

# AGENDA

# REGULAR MEETING OF THE BOARD OF DIRECTORS Wednesday, September 20, 2023 at 5:30 p.m.

Meeting Attendance is available in person at 61750 Chollita Rd, Joshua Tree, CA 92252, by phone at 1 (669) 444-9171, or virtually by using the following link:

**Zoom Link Board Meeting** 

Meeting ID: 872 8707 9239 Passcode: 61750

#### **OUR MISSION, VISION, AND VALUES**

#### **Mission Statement**

To provide, protect, and maintain Joshua Tree's water - our vital community resource.

#### **Vision Statement**

To achieve excellence in all District endeavors.

#### Values

The community of Joshua Tree has entrusted the Board of Directors and employees of Joshua Basin Water District with its most valuable natural resource, its groundwater. As stewards of the community water supply, we oversee this critical natural resource to ensure current and future water reliability. Dedicated to this purpose, we embrace these important values:

- Integrity To consistently earn our customers' trust by prioritizing the needs of the community...doing the right thing for the right reason.
- Transparency To openly and honestly share information about our operations with the public.
- **Respect** To treat the residents of Joshua Tree, and all those contacted in the course of business, with high esteem and regard.
- **Fiscal Responsibility** To manage all resources as if they were our own, whether revenues, assets, or water supply, in a conscientious and appropriate manner.
- Accountability To take responsibility for our decisions and actions in managing this essential resource.
- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
- 2. CONSIDERATION OF TELECONFERENCING NOTIFICATIONS OR REQUESTS FROM BOARD MEMBERS
- 3. **DETERMINATION OF A QUORUM**
- 4. APPROVAL OF AGENDA
- 5. PUBLIC COMMENT

This is the time set aside for public comment on any District related matter, whether appearing on the agenda or not. Under provisions of the Brown Act, the Board is prohibited from taking action on items not listed 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.

# 6. CONSENT CALENDAR

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

- A. DRAFT MINUTES 08.16.23
- **B. DRAFT MINUTES 09.06.23**
- C. CHECK REGISTER JULY 2023

# 7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION

# 8. **ACTION CALENDAR**

# A. EMPLOYEE COMPENSATION PLAN

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 23-1058 APPROVING THE EMPLOYEE COMPENSATION PLAN

# **B. NEW JOB DESCRIPTIONS**

#### COMPLIANCE COORDINATOR & PURCHASING & INVENTORY TECHNICIAN

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER

<u>RECOMMENDED ACTION</u>: RECOMMEND THAT THE BOARD ADOPT THE COMPLIANCE COORDINATOR AND PURCHASING & INVENTORY TECHNICIAN POSITIONS

# C. 06/30/23 UNAUDITED/ PRELIMINARY FINANCIAL REPORT

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE

RECOMMENDED ACTION: RECEIVE REPORT, ASK QUESTIONS, AND APPROVE

#### 9. INFORMATIONAL ITEMS AND REPORTS

For informational purposes only on subjects not covered by the agenda. No action is to be taken. The Board may provide staff with requests for future agenda items.

- A. GENERAL MANAGERS REPORT
- **B. DIRECTOR REPORTS AND COMMENTS**

# 10. ADJOURNMENT

CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS	DATE	/TIME	ATTENDEE(S)
MWA - BOARD MEETING	09/28/23	9:30AM	Doolittle
JBWD – SPECIAL BOARD MEETING TRAINING/RETREAT (REGULAR 10/4/23 MEETING CANCELLED IN LIEU OF SPECIAL MEETING	10/04/23	9:00AM – 2:00PM	All
MWA – TAC MEETING	10/05/23	10:00AM	Short

# **INFORMATION**

The public is invited to comment on any item on the agenda during the discussion of that item.

<u>Availability of agenda materials</u>: Materials related to any item on this Agenda submitted to the District Board of Directors or Committee Members after distribution of the agenda packet are available for public inspection at the District's office, 61750 Chollita Road, Joshua Tree, CA 92252, during normal business hours. All documents supporting this agenda are available on the District website <a href="www.jbwd.com">www.jbwd.com</a>, subject to the staff's availability to post the documents before the meeting.

<u>Reasonable Accommodation:</u> Any person with a disability, who requires accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such requests to Lisa Thompson, Executive Assistant, at 760-366-8438. Please allow three business days for your request to be processed. Requests must be received at least seventy-two (72) hours before the scheduled meeting.

<u>Disruptive Conduct</u>: If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.

# JOSHUA BASIN WATER DISTRICT BOARD OF DIRECTORS MEETING MEETING MINUTES AUGUST 16, 2023

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE President Floen called the board meeting to order at 5:30 pm.
- 2. CONSIDERATION OF TELECONFERENCING NOTIFICATIONS OR REQUESTS FROM BOARD MEMBERS. None
- 3. DETERMINATION OF A QUORUM President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

STAFF PRESENT – Director of Finance, Anne Roman, Director of Administration, David Shook, Interim Director of Operations, Jeremiah Nazario, General Manager, Sarah Johnson

CITIZENS ADVISORY COUNCIL PRESENT - None

CONSULTANTS PRESENT - Jeff Hoskinson, Legal Counsel, Kathleen Radnich, Public Outreach Consultant

- 4. APPROVAL OF AGENDA -
  - 1<sup>st</sup> Short
  - 2<sup>nd</sup> Jarlsberg

5/0/0 motion carried to approve the agenda.

- 5. PUBLIC COMMENT None
- 6. CONSENT CALENDAR -
  - A. DRAFT MINUTES 06.21.23
  - B. DRAFT MINUTES 07.19.23
  - C. CHECK REGISTER MAY 2023
  - D. CHECK REGISTER JUNE 2023
  - 1<sup>st</sup> Doolittle
  - 2<sup>nd</sup> Fick

5/0/0 motion carried to approve consent calendar.

- 7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION None
- 8. ACTION CALENDAR
  - A. APPROPRIATION LIMIT FOR FISCAL YEAR 2023/24

Director of Finance, Anne Roman gave her presentation on the Appropriation Limit for the fiscal year 2023/2024. Roman explained the factors of calculation in detail. Roman said that the County will provide us with an estimate for what we will receive in a fiscal year in the month of March. The appropriation amount is based on last year's estimate for the property tax revenues received.

1<sup>st</sup> – Short

2<sup>nd</sup> – Fick

5/0/0 motion carried for the Board to adopt Resolution 23-1057.

#### B. 22/23 BAD DEBT WRITE-OFF OF \$34,791.59

Anne Roman, Director of Finance, made her presentation on the 2022/2023 Bad Debt Write-Off. Roman explained the bad debt statistics and comparisons from years 20/21 and 22/23 and the lien process in detail. Roman mentioned that Director of Administration, David Shook, had arranged with the County the Low-Income Assistance Program (LIWAP) events at the district to help customers with their past due water bills, to help reduce bad debt.

1<sup>st</sup> – Jarlsberg

2<sup>nd</sup> - Fick

5/0/0 motion carried for the Board to approve the 2022/2023 Bad Debt Write-Off in the amount of \$34,491.59.

#### 9. INFORMATION ITEMS AND REPORTS

#### A. GENERAL MANAGERS REPORT -

Interim Director of Operations, Jeremiah Nazario reported on the following:

• Nazario reported there was a leak on Sunday, August 6th. Staff were alerted by the SCADA system. At 9:40 a.m., the field staff were onsite. By 10:30 am field staff had the area isolated, which was in the C zone. Nazario explained that it took a while to assess the situation. It took the field crew some time to dig the hole in a safe manner to get down to the deep pipe depth. It was discovered that there was a slurry coat of concrete over the mainline. The cause of the leak was due to misalignment from a contractor going down to that depth, which put much strain on the main. As a result, there was a bad fracture point to the main. Field staff wrapped up the repairs at 4:00 a.m. the next day. The field staff used 75% of the district equipment to make repairs. No service lines were off the mainline from this leak. Water sampling and extensive flushing were conducted to ensure water quality. There were approximately 920,000 gallons of water loss from the leak. The field staff did an amazing job, they had a rotating crew, there were a lot of moving parts, and people were exhausted but they made it home safely. Nazario said that he was very proud of the field staff.

General Manager, Sarah Johnson reported on the following:

- Introduced seven-year-tenured employee Scott Carpenter, who was recently promoted from Water Operator I, to Interim Production Supervisor.
- Steve Corbin's Celebration of Life will be on Saturday, August 19th at 11:00 a.m.
- SWRCB has had several meetings about the new Chromium 6 regulations and did not make a
  determination and extended the comment period.
- YouTube is back up on our website. We linked the old YouTube channel to our new YouTube channel. The last board meeting is uploaded to YouTube, which can be accessed from our website. When Executive Assistant, Lisa Thompson returns from vacation, we will start uploading the meetings to YouTube regularly.
- Johnson is working on a board retreat training.
- Johnson reported on her goals set by the last performance evaluation:
  - Johnson has been working with consultant Ray Kolisz to develop an RFP for Capital Improvement Planning along with general engineering services, which will be a big undertaking.
  - Johnson moved the Hazard Mitigation Planning to start sooner than planned to meet the deadline. We have a kickoff meeting scheduled on August 23, 2023. During the meeting, we will develop a timeline for the project. The board has already approved the budget.
  - A new website implementation is on its way and should be rolled out by the end of the year. The new website will have a robust agenda management interface, which has led

us to make the decision to move away with the Granicus implementation. Granicus has proven to be challenging, and clunky. Additionally, the implementation specialist did not fulfill their obligations, making everyone unhappy with the platform. Streamline is more efficient and has everything we need in one place for agenda management.

- We are working on a new agenda template in conjunction with our website, looking to make sure that our branding is uniform across our platforms.
- We will be working on a project list that will be included in the agenda so that everyone can keep up with project statuses.

#### B. DIRECTOR REPORTS AND COMMENTS -

#### PRESIDENT FLOEN -

- Reports Attended the Finance Committee on August 9<sup>th</sup> and the Copper Mountain Mesa board meeting.
- Comments Floen mentioned that Kathleen Radnich excused him from going to the Farmer's Market to attend the CMM board meeting, which was on a Saturday.

#### VICE PRESIDENT DOOLITTLE-

- Reports Attended MWA TAC on August 3, 2023.
- Comments Vice President Doolittle learned from the MWA Tac meeting about an interesting plume of perchlorate that they have been dealing with, which came from an illegal disposal of perchlorate from a residence in Barstow in the mid-1980s. Doolittle shared that MWA is reactivating some deactivated gages because of the increased water and one of them is in pipes wash, looking for places to put all the water they have and managing it, MWA will have 11,000-acre feet left over which they will store in the San Luis Reservoir, and Legislate items and bond acts. Doolittle mentioned that PG&E has grants for Chromium 6.

#### **DIRECTOR JARLSBERG-**

- Reports Attended the WRO Committee on August 9 and MWA board meeting last week.
- Comments Director Jarlsberg said that MWA had a workshop, consent calendar, and discussed new business. The workshop was about new production in the Mojave Basin area. Jarlsberg mentioned that there is a PowerPoint on the workshop which she found interesting and wanted to share it with everyone. Jarlsberg mentioned that Vice President Hayhurst resigned from the MWA Board of Directors.

#### DIRECTOR SHORT-

- Reports Attended the Finance Committee and WRO Committee on August 9, 2023.
- Comments None.

#### **DIRECTOR FICK-**

- Reports Attended the MWA board meeting remotely in early August 2023.
- Comments Director Fick said that at the MWA board meeting, there was a discussion of a Master plan, \$500,000 study on peripheral streams, and Dot.gov domain. The County hired Granicus to do an STRs issue happening on August 24<sup>th</sup>.

10.	ADJOURNED TO CLOSED SESSION AT 6:54PM - Conference with Legal Counsel – Anticipated Litigation (Govt. Code $954956.9(d)(4) - 1$ case
	RETURNED TO OPEN SESSION AT 7:17PM - General Counsel, Jeff Hoskinson stated no reportable action.
11.	ADJOURNMENT  1 <sup>st</sup> – Doolittle 2 <sup>nd</sup> – Short President Floen called the board to adjourn at 7:17 pm.
Res	spectfully submitted,
Sar	rah Johnson, General Manager & Board Secretary

# JOSHUA BASIN WATER DISTRICT BOARD OF DIRECTORS MEETING MEETING MINUTES SEPTEMBER 6, 2023

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE President Floen called the board meeting to order at 5:32pm.
- CONSIDERATION OF TELECONFERENCING NOTIFICATIONS OR REQUESTS FROM BOARD MEMBERS. Director Fick
- 3. DETERMINATION OF A QUORUM President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick (attended remotely)

STAFF PRESENT – Director of Finance, Anne Roman, Director of Administration, David Shook, Interim Director of Operations, Jeremiah Nazario, General Manager, Sarah Johnson, Executive Assistant, Lisa Thompson

CITIZENS ADVISORY COUNCIL PRESENT - None

CONSULTANTS PRESENT – Greg Normart, UCM Consultant, Kathleen Radnich, Public Outreach Consultant

4. APPROVAL OF AGENDA -

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Doolittle

5/0/0 motion carried to approve the agenda.

5. PUBLIC COMMENT – Deborah Bollinger

Deborah Bollinger thanked the District for adding YouTube to the Joshua Basin Water District website to view board meetings, thanked Vice President Doolittle for the Climate Change presentation at the July 18<sup>th</sup> board meeting, and thinks that solar energy pays off. Bollinger suggested that the district consider transitioning to solar like other districts have in the area.

- 6. CONSENT CALENDAR None
- 7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION None
- 8. ACTION CALENDAR
  - A. UCM FINDINGS For information only, no action to be taken.

General Manager Sarah Johnson gave the board her staff report on the Utility Cost Management Findings. UCM Consultant Greg Normart mentioned that the district has done a great job minimizing the electricity rates. Normart shared that UCM found three Southern California Edison accounts, saving the district approximately \$8500 per year. UCM began the implementation process with two of the accounts, which should be reflected on the next billing cycle. The third account had no usage, and the district was being charged \$700 per month; this account was closed today.

B. LIHWAP - For information only, no action to be taken.

Director of Administration, David Shook gave his presentation on the Low Assistance Program (LIHWAP) to the board. Shook's PowerPoint demonstrated how three LIHWAP events have helped customers and were a success. Shook thanked Customer Support Specialists, Dani Palomino, Tawny Johnson, and Billing and Customer Support Specialist, Mercedes Meyers for their involvement with the LIHWAP events. Shook shared that County staff from the Community Action Partnership's LIHWAP said that they were treated the best by our staff out of all other agencies.

#### 9. INFORMATION ITEMS AND REPORTS

#### A. GENERAL MANAGERS REPORT -

General Manager, Sarah Johnson gave her report on the following:

- Johnson attended the CSDA General Manager's conference in Monterrey, CA. Johnson shared that the conference had the most fantastic keynote speaker and learned a lot at the conference. The speaker taught leaders how to create stories to help the public understand your business better.
- Johnson met with MWA to discuss water recharge and a new pipeline agreement.
- Johnson shared that United Way of the Desert has merged with Inland Southern California United Way

#### B. DIRECTOR REPORTS AND COMMENTS -

#### PRESIDENT FLOEN -

- Reports Floen attended the Basin Wide Foundation dinner, MWA board meeting, and CMMA board meeting.
- Comments Floen mentioned that everyone at the Basin Wide Foundation seemed very excited when Glen Harris was appointed by Dawn Rowe.

## VICE PRESIDENT DOOLITTLE-

- Reports None
- Comments None

#### **DIRECTOR JARLSBERG-**

- Reports Jarlsberg attended the Basin Wide Foundation Awards dinner on August 24<sup>th</sup>.
- Comments Jarlsberg shared that Glen Harris was awarded the Above and Beyond award at the
  dinner. Jarlsberg mentioned that she would have preferred that General Manager, Sarah
  Johnson, had been nominated for the award. Jarlsberg was not able to attend the ASBSCD
  dinner due to the road conditions from Hurricane Hilary storm.

#### **DIRECTOR SHORT-**

- Reports None
- Comments None

# **DIRECTOR FICK-**

- Reports None
- Comments Fick mentioned a recent regional concern that the County got into an agreement with Cadiz. Fick said that JBWD did have a resolution in 1999 against Cadiz project. Fick shared that he has Covid. Fick said he had attended a JBWD Ad Hoc meeting about solar energy in

2017. At the Ad Hoc meeting, Fick spoke with former General Manager, Curt Sauer about getting solar power with a \$20,000 grant, but the grant dried up. Suggested that district owned vacant land can be used for solar.

10. ADJOURNED TO CLOSED SESSION AT 6:17 PM -
CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code § 54957.6)
Agency Designated Representatives: Sarah Johnson, General Manager
Unrepresented Employee: All District Employees
RETURNED TO OPEN SESSION AT 7:31 PM - General Manager, Sarah Johnson stated no reportable action.
1st – Doolittle 2 <sup>nd</sup> – Short President Floen called the board to adjourn at 7:32 pm.
Respectfully submitted,  Sarah Johnson, General Manager & Board Secretary
Saran John Son, General Manager & Board Secretary



# Joshua Basin Water District

# **Check Report**

By Vendor DBA Name

Date Range: 07/01/2023 - 07/31/2023

sourcewell into the fut.  Vendor Number	พ Vendor DBA Name		Payment Date	Payment Type	Discount Am	ount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	• • • • • • • • • • • • • • • • • • • •	ount Amount		able Amount	rumber
Bank Code: AP-AP Cash			, u, u.u. u u.u. p.u.			7		
	**Void**		07/19/2023	Regular		0.00	0.00	65492
000495	ACCOUNTEMPS		07/19/2023	Regular		0.00	4,721.20	65524
62227134	Invoice	06/30/2023	TEMPORARY LABOR	₹	0.00		1,716.80	
62272170	Invoice	07/19/2023	TEMPORARY LABOR	₹	0.00		1,287.60	
62303114	Invoice	07/19/2023	TEMPORARY LABOR	₹	0.00		1,716.80	
000501	ACWA JPIA		07/19/2023	Regular		0.00	3,753.00	65487
INV014202	Invoice	07/19/2023	CYBER LIABILITY PR	OGRAM - 07/01/23 TO 06/30,	/24 0.00		3,753.00	
000501	ACWA JPIA		07/19/2023	Regular		0.00	28,841.88	65488
0699987	Invoice	07/19/2023	EE HEALTH BENEFIT	T & EAP AUG 23	0.00		28,841.88	
000501	ACWA JPIA		07/19/2023	Regular		0.00	47,893.74	65489
0010579	Invoice	07/19/2023	PROPERTY INSURA	NCE 7/23 - 6/24	0.00		47,893.74	
014066	ALYSON CORPORATION		07/19/2023	Regular		0.00	14,160.00	65490
2023-009-001	Invoice	06/30/2023	TILFORD PH2 SURV	EYING	0.00		14,160.00	
013998	AMAZON CAPITAL SERVICE	S INC	07/19/2023	Regular		0.00	3,677.50	65491
1FQT-TLGC-QJ71	Credit Memo	06/30/2023	CREDIT: OFFICE SUI	PPLIES	0.00		-52.92	
1JQ6-H4CD-MJJP	Invoice	06/30/2023	UNIFORMS/SHOP S	SUPPLIES/MAINLINE/LEAK SUP	PLIES 0.00		2,362.90	
1KL7-DP1W-LCPF	Credit Memo	06/30/2023	CREDIT: SAFETY SU	PPLIES	0.00		-113.08	
1NXX-9JFV-N97G	Invoice	06/30/2023	OFFICE SUPPLIES		0.00		1,109.50	
1X6P-17VV-NLD3	Invoice	06/30/2023	OFFICE SUPPLIES		0.00		387.14	
1YJH-LLD9-PP7X	Credit Memo	06/30/2023	CREDIT: OFFICE SUI	PPLIES	0.00		-16.04	
013998	AMAZON CAPITAL SERVICE	S INC	07/20/2023	Manual		0.00	25.84	902288
AM07172023	Invoice	07/20/2023	OFFICE SUPPLIES		0.00		25.84	
013998	AMAZON CAPITAL SERVICE	S INC	07/18/2023	Manual		0.00	28.00	902292
AM07182023-1	Invoice	07/18/2023	OFFICE SUPPLIES		0.00		28.00	
013998	AMAZON CAPITAL SERVICE	S INC	07/18/2023	Manual		0.00	12.90	902293
AM07182023	Invoice	07/18/2023	OFFICE SUPPLIES		0.00		12.90	
000675	AQUA METRIC SALES COM	PANY	07/19/2023	Regular		0.00	977.04	65529
INV0095724	Invoice	07/19/2023	METER READING A	NTENNA	0.00		977.04	
013019	ARBORIST SERVICES		07/19/2023	Regular		0.00	1,162.50	65515
<u>9145</u>	Invoice	06/30/2023	DEMO GARDEN/BU	IILD MAINT THRU 6/30/23	0.00		387.50	
9146	Invoice	07/19/2023	DEMO GARDEN/BU	ILD MAINT THRU 7/15/23	0.00		387.50	
9147	Invoice	06/30/2023	DEMO GARDEN/BU	ILD MAINT THRU 7/15/22	0.00		387.50	
000950	ASSOCIATION OF THE SB C	O SPEC DISTRICTS	07/19/2023	Regular		0.00	111.00	65493
0228	Invoice	06/30/2023	MONTHLY DINNER	JUN 23: JOHNSON, FICK & DO	OLITTLE 0.00		111.00	
013863	ATKINSON ANDELSON LOY	A RUUD AND ROMO	07/19/2023	Regular		0.00	11,351.24	65494
686046	Invoice	06/30/2023	LEGAL SERVICES TH		0.00		11,351.24	
001630	ATT MOBILITY		07/19/2023	Manual		0.00	2,179.80	902277
829480028X070		06/30/2023	COMMUNICATION	S - JUN 23	0.00		2,179.80	

8/8/2023 4:07:15 PM Page 1 of 6

Vendor Number	Vendor DBA Name		Payment Date	Payment Type	Discount Am	ount F	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	 1	<b>Discount Amount</b>		-	
000214	BABCOCK LABORATORIES I	NC	07/19/2023	Regular		0.00	1,560.25	65495
CG30053-2287	Invoice	07/19/2023	SAMPLING		0.00		109.14	
CG30156-2287	Invoice	07/19/2023	HDMC WWTP - SAN	MPLING	0.00		368.03	
CG30501-2287	Invoice	07/19/2023	SAMPLING		0.00		269.64	
CG30511-2287	Invoice	07/19/2023	HDMC WWTP - SAN	MPLING	0.00		255.97	
CG30880-2287	Invoice	07/19/2023	SAMPLING		0.00		314.58	
CG30901-2287	Invoice	07/19/2023	SAMPLING		0.00		242.89	
004110	BURRTEC WASTE AND REC	YCLING SVCS	07/19/2023	Manual		0.00	883.99	902282
BW063023	Invoice	06/30/2023	TRASH REMOVAL (S	SHOP) - JUN 23	0.00		721.96	
<u>BW0723</u>	Invoice	07/19/2023	TRASH & RECYCLIN	G (OFFICE) - JUL 23	0.00		162.03	
001517	CalPERS		07/10/2023	Manual		0.00	16,963.84	902273
PPE 6-30-23	Invoice	07/10/2023	PAY PERIOD ENDIN	G 6/30/23	0.00		16,963.84	
001517	ColDEDC		07/24/2023	Manual		0.00	47,834.00	902289
100000017216313	CalPERS	07/24/2023	• •	DED ACCRUED LIABILITY	0.00	0.00	47,834.00	302203
	invoice	07/24/2023			0.00		•	
001517	CalPERS	07/24/2022	07/24/2023 PAY PERIOD ENDIN	Manual	0.00	0.00	15,228.37 15,228.37	902290
PPE 7-14-23	Invoice	07/24/2023		G 7/14/23	0.00		15,228.37	
014075	CARBON HEALTH MEDICAL	GROUP OF CALIFO		Regular		0.00	370.00	65496
<u>CH071023</u>	Invoice	06/30/2023	EMPLOYMENT REC	RUITING EXPENSE	0.00		370.00	
013889	CARL OTTESONS CERTIFIED	BACKFLOW TESTIN	IG 07/19/2023	Regular		0.00	500.00	65497
<u>7230</u>	Invoice	07/19/2023	CROSS CONNECTIO	N CONSULTING - JUL 23	0.00		500.00	
001555	CENTRATEL LLC		07/19/2023	Regular		0.00	870.70	65498
230702252101	Invoice	06/30/2023	DISPATCH SERVICES	•	0.00	0.00	870.70	05450
2007022022	invoice .	,,						
000510	CHARTER COMMUNICATIO	NS	07/19/2023	Regular		0.00	550.00	65499
116905701070123	Invoice	07/19/2023	INTERNET SERVICES	S - JUL 23	0.00		550.00	
000510	CHARTER COMMUNICATIO	NS	07/05/2023	Manual		0.00	377.88	902271
0008970062223	Invoice	07/05/2023	SCADA INTERNET _	JUL 23	0.00		377.88	
014052	CL DDOWNLAND COMBANY	CDAS ANIACCOUR	J 07/19/2023	Regular		0.00	8,850.00	65500
CJBC063023	CJ BROWN AND COMPANY Invoice	06/30/2023	FINANCIAL AUDIT 2	•	0.00	0.00	8.850.00	03300
	Invoice	00,00,2020		,			.,	
000237	COLONIAL LIFE AND ACCID			Manual	0.00	0.00		902274
<u>39905610605895</u>	Invoice	06/30/2023	EE LIFE INSURANCE	- JUN 23	0.00		750.18	
013373	CORE AND MAIN LP		07/19/2023	Regular		0.00	43,080.46	65501
<u>\$781737</u>	Invoice	06/30/2023	INVENTORY/TILFOR	RD PH2 INSTALL SUPPLIES	0.00		3,126.56	
<u>S815680</u>	Invoice	06/30/2023	MAINLINE/LEAK RE	PAIR SUPPLIES	0.00		102.37	
<u>T017904</u>	Invoice	06/30/2023	INVENTORY		0.00		1,709.82	
<u>T035163</u>	Invoice	06/30/2023	INVENTORY		0.00		7,776.13	
<u>T035205</u>	Invoice	06/30/2023	•	ine/leak repair supplie			4,618.80	
T035227	Invoice	06/30/2023	INVENTORY		0.00		7,589.91	
T035290	Invoice	06/30/2023	INVENTORY		0.00		5,482.32	
<u>T042452</u>	Invoice	06/30/2023 06/30/2023	INVENTORY INVENTORY		0.00		1,145.54 5 221 47	
<u>T060607</u> T078240	Invoice Invoice	06/30/2023		UPGRADE SUPPLIES	0.00		5,331.47 3,111.03	
T089191	Invoice	06/30/2023	INVENTORY		0.00		2,455.09	
T089196	Invoice	06/30/2023	MAINLINE/LEAK RE	PAIR SUPPLIES	0.00		474.10	
T093049	Invoice	06/30/2023	INVENTORY		0.00		157.32	
001933	COLINITY OF CAM DEDMARD	INO	07/19/2023	Regular		0.00	10,000.00	65502
1800001278	COUNTY OF SAN BERNARD Invoice	07/19/2023	LAFCO 2023-2024 E	=	0.00	5.00	10,000.00	33302
	myorce	, ==, ===			5.50		•	
013943	CYBER PHOTO-GRAPHICS	07/40/2022	07/19/2023	Regular	2.22	0.00	1,245.55	65503
<u>10606</u>	Invoice	07/19/2023	UNIFORMS		0.00		1,245.55	

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date		scount Amount nt Amount Paya	Payment Amount	Number
014064	DIGIUM CLOUD SERVICE		07/19/2023 Regular	0.00	739.49	65525
INV00260264	Invoice	07/19/2023	DIGIUM - JUL 23	0.00	739.49	
013928	DIDTY DOVE DECICNS		07/19/2023 Regular	0.00	2,893.85	65512
5237 <u>5</u>	DIRTY BOYS DESIGNZ Invoice	07/19/2023	UNIFORMS	0.00	2,893.85	03312
<u>32373</u>	invoice	07/19/2023	ONII ONIVIS	0.00	2,033.03	
002565	DUDEK AND ASSOCIATES I	NC	07/19/2023 Regular	0.00	855.00	65504
202305179	Invoice	06/30/2023	ENG SERV: HDMC WWTP THRU 6/30/23	0.00	855.00	
013991	FIDE DAILLY LID		07/19/2023 Regular	0.00	5,176.89	65505
EI01530699	EIDE BAILLY LLP	06/30/2023	ACCOUNTING/AUDIT SERVICES - MAY 23	0.00	1,179.00	03303
EI01536324	Invoice Invoice	06/30/2023	ACCOUNTING/AUDIT SERVICES - JUNE 23	0.00	3,997.89	
<u>L101330324</u>	invoice	00/30/2023	ACCOUNTING/AODIT SERVICES - JONE 25	0.00	3,337.83	
000156	FORSHOCK		07/19/2023 Regular	0.00	14,646.78	65519
2200273	Invoice	06/30/2023	SCADA COMPUTER & SOFTWARE UPGRADE	0.00	3,914.86	
2300049	Invoice	06/30/2023	SCADA COMPUTER & SOFTWARE UPGRADE	0.00	10,488.92	
<u>2300076</u>	Invoice	07/19/2023	MONTHLY SCADA MONITORING - JUL 23	0.00	38.00	
2300077	Invoice	07/19/2023	MONTHLY SCADA MONITORING - JUL 23	0.00	205.00	
013222	FRONTIER COMMUNICAT	IONS INC	07/17/2023 Manual	0.00	219 45	902275
FC0723	Invoice	07/19/2023	HDMC WWTP - TELEPHONE - JUL 23	0.00	219.45	302273
100725	invoice	07/15/2025	1.5.11.5.11.11.11.11.11.11.11.11.11.11.1	0.00	2231.0	
014074	G MAXON TOOLS LLC		07/19/2023 Regular	0.00	9,697.51	65507
GMT071023	Invoice	07/19/2023	TIRE CHANGER REPLACEMENT	0.00	9,697.51	
000058	GARDA CL WEST INC		07/19/2023 Regular	0.00	816.95	65506
10743699	Invoice	07/19/2023	COURIER FEES - JUL 23	0.00	816.95	03300
107 13033	invoice	07/15/2025	000MENTEES 30E 25	0.00	010.55	
013802	HASA INC		07/19/2023 Regular	0.00	927.05	65509
900943	Invoice	07/19/2023	WATER TREATMENT EXPENSE	0.00	927.05	
014050	HI DESERT STAR THE DESE	DT TDAII	07/19/2023 Regular	0.00	392.50	65508
50881	Invoice	06/30/2023	PUBLIC NOTICE STANDBY HEARING	0.00	392.50	00000
30001	invoice	00/30/2023	TOSEIGNOTICE STANDSTITE ANNO	0.00	332.30	
004195	HOME DEPOT CREDIT SER	VICES	07/19/2023 Manual	0.00	3,510.14	902285
<u>HD0623</u>	Invoice	06/30/2023	TILFORD PH 2/D1-1 UPGRDE/BUILD MAINT/SML TL	0.00	3,510.14	
013797	INFOSEND INC		07/19/2023 Regular	0.00	3,496.83	65511
242266	Invoice	06/30/2023	PRINT & MAIL WATER BILL - JUN 23	0.00	3,496.83	
					·	
013989	IRIDIUM SOLUTIONS		07/19/2023 Regular	0.00	5,500.00	65523
<u>1024</u>	Invoice	06/30/2023	CONSULTING SERVICES - JUNE 23	0.00	5,500.00	
009054	KATHLEEN J RADNICH		07/19/2023 Regular	0.00	1,932.00	65513
23-0630-1	Invoice	06/30/2023	PUBLIC RELATIONS SERVICES	0.00	273.00	
23-0702-1	Invoice	06/30/2023	PUBLIC RELATIONS SERVICES	0.00	315.00	
23-0709-1	Invoice	07/19/2023	PUBLIC RELATIONS SERVICES	0.00	651.00	
23-0716-1	Invoice	07/19/2023	PUBLIC RELATIONS SERVICES	0.00	693.00	
000134			07/10/2022 Postular	0.00	E 0.4E 00	CEE1.4
000134	KENNEDY JENKS CONSULT		07/19/2023 Regular ANNUAL WATER SUPPLY ASSESSMENT (AWSA) - 6/30	0.00 0/23 0.00	5,945.00 5,945.00	65514
<u>164632</u>	Invoice	06/30/2023	ANNOAL WATER SUPPLY ASSESSIMENT (AWSA) - 0/30	1/25 0.00	3,945.00	
013010	MATICH CORPORATION		07/19/2023 Regular	0.00	15,613.96	65517
175962	Invoice	06/30/2023	PAVING @ SHOP SUPPLIES	0.00	12,090.17	
<u>175973</u>	Invoice	06/30/2023	PAVING @ SHOP SUPPLIES	0.00	3,523.79	
006507	McMASTER CARR SUPPLY	COMPANIA	07/19/2023 Regular	0.00	332.86	65512
10137117		06/30/2023	GENERATOR MAINTENANCE SUPPLIES	0.00	23.30	33310
10366850	Invoice Invoice	06/30/2023	SHOP EXPENSE	0.00	66.91	
10773994	Invoice	07/19/2023	PUMPING PLANT SUPPLIES	0.00	136.27	
99900137	Invoice	06/30/2023	SHOP EXPENSE	0.00	106.38	
		, -0, 2020		3.00	_30.00	
014042	MISSION SQUARE RETIREM		07/07/2023 Manual	0.00	3,495.00	902272
MSR070723	Invoice	07/07/2023	EE & ER 457 REMITTANCE - 07/07/23	0.00	3,495.00	
014042	MICCION COLLABE DETIDEA	/ENT	07/21/2023 Manual	0.00	3,920.00	902291
01707£	MISSION SQUARE RETIREN	/IEIN I	OTTELT EDES MINIMA	0.00	3,320.00	JULLJ1

Vendor Number Payable # MSR072123	Vendor DBA Name Payable Type Invoice	Post Date 07/21/2023	Payment Date Payable Descriptio EE & ER 457 REMIT		Discount Amount 0.00	Paya	Payment Amount able Amount 3,920.00	Number
013990	MOMS DESERT VALLEY CL	EANING	07/19/2023	Regular		0.00	1,500.00	65516
202307	Invoice	07/19/2023	JANITORIAL SERVIO	CES - JUL 23	0.00		1,500.00	
014073	MUNIQUIP LLC		07/19/2023	Regular		0.00	118,183.44	65520
201052	Invoice	06/30/2023	D1-1 BOOSTER STN	N UPGRADE	0.00		118,183.44	
000233	NAPA AUTO PARTS		07/19/2023	Regular		0.00	436.89	65541
440264	Credit Memo	06/30/2023	CREDIT: CORE DEP	OSIT	0.00		-101.40	
442053	Invoice	06/30/2023	VEHICLE MAINTEN	IANCE: V41/WATER TRUC	K: E2WT 0.00		339.02	
442167	Invoice	06/30/2023	WATER TRUCK MA	INTENANCE SUPPLIES: E2	WT 0.00		38.69	
442168	Invoice	06/30/2023	DUMP TRUCK SUP	PLIES: E1DT	0.00		59.57	
442305	Invoice	06/30/2023	VEHICLE MAINTEN	ANCE: V40	0.00		40.73	
442922	Invoice	07/19/2023	VEHICLE MAINTEN		0.00		45.63	
442923	Invoice	07/19/2023	VEHICLE MAINTEN		0.00		14.65	
000070	ONLINE INFORMATION SE	FRVICES INC	07/19/2023	Regular		0.00	235.47	65521
1199277	Invoice	06/30/2023	ID VERIF. SERV. T	=	0.00		235.47	
008200	PITNEY BOWES INC		07/19/2023	Manual		0.00	246.33	902281
3106162162	Invoice	06/30/2023	LEASING CHARGES	- 2ND QTR 23	0.00		246.33	
008415	PRUDENTIAL OVERALL SU	IPPI Y	07/19/2023	Regular		0.00	446.34	65522
23509345	Invoice	06/30/2023	SHOP EXPENSE		0.00		87.88	
23509347	Invoice	06/30/2023	SHOP EXPENSE		0.00		135.29	
23515804		07/19/2023	SHOP EXPENSE		0.00		135.29	
23515805	Invoice Invoice	07/19/2023	SHOP EXPENSE		0.00		87.88	
			07/40/2022	Manual		0.00	4 542 50	002270
008201	PURCHASE POWER	07/19/2023	07/19/2023 POSTAGE REFILL FO	Manual OR METER	0.00	0.00	1,513.50	902278
PB071223	Invoice	07/19/2023		OR WETER	0.00		1,513.50	
013831	SATMODO LLC		07/19/2023	Regular		0.00	164.26	65526
<u>226905</u>	Invoice	07/19/2023	EMERGENCY SATE	LLITE PHONES - JUL 23	0.00		164.26	
013820	SC FUELS		07/19/2023	Regular		0.00	4,820.37	65527
2428179-IN	Invoice	07/19/2023	FUEL FOR VEHICLE	S	0.00		4,820.37	
009880	SOUTHERN CALIFORNIA E	DISON CO	07/19/2023	Manual		0.00	3,061.23	902280
SCE0623	Invoice	06/30/2023	POWER TO BLDGS	& GEN - JUN 23	0.00		3,061.23	
009878	SOUTHERN CALIFORNIA E	DISON	07/17/2023	Manual		0.00	39,602.46	902276
SCE0623	Invoice	06/30/2023	POWER FOR PUMP	PING - JUN 23	0.00		39,602.46	
VEN01020	SOUTHWEST NETWORKS	INC	07/19/2023	Regular		0.00	1,465.50	65528
23-6093	Invoice	06/30/2023	SUPPLEMENTAL IT	(AMC) - THRU 6/30/23	0.00		427.50	
23-6099SC	Invoice	06/30/2023		ANAGEMENT FEE - JUN 23	3 0.00		10.00	
23-7027SC	Invoice	07/19/2023		GMT FEE - 7/23 – 9/23	0.00		30.00	
23-7028SC	Invoice	07/19/2023		ROSOFT AZURE – AUG 23	0.00		998.00	
012024	TOVOTA OF THE DESERT		- 07/10/2022	Dogular		0.00	4F 022 F6	65520
013924 TD071323	TOYOTA OF THE DESERT S	07/19/2023	2023 TOYOTA TAC	Regular OMA 4X4	0.00		45,933.56 45,933.56	05550
100/1323	Invoice			OWN TACT	0.00		+3,333.30	
013924	TOYOTA OF THE DESERT S			Regular	0.00	0.00	46,254.65	65531
<u>TD071923-1</u>	Invoice	07/19/2023	2023 TOYOTA TAC	OMA 4X4	0.00		46,254.65	
013924	TOYOTA OF THE DESERT S	SCION OF THE DESER	RT 07/19/2023	Regular		0.00	46,311.76	65532
TD071923	Invoice	07/19/2023	2023 TOYOTA TAC	OMA 4X4	0.00		46,311.76	
010600	TVI ED TECUNO: OCIEC		07/10/2022	Pogular		0.00	75.70	65522
010690	TYLER TECHNOLOGIES	06/20/2022	07/19/2023	Regular	0.00	0.00		65533
025-429912	Invoice	06/30/2023	CALL NUTIFICATIO	N FEES: APR - JUN 2023	0.00		75.70	
010850	UNDERGROUND SERVICE	ALERT	07/19/2023	Regular		0.00	165.75	65534
620230347	Invoice	06/30/2023	TICKET DELIVERY S	ERVICE - JUN 23	0.00		165.75	

Vendor Number	Vendor DBA Name		Payment Date	Payment Type	Discount Am	ount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Descriptio	n Disc	ount Amount	Paya	able Amount	
014038	UNITED RENTALS NORTH	AMERICA INC	07/19/2023	Regular		0.00	7,090.84	65535
220717171-001	Invoice	06/30/2023	PAVING @ SHOP S	SUPPLIES	0.00		5,016.92	
221016371-001	Invoice	06/30/2023	PAVING @ SHOP S	SUPPLIES	0.00		2,073.92	
CC-ANNE	US BANK CORPORATE		07/19/2023	Manual		0.00	232.00	902286
<u>US0623</u>	Invoice	06/30/2023	ANN'L SUBSCRIPTI	ON TO ACCESS ENR DATA	0.00		232.00	
CC-DAN	US BANK CORPORATE		07/19/2023	Manual		0.00	4,386.90	902283
<u>US0623</u>	Invoice	06/30/2023	CC&R PRODUCTION	N/EE TRAINING/SMALL TOOLS/S	SAFETY 0.00		4,386.90	
CC-DAVID	US BANK CORPORATE		07/19/2023	Manual		0.00	778.60	902284
<u>US0623</u>	Invoice	06/30/2023	OFFSITE STORAGE/	PUBLIC INFORMATION EXP/AI	DOBE 0.00		778.60	
CC-SARAH	US BANK CORPORATE		07/19/2023	Manual		0.00	4,653.58	902287
<u>US0623</u>	Invoice	06/30/2023	EE TRAINING/SOFT	WARE/OFFICE SUPPLY/EE RECF	RUITING 0.00		4,653.58	
010900	USABLUEBOOK		07/19/2023	Regular		0.00	8,245.01	65510
INV00048034	Invoice	06/30/2023	PUMPING PLANT S	SUPPLIES	0.00		8,245.01	
014056	VISUAL EDGE IT INC		07/19/2023	Regular		0.00	357.36	65536
24AR921909	Invoice	06/30/2023	OFFICE EXPENSE 5,	/30/23 - 6/29/23	0.00		279.10	
24AR941125	Invoice	06/30/2023	SHOP EXENSE 6/01	1/23 - 6/30/23	0.00		78.26	
000327	WATER QUALITY SPECIALI		07/19/2023	Regular		0.00	3,605.00	65537
<u>8883</u>	Invoice	06/30/2023	HDMC WWTP: OP	ERATION & MAINT – JUN 23	0.00		3,605.00	
013809	WEST COAST CIVIL INC		07/19/2023	Regular		0.00	24,242.00	65538
2306-302	Invoice	06/30/2023	ENG: BELMONT DE	SIGN/SURVEY THRU 6/30/23	0.00		22,057.00	
2306-304	Invoice	06/30/2023	ENGINEERING CON	ITRACT SERVICES	0.00		2,185.00	
011615	WESTERN EXTERMINATOR	R CO	07/19/2023	Regular		0.00	41.50	65539
48696936	Invoice	07/19/2023	PEST CONTROL SEI	RVICES - SHOP	0.00		41.50	
000009	WESTERN PUMP INC		07/19/2023	Regular		0.00	1,462.37	65540
<u>W54945</u>	Invoice	06/30/2023	ANNUAL AQMD 46	51 TEST: VAPOR RECOVERY	0.00		1,462.37	
013359	XEROX FINANCIAL SERVICE		07/19/2023	Manual		0.00		902279
4463155	Invoice	07/19/2023	OFFICE EXPENSE 6,		0.00		397.60	
<u>4491226</u>	Invoice	07/19/2023	SHOP EXPENSE 6/2	27/22 - 7/26/23	0.00		230.13	

Bank Code AP Summary
Pavable

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	106	54	0.00	563,680.50
Manual Checks	25	23	0.00	150,531.72
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
_	131	78	0.00	714,212.22

# **All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
rayment type	Count	Count	Discount	rayillelit
Regular Checks	106	54	0.00	563,680.50
Manual Checks	25	23	0.00	150,531.72
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	131	78	0.00	714,212.22

# **Fund Summary**

Fund	Name	Period	Amount
01	GENERAL FUND	7/2023	714,212.22
			714.212.22



# Joshua Basin Water District

# **Check Report**

By Vendor DBA Name

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor DBA Name		Payment Date Payment Type	Discount Amount Pay	ment Amount Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount Payable	Amount
Bank Code: PR-Payro	oll Account				
013940	PAYLOCITY		07/21/2023 Manual	0.00	34.25 950046
INV1481310	Invoice	07/21/2023	HR ONLINE - JUL 23	0.00	34.25
013940	PAYLOCITY		07/21/2023 Manual	0.00	1,510.42 950047
INV1495252	Invoice	07/21/2023	PAYROLL PROCESSING FEE - JUL 23	0.00	1,510.42

#### **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	1,544.67
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
_	2	2	0.00	1,544.67

# **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	1,544.67
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
-	2	2	0.00	1.544.67

# **Fund Summary**

Fund	Name	Period	Amount
01	GENERAL FUND	7/2023	1,544.67
			1 5// 67

# JOSHUA BASIN WATER DISTRICT UTILITY REFUND REGISTER

<b>Account Number</b>	Name	<b>Date</b>	Type	Amount
06-00147-004	LYNCH, EDWARD	7/19/2023	Refund	25.51 Check #: 65469
07-00059-019	AGC HOME BUYERS LLC	7/19/2023	Refund	240.00 Check #: 65470
08-00111-014	GROSS, RACHEL	7/19/2023	Refund	114.95 Check #: 65471
10-00205-001	D&D CUSTOM HOMES LLC	7/19/2023	Refund	295.57 Check #: 65472
01-00095-003	ESPINOSA, DANIEL	7/19/2023	Refund	25.00 Check #: 65473
09-00082-023	KASSAI, GAIL L	7/19/2023	Refund	163.91 Check #: 65474
50-00029-006	DIXON FAMILY TRUST 4/23/14	7/19/2023	Refund	164.67 Check #: 65475
50-00068-025	SPEAKMAN, TAMRA L	7/19/2023	Refund	214.66 Check #: 65476
60-00082-002	FEDERMAN, JUSTIN	7/19/2023	Refund	220.31 Check #: 65477
65-01040-005	OUTRIDER INVESTMENTS LLC	7/19/2023	Refund	50.45 Check #: 65478
10-00046-010	KURLANDER, KEITH M	7/19/2023	Refund	255.13 Check #: 65479
14-00008-007	A.I.M. RENTAL PROPERTIES	7/19/2023	Refund	38.39 Check #: 65480
51-00027-003	SOCAL MODERN LLC	7/19/2023	Refund	80.93 Check #: 65481
54-00069-002	GRANDIS, LAWRENCE S	7/19/2023	Refund	138.70 Check #: 65482
55-00155-006	TOMINES INVESTMENTS CORP	7/19/2023	Refund	224.24 Check #: 65483
56-00220-000	VANDENBURG, RODNEY B	7/19/2023	Refund	124.01 Check #: 65484
64-99291-000	VIDAL, DIEGO	7/19/2023	Refund	2,882.96 Check #: 65485
65-00041-009	PALOMO, JULIO CESAR	7/19/2023	Refund	43.40 Check #: 65486
				5,302.79

Employee Number	Employee Name FLOEN, TOM	Date	Adjustment Type	Additions	Reimbursements	Notes
		06/17/2023	Committee Meeting - ADHOC - Paid	\$173.63		Tom attended the Ad Hoc Meeting with Stacy on Thursday, June 15.
		06/17/2023	Committee Meeting - ADHOC - Paid	\$173.63		Tom attended the Ad Hoc Meeting with Stacy on Friday, June 16.
		06/20/2023	Board Meeting - Special JBWD - Paid	\$173.63		
		06/21/2023	Board Meeting - JBWD - Paid	\$173.63		
			Totals:	\$694.52	\$0.00	
512	JARLSBERG, JANE		Employee Total:	\$694.52		
312	JAILEGELING, JAINE	06/19/2023	ASBCSD DINNER		\$37.00	
		06/19/2023	Dinner - ASBCSD - Paid	\$173.63	<b>401.00</b>	
		06/20/2023	Board Meeting - Special JBWD - Paid	\$173.63		
		06/21/2023	Board Meeting - JBWD - Paid	\$173.63		
		07/12/2023	Committee Meeting - Water Resources & Ops - Paid	\$173.63		
			Totals:	\$694.52	\$37.00	
			Employee Total:	\$731.52		
513	DOOLITTLE, STACY	06/17/2023	Committee Meeting - ADHOC - Paid	\$173.63		Stacy attended Ad Hoc meeting with Tom on Thursday, June 15. This is the 9th paid meeting for
		06/17/2023	Committee Meeting - ADHOC - Paid	\$173.63		Stacy for the month of June. Stacy attended Ad Hoc meeting with Tom on Friday, June 16. This is the 10th paid meeting for Stacy for the month of June, the maximum allow.
		06/19/2023	Dinner - ASBCSD - Unpaid	\$0.00		Stacy reach her maximum meeting attendance stipend allowed - no payment.
		06/20/2023	Board Meeting - Special JBWD - Unpaid	\$0.00		Stacy reach her maximum meeting attendance stipend allowed - no payment.
		06/21/2023	Board Meeting - JBWD - Unpaid	\$0.00		Stacy reach her maximum meeting attendance stipend allowed - no payment.
		07/11/2023	Training - Paid	\$173.63		CSDA webinar
		07/12/2023	Committee Meeting - Water Resources & Ops - Paid	\$173.63		
		07/13/2023	MWA Board Meeting – Paid	\$173.63		
			Totals:	\$868.15	\$0.00	
515	SHORT, THOMAS		Employee Total:	\$868.15		
010	onorti, monito	06/19/2023	Dinner - ASBCSD - Paid	\$173.63		
		06/20/2023	Board Meeting - Special JBWD - Paid	\$173.63		
		06/21/2023	Board Meeting - JBWD - Paid	\$173.63		
			Totals:	\$520.89	\$0.00	
			Employee Total:	\$520.89		
516	FICK, DAVID	06/20/2023	Board Meeting - Special	\$173.63		
		06/21/2023	JBWD - Paid Board Meeting - JBWD - Paid	\$173.63		
		06/19/2023	Dinner - ASBCSD - Paid	\$173.63		
		07/01/2023	Training - Paid	\$173.63		Attended Ethics director training on June 13, 2023.
		07/01/2023	Training - Paid	\$173.63		Attended Anti Sexual Harassment training on June 15, 2023.
			Totals: Employee Total:	\$868.15 \$868.15	\$0.00	
			Grand Totals: Grand Total:	\$3,646.23 \$3,683.23	\$37.00	

Agenda Item No: 8A



# **Board of Directors Staff Report**

MEETING DATE: 09/20/2023

PRESENTED BY: Sarah Johnson, General Manager
TOPIC: EMPLOYEE COMPENSATION PLAN

RECOMMENDATION: Recommend that the Board of Directors adopt Resolution 23-1058 approving

the Employee Compensation Plan.

#### **ANALYSIS:**

Staff recommends that the Board adopt the attached Employee Compensation Plan resolution to update its competitive and equitable compensation strategy that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts, meeting regulatory requirements and transparency measures, and provides open communication to valued employees.

#### The changes include:

- COLA Match CPI 3.2% Effective 1<sup>st</sup> Pay Period After Approval
  - o August 2023 Riverside-San Bernardino-Ontario, CA Consumer Price Index
- Health Benefits Effective Next Calendar Year
  - o Remove Legacy and Tier II Plans (no current enrollee in plans)
  - Rename Tier I to Tier A
    - Add \$50.00 to the District monthly contribution totaling \$1,850.00 and maintain contribution methodology.
  - Rename Tier III to Tier B
    - Add \$108.11 to the District monthly contribution totaling \$2,261.18 and maintain contribution methodology.
    - NOTE the district was able to obtain incentive rates from JPIA due to our plan structure which saves 4% overall. Tier B would have increased to \$186.09 instead of the \$108.11 per month without this incentive rate.
- New Boot allowance Effective Next Calendar Year
  - Add \$125.00 per year allowance totaling \$350.00
- Longevity Pay Effective 1<sup>st</sup> Pay Period After Approval
  - After 7 years of continuous District Service: \$75.00 per month;
  - o After 11 years of continuous District Service: \$150.00 per month; and
  - o After 15 years of continuous District Service: \$250.00 per month;
- Maintenance of all other compensation plan items.

The Employee Compensation Plan is to be used in conjunction with the Employee Handbook (view the handbook at <a href="https://www.jbwd.com/hr">www.jbwd.com/hr</a>. The most significant difference between the two documents is that the Employee Handbook focuses primarily on policy and procedures. The Employee Compensation Plan focuses primarily on staff compensation and benefits.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life

Cycle best practices.

3.1.5 – Engage in Labor Relations

FISCAL IMPACT: This proposal includes an overall 3% increase (FY cost \$88,897) which is 3%

under budget for FY23/24.

# **RESOLUTION NO. 23-1058**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA BASIN WATER DISTRICT APPROVING THE EMPLOYEE COMPENSATION PLAN FOR DISTRICT EMPLOYEES

**WHEREAS**, the Joshua Basin Water District ("JBWD") Board of Directors ("Board") desires to review employee compensation and benefits on an annual basis; and

**WHEREAS**, the District has proposed the attached Employee Compensation Plan (the "Plan"), which is attached hereto in Attachment A; and

**WHEREAS,** this Resolution, and the Plan adopted herein, are meant to be used in conjunction with the most recently adopted Employee Handbook (the "Handbook"), as may be amended from time to time; and

**WHEREAS,** this Resolution will supersede all previous employee compensation plan resolutions, and

**WHEREAS**, the Board desires to adopt the employee compensation and benefits as referenced in the Plan; and

**WHEREAS**, the Plan and Handbook are both incorporated herein by their respective reference.

**NOW, THEREFORE,** the Board of Directors of the Joshua Basin Water District hereby resolves, determines, and orders as follows:

- 1. The above recitals are true and correct, and are incorporated herein as findings of the Board by this reference.
- 2. The Board hereby approves and adopts the Plan with implementation effective the first full pay period after approval by the Board, and the Plan shall be effective relative to any and all District employees, with the exception of those whose employment is governed by an independent contract.
- 3. The Board further delegates authority to the General Manager to take such actions as may be reasonably necessary to implement the Plan and the Handbook, as referenced herein, and to provide notice of the actions taken in this Resolution.

PAS vote	<b>SSED AND ADOPTED</b> this 20th day of September 2023, pursuant to the following es:
	AYES: NOES: ABSENT: ABSTAIN:
	By: Thomas Floen, President
	Thomas Floen, Flesident
By:	Sarah Johnson General Manager & Board Secretary

### **ATTACHMENT - A**

# JOSHUA BASIN WATER DISTRICT EMPLOYEE COMPENSATION PLAN

# A. Cost of Living Adjustment (COLA)

Effective the first full pay period after approval by the District's board of Directors, the salary ranges for all classifications shall receive a cost-of-living adjustment for all steps matching the August 2023 Riverside-San Bernardino-Ontario, CA Consumer Price Index equal to 3.2%.

# **B.** Performance Evaluation Merit Increases

Each regular employee shall be evaluated following procedures outlined in the Employee Handbook. Merit increases shall be based upon the evaluation score as follows:

Exceeds Expectations: 2-Step Increase
 Meets Expectations: 1-Step Increase
 Not Meeting Expectations: No Increase

No employee will be entitled to salary in excess of the top step for the employee's classification.

# C. Longevity Pay

Each regular full-time employee shall be eligible for longevity pay in the following amounts:

After 7 years of continuous District Service: \$75.00 per month;

After 11 years of continuous District Service: \$150.00 per month; and

• After 15 years of continuous District Service: \$250.00 per month;

Although stated as a monthly amount, the longevity pay shall be paid in each pay period in an amount equal to the monthly amounts stated above. Continuous District service preceding the approval of this resolution by the District's Board of Directors shall count toward meeting the service thresholds described above.

# D. Overtime Compensation

Non-Exempt employees shall work overtime in accordance with the procedures outlined in the Employee Handbook. A nonexempt employee will be compensated at one and one-half times their regular rate of pay for hours worked in excess of 8 hours in a day for 5/8 employees, 10 in a day for 4/10 employees, and 40 hours in a workweek.

Nonexempt employees will be compensated at:

- two times their regular rate of pay for worked hours in excess of 12 in a day;
- two times their regular rate of pay for the first 10 worked hours on a districtobserved holiday;
- 2.5 times their regular rate of pay for worked hours in excess of 10 on a district observed holiday.

Hours actually worked, plus all paid time off, including floating holidays, and district holidays, will be included in the overtime calculation.

# E. Standby (on-call) Pay

Field employees shall work standby in accordance with the procedures outlined in the Employee Handbook.

# Regular Standby Pay

In addition to the employee's regular workweek hours, employees who complete standby will be paid the following:

- Monday Thursday: One (1) hour of straight-time pay each day;
- o Friday, Saturday, & Sunday: Three (3) hours of straight-time pay each day.

# Holiday Standby

In addition to the employee's regular holiday pay and regular standby pay, employees who complete standby starting or ending on a District observed holiday will be paid the following:

- o Ten (10) holiday standby hours of 1.5 times the regular rate of pay.
- o If the standby employee is called in for work on a District observed holiday, the holiday standby hours will be reduced by the worked hours. The employee will instead be compensated at two (2) times their regular rate of pay for the first ten (10) worked hours and two and a half (2.5) times their regular rate of pay for worked hours in excess of ten (10) hours.

# Holiday Standby Example

Holiday (no work)	Christmas Mon-Thurs	Christmas Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	10	10
no work	0	0
Total Hours Paid	21	23

Holiday (worked)	Christmas Mon-Thurs	Christmas Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	7	7
Worked 3 hrs. (2x pay)	3	3
Total Hours Paid	21	23

# F. Call Back Pay

Call back work shall be conducted in accordance with the procedures outlined in the Employee Handbook. Call back occurs when a non-exempt employee is called back to perform work (either physically reporting to a work site or performing work remotely).

Non-exempt employees shall receive call back pay if they are called back after they worked the full day preceding the call back; or they were called back after taking a full or partial day of paid leave preceding the call back; or any combination thereof. Call back pay is in addition to standby pay.

# Call Back (electronic response)

If the call back involves only a telephone call, e-mail, or other electronic response (e.g., telemetry operator response to alarm), the employee shall be paid at 1.5 times the regular rate of pay for their actual time responding to the telephone call, e-mail or other electronic response.

# Call Back (2-hour minimum call-back period)

If the call back requires a response in excess of a telephone call, e-mail, or other electronic response, the employee shall be paid at 1.5 times the regular rate of pay for the actual time worked, with a minimum of two hours pay.

If more than one call back is received during the 2-hour minimum call back period and the additional call(s) can be completed within the same 2-hour minimum call back period, an employee will only be compensated for one minimum call back period. The District retains the right to require the employee to remain at work and perform other duties if the work they are called back to perform is completed in less than the 2-hour minimum call-back period.

# **G.** Safety Boot Allowance for Eligible Employees

Regular field employees and any other positions specified by the General Manager shall wear safety boots following the procedures outlined in the Employee Handbook. Eligible regular employees will be provided an annual boot allowance of \$350.00 per calendar year.

#### H. Uniform Allowance

All field employees are required to wear district-provided uniforms in accordance with the procedures outlined in the Employee Handbook. Eligible field employees will be provided an annual uniform allowance of up to \$650.00 per calendar year (\$25.00 per pay period). Uniform allowance is considered taxable income to the employee and will be recorded as such.

All administrative employees may voluntarily elect to receive an annual logoed uniform shirt/sweater allowance of up to \$130.00 per calendar year (\$5.00 per pay period). District-provided uniforms shall be worn in accordance with the procedures outlined in the Employee Handbook. Uniform allowance is considered taxable income to the employee and will be recorded as such.

#### I. Health & Welfare Benefits

# **Group Health Insurance**

The District provides group medical, dental, and vision insurance for regular full-time employees and their eligible dependents. Coverage shall begin on the first day of the month following one month of continuous employment. The District shall contribute toward the monthly premiums for medical, dental, and vision plans for eligible employees and their eligible dependents, subject to a monthly cap subject to the Tier levels below. The employee is responsible for any costs above the monthly cap. The monthly cap changes shall be effective on January 1<sup>st,</sup> following approval by the District's Board of Directors.

Eligibility must be proven to enroll dependents (i.e., birth certificate, marriage license, etc.). It is mandatory to report changes in dependent status within thirty (30) days of the event (such as adding a dependent(s) due to birth or adoption of a child, adding a spouse, or deleting a dependent due to divorce or death).

Any employee who is regularly scheduled to work less than forty (40) hours per week is not eligible for a District contribution or to enroll in group health benefits.

#### **Health Plans**

To learn more about District health plans, review the Summary of Benefits & Coverage (SBC) documents online or ask HR for copies. Each employee is encouraged to review these important documents before selecting their health plans.

## **Medical Enrollment**

Eligible employees may choose from available medical plans offered. All regular full-time employees shall be enrolled in a District provided medical insurance at a minimum employee level. Dependent coverage is optional.

#### **Dental Enrollment**

All regular full-time employees shall be enrolled in the District provided dental insurance at the minimum employee level. Dependent coverage is optional.

## **Vision Enrollment**

All regular full-time employees and all their eligible dependents shall be enrolled in the District provided vision insurance plan.

# **District Contribution for Group Health Insurance:**

# ■ <u>Tier A</u> – Employees Hired before January 1, 2017

The District shall provide a monthly contribution of \$1,850.00 to eligible Tier A employees to be used for health premiums, including medical, dental, vision, and related insurance benefits.

Tier A employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans. The cashback will be paid as an addition to the

employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

# ■ <u>Tier B</u> - Employees Hired after January 1, 2017

The District shall contribute and pay 100% toward group medical, dental, and vision premiums for the employee and their eligible dependents, subject to a monthly cap. The monthly cap shall be calculated utilizing the monthly premiums for the group medical Kaiser HMO with Chiro Family Plan, 3307 Delta Dental Family Plan, and 4029 VSP Composite Plan.

Tier B employees hired after January 1, 2017, are not entitled to receive cashback on any unused portion of the monthly contribution cap that is not used by the required enrollment in medical, dental, and vision plans.

#### **Tier Conversion Provisions**

During open enrollment or a qualifying event (the plan administrator must receive notification of the qualifying event within 30 days of the qualifying event), Tier A employees may opt to convert to the Tier B employee provisions to obtain the benefit contributions available under the Tier B employee contribution. Tier A employees who opt into the Tier B employee provision, cannot revert to the former Tier A employee provision following the conversion.

# **Contribution Proration (if applicable)**

Any benefit-eligible regular employee who earns less than forty (40) paid hours per week, shall receive the applicable contribution prorated (i.e., the number of paid hours per week will be compared to forty (40) hours per week to determine the basis of proration). Please note, a prorated contribution may subject the employee to an increased share of cost in the health premiums depending upon the employee's selected plans and Tier level.

# J. Life Insurance

A life insurance policy of twice the employee's base salary will be provided to each regular full-time employee at no cost, subject to a maximum coverage of \$150,000 without medical testing. The insurer shall require a medical exam and/or testing if the twice the employee's salary is greater than \$150,000. If the employee passes the medical exam and testing to the insurer's requirements, the District shall pay the additional premium.

Life insurance coverage shall be adjusted prospectively for all employees on at least an annual basis at one time to reflect changes in base salary over the prior year. The District shall have no obligation to adjust life insurance levels for individual employees more than annually time to reflect changes in their personal compensation level.

At the employees' cost, eligible employees may purchase available dependent life insurance for eligible spouse and dependents, subject to insurability.

# K. Long Term Disability

The District provides and pays 100% of the premium for long-term disability insurance for regular full-time employees.

# L. Wellness Program

Each fiscal year, regular full-time employees are eligible to participate in the District's Wellness Program. The District may provide a corporate gym membership (if available) or reimburse for eligible wellness-related activities and/or products in accordance with procedures outlined in the Wellness Program Policy.

Reimbursements are subject to budget availability set by the Board each year. The perperson wellness reimbursement cap is equal to the total wellness budget divided by the number of eligible positions. The amount received is considered a benefit-in-kind and will be a taxable income for employees unless not required by local tax rules.

# M. Retirement Programs – Deferred Compensation/457

Eligible employees may participate in the District's deferred compensation/457 plan as outlined in the Employee Handbook. The District shall make a matching contribution equal to 50% of the eligible employee's per pay period contribution, not to exceed a \$1600.00 cap per calendar year.

Example 1: Employee Contribution: \$100.00 per pay period

District 50% Contribution: \$ 50.00 per pay period

Example 2: Employee Contribution: \$230.00 per pay period

District 50% Contribution: \$115.00 per pay period until the annual cap

is met

Example 3: Employee Contribution: \$600.00 per pay period

District 50% Contribution: \$300.00 per pay period until the \$1600

annual cap is met

Both the employee and employer contributions combined must not exceed IRS limits. The District shall remit the employer and employee contributions no later than 30 days of each applicable payday.

# N. Vacation Accrual

In accordance with procedures outlined in the Employee Handbook, regular full-time employees accrue vacation leave while in paid status in accordance with the following schedule:

Years of	Hours Accrued Per Pay Period  Non-Exempt Exempt		
Service			
1 - 4	3.08	4.62	
5 - 10	4.62	6.15	
11 +	6.15	7.70	

Upon hire or promotion, eligible employees may be placed into a higher accrual tier at the discretion of the General Manager.

# O. Floating Holiday Accrual

Regular full-time employees are entitled to receive four (4) floating holidays per calendar year. Floating holidays must be used during the calendar year they are granted. Floating holiday time does not carry-over. Any floating holiday time not used within the calendar year will be cashed out in January of the following year.

Part-time regular employees shall receive floating holiday pay on a pro-rated basis by comparing their regularly-scheduled hours to a full-time (40-hour) per week schedule. For example, if a part-time regular employee is regularly scheduled thirty-two (32) hours per week, the employee would be entitled to twenty-four (24) hours of floating holiday time per calendar year.

New regular full-time and part-time employees whose date of hire is on or before June 30 shall accrue the full amount of floating holidays for that calendar year. New regular full-time and part-time employees whose date of hire is on or after July 1 shall accrue half the amount of floating holidays in their first calendar year, and the full amount of floating holidays in the following calendar year and thereafter.

# P. Off Duty Education - Tuition Reimbursement

Regular full-time employees may be eligible for tuition reimbursement utilizing procedures outlined in the Employee Handbook.

Regular full-time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license or diploma related to the District operations.

Regular full-time non-exempt employees may receive reimbursement for approved offduty educational expenses (including tuition, books, required fees, and parking) up to a maximum of \$1200 in any one fiscal year, in accordance with grades earned and rules set forth in the employee handbook.

Regular full-time exempt employees may receive full reimbursement (subject to the reimbursement budget cap set by the board each fiscal year) for pre-approved off-duty educational expenses (including tuition, books, required fees, and parking) in accordance with grades earned and rules set forth in the employee handbook.

## Q. Credential Reimbursement

The District shall reimburse regular full-time employees for voluntary or required professional credentials, licenses, and/or certifications which enhances the employee's usefulness to the District as a whole and to their jobs. The entire program shall be subject to rules established in the employee handbook and the General Manager's approval.

# Joshua Basin Water District Employee Compensation Plan

Compensation plan items below shall be effective the first full pay period after approval by the District's Board of Directors.

### A. Cost of Living Adjustment

Effective the first full pay period after approval by the District's board of Directors, the salary ranges for all classifications shall receive a cost-of-living adjustment for all steps matching the August 2022 Riverside-San Bernardino-Ontario, CA Consumer Price Index equal to 9.5%.

# **B.** Performance Evaluation Merit Increases

Each regular employee shall be evaluated following procedures outlined in the Employee Handbook. Merit increases shall be based upon the evaluation score as follows:

Exceeds Expectations: 2-Step Increase

Meets Expectations: 1-Step Increase

Not Meeting Expectations: No Increase

No employee will be entitled to salary in excess of the top step for the employee's classification.

# C. Longevity Pay

Each regular full-time employee shall be eligible for longevity pay in the following amounts:

After 10 years of continuous District service: \$20.00 per month;

After 15 years of continuous District service: \$40.00 per month; and

After 20 years of continuous District service: \$60.00 per month.

Although stated as a monthly amount, the longevity pay shall be paid in each pay period in an amount equal to the monthly amounts stated above. Continuous District service preceding the approval of this resolution by the District's Board of Directors shall count toward meeting the service thresholds described above.

#### **D.** Overtime Compensation

Non-Exempt employees shall work overtime in accordance with the procedures outlined in the Employee Handbook. A nonexempt employee will be compensated at one and one-half times their regular rate of pay for hours worked in excess of 8 hours in a day for 5/8 employees, 10 in a day for 4/10 employees, and 40 hours in a workweek.

Nonexempt employees will be compensated at:

• two times their regular rate of pay for worked hours in excess of 12 in a day;

- two times their regular rate of pay for the first 10 worked hours on a districtobserved holiday;
- 2.5 times their regular rate of pay for worked hours in excess of 10 on a district observed holiday.

Hours actually worked, plus all paid time off, including floating holidays, and district holidays, will be included in the overtime calculation.

# E. Standby (on-call) Pay

Field employees shall work standby in accordance with the procedures outlined in the Employee Handbook.

#### Regular Standby Pay

In addition to the employee's regular workweek hours, employees who complete standby will be paid the following:

- o Monday Thursday: One (1) hour of straight-time pay each day;
- o Friday, Saturday, & Sunday: Three (3) hours of straight-time pay each day.

#### Holiday Standby

In addition to the employee's regular holiday pay and regular standby pay, employees who complete standby starting or ending on a District observed holiday will be paid the following:

- o Ten (10) holiday standby hours of 1.5 times the regular rate of pay.
- o If the standby employee is called in for work on a District observed holiday, the holiday standby hours will be reduced by the worked hours. The employee will instead be compensated at two (2) times their regular rate of pay for the first ten (10) worked hours and two and a half (2.5) times their regular rate of pay for worked hours in excess of ten (10) hours.

Holiday Standby Example

Holiday (no work)	Christmas Mon-Thurs	Christmas Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	10	10
no work	0	0
Total Hours Paid	21	23

Holiday (worked)	Christmas	Christmas
	Mon-Thurs	Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	7	7
Worked 3 hrs. (2x pay)	3	3
Total Hours Paid	21	23

#### F. Call Back Pay

Call back work shall be conducted in accordance with the procedures outlined in the Employee Handbook. Call back occurs when a non-exempt employee is called back to perform work (either physically reporting to a work site or performing work remotely).

Non-exempt employees shall receive call back pay if they are called back after they worked the full day preceding the call back; or they were called back after taking a full or partial day of paid leave preceding the call back; or any combination thereof. Call back pay is in addition to standby pay.

#### Call Back (electronic response)

If the call back involves only a telephone call, e-mail, or other electronic response (e.g., telemetry operator response to alarm), the employee shall be paid at 1.5 times the regular rate of pay for their actual time responding to the telephone call, e-mail or other electronic response.

## Call Back (2-hour minimum call-back period)

If the call back requires a response in excess of a telephone call, e-mail, or other electronic response, the employee shall be paid at 1.5 times the regular rate of pay for the actual time worked, with a minimum of two hours pay.

If more than one call back is received during the 2-hour minimum call back period and the additional call(s) can be completed within the same 2-hour minimum call back period, an employee will only be compensated for one minimum call back period. The District retains the right to require the employee to remain at work and perform other duties if the work they are called back to perform is completed in less than the 2-hour minimum call-back period.

#### G. Safety Boot Allowance for Eligible Employees

Regular field employees shall wear safety boots following procedures outlined in the Employee Handbook. Eligible regular field employees will be provided an annual boot allowance up to \$225.00 per calendar year.

#### H. Uniform Allowance

All field employees are required to wear district-provided uniforms in accordance with the procedures outlined in the Employee Handbook. Eligible field employees will be provided an annual uniform allowance up to \$650.00 per calendar year (\$25.00 per pay period). Uniform allowance is considered taxable income to the employee and will be recorded as such.

All administrative employees may voluntarily elect to receive an annual logoed uniform shirt/sweater allowance of up to \$130.00 per calendar year (\$5.00 per pay period). District-provided uniforms shall be worn in accordance with the procedures outlined in the Employee Handbook. Uniform allowance is considered taxable income to the employee and will be recorded as such.

#### I. Health & Welfare Benefits

#### **Group Health Insurance**

The District provides group medical, dental, and vision insurance for regular full-time employees and their eligible dependents. Coverage shall begin on the first day of the month following one month of continuous employment. The District shall contribute toward the monthly premiums for medical, dental, and vision plans for eligible employees and their eligible dependents, subject to a monthly cap subject to the Tier levels below. The employee is responsible for any costs above the monthly cap.

Eligibility must be proven to enroll dependents (i.e., birth certificate, marriage license, etc.). It is mandatory to report changes in dependent status within thirty (30) days of the event (such as adding a dependent(s) due to birth or adoption of a child, adding a spouse, or deleting a dependent due to divorce or death).

Any employee who is regularly scheduled to work less than forty (40) hours per week is not eligible for a District contribution or to enroll in group health benefits.

#### **Health Plans**

To learn more about District health plans, review the <u>Summary of Benefits & Coverage (SBC) documents</u> online or ask HR for copies. Each employee is encouraged to review these important documents before selecting their health plans.

#### **Medical Enrollment**

Eligible employees may choose from available medical plans offered. All regular full-time employees shall be enrolled in a District provided medical insurance at a minimum employee level. Dependent coverage is optional.

#### **Dental Enrollment**

All regular full-time employees shall be enrolled in the District provided dental insurance at the minimum employee level. Dependent coverage is optional.

#### Vision Enrollment

All regular full-time employees and all their eligible dependents shall be enrolled in the District provided vision insurance plan.

#### **District Contribution for Group Health Insurance:**

 <u>Legacy</u> - Employees Hired before January 1, 2017, and selected the legacy option during the 2017 open enrollment.

The District shall provide a monthly contribution of \$1,000.00 to eligible legacy employees to be used for health premiums, including medical, dental, vision, and related insurance benefits.

Legacy employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in dental and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

Legacy employees are permitted to opt-out of the District medical plan, after submitting a signed notice of declination indicating that the employee is declining the District's medical insurance coverage, and they must submit proof of acceptable alternative group coverage annually.

If the legacy employee has a qualifying loss of acceptable alternative group medical coverage, the employee must notify the District of their loss in coverage within thirty (30) days of the event. The employee would become eligible to enroll in the District provided medical plan (subject to applicable waiting periods) under Tier III provisions.

# ■ <u>Tier I</u> – Employees Hired before January 1, 2017

The District shall provide a monthly contribution of \$1,800.00 to eligible Tier I employees to be used for health premiums, including medical, dental, vision, and related insurance benefits.

Tier I employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

<u>Tier II</u> – Employees hired between January 1, 2017 – September 3, 2019, and were enrolled in voluntary Colonial insurance products during 2016-2019. The District shall provide a monthly contribution of \$1,800.00 to eligible Tier II employees to be used for health premiums, including medical, dental, vision, and related insurance benefits.

Tier II employees are entitled to use any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans to purchase any insurance products offered by the District (example: voluntary Colonial products).

Tier II employees are not entitled to receive cashback on any unused portion of the monthly contribution.

# • <u>Tier III</u> – Employees Hired after January 1, 2017, or Employees who request to convert to Tier III (conversion provisions below).

The District shall contribute and pay 100% toward group medical, dental, and vision premiums for the employee and their eligible dependents, subject to a monthly cap. The monthly cap shall be calculated utilizing the monthly premiums for the group medical Kaiser HMO with Chiro Family Plan, 3307 Delta Dental Family Plan, and 4029 VSP Composite Plan.

Employees hired after January 1, 2017, are not entitled to receive cashback on any unused portion of the monthly contribution cap that is not used by the required enrollment in medical, dental, and vision plans.

#### **Tier Conversion Provisions**

During open enrollment or a qualifying event (the plan administrator must receive notification of the qualifying event within 30 days of the qualifying event), Legacy, Tier I, or II employees may opt to convert to the Tier III provisions to obtain the benefit contributions available in Tier III. Legacy, Tier I or II employees who opt into Tier III, cannot revert to their former Tier following the conversion.

#### **Contribution Proration (if applicable)**

Any benefit-eligible regular employee who earns less than forty (40) paid hours per week, shall receive the applicable contribution prorated (i.e., the number of paid hours per week will be compared to forty (40) hours per week to determine the basis of proration). Please note, a prorated contribution may subject the employee to an increased share of cost in the health premiums depending upon the employee's selected plans and Tier level.

#### J. Life Insurance

A life insurance policy of twice the employee's base salary will be provided to each regular full-time employee at no cost, subject to a maximum coverage of \$150,000 without medical testing. The insurer shall require a medical exam and/or testing if the twice the employee's salary is greater than \$150,000. If the employee passes the medical exam and testing to the insurer's requirements, the District shall pay the additional premium.

Life insurance coverage shall be adjusted prospectively for all employees on at least an annual basis at one time to reflect changes in base salary over the prior year. The District shall have no obligation to adjust life insurance levels for individual employees more than annually time to reflect changes in their personal compensation level.

At the employees' cost, eligible employees may purchase available dependent life insurance for eligible spouse and dependents, subject to insurability.

#### K. Long Term Disability

The District provides and pays 100% of the premium for long-term disability insurance for regular full-time employees.

#### L. Wellness Program

Each fiscal year, regular full-time employees are eligible to participate in the District's Wellness Program. The District may provide a corporate gym membership (if available) or reimburse for eligible wellness-related activities and/or products in accordance with procedures outlined in the Wellness Program Policy.

Reimbursements are subject to budget availability set by the Board each year. The perperson wellness reimbursement cap is equal to the total wellness budget divided by the number of eligible positions. The amount received is considered a benefit-in-kind and will be a taxable income for employees unless not required by local tax rules.

#### M. Retirement Programs - Deferred Compensation/457

Eligible employees may participate in the District's deferred compensation/457 plan as outlined in the Employee Handbook. The District shall make a matching contribution equal to 50% of the eligible employee's per pay period contribution, not to exceed a \$1600.00 cap per calendar year.

Example 1: Employee Contribution: \$100.00 per pay period

District 50% Contribution: \$ 50.00 per pay period

Example 2: Employee Contribution: \$230.00 per pay period

District 50% Contribution: \$115.00 per pay period until \$ 1600 annual

cap is met

Example 3: Employee Contribution: \$600.00 per pay period

District 50% Contribution: \$300.00 per pay period until \$ 1600 annual

cap is met

Both the employee and employer contributions combined must not exceed IRS limits. The District shall remit the employer and employee contributions no later than 30 days of each applicable pay day.

#### N. Vacation Accrual

In accordance with procedures outlined in the Employee Handbook, regular full-time employees accrue vacation leave while in paid status in accordance with the following schedule:

. 😘	Hours Accrued Pe	r Pay Period	
ears of Service	Non-Exempt	Exempt	
1 - 4	3.08	4.62	
5 - 10	4.62	6.15	
11+	6.15	7.70	

Upon hire or promotion, eligible employees may be placed into a higher accrual tier at the discretion of the General Manager.

#### O. Floating Holiday Accrual

Regular full-time employees are entitled to receive four (4) floating holidays per calendar year. Floating holidays must be used during the calendar year they are granted. Floating holiday time does not carry-over. Any floating holiday time not used within the calendar year will be cashed out in January of the following year.

Part-time regular employees shall receive floating holiday pay on a pro-rated basis by comparing their regularly-scheduled hours to a full-time (40-hour) per week schedule. For example, if a part-time regular employee is regularly scheduled thirty-two (32) hours per week, the employee would be entitled to twenty-four (24) hours of floating holiday time per calendar year.

New regular full-time and part-time employees whose date of hire is on or before June 30 shall accrue the full amount of floating holidays for that calendar year. New regular full-time and part-time employees whose date of hire is on or after July 1 shall accrue half the amount of floating holidays in their first calendar year, and the full amount of floating holidays in the following calendar year and thereafter.

#### P. Off Duty Education - Tuition Reimbursement

Regular full-time employees may be eligible for tuition reimbursement utilizing procedures outlined in the Employee Handbook.

Regular full-time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license or diploma related to the District operations.

Regular full-time non-exempt employees may receive reimbursement for approved offduty educational expenses (including tuition, books, required fees, and parking) up to a maximum of \$1200 in any one fiscal year, in accordance with grades earned and rules set forth in the employee handbook.

Regular full-time exempt employees may receive full reimbursement (subject to the reimbursement budget cap set by the board each fiscal year) for pre-approved off-duty educational expenses (including tuition, books, required fees, and parking) in accordance with grades earned and rules set forth in the employee handbook.

#### Q. Credential Reimbursement

The District shall reimburse regular full-time employees for voluntary or required professional credentials, licenses, and/or certifications which enhances the employee's usefulness to the District as a whole and to their jobs. The entire program shall be subject to rules established in the employee handbook and the General Manager's approval.

**Formatted:** Font: (Default) Times New Roman, 12 pt, Bold, Font color: Black

Agenda Item No: 8B



### **Board of Directors Staff Report**

MEETING DATE: 09/20/2023

PRESENTED BY: Sarah Johnson, General Manager

TOPIC: **NEW JOB DESCRIPTIONS** 

• Compliance Coordinator

• Purchasing & Inventory Technician

RECOMMENDATION: Recommend that the Board adopt the Compliance Coordinator and

Purchasing & Inventory Technician positions.

#### **ANALYSIS:**

Staff has developed the Compliance Coordinator and Purchasing & Inventory Technician job descriptions.

The Compliance Coordinator is a revamped position that has been vacant for several years. This updated role will be responsible for regulatory compliance, development administration, and grant management. Based on a comprehensive review of duties' complexity, level of knowledge needed, comparisons from neighboring comparable districts, and reputable salary guides, staff recommends the proposed salary is Range 24 of the salary schedule (\$64,956.64 - \$85,228.74 annually).

The Purchasing & Inventory Technician is a new position developed with Auditor recommendations in mind. This role will be responsible for purchasing/inventory control and general facility maintenance. Based on a comprehensive review of duties' complexity, comparisons from neighboring comparable districts, level of knowledge needed, and reputable salary guides, staff recommends the proposed salary is Range 15 of the salary schedule (\$52,012.62 - \$68,245.07 annually).

The budget for both positions was previously approved in the FY23/24 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

**FISCAL IMPACT:** As approved in the FY23/24 budget.



# JOB DESCRIPTION

POSITION	Compliance Coordinator	SAFETY SENSITIVE	No
SALARY RANGE	Range 24	ESTABLISHED DATE	09/20/2023
FLSA STATUS	Non-Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

#### **SUMMARY**

The Compliance Coordinator coordinates, organizes, and implements regulatory compliance, development, and grant programs for the district. The incumbent will perform varied, responsible, and complex administrative and technical duties requiring an understanding of District policies and regulations from local, state, federal, environmental, grantors, and/or other regulators. Incumbents must exercise judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

#### **DISTINGUISHING CHARACTERISTICS**

This position is characterized by the complex reporting requirements and intermediate to high-level skills required to perform the essential duties of the position. The ability to perform analytical research, data compilation, technical document creation, report development, and to interact in a pleasant and helpful manner with District staff, outside agencies, and the general public are essential components to this position. Possession of excellent organizational, prioritization, time management, and communication skills is necessary for the incumbent occupying this position.

#### SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head or as assigned. This incumbent will not supervise any staff, but will manage, and oversee the district's compliance with all regulatory, development, and grant requirements.

#### **EXAMPLES OF DUTIES**

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with the 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:**

#### Regulatory

- Ensure the District is in compliance with regulations. Such regulatory agencies include but are not limited to:
   National Pollutant Discharge Elimination System (NPDES), Mojave Desert Air Quality Management District
   (MDAQMD), State Water Resources Control Board (SWRCB), California Air Resources Board (CARB), Division of
   Drinking Water (DDW), San Bernardino County, Environmental Protection Agency (EPA), National Environmental
   Policy Act, California Environmental Quality Act, CalPERS, EDD, IRS, and any other applicable regulatory agency.
- Maintain a District-wide regulatory matrix that establishes the responsible departments, timelines, submittal procedures, and other regulatory agency requirements.
- Prepares, maintains, and submits assigned monthly, quarterly, and annual regulatory compliance reports for the
  District's regulators, working with District department heads to ensure all regulatory compliance documents and
  related tasks are completed accurately and delivered on time.
- Provide timely proactive reminders to responsible parties for regulatory compliance, then coordinate, facilitate, and assist in the preparation of such reports and assist with submittals.
- Maintain submittal evidence records and perform regular audits and reviews to meet all regulatory standards.
- Research emerging contaminants, new regulations, new industry processes, and equipment.
- Analyzes regulatory requirements and determines the impacts on the District as a result of these requirements, including financial and resource impacts.
- Coordinate and ensure all documents are aligned with the document retention policy.
- Maintain regulatory policies and procedures.

#### Development

- Facilitates and coordinates the development cycle from start to end by assisting varied individuals (i.e.,
  customers, contractors, developers, and staff) in the development administration process with tasks including but
  not limited to maintaining and updating the development packet and process; providing information on meter
  and mainline extension; reviewing plans; creating estimates; and providing regular and timely correspondence
  with all involved parties.
- Coordinate development agreements, such as will/will-not serves, fire flow letters, easement acquisition, conditional approvals, reimbursement agreements, construction agreements, facility dedications, mainline extensions, development-related insurance compliance, and other related development documentation.
- Reports to supervisor and GM regarding any unusual or notable development activities. Prepares accurate and timely will/will not Serve letters for GM signature.
- Develops and maintains specialized databases for tracking development activity; creates standard and special reports, studies, summaries, and analyses.
- May assist or be the liaison with an outside engineering firm.
- Maintains District development and engineering records keeping internal databases up to date with accurate information.
- Track and maintain records on new well drilling activity and provide reports.
- Coordinate with the operations department on development activity.
- Ensure the District's requirements, rules, and regulations are implemented throughout development process.
- Maintain development-related policies and procedures.

#### Grants

- Serves as a liaison between the District, granting agencies, and grant writers, while assisting with all components of each grant submission, ensuring that the proposal is submitted in accordance with granting agency requirements.
- Maintain internal and external grant management systems to track and record grant activity, awards, and related information to ensure compliance with funding agency requirements.
- Monitors and coordinates the administration of post-award grant activities, ensuring timely reporting and administrative tasks are completed.
- Create special reports, studies, summaries, and analyses; and compile and submit supporting documentation, such as budgets, project plans, and research summaries.
- Conduct research to identify potential funding opportunities, grant sources, and grant writers, including government agencies, foundations, and other relevant organizations. Evaluate eligibility criteria, application deadlines, and funding priorities of potential grants.
- Collaborate with department heads to determine if grant proposals align with organizational objectives.
- Coordinate with the finance department to track grant expenditures and ensure accurate financial reporting.
- Stay informed about grant regulations and reporting requirements changes and ensure timely adjustments to internal processes and procedures.

#### Other

- Represents the District by coordinating with other local agencies, regulatory agencies, professional associates and technical groups.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.
- Collaborate with industry professionals to stay updated on trends and policies that align with district objectives.
- Opens and closes the administration building and turns the alarm system on and off.
- Attends safety meetings.
- Performs other special projects and duties as assigned related to the classification.
- Regular attendance at the work site required.

#### MINIMUM QUALIFICATIONS

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

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

**Experience**: A typical way to obtain the knowledge and abilities would be to have a minimum of four years of experience overseeing regulatory programs related to water utilities reviewing, monitoring, and responding to regulations related to a water utility.

#### Education and/or Training:

- High school diploma or equivalent;
- Associate's Degree or Technical Degree from an accredited college or university in the field of regulatory affairs, geography, science, administration, writing, or a related field required. Bachelor's degree desirable.

#### Certificates, Licenses, Registration:

• Possession of a Project Management certification is desirable.

Other: Must possess and maintain in good standing a valid California Class C Driver's License.

#### 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:

- Working knowledge of federal and state drinking water regulations and familiarity with CEQA, NPDES, AQMD, EPA, CUPA, SWRCB DDW, and other regulatory compliance standards.
- Working knowledge of basic research techniques, methods, and procedures.
- Extensive knowledge of Excel, Word, and the development of other technical documents and correspondence.
- Familiarity with regulatory development grant programs and funding resources.
- Proposal development.
- Grant management cycle, including grant writing and reporting.

#### Skilled in:

- Exceptional time management skills.
- Possess strong written and verbal communication skills.
- Possess strong organizational skills.
- Attention to detail.
- Proficient in grant management systems.
- Possess exceptionally strong computer skills in MS Office 365 suite.

#### Ability to:

- Be a self-starter and overcome potential obstacles.
- Efficiently organize, prioritize, schedule, and manage daily work activities and meet required deadlines.
- Develop written documentation accurately, concisely, legibly, and timely.
- Conduct research and analytical activities; work independently and as a member of a team with internal and external partners; manage and prioritize projects effectively to meet proposal and reporting deadlines.
- Effectively present information and respond to questions from management, staff and others.
- Interpret data, documents, regulatory codes, new rules, acts, and regulations from various regulatory agencies, then determine the District's compliance obligations and how it will accomplish them.
- Establish and maintain a professional, cooperative, and respectful manner with those contacted in the course of work.
- Ability to communicate effectively verbally and in writing and to understand and carry out verbal and written instructions.
- Ability to think critically and independently with very little oversight.
- Ability to stay on strict time-sensitive schedules and meet project and reporting due dates.
- Ability to read and understand water district terminology.
- Ability to maintain accurate records.

#### 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 lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies, and fax machines on a regular basis. Often required to sit and use hands and fingers, to handle or feel. Occasionally required to stand, walk, reach with arms and hands, climb stairs or balance, and to stoop, kneel, crouch or crawl. Requires close vision and normal range hearing.

#### Work Environment:

- Outside: The duties of this position may require infrequent work in an outdoor setting.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position may require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, copy machines, scanning machines, fax machines, and telephone.

**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; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and attending meetings if needed.

#### **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.

I have been given a copy of this jo	b description.	
Drint Faralana Nama	Fundameda Cienetura	
Print Employee Name	Employee's Signature	Date



# JOB DESCRIPTION

POSITION	Purchasing and Inventory Technician	SAFETY SENSITIVE	No
SALARY RANGE	Range 15	ESTABLISHED DATE	09/20/2023
FLSA STATUS	Non-Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

#### **SUMMARY**

The Purchasing and Inventory Technician performs a variety of purchasing tasks, including procurement, stocking, and issuing of supplies and materials; maintains inventory in warehouse; assists with obtaining competitive quotes; and loads and delivers materials and supplies. The Purchasing and Inventory Technician oversees facility maintenance and custodial operations related to the District Administrative and Operations buildings, fixtures, equipment, and property.

#### **DISTINGUISHING CHARACTERISTICS**

This position is characterized by the intermediate skills required to perform the principal duties of the position, as well as the general level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position requires strong interpersonal skills, a high level of motivation, and basic leadership skills. Interaction with the public is required.

#### SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the 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 the 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:**

- Acts as the District's representative to communicate and/or coordinate all purchasing, contract, and inventory-related matters.
- Receives materials and supplies; inspects shipments for damage and conformance to invoice, purchase order, and packing list; offloads and stores materials received; returns defective materials; notifies appropriate persons when shipment is received. Ensures receipt of goods is verified with a supervisor.
- Issues materials to various persons, including District Operations crews and other District staff, upon receipt of
  properly approved requests; maintains inventory records of all materials issued and monitors items running low in
  stock; prepares requisitions to replenish stock and maintains inventory and inventory control system.
- Assists in purchasing a variety of routine and non-routine items; contacts vendors concerning price and availability of materials, parts, and equipment; solicits informal bids and quotes and selects or recommends vendor selection; places approved orders with vendors.
- Maintains the District purchase requisition and order system, contract records, project files, status reports, and other related documents while ensuring compliance with policy and procedures.
- Confers and provides regular updates to management staff on their assigned budgets and purchases.
- Assist with the preparation of bid packets, request for proposals, participates in bid committees, assists with
  evaluation and analysis of bids and proposals, makes recommendations for procurements as well as maintains
  start and completion notices.
- Resolves invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Assist and maintain prevailing wages requirements.
- Track and control District's fixed assets by assigning physical asset tags, conducting periodic counts, valuation reviews, fixed assets audits and arranging for disposal options for obsolete items.
- Prepares and presents purchasing, contracting, and procurement-related staff training.

- Maintains reference database of resources, vendors, and parts for all facilities related services (i.e., electrical, plumbing, roofing, heating, and air conditioning).
- May perform basic maintenance and/or repairs on electrical, mechanical, cooling, and plumbing systems.
- Operates a District vehicle to pick up and deliver supplies as needed.
- Establishes and maintains cooperative working relationships with staff, outside agencies, and the public.

#### MINIMUM QUALIFICATIONS

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

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

#### Experience:

- Minimum of four (4) years of increasingly responsible experience in procurement, purchasing, and/or inventory management.
- Public agency experience is highly desired.

#### Education and/or Training:

- High school diploma or equivalent;
- Associate's Degree or higher from an accredited educational institution in business, public administration, accounting, finance, or closely related field is desired.

#### Certificates, Licenses, Registration:

• A Certificate related to acquisitions such as a Certified Purchasing Manager or Certified Public Procurement Officer from a nationally recognized organization is desired.

Other: Must possess and maintain in good standing a valid California Class C Driver's License.

#### 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:

- Auditing and inventory control
- Best practices for purchasing and material handling
- Materials used for water, wastewater, wells, and boosters
- Building maintenance and upkeep
- Emergency procedures and safe work practices
- Basic fiscal procedures, accounts payable and accounts receivable
- Maintaining filing and record-keeping systems
- Legal and regulatory requirements related to purchasing and inventory management.
- Inventory control principles and best practices.
- Practices, theories, and principles related to procurement.
- Utilization of purchasing documents and processing techniques.
- Computers, software, and office equipment operation.

#### Skilled in:

- Possess strong written and verbal communication skills.
- Possess strong organizational skills.
- Detail-oriented approach.
- Writing and drafting technical documents and professional correspondence.
- Possess exceptionally strong computer and MS Office 365 suite skills.

#### Ability to:

- Perform multiple tasks and meeting deadlines utillizing time management.
- Evaluate and analyze information to create and communicate recommendations.
- Oversee monitoring systems for tracking information.
- File alphabetically or numerically; maintain accurate records proofreading for accuracy.

- Adjust to changes in workload, deadlines and working under pressure.
- Obtain information necessary to respond to internal/external requests.
- Read, understand, and carry out written and verbal instructions.
- Work efficiently in teams and independently, while being productive when completing work tasks.
- Professionally represent the District, and maintain cooperative, respectful, and effective working relationships in the course of work including staff, officials, and the public.

#### 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 lift, push, pull, and/or carry objects greater than 75 lbs. 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, occasionally 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:**

- **Inside/Outside:** This position primarily works in an indoor office or warehouse setting but may work occasionally in an outdoor setting.
- **Driving:** Duties require regular operation of District vehicles. May require the operation of heavy to light equipment on a regular basis.
- 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, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines. May use heavy to light equipment.

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.

#### **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

•	nat the performance of other duties may be requirict. I also understand this job description does r	
I have been given a copy of this jo	b description.	
Print Employee Name	Employee's Signature	Date

Agenda Item No: 8D



## **Board of Directors Staff Report**

MEETING DATE: 09/20/23

PRESENTED BY: Anne Roman, Director of Finance

TOPIC: 4<sup>TH</sup> QUARTER ENDING 06/30/23 FINANCIAL REPORT –

**UNAUDITED/PRELIMINARY** 

RECOMMENDATION: Receive report, ask questions, and approve.

#### **ANALYSIS:**

The **Unaudited/Preliminary** 4<sup>TH</sup> quarter ending 06/30/23 Financial Report is attached and will be reviewed in detail in the meeting. The Finance Committee reviewed the report on September 13, 2023. See "JBWD FINANCIALS AT A GLANCE" pages for highlights of the Unaudited report.

#### A note about using this report:

- Both revenues and expenses are generally not incurred evenly throughout the year.
   Some costs may be incurred early on, others near year end. This report includes the majority of costs incurred for the fiscal year.
- Each Department Head manages their own budget and can better provide details of budget vs. costs.
- The included Operating Board Report is an OPERATING expense report. CAPITAL
  COSTS are not included in that budget vs. actual reporting. Capital reporting requires
  more analysis, manual application of overhead costs and allocations, and involvement
  from Project Managers in a reconciliation process. This more labor-intensive type of
  reporting will be provided on a by project/by request basis.
- Analysis continues throughout the year and only the 06/30 Audited financial statements contain final figures. The audited statements are expected in November/December 2023.

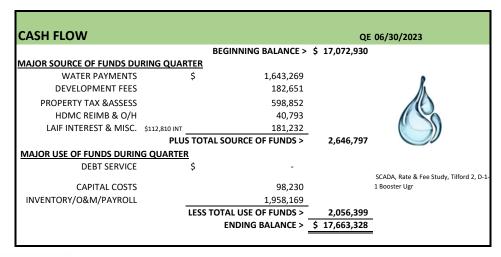
**STRATEGIC PLAN ITEM:** 4.4 Ensure Timely Financial Transactions and Reports **FISCAL IMPACT**:

#### JBWD FINANCIALS AT A GLANCE •

QUARTER ENDING 06/30/23 PRELIMINARY / UNAUDITED

CASH BALANCES as of	06/30/2023	CHG FROM PY	LAST QUARTER 03/31/23	PRIOR YEAR 06/30/22
UNRESTRICTED	\$ 6,486,633	17%	\$ 6,128,322	\$ 5,522,960
LEGALLY RESTRICTED	4,229,518	4%	4,392,598	4,052,581
BOARD DESIGNATED	6,947,177	10%	6,552,011	6,329,929
	\$ 17,663,328	11%	\$ 17,072,930	\$ 15,905,470
INCREASE FROM LAST YEAR INCREASE FROM LAST QTR	1,757,859 590,399			

PROP TAXES/ASSESSMEI	YTD as	of	06/30/2023	
		BILLED	C	OLLECTED
PROPERTY TAXES	\$	795,667	\$	807,590
Collected 9	%	100%		101%
CMM ASSESSMENTS (PASS-THR	<u>U)</u>			
Curren	it	256,281		222,088
Pric	r	-		46,010
Collected % of Currer	nt	100%		87%
STANDBY ASSESSMENTS				
Curren	it	1,183,789		1,059,889
Pric	r	-		129,185
Collected % of Currer	nt	100%		90%
тота	L \$	2,235,737	\$	2,264,762
Collected 9	6	100%		101%
	EX	CLUDES ID #2 TRAILING ADJU	JSTMENTS	





TERMS: QE - QUARTER ENDING; YTD - FISCAL YEAR-TO-DATE; AS OF - CUMULATIVE THROUGH

DEVELOPMENT CHARGES 06/30/2023								
	QE QTY	QE TOTAL	YTD QTY	YTD TOTAL				
TOTAL METERS SOLD	12 \$	182,651	58 \$	1,183,253				
ABOVE incl. WASTEWATER	8		30					
METER UPGRADES	3		14					
Includes	Includes meter installation, water capacity & wastewater capacity charges							

## JBWD FINANCIALS AT A GLANCE **②**

# QUARTER ENDING 06/30/23 PRELIMINARY / UNAUDITED

OPERATING BUDGET V	S. ACTUA	L COSTS					YTD 06/30/23 - 100% of YEAR
DEPARTMENT	BUDGET -	REVISED		ACTUAL YTD	% OF BUI	OGET	NOTES
REVENUES							
OPERATING REVENUES	\$	5,917,587	\$	6,888,979		100%	
NON-OPERATING REVENUES	:	2,463,269		4,061,447		165%	Incl LAIF Int YTD \$387,156; 3.15% as of 07/14/23
TOTAL REVENUES		9,380,856		10,950,426		117%	
<u>EXPENSES</u>							
PRODUCTION	:	1,898,512		1,872,227		99%	
DISTRIBUTION	:	1,225,329		858,341		70%	i
CUSTOMER SERVICE		729,155		624,898		86%	
ADMINISTRATION	:	1,322,253		1,098,413		83%	
FINANCE		940,966		752,568		80%	,
HUMAN RESOURCES		238,981		116,530		49%	,
BONDS, LOANS & STBY		556,114		919,869		165%	
CAPITAL IMPROVEMENT (CIRP)		446,428		539,945		121%	
HDMC TREATMENT (REIMB)		182,300		162,027		89%	,
BENEFITS ALLOCATED	IN	CL ABOVE		INCL ABOVE		67%	
FIELD ALLOCATED	IN	CL ABOVE		INCL ABOVE		106%	
OFFICE ALLOCATED	IN	CL ABOVE		INCL ABOVE		94%	,
CAPITAL O/H CLEARING		(55,909)		(166,052)		297%	I
TOTAL EXPENSES	-	7,484,128		6,778,765		91%	Percent of Budget Spent
SURPLUS (DEFICIT)	\$	1,896,727	\$	4,171,661	*		vs. 100% of Year
			*Be	fore depreciation	3		



BUDGET ADJUSTMENTS	QE	06/30/2023
		ADJUSTMENT
No individual adjustments due to ov	erall 22/23	revisions made in May/June
INCR (DECR) TO NET RI	EVENUE	s \$ -

CONSUMPTION		ROLLING 12 MONTHS
12 MONTHS ENDING:	CONS (UNITS)	INCR (DECR) FROM PY
06/30/2023	458,937	-12.58%
06/30/2022	524,978	-0.49%
06/30/2021	527,557	
	TWO YEAR CHANGE>	-13.01%

TERMS: QE - QUARTER ENDING; YTD - FISCAL YEAR-TO-DATE; AS OF - CUMULATIVE THROUGH



TOP 10 CONSUMERS	QE 06/30/2023
ACCOUNT	CONS (UNITS)
Hi-Desert Medical Center (hospital and CCC)	3,280
Quail Springs Village Apartments	2,356
JT Parks & Recreation	2,059
Joshua Tree Memorial Park	1,558
William W Pyle Jr	850
Morongo Unified School District	800
Lazy H Mobilehome Park	796
Yucca Trails Apts.	685
Temp meter - County	562
Housing Partners Inc.	561



# CASH BALANCES As of 06/30/23 UNAUDITED / PRELIMINARY

			CURRENT	INCR							Ρ	RIOR QTR	PRI	OR YEAR
			6/30/23	(DECR)		LEGALLY		BOARD		UN-		3/31/23	6	/30/22
			 TOTAL	FROM PY	R	ESTRICTED	DI	ESIGNATED	R	ESTRICTED		TOTAL	 1	TOTAL
Petty	Cash		\$ 800	12%					\$	800	\$ 5	701		701
Chang	ge Fund		1,500	0%						1,500		1,500		1,500
Gener	al Fund		172,220	-157%						172,220		451,523		442,144
Payro	ll Fund		20,007	18%						20,007		38,216		16,449
LAIF	Operating I	Reserve	1,844,157	2%						1,844,157		1,901,156		1,802,491
	Cash Flow F	Reserve	4,447,950	27%						4,447,950		3,735,227		3,259,674
	Equip/Tech	nology Reserve	242,516	-50%			\$	242,516				242,516		363,522
	Emergency	Capital Reserve	2,395,166	16%				2,395,166				2,000,000		2,000,000
	Meter Repl	acement Reserve	1,205,996	20%				1,205,996				1,205,996		970,030
	Building Re	serve	96,441	31%				96,441				96,441		66,441
	Studies/Re	ports Reserve	105,408	-6%				105,408				105,408		111,306
	Consumer/	Project Deposits	355,211	14%	\$	355,211						350,230		306,057
	Water Capa	acity	1,118,101	11%		1,118,101						1,397,651		993,426
	Wastewate	er Capacity	2,175,789	17%		2,175,789						2,104,648		1,810,356
	Cap Improv	Reserve (formerly CIP Reserve)	2,901,649	3%				2,901,649				2,901,649		2,818,629
	CMM	Redemption	367,505	-89%		367,505						290,028		695,229
		Reserve	208,039	-17%		208,039						246,767		244,272
		Prepayment	 4,873	34%		4,873						3,273		3,240
			\$ 17,663,328	10%	\$	4,229,518	\$	6,947,177	\$	6,486,633	\$ 5	17,072,930	\$	15,905,469

\$ 11,176,695	\$ 6,486,633
RESTRICTED	UNRESTRICTED

COMPARISON WITH LAST QUARTER \$ 590,398 INCREASE COMPARISON WITH LAST YEAR \$ 1,757,859 INCREASE

TREASURER'S STATEMENT: This investment portfolio is in conformity with all the elements described in California Government Code section 53646(b) and the Joshua Basin Water District's Investment Policy. The Director of Finance believes the portfolio contains enough cash flow liquidity to meet the next six month's expected expenditures.

#### Anne Roman

Anne Roman, Director of Finance

COMMON QUESTION: What causes changes in cash?

Think of our cash accounts in terms of a savings account. Whenever you earn more or spend less, the balance increases and, when doing the opposite, the balance decreases. Over a year, many factors change the cash balances, including changes in earning, spending, and the timing of those transactions.

In the last few years, unbudgeted (and legally restricted) development revenue has been a particularly large factor in increasing cash balances.



# CASH FLOW 4th Quarter Ending 06/30/23 UNAUDITED / PRELIMINARY

General Fund Beginning Cash Balance 04/01/2023 \$ 17,072,930 **Source of Funds (Revenues)** Total cash received during the quarter from all sources 2,646,797 Major sources: - Water bill payments received from ratepayers 1,643,269 - Property Tax/Assessment payments 598,852 - Meter Installation/Capacity Fees 182,651 Approx. 12 new meters (8 in the wastewater zone) and 3 meter upgrades - Consumer/Project Deposits 33,148 - Special services (penalties, fire flows, will serves) 32,776 - LAIF Interest Revenue 112,810 - HDMC Reimbursement (including \$7,493 in overhead) 40,793 - Liens and bad debt 1,849 - Credit card rebate 649 **Use of Funds (Expenses)** Total use of cash during the quarter for all purposes 2,056,399 - Debt Service - Inventory purchased 261,992.20 - Capital costs during the quarter \$98,230 including: -- SCADA Computer & Software 30,753 -- Rate & Fee Study (Expense project now) 18,088 -- Tilford Phase 2 CIRP 11,652 -- D-1-1 Booster Upgrade 11,427 -- Compressor/Jackhammer 11,099 -- Belmont Design 6,880 -- Pettibone (basket & safety cage) 2,855 -- E2-1 Reservoir Upggrade 1,866

Ending Cash Balance 06/30/2023

Total cash increased

\$

590,398

17,663,328



#### BUDGET ADJUSTMENTS 4th Quarter Ending 06/30/23

During this quarter, the following major budget adjustments were made

Account/Project:

Before Adjustment:

No individual adjustments due to overall 22/23 budget revisions made in May/June.

Total Adjustments - Incr (Decr) to Net Revenues \$ -



#### BOARD REPORT SUMMARY Year-to-Date as of 06/30/23 100% of year UNAUDITED / PRELIMINARY

#### REVENUES (Year-to-date)

Total Revenues 117%
Water Revenues (Operating Revenues) 100%
Property Tax & Assessment Revenues 107%
HDMC Revenues (billed in arrears) 60%

Unbudgeted Development (Capacity/Install) Fees

YEAR-TO-DATE total \$1,183,253

(58 meters YTD incl. 30 with wastewater; 14 upgrades)

	% of
EXPENSES (Year-to-date)	budget Based on Approved, Revised Budget
Production	99% Open position (Wtr Qlty Spec) / Pumping Power over-budget
Distribution	70% Open position (C&M Super)
Customer Service	85% Open position (CSR); Temp Labor in Office Allocated
Administration	83% Open position (Dir of Admin) 1/2 year
Finance	80% Acct'g & Auditing services less than budgeted
Human Resources	49% Open position; Temp Labor in Office Allocated
Bonds, Loans & Standby (& Non-Op Exp)	165% Unbudgeted CMM Bond call of \$375k
CIRP	120% Expensed costs: Budget results depend upon capital project involvement
HDMC Treatment Plant	89% Budget is a rough estimate; costs are 100% reimbursed after the fact.
Benefits Allocated	67% Benefit savings on Temp labor & 4.5 open positions
Field Allocated	106% Water System fees; Water audit validations; Software over (under in Admin)
Office Allocated	94% Software under-budget but Ops over (probably due to random split)
NEGATIVE: Capital Overhead Clearing (Decr Op>Incr Cap)	297% Budgeted very conservatively as this REDUCES overall budget.
	91% vs 100%

\*89% without \$375k CMM Bond Call & Cap O/H Clearing

NOTE: Neither revenues nor our expenses are evenly distributed throughout the year.

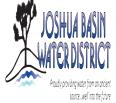
#### **SUMMARY**

Actual costs of \$6,778,765 91% are 91% of \$7,484,128 budget.

Total Operating Revenues exceed Total Operating Expenses by \$4,171.661. This funds Capital projects or restricted/designated Reserves for future work

#### REGULAR CHECK REGISTER ROLLING 12 MONTH TOTALS

	JAN 23	FEB 23	MAR 23	APR 23	MAY 23	JUN 23		TOTAL
	\$ 489,436	\$ 68,374	\$ 993,694	\$ 442,159	\$ 500,050	\$ 547,767		\$ 6,534,6
_								
Π	JULY 22	AUG 22	SEPT 22	OCT 22	NOV 22	DEC 22	Ī	AVERAGE
		AUG 22	JL1 1 22	001 22	140 4 22	DLCLL		



## Joshua Basin Water District

# \*\*Operating Board Report (Budget Report)

**Account Summary** 

For Fiscal: 2022-2023 Period Ending: 06/30/2023

sourcewei into ine juture						Variance	
		Original	Current	Period	Fiscal	Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Used
Fund: 01 - GENERAL FUND							
Revenue							
Program: 39 - ** OPERA	TING REVENUES **						
<u>01-39-41010-FI</u>	METERED WATER SALES	3,759,087.00	3,759,087.00	390,275.57	3,669,815.06	-89,271.94	97.63 %
01-39-41012-FI	ALLOW FOR CAAP/BILLING ADJ	-11,500.00	-11,500.00	-658.80	-6,748.80	4,751.20	58.69 %
01-39-41015-FI	BASIC FEES	2,560,000.00	2,560,000.00	225,521.74	2,621,304.46	61,304.46	102.39 %
01-39-41016-FI	BASIC FEES - LOCKED/PULLED	380,000.00	380,000.00	32,037.52	364,008.80	-15,991.20	95.79 %
01-39-41030-FI	PRIVATE FIRE PROTECTION SERV.	30,000.00	30,000.00	3,504.32	40,553.29	10,553.29	135.18 %
<u>01-39-41040-FI</u>	SPECIAL SERVICES REVENUE	200,000.00	200,000.00	20,448.50	200,046.29	46.29	100.02 %
Program	: 39 - ** OPERATING REVENUES ** Total:	6,917,587.00	6,917,587.00	671,128.85	6,888,979.10	-28,607.90	99.59%
Program: 40 - ** NON-O	PERATING REVENUES **						
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	182,300.00	182,300.00	0.00	109,118.97	-73,181.03	59.86 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	41,017.50	41,017.50	0.00	24,551.77	-16,465.73	59.86 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,197,257.00	1,197,257.00	0.00	1,191,157.62	-6,099.38	99.49 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE	650,419.00	650,419.00	0.00	795,666.97	145,247.97	122.33 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	244,275.00	244,275.00	0.00	256,281.00	12,006.00	104.91 %
<u>01-40-44010-FiD</u>	WATER CAPACITY CHARGES	0.00	0.00	71,388.00	687,609.00	687,609.00	0.00 %
<u>01-40-44030-FI</u>	BOND CALL REVENUE - CMM	0.00	0.00	0.00	1,577.76	1,577.76	0.00 %
<u>01-40-44030-FiD</u>	METER INSTALLATION & UPGRADE	0.00	0.00	16,685.00	155,660.31	155,660.31	0.00 %
<u>01-40-44050-FI</u>	WASTEWATER CAPACITY CHARGES	0.00	0.00	42,269.36	339,983.36	339,983.36	0.00 %
01-40-46121-FI	GRANT REVENUE - LOCAL (MWA)	0.00	0.00	0.00	15,000.00	15,000.00	0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	461.78	9,845.11	-10,154.89	49.23 %
<u>01-40-47002-FI</u>	INTEREST REVENUE	128,000.00	128,000.00	140,878.54	387,155.59	259,155.59	302.47 %
<u>01-40-47010-FiD</u>	GAIN/LOSS ON SALE OF ASSETS	0.00	0.00	0.00	151,500.00	151,500.00	0.00 %
01-40-47020-FiD	CHANGE IN MARKET VALUE	0.00	0.00	-66,184.15	-66,184.15	-66,184.15	0.00 %
<u>01-40-47030-FiD</u>	PLANT SALES (SALES TAXABLE)	0.00	0.00	0.00	2,523.49	2,523.49	0.00 %
Program: 40 - *	** NON-OPERATING REVENUES ** Total:	2,463,268.50	2,463,268.50	205,498.53	4,061,446.80	1,598,178.30	164.88%
	Revenue Total:	9,380,855.50	9,380,855.50	876,627.38	10,950,425.90	1,569,570.40	116.73%
Expense							
Program: 01 - ** PRODU							
01-01-5-01-01118-FI	PRODUCTION SALARY (incl STBY,CL	414,308.00	414,308.00	24,643.59	292,814.62	121,493.38	70.68 %
01-01-5-01-02205-RL	WATER TREATMENT EXPENSE	18,000.00	18,000.00	1,813.93	18,041.51	-41.51	100.23 %
01-01-5-01-02210-RL	SMALL TOOLS - PRODUCTION	10,333.34	10,333.34	460.46	13,523.56	-3,190.22	130.87 %
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	571,000.00	571,000.00	0.00	570,668.00	332.00	99.94 %
01-01-5-01-03108-RL	RECHARGE MAINT/REPAIR	1,000.00	1,000.00	0.00	480.00	520.00	48.00 %
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	7,000.00	7,000.00	0.00	4,356.01	2,643.99	62.23 %
01-01-5-01-03115-RL	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	11,434.53	61,909.67	-26,909.67	176.88 %
01-01-5-01-03120-RL	TANK & RESERVOIR MAINTENANCE	25,000.00	25,000.00	565.00	18,870.94	6,129.06	75.48 %
01-01-5-01-03207-RL	GENERATOR (ALL) REPAIR & MAINT	15,000.00	15,000.00	179.96	7,679.05	7,320.95	51.19 %
01-01-5-01-04004-RL	LABORATORY SERVICES	15,000.00	15,000.00	971.74	14,547.51	452.49	96.98 %
01-01-5-01-06105-RL	POWER FOR PUMPING (ELECTRIC)	330,000.00	330,000.00	86,532.00	501,018.02	-171,018.02	151.82 %
01-01-5-01-06501-RL	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00	243.00	3,372.41	1,627.59	67.45 %
01-01-5-01-07002-GM	RIGHT OF WAY	17,000.00	17,000.00	0.00	18,777.44	-1,777.44	110.46 %
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	296,040.82	296,040.82	45,747.59	199,858.29	96,182.53	67.51 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	138,830.28	138,830.28	36,183.33	146,309.52	-7,479.24	105.39 %
	Program: 01 - ** PRODUCTION ** Total:	1,898,512.44	1,898,512.44	208,775.13	1,872,226.55	26,285.89	98.62%
Program: 02 - ** DISTRII	BUTION **						
01-02-5-02-01130-FI	DISTRIBUTION SALARY (incl STBY,C	512,451.00	512,451.00	23,733.50	303,148.19	209,302.81	59.16 %
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	14,000.00	14,000.00	1,243.99	16,279.05	-2,279.05	116.28 %
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	100,000.00	100,000.00	8,970.48	99,375.74	624.26	99.38 %

8/31/2023 9:02:21 AM Page 1 of 5

						Variance	-
		Original	Current	Period	Fiscal	Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Used
		Total Baaget	rotal baaget	Accivity	71001104	(Omaroidale)	Oscu
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT. (NON-CI	3,000.00	3,000.00	23.70	3,155.20	-155.20	105.17 %
<u>01-02-5-02-04005-JC</u>	UTILITY LOCATING (DIG ALERT)	13,000.00	13,000.00	314.00	11,882.73	1,117.27	91.41 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	366,165.26	366,165.26	57,342.37	243,246.53	122,918.73	66.43 %
<u>01-02-5-02-98002-FI</u>	FIELD EXPENSES ALLOCATED	171,712.40	171,712.40	44,753.40	181,253.21	-9,540.81	105.56 %
	Program: 02 - ** DISTRIBUTION ** Total:	1,225,328.66	1,225,328.66	136,381.44	858,340.65	366,988.01	70.05%
Program: 03 - ** CUSTO	OMER SERVICE **						
<u>01-03-5-03-01107-FI</u>	FIELD SALARY - CUSTOMER SERVCE	57,477.00	57,477.00	10,780.16	86,865.03	-29,388.03	151.13 %
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	204,184.00	204,184.00	7,875.58	92,145.20	112,038.80	45.13 %
01-03-5-03-03100-FiD	METER INSTALLATION & UPDGRAD	0.00	0.00	0.00	48,941.16	-48,941.16	0.00 %
01-03-5-03-03107-JC	METER SERVICE REPAIR (INTERNAL	20,000.00	20,000.00	0.00	15,602.70	4,397.30	78.01 %
01-03-5-03-05201-JC	METER READING EQUIPMENT & EX	3,000.00	3,000.00	0.00	4,509.06	-1,509.06	150.30 %
01-03-5-03-07000-DOA	MISC UTILITY ADJUSTMENTS	0.00	0.00	0.00	3,113.98	-3,113.98	0.00 %
01-03-5-03-07004-DOA	LOW INCOME ASSISTANCE (UNITED	6,650.00	6,650.00	150.00	1,851.10	4,798.90	27.84 %
01-03-5-03-07010-DOF	BAD DEBT	39,000.00	39,000.00	34,409.87	35,237.09	3,762.91	90.35 %
01-03-5-03-07015-DOA	CUSTOMER SERVICE - OTHER (Bill pr	74,750.00	74,750.00	7,628.20	73,530.31	1,219.69	98.37 %
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	200,794.47	200,794.47	37,218.77	144,224.34	56,570.13	71.83 %
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	19,280.66	19,280.66	5,025.12	20,339.42	-1,058.76	105.49 %
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	104,018.66	104,018.66	34,890.91	98,538.25	5,480.41	94.73 %
Progr	am: 03 - ** CUSTOMER SERVICE ** Total:	729,154.79	729,154.79	137,978.61	624,897.64	104,257.15	85.70%
Program: 04 - ** ADMIN	NISTRATION **						
01-04-5-04-01108-FI	ADMINISTRATION SALARY	386,929.00	386,929.00	30,409.48	304,292.81	82,636.19	78.64 %
01-04-5-04-01121-FI	DIRECTORS SALARY	31,253.40	31,253.40	4,861.64	35,594.15	-4,340.75	113.89 %
01-04-5-04-01210-GM	DIRECTORS / C.A.C. TRAINING	25,000.00	25,000.00	28.00	12,497.82	12,502.18	49.99 %
01-04-5-04-04007-GM	LEGISLATIVE ADVOCACY	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
01-04-5-04-07008-GM	BUSINESS EXPENSE	6,000.00	6,000.00	181.00	7,206.98	-1,206.98	120.12 %
01-04-5-04-07014-GM	PUBLIC INFORMATION	45,000.00	45,000.00	7,101.29	65,794.80	-20,794.80	146.21 %
01-04-5-04-07016-GM	MEMBERSHIP, DUES & SUBSCRIPT (	60,000.00	60,000.00	769.66	40,121.66	19,878.34	66.87 %
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	15,000.00	15,000.00	2,997.50	13,331.23	1,668.77	88.87 %
<u>01-04-5-04-07025-GM</u>	LEGAL SERVICES - NON-PERSONNEL	55,000.00	55,000.00	20,062.88	76,972.93	-21,972.93	139.95 %
<u>01-04-5-04-07050-GM</u>	ADMINISTRATION - OTHER	14,690.00	14,690.00	0.00	0.00	14,690.00	0.00 %
01-04-5-04-07218-CRP	SAFETY EXPENSE (EQUIP & SUPPLIE	8,000.00	8,000.00	4,287.75	10,366.34	-2,366.34	129.58 %
<u>01-04-5-04-07219-GM</u>	EMERGENCY PREPAREDNESS	12,000.00	12,000.00	164.26	18,396.16	-6,396.16	153.30 %
<u>01-04-5-04-07401-GMH</u>	PROPERTY INSURANCE & RISK MG	141,100.00	141,100.00	30,004.06	122,395.64	18,704.36	86.74 %
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	291,883.96	291,883.96	48,535.50	200,684.56	91,199.40	68.75 %
<u>01-04-5-04-98003-FI</u>	OFFICE EXPENSE ALLOCATED	190,396.25	190,396.25	63,728.08	179,653.04	10,743.21	94.36 %
<u>01-04-5-05-02305-GM</u>	MAPS/DRAFTING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<u>01-04-5-05-04008-GM</u>	ENGINEERING CONTRACT SERVICES	30,000.00	30,000.00	2,185.00	6,105.00	23,895.00	20.35 %
Pro	gram: 04 - ** ADMINISTRATION ** Total:	1,322,252.61	1,322,252.61	215,316.10	1,098,413.12	223,839.49	83.07%
Program: 06 - ** FINAN	CE **						
01-06-5-06-01101-FI	FINANCE SALARY	380,589.00	380,589.00	27,009.15	323,048.59	57,540.41	84.88 %
01-06-5-06-04009-DOF	ACCOUNTING/AUDIT SERVICES	66,100.00	66,100.00	14,026.89	46,917.19	19,182.81	70.98 %
01-06-5-06-07001-DOF	FINANCE - OTHER (P/R Proc, Bank f	28,800.00	28,800.00	2,724.52	27,223.53	1,576.47	94.53 %
<u>01-06-5-06-98001-FI</u>	EE BENEFITS ALLOCATED	281,762.90	281,762.90	41,608.16	181,852.67	99,910.23	64.54 %
<u>01-06-5-06-98003-FI</u>	OFFICE EXPENSE ALLOCATED	183,713.81	183,713.81	61,537.69	173,525.64	10,188.17	94.45 %
	Program: 06 - ** FINANCE ** Total:	940,965.71	940,965.71	146,906.41	752,567.62	188,398.09	79.98%
Program: 07 - ** HUMA	N RESOURCES **						
01-07-5-07-01102-FI	PERSONNEL SALARY	42,329.00	42,329.00	0.00	0.00	42,329.00	0.00 %
01-07-5-07-01105-GMH	AWARDS SALARY/LEAVE	5,000.00	5,000.00	3,850.00	3,850.00	1,150.00	77.00 %
01-07-5-07-01215-GMH	EMPLOYEE TRAINING	30,000.00	30,000.00	5,699.31	29,060.18	939.82	96.87 %
01-07-5-07-01905-GMH	EMPLOYMENT RECRUITING EXPENSE	16,000.00	16,000.00	1,067.98	4,649.14	11,350.86	29.06 %
01-07-5-07-01910-GMH	LABOR LEGAL FEES	40,000.00	40,000.00	0.00	8,776.11	31,223.89	21.94 %
01-07-5-07-01915-GMH	PERSONNEL - OTHER	10,000.00	10,000.00	0.00	2,433.76	7,566.24	24.34 %
01-07-5-07-01920-GMH	AWARDS GIFTS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<u>01-07-5-07-98001-FI</u>	EE BENEFITS ALLOCATED	56,388.73	56,388.73	8,076.11	33,051.57	23,337.16	58.61 %
<u>01-07-5-07-98003-FI</u>	OFFICE EXPENSE ALLOCATED	36,763.28	36,763.28	12,314.43	34,709.45	2,053.83	94.41 %
Progra	am: 07 - ** HUMAN RESOURCES ** Total:	238,981.01	238,981.01	31,007.83	116,530.21	122,450.80	48.76%

8/31/2023 9:02:21 AM Page 2 of 5

		Original	Current	Period	Fiscal	Variance Favorable	Percent
		<b>Total Budget</b>	<b>Total Budget</b>	Activity	Activity	(Unfavorable)	Used
Program: 09 - ** BONDS	S. LOANS & STANDBY **						
01-09-5-09-08115-FI	CMM PRINCIPLE	132,000.00	132,000.00	0.00	507,000.00	-375,000.00	384.09 %
<u>01-09-5-09-08130-FI</u>	(CIRP) MUNICIPAL FINANCE LOAN P	170,247.19	170,247.19	0.00	152,005.90	18,241.29	89.29 %
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	112,275.00	112,275.00	0.00	100,842.20	11,432.80	89.82 %
01-09-5-09-08220-FI	(CIRP) MUNICIPAL FINANCE LOAN I	97,643.71	97,643.71	0.00	115,885.00	-18,241.29	118.68 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARGE	4,500.00	4,500.00	1.81	5,861.29	-1,361.29	130.25 %
01-09-5-09-08325-FI	ADMINISTRATION - CMM	12,000.00	12,000.00	2,536.84	12,460.31	-460.31	103.84 %
<u>01-09-5-09-08330-DOF</u>	STANDBY ADMINISTRATION	27,448.00	27,448.00	5,571.39	25,814.55	1,633.45	94.05 %
J	- ** BONDS, LOANS & STANDBY ** Total:	556,113.90	556,113.90	8,110.04	919,869.25	-363,755.35	165.41%
	AL IMPROVEMENT REPLACEMENT PROGRAM						
01-12-5-12-01136-FI	CIRP: STANDBY/CALLBACK	0.00	0.00	6,404.35	67,403.91	-67,403.91	0.00 %
<u>01-12-5-12-01212-FI</u> 01-12-5-12-02213-CRP	CIRP: COMPENSATED LEAVE	63,042.00	63,042.00	4,379.03	53,893.55	9,148.45	85.49 %
01-12-5-12-02213-CRP 01-12-5-12-02213-FI	CIRP: SMALL TOOLS/MISC. EXP.	16,000.00	16,000.00	3,302.56	20,224.72	-4,224.72	126.40 %
01-12-5-12-98001-FI	CIRP: SALARY (excl STBY,CLBK) EE BENEFITS ALLOCATED	439,848.00	439,848.00	5,641.50	114,465.88	325,382.12 107,768.52	26.02 % 65.71 %
01-12-5-12-98002-FI	FIELD EXPENSES ALLOCATED	314,294.86 147,420.69	314,294.86 147,420.69	48,594.06 38,422.24	206,526.34 155,713.65	-8,292.96	105.63 %
01-12-5-12-98777-FI	CIRP: SALARY CLEARING (PROJ SAL	-329,886.00	-329,886.00	0.00	0.00	-329,886.00	0.00 %
01-12-5-12-98779-FI	CIRP: BENEFITS CLEARING (PROJ BE	-204,291.65	-204,291.65	-26,777.47	-78,282.69	-126,008.96	38.32 %
Program: 12 - ** CAPITAL IN	IPROVEMENT REPLACEMENT PROGRAM	446,427.90	446,427.90	79,966.27	539,945.36	-93,517.46	120.95%
•	TREATMENT PLANT (Reimbursable) **	•	•	·	,	,	
01-20-5-20-03101-DWR	HDMC: OTHER	62,300.00	62,300.00	0.00	49,238.77	13,061.23	79.03 %
01-20-5-20-04100-DWR	HDMC: CONTRACTED OPERATION E	100,000.00	100,000.00	12,043.64	93,951.13	6,048.87	93.95 %
01-20-5-20-06100-DWR	HDMC: PUMPING POWER	20,000.00	20,000.00	3,851.33	18,836.69	1,163.31	94.18 %
Program: 20 - ** HDMC TRE	ATMENT PLANT (Reimbursable) ** Tota	182,300.00	182,300.00	15,894.97	162,026.59	20,273.41	88.88%
Program: 51 - ** BENEFI	ITS ALLOCATED TO DEPTS **						
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	316,958.00	316,958.00	16,403.71	257,638.12	59,319.88	81.28 %
01-51-5-51-01216-FI	CAFETERIA PLAN EXPENSE	739,746.00	739,746.00	35,199.00	402,731.89	337,014.11	54.44 %
01-51-5-51-01220-FI	GROUP INSURANCE EXPENSE	21,079.00	21,079.00	-1,414.11	20,799.63	279.37	98.67 %
01-51-5-51-01225-FI	WORKERS COMPENSATION INSUR	99,380.00	99,380.00	19,813.73	81,444.08	17,935.92	81.95 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	328,533.00	328,533.00	10,375.40	198,675.20	129,857.80	60.47 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	50,040.00	50,040.00	5,135.52	66,722.48	-16,682.48	133.34 %
01-51-5-51-01232-FI	RETIREMENT: PERS - TEMP	3,483.00	3,483.00	0.00	0.00	3,483.00	0.00 %
01-51-5-51-01233-FI	RETIREMENT - 457 CONTRIBUTION	33,000.00	33,000.00	1,512.50	16,067.50	16,932.50	48.69 %
01-51-5-51-01250-GMH	MISC. BENEFITS: WELLNESS	9,000.00	9,000.00	0.00	4,371.85	4,628.15	48.58 %
01-51-5-51-01305-FI 01-51-5-51-98000-FI	PAYROLL TAXES	206,112.00	206,112.00	14,853.36	160,993.55	45,118.45	78.11 %
	ALLOCATED EXPENSES - BENEFITS BENEFITS ALLOCATED TO DEPTS ** Total:	-1,807,331.00 <b>0.00</b>	-1,807,331.00 <b>0.00</b>	-287,122.56 - <b>185,243.45</b>	-1,209,444.30 <b>0.00</b>	-597,886.70 <b>0.00</b>	66.92 % <b>0.00%</b>
-		0.00	0.00	-105,245.45	0.00	0.00	0.00%
Program: 52 - ** FIELD A 01-52-5-52-01240-D/P	ALLOCATED TO DEPTS **	15 000 00	15 000 00	007.00	12 500 75	2 404 25	02.20.0/
01-52-5-52-01405-GMH	UNIFORMS (FIELD)	15,000.00	15,000.00	987.98 0.00	12,508.75	2,491.25	83.39 %
01-52-5-52-02206-D/P	TEMPORARY LABOR - FIELD SHOP EXPENSE - COMBINED	15,000.00 22,532.00	15,000.00 22,532.00	0.00 3,990.15	0.00 31,057.45	15,000.00 -8,525.45	0.00 % 137.84 %
01-52-5-52-02209-DWR	SHOP OFFICE SUPPLIES	17,000.00	17,000.00	842.60	13,006.02	3,993.98	76.51 %
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR	28,712.03	28,712.03	0.00	28,966.93	-254.90	100.89 %
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SITE	24,000.00	24,000.00	4,604.71	33,147.22	-9,147.22	138.11 %
01-52-5-52-04015-CRP	OPS: SOFTWARE	100,000.00	100,000.00	36,265.42	122,115.64	-22,115.64	122.12 %
<u>01-52-5-52-04016-DOA</u>	OPS: COMP SUPPORT (IT SERVICES)	0.00	0.00	204.00	204.00	-204.00	0.00 %
01-52-5-52-04018-DOA	OPS: COMP EQUIP & EQUIP MAINT	0.00	0.00	1,799.42	9,607.38	-9,607.38	0.00 %
01-52-5-52-05005-D/P	FUEL-VEHICLES	100,000.00	100,000.00	7,968.19	75,911.92	24,088.08	75.91 %
<u>01-52-5-52-05010-D/P</u>	AUTO EXPENSE - FIELD	30,000.00	30,000.00	1,703.51	31,194.51	-1,194.51	103.98 %
01-52-5-52-06305-DOA	COMMUNICATIONS-MOBILE	29,000.00	29,000.00	5,018.68	28,177.09	822.91	97.16 %
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERTS	96,000.00	96,000.00	14,872.00	117,718.89	-21,718.89	122.62 %
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD	-477,244.03	-477,244.03	-124,384.09	-503,615.80	26,371.77	105.53 %
Program: 52 -	** FIELD ALLOCATED TO DEPTS ** Total:	0.00	0.00	-46,127.43	0.00	0.00	0.00%
_	ALLOCATED TO DEPTS **						
01-53-5-53-01405-GMH	TEMPORARY LABOR - OFFICE	99,046.00	99,046.00	31,513.97	114,711.90	-15,665.90	115.82 %
01-53-5-53-02105-DOA	OFFICE SUPPLIES	35,000.00	35,000.00	3,674.49	35,770.01	-770.01	102.20 %
<u>01-53-5-53-02107-DOA</u>	ADMIN: COMP EQUIP & EQUIP MA	26,000.00	26,000.00	3,275.23	26,282.89	-282.89	101.09 %

8/31/2023 9:02:21 AM Page 3 of 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>01-53-5-53-02110-DOA</u>	POSTAGE	33,500.00	33,500.00	4,883.30	32,379.89	1,120.11	96.66 %
01-53-5-53-03906-DOA	BUILDING REPAIR/MAINT - OFFICE	54,800.00	54,800.00	1,912.53	41,270.70	13,529.30	75.31 %
<u>01-53-5-53-04010-DOA</u>	ADMIN: COMP SUPPORT (IT SERVIC	0.00	0.00	5,930.50	23,422.25	-23,422.25	0.00 %
01-53-5-53-04015-DOA	ADMIN: SOFTWARE	191,546.00	191,546.00	17,148.93	136,079.73	55,466.27	71.04 %
01-53-5-53-05010-DOA	AUTO EXPENSE - OFFICE	4,000.00	4,000.00	0.00	606.67	3,393.33	15.17 %
01-53-5-53-06205-DOA	TELEPHONE AND UTILITIES	71,000.00	71,000.00	8,572.52	75,902.34	-4,902.34	106.90 %
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE	-514,892.00	-514,892.00	-172,471.11	-486,426.38	-28,465.62	94.47 %
Program: 53	** OFFICE ALLOCATED TO DEPTS ** Total:	0.00	0.00	-95,559.64	0.00	0.00	0.00%
Program: 60 - ** CAPI	TAL O/H CLEARING **						
01-60-6-60-61001-FI	OVERHEAD - PRODUCTION TOTAL (	-18,028.76	-18,028.76	-11,550.21	-11,550.21	-6,478.55	64.07 %
01-60-6-60-61005-FI	OVERHEAD - CIRP (5380/90)	-20,453.03	-20,453.03	-26,247.08	-129,950.06	109,497.03	635.36 %
01-60-6-60-61020-FI	OVERHEAD - HDMC TOTAL (5380/9	0.00	0.00	0.00	-24,551.77	24,551.77	0.00 %
01-60-6-60-65100-FI	DEPREC CIRP EQUIP CLEARING	-17,426.97	-17,426.97	0.00	0.00	-17,426.97	0.00 %
Prograi	n: 60 - ** CAPITAL O/H CLEARING ** Total:	-55,908.76	-55,908.76	-37,797.29	-166,052.04	110,143.28	297.01%
	Expense Total:	7,484,128.26	7,484,128.26	615,608.99	6,778,764.95	705,363.31	90.58%
1	und: 01 - GENERAL FUND Surplus (Deficit):	1,896,727.24	1,896,727.24	261,018.39	4,171,660.95	2,274,933.71	219.94%
	Report Surplus (Deficit):	1,896,727.24	1,896,727.24	261,018.39	4,171,660.95	2,274,933.71	219.94%

8/31/2023 9:02:21 AM Page 4 of 5

# **Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	1,896,727.24	1,896,727.24	261,018.39	4,171,660.95	2,274,933.71
Report Surplus (Deficit):	1,896,727.24	1,896,727.24	261,018.39	4,171,660.95	2,274,933.71

8/31/2023 9:02:21 AM Page 5 of 5



#### Water Sales Consumption Statistics as of 06/30/23

		CURRENT	PRIOR 1	PRIOR 2	
Rolling 12 months ending:		06/30/2023	06/30/2022	06/30/2021	
	CCF (units)	458,937	524,978	527,557	
	Gallons	343,284,876	392,683,544	394,612,636	
	Acre Feet	1,054	1,205	1,211	
	Change/PY	-12.58% decrease	-0.49% decrease		
Change from Two Years Prior				-13.01% decre	eas



#### **CONSUMPTION RANKING - TOP TEN**

						Consumption (Co	CF/un	its)				
	ACCOUNT NAME	HOUSING	HOSPITAL/MED	COMMERICAL	PUBLIC AGENCY	INDIVIDUAL/TEMP		QE 06/30/23 RANK		22/23 FY RANK		21/22 FY RANK
1	Hi-Desert Medical Center (hospital and CCC)		3,280				1	3,280	1	13,783	1	15,65
2	Quail Springs Village Apartments	2,356					2	2,356	3	8,412	3	8,88
3	JT Parks & Recreation				2,059		3	2,059	2	9,115	2	11,19
4	Joshua Tree Memorial Park			1,558			4	1,558	4	7,522	4	6,54
5	William W Pyle Jr	850					5	850	9	3,071	8	2,950
6	Morongo Unified School District				800		6	800	7	3,482	5	6,40
7	Lazy H Mobilehome Park	796					7	796	10	2,815	6	3,82
8	Yucca Trails Apts.	685					8	685	6	3,625	11	2,59
9	Temp meter - County					562	9	562	8	3,071	-	N/A
10	Housing Partners Inc.	561					10	561	12	2,027	10	2,62
	Autocamp						11	488	5	3,785	13	2,04
	J&H ASSET PROPERTY MGT						13	408	11	2,185	12	2,21
	Hauling meter						12	425	13	1,754	7	3,089
	Individual (varies among periods)	•					-	N/A	-	N/A	9	2,74
	TYPE TOTALS	5,248	3,280	1,558	2,859	562		13,507		64,647		70,77

