazard Mitigation Plan		- SCADA upgrades	
- Two new Vehicles		- Well 14 Soft Start	
- Organizational Assessment			
CIRP loan funded \$471,688 in capital additions			
Copper Mountain Mesa Assessment District Debt, \$64,315			
Other Use of Funds costs indicated are average and typical			
<b>Ending Cash Balance 3/31/19</b>	<u>9,885,620</u>	<u>1,906,832</u>	<u>11,792,452</u>
Total cash decreased during the quarter by \$728,904			



**CASH FLOW**

Jan - Mar 2019

	<u>GENERAL FUND</u>	<u>LOAN</u>
<b>FUND BALANCE AT BEGINNING OF PERIOD</b>	\$ 10,153,313.57	\$ 2,368,041.65
<b>FUNDS PROVIDED BY:</b>		
Water Sales	\$ 926,349.14	
*Loan Proceeds	-	
Grant Revenues	-	
Turn On/Special Services Revenue/Misc	10,111.45	
Consumer Deposits	29,003.71	
HDMC WWTP Operations Reimbursement	21,168.67	
HDMC WWTP Operations Overhead Revenue	4,762.95	
Project Deposits	5,776.98	
Property Taxes Received - G.D.	39,999.31	
Property Taxes Received - ID #2	2,362.22	
Standby Collections - Prior	15,711.21	
Standby Collections - Current	91,126.02	
Property Taxes Received - CMM	23,105.89	
Water Capacity Charges/Connection Fees	-	
Wastewater Capacity Charges	-	
Hzone Reimbursement Fees	-	
Meter Installation Fees	-	
Interest	55,847.14	
<b>TOTAL SOURCE OF FUNDS</b>	<u>1,225,324.69</u>	<u>\$ 10,477.81</u>
<b>FUNDS USED FOR:</b>		
Debt Service	\$ 64,314.85	
Capital Additions - Self funded	289,674.20	
Capital Additions - Loan Funded this period		471,687.71
Operating Expenses	520,997.63	
Total Disbursements	<u>874,986.68</u>	
Loan Fees	-	
Bank Transfer Payroll	354,539.68	
Employee Funded Payroll Taxes & CALPERS	163,791.57	
Employer Funded Payroll Taxes & CALPERS	85,684.01	
Employee Funded 457 Transfer	11,435.04	
Employer Funded 457 Annual Transfer	-	
Bank Fees/Charges	2,582.25	
Total Transfers	<u>618,032.55</u>	
<b>TOTAL USE OF FUNDS</b>	<u>1,493,019.23</u>	<u>471,687.71</u>
<b>FUND BALANCE AT END OF PERIOD</b>	<u>\$ 9,885,619.03</u>	<u>\$ 1,906,831.75</u>



Property Tax and Assessment Revenues and Collections as of 3/31/19

	18/19 Fiscal Year			17/18 Fiscal Year		
	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>
ID#2	0	-2,194		0	197	
General District Taxes	473,043	288,581	61%	441,402	270,862	61%
CMM Assessment District Prior	257,658	152,362 42,923	59%	256,241	157,068 57,517	61%
Standby Assessments Prior	1,148,487	738,671 143,792	64%	1,154,601	751,686 221,227	65%
<b>TOTAL</b>	<b>1,879,188</b>	<b>1,364,135</b>	<b>63%</b>	<b>1,852,244</b>	<b>1,458,557</b>	<b>79%</b>

While property tax revenues increased about 1%, collections have decreased about 7% compared to last year. For the second year in a row, property tax collections are decreased compared to the prior year, mostly related to prior year collections. Prior collections can be an indicator of property sales, and decreased collections of prior taxes can indicate that property sales have slowed compared to one year ago.

ID#2 credit is a correction from the County.



**3rd Quarter Ending 3/31/19 BOARD REPORT SUMMARY  
75% through the fiscal year**

**REVENUES**

Total Operating Revenues are 80% of budget  
 Water Revenues are 71% of budget  
 HDMC 25% of budget, billed in arrears after each quarter  
 Property Tax Revenues are 102% of budget, although not fully collected yet.  
 Development-related unbudgeted revenues total \$51,674

<b><u>EXPENSES</u></b>	% of budget	
Production	56%	recharge costs in 4th quarter
Distribution	68%	
Customer Service	38%	meter replacement work lagging
Administration	66%	
Engineering	61%	
Finance	73%	
Human Resources	82%	
Bonds & Loans	48%	
HDMC Tmt. Plant	61%	
Benefits Allocated	74%	
Field Allocated	86%	
Office Allocated	76%	
<hr/>		
<b>TOTAL</b>	<b>57%</b>	

**SUMMARY**

Total Operating Revenues exceed Total Operating Expenses by \$1,700,546





Joshua Basin Water District

# My \*Budget Report (Board Report)

## Account Summary

For Fiscal: 2018-2019 Period Ending: 03/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Used
<b>Fund: 01 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>Program: 40 - ** REVENUES **</b>						
<u>01-40-41010-FI</u>	METERED WATER SALES	2,219,000.00	2,219,000.00	256,417.40	1,703,506.11	-515,493.89 76.77 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	-5,000.00	-5,000.00	-914.88	-5,359.36	-359.36 107.19 %
<u>01-40-41015-FI</u>	BASIC FEES	1,903,000.00	1,903,000.00	293,313.04	1,201,749.00	-701,251.00 63.15 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	298,000.00	298,000.00	52,411.66	215,038.55	-82,961.45 72.16 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,000.00	22,000.00	4,963.06	20,200.80	-1,799.20 91.82 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	141,000.00	141,000.00	11,414.33	95,776.89	-45,223.11 67.93 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	132,500.00	132,500.00	0.00	33,119.73	-99,380.27 25.00 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	29,812.50	29,812.50	0.00	7,451.97	-22,360.53 25.00 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,139,000.00	1,139,000.00	0.00	1,148,486.50	9,486.50 100.83 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	437,000.00	437,000.00	0.00	473,043.15	36,043.15 108.25 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	1.88	-2,193.82	-2,193.82 0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	256,240.00	256,240.00	0.00	257,658.25	1,418.25 100.55 %
<u>01-40-44010-FID</u>	WATER CAPACITY CHARGES	0.00	0.00	0.00	27,972.00	27,972.00 0.00 %
<u>01-40-44025-FID</u>	H ZONE ML REIMB FEES	0.00	0.00	0.00	4,921.00	4,921.00 0.00 %
<u>01-40-44030-FID</u>	METER INSTALLATION FEES	0.00	0.00	0.00	12,510.00	12,510.00 0.00 %
<u>01-40-44035-FID</u>	METER REPAIR REVENUE	0.00	0.00	503.20	3,908.91	3,908.91 0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	0.00	6,271.00	6,271.00 0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	49.77	2,946.56	-17,053.44 14.73 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	99,000.00	99,000.00	3,202.81	126,249.19	27,249.19 127.52 %
<u>01-40-47030-FID</u>	PLANT SALES (SALES TAXABLE)	0.00	0.00	-95.40	-465.22	-465.22 0.00 %
<b>Program: 40 - ** REVENUES ** Total:</b>		<b>6,691,552.50</b>	<b>6,691,552.50</b>	<b>621,266.87</b>	<b>5,332,791.21</b>	<b>-1,358,761.29 79.69 %</b>
<b>Revenue Total:</b>		<b>6,691,552.50</b>	<b>6,691,552.50</b>	<b>621,266.87</b>	<b>5,332,791.21</b>	<b>-1,358,761.29 79.69 %</b>
<b>Expense</b>						
<b>Program: 01 - ** PRODUCTION **</b>						
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY (incl STBY,CL	391,069.00	391,069.00	21,878.65	210,830.04	180,238.96 53.91 %
<u>01-01-5-01-02205-RL</u>	WATER TREATMENT EXPENSE	5,000.00	5,000.00	693.00	3,708.76	1,291.24 74.18 %
<u>01-01-5-01-02210-RL</u>	SMALL TOOLS - PRODUCTION	7,000.00	7,000.00	1,570.28	4,258.41	2,741.59 60.83 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	906,000.00	906,000.00	0.00	427,000.00	479,000.00 47.13 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	40,000.00	40,000.00	0.00	8,756.18	31,243.82 21.89 %
<u>01-01-5-01-03108-RL</u>	RECHARGE MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00 0.00 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	5,849.09	-849.09 116.98 %
<u>01-01-5-01-03115-RL</u>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	802.44	15,004.52	19,995.48 42.87 %
<u>01-01-5-01-03120-RL</u>	TANK & RESERVOIR MAINTENANCE	58,000.00	58,000.00	0.00	2,312.18	55,687.82 3.99 %
<u>01-01-5-01-03207-RL</u>	GENERATOR (LARGE) REPAIR & MA	16,000.00	16,000.00	0.00	16,451.31	-451.31 102.82 %
<u>01-01-5-01-04004-RL</u>	LABORATORY SERVICES	13,000.00	13,000.00	2,104.00	11,144.00	1,856.00 85.72 %
<u>01-01-5-01-06105-RL</u>	POWER FOR PUMPING (ELECTRIC)	350,000.00	350,000.00	23,360.35	242,924.22	107,075.78 69.41 %
<u>01-01-5-01-06501-RL</u>	TELEMETRY / SCADA EXPENSE	2,500.00	2,500.00	1,364.07	3,496.45	-996.45 139.86 %
<u>01-01-5-01-06590-RL</u>	PRODUCTION - OTHER	1,500.00	1,500.00	0.00	495.00	1,005.00 33.00 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,204.00	16,204.00	0.00	16,208.58	-4.58 100.03 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	210,378.61	210,378.61	17,243.22	156,724.99	53,653.62 74.50 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	74,491.28	74,491.28	14,544.84	64,015.89	10,475.39 85.94 %
<b>Program: 01 - ** PRODUCTION ** Total:</b>		<b>2,134,142.89</b>	<b>2,134,142.89</b>	<b>83,560.85</b>	<b>1,189,179.62</b>	<b>944,963.27 55.72 %</b>
<b>Program: 02 - ** DISTRIBUTION **</b>						
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY (incl STBY,C	485,427.00	485,427.00	36,495.78	317,732.93	167,694.07 65.45 %
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	18,000.00	18,000.00	1,032.71	5,269.08	12,730.92 29.27 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	6,800.00	6,800.00	0.00	23,710.21	-16,910.21 348.68 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	80,000.00	80,000.00	6,438.02	22,194.41	57,805.59 27.74 %
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT.	2,000.00	2,000.00	104.20	2,046.54	-46.54 102.33 %

My \*Budget Report (Board Report)

For Fiscal: 2018-2019 Period Ending: 03/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-02-5-02-04005-FI</u>	UTILITY LOCATING (DIG ALERT)	15,000.00	15,000.00	1,105.41	6,123.52	8,876.48	40.82 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	306,195.76	306,195.76	25,096.66	228,105.56	78,090.20	74.50 %
<u>01-02-5-02-98002-FI</u>	FIELD EXPENSES ALLOCATED	108,352.76	108,352.76	21,156.49	93,115.58	15,237.18	85.94 %
<b>Program: 02 - ** DISTRIBUTION ** Total:</b>		<b>1,021,775.52</b>	<b>1,021,775.52</b>	<b>91,429.27</b>	<b>698,297.83</b>	<b>323,477.69</b>	<b>68.34 %</b>
<b>Program: 03 - ** CUSTOMER SERVICE **</b>							
<u>01-03-5-03-01107-FI</u>	FIELD SALARY - CUSTOMER SERVICE	84,329.00	84,329.00	6,427.16	61,848.76	22,480.24	73.34 %
<u>01-03-5-03-01114-FI</u>	OFFICE SALARY - CUSTOMER SERV.	131,927.00	131,927.00	7,771.58	63,645.51	68,281.49	48.24 %
<u>01-03-5-03-03100-FID</u>	METER INSTALLATION EXPENSE (C	0.00	0.00	88.63	632.08	-632.08	0.00 %
<u>01-03-5-03-03107-HR</u>	METER SERVICE REPAIR (INTERNAL	383,315.00	383,315.00	463.15	22,950.66	360,364.34	5.99 %
<u>01-03-5-03-05201-HR</u>	METER READING EQUIPMENT & EX	8,000.00	8,000.00	-4,822.19	43.80	7,956.20	0.55 %
<u>01-03-5-03-07004-HR</u>	LOW INCOME ASSSITANCE (LIA)	6,650.00	6,650.00	200.00	2,800.00	3,850.00	42.11 %
<u>01-03-5-03-07010-AGM</u>	BAD DEBT	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<u>01-03-5-03-07015-HR</u>	CUSTOMER SERVICE - OTHER	46,800.00	46,800.00	4,355.17	36,334.96	10,465.04	77.64 %
<u>01-03-5-03-98001-FI</u>	EE BENEFITS ALLOCATED	132,723.64	132,723.64	10,878.40	98,874.65	33,848.99	74.50 %
<u>01-03-5-03-98002-FI</u>	FIELD EXPENSES ALLOCATED	16,224.04	16,224.04	3,167.85	13,942.55	2,281.49	85.94 %
<u>01-03-5-03-98003-FI</u>	OFFICE EXPENSE ALLOCATED	47,597.94	47,597.94	6,778.24	36,266.07	11,331.87	76.19 %
<b>Program: 03 - ** CUSTOMER SERVICE ** Total:</b>		<b>882,566.62</b>	<b>882,566.62</b>	<b>35,307.99</b>	<b>337,339.04</b>	<b>545,227.58</b>	<b>38.22 %</b>
<b>Program: 04 - ** ADMINISTRATION **</b>							
<u>01-04-5-04-01108-FI</u>	ADMINISTRATION SALARY	360,556.30	360,556.30	22,027.01	239,496.63	121,059.67	66.42 %
<u>01-04-5-04-01115-FI</u>	SAFETY SALARY	8,640.00	8,640.00	638.46	4,015.37	4,624.63	46.47 %
<u>01-04-5-04-01121-FI</u>	DIRECTORS SALARY	32,642.24	32,642.24	1,736.30	25,697.24	6,945.00	78.72 %
<u>01-04-5-04-01210-EXA</u>	DIRECTORS / C.A.C. EDUCATION	16,000.00	16,000.00	2,672.71	3,401.71	12,598.29	21.26 %
<u>01-04-5-04-04007-GM</u>	LEGISLATIVE ADVOCACY	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
<u>01-04-5-04-07008-EXA</u>	BUSINESS EXPENSE	13,000.00	13,000.00	213.60	3,481.35	9,518.65	26.78 %
<u>01-04-5-04-07014-GM</u>	PUBLIC INFORMATION	74,805.00	74,805.00	9,696.69	48,405.96	26,399.04	64.71 %
<u>01-04-5-04-07016-EXA</u>	MEMBERSHIP, DUES & SUBSCRIPT	37,792.00	37,792.00	561.00	38,674.05	-882.05	102.33 %
<u>01-04-5-04-07020-GM</u>	WATER CONSERVATION EXPENSE	16,000.00	16,000.00	0.00	6,309.74	9,690.26	39.44 %
<u>01-04-5-04-07025-GM</u>	LEGAL SERVICES - NON-PERSONNEL	85,000.00	85,000.00	-8,317.75	44,596.27	40,403.73	52.47 %
<u>01-04-5-04-07218-GM</u>	SAFETY EXPENSE (EQUIP & SUPPLIE	20,000.00	20,000.00	592.55	1,080.45	18,919.55	5.40 %
<u>01-04-5-04-07219-GM</u>	EMERGENCY PREPAREDNESS	14,000.00	14,000.00	0.00	2,230.80	11,769.20	15.93 %
<u>01-04-5-04-07401-AGM</u>	PROPERTY INSURANCE & RISK MG	72,800.00	72,800.00	17,184.75	51,525.84	21,274.16	70.78 %
<u>01-04-5-04-98001-FI</u>	EE BENEFITS ALLOCATED	236,690.49	236,690.49	19,399.81	176,326.45	60,364.04	74.50 %
<u>01-04-5-04-98003-FI</u>	OFFICE EXPENSE ALLOCATED	129,952.81	129,952.81	18,461.77	98,777.34	31,175.47	76.01 %
<b>Program: 04 - ** ADMINISTRATION ** Total:</b>		<b>1,124,878.84</b>	<b>1,124,878.84</b>	<b>84,866.90</b>	<b>744,019.20</b>	<b>380,859.64</b>	<b>66.14 %</b>
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING **</b>							
<u>01-05-5-05-01109-FI</u>	DEVELOPMENT SALARY	95,973.00	95,973.00	5,833.63	47,523.83	48,449.17	49.52 %
<u>01-05-5-05-02305-ENG</u>	MAPS/DRAFTING SUPPLIES	3,130.41	3,130.41	10.00	1,912.10	1,218.31	61.08 %
<u>01-05-5-05-04006-FID</u>	PLAN CHECK / INSPECTION (CUSTO	0.00	0.00	0.00	2,672.19	-2,672.19	0.00 %
<u>01-05-5-05-04008-GM</u>	ENGINEERING CONTRACT SERVICES	24,750.00	24,750.00	1,325.00	10,171.39	14,578.61	41.10 %
<u>01-05-5-05-04013-ENG</u>	DEVELOPMENT - OTHER	2,869.59	2,869.59	0.00	0.00	2,869.59	0.00 %
<u>01-05-5-05-98001-FI</u>	EE BENEFITS ALLOCATED	69,854.55	69,854.55	5,725.47	52,039.28	17,815.27	74.50 %
<u>01-05-5-05-98003-FI</u>	OFFICE EXPENSE ALLOCATED	38,220.21	38,220.21	5,445.12	29,133.42	9,086.79	76.23 %
<b>Program: 05 - ** DEVELOPMENT &amp; ENGINEERING ** Total:</b>		<b>234,797.76</b>	<b>234,797.76</b>	<b>18,339.22</b>	<b>143,452.21</b>	<b>91,345.55</b>	<b>61.10 %</b>
<b>Program: 06 - ** FINANCE **</b>							
<u>01-06-5-06-01101-FI</u>	FINANCE SALARY	241,817.90	241,817.90	25,035.63	178,333.76	63,484.14	73.75 %
<u>01-06-5-06-04009-AGM</u>	ACCOUNTING/AUDIT SERVICES	24,975.00	24,975.00	600.00	10,745.00	14,230.00	43.02 %
<u>01-06-5-06-07001-AGM</u>	FINANCE - OTHER	21,600.00	21,600.00	1,449.24	15,478.30	6,121.70	71.66 %
<u>01-06-5-06-98001-FI</u>	EE BENEFITS ALLOCATED	180,574.00	180,574.00	14,800.35	134,521.56	46,052.44	74.50 %
<u>01-06-5-06-98003-FI</u>	OFFICE EXPENSE ALLOCATED	99,091.89	99,091.89	14,082.20	75,345.04	23,746.85	76.04 %
<b>Program: 06 - ** FINANCE ** Total:</b>		<b>568,058.79</b>	<b>568,058.79</b>	<b>55,967.42</b>	<b>414,423.66</b>	<b>153,635.13</b>	<b>72.95 %</b>
<b>Program: 07 - ** HUMAN RESOURCES **</b>							
<u>01-07-5-07-01102-FI</u>	PERSONNEL SALARY	39,466.00	39,466.00	6,579.37	41,506.34	-2,040.34	105.17 %
<u>01-07-5-07-01105-HR</u>	AWARDS SALARY/LEAVE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<u>01-07-5-07-01215-HR</u>	EMPLOYEE TRAINING	22,500.00	22,500.00	4,333.29	9,453.17	13,046.83	42.01 %
<u>01-07-5-07-01217-HR</u>	EMPLOYEE EDUCATION	12,000.00	12,000.00	0.00	1,238.65	10,761.35	10.32 %
<u>01-07-5-07-01905-HR</u>	EMPLOYMENT RECRUITING EXPEN	6,000.00	6,000.00	0.00	3,516.70	2,483.30	58.61 %
<u>01-07-5-07-01910-HR</u>	LABOR LEGAL FEES	30,000.00	30,000.00	0.00	50,243.57	-20,243.57	167.48 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-07-5-07-01915-HR</u>	PERSONNEL - OTHER	14,720.00	14,720.00	74.50	560.59	14,159.41	3.81 %
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	27,825.38	27,825.38	2,280.64	20,728.99	7,096.39	74.50 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	15,355.24	15,355.24	2,173.35	11,628.24	3,727.00	75.73 %
<b>Program: 07 - ** HUMAN RESOURCES ** Total:</b>		<b>170,366.62</b>	<b>170,366.62</b>	<b>15,441.15</b>	<b>138,876.25</b>	<b>31,490.37</b>	<b>81.52 %</b>
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY **</b>							
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	111,000.00	111,000.00	0.00	111,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	219,881.25	219,881.25	0.00	0.00	219,881.25	0.00 %
<u>01-09-5-09-08125-FIO</u>	CHROM 6 LOAN PRINCIPLE	18,800.00	18,800.00	0.00	0.00	18,800.00	0.00 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	133,152.50	133,152.50	64,314.85	131,127.20	2,025.30	98.48 %
<u>01-09-5-09-08315-FI</u>	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.00	0.24	-0.24	0.00 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARG	910.00	910.00	17.75	724.18	185.82	79.58 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	10,000.00	10,000.00	756.00	8,284.28	1,715.72	82.84 %
<u>01-09-5-09-08330-AGM</u>	STANDBY ADMINISTRATION	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
<u>01-09-5-09-08340-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN F	0.00	0.00	0.00	10,000.00	-10,000.00	0.00 %
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY ** Total:</b>		<b>538,743.75</b>	<b>538,743.75</b>	<b>65,088.60</b>	<b>261,135.90</b>	<b>277,607.85</b>	<b>48.47 %</b>
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)</b>							
<u>01-12-5-12-02213-DWR</u>	CIRP: SMALL TOOLS/MISC. EXP.	30,000.00	30,000.00	4,865.99	4,865.99	25,134.01	16.22 %
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGR</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>4,865.99</b>	<b>4,865.99</b>	<b>25,134.01</b>	<b>16.22 %</b>
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **</b>							
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	40,000.00	40,000.00	0.00	23,798.97	16,201.03	59.50 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION	85,000.00	85,000.00	10,300.48	50,172.48	34,827.52	59.03 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	7,500.00	7,500.00	978.38	6,973.78	526.22	92.98 %
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To</b>		<b>132,500.00</b>	<b>132,500.00</b>	<b>11,278.86</b>	<b>80,945.23</b>	<b>51,554.77</b>	<b>61.09 %</b>
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP **</b>							
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<u>01-42-5-99-00100-AGM</u>	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<u>01-42-5-99-00110-FI</u>	=EQUIP&TECH RES ( OP Used)	-15,988.31	-15,988.31	0.00	0.00	-15,988.31	0.00 %
<u>01-42-5-99-00150-FI</u>	%METER REPL RES (OP Funded)	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
<u>01-42-5-99-00152-FI</u>	=METER REPL RES (OP Used)	-250,000.00	-250,000.00	0.00	0.00	-250,000.00	0.00 %
<u>01-42-5-99-00250-FI</u>	%STUDIES/REPORTS RES (OP Funde	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP ** Total:</b>		<b>234,011.69</b>	<b>234,011.69</b>	<b>0.00</b>	<b>0.00</b>	<b>234,011.69</b>	<b>0.00 %</b>
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **</b>							
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	250,681.00	250,681.00	23,248.83	251,005.73	-324.73	100.13 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	562,650.00	562,650.00	36,570.88	323,176.48	239,473.52	57.44 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	15,608.63	15,608.63	1,993.05	9,354.11	6,254.52	59.93 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSUR	50,759.00	50,759.00	0.00	20,131.53	30,627.47	39.66 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	208,173.34	208,173.34	16,121.05	120,622.95	87,550.39	57.94 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	23,376.46	23,376.46	3,737.09	18,733.66	4,642.80	80.14 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	5,645.00	5,645.00	0.00	0.00	5,645.00	0.00 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	10,000.00	10,000.00	386.06	3,526.77	6,473.23	35.27 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	174,298.00	174,298.00	13,367.59	120,770.25	53,527.75	69.29 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,164,242.43	-1,164,242.43	-95,424.55	-867,321.48	-296,920.95	74.50 %
<u>01-51-5-51-98050-FI</u>	WIP CLEARING (BENE IN WIP)	-136,949.00	-136,949.00	0.00	0.00	-136,949.00	0.00 %
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS **</b>							
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	13,600.00	13,600.00	1,517.62	6,228.00	7,372.00	45.79 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	20,568.08	20,568.08	3,875.40	23,137.74	-2,569.66	112.49 %
<u>01-52-5-52-02212-D/P</u>	SMALL TOOLS - COMBINED & REPA	3,500.00	3,500.00	748.10	3,865.97	-365.97	110.46 %
<u>01-52-5-52-03205-D/P</u>	TOOL / EQUIP REPAIR	1,650.00	1,650.00	0.00	126.72	1,523.28	7.68 %
<u>01-52-5-52-03905-D/P</u>	BUILDING REPAIR/MAINT-SHOP/SI	10,000.00	10,000.00	8,242.11	20,273.72	-10,273.72	202.74 %
<u>01-52-5-52-04015-EXA</u>	OPS: SOFTWARE,SUPPORT & COM	42,000.00	42,000.00	11,241.66	47,513.48	-5,513.48	113.13 %
<u>01-52-5-52-05005-D/P</u>	FUEL-VEHICLES	25,000.00	25,000.00	4,479.48	24,739.68	260.32	98.96 %
<u>01-52-5-52-05010-D/P</u>	AUTO EXPENSE - FIELD	20,000.00	20,000.00	3,031.26	8,704.09	11,295.91	43.52 %
<u>01-52-5-52-05015-FI</u>	EQUIPMENT CLEARING (FUEL)	0.00	0.00	-16.43	-44.24	44.24	0.00 %
<u>01-52-5-52-06305-EXA</u>	COMMUNICATIONS-MOBILE	24,000.00	24,000.00	2,308.20	15,477.29	8,522.71	64.49 %
<u>01-52-5-52-07009-D/P</u>	REGULATORY-PERMITS, FEES, CERT	38,750.00	38,750.00	310.00	21,051.57	17,698.43	54.33 %

My \*Budget Report (Board Report)

For Fiscal: 2018-2019 Period Ending: 03/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-52-5-52-98000-FI</u>	ALLOCATED EXPENSES - FIELD	-199,068.08	-199,068.08	-38,869.18	-171,074.02	-27,994.06	85.94 %
	<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,131.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
	<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS **</b>						
<u>01-53-5-53-01405-HR</u>	TEMPORARY LABOR FEES	42,509.86	42,509.86	5,856.45	40,351.44	2,158.42	94.92 %
<u>01-53-5-53-02105-EXA</u>	OFFICE SUPPLIES	35,233.01	35,233.01	2,654.47	20,750.79	14,482.22	58.90 %
<u>01-53-5-53-02107-EXA</u>	OFFICE EQUIP & MAINT.	23,604.52	23,604.52	5,153.20	15,821.78	7,782.74	67.03 %
<u>01-53-5-53-02110-EXA</u>	POSTAGE	35,152.00	35,152.00	-2,070.99	19,286.53	15,865.47	54.87 %
<u>01-53-5-53-03906-EXA</u>	BUILDING REPAIR/MAINT - OFFICE	20,000.00	20,000.00	1,776.30	20,530.50	-530.50	102.65 %
<u>01-53-5-53-04015-EXA</u>	ADMIN: COMPUTER SOFTWARE &	100,190.40	100,190.40	20,691.90	78,533.01	21,657.39	78.38 %
<u>01-53-5-53-05010-AGM</u>	AUTO EXPENSE - OFFICE	5,943.00	5,943.00	537.88	3,319.67	2,623.33	55.86 %
<u>01-53-5-53-06205-EXA</u>	TELEPHONE AND UTILITIES	67,585.00	67,585.00	12,341.47	52,556.39	15,028.61	77.76 %
<u>01-53-5-53-98000-FI</u>	ALLOCATED EXPENSES - OFFICE	-330,217.79	-330,217.79	-46,940.68	-251,150.11	-79,067.68	76.06 %
	<b>Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>7,071,842.48</b>	<b>7,071,842.48</b>	<b>463,014.47</b>	<b>4,012,534.93</b>	<b>3,059,307.55</b>	<b>56.74 %</b>
	<b>Fund: 01 - GENERAL FUND Surplus (Deficit):</b>	<b>-380,289.98</b>	<b>-380,289.98</b>	<b>158,252.40</b>	<b>1,320,256.28</b>	<b>1,700,546.26</b>	<b>-347.17 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-380,289.98</b>	<b>-380,289.98</b>	<b>158,252.40</b>	<b>1,320,256.28</b>	<b>1,700,546.26</b>	<b>-347.17 %</b>



Joshua Basin Water District

# My \*Budget Report (Board Report)

## Account Summary

For Fiscal: 2018-2019 Period Ending: 03/31/2019

		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: 40 - ** REVENUES **</b>							
<u>01-40-41010-FI</u>	METERED WATER SALES	2,219,000.00	2,219,000.00	256,417.40	1,703,506.11	-515,493.89	76.77 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	-5,000.00	-5,000.00	-914.88	-5,359.36	-359.36	107.19 %
<u>01-40-41015-FI</u>	BASIC FEES	1,903,000.00	1,903,000.00	293,313.04	1,201,749.00	-701,251.00	63.15 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	298,000.00	298,000.00	52,411.66	215,038.55	-82,961.45	72.16 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,000.00	22,000.00	4,963.06	20,200.80	-1,799.20	91.82 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	141,000.00	141,000.00	11,414.33	95,776.89	-45,223.11	67.93 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	132,500.00	132,500.00	0.00	33,119.73	-99,380.27	25.00 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	29,812.50	29,812.50	0.00	7,451.97	-22,360.53	25.00 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,139,000.00	1,139,000.00	0.00	1,148,486.50	9,486.50	100.83 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	437,000.00	437,000.00	0.00	473,043.15	36,043.15	108.25 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	1.88	-2,193.82	-2,193.82	0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	256,240.00	256,240.00	0.00	257,658.25	1,418.25	100.55 %
<u>01-40-44010-FID</u>	WATER CAPACITY CHARGES	0.00	0.00	0.00	27,972.00	27,972.00	0.00 %
<u>01-40-44025-FID</u>	H ZONE ML REIMB FEES	0.00	0.00	0.00	4,921.00	4,921.00	0.00 %
<u>01-40-44030-FID</u>	METER INSTALLATION FEES	0.00	0.00	0.00	12,510.00	12,510.00	0.00 %
<u>01-40-44035-FID</u>	METER REPAIR REVENUE	0.00	0.00	503.20	3,908.91	3,908.91	0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	0.00	6,271.00	6,271.00	0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	49.77	2,946.56	-17,053.44	14.73 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	99,000.00	99,000.00	3,202.81	126,249.19	27,249.19	127.52 %
<u>01-40-47030-FID</u>	PLANT SALES (SALES TAXABLE)	0.00	0.00	-95.40	-465.22	-465.22	0.00 %
<b>Program: 40 - ** REVENUES ** Total:</b>		<b>6,691,552.50</b>	<b>6,691,552.50</b>	<b>621,266.87</b>	<b>5,332,791.21</b>	<b>-1,358,761.29</b>	<b>79.69 %</b>
<b>Revenue Total:</b>		<b>6,691,552.50</b>	<b>6,691,552.50</b>	<b>621,266.87</b>	<b>5,332,791.21</b>	<b>-1,358,761.29</b>	<b>79.69 %</b>
<b>Expense</b>							
<b>Program: 01 - ** PRODUCTION **</b>							
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY (incl STBY,CL	391,069.00	391,069.00	21,878.65	210,830.04	180,238.96	53.91 %
<u>01-01-5-01-02205-RI</u>	WATER TREATMENT EXPENSE	5,000.00	5,000.00	693.00	3,708.76	1,291.24	74.18 %
<u>01-01-5-01-02210-RI</u>	SMALL TOOLS - PRODUCTION	7,000.00	7,000.00	1,570.28	4,258.41	2,741.59	60.83 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	906,000.00	906,000.00	0.00	427,000.00	479,000.00	47.13 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	40,000.00	40,000.00	0.00	8,756.18	31,243.82	21.89 %
<u>01-01-5-01-03108-RI</u>	RECHARGE MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	5,849.09	-849.09	116.98 %
<u>01-01-5-01-03115-RI</u>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	802.44	15,004.52	19,995.48	42.87 %
<u>01-01-5-01-03120-RI</u>	TANK & RESERVOIR MAINTENANCE	58,000.00	58,000.00	0.00	2,312.18	55,687.82	3.99 %
<u>01-01-5-01-03207-RI</u>	GENERATOR (LARGE) REPAIR & MA	16,000.00	16,000.00	0.00	16,451.31	-451.31	102.82 %
<u>01-01-5-01-04004-RI</u>	LABORATORY SERVICES	13,000.00	13,000.00	2,104.00	11,144.00	1,856.00	85.72 %
<u>01-01-5-01-06105-RI</u>	POWER FOR PUMPING (ELECTRIC)	350,000.00	350,000.00	23,360.35	242,924.22	107,075.78	69.41 %
<u>01-01-5-01-06501-RI</u>	TELEMETRY / SCADA EXPENSE	2,500.00	2,500.00	1,364.07	3,496.45	-996.45	139.86 %
<u>01-01-5-01-06590-RI</u>	PRODUCTION - OTHER	1,500.00	1,500.00	0.00	495.00	1,005.00	33.00 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,204.00	16,204.00	0.00	16,208.58	-4.58	100.03 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	210,378.61	210,378.61	17,243.22	156,724.99	53,653.62	74.50 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	74,491.28	74,491.28	14,544.84	64,015.89	10,475.39	85.94 %
<b>Program: 01 - ** PRODUCTION ** Total:</b>		<b>2,134,142.89</b>	<b>2,134,142.89</b>	<b>83,560.85</b>	<b>1,189,179.62</b>	<b>944,963.27</b>	<b>55.72 %</b>
<b>Program: 02 - ** DISTRIBUTION **</b>							
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY (incl STBY,C	485,427.00	485,427.00	36,495.78	317,732.93	167,694.07	65.45 %
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	18,000.00	18,000.00	1,032.71	5,269.08	12,730.92	29.27 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	6,800.00	6,800.00	0.00	23,710.21	-16,910.21	348.68 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	80,000.00	80,000.00	6,438.02	22,194.41	57,805.59	27.74 %
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT.	2,000.00	2,000.00	104.20	2,046.54	-46.54	102.33 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-07-5-07-01915-HR</u>	PERSONNEL - OTHER	14,720.00	14,720.00	74.50	560.59	14,159.41	3.81 %
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	27,825.38	27,825.38	2,280.64	20,728.99	7,096.39	74.50 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	15,355.24	15,355.24	2,173.35	11,628.24	3,727.00	75.73 %
<b>Program: 07 - ** HUMAN RESOURCES ** Total:</b>		<b>170,366.62</b>	<b>170,366.62</b>	<b>15,441.15</b>	<b>138,876.25</b>	<b>31,490.37</b>	<b>81.52 %</b>
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY **</b>							
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	111,000.00	111,000.00	0.00	111,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	219,881.25	219,881.25	0.00	0.00	219,881.25	0.00 %
<u>01-09-5-09-08125-FIO</u>	CHROM 6 LOAN PRINCIPLE	18,800.00	18,800.00	0.00	0.00	18,800.00	0.00 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	133,152.50	133,152.50	64,314.85	131,127.20	2,025.30	98.48 %
<u>01-09-5-09-08315-FI</u>	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.00	0.24	-0.24	0.00 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARG	910.00	910.00	17.75	724.18	185.82	79.58 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	10,000.00	10,000.00	756.00	8,284.28	1,715.72	82.84 %
<u>01-09-5-09-08330-AGM</u>	STANDBY ADMINISTRATION	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
<u>01-09-5-09-08340-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN F	0.00	0.00	0.00	10,000.00	-10,000.00	0.00 %
<b>Program: 09 - ** BONDS, LOANS &amp; STANDBY ** Total:</b>		<b>538,743.75</b>	<b>538,743.75</b>	<b>65,088.60</b>	<b>261,135.90</b>	<b>277,607.85</b>	<b>48.47 %</b>
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)</b>							
<u>01-12-5-12-02213-DWR</u>	CIRP: SMALL TOOLS/MISC. EXP.	30,000.00	30,000.00	4,865.99	4,865.99	25,134.01	16.22 %
<b>Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGR</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>4,865.99</b>	<b>4,865.99</b>	<b>25,134.01</b>	<b>16.22 %</b>
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **</b>							
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	40,000.00	40,000.00	0.00	23,798.97	16,201.03	59.50 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION	85,000.00	85,000.00	10,300.48	50,172.48	34,827.52	59.03 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	7,500.00	7,500.00	978.38	6,973.78	526.22	92.98 %
<b>Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To</b>		<b>132,500.00</b>	<b>132,500.00</b>	<b>11,278.86</b>	<b>80,945.23</b>	<b>51,554.77</b>	<b>61.09 %</b>
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP **</b>							
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<u>01-42-5-99-00100-AGM</u>	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<u>01-42-5-99-00110-FI</u>	=EQUIP&TECH RES ( OP Used)	-15,988.31	-15,988.31	0.00	0.00	-15,988.31	0.00 %
<u>01-42-5-99-00150-FI</u>	%METER REPL RES (OP Funded)	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
<u>01-42-5-99-00152-FI</u>	=METER REPL RES (OP Used)	-250,000.00	-250,000.00	0.00	0.00	-250,000.00	0.00 %
<u>01-42-5-99-00250-FI</u>	%STUDIES/REPORTS RES (OP Funde	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<b>Program: 42 - ** RESERVE &amp; OTHER FUNDING-OP ** Total:</b>		<b>234,011.69</b>	<b>234,011.69</b>	<b>0.00</b>	<b>0.00</b>	<b>234,011.69</b>	<b>0.00 %</b>
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **</b>							
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	250,681.00	250,681.00	23,248.83	251,005.73	-324.73	100.13 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	562,650.00	562,650.00	36,570.88	323,176.48	239,473.52	57.44 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	15,608.63	15,608.63	1,993.05	9,354.11	6,254.52	59.93 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSUR	50,759.00	50,759.00	0.00	20,131.53	30,627.47	39.66 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	208,173.34	208,173.34	16,121.05	120,622.95	87,550.39	57.94 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	23,376.46	23,376.46	3,737.09	18,733.66	4,642.80	80.14 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	5,645.00	5,645.00	0.00	0.00	5,645.00	0.00 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	10,000.00	10,000.00	386.06	3,526.77	6,473.23	35.27 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	174,298.00	174,298.00	13,367.59	120,770.25	53,527.75	69.29 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,164,242.43	-1,164,242.43	-95,424.55	-867,321.48	-296,920.95	74.50 %
<u>01-51-5-51-98050-FI</u>	WIP CLEARING (BENE IN WIP)	-136,949.00	-136,949.00	0.00	0.00	-136,949.00	0.00 %
<b>Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Program: 52 - ** FIELD ALLOCATED TO DEPTS **</b>							
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	13,600.00	13,600.00	1,517.62	6,228.00	7,372.00	45.79 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	20,568.08	20,568.08	3,875.40	23,137.74	-2,569.66	112.49 %
<u>01-52-5-52-02212-D/P</u>	SMALL TOOLS - COMBINED & REPA	3,500.00	3,500.00	748.10	3,865.97	-365.97	110.46 %
<u>01-52-5-52-03205-D/P</u>	TOOL / EQUIP REPAIR	1,650.00	1,650.00	0.00	126.72	1,523.28	7.68 %
<u>01-52-5-52-03905-D/P</u>	BUILDING REPAIR/MAINT-SHOP/SI	10,000.00	10,000.00	8,242.11	20,273.72	-10,273.72	202.74 %
<u>01-52-5-52-04015-EXA</u>	OPS: SOFTWARE,SUPPORT & COM	42,000.00	42,000.00	11,241.66	47,513.48	-5,513.48	113.13 %
<u>01-52-5-52-05005-D/P</u>	FUEL-VEHICLES	25,000.00	25,000.00	4,479.48	24,739.68	260.32	98.96 %
<u>01-52-5-52-05010-D/P</u>	AUTO EXPENSE - FIELD	20,000.00	20,000.00	3,031.26	8,704.09	11,295.91	43.52 %
<u>01-52-5-52-05015-FI</u>	EQUIPMENT CLEARING (FUEL)	0.00	0.00	-16.43	-44.24	44.24	0.00 %
<u>01-52-5-52-06305-EXA</u>	COMMUNICATIONS-MOBILE	24,000.00	24,000.00	2,308.20	15,477.29	8,522.71	64.49 %
<u>01-52-5-52-07009-D/P</u>	REGULATORY-PERMITS, FEES, CERT	38,750.00	38,750.00	310.00	21,051.57	17,698.43	54.33 %

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-380,289.98	-380,289.98	158,252.40	1,320,256.28	1,700,546.26
Report Surplus (Deficit):	-380,289.98	-380,289.98	158,252.40	1,320,256.28	1,700,546.26



JOSHUA BASIN WATER DISTRICT

Water Sales Consumption Statistics as of 3/31/19

Consumption - 12 months ending:	CURRENT 3/31/2019	PRIOR 1 3/31/2018	PRIOR 2 3/31/2017
CCF	541,288	521,592	513,216
Gallons	404,883,424	390,150,816	383,885,568
Acre Feet	1,243	1,197	1,178
Change/PY	3.78% increase	1.63% increase	5.47% increase

Change 2017 - 2019

*Change does not correlate to state conservation mandate.*

*Reflects customer consumption trends only.*

CONSUMPTION RANKING - TOP TEN - Quarter Ending 3/31/19

Ranking	Account Name	Consumption (CCF)
1	Quail Springs Village Apartments	2,372
2	Hi Desert Medical Center (hospital)	1,593
3	Morongo Unified School District	1,031
4	Joshua Tree Parks & Recreation	840
5	Housing Partners	775
6	Yucca Trails Apartments	767
7	William Pyle (trailer park)	703
8	Lazy H Mobilehome Park	670
9	Hi Desert Medical Center (CC)	625
10	Joshua Tree Memorial park	625
		10,001

Breakdown of Top Ten Users by type:

Housing (multi-unit)	5,287
Hospital/Medical	2,218
Public agency	1,871
Commercial	625
10,001	



JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

August 14, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:

FIRST ANNUAL REVIEW OF RESERVE POLICY ADOPTED ON MAY 16, 2018

RECOMMENDATION:

Receive report and refer to the Board of Directors for approval.

ANALYSIS:

The Reserve Fund Policy adopted on May 16, 2018 requires annual review in conjunction with the budget process. This is the first annual review, and while there aren't changes proposed that impact the proposed budget, this is an example of any new policy that requires an initial review after implementation in order to ensure that the policy is working as intended.

While there are certainly some typos and other more routine changes and corrections suggested, the more substantive changes being proposed are listed below. Page numbers are from the CURRENT copy, attached.

Page 3, Capital Improvement Plan (CIP) Reserve Account. This reserve is currently designated only for projects identified in the CIP, and we have no reserve for other "new" capital work, which is not "replacement," which is funded via the various replacement reserves. The reserve will be renamed the Capital Reserve Account, and will include funding for both CIP work and other non-replacement Board-approved capital work. I have also eliminated the reference to depositing 50% of the annual operating net revenue into this account after audit. By the time the audit is approved, typically December, approximately one-half year has already transpired since fiscal year-end. Cash flow is dynamic, changing daily as monies are received and spent. Funds that had *seemed available*, before the audit was finalized, and subsequently designated or even spent for another purpose, would suddenly become earmarked for the CIP Reserve Account. This simply won't work and needs to be deleted. We also had not identified a funding source for replenishment of this reserve as it's depleted. We are now identifying the amount designated in the Rate Study as being the funding source for this reserve.

Page 4, Building Replacement Reserve. References to a shop expansion have been deleted and the timeline for the office expansion has been reduced from 10 years to nine years. The target balance has also been reduced to reflect the deletion of the shop expansion.

Page 4, Equipment & Technology Replacement Reserve. Information about the \$1.7M costs for new

CIRP vehicles/equipment has been added along with an indication that this reserve funding should be increased to fund replacement of that new equipment in 10 years has also been added. (Note that the additional cost would double the existing funding for the Equipment & Technology Replacement Reserve, and such funding doesn't exist within the current Rate Study funding. I recommend we leave as-is for now, address with the next Rate Study in 2021/2022 and play catch-up after that.)

Page 4, Meter Replacement Reserve. I added information that we would transfer any remaining balance in this reserve to the CIP Reserve OR leave in the meter replacement reserve to kick-start the next meter replacement cycle after the current meter replacement is complete.

Page 4, Studies & Reports Replacement Reserve. I changed the target balance amount from \$50,000 to \$75,000. I noticed while doing the long-term cash flow projections that we have even more studies and reports than I realized.

Page 5, Use of CIP and Individual Replacement Reserves. Clarified, including addition of comment that the Board typically authorizes the use of reserve funds through the budget process. This explains that the references to funding and use of reserves included within the budget provides the Board authorization for staff to use reserves.

A copy of the CURRENT Reserve Fund Policy is attached, along with a MARK-UP copy of the proposed changes and a CLEAN copy of the proposed changes.

Since the Reserve Fund Policy was adopted by resolution, it will have to be amended by resolution. The required resolution will be prepared before the report is submitted to the full Board for approval.

FISCAL IMPACT:

N/A

# CURRENT

## ARTICLE 9

### RESERVE FUND POLICY

**9.01 PURPOSE.** It is the Joshua Basin Water District Board of Director's intent through this Policy to describe how and why specific reserves are established and maintained and to provide District ratepayers and taxpayers with assurance that reserve balances will be maintained at prudent and fiscally responsible levels.

Maintaining adequate cash reserves is an essential part of sound financial management, to meet both short-and long-term financial obligations. Reserves play a critical role in providing reliable service for our ratepayers, financing of long-term capital projects and responding to emergencies. Reserves can provide the savings necessary to balance budgets during periods of diminished revenues, allow for emergency preparedness, assist in maintaining stable water service rates, and preserve the financial stability of the District against present and future uncertainties in an ever-changing environment.

Suggested reserve funding balances are necessary to maintain Joshua Basin Water District's fiscal strength and flexibility and to adequately provide for:

- Compliance with applicable statutory requirements.
- Financing of future capital projects, and repair and replacement of existing assets.
- Cash flow requirements.
- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies or unforeseen operating or capital needs.

#### 9.01.01 GUIDING PRINCIPLES

1. The District will prudently manage the resources entrusted to it by our ratepayers.
2. The District will maintain reserve funds in designated accounts in a manner that ensures its financial soundness and provides transparency to its ratepayers.
3. The District will maintain reserve funds that :
  - Are designated for specific purposes;
  - Are consistent with other financial policies, budgetary practices, District programs and legal requirements;
  - Allow the District to provide a high level of emergency preparedness for our ratepayers;
  - Provide funding for well-maintained infrastructure for current and future ratepayers; and
  - Allow the District to respond to an ever-changing environment, such as drought or new water quality mandates.

**9.01.01 AUTHORITY.** Joshua Basin Water District has authority under Article XIII B of the California Constitution to establish such reserves as are deemed reasonable and proper.

### **9.01.02 DEFINITIONS**

Restricted Reserves - Limitations on the use of restricted reserves are imposed by an outside source such as creditors, grantors, contributors, or laws or regulations of other Governmental entities.

Unrestricted Reserves - Have no externally imposed use restrictions. The use of unrestricted reserves is at the discretion of the Joshua Basin Water District Board of Directors. There are two categories of unrestricted reserves, Designated and Undesignated. Currently, all Unrestricted Reserves at Joshua Basin Water District are Designated Reserves.

Designated Reserves - Set aside for a specific purpose, which is determined at the sole discretion of the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of the Joshua Basin Water District change.

**9.01.03 RESTRICTED RESERVE FUNDS.** Joshua Basin Water District has the following types of restricted reserve funds:

Water Capacity Account – Regulated per Government Code 66013(b)(3). Water capacity charges are used to provide funding for water system infrastructure that will be required in the future or to pay back the District for pre-built water system infrastructure already in existence at the time new water service connection is requested, as a pro-rata share of the costs to construct such facilities. Water capacity charges can fund either future system expansion required because of growth or may be used to reimburse the District for previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the water capacity charge reserve fund.

Wastewater/Sewer Capacity Charge Account – Regulated per Government Code 66013(b)(3). Wastewater/sewer capacity charges are used to provide funding for wastewater/sewer system infrastructure that will be required to be constructed in the future, or to payback the District for pre-built water system infrastructure already in existence at the time new wastewater/sewer connection is requested, as a pro-rata share of the costs to construct such facilities. Wastewater/sewer capacity charges can fund either future system expansion required because of growth or may be used to reimburse the District or previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the wastewater/sewer capacity charge fund.

Consumer and Project Deposits Account – Good faith guarantee deposits provided by ratepayers for water service accounts or construction projects. Investment earnings shall be credited to the General Fund.

Copper Mountain Mesa Assessment District (CMMAD) Account – The District collects debt service and lien payoffs for the CMMAD, which funds are due to the bondholders. In addition, a reserve fund is established for CMMAD as required by the bonds and those reserve funds will be applied towards the final debt service payment on the bonds. Investment earnings shall be credited to the various CMMAD reserve funds.

**9.01.04 UNRESTRICTED RESERVE FUNDS.** Joshua Basin Water District has the following types of unrestricted reserve funds:

Operating Reserve Account – The primary purpose of the Operating Reserve is to ensure that the District will, at all times, have sufficient funding available to meet operating and debt service costs. These funds are also available to support operating costs to minimize drastic fluctuations in rates, such as in the event of a drought when water use decreases, thus impacting operating revenues.

The target of the Operating Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

Cash Flow Reserve Account – This reserve is considered a cash flow requirement. It bridges the gap between the time expenses are paid, and revenues are collected from ratepayers, ensuring that the District preserves creditworthiness and provides for liquidity throughout the fiscal year.

The target of the Cash Flow Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

The combined target balance for both the Cash Flow Reserve and the Operating Reserve is equal to six (6) months average operating and debt service expenses excluding depreciation. As monies are neither received nor spent in twelve even monthly increments, the Cash Flow Reserve balance may exceed this combined balance as monies are received and held temporarily for disbursement at a later date.

Emergency Capital Replacement Reserve Account - This reserve is provided for emergencies or unplanned infrastructure failures.

The target of the Emergency Reserve fund is to maintain a \$2 million balance.

Capital Improvement Plan Reserve (CIP) Account - This reserve provides funding for infrastructure projects in the approved Capital Improvement Plan (CIP.) The CIP identifies annual infrastructure projects for pipelines, wells, boosters, and reservoirs.

Funding for CIP projects is outlined in the Capital Budget. In addition, 50% of annual operating net revenue, as determined by the annual audit, will be deposited into the CIP Reserve fund after audit acceptance by the Board of Directors. Depending on the District's cash flow requirements, CIP Reserves funded during any fiscal year may or may not be available for use at the start of the fiscal/budget year.

This reserve is to be used for priority capital projects that will be reviewed and approved by the Board of Directors, so *no maximum reserve level is recommended*. Because of the discretionary nature of this reserve, the ability to decide which projects will be funded and when *no minimum balance is required*.

Note that CIP projects may be concurrently funded and constructed within the same fiscal year, or, because infrastructure project costs are significant, projects may take more than one fiscal year to either plan/construct or be fully funded.

Individual Replacement Reserves Account - In addition to the water infrastructure projects funded via the CIP Reserve (above,) the District has other capital replacement requirements. Individual replacement reserves are established for the following purposes, which are not otherwise funded via the Capital Improvement Plan.

Building Replacement Reserve Account – Is designated for future office/shop building expansion or replacement. Target funding level of \$315,000 is based on 1,000 square foot expansion of both shop and office buildings within the next ten years. Replacement cost is based on ACWA/JPIA annually escalated insurance replacement cost.

Equipment & Technology Replacement Account – Provides for regular replacement of vehicles, heavy equipment and computers, software and peripherals, office equipment and SCADA (Supervisory Control and Data Acquisition computerized monitoring system) with a cost of at least \$1,000. Target funding level is \$500,000.

Meter Replacement Account - Targets replacement of water meters approximately every 20 years. Meter replacement is overdue at the time this policy was written, and the District intends to replace meters over the next five fiscal years (2018/19 – 2022/23) at an estimated cost of \$1,500,000, requiring annual funding of \$250,000 through 2022/23. In 2023/24, or after meter replacement is complete, the annual funding will decrease so that the meter replacement fund achieves the appropriate balance after 20 years, (based on an updated estimated future replacement cost apportioned over 20 years), to provide funding for the subsequent meter replacement cycle.

Studies & Reports Replacement Account – Funding for periodic updates to studies and reports such as the Urban Water Management Plan, Rate Studies, Compensation Studies, Water Master Plan. JBWD spends approximately \$50,000 per year on average for such studies and reports, individual studies and reports can exceed that cost. Target funding level is \$50,000.

In addition, a Wells, Boosters, Reservoir replacement reserve was previously established and currently has a balance of \$382,788 available for funding of appropriate projects. This Reserve will no longer be funded beginning in fiscal 18/19, and the current balance will be transferred to the CIP Reserve account.

Investment earnings from all Unrestricted Reserves - Will be credited to the General Fund.

### 9.01.05 PROCEDURES

Policy Review - The Reserve Policy and its funding levels shall be reviewed every year, prior to the adoption of the budget.

Utilization of Reserves for Cash Flow Purposes - The Operating Reserves may be used at any time to meet cash flow requirements of District operations, as authorized by the Assistant General Manager/Controller. Authority to use the funds will be consistent with all of the District's financial policies.

Use of the Emergency Reserves can be authorized by the General Manager per Article 4.04.07 of the Administrative Code.

Use of Capital Replacement Reserves must be authorized by the JBWD Board of Directors.

Reallocation of Funds - The Board shall approve any reallocation of funds, transfers among reserve funds, or action that is inconsistent with this policy.

**9.01.06 SUMMARY** - The Reserve Fund Policy states that designated reserves will be maintained to allow for funding of the District's operating, capital and debt service obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the District to fund costs consistent with the Capital Improvement Plan, Financial Plan, and Rate Study, and other Board adopted actions. The District's Reserve Fund Policy shall be periodically reviewed and adjusted to meet the needs of the District.

# MARK-UP

## ARTICLE 9

### RESERVE FUND POLICY

**9.01 PURPOSE.** It is the Joshua Basin Water District Board of Director's intent through this Policy to describe how and why specific reserves are established and maintained and to provide District ratepayers and taxpayers with assurance that reserve balances will be maintained at prudent and fiscally responsible levels.

Maintaining adequate cash reserves is an essential part of sound financial management, to meet both short-and long-term financial obligations. Reserves play a critical role in providing reliable service for our ratepayers, financing of long-term capital projects and responding to emergencies. Reserves can provide the savings necessary to balance budgets during periods of diminished revenues, allow for emergency preparedness, assist in maintaining stable water service rates, and preserve the financial stability of the District against present and future uncertainties in an ever-changing environment.

Suggested reserve funding balances are necessary to maintain Joshua Basin Water District's fiscal strength and flexibility and to adequately provide for:

- Compliance with applicable statutory requirements.
- Financing of future capital projects, and repair and replacement of existing assets.
- Cash flow requirements.
- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies or unforeseen operating or capital needs.

#### 9.01.01 GUIDING PRINCIPLES

1. The District will prudently manage the resources entrusted to it by our ratepayers.
2. The District will maintain reserve funds in designated accounts in a manner that ensures its financial soundness and provides transparency to its ratepayers.
3. The District will maintain reserve funds that :
  - Are designated for specific purposes;
  - Are consistent with other financial policies, budgetary practices, District programs and legal requirements;
  - Allow the District to provide a high level of emergency preparedness for our ratepayers;
  - Provide funding for well-maintained infrastructure for current and future ratepayers; and
  - Allow the District to respond to an ever-changing environment, such as drought or new water quality mandates.



**9.01.01 AUTHORITY.** Joshua Basin Water District has authority under Article XIII B of the California Constitution to establish such reserves as are deemed reasonable and proper.

### **9.01.02 DEFINITIONS**

Restricted Reserves - Limitations on the use of restricted reserves are imposed by an outside source such as creditors, grantors, contributors, or laws or regulations of other Governmental entities.

Unrestricted Reserves - Have no externally imposed use restrictions. The use of unrestricted reserves is at the discretion of the Joshua Basin Water District Board of Directors. There are two categories of unrestricted reserves, Designated and Undesignated. Currently, all Unrestricted Reserves at Joshua Basin Water District are Designated Reserves.

Designated Reserves - Set aside for a specific purpose, which is determined at the sole discretion of the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of the Joshua Basin Water District change.

**9.01.03 RESTRICTED RESERVE FUNDS.** Joshua Basin Water District has the following types of restricted reserve funds:

Water Capacity Account – Regulated per Government Code 66013(b)(3). Water capacity charges are used to provide funding for water system infrastructure that will be required in the future or to pay back the District for pre-built water system infrastructure already in existence at the time new water service connection is requested, as a pro-rata share of the costs to construct such facilities. Water capacity charges can fund either future system expansion required because of growth or may be used to reimburse the District for previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the water capacity charge reserve fund.

Wastewater/Sewer Capacity Charge Account – Regulated per Government Code 66013(b)(3). Wastewater/sewer capacity charges are used to provide funding for wastewater/sewer system infrastructure that will be required to be constructed in the future, or to payback the District for pre-built wastewater/sewer system infrastructure already in existence at the time new wastewater/sewer connection is requested, as a pro-rata share of the costs to construct such facilities. Wastewater/sewer capacity charges can fund either future system expansion required because of growth or may be used to reimburse the District for previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the wastewater/sewer capacity charge fund.

Consumer and Project Deposits Account – Good faith guarantee deposits provided by ratepayers for water service accounts or construction projects. Investment earnings shall be credited to the General Fund.

Copper Mountain Mesa Assessment District (CMMAD) Account – The District collects debt service and lien payoffs for the CMMAD, which funds are due to the bondholders. In addition, a reserve fund is established for CMMAD as required by the bonds and those reserve funds will be applied towards the final debt service payment on the bonds. Investment earnings shall be credited to the various CMMAD reserve funds.

**9.01.04 UNRESTRICTED RESERVE FUNDS.** Joshua Basin Water District has the following types of unrestricted reserve funds:

Operating Reserve Account – The primary purpose of the Operating Reserve is to ensure that the District will, at all times, have sufficient funding available to meet operating and debt service costs. These funds are also available to support operating costs to minimize drastic fluctuations in rates, such as in the event of a drought when water use decreases, thus impacting operating revenues.

The target of the Operating Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

Cash Flow Reserve Account – This reserve is considered a cash flow requirement. It bridges the gap between the time expenses are paid, and revenues are collected from ratepayers, ensuring that the District preserves creditworthiness and provides for liquidity throughout the fiscal year.

The target of the Cash Flow Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

The combined target balance for both the Cash Flow Reserve and the Operating Reserve is equal to six (6) months average operating and debt service expenses excluding depreciation. As monies are neither received nor spent in twelve even monthly increments, the Cash Flow Reserve balance may exceed this combined balance as monies are received and held temporarily for disbursement at a later date.

Emergency Capital Replacement Reserve Account - This reserve is provided for emergencies or unplanned infrastructure failures.

The target of the Emergency Reserve fund is to maintain a \$2 million balance.

Capital Improvement Plan (CIP) Reserve (CIP) Account - This reserve provides funding for infrastructure projects designated infrastructure projects in the approved Capital Improvement Plan (CIP) as well as other, Board-approved capital projects. The CIP identifies annual infrastructure projects for pipelines, wells, boosters, and reservoirs.

Funding for CIP capital projects is outlined in the Capital Budget. In addition, 50% of annual operating net revenue, as determined by the annual audit, will be deposited into the CIP Reserve fund after audit acceptance by the Board of Directors. Depending on the District's cash flow requirements, CIP Capital Reserves funded during any fiscal year may or may not be available for use at the start of the fiscal/budget year. Funds deposited into the Capital Reserve Account each year shall be as designated in the most-recent Rate Study.

This reserve is to be used for ~~priority~~-capital projects that will be reviewed and approved by the Board of Directors, so *no maximum reserve level is recommended*. Because of the discretionary nature of this reserve, the ability to decide which projects will be funded and when, *no minimum balance is required*.

Note that ~~CIP~~-capital projects may be concurrently funded and constructed within the same fiscal year, or, because infrastructure project costs are significant, projects may take more than one fiscal year to either plan/construct or be fully funded.

Individual Replacement Reserves Account - In addition to the water infrastructure projects funded via the CIP Reserve (above,) the District has other capital replacement requirements. Individual replacement reserves are established for the following purposes, which are not otherwise funded via the Capital Improvement Plan.

Building Replacement Reserve Account – Is designated for future office/~~shop~~ building expansion or replacement. Target funding level of ~~\$315,000~~ \$200,000 is based on 1,000 square foot expansion of ~~both shop and~~ office buildings within the next ~~ten~~ nine years. Replacement cost is based on ACWA/JPIA annually escalated insurance replacement cost.

Equipment & Technology Replacement Reserve Account – Provides for regular replacement of vehicles, heavy equipment and computers, software and peripherals, office equipment and SCADA (Supervisory Control and Data Acquisition computerized monitoring system) with a cost of at least \$1,000. Target funding level is \$500,000. Approximately \$1.7M will be paid for vehicles/equipment associated with the CIRP pipeline replacement work. In order to fund replacement of this equipment after its 10-year life, the District will need to increase annual funding of the Equipment & Technology Replacement Reserve Account by approximately \$170,000 per year revenues.

Meter Replacement Reserve Account - Targets replacement of water meters approximately every 20 years. A multi-year meter replacement project has been approved which began in fiscal year 18/19, scheduled to end in fiscal 22/23 at cost of \$2,000,000. is overdue at the time this policy was written, and the District intends to replace meters over the next five fiscal years (2018/19 – 2022/23) at an estimated cost of \$1,500,000, requiring annual funding of \$250,000 through 2022/23. In fiscal 2023/24, or after meter replacement is complete, the annual funding will-should decrease so that the meter replacement fund achieves the appropriate balance after 20 years, (based on an updated estimated future replacement cost apportioned over 20 years), to provide funding for the subsequent meter replacement cycle. Any funds remaining in the Meter Replacement Reserve Account after meter replacement is complete will be transferred to the CIP Reserve Account or could be left to kick-start the next cycle of meter replacement. Board of Directors will make the determination when the current meter replacement cycle is completed, approximately fiscal 22/23.

Studies & Reports Replacement Account – Funding for periodic updates to studies and reports such as the Urban Water Management Plan, Rate Studies, Compensation Studies, Water Master Plan. JBWD spends approximately in excess of \$50,000 per year on average for such studies and reports, although – individual studies and reports can exceed that cost. Target funding level is ~~\$50,000.~~ \$75,000.

~~In addition, a Wells, Boosters, Reservoir replacement reserve was previously established and currently has a balance of \$382,788 available for funding of appropriate projects.~~

~~This Reserve will no longer be funded beginning in fiscal 18/19, and the current balance will be transferred to the CIP Reserve account.~~

Investment earnings from all Unrestricted Reserves - Will be credited to the General Fund.

### 9.01.05 PROCEDURES

Policy Review - The Reserve Policy and its funding levels shall be reviewed every year, prior to the adoption of the budget.

Utilization of Reserves for Cash Flow Purposes - The Operating Reserves may be used at any time to meet cash flow requirements of District operations, as authorized by the Assistant General Manager/Controller. Authority to use the funds will be consistent with all of the District's financial policies.

Use of the Emergency Reserves can be authorized by the General Manager per Article 4.04.07 of the Administrative Code.

Use of CIP ~~apital~~ Replacement Reserves and the various Individual Replacement Reserves must be authorized by the JBWD Board of Directors. This is typically done through the budget approval process but may occur at other times.

Reallocation of Funds - The Board shall approve any reallocation of funds, transfers among reserve funds, or action that is inconsistent with this policy.

**9.01.06 SUMMARY** - The Reserve Fund Policy states that designated reserves will be maintained to allow for funding of the District's operating, capital and debt service obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the District to fund costs consistent with the Capital Improvement Plan, Financial Plan, and Rate Study, and other Board adopted actions. The District's Reserve Fund Policy shall be periodically reviewed and adjusted to meet the needs of the District.

Finance Committee review date 06/12 08/14/19  
Reviewed and amended date XX/XX/XX

# CLEAN

## ARTICLE 9

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## 9.01.05 PROCEDURES



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Finance Committee review date 08/14/19  
Reviewed and amended date XX/XX/XX

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

August 14, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:

DISCUSS OPT OUT PROVISIONS AND COPPER MOUNTAIN MESA ASSESSMENT DISTRICT

RECOMMENDATION:

Receive report and refer to Board of Directors for approval

ANALYSIS:

In November 2015, the Board adopted Resolution 15-952 which provided opportunity for customers that “may not actually need water service and have not anticipated paying any service charges despite their initial voluntary connection to JBWD’s Water System” to opt out. This opt out fully terminates the customer/connection status and relinquishes any related service rights in exchange for no longer having to pay the monthly Basic Fee. To date, 137 property owners have opted out, including 47, or 35% of those, that are located in the Copper Mountain Mesa Assessment District (CMMAD.) There was an initial opportunity to purchase a water meter in CMMAD at a very reduced price after the project was completed. More than 500 meters were purchased initially, representing more than 50% of the parcels in the assessment district. Those original purchasers paid only \$150 for a meter, including all of the 47 that have opted out; I believe this explains why such a large percentage of the opt outs come from the CMMAD area.

Recently, while reviewing the annual delinquency report for the CMMAD that is prepared by the Assessment District Administrators, I noticed that there were some parcel owner names that I recognized from the opt out list. Four of the parcels on the CMMAD delinquency report that opted out have not paid their property taxes this year, *three of them for the first time*. In that moment, I realized that we did not proactively address the CMMAD assessments as related to the opt out in any of the information shared about the opt out opportunity. Could these property owners mistakenly believe that once they opted out from payment of Basic Fees that they no longer had to pay their CMMAD assessments? These are two entirely different charges; Basic Fees pay for current operations costs and the CMMAD assessments pay for the original backbone CMMAD system infrastructure costs financed over 40 years. While the opt out allows a customer to no longer pay Basic Fees in exchange for relinquishing their service entitlement, it does not eliminate the requirement to pay the annual assessments, which is tied to the property.

I believe that we could have done a better job explaining this in our opt out paperwork and the right thing to do now is to better inform the 47 CMMAD customers that have already opted out. I recommend that we allow an opportunity to opt back in at this time without requirement to pay the charges avoided since opting out (which started in March 2016,) but requiring them to pay Basic Fees going forward. In addition, the opt out paperwork and application should be revised to better clarify the ongoing requirement to pay the assessments even if the opt out is selected.

While no property owner or customer has contacted the District about this issue, the longer we wait, the more properties that may potentially be impacted. We have 47 parcels already affected, so clarifying and resolving this issue sooner rather than later is recommended. Counsel Granito has indicated that there is no legal issue here; the two different charges pay for different things, but he agrees that we could better clarify and potentially avoid a political issue in the future. The cost of handling this proactively now will be cheaper than resolving any kind of complaint in the future.

If the Committee agrees with this concept, I will prepare the recommended communication and bring back to the full Board for approval.

**FISCAL IMPACT:**

Unbilled prior Basic Fee revenues for opt out customers is already lost. Allowing previously opted out customers to opt back in because of this potential misunderstanding would generate additional Basic Fee revenue; currently \$30.70 per month for ¾" and 1" meters.