



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 14, 2018, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes of January 10, 2018
- Page 2
- Pages 3-11 7. REVIEW CHECK REGISTER FOR JANUARY 2018- Receive information and refer to the Board of Directors for approval.
- Pages 12-13 8. CONSIDER ALTERNATIVE COLLECTION METHOD FOR LOCKED METER BASIC FEES – Finance Committee recommends that the full Board authorize collection of delinquent locked meter basic fees via the tax rolls.
9. STAFF REPORT
10. ADJOURNMENT

INFORMATION

During "Public Comment", please use the podium microphone. State your name and have your information prepared and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed.

Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Monday, January 10, 2018
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Members Present:

Mickey Luckman, President
Tom Floen, Director

Staff Present:

Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Anne Roman, Accountant

Consultant Present:

Guests: 0

3. DETERMINATION OF QUORUM
A quorum is present.

4. APPROVAL OF AGENDA

MSC/Floen/Luckman 2/0 to approve the agenda for January 10, 2018, Regular Meeting of the Finance Committee.

5. PUBLIC COMMENT - None

6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING –

- December 18, 2017

MSC/Floen/Luckman 2/0 to approve the minutes of December 18, 2017, Regular Meeting of the Finance Committee.

7. REVIEW CHECK REGISTER FOR DECEMBER 2017- Information was received and referred to the Board of Directors for approval.

8. DISCUSS FEE PORTION OF A RATE/FEE STUDY- The Committee discussed the fee portion of the Rate/Fee Study.

9. CONTINUED RESERVE FUND POLICY DISCUSSION – After the Committee reviewed the Reserve Fund Policy, it was determined that Tom Floen would meet with staff to discuss his comments.

10. STAFF REPORT - None

11. ADJOURNMENT –

MSC Floen/Luckman 2/0 to adjourn the Regular Meeting of the Finance Committee at 10:11 a.m.

Respectfully submitted:

Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

*Check Report JBWD

By Check Number

Date Range: 01/01/2018 - 01/31/2018

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
013227	LAYNE CHRISTENSEN COMPANY	01/29/2018	Regular	0.00	-91,283.53	59524
000575	AFSCME LOCAL 1902	01/03/2018	Regular	0.00	586.06	59593
<u>AFSCME1217</u>	Invoice	01/03/2018	EE UNION DUES - DEC 17	0.00	586.06	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	01/03/2018	Regular	0.00	650.00	59594
<u>2270L</u>	Invoice	01/03/2018	DEMO GARDEN/BUILD MAINT THRU 12/1	0.00	650.00	
001012	BARTLE WELLS ASSOCIATES	01/03/2018	Regular	0.00	23,769.30	59595
<u>1001C</u>	Invoice	01/03/2018	RATE & FEE STUDY - 16/17	0.00	23,769.30	
000241	BRIAN'S LOCK SHOP	01/03/2018	Regular	0.00	865.00	59596
<u>8664</u>	Invoice	01/03/2018	OFFICE FRONT DOOR REPAIRS	0.00	865.00	
004110	BURRTEC WASTE & RECYCLING SVCS	01/03/2018	Regular	0.00	418.29	59597
<u>0118C</u>	Invoice	01/03/2018	TRASH REMOVAL - JAN 18	0.00	86.98	
<u>BW0118</u>	Invoice	01/03/2018	RECYCLING - JAN 18	0.00	60.41	
<u>BW0118B</u>	Invoice	01/03/2018	TRASH REMOVAL - JAN 18	0.00	270.90	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	01/03/2018	Regular	0.00	2,276.20	59598
<u>3990561-120521</u>	Invoice	01/03/2018	EE LIFE INSURANCE - DEC 17	0.00	2,276.20	
000330	CURT SAUER	01/03/2018	Regular	0.00	623.81	59599
<u>CS010218</u>	Invoice	01/03/2018	REIMB: JUL - DEC 17 MONTHLY MILEAGE	0.00	623.81	
VEN01466	FEDAK & BROWN LLP	01/03/2018	Regular	0.00	725.00	59600
<u>FB122317</u>	Invoice	01/03/2018	FINANCIAL AUDIT 16/17	0.00	725.00	
003025	FEDEX	01/03/2018	Regular	0.00	115.77	59601
<u>6-034-84760</u>	Invoice	01/03/2018	SHIPPING	0.00	115.77	
013222	FRONTIER CALIFORNIA INC.	01/03/2018	Regular	0.00	179.32	59602
<u>FC0118</u>	Invoice	01/03/2018	HDMC WWTP - TELEPHONE	0.00	179.32	
000058	GARDA CL WEST, INC.	01/03/2018	Regular	0.00	606.41	59603
<u>10363128</u>	Invoice	01/03/2018	COURIER FEES - JAN 18	0.00	606.41	
013351	HELENITA C. YOUNGLOVE	01/03/2018	Regular	0.00	75.00	59604
<u>166</u>	Invoice	01/03/2018	NOTARY SERVICES	0.00	75.00	
004152	HI-DESERT STAR	01/03/2018	Regular	0.00	600.00	59605
<u>27241</u>	Invoice	01/03/2018	EE RECRUITING	0.00	600.00	
000012	JEREMIAH NAZARIO	01/03/2018	Regular	0.00	200.00	59606
<u>JN122817</u>	Invoice	01/03/2018	REIMB: SAFETY BOOTS	0.00	200.00	
009054	KATHLEEN J. RADNICH	01/03/2018	Regular	0.00	1,348.20	59607
<u>171210-1A</u>	Invoice	01/03/2018	PUBLIC RELATIONS SERVICES	0.00	361.20	
<u>171226-1</u>	Invoice	01/03/2018	PUBLIC RELATIONS SERVICES	0.00	550.20	
<u>171231-1</u>	Invoice	01/03/2018	PUBLIC RELATIONS SERVICES	0.00	436.80	
006029	LIEBERT CASSIDY WHITMORE	01/03/2018	Regular	0.00	6,388.50	59608
<u>1450961</u>	Invoice	01/03/2018	LEGAL SERVICES - NOV 17	0.00	524.00	
<u>1450962</u>	Invoice	01/03/2018	LEGAL SERVICES - EE MATTERS	0.00	5,864.50	
006790	MOBILE MINI, LLC - CA	01/03/2018	Regular	0.00	244.00	59609
<u>9003441097</u>	Invoice	01/03/2018	RELOCATE RECORD STORAGE UNIT	0.00	244.00	
006800	MOJAVE WATER AGENCY	01/03/2018	Regular	0.00	58.18	59610

*Check Report JBWD

Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>INV02364</u>	Invoice	01/03/2018	NATIVE PLANT BROCHURES	0.00	58.18	
003930	NBS	01/03/2018	Regular	0.00	2,079.05	59611
<u>101700311</u>	Invoice	01/03/2018	CMM ADMIN FEES - 1ST QTR 18	0.00	2,079.05	
000070	ONLINE INFORMATION SERVICES, INC.	01/03/2018	Regular	0.00	247.65	59612
<u>832375</u>	Invoice	01/03/2018	ID VERIF. SERV. THRU 12/31/17	0.00	247.65	
000236	PAYPRO ADMINISTRATORS	01/03/2018	Regular	0.00	50.00	59613
<u>61170</u>	Invoice	01/03/2018	FSA ADMIN FEES - NOV 17	0.00	50.00	
008200	PITNEY BOWES INC.	01/03/2018	Regular	0.00	320.21	59614
<u>3101872245</u>	Invoice	01/03/2018	LEASING CHARGES - 4TH QTR 17	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	01/03/2018	Regular	0.00	92.03	59615
<u>22536020</u>	Invoice	01/03/2018	SHOP EXPENSE	0.00	41.83	
<u>22536021</u>	Invoice	01/03/2018	SHOP EXPENSE	0.00	50.20	
006150	RANDY MAYES	01/03/2018	Regular	0.00	1,493.18	59616
<u>RM121817</u>	Invoice	01/03/2018	EDUCATION REIMBURSEMENT	0.00	1,493.18	
013218	OFFICETEAM	01/03/2018	Regular	0.00	1,419.60	59617
<u>49921982</u>	Invoice	01/03/2018	TEMPORARY LABOR	0.00	1,419.60	
000091	SAN BERNARDINO COUNTY RECORDER	01/03/2018	Regular	0.00	21.00	59618
<u>SB121417</u>	Invoice	01/03/2018	RELEASE OF A LIEN	0.00	21.00	
010690	TYLER TECHNOLOGIES	01/03/2018	Regular	0.00	985.64	59619
<u>025-209473</u>	Invoice	01/03/2018	ANNUAL MAINT: OUTPUT DIRECTOR MAI	0.00	985.64	
000023	ULTIMATE MOTORS, INC.	01/03/2018	Regular	0.00	143.95	59620
<u>27120</u>	Invoice	01/03/2018	VEHICLE MAINT: V34	0.00	53.95	
<u>27155</u>	Invoice	01/03/2018	VEHICLE MAINT: V34	0.00	45.00	
<u>27221</u>	Invoice	01/03/2018	VEHICLE MAINT: V31	0.00	45.00	
010850	UNDERGROUND SERVICE ALERT	01/03/2018	Regular	0.00	336.70	59621
<u>1220170337</u>	Invoice	01/03/2018	TICKET DELIVERY SERVICE - DEC 17	0.00	336.70	
010990	UTILIQUEST L.L.C.	01/03/2018	Regular	0.00	2,004.80	59622
<u>256725-Q</u>	Invoice	01/03/2018	CONTRACT LOCATING EXPENSE	0.00	872.88	
<u>256971-Q</u>	Invoice	01/03/2018	CONTRACT LOCATING EXPENSE	0.00	1,131.92	
000327	WATER QUALITY SPECIALISTS	01/03/2018	Regular	0.00	3,310.00	59623
<u>5271</u>	Invoice	01/03/2018	HDMC WWTP: OPERATION & MAINT - DE	0.00	3,310.00	
VEN01257	YUCCA VALLEY CHRYSLER CENTER INC.	01/03/2018	Regular	0.00	135.00	59624
<u>7173</u>	Invoice	01/03/2018	VEHICLE MAINT: V34	0.00	135.00	
001555	CENTRATEL	01/09/2018	Regular	0.00	251.26	59637
<u>180103192101</u>	Invoice	01/09/2018	DISPATCH SERVICES - DEC 17	0.00	251.26	
001850	CLINICAL LAB OF S.B. INC	01/09/2018	Regular	0.00	932.00	59638
<u>959881</u>	Invoice	01/09/2018	HDMC WWTP SAMPLING- NOV 17	0.00	932.00	
001953	COUNTY OF SAN BERNARDINO DEPT OF PUBLIC	01/09/2018	Regular	0.00	4,725.00	59639
<u>CSB8DP120717</u>	Invoice	01/09/2018	EXCAVATION PERMIT - VARIOUS LOCATIO	0.00	4,725.00	
006200	MCALLISTERS JANITORIAL SERV.	01/09/2018	Regular	0.00	580.00	59640
<u>62288</u>	Invoice	01/09/2018	JANITORIAL SERVICES - DEC 17	0.00	580.00	
013197	INTER VALLEY POOL SUPPLY, INC.	01/09/2018	Regular	0.00	409.75	59641
<u>102681</u>	Invoice	01/09/2018	WATER TREATMENT EXPENSE	0.00	409.75	
009054	KATHLEEN J. RADNICH	01/09/2018	Regular	0.00	829.22	59642
<u>180107-1</u>	Invoice	01/09/2018	PUBLIC RELATIONS SERVICES	0.00	829.22	
000134	KENNEDY/JENKS CONSULTANTS, INC.	01/09/2018	Regular	0.00	176.06	59643

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Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>117438</u>	Invoice	01/09/2018	CONSULTING: MULTIPLE PROJECTS	0.00	176.06	
013226	KENNY WARE	01/09/2018	Regular	0.00	200.00	59644
<u>KW010818</u>	Invoice	01/09/2018	REIMB: SAFETY BOOTS	0.00	200.00	
000325	MAIL STREAM CORPORATION	01/09/2018	Regular	0.00	5,374.19	59645
<u>522271</u>	Invoice	01/09/2018	PROP 218 MAILINGS	0.00	5,374.19	
008300	POSTMASTER	01/09/2018	Regular	0.00	4,000.00	59646
<u>SD010418</u>	Invoice	01/09/2018	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008405	PRECISION ASSEMBLY	01/09/2018	Regular	0.00	2,769.30	59647
<u>17846</u>	Invoice	01/09/2018	NOV WATER BILL PRINT/MAIL	0.00	1,386.27	
<u>17894</u>	Invoice	01/09/2018	DEC WATER BILL PRINT/MAIL	0.00	1,383.03	
013350	PROFORMA SOCAL	01/09/2018	Regular	0.00	430.96	59648
<u>0H49007291</u>	Invoice	01/09/2018	WINDOW ENVELOPES	0.00	430.96	
VEN01020	SOUTHWEST NETWORKS, INC.	01/09/2018	Regular	0.00	10,245.00	59649
<u>17-120015C</u>	Invoice	01/09/2018	IT SERVICES - 1/18 - 3/18	0.00	10,245.00	
013196	TELEPACIFIC COMMUNICATIONS	01/09/2018	Regular	0.00	737.13	59650
<u>98571049-0</u>	Invoice	01/09/2018	TELEPHONE (OFFICE) - JAN 18	0.00	737.13	
000327	WATER QUALITY SPECIALISTS	01/09/2018	Regular	0.00	14,188.60	59651
<u>5256</u>	Invoice	01/09/2018	HDMC WWTP: TWO ANOXIC MIXERS	0.00	14,188.60	
005672	WILLIAM H. KLINE	01/09/2018	Regular	0.00	33.81	59652
<u>WK122617</u>	Invoice	01/09/2018	REIMB: MILEAGE & SHIPPING	0.00	33.81	
013354	J'S LINERS & ACCESSORIES	01/11/2018	Regular	0.00	507.00	59657
<u>706035</u>	Invoice	01/11/2018	VEHICLE MAINTENANCE: V29	0.00	507.00	
000501	ACWA/JPIA	01/17/2018	Regular	0.00	17,675.71	59658
<u>0528648</u>	Invoice	01/17/2018	EE HEALTH BENEFIT & EAP FEB 18	0.00	17,675.71	
000095	AIR RESOURCES BOARD (ARB / PERP)	01/17/2018	Regular	0.00	1,140.00	59659
<u>P-41024-0318</u>	Invoice	01/17/2018	PERP RENEWAL FOR 2 ENGINES	0.00	1,140.00	
000502	ASSOCIATION OF CALIFORNIA	01/17/2018	Regular	0.00	14,030.00	59660
<u>AG18</u>	Invoice	01/17/2018	AGENCY DUES 2018	0.00	14,030.00	
001630	AT&T MOBILITY	01/17/2018	Regular	0.00	2,922.06	59661
<u>829480028X0105</u>	Invoice	01/19/2018	COMMUNICATIONS - DEC 17 & OFFICE SU	0.00	2,922.06	
001519	CALIFORNIA RURAL WATER ASSOC	01/17/2018	Regular	0.00	1,240.00	59662
<u>CRWA010218</u>	Invoice	01/17/2018	MEMBERSHIP DUES 01/18 - 01/19	0.00	1,240.00	
001850	CLINICAL LAB OF S.B. INC	01/17/2018	Regular	0.00	2,773.00	59663
<u>959880</u>	Invoice	01/17/2018	SAMPLING - NOV 17	0.00	1,051.00	
<u>960412</u>	Invoice	01/17/2018	HDMC WWTP SAMPLING- DEC 17	0.00	932.00	
<u>960413</u>	Invoice	01/17/2018	SAMPLING - DEC 17	0.00	790.00	
013365	IMAGE SOURCE	01/17/2018	Regular	0.00	460.72	59664
<u>AR701788</u>	Invoice	01/17/2018	OFFICE EXPENSE 12/5/17 - 1/4/18	0.00	460.72	
013223	LAW OFFICE OF DAVID L. WYSOCKI	01/17/2018	Regular	0.00	393.75	59665
<u>DW123117</u>	Invoice	01/17/2018	LEGAL SERVICES - DEC 17	0.00	393.75	
000058	GARDA CL WEST, INC.	01/17/2018	Regular	0.00	25.70	59666
<u>70069057</u>	Invoice	01/17/2018	EVENXCHANGE FEES - DEC 17	0.00	25.70	
004720	INLAND WATER WORKS	01/17/2018	Regular	0.00	7,193.61	59667
<u>S1006707.001</u>	Invoice	01/17/2018	PUMPING PLANT SUPPLIES	0.00	3,545.13	
<u>S1007561.001</u>	Invoice	01/17/2018	INVENTORY, MAINLINE & METER REPAIR	0.00	3,648.48	
013197	INTER VALLEY POOL SUPPLY, INC.	01/17/2018	Regular	0.00	447.00	59668

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Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>103801</u>	Invoice	01/17/2018	WATER TREATMENT EXPENSE	0.00	447.00	
009054	KATHLEEN J. RADNICH	01/17/2018	Regular	0.00	781.20	59669
<u>180114-1</u>	Invoice	01/17/2018	PUBLIC RELATIONS SERVICES	0.00	781.20	
006504	MC CALL'S METERS SALES & SERVICE	01/17/2018	Regular	0.00	214.60	59670
<u>29917</u>	Invoice	01/17/2018	PUMPING PLANT SUPPLIES	0.00	214.60	
006507	McMASTER-CARR SUPPLY COMPANY	01/17/2018	Regular	0.00	3,164.47	59671
<u>52766412</u>	Invoice	01/17/2018	SMALL TOOLS/PUMPING PLANT SUPPLIES	0.00	1,320.07	
<u>53761366</u>	Invoice	01/17/2018	SHOP EXPENSE/SMALL TOOLS - PRODUCT	0.00	1,844.40	
000236	PAYPRO ADMINISTRATORS	01/17/2018	Regular	0.00	50.00	59672
<u>61764</u>	Invoice	01/17/2018	FSA ADMIN FEES - DEC 17	0.00	50.00	
008202	PITNEY BOWES INC.	01/17/2018	Regular	0.00	133.34	59673
<u>1004730892</u>	Credit Memo	01/17/2018	OFFICE SUPPLIES	0.00	-62.64	
<u>1006243438</u>	Invoice	01/17/2018	OFFICE SUPPLIES	0.00	195.98	
008415	PRUDENTIAL OVERALL SUPPLY	01/17/2018	Regular	0.00	92.03	59674
<u>22542967</u>	Invoice	01/17/2018	SHOP EXPENSE	0.00	41.83	
<u>22542969</u>	Invoice	01/17/2018	SHOP EXPENSE	0.00	50.20	
013360	REDWINE AND SHERRILL, LLP	01/17/2018	Regular	0.00	4,158.00	59675
<u>1067</u>	Invoice	01/17/2018	LEGAL SERVICES - DEC 17	0.00	4,158.00	
013218	OFFICETEAM	01/17/2018	Regular	0.00	2,413.33	59676
<u>50004848</u>	Invoice	01/17/2018	TEMPORARY LABOR	0.00	1,366.37	
<u>50005152</u>	Invoice	01/17/2018	TEMPORARY LABOR	0.00	1,046.96	
008414	PROVIDEO	01/17/2018	Regular	0.00	300.00	59677
<u>1147</u>	Invoice	01/17/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
009659	SENSUS METERING SYSTEMS	01/17/2018	Regular	0.00	1,715.95	59678
<u>ZA18000209</u>	Invoice	01/17/2018	ANN'L SUPPORT THRU 3/29/19	0.00	1,715.95	
009920	STANDARD INSURANCE CO	01/17/2018	Regular	0.00	905.89	59679
<u>ST0118</u>	Invoice	01/17/2018	EE LIFE INSURANCE - JAN 18	0.00	905.89	
001898	STEPHEN CORBIN	01/17/2018	Regular	0.00	42.39	59680
<u>SC011618</u>	Invoice	01/17/2018	REIMB: SHIPPING; PUMPING PLANT SUPP	0.00	42.39	
011101	VAGABOND WELDING SUPPLY	01/17/2018	Regular	0.00	337.13	59681
<u>103621</u>	Invoice	01/17/2018	SMALL TOOLS - PRODUCTION	0.00	337.13	
000063	ACS DIGITAL MEDIA	01/17/2018	Regular	0.00	180.00	59682
<u>2569</u>	Invoice	01/17/2018	ANNUAL WEBSITE HOSTING	0.00	180.00	
013366	THE SOCO GROUP, INC.	01/17/2018	Regular	0.00	2,647.25	59683
<u>0481249-IN</u>	Invoice	01/17/2018	FUEL FOR VEHICLES	0.00	613.89	
<u>0481250-IN</u>	Invoice	01/17/2018	FUEL FOR VEHICLES	0.00	2,033.36	
010690	TYLER TECHNOLOGIES	01/17/2018	Regular	0.00	128.70	59684
<u>025-211343</u>	Invoice	01/17/2018	CALL NOTIFICATION FEES: OCT-DEC	0.00	128.70	
010990	UTILIQUEST L.L.C.	01/17/2018	Regular	0.00	71.12	59685
<u>257241-Q</u>	Invoice	01/17/2018	CONTRACT LOCATING EXPENSE	0.00	37.68	
<u>257555-Q</u>	Invoice	01/17/2018	CONTRACT LOCATING EXPENSE	0.00	33.44	
000327	WATER QUALITY SPECIALISTS	01/17/2018	Regular	0.00	1,488.61	59686
<u>5292</u>	Invoice	01/17/2018	HDMC WWTP: UPS INSTALLATION	0.00	1,488.61	
011615	WESTERN EXTERMINATOR CO.	01/17/2018	Regular	0.00	32.00	59687
<u>WE123117</u>	Invoice	01/17/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013787	WESTIN TECHNOLOGY SOLUTIONS, LLC	01/17/2018	Regular	0.00	5,855.41	59688

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>10075</u>	Invoice	01/17/2018	ORGANIZATIONAL ASSESSMENT	0.00	5,855.41	
013359	XEROX FINANCIAL SERVICES	01/17/2018	Regular	0.00	395.66	59689
<u>1033860</u>	Invoice	01/17/2018	OFFICE EXPENSE 1/7/18 - 2/6/18	0.00	395.66	
000233	NAPA AUTO PARTS	01/17/2018	Regular	0.00	87.31	59690
<u>225213</u>	Invoice	01/17/2018	SMALL TOOLS - DISTRIBUTION	0.00	31.53	
<u>225304</u>	Invoice	01/17/2018	SMALL TOOLS - DISTRIBUTION	0.00	19.58	
<u>225828</u>	Invoice	01/17/2018	TOOL/ EQUIPMENT REPAIR SUPPLIES	0.00	36.20	
VEN01257	YUCCA VALLEY CHRYSLER CENTER INC.	01/17/2018	Regular	0.00	350.97	59691
<u>7553</u>	Invoice	01/17/2018	VEHICLE REPAIR: V31	0.00	350.97	
013227	LAYNE CHRISTENSEN COMPANY	01/29/2018	Regular	0.00	91,283.53	59698
<u>92083311</u>	Invoice	12/05/2017	WELL 14 REHAB	0.00	91,283.53	
000501	ACWA/JPIA	01/31/2018	Regular	0.00	9,159.32	59699
<u>JPIA123117</u>	Invoice	01/31/2018	WORKERS COMP OCT - DEC 17	0.00	9,159.32	
000575	AFSCME LOCAL 1902	01/31/2018	Regular	0.00	597.91	59700
<u>AFSCME0118</u>	Invoice	01/31/2018	EE UNION DUES - JAN 18	0.00	597.91	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	01/31/2018	Regular	0.00	650.00	59701
<u>2300L</u>	Invoice	01/31/2018	DEMO GARDEN/BUILD MAINT THRU 1/15	0.00	650.00	
003025	FEDEX	01/31/2018	Regular	0.00	135.88	59702
<u>6-054-77398</u>	Invoice	01/31/2018	SHIPPING	0.00	66.09	
<u>6-069-53668</u>	Invoice	01/31/2018	SHIPPING	0.00	69.79	
013351	HELENITA C. YOUNGLOVE	01/31/2018	Regular	0.00	90.00	59703
<u>170</u>	Invoice	01/31/2018	NOTARY SERVICES	0.00	90.00	
005150	JOSHUA TREE CHAMBER	01/31/2018	Regular	0.00	200.00	59704
<u>931-383</u>	Invoice	01/31/2018	ADVERTISING: JT DOWNTOWN MAP	0.00	200.00	
013789	KAREN TRACEY	01/31/2018	Regular	0.00	72.36	59705
<u>KTO12518</u>	Invoice	01/31/2018	REIMB: MILES: MWA MEETING	0.00	72.36	
009054	KATHLEEN J. RADNICH	01/31/2018	Regular	0.00	1,818.60	59706
<u>180121-1</u>	Invoice	01/31/2018	PUBLIC RELATIONS SERVICES	0.00	970.20	
<u>180128-1</u>	Invoice	01/31/2018	PUBLIC RELATIONS SERVICES	0.00	848.40	
009952	KELLY STEWART	01/31/2018	Regular	0.00	949.64	59707
<u>KS012518</u>	Invoice	01/31/2018	REIMB: CROSS-CONNECTION TRAINING E	0.00	949.64	
000091	SAN BERNARDINO COUNTY RECORDER	01/31/2018	Regular	0.00	74.00	59708
<u>SB011818</u>	Invoice	01/31/2018	RELEASE OF A LIEN	0.00	74.00	
013228	SARAH J. JOHNSON	01/31/2018	Regular	0.00	127.42	59709
<u>SJ120417</u>	Invoice	01/31/2018	REIMB: MILES: ACWA CONFERENCE & OF	0.00	127.42	
009980	SWRCB FEES	01/31/2018	Regular	0.00	155.00	59710
<u>SWRCB-013118</u>	Invoice	01/31/2018	D-4 RENEWAL	0.00	155.00	
000510	TIME WARNER CABLE	01/02/2018	Manual	0.00	343.61	900873
<u>0008970121317</u>	Invoice	01/02/2018	CABLE & INTERNET - DEC 17	0.00	343.61	
009878	SOUTHERN CALIFORNIA EDISON	01/03/2018	Manual	0.00	26,092.49	900874
<u>SCE1217</u>	Invoice	01/03/2018	POWER FOR PUMPING - DEC 17	0.00	26,092.49	
009898	SOCALGAS	01/10/2018	Manual	0.00	311.89	900875
<u>GAS1217</u>	Invoice	01/10/2018	HEAT FOR SHOP - THRU 12/14/17	0.00	311.89	
000236	PAYPRO ADMINISTRATORS	01/12/2018	Manual	0.00	449.97	900876
<u>PPE 1-5-18</u>	Invoice	01/12/2018	EE FSA DEDUCTIONS 1-12-18	0.00	449.97	
000248	PAYCHEX	01/12/2018	Manual	0.00	657.85	900877

*Check Report JBWD

Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>312727</u>	Invoice	01/12/2018	PAYROLL & W2 PROCESSING FEES	0.00	657.85	
000248	PAYCHEX	01/12/2018	Manual	0.00	99.00	900878
<u>17521888</u>	Invoice	01/12/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
001517	CalPERS	01/16/2018	Manual	0.00	9,950.23	900879
<u>PPE 1-5-18</u>	Invoice	01/16/2018	PAY PERIOD ENDING 1/05/18	0.00	9,950.23	
VEN01533	PAYMENTUS GROUP INC.	01/17/2018	Manual	0.00	2,233.65	900880
<u>US17120189</u>	Invoice	01/17/2018	CREDIT CARD PROCESSING FEE - DEC 17	0.00	2,233.65	
001005	BANK OF AMERICA	01/19/2018	Manual	0.00	3,971.00	900881
<u>BA0118</u>	Invoice	01/19/2018	DIRECTOR & CAC TRAINING/OFFICE SUPP	0.00	3,971.00	
001004	BUSINESS CARD	01/19/2018	Manual	0.00	1,154.36	900882
<u>BA0118</u>	Invoice	01/19/2018	TELEPHONE (OFFICE)/PUBLIC INFO SUPPL	0.00	1,154.36	
001008	BUSINESS CARD	01/19/2018	Manual	0.00	3,640.89	900883
<u>BA0118</u>	Invoice	01/19/2018	PUMPING PLANT SUPPLIES/SMALL TOOLS	0.00	3,640.89	
004195	HOME DEPOT CREDIT SERVICES	01/25/2018	Manual	0.00	431.07	900884
<u>HD0118</u>	Invoice	01/25/2018	SHOP EXPENSE/SMALL TOOL-DIST/BUILD	0.00	431.07	
000236	PAYPRO ADMINISTRATORS	01/26/2018	Manual	0.00	449.97	900885
<u>PPE 1-19-18</u>	Invoice	01/26/2018	EE FSA DEDUCTIONS 1-26-18	0.00	449.97	
000248	PAYCHEX	01/26/2018	Manual	0.00	343.80	900886
<u>313364</u>	Invoice	01/26/2018	PAYROLL PROCESSING FEE	0.00	343.80	
001517	CalPERS	01/29/2018	Manual	0.00	10,205.92	900887
<u>PPE 1-19-18</u>	Invoice	01/29/2018	PAY PERIOD ENDING 1/19/18	0.00	10,205.92	
000510	TIME WARNER CABLE	01/31/2018	Manual	0.00	343.61	900888
<u>0008970011318</u>	Invoice	01/31/2018	CABLE & INTERNET - JAN 18	0.00	343.61	
VEN01075	CALIFORNIA STATE BOARD OF EQUALIZATION	01/31/2018	Manual	0.00	1,794.00	900889
<u>BOE013118</u>	Invoice	01/31/2018	SALES TAX REMITTANCE - CALENDAR YEA	0.00	1,794.00	
009880	SOUTHERN CALIFORNIA EDISON CO	01/31/2018	Manual	0.00	2,305.61	900890
<u>SCE0118</u>	Invoice	01/31/2018	POWER TO BLDGS & GEN - JAN 18	0.00	2,305.61	
000025	ICMA RC	01/31/2018	Manual	0.00	3,809.94	900891
<u>900891</u>	Invoice	01/31/2018	457 REMITTANCE - JAN 18	0.00	3,809.94	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	119	96	0.00	277,917.70
Manual Checks	19	19	0.00	68,588.86
Voided Checks	0	1	0.00	-91,283.53
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	138	116	0.00	255,223.03

CONTROLLER/ASSISTANT GM

I HAVE REVIEWED AND APPROVE THE ITEMS CONTAINED HEREWITH FOR PAYMENT.

Susan Greer

SUSAN GREER, CONTROLLER/AGM

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
10-00380-016	COLDWELL BANKER/ROADRUNNER	1/4/2018	Refund	62.96	Check #: 59625
12-00070-003	TLIMS, LLC	1/4/2018	Refund	28.67	Check #: 59626
59-00208-009	CARDENAS, ANTHONY J	1/4/2018	Refund	6.77	Check #: 59627
62-00160-014	PINAR, TIMOTHY R	1/4/2018	Refund	88.36	Check #: 59628
62-00241-007	WILLIAMS ENTERPRISES INC	1/4/2018	Refund	95.01	Check #: 59629
63-00045-004	PALMER, GARY & DENISE	1/4/2018	Refund	147.61	Check #: 59630
07-00078-013	BARTON, JOHN P	1/4/2018	Refund	40.78	Check #: 59631
07-00115-005	AVALOS, PAUL H	1/4/2018	Refund	24.63	Check #: 59632
55-00134-013	BULLARD, KELLY	1/4/2018	Refund	0.63	Check #: 59633
56-00166-015	BUSBY, LAURA E	1/4/2018	Refund	7.64	Check #: 59634
62-00207-008	EGSTAD, NATALIE	1/4/2018	Refund	76.21	Check #: 59635
65-00328-002	HELPING HANDS FINANCIAL INC	1/4/2018	Refund	30.00	Check #: 59636
09-00034-009	PDQ INVESTMENTS	1/9/2018	Refund	43.78	Check #: 59653
62-00029-001	ROOT, CHRISTOPHER	1/9/2018	Refund	25.78	Check #: 59654
62-00054-019	EVANS, MICHAEL Z	1/9/2018	Refund	7.48	Check #: 59655
65-00403-003	ARTEAGA, JOSE M	1/9/2018	Refund	86.49	Check #: 59656
03-00151-004	SIMPKINSON, HENRY A	1/17/2018	Reverse Refund Check Adjustment	(79.38)	VOID REFUND CHECK #58865
04-00092-009	JOHNSON, MARK R	1/17/2018	Refund	11.11	Check #: 59692
05-00022-008	PDQ INVESTMENTS	1/17/2018	Refund	40.96	Check #: 59693
08-00038-021	COOPER, ADRIENNE M	1/17/2018	Refund	8.28	Check #: 59694
10-00060-001	BANTA, RICHARD H	1/17/2018	Refund	121.73	Check #: 59695
58-00239-007	MITCHELL, JACKIE F	1/17/2018	Refund	19.90	Check #: 59696
03-00151-004	SIMPKINSON, HENRY A	1/17/2018	Refund	79.38	Check #: 59697
10-00380-016	COLDWELL BANKER/ROADRUNNER	1/31/2018	Refund	11.59	Check #: 59711
11-00140-003	LOWE, KAREN P	1/31/2018	Refund	25.78	Check #: 59712
14-00041-015	HARRIS, SARAH R	1/31/2018	Refund	2.82	Check #: 59713
51-00102-005	ANDERSEN, DEBORAH	1/31/2018	Refund	70.28	Check #: 59714
53-00028-002	MINAKAWA, GERARD	1/31/2018	Refund	42.55	Check #: 59715
59-00208-009	CARDENAS, ANTHONY J	1/31/2018	Refund	6.77	Check #: 59716
65-00091-000	NANCE, JOHN	1/31/2018	Refund	55.58	Check #: 59717
03-00228-006	JEAN, ARLENE	1/31/2018	Refund	16.14	Check #: 59718
04-00076-004	ABEL, MERL R	1/31/2018	Refund	44.30	Check #: 59719
04-00165-012	HOGUE, RAYANA M	1/31/2018	Refund	46.09	Check #: 59720
05-00070-009	FIELD, ARABELLA D	1/31/2018	Refund	198.99	Check #: 59721
09-00089-011	MCNAMEE, JOSEPH A	1/31/2018	Refund	110.13	Check #: 59722
53-00098-006	COOGEN, JAIMIE O	1/31/2018	Refund	49.39	Check #: 59723
57-00026-005	ADAMS, SUSAN A	1/31/2018	Refund	49.09	Check #: 59724
58-00104-003	ASSOCIATION, FEDERAL NATIONAL MORTGAGE	1/31/2018	Refund	30.77	Check #: 59725
59-00232-006	11/1/95, JOECKLE FAMILY TRUST	1/31/2018	Refund	7.74	Check #: 59726
62-00241-008	WILLIAMS ENTERPRISES INC	1/31/2018	Refund	92.52	Check #: 59727
65-00238-000	HUNT, DENNIS W	1/31/2018	Refund	1.72	Check #: 59728
				<u>1,837.03</u>	

JOSHUA BASIN WATER DISTRICT

JANUARY 2018

DIRECTOR PAY

PAY PERIODS: 12/23/2017 - 1/19/2018

Director	Date	Type	Amount	Notes
THOMAS FLOEN	01/17/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>173.63</u>	
GEARY HUND	01/10/2018	Director Pay	173.63	WATER RESOURCES & OPS COMMITTEE MEETING
GEARY HUND	01/17/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	01/06/2018	Director Pay	173.63	11/27/17 ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Director Pay	173.63	11/28/17 ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Director Pay	173.63	11/29/17 ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Director Pay	173.63	11/30/17 ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Director Pay	173.63	12/01/17 ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Mileage/Vehicle Expense	62.60	11/27/17 MILES: ACWA FALL CONFERENCE
ROBERT JOHNSON	01/06/2018	Mileage/Vehicle Expense	62.60	12/01/17 MILES: ACWA FALL CONFERENCE
ROBERT JOHNSON	01/17/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>1,166.98</u>	
MICKEY C LUCKMAN	01/03/2018	UNPAID DIRECTOR	0.00	LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING
MICKEY C LUCKMAN	01/10/2018	Director Pay	173.63	FINANCE COMMITTEE MEETING
MICKEY C LUCKMAN	01/17/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
REBECCA UNGER	01/03/2018	Director Pay	173.63	LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING
REBECCA UNGER	01/17/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
TOTAL			<u><u>2,382.39</u></u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

February 14, 2018

Report to: Committee

Prepared by: Susan Greer



TOPIC:

CONSIDER ALTERNATIVE COLLECTION METHOD FOR LOCKED METER BASIC FEES

RECOMMENDATION:

Finance Committee recommend that the full board authorize collection of delinquent locked meter basic fees via the tax rolls.

ANALYSIS:

The District started billing for locked basic fees in February 2016. In order to do so, we had to identify property owners and mailing addresses for 1,000+/- accounts with inactive water meters. (Since that time approximately 150 locked meter accounts have had their meters installed and/or service activated; no longer considered "locked" accounts and we now have 870 locked meter accounts.) Property owner name/address information is available from the County, and we used information as identified by the County of San Bernardino property tax rolls.

We have recorded total locked meter basic fee revenue of \$520,000 over three fiscal years 15/16, 16/17 and Y-T-D 17/18. We currently have \$138,000 of delinquent locked account basic fees, representing 25% of the total revenue billed PLUS another \$23,000 delinquent with ownership change meaning that we have no way to collect those amounts. Increasing our revenue is meaningless if we don't collect the amounts that are billed and this is a significant amount of uncollected revenue. We have around 150 accounts that have never made any payment since inception of the locked meter charges and those balances are now over \$700 per account. We had to already increase our allowance for unpaid water bills by \$80,000 or 360% last fiscal year, indicating that we expect our non-collection of water bills to increase significantly. This is another indicator that bad debt will be increasing.

Note that we have over 100 locked meter bills being returned as undeliverable based on addresses provided by the County. Note also that the county address is considered to be the legal address for Prop 218 Notices, the address we are required to use for the mailing, and we find that many of those Notices get returned. Many folks apparently pay their property taxes without the need of a bill from the county. I asked Gil if we needed to incur the additional cost to continue to mail bills each month when they keep being returned. He advised that a reasonable solution for this returned mail would be after the third bill is returned, that we keep proof of the returns and then stop mailing bills. Our intention is to perform skip tracing on all of this returned mail, and we are finding some new addresses, but we have to keep repeating the effort periodically to see if we find new addresses or owners. In addition to the obvious returned mail, we have many more accounts that aren't being paid although the mail isn't being returned. We need to dig deeper on those accounts, as well. Note that this locked meter billing and the ensuing returned mail and uncollected payments have resulted in a significant

amount of additional work for our staff.

Another option for collecting of these bills exists via the tax rolls. Our delinquent bills can be sent annually to the tax collector to include with the property tax bills. The board will have to take action to authorize this with a resolution, as we do each year for collection of the standbys. There's a lot of work to get this set up with the County, it would be a new part of our ever-expanding collections process, and I don't want to proceed unless the Board agrees. Note that although we have attempted to find property owners and used the latest owner name and addresses as indicated by the County of San Bernardino, we need to assume that this amount appearing on their property taxes will be the first indicator of our bill for some owners. At least that may prompt them to call us! Since we use the same County address information for the Prop 218 Notices, the property owners wouldn't receive those Notices either. Note that property owners cannot partially pay their taxes by deducting certain amounts; partial payments are returned by the County. Also note that it costs at least \$25 to correct a property tax bill once we have submitted the information to the Tax Collector, so we don't want to change our minds after the fact.

If the Committee agrees, we will bring this to the full Board for consideration.

FISCAL IMPACT:

Potential collection of thousands of dollars of unpaid locked meter basic fees.