



**FINANCE COMMITTEE MEETING  
WEDNESDAY, MARCH 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/89399052742?pwd=S3RZa1pyanBkR3FGTGNzSTYrTjFZdz09>

You may also join by phone at 1-253-215-8782, Meeting ID: 893 9905 2742 Passcode: 175223

## **AGENDA**

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT -**
6. **ITEMS FOR APPROVAL –**

Page 2

- Draft Minutes February 9, 2022

Pages 3-13

7. **JANUARY 2022 CHECK REGISTERS –** Director Anne Roman - Review, ask questions, and refer to the Board of Directors for approval.

Pages 14-15

8. **WELL 14 (4-LOG) BUDGET UPDATE AND AMENDMENT –** Director Anne Roman - Receive report and refer to the Board of Directors for approval.

Pages 16-20

9. **REVISED FIELD SERVICE TECHNICIAN JOB DESCRIPTION –** Acting General Manager Sarah Johnson – Receive and refer to the Board of Directors for adoption of revised Field Service Technician I/II series job description.
10. **STAFF REPORT –** Director Anne Roman –
11. **ADJOURNMENT -**

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
FINANCE COMMITTEE MEETING  
Wednesday, February 9, 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, Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant.

GUESTS -3

APPROVAL OF AGENDA – MSC<sup>1</sup> (Unger/Floen) motion carried to approve the February 9, 2022 Finance Committee Agenda.

PUBLIC COMMENT – None

ITEMS FOR APPROVAL –

MSC<sup>1</sup> (Unger/Floen) motion carried to approve the Draft Minutes of January 12, 2022.

DECEMBER 2021 CHECK REGISTER – The Committee reviewed the December 2021 check register and a brief Q&A followed. MSC<sup>1</sup> (Unger/Floen) motion carried to refer the November 2021 check register to the Board of Directors for approval.

SADDLEBACK PIPELINE & DESIGN PROJECT RECAP – Director Anne Roman gave the staff report and a brief Q&A followed with the Committee. MSC<sup>1</sup> (Unger/Floen) motion carried to refer the Saddleback Pipeline & Design Project recap to the Board of Directors to receive for information only.

STAFF REPORTS – Director Anne Roman gave the Committee an update on the upcoming Finance projects and Acting GM Sarah Johnson gave a brief update on the Customer Service Area Refresh project.

ADJOURNMENT - MSC<sup>1</sup> (Unger/Floen) motion carried to adjourn the Finance Committee meeting at 10:04 a.m.

Respectfully Submitted,

---

Anne Roman, Director of Finance



# Check Report

By Vendor DBA Name

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP Cash</b>						
000495	ACCONTEMPS	01/12/2022	Regular	0.00	959.72	64008
<a href="#">59143033</a>	Invoice	01/12/2022	TEMPORARY LABOR	0.00	320.76	
<a href="#">59189399</a>	Invoice	01/12/2022	TEMPORARY LABOR	0.00	638.96	
000495	ACCONTEMPS	01/26/2022	Regular	0.00	1,128.48	64063
<a href="#">59230808</a>	Invoice	01/26/2022	TEMPORARY LABOR	0.00	473.17	
<a href="#">59277616</a>	Invoice	01/26/2022	TEMPORARY LABOR	0.00	655.31	
000501	ACWA/JPIA	01/26/2022	Regular	0.00	23,655.99	64039
<a href="#">0679890</a>	Invoice	01/26/2022	EE HEALTH BENEFIT & EAP FEB 22	0.00	23,655.99	
000675	AQUA-METRIC SALES COMPANY	01/26/2022	Regular	0.00	960.68	64072
<a href="#">INV0086401</a>	Invoice	01/26/2022	METER REPAIR SUPPLIES	0.00	960.68	
013019	ARBORIST SERVICES	01/12/2022	Regular	0.00	2,500.00	64001
<a href="#">9090</a>	Invoice	01/12/2022	DEMO GARDEN LANDSCAPE TREE TRIMMING	0.00	2,500.00	
001630	AT&T MOBILITY	01/12/2022	Manual	0.00	2,574.04	901886
<a href="#">829480028X0105...</a>	Invoice	01/12/2022	COMMUNICATIONS - DEC 21	0.00	2,574.04	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	01/26/2022	Regular	0.00	9,878.73	64040
<a href="#">641851</a>	Invoice	01/26/2022	LABOR LEGAL SERVICES THRU 12/31/21	0.00	7,574.18	
<a href="#">641852</a>	Invoice	01/26/2022	LEGAL SERVICES THRU 12/31/21	0.00	2,304.55	
000214	BABCOCK LABORATORIES, INC.	01/12/2022	Regular	0.00	4,347.50	63992
<a href="#">CA20065-2287</a>	Invoice	01/12/2022	SAMPLING	0.00	34.00	
<a href="#">CA20067-2287</a>	Invoice	01/12/2022	SAMPLING	0.00	68.00	
<a href="#">CA20522-2287</a>	Invoice	01/12/2022	SAMPLING	0.00	102.00	
<a href="#">CA20600-2287</a>	Invoice	01/12/2022	WELL 14-4 LOG TREATMENT - SAMPLING	0.00	2,223.05	
<a href="#">CA20679-2287</a>	Invoice	01/12/2022	WELL 14-4 LOG TREATMENT - SAMPLING	0.00	1,137.15	
<a href="#">CA20709-2287</a>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	327.60	
<a href="#">CA20829-2287</a>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	227.85	
<a href="#">CL12367-2287</a>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	227.85	
000214	BABCOCK LABORATORIES, INC.	01/26/2022	Regular	0.00	1,049.30	64041
<a href="#">CA20066-2287</a>	Invoice	01/26/2022	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	34.00	
<a href="#">CA21349-2287</a>	Invoice	01/26/2022	SAMPLING	0.00	294.00	
<a href="#">CA21654-2287</a>	Invoice	01/26/2022	HDMC WWTP - SAMPLING	0.00	366.45	
<a href="#">CL10653-2287</a>	Invoice	01/26/2022	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	93.00	
<a href="#">CL11742-2287</a>	Invoice	01/26/2022	PLAN CHECK: AUTOCAMP - SAMPLING	0.00	17.00	
<a href="#">CL11801-2287</a>	Invoice	01/26/2022	PLAN CHECK: AUTOCAMP - SAMPLING	0.00	17.00	
<a href="#">CL12364-2287</a>	Invoice	01/26/2022	HDMC WWTP - SAMPLING	0.00	227.85	
004110	BURRTEC WASTE & RECYCLING SVCS	01/12/2022	Manual	0.00	459.85	901876
<a href="#">BW0122</a>	Invoice	01/12/2022	TRASH & RECYCLING (OFFICE) - JAN 22	0.00	162.03	
<a href="#">BW0122B</a>	Invoice	01/12/2022	TRASH REMOVAL (SHOP) - JAN 22	0.00	297.82	
004110	BURRTEC WASTE & RECYCLING SVCS	01/27/2022	Manual	0.00	753.13	901903
<a href="#">BW123121</a>	Invoice	01/27/2022	TRASH REMOVAL (SHOP) - DEC 21	0.00	753.13	
013877	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMI	01/25/2022	Manual	0.00	6,991.00	901895
<a href="#">CDTFA21</a>	Invoice	01/25/2022	SALES TAX REMIT - CY 2021	0.00	6,991.00	
013941	CALIFORNIA SPECIAL DISTRICT ASSOCIATION	01/26/2022	Regular	0.00	4,097.50	64042
<a href="#">CSDA100121</a>	Invoice	01/26/2022	2022 CSDA MEMBERSHIP RENEWAL	0.00	4,097.50	

Check Report

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

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
001517 <a href="#">PPE 12-3-21</a>	CalPERS Invoice	01/04/2022	01/04/2022 PAY PERIOD ENDING 12/03/21	Manual	0.00 0.00	13,877.77 13,877.77	901879
001517 <a href="#">PPE 12-17-21</a>	CalPERS Invoice	01/15/2022	01/15/2022 PAY PERIOD ENDING 12/17/21	Manual	0.00 0.00	14,565.01 14,565.01	901893
001517 <a href="#">PPE 12-31-21</a>	CalPERS Invoice	01/25/2022	01/25/2022 PAY PERIOD ENDING 12/31/21	Manual	0.00 0.00	13,830.70 13,830.70	901896
001517 <a href="#">100000016664359</a>	CalPERS Invoice	01/27/2022	01/27/2022 LATE REPORTING FEE	Manual	0.00 0.00	200.00 200.00	901901
001517 <a href="#">PPE 1-14-22</a>	CalPERS Invoice	01/27/2022	01/27/2022 PAY PERIOD ENDING 1/14/22	Manual	0.00 0.00	13,290.86 13,290.86	901902
001555 <a href="#">220102252101</a>	CENTRATTEL LLC Invoice	01/12/2022	01/12/2022 DISPATCH SERVICES - DEC 21	Regular	0.00 0.00	1,209.16 1,209.16	63993
000237 <a href="#">3990561-0105038</a>	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC. Invoice	01/26/2022	01/26/2022 EE LIFE INSURANCE - JAN 22	Manual	0.00 0.00	1,612.18 1,612.18	901899
000112 <a href="#">CMB092621</a> <a href="#">CMB103121</a> <a href="#">CMB112821</a>	COPPER MOUNTAIN MEDIA/KXCM-FM Invoice Invoice Invoice	01/26/2022 01/26/2022 01/26/2022	01/26/2022 ADVERTISING: WATER CONSERV MEDIA ADVERTISING: WATER CONSERV MEDIA ADVERTISING: WATER CONSERV MEDIA	Regular	0.00 0.00 0.00	1,000.00 200.00 500.00 300.00	64043
013373 <a href="#">P353998</a> <a href="#">P818829</a> <a href="#">Q094019</a> <a href="#">Q123574</a>	CORE & MAIN LP Invoice Invoice Invoice Invoice	01/12/2022 01/12/2022 01/12/2022 01/12/2022	01/12/2022 METER SERVICE REPAIR MAINLINE/LEAK REPAIR SUPPLIES TILFORD SUPPLIES MAINLINE/LEAK REPAIR SUPPLIES	Regular	0.00 0.00 0.00 0.00	6,693.33 742.28 635.19 5,042.89 272.97	63996
013373 <a href="#">P398092</a> <a href="#">P624873</a>	CORE & MAIN LP Invoice Invoice	01/26/2022 01/26/2022	01/26/2022 MAINLINE/LEAK REPAIR SUPPLIES METER REPAIR SUPPLIES	Regular	0.00 0.00 0.00	2,512.24 285.40 2,226.84	64044
013928 <a href="#">52182</a>	DIRTY BOYS DESIGNZ Invoice	01/26/2022	01/26/2022 UNIFORMS	Regular	0.00 0.00	75.04 75.04	64051
002565 <a href="#">202110306</a>	DUDEK AND ASSOCIATES, INC Invoice	01/26/2022	01/26/2022 ENG SERV: HDMC WWTP THRU 12/31/21	Regular	0.00 0.00	18,060.00 18,060.00	64045
003025 <a href="#">7-622-66709</a>	FEDEX Invoice	01/26/2022	01/26/2022 SHIPPING	Regular	0.00 0.00	46.25 46.25	64046
013876 <a href="#">FS010122</a>	FIVE STAR GYM & FITNESS LLC Invoice	01/05/2022	01/05/2022 WELLNESS PRGRM-ANN'L GYM MEMBERSHIP	Regular	0.00 0.00	2,364.00 2,364.00	63989
000156 <a href="#">2100132</a> <a href="#">2100134</a> <a href="#">2100135</a>	FORSHOCK Invoice Invoice Invoice	01/12/2022 01/12/2022 01/12/2022	01/12/2022 SCADA REPAIR MONTHLY SCADA MONITORING - JAN 22 MONTHLY SCADA MONITORING - JAN 22	Regular	0.00 0.00 0.00	725.75 482.75 38.00 205.00	64004
013222 <a href="#">FC0122</a>	FRONTIER COMMUNICATIONS INC. Invoice	01/12/2022	01/12/2022 HDMC WWTP - TELEPHONE	Regular	0.00 0.00	205.47 205.47	63997
013222 <a href="#">CAFLN05001121</a>	FRONTIER COMMUNICATIONS INC. Invoice	01/26/2022	01/26/2022 DAMAGE CLAIM #CAFLN05001121	Regular	0.00 0.00	1,735.25 1,735.25	64047
000058 <a href="#">10672348</a>	GARDA CL WEST, INC. Invoice	01/12/2022	01/12/2022 COURIER FEES - JAN 22	Regular	0.00 0.00	766.21 766.21	63998
013802 <a href="#">794626</a>	HASA, INC. Invoice	01/26/2022	01/26/2022 WATER TREATMENT EXPENSE	Regular	0.00 0.00	603.41 603.41	64048

Check Report

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
004195	HOME DEPOT CREDIT SERVICES	01/26/2022	Manual	0.00	992.93	901900
<a href="#">HD1221</a>	Invoice	01/26/2022	WELL 14 4-LOG/SML TOOLS/CIRP SUPPLIES	0.00	992.93	
000025	ICMA RC	01/31/2022	Manual	0.00	41,000.00	901904
<a href="#">ICMARC010722</a>	Invoice	01/07/2022	457 EE CONTRIBUTION	0.00	41,000.00	
013365	IMAGE SOURCE	01/12/2022	Regular	0.00	156.64	63995
<a href="#">25AR1380387</a>	Invoice	01/12/2022	OFFICE EXPENSE 11/30/21 - 12/29/21	0.00	108.18	
<a href="#">25AR1385133</a>	Invoice	01/12/2022	SHOP EXPENSE 12/01/21 - 12/31/21	0.00	48.46	
013797	INFOSEND, INC.	01/26/2022	Regular	0.00	3,109.47	64049
<a href="#">204618</a>	Invoice	01/26/2022	PRINT & MAIL WATER BILL - DEC 21	0.00	3,109.47	
004720	INLAND WATER WORKS	01/12/2022	Regular	0.00	276.41	63999
<a href="#">S1050983.002</a>	Invoice	01/12/2022	TRACTOR MAINTENANCE SUPPLIES	0.00	276.41	
004720	INLAND WATER WORKS	01/26/2022	Regular	0.00	352.88	64050
<a href="#">S1051376.001</a>	Invoice	01/26/2022	SMALL TOOLS - DISTRIBUTION	0.00	352.88	
009054	KATHLEEN J. RADNICH	01/12/2022	Regular	0.00	283.50	64000
<a href="#">22-0101-1</a>	Invoice	01/12/2022	PUBLIC RELATIONS SERVICES	0.00	283.50	
009054	KATHLEEN J. RADNICH	01/26/2022	Regular	0.00	2,268.00	64052
<a href="#">22-0109-1</a>	Invoice	01/26/2022	PUBLIC RELATIONS SERVICES	0.00	714.00	
<a href="#">22-0116-1</a>	Invoice	01/26/2022	PUBLIC RELATIONS SERVICES	0.00	724.50	
<a href="#">22-0123-1</a>	Invoice	01/26/2022	PUBLIC RELATIONS SERVICES	0.00	829.50	
013804	L.O. LYNCH QUALITY WELLS AND PUMPS, INC.	01/05/2022	Regular	0.00	10,000.00	63990
<a href="#">18397</a>	Invoice	01/05/2022	WELL 11 MAINTENANCE	0.00	10,000.00	
013980	MARK A. GARCIA	01/12/2022	Regular	0.00	2,218.75	64002
<a href="#">MG1221</a>	Invoice	01/12/2022	PERSONNEL LEGAL SUPPORT SERVICES	0.00	2,218.75	
013980	MARK A. GARCIA	01/26/2022	Regular	0.00	6,389.43	64053
<a href="#">MG0122</a>	Invoice	01/26/2022	PERSONNEL LEGAL SUPPORT SERVICES	0.00	6,389.43	
013898	MCCI, LLC.	01/26/2022	Regular	0.00	2,203.75	64054
<a href="#">PS6081R</a>	Invoice	01/26/2022	LASERFICHER SOFTWARE	0.00	2,203.75	
006507	McMASTER-CARR SUPPLY COMPANY	01/12/2022	Regular	0.00	1,325.02	64003
<a href="#">70034691</a>	Invoice	01/12/2022	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	118.85	
<a href="#">70168936</a>	Invoice	01/12/2022	WELL 14 4-LOG SUPPLIES & SMALL TOOLS	0.00	1,173.63	
<a href="#">70444029</a>	Invoice	01/12/2022	PUMPING PLANT SUPPLIES	0.00	32.54	
006507	McMASTER-CARR SUPPLY COMPANY	01/26/2022	Regular	0.00	2,391.77	64055
<a href="#">71076282</a>	Invoice	01/26/2022	WELL 14 4-LOG SUPPLIES & SMALL TOOLS	0.00	2,637.97	
<a href="#">71374472</a>	Credit Memo	01/26/2022	CREDIT: WELL 14 4-LOG SUPPLIES	0.00	-246.20	
000233	NAPA AUTO PARTS	01/12/2022	Regular	0.00	257.25	64018
<a href="#">388725</a>	Invoice	01/12/2022	VEHICLE MAINTENANCE: V33	0.00	257.25	
000233	NAPA AUTO PARTS	01/26/2022	Regular	0.00	210.81	64073
<a href="#">390450</a>	Invoice	01/26/2022	VEHICLE MAINTENANCE: V41	0.00	136.20	
<a href="#">390807</a>	Invoice	01/26/2022	TRACTOR MAINT: E71	0.00	74.61	
003930	NBS	01/26/2022	Regular	0.00	537.03	64056
<a href="#">1221000639</a>	Invoice	01/26/2022	CMM DELINQUENT LETTERS	0.00	537.03	
013808	NOBEL SYSTEMS, INC.	01/26/2022	Regular	0.00	26,500.00	64057
<a href="#">15305</a>	Invoice	01/26/2022	WACHS VALVE EXERCISING SETUP COSTS	0.00	1,500.00	
<a href="#">15317</a>	Invoice	01/26/2022	HYDRAULIC MODEL MODULE: 2/1/22-	0.00	15,000.00	
<a href="#">15318</a>	Invoice	01/26/2022	1/31/23 SERVICE ORDER MODULE: 3/1/22 - 2/28/23	0.00	10,000.00	
000283	OCCU-MED, LTD.	01/26/2022	Regular	0.00	1,093.75	64058
<a href="#">01227720A</a>	Invoice	01/26/2022	EE RECRUITING EXPENSE	0.00	1,093.75	

Check Report

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000070	ONLINE INFORMATION SERVICES, INC.	01/12/2022	Regular	0.00	237.12	64005
<a href="#">1103735</a>	Invoice	01/12/2022	ID VERIF. SERV. THRU 12/31/21	0.00	237.12	
013004	PAOLO FICARA	01/26/2022	Regular	0.00	500.00	64059
<a href="#">PF020122</a>	Invoice	01/26/2022	PARCEL RENTAL: 0606-321-31 - FEB 2022	0.00	500.00	
008137	PARKHOUSE TIRE INC	01/26/2022	Regular	0.00	1,050.08	64060
<a href="#">2030209578</a>	Invoice	01/26/2022	VEHICLE MAINTENANCE: V38 & V39	0.00	1,050.08	
VEN01533	PAYMENTUS GROUP INC.	01/21/2022	Manual	0.00	3,714.55	901894
<a href="#">INV-15-119157</a>	Invoice	01/21/2022	CREDIT CARD PROCESSING FEE - DEC 21	0.00	3,714.55	
008200	PITNEY BOWES INC.	01/12/2022	Manual	0.00	320.21	901885
<a href="#">3105238952</a>	Invoice	01/12/2022	LEASING CHARGES - 4TH QTR 21	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	01/12/2022	Regular	0.00	177.08	64006
<a href="#">23260760</a>	Invoice	01/12/2022	SHOP EXPENSE	0.00	109.97	
<a href="#">23260761</a>	Invoice	01/12/2022	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	01/26/2022	Regular	0.00	177.08	64061
<a href="#">23267275</a>	Invoice	01/26/2022	SHOP EXPENSE	0.00	109.97	
<a href="#">23267277</a>	Invoice	01/26/2022	SHOP EXPENSE	0.00	67.11	
013938	PURA AQUA, INC.	01/26/2022	Regular	0.00	4,971.43	64062
<a href="#">13279</a>	Invoice	01/26/2022	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	4,971.43	
008201	PURCHASE POWER	01/26/2022	Manual	0.00	1,513.50	901898
<a href="#">PB011222</a>	Invoice	01/26/2022	POSTAGE REFILL FOR METER	0.00	1,513.50	
009065	RDO EQUIPMENT COMPANY	01/12/2022	Regular	0.00	599.82	64007
<a href="#">P6651745</a>	Invoice	01/12/2022	EXCAVATOR 135 SUPPLIES: E7135	0.00	178.59	
<a href="#">P6651845</a>	Invoice	01/12/2022	TRACTOR REPAIR: E7135	0.00	421.23	
009618	SAMS MARKET	01/12/2022	Regular	0.00	110.31	64009
<a href="#">SM120121</a>	Invoice	01/12/2022	SHOP EXPENSE 10/21 - 12/21	0.00	110.31	
000091	SAN BERNARDINO COUNTY RECORDER	01/26/2022	Regular	0.00	20.00	64064
<a href="#">SB011022</a>	Invoice	01/26/2022	RELEASE OF LIENS	0.00	20.00	
013831	SATMODO LLC	01/12/2022	Regular	0.00	151.86	64010
<a href="#">184453</a>	Invoice	01/12/2022	EMERGENCY SATELLITE PHONES - JAN 22	0.00	151.86	
013820	SC FUELS	01/12/2022	Regular	0.00	3,695.29	64011
<a href="#">2031409-IN</a>	Invoice	01/12/2022	FUEL FOR VEHICLES	0.00	3,695.29	
013820	SC FUELS	01/26/2022	Regular	0.00	4,396.33	64065
<a href="#">2045048-IN</a>	Invoice	01/26/2022	FUEL FOR VEHICLES	0.00	4,396.33	
013011	SERGIO D FIERRO	01/26/2022	Regular	0.00	990.00	64066
<a href="#">JBWD-105</a>	Invoice	01/26/2022	CIMIS STATION MAINT: OCT - NOV 2021	0.00	990.00	
013833	SERVICEMASTER 360 PREMIER CLEANING	01/12/2022	Regular	0.00	1,047.53	64012
<a href="#">J82502</a>	Invoice	01/12/2022	JANITORIAL SERVICES - JAN 22	0.00	1,047.53	
009880	SOUTHERN CALIFORNIA EDISON CO	01/12/2022	Manual	0.00	1,964.43	901888
<a href="#">SCE1221</a>	Invoice	01/03/2022	POWER TO BLDGS & GEN - DEC 21	0.00	1,964.43	
009878	SOUTHERN CALIFORNIA EDISON	01/12/2022	Manual	0.00	151,008.42	901889
<a href="#">SCE0121-1</a>	Invoice	01/12/2022	POWER FOR PUMPING - WELL 14 JAN 21	0.00	67.41	
<a href="#">SCE0621-C</a>	Credit Memo	01/12/2022	POWER FOR PUMPING - JUN 21	0.00	-24,287.30	
<a href="#">SCE1121</a>	Invoice	01/12/2022	POWER FOR PUMPING - JUN TO NOV 21	0.00	153,809.32	
<a href="#">SCE1220-1</a>	Invoice	01/12/2022	POWER FOR PUMPING - WELL 14 DEC 20	0.00	83.79	
<a href="#">SCE1221</a>	Invoice	01/12/2022	POWER FOR PUMPING - DEC 21	0.00	21,335.20	

Check Report

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VEN01020	SOUTHWEST NETWORKS, INC.	01/12/2022	Regular	0.00	1,260.50	64013
<a href="#">21-12087</a>	Invoice	01/12/2022	SUPPLEMENTAL IT (AMC) - THRU 12/31/21	0.00	522.50	
<a href="#">22-10285C</a>	Invoice	01/12/2022	OFFICE 365 MONTHLY MAINT - FEB 22	0.00	738.00	
009920	STANDARD INSURANCE CO	01/26/2022	Regular	0.00	1,463.36	64067
<a href="#">ST0222</a>	Invoice	01/26/2022	EE LIFE INSURANCE - FEB 22	0.00	1,463.36	
013981	SULZER ELECTRIC-MECHANICAL SERVICES (US) INC	01/26/2022	Regular	0.00	132,747.54	64068
<a href="#">SI3002140</a>	Invoice	01/26/2022	WELL 14 4-LOG SUPPLIES	0.00	131,650.03	
<a href="#">SI3002141</a>	Invoice	01/26/2022	WELL 14 4-LOG SUPPLIES	0.00	1,097.51	
009980	SWRCB FEES	01/05/2022	Regular	0.00	80.00	63991
<a href="#">SWRCB-010522</a>	Invoice	01/05/2022	D-2 RENEWAL	0.00	80.00	
009980	SWRCB FEES	01/26/2022	Regular	0.00	70.00	64069
<a href="#">SWRCB-091821</a>	Invoice	01/26/2022	D-1 RENEWAL	0.00	70.00	
009980	SWRCB FEES	01/26/2022	Regular	0.00	26,490.49	64070
<a href="#">LW-1035370</a>	Invoice	01/26/2022	WATER SYSTEM FEES 7/01/21 - 6/30/22	0.00	26,490.49	
013982	TAYLOR GARAGE DOORS & GATES, INC.	01/26/2022	Regular	0.00	9,800.00	64071
<a href="#">1514 PARK BLVD</a>	Invoice	01/26/2022	NEW BAY DOOR	0.00	9,800.00	
000510	TIME WARNER CABLE	01/12/2022	Manual	0.00	358.96	901887
<a href="#">0008970122221</a>	Invoice	01/12/2022	SCADA INTERNET - JAN 22	0.00	358.96	
013196	TPX COMMUNICATIONS	01/26/2022	Manual	0.00	639.68	901897
<a href="#">151592713-0</a>	Invoice	01/26/2022	TELEPHONE (OFFICE) - JAN 22	0.00	639.68	
010645	TROPHY EXPRESS	01/12/2022	Regular	0.00	18.90	63994
<a href="#">873828</a>	Invoice	01/12/2022	NAME PLATES	0.00	18.90	
010690	TYLER TECHNOLOGIES	01/12/2022	Regular	0.00	58.70	64015
<a href="#">025-363273</a>	Invoice	01/12/2022	CALL NOTIFICATION FEES: OCT - DEC 2021	0.00	58.70	
CC-BEV	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	9,953.49	901891
<a href="#">US1221</a>	Invoice	01/12/2022	DIRECTR EDU/OFFICE SUPPLY/BUILD MAINT	0.00	9,953.49	
CC-ANNE	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	146.50	901882
<a href="#">US1221</a>	Invoice	01/12/2022	SUBSCRIPTIONS	0.00	146.50	
CC-MARK	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	27,096.52	901883
<a href="#">US1221</a>	Invoice	01/12/2022	COMPUTER EQUIPMENT/FUEL-VEHICLES/SU...	0.00	27,096.52	
CC-DAN	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	578.28	901880
<a href="#">US1221</a>	Invoice	01/12/2022	CIRP: SMALL TOOLS/VEHICLE MAINTENANCE...	0.00	578.28	
CC-JIM	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	1,045.56	901881
<a href="#">US1221</a>	Invoice	01/12/2022	BUILDING MAINT/BUSINESS EXP/SMALL TO...	0.00	1,045.56	
CC-SARAH	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	1,316.39	901892
<a href="#">US1221</a>	Invoice	01/12/2022	SUBSCRIPTIONS & PERSONNEL EXPENSE	0.00	1,316.39	
010850	UNDERGROUND SERVICE ALERT	01/12/2022	Regular	0.00	151.90	64016
<a href="#">1220210336</a>	Invoice	01/12/2022	TICKET DELIVERY SERVICE - DEC 21	0.00	151.90	
011101	VAGABOND WELDING SUPPLY	01/12/2022	Regular	0.00	129.41	64014
<a href="#">115613</a>	Invoice	01/12/2022	SMALL TOOLS - PRODUCTION	0.00	129.41	
000327	WATER QUALITY SPECIALISTS	01/12/2022	Regular	0.00	3,500.00	64017
<a href="#">7664</a>	Invoice	01/12/2022	HDMC WWTP: OPERATION & MAINT - DEC 21	0.00	3,500.00	

**Check Report**

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013359	XEROX FINANCIAL SERVICES	01/12/2022	Manual	0.00	622.72	901884
<u>2996824</u>	Invoice	01/12/2022	SHOP EXPENSE 12/27/21 - 01/26/22	0.00	225.12	
<u>3013945</u>	Invoice	01/12/2022	OFFICE EXPENSE 12/30/21 - 01/29/22	0.00	397.60	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	65	0.00	338,043.20
Manual Checks	32	26	0.00	310,426.68
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>135</b>	<b>91</b>	<b>0.00</b>	<b>648,469.88</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	65	0.00	338,043.20
Manual Checks	32	26	0.00	310,426.68
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>135</b>	<b>91</b>	<b>0.00</b>	<b>648,469.88</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	1/2022	648,469.88
			<b>648,469.88</b>



Joshua Basin Water District

# Check Report

By Vendor DBA Name

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

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PR-Payroll Account</b>						
000248	PAYCHEX	01/20/2022	Manual	0.00	153.90	950016
<a href="#">2025434</a>	Invoice	01/20/2022	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
013940	PAYLOCITY	01/12/2022	Manual	0.00	12,282.40	950017
<a href="#">109607655</a>	Invoice	01/21/2022	PAYROLL IMPLEMENTATION & PROCESSING ...	0.00	12,282.40	

**Bank Code PR Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	2	2	0.00	12,436.30
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>2</b>	<b>2</b>	<b>0.00</b>	<b>12,436.30</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	2	2	0.00	12,436.30
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>2</b>	<b>2</b>	<b>0.00</b>	<b>12,436.30</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	1/2022	12,436.30
			<b>12,436.30</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>
10-00437-010	SZUCS, NATHANIAL	1/12/2022	Refund	201.89 Check #: 64019
58-00157-012	APEL, LAURA H	1/12/2022	Refund	7.70 Check #: 64020
64-99272-000	VSS INTERNATIONAL INC	1/12/2022	Refund	921.20 Check #: 64021
06-00064-003	BROOKS, CHRISSELLE E	1/12/2022	Refund	48.12 Check #: 64022
11-00048-017	TRI VALLEY REALTY	1/12/2022	Refund	185.71 Check #: 64023
12-00165-004	PACHECO, JOSEPHINE C	1/12/2022	Refund	13.90 Check #: 64024
52-00146-007	YOUNGPOLEDOURIS, TAMMY S	1/12/2022	Refund	240.17 Check #: 64025
55-00299-015	PIERCE, MELISSA	1/12/2022	Refund	625.15 Check #: 64026
55-00299-015	PIERCE, MELISSA	1/19/2022	Reverse Refund Check Adjustment	-625.15 VOID REFUND CHECK
06-00137-019	STAGE, MARTIN P	1/26/2022	Refund	195.45 Check #: 64027
09-00020-014	SHELIN, MATTHEW L	1/26/2022	Refund	205.16 Check #: 64035
12-00077-004	LAUE, ALFRED	1/26/2022	Refund	20.29 Check #: 64036
13-00386-000	RAUSCHENBERG, NEIL C	1/26/2022	Refund	218.75 Check #: 64037
50-00061-011	SLATE, MICHAEL	1/26/2022	Refund	1,200.20 Check #: 64028
55-00078-014	MAGNATE FUND # 2 LLC	1/26/2022	Refund	137.98 Check #: 64029
55-00111-021	MERCEL, HUGO	1/26/2022	Refund	105.70 Check #: 64030
56-00058-008	COASTAL ENDOCRINE MPPP	1/26/2022	Refund	0.20 Check #: 64031
56-00128-012	CANADA, ANDREW A	1/26/2022	Refund	0.03 Check #: 64032
59-00028-013	BASS, SUZANNE N	1/26/2022	Refund	11.48 Check #: 64033
61-00171-006	RAMIREZ, CARLOS	1/26/2022	Refund	173.48 Check #: 64034
64-99264-000	JOHN CASSIDY TPC	1/26/2022	Refund	1,071.44 Check #: 64038
				<b><u>4,958.85</u></b>

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

### Director Pay

12/18/2021 - 01/14/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Deductions</u>	
509	UNGER, REBECCA	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/12/2022	Committee Meeting - Finance - Paid	\$173.63		
		<b>Totals:</b>			\$520.89	\$0.00
		<b>Employee Total:</b>			\$520.89	
511	FLOEN, TOM	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/12/2022	Committee Meeting - Finance - Paid	\$173.63		
		<b>Totals:</b>			\$520.89	\$0.00
		<b>Employee Total:</b>			\$520.89	
512	JARLSBERG, JANE	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/13/2022	MWA Board Meeting – Paid	\$173.63		
		<b>Totals:</b>			\$520.89	\$0.00
		<b>Employee Total:</b>			\$520.89	
513	DOOLITTLE, STACY	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		<b>Totals:</b>			\$347.26	\$0.00
		<b>Employee Total:</b>			\$347.26	
<b>Grand Totals:</b>				\$1,909.93	\$0.00	
<b>Grand Total:</b>				\$1,909.93		

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

**Finance Committee**

**DATE: March 9, 2021**

**REPORT TO:** Finance Committee  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** WELL 14 4-LOG BUDGET UPDATE AND AMENDMENT  
**RECOMMENDATION:** Receive report and refer to the Board for approval.

---

**ANALYSIS:** Since the Well 14 4-Log Project/Budget Manager is no longer with us, the Director of Finance brings you the following update on the budget in his place. In January 2021, a budget increase of \$150,000 was approved by the Board of Directors, increasing the Well 14 4-Log project budget to \$650,000. It has come to my attention recently that the project went over that budget sometime in the fall of 2021. As of 02/15/22, preliminary unreconciled costs amounted to approximately \$1,060,208 and an additional \$82,250 in costs are anticipated to complete the project (for SCADA, Security, Gate, Waste pit, startup, and labor). Projected final costs are \$1,142,458, including approximately \$266,787 in unbudgeted salary, overhead, and vehicle/equipment costs.

This project is quite unique, being the first of its kind in the United States. While this is only speculation, that fact may be a contributor in these unexpected overages. Many smaller, assumingly unexpected costs were also incurred for items such as an upgraded flow meter, various plumbing, and fittings, equipment rental, sampling, etc. In addition, the protracted length of time for this project to be completed has allowed for escalation of costs, especially since the beginning of COVID. As the District's largest producing well, this work was likely never considered to be optional and the cost of drilling a new well could have exceeded this cost, perhaps significantly.

The Administration Code requires the General Manager to bring a budget issue to the Board only if the total budget becomes out of balance (i.e. net revenue changes), not if he or she can move funds from elsewhere. It is challenging to know if and when such as change will be forthcoming.

Below you will find an excerpt from the Administrative Code:

**4.04.05 Budget.** It is the duty of the General Manager to prepare the annual budget and submit it to the Board of Directors. The General Manager shall adhere to the budget unless otherwise directed by the Board and shall establish a system of accounting for expenditures. The General Manager shall regularly review the status of the budget with the Board and propose appropriate corrective action if revenues or expenditures vary materially from the approved budget.

**4.04.06 Purchasing.** It is the duty of the General Manager, as approved in the budget report and quarterly adjustments, to be responsible for the purchase of all supplies and equipment for the JBWD, as approved in the budget, or for emergencies as indicated in the next section. The General Manager has authority to move budget funding within the budget line items as long as the overall budget is still balanced, meaning that the same or more net revenue is projected as from the original Board-approved budget (or Board-approved adjusted budget.) The General Manager will report any budget moves or adjustments made during the quarterly financial reporting. After budget approval, all expenditures for items classified as capital assets, such as autos, office equipment, land, etc., may be purchased when JBWD Staff determines that cash flow supports the purchase.

Overall, the 21/22 capital budget was expected to dip into reserves by \$672,296 (\$174k built into the rate study). Assuming all budgeted projects are completed and on budget, an additional \$492,458 of reserve use is anticipated. Staff recommends utilizing the Capital reserve to accommodate this cost overrun and requests that the Board approve a Capital budget amendment of \$492,458.

**STRATEGIC PLAN** N/A

**ITEM:**

**FISCAL IMPACT:** Increase to approved Capital budget of \$492,458.

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

**Finance Committee Meeting**

**DATE: March 9, 2022**

**REPORT TO:** Finance Committee  
**PREPARED BY:** Sarah Johnson, Acting GM/Director of Administration  
**TOPIC:** **REVISED FIELD SERVICE TECHNICIAN JOB DESCRIPTION**  
**RECOMMENDATION:** Receive and refer to the Board for adoption of revised Field Service Technician I/II series job description.

---

**ANALYSIS:** The District currently has two Field Service Technician (FST) positions at Range 18 of the salary schedule. This role is responsible for field customer service; meter reading, maintenance, and installation; water system maintenance; underground utility location; and a variety of other associated tasks.

Staff has revised the job description into a series I/II which is consistent with other District job classification series. The proposed range for the revised positions is:

- FST I – Range 11
- FST II – Range 19

This change allows for the distribution of responsibilities across the series, helps attract entry-level candidates, creates a path for advancement, and prepares for succession.

This update is considered a major revision under the Employee Handbook, Section 4 - Classification Plan. For that reason, the revision must be brought to the board for consideration of formal adoption.

The budget for the FST I/II positions was previously approved in the FY21/22 budget.

**STRATEGIC PLAN ITEM:** 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices  
3.1.2 - Continually Update Job Descriptions  
3.1.7 - Prepare & Create Process for Succession Planning

**FISCAL IMPACT:** As approved in the FY21/22 budget





# JOB DESCRIPTION

<b>POSITION</b>	Field Service Technician I/II	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Field Service Technician I – 11 Field Service Technician II – 19	<b>ESTABLISHED DATE</b>	09/19/07
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	TBD
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general supervision the Field Service Technician installs, maintains, and reads water meters; turns water service on and off; performs water system maintenance; performs underground utility location; analyzes and interprets data; communicates directly with customers; and performs a variety of other tasks associated with field service and relative to the assigned area of responsibility.

## DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Field Service Technician job series.

Field Service Technician I is the entry to mid level in the Field Service Technician series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Field Service Technician II is the experienced, journey-level in the Field Service Technician series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgment within established guidelines.

## SUPERVISION RECEIVED/EXERCISED

Positions receive general supervision from a department head, manager, or supervisor, as assigned.

## EXAMPLES OF DUTIES

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

### Essential Functions:

1. Reads and records water meters manually or using an electronic recording device; uploads and downloads readings to and from computerized customer service data base and makes necessary calculations for service start up and/or accountability; responds to requests for exception re-reads, zero-reads, and/or other reading needs.
2. Installs new or replacement water meters and ensures they are registering properly; accurately GPS meter using electronic hardware and software, operate meter data management system (i.e., GeoViewer);
3. Maintains and cleans in and around meter boxes; performs routine maintenance on meters and associated devices; repairs meter leaks and performs other related repairs, and replaces meter boxes and lids.
4. Turns water service on and off for customers, both during normal working hours and during on-call hours; explains District policy relative to the field.
5. Provides customer service by responding to customer inquiries at their home or business, including answering questions regarding meter leaks, water pressure, water quality, or high consumption readings; report water savings and identify water conservation opportunities; and analyzes and interprets consumption data.
6. Locates, identifies and marks distribution system facilities, including valves, fire hydrants and blow-offs; advises the USA Locates organization; assists in updating District’s water mapping and atlas functions.

7. Assists in day to day District operations and maintenance as required including but not limited to maintenance, installation, and repair on water distribution appurtenances and lines, service installation, customer service, facility maintenance, and on-call duties;
8. Completes forms, reports, standard operating procedures utilizing computer/tablet/smart phone.
9. Performs inventory duties, and maintains necessary supplies, tools, and equipment in district vehicle;
10. Performs daily and weekly inspections of assigned District vehicle, makes minor repairs/replacements; advises supervisor of needed repairs or replacements that need additional assistance.
11. Regular attendance at the work site, attends meetings, and responds to call-outs after hours, weekends, and holidays;
12. Participates in the District's "on-call" rotation as assigned.
13. Operates a District vehicle on a daily basis in a safe and effective manner.

**Marginal Functions:**

1. Opens, closes and locks District buildings, sets and inactivates building alarm, and performs building security functions;
2. Maintains, raises, lowers, replaces flag as needed;
3. Performs other duties related to the classification as assigned.

<b>MINIMUM QUALIFICATIONS</b>
-------------------------------

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

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

**FST I**

**Experience:** A typical way to obtain the experience would be to have a minimum of one (1) year of experience reading meters, preferably with a public utility.

**Education and/or Training:**

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

**Certificates, Licenses, Registration:**

- Must possess and maintain a State of California issued Class "C" driver's license.
- Must possess and maintain or have the ability to obtain within 9 months of appointment: State Water Resources Control Board (SWRCB) **Grade I or higher** Water Distribution Operator Certificate.

**FST II**

**Experience:** A typical way to obtain the experience would be to have a minimum of two (2) years of experience in the position of Field Service Technician I. Must be fully trained and have expert level knowledge of routes and meter reading software, and all essential functions of the position.

**Education and/or Training:**

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

**Certificates, Licenses, Registration:**

- Must possess and maintain a State of California issued Class "C" driver's license.
- Must possess and maintain a State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

## PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

### **Knowledge of:**

- Methods of procedures for installing, removing, repairing, and testing the operation of water meters;
- Methods, materials, tools, and equipment used in water service installation, maintenance, and repair work;
- Methods used in locating water mains and meters;
- Working principles for different types of meters;
- Appropriate forms, procedures, materials and tools used in reading meters, installation, and repairs;
- Operational characteristics of water meters and meter reading equipment;
- Principles and practices of good customer service;
- Occupational hazards and standard safety practices;
- Basic mathematics;
- District safety standards.

### **Skill in:**

- Operating and maintaining automated meter reading equipment with radio frequency competency;
- Operating a computer, smartphone, tablet, and GPSing devices;
- Driving a District vehicle in a safe manner;

### **Ability to:**

- Read a variety of makes and models of water meters quickly and accurately;
- Learn and perform general maintenance and calibration of water meters, and diagnose malfunctions;
- Interpret and explain District policies to customers, and deal with them in a tactful and courteous manner;
- Work productively with little or no supervision;
- Read, understand, and carry-out written and verbal instructions;
- Prioritize work and coordinating several activities;
- Communicate clearly and concisely, both orally and in writing;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment;
- Utilize computer systems and software related to the needs of the District;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with accuracy;
- Maintain accurate records;
- Work standby on a rotating basis;
- Work within a team environment; and
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

## PHYSICAL AND MENTAL DEMANDS

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

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to shovel, dig, lift, push, pull, and/or carry objects up to 50lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for

extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

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

**Equipment Use:** Vehicles, light equipment, hand tools, power tools, phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

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

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

**Travel:** Travels frequently conducting daily District business, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, and to work regular standby on a rotating basis.

**EMPLOYEE ACKNOWLEDGEMENT**

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

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

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date