



**FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 9, 2022 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

Pursuant to Resolution No. 21-1035, and in an effort to protect public health and prevent the spread of Covid-19 (Coronavirus), and because state and local officials are recommending measures to promote social distancing, the public may view this meeting online.

There will be no public location for attending in person.

This virtual meeting will be streamed at:

<https://us02web.zoom.us/j/84421933467?pwd=UHloQlBzWGVIN0RGZlc5bXIzaktSdz09>

You may also join by phone at 1-253-215-8782, Meeting ID: 84421933467 Passcode: 158634

AGENDA

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT -**
6. **ITEMS FOR APPROVAL –**
 - Draft Minutes January 12, 2022
7. **DECEMBER 2021 CHECK REGISTERS –** Director Anne Roman - Review, ask questions, and refer to the Board of Directors for approval.
8. **SADDLEBACK PIPELINE & DESIGN PROJECT RECAP –** Receive report and refer to the Board of Directors for information only.
9. **STAFF REPORT –** Director Anne Roman – Recommend that the Finance Committee receive report and refer to the Board of Directors for information only.
10. **ADJOURNMENT -**

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JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, January 12, 2022
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Floen called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Floen and Director Unger

STAFF PRESENT –Sarah Johnson, Acting General Manager, Anne Roman, Director of Finance, and Autumn Rich, Accounting Supervisor.

GUESTS -2

APPROVAL OF AGENDA – MSC¹ (Floen/Unger) motion carried to approve the January 12, 2022 Finance Committee Agenda.

PUBLIC COMMENT – None

ITEMS FOR APPROVAL –

MSC¹ (Unger/Floen) motion carried to approve the September 2021 Check Register and the December 8, 2021 Draft Minutes.

NOVEMBER 2021 CHECK REGISTER – The Committee reviewed the November 2021 check register and a brief Q&A followed. MSC¹ (Unger/Floen) motion carried to refer the November 2021 check register to the Board of Directors for approval.

1ST QUARTER ENDING 09/30/2021 FINANCIAL REPORT – Director Anne Roman gave the staff report and a brief Q&A followed with the Committee. MSC¹ (Unger/Floen) motion carried to refer the 1st Quarter Financial Report to the Board of Directors to approve.

STAFF REPORTS – Director Anne Roman gave the Committee an update on the upcoming Rate Study that will be presented to the Board of Directors. This update was received for information only and no action was taken.

ADJOURNMENT - MSC¹ (Unger/Floen) motion carried to adjourn the Finance Committee meeting at 10:46 a.m.

Respectfully Submitted,

Anne Roman, Director of Finance

Check Report

By Vendor DBA Name

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000495	**Void**	12/15/2021	Regular	0.00	0.00	63950
000495	ACCOUNTEMPS	12/01/2021	Regular	0.00	1,141.29	63898
58869683	Invoice	12/01/2021	TEMPORARY LABOR	0.00	657.58	
58921328	Invoice	12/01/2021	TEMPORARY LABOR	0.00	483.71	
000495	ACCOUNTEMPS	12/15/2021	Regular	0.00	1,288.18	63938
58970709	Invoice	12/15/2021	TEMPORARY LABOR	0.00	644.09	
59008820	Invoice	12/15/2021	TEMPORARY LABOR	0.00	644.09	
000495	ACCOUNTEMPS	12/28/2021	Regular	0.00	962.27	63977
59065483	Invoice	12/28/2021	TEMPORARY LABOR	0.00	641.51	
59094910	Invoice	12/28/2021	TEMPORARY LABOR	0.00	320.76	
000501	ACWA/JPIA	12/28/2021	Regular	0.00	23,655.99	63957
0678301	Invoice	12/28/2021	EE HEALTH BENEFIT & EAP JAN 22	0.00	23,655.99	
000675	AQUA-METRIC SALES COMPANY	12/01/2021	Regular	0.00	5,870.87	63904
INV0085482	Invoice	12/01/2021	INVENTORY	0.00	5,870.87	
000675	AQUA-METRIC SALES COMPANY	12/15/2021	Regular	0.00	12,500.73	63944
INV0085637	Invoice	12/15/2021	INVENTORY	0.00	12,500.73	
013019	ARBORIST SERVICES	12/01/2021	Regular	0.00	775.00	63891
9084	Invoice	12/01/2021	DEMO GARDN/BUILD MAINT THRU 11/15/21	0.00	775.00	
013019	ARBORIST SERVICES	12/28/2021	Regular	0.00	775.00	63971
9088	Invoice	12/28/2021	DEMO GARDN/BUILD MAINT THRU 12/15/21	0.00	775.00	
001630	AT&T MOBILITY	12/15/2021	Manual	0.00	2,922.09	901868
829480028X1205...	Invoice	12/15/2021	COMMUNICATIONS - NOV 21	0.00	2,922.09	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	12/28/2021	Regular	0.00	4,074.11	63958
638899	Invoice	12/28/2021	LABOR LEGAL SERVICES THRU 11/30/21	0.00	847.35	
638901	Invoice	12/28/2021	LEGAL SERVICES THRU 11/30/21	0.00	3,226.76	
000214	BABCOCK LABORATORIES, INC.	12/01/2021	Regular	0.00	798.00	63878
CK11205-2287	Invoice	12/01/2021	HDMC WWTP - SAMPLING	0.00	327.60	
CK11729-2287	Invoice	12/01/2021	HDMC WWTP - SAMPLING	0.00	470.40	
000214	BABCOCK LABORATORIES, INC.	12/15/2021	Regular	0.00	2,076.90	63922
CK10111-2287	Invoice	12/15/2021	SAMPLING	0.00	102.00	
CK10824-2287	Invoice	12/15/2021	SAMPLING	0.00	102.00	
CK11795-2287	Invoice	12/15/2021	SAMPLING	0.00	40.00	
CK11800-2287	Invoice	12/15/2021	SAMPLING	0.00	102.00	
CL10133-2287	Invoice	12/15/2021	SAMPLING	0.00	252.00	
CL10313-2287	Invoice	12/15/2021	HDMC WWTP - SAMPLING	0.00	327.60	
CL10682-2287	Invoice	12/15/2021	SAMPLING	0.00	51.00	
CL10684-2287	Invoice	12/15/2021	SAMPLING	0.00	126.00	
CL10685-2287	Invoice	12/15/2021	SAMPLING	0.00	68.00	
CL10689-2287	Invoice	12/15/2021	SAMPLING	0.00	102.00	
CL10938-2287	Invoice	12/15/2021	SAMPLING	0.00	327.60	
CL10957-2287	Invoice	12/15/2021	SAMPLING	0.00	476.70	
000214	BABCOCK LABORATORIES, INC.	12/28/2021	Regular	0.00	1,246.30	63959
CL11203-2287	Invoice	12/28/2021	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	34.00	
CL11474-2287	Invoice	12/28/2021	PLAN CHECK: AUTOCAMP - SAMPLING	0.00	17.00	
CL11478-2287	Invoice	12/28/2021	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	34.00	

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CL11626-2287	Invoice	12/28/2021	SAMPLING	0.00	119.00	
CL11689-2287	Invoice	12/28/2021	SAMPLING	0.00	448.00	
CL11721-2287	Invoice	12/28/2021	HDMC WWTP - SAMPLING	0.00	227.85	
CL11949-2287	Invoice	12/28/2021	HDMC WWTP - SAMPLING	0.00	366.45	
013338	BEVERLY KRUSHAT	12/28/2021	Regular	0.00	100.00	63960
BK122021	Invoice	12/28/2021	REIMB: PERSONNEL SUPPLIES	0.00	100.00	
004110	BURRTEC WASTE & RECYCLING SVCS	12/09/2021	Regular	0.00	-430.64	901852
004110	BURRTEC WASTE & RECYCLING SVCS	12/09/2021	Manual	0.00	861.28	901867
BW113021	Invoice	12/09/2021	TRASH REMOVAL (SHOP) - OCT & NOV 21	0.00	861.28	
004110	BURRTEC WASTE & RECYCLING SVCS	12/15/2021	Manual	0.00	459.85	901869
BW1221	Invoice	12/15/2021	TRASH & RECYCLING (OFFICE) - DEC 21	0.00	162.03	
BW1221B	Invoice	12/15/2021	TRASH REMOVAL (SHOP) - DEC 21	0.00	297.82	
001519	CALIFORNIA RURAL WATER ASSOCIATION	12/28/2021	Regular	0.00	1,435.00	63961
CRWA113021	Invoice	12/28/2021	MEMBERSHIP DUES 01/22 - 01/23	0.00	1,435.00	
001517	CalPERS	12/21/2021	Manual	0.00	13,924.63	901874
PPE 11-19-21	Invoice	12/21/2021	PAY PERIOD ENDING 11/19/21	0.00	13,924.63	
013909	CARTEGRAPH SYSTEMS LLC	12/28/2021	Regular	0.00	11,561.75	63975
BD0002965	Invoice	12/28/2021	SEMS & APP RENEWAL THRU 12/31/22	0.00	11,561.75	
001555	CENTRATTEL LLC	12/15/2021	Regular	0.00	652.13	63923
211202252101	Invoice	12/15/2021	DISPATCH SERVICES - NOV 21	0.00	652.13	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	12/01/2021	Manual	0.00	1,612.18	901861
3990561-1105903	Invoice	12/01/2021	EE LIFE INSURANCE - NOV 21	0.00	1,612.18	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	12/28/2021	Manual	0.00	1,612.18	901877
3990561-1205041	Invoice	12/28/2021	EE LIFE INSURANCE - DEC 21	0.00	1,612.18	
013373	CORE & MAIN LP	12/15/2021	Regular	0.00	692.84	63925
P996041	Invoice	12/15/2021	TILFORD SUPPLIES	0.00	692.84	
002200	DEPT OF THE INTERIOR-BLM	12/01/2021	Regular	0.00	16,719.24	63881
2022008972	Invoice	12/01/2021	RIGHT OF WAY RENTAL - 2022	0.00	16,719.24	
002565	DUDEK AND ASSOCIATES, INC	12/01/2021	Regular	0.00	1,485.00	63882
202108838	Invoice	12/01/2021	ENG SERV: HDMC WWTP THRU 10/29/21	0.00	1,485.00	
002565	DUDEK AND ASSOCIATES, INC	12/28/2021	Regular	0.00	990.00	63962
202109778	Invoice	12/28/2021	ENG SERV: HDMC WWTP THRU 11/26/21	0.00	990.00	
VEN01466	FEDAK & BROWN LLP	12/28/2021	Regular	0.00	2,245.00	63963
FB122421	Invoice	12/28/2021	FINANCIAL AUDIT 20/21 - DEC 21	0.00	2,245.00	
000156	FORSHOCK	12/01/2021	Regular	0.00	243.00	63892
2100120	Invoice	12/01/2021	MONTHLY SCADA MONITORING - DEC 21	0.00	38.00	
2100121	Invoice	12/01/2021	MONTHLY SCADA MONITORING - DEC 21	0.00	205.00	
000156	FORSHOCK	12/28/2021	Regular	0.00	6,176.23	63973
2100129	Invoice	12/28/2021	WELL 14 4-LOG TREATMENT REPAIRS	0.00	6,176.23	
013222	FRONTIER COMMUNICATIONS INC.	12/01/2021	Regular	0.00	2,674.08	63883
CAFLN03301121	Invoice	12/01/2021	DAMAGE CLAIM #CAFLN03301121	0.00	2,674.08	
013222	FRONTIER COMMUNICATIONS INC.	12/15/2021	Regular	0.00	205.47	63926
FC1221	Invoice	12/15/2021	HDMC WWTP - TELEPHONE	0.00	205.47	
000058	GARDA CL WEST, INC.	12/01/2021	Regular	0.00	530.45	63884
10667051	Invoice	12/01/2021	COURIER FEES - DEC 21	0.00	530.45	

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
004018	HACH COMPANY	12/28/2021	Regular	0.00	2,184.36	63964
12779807	Invoice	12/28/2021	PUMPING PLANT SUPPLIES	0.00	1,715.71	
12785142	Invoice	12/28/2021	PUMPING PLANT SUPPLIES	0.00	468.65	
013802	HASA, INC.	12/28/2021	Regular	0.00	582.38	63965
790379	Invoice	12/28/2021	WATER TREATMENT EXPENSE	0.00	582.38	
004152	HI-DESERT STAR	12/15/2021	Regular	0.00	200.00	63927
40115	Invoice	12/15/2021	ADV: WATER CONSERVATION MEDIA	0.00	200.00	
004195	HOME DEPOT CREDIT SERVICES	12/28/2021	Regular	0.00	2,202.13	63966
HD1121	Invoice	12/15/2021	WELL 14 4-LOG/TILFORD/SHOP SUPPLIES	0.00	2,202.13	
004195	HOME DEPOT CREDIT SERVICES	12/28/2021	Regular	0.00	-2,202.13	63966
004195	HOME DEPOT CREDIT SERVICES	12/15/2021	Manual	0.00	2,202.13	901873
HD1121-1	Invoice	12/15/2021	WELL 14 4-LOG/TILFORD/SHOP SUPPLIES	0.00	2,202.13	
000025	ICMA RC	12/31/2021	Manual	0.00	5,475.00	901878
ICMARC1221	Invoice	12/31/2021	457 REMITTANCE - DEC 21	0.00	5,475.00	
013365	IMAGE SOURCE	12/01/2021	Regular	0.00	139.97	63880
25AR1366854	Invoice	12/01/2021	OFFICE EXPENSE 10/30/21 - 11/29/21	0.00	139.97	
013365	IMAGE SOURCE	12/15/2021	Regular	0.00	29.25	63924
25AR1369398	Invoice	12/15/2021	SHOP EXPENSE 11/01/21 - 11/30/21	0.00	29.25	
013797	INFOSEND, INC.	12/01/2021	Regular	0.00	3,107.24	63886
201099	Invoice	12/01/2021	PRINT & MAIL WATER BILL - OCT 21	0.00	3,107.24	
013797	INFOSEND, INC.	12/28/2021	Regular	0.00	3,104.86	63967
202868	Invoice	12/28/2021	PRINT & MAIL WATER BILL - NOV 21	0.00	3,104.86	
004720	INLAND WATER WORKS	12/01/2021	Regular	0.00	1,416.74	63887
S1049833.003	Invoice	12/01/2021	SMALL TOOLS - DISTRIBUTION	0.00	568.45	
S1050796.CC1	Invoice	12/01/2021	TILFORD SUPPLIES	0.00	399.54	
S1050990.001	Invoice	12/01/2021	TRACTOR MAINTENANCE SUPPLIES	0.00	448.75	
004720	INLAND WATER WORKS	12/15/2021	Regular	0.00	991.30	63928
S1049046.003	Invoice	12/15/2021	PUMPING PLANT SUPPLIES	0.00	991.30	
004720	INLAND WATER WORKS	12/28/2021	Regular	0.00	4,783.39	63968
S1050983.CC1	Invoice	12/28/2021	TRACTOR MAINTENANCE SUPPLIES	0.00	2,841.95	
S1051966.CC1	Invoice	12/28/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,244.51	
S1051995.CC1	Invoice	12/28/2021	SMALL TOOLS - PRODUCTION	0.00	696.93	
009054	KATHLEEN J. RADNICH	12/01/2021	Regular	0.00	1,084.00	63888
21-1114-1	Invoice	12/01/2021	PUBLIC RELATIONS SERVICES	0.00	619.50	
21-1121-1	Invoice	12/01/2021	PUBLIC RELATIONS SERVICES	0.00	464.50	
009054	KATHLEEN J. RADNICH	12/15/2021	Regular	0.00	2,102.50	63929
21-1128-1	Invoice	12/15/2021	PUBLIC RELATIONS SERVICES	0.00	464.50	
21-1205-1	Invoice	12/15/2021	PUBLIC RELATIONS SERVICES	0.00	871.50	
21-1212-1	Invoice	12/15/2021	PUBLIC RELATIONS SERVICES	0.00	766.50	
009054	KATHLEEN J. RADNICH	12/28/2021	Regular	0.00	934.50	63969
21-1219-1	Invoice	12/28/2021	PUBLIC RELATIONS SERVICES	0.00	504.00	
21-1226-1	Invoice	12/28/2021	PUBLIC RELATIONS SERVICES	0.00	430.50	
000134	KENNEDY/JENKS CONSULTANTS, INC.	12/28/2021	Regular	0.00	2,987.50	63970
151578	Invoice	12/28/2021	2020 URBAN WTR MGMT THRU 11/26/21	0.00	2,987.50	
013804	L.O. LYNCH QUALITY WELLS AND PUMPS, INC.	12/08/2021	Regular	0.00	102,999.00	63921
18349	Invoice	12/08/2021	WELL 14 4-LOG TREATMENT	0.00	102,999.00	

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	12/01/2021	Regular	0.00	2,256.80	63889
37-49-11475	Invoice	12/01/2021	TEMPORARY LABOR	0.00	1,289.60	
37-49-11512	Invoice	12/01/2021	TEMPORARY LABOR	0.00	967.20	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	12/15/2021	Regular	0.00	2,579.20	63930
37-49-11557	Invoice	12/15/2021	TEMPORARY LABOR	0.00	1,289.60	
37-49-11598	Invoice	12/15/2021	TEMPORARY LABOR	0.00	1,289.60	
010633	LISA THOMPSON	12/01/2021	Regular	0.00	702.34	63890
LT052621	Invoice	12/01/2021	EDUCATION REIMBURSEMENT	0.00	539.34	
LT072921	Invoice	12/01/2021	EDUCATION REIMBURSEMENT	0.00	163.00	
006507	McMASTER-CARR SUPPLY COMPANY	12/15/2021	Regular	0.00	1,691.94	63931
68912495	Invoice	12/15/2021	SMALL TOOLS/WELL 14 4-LOG SUPPLIES	0.00	487.06	
69009464	Invoice	12/15/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	992.38	
69066738	Invoice	12/15/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	115.60	
69147452	Invoice	12/15/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	96.90	
006507	McMASTER-CARR SUPPLY COMPANY	12/28/2021	Regular	0.00	1,622.26	63972
69893435	Invoice	12/28/2021	WELL 14 4-LOG & PUMPING PLANT SUPPLIES	0.00	1,622.26	
000233	NAPA AUTO PARTS	12/15/2021	Regular	0.00	1,241.55	63949
383103	Invoice	12/15/2021	VEHICLE MAINTENANCE: V43	0.00	145.26	
384837	Invoice	12/15/2021	DUMP TRUCK SUPPLIES: E1DT	0.00	24.68	
384859	Invoice	12/15/2021	VEHICLE MAINTENANCE: V37	0.00	46.04	
384966	Invoice	12/15/2021	VEHICLE MAINTENANCE: V40	0.00	107.74	
385001	Invoice	12/15/2021	VEHICLE MAINTENANCE	0.00	423.24	
385747	Invoice	12/15/2021	SMALL TOOLS - DISTRIBUTION	0.00	239.14	
386960	Invoice	12/15/2021	VEHICLE MAINTENANCE: V33 & V41	0.00	36.19	
386973	Invoice	12/15/2021	VEHICLE MAINTENANCE: V33	0.00	219.26	
003930	NBS	12/01/2021	Regular	0.00	1,295.00	63894
1021000160	Invoice	12/01/2021	CMM ADMIN- ANNUAL REPORTING	0.00	1,295.00	
003930	NBS	12/28/2021	Regular	0.00	6,805.65	63974
1221000273	Invoice	12/28/2021	CMM ADMIN FEES - 1ST QTR 22	0.00	2,105.00	
1221000274	Invoice	12/28/2021	STANDBY ADMIN FEES - 1ST QTR 22	0.00	4,700.65	
000070	ONLINE INFORMATION SERVICES, INC.	12/15/2021	Regular	0.00	249.03	63932
1098489	Invoice	12/15/2021	ID VERIF. SERV. THRU 11/30/21	0.00	249.03	
013004	PAOLO FICARA	12/01/2021	Regular	0.00	500.00	63895
PF120121	Invoice	12/01/2021	PARCEL RENTAL: 0606-321-31 - DEC 2021	0.00	500.00	
013004	PAOLO FICARA	12/15/2021	Regular	0.00	500.00	63933
PF010122	Invoice	12/15/2021	PARCEL RENTAL: 0606-321-31 - JAN 2022	0.00	500.00	
013207	PARCELQUEST	12/01/2021	Regular	0.00	1,199.00	63879
8583-12-2021	Invoice	12/01/2021	PARCEL INFO DATABASE 1/21/22-1/20/23	0.00	1,199.00	
VEN01533	PAYMENTUS GROUP INC.	12/17/2021	Manual	0.00	4,357.90	901890
INV-15-117495	Invoice	12/17/2021	CREDIT CARD PROCESSING FEE - NOV 21	0.00	4,357.90	
008415	PRUDENTIAL OVERALL SUPPLY	12/01/2021	Regular	0.00	177.08	63896
23241731	Invoice	12/01/2021	SHOP EXPENSE	0.00	109.97	
23241733	Invoice	12/01/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	12/15/2021	Regular	0.00	238.09	63934
23248290	Invoice	12/15/2021	SHOP EXPENSE	0.00	170.98	
23248292	Invoice	12/15/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	12/28/2021	Regular	0.00	177.08	63976
23255147	Invoice	12/28/2021	SHOP EXPENSE	0.00	109.97	
23255148	Invoice	12/28/2021	SHOP EXPENSE	0.00	67.11	

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013938 13158	PURA AQUA, INC. Invoice	12/15/2021	12/15/2021 Regular WELL 14 4-LOG TREATMENT SUPPLIES	0.00	2,357.15	63935
013361 WOG00012066 WOG00012067 WOG00012068 WOG00012069 WOG00012070 WOG00012071 WOG00012072	QUINN COMPANY Invoice Invoice Invoice Invoice Invoice Invoice Invoice	12/15/2021 12/15/2021 12/15/2021 12/15/2021 12/15/2021 12/15/2021 12/15/2021	12/15/2021 Regular GENERATOR 1 ANNUAL MAINTENANCE GENERATOR 2 ANNUAL MAINTENANCE GENERATOR 3 ANNUAL MAINTENANCE GENERATOR 4 ANNUAL MAINTENANCE GENERATOR 5 ANNUAL MAINTENANCE GENERATOR 6 ANNUAL MAINTENANCE GENERATOR 7 ANNUAL MAINTENANCE	0.00 0.00 0.00 0.00 0.00 0.00 0.00	7,743.94 1,011.21 953.24 1,627.70 1,561.27 910.37 809.77 870.38	63936
009065 W2737245 W2739245 W2739A45	RDO EQUIPMENT COMPANY Invoice Invoice Credit Memo	12/15/2021 12/15/2021 12/15/2021	12/15/2021 Regular TRACTOR MAINT: E71 TRACTOR MAINTENANCE SUPPLIES CREDIT: TRACTOR MAINTENANCE SUPPLIES	0.00 0.00 0.00	597.95 597.95 562.80 -562.80	63937
013782 RA111621	RENE'S AQUATICS Invoice	12/01/2021	12/01/2021 Regular CPR & AED TRAINING	0.00	700.00	63897
000091 SB112421	SAN BERNARDINO COUNTY RECORDER Invoice	12/01/2021	12/01/2021 Regular RELEASE OF LIENS	0.00	280.00	63920
000091 SB121621	SAN BERNARDINO COUNTY RECORDER Invoice	12/28/2021	12/28/2021 Regular RELEASE OF LIENS	0.00	20.00	63978
013831 182496	SATMODO LLC Invoice	12/01/2021	12/01/2021 Regular EMERGENCY SATELLITE PHONES - DEC 21	0.00	151.86	63899
013820 2003066-IN	SC FUELS Invoice	12/01/2021	12/01/2021 Regular FUEL FOR VEHICLES	0.00	4,866.98	63900
013820 2017496-IN	SC FUELS Invoice	12/15/2021	12/15/2021 Regular FUEL FOR VEHICLES	0.00	4,903.84	63939
013833 J82447	SERVICEMASTER 360 PREMIER CLEANING Invoice	12/01/2021	12/01/2021 Regular JANITORIAL SERVICES - DEC 21	0.00	997.65	63901
009898 GAS1121 GAS1221	SOCALGAS Invoice Invoice	12/21/2021 12/21/2021	12/21/2021 Manual HEAT FOR SHOP - THRU 11/17/21 HEAT FOR SHOP - THRU 12/17/21	0.00 0.00	722.79 136.83 585.96	901875
009880 SCE1121	SOUTHERN CALIFORNIA EDISON CO Invoice	12/15/2021	12/15/2021 Manual POWER TO BLDGS & GEN - NOV 21	0.00	1,923.19	901871
VEN01020 21-11093 21-120065C 21-120245C	SOUTHWEST NETWORKS, INC. Invoice Invoice Invoice	12/15/2021 12/15/2021 12/15/2021	12/15/2021 Regular SUPPLEMENTAL IT (AMC) - THRU 11/30/21 OFFICE 365 MONTHLY MAINT - JAN 22 IT SERVICES - 1/22 - 3/22	0.00 0.00 0.00	15,416.25 641.25 738.00 14,037.00	63940
009920 ST1221	STANDARD INSURANCE CO Invoice	12/01/2021	12/01/2021 Regular EE LIFE INSURANCE - DEC 21	0.00	1,364.16	63902
009920 ST0122	STANDARD INSURANCE CO Invoice	12/28/2021	12/28/2021 Regular EE LIFE INSURANCE - JAN 22	0.00	1,616.63	63979
009980 WD-0191595	SWRCB FEES Invoice	12/15/2021	12/15/2021 Regular HDMC ANN'L DSCRHG PERMIT 7/1/21-6/30/22	0.00	23,783.00	63942
009980 WD-0193219	SWRCB FEES Invoice	12/15/2021	12/15/2021 Regular ANN'L DISCHARGE PERMIT 7/01/21-6/30/22	0.00	3,326.00	63943
013936 1006	TESS ELECTRIC Invoice	12/01/2021	12/01/2021 Regular WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,274.87	63893

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000510	TIME WARNER CABLE	12/01/2021	12/01/2021 Manual	0.00	358.96	901860
0008970112221	Invoice	12/01/2021	SCADA INTERNET - DEC 21	0.00	358.96	
013196	TPX COMMUNICATIONS	12/28/2021	12/28/2021 Regular	0.00	-639.68	63980
013196	TPX COMMUNICATIONS	12/28/2021	12/28/2021 Regular	0.00	639.68	63980
150435023-0	Invoice	12/15/2021	TELEPHONE (OFFICE) - DEC 21	0.00	639.68	
013196	TPX COMMUNICATIONS	12/15/2021	12/15/2021 Manual	0.00	639.68	901872
150435023-01	Invoice	12/15/2021	TELEPHONE (OFFICE) - DEC 21	0.00	639.68	
010690	TYLER TECHNOLOGIES	12/01/2021	12/01/2021 Regular	0.00	275.63	63905
025-357863	Invoice	12/01/2021	INCODE FINANCIAL ANNUAL FEES	0.00	275.63	
010690	TYLER TECHNOLOGIES	12/15/2021	12/15/2021 Regular	0.00	10,454.61	63945
025-359025	Invoice	12/15/2021	ANN'L MAINT:OUTPT DRCTR 2/1/22-6/30/22	0.00	475.42	
025-359335	Invoice	12/15/2021	SUPPRT ACCT MNGR MAINT 1/1/21-12/31/21	0.00	5,000.00	
025-359356	Invoice	12/15/2021	SUPPRT ACCT MNGR MAINT 1/1/22-12/31/22	0.00	5,250.00	
025-359880	Credit Memo	12/15/2021	CREDIT:INCODE FINANCIALS ANNUAL FEES	0.00	-137.81	
025-359881	Credit Memo	12/15/2021	INCODE CRM (API) MAINT - 8/1/21 - 7/31/22	0.00	-133.00	
CC-BEV	U.S. BANK CORPORATE	12/01/2021	12/01/2021 Manual	0.00	3,544.42	901864
US1121	Invoice	12/01/2021	PHONE/INTRNT NOV 21/BLDG MAINT/OFFICE	0.00	3,544.42	
CC-MARK	U.S. BANK CORPORATE	12/01/2021	12/01/2021 Manual	0.00	27,602.10	901865
US1121	Invoice	12/01/2021	CMPTN EQUIP/OFFICE SUPPLY/VEHCL MAINT	0.00	27,602.10	
CC-ANNE	U.S. BANK CORPORATE	12/01/2021	12/01/2021 Manual	0.00	691.75	901862
US1121	Invoice	12/01/2021	EE TRAINING/OFFICE SUPPLY/SUBSCRIPTION	0.00	691.75	
CC-SARAH	U.S. BANK CORPORATE	12/01/2021	12/01/2021 Manual	0.00	1,692.11	901866
US1121	Invoice	12/15/2021	EE RECRUITMENT EXP/PERSONNEL SUPPLIES	0.00	1,692.11	
CC-JIM	U.S. BANK CORPORATE	12/01/2021	12/01/2021 Manual	0.00	2,532.75	901863
US1121	Invoice	12/01/2021	TRCTR RPR:E71/VEHICLE MAINT/BUSINSS EXP	0.00	2,532.75	
000013	U.S. POSTAL SERVICE	12/15/2021	12/15/2021 Regular	0.00	350.00	63946
PO1221	Invoice	12/15/2021	PO BOX THROUGH 12/31/22	0.00	350.00	
000023	ULTIMATE MOTORS, INC.	12/15/2021	12/15/2021 Regular	0.00	90.00	63947
42964	Invoice	12/15/2021	VEHICLE REPAIRS: V27	0.00	45.00	
42965	Invoice	12/15/2021	VEHICLE REPAIRS: V31	0.00	45.00	
010850	UNDERGROUND SERVICE ALERT	12/01/2021	12/01/2021 Regular	0.00	95.80	63906
1120210342	Invoice	12/01/2021	TICKET DELIVERY SERVICE - NOV 21	0.00	95.80	
010900	USABLUBOOK	12/01/2021	12/01/2021 Regular	0.00	13,463.80	63885
790813	Invoice	12/01/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	6,731.90	
790815	Invoice	12/01/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	6,731.90	
011101	VAGABOND WELDING SUPPLY	12/01/2021	12/01/2021 Regular	0.00	69.60	63903
115418	Invoice	12/01/2021	SHOP EXPENSE	0.00	69.60	
011101	VAGABOND WELDING SUPPLY	12/15/2021	12/15/2021 Regular	0.00	10.00	63941
115290-1	Invoice	12/15/2021	SHOP EXPENSE	0.00	10.00	
000327	WATER QUALITY SPECIALISTS	12/01/2021	12/01/2021 Regular	0.00	3,500.00	63907
7598	Invoice	12/01/2021	HDMC WWTP: OPERATION & MAINT-NOV 21	0.00	3,500.00	
013809	WEST COAST CIVIL, INC.	12/15/2021	12/15/2021 Regular	0.00	2,300.00	63948
2111-208	Invoice	12/15/2021	ENG: D-1-1 BOOSTER STATION DESIGN	0.00	2,300.00	
011615	WESTERN EXTERMINATOR CO.	12/01/2021	12/01/2021 Regular	0.00	37.05	63908
9417350	Invoice	12/01/2021	PEST CONTROL SERVICES - SHOP	0.00	37.05	
011615	WESTERN EXTERMINATOR CO.	12/28/2021	12/28/2021 Regular	0.00	37.05	63981

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
3053062	Invoice	12/28/2021	PEST CONTROL SERVICES - SHOP	0.00	37.05	
013359	XEROX FINANCIAL SERVICES	12/01/2021	Manual	0.00	225.12	901859
2943458	Invoice	12/01/2021	SHOP EXPENSE 11/27/21 - 12/26/21	0.00	225.12	
013359	XEROX FINANCIAL SERVICES	12/15/2021	Manual	0.00	397.60	901870
2962425	Invoice	12/15/2021	OFFICE EXPENSE 11/30/21 - 12/29/21	0.00	397.60	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	151	86	0.00	351,682.47
Manual Checks	22	20	0.00	73,757.71
Voided Checks	0	4	0.00	-3,272.45
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	173	110	0.00	422,167.73

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	151	86	0.00	351,682.47
Manual Checks	22	20	0.00	73,757.71
Voided Checks	0	4	0.00	-3,272.45
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	173	110	0.00	422,167.73

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	12/2021	422,167.73
			422,167.73



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	12/10/2021	Manual	0.00	397.08	950013
350773	Invoice	12/10/2021	PAYROLL PROCESSING FEE	0.00	397.08	
000248	PAYCHEX	12/20/2021	Manual	0.00	153.90	950014
1866543	Invoice	12/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
000248	PAYCHEX	12/24/2021	Manual	0.00	422.13	950015
350874	Invoice	12/24/2021	PAYROLL PROCESSING FEE	0.00	422.13	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	973.11
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	973.11

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	973.11
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	973.11

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	12/2021	973.11
			973.11

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
04-00062-001	RODRIQUEZ, DAVID	12/1/2021	Refund	87.42	Check #: 63909
05-00106-017	HMVJT LP	12/1/2021	Refund	174.54	Check #: 63910
13-00385-000	RAUSCHENBERG, NEIL C	12/1/2021	Refund	101.53	Check #: 63911
53-00076-005	WHIPPLE, LAWANDA S	12/1/2021	Refund	54.38	Check #: 63912
63-00129-000	PHILLIPS, MICHAEL & LYNETTE	12/1/2021	Refund	5.01	Check #: 63913
03-00039-005	COMPTON, ROBERT C	12/1/2021	Refund	50	Check #: 63914
06-00116-005	STICKLES, SPENCER	12/1/2021	Refund	0.2	Check #: 63915
13-00142-002	MCGOWAN, RYAN & KIM	12/1/2021	Refund	12.15	Check #: 63916
54-00064-009	SLOTTA, RYAN P	12/1/2021	Refund	103.08	Check #: 63917
58-00254-000	BRESSLER, ADAM L	12/1/2021	Refund	219.98	Check #: 63918
64-99271-000	VANCE CORPORATION	12/1/2021	Refund	315.44	Check #: 63919
05-00035-003	JOHN M & ETHEL L HOUSLEY TRUST	12/15/2021	Refund	219.08	Check #: 63951
13-00229-011	GOMEZ, CARLOS A	12/15/2021	Refund	237.63	Check #: 63952
13-00387-000	RAUSCHENBERG, NEIL C	12/15/2021	Refund	203.24	Check #: 63954
55-00193-001	AZAMI, MOHAMMAD HASSAN SAMADI	12/15/2021	Refund	198.02	Check #: 63953
55-00239-010	DEBORAH A HUSBY TRUST 3/9/99	12/15/2021	Refund	163.72	Check #: 63955
64-99268-000	DOROUGH, RYAN D	12/15/2021	Refund	1862.16	Check #: 63956
10-00103-011	HALL, KATHRYN L	12/28/2021	Refund	142.19	Check #: 63982
10-00416-006	POTTER, RAND P	12/28/2021	Refund	17.6	Check #: 63983
50-00068-023	MADISON, MARY E	12/28/2021	Refund	36.17	Check #: 63984
52-00133-001	DECOTTES, GEORGE JR.	12/28/2021	Refund	10.09	Check #: 63985
53-00083-014	DRAKOU, SOFIA	12/28/2021	Refund	168.82	Check #: 63986
55-00115-002	SMITH, THEO	12/28/2021	Refund	124.86	Check #: 63987
63-00059-011	KUPFERSCHMID, KENDRA	12/28/2021	Refund	126.43	Check #: 63988
				<u><u>4,633.74</u></u>	

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

DIRECTOR PAY
 11/20/2021 - 12/17/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10513	Doolittle, Stacy	12/02/2021	Director Training Note: ACWA FALL CONFERENCE 2021 1/DIR/504/		\$520.89	
		12/02/2021	Director Training Note: ACWA FALL CONFERENCE 2021 1/DIR/504/		\$303.83	
		12/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$998.35	\$0.00
Employee Total:					\$998.35	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	12/08/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		12/09/2021	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		12/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

DIRECTOR PAY
11/20/2021 - 12/17/2021

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10512	Jarlsberg, Jane	12/02/2021	Director Training Note: ACWA FALL CONFERENCE 2021 1/DIR/504/		\$868.15	
		12/02/2021	Director Training Note: ACWA FALL CONFERENCE 2021 1/DIR/504/		\$200.35	
		12/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,242.13	\$0.00
Employee Total:					\$1,242.13	

<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	12/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<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	12/02/2021	Director Training Note: ACWA FALL CONFERENCE 2021 1/DIR/504/		\$868.15	
		12/08/2021	Director Pay Note: FINANCE COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		12/15/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,215.41	\$0.00
Employee Total:					\$1,215.41	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$4,150.41</u>	<u>\$0.00</u>
Director Training		\$2,761.37		Grand Total:	\$4,150.41	
Director Pay	8.0000	\$1,389.04				

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

Finance Committee

DATE: February 9, 2022

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: SADDLEBACK PIPELINE & DESIGN PROJECT RECAP
RECOMMENDATION: Receive report and refer to the Board of Directors for information only.

ANALYSIS: The District’s first Capital Improvement Replacement Program (CIRP) project, the Saddleback Pipeline replacement project of 22,300 linear feet, was completed near the end of fiscal year 20/21.

The original budget set by the Budget Manager in fiscal year 18/19 was \$867,791 for 21,500 LF. During subsequent “mid-term” budget reviews over the duration of the project, this budget was increased, largely due to material cost increases, footage increases, and COVID delays. Some significant costs that seemingly were not considered in the original budget included the cost of depreciation of the specialized CIRP equipment.

By 20/21, the total revised budget had risen to \$1,121,929. Total project costs excluding internal overhead, amounted to \$1,102,703, resulting in the project coming in \$20,227 under the revised budget. By applying the final-known linear footage (LF) of 22,300, the “per LF” cost amounted to \$50.31.

Overhead, a re-allocation of pre-existing internal costs, is generally not considered in budgeting or the budget versus actual comparison. Additional costs from Labor overhead and General overhead attributed to the project amounted to \$198,545, for a capital asset/total job cost of \$1,300,248.

Detail and explanation of expenses are as follows:

EXPENSES:	ACTUAL
MISC. VENDORS \$	159,158.94
LABOR: \$	330,988.42
INVENTORY: \$	410,976.45
VEH/EQUIPMENT USE: \$	200,578.72
TOTAL EXPENSE: \$	1,101,702.53
BUDGET: \$	1,121,929.09
OVER/UNDER BUDGET: \$	20,226.56
OVERHEAD:	
LABOR \$ 330,988.42 @	50.00% \$ 165,494.21
GENERAL \$ 1,101,702.53 @	3.00% \$ 33,051.08
TOTAL OH: \$	198,545.29
TOTAL JOB: \$	1,300,247.82

Included in the total project costs of \$1,300,478 are:

- outside costs from vendors
- approximately \$30k in unexpected slurry work required by the County.
- our inventory usage

- labor costs of Operations employees who attributed time to the project
- vehicle/equipment use based on CIRP equipment depreciation costs for the project duration.
- labor overhead, which re-allocates the existing cost of benefits based on the attributed labor cost.
- general overhead, which re-allocates existing costs such as facilities maintenance, administrative support, etc. from the general district costs to the project.

For the related **Saddleback Design** project, the original budget was \$75,000 with final costs of \$97,150 including O/H of \$2,830 for an over budget variance of \$22,150. The cause of the variance is unknown.

STRATEGIC PLAN N/A
ITEM:
FISCAL IMPACT: N/A