



AMENDED AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS WEDNESDAY, SEPTEMBER 21, 2022, AT 5:30 PM 61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, AN EMERGENCY THAT REMAINS IN EFFECT AND FROM WHICH OUTBREAKS AND EXPOSURE CONTINUES TO PRESENT AN IMMINENT THREAT FOR SOME ATTENDEES. **ACCORDINGLY, THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING IN-PERSON, TELEPHONE, OR BY VIDEO CONFERENCE.**

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/81518993014?pwd=OTJMdGNOZ093QWc2OTk2N280RFN0Zz09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 815 1899 3014 Passcode: 736536

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE –**
3. **DETERMINATION OF A QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT –** This is the time set aside for public comment on any District related matter, whether appearing on the agenda or not. At the discretion of the Board President, however, comments on a particular Agendized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.
6. **STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e) –** On October 6, 2021, the Board, by majority vote, adopted Resolution No. 21-1035, making certain findings that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID-19 Emergency, remains in effect; and (2) due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of a unrestricted physical location for the District’s meetings could present imminent risks to the health and safety of attendees. **It is recommended that the Board resolve by majority roll-call vote to extend the findings in Resolution No. 21-1035, modified to allow for optional in-person attendance for members of the Board and public, for an additional 30 days.**
7. **CONSENT CALENDAR –**
 - July 2022 Check Register (reviewed by the Finance Committee on 09/14/2022)
 - Draft Minutes August 17, 2022, and August 31, 2022

Pages 4-14
Pages 15-21

8. **UPDATES TO THE ADMIN CODE: UPDATE THE DISTRICT'S CONFLICT OF INTEREST CODE RESOLUTION NO. 22-1046, ADD BOARD REPRESENTATIVE SECTION RESOLUTION NO. 22-1047, AND UPDATE OUTDATED LANGUAGE RESOLUTION NO. 22-1048** – GM Sarah Johnson - Recommendation: Approve and adopt Resolution No's. 22-1046, 22-1047, and 22-1048.

9. **LAIF INVESTMENT PERFORMANCE (Reviewed by Finance Committee on 09/14/2022)**- Director Anne Roman - Recommendation: Receive for information only.

10. **GENERAL MANAGERS REPORT** – GM Sarah Johnson

11. **DIRECTOR REPORTS AND COMMENTS** –

- California Special Districts Association (CSDA) Conference August 22, 2022- August 25, 2022 – Director Delph, Director Jarlsberg, GM Johnson, EA Krushat
- Mojave Water Agency Board of Directors Meeting – August 25, 2022 - Director Doolittle
- JBWD Board of Directors Meeting – September 7, 2022, at 5:30 p.m. – All Directors
- Mojave Water Agency Board of Directors Meeting – September 8, 2022, Director Jarlsberg
- Citizens Advisory Council – September 13, 2022 – Chairperson David Carrillo
- JBWD Finance Committee – September 14, 2022 – President Floen & Director Delph
- JBWD Water Resources & Operations Committee – September 14, 2022 – Vice President Doolittle & Director Jarlsberg

12. **FUTURE DIRECTOR MEETINGS** –

- Mojave Water Agency Board of Directors Meeting – September 22, 2022, at 9:30 a.m. – President Floen
- JBWD Board of Directors Meeting – October 5, at 5:30 p.m. – All Directors
- Mojave Water Agency Technical Advisory (TAC) Committee- October 6, 2022, at 10:00 a.m. – Director Jarlsberg
- JBWD Finance Committee Workshop With Citizens Advisory Council– October 12, 2022, at 9:00 a.m. – President Floen & Director Delph
- JBWD Water Resources & Operations Committee - Canceled
- Mojave Water Agency Board of Directors Meeting – October 13, 2022, at 9:30 a.m. – Director Delph

13. **ADJOURNMENT** –

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Members of the public wishing to attend the meeting that require other reasonable modifications or accommodation to facilitate such attendance should contact Beverly Krushat at 760-974-0072 or bkrushat@jbwd.com as soon as feasible before the meeting to make such request.

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Joshua Basin Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board are available online at jbwd.com for public inspection, or in the District's office, 61750 Chollita Road, Joshua Tree, CA 92252 ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available at the reception desk of the District Office and on-line at jbwd.com during business hours at the same time as they are distributed to the Board members. Disability-related accommodations: The Joshua Basin Water District Board of Directors meeting room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.) please contact Ms. Krushat at the District Office at (760) 974-0072 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in alternative format upon written request to Ms. Krushat in the District Office, at least seventy-two (72) hours prior to the scheduled meeting.



Proudly providing water from an ancient sourcewell into the future.

Check Report

By Vendor DBA Name

Date Range: 07/01/2022 - 07/31/2022

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
	Void		07/13/2022	Regular	0.00	0.00	64535
	Void		07/26/2022	Regular	0.00	0.00	64585
000495	ACCONTEMPS		07/13/2022	Regular	0.00	1,648.36	64523
60287609	Invoice	06/30/2022	TEMPORARY LABOR		0.00	941.92	
60343883	Invoice	07/13/2022	TEMPORARY LABOR		0.00	706.44	
000495	ACCONTEMPS		07/26/2022	Regular	0.00	941.92	64580
60369243	Invoice	07/27/2022	TEMPORARY LABOR		0.00	941.92	
000501	ACWA/JPIA		07/13/2022	Regular	0.00	27,587.47	64501
0689219	Invoice	07/13/2022	EE HEALTH BENEFIT & EAP AUG 22		0.00	27,587.47	
000501	ACWA/JPIA		07/26/2022	Regular	0.00	38,381.12	64561
0008882	Invoice	07/27/2022	PROPERTY INSURANCE 7/22 - 6/23		0.00	38,381.12	
013992	APEX EQUIPMENT INC		07/05/2022	Regular	0.00	119,149.00	64492
2058	Invoice	07/05/2022	PETTIBONE		0.00	119,149.00	
000675	AQUA-METRIC SALES COMPANY		07/26/2022	Regular	0.00	51,532.38	64582
DIR000846	Invoice	07/27/2022	METER SERVICE REPAIR		0.00	56.11	
INV0089431	Invoice	07/27/2022	INVENTORY		0.00	51,476.27	
013019	ARBORIST SERVICES		07/13/2022	Regular	0.00	387.50	64513
9107-1	Invoice	06/30/2022	DEMO GARDEN/BUILD MAINT THRU 6/30/22		0.00	387.50	
001630	AT&T MOBILITY		07/13/2022	Manual	0.00	2,808.91	902029
829480028X0705	Invoice	06/30/2022	COMMUNICATIONS - JUN 22		0.00	2,808.91	
000214	BABCOCK LABORATORIES, INC.		07/13/2022	Regular	0.00	312.00	64502
CF21945-2287	Invoice	06/30/2022	SAMPLING		0.00	102.00	
CF21966-2287	Invoice	06/30/2022	SAMPLING		0.00	210.00	
000214	BABCOCK LABORATORIES, INC.		07/20/2022	Regular	0.00	623.98	64550
CG20336-2287	Invoice	07/20/2022	HDMC WWTP - SAMPLING		0.00	384.75	
CG20620-2287	Invoice	07/20/2022	HDMC WWTP - SAMPLING		0.00	239.23	
000214	BABCOCK LABORATORIES, INC.		07/26/2022	Regular	0.00	1,161.46	64562
CG20177-2287	Invoice	07/27/2022	SAMPLING		0.00	102.00	
CG20803-2287	Invoice	07/27/2022	SAMPLING		0.00	252.00	
CG20884-2287	Invoice	07/27/2022	HDMC WWTP - SAMPLING		0.00	239.23	
CG20891-2287	Invoice	07/27/2022	HDMC WWTP - SAMPLING		0.00	239.23	
CG21251-2287	Invoice	07/27/2022	SAMPLING		0.00	210.00	
CG21377-2287	Invoice	07/27/2022	SAMPLING		0.00	119.00	
001012	BARTLE WELLS ASSOCIATES		07/20/2022	Regular	0.00	7,685.00	64551
447D-1001	Invoice	07/20/2022	2022 RATE & FEE STUDY		0.00	7,685.00	
004110	BURRTEC WASTE & RECYCLING SVCS		07/13/2022	Manual	0.00	820.86	902025
BW063022	Invoice	06/30/2022	TRASH REMOVAL (SHOP) - JUN 22		0.00	820.86	
004110	BURRTEC WASTE & RECYCLING SVCS		07/31/2022	Manual	0.00	459.85	902034
BW0722	Invoice	07/31/2022	TRASH & RECYCLING (OFFICE) - JUL 22 TRASH		0.00	162.03	
BW0722B	Invoice	07/31/2022	REMOVAL (SHOP) - JULY 22		0.00	297.82	
001517	CalPERS		07/07/2022	Manual	0.00	38,086.42	902022
100000016853765	Invoice	07/07/2022	ADDITIONAL DISCRETIONARY ER CONTRIBUTION		0.00	27,320.00	
PPE 6-17-22	Invoice	06/30/2022	PAY PERIOD ENDING 6/17/22		0.00	10,766.42	

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Date Range: 07/01/2022 - 07/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Payable	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Description		Discount Amount	Payable Amount	
001517	CalPERS	07/13/2022	Manual		0.00	72,537.37	902028
100000016853136	Invoice	07/13/2022	EMPLOYER UNFUNDED ACCRUED LIABILITY CONT		0.00	56,503.00	
100000016853147	Invoice	07/13/2022	EMPLOYER UNFUNDED ACCRUED LIABILITY CONT		0.00	5,089.00	
PPE 7-1-22	Invoice	07/13/2022	PAY PERIOD ENDING 7/1/22		0.00	10,945.37	
013994	CARPET-N-THINGS	07/13/2022	Regular		0.00	8,650.00	64503
CT032222	Invoice	06/30/2022	FLOORING: LOBBY REFRESH		0.00	8,650.00	
001555	CENTRATTEL LLC	07/13/2022	Regular		0.00	1,005.13	64504
220702252101	Invoice	07/13/2022	DISPATCH SERVICES - JUL 22		0.00	1,005.13	
000510	CHARTER COMMUNICATIONS	07/06/2022	Manual		0.00	375.63	902020
0008970062222	Invoice	07/06/2022	SCADA INTERNET - JUL 22		0.00	375.63	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	07/06/2022	Manual		0.00	1,515.02	902021
39905610605987	Invoice	06/30/2022	EE LIFE INSURANCE - JUN 22		0.00	1,515.02	
013373	CORE & MAIN LP	07/13/2022	Regular		0.00	2,456.70	64506
R097757	Invoice	06/30/2022	TILFORD SUPPLIES		0.00	1,293.00	
R144342	Invoice	07/13/2022	TILFORD SUPPLIES		0.00	1,163.70	
013373	CORE & MAIN LP	07/26/2022	Regular		0.00	11,779.79	64564
R089370	Invoice	07/27/2022	MAINLINE/LEAK REPAIR SUPPLIES & INVENTORY		0.00	8,892.67	
R215703	Invoice	07/27/2022	TILFORD SUPPLIES & INVENTORY		0.00	2,887.12	
001933	COUNTY OF SAN BERNARDINO	07/13/2022	Regular		0.00	10,000.00	64507
1800001024	Invoice	07/13/2022	LAFCO 2022-2023 BUDGET		0.00	10,000.00	
013943	CYBER PHOTO-GRAPHICS	07/26/2022	Regular		0.00	1,159.09	64565
10529	Invoice	07/27/2022	UNIFORMS		0.00	1,159.09	
013928	DIRTY BOYS DESIGNZ	07/20/2022	Regular		0.00	2,583.95	64554
52257	Invoice	07/20/2022	UNIFORMS		0.00	2,583.95	
002565	DUDEK AND ASSOCIATES, INC	07/13/2022	Regular		0.00	1,425.00	64508
202205406	Invoice	06/30/2022	ENG SERV: HDMC WWTP THRU 6/30/22		0.00	1,425.00	
013991	EIDE BAILLY LLP	07/26/2022	Regular		0.00	4,711.95	64566
E101359760	Invoice	06/30/2022	ACCOUNTING/AUDIT SERVICES - JUNE 2022		0.00	4,711.95	
VEN01466	FEDAK & BROWN LLP	07/13/2022	Regular		0.00	11,858.00	64509
FB06302022_1	Invoice	06/30/2022	FINANCIAL AUDIT 20/21 - JUN 22		0.00	9,120.00	
FB063022	Invoice	06/30/2022	FINANCIAL AUDIT 20/21 - JUN 22		0.00	2,738.00	
003025	FEDEX	07/06/2022	Regular		0.00	34.42	64494
7_798_90364	Invoice	06/30/2022	SHIPPING		0.00	34.42	
013212	FIDELITY NATIONAL TITLE COMPANY	07/26/2022	Regular		0.00	3,000.00	64567
FNT072222	Invoice	07/27/2022	LAND AQUISITION: SUNSET RD		0.00	3,000.00	
000156	FORSHOCK	07/13/2022	Regular		0.00	243.00	64515
2200206	Invoice	07/13/2022	MONTHLY SCADA MONITORING - JUL 22		0.00	38.00	
2200207	Invoice	07/13/2022	MONTHLY SCADA MONITORING - JUL 22		0.00	205.00	
000156	FORSHOCK	07/20/2022	Regular		0.00	840.00	64556
2200204	Invoice	06/30/2022	SCADA: WELL 14 4-LOG START UP		0.00	840.00	
013222	FRONTIER COMMUNICATIONS INC.	07/20/2022	Regular		0.00	208.40	64552
FC0722	Invoice	07/20/2022	HDMC WWTP - TELEPHONE		0.00	208.40	
000058	GARDA CL WEST, INC.	07/05/2022	Regular		0.00	731.80	64493
10697494	Invoice	07/05/2022	COURIER FEES - JUL 22		0.00	731.80	
003950	GRANITE CONSTRUCTION CO	07/26/2022	Regular		0.00	1,116.29	64568
2270999	Invoice	07/27/2022	MAINLINE AND LEAK REPAIR		0.00	1,116.29	

Check Report

Date Range: 07/01/2022 - 07/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013996 HC072522	HANNAH CAMPBELL Invoice	07/27/2022	07/26/2022 Regular ADMIN BUILDING MURAL	0.00	270.00	64569
013802 828072	HASA, INC. Invoice	06/30/2022	07/13/2022 Regular WATER TREATMENT EXPENSE	0.00	730.80	64510
004152 44224 44225	HI-DESERT STAR Invoice Invoice	07/20/2022 07/20/2022	07/20/2022 Regular PUBLIC NOTICE: STANDBY HEARING PUBLIC NOTICE: WATER CONSERVATION	0.00 0.00	896.00 515.00	64553
004165 0189685	HI-GRADE MATERIALS CO. Invoice	06/30/2022	07/26/2022 Regular WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,091.51	64571
004195 HD0622	HOME DEPOT CREDIT SERVICES Invoice	06/30/2022	07/31/2022 Manual TILFORD SUPPLIES/WELL 14 4-LOG/SMALL TOOLS	0.00	2,709.40	902032
000025 ICMARC062422 ICMARC070822	ICMA RC Invoice Invoice	06/30/2022 07/20/2022	07/20/2022 Manual EE & ER 457 REMITTANCE - 6/24/22 EE & ER 457 REMITTANCE - 7/8/22	0.00 0.00	5,606.25 2,837.50 2,768.75	902030
013365 25AR1467538 25AR1471207	IMAGE SOURCE Invoice Invoice	06/30/2022 06/30/2022	07/13/2022 Regular OFFICE EXPENSE 5/30/22 - 6/29/22 SHOP EXPENSE 6/01/22 - 6/30/22	0.00 0.00	233.48 177.74 55.74	64505
013365 25AR1480139	IMAGE SOURCE Invoice	07/27/2022	07/26/2022 Regular OFFICE EXPENSE 6/30/22 - 7/29/22	0.00	204.64	64563
013797 215513	INFOSEND, INC. Invoice	06/30/2022	07/26/2022 Regular PRINT & MAIL WATER BILL - JUN 22	0.00	3,195.03	64572
013989 1006	IRIDIUM SOLUTIONS Invoice	06/30/2022	07/13/2022 Regular CONSULTING SERVICES - JUNE 22	0.00	5,500.00	64521
013369 914	I-SHRED INCORPORATED Invoice	07/13/2022	07/13/2022 Regular ARCHIVE RECORD SHREDDING	0.00	280.00	64511
009054 220626 1	KATHLEEN J. RADNICH Invoice	06/30/2022	07/06/2022 Regular PUBLIC RELATIONS SERVICES	0.00	693.00	64495
009054 220703-2 220710-1	KATHLEEN J. RADNICH Invoice Invoice	07/13/2022 07/13/2022	07/13/2022 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00	924.00 399.00 525.00	64512
009054 220717 1	KATHLEEN J. RADNICH Invoice	07/20/2022	07/20/2022 Regular PUBLIC RELATIONS SERVICES	0.00	714.00	64555
009054 220724 1	KATHLEEN J. RADNICH Invoice	07/27/2022	07/26/2022 Regular PUBLIC RELATIONS SERVICES	0.00	1,050.00	64573
000134 156244 156247	KENNEDY/JENKS CONSULTANTS, INC. Invoice Invoice	06/30/2022 06/30/2022	07/26/2022 Regular ANNUAL WATER SUPPLY ASSESSMENT (AWSA) 2020 URBAN WATER MGMT PLAN UPDATE	0.00 0.00	15,073.75 4,363.75 10,710.00	64574
005640 6184	KILLER BEE PEST CONTROL Invoice	06/30/2022	07/26/2022 Regular BEE REMOVAL	0.00	100.00	64575
006507 80063645	McMASTER-CARR SUPPLY COMPANY Invoice	06/30/2022	07/13/2022 Regular SHOP EXPENSE	0.00	44.30	64514
013990 202207	MOM'S DESERT VALLEY CLEANING Invoice	07/27/2022	07/26/2022 Regular JANITORIAL SERVICES - JULY 22	0.00	1,500.00	64576

Check Report

Date Range: 07/01/2022 - 07/31/2022

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
000233 406435	NAPA AUTO PARTS Invoice	06/30/2022	07/13/2022 VEHICLE MAINTENANCE: V42	Regular	0.00	2,388.88	64534
407627	Invoice	06/30/2022	VEHICLE MAINTENANCE: V42 & V39		0.00	162.62	
407731	Invoice	06/30/2022	VEHICLE MAINTENANCE: V27		0.00	177.64	
408399	Invoice	07/13/2022	VEHICLE MAINTENANCE/DUMP TRUCK SUPPLIES		0.00	1,756.05	
408531	Invoice	07/13/2022	VEHICLE MAINTENANCE: V37, V36 & V42		0.00	255.62	
000233 408465	NAPA AUTO PARTS Credit Memo	07/27/2022	07/26/2022 CREDIT: CORE RETURNS	Regular	0.00	9,670.98	64584
408528	Invoice	07/27/2022	VEHICLE MAINTENANCE		0.00	-88.09	
013995 MK581252-TDQ	NATIONAL BUSINESS FURNITURE Invoice	07/27/2022	07/26/2022 OFFICE SUPPLIES	Regular	0.00	3,296.02	64577
003930 202206-1172	NBS Invoice	07/13/2022	07/13/2022 STANDBY ADMIN FEES - 3RD QTR 22	Regular	0.00	6,799.96	64516
202206-1173	Invoice	07/13/2022	CMM ADMIN FEES - 3RD QTR 22		0.00	4,698.75	
000070 1136596	ONLINE INFORMATION SERVICES, INC. Invoice	06/30/2022	07/13/2022 ID VERIF. SERV. THRU 06/30/22	Regular	0.00	251.73	64517
013004 PF060122	PAOLO FICARA Invoice	06/30/2022	07/20/2022 PARCEL RENTAL: 0606-321-31 - JUN 2022	Regular	0.00	1,000.00	64557
PF070122	Invoice	07/20/2022	PARCEL RENTAL: 0606-321-31 - JUL 2022		0.00	500.00	
008137 2030215130	PARKHOUSE TIRE INC Invoice	06/30/2022	07/13/2022 TIRE DISPOSAL	Regular	0.00	100.00	64518
013940 INV1103948	PAYLOCITY Invoice	06/30/2022	07/13/2022 HR ONLINE IMPLEMENTATION FEES	Regular	0.00	384.25	64549
013940 INV1110905	PAYLOCITY Invoice	07/20/2022	07/20/2022 HR ONLINE - JULY 22	Regular	0.00	34.25	64558
VEN01533 INV-15-123989	PAYMENTUS GROUP INC. Invoice	06/30/2022	07/21/2022 CREDIT CARD PROCESSING FEE - JUN 22	Manual	0.00	4,011.85	902031
008200 3105571882	PITNEY BOWES INC. Invoice	06/30/2022	07/13/2022 LEASING CHARGES - 2ND QTR 22	Manual	0.00	246.33	902024
013828 18184	PRO SECURITY SYSTEMS, INC. Invoice	07/27/2022	07/26/2022 BUILDING MAINTENANCE - OFFICE	Regular	0.00	975.00	64578
008415 23345375	PRUDENTIAL OVERALL SUPPLY Invoice	06/30/2022	07/13/2022 SHOP EXPENSE	Regular	0.00	195.76	64519
23345376	Invoice	06/30/2022	SHOP EXPENSE		0.00	124.52	
008415 23351163	PRUDENTIAL OVERALL SUPPLY Invoice	07/27/2022	07/26/2022 SHOP EXPENSE	Regular	0.00	195.76	64579
23351166	Invoice	07/27/2022	SHOP EXPENSE		0.00	71.24	
008201 PB041222	PURCHASE POWER Credit Memo	06/30/2022	07/31/2022 CREDIT: POSTAGE FROM PREVIOUS METER	Manual	0.00	487.73	902033
PB071222	Invoice	07/31/2022	POSTAGE REFILL FOR METER		0.00	-1,025.77	
013361 WOG00013299	QUINN COMPANY Invoice	06/30/2022	07/13/2022 GENERATOR REPAIR: GR5	Regular	0.00	2,118.83	64520
013361 WOG00013300	QUINN COMPANY Invoice	06/30/2022	07/20/2022 GENERATOR REPAIR: GR6	Regular	0.00	546.75	64559
009065 P7475645	RDO EQUIPMENT COMPANY Invoice	06/30/2022	07/13/2022 STREET BROOM MAINT: E10SB	Regular	0.00	246.65	64522

Check Report

Date Range: 07/01/2022 - 07/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
009618	SAMS MARKET	07/06/2022	Regular	0.00	1,291.98	64496
SM062922	Invoice	06/30/2022	SHOP EXPENSE 4/22 - 6/22	0.00	1,291.98	
000091	SAN BERNARDINO COUNTY RECORDER	07/06/2022	Regular	0.00	40.00	64497
SB063022	Invoice	07/06/2022	RELEASE OF LIENS	0.00	40.00	
000091	SAN BERNARDINO COUNTY RECORDER	07/26/2022	Regular	0.00	300.00	64581
SB071822	Invoice	07/27/2022	RELEASE OF LIENS	0.00	300.00	
013831	SATMODO LLC	07/13/2022	Regular	0.00	151.86	64524
200335	Invoice	07/13/2022	EMERGENCY SATELLITE PHONES - JUL 22	0.00	151.86	
013820	SC FUELS	07/13/2022	Regular	0.00	4,950.46	64525
216508-IN	Invoice	07/13/2022	FUEL FOR VEHICLES	0.00	4,950.46	
013011	SERGIO D FIERRO	07/13/2022	Regular	0.00	990.00	64526
JBWD-107	Invoice	06/30/2022	CIMIS STATION MAINT: APR TO JUN 2022	0.00	990.00	
009880	SOUTHERN CALIFORNIA EDISON CO	07/13/2022	Manual	0.00	3,162.54	902023
SCE0622	Invoice	06/30/2022	POWER TO BLDGS & GEN - JUN 22	0.00	3,162.54	
VEN01020	SOUTHWEST NETWORKS, INC.	07/13/2022	Regular	0.00	2,081.50	64527
22-6062	Invoice	06/30/2022	SUPPLEMENTAL IT (AMC) - THRU 6/30/22	0.00	1,187.50	
22-70345C	Invoice	07/13/2022	OFFICE 365 MONTHLY MAINT - AUG 22	0.00	794.00	
22-70355C	Invoice	07/13/2022	SUPPLEMENTAL IT (AMC) - 7/5/22	0.00	100.00	
009920	STANDARD INSURANCE CO	07/06/2022	Regular	0.00	1,245.23	64498
ST0722	Invoice	07/06/2022	EE LIFE INSURANCE - JUL 22	0.00	1,245.23	
013788	STURDIVAN EMERGENCY MANAGEMENT CONSUL	07/13/2022	Regular	0.00	2,750.00	64528
1293	Invoice	07/13/2022	EMERGENCY COMMUNICATOR TOOL - 22/23	0.00	2,750.00	
013982	TAYLOR GARAGE DOORS & GATES, INC.	07/06/2022	Regular	0.00	6,500.00	64499
1515 PARK BLVD	Invoice	06/30/2022	NEW BAY DOOR INSTALL	0.00	6,500.00	
013364	THOMAS SCOTT CARPENTER	07/20/2022	Regular	0.00	299.99	64560
IC07182022	Invoice	07/20/2022	REIMB: EMPLOYEE TRAINING	0.00	299.99	
013993	TIME WARNER CABLE	07/13/2022	Regular	0.00	1,100.00	64529
116905701070122	Invoice	06/30/2022	TELEPHONE AND UTILITIES - JUN 22	0.00	550.00	
116905701070122	Invoice	07/13/2022	TELEPHONE AND UTILITIES - JUL 22	0.00	550.00	
013196	TPX COMMUNICATIONS	07/13/2022	Manual	0.00	674.55	902026
158531316-0	Invoice	07/13/2022	TELEPHONE (OFFICE) - JUL 22	0.00	674.55	
010690	TYLER TECHNOLOGIES	07/13/2022	Regular	0.00	29.50	64530
025-386185	Invoice	06/30/2022	CALL NOTIFICATION FEES: APR - JUN 2022	0.00	29.50	
CC-BEV	U.S. BANK CORPORATE	07/27/2022	Manual	0.00	4,897.15	902036
US0722	Invoice	07/27/2022	OFFICE SUPPLIES/SUBSCRIPTION/EE TRAINI...	0.00	4,897.15	
CC-ANNE	U.S. BANK CORPORATE	07/27/2022	Manual	0.00	850.99	902039
US0722	Invoice	07/27/2022	EE TRAINING/OFFICE SUPPLIES/SUBSCRIPT...	0.00	850.99	
CC-DAN	U.S. BANK CORPORATE	07/27/2022	Manual	0.00	3,841.48	902037
US0722	Invoice	07/27/2022	UNIFORMS/SHOP EXPENSE/SHOP OFFICE SU...	0.00	3,841.48	
CC-SARAH	U.S. BANK CORPORATE	07/27/2022	Manual	0.00	1,191.01	902038
US0722	Invoice	08/10/2022	EMPLOYEE TRAINING	0.00	1,191.01	
010850	UNDERGROUND SERVICE ALERT	07/13/2022	Regular	0.00	153.55	64531
620220344	Invoice	06/30/2022	TICKET DELIVERY SERVICE - JUN 22	0.00	153.55	
010900	USABUEBOOK	07/26/2022	Regular	0.00	3,127.76	64570
024824	Invoice	07/27/2022	PUMPING PLANT SUPPLIES	0.00	3,127.76	

Check Report

Date Range: 07/01/2022 - 07/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000327	WATER QUALITY SPECIALISTS	07/13/2022	Regular	0.00	4,039.01	64532
8068	Invoice	06/30/2022	HDMC WWTP: OPERATION & MAINT - JUN 22	0.00	4,039.01	
013809	WEST COAST CIVIL, INC.	07/13/2022	Regular	0.00	1,610.00	64533
2206-205	Invoice	06/30/2022	ENG: D-1-1 BOOSTER STATION DESIGN	0.00	1,610.00	
011615	WESTERN EXTERMINATOR CO.	07/26/2022	Regular	0.00	37.05	64583
867786	Invoice	07/27/2022	PEST CONTROL SERVICES - SHOP	0.00	37.05	
000009	WESTERN PUMP, INC.	07/06/2022	Regular	0.00	1,677.35	64500
W42780	Invoice	06/30/2022	REPAIRS: GAS PUMP	0.00	802.35	
W42990	Invoice	06/30/2022	ANNUAL AQMD 461 TEST: VAPOR RECOVERY	0.00	875.00	
013359	XEROX FINANCIAL SERVICES	07/13/2022	Manual	0.00	627.93	902027
3334765	Invoice	07/13/2022	SHOP EXPENSE 6/27/22 - 7/26/22	0.00	230.13	
3354087	Invoice	07/13/2022	OFFICE EXPENSE 6/30/21 - 7/29/21	0.00	397.80	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	79	0.00	404,294.28
Manual Checks	26	19	0.00	144,911.27
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	135	100	0.00	549,205.55

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	79	0.00	404,294.28
Manual Checks	26	19	0.00	144,911.27
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	135	100	0.00	549,205.55

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	7/2022	549,205.55
			549,205.55



Proudly providing water from an ancient sourcewell into the future.

Check Report

By Vendor DBA Name

Date Range: 07/01/2022 - 07/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
013940	PAYLOCITY	07/22/2022	Manual	0.00	1,331.50	950028
<u>110640277</u>	Invoice	07/22/2022	PAYROLL PROCESSING FEE	0.00	1,331.50	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	1,331.50
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,331.50

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	1,331.50
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,331.50

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	7/2022	1,331.50
			1,331.50

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
04-00087-008	HAMM, RAYMOND	7/13/2022	Refund	42.83	Check #: 64536
54-00275-001	LUGO, FRANCIA	7/13/2022	Refund	254.39	Check #: 64537
55-00312-012	JADE TAILOR & CAROLINE MARTIN	7/13/2022	Refund	288.52	Check #: 64538
56-00161-001	RUIZ, MARA YASMIN DIAZ	7/13/2022	Refund	0.18	Check #: 64539
62-00100-009	FOGDEN, ALETA	7/13/2022	Refund	9.66	Check #: 64540
15-00026-004	63969 SULLIVAN LLC	7/13/2022	Refund	46.14	Check #: 64541
07-00066-016	WARD, HESTER VANHOOVEN	7/13/2022	Refund	124.39	Check #: 64542
07-00127-022	GREEN, DYLAN	7/13/2022	Refund	142.68	Check #: 64543
09-00138-001	RAUSCHENBERG, NEIL C	7/13/2022	Refund	108.69	Check #: 64544
51-00038-007	POMERCIO, RICH	7/13/2022	Refund	35.61	Check #: 64545
55-00322-000	RAUSCHENBERG, NEIL C	7/13/2022	Refund	184.39	Check #: 64546
61-00243-004	BROWN, JOHN M	7/13/2022	Refund	186.78	Check #: 64547
62-00254-001	RAUSCHENBERG, NEIL C	7/13/2022	Refund	29.09	Check #: 64548
03-00379-009	HART, RACHEL	7/27/2022	Refund	129.25	Check #: 64586
14-00142-000	BULLOCK, JENNIFER	7/27/2022	Refund	70.37	Check #: 64587
51-00106-004	PIERCE, RAY	7/27/2022	Refund	156.85	Check #: 64588
62-00099-010	CRUZ, JEREMIAH L	7/27/2022	Refund	154.07	Check #: 64589
65-00114-007	GIOVANDO, CHIARA	7/27/2022	Refund	279.61	Check #: 64590
				<u>2,243.50</u>	

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

Director Pay

06/18/2022 - 07/15/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Reimbursements</u>	
511	FLOEN, TOM	06/29/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		07/13/2022	Committee Meeting - Finance - Paid	\$173.63		
		Totals:			\$347.26	\$0.00
		Employee Total:			\$347.26	
512	JARLSBERG, JANE	06/24/2022	Mileage Reimbursement		\$98.51	
		06/24/2022	ACWA Conference - Paid	\$173.63		
		06/29/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		07/13/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63		
		Totals:			\$520.89	\$98.51
Employee Total:			\$422.38			
513	DOOLITTLE, STACY	06/24/2022	Mileage Reimbursement		\$97.46	
		06/24/2022	ACWA Conference - Paid	\$173.63		
		06/29/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		07/13/2022	Committee Meeting - Water Resources & Ops - Paid	\$173.63		
		07/14/2022	MWA Board Meeting - Paid	\$173.63		
		Totals:			\$694.52	\$97.46
Employee Total:			\$597.06			
514	DELPH, BARBARA	06/23/2022	MWA Board Meeting - Paid	\$173.63		
		06/24/2022	ACWA Conference - Paid	\$173.63		
		06/29/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		07/13/2022	Committee Meeting - Finance - Paid	\$173.63		
		Totals:			\$694.52	\$0.00
Employee Total:			\$694.52			
Grand Totals:				\$2,257.19	\$195.97	
Grand Total:				\$2,453.16		

JOSHUA BASIN WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, AUGUST 17, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the regular board meeting to order at 5:30 p.m.

DETERMINATION OF A QUORUM – All Directors are present.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant, Jeremiah Nazario, Distribution Supervisor, and Brandon Warner, CIRP Supervisor.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Nicolle Falcis, Legal Counsel, and Lauren Everett, Kennedy & Jenks

APPROVAL OF AGENDA –

MSC¹ (Delph/Jarlsberg) 4/0/0 motion carried to approve the agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC COMMENT – None

STATE OF EMERGENCY FINDINGS– The Board of Directors renewed its findings outlined in Resolution No. 21-1035 for an additional 30 days.

MSC¹ (Delph/Doolittle) 4/0/0 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

CONSENT CALENDAR – June 2022 check registered was pulled for Director Jarlsberg as she had a question on the Nobel System Geo Viewer and what it was for. GM Johnson replied that Geo Viewer (GIS) is for our maintenance tracking, asset tracking, dig alert tickets, and is used daily for service orders. The amount is the annual fee.

MSC¹ (Delph/Jarlsberg) 4/0/0 motion carried to approve the June 2022 June check register.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

MSC¹ (Doolittle/Delph) 4/0/0 motion carried to July 20, 2022, Draft Minutes.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC HEARING AND CONSIDERATION OF RESOLUTION NO. 22-1044 ADOPTING THE 2020 URBAN WATER MANAGEMENT PLAN & THE 2020 WATER SHORTAGE CONTINGENCY PLAN – GM Sarah Johnson gave the staff report and informed the Board of Directors that the State of California mandates that all urban water suppliers within the state prepare an Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) every five years. Detailed information on what must be included in these plans as well as who must complete the plans can be found in California Water Code sections 10610 through 10657. According to the Urban Water Management Plan Act of 1989, an urban water supplier is defined as a supplier, either public

or private, that provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet annually. Ms. Lauren Everett, Kennedy & Jenks gave the presentation.

BOARD QUESTIONS –

Vice President Doolittle asked why the population showed 10,227 when she believed there were only a little over 6,000 residents. Where did the discrepancy come from?

Ms. Everett replied that using the DWR population tool and taking a look at the single-family and multi-family connections they all factor into the tool, which then encapsulates the information from it.

Director Delph asked why the “Plan” states that we do not utilize groundwater storage, banking, and recharge, however, we do have groundwater storage, banking, and recharge and I had hoped this was in the plan.

Ms. Everett indicated that section 4.7.3 is where Director Delph could view the banking storage.

Director Delph reminded the public that the UWMP is a planning guide and not a substitute for project-specific. It is not a commitment, and it can be adjusted, but it doesn’t preclude anything that we come up with here at the District.

Director Jarlsberg asked why there was no mention of short-term rentals and how irregular their water use is; many are vacant. They are still only paying the basic fee, but possibly on a weekend they could have a large party, and still only have to pay the basic fee; how is this factored into the UWMP?

GM Johnson replied that short-term rentals are defined as residential and reminded Director Jarlsberg that we are playing catch up and that the UWMP is from 2020. In 2025 we can update the UWMP with all of our concerns and suggestions.

President Floen concurred with the statement that this is just a general plan and is stated in the UWMP. He continued to say that the document is formed from a checklist that we are given to go by and doesn’t think the Short-Term Rentals are even on the checklist. On Page 2.3.3, Distribution Water Losses, it summarizes that we are investigating this. This is verbatim from the 2015 UWMP, which means that we have been looking into it for 7.5 years.

GM Johnson responded that water losses and Geo Viewer segway and we can now do the calculations because we have the tools, which we didn’t have before.

PUBLIC COMMENT –

Ms. Deb Bollinger stated that she and Buck Buckly reviewed both of the documents and they feel there isn’t a lot of improvement between 2015 and 2020.

Mr. Doug Buckly stated that it’s really important to replace the pipe instead of fixing it.

Mr. Thomas Short introduced himself and stated that he is running for one of the open Board seats. He would like to see us focused on the Air BNBs and have a plan in place to predict the amount of water they are using.

PUBLIC HEARING CLOSED AT 6:30 PM

MSC¹ (Delph/Jarlsberg) 4/0/0 motion carried to approve and adopt Resolution No. 22-1044 the 2020 Urban Water Management Plan & the 2020 Water Contingency Plan with corrections for population, SCR, and climate change.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

REAL PROPERTY AUTHORITY DELEGATION – GM Johnson informed the Board of Directors that Resolution No. 22-1045 does not itself approve any acquisitions; it delegates certain authorities to the General Manager to accomplish the same once they are separately approved by the Board. This Resolution would authorize the General Manager to accept real property acquired pursuant to a Purchase Agreement; accept easement interests reasonably necessary for the operation of the District’s systems; consent to the recording of deeds and other instruments providing for such conveyances; take other actions necessary to complete such transactions; and, as applicable, disperse funds up to an amount separately approved by the Board. This was followed by a brief Q&A period with the Board.

MSC¹ (Doolittle/Delph) 4/0/0 motion carried to approve and adopt Resolution No. 22-1045.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

APPROPRIATION LIMIT FOR FISCAL YEAR 22/23 – Director Anne Roman stated that the appropriation limit (a.k.a. the Gann Limit) was enacted in 1980. The purpose of the Limit is to place an annual limit or restriction on the growth of *tax-funded* programs and services. The Limit provides for an annual increase no greater than the increase in the cost of living, plus the increase in population. The proceeds of taxes *in excess of* appropriations must be designated for purposes exempt from limitation or returned to taxpayers. Proceeds of *taxes* have been interpreted to include general tax revenues, proceeds from investment of tax revenue, revenue from user fees/charges that exceed the cost of providing the service, and unrestricted state/federal grant revenue. This was followed by a brief Q&A period with the Board.

MSC¹ (Jarlsberg/Delph) 4/0/0 motion carried to approve and adopt Resolution No. 22-1043.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

21/22 BAD DEBT WRITE-OFF OF \$3,358.87 – Director Anne Roman informed the Board that the annual write-off of the bad debt is required for the audit. Bad debt is an expense to the District (one which is, unfortunately, passed on to all ratepayers). The **21/22** bad debt is comprised of water charges still unpaid or not liened, remaining from the **20/21** fiscal year. This year’s bad debt also reflects debt incurred during the COVID period and the state’s moratorium on shutoffs, as well as credits applied under the California State Water Arrearages Payment Program. When the 21/22 bad debt budget was developed, the customary budget of \$25,000 - \$30,000 was increased to \$40,000 with expectations that the moratorium would cause bad debt to rise. However, with the District’s participation in the Arrearages Payment Program, credits of over \$308,000 were applied to customer accounts. As a result, this year’s proposed bad debt write-off of \$3,358.87, which was on track to be as much as \$44,000 before credits were applied, amounts to approximately 8% of the \$40,000 budget and .06% of what remains unpaid and/or not liened from the 20/21 water revenues that totaled \$5,350,360. A brief Q&A period with the Board followed.

MSC¹ (Doolittle/Delph) 4/0/0 motion carried to approve the bad debt write-off of \$3,358.87.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

COPPER MOUNTAIN MESA (CMM) ASSESSMENT DISTRICT STATUS UPDATE – Director Anne Roman informed the Board that of the \$4,551,389 original balance, the bond debt had an outstanding balance of \$2,622,000 as of 6/30/2021. The 40-year Bonds are scheduled to be paid off in 2036. The Board received for information only.

DIRECTOR REPORTS/COMMENTS – All Directors reported on the meetings they attended.

Kathleen Radich, Public Information Consultant updated the Board on pending classes and meetings. She also gave a brief report on the BIA Water Conference. Ms. Radnich also informed the Board of the 1st grant quarter drought message “Save water now... it will save you later”.

FUTURE DIRECTOR MEETINGS – President Floen read off the list of upcoming meetings.

ADJOURNMENT – MSC¹ (Delph/Doolittle) 4/0/0 motion carried to adjourn the meeting at 7:48 p.m.

JOSHUA BASIN WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, AUGUST 31, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special board meeting to order at 12:00 p.m.

DETERMINATION OF A QUORUM – All Directors are present.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant, Jeremiah Nazario, Distribution Supervisor.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Mr. Alex Handlers, Bartle and Wells

APPROVAL OF AGENDA –

MSC¹ (Delph/Jarlsberg) 4/0/0 motion carried to approve the agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg
Noes: None
Absent: None

PUBLIC COMMENT – None

STATE OF EMERGENCY FINDINGS– The Board of Directors renewed its findings outlined in Resolution No. 21-1035 for an additional 30 days.

MSC¹ (Delph/Doolittle) 4/0/0 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Jarlsberg
Noes: None
Absent: None

2022 RATE STUDY DISCUSSION KICK-OFF- Director Anne Roman stated that the last rate study was done in approximately 2017/18 by Bartle Wells Associates and the District has again contracted with Bartle Wells to undergo a new rate study. During the last rate study, the Board took significant steps to move in the right direction. However, in early conversations with Alex Handlers of Bartle Wells, we are reminded that many of the financial challenges the district currently faces were identified in previous rate studies, but not fully funded. Below are a few examples of challenges we are faced with overcoming:

- Chromium 6: The State is expected to mandate reduced maximum contaminant levels (MCLs) for Chromium 6 in drinking water, which would require costly infrastructure and ongoing treatment.
 - Capital Cost is estimated at \$16 million based on 2017/18 estimates.
 - Anticipated grant funding (\$10 million) and a low-interest State Revolving Fund loan (\$6 million over 30 years). No funding commitment is in place.
 - Debt service on loan is estimated at \$275k per year.
 - Operating costs are estimated at \$1.1 million per year.
 - The District is exploring participating in another pilot study that could reduce costs.
- Capital Improvement: Based on 2015 Capital Improvement Plan (CIP) estimates, capital needs are estimated at a cost of \$2.5 million per year, reduced from an original estimate of \$3 million.
 - Equipment/Technology: \$375,000 per year (doubled from the prior rate study to add the cost of maintaining the CIRP heavy equipment).
 - Studies/Reports (many state-mandated): \$232,000 per year on average, up from prior funding of \$50k per year.
 - Capital Improvement Plan (CIP) is scheduled for an update at an increased cost of \$260k vs \$40k in 2015.

- Meter Replacement Program continues: \$185,000 per year for 6 years then \$50,000 per year. Reduced to reflect a longer replacement period and balance on hand.
- Additional Staffing needs not reflected in the 22/23 budget: \$44k FY22/23 for expanded customer service, \$163k per year starting FY25/26 for expanded construction maintenance.
- Since 2017/18, Operating cost escalations in certain areas have been more significant than regular inflation. Some examples:
 - Technology costs are up 259%.
 - Property insurance is up 94%; Cyber insurance is a new, additional cost with expectations to increase.
 - Fuel costs have increased by 234%.
 - CIP Plan cost estimate has increased by 550%.

Some additional considerations have included:

- Tier structure was modified during the last rate study, increasing rates in higher tiers, which coincidentally may incentivize conservation. No additional changes are recommended now.
- Creating different rates for short-term rentals (STRs) is not recommended due to no “cost of service justification.” Short-term rentals pay for water used and, if larger amounts are used, they pay a higher tier rate. Also, STRs are less likely to generate extra collections cost/effort.
- A separate Capital Improvement Charge could potentially be charged to owners on the property tax rolls. Requires additional tracking and restriction of funds.
- Water Shortage Emergency Rate Charges help maintain financial stability during periods of reduced water sales and can be phased in during escalating drought conditions, in alignment with Water Shortage Contingency Plan stages.

As we have begun gathering our inputs, we have already identified and incorporated the following reductions/deferrals:

- Capital improvement needs are estimated to be \$3 million per year but only included at \$2.5 million.
- \$3.3 million Administration building removed.
- Funding for several programs, like Equipment & Technology and Meter Replacement, was reduced to reflect existing reserve balances.

During this study, a Water Capacity charge analysis will also be performed. Prior, informal analysis has indicated that Water Capacity charges may be defensible at three times current charges. This is an important topic to discuss in the future if the Board wishes Development to “pay its way.”

Staff recommends beginning the Rate Study process by developing several scenarios, as with the last rate study:

- Best Management Practice to include funding for all identified needs.
- Reduced Rate Scenario (Phased Approach) to include funding for the most crucial needs to help mitigate larger increases, potentially with a Separate Capital Improvement Charge.

Staff also recommends that the Board of Directors refer this topic to the Citizen’s Advisory Council (CAC) for input. Some suggested considerations:

- Potential use of tax rolls to charge a Capital improvement portion of the rates. This would shift the burden of some infrastructure charges from tenants to owners.

Commitment to funding infrastructure needs (CIRP program). For example, fully fund all capital needs vs. prioritizing only the most

Director Roman then introduced Mr. Alex Handlers, Bartle and Wells, who proceeded with the presentation.

A Q&A period followed with the Board of Directors.

President Floen made a statement that entailed the following:

The community of Joshua Tree has entrusted the Joshua Basin Water District with its most valuable resource, it's groundwater. As stewards of the community water supply, we oversee this critical natural resource, current and future reliability. Dedicated to its purpose, we have embraced these important values:

- Integrity
- Transparency
- Respect (for our customers)
- Fiscal responsibility and accountability

These are among our core values and its in our Mission Statement.

PUBLIC COMMENT –

Karen Tracy – Citizens Advisory Council stated that she is concerned about the Chromium issue and that it has been a problem for years. It might continue to be an issue because it is so expensive to get Chromium out of water now. She would like to be prepared for the Chromium issue and receive information as part of the discussion. She asked if we could stay current with the science and stay on top of what is available, in terms of treating water for Chromium.

ADJOURNMENT – MSC¹ (Jarlsberg/Delph) 4/0/0 motion carried to adjourn the meeting at 1:29 p.m.

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Board of Directors Meeting

DATE: September 21, 2022

REPORT TO: Board of Directors
PREPARED BY: Sarah Johnson, General Manager
TOPIC: UPDATES TO THE ADMIN CODE:

- **UPDATE THE DISTRICT'S CONFLICT OF INTEREST CODE**
- **ADD BOARD REPRESENTATIVE SECTION**
- **UPDATE TO OUTDATED LANGUAGE**
 - **UPDATE ANY REFERENCES OF HE/HIS AND ALSO ADD SHE/HER**
 - **REMOVE SUPERSEDED SECTION 4.04.01 EMPLOYEE POSITIONS AND JOB CLASSIFICATION**

RECOMMENDATION: Recommend that the Board of Directors adopt Resolution No's. 22-1046, 22-1047, 22-1048.

**ANALYSIS: CONFLICT OF INTEREST CODE RESOLUTION
NO. 22-1046**

The Political Reform Act requires the District to conduct a biennial review of our Conflict-of-Interest Code. The District has adopted by reference the Fair Political Practices Commission regulation which contains the terms of a standard Conflict of Interest Code. Because any changes made to the law are automatically adopted by reference, our review in the past has typically amounted to reconsideration of our Appendix A, which includes those who are responsible for complying with the Conflict-of-Interest Code by filing Form 700.

**BOARD REPRESENTATIVE RESOLUTION
NO. 22-1047**

Periodically, a Board Member may represent the board at meetings held by other agencies, entities, and organizations. The Admin Code is currently silent on the process of board representation in this manner. Staff recommends the board adopt the new section that provides an appointment process and clarifies the duties of the representative.

OUTDATED LANGUAGE RESOLUTION NO. 22-1048

Currently, any change to the Admin Code must be brought to the board for consideration. To streamline processes, staff recommends the Board provide the General Manager with authorization to make non-substantive formatting or minor edits (i.e., adding missing parts of speech) to the Admin Code. This authorization does not provide

consent to create, remove, or change the context or substance of current policies without approval. The intent is to provide staff the ability to fix errors in an efficient manner keeping the document clear and up to date.

Below are two items that need to be updated.

- The admin code has multiple areas referenced to he/him. It is recommended that this language be updated to add she/her references.
- Section 4.04.01 was adopted in 2018. In 2019, the Employee Handbook (Resolution 19-1012) superseded this section, including an updated job classification section. Section 4.04.01 should have been removed from the Admin Code at that point but was not. Staff recommends removing this section as it is outdated and has been superseded by Employee Handbook.

Both the revised Code and Resolutions have been reviewed by legal counsel.

STRATEGIC PLAN ITEM: 2.11 Continuously Update Administrative Policies and Procedures

FISCAL IMPACT: N/A

RESOLUTION NO. 22-1046

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ADOPTING AN AMENDMENT TO THE DISTRICT’S
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act (“Act”), Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Act requires that the state and local government agencies review their Conflict-of-Interest Code biannually in order to ensure that it remains in conformity with the Act and to update said Code with respect to any organizational changes which have occurred in the agency since the adoption and last amendment of the Code; and

WHEREAS, the Fair Political Practices Commission (“FPPC”) has adopted a regulation, 2 Cal. Code of Regs., Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference by state and local government agencies as the Conflict-of-Interest Code of such an agency, and which may be amended by the FPPC from time to time to conform with the amendments in the Act; and

WHEREAS, the Board of Directors has previously adopted said Standard Conflict of Interest Code; and

WHEREAS, the Board of Directors of the Joshua Basin Water District desires to amend the District’s Conflict of Interest Code for the purpose of making it a more user-friendly document for filers and for the District’s Filing Officer and to update and restate Appendix A thereto to reflect organizational changes of the District.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Joshua Basin Water District

1. The Board of Directors hereby ratifies and confirms the District’s adoption of the Standard Conflict of Interest Code and hereby adopts and amended Conflict of Interest Code and Appendix A thereto which sets forth designated positions and disclosure categories to the District’s Conflict of Interest Code, all of which is set forth in Exhibit “A” to this Resolution.
2. The Secretary of the District is hereby authorized and directed to file with the Clerk of the Board of Supervisors a copy of this Amendment and such other information as may be required by the Board of Supervisors.
3. The Secretary of the District is hereby ordered and directed to file the Amended Conflict of Interest Code in the office of the District, and to retain and incorporate same in the District’s “Administrative Code”.

ADOPTED, SIGNED AND APPROVED THIS 21st DAY OF SEPTEMBER 2022.

Ayes _____
 Noes _____
 Abstain _____
 Absent _____

 Tom Floen, President, Board of Directors

ATTEST:

 Sarah Johnson, General Manager and Board Secretary

APPENDIX A DESIGNATED POSITIONS

87200 FILERS

Public Officials who manage public investments as defined by 2 Cal. Code of Regs. §1870(b), are NOT subject to the JBWD's Conflict of Interest Code but must file disclosure statements under Government Code Section 8720 et seq., and are subject to full disclosure, Category 1. These positions are listed here for informational purposes only.

- Board of Directors
- General Manager

CODE FILERS

Public Officials filling designated positions below must file disclosure statements pursuant to the following disclosure categories.

DESIGNATED POSITIONS

CATEGORY

DISCLOSURE

ADMINISTRATION

Director of Administration	3
Executive Assistant	3

FINANCE

Director of Finance	3
Accounting Supervisor	3

HUMAN RESOURCES

Human Resources & Risk Generalist	3
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OPERATIONS

Director of Operations	3
CIRP Supervisor	3
Distribution Supervisor	3
Production Supervisor	3

NEW POSITIONS

Individuals serving in a new position created since This Code was last approved that makes or participates in making Decisions must file under the broadest disclosure set forth in this Code.	1
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CONSULTANTS

SEE APPENDIX C

**APPENDIX B
DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic investments that the designated position must disclose for each disclosure category to which he or she is assigned.

Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the JBWD.

Category	Description
1	<p><u>FULL DISCLOSURE:</u> What to report? All investments and business positions in business entities, sources of income, including gifts, loans and travel payments, and interest in real property located in the JBWD.</p>
2	<p><u>ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY</u> What to report? All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.</p>
3	<p><u>JBWD/DEPARTMENT-RELATED INCOME</u> What to report? All investments and business position in business entities and sources of income, including gifts, loans and travel payments if the source is a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the JBWD or the department in which that person is employed.</p>
4	<p><u>JBWD/DEPARTMENT-RELATED INCOME, REAL PROPERTY</u> What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interest in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the JBWD or the department in which that person is employed.</p>

**APPENDIX C
CONSULTANT'S APPENDIX**

Only consultants who make a governmental decision or act in a staff capacity as defined in 2 Cal Code Regs. Section 18701, shall be subject to economic disclosure requirements.

Consultants who make governmental decisions shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The JBWD General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement to the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Designated Consultants

**Categories
Disclosure**

<p>Consultants who make (not just recommend) governmental decisions, such as whether to approve a rate, rule or regulation, whether to issue, deny, suspend or revoke any permit, license, application, certificate or similar authorization, adopt or grant JBWD approval to a plan, design, report, study, or adopt or grant JBWD approval of policies, standards, or guidelines for the JBWD.</p>	<p style="text-align: center;">1</p>
<p>Consultants who act in a staff capacity with the JBWD, and in that capacity perform the same or substantially all the same duties for the JBWD that would otherwise be performed by an individual holding a designated position in the JBWD's Conflict of interest Code.</p>	<p>Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.</p>

Category 1

Designated consultants assigned to this category shall disclose:

- a. All business entities or non-profit corporations in which they are a director, officer, partner, trustee, employee or hold a position of management; interests in real property, investments; and income, including gifts, loans and travel payments.
- b. When the consultant is a corporation or partnership, only individuals from the firm that participate in JBWD decisions or act in a staff capacity must file disclosure statements.

RESOLUTION NO. 22-1047

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT (JBWD)
APPOINTING A DIRECTOR TO REPRESENT JBWD AT THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES JOIN POWERS
INSURANCE AGENCY (ACWA JPIA)

WHEREAS, periodically, a Board Member may represent the Board at meetings held by other agencies, entities, and organizations. The Admin Code is currently silent on the process of Board representation in this manner. Staff recommends the Board adopt a new section, in the Admin Code, that provides an appointment process and clarifies the duties of the representative.

WHEREAS, the following articles be added to the Admin Code:

3.13 BOARD REPRESENTATIVES. The Board of Directors recognizes that effective performance of its community leadership responsibilities may require or benefit from the Board's participation and/or representation at meetings held by other agencies, entities, and organizations.

3.13.01 Representative Appointment. The President of the Board may from time to time, as deemed necessary or convenient, appoint individual Board members, provided any appointment is less than a quorum, to represent the District at meetings of such other agencies, entities, or organizations.

3.13.02 Duties of Representatives. The duties of such appointees shall include reporting back to the Board regarding such other agencies activities and/or actions that may be of interest to the Joshua Basin Water District. Such representatives shall not exercise, or purport to exercise, any authority of the Board at such meetings without prior Board approval. If such entity discusses a topic on which the Board has taken a position, the Board representative may express that position of the Board. When contributing their own ideas or opinions, however, the representative shall clearly indicate that they are expressing their individual ideas or opinions.

3.13.03 Appointment of Alternates. The Board President may, as deemed necessary, appoint alternative representatives, who may attend in the absence of the primary appointee.

3.13.04 Attendance by Non-Representatives. Nothing in this Section 3.13 shall be interpreted to prevent or prohibit any directors from attending open and noticed meetings of such other entities, provided that if a majority of directors are present at the same meeting, they shall not discuss among themselves, other than as part of the scheduled meeting or program, business of a specific nature that is within the subject matter jurisdiction of the Joshua Basin Water District Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the Joshua Basin Water District hereby directs staff to add Article 13 to the Admin Code.

BE IT FURTHER RESOLVED, that the District Secretary is hereby directed to transmit a copy of this Resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

Adopted this 21st day of September, 2022 in Joshua Tree, California

Barbara Delph _____

Stacy Doolittle _____

Thomas Floen _____

Jane Jarlsberg _____

Thomas Floen, President, Board of Directors

Sarah Johnson, General Manager and Board Secretary

RESOLUTION NO. 22-1048

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT AMENDING
OUTDATED LANGUAGE IN THE ADMIN CODE**

WHEREAS, currently, any change to the Admin Code must be brought to the board for consideration. To streamline processes, staff recommends the Board provide the General Manager with authorization to make non-substantive formatting or minor edits (i.e., adding missing parts of speech) to the Admin Code. This authorization does not provide consent to create, remove, or change the context or substance of current policies without approval. The intent is to provide staff the ability to fix errors in an efficient manner keeping the document clear and up to date.

WHEREAS, below are two **examples** of possible updates:

- The admin code has multiple areas referenced to he/him. It is recommended that this language be updated to add she/her references.
- Section 4.04.01 was adopted in 2018. In 2019, the Employee Handbook (Resolution 19-1012) superseded this section, including an updated job classification section. Section 4.04.01 should have been removed from the Admin Code at that point but was not. Staff recommends removing this section as it is outdated and has been superseded by Employee Handbook.

WHEREAS, both the revised Code and Resolutions have been reviewed by legal counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby directs staff update the language within the Admin Code.

Adopted this 21st day of September, 2022 in Joshua Tree, California

Barbara Delph _____
 Stacy Doolittle _____
 Thomas Floen _____
 Jane Jarlsberg _____

Thomas Floen, President, Board of Directors

Sarah Johnson, General Manager and Board Secretary

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Board of Directors

DATE: September 21, 2022

REPORT TO: Board Members
PREPARED BY: Anne Roman, Director of Finance
TOPIC: LAIF INVESTMENT PERFORMANCE 2021/22
RECOMMENDATION: Receive for information only.

ANALYSIS: Attached is the annual LAIF Investment Performance update for the fiscal year 2021/22. This is unaudited but no significant audit adjustments are anticipated.

As the primary investment vehicle for the District, LAIF or the Local Agency Investment Fund, is a secure and liquid investment option authorized in the District's approved Investment Policy. Other minor investments held at US Bank earn insignificant interest and are not included in the attached summary.

In 2021/22, interest of \$55,447.35 was earned based on rates ranging from .24% in the first quarter to .75% in the final quarter. Interest is allocated proportionately among internal LAIF funds such as the legally segregated Capacity funds and the CMM funds. In 2021/22, approximately \$12,906 was allocated to the legally segregated funds with the remainder of \$42,542 being allocated to the District's Cash Flow Reserve Fund.

For comparison, LAIF interest earnings for the last several fiscal years have ranged from a low of \$36,623 in 2015/16 to a high of \$227,906 in 2018/19.

To address a common question about the security of this particular investment, the following information is derived directly from the LAIF Statutes posted on California State Treasurer's office website:

Moneys placed with the Treasurer for deposit in the Local Agency Investment Fund by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following:

- a. Transfer or loan pursuant to Sections...
- b. Impoundment or seizure by any state official or state agency.

<https://www.treasurer.ca.gov/pmia-laif/answer/laifstatutes.asp>

Although more investment options have become available in recent years, LAIF remains as a safe, liquid, and, importantly, low maintenance option for the District. While other investment options, such as The California Employers' Pension Prefunding Trust (CEPPT) and The California Cooperative Liquid Assets Securities System (California CLASS) may yield somewhat higher returns, they

do not guarantee return of the invested principal balance. The District's goal has always been to protect the principal first and foremost, minimizing risk of loss. Furthermore, lean staffing levels do not accommodate the required time or expertise to properly manage the workload associated with a more aggressive investment portfolio. LAIF is a tried-and-true option that has served the District well.

STRATEGIC PLAN ITEM: 4.4 Ensure Timely Financial Transactions and Reports
FISCAL IMPACT: None

**LAIF QUARTERLY INTEREST ALLOCATION (Unaudited)
FOR THE FISCAL YEAR ENDED
06/30/2022**

ANNUAL RECAP

DATE	RATE & QUARTER EARNING		ALL OTHER LAIF FUNDS 11303	LAIF WATER CAP 11310	LAIF WASTEWRTR CAP 11313	LAIF CMM RESERVE 11325	LAIF CMM REDEMP 11320	LAIF CMM PREPAY 11330	LAIF HDMC 11338	TOTAL
	% ALLOC	\$ ALLOC								
07/01 - 09/30/21	0.24%		10,269,401.83	416,268.42	1,527,531.39	245,395.94	480,561.00	3,233.94	0.00	12,942,392.52
% ALLOC			0.7935	0.0322	0.1180	0.0190	0.0371	0.0002	0.0000	1.0000
\$ ALLOC		7,821.27	6,205.94	251.56	923.11	148.30	290.41	1.95	0.00	7,821.27
10/01 - 12/31/21	0.23%		11,470,621.74	617,226.98	1,614,847.50	245,544.24	648,737.44	3,235.89	0.00	14,600,213.79
\$ ALLOC		7,785.49	6,116.65	329.13	861.11	130.94	345.94	1.73	0.00	7,785.49
01/01 - 03/31/22	0.32%		11,040,644.01	846,806.11	1,738,536.61	244,076.00	634,698.93	3,237.62	0.00	14,507,999.28
\$ ALLOC		11,675.30	8,884.95	681.47	1,399.09	196.42	510.77	2.61	0.00	11,675.30
04/01 - 06/30/22	0.75%		11,698,832.95	992,744.11	1,810,355.70	244,272.42	695,229.17	3,240.23	0.00	15,444,674.58
\$ ALLOC		28,165.29	21,334.28	1,810.39	3,301.41	445.46	1,267.84	5.91	0.00	28,165.29
ANNUAL ALLOCATION		55,447.35	42,541.82	3,072.55	6,484.71	921.11	2,414.96	12.19	0.00	55,447.35