



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, DECEMBER 19, 2018, AT 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTER OATH OF OFFICE**
4. **ELECTION OF OFFICERS**
5. **DETERMINATION OF A QUORUM**
6. **APPROVAL OF AGENDA**
7. **PUBLIC COMMENT**

Members of the public may address the Board at this time with regard to matters within the Board’s jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
8. **CONSENT CALENDAR**

Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.

 - October 26, 2018, and October 27, 2018, Special Meeting of the Board of Directors
 - November 26, 2018, Special Meeting of the Board of Directors
 - December 4, 2018, Special Meeting of the Board of Directors
 - December 5, 2018, Regular Meeting of the Board of Director
 - October and November 2018 Check Registers (Reviewed by Finance Committee on December 12, 2018).
 - Draft Job Descriptions (Reviewed by Finance Committee & WRO Committee on December 12, 2018)
9. **JOINING THE COMMUNITY WATER SYSTEMS ALLIANCE** – Recommend the Board of Directors receive for information and understanding of the concepts behind this Alliance, with potential approval at a January Board meeting.
10. **ADMINISTRATIVE CODE –REVIEW, REVISE, AND UPDATE** – Recommend the Board of Directors determine the process by which they would like the Administration Code to be reviewed, revised or updated.
11. **CAPACITY FEE REPORTS** – Recommend that the Board of Directors receive and file report. (Reviewed by the Finance Committee on December 12, 2018)

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Pages 30-41
Pages 42-48
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Pages 50-52

12. **DISTRICT GENERAL COUNSEL REPORT** – Mr. Gil Granito
13. **GENERAL MANAGER REPORT** – Curt Sauer
14. **DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED**
 - Public Outreach Consultant – Kathleen Radnich
 - Mojave Water Agency TAC – December 6, 2018 – Director Luckman
 - Finance Committee – December 12, 2018 – Director Johnson & Director Unger
 - Water Resources & Operations Committee – December 12, 2018 – Director Hund & Director Luckman
 - Morongo Basin Pipeline Commission – December 12, 2018 – Director Luckman
 - Mojave Water Agency Board of Directors – December 13, 2018 – Director Unger
15. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**
 - Board of Directors Meeting – January 2, 2019 (Cancel)?
 - Citizens Advisory Committee – January 8, 2019, at 6:00 p.m.
 - Finance Committee – January 9, 2019, at 9:00 a.m. – Director Johnson & Director Unger
 - Water Resources & Operations Committee – January 9, 2019, at 10:30 a.m.- Director Hund & Director Luckman
16. **CLOSED SESSION -**

Conference with Legal Counsel – Potential Litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9 (one matter).

RETURN TO OPEN SESSION –

REPORT ON CLOSED SESSION – LEGAL COUNSEL
17. **ADJOURNMENT-**

INFORMATION

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

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

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

JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING MINUTES
FRIDAY, OCTOBER 26, 2018, at 9:00 a.m.
and continued to
SATURDAY, OCTOBER 27, 2018 at 9:00 a.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the Special meeting to order at 9:02 a.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Sarah Johnson, HR Manager

LEGAL COUNSEL PRESENT – Ms. Golnar Fozi, Meyers Fozi & Dework (Counsel for the Board of Directors)

APPROVAL OF AGENDA

Director Unger made a motion to approve the Agenda. Director Hund seconded the motion.

MSC¹ (Unger/Hund) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – None

CLOSED SESSION - Immediately following “Public Comment” of the Special Agenda, the Board went into Closed Session at approximately 9:03 a.m. pursuant to Government Code Section 54957 (b)(1), pertaining to Public Employee Discipline/Dismissal/Release matter. The Closed Session ended at approximately 2:30 p.m. and the Board returned to Open Session. No reportable action was taken.

ADJOURNMENT – The Board of Directors adjourned the meeting, by unanimous consent, until 9:00 a.m. on October 27, 2018, at 61750 Chollita Road, Joshua Tree, CA 92252.

Special Meeting of the Board of Directors October 27, 2018 -

President Luckman continued the Special meeting from October 26, 2018, and returned to order on October 27, 2018, at 9:00 a.m.

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

LEGAL COUNSEL PRESENT – Ms. Golnar Fozi, Meyers Fozi & Dework (Counsel for the Board of Directors)

**RETURN TO CLOSED SESSION -PURSUANT TO OF GOVERNMENT CODE SECTION 54957 (b)(1)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE-**

The Board returned to Closed Session at approximately 9:03 a.m. Closed Session ended at approximately 12:20 p.m. and the Board returned to Open Session. No reportable action was taken.

ADJOURNMENT – Director Unger made a motion to adjourn the meeting at 12:23 p.m. Vice President Johnson seconded.

MSC' (Unger/Johnson) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

Respectfully Submitted:

Curt Sauer, Board Secretary, and General Manager

JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING MINUTES
MONDAY, NOVEMBER 26, 2018, at 9:00 a.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the Special meeting to order at 9:07 a.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, General Manager., Sarah Johnson, HR Manager, and Beverly Waszak, Executive Assistant

LEGAL COUNSEL PRESENT – Ms. Golnar Fozi, Meyers Fozi & Dwork

APPROVAL OF AGENDA

Director Hund made a motion to approve the Agenda. Director Unger seconded the motion.

MSC¹ (Hund/Unger) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – Steven Whitman, Joshua Tree stated that the current existing Board is of the highest quality Joshua Tree has ever seen. Even though he did not approve of previous directors, he is still very impressed with the current JBWD Board of Directors.

CLOSED SESSION - GOVERNMENT CODE SECTION 54957 (b) (1) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE-

Immediately following “Public Comment” of the Special Agenda, the Board went into Closed Session at approximately 9:28 a.m. to consult with Legal Counsel pursuant to Government Code Section 54957 (b) (1) .

The Closed Session ended at approximately 1:08 p.m. and the Board returned to Open Session.

Legal Counsel, Ms. Golnar Fozi reported that the Board of Directors voted unanimously to deny an employee appeal of the employee’s dismissal (Item No. 7).

ADJOURNMENT – Vice President Johnson made a motion to adjourn at 1:10 p.m. Director Unger seconded the motion.

Respectfully Submitted:

Curt Sauer, Board Secretary, and General Manager

JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING MINUTES
TUESDAY, DECEMBER 4, 2018

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the Special meeting to order at 11:37 a.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, General Manager., and Beverly Waszak, Executive Assistant

LEGAL COUNSEL – Ms. Golnar Fozi, Meyers Fozi & Dwork attended telephonically from 18-8 Aston Ave., Suite 100, Carlsbad, CA 92008

APPROVAL OF AGENDA

Vice President Johnson made a motion to approve the Agenda. Director Hund seconded the motion.

PUBLIC COMMENT – None

CLOSED SESSION - GOVERNMENT CODE SECTION 54957 (b) (1) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE-

Immediately following “Public Comment” of the Special Agenda, the Board went into Closed Session at approximately 11:37. to consult with Legal Counsel pursuant to Government Code Section 54957 (b) (1) .

The Closed Session ended at approximately 11:48 a.m. and the Board returned to Open Session.

Legal Counsel, Ms. Golnar Fozi informed the District that in today’s closed session, upon appropriate motion, the Board of Directors voted unanimously to accept the text and content of the Board’s written decision denying an employee appeal of the District action dated August 31, 2018.

ADJOURNMENT – Director Unger made a motion to adjourn the Special Board meeting at 11:50. Director Floen seconded the motion.

MSC¹ (Unger/Floen) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None

Respectfully Submitted:

Curt Sauer, Board Secretary, and General Manager

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING MINUTES
WEDNESDAY, December 5, 2018, at 6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the Special meeting to order at 9:07 a.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, General Manager., Mark Ban, AGM-Ops, Susan Greer, AGM-Fin., Anne Roman, Accountant, Sarah Johnson, HR Mgr., Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT

Jonathan Abadesco, Fedak & Brown (Auditor)
Kathleen Radnich, Public Outreach Consultant

APPROVAL OF AGENDA

Director Hund made a motion to approve the Agenda with a change to item #10 it should read “Water Resources & Operations Committee – November 8, 2018, President Luckman and Director Hund”.

MSC¹ (Hund/Unger) motion carried by the following vote

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – Jim Corbin, Employee Joshua Basin Water District, thanked and complimented Board of Directors on making the hard decisions that they have had to make this past year. He believes that this Board of Directors puts their hearts into their jobs and as an employee, he gets to see the fruits of their labor with staffing, and infrastructure improvements, it has been a long time coming. Mr. Corbin thanked Tom Floen for his time on the Board in which he had the opportunity to work with him as he would show up on the scene after hours. Director Floen has always been professional and respectful of the employees that are fixing the leaks. Mr. Corbin continued to say that it isn't always easy or cheap to provide safe drinking water. Some past Boards have kicked the can down the road but this Board has not, and this is a huge accomplishment for this Board.

CONSENT CALENDAR

Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.

- Draft Minutes of November 7, 2018, Special Meeting of the Board of Directors
- Draft Minutes of November 7, 2018, Regular Meeting of the Board of Directors

Director Unger made a motion to approve the Consent Calendar with a change to page 2 of the draft minutes should be corrected to say “Director Unger made a motion to authorize the General Manager to adjust the 2018/2019 Budget to clearly identify costs and offsets for the CIRP for 2018/2019. Director Floen seconded the motion”. Vice President Johnson seconded the motion.

MSC¹ (Unger/Johnson) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger

Noes: None

Absent: None

Abstain: None

REVIEW OF FISCAL YEAR ENDING 6/30/2018 AND 2017 – AGM Greer gave a staff report and introduced Jonathan Abadesco of Fedak & Brown. Mr. Abadesco proceeded to give a presentation of the audit review of 6/30/2018 and 2017. He informed the Board of Directors that the Joshua Basin Water District received a clean audit. A Q&A period followed with the Board. The Audit was received, accepted and filed.

UPDATES ON THE STRATEGIC PLAN – GM Sauer gave a presentation on what has been accomplished so far with the Strategic Plan. A brief Q&A period followed with the Board.

Abstain: None

GENERAL MANAGER REPORT – GM Sauer updated the Board on the following:

- Conservation figure for the month of October is 29% lower than October 2013 and November is 10% lower than November 2013.
- DWR Draft Basin Boundary Modification
- CEC Solar Grant
- Review of Local Hazard Mitigation Plan
- Forming an Alliance of Community Water Systems

DIRECTOR COMMENTS & REPORTS ON MEETINGS ATTENDED -

Public Outreach Consultant – Kathleen Radnich gave an update on the number of United Way applications we have received to date. Reminder on the December 24th-25th and December 31, 2018, and January 1, 2019 closures of the District offices. There will be a Legislative and Public Information Committee Meeting on January 2, 2019, at 9:30 a.m. at the District office. Ms. Radnich gave a heartfelt thank you to Director Floen for all the help he gave her at the Farmer's Market. She continued to say that it has helped to have all of the Directors at the Farmers Market come by and interact with the public.

Director Unger reported on the Mojave Water Agency Board of Directors meeting she attended on November 8, 2018. PG&E's Hinkley Project Mgr. Betsy Brunswick gave a brief update on remediating Hinkley's groundwater. She continued giving a brief overview of the Mojave Water Agency Board meeting.

Vice President Johnson formally thanked Director Floen for his tireless energy on the Finance Committee and that he came aboard running and knew what needed to be done. The staff is most appreciative of Director Floen's diligence and just wanted to say thanks, and we will see you again.

Director Hund commented on the Water Resources and Operations Committee that they reviewed the draft job descriptions.

FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES -

President Luckman read off the list of future meetings and discussed when the certified election results would be determined.

Director Unger volunteered to be on the Finance Committee and was accepted.

Director Floen commented on how superior the field guys and the amazing job they do every day. He continued to thank the administrative staff and urged the public to review the documents online to see how intricate they are. Inside and out the employees are absolutely doing the best job possible and was proud to be a part of the Board.

Director Hund thanked Tom Floen for being on the Board and has a great deal of respect for Director Floen and hopes he will remain in some capacity with the District.

Vice President Johnson dittoed Director Hund's sentiment and that it has been a pleasure and to be mindful of President Bush's passing and Godspeed to the men and women in service and the first responders. Director Unger stated that she has been watching the District since 2007 and that Director Floen is the best Director she has seen on the Board.

President Luckman agreed that Director Floen is the best Director she has seen and worked with on the Board and she has been on the Board for 10 years.

ADJOURNMENT –

Director Unger made a motion for adjournment at 7:42 p.m. Director Johnson seconded.

MSC' (Unger/Johnson) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None

Respectfully Submitted,

Curt Sauer, GM, and Board Secretary



Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
008405	PRECISION ASSEMBLY		10/17/2018	Regular	0.00	-1,411.13	60411
000501	ACWA/JPIA		10/03/2018	Regular	0.00	50,109.00	60560
<u>JPIA091918</u>	Invoice	10/03/2018	AUTO & GENERAL LIABILITY 10/18 - 10/19		0.00	50,109.00	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.		10/03/2018	Regular	0.00	650.00	60561
<u>23754</u>	Invoice	10/03/2018	DEMO GARDEN/BUILD MAINT THRU 9/15		0.00	650.00	
013816	BEARD CONSTRUCTION		10/03/2018	Regular	0.00	2,229.32	60562
<u>BC092718</u>	Invoice	10/03/2018	PLAN CHECK DEPOSIT REFUND: NC17004		0.00	2,229.32	
000105	BELTZ PORTABLE TOILETS		10/03/2018	Regular	0.00	434.70	60563
<u>A-40631</u>	Invoice	10/03/2018	SHOP REMODEL		0.00	151.20	
<u>A-40811</u>	Invoice	10/03/2018	SHOP REMODEL		0.00	283.50	
004110	BURRTEC WASTE & RECYCLING SVCS		10/03/2018	Regular	0.00	429.17	60564
<u>BW1018</u>	Invoice	10/03/2018	TRASH REMOVAL - OCT 18		0.00	277.95	
<u>BW1018B</u>	Invoice	10/03/2018	RECYCLING - OCT 18		0.00	151.22	
013372	CALIFORNIA CHAMBER OF COMMERCE		10/03/2018	Regular	0.00	739.00	60565
<u>S1369209</u>	Invoice	10/03/2018	ANNUAL MEMBERSHIP 10-15/18 - 10/15/		0.00	739.00	
001850	CLINICAL LAB OF S.B. INC		10/03/2018	Regular	0.00	3,324.00	60566
<u>954543</u>	Invoice	10/03/2018	SAMPLING - AUG 18		0.00	2,134.00	
<u>954544</u>	Invoice	10/03/2018	HDMC WWTP SAMPLING- AUG 18		0.00	1,190.00	
013373	CORE & MAIN LP		10/03/2018	Regular	0.00	690.27	60567
<u>1552872</u>	Invoice	10/03/2018	WELL 14 MCC REPLACEMENT SUPPLIES		0.00	690.27	
001933	COUNTY OF SAN BERNARDINO		10/03/2018	Regular	0.00	150.00	60568
<u>2018-0034PT</u>	Invoice	10/03/2018	SPECIAL ASSESSMENT NEW ACCOUNT SE		0.00	150.00	
000330	CURT SAUER		10/03/2018	Regular	0.00	251.08	60569
<u>CS100318</u>	Invoice	10/03/2018	REIMB: JUL/SEPT 18 MONTHLY MILEAGE		0.00	251.08	
013817	DESIGN SPACE MODULAR BUILDINGS, INC.		10/03/2018	Regular	0.00	3,109.27	60570
<u>1049033:IN</u>	Invoice	10/03/2018	SHOP REMODEL TEMP TRAILER		0.00	2,188.51	
<u>10490328:IN</u>	Invoice	10/03/2018	SHOP REMODEL TEMP TRAILER		0.00	920.76	
VEN01466	FEDAK & BROWN LLP		10/03/2018	Regular	0.00	3,242.00	60571
<u>FB092718</u>	Invoice	10/03/2018	FINANCIAL AUDIT 17/18 - SEPT 18		0.00	3,242.00	
003025	FEDEX		10/03/2018	Regular	0.00	36.59	60572
<u>6-327-37058</u>	Invoice	10/03/2018	SHIPPING		0.00	36.59	
000229	C & S ELECTRIC		10/03/2018	Regular	0.00	260.00	60573
<u>2577</u>	Invoice	10/03/2018	ELECTRICAL SERVICES: SHOP REMODEL		0.00	260.00	
013222	FRONTIER CALIFORNIA INC.		10/03/2018	Regular	0.00	182.53	60574
<u>EC1018</u>	Invoice	10/03/2018	HDMC WWTP - TELEPHONE		0.00	182.53	
006200	MCALLISTERS JANITORIAL SERV.		10/03/2018	Regular	0.00	700.00	60575
<u>62748</u>	Invoice	10/03/2018	JANITORIAL SERVICES - SEPT 18		0.00	700.00	
004165	HI-GRADE MATERIALS CO.		10/03/2018	Regular	0.00	422.92	60576
<u>0046052</u>	Invoice	10/03/2018	SHOP REMODEL SUPPLIES		0.00	422.92	
009054	KATHLEEN J. RADNICH		10/03/2018	Regular	0.00	987.00	60577
<u>180930-1</u>	Invoice	10/03/2018	PUBLIC RELATIONS SERVICES		0.00	987.00	

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	
006507	McMASTER-CARR SUPPLY COMPANY	10/03/2018	Regular	0.00	1,211.06	60578
<u>72389226</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	233.02	
<u>72707883</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	146.19	
<u>73444445</u>	Invoice	10/03/2018	PUMPING PLANT SUPPLIES	0.00	117.92	
<u>73474753</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	96.46	
<u>74244743</u>	Invoice	10/03/2018	SHOP EXPENSE/PUMPING PLANT SUPPLIE	0.00	581.14	
<u>74697046</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	36.33	
000156	FORSHOCK	10/03/2018	Regular	0.00	1,936.00	60579
<u>1800166</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800167</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	205.00	
<u>1800170</u>	Invoice	10/03/2018	SHOP REMODEL	0.00	1,450.00	
<u>1800172</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800173</u>	Invoice	10/03/2018	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	10/03/2018	Regular	0.00	2,051.50	60580
<u>9180000441</u>	Invoice	10/03/2018	CMM ADMIN FEES - 4TH QTR 18	0.00	2,051.50	
000070	ONLINE INFORMATION SERVICES, INC.	10/03/2018	Regular	0.00	158.35	60581
<u>888705</u>	Invoice	10/03/2018	ID VERIF. SERV. THRU 09/30/18	0.00	158.35	
013803	PEOPLEREADY, INC	10/03/2018	Regular	0.00	4,250.50	60582
<u>23909549</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	745.28	
<u>23951411</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	931.60	
<u>23961393</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	1,350.88	
<u>23962260</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	291.14	
<u>23978999</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	931.60	
008200	PITNEY BOWES INC.	10/03/2018	Regular	0.00	320.21	60583
<u>3102495063</u>	Invoice	10/03/2018	LEASING CHARGES - 3RD QTR 18	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	10/03/2018	Regular	0.00	279.31	60584
<u>22672847</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22672848</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	114.66	
<u>22680277</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	55.83	
<u>22680278</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	52.99	
013361	QUINN COMPANY	10/03/2018	Regular	0.00	134.23	60585
<u>PC100010360</u>	Invoice	10/03/2018	GENERATOR MAINTENANCE - GR 5	0.00	134.23	
013360	REDWINE AND SHERRILL, LLP	10/03/2018	Regular	0.00	4,316.03	60586
<u>1132</u>	Invoice	10/03/2018	LEGAL SERVICES - THRU 9/30/18	0.00	4,316.03	
000495	ACCOMTEMP	10/03/2018	Regular	0.00	990.12	60587
<u>51767385</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	561.96	
<u>51866563</u>	Invoice	10/03/2018	TEMPORARY LABOR	0.00	428.16	
008414	PROVIDEO	10/03/2018	Regular	0.00	150.00	60588
<u>1603</u>	Invoice	10/03/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
000042	ANNE ROMAN	10/03/2018	Regular	0.00	117.72	60589
<u>AR092018</u>	Invoice	10/03/2018	REIMB: MILES: INCODE TRAINING	0.00	117.72	
VEND1020	SOUTHWEST NETWORKS, INC.	10/03/2018	Regular	0.00	11,742.00	60590
<u>18-90315C</u>	Invoice	10/04/2018	IT SERVICES - 10/18 - 12/18	0.00	11,190.00	
<u>18-90325C</u>	Invoice	10/03/2018	OFFICE 365 MONTHLY MAINT - OCT 18	0.00	552.00	
011101	VAGABOND WELDING SUPPLY	10/03/2018	Regular	0.00	298.96	60591
<u>106048</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	63.40	
<u>106056</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	53.29	
<u>106085</u>	Invoice	10/03/2018	SHOP EXPENSE	0.00	19.14	
<u>106093</u>	Invoice	10/03/2018	SMALL TOOLS - PRODUCTION	0.00	163.13	
013366	THE SOCO GROUP, INC.	10/03/2018	Regular	0.00	4,373.09	60592

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	
0580151-IN	Invoice	10/03/2018	FUEL FOR VEHICLES	0.00	618.15	
0580152-IN	Invoice	10/03/2018	FUEL FOR VEHICLES	0.00	3,754.94	
010850	UNDERGROUND SERVICE ALERT	10/03/2018	Regular	0.00	297.10	60593
920180334	Invoice	10/03/2018	TICKET DELIVERY SERVICE - SEPT 18	0.00	297.10	
010990	UTLUQUEST L.L.C.	10/03/2018	Regular	0.00	1,873.00	60594
266547-Q	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	106.52	
266884-Q	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	106.52	
267125-Q	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	41.76	
267393-Q	Invoice	10/03/2018	CONTRACT LOCATING EXPENSE	0.00	1,618.20	
013203	WATER SYSTEMS ENGINEERING, INC.	10/03/2018	Regular	0.00	1,150.00	60595
26939	Invoice	10/03/2018	WELL 14 REHAB RECOMMENDATIONS	0.00	1,150.00	
011615	WESTERN EXTERMINATOR CO.	10/03/2018	Regular	0.00	32.00	60596
WFO83118	Invoice	08/31/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
012955	YUCCA RENTAL	10/03/2018	Regular	0.00	44.00	60597
119553	Invoice	10/03/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	44.00	
000293	NAPA AUTO PARTS	10/03/2018	Regular	0.00	782.87	60598
254059	Invoice	10/03/2018	SHOP EXPENSE	0.00	30.53	
255401	Invoice	10/03/2018	SHOP EXPENSE	0.00	10.83	
255468	Invoice	10/03/2018	VEHICLE MAINTENANCE: V25	0.00	363.45	
255894	Invoice	10/03/2018	VEHICLE MAINTENANCE: V25, V33, V78 &	0.00	378.06	
008405	PRECISION ASSEMBLY	10/17/2018	Regular	0.00	1,411.13	60599
18111	Invoice	08/15/2018	JULY WATER BILL PRINT/MAIL	0.00	1,411.13	
000501	ACWA/JPIA	10/17/2018	Regular	0.00	9,325.35	60600
JPIA093018	Invoice	10/17/2018	WORKERS COMP JUL- SEPT 18	0.00	9,325.35	
000501	ACWA/JPIA	10/17/2018	Regular	0.00	17,508.66	60601
0577844	Invoice	10/17/2018	EE HEALTH BENEFIT & EAP NOV 18	0.00	17,508.66	
000095	AIR RESOURCES BOARD (ARB / PERP)	10/17/2018	Regular	0.00	570.00	60602
P-41024-1218	Invoice	10/17/2018	PERP RENEWAL FOR 1 ENGINE	0.00	570.00	
001630	AT&T MOBILITY	10/17/2018	Regular	0.00	3,426.26	60603
829480028X1005	Invoice	10/17/2018	IPAD CASES & COMMUNICATIONS - SEPT	0.00	3,426.26	
004110	BURRTEC WASTE & RECYCLING SVCS	10/17/2018	Regular	0.00	260.12	60604
BW093018	Invoice	10/17/2018	TRASH REMOVAL - SHOP REMODEL	0.00	260.12	
001555	CENTRTEL	10/17/2018	Regular	0.00	476.04	60605
181003192101	Invoice	10/17/2018	DISPATCH SERVICES - SEPT 18	0.00	476.04	
001850	CLINICAL LAB OF S.B. INC	10/17/2018	Regular	0.00	494.00	60606
964932	Invoice	10/17/2018	HDMC WWTP SAMPLING- SEPT 18	0.00	494.00	
013365	IMAGE SOURCE	10/17/2018	Regular	0.00	462.01	60607
ARR23333	Invoice	10/17/2018	SHOP EXPENSE 9/01/18 - 9/30/18	0.00	36.11	
ARR26659	Invoice	10/17/2018	OFFICE EXPENSE 9/5/18 - 10/4/18	0.00	425.90	
013818	EDIX, INC.	10/17/2018	Regular	0.00	9,370.00	60608
0218399-W	Invoice	10/17/2018	INSURANCE CERTIFICATION SERVICES 9/1	0.00	9,370.00	
000058	GARDA CL WEST, INC.	10/17/2018	Regular	0.00	684.29	60609
10431516	Invoice	10/17/2018	COURIER FEES - OCT 18	0.00	684.29	
013802	HASA, INC.	10/17/2018	Regular	0.00	596.00	60610
619106	Invoice	10/17/2018	WATER TREATMENT EXPENSE	0.00	596.00	
009054	KATHLEEN J. RADNICH	10/17/2018	Regular	0.00	1,852.20	60611
181002-1	Invoice	10/17/2018	PUBLIC RELATIONS SERVICES	0.00	873.60	

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>181014-1</u>	Invoice	10/17/2018	PUBLIC RELATIONS SERVICES	0.00	978.60	
000205 <u>1H110118</u>	LORI G. HERBEL Invoice	10/17/2018	10/17/2018 Regular PUBLIC INFO/FARMER'S MARKET	0.00	128.00	60612
VEND1091 <u>18-962</u>	THE MARY ORTON COMPANY, LLC Invoice	10/17/2018	10/17/2018 Regular STATEGIC PLAN 18/19	0.00	12,064.84	60613
006507 <u>75274470</u> <u>75474475</u>	McMASTER-CARR SUPPLY COMPANY Invoice Invoice	10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular SHOP REMODEL & PUMPING PLANT SUPP METER REPAIR SUPPLIES	0.00 0.00 0.00	1,890.31 1,751.55 138.76	60614
006800 <u>MWA100818</u>	MOJAVE WATER AGENCY Invoice	10/17/2018	10/17/2018 Regular WATER RECHARGE PURCHASE	0.00	103,700.00	60615
000236 <u>64068</u>	PAYPRO ADMINISTRATORS Invoice	10/17/2018	10/17/2018 Regular FSA ADMIN FEES - SEPT 18	0.00	55.00	60616
013803 <u>24042298</u> <u>24043807</u>	PEOPLEREADY, INC Invoice Invoice	10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00 0.00	1,281.00 966.54 314.46	60617
008405 <u>18164</u>	PRECISION ASSEMBLY Invoice	10/17/2018	10/17/2018 Regular SEPT WATER BILL PRINT/MAIL	0.00	1,423.66	60618
008415 <u>22687532</u> <u>22687533</u>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00	108.82 55.83 52.99	60619
000495 <u>51915832</u>	ACCOUNTEMP5 Invoice	10/17/2018	10/17/2018 Regular TEMPORARY LABOR	0.00	535.20	60620
001932 <u>108339</u>	SAN BERNARDINO COUNTY OFFICE OF THE ASS Invoice	10/17/2018	10/17/2018 Regular MAP REVISIONS - OCT 18	0.00	6.00	60621
VEND1020 <u>18-100115C</u> <u>18-9045</u>	SOUTHWEST NETWORKS, INC. Invoice Invoice	10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular OFFICE 365 MONTHLY MAINT - NOV 18 SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00 0.00 0.00	4,684.50 552.00 4,132.50	60622
010690 <u>025-237921</u>	TYLER TECHNOLOGIES Invoice	10/17/2018	10/17/2018 Regular CALL NOTIFICATION FEES: JUL - SEPT	0.00	140.60	60623
010990 <u>267656-0</u> <u>267942-0</u> <u>268195-0</u>	UTILQUEST L.L.C. Invoice Invoice Invoice	10/17/2018 10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE	0.00 0.00 0.00 0.00	202.60 52.20 108.64 41.76	60624
000327 <u>5612</u>	WATER QUALITY SPECIALISTS Invoice	10/17/2018	10/17/2018 Regular HDMC WWTP: OPERATION & MAINT- SE	0.00	3,310.00	60625
000327 <u>5646</u>	WATER QUALITY SPECIALISTS Invoice	10/17/2018	10/17/2018 Regular HDMC WWTP: MAINT & REPAIR	0.00	1,571.60	60626
013809 <u>1029</u>	WEST COAST CIVIL, INC. Invoice	10/17/2018	10/17/2018 Regular ENGINEERING: SADDLEBACK MAINLINE R	0.00	29,400.00	60627
011615 <u>WFO93018</u>	WESTERN EXTERMINATOR CO. Invoice	10/17/2018	10/17/2018 Regular PEST CONTROL SERVICES - SHOP	0.00	32.00	60628
013359 <u>1328625</u> <u>1328626</u>	XEROX FINANCIAL SERVICES Invoice Invoice	10/17/2018 10/17/2018 10/17/2018	10/17/2018 Regular OFFICE EXPENSE 10/7/18 - 11/6/18 SHOP EXPENSE 9/27/18 - 10/26/18	0.00 0.00 0.00	608.30 395.66 212.64	60629
012955 <u>119078</u>	YUCCA RENTAL Invoice	10/17/2018	10/17/2018 Regular EQUIPMENT RENTAL: SHOP REMODEL	0.00	628.57	60630

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	
000236 <u>PPE 9-28-18</u>	PAYPRO ADMINISTRATORS Invoice	10/05/2018 10/04/2018	Manual EE FSA DEDUCTIONS 10-05-18	0.00 0.00	74.99 74.99	901025
001517 <u>PPE 9-28-18</u>	CalPERS Invoice	10/05/2018 10/05/2018	Manual PAY PERIOD ENDING 9/28/18	0.00 0.00	9,924.49 9,924.49	901026
000248 <u>322710</u>	PAYCHEX Invoice	10/05/2018 10/05/2018	Manual PAYROLL PROCESSING FEE	0.00 0.00	349.48 349.48	901027
000248 <u>18867474</u>	PAYCHEX Invoice	10/12/2018 10/12/2018	Manual TIME & LABOR ONLINE USAGE FEE	0.00 0.00	99.00 99.00	901028
009880 <u>SCE1018</u>	SOUTHERN CALIFORNIA EDISON CO Invoice	10/16/2018 10/16/2018	Manual POWER TO BLDGS & GEN - OCT 18	0.00 0.00	3,036.35 3,036.35	901029
009878 <u>SCE0918</u>	SOUTHERN CALIFORNIA EDISON Invoice	10/16/2018 10/16/2018	Manual POWER FOR PUMPING - SEPT 18	0.00 0.00	33,540.92 33,540.92	901030
VEN01533 <u>US18090219</u>	PAYMENTUS GROUP INC. Invoice	10/17/2018 10/17/2018	Manual CREDIT CARD PROCESSING FEE - SEPT 18	0.00 0.00	2,514.35 2,514.35	901031
013196 <u>108287017-0</u>	TELEPACIFIC COMMUNICATIONS Invoice	10/18/2018 10/18/2018	Manual TELEPHONE (OFFICE) - OCT 18	0.00 0.00	784.91 784.91	901032
001004 <u>BA0918</u>	BUSINESS CARD Invoice	10/18/2018 10/18/2018	Manual TELEPHONE(OFFICE)	0.00 0.00	636.90 636.90	901033
001005 <u>BA0918</u>	BANK OF AMERICA Invoice	10/18/2018 10/18/2018	Manual OFFICE SUPPLIES/BUILDING MAINT/MAP	0.00 0.00	1,807.08 1,807.08	901034
001009 <u>BA0918</u>	BUSINESS CARD Invoice	10/18/2018 10/18/2018	Manual OPS COMPUTER EQUIP/SHOP REMODEL/	0.00 0.00	7,955.69 7,955.69	901035
000236 <u>PPE 10-12-18</u>	PAYPRO ADMINISTRATORS Invoice	10/19/2018 10/19/2018	Manual EE FSA DEDUCTIONS 10-19-18	0.00 0.00	74.99 74.99	901036
000248 <u>323258</u>	PAYCHEX Invoice	10/19/2018 10/19/2018	Manual PAYROLL PROCESSING FEE	0.00 0.00	353.46 353.46	901037
004195 <u>HD0918</u>	HOME DEPOT CREDIT SERVICES Invoice	10/24/2018 10/24/2018	Manual SHOP REMODEL SUPPLIES/SMALL TOOLS/	0.00 0.00	13,506.15 13,506.15	901038
001517 <u>PPE 10-12-18</u>	CalPERS Invoice	10/26/2018 10/26/2018	Manual PAY PERIOD ENDING 10/12/18	0.00 0.00	9,911.45 9,911.45	901039
000025 <u>ICMARC1018</u>	ICMA RC Invoice	10/31/2018 10/31/2018	Manual 457 REMITTANCE - OCT 18	0.00 0.00	4,193.76 4,193.76	901040

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	71	0.00	312,661.96
Manual Checks	16	16	0.00	88,763.97
Voided Checks	0	1	0.00	-1,411.33
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	128	88	0.00	400,014.80

*Check Report JBWO

Date Range: 10/01/2018 - 10/31/2018

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: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	39,242.38	800000
E05162	Invoice	10/29/2018	NEW 2014 SUPERIOR STREET BROOM DT	0.00	39,242.38	
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	139,320.10	800001
E05163	Invoice	10/29/2018	2018 JOHN DEERE 410L	0.00	139,320.10	
009065	RDO EQUIPMENT COMPANY	10/29/2018	Manual	0.00	350,432.55	800002
E05162	Invoice	10/29/2018	2018 JOHN DEERE MOTORGRADER 672G	0.00	350,432.55	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	528,995.03
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>528,995.03</u>

UTILITY REFUND REGISTER

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00069-013	SITTER, PENELOPE	10/17/2018	Refund	2.79	Check #: 60631
05-00101-011	CARROLL, PENNY	10/17/2018	Refund	46.05	Check #: 60632
09-00126-013	A.I.M. RENTAL PROPERTIES	10/17/2018	Refund	87.42	Check #: 60633
11-00073-004	WRI PROPERTY MANAGEMENT	10/17/2018	Refund	38.57	Check #: 60634
11-00084-003	WIENER, PATRICK W	10/17/2018	Refund	63.03	Check #: 60635
13-00207-012	PDQ INVESTMENTS	10/17/2018	Refund	29.80	Check #: 60636
13-00352-016	MORALES, DENISE S	10/17/2018	Refund	7.28	Check #: 60637
15-00065-001	DEVELOPMENT, KUD	10/17/2018	Refund	5.59	Check #: 60638
52-00005-021	ZENTENO-TORRES, VICTORIA	10/17/2018	Refund	121.18	Check #: 60639
55-00171-013	ARAGON, MARIE Y	10/17/2018	Refund	14.97	Check #: 60640
62-00018-009	GALVIN, TONI SURREY	10/17/2018	Refund	137.99	Check #: 60641
62-00053-013	LIM, TAE W	10/17/2018	Refund	14.01	Check #: 60642
62-00175-014	CRUZ, CLARISA N	10/17/2018	Refund	25.78	Check #: 60643
62-00203-013	STOKELL, RITA	10/17/2018	Refund	23.88	Check #: 60644
65-00033-017	KIMBALL, ALESHA L	10/17/2018	Refund	100.82	Check #: 60645
65-00049-006	KENNEDY, ANDREW R	10/17/2018	Refund	520.67	Check #: 60646
				<u>1,239.83</u>	

OSHUA BASIN WATER
 DISTRICT
 PO BOX 675
 OSHUA TREE, CA 922520675

DIRECTOR PAY
 09/15/2018 - 10/12/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0511	FLOEN, THOMAS	09/19/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0510	HUND, GEARY	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0508	JOHNSON, ROBERT	10/03/2018	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/10/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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Filter - Custom

DIRECTOR PAY
09/15/2018 - 10/12/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0502	LUCKMAN, MICKEY C	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.83	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0509	UNGER, REBECCA	09/19/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		09/27/2018	Director Pay 1/DIR/504/	1.0000	\$173.63	
		09/27/2018	Mileage / Vehicle Exp 1/DIR/504/		\$73.03	
		10/03/2018	Director Pay Note: JBWD BOARD MEETING & LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	1.0000	\$173.63	
Totals:					\$593.92	\$0.00
Employee Total:					\$593.92	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$2,330.22</u>	<u>\$0.00</u>
Director Pay	13.0000	\$2,257.19		Grand Total:	\$2,330.22	
Mileage / Vehicle Exp		\$73.03				

Filter - Custom



Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
000575 AFSCME1018	AFSCME LOCAL 1902 Invoice	11/01/2018	11/01/2018 EE UNION DUES - OCT 18	Regular	0.00 0.00	609.70 609.70	60647
013819 3044000-IN	ALLEN INSTRUMENTS & SUPPLIES, LLC Invoice	11/01/2018	11/01/2018 TWO TRIMBLE RECEIVERS FOR GIS	Regular	0.00 0.00	4,865.99 4,865.99	60648
000042 AR102518	ANNE ROMAN Invoice	11/01/2018	11/01/2018 EDUCATION REIMBURSEMENT	Regular	0.00 0.00	1,005.00 1,005.00	60649
001850 954931	CUNICAL LAB OF S.B. INC Invoice	11/01/2018	11/01/2018 SAMPLING - SEPT 18	Regular	0.00 0.00	1,740.00 1,740.00	60650
000237 3990561-100542	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	11/01/2018	11/01/2018 EE LIFE INSURANCE - OCT 18	Regular	0.00 0.00	2,144.58 2,144.58	60651
009054 181014-1A 181028-1	KATHLEEN J. RADNICH Invoice Invoice	11/01/2018 11/01/2018	11/01/2018 PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	Regular	0.00 0.00 0.00	1,950.90 1,186.50 764.40	60652
013803 24051808 24070226 24070636 24090958 24096539	PEOPLEREADY, INC Invoice Invoice Invoice Invoice Invoice	11/01/2018 11/01/2018 11/01/2018 11/01/2018 11/01/2018	11/01/2018 TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	Regular	0.00 0.00 0.00 0.00 0.00	3,283.98 931.60 745.28 174.70 966.54 465.86	60653
013228 S1102518	SARAH J. JOHNSON Invoice	11/01/2018	11/01/2018 MISC REIMBURSEMENTS	Regular	0.00 0.00	185.92 185.92	60654
001898 SC102318	STEPHEN CORBIN Invoice	11/01/2018	11/01/2018 REIMB: EQUIPMENT RENTAL	Regular	0.00 0.00	2,548.07 2,548.07	60655
000210 301520	AMERICAN CASTING & MANUFACTURING CORP Invoice	11/07/2018	11/07/2018 METER LOCKING DEVICES	Regular	0.00 0.00	1,142.37 1,142.37	60662
013346 23851	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	11/07/2018	11/07/2018 DEMO GARDEN/BUILD MAINT THRU 10/1	Regular	0.00 0.00	650.00 650.00	60663
000502 AG19	ASSOCIATION OF CALIFORNIA Invoice	11/07/2018	11/07/2018 AGENCY DUES 2019	Regular	0.00 0.00	14,030.00 14,030.00	60664
000105 A-41029	BELTZ PORTABLE TOILETS Invoice	11/07/2018	11/07/2018 SHOP REMODEL	Regular	0.00 0.00	283.50 283.50	60665
013338 BW110118	BEVERLY WASZAK Invoice	11/07/2018	11/07/2018 REIMB: MILEAGE	Regular	0.00 0.00	98.82 98.82	60666
004110 BW103118 BW1118 BW1118B	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	11/07/2018 11/07/2018 11/07/2018 11/07/2018	11/07/2018 TRASH REMOVAL- SHOP REMODEL TRASH REMOVAL- NOV 18 RECYCLING - NOV 18	Regular	0.00 0.00 0.00 0.00	1,286.29 857.12 277.95 151.22	60667
001560 2043	CENTURY FORMS Invoice	11/07/2018	11/07/2018 WATER BILLS ORDERED OCT 2018	Regular	0.00 0.00	1,256.37 1,256.37	60668
013821 200001676	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE Invoice	11/07/2018	11/07/2018 CSMFO CONFERENCE ATTENDANCE ON 1	Regular	0.00 0.00	275.00 275.00	60669

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	
013207	PARCELQUEST	11/07/2018	Regular	0.00	1,199.00	60670
8583-11-2018	Invoice	11/07/2018	PARCELQUEST: ANNUAL PARCEL OWNER	0.00	1,199.00	
001555	CENTRA TEL	11/07/2018	Regular	0.00	979.32	60671
181103192101	Invoice	11/07/2018	DISPATCH SERVICES - OCT 18	0.00	979.32	
013223	LAW OFFICE OF DAVID L. WYSOCKI	11/07/2018	Regular	0.00	175.00	60672
DW103118	Invoice	11/07/2018	LEGAL SERVICES - OCT 18	0.00	175.00	
013817	DESIGN SPACE MODULAR BUILDINGS, INC.	11/07/2018	Regular	0.00	920.76	60673
1052920-IN	Invoice	11/07/2018	SHOP REMODEL TEMP TRAILER	0.00	920.76	
002420	DLT SOLUTIONS, INC	11/07/2018	Regular	0.00	1,519.00	60674
51411402	Invoice	11/07/2018	2019 AUTOCAD SUBSCRIPT RENEWAL	0.00	1,519.00	
002565	DUDEK AND ASSOCIATES, INC	11/07/2018	Regular	0.00	18,692.50	60675
20185962	Invoice	11/07/2018	ENG SERV: MULTIPLE PROJECTS THRU 8/3	0.00	11,095.00	
20186492	Invoice	11/07/2018	ENG SERV: MULTIPLE PROJECTS THRU 9/2	0.00	7,597.50	
002820	EMPLOYEE RELATIONS, INC.	11/07/2018	Regular	0.00	40.85	60676
83473	Invoice	11/07/2018	EE RECRUITING EXPENSE	0.00	40.85	
VEN01466	FEDAK & BROWN LLP	11/07/2018	Regular	0.00	2,100.00	60677
FB103118	Invoice	11/07/2018	FINANCIAL AUDIT 17/18 - OCT 18	0.00	2,100.00	
013222	FRONTIER CALIFORNIA INC.	11/07/2018	Regular	0.00	196.91	60678
FC1118	Invoice	11/07/2018	HDMC WWTP - TELEPHONE	0.00	196.91	
000058	GARDA CL WEST, INC.	11/07/2018	Regular	0.00	684.29	60679
10439010	Invoice	11/07/2018	COURIER FEES - NOV 18	0.00	684.29	
006200	MCALLISTERS JANITORIAL SERV.	11/07/2018	Regular	0.00	700.00	60680
62798	Invoice	11/07/2018	JANITORIAL SERVICES - OCT 18	0.00	700.00	
004165	HI-GRADE MATERIALS CO.	11/07/2018	Regular	0.00	263.99	60681
0049528	Invoice	11/07/2018	CHLORINE ANALYZER SUPPLIES	0.00	263.99	
004720	INLAND WATER WORKS	11/07/2018	Regular	0.00	29,575.59	60682
51017438.001	Invoice	11/07/2018	INVENTORY & MAINLINE/LEAK REPAIR SU	0.00	18,672.07	
51017438.002	Invoice	11/07/2018	INVENTORY & MAINLINE/METER REPAIR	0.00	8,609.33	
51017438.003	Invoice	11/07/2018	INVENTORY	0.00	323.25	
51017706.001	Invoice	11/07/2018	PUMPING PLANT SUPPLIES	0.00	1,187.52	
51017742.001	Invoice	11/07/2018	PUMPING PLANT SUPPLIES	0.00	784.42	
009054	KATHLEEN J. RADNICH	11/07/2018	Regular	0.00	814.80	60683
181104-1	Invoice	11/07/2018	PUBLIC RELATIONS SERVICES	0.00	814.80	
006029	LIEBERT CASSIDY WHITMORE	11/07/2018	Regular	0.00	2,005.00	60684
1466967	Invoice	11/07/2018	LEGAL SERVICES - THRU 9/30/18	0.00	987.00	
1466968	Invoice	11/07/2018	LEGAL SERVICES - EE MATTERS THRU 9/3	0.00	1,018.00	
006507	McMASTER-CARR SUPPLY COMPANY	11/07/2018	Regular	0.00	3,553.09	60685
75604662	Invoice	11/07/2018	SHOP EXPENSE	0.00	61.46	
77052624	Invoice	11/07/2018	PUMPING PLANT SUPPLIES/SHOP EXPENS	0.00	1,613.62	
77591753	Invoice	11/07/2018	SHOP REMODEL/PUMPING PLANT SUPPLI	0.00	1,878.01	
000156	FORSHOCK	11/07/2018	Regular	0.00	243.00	60686
1800182	Invoice	11/07/2018	MONTHLY SCADA MONITORING	0.00	38.00	
1800183	Invoice	11/07/2018	MONTHLY SCADA MONITORING	0.00	205.00	
006810	MOJAVE DESERT AQMD	11/07/2018	Regular	0.00	1,225.79	60687
MD9691	Invoice	11/07/2018	PERMIT FEE - PARK BLVD	0.00	302.90	
MD9692	Invoice	11/07/2018	PERMIT RENEWAL FEES - VARIOUS LOCAT	0.00	625.26	
MD9693	Invoice	11/07/2018	PERMIT RENEWAL FEE - CHOLLITA	0.00	307.63	
000070	ONLINE INFORMATION SERVICES, INC.	11/07/2018	Regular	0.00	292.20	60688

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	
894409	Invoice	11/07/2018	ID VERIF. SERV. THRU 10/31/18	0.00	292.20	
013803	PEOPLEREADY, INC	11/07/2018	Regular	0.00	931.60	60689
2411141R	Invoice	11/07/2018	TEMPORARY LABOR	0.00	931.60	
008405	PRECISION ASSEMBLY	11/07/2018	Regular	0.00	1,420.68	60690
18186	Invoice	11/07/2018	OCT WATER BILL PRINT/MAIL	0.00	1,420.68	
008415	PRUDENTIAL OVERALL SUPPLY	11/07/2018	Regular	0.00	108.82	60691
22694863	Invoice	11/07/2018	SHOP EXPENSE	0.00	55.83	
22695163	Invoice	11/07/2018	SHOP EXPENSE	0.00	52.99	
013361	QUINN COMPANY	11/07/2018	Regular	0.00	7,431.73	60692
BOG00000264	Credit Memo	11/07/2018	CREDIT: GENERATOR #4: FUEL POLISHING	0.00	-806.73	
WOG00003333	Invoice	11/07/2018	GENERATOR #4: FUEL POLISHING	0.00	806.73	
WOG00003334	Invoice	11/07/2018	GENERATOR #4: FUEL POLISHING	0.00	806.73	
WOG00003356	Invoice	11/07/2018	GENERATOR #4: LOAD BANK TEST	0.00	1,400.00	
WOG00003357	Invoice	11/07/2018	GENERATOR #5: LOAD BANK TEST	0.00	875.00	
WOG00003358	Invoice	11/07/2018	GENERATOR #6: LOAD BANK TEST	0.00	650.00	
WOG00003359	Invoice	11/07/2018	GENERATOR #7: LOAD BANK TEST	0.00	650.00	
WOG00003362	Invoice	11/07/2018	GENERATOR #2: LOAD BANK TEST	0.00	825.00	
WOG00003363	Invoice	11/07/2018	GENERATOR #3: LOAD BANK TEST	0.00	1,400.00	
WOG00003364	Invoice	11/07/2018	GENERATOR #1: LOAD BANK TEST	0.00	825.00	
013360	REDWINE AND SHERRILL, LLP	11/07/2018	Regular	0.00	3,709.67	60693
1142	Invoice	11/07/2018	LEGAL SERVICES - THRU 10/31/18	0.00	3,709.67	
013218	OFFICETEAM	11/07/2018	Regular	0.00	1,616.84	60694
51996365	Invoice	11/07/2018	TEMPORARY LABOR	0.00	548.58	
52021269	Invoice	11/07/2018	TEMPORARY LABOR	0.00	533.06	
52072488	Invoice	11/07/2018	TEMPORARY LABOR	0.00	535.20	
008414	PROVIDEO	11/07/2018	Regular	0.00	300.00	60695
1602	Invoice	11/07/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION I	11/07/2018	Regular	0.00	1,101.00	60696
IN0134096	Invoice	11/07/2018	HAZMAT CUPA PERMIT TO 11/30/19	0.00	1,101.00	
000091	SAN BERNARDINO COUNTY RECORDER	11/07/2018	Regular	0.00	24.00	60697
58110118	Invoice	11/07/2018	RELEASE OF LIENS	0.00	24.00	
VEN01020	SOUTHWEST NETWORKS, INC.	11/07/2018	Regular	0.00	1,454.50	60698
18-10044	Invoice	11/07/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	902.50	
18-110115C	Invoice	11/07/2018	OFFICE 365 MONTHLY MAINT- DEC 18	0.00	552.00	
009920	STANDARD INSURANCE CO	11/07/2018	Regular	0.00	926.54	60699
511118	Invoice	11/07/2018	EE LIFE INSURANCE - NOV 18	0.00	926.54	
009980	SWRCB FEES	11/07/2018	Regular	0.00	528.00	60700
FW-1018530	Invoice	11/07/2018	WATER SYSTEM ENFORCEMENT FEES 7/1	0.00	528.00	
013366	THE SOCO GROUP, INC.	11/07/2018	Regular	0.00	4,325.28	60701
0597203-IN	Invoice	11/07/2018	FUEL FOR VEHICLES	0.00	1,068.34	
0597204-IN	Invoice	11/07/2018	FUEL FOR VEHICLES	0.00	3,257.94	
010850	UNDERGROUND SERVICE ALERT	11/07/2018	Regular	0.00	76.00	60702
1020180341	Invoice	11/07/2018	TICKET DELIVERY SERVICE - OCT 18	0.00	76.00	
010990	UTILQUEST L.L.C.	11/07/2018	Regular	0.00	476.16	60703
268437-Q	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	213.04	
268634-Q	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	125.28	
268998-Q	Invoice	11/07/2018	CONTRACT LOCATING EXPENSE	0.00	137.84	
013809	WEST COAST CIVIL, INC.	11/07/2018	Regular	0.00	36,610.00	60704
1067	Invoice	11/07/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	4,800.00	

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>1107</u>	Invoice	11/07/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	31,610.00	
012955	YUCCA RENTAL	11/07/2018	11/07/2018 Regular	0.00	1,863.54	60705
<u>119500</u>	Invoice	11/07/2018	EQUIPMENT RENTAL	0.00	1,863.54	
000233	NAPA AUTO PARTS	11/07/2018	11/07/2018 Regular	0.00	1,851.52	60706
<u>255928</u>	Invoice	11/07/2018	SHOP EXPENSE	0.00	37.12	
<u>258052</u>	Invoice	11/07/2018	GENERATOR BATTERIES: GR1 & GR2	0.00	1,137.92	
<u>259393</u>	Credit Memo	11/07/2018	CREDIT: SHOP EXPENSE	0.00	-37.12	
<u>259849</u>	Invoice	11/07/2018	PUMP PLANT/VEHICLE MAINT: V27, 28, 2	0.00	141.57	
<u>260023</u>	Invoice	11/07/2018	SMALL TOOLS	0.00	111.31	
<u>260078</u>	Invoice	11/07/2018	VEHICLE MAINTENANCE: V27	0.00	225.12	
<u>260096</u>	Invoice	11/07/2018	VEHICLE MAINTENANCE: V29, 24 & 25	0.00	235.60	
001630	AT&T MOBILITY	11/15/2018	11/15/2018 Regular	0.00	1,990.04	60713
<u>829480028X1105</u>	Invoice	11/15/2018	COMMUNICATIONS- OCT 18	0.00	1,990.04	
013822	CARL PALMER	11/15/2018	11/15/2018 Regular	0.00	69.00	60714
<u>C111418</u>	Invoice	11/15/2018	REIMB: LIVE SCAN FEES	0.00	69.00	
009054	KATHLEEN J. RADNICH	11/15/2018	11/15/2018 Regular	0.00	680.40	60715
<u>181111-1</u>	Invoice	11/15/2018	PUBLIC RELATIONS SERVICES	0.00	680.40	
000236	PAYPRO ADMINISTRATORS	11/15/2018	11/15/2018 Regular	0.00	55.00	60716
<u>200097</u>	Invoice	11/15/2018	FSA ADMIN FEES - OCT 18	0.00	55.00	
008300	POSTMASTER	11/15/2018	11/15/2018 Regular	0.00	4,000.00	60717
<u>50111418</u>	Invoice	11/15/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
000575	AFSCME LOCAL 1902	11/29/2018	11/29/2018 Regular	0.00	609.70	60718
<u>AFSCME1118</u>	Invoice	11/29/2018	EE UNION DUES - NOV 18	0.00	609.70	
013823	COREY LYNN CALTER	11/29/2018	11/29/2018 Regular	0.00	1,107.00	60719
<u>CC112918</u>	Invoice	11/29/2018	COST INCURRED BY CUST/LOCK OFF ERRO	0.00	1,107.00	
003025	FEDEX	11/29/2018	11/29/2018 Regular	0.00	51.76	60720
<u>6-364-44943</u>	Invoice	11/29/2018	SHIPPING	0.00	51.76	
006200	MCALLISTERS JANITORIAL SERV.	11/29/2018	11/29/2018 Regular	0.00	700.00	60721
<u>62848</u>	Invoice	11/29/2018	JANITORIAL SERVICES - NOV 18	0.00	700.00	
009054	KATHLEEN J. RADNICH	11/29/2018	11/29/2018 Regular	0.00	1,579.20	60722
<u>181118-1</u>	Invoice	11/29/2018	PUBUC RELATIONS SERVICES	0.00	1,117.20	
<u>181125-1</u>	Invoice	11/29/2018	PUBLIC RELATIONS SERVICES	0.00	462.00	
006504	MC CALL'S METERS SALES & SERVICE	11/29/2018	11/29/2018 Regular	0.00	519.34	60723
<u>31158</u>	Invoice	11/29/2018	PUMPING PLANT SUPPLIES	0.00	519.34	
009980	SWRCB FEES	11/29/2018	11/29/2018 Regular	0.00	55.00	60724
<u>SWRCB-112718</u>	Invoice	11/29/2018	T-2 RENEWAL	0.00	55.00	
009980	SWRCB FEES	11/29/2018	11/29/2018 Regular	0.00	80.00	60725
<u>SWRCB-112718A</u>	Invoice	11/29/2018	D-2 RENEWAL	0.00	80.00	
000510	TIME WARNER CABLE	11/02/2018	11/02/2018 Manual	0.00	345.01	901041
<u>0008970101318</u>	Invoice	11/01/2018	CABLE & INTERNET - OCT 18	0.00	345.01	
000236	PAYPRO ADMINISTRATORS	11/02/2018	11/02/2018 Manual	0.00	74.99	901042
<u>PPE 10-26-18</u>	Invoice	11/02/2018	EE FSA DEDUCTIONS 11-02-18	0.00	74.99	
000248	PAYCHEX	11/02/2018	11/02/2018 Manual	0.00	353.46	901043
<u>323748</u>	Invoice	11/02/2018	PAYROLL PROCESSING FEE	0.00	353.46	
001517	CalPERS	11/02/2018	11/02/2018 Manual	0.00	9,892.66	901044
<u>PPE 10-26-18</u>	Invoice	11/02/2018	PAY PERIOD ENDING 10/26/18	0.00	9,892.66	

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	
009878	SOUTHERN CALIFORNIA EDISON	11/08/2018	Manual	0.00	31,810.13	901045
<u>SCE1018</u>	Invoice	11/08/2018	POWER FOR PUMPING - OCT 18	0.00	31,810.13	
000236	PAYPRO ADMINISTRATORS	11/16/2018	Manual	0.00	74.99	901046
<u>PPE 11-9-18</u>	Invoice	11/16/2018	EE FSA DEDUCTIONS 11-16-18	0.00	74.99	
000248	PAYCHEX	11/16/2018	Manual	0.00	312.37	901047
<u>324234</u>	Invoice	11/16/2018	PAYROLL PROCESSING FEE	0.00	312.37	
000248	PAYCHEX	11/16/2018	Manual	0.00	112.00	901048
<u>18997249</u>	Invoice	11/16/2018	TIME & LABOR ONLINE USAGE FEE	0.00	112.00	
001517	CalPERS	11/16/2018	Manual	0.00	9,885.42	901049
<u>PPE 11-9-18</u>	Invoice	11/16/2018	PAY PERIOD ENDING 11/09/18	0.00	9,885.42	
013196	TELEPACIFIC COMMUNICATIONS	11/16/2018	Manual	0.00	785.22	901050
<u>109376323-0</u>	Invoice	11/16/2018	TELEPHONE (OFFICE) - NOV 18	0.00	785.22	
001004	BUSINESS CARD	11/16/2018	Manual	0.00	694.52	901051
<u>BA1018</u>	Invoice	11/16/2018	TELEPHONE (OFFICE)/BUSINESS EXPENSE	0.00	694.52	
001005	BANK OF AMERICA	11/16/2018	Manual	0.00	1,895.79	901052
<u>BA1018</u>	Invoice	11/16/2018	OFFICE SUPPLIES/PERSONNEL/BUSINESS	0.00	1,895.79	
001009	BUSINESS CARD	11/16/2018	Manual	0.00	3,248.44	901053
<u>BA1018</u>	Invoice	11/16/2018	SHOP REMODEL/BUSINESS EXPENSE/SHO	0.00	3,248.44	
VEND1533	PAYMENTUS GROUP INC.	11/23/2018	Manual	0.00	2,506.95	901054
<u>U518100198</u>	Invoice	11/23/2018	CREDIT CARD PROCESSING FEE - OCT 18	0.00	2,506.95	
004195	HOME DEPOT CREDIT SERVICES	11/26/2018	Manual	0.00	6,199.68	901055
<u>HD1018</u>	Invoice	11/26/2018	SHOP REMODEL/SMALL TOOLS/CHLORIN	0.00	6,199.68	
000510	TIME WARNER CABLE	11/30/2018	Manual	0.00	345.01	901056
<u>0008970111318</u>	Invoice	11/30/2018	CABLE & INTERNET - NOV 18	0.00	345.01	
009880	SOUTHERN CALIFORNIA EDISON CO	11/30/2018	Manual	0.00	2,338.50	901057
<u>SCE1118</u>	Invoice	11/30/2018	POWER TO BLDGS & GEN - NOV 18	0.00	2,338.50	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	11/30/2018	Manual	0.00	2,144.58	901058
<u>3990561-110542</u>	Invoice	11/30/2018	EE LIFE INSURANCE - NOV 18	0.00	2,144.58	
000025	ICMA RC	11/30/2018	Manual	0.00	5,810.64	901059
<u>ICMARC1118</u>	Invoice	11/30/2018	457 REMITTANCE - NOV 18	0.00	5,810.64	
000248	PAYCHEX	11/30/2018	Manual	0.00	298.36	901060
<u>324709</u>	Invoice	11/30/2018	PAYROLL PROCESSING FEE	0.00	298.36	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	67	0.00	178,790.90
Manual Checks	20	20	0.00	79,128.72
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	129	87	0.00	257,919.62

UTILITY REFUND REGISTER

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00069-013	SITTER, PENELOPE	11/1/2018	Refund	45.46	Check #: 60656
10-00201-010	ALLISON, MONETTA A	11/1/2018	Refund	39.55	Check #: 60657
11-00073-004	WRI PROPERTY MANAGEMENT	11/1/2018	Refund	26.96	Check #: 60658
12-00215-010	SHIPLEY, KIRK R	11/1/2018	Refund	135.85	Check #: 60659
62-00204-009	F & F REAL ESTATE DEV CO LLC	11/1/2018	Refund	54.17	Check #: 60660
64-99243-000	GIBERT, CLAY J	11/1/2018	Refund	5.27	Check #: 60661
01-00015-004	GRIFFIN, EDMUND H.	11/15/2018	Refund	28.38	Check #: 60707
05-00040-008	MAGNUS INVESTMENT PARTNERS LLC	11/15/2018	Refund	27.58	Check #: 60708
14-00182-010	COLDWELL BANKER ROADRUNNER	11/15/2018	Refund	79.78	Check #: 60709
55-00103-010	EB INVESTMENTS	11/15/2018	Refund	42.80	Check #: 60710
62-00175-014	CRUZ, CLARISA N	11/15/2018	Refund	38.06	Check #: 60711
63-00160-011	KURVINK, ROBERTA L	11/15/2018	Refund	42.38	Check #: 60712
05-00185-015	MCNEIL, COURTNEY E	11/29/2018	Refund	23.95	Check #: 60726
07-00024-018	DESERT REALTY GROUP	11/29/2018	Refund	85.22	Check #: 60727
09-00133-013	VELASQUEZ, JESUS A	11/29/2018	Refund	30.66	Check #: 60728
13-00173-019	ONEIL, TYLER R	11/29/2018	Refund	46.29	Check #: 60729
52-00080-007	SANDERSON, KENNETH J	11/29/2018	Refund	154.33	Check #: 60730
52-00088-008	ANDREASEN, CHRISTINE S	11/29/2018	Refund	41.54	Check #: 60731
53-00068-016	CHRISTOPHER ENGLE AND DIANNE BENNETT	11/29/2018	Refund	7.83	Check #: 60732
53-00097-003	GARCIA, VIRGINIA	11/29/2018	Refund	135.30	Check #: 60733
55-00101-008	HAYES, TIMOTHY M	11/29/2018	Refund	104.30	Check #: 60734
				<u>1,195.66</u>	

OSHUA BASIN WATER
DISTRICT
PO BOX 675
OSHUA TREE, CA 922520575

DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0511	FLOEN, THOMAS	10/16/2018	Director Pay Note: STRATEGIC PLANNING WORKSHOP 1/DIR/504/	1.0000	\$173.63	
		10/16/2018	Mileage / Vehicle Exp Note: MILES: STRATEGIC PLANNING WORKSHOP 1/DIR/504/		\$4.32	
		10/17/2018	Director Pay Note: STRATEGIC PLANNING WORKSHOP, SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/17/2018	Mileage / Vehicle Exp Note: MILES: STRATEGIC PLANNING WORKSHOP 1/DIR/504/		\$4.32	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,050.42	\$0.00
Employee Total:					\$1,050.42	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0510	HUND, GEARY	10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/28/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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**DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0508	JOHNSON, ROBERT	10/13/2018	Director Pay Note: 10/11/18 MOJAVE WATER AGENCY BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/13/2018	Mileage / Vehicle Exp Note: MILES: 10/11/18 MOJAVE WATER AGENCY BOARD MEETING 1/DIR/504/		\$76.88	
		10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,118.46	\$0.00
Employee Total:					\$1,118.46	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0502	LUCKMAN, MICKEY C	10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
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DIRECTOR PAY- ALR
10/13/2018 - 11/09/2018

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
1-0509	UNGER, REBECCA	10/17/2018	Director Pay Note: SPECIAL BOARD MEETING & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		10/26/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		10/27/2018	Director Pay Note: SPECIAL JBWD BOARD MEETING/CLOSED SESSION 1/DIR/504/	1.0000	\$173.63	
		11/07/2018	Director Pay Note: SPECIAL & REGULAR JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		11/08/2018	Mileage / Vehicle Exp Note: MILES: MWA BOARD MEETING 1/DIR/504/		\$73.03	
Totals:					\$941.18	\$0.00
Employee Total:					\$941.18	

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	25.0000	\$4,340.75		\$4,499.10	\$0.00
Mileage / Vehicle Exp		\$158.35		\$4,499.10	

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JOB DESCRIPTION

POSITION	Distribution Supervisor	CLASS/GROUP	MSC
SALARY RANGE	Range 43	SAFETY SENSITIVE	Yes
HOURS – FT/PT	Full Time	ESTABLISHED DATE	11/18/09
FLSA STATUS	Exempt	REVISION DATE	12/06/18

SUMMARY

Under direction, the Distribution Supervisor’s responsibilities include the direct oversight of the Distribution and Capital Improvement Replacement Program (CIRP) crews. The Distribution Supervisor completes construction projects by planning, organizing, and controlling projects; completing quality inspections; supervising staff; ensuring adherence to state and local codes, arranging for necessary equipment and keeping construction project within the budget. Responsible for heavy equipment operation, basic vehicle and equipment maintenance, and various construction tasks as necessary. This position is designated as a Shift Operator as defined by the State Water Resources Control Board.

DISTINGUISHING CHARACTERISTICS

The Distribution Supervisor has strong interpersonal, communication, leadership and problem-solving skills; the ability to work without extensive supervision; the ability to prioritize, lead, and direct; possesses journeyman level knowledge of the underground construction industry, operation of light to heavy equipment, and state rules and regulations pertaining to public water system operations.

SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned. This position will supervise, lead, and provide training for employees assigned to the Distribution and CIRP departments.

EXAMPLES OF DUTIES

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

Essential Functions:

- Oversees, prepares, supervises, and direct’s assigned staff on a daily basis, responsible for the direction of daily job assignments;
- Provides training, and performance evaluations for assigned staff;
- Oversees purchases as related to all field operations, needs and requirements;
- Reviews and approves assigned personnel’s timesheets for accuracy and conformance to standards; schedules vacations; inspects time cards for proper allocation of time;
- Coordinates administrative activities for all field operations as necessary;
- Performs a variety of maintenance and repair on water distribution facilities and appurtenances;
- Coordinates, directs, and oversees outside contractors hired by the District to perform various tasks related to the construction and maintenance of District facilities;
- Reviews, reads, and interprets blueprints and plans related to the design or existing position and attributes of new and existing distribution and production facilities to design and complete various projects and daily work assignments;
- Develops short-term and long-range District maintenance and construction objectives;

- Assists with the preparation of departmental budgets;
- Provides input to the AGM – Operations and other members of management as required;
- Calculates chlorine dosages; solve field arithmetic;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Interprets maps and provide direction to complex problems with multiple variables;
- Compiles memorandums, data reports, written correspondence, and develops written procedures related to departmental needs and requirements;
- Operates equipment that requires a Class A License, at times towing heavy equipment on trailers;
- Oversees the maintenance and minor repairs of District equipment;
- Proficiently operates computer hardware and software related to departmental needs and requirements such as Microsoft Word, Excel, Outlook and other related programs;
- Assists in the development and implementation of the District's Geographic Information Systems (GIS);
- Executes, implements and provides training on proper knowledge and execution of District, state and federal safety programs, rules and regulations;
- Performs inspections of work performed by assigned staff;
- Regularly attends, facilitates, and presents material for internal meetings, occasionally attends District's Board of Directors meetings as requested;
- Attends seminars and training events commensurate to field functions;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

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

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

Experience:

- Minimum of five (5) years of broad and extensive experience within the water distribution industry including but not limited to the installation and maintenance of water system facilities and appurtenances.
- Minimum (5) years' experience as a lead or supervisor for underground utility installation is required.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain:

- California Class "A" Commercial Drivers License; and
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate
- State Water Resources Control Board (SWRCB) **Grade I or higher** Water Treatment Operator Certificate desirable;

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- AWWA standards;
- Methods, materials, and equipment used in water system installations, maintenance and repair work;
- District policies and procedures;
- Construction and safety laws, rules, regulations, and principles of construction work safety;
- Geography of the District and location of District facilities;
- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- Blueprint and plan reading;
- Principles of supervision and training;
- Customer relations techniques
- Water distribution requirements;
- General computer operations, and Microsoft office products.

Skills:

- Competent to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals;
- Excellent verbal and written communication; and
- Strong Leadership and Supervisory skills.

Abilities:

- Plan and schedule assigned work;
- Provide work direction, coordination and training for assigned staff;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Represent the District in a professional manner with staff, the public, contractors and other organizations;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

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

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

EMPLOYEE ACKNOWLEDGEMENT

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

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

Print Employee Name

Employee's Signature

Date



JOB DESCRIPTION

POSITION	Water Quality Specialist	CLASS/GROUP	AFSCME
SALARY RANGE	Range 28	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under general supervision, the Water Quality Specialist is responsible for: monitoring the quality of waters controlled by the District including but not limited to: groundwater supplies, recharge, and treated water; overseeing the District’s Cross Connection Control Program (CCCP); responding to water quality concerns; communicating through verbal and written communications with local, state and federal agencies; monitoring the security and operation of District facilities; and performing various maintenance duties related to the production and distribution of water within the District’s service boundaries.

DISTINGUISHING CHARACTERISTICS

The Water Quality Specialist has strong interpersonal, communication, and problem-solving skills; the ability to work without extensive supervision; the ability to prioritize and manage workloads; journeyman level knowledge of public water system operations.

SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned and provides training and mentorship to other employees of the District.

EXAMPLES OF DUTIES

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

Essential Functions:

- Collects water samples for the detection of various constituents from District assets such as groundwater wells and distribution facilities;
- Monitors chlorine levels throughout the District’s distribution facilities and adjusts dosing levels as needed;
- Performs facility checks of production and distribution appurtenances to ensure proper operation of equipment, ensure security and monitor system parameters;
- Operates and maintains Supervisory Control and Data Acquisition (SCADA) peripherals and human-machine interfaces (HMI);
- Communicates with local, state and federal agencies, including the general public, through the preparation of mandated reports, local publications, email exchanges and other written and verbal methods of communications;
- Ensures the District complies with state and federal drinking water requirements and recommendations as provided by, but not limited to, the Safe Drinking Water Act, Title 17, Title 22, and various standards and specifications recognized by the State Water Resources Control Board (SWRCB) and the American Water Works Association (AWWA);

- Remains updated on compliance measures, bills, rules, regulations, standards, and specifications that pertain to public water systems;
- Attends seminars, conferences, and training event as necessary to remain efficient and educated job-related functions;
- Responds to customer concerns and complaints pertaining to potential water quality issues;
- Assists in the maintenance and repair of motors, pumps, tanks, booster stations, and other District facilities as required;
- Reviews, maintains, and revises District sampling plans, water quality procedures, and emergency notification plans;
- Coordinates the District's flushing plan based upon water quality data and best practices;
- Oversees the District's Cross Connection Program, completes cross connection surveys, identifies potential cross connection hazards and prescribes the appropriate backflow prevention assembly based upon the level of hazard;
- Performs inspections of newly installed backflow prevention devices to ensure proper installation;
- Reviews plans and specifications related to the development, retrofitting, or refurbishing of commercial and residential projects to determine backflow prevention requirements;
- Ensures publicly and privately owned backflow prevention assemblies prescribed by the District are properly tested and repaired at required frequencies;
- Ensures backflow assembly testers possess the correct licensing and certifications;
- Works with developers and builders constructing facilities that are intended to be dedicated to, connect to, or otherwise become a part of, the District's distribution system to ensure compliance with District standards, pressure testing requirements, disinfection, and sampling procedures before putting the facility into service;
- Makes budget recommendations based on a variety of departmental and operative needs and requirements;
- Responds to emergency after hours service and emergency calls;
- Participates in the District's "on-call" rotation as assigned;
- Maintains and updates Material Safety Data Sheets (MSDS) on required chemicals stored or utilized on District property;
- Maintains paper and electronic records of District sample analysis results, backflow assembly testing, facility adjustments, chlorine dosage changes, and other necessary documents and data as per the District's record retention schedule and other state and federal requirements;
- Assists with construction and maintenance duties as required; and
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

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

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

Experience:

- Minimum of five (5) years of broad and extensive experience within the water distribution or treatment industry including the operation and maintenance of industry-standard equipment and collection of water samples;
- Minimum (2) years' experience in operating or managing a cross-connection control program.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;

- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain:

- California Class "C" Commercial Drivers License;
- SWRCB **Grade III or higher** Water Distribution Operator Certificate;
- SWRCB **Grade I or higher** Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate; and
- AWWA Backflow Prevention Assembly Tester License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- State, Federal, and local drinking water regulations;
- Methods, materials, best practices, and equipment used in water distribution system and water production installations, maintenance and repair work;
- Water sample collection guidelines, preparation, and best practices;
- Letter and report writing development and formatting;
- District policies and procedures;
- Strong mathematical skills pertaining to the distribution and treatment of water;
- Safety laws, rules, regulations, and principles that pertain to the position's job functions;
- Geography of the District and location of District facilities;
- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;
- Blueprint and plan reading;
- Cross-connection hazard identification; and
- General computer operations, SCADA and Microsoft office products.

Skills:

- Competent to work efficiently and productively when completing work tasks with little to no supervision;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals; and
- Excellent verbal and written communication;

Abilities:

- Plan and schedule assigned work;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Professionally represent the District with staff, the public, contractors and other organizations;
- Respond to emergency conditions;
- Provide time for continuing education and testing as required;
- Attend seminars and training conferences relative to job performance as required;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

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

Safety: Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regularly travels to District facility sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



JOB DESCRIPTION

POSITION	Development Coordinator	CLASS/GROUP	MSC
SALARY RANGE	Range 30	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	

SUMMARY

Under general direction, this position will: work closely with customers, developers, contractors and District employees, through both written and verbal communications, to ensure the District’s development requirements, rules and regulations are implemented throughout the planning and construction of various forms of land improvement and construction projects; assists the Assistant General Manager (AGM) of Operations with various tasks and objectives pertinent to District operations, procedures and budget; operate, maintain, implement and recommend District software, databases and electronic systems including but not limited to computer-aided drafting (CAD), Geographic Information System (GIS), global positioning system (GPS) and work order management systems; independently, or as project lead under the AGM of Operations, completes the preparation, review and submittal of maps, reports, descriptions, and applications as required to maintain regulatory compliance with local, state and federal agencies, the completion of grant packages, internal support documents or visual representations.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a high level of independent judgment as well as verbal and written communication, interpretation and technical skills; the expert use of, and adaptability to various computer programs and applications; and an understanding of water system operations and District policy, rules and regulations that are required to perform the essential duties of the position. The incumbent in this position will perform work directly related to management policies on a regular basis using established procedures or provided direction.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a general manager, department head, or supervisor, as assigned. The incumbent, as requested and defined by the AGM of Operations, will serve as the lead on projects and deliverables with authority to request information, data, and documents; set due dates and deadlines as necessary; and request or schedule meetings from all levels of staff subordinate to the AGM of Operations.

EXAMPLES OF DUTIES

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

Essential Functions:

- Acts as the District’s liaison/representative to communicate and/or coordinate District needs, requirements, rules, regulations, and policies, to local agencies, engineers, committees, boards, and the general public pertaining to various design, funding, construction, and development projects;

- Oversees, implements, updates, and maintains the District's development requirements, construction standards, rules regulations and policies as they apply to commercial, residential and landscaping projects;
- Makes recommendations for improving customer experience and internal efficiencies related to the District's development program;
- Reviews plans, specifications, applications and other documents related to public and private development within the District's service boundaries;
- Ensures records pertaining to District projects as well as private and public development projects including plans, as-builts, environmental documents, and other project related reports are properly maintained and filed;
- Provides verbal and written information to customers, engineers and developers regarding project requirements, prepares Will Serve/Will Not Serve, fire flow and other related letters;
- Writes, reviews, and/or oversees the preparation of agreements and contracts between the District and others such as easement acquisition or vacation, conditional approvals, reimbursement agreements, construction agreements, facility dedications, mainline extensions and maintenance bonds related to the development of District and private/public projects;
- Works with the County of San Bernardino to issue and track private well drilling activity within the District's boundaries, issues District approvals to drill and operate private wells;
- Completes or assists in the preparation of CEQA/NEPA compliance documentation;
- Prepares reports for District management and the Board of Directors regarding development, GIS, work management and District projects;
- Aids the AGM of Operations in the oversight and preparation of regulatory reports, project startups, and maintenance, performance tracking, completion of grant applications and the associated management of grant programs;
- Assists the AGM of Operations with the maintenance, development, and coordination of the District's GIS, asset and facility management and work management software(s), program(s) and other technologies;
- Works closely with District employees and outside entities, to update, collect and submit facility locations and other datum pertinent to the District's GIS mapping needs;
- Trains or arranges training for District employees in the appropriate use of District GIS and GPS technologies;
- Maintains, prepares, prints, organizes and distributes District maps, drawings, and other visual aids;
- Assists in the resolution of customer complaints pertaining to District and private/public development projects;
- Assists District employees with operating and identifying deficiencies with District GIS programs and related technologies; meet with employees as necessary to direct the flow of work to collect GPS points efficiently and other datum used for hardening or updating the District's GIS records; and
- Performs other special projects and duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

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

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

Experience:

- Minimum of five (5) years of experience in public water system operations or management; and
- Minimum of five (5) years of proficient computer database and advanced software operation and/or development.

Education and/or Training:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution highly desired; with coursework in business or public administration, Geographical Information Systems, development, engineering, or related field.
- Continued education and training in GIS software operation, development, and maintenance will be provided by the District and must be attended by the employee.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

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

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Thorough knowledge of correct English grammar, punctuation, and spelling;
- Extensive knowledge in the drafting of technical documents and professional correspondence;
- Extensive knowledge in the use of modern office equipment including computer software applications related to the field of work;
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook;
- Thorough knowledge of water system operations with a working knowledge of water system construction, operations, and maintenance;
- Entry to extensive level knowledge of GIS/GPS software, hardware and application use.

Skills:

- Possess strong organizational skills;
- Possess strong verbal and written communication skills;
- Proficient skills in prioritizing and work assignments while being flexible in a dynamic work environment;
- Strong computer and software operation skills.

Abilities:

- Ability to handle difficult and complex assignments with minimal oversight;
- Ability to oversee projects from conception to completion;
- Ability to analyze data and develop logical solutions to complex problems;
- Ability to read, understand and carry out written and verbal instructions;
- Ability to read, understand and interpret complex documents such as technical manuals, standards, and training manuals;
- Ability to read, understand, and interpret construction drawings, diagrams, blueprints, standards, and specifications;
- Ability to convey technical information clearly and concisely;
- Ability to work efficiently and productively when completing work tasks;
- Ability to read and understand financial information;
- Ability to skillfully use and operate computer hardware and specialized software;
- Ability to make mathematical calculations with accuracy;
- Ability to maintain accurate records;
- Ability to type 45 WPM;
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 40 lbs.) on a periodic basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch, walk on uneven terrain, and utilize technology outside on job sites or at District facilities occasionally.

Work Environment:

- **Outside:** Occasional standing, walking, climbing or traversing uneven terrain.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected with occasional outdoor construction level noise level exposure.

Equipment Use: Standard office equipment such as computer hardware, software and peripherals, hand-held electronic devices, copy machines, scanning machines, fax machines, and telephones.

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

Safety: Follows proper safety practices at all times.

Travel: On occasion, this position may be required to travel to and around District sites and facility locations, attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and occasional attendance of evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

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

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

Print Employee Name

Employee's Signature


Date

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

December 19, 2018

Report to: President and Board of Directors

Prepared by: Curt Sauer 

TOPIC: Joining the Community Water Systems Alliance

RECOMMENDATION:

Receive for information and understanding of the concepts behind this Alliance, with potential approval at a January board meeting.

ANALYSIS:

Ray Kolisz and Adan Ortega gave a presentation to the Board earlier this year, when the concept of an Alliance was still being formed.

The purpose of the Alliance is described in the Report: Organization of a Community Water Systems Alliance, included in this staff report. The purpose is: to potentially augment resources through California Association of Mutual Water Companies, to include income-limited and disadvantaged communities, who are served by well run and operated water supply agencies, in organized efforts to prevent that their resources will be diverted by the state through the assessment of local taxes or economically infeasible regulations (i.e. Chromium 6).

On December 3, I participated in a conference call with 24 other water agencies, listed in the Report. These agencies are small, medium sized (such as 29 Palms and JBWD), and large, for example Eastern Municipal Water District. Susan and I participated in a second conference call on December 11.

The larger agencies understand the needs of the smaller and disadvantaged communities, and are supportive enough of this concept that some have already committed to funding the effort with \$10,000 and \$20,000 seed monies. I see this as the water community coming together for a common cause – prevention of misinformed legislation by proactively working with legislators.

The 7 principals of the Alliance are listed on page two of the report.

The costs to JBWD would be \$5,000 per year for an expected period of 2 years. In the past, the District has spent \$42,000 per year on lobbying, during the recharge project (2008 thru 2012). Another \$24,000 in 2013/14 and \$31,000 in 2014/15. \$5,000 for this concerted effort to affect legislation appears reasonable.

The other part of the unwritten agreement is that each participating agency is requested to respond and support recommended positions on legislation. That includes writing and contacting our respective legislators / staff and being will to testify at hearings as needed. So there may well be travel expenses to Sacramento.

A draft Memorandum of Understanding is also included in this staff report for your review and consideration. All 25 water agencies are reviewing the MOU at this time.

Susan and I are available for questions, and if the Board is interested we will bring this item back to the Board in January, when the MOU had been finalized.

FISCAL IMPACT: \$5,000 per year for two years.



**Report: Organization of a Community Water Systems Alliance
December 3, 2019**

A meeting was held on Friday, November 30, 2018, to discuss possible support for an alliance of community water systems representing income limited and disadvantaged communities, at Eastern Municipal Water District. The meeting was attended by:

Paul Jones, General Manager, Eastern Municipal Water District
Danielle Coats, Senior Legislative Program Manager, Eastern Municipal Water District
Lisa Yamashita Lopez, President, CalMutuals & GM Rubio Cañon Land and Water Assn.
David Armstrong, Vice President, CalMutuals & GM South Mesa Water Co.
Jim Ciampa, General Counsel, CalMutuals & Public Water Agency Group (PWAG)
Owen Sharp, General Manager, San Andreas Mutual Water Company
Sandy Caruba, Board Member, San Andreas Mutual Water Company
Carol Giannini, Board Member, Twentynine Palms Water District
Bob Coghill, Board Member, Twentynine Palms Water District
Ray Kolisz, General Manager, Twentynine Palms Water District
Denise Peralta Gailey, Advocate, Twentynine Palms Water District
Dan Ferons, General Manager, Santa Margarita Water District
Don Barns, Assistant General Manager, Santa Margarita Water District
Jim Leach, Director of Government Affairs, Santa Margarita Water District
Kelly Gardner, Assistant Executive Director, San Gabriel Valley Water Association
Paul Gonsalves, Advocate, San Gabriel Valley Water Association
Stacy Taylor, External Affairs Manager, Mesa Water District
Jeff Armstrong, General Manager, Rancho California Water District
Meggan Valencia, Public Affairs Manager, Rancho California Water District
Calvin Louie, General Manager, Cabazon Water District
Curt Saur, Joshua Basin Water District
Jeff Deming, Principal, Monterey Bay Academy
Jackie McCloud, Utilities Manager, City of Watsonville
Lisa Ohlund, General Manager, East Orange Water District
Tim Worley, Executive Director, AWWA Cal-Nevada Section
Adan Ortega, Executive Director, CalMutuals

Meeting Purpose: To potentially augment resources through CalMutuals to include income-limited and disadvantaged communities, who are served by well run and operated water supply agencies, in organized efforts to prevent that their resources will be diverted by the state through the assessment of local taxes or economically infeasible regulations (i.e. Chromium 6).

Community Water Systems Alliance (CWSA) Principles

The group discussed seven principles around which CWSA would organize and advocate. CWSA will be comprised of a group of special districts, county water districts, community service districts, and cities that are well run and operated while serving disadvantaged communities and other populations that entail revenue limitations, such as seniors.

General draft organizing principles were revised to include the following:

1. CWSA is comprised of viable and well running water supply systems focused on empowering those among them who directly represent and serve the residents of disadvantaged communities and other populations with income limitations such as seniors
2. CWSA supports a statewide comprehensive needs-assessment of the operational integrity and resiliency of chronically distressed water systems
3. CWSA supports funding to build water system resiliency that does not shift existing resources of disadvantaged communities from some regions to other regions of the state
4. CWSA supports regulations that are deemed economically feasible through a combination of factors including affordability, transparent understanding of health benefits and their real-time cost and value to the residents of California
5. CWSA supports consolidation of chronically distressed water systems when it is part of an initiative supported by the residents of such communities, and where property rights and the right of representation is respected
6. CWSA members pledge to work with larger neighboring and/or regional water agencies toward efforts that bring resource efficiency, stewardship of local shared resources that are based upon common values, needs and respect not charity
7. CWSA is an alliance for education and advocacy of the common interests and empowerment of water systems serving disadvantaged communities and other income limited populations, not a permanent water association

Management – The group generally agreed that as fiscal sponsor, CalMutuals could bring efficiency to CWSA by availing it of its administrative, advocacy and logistical support eliminating the need for the duplication of resources, in parallel with CalMutuals’ regional capacity across the state. CalMutuals is proposing that an advisory board be comprised of the initial charter members according to the contribution levels below.

Budget - The group felt that the estimated budget of \$60,000 for one year to cover the legislative calendar was modest given the issues driving the organization of CWSA. The group asked CalMutuals to propose a sponsorship schedule scaled to the revenue capacity of prospective members (see contributions below).

Proposed Schedule for Regular Sponsors of the Initiative

CalMutuals has a “progressive” membership schedule that encourages participation by small and larger members. Pending consensus from the group, CalMutuals proposes the following scales of sponsorship for the initiative:

Tier 1: Revenues <\$250K	\$500
Tier 2: Revenues \$250K +	\$750
Tier 3: Revenues \$500K+	\$1,250
Tier 4: Revenues \$1M+	\$2,500
Tier 5: Revenues \$4M+	\$5,000

**MEMORANDUM OF UNDERSTANDING
COMMUNITY WATER SYSTEMS ALLIANCE**

This Memorandum of Understanding (“MOU”) is entered into this ___ day of _____, 2018 (“Effective Date”) by and between the California Association of Mutual Water Companies, a California non-profit mutual benefit corporation (“Cal Mutuals”), and _____ (“Participant”) with respect to the following.

RECITALS

- A. There are numerous regulatory and legislative issues facing water suppliers in California, including, but not limited to, water quality standards, requirements to limit water losses, a potential water tax, funding mechanisms for low-income rate assistance and long-term water use efficiency requirements.
- B. There are numerous water suppliers serving disadvantaged and severely disadvantaged communities that while operating efficiently and well, do not, on an individual basis, have the financial resources to be able to effectively advocate with respect to the issues identified in Recital A.
- C. Cal Mutuals is a non-profit association formed to provide effective advocacy for, and to facilitate operational and educational resources to ensure effective and compliant operation and governance of, mutual water companies and other small water systems in California.
- D. Cal Mutuals has worked with various water systems to develop a collaborative program to assist water systems serving disadvantaged and severely disadvantaged communities with regulatory and legislative advocacy, as described in Section 1, below (the “Initiative”).
- E. The Community Water Systems Alliance (“CWSA”) is an alliance of water systems who are undertaking the Initiative, working with and through Cal Mutuals as described herein.
- F. Participant desires to participate in CWSA and desires to make a financial contribution to help offset the costs of the Initiative, in accordance with the provisions set forth below.

NOW, THEREFORE, Participant and Cal Mutuals agree as follows:

1. The Initiative. Cal Mutuals will provide the services necessary to administer and coordinate the functions relating to the Initiative, as guided by the principles attached hereto as Exhibit A and incorporated herein by this reference. Participant, in its sole discretion and at its sole cost, may provide services of its employees to assist with implementing the Initiative.

2. Participant's Financial Contribution. Participant shall contribute the sum of \$ _____ to CWSA, through Cal Mutuals, in order to join and participate in CWSA. That amount may be paid in a lump sum or through a payment arrangement to be agreed upon by Participant and Cal Mutuals. Cal Mutuals shall separately account for all such contributions and shall utilize Participant's and other CWSA members' contributions only for costs related to the Initiative and its administration. Cal Mutuals shall issue a quarterly report of CWSA's income and expenses, including the use of Participant's contribution, on or before the thirtieth (30th) day following the end of each calendar quarter (i.e., March 31, June 30, September 30 and December 31). Participant acknowledges that the financial contributions of other CWSA members may vary and may be greater than or less than Participant's contributions, although Cal Mutuals will use its best efforts to ensure a fair structure concerning such overall contributions, including through application of the revenue-based contribution model set forth in Exhibit A hereto.

3. CWSA Participant Issues. Participant shall allow Cal Mutuals to use Participant's name in any correspondence that Cal Mutuals may send regarding the Initiative and in any materials used in soliciting additional members in CWSA; provided, however, that if such correspondence relates to a position on legislation, Participant shall be provided the opportunity to opt out of being specifically named in any such correspondence and Cal Mutuals will remove Participant's name if so instructed. Upon written request of Participant, Cal Mutuals shall promptly (i.e., within three business days) provide Participant by e-mail with a list of all participants in CWSA and their respective contributions.

4. Audit/Inspection. Upon at least forty-eight (48) hours' prior written notice, Participant may audit or inspect, at Participant's sole cost and expense, Cal Mutuals' accounting books and records relating to CWSA and the Initiative.

5. Term; Termination. This MOU shall have an indefinite term, although it is contemplated to last approximately two years. Because CWSA is intended to be a temporary program, it may be terminated at any time by the vote of at least sixty percent (60%) of its members. Participant may withdraw from CWSA at any time, upon at least seven (7) days' written notice. Such withdrawal shall not entitle Participant to a refund of any portion of its contribution under Section 2, above, unless any audit or inspection under Section 4, above, reveals the misappropriation of funds by Cal Mutuals, in which case CWSA shall be entitled to the return of its entire contribution or such other amount thereof as the parties may agree.

6. Indemnification. Cal Mutuals shall indemnify and defend Participant against any third party claims, losses, liabilities damages, lawsuits, claims, judgments or other costs resulting from Cal Mutuals' gross negligence or intentional misconduct in performing its duties hereunder.

7. Notices. Any notice or other communication to be provided under this MOU shall be in writing, and shall be deemed effectively given upon personal delivery; or upon deposit in any United States mail box, by registered, certified, Priority, or Express mail, postage prepaid; or upon delivery by nationally recognized overnight courier; or upon confirmed transmission by facsimile, addressed to the other party at the address shown below.

8. Governing Law. This MOU shall be governed by and construed in accordance with the laws of the State of California.

9. Amendment. This MOU may be modified only by a written agreement signed by both parties.

10. Severability. If any court determines that any provision of this MOU is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this MOU invalid or unenforceable and such provision shall be modified, amended or limited only to the extent necessary to render it valid and enforceable

11. Counterparts; Execution Transmitted by E-Mail or Fax. This MOU may be executed in counterparts, effective as of the Effective Date first set forth above. The parties agree that this MOU will be considered signed when the signature of a party is delivered by e-mail or by facsimile transmission. Such e-mailed or facsimile signature shall be treated in all respects as having the same effect of an original signature.

IN WITNESS WHEREOF, the Participant and Cal Mutuals have executed this MOU as of the date first above written.

California Association of Mutual Water Companies

By _____
Lisa Yamashita-Lopez, President

Address: 1370 N. Brea Blvd., Suite 238
Fullerton, CA 92835
Fax Number: _____

DRAFT

Participant

By _____
Its _____

Address: _____

Fax Number: _____

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

December 19, 2018

Report to: President and Members of the Board

Prepared by: Curt Sauer

TOPIC: ADMINISTRATION CODE – REVIEW, REVISE, AND UPDATE

RECOMMENDATION:

That the Board determine the process by which they would like the Administration Code to be reviewed, revised, or updated.

ANALYSIS:

A few months ago, the Board directed the General Manager to bring the Administration Code to the Board after the election, for its review and revision.

The Admin Code is part of your packet tonight. There are eight Articles that cover Board of Directors, Meetings, General Manager Responsibilities, Ethics and Harassment Training, Conflict of Interest Code, Rules and Procedures for Board Meetings and Related Functions and Activities, and Investment Policy.

Staff would like to start on the review and revisions in January 2019.

Direction from the Board on how the Board wishes this be accomplished is needed in order to prepare for January.

FISCAL IMPACT:

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

December 19, 2018

Report to: President and Board Members

Prepared by: Susan Greer 

TOPIC:
CAPACITY FEE REPORTS

RECOMMENDATION:
Receive and file report.

ANALYSIS:
Detailed reports about the water and sewer capacity fees are attached. The quarterly financial reports provide the balances in each of the funds but the attached reports provide additional detail about beginning and ending capacity fund balances, additional deposits into the funds, interest earned and projects completed with the funds, if any.

We will be able to utilize some of the water capacity funds for the CIRP mainline replacement projects. The *portion of the project cost* that is attributable to the increased pipe sizing is considered expansion or growth of the system, and that proportional share is a legal use of capacity fees.

The water capacity charge fund has almost doubled in the past year, increasing from \$133,291 to \$260,923 representing 22 new meters, with the County Mental Health facility meters accounting for 34% of the current year increase. The sewer/wastewater capacity fund balance is \$743,789, with 70% of that funding over the years from HDMC, related to the 15-year note for their package treatment plant.

The Finance Committee reviewed the report on 12/12/18 and recommends to the full board.

STRATEGIC PLAN ITEM:
N/A

FISCAL IMPACT:
N/A

**JOSHUA BASIN WATER DISTRICT
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2017/2018

Type of Capacity Charges **WATER** SEWER

GL account number LAIF **01-11310** 01-11313
Revenue **01-44010** 01-44050

Beginning Capacity Charge Fund Balance 145,575.32
7/1/17 JE to move unrestricted funds (see 16/17 report for detail) -12,284.00

Description and amount of charges collected 126,022.00

Jul-17	60228111	4,063.00	
	60142110	43,322.00	2 meters
Sep-17	60307119	4,063.00	
	58814301	4,063.00	
	60235117	4,063.00	
	60426108	4,063.00	
Oct-17	60701140	4,063.00	
Dec-17	60428112	4,063.00	
	63218115	4,063.00	
	63218229	4,063.00	
Jan-18	58829124	4,063.00	
Feb-18	60216101	4,207.00	
	63208143	4,207.00	
Mar-18	63231110	4,207.00	
Apr-18	58847207	4,207.00	
	58847208	4,207.00	
	58847113	4,207.00	
	59945502	4,207.00	
	63227225	4,207.00	
May-18	58918304	4,207.00	
	60230102	4,207.00	
		<u>126,022.00</u>	22

Interest earned on fund balance 1,609.86

QE 6/30/17	342.09
Q/E 9/30/17	423.31
Q/E 12/31/17	488.13
Q/E 3/30/18	356.33
	<u>1,609.86</u>

Public improvements funded from charges 0.00
NONE

Ending Capacity Charge Fund Balance 260,923.18 ✓

**JOSHUA BASIN WATER DISTRICT
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2017/2018

Type of Capacity Charges **WATER** **SEWER**

GL account number LAIF 01-11310 **01-11313**
 Revenue 01-44010 **01-44050**

Beginning Capacity Charge Fund Balance 613,472.31

Description and amount of charges collected 122,546.19

8/1/2017 HDMC note	80,227.19	
Jul-17 60142110	24,032.00	2 meters
Aug-17 58847112	6,008.00	
Sep-17 60307119	6,008.00	
Apr-17 58847113	<u>6,271.00</u>	
	122,546.19	5

Interest earned on fund balance 7,770.04

QE 6/30/17	1441.61
Q/E 9/30/17	1903.89
Q/E 12/31/17	1988.67
Q/E 3/30/18	<u>2435.87</u>
	7,770.04

Public improvements funded from charges 0.00
 NONE

Ending Capacity Charge Fund Balance 743,788.54 ✓