



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, OCTOBER 10, 2018, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – September 12, 2018
- Pages 2-3
- Pages 4-19 7. REVIEW CHECK REGISTERS AUGUST - SEPTEMBER 2018 – Review and refer to the Board of Directors for approval.
- Page 20 8. HOLIDAY OFFICE SCHEDULE – Review and refer to the Board of Directors for approval.
- Pages 21-29 9. DISCUSS BILLING CYCLE AND IMPACTS OF NEW LAW, SB998 - Receive for information only.
- Pages 30-32 10. DISCUSS GUARANTEE DEPOSIT INCREASE – Recommend amendments to the Rules and Regulations authorizing a deposit of 150% of the standard deposit for customers cut off for non-payment and a deposit of 200% of the standard deposit for customers that unlock meters without authorization or damage meters.
11. ALTERNATIVE MEETING DATE FOR NEXT FINANCE COMMITTEE MEETING DUE TO THE STRATEGIC PLANNING WORKSHOPS ON NOVEMBER 14TH AND 15TH –
12. STAFF REPORT
13. ADJOURNMENT

INFORMATION

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

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, September 12, 2018
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

DETERMINATION OF A QUORUM

Directors Present –Vice President Johnson and Director Floen

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, HR Manager

GUESTS -3

APPROVAL OF AGENDA

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

MSC¹ (Floen/Johnson) motion carried.

PUBLIC COMMENT – None

CONSENT CALENDAR

- Approve the Draft Minutes of August 8, 2018

Director Floen made a motion to approve the draft minutes of August 8, 2018. Vice President Johnson seconded the motion.

MSC¹ (Floen/Johnson) motion carried.

REVIEW CHECK REGISTERS JUNE-JULY 2018- Finance Committee reviewed the check registers from June-July 2018.

Director Floen made a motion to refer the check registers to the Board of Directors for approval. Vice President Johnson seconded.

MSC¹ (Floen/Johnson) motion carried.

4th QUARTER YEAR ENDING 6/30/2018 FINANCIAL REPORT – The Finance Committee reviewed the 4th Quarter Year Ending 6/30/2018 Financial Report and referred the Report to the Board of Directors for approval.

PUBLIC COMMENT – Steve Whitman recommended that reporting be done at the Board meetings because the public wants to know that the Board is watching.

Director Floen made a motion to refer the 4th Quarter Financial Report to the Board of Directors for approval. Vice President Johnson seconded.

MSC¹ (Floen/Johnson) motion carried.

CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP) – Receive for information and refer to the Board of Directors for approval. AGM Greer gave the staff report and a brief Q&A period followed.

Director Floen made a motion to refer the Customer Account Assistance Program (CAAP) to the Board of Directors for approval. Vice President Johnson seconded.

MSC¹ (Floen/Johnson) motion carried.

STAFF REPORT – AGM Greer shared that the District closed on the \$3,010,000.00 loan and it will be funded today. GM Sauer and HR MGR. Johnson briefly shared the Organizational Assessment Implementation plan.

ADJOURNMENT – Director Floen made a motion to adjourn the Finance Committee meeting at 10:15 a.m. Vice President Johnson seconded the motion.

MSC¹ (Johnson/Floen) motion carried.

Respectfully,

Susan Greer, Assistant General Manager, and Controller



Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
013807 <u>2572</u>	AMERICAN MEADOWS, INC. Invoice	08/01/2018 08/01/2018	Regular PUBLIC INFORMATION SUPPLIES	0.00 0.00	1,276.95 1,276.95	60352
013346 <u>2360L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	08/01/2018 08/01/2018	Regular DEMO GARDEN/BUILD MAINT THRU 7/15	0.00 0.00	650.00 650.00	60353
001012 <u>1003C</u>	BARTLE WELLS ASSOCIATES Invoice	08/01/2018 06/30/2018	Regular RATE & FEE STUDY 16/17 & 17/18	0.00 0.00	1,813.00 1,813.00	60354
013338 <u>BW073118</u>	BEVERLY WASZAK Invoice	08/01/2018 08/01/2018	Regular REIMB: BUILDING MAINT SUPPLIES	0.00 0.00	150.00 150.00	60355
001850 <u>963472</u>	CLINICAL LAB OF S.B. INC Invoice	08/01/2018 06/30/2018	Regular SAMPLING - JUN 18	0.00 0.00	3,800.00 3,800.00	60356
000237 <u>3990561-070546</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	08/01/2018 08/01/2018	Regular EE LIFE INSURANCE - JUL 18	0.00 0.00	2,118.41 2,118.41	60357
013365 <u>AR791268</u>	IMAGE SOURCE Invoice	08/01/2018 06/30/2018	Regular SHOP EXPENSE 4/01/18 - 6/30/18	0.00 0.00	239.08 239.08	60358
003596 <u>DYP071918</u>	DEXYP Invoice	08/01/2018 08/01/2018	Regular MORONGO BASIN ADVERT - JUL 18	0.00 0.00	25.35 25.35	60359
002565 <u>20182592</u> <u>20184222</u>	DUDEK AND ASSOCIATES, INC Invoice Invoice	08/01/2018 06/30/2018 06/30/2018	Regular CHROMIUM III REOXIDATION CHROMIUM III REOXIDATION	0.00 0.00 0.00	26,829.00 3,967.50 22,861.50	60360
002800 <u>50765</u>	ENGINEERING RESOURCES OF Invoice	08/01/2018 06/30/2018	Regular STANDBY REPORT - FY 18/19	0.00 0.00	900.00 900.00	60361
003025 <u>6-257-18935</u>	FEDEX Invoice	08/01/2018 08/01/2018	Regular SHIPPING: DOLLAR GENERAL	0.00 0.00	29.18 29.18	60362
013222 <u>FC0818</u>	FRONTIER CALIFORNIA INC. Invoice	08/01/2018 08/01/2018	Regular HDMC WWTP - TELEPHONE	0.00 0.00	181.59 181.59	60363
006200 <u>6264B</u>	MCALLISTERS JANITORIAL SERV. Invoice	08/01/2018 08/01/2018	Regular JANITORIAL SERVICES - JUL 18	0.00 0.00	700.00 700.00	60364
009054 <u>180729-1</u>	KATHLEEN J. RADNICH Invoice	08/01/2018 08/01/2018	Regular PUBLIC RELATIONS SERVICES	0.00 0.00	789.60 789.60	60365
006029 <u>1462267</u>	LIEBERT CASSIDY WHITMORE Invoice	08/01/2018 06/30/2018	Regular LEGAL SERVICES - THRU 6/30/18	0.00 0.00	322.00 322.00	60366
013803 <u>23703999</u> <u>23721909</u> <u>23729130</u>	PEOPLEREADY, INC Invoice Invoice Invoice	08/01/2018 08/01/2018 08/01/2018	Regular TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	0.00 0.00 0.00 0.00	2,608.48 931.60 745.28 931.60	60367
013361 <u>WQG00002705</u> <u>WQG00002706</u>	QUINN COMPANY Invoice Invoice	08/01/2018 06/30/2018 06/30/2018	Regular GENERATOR REPAIR: GR-4 GENERATOR REPAIR: GR-3	0.00 0.00 0.00	7,661.82 5,193.85 2,467.97	60368
000495 <u>51377201</u>	ACCOUNTEMP Invoice	08/01/2018 08/01/2018	Regular TEMPORARY LABOR	0.00 0.00	548.58 548.58	60369
000042	ROMAN, ANNE	08/01/2018	Regular	0.00	59.00	60370

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>ARO80118</u>	Invoice	08/01/2018	REIMB: P.O. ADDRESS CHANGE FORMS	0.00	59.00	
004201	SCOTT HUDSON	08/01/2018	Regular	0.00	574.97	60371
<u>SH073018</u>	Invoice	06/30/2018	REIMB: MILES: MAY - JUN 18	0.00	574.97	
VEND1020	SOUTHWEST NETWORKS, INC.	08/01/2018	Regular	0.00	643.57	60372
<u>18-6535</u>	Invoice	06/30/2018	OFFICE SUPPLIES	0.00	499.72	
<u>18-6541</u>	Invoice	06/30/2018	OFFICE SUPPLIES	0.00	143.85	
011101	VAGABOND WELDING SUPPLY	08/01/2018	Regular	0.00	56.23	60373
<u>105629</u>	Invoice	08/01/2018	SHOP EXPENSE	0.00	56.23	
013196	TELEPACIFIC COMMUNICATIONS	08/01/2018	Regular	0.00	775.82	60374
<u>105030061-0</u>	Invoice	08/01/2018	TELEPHONE (OFFICE) - JUL 18	0.00	775.82	
013227	LAYNE CHRISTENSEN COMPANY	08/08/2018	Regular	0.00	84,966.99	60375
<u>LC080818</u>	Invoice	08/08/2018	WELL 14 REHAB	0.00	84,966.99	
001630	AT&T MOBILITY	08/09/2018	Regular	0.00	1,437.20	60376
<u>829480028X0805</u>	Invoice	08/09/2018	COMMUNICATIONS - JUL 18	0.00	1,437.20	
000214	BABCOCK LABORATORIES, INC.	08/09/2018	Regular	0.00	270.00	60377
<u>BF80025-2287</u>	Invoice	06/30/2018	SAMPLING - WELL 14	0.00	270.00	
002846	ESRI, INC.	08/09/2018	Regular	0.00	3,116.25	60378
<u>93484910</u>	Invoice	08/09/2018	GIS MAINT PROG 8/24/18 - 8/23/19	0.00	3,116.25	
009054	KATHLEEN J. RADNICH	08/09/2018	Regular	0.00	1,153.77	60379
<u>180805-1</u>	Invoice	08/09/2018	PUBLIC RELATIONS SERVICES	0.00	1,153.77	
006504	MC CALL'S METERS SALES & SERVICE	08/09/2018	Regular	0.00	35.00	60380
<u>30750</u>	Invoice	08/09/2018	CERTIFIED FLOW TEST	0.00	35.00	
013196	TELEPACIFIC COMMUNICATIONS	08/09/2018	Regular	0.00	787.27	60381
<u>106115905-0</u>	Invoice	08/09/2018	TELEPHONE (OFFICE) - AUG 18	0.00	787.27	
013216	TIMOTHY ROBERT PINAR	08/09/2018	Regular	0.00	724.20	60382
<u>TP080618</u>	Invoice	06/30/2018	OFFICE BUILDING MAINTENANCE	0.00	509.14	
<u>TP080618A</u>	Invoice	08/09/2018	OFFICE BUILDING MAINTENANCE	0.00	215.06	
000501	ACWA/JPIA	08/15/2018	Regular	0.00	19,805.87	60389
<u>0567716</u>	Invoice	08/15/2018	EE HEALTH BENEFIT & EAP SEPT 18	0.00	19,805.87	
004110	BURRTEC WASTE & RECYCLING SVCS	08/15/2018	Regular	0.00	471.63	60390
<u>BW0818</u>	Invoice	08/15/2018	TRASH REMOVAL - AUG 18	0.00	277.95	
<u>BW0818B</u>	Invoice	08/15/2018	RECYCLING - AUG 18	0.00	193.68	
001555	CENTRTEL	08/15/2018	Regular	0.00	316.00	60391
<u>180803192101</u>	Invoice	08/15/2018	DISPATCH SERVICES - JUL 18	0.00	316.00	
013365	IMAGE SOURCE	08/15/2018	Regular	0.00	480.31	60392
<u>AR796207</u>	Invoice	08/15/2018	OFFICE EXPENSE 7/5/18 - 8/4/18	0.00	480.31	
001933	COUNTY OF SAN BERNARDINO	08/15/2018	Regular	0.00	478.80	60393
<u>2018-0019PT</u>	Invoice	08/15/2018	UNPAID SPECIAL ASSESSMENT REPORT	0.00	478.80	
002820	EMPLOYEE RELATIONS, INC.	08/15/2018	Regular	0.00	142.35	60394
<u>82753</u>	Invoice	08/15/2018	EE RECRUITING EXPENSE	0.00	142.35	
VEND1466	FEDAK & BROWN LLP	08/15/2018	Regular	0.00	1,282.00	60395
<u>FB073118</u>	Invoice	08/15/2018	FINANCIAL AUDIT 17/18 - JULY 18	0.00	1,282.00	
000058	GARDA CL WEST, INC.	08/15/2018	Regular	0.00	666.81	60396
<u>10416422</u>	Invoice	08/15/2018	COURIER FEES - AUG 18	0.00	651.82	
<u>70078572</u>	Invoice	08/15/2018	EVENXCHANGE FEES - JULY 18	0.00	14.99	
004018	HACH COMPANY	08/15/2018	Regular	0.00	1,673.87	60397

*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

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	
11068140	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	1,127.33	
11072291	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	507.50	
11085641	Invoice	08/15/2018	CHLORINE TEST SUPPLIES	0.00	39.04	
013802	HASA, INC.	08/15/2018	Regular	0.00	521.50	60398
610952	Invoice	08/15/2018	WATER TREATMENT EXPENSE	0.00	521.50	
004152	HI-DESERT STAR	08/15/2018	Regular	0.00	720.00	60399
11933	Invoice	08/15/2018	PUBLIC NOTICE: SWRCB NOTICE	0.00	720.00	
004720	INLAND WATER WORKS	08/15/2018	Regular	0.00	10,589.47	60400
51010603.001	Invoice	08/15/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	578.29	
51012644.001	Credit Memo	08/15/2018	CREDIT: MAINLINE & LEAK REPAIR SUPPLI	0.00	-578.29	
51013950.001	Invoice	08/15/2018	INVENTORY/SMALL TOOLS - DIST/MAINLI	0.00	3,295.44	
51013950.002	Invoice	08/15/2018	INVENTORY	0.00	1,539.10	
51013950.003	Invoice	08/15/2018	INVENTORY/MAINLINE & LEAK REPAIR SU	0.00	1,383.51	
51013950.004	Invoice	08/15/2018	INVENTORY	0.00	300.62	
51013950.005	Invoice	08/15/2018	INVENTORY	0.00	1,803.74	
51013950.006	Invoice	08/15/2018	INVENTORY	0.00	2,267.06	
009054	KATHLEEN J. RADNICH	08/15/2018	Regular	0.00	810.60	60401
180812-1	Invoice	08/15/2018	PUBLIC RELATIONS SERVICES	0.00	810.60	
000134	KENNEDY/JENKS CONSULTANTS, INC.	08/15/2018	Regular	0.00	1,468.75	60402
123770	Invoice	08/15/2018	CONSULTING: CHROMIUM VI GRANT PRO	0.00	1,468.75	
005640	KILLER BEE PEST CONTROL	08/15/2018	Regular	0.00	80.00	60403
4811	Invoice	08/15/2018	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	08/15/2018	Regular	0.00	160.00	60404
LH090118	Invoice	08/15/2018	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
006507	McMASTER-CARR SUPPLY COMPANY	08/15/2018	Regular	0.00	3,171.99	60405
67417286	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	1,228.08	
67537350	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	267.97	
68601161	Invoice	08/15/2018	METER REPAIR SUPPLIES	0.00	168.04	
68602881	Invoice	08/15/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	809.83	
69679845	Invoice	08/15/2018	PUMPING PLANT SUPPLIES	0.00	660.84	
69911591	Invoice	08/15/2018	SHOP EXPENSE	0.00	37.23	
000156	FORSHOCK	08/15/2018	Regular	0.00	752.69	60406
1800158	Invoice	08/15/2018	MONTHLY SCADA MONITORING	0.00	38.00	
1800159	Invoice	08/15/2018	MONTHLY SCADA MONITORING	0.00	205.00	
1800161	Invoice	08/15/2018	EMERGENCY REPAIR OF C1	0.00	509.69	
013808	NOBEL SYSTEMS, INC.	08/15/2018	Regular	0.00	4,800.00	60407
14383	Invoice	08/15/2018	GEOVIEWER SOFTWARE	0.00	4,800.00	
007500	NORTHAMERICAN TRANSPORTATION	08/15/2018	Regular	0.00	12.00	60408
28800	Invoice	08/15/2018	MEMBERSHIP IN DRUG PROGRAM	0.00	12.00	
000070	ONLINE INFORMATION SERVICES, INC.	08/15/2018	Regular	0.00	290.10	60409
877091	Invoice	08/15/2018	ID VERIF. SERV. THRU 07/31/18	0.00	290.10	
013810	PIPER GOODSON-MCKERN	08/15/2018	Regular	0.00	125.00	60410
PGM081418	Invoice	08/15/2018	VACATION RENTAL IDENTIFICATION	0.00	125.00	
008405	PRECISION ASSEMBLY	08/15/2018	Regular	0.00	1,411.13	60411
18111	Invoice	08/15/2018	JULY WATER BILL PRINT/MAIL	0.00	1,411.13	
008403	PRECISION GARAGE DOORS & GATES, INC.	08/15/2018	Regular	0.00	415.00	60412
55043	Invoice	08/15/2018	REPROGRAM GATE	0.00	415.00	
008415	PRUDENTIAL OVERALL SUPPLY	08/15/2018	Regular	0.00	262.85	60413
22643937	Invoice	08/15/2018	SHOP EXPENSE	0.00	55.83	

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Date Range: 08/01/2018 - 08/31/2018

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	
<u>22643939</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	52.99	
<u>22651242</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	55.83	
<u>22651243</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	98.20	
013352	NIELSON FIRE AND ICE	08/15/2018	Regular	0.00	85.00	60414
<u>00157</u>	Invoice	08/15/2018	A/C REPAIR - SHOP	0.00	85.00	
008201	PURCHASE POWER	08/15/2018	Regular	0.00	1,008.50	60415
<u>PB081218</u>	Invoice	08/15/2018	POSTAGE REFILL FOR METER	0.00	1,008.50	
013360	REDWINE AND SHERRILL, LLP	08/15/2018	Regular	0.00	5,812.50	60416
<u>1121</u>	Invoice	08/15/2018	LEGAL SERVICES - THRU 7/31/18	0.00	5,812.50	
000495	ACCOUNTEMP	08/15/2018	Regular	0.00	544.30	60417
<u>51426056</u>	Invoice	08/15/2018	TEMPORARY LABOR	0.00	544.30	
008414	PROVIDEO	08/15/2018	Regular	0.00	150.00	60418
<u>1591</u>	Invoice	08/15/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	08/15/2018	Regular	0.00	2.00	60419
<u>108301</u>	Invoice	08/15/2018	MAP REVISIONS - AUG 18	0.00	2.00	
VEN01020	SOUTHWEST NETWORKS, INC.	08/15/2018	Regular	0.00	7,068.55	60420
<u>18-8516</u>	Invoice	08/15/2018	HR REPLACEMENT COMPUTER	0.00	1,551.60	
<u>18-8518</u>	Invoice	08/15/2018	GIS REPLACEMENT COMPUTER	0.00	5,516.95	
009920	STANDARD INSURANCE CO	08/15/2018	Regular	0.00	976.79	60421
<u>ST0818</u>	Invoice	08/15/2018	EE LIFE INSURANCE - AUG 18	0.00	976.79	
013366	THE SOCO GROUP, INC.	08/15/2018	Regular	0.00	3,851.26	60422
<u>0563992</u>	Invoice	08/15/2018	FUEL FOR VEHICLES	0.00	522.70	
<u>0563993-IN</u>	Invoice	08/15/2018	FUEL FOR VEHICLES	0.00	3,328.56	
010850	UNDERGROUND SERVICE ALERT	08/15/2018	Regular	0.00	71.05	60423
<u>720180338</u>	Invoice	08/15/2018	TICKET DELIVERY SERVICE - JULY 18	0.00	71.05	
010990	UTILIQUEST L.L.C.	08/15/2018	Regular	0.00	723.68	60424
<u>264683-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	39.80	
<u>264916-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	135.88	
<u>265209-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	441.48	
<u>265509-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	20.88	
<u>265771-Q</u>	Invoice	08/15/2018	CONTRACT LOCATING EXPENSE	0.00	85.64	
000327	WATER QUALITY SPECIALISTS	08/15/2018	Regular	0.00	3,310.00	60425
<u>5552</u>	Invoice	08/15/2018	HDMC WWTP: OPERATION & MAINT - JUL	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	08/15/2018	Regular	0.00	32.00	60426
<u>WF073118</u>	Invoice	08/15/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	08/15/2018	Regular	0.00	608.30	60427
<u>1258022</u>	Invoice	08/15/2018	SHOP EXPENSE 7/27/18 - 8/26/18	0.00	212.64	
<u>1259183</u>	Invoice	08/15/2018	OFFICE EXPENSE 8/7/18 - 9/6/18	0.00	395.66	
000233	NAPA AUTO PARTS	08/15/2018	Regular	0.00	1,906.17	60428
<u>249004</u>	Invoice	08/15/2018	SHOP EXPENSE	0.00	217.49	
<u>249466</u>	Invoice	08/15/2018	GR4 BATTERY	0.00	310.55	
<u>249616</u>	Invoice	08/15/2018	GR 5 BATTERY	0.00	155.27	
<u>249628</u>	Credit Memo	08/15/2018	CREDIT: CORE RETURN	0.00	-137.03	
<u>249914</u>	Invoice	08/15/2018	VEHICLE MAINTENANCE: V24, 25, 27, 28,	0.00	853.54	
<u>250623</u>	Invoice	08/15/2018	VACUUM MAINTENANCE	0.00	506.35	
009054	KATHLEEN J. RADNICH	08/21/2018	Regular	0.00	894.60	60437
<u>180819-1</u>	Invoice	08/21/2018	PUBLIC RELATIONS SERVICES	0.00	894.60	
000510	TIME WARNER CABLE	08/21/2018	Regular	0.00	345.03	60438

*Check Report JBWD

Date Range: 08/01/2018 - 08/31/2018

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	
<u>0008970081318</u>	Invoice	08/21/2018	CABLE & INTERNET - AUG 18	0.00	345.03	
000575	AFSCME LOCAL 1902	08/28/2018	Regular	0.00	609.70	60447
<u>AFSCME0818</u>	Invoice	08/28/2018	EE UNION DUES - AUG 18	0.00	609.70	
000675	AQUA-METRIC SALES COMPANY	08/28/2018	Regular	0.00	8,189.42	60448
<u>INV0070398</u>	Invoice	08/28/2018	INVENTORY	0.00	8,189.42	
013365	IMAGE SOURCE	08/28/2018	Regular	0.00	18.09	60449
<u>AR794009</u>	Invoice	08/28/2018	SHOP EXPENSE 7/01/18 - 7/31/18	0.00	18.09	
003596	DEXYP	08/28/2018	Regular	0.00	25.00	60450
<u>DYP081818</u>	Invoice	08/28/2018	MORONGO BASIN ADVERT - AUG 18	0.00	25.00	
000495	ACCONTEMPS	08/28/2018	Regular	0.00	1,701.67	60451
<u>51474854</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	544.30	
<u>51524031</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	622.17	
<u>51580941</u>	Invoice	08/28/2018	TEMPORARY LABOR	0.00	535.20	
013800	WATER SYSTEMS OPTIMIZATION INC.	08/28/2018	Regular	0.00	2,500.00	60452
<u>1344</u>	Invoice	08/28/2018	SYSTEM WATER AUDIT - LEVEL 1 VALIDAT	0.00	2,500.00	
013814	CHRISTOPHER LEWALLAN	08/30/2018	Regular	0.00	4.66	60464
<u>CL083018</u>	Invoice	06/30/2018	PROJECT RECONCILIATION REFUND	0.00	4.66	
009054	KATHLEEN J. RADNICH	08/30/2018	Regular	0.00	823.20	60465
<u>180825-1</u>	Invoice	08/30/2018	PUBLIC RELATIONS SERVICES	0.00	823.20	
000091	SAN BERNARDINO COUNTY RECORDER	08/30/2018	Regular	0.00	8.00	60466
<u>SB082918</u>	Invoice	08/30/2018	RELEASE OF A LIEN	0.00	8.00	
000236	PAYPRO ADMINISTRATORS	08/10/2018	Manual	0.00	110.40	900989
<u>PPE 8-3-18</u>	Invoice	08/10/2018	EE FSA DEDUCTIONS 8-10-18	0.00	110.40	
001517	CalPERS	08/10/2018	Manual	0.00	11,413.66	900990
<u>PPE 8-3-18</u>	Invoice	08/10/2018	PAY PERIOD ENDING 8/3/18	0.00	11,413.66	
000248	PAYCHEX	08/10/2018	Manual	0.00	99.00	900991
<u>18559527</u>	Invoice	08/10/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
000248	PAYCHEX	08/10/2018	Manual	0.00	362.57	900992
<u>320631</u>	Invoice	08/10/2018	PAYROLL PROCESSING FEE	0.00	362.57	
001004	BUSINESS CARD	08/16/2018	Manual	0.00	1,577.17	900993
<u>BA0718</u>	Invoice	08/16/2018	TELEPHONE (OFFICE)/BUILD MAINT/WAT	0.00	1,577.17	
001005	BANK OF AMERICA	08/16/2018	Manual	0.00	4,511.22	900994
<u>BA0718</u>	Invoice	08/16/2018	PUBLIC INFO/OFFICE SUPPLIES/BUILD MA	0.00	4,511.22	
001009	BUSINESS CARD	08/16/2018	Manual	0.00	1,661.47	900995
<u>BA0718</u>	Invoice	08/16/2018	CHLORINE ANALYZERS/SHOP EXPENSE/E	0.00	1,661.47	
004195	HOME DEPOT CREDIT SERVICES	08/16/2018	Manual	0.00	4,343.06	900996
<u>HD0718</u>	Invoice	08/16/2018	BUILDING MAINT/PUMPING PLANT/SHOP	0.00	4,343.06	
009878	SOUTHERN CALIFORNIA EDISON	08/16/2018	Manual	0.00	35,644.57	900997
<u>SCE0718</u>	Invoice	08/16/2018	POWER FOR PUMPING - JULY 18	0.00	35,644.57	
009880	SOUTHERN CALIFORNIA EDISON CO	08/22/2018	Manual	0.00	4,217.20	900998
<u>SCE0818</u>	Invoice	08/22/2018	POWER TO BLDGS & GEN - AUG 18	0.00	4,217.20	
000236	PAYPRO ADMINISTRATORS	08/24/2018	Manual	0.00	110.40	900999
<u>PPE 8-17-18</u>	Invoice	08/24/2018	EE FSA DEDUCTIONS 8-24-18	0.00	110.40	
000248	PAYCHEX	08/24/2018	Manual	0.00	358.59	901000
<u>321165</u>	Invoice	08/24/2018	PAYROLL PROCESSING FEE	0.00	358.59	

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Date Range: 08/01/2018 - 08/31/2018

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	
001517	CalPERS	08/24/2018	08/24/2018 Manual	0.00	11,405.46	901001
<u>PPE 8-17-18</u>	Invoice	08/24/2018	PAY PERIOD ENDING 8/17/18	0.00	11,405.46	
VEN01533	PAYMENTUS GROUP INC.	08/24/2018	08/24/2018 Manual	0.00	2,484.75	901002
<u>US18070197</u>	Invoice	08/24/2018	CREDIT CARD PROCESSING FEE - JULY 18	0.00	2,484.75	
000025	ICMA RC	08/31/2018	08/31/2018 Manual	0.00	4,766.92	901003
<u>ICMARC0818</u>	Invoice	08/31/2018	457 REMITTANCE - AUG 18	0.00	4,766.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	123	82	0.00	237,421.50
Manual Checks	15	15	0.00	83,066.44
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	138	97	0.00	320,487.94

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
04-00020-003	JENSEN, SHELLEY	8/9/2018	Refund	144.28	Check #: 60383
10-00180-007	SMALL, SOPHIA	8/9/2018	Refund	55.13	Check #: 60384
13-00207-005	ZANIEWSKI, JEFFREY T	8/9/2018	Refund	47.73	Check #: 60385
50-00134-003	VORBRICH, NIGEL	8/9/2018	Refund	42.87	Check #: 60386
62-00241-009	EF PROPERTIES	8/9/2018	Refund	26.96	Check #: 60387
65-01097-000	WELLER, DOUGLAS W	8/9/2018	Refund	49.86	Check #: 60388
03-00268-000	TR, BLAUSTONE FAM /	8/15/2018	Refund	2,582.76	Check #: 60429
01-00023-008	RYAN, PATRICK M	8/15/2018	Refund	54.49	Check #: 60430
04-00130-014	PRESTIGE PROPERTIES	8/15/2018	Refund	99.13	Check #: 60431
05-00116-015	ARCHIE, MARIA	8/15/2018	Refund	18.00	Check #: 60432
10-00240-016	KJENSTAD, MICHAEL A	8/15/2018	Refund	41.94	Check #: 60433
14-00187-011	DESERT REALTY GROUP	8/15/2018	Refund	42.38	Check #: 60434
55-00103-008	DIMAGGIO, ROBERTA Y	8/15/2018	Refund	138.03	Check #: 60435
61-00052-013	MIRAGE COVE PROPERTIES LLC	8/15/2018	Refund	51.30	Check #: 60436
06-00028-010	COLEGIO, ELI	8/21/2018	Refund	29.22	Check #: 60439
08-00049-006	EVARO, ALFONSO E JR	8/21/2018	Refund	148.89	Check #: 60440
10-00178-010	HART, NICOLE M	8/21/2018	Refund	5.22	Check #: 60441
14-00187-011	DESERT REALTY GROUP	8/21/2018	Refund	26.96	Check #: 60442
50-00022-004	KRAMER, FRED K	8/21/2018	Refund	162.60	Check #: 60443
59-00291-007	WAGNER, HANS F	8/21/2018	Refund	65.80	Check #: 60444
63-00039-019	SPICKARD, PRISCILLA	8/21/2018	Refund	184.43	Check #: 60445
65-00454-001	DONALD JONES JR ANSPAUCH REV TR	8/21/2018	Refund	54.58	Check #: 60446
03-00090-005	SEWARD, ERIC	8/24/2018	Refund	9.51	Check #: 59577
04-00165-014	MENDEZ, LINDA	8/28/2018	Refund	2.33	Check #: 60453
05-00031-005	DONCHE, ESTATE OF GILDA J	8/28/2018	Refund	26.96	Check #: 60454
07-00097-011	GIBSON, LORI L	8/28/2018	Refund	135.41	Check #: 60455
08-00077-009	SULLIVAN, KEVIN	8/28/2018	Refund	153.26	Check #: 60456
08-00136-015	PRATT, MICKALA W	8/28/2018	Refund	49.54	Check #: 60457
09-00131-011	LAVOIE, MADELAINE D	8/28/2018	Refund	34.36	Check #: 60458
10-00240-015	CHEBY, LISA	8/28/2018	Refund	6.30	Check #: 60459
11-00059-003	MCANDREW, TONY R	8/28/2018	Refund	110.44	Check #: 60460
12-00058-011	A.I.M. RENTAL PROPERTIES	8/28/2018	Refund	64.77	Check #: 60461
53-00068-015	CARCAMO, JOSE R	8/28/2018	Refund	39.97	Check #: 60462
61-00171-003	HERING, BRAD	8/28/2018	Refund	1.91	Check #: 60463
				<u>4,707.32</u>	

JOSHUA BASIN WATER DISTRICT

AUGUST 2018

DIRECTOR PAY

PAY PERIODS: 7/21/2018 - 8/17/2018

Director	Date	Type	Amount	Notes
THOMAS FLOEN	08/01/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	08/08/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>520.89</u>	
GEARY HUND	08/08/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
GEARY HUND	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>347.26</u>	
ROBERT JOHNSON	08/01/2018	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	08/08/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>520.89</u>	
MICKEY C LUCKMAN	07/21/2018	Director Pay	173.63	6/28/18 MWA MEETING
MICKEY C LUCKMAN	07/21/2018	Mileage/Vehicle Expense	70.85	6/28/18 MILES: MWA MEETING
MICKEY C LUCKMAN	08/01/2018	Director Pay	173.63	LEGISLATIVE & PULIC INFO COMMITTEE & JBWD BOARD MEETINGS
MICKEY C LUCKMAN	08/02/2018	Director Pay	173.63	TAC MEETING
MICKEY C LUCKMAN	08/02/2018	Mileage/Vehicle Expense	70.85	MILES: TAC MEETING
MICKEY C LUCKMAN	08/08/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
MICKEY C LUCKMAN	08/09/2018	Director Pay	173.63	MWA BOARD MEETING
MICKEY C LUCKMAN	08/09/2018	Mileage/Vehicle Expense	70.85	MILES: MWA BOARD MEETING
MICKEY C LUCKMAN	08/10/2018	Director Pay	173.63	SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	08/10/2018	Mileage/Vehicle Expense	98.10	MILES: SAN BERNARDINO COUNTY WATER CONFERENCE
MICKEY C LUCKMAN	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>1,526.06</u>	
REBECCA UNGER	07/26/2018	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	07/26/2018	Mileage/Vehicle Expense	73.03	MILES: MWA BOARD MEETING
REBECCA UNGER	08/01/2018	Director Pay	173.63	LEGISLATIVE & PULIC INFO COMMITTEE & JBWD BOARD MEETINGS
REBECCA UNGER	08/02/2018	Director Pay	173.63	SOLAR TAC
REBECCA UNGER	08/10/2018	Director Pay	173.63	SAN BERNARDINO COUNTY WATER CONFERENCE
REBECCA UNGER	08/15/2018	Director Pay	173.63	SPECIAL & REGULAR JBWD BOARD MEETINGS
			<u>941.18</u>	
TOTAL			<u>3,856.28</u>	



Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
000237 <u>3990561-080541</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	09/05/2018 09/05/2018	Regular EE LIFE INSURANCE - AUG 18	0.00 0.00	2,221.18 2,221.18	60475
013222 <u>FC0918</u>	FRONTIER CALIFORNIA INC. Invoice	09/05/2018 09/05/2018	Regular HDMC WWTP - TELEPHONE	0.00 0.00	181.59 181.59	60476
006200 <u>6269B</u>	MCALLISTERS JANITORIAL SERV. Invoice	09/05/2018 09/05/2018	Regular JANITORIAL SERVICES - AUG 18	0.00 0.00	700.00 700.00	60477
009054 <u>180902-1</u>	KATHLEEN J. RADNICH Invoice	09/05/2018 09/05/2018	Regular PUBLIC RELATIONS SERVICES	0.00 0.00	865.20 865.20	60478
000091 <u>SB090418</u>	SAN BERNARDINO COUNTY RECORDER Invoice	09/05/2018 09/05/2018	Regular RELEASE OF LIENS	0.00 0.00	24.00 24.00	60479
013228 <u>SJ090518</u>	SARAH J. JOHNSON Invoice	09/05/2018 09/05/2018	Regular REIMB: OFFICE SUPPLIES & MILES	0.00 0.00	124.48 124.48	60480
009920 <u>ST09018</u>	STANDARD INSURANCE CO Invoice	09/05/2018 09/05/2018	Regular EE LIFE INSURANCE - SEPT 18	0.00 0.00	976.79 976.79	60481
013196 <u>107201368-0</u>	TELEPACIFIC COMMUNICATIONS Invoice	09/05/2018 09/05/2018	Regular TELEPHONE (OFFICE) - SEPT 18	0.00 0.00	775.51 775.51	60482
000501 <u>0572819</u>	ACWA/JPIA Invoice	09/12/2018 09/12/2018	Regular EE HEALTH BENEFIT & EAP OCT 18	0.00 0.00	19,805.87 19,805.87	60483
013815 <u>AZ-0403</u>	ASPHALT ZIPPER, INC. Invoice	09/12/2018 09/12/2018	Regular ASPHALT ZIPPER	0.00 0.00	112,361.70 112,361.70	60484
001630 <u>829480028X0905</u>	AT&T MOBILITY Invoice	09/12/2018 09/12/2018	Regular IPADS & COMMUNICATIONS - AUG 18	0.00 0.00	14,613.48 14,613.48	60485
001550 <u>MVR7881</u> <u>NFS2361</u> <u>NXH0012</u> <u>NXR4893</u> <u>NZD4474</u>	CDW GOVERNMENT, INC Invoice Credit Memo Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018 09/12/2018 09/12/2018	Regular OFFICE SUPPLIES CREDIT: OFFICE SUPPLIES MULTI-FUNCTION PRINTER (MAP PLOTTE MULTI-FUNCTION PRINTER (MAP PLOTTE MULTI-FUNCTION PRINTER (MAP PLOTTE	0.00 0.00 0.00 0.00 0.00	11,892.35 191.87 -191.87 81.02 9,806.45 2,004.88	60486
001850 <u>963962</u> <u>963965</u>	CLINICAL LAB OF S.B. INC Invoice Invoice	09/12/2018 09/12/2018 09/12/2018	Regular SAMPLING - JULY 18 HDMC WWTP SAMPLING- JULY 18	0.00 0.00 0.00	4,944.00 3,683.00 1,261.00	60487
006029 <u>1463760</u> <u>1463761</u> <u>1465211</u>	LIEBERT CASSIDY WHITMORE Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018 09/12/2018	Regular LEGAL SERVICES - THRU 7/31/18 LEGAL SERVICES - EE MATTERS THRU 7/3 LEGAL SERVICES - EE MATTERS THRU 8/3	0.00 0.00 0.00 0.00	16,774.00 1,179.00 7,730.00 7,865.00	60488
013808 <u>14399</u>	NOBEL SYSTEMS, INC. Invoice	09/12/2018 09/12/2018	Regular GEOVIEWER SOFTWARE & IMPLEMENTAT	0.00 0.00	36,500.00 36,500.00	60489
013356 <u>399839</u> <u>403094</u> <u>K99839</u> <u>K99840</u>	BUILDER'S SUPPLY Invoice Invoice Invoice Invoice	09/12/2018 09/12/2018 09/12/2018 09/12/2018 09/12/2018	Regular SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES SHOP REMODEL SUPPLIES	0.00 0.00 0.00 0.00 0.00	19,413.94 9,124.54 2,686.68 6,139.36 1,463.36	60490

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Date Range: 09/01/2018 - 09/30/2018

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	
013803	PEOPLEREADY, INC	09/12/2018	Regular	0.00	4,751.20	60491
<u>23830194</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
<u>23830569</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
<u>23830654</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	745.28	
<u>23841876</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	1,211.12	
<u>23868875</u>	Invoice	09/12/2018	TEMPORARY LABOR	0.00	931.60	
013361	QUINN COMPANY	09/12/2018	Regular	0.00	6,175.32	60492
<u>WOG00002828</u>	Invoice	09/12/2018	GENERATOR 2 ANNUAL MAINTENANCE	0.00	834.31	
<u>WOG00002829</u>	Invoice	09/12/2018	GENERATOR 5 ANNUAL MAINTENANCE	0.00	799.39	
<u>WOG00002830</u>	Invoice	09/12/2018	GENERATOR 6 ANNUAL MAINTENANCE	0.00	718.29	
<u>WOG00002831</u>	Invoice	09/12/2018	GENERATOR 1 ANNUAL MAINTENANCE	0.00	834.31	
<u>WOG00002900</u>	Invoice	09/12/2018	GENERATOR 7 ANNUAL MAINTENANCE	0.00	745.98	
<u>WOG00002901</u>	Invoice	09/12/2018	GENERATOR 4 ANNUAL MAINTENANCE	0.00	1,121.52	
<u>WOG00002902</u>	Invoice	09/12/2018	GENERATOR 3 ANNUAL MAINTENANCE	0.00	1,121.52	
013360	REDWINE AND SHERRILL, LLP	09/12/2018	Regular	0.00	5,583.00	60493
<u>1127</u>	Invoice	09/12/2018	LEGAL SERVICES - THRU 8/31/18	0.00	5,583.00	
VEN01020	SOUTHWEST NETWORKS, INC.	09/12/2018	Regular	0.00	7,705.33	60494
<u>18-8104</u>	Invoice	09/12/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	4,512.50	
<u>18-8537</u>	Invoice	09/12/2018	OFFICE 365 MONTHLY MAINT - AUG 18	0.00	589.20	
<u>18-8538</u>	Invoice	09/12/2018	OFFICE 365 MONTHLY MAINT - SEPT 18	0.00	589.20	
<u>18-9505</u>	Invoice	09/12/2018	OFFICE 365 MIGRATION SUITE	0.00	1,800.00	
<u>18-9508</u>	Invoice	09/12/2018	COMPUTER SOFTWARE SUPPORT	0.00	214.43	
013216	TIMOTHY ROBERT PINAR	09/12/2018	Regular	0.00	5,605.01	60495
<u>TP083118</u>	Invoice	09/12/2018	OFFICE BUILDING MAINTENANCE	0.00	3,408.00	
<u>TP083118A</u>	Invoice	09/12/2018	OFFICE BUILDING MAINTENANCE	0.00	2,197.01	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	09/13/2018	Regular	0.00	650.00	60496
<u>2365L</u>	Invoice	09/13/2018	DEMO GARDEN/BUILD MAINT THRU 8/15	0.00	650.00	
000675	AQUA-METRIC SALES COMPANY	09/13/2018	Regular	0.00	1,552.07	60497
<u>INV0070815</u>	Invoice	09/13/2018	METER REPAIR SUPPLIES	0.00	1,552.07	
013813	BACKFLOW SOLUTIONS, INC.	09/13/2018	Regular	0.00	495.00	60498
<u>3070</u>	Invoice	09/13/2018	BACKFLOW SOLUTIONS ANNUAL FEE	0.00	495.00	
VEN01462	BAY AREA CARBIDE, INC.	09/13/2018	Regular	0.00	78.34	60499
<u>221546</u>	Invoice	09/13/2018	TOOL/EQUIP REPAIR	0.00	78.34	
000105	BELTZ PORTABLE TOILETS	09/13/2018	Regular	0.00	283.50	60500
<u>40429</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	283.50	
004110	BURRTEC WASTE & RECYCLING SVCS	09/13/2018	Regular	0.00	1,415.30	60501
<u>BW083118</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	1,028.59	
<u>BW0918</u>	Invoice	09/13/2018	TRASH REMOVAL - SEPT 18	0.00	277.95	
<u>BW0918B</u>	Invoice	09/13/2018	RECYCLING - SEPT 18	0.00	108.76	
001555	CENTRTEL	09/13/2018	Regular	0.00	558.16	60502
<u>180903192101</u>	Invoice	09/13/2018	DISPATCH SERVICES - AUG 18	0.00	558.16	
013365	IMAGE SOURCE	09/13/2018	Regular	0.00	53.67	60503
<u>AR809329</u>	Invoice	09/13/2018	SHOP EXPENSE 8/01/18 - 8/31/18	0.00	53.67	
010956	DOI-USGS	09/13/2018	Regular	0.00	4,334.13	60504
<u>90660729</u>	Invoice	09/13/2018	USGS CO OP WATER RES PRGM- THRU 6/	0.00	4,334.13	
002565	DUDEK AND ASSOCIATES, INC	09/13/2018	Regular	0.00	2,897.50	60505
<u>20185148</u>	Invoice	09/14/2018	ENG SERV: MULTIPLE PROJECTS THRU 7/2	0.00	2,897.50	
VEN01466	FEDAK & BROWN LLP	09/13/2018	Regular	0.00	1,400.00	60506
<u>FB083118</u>	Invoice	09/13/2018	FINANCIAL AUDIT 17/18 - AUG 18	0.00	1,400.00	

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Date Range: 09/01/2018 - 09/30/2018

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	
003025	FEDEX	09/13/2018	09/13/2018 Regular	0.00	266.37	60507
<u>6-286-82936</u>	Invoice	09/13/2018	SHIPPING: WELL 14 REHAB	0.00	266.37	
000229	C & S ELECTRIC	09/13/2018	09/13/2018 Regular	0.00	1,925.00	60508
<u>2570</u>	Invoice	09/13/2018	SHOP REMODEL	0.00	1,925.00	
000058	GARDA CL WEST, INC.	09/13/2018	09/13/2018 Regular	0.00	651.82	60509
<u>10423971</u>	Invoice	09/13/2018	COURIER FEES - SEPT 18	0.00	651.82	
013802	HASA, INC.	09/13/2018	09/13/2018 Regular	0.00	476.80	60510
<u>615065</u>	Invoice	09/13/2018	WATER TREATMENT EXPENSE	0.00	476.80	
VEN01076	HI-DESERT AIR, INC.	09/13/2018	09/13/2018 Regular	0.00	175.00	60511
<u>55153</u>	Invoice	09/13/2018	A/C MAINTENANCE - OFFICE	0.00	60.00	
<u>55154</u>	Invoice	09/13/2018	SWAMP COOLER MAINTENANCE	0.00	115.00	
004165	HI-GRADE MATERIALS CO.	09/13/2018	09/13/2018 Regular	0.00	479.49	60512
<u>0043714</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	479.49	
004720	INLAND WATER WORKS	09/13/2018	09/13/2018 Regular	0.00	3,012.93	60513
<u>S1013950.007</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES/INVE	0.00	651.50	
<u>S1013950.008</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	630.95	
<u>S1015065.001</u>	Invoice	09/13/2018	INVENTORY/MAINLINE/LEAK REPAIR SUP	0.00	510.74	
<u>S1015065.002</u>	Invoice	09/13/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	1,109.83	
<u>S1015065.003</u>	Invoice	09/13/2018	SMALL TOOLS - DISTRIBUTION	0.00	109.91	
009054	KATHLEEN J. RADNICH	09/13/2018	09/13/2018 Regular	0.00	907.00	60514
<u>180909-1</u>	Invoice	09/13/2018	PUBLIC RELATIONS SERVICES	0.00	907.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	09/13/2018	09/13/2018 Regular	0.00	281.25	60515
<u>124305</u>	Invoice	09/13/2018	CONSULTING: CHROMIUM VI GRANT PRO	0.00	281.25	
005640	KILLER BEE PEST CONTROL	09/13/2018	09/13/2018 Regular	0.00	65.00	60516
<u>4953</u>	Invoice	09/13/2018	BEE REMOVAL	0.00	65.00	
000205	LORI G. HERBEL	09/13/2018	09/13/2018 Regular	0.00	128.00	60517
<u>LH100118</u>	Invoice	09/13/2018	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
003505	GARRYS TIRES	09/13/2018	09/13/2018 Regular	0.00	263.47	60518
<u>14691</u>	Invoice	09/13/2018	VEHICLE REPAIRS: V28	0.00	20.00	
<u>14699</u>	Invoice	09/13/2018	VACUUM REPAIRS: E72	0.00	243.47	
006504	MC CALL'S METERS SALES & SERVICE	09/13/2018	09/13/2018 Regular	0.00	35.00	60519
<u>30871</u>	Invoice	09/13/2018	CERTIFIED FLOW TEST	0.00	35.00	
006507	McMASTER-CARR SUPPLY COMPANY	09/13/2018	09/13/2018 Regular	0.00	2,230.03	60520
<u>70295177</u>	Invoice	09/13/2018	PUMPING PLANT SUPPLIES	0.00	89.57	
<u>72052296</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	1,526.86	
<u>72295955</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	613.60	
000265	FLO-LOC PRODUCTS INTERNATIONAL	09/13/2018	09/13/2018 Regular	0.00	2,250.00	60521
<u>1870</u>	Invoice	09/13/2018	YEARLY MAINT & RECERT OF EARTHQUAK	0.00	2,250.00	
000070	ONLINE INFORMATION SERVICES, INC.	09/13/2018	09/13/2018 Regular	0.00	243.40	60522
<u>882917</u>	Invoice	09/13/2018	ID VERIF. SERV. THRU 08/31/18	0.00	243.40	
008300	POSTMASTER	09/13/2018	09/13/2018 Regular	0.00	4,000.00	60523
<u>5D091318</u>	Invoice	09/13/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008405	PRECISION ASSEMBLY	09/13/2018	09/13/2018 Regular	0.00	1,410.46	60524
<u>18134</u>	Invoice	09/13/2018	AUG WATER BILL PRINT/MAIL	0.00	1,410.46	
008415	PRUDENTIAL OVERALL SUPPLY	09/13/2018	09/13/2018 Regular	0.00	217.64	60525
<u>22658602</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	55.83	
<u>22658603</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	52.99	
<u>22665556</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	55.83	

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Date Range: 09/01/2018 - 09/30/2018

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	
<u>22665557</u>	Invoice	09/13/2018	SHOP EXPENSE	0.00	52.99	
000495	ACCOUNTEMP	09/13/2018	Regular	0.00	1,525.32	60526
<u>51619776</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	535.20	
<u>51670089</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	535.20	
<u>51717386</u>	Invoice	09/13/2018	TEMPORARY LABOR	0.00	454.92	
008414	PROVIDEO	09/13/2018	Regular	0.00	450.00	60527
<u>1594</u>	Invoice	09/13/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	450.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	09/13/2018	Regular	0.00	11.00	60528
<u>108319</u>	Invoice	09/13/2018	MAP REVISIONS - SEPT 18	0.00	11.00	
VEN01294	SMITH HAMILTON	09/13/2018	Regular	0.00	3,040.36	60529
<u>27744</u>	Invoice	09/13/2018	SHOP REMODEL SUPPLIES	0.00	3,040.36	
010850	UNDERGROUND SERVICE ALERT	09/13/2018	Regular	0.00	62.80	60530
<u>820180338</u>	Invoice	09/13/2018	TICKET DELIVERY SERVICE - AUG 18	0.00	62.80	
010990	UTILIQUEST L.L.C.	09/13/2018	Regular	0.00	435.28	60531
<u>266061-Q</u>	Invoice	09/13/2018	CONTRACT LOCATING EXPENSE	0.00	393.52	
<u>266344-Q</u>	Invoice	09/13/2018	CONTRACT LOCATING EXPENSE	0.00	41.76	
009678	SIGNS BY WANDA	09/13/2018	Regular	0.00	-575.00	60532
009678	SIGNS BY WANDA	09/13/2018	Regular	0.00	575.00	60532
<u>SFL082718</u>	Invoice	09/13/2018	SIGNS: SADDLEBACK MAINLINE REPLACE	0.00	575.00	
000327	WATER QUALITY SPECIALISTS	09/13/2018	Regular	0.00	3,310.00	60533
<u>5577</u>	Invoice	09/13/2018	HDMC WWTP: OPERATION & MAINT - AU	0.00	3,310.00	
013809	WEST COAST CIVIL, INC.	09/13/2018	Regular	0.00	4,850.00	60534
<u>1015</u>	Invoice	09/13/2018	ENGINEERING: SADDLEBACK MAINLINE R	0.00	4,850.00	
005672	WILLIAM H. KLINE	09/13/2018	Regular	0.00	35.20	60535
<u>WK090718</u>	Invoice	09/13/2018	REIMB: GAS: V29	0.00	35.20	
012955	YUCCA RENTALS	09/13/2018	Regular	0.00	764.91	60536
<u>119094</u>	Invoice	09/13/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	709.91	
<u>119108</u>	Invoice	09/13/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	55.00	
000233	NAPA AUTO PARTS	09/13/2018	Regular	0.00	294.18	60537
<u>249751</u>	Credit Memo	09/13/2018	CREDIT: CORE RETURN	0.00	-29.36	
<u>251554</u>	Invoice	09/13/2018	GR 7 BATTERIES	0.00	251.82	
<u>251581</u>	Invoice	09/13/2018	SMALL TOOLS	0.00	35.26	
<u>252391</u>	Invoice	09/13/2018	GENERATOR REPAIR & MAINTENANCE	0.00	36.46	
000575	AFSCME LOCAL 1902	09/26/2018	Regular	0.00	609.70	60546
<u>AFSCME0918</u>	Invoice	09/26/2018	EE UNION DUES - SEPT 18	0.00	609.70	
013365	IMAGE SOURCE	09/26/2018	Regular	0.00	380.24	60547
<u>AR811125</u>	Invoice	09/26/2018	OFFICE EXPENSE 8/5/18 - 9/4/18	0.00	380.24	
001937	COUNTY OF SAN BERNARDINO CLERK OF THE B	09/26/2018	Regular	0.00	50.00	60548
<u>SBC092418</u>	Invoice	09/26/2018	NOTICE OF EXEMPTION FILING	0.00	50.00	
003025	FEDEX	09/26/2018	Regular	0.00	97.07	60549
<u>6-307-23268</u>	Invoice	09/26/2018	SHIPPING	0.00	97.07	
009054	KATHLEEN J. RADNICH	09/26/2018	Regular	0.00	2,347.99	60550
<u>180916-1</u>	Invoice	09/26/2018	PUBLIC RELATIONS SERVICES	0.00	1,201.20	
<u>180923-1</u>	Invoice	09/26/2018	PUBLIC RELATIONS SERVICES	0.00	1,146.79	
000236	PAYPRO ADMINISTRATORS	09/26/2018	Regular	0.00	55.00	60551
<u>63818</u>	Invoice	09/26/2018	FSA ADMIN FEES - AUG 18	0.00	55.00	
000236	PAYPRO ADMINISTRATORS	09/26/2018	Regular	0.00	55.00	60552

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>63817</u>	Invoice	09/26/2018	FSA ADMIN FEES - JUL 18	0.00	55.00	
000042	ROMAN, ANNE	09/26/2018	Regular	0.00	99.00	60553
<u>AR091318</u>	Invoice	09/26/2018	REIMB: 1099 UPDATE WEBINAR	0.00	99.00	
000091	SAN BERNARDINO COUNTY RECORDER	09/26/2018	Regular	0.00	16.00	60554
<u>SB092518</u>	Invoice	09/26/2018	RELEASE OF LIENS	0.00	16.00	
VEN01020	SOUTHWEST NETWORKS, INC.	09/26/2018	Regular	0.00	2,612.50	60555
<u>18-7045</u>	Invoice	09/26/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	2,612.50	
009920	STANDARD INSURANCE CO	09/26/2018	Regular	0.00	876.29	60556
<u>ST1018</u>	Invoice	09/26/2018	EE LIFE INSURANCE - OCT 18	0.00	876.29	
013216	TIMOTHY ROBERT PINAR	09/26/2018	Regular	0.00	4,931.07	60557
<u>TP090718</u>	Invoice	09/26/2018	SHOP REMODEL	0.00	2,449.03	
<u>TP090718A</u>	Invoice	09/26/2018	OFFICE BUILDING MAINTENANCE	0.00	852.00	
<u>TP092118</u>	Invoice	09/26/2018	OFFICE BUILDING MAINTENANCE	0.00	1,630.04	
013359	XEROX FINANCIAL SERVICES	09/26/2018	Regular	0.00	608.30	60558
<u>1291739</u>	Invoice	09/26/2018	OFFICE EXPENSE 9/7/18 - 10/6/18	0.00	395.66	
<u>1291740</u>	Invoice	09/26/2018	SHOP EXPENSE 8/27/18 - 9/26/18	0.00	212.64	
013812	SIGNS FOR LESS	09/27/2018	Regular	0.00	575.00	60559
<u>SFL082718</u>	Invoice	09/27/2018	SIGNS: SADDLEBACK MAINLINE REPLACE	0.00	575.00	
009500	USDA RURAL DEVELOPMENT	09/04/2018	Manual	0.00	177,812.35	901004
<u>USDA 9/18 LN</u>	Invoice	09/04/2018	CMM PRINCIPAL & INT LOAN #2	0.00	177,812.35	
000236	PAYPRO ADMINISTRATORS	09/07/2018	Manual	0.00	110.40	901005
<u>PPE 8-31-18</u>	Invoice	09/07/2018	EE FSA DEDUCTIONS 9-7-18	0.00	110.40	
000236	PAYPRO ADMINISTRATORS	09/07/2018	Regular	0.00	-110.40	901005
000236	PAYPRO ADMINISTRATORS	09/11/2018	Manual	0.00	74.99	901006
<u>PPE 8-31-18A</u>	Invoice	09/11/2018	EE FSA DEDUCTIONS 9-7-18	0.00	74.99	
000236	PAYPRO ADMINISTRATORS	09/11/2018	Regular	0.00	-74.99	901006
000248	PAYCHEX	09/07/2018	Manual	0.00	362.57	901007
<u>321739</u>	Invoice	09/07/2018	PAYROLL PROCESSING FEE	0.00	362.57	
000236	PAYPRO ADMINISTRATORS	09/11/2018	Manual	0.00	74.99	901008
<u>PPE 8-31-18A</u>	Invoice	09/11/2018	EE FSA DEDUCTIONS 9-7-18	0.00	74.99	
001517	CalPERS	09/11/2018	Manual	0.00	11,422.40	901009
<u>PPE 8-31-18</u>	Invoice	09/11/2018	PAY PERIOD ENDING 8/31/18	0.00	11,422.40	
000248	PAYCHEX	09/14/2018	Manual	0.00	99.00	901010
<u>18707902</u>	Invoice	09/14/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
001004	BUSINESS CARD	09/14/2018	Manual	0.00	1,553.44	901011
<u>BA0818</u>	Invoice	09/14/2018	TELEPHONE(OFFICE)/SUBSCRIPTIONS/PU	0.00	1,553.44	
009878	SOUTHERN CALIFORNIA EDISON	09/14/2018	Manual	0.00	36,903.32	901012
<u>SCF0818</u>	Invoice	09/14/2018	POWER FOR PUMPING - AUG 18	0.00	36,903.32	
001517	CalPERS	09/14/2018	Manual	0.00	700.00	901013
<u>10000001540323</u>	Invoice	09/14/2018	GASB-68 REPORTS & SCHEDULES	0.00	700.00	
001005	BANK OF AMERICA	09/14/2018	Manual	0.00	4,927.24	901014
<u>BA0818</u>	Invoice	09/14/2018	EE TRAINING/OFFICE SUPPLIES/DIRECTOR	0.00	4,927.24	
001009	BUSINESS CARD	09/14/2018	Manual	0.00	15,028.97	901015
<u>BA0818</u>	Invoice	09/14/2018	SHOP REMODEL/CHLORINE ANALYZERS/C	0.00	15,028.97	
004195	HOME DEPOT CREDIT SERVICES	09/14/2018	Manual	0.00	8,298.50	901016
<u>HD0818</u>	Invoice	09/14/2018	SHOP REMODEL/PUMPING PLANT/SMALL	0.00	8,298.50	

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Date Range: 09/01/2018 - 09/30/2018

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	
000236	PAYPRO ADMINISTRATORS	09/21/2018	Manual	0.00	74.99	901017
<u>PPE 9-14-18</u>	Invoice	09/21/2018	EE FSA DEDUCTIONS 9-21-18	0.00	74.99	
000248	PAYCHEX	09/21/2018	Manual	0.00	364.46	901018
<u>322218</u>	Invoice	09/21/2018	PAYROLL PROCESSING FEE	0.00	364.46	
001517	CalPERS	09/24/2018	Manual	0.00	9,961.15	901019
<u>PPE 9-14-18</u>	Invoice	09/24/2018	PAY PERIOD ENDING 9/14/18	0.00	9,961.15	
VEN01533	PAYMENTUS GROUP INC.	09/25/2018	Manual	0.00	2,525.10	901020
<u>US18080461</u>	Invoice	09/25/2018	CREDIT CARD PROCESSING FEE - AUG 18	0.00	2,525.10	
009880	SOUTHERN CALIFORNIA EDISON CO	09/27/2018	Manual	0.00	3,782.57	901021
<u>SCE0918</u>	Invoice	09/27/2018	POWER TO BLDGS & GEN - SEPT 18	0.00	3,782.57	
000510	TIME WARNER CABLE	09/27/2018	Manual	0.00	345.01	901022
<u>0008970091318</u>	Invoice	09/27/2018	CABLE & INTERNET - SEPT 18	0.00	345.01	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	09/27/2018	Manual	0.00	2,144.58	901023
<u>3990561-090543</u>	Invoice	09/27/2018	EE LIFE INSURANCE - SEPT 18	0.00	2,144.58	
000025	ICMA RC	09/30/2018	Manual	0.00	4,480.34	901024
<u>ICMARC0918</u>	Invoice	09/30/2018	457 REMITTANCE - SEPT 18	0.00	4,480.34	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	126	77	0.00	333,397.49
Manual Checks	21	21	0.00	281,046.37
Voided Checks	0	3	0.00	-760.39
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	147	101	0.00	613,683.47

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
08-00151-014	PEVAHOUSE, RICHARD	9/5/2018	Refund	21.00	Check #: 60467
11-00320-012	PALM SPRINGS MUTUAL INC	9/5/2018	Refund	44.12	Check #: 60468
55-00094-012	KLUTCH, NIKOLAUS J	9/5/2018	Refund	16.26	Check #: 60469
56-00152-001	MIRAGE COVE PROPERTIES LLC	9/5/2018	Refund	10.80	Check #: 60470
57-00070-006	BERRY, DAVID	9/5/2018	Refund	99.32	Check #: 60471
61-00052-013	MIRAGE COVE PROPERTIES LLC	9/5/2018	Refund	26.96	Check #: 60472
61-00269-013	COOPER, AVERY	9/5/2018	Refund	15.51	Check #: 60473
65-00454-001	DONALD JONES JR ANSPAUCH REV TR	9/5/2018	Refund	2.70	Check #: 60474
10-00255-000	TEPPER, ELMER	9/26/2018	Refund	779.98	Check #: 60538
10-00269-009	LIMON, ADRIANNA	9/26/2018	Refund	67.84	Check #: 60539
55-00137-013	WHITMAN, STEVEN	9/26/2018	Refund	21.95	Check #: 60540
55-00239-011	LARKIN, HAROLD J III	9/26/2018	Refund	71.08	Check #: 60541
62-00154-016	PERRY, LINDA L	9/26/2018	Refund	42.07	Check #: 60542
62-00189-009	STORM, AUDREY H	9/26/2018	Refund	134.33	Check #: 60543
62-00205-002	F & F REAL ESTATE DEV CO LLC	9/26/2018	Refund	53.69	Check #: 60544
65-00114-006	SIMON, KYLE D	9/26/2018	Refund	48.64	Check #: 60545
				<u>1,456.25</u>	

JOSHUA BASIN WATER DISTRICT**SEPTEMBER 2018****DIRECTOR PAY****PAY PERIODS: 8/18/2018 - 9/14/2018**

Director	Date	Type	Amount	Notes
THOMAS FLOEN	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
THOMAS FLOEN	09/12/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
			<u>347.26</u>	
GEARY HUND	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
GEARY HUND	09/12/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
			<u>347.26</u>	
ROBERT JOHNSON	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
ROBERT JOHNSON	09/12/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
MICKEY C LUCKMAN	09/12/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
			<u>347.26</u>	
REBECCA UNGER	08/21/2018	Director Pay	173.63	SPECIALJBWD BOARD MEETING
REBECCA UNGER	09/05/2018	Director Pay	173.63	STRATEGIC PLANNING SESSION
			<u>347.26</u>	
		TOTAL	<u><u>1,736.30</u></u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

October 10, 2018

Report to: Committee Members

Prepared by: Susan Greer 

TOPIC: HOLIDAY OFFICE SCHEDULE

RECOMMENDATION: That the Finance Committee refer to the Board of Directors for approval:

1. Authorize the District office to close on Christmas Eve, Monday, December 24, and on New Year's Eve, Monday, December 31, and
2. Offer employees one-half day off with pay (4 hours) either on Christmas Eve or New Year's Eve as has been the tradition for many years.

ANALYSIS:

Experience is that the District has almost no customer business on the days surrounding Christmas and New Year's Day. Since most employees want those days off as vacation to spend time with family, it is recommended that the District remain closed on the two days as indicated above, in addition to Christmas and New Year's Day. In the past, the Board has authorized the closure of the District office on Christmas Eve and New Year's Eve when such day falls during the workweek. For the last few years, the holidays have fallen on or surrounding the weekends, so no additional closure was authorized. The last time the office closure occurred was 2015. This year, with Christmas and New Year's Day on Tuesday, we recommend closure on the preceding days.

For nearly 15 years, the District has traditionally allowed each employee to take a half-day off with pay for *either* Christmas Eve or New Year's Eve when Christmas and New Year's Day fell on a Tuesday, Wednesday, Thursday, Friday or Saturday. Employees would be paid for four of the 18 hours (most employees are on the 9/80 schedule, working 9 hours per day) and would use vacation or other personal leave time to take off the other 14 hours. Part-time employees would receive prorated time off. Any employees who want to work will have assignments for those days.

Staff recommends approving the closure and time off this year as indicated above. Providing additional time off for Christmas Eve and New Year's Eve has been the practice for many years, and staff greatly appreciates the gesture.

As always, the operations staff will be on call to handle any emergencies that arise.

FISCAL IMPACT:

Four hours of holiday pay for all employees has a value of approximately \$3,500, although this amount is already budgeted as part of total wages; this is not additional cost.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

October 10, 2018

Report to: Committee Members

Prepared by: Susan Greer 

TOPIC: DISCUSS BILLING CYCLE AND IMPACTS OF NEW LAW, SB 998

RECOMMENDATION: Discussion only.

ANALYSIS:

Governor Brown signed Senate Bill 998 into law on 9/28/18, called the Water Shutoff Protection Act. The law must be complied with by 2/1/20 and will involve, at a minimum, software-programming changes, Rules & Regulations policy rewrite, procedural changes and changes to the water bill format. In addition, much more communication will be required between the District and customers to effectuate this new requirement.

The text of SB 998 is attached, and essentially, extends the length of time before a customer can be disconnected for non-payment from the current 34 days after *billing* date to 60 days after *delinquent* date. It also provides options for low-income customers to avoid disconnection or to reconnect without full payment. Note that our process, which does not include mailing of a separate delinquent bill, is 45 days until disconnect and already longer than the 34-day minimum legal requirement. The law establishes conditions under which service cannot be discontinued even if a payment has not been received, such as amortization of the balance, alternative payment schedule, and temporary deferral of payment. This new, extended disconnect process will apply to all customers, increase our administrative costs and workload, further complicate an already difficult process and potentially increase bad debt expense.

Also attached is a graph showing the current billing cycle timeline. Note that from the day an account is opened (or the day the billing cycle starts) it is approximately (\approx) 70 days until the bill is due. It is \approx 107 days until the account is locked off for non-payment based on District policy. The new law will add another 30 days to the cycle, meaning that it will be \approx 137 days from start of the billing cycle until disconnection for non-payment. That's approximately four and one-half months' water use.

The law spells out the additional provisions provided to low-income customers, defined as those at or below 200% of the federal poverty level that are financially unable to pay for service within our normal billing cycle. The District was successful in staying out of the income verification business with the United Way program, but the new law provides additional assistance for low-income customers so it cannot be avoided now. A customer will automatically qualify for the additional low-income provisions if they or anyone in their household receives CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California

Special Supplemental Nutrition Program for Women, Infants, and Children benefits. Or, the customer can declare that their household's annual income is less than 200% of the federal poverty level. If a customer qualifies as low income, the law requires that the reconnection service fees be limited to an established amount (whether or not it covers our costs) and we have to waive interest charges on delinquent bills once every 12 months.

Most bad debt comes from tenants, and Staff has been recommending that water accounts be maintained in the property owner name instead of tenants for many years. Gil has previously recommended instead that we have property owners guarantee payment in writing; that way we have two potential payers instead of one. Staff will continue to evaluate this issue in light of the new law because the owner guarantee process requires more staff effort and SB 998 will require much more staff effort. Any options to simplify this cumbersome process will have to be considered.

The ACWA Conference in November will cover this issue, and maybe legislation will be amended before the 2/1/20 effective date. But as of now, significant staff time and costs will be needed to prepare for this new law.

FISCAL IMPACT: Discussion only

**SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)**

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Date Published: 09/28/2018 09:00 PM

Senate Bill No. 998**CHAPTER 891**

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system

that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

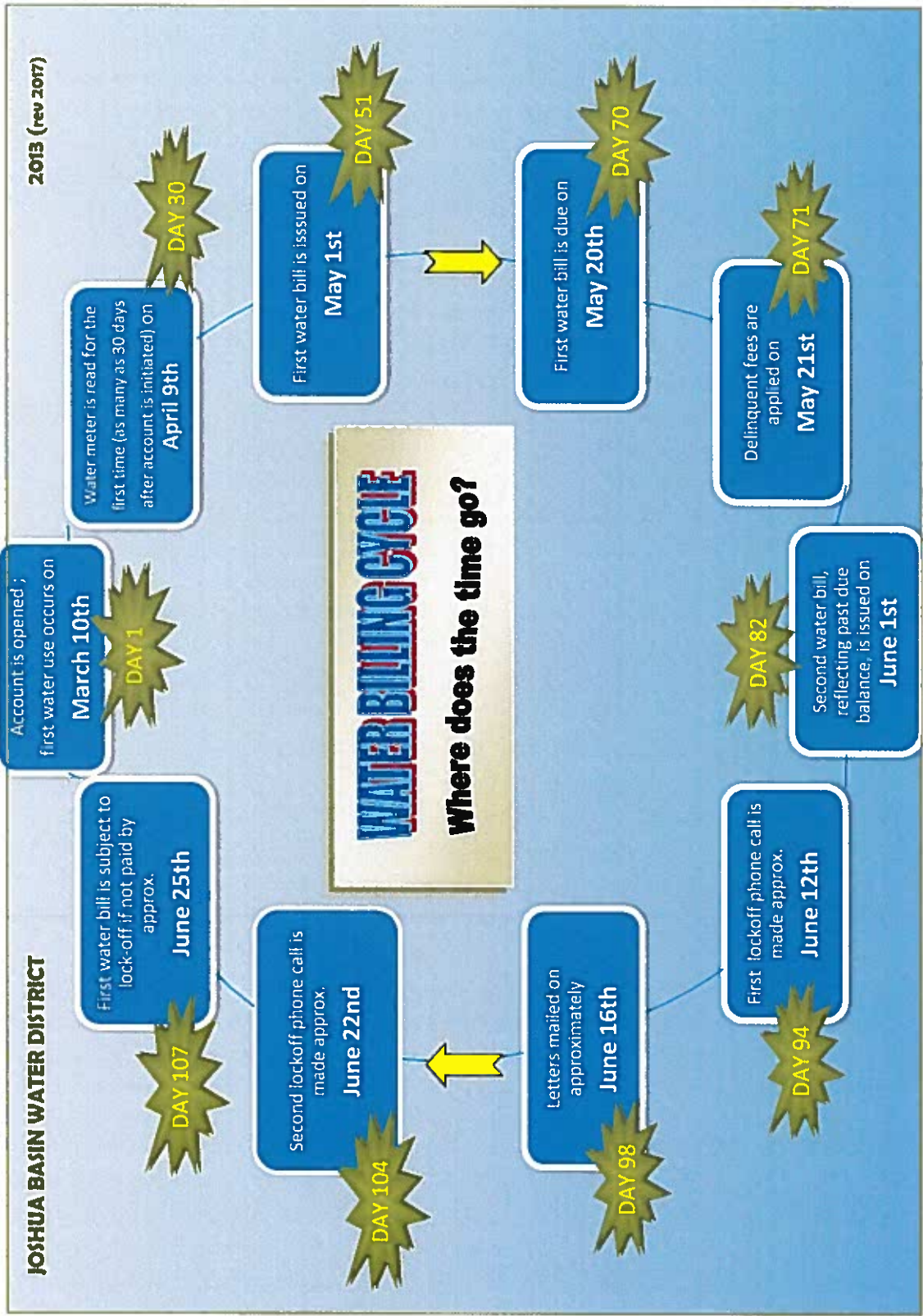
116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.



JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

October 10, 2018

Report to: Committee

Prepared by: Susan Greer 

TOPIC:
DISCUSS GUARANTEE DEPOSIT INCREASE

RECOMMENDATION:

Recommend amendments to the Rules & Regulations authorizing a deposit of 150% of the standard deposit for customers cut off for non-payment and a deposit of 200% of the standard deposit for customers that unlock meters without authorization or damage meters.

ANALYSIS:

The Committee discussed the guarantee deposit several months ago in conjunction with the bad debt write off. At the time, the Committee concurred with the staff recommendation that the deposit should be increased.

Based on the existing rate structure, with an increase already approved to go into effect on 1/1/19, the new standard deposit should be \$225. We need to discuss the other deposit-related issues with the Committee before taking a recommendation to the Board.

One of the other policies related to the guarantee deposit is the deposit required when an account has been cut off for non-payment, Article 1.11(b.) The current Regulations require a double deposit in that situation. If the standard deposit will be increased to \$225 that will mean a \$450 deposit is required if a customer is cut off for non-payment. That seems like a real hardship, and staff has an idea for consideration.

While last year's write off included 28 accounts that were reinstated after cut off that already had a \$200 deposit on hand, and still had an average \$209 write off AFTER the deposit had been applied, that represents a fraction of the approximately 50-90 accounts that were disconnected *each month* for non-payment during the year. MOST of the customers who get disconnected and get reinstated do pay their bills. Staff recommends that the reconnection deposit be set at 150% of the standard deposit amount, or rounded to \$340. I am not sure how SB 998 will impact this issue because the "reconnection of service fee for reconnection during normal operating hours" is limited to \$50 for low income customers.

The next issue is that even being able to pay that \$340 will be a hardship when added to the other amounts that must be paid for reconnection. Sometimes a customer is cut off and has zero deposit on

hand, meaning that they have to pay the full double deposit, not just the additional portion. More often, a customer already has a standard deposit on hand and has to pay the additional portion. Staff recommends that when cut off for non-payment occurs, that we require at least the standard deposit amount at that time and can bill the remainder. Therefore, a customer who has no deposit on hand would have to pay the standard deposit of \$225 and we would bill the remaining deposit to them over no more than two months. If a customer has the standard deposit on hand already at time of cut off, they would have to pay the additional amount to bring them up to the 150% deposit number, an additional \$115 currently.

Article 1.11(c) of the current Regulations authorizes a deposit equal to two and a half times the standard deposit amount when an account has been unlocked without authorization or damaged, currently \$250. That amount would be \$562.50, rounded to \$565. That would be another hardship, and Staff recommends that this amount be two times the standard deposit instead, or \$450.

Lastly, Staff recommends that we tie the guarantee deposit amount to the rates, so that there is authorization to increase the deposit as the rates are increased. The currently proposed increases would not have been such a hardship if we had increased the deposit little-by-little over the years instead of having to more than double them now, to keep up with increasing rates.

FISCAL IMPACT:

Discussion only

ARTICLE 1.11 Guarantee and Other Water Account Deposits

Before water delivery is started for any new or existing Active Account, the Applicant shall secure the account by depositing with the JBWD the amount specified in Article 13.

a. **Guarantee Deposit:** When the Applicant has established a satisfactory payment record for twenty-four consecutive months, the JBWD will refund the guarantee deposit by crediting the customer's account. If service is discontinued before that time, the deposit will be deducted from the closing bill, and a check for the balance or a water bill will be mailed to the customer at his last known address. A satisfactory payment record is achieved if the Applicant meets the following criteria within the twenty-four month period:

- no more than two late payments,
- no cut-offs for non-payment and
- no returned checks

The JBWD may require a guarantee deposit on an unsecured account if one of the aforementioned items occurs during the duration of the water service.

b. **Cut off Deposit.** Following cut off for non-payment, the customer may be subject to a deposit equal to two times the standard guarantee deposit. Refund of cut off deposit is the same as a refund of guarantee deposit.

c. **Damage/Lock Deposit.** If a locked meter is unlocked or the meter is damaged, the customer may be subject to a deposit equal to two and a half times the standard deposit. Refund of damage/lock deposit is the same as a refund of guarantee deposit.

Water service will not be installed, connected, or turned on for any Applicant or customer until all delinquent charges for service or other charges on any or all accounts have been paid in full. Guarantee Deposits will not automatically be refunded for customers whose account status changes (Active, Transitional, and Inactive). Customers whose account status changes will have to meet the requirements as indicated above before Guarantee Deposit is refunded or applied to account.