



## AGENDA

### SPECIAL MEETING - FINANCE COMMITTEE WEDNESDAY, APRIL 5, 2023, AT 9:00 AM

This meeting may be attended in person at the District Office Boardroom at: 61750 Chollita Rd., Joshua Tree, CA 92284, by phone at 1-669-900-6833, or by video conference.

#### Join Zoom Meeting:

<https://us02web.zoom.us/j/85256309368?pwd=ck1RcGIYU1M4V1IzVU5xbU03UUV3UT09>

Meeting ID: 852 5630 9368

Passcode: 61750

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **PUBLIC COMMENT**

This is the time set aside for public comment on any item appearing on the agenda. At the discretion of the Board President, however, comments on a particular Agenized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.

4. **CONSENT CALENDAR**

Consent calendar items are expected to be routine and non-controversial, to be acted upon at one time without discussion. If a committee member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

**A. DRAFT FINANCE COMMITTEE MEETING MINUTES 03.08.23**

5. **DISCUSSION ITEMS**

**A. CHECK REGISTER – FEBRUARY 2023**

**B. TILFORD PHASE 1 CIRP PROJECT WATER CAPACITY CHARGES TRANSFER**

6. **STAFF REPORTS**

7. **DIRECTOR COMMENTS**

8. **ADJOURNMENT**

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
FINANCE COMMITTEE MEETING  
Wednesday, March 8, 2023  
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Floen called the meeting to order at 9:01 a.m.
2. ROLL CALL – President Floen and Director Doolittle

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, and Autumn Rich, Accounting Supervisor, Jeremiah Nazario, Director of Operations, David Shook, Director of Administration, Lisa Thompson, Executive Assistant

GUESTS – Deb Bollinger

3. PUBLIC COMMENT – Deborah Bollinger mentioned that she was a former water conservation specialist and had the lowest water bill of the year due to the cold weather. She wanted to know if there was a water contingency plan is in still in effect.
4. CONSENT CALENDAR
  - A. DRAFT FINANCE COMMITTEE MEETING MINUTES 02.08.23
    - 1<sup>st</sup> - Doolittle
    - 2<sup>nd</sup> - FloenMotion carried to approve consent calendar minutes.
5. DISCUSSION ITEMS -
  - A. DECEMBER 2022 CHECK REGISTER

Director Doolittle asked about Laserfische. General Manger, Sarah Johnson explained the purpose of using Laserfische. Doolittle asked what was in storage in Twentynine Palms. Johnson explained that archived documents were in storage and the storage units are climate controlled to preserve the documents. Doolittle asked about Parkhouse Tire and where they are located. Interim Director of Operations, Jeremiah Nazario explained that it's cheaper to purchase tires through Parkhouse, and they deliver tractor tires to the district.

    - 1<sup>st</sup> - Doolittle
    - 2<sup>nd</sup> - FloenMotion carried to refer to the Board.
  - B. JANUARY 2023 CHECK REGISTER

Director Doolittle and President Floen asked staff about several check register entries in which staff provided explanations.

    - 1<sup>st</sup> - Doolittle
    - 2<sup>nd</sup> - FloenMotion carried to refer to the Board.
  - C. 2ND QUARTER ENDING 12/31/22 FINANCIAL REPORT

Director of Finance, Anne Roman presented to the Finance Committee Financial report for the 2<sup>nd</sup> quarter ending 12/31/22.

Director Doolittle asked about the top 10 consumers on page 27, listing individual users.

Doolittle asked about the emergency capital reserves. Director of Finance, Anne Roman mentioned that we will start building towards that emergency reserve and policy in future. President Floen asked about page

28 CMM reserve. Roman explained that we need to adjust on an annual basis. Balance reflects amounts that are reimbursed to the district and increase to cash flow reserve.

1<sup>st</sup> - Doolittle

2<sup>nd</sup> - Floen

Motion carried to receive for information only.

6. STAFF REPORTS – none

7. DIRECTOR COMMENTS - none

8. ADJOURNMENT – President Floen adjourned meeting at 10:31am

NEXT MEETING – Special Meeting Date and Time: April 5, 2023 at 9:00am

Respectfully Submitted,

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Sarah Johnson, General Manager



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 02/01/2023 - 02/28/2023

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>						
014053	29 PALMS MOBILE NOTARY	02/22/2023	Regular	0.00	220.00	65103
<a href="#">202651</a>	Invoice	02/22/2023	NOTARY FEES	0.00	220.00	
000495	ACCONTEMPS	02/01/2023	Regular	0.00	846.72	65051
<a href="#">61428573</a>	Invoice	02/01/2023	TEMPORARY LABOR	0.00	255.63	
<a href="#">61465523</a>	Invoice	02/01/2023	TEMPORARY LABOR	0.00	591.09	
000495	ACCONTEMPS	02/15/2023	Regular	0.00	3,984.33	65091
<a href="#">61460710</a>	Credit Memo	02/15/2023	CREDIT: TEMPORARY LABOR	0.00	-255.63	
<a href="#">61484228</a>	Invoice	02/15/2023	TEMPORARY LABOR	0.00	202.41	
<a href="#">61495503</a>	Credit Memo	02/15/2023	CREDIT: TEMPORARY LABOR	0.00	-0.81	
<a href="#">61520729</a>	Invoice	02/15/2023	TEMPORARY LABOR	0.00	1,612.80	
<a href="#">61538997</a>	Invoice	02/15/2023	TEMPORARY LABOR	0.00	1,209.60	
<a href="#">61539198</a>	Invoice	02/15/2023	TEMPORARY LABOR	0.00	611.16	
<a href="#">61539199</a>	Invoice	02/15/2023	TEMPORARY LABOR	0.00	604.80	
000501	ACWA JPIA	02/15/2023	Regular	0.00	18,632.64	65071
<a href="#">JPIA021523</a>	Invoice	02/15/2023	WORKERS COMP OCT - DEC 22	0.00	18,632.64	
013998	AMAZON CAPITAL SERVICES INC	02/15/2023	Regular	0.00	5,961.97	65072
<a href="#">13K4-9PPW-4K3R</a>	Invoice	02/15/2023	OFFICE SUPPLIES	0.00	1,220.54	
<a href="#">1DNW-R6JM-6JNG</a>	Invoice	02/15/2023	OFFICE SUPPLIES	0.00	939.68	
<a href="#">1KCD-QQHC-3YM9</a>	Invoice	02/15/2023	SHOP OFFICE SUPPLIES	0.00	3,801.75	
013019	ARBORIST SERVICES	02/01/2023	Regular	0.00	775.00	65047
<a href="#">9128</a>	Invoice	02/01/2023	DEMO GARDEN/BUILD MAINT THRU 1/15/23	0.00	775.00	
000950	ASSOCIATION OF THE SB CO SPEC DISTRICTS	02/01/2023	Regular	0.00	75.00	65057
<a href="#">0075</a>	Invoice	02/01/2023	MONTHLY DINNER 01/23: SHORT	0.00	75.00	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	02/01/2023	Regular	0.00	5,394.48	65036
<a href="#">671303</a>	Invoice	02/01/2023	LABOR LEGAL SERVICES THRU 12/31/22	0.00	1,024.80	
<a href="#">671304</a>	Invoice	02/01/2023	LEGAL SERVICES THRU 12/31/22	0.00	4,369.68	
001630	ATT MOBILITY	02/15/2023	Manual	0.00	2,634.02	902178
<a href="#">829480028X0205...</a>	Invoice	02/15/2023	COMMUNICATIONS - JAN 23	0.00	2,634.02	
000214	BABCOCK LABORATORIES INC	02/01/2023	Regular	0.00	1,263.08	65037
<a href="#">CA30986-2287</a>	Invoice	02/01/2023	HDMC WWTP - SAMPLING	0.00	367.11	
<a href="#">CA30996-2287</a>	Invoice	02/01/2023	SAMPLING	0.00	119.00	
<a href="#">CA31452-2287</a>	Invoice	02/01/2023	SAMPLING	0.00	17.00	
<a href="#">CA31453-2287</a>	Invoice	02/01/2023	SAMPLING	0.00	294.00	
<a href="#">CA31454-2287</a>	Invoice	02/01/2023	SAMPLING	0.00	210.00	
<a href="#">CA31570-2287</a>	Invoice	02/01/2023	HDMC WWTP - SAMPLING	0.00	255.97	
000214	BABCOCK LABORATORIES INC	02/15/2023	Regular	0.00	1,027.12	65073
<a href="#">CA32031-2287</a>	Invoice	02/15/2023	SAMPLING	0.00	252.00	
<a href="#">CA32124-2287</a>	Invoice	02/15/2023	HDMC WWTP - SAMPLING	0.00	349.15	
<a href="#">CB30098-2287</a>	Invoice	02/15/2023	HDMC WWTP - SAMPLING	0.00	255.97	
<a href="#">CB30403-2287</a>	Invoice	02/15/2023	SAMPLING	0.00	102.00	
<a href="#">CB30827-2287</a>	Invoice	02/15/2023	SAMPLING	0.00	68.00	
001012	BARTLE WELLS ASSOCIATES	02/01/2023	Regular	0.00	7,685.00	65038
<a href="#">447D-1001</a>	Invoice	07/20/2022	2022 RATE & FEE STUDY	0.00	7,685.00	
001012	BARTLE WELLS ASSOCIATES	02/01/2023	Regular	0.00	13,943.53	65058

Check Report

Date Range: 02/01/2023 - 02/28/2023

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	
<a href="#">447D-1003</a>	Invoice	02/01/2023	2022 RATE & FEE STUDY	0.00	13,943.53	
004110	BURRTEC WASTE AND RECYCLING SVCS	02/01/2023	Manual	0.00	162.03	902166
<a href="#">BW0223</a>	Invoice	02/01/2023	TRASH & RECYCLING (OFFICE) - FEB 23	0.00	162.03	
004110	BURRTEC WASTE AND RECYCLING SVCS	02/15/2023	Manual	0.00	889.79	902175
<a href="#">BW013123</a>	Invoice	02/15/2023	TRASH REMOVAL (SHOP) - JAN 23	0.00	889.79	
001517	CalPERS	02/01/2023	Manual	0.00	12,507.19	902173
<a href="#">PPE 1-27-23</a>	Invoice	02/01/2023	PAY PERIOD ENDING 1/27/23	0.00	12,507.19	
001555	CENTRATTEL LLC	02/15/2023	Regular	0.00	634.01	65074
<a href="#">230202252101</a>	Invoice	02/15/2023	DISPATCH SERVICES - JAN 23	0.00	634.01	
000510	CHARTER COMMUNICATIONS	02/15/2023	Regular	0.00	550.00	65075
<a href="#">116905701020123</a>	Invoice	02/15/2023	INTERNET SERVICES - FEB 23	0.00	550.00	
000510	CHARTER COMMUNICATIONS	02/01/2023	Manual	0.00	375.63	902168
<a href="#">0008970012223</a>	Invoice	02/01/2023	SCADA INTERNET - FEB 23	0.00	375.63	
014052	CJ BROWN AND COMPANY CPAS - AN ACCOUNTA	02/15/2023	Regular	0.00	650.00	65076
<a href="#">CJBC012323</a>	Invoice	02/15/2023	FINANCIAL AUDIT 21/22 - JAN 23	0.00	650.00	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO IN	02/01/2023	Manual	0.00	1,598.68	902165
<a href="#">39905610105934</a>	Invoice	02/01/2023	EE LIFE INSURANCE - JAN 23	0.00	1,598.68	
000112	COPPER MOUNTAIN MEDIA KXCM FM	02/15/2023	Regular	0.00	500.00	65078
<a href="#">23010007</a>	Invoice	02/15/2023	ADVERTISING: WATER CONSERVATION MEDIA	0.00	500.00	
013373	CORE AND MAIN LP	02/01/2023	Regular	0.00	5,904.41	65041
<a href="#">R185217</a>	Invoice	02/01/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	2,349.81	
<a href="#">R205767</a>	Invoice	02/01/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	527.95	
<a href="#">S160154</a>	Invoice	02/01/2023	SMALL TOOLS - DISTRIBUTION	0.00	483.55	
<a href="#">S160620</a>	Invoice	02/01/2023	SMALL TOOLS - DISTRIBUTION	0.00	527.98	
<a href="#">S167820</a>	Credit Memo	02/01/2023	SMALL TOOLS - DISTRIBUTION	0.00	-527.98	
<a href="#">S202938</a>	Invoice	02/01/2023	D1-1 BOOSTER STN UPGRADE SUPPLIES	0.00	1,358.73	
<a href="#">S202950</a>	Invoice	02/01/2023	INVENTORY	0.00	1,184.37	
013373	CORE AND MAIN LP	02/15/2023	Regular	0.00	31,011.57	65079
<a href="#">S000401</a>	Invoice	02/15/2023	INVENTORY	0.00	1,131.40	
<a href="#">S000402</a>	Invoice	02/15/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	375.18	
<a href="#">S187474</a>	Invoice	02/15/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	568.44	
<a href="#">S188318</a>	Invoice	02/15/2023	SMALL TOOLS - DISTRIBUTION	0.00	891.58	
<a href="#">S201410</a>	Invoice	02/15/2023	D1-1 BOOSTER STN UPGRADE/INVENTORY	0.00	15,782.00	
<a href="#">S209438</a>	Invoice	02/15/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	2,991.65	
<a href="#">S240033</a>	Invoice	02/15/2023	SHOP EXPENSE	0.00	4,282.89	
<a href="#">S250461</a>	Invoice	02/15/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,583.99	
<a href="#">S275337</a>	Invoice	02/15/2023	MAINLINE/LEAK REPAIR SUPPLIES	0.00	3,404.44	
014051	D&D CUSTOM HOMES LLC	02/01/2023	Regular	0.00	116.78	65056
<a href="#">DDCH012523</a>	Invoice	02/01/2023	METER UPGRADE RECONCILIATION	0.00	116.78	
002205	DESERT FIRE EXT CO INC	02/01/2023	Regular	0.00	2,279.00	65042
<a href="#">12467655</a>	Invoice	02/01/2023	ANNUAL FIRE EXTINGUISHER SVC - SHOP & OFFICE	0.00	1,610.95	
<a href="#">12467754</a>	Invoice	02/01/2023	SHOP EXPENSE	0.00	668.05	
013928	DIRTY BOYS DESIGNZ	02/01/2023	Regular	0.00	337.13	65045
<a href="#">52300</a>	Invoice	02/01/2023	UNIFORMS	0.00	337.13	
002565	DUDEK AND ASSOCIATES INC	02/15/2023	Regular	0.00	3,032.63	65080
<a href="#">202300053</a>	Invoice	02/15/2023	ENG SERV: HDMC WWTP THRU 1/27/23	0.00	3,032.63	
013876	FIVE STAR GYM AND FITNESS LLC	02/09/2023	Regular	0.00	-3,674.00	65059
013876	FIVE STAR GYM AND FITNESS LLC	02/06/2023	Regular	0.00	3,674.00	65059

Check Report

Date Range: 02/01/2023 - 02/28/2023

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	
<a href="#">FS020123</a>	Invoice	02/06/2023	WELLNESS PRGRM - ANNUAL GYM MEMBERSHIP	0.00	3,674.00	
013876	FIVE STAR GYM AND FITNESS LLC	02/15/2023	Regular	0.00	3,674.00	65069
<a href="#">FS020123</a>	Invoice	02/06/2023	WELLNESS PRGRM - ANNUAL GYM MEMBERSHIP	0.00	3,674.00	
000156	FORSHOCK	02/15/2023	Regular	0.00	243.00	65086
<a href="#">2300011</a>	Invoice	02/15/2023	MONTHLY SCADA MONITORING - FEB 23	0.00	38.00	
<a href="#">2300012</a>	Invoice	02/15/2023	MONTHLY SCADA MONITORING - FEB 23	0.00	205.00	
014047	FRANK ROMANO SURVEYING	02/01/2023	Regular	0.00	550.00	65043
<a href="#">FRS012523</a>	Invoice	02/01/2023	TILFORD PH2: SURVEY	0.00	550.00	
013222	FRONTIER COMMUNICATIONS INC	02/15/2023	Regular	0.00	223.61	65081
<a href="#">FC0223</a>	Invoice	02/15/2023	HDMC WWTP - TELEPHONE - FEB 23	0.00	223.61	
000058	GARDA CL WEST INC	02/01/2023	Regular	0.00	740.54	65044
<a href="#">10725610</a>	Invoice	02/01/2023	COURIER FEES - FEB 23	0.00	740.54	
013802	HASA INC	02/15/2023	Regular	0.00	945.10	65082
<a href="#">870068</a>	Invoice	02/15/2023	WATER TREATMENT EXPENSE	0.00	945.10	
013365	IMAGE SOURCE	02/01/2023	Regular	0.00	217.81	65040
<a href="#">25AR1569005</a>	Invoice	02/01/2023	OFFICE EXPENSE 12/30/22 - 1/29/23	0.00	217.81	
013365	IMAGE SOURCE	02/15/2023	Regular	0.00	54.03	65077
<a href="#">25AR1573409</a>	Invoice	02/15/2023	SHOP EXPENSE 1/01/23 - 1/31/23	0.00	54.03	
013989	IRIDIUM SOLUTIONS	02/15/2023	Regular	0.00	5,500.00	65089
<a href="#">1016</a>	Invoice	02/15/2023	CONSULTING SERVICES - JANUARY 23	0.00	5,500.00	
013369	ISHRED INCORPORATED	02/15/2023	Regular	0.00	70.00	65083
<a href="#">2410</a>	Invoice	02/15/2023	ARCHIVE RECORD SHREDDING - FEB 23	0.00	70.00	
009054	KATHLEEN J RADNICH	02/01/2023	Regular	0.00	745.50	65046
<a href="#">230122-1</a>	Invoice	02/01/2023	PUBLIC RELATIONS SERVICES	0.00	745.50	
009054	KATHLEEN J RADNICH	02/15/2023	Regular	0.00	2,194.50	65084
<a href="#">230129-1</a>	Invoice	02/15/2023	PUBLIC RELATIONS SERVICES	0.00	672.00	
<a href="#">230205-1</a>	Invoice	02/15/2023	PUBLIC RELATIONS SERVICES	0.00	724.50	
<a href="#">230212-1</a>	Invoice	02/15/2023	PUBLIC RELATIONS SERVICES	0.00	798.00	
006507	McMASTER CARR SUPPLY COMPANY	02/15/2023	Regular	0.00	851.78	65085
<a href="#">92285163</a>	Invoice	02/15/2023	PUMPING PLANT SUPPLIES	0.00	851.78	
014042	MISSION SQUARE RETIREMENT	02/01/2023	Manual	0.00	2,985.00	902179
<a href="#">MSR020323</a>	Invoice	02/01/2023	EE & ER 457 REMITTANCE - 02/03/23	0.00	2,985.00	
014042	MISSION SQUARE RETIREMENT	02/17/2023	Manual	0.00	2,985.00	902180
<a href="#">MSR021723</a>	Invoice	02/17/2023	EE & ER 457 REMITTANCE - 02/17/23	0.00	2,985.00	
006800	MOJAVE WATER AGENCY	02/01/2023	Regular	0.00	562.46	65048
<a href="#">INV02781</a>	Invoice	02/01/2023	2023 AWAC CALENDARS	0.00	562.46	
000233	NAPA AUTO PARTS	02/01/2023	Regular	0.00	930.46	65053
<a href="#">426628</a>	Invoice	02/01/2023	AUTO EXPENSE	0.00	58.17	
<a href="#">426629</a>	Invoice	02/01/2023	SHOP EXPENSE/VEHICLE MAINTENANCE:V40 & V41	0.00	416.24	
<a href="#">426630</a>	Invoice	02/01/2023	VEHICLE MAINTENANCE: V35	0.00	36.98	
<a href="#">427335</a>	Invoice	02/01/2023	SHOP EXPENSE	0.00	419.07	
000233	NAPA AUTO PARTS	02/15/2023	Regular	0.00	71.17	65102
<a href="#">428053</a>	Invoice	02/15/2023	SHOP EXPENSE	0.00	71.17	
003930	NBS	02/01/2023	Regular	0.00	540.60	65049
<a href="#">202301-1035</a>	Invoice	02/01/2023	CMM DELINQUENT LETTERS	0.00	540.60	

Check Report

Date Range: 02/01/2023 - 02/28/2023

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	
013352 <a href="#">1-9703-2</a>	NIELSEN FIRE AND ICE HEATING AND AIR Invoice	02/15/2023 02/15/2023	Regular NEW A/C UNIT FOR BOARD ROOM	0.00 0.00	5,800.00 5,800.00	65070
000070 <a href="#">1170535</a>	ONLINE INFORMATION SERVICES INC Invoice	02/15/2023 02/15/2023	Regular ID VERIF. SERV. THRU 01/31/23	0.00 0.00	190.93 190.93	65087
013207 <a href="#">8583-1-2023</a>	PARCELQUEST Invoice	02/01/2023 02/01/2023	Regular ANNUAL PARCEL OWNER INFO DATABASE	0.00 0.00	2,399.00 2,399.00	65039
VEN01533 <a href="#">INV-15-131521</a>	PAYMENTUS GROUP INC Invoice	02/21/2023 02/21/2023	Manual CREDIT CARD PROCESSING FEE - JAN 23	0.00 0.00	3,749.25 3,749.25	902181
008415 <a href="#">23441070</a> <a href="#">23441073</a>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	02/01/2023 02/01/2023 02/01/2023	Regular SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00	209.77 83.20 126.57	65050
008415 <a href="#">23447117</a> <a href="#">23447122</a>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	02/15/2023 02/15/2023 02/15/2023	Regular SHOP EXPENSE SHOP EXPENSE	0.00 0.00 0.00	209.77 83.20 126.57	65088
008201 <a href="#">PB021223</a>	PURCHASE POWER Invoice	02/15/2023 02/15/2023	Manual POSTAGE REFILL FOR METER	0.00 0.00	1,513.50 1,513.50	902177
009065 <a href="#">W2984545</a>	RDO EQUIPMENT COMPANY Invoice	02/15/2023 02/15/2023	Regular TRACTOR SUPPLY: E4544	0.00 0.00	563.33 563.33	65090
000091 <a href="#">SB021423</a>	SAN BERNARDINO COUNTY RECORDER Invoice	02/15/2023 02/15/2023	Regular RELEASE OF LIENS	0.00 0.00	180.00 180.00	65092
013831 <a href="#">215788</a>	SATMODO LLC Invoice	02/15/2023 02/15/2023	Regular EMERGENCY SATELLITE PHONES - FEB 23	0.00 0.00	164.26 164.26	65093
013820 <a href="#">2314901-IN</a>	SC FUELS Invoice	02/15/2023 02/15/2023	Regular FUEL FOR VEHICLES	0.00 0.00	3,485.53 3,485.53	65094
009898 <a href="#">GAS0123</a>	SOCALGAS Invoice	02/01/2023 02/01/2023	Manual HEAT FOR SHOP - THRU 1/18/23	0.00 0.00	685.55 685.55	902170
009880 <a href="#">SCE0123</a>	SOUTHERN CALIFORNIA EDISON CO Invoice	02/15/2023 02/15/2023	Manual POWER TO BLDGS & GEN - JAN 23	0.00 0.00	2,010.87 2,010.87	902176
009878 <a href="#">SCE0123</a>	SOUTHERN CALIFORNIA EDISON Invoice	02/22/2023 02/22/2023	Manual POWER FOR PUMPING - JAN 23	0.00 0.00	28,720.47 28,720.47	902182
VEN01020 <a href="#">23-1094</a> <a href="#">23-1513</a>	SOUTHWEST NETWORKS INC Invoice Invoice	02/15/2023 02/15/2023 02/15/2023	Regular SUPPLEMENTAL IT (AMC) - THRU 1/31/23 OPS: COMPUTER EQUIPMENT: V32	0.00 0.00 0.00	5,021.70 2,565.00 2,456.70	65095
009920 <a href="#">ST0223</a>	STANDARD INSURANCE CO Invoice	02/01/2023 02/01/2023	Regular EE LIFE INSURANCE - FEB 23	0.00 0.00	1,279.84 1,279.84	65052
013196 <a href="#">166594102-0</a>	TPX COMMUNICATIONS Invoice	02/15/2023 02/15/2023	Manual TELEPHONE (OFFICE) - FEB 23	0.00 0.00	68.61 68.61	902174
010850 <a href="#">120230351</a>	UNDERGROUND SERVICE ALERT Invoice	02/15/2023 02/15/2023	Regular TICKET DELIVERY SERVICE - JAN 23	0.00 0.00	143.00 143.00	65097
CC-ANNE <a href="#">US0123</a>	US BANK CORPORATE Invoice	02/01/2023 02/01/2023	Manual OFFICE SUPPLIES/BUILDING MAINT:OFFICE/EE TRAINING	0.00 0.00	2,989.12 2,989.12	902164
CC-DAN <a href="#">US0123</a>	US BANK CORPORATE Invoice	02/01/2023 02/01/2023	Manual EE TRAINING/SM TOOLS/SHOP OFFICE SUPPIES	0.00 0.00	4,207.53 4,207.53	902167
CC-SARAH <a href="#">US0123</a>	US BANK CORPORATE Invoice	02/01/2023 02/01/2023	Manual CUST SVC GLASS/DIRECTOR TRAINING/SOFTWARE	0.00 0.00	9,893.89 9,893.89	902169

Check Report

Date Range: 02/01/2023 - 02/28/2023

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	
011101 <a href="#">118412</a>	VAGABOND WELDING SUPPLY Invoice	02/15/2023	Regular SHOP EXPENSE	0.00	103.31	65096
011114 <a href="#">19014</a>	VAN DYKE CORP Invoice	02/15/2023	Regular D1-1 BOOSTER STN UPGRADE	0.00	700.00	65098
000327 <a href="#">8536</a>	WATER QUALITY SPECIALISTS Invoice	02/15/2023	Regular HDMC WWTP: OPERATION & MAINT - JAN 23	0.00	3,605.00	65099
013809 <a href="#">2301-304</a>	WEST COAST CIVIL INC Invoice	02/15/2023	Regular ENG: BELMONT DESIGN/SURVEY THRU 1/23/23	0.00	16,765.00	65100
014048	WEST COAST EQUIPMENT LLC	02/09/2023	Regular	0.00	-174,030.88	64984
011615 <a href="#">31250897</a>	WESTERN EXTERMINATOR CO Invoice	02/15/2023	Regular PEST CONTROL SERVICES - SHOP	0.00	41.50	65101
013359 <a href="#">3762858</a> <a href="#">3787940</a>	XEROX FINANCIAL SERVICES Invoice Invoice	02/22/2023 02/22/2023 02/22/2023	Manual SHOP EXPENSE 1/27/23 - 2/26/23 OFFICE EXPENSE 1/30/23 - 2/27/23	0.00 0.00 0.00	627.73 230.13 397.60	902183

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	57	0.00	167,474.90
Manual Checks	19	18	0.00	78,603.86
Voided Checks	0	2	0.00	-177,704.88
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>119</b>	<b>77</b>	<b>0.00</b>	<b>68,373.88</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	57	0.00	167,474.90
Manual Checks	19	18	0.00	78,603.86
Voided Checks	0	2	0.00	-177,704.88
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>119</b>	<b>77</b>	<b>0.00</b>	<b>68,373.88</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	2/2023	68,373.88
			<b>68,373.88</b>



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 02/01/2023 - 02/28/2023

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>						
013940	PAYLOCITY	02/17/2023	Manual	0.00	1,502.00	950037
<a href="#">111571415</a>	Invoice	02/17/2023	PAYROLL PROCESSING FEE - FEB 23	0.00	1,502.00	
013940	PAYLOCITY	02/20/2023	Manual	0.00	34.25	950038
<a href="#">INV1268626</a>	Invoice	02/20/2023	HR ONLINE - FEB 23	0.00	34.25	

**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	1,536.25
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>1,536.25</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	1,536.25
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>1,536.25</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	2/2023	1,536.25
			<b>1,536.25</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
04-00118-007	GARSKE, NATHAN	2/1/2023	Refund	178.02	Check #: 65031
04-00169-005	BENEDETTI, JERRY P	2/1/2023	Refund	251.69	Check #: 65032
10-00203-002	WALKER, BRETT MICHAEL	2/1/2023	Refund	6.67	Check #: 65033
13-00384-001	FRANK, SIERRA	2/1/2023	Refund	8.22	Check #: 65034
64-99288-000	FORD, MARK LESLIE	2/1/2023	Refund	2,607.85	Check #: 65035
64-99288-000	FORD, MARK LESLIE	2/15/2023	Refund	-2,607.85	Check #: 65035
64-00079-000	KIMMEL, ALFRED	2/1/2023	Refund	701.43	Check #: 65054
05-00107-013	AVANTSTAY	2/15/2023	Refund	142.89	Check #: 65060
12-00058-014	A.I.M. RENTAL PROPERTIES	2/15/2023	Refund	161.38	Check #: 65061
52-00049-014	SHEPARD, CHRIS	2/15/2023	Refund	214.90	Check #: 65062
63-00165-002	ABENOJA, ARMIDA	2/15/2023	Refund	160.58	Check #: 65063
64-99285-000	WILLIAMS, ZACK	2/15/2023	Refund	2,453.98	Check #: 65064
64-99287-000	CAIPO, GUILLERMO W	2/15/2023	Refund	2,536.34	Check #: 65065
64-99290-000	FINIANOS, ROGER	2/15/2023	Refund	2,777.14	Check #: 65066
15-00123-000	SLAYTON, CYNTHIA	2/15/2023	Refund	16,951.00	Check #: 65067
64-99288-000	FORD, MARK LESLIE	2/15/2023	Refund	2,607.85	Check #: 65068
				<u><b>29,152.09</b></u>	

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

## Director Pay

01/14/2023 - 02/10/2023

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Reimbursements</u>	
511	FLOEN, TOM	01/18/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/01/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/08/2023	Committee Meeting - Finance - Paid	\$173.63		
		02/08/2023	Committee Meeting - Water Resources & Ops - Unpaid	\$0.00	PAID FOR FINANCE COMMITTEE MEETING ON THE SAME DAY	
		Totals:			\$520.89	\$0.00
		Employee Total:			\$520.89	
512	JARLSBERG, JANE	01/23/2023	ASBCSD DINNER		\$38.00	
		01/18/2023	Board Meeting - JBWD - Paid	\$173.63		
		01/23/2023	Dinner - ASBCSD - Paid	\$173.63		
		02/01/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/01/2023	Training - Paid	\$173.63	12/8/22 ANTI-HARASSMENT TRAINING	
		02/01/2023	Training - Paid	\$173.63	1/22/23 ETHICS TRAINING	
		Totals:			\$868.15	\$38.00
		Employee Total:			\$906.15	
513	DOOLITTLE, STACY	01/18/2023	Board Meeting - JBWD - Paid	\$173.63		
		01/26/2023	MWA Board Meeting - Paid	\$173.63		
		02/01/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/08/2023	Committee Meeting - Water Resources & Ops - Paid	\$173.63		
		Totals:			\$694.52	\$0.00
Employee Total:			\$694.52			
514	DELPH, BARBARA	01/18/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/01/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/08/2023	Committee Meeting - Finance - Paid	\$173.63		
		Totals:			\$520.89	\$0.00
Employee Total:			\$520.89			
515	SHORT, THOMAS	01/18/2023	Board Meeting - JBWD - Paid	\$173.63		
		01/23/2023	Dinner - ASBCSD - Paid	\$173.63		
		02/01/2023	Board Meeting - JBWD - Paid	\$173.63		
		02/01/2023	Training - Paid	\$173.63	12/16/22 ETHICS TRAINING	
		02/01/2023	Training - Paid	\$173.63	1/24/23 ANTI-HARASSMENT TRAINING	
		Totals:			\$868.15	\$0.00

Employee Total:	\$868.15	
<hr/>		
Grand Totals:	\$3,472.60	\$38.00
Grand Total:	<b>\$3,510.60</b>	



## Finance Committee Staff Report

MEETING DATE: 04/05/2023  
PRESENTED BY: Anne Roman, Director of Finance  
TOPIC: **TILFORD PHASE 1 CIRP PROJECT WATER CAPACITY CHARGES TRANSFER**  
RECOMMENDATION: Receive report, ask questions, and refer to Board for approval.

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### ANALYSIS:

Capacity charges (aka Capacity *fees*) are one-time development charges used to fund the capital improvements necessary for the expansion of the water system as a result of each new meter/connection. Capacity charges are **legally restricted (in our LAIF – Water Capacity Charges Reserve)** and may only be used to fund projects associated with growth, such as expansion or upgrades. In the case of our now-complete Tilford Phase 1 CIRP (Capital Improvement / Replacement Program) project, 38% of the completed project is attributable to vacant, undeveloped land, or upsizing of pipe and is considered expansion of the system. That proportional share is a legal use of capacity charges and the district can use those funds to reimburse itself for project costs incurred and paid from other funds.

\$395,166 (38%) of the Tilford Phase 1 CIRP project cost of \$1,039,912 is eligible for reimbursement from the LAIF – Water Capacity Reserve fund. By default, the unrestricted funds would be transferred into the LAIF – Cash Flow Reserve, which covered those costs when paid. However, the Board may choose to transfer this \$395,166 into any existing reserve fund. Here are a few facts for consideration:

- LAIF - Cash Flow Reserve – Balance \$3,864,524; funded *beyond* target level of \$1,901,156 (3 months of operating expenses)
- LAIF - Operating Reserve – Balance \$1,901,156; funded *at* target level of \$1,901,156 (3 months of operating expenses)
- LAIF - Capital Reserve – Balance \$2,901,649; no target or maximum
- LAIF - Emergency Capital Replacement Reserve balance is at its target of \$2 million

While it would normally be recommended that these funds be transferred into the LAIF – Capital Reserve, there has been some interest in increasing the LAIF – Emergency Capital Replacement Reserve. Transferring these capacity funds into the LAIF - Emergency Capital Replacement Reserve would be a quicker way to increase that balance versus building it up over time by gradually decreasing funding to the LAIF – Capital Reserve.

**Thus, Staff recommends that the Committee and Board consider transferring the full balance of \$395,166 into the LAIF – Emergency Capital Replacement Reserve to achieve a balance of \$2,395,166.**

Following the unrestriction and transfer of water capacity charges in the amount of \$395,166, a balance of \$934,479 will remain in the LAIF - Water Capacity Reserve fund, available for future eligible growth-related projects. This balance will continue to grow as these Capacity charges are collected with each new future connection.

**STRATEGIC PLAN ITEM:** 2.7.1 Maintain Finance Compliance

**FISCAL IMPACT:**

Unrestrict and transfer LAIF - Water Capacity Funds as shown:

<b>From:</b>	
LAIF - Water Capacity Charges Reserve	(\$395,166)
<b>To:</b>	
LAIF – Emergency Capital Replacement Reserve	\$395,166