

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
April 2, 2014

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Victoria Fuller	Present
Bob Johnson	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Marie Salsberry, HR Manager/Administrative Specialist

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant

GUESTS 6

4. APPROVAL OF AGENDA

MSC Luckman Reynolds 5/0 to approve the agenda for the April 2, 2014 Regular Meeting of the Board of Directors.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

5. PUBLIC COMMENTS

None.

6. CONSENT CALENDAR

MSC Luckman/Reynolds 5/0 to approve the Draft minutes of the March 19, 2014 Special Meeting of the Board of Directors and to approve the Draft minutes of the March 19, 2014 Regular Meeting of the Board of Directors.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

7. JOSHUA TREE NATIONAL PARK NATIVE PLANT PROGRAM COLLABORATION

President Fuller thanked District Counsel Gil Granito for his work on this which was done at no cost. General Manager Curt Sauer presented the staff report.

MSC Luckman/Reynolds 4/1 to approve the five-year pilot program serving as a template for other U.S. National Parks to follow.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

8. ELECTION OF SAN BERNARDINO COUNTY LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT MEMBER AND ALTERNATE

Director Luckman reported her recommendation of James Curatalo for the Regular LAFCO Member position and Bob Smith for the Alternate LAFCO Member position. Assistant General Manager/Controller Susan Greer presented the staff report.

MSC Luckman/Reynolds 4/1 to approve the votes for James Curatalo for the position of Regular LAFCO Special District Member and for Bob Smith for the position of Alternate LAFCO Special District Member.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

9. CONSIDER RESOLUTION TO SUPPORT ACWA'S STATEWIDE WATER ACTION PLAN FOR CALIFORNIA

GM Sauer presented the staff report. Discussion ensued, and the Board took the following action:

MSC Luckman/Johnson 5/0 to approve Resolution 14-917 in Support of the Association of California Water Agencies' Statewide Water Action Plan.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

10. KAY KEENE SECOND REQUEST FOR RECONSIDERATION OF COSTS REQUIRED FOR WATER SERVICE CONNECTION

AGM Greer reported on the request for variance to current District policy. Richard Fountain of Joshua Tree commented he is not prepared to discuss the issue at this time. GM Sauer reported he had met with Mr. Fountain, who had agreed with having this item being agendaized for tonight's meeting. Bill Long of Joshua Tree commented opposing consideration of a variance. President Fuller and Director Luckman commented that at an earlier Agenda Committee meeting, the committee and Mr. Fountain agreed that this item would be placed on the agenda for tonight's meeting. Director Wilson questioned whether the water pressure had been determined correctly for the area. Director Johnson commented in favor of having the General Manager review the issue. Vice President Reynolds suggested having the General Manager review all of the information gathered on this subject and verify that it is correct. President Fuller stated that a review of the information will take quite some time. GM Sauer commented that he will review the information; however this is a complex issue and he will need to review work done by staff, the District engineer and District counsel. He stated he will bring a recommendation to the Board after he has had time to adequately analyze the situation. President Fuller noted that a time limit will not be placed on the task.

MSC Reynolds/Johnson 5/0 to have the General Manager review and evaluate all of the information and data regarding this issue to be sure the information given to the Board was true and correct and to report back to the Board.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

11. COMMITTEE REPORTS

AD HOC COMMITTEES:

- A. ADMINISTRATION CODE UPDATE PROJECT: President Fuller and Director Luckman: No report.
- B. HOSPITAL WASTEWATER PROJECT: Director Luckman and President Fuller: No report.
- C. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN COMMITTEE: Director Luckman and President Fuller: No report.
- D. RULES AND REGULATIONS COMMITTEE: President Fuller and Vice President Reynolds: No report.
- E. TANK RESTORATION PROJECT: Director Wilson and Director Johnson: No report.
- F. SOLAR PROJECT REVIEW COMMITTEE: President Fuller and Director Luckman: No report.

12. STANDING COMMITTEES:

- A. PUBLIC INFORMATION COMMITTEE: Director Luckman and President Fuller. Public Outreach Consultant Kathleen Radnich thanked the Board for supporting the agreement with the Joshua Tree National Park. The next Public Information Committee meeting is April 16th at 9 am. She thanked the docents and staff for their work during the Water Education Day event. The USGS presentation is planned for April 18th.
- B. FINANCE COMMITTEE: President Fuller and Director Johnson: Director Johnson reported the committee met on Monday; staff gave an informative Power Point presentation. Director Johnson recommended that the presentation be given at a Board meeting.

13. PUBLIC COMMENT

None.

14. GENERAL MANAGER REPORT

GM Sauer reported he is impressed with the employees at the District. He reported meeting with Hi-Desert Medical Center and that both parties are in agreement on most items of the draft amendment to the agreement; another meeting is scheduled. The process has begun to prepare the budget for upcoming fiscal years; GM Sauer stated the intention to have an approved budget no later than June 16th. He reported on the progress of the D3 Booster Station project and the Recharge project.

15. DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES

- A. ACWA May 2014 Conference in Monterey: President Fuller reported that if Board members or the General Manager are interested in attending they should let the Human Resources Manager know.
- B. LAFCO Meeting April 16, 2014: Director Luckman reported that she will not be attending the LAFCO meeting as there is nothing on the agenda that is relevant to the District.

16. INDIVIDUAL DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Luckman reported she and President Fuller attended a seminar on board member liability sponsored by LAFCO and offered by the Special District Risk Management Authority where one of the main messages was that actions are taken by an entire board and no individual director has the authority to act alone. Vice President Reynolds reported attending the Mojave Water Agency meeting; he noted that water represents banked money in the ground. Director Johnson reported attending the Mojave Water Agency meeting and stated that groundwater recharge and storage is important to the area. He reported attending the Finance Committee meeting as well. President Fuller reported attending the Special District Risk Management Authority seminar on roles and responsibilities of board members and the general manager, stating she learned a lot.

17. DIRECTORS COMMENTS/REPORTS

Director Luckman stated she loves the new bill design. Director Johnson commented he attended Jay St. Gaudens' memorial service and it was a good tribute to someone who will be dearly missed.

18. DISTRICT GENERAL COUNSEL REPORT

District Counsel Gil Granito reported the sixth circuit court of appeals ruled that text messages on District business that are sent on privately owned devices are not subject to the Public Records Act.

19. FUTURE AGENDA ITEMS

None.

20. ADJOURNMENT

The meeting was adjourned at 8:04 pm.

Respectfully submitted:


Curt Sauer, General Manager and Board Secretary

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

May 21, 2014

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:
FINANCE DEPARTMENT PRESENTATION

RECOMMENDATION:
Receive information and ask questions

ANALYSIS:
The attached Power Point presentation was provided for the Finance Committee at their April meeting and they want the full Board to also receive this information. I will provide the presentation at the Board meeting and answer questions.

STRATEGIC PLAN ITEM:
4.3.4 Bi-Monthly Board Workshops. Plan and conduct bi-monthly Board workshops to provide enhanced communication on important District activities and progress.

FISCAL IMPACT:
N/A

OTHER IMPACTS:
N/A

FINANCE DEPARTMENT

AN OVERVIEW

February 2014



MISSION AND VALUES

- **MISSION:**

- The Finance Department is committed to ensuring sound financial administration of the District by providing timely, accurate, and transparent information in support of the District's mission.

- **VALUES:**

- Integrity, Transparency, and Impartiality
- Quality, Efficiency, and Innovation



WHAT IS THE ROLE OF FINANCE?

- **The Finance Department manages all of the financial responsibilities of the District, such as:**
 - **Billing customers and processing payments**
 - **Verifying and paying bills**
 - **Project accounting**
 - **Paying employees**
 - **Budgeting for Operating & Capital expenses**
 - **Preparing monthly & annual financial reports**
 - **Preparing for inventory & financial audits.**

REVENUE SOURCES

- Revenue primarily comes from 3 major sources:
 - Rates, which are set by the Board via Rate Studies.
 - Fees, which are set by the Board via Fee Studies. (currently in process)
 - Property taxes including:
 - General property tax under Proposition 13
 - Standby Fees
 - Debt Service Collections (ID #2 and Copper Mountain Mesa)

WHAT ARE STANDBY FEES?

- Authorized by the Uniform Standby Charge Procedures Act, standby assessments are levied annually on all non-exempt parcels within our District, whether or not there is water service to the parcel. A matrix containing three calculation factors is employed to determine charges.
- Standby revenues may be used for any legal purpose. Our Board of Directors has dedicated these revenues first to payment of the Morongo Basin Pipeline. Secondly, the District uses these revenues for payment of maintenance costs such as mainlines, storage reservoirs, wells and pumping stations, etc.
- Our standby fees pre-date 1996's Proposition 218 (which requires voter approval prior to imposition or increase of general taxes, assessments and certain user fees); therefore, our standby fees may continue indefinitely but cannot increase without an affirmative vote.
- Standby fees are added to the County's tax roll and, if unpaid, will eventually subject the property to tax sale.



Special considerations in generating revenue

- **Customers, and the rates and fees they pay are an important source of our revenue. However, we do consider their special circumstances by providing payment arrangements, payment contracts, and a Water Account Assistance Program (WAAP) to alleviate some charges under specific high bill situations.**
- **We do our best to work with our customers, all the while remembering that any bad debt that the District incurs becomes a burden to the other ratepayers in the District.**
- **We are prevented by law, unfortunately, from offering a low income program to our customers.**

BONDS & DEBTS

- JBWD currently has the following Bonds/Debts:
 - Copper Mountain Mesa Assessment District
 - \$ 4,551,389 Limited Obligation Improvement Bonds
 - Issued in 1996
 - Funded by annual assessments in CMMAD parcels.
 - Pays off in 2035
 - Morongo Basin Pipeline debt, a result of a 1992 election.
 - Funded from standbys
 - Pays off in 2022

NOTE: Paid off 12/2012

- Improvement District #2
 - \$2,000,000 General Obligation Bonds
 - Approved by Joshua Tree voters in a 1974 election.
 - Funded from tax rate established by District
 - District will still set tax rate through 2015 to collect funds advanced for early payoff.

ORIGINAL 2-YEAR ADOPTED BUDGET:

JOSHUA BASIN WATER DISTRICT 2012/2014 PROGRAM BUDGET SUMMARY							
	11/12 BUDGET	%	12/13 BUDGET	%	13/14 BUDGET	%	
REVENUE/SOURCE OF FUNDS							
WATER SALES AND SERVICE	\$ (2,805,943)	60%	\$ (2,882,103)	61%	\$ (2,882,103)	61%	
TAXES AND ASSESSMENTS	\$ (1,867,486)	40%	\$ (1,809,655)	38%	\$ (1,809,655)	38%	
INTEREST EARNINGS	\$ (39,678)	1%	\$ (13,559)	0%	\$ (9,040)	0%	
MISCELLANEOUS	\$ (1,533)	0%	\$ (1,533)	0%	\$ (1,533)	0%	
TOTAL	\$ (4,714,640)	100%	\$ (4,706,850)	100%	\$ (4,702,331)	100%	
EXPENSE/USE OF FUNDS							
PRODUCTION	\$ 854,867	22%	\$ 1,054,683	24%	\$ 1,072,842	24%	
DISTRIBUTION	\$ 508,987	13%	\$ 626,084	14%	\$ 629,760	14%	
CUSTOMER SERVICE	\$ 556,812	14%	\$ 542,892	12%	\$ 545,868	12%	
ADMINISTRATION	\$ 554,083	14%	\$ 560,783	13%	\$ 564,284	13%	
ENGINEERING AND I.T.	\$ 219,677	6%	\$ 186,809	4%	\$ 188,034	4%	
FINANCE	\$ 410,971	10%	\$ 423,351	10%	\$ 426,502	10%	
PERSONNEL	\$ 98,387	2%	\$ 117,976	3%	\$ 118,326	3%	
LEGAL	\$ 55,773	1%	\$ 104,000	2%	\$ 104,000	2%	
BONDS AND LOANS	\$ 612,979	15%	\$ 595,491	13%	\$ 595,225	13%	
NON-DEPARTMENTAL	\$ 100,000	3%	\$ 199,304	5%	\$ 201,308	5%	
TOTAL	\$ 3,972,536	100%	\$ 4,411,372	100%	\$ 4,446,149	100%	
NET (REVENUE) / LOSS	\$ (742,104)		\$ (295,479)		\$ (256,182)		

QUESTIONS?