



**REGULAR FINANCE COMMITTEE MEETING  
WEDNESDAY, JULY 10, 2019, AT 9:00 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
  - Draft Minutes – May 15, 2019
- Page 2
- Pages 3-25 7. REVIEW APRIL & MAY 2019 CHECK REGISTERS – Receive for information and refer to the Board of Directors for approval.
- Pages 26-27 8. STATUTORY AND REGULATORY REQUIREMENT FOR SALARY SCHEDULE – Recommend the Finance Committee review and refer the District’s Salary Schedule (including 2019 classification changes) to the Board of Directors for adoption.
- Pages 28-29 9. REVISIT CRITERIA FOR TWO RECENTLY-ESTABLISHED FEES –Recommend the Finance Committee refer to the Board of Directors for approval of modification to Meter Quote Fee and elimination of H Zone Reimbursement Fee.
- Pages 30-33 10. CONSIDER ELIMINATION OF H ZONE FRONT FOOTAGE REIMBURSEMENT FEES AND CONTINUANCE OF CMC REIMBURSEMENT OF FRONT FOOTAGE FEES – Recommend elimination of H Zone front footage reimbursement fees and continuance of CMC reimbursement of front footage fees.
- Pages 34-50 11. FIRST ANNUAL REVIEW OF RESERVE POLICY ADOPTED ON MAY 16, 2018 – Recommend the Finance Committee receive report and refer to the Board of Directors for approval.
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, May 15, 2019  
61750 Chollita Road, Joshua Tree, CA 92252

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Director Unger called the meeting to order at 9:00 a.m.

**DETERMINATION OF A QUORUM – President Johnson and Vice President Unger**

**STAFF PRESENT**

Curt Sauer, GM, Susan Greer, AGM - Finance, Mark Ban, AGM-Operations, Anne Roman, Accountant

**GUESTS -4**

**APPROVAL OF AGENDA -**

MSC<sup>1</sup> (Unger/Johnson) motion carried to approve May 15, 2019, Finance Committee Agenda.

**PUBLIC COMMENT – None**

**APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING**

- Draft Minutes of April 10, 2019

Vice President Unger moved to approve the Agenda. President Johnson seconded.

MSC<sup>1</sup> (Unger/Johnson) motion carried.

**REVIEW MARCH 2019 CHECK REGISTER –** The Finance Committee reviewed the March 2019 check register. MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the March 2019 check register to the Board of Directors for approval.

**DRAFT PROJECTED COSTS OF SUCCESSION MANAGEMENT FOR ADMINISTRATION**

**STAFF–** GM Sauer reviewed the draft projected costs of Succession Management for Administration with the Finance Committee, who received for information only. No further action was taken.

**DIRECTOR OF ADMINISTRATION JOB DESCRIPTION –** GM Sauer gave the staff report and reviewed with the Finance Committee for consideration. Vice President Unger moved to refer to the Board of Directors for approval. President Johnson defeated the motion with a no vote and no further action was taken.

**CONSIDER REPLACEMENT OF BALL AND CHECK VALVES AS WATER METERS ARE REPLACED AT A COST OF \$500,250 OVER A FIVE (5) YEAR PERIOD –** AGM Greer gave the staff report. MSC<sup>1</sup> (Unger/Johnson) motion carried to refer to the Board of Directors for approval.

**DRAFT BUDGET 19/20 –** AGM Greer and Accountant Roman led a line by line Q&A with the Finance Committee, who received for information only. No further action was taken.

**STAFF REPORT –** GM Sauer updated the Finance Committee on the hiring status for the CIRP, with conditional offers being made this week. Also, preparing the equipment for the first CIRP project.

**ADJOURNMENT -** MSC<sup>1</sup> (Unger/Johnson) to adjourn the Finance Committee meeting at 11:22 a.m.

Respectfully Submitted,

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Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 04/01/2019 - 04/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP Cash</b>						
013791	ALLIANT INSURANCE SERVICES, INC.	04/04/2019	Regular	0.00	1,338.00	61093
<u>1042995</u>	Invoice	04/04/2019	SPECIAL EVENT INSURANCE: WATER EDU	0.00	1,338.00	
004110	BURRTEC WASTE & RECYCLING SVCS	04/04/2019	Regular	0.00	429.17	61094
<u>BW0419</u>	Invoice	04/04/2019	TRASH & RECYCLING (OFFICE) - APR 19	0.00	151.22	
<u>BW0419B</u>	Invoice	04/04/2019	TRASH REMOVAL (SHOP) - APR 19	0.00	277.95	
001004	BUSINESS CARD	04/04/2019	Regular	0.00	835.21	61095
<u>BA0319</u>	Invoice	04/04/2019	TELEPHONE (OFFICE)/MEMBERSHIP/PUBL	0.00	835.21	
001009	BUSINESS CARD	04/04/2019	Regular	0.00	1,326.96	61096
<u>BA0319</u>	Invoice	04/04/2019	MAP/DRAFTING SUPPLIES/SHOP EXPENSE	0.00	1,326.96	
003025	FEDEX	04/04/2019	Regular	0.00	21.29	61097
<u>6-497-90055</u>	Invoice	04/04/2019	SHIPPING	0.00	21.29	
013222	FRONTIER CALIFORNIA INC.	04/04/2019	Regular	0.00	201.45	61098
<u>FC0419</u>	Invoice	04/04/2019	HDMC WWTP - TELEPHONE	0.00	201.45	
004152	HI-DESERT STAR	04/04/2019	Regular	0.00	756.80	61099
<u>17889</u>	Invoice	04/04/2019	PUBLIC NOTICE: DISTRICT BASED ELECTIO	0.00	48.00	
<u>18007</u>	Invoice	04/04/2019	PUBLIC NOTICE: DISTRICT BASED ELECTIO	0.00	48.00	
<u>18391</u>	Invoice	04/04/2019	ADVERTISING: WATER EDUCATION DAY	0.00	252.00	
<u>18392</u>	Invoice	04/04/2019	ADVERTISING: WATER EDUCATION DAY	0.00	408.80	
000188	4 SPORTS 'N MORE	04/04/2019	Regular	0.00	687.87	61100
<u>1976</u>	Invoice	04/04/2019	UNIFORMS	0.00	687.87	
000188	4 SPORTS 'N MORE	04/04/2019	Regular	0.00	-687.87	61100
009054	KATHLEEN J. RADNICH	04/04/2019	Regular	0.00	2,528.40	61101
<u>190324-1</u>	Invoice	04/04/2019	PUBLIC RELATIONS SERVICES	0.00	1,054.20	
<u>190331-1</u>	Invoice	04/04/2019	PUBLIC RELATIONS SERVICES	0.00	1,474.20	
006507	McMASTER-CARR SUPPLY COMPANY	04/04/2019	Regular	0.00	16.57	61102
<u>88740382</u>	Invoice	04/04/2019	PUMPING PLANT SUPPLIES	0.00	16.57	
008150	PETTY CASH, JBWD	04/04/2019	Regular	0.00	171.48	61103
<u>PC033119</u>	Invoice	04/04/2019	BUSINESS EXPENSE/OFFICE SUPPLIES/POS	0.00	171.48	
008403	PRECISION GARAGE DOORS & GATES, INC.	04/04/2019	Regular	0.00	225.00	61104
<u>50817</u>	Invoice	04/04/2019	5 LIFTMASTER 890 MAX KEYCHAIN TRANS	0.00	225.00	
013228	SARAH J. JOHNSON	04/04/2019	Regular	0.00	47.76	61105
<u>SJ032819</u>	Invoice	04/04/2019	REIMB: PELICAN DINNER & PERSONNEL S	0.00	47.76	
009920	STANDARD INSURANCE CO	04/04/2019	Regular	0.00	984.80	61106
<u>ST0419</u>	Invoice	04/04/2019	EE LIFE INSURANCE - APR 19	0.00	984.80	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	04/10/2019	Regular	0.00	650.00	61107
<u>8021L</u>	Invoice	04/10/2019	DEMO GARDEN/BUILD MAINT THRU 3/15	0.00	650.00	
000675	AQUA-METRIC SALES COMPANY	04/10/2019	Regular	0.00	79.50	61108
<u>INV0073016</u>	Invoice	04/10/2019	METER REPAIR SUPPLIES	0.00	79.50	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	04/10/2019	Regular	0.00	32.00	61109
<u>0068</u>	Invoice	04/10/2019	MONTHLY DINNER 03/19: REYNOLDS	0.00	32.00	
004110	BURRTEC WASTE & RECYCLING SVCS	04/10/2019	Regular	0.00	594.07	61110

\*Check Report JBWD

Date Range: 04/01/2019 - 04/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>BW033119</u>	Invoice	04/10/2019	TRASH REMOVAL - SHOP REMODEL	0.00	594.07	
002820	EMPLOYEE RELATIONS, INC.	04/10/2019	Regular	0.00	33.00	61111
<u>84664</u>	Invoice	04/10/2019	EE RECRUITING EXPENSE	0.00	33.00	
004018	HACH COMPANY	04/10/2019	Regular	0.00	1,038.04	61112
<u>11378244</u>	Invoice	04/10/2019	CHLORINE TEST SUPPLIES	0.00	746.03	
<u>11384427</u>	Invoice	04/10/2019	CHLORINE TEST SUPPLIES	0.00	292.01	
013841	HYGIENA LLC	04/10/2019	Regular	0.00	811.73	61113
<u>HLS1238723</u>	Invoice	04/10/2019	PUMPING PLANT SUPPLIES	0.00	811.73	
006029	LIEBERT CASSIDY WHITMORE	04/10/2019	Regular	0.00	327.00	61114
<u>1474578</u>	Invoice	04/10/2019	LEGAL SERVICES - THRU 2/28/19	0.00	327.00	
000156	FORSHOCK	04/10/2019	Regular	0.00	1,075.00	61115
<u>1900315</u>	Invoice	04/10/2019	SCADA IMPROVEMENTS - PH 2	0.00	1,075.00	
003930	NBS	04/10/2019	Regular	0.00	6,551.36	61116
<u>219000316</u>	Invoice	04/10/2019	CMM ADMIN FEES - 2ND QTR 19	0.00	2,051.36	
<u>219000405</u>	Invoice	04/10/2019	AUDIT OF DISTRICT'S STANDBY CHARGES	0.00	4,500.00	
000070	ONLINE INFORMATION SERVICES, INC.	04/10/2019	Regular	0.00	245.65	61117
<u>923125</u>	Invoice	04/10/2019	ID VERIF. SERV. THRU 03/31/19	0.00	245.65	
008200	PITNEY BOWES INC.	04/10/2019	Regular	0.00	320.21	61118
<u>3103046758</u>	Invoice	04/10/2019	LEASING CHARGES - 1ST QTR 19	0.00	320.21	
008300	POSTMASTER	04/10/2019	Regular	0.00	4,000.00	61119
<u>SD020619</u>	Invoice	04/10/2019	POSTAGE FOR WATER BILLING	0.00	4,000.00	
013835	4 SPORTS N MORE	04/10/2019	Regular	0.00	1,124.53	61120
<u>1976</u>	Invoice	04/10/2019	UNIFORMS	0.00	687.87	
<u>1983</u>	Invoice	04/10/2019	UNIFORMS	0.00	436.66	
000501	ACWA/JPIA	04/17/2019	Regular	0.00	19,970.41	61130
<u>0606030</u>	Invoice	04/17/2019	EE HEALTH BENEFIT & EAP MAY 19	0.00	19,970.41	
010956	DOI-USGS	04/17/2019	Regular	0.00	27,029.92	61131
<u>90716164</u>	Invoice	04/17/2019	USGS CO OP WATER RES PRGM- THRU 12	0.00	27,029.92	
009054	KATHLEEN J. RADNICH	04/17/2019	Regular	0.00	2,256.33	61132
<u>190407-1</u>	Invoice	04/17/2019	PUBLIC RELATIONS SERVICES	0.00	1,440.60	
<u>190407-1A</u>	Invoice	04/17/2019	PUBLIC RELATIONS SERVICES	0.00	815.73	
006507	McMASTER-CARR SUPPLY COMPANY	04/17/2019	Regular	0.00	5,062.33	61133
<u>89376474</u>	Invoice	04/17/2019	SHOP EXPENSE/BUILDING MAINT - SHOP	0.00	1,335.92	
<u>90641519</u>	Invoice	04/17/2019	PUMPING PLANT SUPPLIES	0.00	12.86	
<u>90978991</u>	Invoice	04/17/2019	SMALL TOOLS - PRODUCTION	0.00	3,713.55	
006800	MOJAVE WATER AGENCY	04/17/2019	Regular	0.00	219,880.00	61134
<u>INV02471</u>	Invoice	04/17/2019	MORONGO BASIN PIPELINE DEBT	0.00	219,880.00	
003930	NBS	04/17/2019	Regular	0.00	10,500.00	61135
<u>4190000031</u>	Invoice	04/17/2019	PARCEL AUDIT	0.00	10,500.00	
013360	REDWINE AND SHERRILL, LLP	04/17/2019	Regular	0.00	7,348.50	61136
<u>1174</u>	Invoice	04/17/2019	LEGAL SERVICES - THRU 3/31/19	0.00	7,348.50	
010690	TYLER TECHNOLOGIES	04/17/2019	Regular	0.00	5,582.75	61137
<u>025-254347</u>	Invoice	04/17/2019	BUSINESS PROCESS REVIEW: UTILITY BILLI	0.00	4,921.55	
<u>025-254962</u>	Invoice	04/17/2019	CALL NOTIFICATION FEES: JAN - MAR	0.00	661.20	
013822	CARL PALMER	04/18/2019	Regular	0.00	200.00	61138
<u>CP040919</u>	Invoice	04/18/2019	REIMB: SAFETY BOOTS	0.00	200.00	

\*Check Report JBWD

Date Range: 04/01/2019 - 04/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
001555	CENTRATEL	04/18/2019	Regular	0.00	412.09	61139
<u>190403192101</u>	Invoice	04/18/2019	DISPATCH SERVICES - MAR 19	0.00	412.09	
013842	CHRISTINA FRIEND	04/18/2019	Regular	0.00	74.00	61140
<u>CF040819</u>	Invoice	04/18/2019	REIMB: LIVE SCAN FEES	0.00	74.00	
001850	CLINICAL LAB OF S.B. INC	04/18/2019	Regular	0.00	1,720.00	61141
<u>968153</u>	Invoice	04/18/2019	SAMPLING - MAR 19	0.00	495.00	
<u>968154</u>	Invoice	04/18/2019	HDMC WWTP SAMPLING- MAR 19	0.00	1,225.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	04/18/2019	Regular	0.00	928.00	61142
<u>38560</u>	Invoice	04/18/2019	LEGAL SERVICES - MAR 19	0.00	928.00	
013365	IMAGE SOURCE	04/18/2019	Regular	0.00	848.90	61143
<u>25AR906131</u>	Invoice	04/18/2019	OFFICE EXPENSE 2/5/19 - 3/4/19	0.00	300.56	
<u>25AR920126</u>	Invoice	04/18/2019	SHOP EXPENSE 3/01/19 - 3/31/19	0.00	89.72	
<u>25AR923224</u>	Invoice	04/18/2019	OFFICE EXPENSE 3/5/19 - 4/4/19	0.00	458.62	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	04/18/2019	Regular	0.00	500.00	61144
<u>16877</u>	Invoice	04/18/2019	ADVERTISING: WATER EDUCATION DAY	0.00	500.00	
001935	COUNTY OF SAN BERNARDINO REGISTRAR OF	04/18/2019	Regular	0.00	1,188.00	61145
<u>2845</u>	Invoice	04/18/2019	ELECTION SERVICES: 11/6/18	0.00	1,188.00	
013223	LAW OFFICE OF DAVID L. WYSOCKI	04/18/2019	Regular	0.00	131.25	61146
<u>DW033119</u>	Invoice	04/18/2019	LEGAL SERVICES - MAR 19	0.00	131.25	
002565	DUDEK AND ASSOCIATES, INC	04/18/2019	Regular	0.00	2,530.00	61147
<u>20191005</u>	Invoice	04/18/2019	ENG SERV: MULTIPLE PROJECTS THRU 2/2	0.00	2,530.00	
013843	ELLEN JACKMAN	04/18/2019	Regular	0.00	74.00	61148
<u>EJ040819</u>	Invoice	04/18/2019	REIMB: LIVE SCAN FEES	0.00	74.00	
013836	HARRISON HOUSE MUSIC, ARTS & ECOLOGY	04/18/2019	Regular	0.00	500.00	61149
<u>HH031119</u>	Invoice	04/18/2019	DONATION	0.00	500.00	
VEN01466	FEDAK & BROWN LLP	04/18/2019	Regular	0.00	1,050.00	61150
<u>FB033119</u>	Invoice	04/18/2019	FINANCIAL AUDIT 18/19 - MAR 19	0.00	1,050.00	
003025	FEDEX	04/18/2019	Regular	0.00	45.33	61151
<u>6-519-34465</u>	Invoice	04/18/2019	SHIPPING	0.00	45.33	
000058	GARDA CL WEST, INC.	04/18/2019	Regular	0.00	684.29	61152
<u>10473032</u>	Invoice	04/18/2019	COURIER FEES - APR 19	0.00	684.29	
004152	HI-DESERT STAR	04/18/2019	Regular	0.00	48.00	61153
<u>18553</u>	Invoice	04/18/2019	PUBLIC NOTICE: DISTRICT BASED ELECTIO	0.00	48.00	
004720	INLAND WATER WORKS	04/18/2019	Regular	0.00	1,884.12	61154
<u>S1022199.001</u>	Invoice	04/18/2019	PUMPING PLANT SUPPLIES	0.00	403.42	
<u>S1022325.001</u>	Invoice	04/18/2019	RECHARGE MAINTENANCE SUPPLIES	0.00	563.75	
<u>S1022325.002</u>	Invoice	04/18/2019	RECHARGE MAINTENANCE SUPPLIES	0.00	916.95	
013206	JOSHUA TREE NATIONAL PARK- NATIONAL PAR	04/18/2019	Regular	0.00	1,231.00	61155
<u>JTNP041019</u>	Invoice	04/18/2019	PLANT SALES REVENUE	0.00	1,231.00	
005640	KILLER BEE PEST CONTROL	04/18/2019	Regular	0.00	80.00	61156
<u>5275</u>	Invoice	04/18/2019	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	04/18/2019	Regular	0.00	128.00	61157
<u>LH050119</u>	Invoice	04/18/2019	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
013844	MARY FORESTER	04/18/2019	Regular	0.00	539.00	61158
<u>MF041619</u>	Invoice	04/18/2019	COST INCURRED BY CUST/LOCK OFF ERRO	0.00	539.00	
000156	FORSHOCK	04/18/2019	Regular	0.00	590.35	61159

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>1800206A</u>	Invoice	04/18/2019	SHOP REMODEL	0.00	56.42	
<u>1900326</u>	Invoice	04/18/2019	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900327</u>	Invoice	04/18/2019	MONTHLY SCADA MONITORING	0.00	205.00	
<u>1900332</u>	Invoice	04/18/2019	ANNUAL SCADA SECURITY LICENSE	0.00	290.93	
006947	MORONGO BASIN BROADCASTING	04/18/2019	Regular	0.00	270.00	61160
<u>318-00010-0000</u>	Invoice	04/18/2019	ADVERTISING: WATER EDUCATION DAY	0.00	270.00	
013808	NOBEL SYSTEMS, INC.	04/18/2019	Regular	0.00	4,860.00	61161
<u>14533</u>	Invoice	04/18/2019	CMC GEOSPATIAL LAYER	0.00	4,860.00	
007500	NORTHAMERICAN TRANSPORTATION	04/18/2019	Regular	0.00	310.16	61162
<u>29392</u>	Invoice	04/18/2019	ANNUAL ASSOC DUES 2019-2020	0.00	310.16	
008202	PITNEY BOWES INC.	04/18/2019	Regular	0.00	182.08	61163
<u>1012174662</u>	Invoice	04/18/2019	OFFICE SUPPLIES	0.00	182.08	
008405	PRECISION ASSEMBLY	04/18/2019	Regular	0.00	1,426.23	61164
<u>18327</u>	Invoice	04/18/2019	MAR WATER BILL PRINT/MAIL	0.00	1,426.23	
008415	PRUDENTIAL OVERALL SUPPLY	04/18/2019	Regular	0.00	361.55	61165
<u>22775824</u>	Invoice	04/18/2019	SHOP EXPENSE	0.00	152.22	
<u>22775825</u>	Invoice	04/18/2019	SHOP EXPENSE	0.00	55.98	
<u>22782657</u>	Invoice	04/18/2019	SHOP EXPENSE	0.00	97.37	
<u>22782658</u>	Invoice	04/18/2019	SHOP EXPENSE	0.00	55.98	
009065	RDO EQUIPMENT COMPANY	04/18/2019	Regular	0.00	4,881.26	61166
<u>P18339</u>	Invoice	04/18/2019	VEHICLE MAINT: V34	0.00	103.33	
<u>W21470</u>	Invoice	04/18/2019	JD 710G MAINTENANCE	0.00	4,777.93	
008414	PROVIDEO	04/18/2019	Regular	0.00	450.00	61167
<u>1649</u>	Invoice	04/18/2019	VIDEO TAPING & YOU TUBE BD MEETING	0.00	450.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	04/18/2019	Regular	0.00	8.00	61168
<u>108454</u>	Invoice	04/18/2019	MAP REVISIONS - APR 19	0.00	8.00	
000091	SAN BERNARDINO COUNTY RECORDER	04/18/2019	Regular	0.00	40.00	61169
<u>SB041619</u>	Invoice	04/18/2019	RELEASE OF LIENS	0.00	40.00	
004201	SCOTT HUDSON	04/18/2019	Regular	0.00	208.80	61170
<u>SH041219</u>	Invoice	04/18/2019	REIMB MILES: MAR 19	0.00	208.80	
013833	SERVICEMASTER 360 PREMIER CLEANING	04/18/2019	Regular	0.00	1,239.75	61171
<u>181084</u>	Invoice	04/18/2019	JANITORIAL SERVICES - APR 19	0.00	1,239.75	
VEN01020	SOUTHWEST NETWORKS, INC.	04/18/2019	Regular	0.00	2,708.03	61172
<u>19-3036</u>	Invoice	04/18/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	1,092.50	
<u>19-3529</u>	Invoice	04/18/2019	OPS COMPUTER EQUIPMENT	0.00	924.50	
<u>19-3532</u>	Invoice	04/18/2019	OFFICE EQUIPMENT SUPPLIES	0.00	15.03	
<u>19-4007SC</u>	Invoice	04/18/2019	OFFICE 365 MONTHLY MAINT - MAY 19	0.00	676.00	
010850	UNDERGROUND SERVICE ALERT	04/18/2019	Regular	0.00	168.24	61173
<u>18DSBFEE1467</u>	Invoice	04/18/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89	
<u>320190332</u>	Invoice	04/18/2019	TICKET DELIVERY SERVICE - MAR 19	0.00	74.35	
010990	UTILIQUEST L.L.C.	04/18/2019	Regular	0.00	361.80	61174
<u>274384-Q</u>	Invoice	04/18/2019	CONTRACT LOCATING EXPENSE	0.00	125.44	
<u>274666-Q</u>	Invoice	04/18/2019	CONTRACT LOCATING EXPENSE	0.00	81.56	
<u>274954-Q</u>	Invoice	04/18/2019	CONTRACT LOCATING EXPENSE	0.00	50.24	
<u>275198-Q</u>	Invoice	04/18/2019	CONTRACT LOCATING EXPENSE	0.00	104.56	
000327	WATER QUALITY SPECIALISTS	04/18/2019	Regular	0.00	3,310.00	61175
<u>5913</u>	Invoice	04/18/2019	HDMC WWTP: OPERATION & MAINT - M	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	04/18/2019	Regular	0.00	32.00	61176

\*Check Report JBWD

Date Range: 04/01/2019 - 04/30/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>WE033119</u>	Invoice	04/18/2019	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	04/18/2019	Regular	0.00	612.06	61177
<u>1574329</u>	Invoice	04/18/2019	OFFICE EXPENSE 4/7/19 - 5/6/19	0.00	395.66	
<u>1574330</u>	Invoice	04/18/2019	SHOP EXPENSE 3/27/19 - 4/26/19	0.00	216.40	
000233	NAPA AUTO PARTS	04/18/2019	Regular	0.00	613.58	61178
<u>278123</u>	Invoice	04/18/2019	VEHICLE MAINTENANCE: V34 & SUPPLIES	0.00	193.64	
<u>278193</u>	Invoice	04/18/2019	VEHICLE MAINTENANCE: V24	0.00	13.65	
<u>278978</u>	Invoice	04/18/2019	VEHICLE MAINTENANCE: V31	0.00	367.18	
<u>279901</u>	Invoice	04/18/2019	TRACTOR SUPPLIES	0.00	39.11	
000510	TIME WARNER CABLE	04/03/2019	Manual	0.00	354.11	901139
<u>0008970031319</u>	Invoice	03/13/2019	CABLE & INTERNET - MAR 19	0.00	354.11	
000248	PAYCHEX	04/05/2019	Manual	0.00	314.39	901140
<u>329226</u>	Invoice	04/05/2019	PAYROLL PROCESSING FEE	0.00	314.39	
000236	PAYPRO ADMINISTRATORS	04/05/2019	Manual	0.00	74.99	901141
<u>PPE 3-29-19</u>	Invoice	04/05/2019	EE FSA DEDUCTIONS 4-5-19	0.00	74.99	
009898	SOCALGAS	04/10/2019	Manual	0.00	538.45	901142
<u>GAS0319</u>	Invoice	04/10/2019	HEAT FOR SHOP - THRU 3/19/19	0.00	538.45	
001517	CalPERS	04/15/2019	Manual	0.00	11,626.38	901143
<u>PPE 3-29-19</u>	Invoice	04/12/2019	PAY PERIOD ENDING 3/29/19	0.00	11,626.38	
009878	SOUTHERN CALIFORNIA EDISON	04/17/2019	Manual	0.00	15,783.46	901144
<u>SCE0319</u>	Invoice	04/17/2019	POWER FOR PUMPING - MAR 19	0.00	15,783.46	
001630	AT&T MOBILITY	04/18/2019	Manual	0.00	2,278.20	901145
<u>829480028X0405</u>	Invoice	04/18/2019	COMMUNICATIONS - MAR 19	0.00	2,278.20	
001005	BANK OF AMERICA	04/18/2019	Manual	0.00	15,065.94	901146
<u>BA0319</u>	Invoice	04/18/2019	SHOP EXPENSE/OFFICE SUPPLIES/SHOP R	0.00	15,065.94	
013196	TELEPACIFIC COMMUNICATIONS	04/18/2019	Manual	0.00	785.55	901147
<u>114846242-0</u>	Invoice	04/18/2019	TELEPHONE (OFFICE) - MAR 19	0.00	785.55	
000236	PAYPRO ADMINISTRATORS	04/19/2019	Manual	0.00	74.99	901148
<u>PPE 4-12-19</u>	Invoice	04/19/2019	EE FSA DEDUCTIONS 4-19-19	0.00	74.99	
000248	PAYCHEX	04/19/2019	Manual	0.00	325.90	901149
<u>329691</u>	Invoice	04/19/2019	PAYROLL PROCESSING FEE	0.00	325.90	
VEN01533	PAYMENTUS GROUP INC.	04/19/2019	Manual	0.00	2,679.00	901150
<u>US19030215</u>	Invoice	04/19/2019	CREDIT CARD PROCESSING FEE - MAR 19	0.00	2,679.00	
001517	CalPERS	04/24/2019	Manual	0.00	11,921.55	901151
<u>PPE 4-12-19</u>	Invoice	04/24/2019	PAY PERIOD ENDING 4/12/19	0.00	11,921.55	
004195	HOME DEPOT CREDIT SERVICES	04/25/2019	Manual	0.00	1,915.64	901152
<u>HD0319</u>	Invoice	04/25/2019	BUILDING MAINT/SMALL TOOLS/MAINLI	0.00	1,915.64	
000025	ICMA RC	04/30/2019	Manual	0.00	5,150.64	901153

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Date Range: 04/01/2019 - 04/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>ICMARC0419</u>	Invoice	04/30/2019	457 REMITTANCE - APR 19	0.00	5,150.64	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	77	0.00	361,512.96
Manual Checks	15	15	0.00	68,889.19
Voided Checks	0	1	0.00	-687.87
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>127</u>	<u>93</u>	<u>0.00</u>	<u>429,714.28</u>



\*Check Report JBWD

Date Range: 04/01/2019 - 04/30/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN</b>						
009065	RDO EQUIPMENT COMPANY	04/22/2019	Manual	0.00	3,393.05	800006
<u>E05667</u>	Invoice	04/22/2019	JD PRESSURE WASHER	0.00	3,393.05	
009065	RDO EQUIPMENT COMPANY	04/22/2019	Manual	0.00	109,177.61	800007
<u>E05713</u>	Invoice	04/22/2019	2019 KENWORTH T270 DUMP TRUCK	0.00	109,177.61	
009065	RDO EQUIPMENT COMPANY	04/22/2019	Manual	0.00	118,383.55	800008
<u>E05714</u>	Invoice	04/22/2019	2019 INTERSTATE 2000 GALLON WATER T	0.00	118,383.55	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	230,954.21
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>230,954.21</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
01-00040-004	FULLER, VICTORIA A	4/4/2019	Refund	38.59	Check #: 61078
04-00018-013	RUBEN ZUNIGA & ELSA CHAVEZ	4/4/2019	Refund	1.98	Check #: 61079
07-00064-013	ABAZARY, MEHRAN	4/4/2019	Refund	60.51	Check #: 61080
07-00066-015	ABAZARY, MEHRAN	4/4/2019	Refund	55.05	Check #: 61081
10-00261-016	HEFFINGTON, DON	4/4/2019	Refund	40.14	Check #: 61082
11-00068-006	LLC, ALTUS INVESTMENTS	4/4/2019	Refund	3.40	Check #: 61083
14-00008-012	PARKER, CIARA A	4/4/2019	Refund	87.07	Check #: 61084
14-00190-002	F & F REAL ESTATE DEV CO LLC	4/4/2019	Refund	9.86	Check #: 61085
52-00060-009	MEETTEE, JEFF	4/4/2019	Refund	52.70	Check #: 61086
56-00204-002	MCMURTRY TRUST	4/4/2019	Refund	216.60	Check #: 61087
58-00113-007	ALE, AARON DAVID	4/4/2019	Refund	4.06	Check #: 61088
58-00180-003	MIRAGE COVE PROPERTIES LLC	4/4/2019	Refund	43.90	Check #: 61089
63-00162-012	REBELO, BRITTANY L	4/4/2019	Refund	20.01	Check #: 61090
64-99250-000	SCOTT, ANNA M	4/4/2019	Refund	2,139.69	Check #: 61091
65-00403-005	VALDEZ, YANET ROBLES	4/4/2019	Refund	285.97	Check #: 61092
03-00244-011	MIRABEL, JUSTIN R	4/10/2019	Refund	154.12	Check #: 61121
04-00145-008	AESCHLIMAN, LEAH A	4/10/2019	Refund	97.14	Check #: 61122
14-00180-014	CLICK, HALEY E	4/10/2019	Refund	4.83	Check #: 61123
15-00075-007	COBURN, JEFFREY A	4/10/2019	Refund	166.33	Check #: 61124
15-00113-000	DEVELOPMENT, KUD	4/10/2019	Refund	53.31	Check #: 61125
50-00082-008	LIVE BY THE PARK (DBA JUDY & DAVE RENTALS)	4/10/2019	Refund	121.03	Check #: 61126
56-00205-008	PESSA, UTAKA	4/10/2019	Refund	199.33	Check #: 61127
63-00163-012	HILL-BARTON, RABECCA	4/10/2019	Refund	63.42	Check #: 61128
65-01059-002	COPESTICK, BRADLEY	4/10/2019	Refund	239.75	Check #: 61129
53-00127-006	PHILLIPS, JAMES A	4/18/2019	Refund	58.41	Check #: 61179
59-00020-005	CLAY, KATHERINE	4/18/2019	Refund	20.90	Check #: 61180
				<b><u>4,238.10</u></b>	

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

**DIRECTOR PAY**  
 03/16/2019 - 04/12/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	03/20/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/03/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/10/2019	Director Pay Note: WATER RESOURCES & OP COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$520.89	\$0.00
<b>Employee Total:</b>					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	04/03/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/10/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$347.26	\$0.00
<b>Employee Total:</b>					\$347.26	

**DIRECTOR PAY**  
03/16/2019 - 04/12/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	03/20/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		03/30/2019	Mileage / Vehicle Exp Note: 2/28/19 MILES: MWA MEETING 1/DIR/504/		\$75.40	
		04/03/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/10/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$596.29	\$0.00
<b>Employee Total:</b>					\$596.29	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	03/16/2019	Director Pay Note: 2/18/19 ASBCSD DINNER 1/DIR/504/	1.0000	\$173.63	
		03/16/2019	Mileage / Vehicle Exp Note: 2/18/19 MILES: ASBCSD DINNER 1/DIR/504/		\$94.31	
		03/20/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/03/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$615.20	\$0.00
<b>Employee Total:</b>					\$615.20	

**DIRECTOR PAY**  
03/16/2019 - 04/12/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	03/20/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		03/28/2019	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		03/28/2019	Mileage / Vehicle Exp Note: MILES: MWA BOARD MEETING 1/DIR/504/		\$77.72	
		03/31/2019	Director Pay Note: WATER EDUCATION DAY 1/DIR/504/	1.0000	\$173.63	
		04/03/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/10/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$945.87	\$0.00
<b>Employee Total:</b>					\$945.87	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	16.0000	\$2,778.08	
Mileage / Vehicle Exp		\$247.43	

<b>Grand Totals:</b>	\$3,025.51	\$0.00
<b>Grand Total:</b>	\$3,025.51	



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 05/01/2019 - 05/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000501	ACWA/JPIA	05/01/2019	Regular	0.00	9,578.63	61194
<u>JPIA033119</u>	Invoice	05/01/2019	WORKERS COMP JAN - MAR 19	0.00	9,578.63	
000575	AFSCME LOCAL 1902	05/01/2019	Regular	0.00	582.28	61195
<u>AFSCME0419</u>	Invoice	05/01/2019	EE UNION DUES - APR 19	0.00	582.28	
000042	ANNE ROMAN	05/01/2019	Regular	0.00	1,005.00	61196
<u>AR043019</u>	Invoice	05/01/2019	EDUCATION REIMBURSEMENT	0.00	1,005.00	
000675	AQUA-METRIC SALES COMPANY	05/01/2019	Regular	0.00	114,575.97	61197
<u>INVO073365</u>	Invoice	05/01/2019	INVENTORY	0.00	114,575.97	
004110	BURRTEC WASTE & RECYCLING SVCS	05/01/2019	Regular	0.00	429.17	61198
<u>BW0519</u>	Invoice	05/01/2019	TRASH & RECYCLING (OFFICE) - MAY 19	0.00	151.22	
<u>BW0519B</u>	Invoice	05/01/2019	TRASH REMOVAL (SHOP) - MAY 19	0.00	277.95	
002565	DUDEK AND ASSOCIATES, INC	05/01/2019	Regular	0.00	34,528.88	61199
<u>20184904</u>	Invoice	05/01/2019	CHROMIUM III REOXIDATION	0.00	34,528.88	
003025	FEDEX	05/01/2019	Regular	0.00	9.77	61200
<u>6-534-04287</u>	Invoice	05/01/2019	SHIPPING	0.00	9.77	
009054	KATHLEEN J. RADNICH	05/01/2019	Regular	0.00	1,507.80	61201
<u>190421-1</u>	Invoice	05/01/2019	PUBLIC RELATIONS SERVICES	0.00	789.60	
<u>190428-1</u>	Invoice	05/01/2019	PUBLIC RELATIONS SERVICES	0.00	718.20	
009920	STANDARD INSURANCE CO	05/01/2019	Regular	0.00	984.80	61202
<u>ST0519</u>	Invoice	05/01/2019	EE LIFE INSURANCE - MAY 19	0.00	984.80	
011101	VAGABOND WELDING SUPPLY	05/01/2019	Regular	0.00	313.85	61203
<u>107906</u>	Invoice	05/01/2019	SMALL TOOLS	0.00	313.85	
013366	THE SOCO GROUP, INC.	05/01/2019	Regular	0.00	4,726.40	61204
<u>0660514-IN</u>	Invoice	05/01/2019	FUEL FOR VEHICLES	0.00	865.72	
<u>0660515-IN</u>	Invoice	05/01/2019	FUEL FOR VEHICLES	0.00	3,860.68	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	05/08/2019	Regular	0.00	1,260.00	61208
<u>80311</u>	Invoice	05/08/2019	DEMO GARDEN/BUILD MAINT THRU 4/15	0.00	1,260.00	
013222	FRONTIER CALIFORNIA INC.	05/08/2019	Regular	0.00	201.18	61209
<u>FC0519</u>	Invoice	05/08/2019	HDMC WWTP - TELEPHONE	0.00	201.18	
004720	INLAND WATER WORKS	05/08/2019	Regular	0.00	55.30	61210
<u>51022044.001</u>	Invoice	05/08/2019	RECHARGE MAINTENANCE SUPPLIES	0.00	55.30	
009054	KATHLEEN J. RADNICH	05/08/2019	Regular	0.00	999.60	61211
<u>190505-1</u>	Invoice	05/08/2019	PUBLIC RELATIONS SERVICES	0.00	999.60	
009952	KELLY STEWART	05/08/2019	Regular	0.00	135.69	61212
<u>KS042319</u>	Invoice	05/08/2019	REIMB: SAFETY BOOTS	0.00	135.69	
013846	YUCCA VALLEY SIGNS	05/08/2019	Regular	0.00	800.00	61213
<u>000121</u>	Invoice	05/08/2019	TRUCK VINYL LETTERING	0.00	800.00	
003215	FRED'S TIRE & AUTOMOTIVE	05/08/2019	Regular	0.00	1,307.62	61214
<u>24087</u>	Invoice	05/08/2019	VEHICLE MAINT: V32	0.00	653.81	
<u>24088</u>	Invoice	05/08/2019	VEHICLE MAINT: V24	0.00	653.81	
013356	BUILDER'S SUPPLY	05/08/2019	Regular	0.00	2,553.41	61215

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Date Range: 05/01/2019 - 05/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>262494/Y</u>	Invoice	05/08/2019	SMALL TOOLS - CIRP	0.00	2,553.41	
013828	PRO SECURITY SYSTEMS, INC.	05/08/2019	Regular	0.00	401.83	61216
<u>12540</u>	Invoice	05/08/2019	CELL COMMUNICATOR & PRORATED MO	0.00	401.83	
000504	ACTION PUMPING, INC.	05/15/2019	Regular	0.00	1,820.00	61217
<u>7057</u>	Invoice	05/15/2019	HDMC WW: PUMPING	0.00	1,820.00	
000501	ACWA/JPIA	05/15/2019	Regular	0.00	19,970.41	61218
<u>0610418</u>	Invoice	05/15/2019	EE HEALTH BENEFIT & EAP JUN 19	0.00	19,970.41	
000675	AQUA-METRIC SALES COMPANY	05/15/2019	Regular	0.00	111,521.25	61219
<u>INV0073593</u>	Invoice	05/15/2019	INVENTORY	0.00	111,521.25	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	05/15/2019	Regular	0.00	222.00	61220
<u>0069</u>	Invoice	05/15/2019	MONTHLY DINNER 05/19	0.00	222.00	
000214	BABCOCK LABORATORIES, INC.	05/15/2019	Regular	0.00	35.00	61221
<u>BD92970-2287</u>	Invoice	05/15/2019	SAMPLING - WELL 14	0.00	35.00	
013338	BEVERLY WASZAK	05/15/2019	Regular	0.00	80.26	61222
<u>BW051419</u>	Invoice	05/15/2019	REIMB: BUSINESS EXP & BUILDING MAINT	0.00	80.26	
001555	CENTRTEL	05/15/2019	Regular	0.00	435.30	61223
<u>190503192101</u>	Invoice	05/15/2019	DISPATCH SERVICES - APR 19	0.00	435.30	
001850	CLINICAL LAB OF S.B. INC	05/15/2019	Regular	0.00	1,540.00	61224
<u>968623</u>	Invoice	05/15/2019	SAMPLING - APR 19	0.00	517.00	
<u>968624</u>	Invoice	05/15/2019	HDMC WWTP SAMPLING- APR 19	0.00	1,023.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	05/15/2019	Regular	0.00	4,935.00	61225
<u>38952</u>	Invoice	05/15/2019	LEGAL SERVICES - APR 19	0.00	4,935.00	
010956	DOI-USGS	05/15/2019	Regular	0.00	4,223.88	61226
<u>90722936</u>	Invoice	05/15/2019	USGS CO OP WATER RES PRGM- THRU 3/	0.00	4,223.88	
002820	EMPLOYEE RELATIONS, INC.	05/15/2019	Regular	0.00	289.50	61227
<u>85012</u>	Invoice	05/15/2019	EE RECRUITING EXPENSE	0.00	289.50	
000058	GARDA CL WEST, INC.	05/15/2019	Regular	0.00	684.29	61228
<u>10483254</u>	Invoice	05/15/2019	COURIER FEES - MAY 19	0.00	684.29	
013802	HASA, INC.	05/15/2019	Regular	0.00	550.32	61229
<u>636370</u>	Invoice	05/15/2019	WATER TREATMENT EXPENSE	0.00	550.32	
004152	HI-DESERT STAR	05/15/2019	Regular	0.00	48.00	61230
<u>18854</u>	Invoice	05/15/2019	PUBLIC NOTICE: DISTRICT BASED ELECTIO	0.00	48.00	
004720	INLAND WATER WORKS	05/15/2019	Regular	0.00	7,137.50	61231
<u>S1022325.003</u>	Invoice	05/15/2019	RECHARGE MAINTENANCE SUPPLIES	0.00	1,088.28	
<u>S1022325.004</u>	Invoice	05/15/2019	RECHARGE MAINTENANCE SUPPLIES	0.00	916.95	
<u>S1022442.001</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	169.78	
<u>S1022501.002</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	409.45	
<u>S1022501.003</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	59.26	
<u>S1022620.001</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	778.49	
<u>S1022620.002</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	125.74	
<u>S1022620.003</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	579.81	
<u>S1022620.004</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	2,767.30	
<u>S1022819.001</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	242.44	
013847	JOEL SANSONE	05/15/2019	Regular	0.00	16.02	61232
<u>JS050919</u>	Invoice	05/15/2019	PROJECT #C18005 RECONCILIATION REFU	0.00	16.02	
009054	KATHLEEN J. RADNICH	05/15/2019	Regular	0.00	903.00	61233
<u>190512-1</u>	Invoice	05/15/2019	PUBLIC RELATIONS SERVICES	0.00	903.00	

\*Check Report JBWD

Date Range: 05/01/2019 - 05/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
006029	LIEBERT CASSIDY WHITMORE	05/15/2019	Regular	0.00	3,722.00	61234
<u>1476072</u>	Invoice	05/15/2019	LEGAL SERVICES - THRU 3/31/19	0.00	3,722.00	
000205	LORI G. HERBEL	05/15/2019	Regular	0.00	160.00	61235
<u>LH060119</u>	Invoice	05/15/2019	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
006507	McMASTER-CARR SUPPLY COMPANY	05/15/2019	Regular	0.00	239.01	61236
<u>93618387</u>	Invoice	05/15/2019	SMALL TOOLS - PRODUCTION	0.00	239.01	
000156	FORSHOCK	05/15/2019	Regular	0.00	243.00	61237
<u>1900336</u>	Invoice	05/15/2019	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900337</u>	Invoice	05/15/2019	MONTHLY SCADA MONITORING	0.00	205.00	
006800	MOJAVE WATER AGENCY	05/15/2019	Regular	0.00	125,660.00	61238
<u>MWA043019</u>	Invoice	05/15/2019	WATER RECHARGE PURCHASE	0.00	125,660.00	
000193	MORONGO BASIN CONSERVATION ASSOCIATIC	05/15/2019	Regular	0.00	500.00	61239
<u>MBCA050918</u>	Invoice	05/15/2019	SUPPORT OF DESERT WISE LANDSCAPE T	0.00	500.00	
013839	MULLEN COUGHLIN LLC	05/15/2019	Regular	0.00	7,821.00	61240
<u>13099</u>	Invoice	05/15/2019	LEGAL SERVICES	0.00	7,821.00	
003930	NBS	05/15/2019	Regular	0.00	16,500.00	61241
<u>4190000147</u>	Invoice	05/15/2019	PARCEL AUDIT	0.00	16,500.00	
000070	ONLINE INFORMATION SERVICES, INC.	05/15/2019	Regular	0.00	285.55	61242
<u>929128</u>	Invoice	05/15/2019	ID VERIF. SERV. THRU 04/30/19	0.00	285.55	
008405	PRECISION ASSEMBLY	05/15/2019	Regular	0.00	1,425.24	61243
<u>18353</u>	Invoice	05/15/2019	APR WATER BILL PRINT/MAIL	0.00	1,425.24	
008415	PRUDENTIAL OVERALL SUPPLY	05/15/2019	Regular	0.00	358.37	61244
<u>22789560</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	97.37	
<u>22789561</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	107.65	
<u>22796743</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	97.37	
<u>22796744</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	55.98	
008201	PURCHASE POWER	05/15/2019	Regular	0.00	503.50	61245
<u>PB051219</u>	Invoice	05/15/2019	POSTAGE REFILL FOR METER	0.00	503.50	
009065	RDO EQUIPMENT COMPANY	05/15/2019	Regular	0.00	346.89	61246
<u>P21698</u>	Invoice	05/15/2019	VACUUM SUPPLIES	0.00	346.89	
013360	REDWINE AND SHERRILL, LLP	05/15/2019	Regular	0.00	5,315.50	61247
<u>1180</u>	Invoice	05/15/2019	LEGAL SERVICES - THRU 4/30/19	0.00	5,315.50	
008414	PROVIDEO	05/15/2019	Regular	0.00	525.00	61248
<u>1652</u>	Invoice	05/15/2019	DUPLICATE 45 VHS TAPES TO DVD	0.00	225.00	
<u>1656</u>	Invoice	05/15/2019	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
000091	SAN BERNARDINO COUNTY RECORDER	05/15/2019	Regular	0.00	32.00	61249
<u>SB050619</u>	Invoice	05/15/2019	RELEASE OF LIENS	0.00	32.00	
000089	SEMS TECHNOLOGIES, LLC	05/15/2019	Regular	0.00	3,550.00	61250
<u>A-6227-2</u>	Invoice	05/15/2019	SEMS 6 MONTH SOFTWARE & MOBILE AP	0.00	3,550.00	
013833	SERVICEMASTER 360 PREMIER CLEANING	05/15/2019	Regular	0.00	1,239.75	61251
<u>J81132</u>	Invoice	05/15/2019	JANITORIAL SERVICES - MAY 19	0.00	1,239.75	
VEN01020	SOUTHWEST NETWORKS, INC.	05/15/2019	Regular	0.00	3,504.14	61252
<u>19-4045</u>	Invoice	05/15/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	760.00	
<u>19-4507</u>	Invoice	05/15/2019	OPS COMPUTER EQUIPMENT	0.00	313.70	
<u>19-4520</u>	Invoice	05/15/2019	OFFICE EQUIPMENT SUPPLIES	0.00	1,345.80	
<u>19-4524</u>	Invoice	05/15/2019	OFFICE EQUIPMENT SUPPLIES	0.00	328.64	
<u>19-50235C</u>	Invoice	05/15/2019	OFFICE 365 MONTHLY MAINT - JUN 19	0.00	716.00	



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Date Range: 05/01/2019 - 05/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>19-5509</u>	Invoice	05/15/2019	OFFICE 365 MONTHLY MAINT - PRORATE	0.00	40.00	
VEN01472	NORMAN'S DOORS	05/15/2019	Regular	0.00	610.00	61253
<u>2327</u>	Invoice	05/15/2019	BUILDING MAINTENANCE - SHOP	0.00	610.00	
011101	VAGABOND WELDING SUPPLY	05/15/2019	Regular	0.00	29.75	61254
<u>108134</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	29.75	
000074	TESERRA	05/15/2019	Regular	0.00	6,450.00	61255
<u>48968</u>	Invoice	05/15/2019	DEMO GARDEN MAINTENANCE	0.00	6,450.00	
010635	TOPS N BARRICADES	05/15/2019	Regular	0.00	2,178.48	61256
<u>1074582</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	2,178.48	
010850	UNDERGROUND SERVICE ALERT	05/15/2019	Regular	0.00	179.79	61257
<u>18DSBFEE2076</u>	Invoice	05/15/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89	
<u>420190340</u>	Invoice	05/15/2019	TICKET DELIVERY SERVICE - APR 19	0.00	85.90	
010990	UTILIQUEST L.L.C.	05/15/2019	Regular	0.00	321.84	61258
<u>275445-Q</u>	Invoice	05/15/2019	CONTRACT LOCATING EXPENSE	0.00	46.00	
<u>275665-Q</u>	Invoice	05/15/2019	CONTRACT LOCATING EXPENSE	0.00	188.08	
<u>275992-Q</u>	Invoice	05/15/2019	CONTRACT LOCATING EXPENSE	0.00	87.76	
000327	WATER QUALITY SPECIALISTS	05/15/2019	Regular	0.00	3,310.00	61259
<u>5947</u>	Invoice	05/15/2019	HDMC WWTP: OPERATION & MAINT - AP	0.00	3,310.00	
000233	NAPA AUTO PARTS	05/15/2019	Regular	0.00	2,458.87	61260
<u>280551</u>	Invoice	05/15/2019	VEHICLE MAINTENANCE	0.00	65.04	
<u>281075</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	1,104.50	
<u>281373</u>	Invoice	05/15/2019	SHOP EXPENSE	0.00	94.58	
<u>281400</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	114.18	
<u>281650</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	146.50	
<u>281651</u>	Invoice	05/15/2019	SMALL TOOLS - DISTRIBUTION	0.00	326.24	
<u>281653</u>	Invoice	05/15/2019	SMALL TOOLS - CIRP	0.00	25.58	
<u>281672</u>	Invoice	05/15/2019	VEHICLE MAINTENANCE: V38	0.00	19.19	
<u>282482</u>	Invoice	05/15/2019	VEHICLE MAINT: V37, 38, 32 & SHOP EXP	0.00	563.06	
000575	AFSCME LOCAL 1902	05/30/2019	Regular	0.00	582.28	61272
<u>AFSCME0519</u>	Invoice	05/30/2019	EE UNION DUES - MAY 19	0.00	582.28	
000042	ANNE ROMAN	05/30/2019	Regular	0.00	109.04	61273
<u>AR052319</u>	Invoice	05/30/2019	REIMB: MILES: NBS	0.00	109.04	
000241	BRIAN'S LOCK SHOP	05/30/2019	Regular	0.00	517.00	61274
<u>7225</u>	Invoice	05/30/2019	PUMPING PLANT REPAIRS	0.00	387.00	
<u>7269</u>	Invoice	05/30/2019	OFFICE DOOR REPAIRS	0.00	130.00	
004110	BURRTEC WASTE & RECYCLING SVCS	05/30/2019	Regular	0.00	429.17	61275
<u>BW0619</u>	Invoice	05/30/2019	TRASH & RECYCLING (OFFICE) - JUNE 19	0.00	151.22	
<u>BW0619B</u>	Invoice	05/30/2019	TRASH REMOVAL (SHOP) - JUN 19	0.00	277.95	
013850	CHAD PRICE	05/30/2019	Regular	0.00	69.00	61276
<u>CP052219</u>	Invoice	05/30/2019	REIMB: LIVE SCAN FEES	0.00	69.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	05/30/2019	Regular	0.00	2,144.58	61277
<u>3990561-050530</u>	Invoice	05/30/2019	EE LIFE INSURANCE - MAY 19	0.00	2,144.58	
013365	IMAGE SOURCE	05/30/2019	Regular	0.00	123.62	61278
<u>25AR935163</u>	Invoice	05/30/2019	SHOP EXPENSE 4/01/19 - 4/30/19	0.00	123.62	
003025	FEDEX	05/30/2019	Regular	0.00	39.36	61279
<u>6-547-59770</u>	Invoice	05/30/2019	SHIPPING	0.00	19.68	
<u>6-563-50395</u>	Invoice	05/30/2019	SHIPPING	0.00	19.68	
009054	KATHLEEN J. RADNICH	05/30/2019	Regular	0.00	1,707.97	61280

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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>190519-1</u>	Invoice	05/30/2019	PUBLIC RELATIONS SERVICES	0.00	1,203.97	
<u>190526-1</u>	Invoice	05/30/2019	PUBLIC RELATIONS SERVICES	0.00	504.00	
005640	KILLER BEE PEST CONTROL	05/30/2019	Regular	0.00	160.00	61281
<u>5325</u>	Invoice	05/30/2019	BEE REMOVAL	0.00	160.00	
013851	MICAH NAZARIO	05/30/2019	Regular	0.00	69.00	61282
<u>MN052219</u>	Invoice	05/30/2019	REIMB: LIVE SCAN FEES	0.00	69.00	
000283	OCCU-MED, LTD.	05/30/2019	Regular	0.00	282.50	61283
<u>0419772QA</u>	Invoice	05/30/2019	EE RECRUITING EXPENSE	0.00	282.50	
000236	PAYPRO ADMINISTRATORS	05/30/2019	Regular	0.00	55.00	61284
<u>71583</u>	Invoice	05/30/2019	FSA ADMIN FEES - APR 19	0.00	55.00	
000236	PAYPRO ADMINISTRATORS	05/30/2019	Regular	0.00	55.00	61285
<u>71582</u>	Invoice	05/30/2019	FSA ADMIN FEES - MAR 19	0.00	55.00	
008403	PRECISION GARAGE DOORS & GATES, INC.	05/30/2019	Regular	0.00	655.00	61286
<u>63204</u>	Invoice	05/30/2019	7 MULTI-CODE TRANSMITTERS	0.00	655.00	
000091	SAN BERNARDINO COUNTY RECORDER	05/30/2019	Regular	0.00	32.00	61287
<u>SB052119</u>	Invoice	05/30/2019	RELEASE OF LIENS	0.00	32.00	
013228	SARAH J. JOHNSON	05/30/2019	Regular	0.00	786.99	61288
<u>5J051319</u>	Invoice	05/30/2019	REIMB: ACWA CONFERENCE & NEW HIRE	0.00	786.99	
013852	SPENCER LAYMON	05/30/2019	Regular	0.00	69.00	61289
<u>5L052919</u>	Invoice	05/30/2019	REIMB: LIVE SCAN FEES	0.00	69.00	
013359	XEROX FINANCIAL SERVICES	05/30/2019	Regular	0.00	612.06	61290
<u>1611024</u>	Invoice	05/30/2019	SHOP EXPENSE 4/27/19 - 5/26/19	0.00	216.40	
<u>1612331</u>	Invoice	05/30/2019	OFFICE EXPENSE 5/7/19 - 6/6/19	0.00	395.66	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	05/01/2019	Manual	0.00	2,144.58	901154
<u>3990561-040533</u>	Invoice	05/01/2019	EE LIFE INSURANCE - APR 19	0.00	2,144.58	
000510	TIME WARNER CABLE	05/01/2019	Manual	0.00	354.11	901155
<u>0008970041319</u>	Invoice	05/01/2019	CABLE & INTERNET - APR 19	0.00	354.11	
009880	SOUTHERN CALIFORNIA EDISON CO	05/01/2019	Manual	0.00	1,824.62	901156
<u>SCE0419</u>	Invoice	05/01/2019	POWER TO BLDGS & GEN - APR 19	0.00	1,824.62	
000236	PAYPRO ADMINISTRATORS	05/03/2019	Manual	0.00	74.99	901157
<u>PPE 4-26-19</u>	Invoice	05/03/2019	EE FSA DEDUCTIONS 5-3-19	0.00	74.99	
000248	PAYCHEX	05/03/2019	Manual	0.00	336.28	901158
<u>330132</u>	Invoice	05/03/2019	PAYROLL PROCESSING FEE	0.00	336.28	
001517	CalPERS	05/03/2019	Manual	0.00	12,212.22	901159
<u>PPE 4-26-19</u>	Invoice	05/03/2019	PAY PERIOD ENDING 4/26/19	0.00	12,212.22	
004110	BURRTEC WASTE & RECYCLING SVCS	05/08/2019	Manual	0.00	345.83	901160
<u>BW0430119</u>	Invoice	05/08/2019	TRASH REMOVAL (SHOP) - APR 19	0.00	345.83	
009898	SOCALGAS	05/08/2019	Manual	0.00	81.83	901161
<u>GAS0419</u>	Invoice	05/08/2019	HEAT FOR SHOP - THRU 4/17/19	0.00	81.83	
VEN01533	PAYMENTUS GROUP INC.	05/17/2019	Manual	0.00	2,443.25	901162
<u>US19040211</u>	Invoice	05/17/2019	CREDIT CARD PROCESSING FEE - APR 19	0.00	2,443.25	
000248	PAYCHEX	05/17/2019	Manual	0.00	336.28	901163
<u>330567</u>	Invoice	05/17/2019	PAYROLL PROCESSING FEE	0.00	336.28	
000236	PAYPRO ADMINISTRATORS	05/17/2019	Manual	0.00	74.99	901164
<u>PPE 5-10-19</u>	Invoice	05/17/2019	EE FSA DEDUCTIONS 5-17-19	0.00	74.99	

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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	
013196	TELEPACIFIC COMMUNICATIONS	05/17/2019	Manual	0.00	785.17	901165
<u>115950253-0</u>	Invoice	05/17/2019	TELEPHONE (OFFICE) - APR 19	0.00	785.17	
001005	BANK OF AMERICA	05/17/2019	Manual	0.00	1,479.71	901166
<u>BA0419</u>	Invoice	05/17/2019	OFFICE SUPPLIES & SHOP EXPENSE	0.00	1,479.71	
001004	BUSINESS CARD	05/17/2019	Manual	0.00	773.58	901167
<u>BA0419</u>	Invoice	05/17/2019	TELEPHONE (OFFICE)/POSTAGE	0.00	773.58	
001009	BUSINESS CARD	05/17/2019	Manual	0.00	3,087.31	901168
<u>BA0419</u>	Invoice	05/17/2019	DEVELOPMENT SUPPLIES/UNIFORMS/VA	0.00	3,087.31	
009878	SOUTHERN CALIFORNIA EDISON	05/20/2019	Manual	0.00	22,126.27	901169
<u>SCE0419</u>	Invoice	05/20/2019	POWER FOR PUMPING - APR 19	0.00	22,126.27	
001517	CalPERS	05/22/2019	Manual	0.00	12,173.87	901170
<u>PPE 5-10-19</u>	Invoice	05/22/2019	PAY PERIOD ENDING 5/10/19	0.00	12,173.87	
001630	AT&T MOBILITY	05/22/2019	Manual	0.00	17,799.06	901171
<u>829480028X0505</u>	Invoice	05/22/2019	IPADS & COMMUNICATIONS - APR 19	0.00	17,799.06	
004195	HOME DEPOT CREDIT SERVICES	05/24/2019	Manual	0.00	5,472.67	901172
<u>HD0419</u>	Invoice	05/24/2019	MAINLINE/LEAK REPAIR/SMALL TOOLS/S	0.00	5,472.67	
000025	ICMA RC	05/31/2019	Manual	0.00	7,833.96	901173
<u>ICMARC0519</u>	Invoice	05/31/2019	457 REMITTANCE - MAY 19	0.00	7,833.96	
000248	PAYCHEX	05/31/2019	Manual	0.00	352.66	901174
<u>331010</u>	Invoice	05/31/2019	PAYROLL PROCESSING FEE	0.00	352.66	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	123	83	0.00	526,337.16
Manual Checks	21	21	0.00	92,113.24
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>144</b>	<b>104</b>	<b>0.00</b>	<b>618,450.40</b>

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
013809	WEST COAST CIVIL, INC.	05/09/2019	Manual	0.00	1,330.00	800009
<u>1178</u>	Invoice	05/09/2019	ENGINEERING: SADDLEBACK MAINLINE R	0.00	1,330.00	
009065	RDO EQUIPMENT COMPANY	05/21/2019	Manual	0.00	3,085.96	800010
<u>D1186085</u>	Invoice	05/21/2019	2019 JD AC2-CG40M-30 WELDERARTOR	0.00	3,085.96	
009065	RDO EQUIPMENT COMPANY	05/21/2019	Manual	0.00	106,805.98	800011
<u>D1060955</u>	Invoice	05/21/2019	2019 KENWORTH T270 FLATBED TRUCK	0.00	106,805.98	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	111,221.94
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>111,221.94</u>

**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>
03-00175-003	MORRIS, TISHA L	5/1/2019	Refund	35.10	Check #: 61181
03-00326-017	HUESCHEN, SCOTT M	5/1/2019	Refund	35.10	Check #: 61182
06-00135-016	VONESCH, MARK	5/1/2019	Refund	50.00	Check #: 61183
07-00128-012	NELSON, BRYAN S	5/1/2019	Refund	30.70	Check #: 61184
11-00068-006	LLC, ALTUS INVESTMENTS	5/1/2019	Refund	43.90	Check #: 61185
12-00258-000	TRUST, DAMON FAMILY LIVING	5/1/2019	Refund	12.24	Check #: 61186
13-00240-012	SINCLAIR, JOYCE J	5/1/2019	Refund	49.33	Check #: 61191
14-00180-015	BREWER, BENJAMEN D	5/1/2019	Refund	212.72	Check #: 61192
51-00089-013	ZIMARIK, MONICA L	5/1/2019	Refund	165.52	Check #: 61193
52-00163-013	PRESTIGE PROPERTIES	5/1/2019	Refund	168.66	Check #: 61187
53-00158-007	LARUE, GARY F	5/1/2019	Refund	9.15	Check #: 61188
56-00095-004	GLADDEN, JOSHUA J	5/1/2019	Refund	8.63	Check #: 61189
65-01092-002	QAQUNDAH, JENNY L	5/1/2019	Refund	39.26	Check #: 61190
14-00035-023	BARTH, REBEKA	5/8/2019	Refund	369.81	Check #: 61205
56-00135-005	SMITH, KRISTINE J	5/8/2019	Refund	29.37	Check #: 61206
62-00119-003	HIS LIGHT HOUSE LLC	5/8/2019	Refund	79.80	Check #: 61207
03-00460-008	HAINES, MEGAN	5/15/2019	Refund	91.24	Check #: 61261
05-00131-020	PERES, NICHOLAS E	5/15/2019	Refund	0.64	Check #: 61262
05-00099-013	EF PROPERTIES	5/30/2019	Refund	176.90	Check #: 61263
05-00131-020	PERES, NICHOLAS E	5/30/2019	Refund	43.90	Check #: 61264
07-00102-005	PL SCHENK INC	5/30/2019	Reverse Refund Check Adjustment	(83.07)	VOID REFUND
07-00102-005	PL SCHENK INC	5/30/2019	Refund	83.07	Check #: 61271
09-00074-008	ZARATE, EDUARDO	5/30/2019	Refund	171.79	Check #: 61265
10-00035-003	BROYLES, XAVIE	5/30/2019	Refund	54.97	Check #: 61266
11-00032-004	VALLES, REYNA E	5/30/2019	Refund	19.87	Check #: 61267
53-00026-004	PDQ INVESTMENTS	5/30/2019	Refund	45.46	Check #: 61268
63-00148-014	MAWSON, ROBERT	5/30/2019	Refund	27.67	Check #: 61269
65-00148-008	COX, PAMELA S	5/30/2019	Refund	24.20	Check #: 61270
				<b><u>1,995.93</u></b>	

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

**DIRECTOR PAY**  
 04/13/2019 - 05/24/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	04/17/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/01/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/13/2019	Director Pay Note: ASBCSD DINNER 1/DIR/504/	1.0000	\$173.63	
		05/15/2019	Director Pay Note: WATER RESOURCES & OP COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$694.52	\$0.00
<b>Employee Total:</b>					\$694.52	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	04/17/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/01/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/15/2019	Director Pay Note: FINANCE COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$520.89	\$0.00
<b>Employee Total:</b>					\$520.89	

**DIRECTOR PAY**  
04/13/2019 - 05/24/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	04/13/2019	Director Pay Note: 4/5/19 MWA TECHNICAL ADVISORY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		04/13/2019	Director Pay Note: 4/11/19 MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/13/2019	Mileage / Vehicle Exp Note: 4/11/19 MILES: MWA BOARD MEETING 1/DIR/504/		\$76.10	
		04/13/2019	Mileage / Vehicle Exp Note: 4/5/19 MILES: MWA TECHNICAL ADVISORY COMMITTEE 1/DIR/504/		\$76.10	
		04/17/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/01/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/15/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$1,020.35</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$1,020.35</b>	

**DIRECTOR PAY**  
04/13/2019 - 05/24/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	04/15/2019	Director Pay Note: ASBCSD MEETING 1/DIR/504/	1.0000	\$173.63	
		04/15/2019	Mileage / Vehicle Exp Note: MILES: ABSCSD MEETING 1/DIR/504/		\$92.92	
		04/17/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/01/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/13/2019	Director Pay Note: ASBCSD DINNER 1/DIR/504/	1.0000	\$173.63	
		05/15/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE & JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$961.07	\$0.00
<b>Employee Total:</b>					\$961.07	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	04/17/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/01/2019	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		05/13/2019	Director Pay Note: ASBCSD DINNER 1/DIR/504/	1.0000	\$173.63	
		05/15/2019	Director Pay Note: FINANCE COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$694.52	\$0.00
<b>Employee Total:</b>					\$694.52	



**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	21.0000	\$3,646.23	
Mileage / Vehicle Exp		\$245.12	

<b>Grand Totals:</b>	\$3,891.35	\$0.00
<b>Grand Total:</b>	\$3,891.35	

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

July 10, 2019

Report to: Committee Members

Prepared by: Sarah Johnson

TOPIC: STATUTORY AND REGULATORY REQUIREMENT FOR SALARY SCHEDULE

RECOMMENDATION:

Recommend the Finance Committee review and refer the District's Salary Schedule (including 2019 classification changes) to the Board of Directors for adoption.

ANALYSIS:

As a public employer, we must comply with statutory and regulatory requirements that obligate us to provide Board adopted and publicly available pay schedule. Adoption of the District's salary schedule is an annual or as needed housekeeping item to include any Board approved classification changes. Employers must keep their pay schedules up-to-date and verify that all employee's pay amounts are included within the pay schedule.



RANGE	JOB DESCRIPTION	CLASS	HOURLY												MONTHLY		ANNUALLY		
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	MIN	MAX	MIN	MAX	
1			\$14,343	\$14,701	\$15,069	\$15,446	\$15,832	\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$2,486.09	\$3,261.96	\$29,833.07	\$39,143.57
2			\$14,701	\$15,069	\$15,446	\$15,832	\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$2,548.24	\$3,343.51	\$30,578.90	\$40,177.16	
3			\$15,069	\$15,446	\$15,832	\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$2,611.95	\$3,427.10	\$31,943.37	\$41,125.22	
4			\$15,446	\$15,832	\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$2,677.25	\$3,512.78	\$32,126.95	\$42,153.35	
5			\$15,832	\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$2,744.18	\$3,600.60	\$32,930.13	\$43,207.18	
6			\$16,228	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$2,812.78	\$3,690.61	\$33,753.38	\$44,287.35	
7	OFFICE ASSISTANT (PART TIME)	AFSCME	\$16,633	\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$2,883.10	\$3,782.88	\$34,597.21	\$45,394.54	
8			\$17,049	\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$2,955.18	\$3,877.45	\$35,462.15	\$46,529.41	
9			\$17,475	\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$3,029.06	\$3,974.39	\$36,348.70	\$47,692.64	
10			\$17,912	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$3,104.78	\$4,073.75	\$37,257.42	\$48,884.95	
11	OPERATIONS TECHNICIAN CIRP LABORER	AFSCME	\$18,360	\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$3,182.40	\$4,175.59	\$38,188.85	\$50,107.08	
12			\$18,819	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$3,261.96	\$4,279.98	\$39,143.57	\$51,359.76	
13	CUSTOMER SERVICE REPRESENTATIVE	AFSCME	\$19,290	\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$3,343.51	\$4,386.98	\$40,122.16	\$52,643.75	
14			\$19,772	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$3,427.10	\$4,496.65	\$41,125.22	\$53,959.85	
15	ACCOUNTS RECEIVABLE TECHNICIAN CIRP PIPELAYER I	AFSCME	\$20,266	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$3,512.78	\$4,609.07	\$42,153.35	\$55,308.84	
16	CONSTRUCTION & MAINTENANCE I	AFSCME	\$20,773	\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$3,600.60	\$4,724.30	\$43,207.18	\$56,691.57	
17			\$21,292	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$3,690.61	\$4,842.40	\$44,287.35	\$58,108.85	
18	FIELD SERVICE TECHNICIAN WATER PRODUCTION OPERATOR I ACCOUNTING TECHNICIAN	AFSCME	\$21,824	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$3,782.88	\$4,963.46	\$45,394.54	\$59,561.58	
19	LEAD CUSTOMER SERVICE REPRESENTATIVE SENIOR ADMINISTRATIVE ASSISTANT	AFSCME	\$22,370	\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$3,877.45	\$5,087.55	\$46,529.41	\$61,050.61	
20			\$22,929	\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$3,974.39	\$5,214.74	\$47,692.64	\$62,576.88	
21			\$23,502	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$4,073.75	\$5,345.11	\$48,884.95	\$64,141.30	
22	CONSTRUCTION & MAINTENANCE II CIRP PIPELAYER II	AFSCME	\$24,090	\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$4,175.59	\$5,478.74	\$50,107.08	\$65,744.83	
23			\$24,692	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$4,279.98	\$5,615.70	\$51,359.76	\$67,388.46	
24	WATER PRODUCTION OPERATOR II	AFSCME	\$25,309	\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$4,386.98	\$5,756.10	\$52,643.75	\$69,073.17	
25			\$25,942	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$4,496.65	\$5,900.00	\$53,959.85	\$70,800.00	
26	REGULATORY COMPLIANCE ADMINISTRATIVE ANALYST	AFSCME	\$26,591	\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$4,609.07	\$6,047.50	\$55,308.84	\$72,570.00	
27			\$27,256	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$4,724.30	\$6,189.69	\$56,691.57	\$74,384.25	
28	CONSTRUCTION & MAINTENANCE LEAD CIRP LEAD EQUIPMENT OPERATOR WATER QUALITY SPECIALIST	AFSCME	\$27,937	\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$4,842.40	\$6,353.65	\$58,108.85	\$76,243.85	
29			\$28,635	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$4,963.46	\$6,512.50	\$59,561.58	\$78,149.95	
30	WATER PRODUCTION OPERATOR LEAD DEVELOPMENT COORDINATOR	AFSCME MSC	\$29,351	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$5,087.55	\$6,675.31	\$61,050.61	\$80,103.70	
31	PURCHASING & CONTRACTS ADMINISTRATOR	MSC	\$30,085	\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$5,214.74	\$6,842.19	\$62,576.88	\$82,106.29	
32			\$30,837	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$5,345.11	\$7,013.25	\$64,141.30	\$84,158.95	
33	ACCOUNTANT	MSC	\$31,608	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$5,478.74	\$7,183.58	\$65,744.83	\$86,262.92	
34	EXECUTIVE ASSISTANT	MSC	\$32,398	\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$5,615.70	\$7,368.29	\$67,388.46	\$88,419.49	
35			\$33,208	\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$5,756.10	\$7,552.50	\$69,073.17	\$90,629.98	
36			\$34,038	\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$5,900.00	\$7,741.31	\$70,800.00	\$92,895.73	
37			\$34,889	\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$6,047.50	\$7,934.84	\$72,570.00	\$95,118.12	
38			\$35,762	\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$6,189.69	\$8,133.21	\$74,384.25	\$97,598.58	
39			\$36,656	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$6,353.65	\$8,336.55	\$76,243.85	\$100,038.54	
40	WATER PRODUCTION SUPERVISOR	MSC	\$37,572	\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$6,512.50	\$8,544.96	\$78,149.95	\$102,539.50	
41			\$38,511	\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$6,675.31	\$8,758.58	\$80,103.70	\$105,102.99	
42			\$39,474	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$6,842.19	\$8,977.55	\$82,106.29	\$107,730.57	
43	DISTRIBUTION SUPERVISOR	MSC	\$40,461	\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$7,013.25	\$9,201.99	\$84,158.95	\$110,423.83	
44			\$41,473	\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$7,183.58	\$9,432.04	\$86,262.92	\$113,184.43	
45			\$42,509	\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$7,368.29	\$9,667.84	\$88,419.49	\$116,014.04	
46			\$43,572	\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$7,552.50	\$9,909.53	\$90,629.98	\$118,914.39	
47			\$44,661	\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$58,600	\$7,741.31	\$10,157.27	\$92,895.73	\$121,887.25	
48			\$45,778	\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$58,600	\$60,065	\$7,934.84	\$10,411.20	\$95,118.12	\$124,934.43	
49			\$46,922	\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$58,600	\$60,065	\$61,566	\$8,133.21	\$10,671.48	\$97,598.58	\$128,097.79	
50			\$48,095	\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$58,600	\$60,065	\$61,566	\$63,105	\$8,336.55	\$10,938.27	\$100,038.54	\$131,259.24	
51			\$49,298	\$50,530	\$51,794	\$53,088	\$54,416	\$55,776	\$57,170	\$58,600	\$60,065	\$61,566	\$63,105	\$64,683	\$8,544.96	\$11,211.73	\$102,539.50	\$134,940.72	
52																			

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

July 10, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:  
REVISIT CRITERIA FOR TWO RECENTLY-ESTABLISHED FEES

RECOMMENDATION:

Refer to Board for approval of modification to Meter Quote fee and elimination of H Zone Reimbursement Fee.

ANALYSIS:

A new Meter Quote fee was included and the previously-existing Backflow/Cross-Connection Devices fee was reaffirmed recently as part of the 3/20/19 Board approval of quite a few new and updated fees. Staff recommends revisiting both of these particular fees

1. The new Meter Quote fee was approved allowing one free meter quote per calendar month, per customer. That was an error and not the final recommendation from Curt and me. This free service is incongruent with our philosophy that development pays its own way and we know that the vast majority of quotes do not result in meter purchases.

EXISTING LANGUAGE:

ARTICLE 13.31 METER QUOTE. *An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a meter quote. An applicant is allowed one (1) free meter quote per calendar month; additional meter quotes will be provided upon payment of the charge.*

ARTICLE 14.31 METER QUOTE. *A charge of \$19.00 per meter will be paid by applicant requesting a meter quote, when such request is in addition to one (1) free meter quote provided per calendar month.*

It is our recommendation that you reconsider the criteria for this fee, and the recommended changes are proposed below:

ARTICLE 13.31 METER QUOTE. *An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a meter quote. Meter quotes will be provided upon payment of the charge.*

ARTICLE 14.31 METER QUOTE. *A charge of \$19.00 per meter will be paid by applicant requesting a meter quote.*

Thus far, all meter quotes provided since the fee was approved on 3/20/19 except for one were already

to their water account, and then moving forward after Board approval of the \$19 fee for every meter quote.

2. The recently re-affirmed Backflow/Cross-Connection Devices fee is applicable to the 200+/- backflow devices currently installed by customers to protect water quality. During review, Curt and I were ambivalent about the fee and decided to leave it in at the same rate. Ambivalence came from there being almost no history of costs associated with the program and direction from a prior GM to not charge customers the fee, with no charges occurring for at least 10 years. Recent discussions with Interim GM Ban have clarified and we now recommend elimination of the fee.

While there is almost no history of costs allocated to the backflow program, it means that we haven't been assigning the costs being incurred to the proper account – there ARE program costs, just not properly allocated. A prior GM felt that the purpose of the backflow program – to protect water quality – was a benefit to ALL customers. And since the customers with backflow devices already have to pay for the installation, testing and maintenance of those devices, he didn't feel it was fair to also charge them an annual fee. We also found that there were no other local agencies charging such a fee.

#### EXISTING LANGUAGE:

*ARTICLE 13.12 BACKFLOW/CROSS-CONNECTION DEVICES. \$25.00 annually, payable in January of each year, will be charged to customers required to install and maintain a Backflow/Cross-Connection Device.*

*ARTICLE 14.12 BACKFLOW/CROSS-CONNECTION DEVICES. \$25.00 annually, payable in January of each year, will be charged to customers required to install and maintain a Backflow/Cross-Connection Device.*

Recent discussion with Interim GM Ban indicates that some changes have occurred and the District is contracting with a company to handle most of the administration associated with the program, which results in a fraction of the past staff effort required to operate the program. That contract costs \$500 per year, and we're guesstimating another \$500 cost for the program. Absent what appears to be no more than \$1,000 in annual costs, it does not make sense to pass such small costs along to so few customers with backflow devices. And since fees cannot exceed costs, there aren't enough costs to justify anywhere near the \$25 fee, and the real fee would be in the neighborhood of \$5 per year ( $\$1,000 \div 200$  devices). With the effort required to bill and collect, the cost of doing so would exceed the small fee. In the long-term, GM Ban and I agreed that we will start accurately tracking the costs of the program going forward, and by doing so, we will know when/if costs warrant such billing effort.

It is our recommendation that the Backflow/Cross-Connection Devices fee be eliminated at this time.

Change/elimination of fees will require the Board to adopt a new resolution, which will be prepared before this item goes back to the Board for consideration.

#### FISCAL IMPACT:

Minor additional revenue from Meter Quote fees, minor elimination of revenue from Backflow fees that weren't billed for years anyway; net additional revenue less than \$1,000 per year at this time.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

July 10, 2019

Report to: Committee

Prepared by: Susan Greer



TOPIC:

CONSIDER ELIMINATION OF H ZONE AND COPPER MOUNTAIN COLLEGE (CMC) FRONT FOOTAGE REIMBURSEMENT FEES

RECOMMENDATION:

Recommend elimination of H Zone front footage reimbursement fees and continuance of CMC reimbursement of front footage fees.

ANALYSIS:

In 2008, the District replaced 56,575 feet of mainline in the H Zone area, at a cost of \$4,183,281 (work was done by a contractor.) At the time, the County required any development in the area to either (1) upgrade or install an appropriately-located fire hydrant, or (2) install fire sprinklers which required a 1" meter. Either of these options cost a developer many thousands of dollars, and the upgrade of the pipes and fire hydrants in the H Zone eliminated both of the County requirements, saving the developers substantially. For this reason, the District felt it was fair to initiate the H Zone pipeline reimbursement policy, requiring developers to reimburse the District their pro rata share of pipeline reimbursement costs in the area, based on the District's cost to install the pipeline at the time, \$37 per foot. Such fees apply only to new development.

Subsequent to the H Zone project, around 2011, the County started requiring fire sprinklers for *all new development*, thereby eliminating any savings to developers as a result of the replacement of the H Zone water mains. Note that the District didn't do the H Zone water main replacement project counting on or because of the future refunds from developers; the project was initiated in the normal course of business as an area needing pipes replaced, and the reimbursement policy was adopted after completion. With the upcoming water main replacement program, Staff has questions about whether this program is still appropriate and whether similar upcoming replacement projects should be handled in the same way, with a separate pipeline replacement policy for each project area.

We have an existing, similar-but-different project, the Copper Mountain College (CMC) pipeline, installed in 2004, which added 11,710 feet of water main, EXTENDING (not replacing) the water system to reach the college. This is treated as a refund agreement, with any customers that develop the previously unserved and vacant parcels having to pay a front footage fee to reimburse the District. Unlike the H Zone project, which replaced already existing water mains, the CMC project extended the mainline over two miles.

Staff recommends that the District maintain the current CMC pipeline reimbursement policy, as that project actually *extended the mainline*, providing opportunity for developers to connect to the system

without need for water main extension, where such opportunity didn't previously exist. Staff is proposing that we continue to treat the District just as we would treat a developer in the case where the developer extends the mainline and is entitled to a refund from other developers who subsequently connect to that mainline.

Conversely, Staff believes the H Zone reimbursement policy has outlived its usefulness. No advantage or opportunity exists for developers in the area due to the pipeline *replacement*, and the same will be the case with all of the upcoming water main replacement projects. The water mains belong to the District, including responsibility for their ongoing maintenance and replacement. While this discussion is specific to the H Zone project, the question about the policy arose as related to the District's new program of work – the upcoming pipeline replacement projects. Staff also recommends that the District assume responsibility for funding of this replacement work without requiring reimbursement from developers installing new meters in the project areas.

Funding for ongoing pipeline replacement will have to be brought up again during the next rate study, due in 2022. There are many different ways to fund the program. For example, HDWD has a separate "capital replacement charge" on their monthly bills, specifically for pipeline replacement, in order to fund their ongoing program.

There haven't been a lot of transactions in the H Zone area; in fact only six different H Zone reimbursements have been collected in 10 years since 2009 totaling, \$35,816, so this isn't a huge source of revenue.

There is another policy matter, that of Refund Agreements, which relates to this already-complicated issue. In an effort to make this as simple as possible, we are taking the issues up one at a time, and we will bring that topic back next month.

#### FISCAL IMPACT:

Elimination of the H Zone Reimbursement fee would result in loss of some minor revenue, average \$3,582 per year, although individual charges vary because of front footage differences.

RESOLUTION 08-837

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
AMENDING RESOLUTION 97-572, AS AMENDED,  
RELATING TO REIMBURSEMENT AGREEMENTS

WHEREAS, the Joshua Basin Water District (“District”) provides refund agreements for applicants who install mainlines adjacent to parcels owned by others where the mainlines would have had to be installed before water service could be provided; and

WHEREAS, those refund agreements provide the applicants potential for reimbursement since they advanced funds to build infrastructure that benefits others; and

WHEREAS, in situations where the District installs mainlines adjacent to parcels that are not currently connected to the water system, providing infrastructure that would have been required before water service could be provided, the District should be entitled to reimbursement; and

WHEREAS, in situations where the District upgrades and/or replaces mainlines adjacent to parcels that are not currently connected to the water system, providing infrastructure for development that eliminates the need for sprinklers and/or additional fire hydrants, the District should be entitled to reimbursement.

NOW, THEREFORE, IT IS RESOLVED that Resolution 97-572—the Rules and Regulations, are amended as follows.

The title of Article VII is changed from REFUND AGREEMENTS to REFUND AND REIMBURSEMENT AGREEMENTS

**Article 7.5 REIMBURSEMENT AGREEMENTS**

Where the District has installed new mainlines or replaced mainlines adjacent to parcels not currently connected to the water system, the District will be reimbursed a Front Footage Fee. The footage is measured along the side of the parcel that sits adjacent to the mainline, from property corner to property corner. In situations where the mainline sits adjacent to two sides of the parcel, the shortest measurement will be used to compute the fee. The fee is computed by taking all of the costs incurred to install or upgrade the mainline divided by the number of feet of mainline installed then divided in half to allocate the charge to parcels on both sides of the street. The Front Footage Fee is calculated by multiplying the footage measurement by the fee. The Board of Directors will adopt each reimbursement agreement separately as projects are completed. Adopted reimbursement agreements are listed in Article 13.18.1



Article 13.18.1 FRONT FOOTAGE FEE


Mainline installation or replacement projects in the following areas have been installed at District expense. Future development of parcels in the following project areas requires payment of a Front Footage Fee, per foot of frontage along the mainline. See Article 7.5

Copper Mountain College, December, 2004 \$26.00 per foot

H Zone, October 2008 \$37.00 per foot

ADOPTED this 15<sup>th</sup> day of October, 2008.

By:

  
William C. Long, President

Attest:

  
Joe Guzzetta, Secretary

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

July 10, 2019

Report to: Committee

Prepared by: Susan Greer 

**TOPIC:**

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

**RECOMMENDATION:**

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

**ANALYSIS:**

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

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

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

Page 4, Equipment & Technology Replacement Reserve. Information about the \$1.7M costs for new CIRP vehicles/equipment has been added along with an indication that this reserve funding should be increased to fund replacement of that new equipment in 10 years has also been added. (Note that the additional cost would double the existing funding for the Equipment & Technology Replacement Reserve, and such funding doesn't exist within the current Rate Study funding. I recommend we leave as-is for now, address with the next Rate Study in 2021/2022 and play catch-up after that.)

Page 4, Meter Replacement Reserve. I added information that we would transfer any remaining balance in this reserve to the CIP Reserve after meter replacement is complete.

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

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

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

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

FISCAL IMPACT:

N/A

# CURRENT

## ARTICLE 9

### RESERVE FUND POLICY

(Article 9 approved by BoD on 04/18/2018 and Resolution No. 18-985 approved on 05/16/2018)

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

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

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

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

#### 9.01.01 GUIDING PRINCIPLES

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

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

**9.01.02 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 9.01.05 PROCEDURES

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

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

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

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

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

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



# MARK-UP

## ARTICLE 9

### RESERVE FUND POLICY

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

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

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

- Compliance with applicable statutory requirements.
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  - Provide funding for well-maintained infrastructure for current and future ratepayers; and
  - Allow the District to respond to an ever-changing environment, such as drought or new water quality mandates.

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

### **9.01.02 DEFINITIONS**

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

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

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

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

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

and when *no minimum balance is required*.

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

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

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

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

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

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

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

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

### 9.01.05 PROCEDURES

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

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

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

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

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

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

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

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## ARTICLE 9

### RESERVE FUND POLICY

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

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

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

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

#### 9.01.01 GUIDING PRINCIPLES

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

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

### **9.01.02 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Meter Replacement Reserve Account - Targets replacement of water meters approximately every 20 years. A multi-year meter replacement project has been approved which began in fiscal year 18/19, scheduled to end in fiscal 22/23 at cost of \$2,000,000. In fiscal 23/24, or after meter replacement is complete, the annual funding should decrease so that the meter replacement fund achieves the appropriate balance after 20 years, (based on an updated estimated future replacement cost apportioned over 20 years), to provide funding for the subsequent meter replacement cycle. Any funds remaining in the Meter Replacement Reserve Account after meter replacement is complete will be transferred to the CIP Reserve Account.

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

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

### 9.01.05 PROCEDURES

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

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

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

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

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

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

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