



## AGENDA

### SPECIAL FINANCE COMMITTEE MEETING

**MONDAY, SEPTEMBER 9, 2024 AT 9:00 AM**

MEETINGS ARE HELD IN PERSON AT 61750 CHOLLITA RD., JOSHUA TREE, CA 92252

REMOTE ACCESS IS AVAILABLE FOR THE CONVENIENCE OF THE PUBLIC

CLICK TO JOIN VIRTUALLY: [ZOOM LINK](#)

CALL TO JOIN BY PHONE: (669) 444-9171

MEETING ID: 852 5630 9368

PASSCODE: 61750

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

2. **ROLL CALL**

3. **PUBLIC COMMENT**

This is the time set aside for public comment on any item not appearing on the agenda. At the discretion of the Board President, however, comments on a particular Agenda item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.

4. **CONSENT CALENDAR**

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

**A. DRAFT FINANCE COMMITTEE MEETING MINUTES 08.14.24**

5. **DISCUSSION ITEMS**

**A. CHECK REGISTER – JULY 2024**

**B. 4<sup>TH</sup> FISCAL QUARTER ENDING 06/30/24 FINANCIAL REPORT (UNAUDITED/PRELIMINARY)**

6. **STAFF REPORTS**

7. **DIRECTOR COMMENTS**

8. **ADJOURNMENT**

JOSHUA BASIN WATER DISTRICT  
MINUTES OF THE  
FINANCE COMMITTEE MEETING  
Wednesday, August 14, 2024  
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the meeting to order at 9:00 a.m.
2. ROLL CALL – President Floen and Director Jarlsberg

STAFF PRESENT – Director of Finance, Anne Roman, Accounting Supervisor, Autumn Rich, Director of Administration, David Shook, General Manager, Sarah Johnson, Compliance Coordinator, Dani Paulino

CITIZENS ADVISORY COUNCIL MEMBER(S) PRESENT – David Carrillo

GUESTS – None

3. PUBLIC COMMENT – None

4. CONSENT CALENDAR

- A. DRAFT FINANCE COMMITTEE MEETING MINUTES 07.10.24

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

Motion carried to approve consent calendar 07.10.24 minutes.

5. DISCUSSION ITEMS -

- A. JUNE 2024 - CHECK REGISTER

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

Motion carried to refer to the Board.

- B. 23/24 BAD DEBT WRITE-OFF OF \$104,144.18

Director of Administration, David Shook presented the 23/24 Bad Debt Write-Off of \$104,144.18. Shook explained that the bad debt was higher than average for several reasons, including COVID issues, the state's 21-month pause on shutoffs, etc.

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

Motion carried to refer to the Board.

- C. USE OF COLLECTION AGENCY TO ENHANCE DEBT COLLECTION

Director of Finance, Anne Roman and Director of Administration, David Shook presented on the potential use of a collection agency to improve debt recovery. Roman highlighted that partnering with a debt collection agency would allow us to implement new processes and strengthen our existing debt collection efforts. Staff recommended PENN Credit for its numerous benefits to both customers and the district.

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

Motion carried to refer to the Board.

D. COST ALLOCATION PLAN

Director of Finance, Anne Roman presented an overview of the NBS cost allocation plan services proposal. Roman explained that the main project activities include commencement and data collection, organizational review and allocation factors, draft outcomes, and the final report.

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

Motion carried to refer to the Board.

6. STAFF REPORTS

General Manager, Sarah Johnson reported the following:

- Johnson mentioned that Executive Assistant, Lisa Thompson will reach out President Floen and Vice President Doolittle to reschedule the manager meetups meeting.
- Johnson mentioned the upcoming meeting with Susan Kennedy, CEO of Cadiz, set to take place next week, with President Floen and Director Fick
- Johnson reminded the directors to complete the strategic planning survey if they have not already done so.

Director of Finance, Anne Roman reported the following:

- Roman mentioned that Kyle Tanaka sent a follow-up email clarifying the perception of interest rates not changing in the last 15 years, which Tanaka stated was inaccurate. He sent over a link to the federal reserves, which show the interest rates between 2015 and 2020. Tanaka also mentioned principal loss at the last board meeting, and principals are not guaranteed for CAMP.
- The Finance department is in preparation for year-end reconciliation and field audit in the second week of September.

7. DIRECTOR COMMENTS – None

8. ADJOURNMENT – President Floen adjourned the meeting at 10:35 a.m.

1<sup>st</sup> - Jarlsberg

2<sup>nd</sup> - Floen

NEXT MEETING – Special Finance Meeting on Monday, September 9, 2024, at 9:00 a.m.

Respectfully Submitted,

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Sarah Johnson, General Manager



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 07/01/2024 - 07/31/2024

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: AP-AP Cash</b>							
000501 <a href="#">0703236</a>	ACWA JPIA Invoice	07/10/2024	07/10/2024 EE HEALTH BENEFIT & EAP - 08/2024	Regular	0.00 0.00	43,765.75 43,765.75	66456
000501 <a href="#">O-0000010851</a>	ACWA JPIA Invoice	07/10/2024	07/10/2024 PUBL EE FIDELITY INS 7/1/24 TO 6/30/25	Regular	0.00	781.00	66457
000501 <a href="#">JPIA071624</a>	ACWA JPIA Invoice	06/30/2024	07/17/2024 WORKERS COMP 04/2024 - 06/2024	Regular	0.00	18,821.29	66504
000501 <a href="#">O-0001000100</a>	ACWA JPIA Invoice	07/17/2024	07/17/2024 CYBER LIABILITY PROGRAM - 07/01/24 TO 07/01/25	Regular	0.00	4,190.13	66505
013998 <a href="#">1D73-WL76-7C1Y</a>	AMAZON CAPITAL SERVICES INC Invoice	07/17/2024	07/17/2024 OFFICE SUPPLIES	Regular	0.00	706.16	66506
013998 <a href="#">174L-TJYP-C4H1</a>	AMAZON CAPITAL SERVICES INC Invoice	06/30/2024	07/31/2024 LEAK REPAIR SUPPLIES/SHOP OFFICE & SAFETY SUPPLIES	Regular	0.00	1,081.80	66536
000675 <a href="#">INV0102873</a>	AQUA METRIC SALES COMPANY Invoice	07/31/2024	07/31/2024 METER REPAIR SUPPLIES	Regular	0.00	3,134.38	66558
013019 <a href="#">9185</a>	ARBORIST SERVICES Invoice	07/17/2024	07/17/2024 DEMO GARDEN/BUILD MAINT 07/01/24 - 07/17/24	Regular	0.00	475.00	66516
014104 <a href="#">17672</a>	ARDURRA GROUP INC Invoice	06/30/2024	07/10/2024 ENGINEERING SVS: E2-1 TANK 5/1/24 - 5/31/24	Regular	0.00	4,525.00	66458
014088 <a href="#">INV00004888</a>	ASSET PANDA LLC Invoice	07/17/2024	07/17/2024 ASSET PANDA MGMT SOFTWARE 10/10/24 - 10/10/25	Regular	0.00	1,772.77	66514
000950 <a href="#">0301</a>	ASSOCIATION OF THE SB CO SPEC DISTRICTS Invoice	06/30/2024	07/31/2024 MONTHLY DINNER 6/17/24:FICK/JARLSBERG/DOOLITTLE	Regular	0.00	99.00	66537
013863 <a href="#">718178</a> <a href="#">718179</a>	ATKINSON ANDELSON LOYA RUUD AND ROMO Invoice Invoice	06/30/2024 06/30/2024	07/10/2024 LEGAL SERVICES - 06/2024 LABOR LEGAL SERVICES - 06/2024	Regular	0.00 0.00	7,510.23 71.40	66459
001630 <a href="#">829480028X070...</a>	ATT MOBILITY Invoice	06/30/2024	07/10/2024 COMMUNICATIONS - 06/2024	Manual	0.00	2,432.23	902514
000214 <a href="#">CF40974-2287</a> <a href="#">CF41402-2287</a> <a href="#">CF41406-2287</a> <a href="#">CF41476-2287</a> <a href="#">CG40132-2287</a>	BABCOCK LABORATORIES INC Invoice Invoice Invoice Invoice Invoice	06/30/2024 06/30/2024 06/30/2024 06/30/2024 07/10/2024	07/10/2024 SAMPLING HDMC WWTP - SAMPLING HDMC WWTP - SAMPLING HDMC WWTP - SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00	1,672.75 114.60 268.77 268.77 432.26 588.35	66460
000214 <a href="#">CG40564-2287</a> <a href="#">CG40582-2287</a> <a href="#">CG40762-2287</a> <a href="#">CG40876-2287</a> <a href="#">CG40878-2287</a> <a href="#">CG40904-2287</a> <a href="#">CG40938-2287</a>	BABCOCK LABORATORIES INC Invoice Invoice Invoice Invoice Invoice Invoice Invoice	07/17/2024 07/17/2024 07/17/2024 07/17/2024 07/17/2024 07/17/2024 07/17/2024	07/17/2024 HDMC WWTP - SAMPLING SAMPLING HDMC WWTP - SAMPLING SAMPLING SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,854.06 386.44 283.14 268.77 330.33 255.05 47.19 283.14	66507
000214 <a href="#">CG41101-2287</a>	BABCOCK LABORATORIES INC Invoice	07/31/2024	07/31/2024 SAMPLING	Regular	0.00	536.17	66538

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">CG41466-2287</a>	Invoice	07/31/2024	HDMC WWTP - SAMPLING	0.00	268.77	
<a href="#">CG41554-2287</a>	Invoice	07/31/2024	SAMPLING	0.00	114.60	
<a href="#">CG41616-2287</a>	Invoice	07/31/2024	SAMPLING	0.00	38.20	
VEN01022	BARRETT ENGINEERED PUMPS	07/10/2024	Regular	0.00	350.19	66461
<a href="#">132535</a>	Invoice	04/03/2024	E2-1 BOOSTER PUMP MOTOR BLOWER FAN RPLCMNT	0.00	350.19	
VEN01022	BARRETT ENGINEERED PUMPS	07/31/2024	Regular	0.00	10,754.53	66539
<a href="#">133689</a>	Invoice	07/31/2024	EMERGENCY PUMP: J BOOSTER STATION	0.00	10,754.53	
013356	BUILDERS SUPPLY	07/17/2024	Regular	0.00	29.33	66522
<a href="#">6017566-027</a>	Invoice	07/17/2024	TANK & RESERVOIR MAINTENANCE	0.00	29.33	
004110	BURRTEC WASTE AND RECYCLING SVCS	07/10/2024	Manual	0.00	473.34	902513
<a href="#">BW063024</a>	Invoice	06/30/2024	TRASH REMOVAL (SHOP) - 06/2024	0.00	473.34	
000229	C AND S ELECTRIC	07/17/2024	Regular	0.00	320.00	66511
<a href="#">3904</a>	Invoice	07/17/2024	E-21 BOOSTER PUMP REPAIR	0.00	320.00	
000229	C AND S ELECTRIC	07/31/2024	Regular	0.00	25,140.00	66544
<a href="#">3909</a>	Invoice	07/31/2024	D1-1 BOOSTER STN UPGRADE	0.00	25,000.00	
<a href="#">3913</a>	Invoice	07/31/2024	D1-1 BOOSTER STN REPAIR	0.00	140.00	
001517	CalPERS	07/05/2024	Manual	0.00	16,473.77	902510
<a href="#">PPE 6-28-24</a>	Invoice	07/05/2024	PAY PERIOD ENDING 6/28/24	0.00	16,473.77	
001517	CalPERS	07/10/2024	Manual	0.00	69,887.00	902512
<a href="#">100000017591876</a>	Invoice	07/10/2024	EMPLOYER UNFUNDED ACCRUED LIABILITY CONTRIB	0.00	66,862.00	
<a href="#">100000017591886</a>	Invoice	07/10/2024	EMPLOYER UNFUNDED ACCRUED LIABILITY CONTRIB	0.00	3,025.00	
001517	CalPERS	07/19/2024	Manual	0.00	17,236.58	902526
<a href="#">PPE 7-12-24</a>	Invoice	07/19/2024	PAY PERIOD ENDING 7/12/24	0.00	17,236.58	
001517	CalPERS	07/25/2024	Manual	0.00	46,068.00	902528
<a href="#">100000017619122</a>	Invoice	07/25/2024	ADDITIONAL DISCRETIONARY ER CONTRIBUTION	0.00	46,068.00	
001555	CENTRATREL LLC	07/10/2024	Regular	0.00	724.29	66462
<a href="#">240702252101</a>	Invoice	06/30/2024	DISPATCH SERVICES - 06/2024	0.00	724.29	
000510	CHARTER COMMUNICATIONS	07/17/2024	Regular	0.00	550.00	66508
<a href="#">116905701070124</a>	Invoice	07/17/2024	INTERNET SERVICES - 07/2024	0.00	550.00	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO	07/09/2024	Manual	0.00	766.30	902511
<a href="#">39905610605847</a>	Invoice	06/30/2024	EE LIFE INSURANCE - 06/2024	0.00	766.30	
000112	COPPER MOUNTAIN BROADCASTING CO	07/10/2024	Regular	0.00	104.00	66463
<a href="#">24060007</a>	Invoice	06/30/2024	MWA GRANT: WATER CONSERVATION ADS	0.00	104.00	
013373	CORE AND MAIN LP	07/10/2024	Regular	0.00	7,156.63	66464
<a href="#">U961449</a>	Invoice	06/30/2024	INVENTORY	0.00	2,351.32	
<a href="#">V030340</a>	Invoice	06/30/2024	MAINLINE/LEAK REPAIR SUPPLIES	0.00	4,805.31	
013373	CORE AND MAIN LP	07/17/2024	Regular	0.00	738.50	66509
<a href="#">V020612</a>	Invoice	07/17/2024	MAINLINE/LEAK REPAIR SUPPLIES	0.00	738.50	
001933	COUNTY OF SAN BERNARDINO ATC CONTROLLE	07/10/2024	Regular	0.00	10,000.00	66465
<a href="#">1800001615</a>	Invoice	07/10/2024	LAFCO 2024-2025 BUDGET	0.00	10,000.00	
001933	COUNTY OF SAN BERNARDINO ATC CONTROLLE	07/10/2024	Regular	0.00	-10,000.00	66465
001933	COUNTY OF SAN BERNARDINO ATC CONTROLLE	07/31/2024	Regular	0.00	10,000.00	66540
<a href="#">1800001615-1</a>	Invoice	07/31/2024	LAFCO'S 2024-2025 BUDGET	0.00	10,000.00	
014108	DAVID FICK	07/31/2024	Regular	0.00	99.16	66541
<a href="#">DF071524</a>	Invoice	07/31/2024	MILEAGE REIMBURSEMENT	0.00	99.16	

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
002200 <a href="#">2024039696</a>	DEPT OF THE INTERIOR BLM Invoice	07/31/2024	07/31/2024 RIGHT OF WAY RENTAL - 2024	Regular	0.00 0.00	17,428.97 17,428.97	66542
014064 <a href="#">INV00301096</a>	DIGIUM CLOUD SERVICE Invoice	07/17/2024	07/17/2024 OFFICE TELEPHONE – 07/2024	Regular	0.00 0.00	758.06 758.06	66525
002565 <a href="#">202405052</a>	DUDEK Invoice	06/30/2024	07/10/2024 ENG SERV: HDMC WWTP 05/25/24 - 06/30/24	Regular	0.00 0.00	1,240.00 1,240.00	66467
014115 <a href="#">11712</a>	E SOURCE COMPANIES LLC Invoice	06/30/2024	07/10/2024 ANN'L WATER LOSS REPORT - CY 2022	Regular	0.00 0.00	2,700.00 2,700.00	66468
013991 <a href="#">EI01713552</a>	EIDE BAILLY LLP Invoice	06/30/2024	07/17/2024 ACCOUNTING/AUDIT SERVICES - 05/2024	Regular	0.00 0.00	1,691.03 1,691.03	66510
013991 <a href="#">EI01718108</a>	EIDE BAILLY LLP Invoice	06/30/2024	07/31/2024 ACCOUNTING/AUDIT SERVICES - 06/2024	Regular	0.00 0.00	2,555.70 2,555.70	66543
013876 <a href="#">FS061824</a>	FIVE STAR GYM AND FITNESS LLC Invoice	07/01/2024	07/01/2024 WELLNESS PROGRAM - ANNUAL GYM MEMBERSHIP	Regular	0.00 0.00	2,982.00 2,982.00	66455
000156 <a href="#">2400077</a> <a href="#">2400078</a>	FORSHOCK Invoice Invoice	07/10/2024 07/10/2024	07/10/2024 MONTHLY SCADA MONITORING - 07/2024 MONTHLY SCADA MONITORING - 07/2024	Regular	0.00 0.00 0.00	243.00 38.00 205.00	66478
013222 <a href="#">FC0724</a>	FRONTIER COMMUNICATIONS INC Invoice	07/17/2024	07/17/2024 HDMC WWTP - TELEPHONE - 07/2024	Manual	0.00 0.00	226.77 226.77	902523
000058 <a href="#">10785113</a>	GARDA CL WEST INC Invoice	07/10/2024	07/10/2024 ARMORED COURIER – 07/2024	Regular	0.00 0.00	678.56 678.56	66469
014101 <a href="#">GE070924</a>	GARY EVANS Invoice	06/30/2024	07/17/2024 REIMB: MILEAGE	Regular	0.00 0.00	79.60 79.60	66512
004018 <a href="#">14093628</a>	HACH COMPANY Invoice	07/17/2024	07/17/2024 WATER TREATMENT SUPPLIES	Regular	0.00 0.00	3,115.40 3,115.40	66513
013802 <a href="#">971024</a>	HASA INC Invoice	06/30/2024	07/10/2024 WATER TREATMENT EXPENSE	Regular	0.00 0.00	911.83 911.83	66471
013802 <a href="#">976927</a>	HASA INC Invoice	07/31/2024	07/31/2024 WATER TREATMENT EXPENSE	Regular	0.00 0.00	943.20 943.20	66545
014050 <a href="#">56993</a>	HI DESERT STAR / THE DESERT TRAIL Invoice	06/30/2024	07/10/2024 PUBLIC NOTICE: STANDBY HEARING	Regular	0.00 0.00	379.50 379.50	66470
004195 <a href="#">HD0624</a>	HOME DEPOT CREDIT SERVICES Invoice	06/30/2024	07/10/2024 SHOP EXP/TANK MAINT/MAINLINE SUPPLIES/SM TOOLS	Manual	0.00 0.00	2,252.65 2,252.65	902521
013797 <a href="#">265258</a>	INFOSEND INC Invoice	06/30/2024	07/10/2024 PRINT & MAIL WATER BILL - 06/2024	Regular	0.00 0.00	3,593.81 3,593.81	66472
013369 <a href="#">6087</a>	ISHRED INCORPORATED Invoice	06/30/2024	07/10/2024 ARCHIVE RECORD SHREDDING - 06/2024	Regular	0.00 0.00	70.00 70.00	66473
013369 <a href="#">6278</a>	ISHRED INCORPORATED Invoice	07/31/2024	07/31/2024 ARCHIVE RECORD SHREDDING - 07/2024	Regular	0.00 0.00	70.00 70.00	66546
014119 <a href="#">JJ071524</a> <a href="#">JJ071524-1</a>	JANE JARLSBERG Invoice Invoice	07/31/2024 07/31/2024	07/31/2024 MILEAGE REIMBURSEMENT ASBCSD DINNER REIMBURSEMENT	Regular	0.00 0.00 0.00	134.16 99.16 35.00	66547
009054 <a href="#">24-0630-1</a>	KATHLEEN J RADNICH Invoice	06/30/2024	07/10/2024 PUBLIC RELATIONS SERVICES - 06/2024	Regular	0.00 0.00	4,500.00 4,500.00	66474
000134	KENNEDY JENKS CONSULTANTS INC		07/31/2024	Regular	0.00	-110.00	66548
000134	KENNEDY JENKS CONSULTANTS INC		07/31/2024	Regular	0.00	110.00	66548

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">173260</a>	Invoice	06/30/2024	ANNUAL WATER SUPPLY ASSESSMNT (AWSA) JUNE 2024	0.00	110.00	
014120	KEVIN BARNHILL	07/31/2024	Regular	0.00	132.00	66549
<a href="#">KB072324</a>	Invoice	07/31/2024	RETURN DUPLICATE DEVELOPMENT PAYMENT	0.00	132.00	
010633	LISA THOMPSON	07/17/2024	Regular	0.00	1.69	66515
<a href="#">LT070924</a>	Invoice	06/30/2024	REIMB: OFFICE SUPPLIES	0.00	1.69	
013804	LO LYNCH QUALITY WELLS AND PUMPS INC	07/10/2024	Regular	0.00	495.00	66475
<a href="#">20506</a>	Invoice	06/30/2024	WELL 10 MAINTENANCE	0.00	495.00	
000205	LORI G HERBEL	07/10/2024	Regular	0.00	455.00	66476
<a href="#">JUL-SEP 24</a>	Invoice	07/10/2024	PUBLIC INFO/FARMER'S MARKET 07/06/24 - 09/28/24	0.00	455.00	
006504	MC CALL'S METERS SALES & SERVICE	07/17/2024	Regular	0.00	180.00	66518
<a href="#">36817</a>	Invoice	07/17/2024	CERTIFIED FLOW TESTS	0.00	180.00	
006507	McMASTER CARR SUPPLY COMPANY	07/10/2024	Regular	0.00	115.76	66477
<a href="#">29442061</a>	Invoice	07/10/2024	TANK & RESERVOIR MAINTENANCE	0.00	115.76	
006507	McMASTER CARR SUPPLY COMPANY	07/17/2024	Regular	0.00	175.02	66519
<a href="#">29612733</a>	Invoice	07/17/2024	WELL 14 INJECT UPGR & MIOX CL2 SUPPLIES	0.00	175.02	
006507	McMASTER CARR SUPPLY COMPANY	07/31/2024	Regular	0.00	1,476.01	66550
<a href="#">30162950</a>	Invoice	07/31/2024	TANK & RESERVOIR MAINTENANCE	0.00	1,259.39	
<a href="#">30301945</a>	Invoice	07/31/2024	TANK & RESERVOIR MAINTENANCE	0.00	216.62	
014042	MISSION SQUARE RETIREMENT	07/10/2024	Manual	0.00	4,768.50	902522
<a href="#">MSR070524</a>	Invoice	07/10/2024	EE & ER 457 REMITTANCE - 07/05/24	0.00	4,768.50	
014042	MISSION SQUARE RETIREMENT	07/19/2024	Manual	0.00	4,768.50	902527
<a href="#">MSR071924</a>	Invoice	07/19/2024	EE & ER 457 REMITTANCE - 07/19/24	0.00	4,768.50	
013990	MOMS DESERT VALLEY CLEANING	07/17/2024	Regular	0.00	1,500.00	66517
<a href="#">202407</a>	Invoice	07/17/2024	JANITORIAL SERVICES - 07/2024	0.00	1,500.00	
000193	MORONGO BASIN CONSERVATION ASSOCIATIO	07/17/2024	Regular	0.00	1,000.00	66521
<a href="#">MBCA070824</a>	Invoice	06/30/2024	SUPPORT OF DESERT WISE LANDSCAPE TOUR	0.00	1,000.00	
000233	NAPA AUTO PARTS	07/10/2024	Regular	0.00	9,398.03	66492
<a href="#">475384</a>	Invoice	06/30/2024	TRACTOR MAINTENANCE: E200	0.00	485.24	
<a href="#">476076</a>	Invoice	06/30/2024	VEHICLE MAINTENANCE: E84 & V35/SHOP EXPENSE	0.00	192.10	
<a href="#">476578</a>	Invoice	07/10/2024	VEHICLE MAINTENANCE: V41	0.00	158.80	
<a href="#">476613</a>	Invoice	07/10/2024	SHOP AIR COMPRESSOR (REPL)	0.00	8,561.89	
000233	NAPA AUTO PARTS	07/17/2024	Regular	0.00	12.19	66529
<a href="#">477174</a>	Invoice	07/17/2024	SMALL TOOLS	0.00	12.19	
000233	NAPA AUTO PARTS	07/31/2024	Regular	0.00	870.78	66560
<a href="#">477841</a>	Invoice	07/31/2024	TRACTOR MAINTENANCE/VEHICLE MAINT: V40	0.00	379.31	
<a href="#">478373</a>	Invoice	07/31/2024	PUMPING PLANT SUPPLIES	0.00	314.92	
<a href="#">478484</a>	Invoice	07/31/2024	DUMP TRUCK SUPPLIES: E1DT	0.00	13.13	
<a href="#">478506</a>	Invoice	07/31/2024	VEHICLE MAINTENANCE: V39	0.00	163.42	
003930	NBS	07/10/2024	Regular	0.00	7,350.54	66479
<a href="#">202406-2348</a>	Invoice	07/10/2024	STANDBY ADMIN FEES - 07/01/24 - 09/30/24	0.00	5,366.61	
<a href="#">202406-2370</a>	Invoice	07/10/2024	CMM ADMIN FEES - 07/01/24 - 09/30/24	0.00	1,983.93	
013352	NIELSEN FIRE AND ICE HEATING AND AIR	07/17/2024	Regular	0.00	135.00	66524
<a href="#">I-14707-1</a>	Invoice	07/17/2024	A/C REPAIR - OFFICE	0.00	135.00	
000070	ONLINE INFORMATION SERVICES INC	07/10/2024	Regular	0.00	239.36	66480
<a href="#">1266883</a>	Invoice	06/30/2024	ID VERIF. SERV. - 06/2024	0.00	239.36	

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
008137	PARKHOUSE TIRE INC	07/10/2024	Regular	0.00	4,184.45	66481
<a href="#">2030238034</a>	Invoice	06/30/2024	VEHICLE MAINTENANCE: V37, V35 & V36	0.00	358.66	
<a href="#">2030238036</a>	Invoice	06/30/2024	VEHICLE MAINTENANCE: V48, V35 & V37	0.00	3,825.79	
008415	PRUDENTIAL OVERALL SUPPLY	07/10/2024	Regular	0.00	238.74	66482
<a href="#">23667421</a>	Invoice	06/30/2024	SHOP EXPENSE	0.00	144.78	
<a href="#">23667424</a>	Invoice	06/30/2024	SHOP EXPENSE	0.00	93.96	
008415	PRUDENTIAL OVERALL SUPPLY	07/17/2024	Regular	0.00	238.74	66523
<a href="#">23672833</a>	Invoice	07/17/2024	SHOP EXPENSE	0.00	144.78	
<a href="#">23672834</a>	Invoice	07/17/2024	SHOP EXPENSE	0.00	93.96	
008415	PRUDENTIAL OVERALL SUPPLY	07/31/2024	Regular	0.00	238.74	66552
<a href="#">23679073</a>	Invoice	07/31/2024	SHOP EXPENSE	0.00	144.78	
<a href="#">23679076</a>	Invoice	07/31/2024	SHOP EXPENSE	0.00	93.96	
000091	SAN BERNARDINO COUNTY RECORDER	07/31/2024	Regular	0.00	120.00	66553
<a href="#">SB070924</a>	Invoice	07/31/2024	RELEASE OF LIENS	0.00	120.00	
000091	SAN BERNARDINO COUNTY RECORDER	07/31/2024	Regular	0.00	160.00	66554
<a href="#">SB070824</a>	Invoice	07/31/2024	RELEASE OF LIENS	0.00	160.00	
013228	SARAH J JOHNSON	07/17/2024	Regular	0.00	4,955.00	66526
<a href="#">SJ070824</a>	Invoice	06/30/2024	REIMB: TUITION	0.00	4,955.00	
013831	SATMODO LLC	07/10/2024	Regular	0.00	164.26	66484
<a href="#">249989</a>	Invoice	07/10/2024	EMERGENCY SATELLITE PHONES - 07/2024	0.00	164.26	
013820	SC FUELS	07/10/2024	Regular	0.00	4,732.18	66485
<a href="#">2676508-IN</a>	Invoice	07/10/2024	FUEL FOR VEHICLES	0.00	4,732.18	
013820	SC FUELS	07/31/2024	Regular	0.00	3,305.14	66555
<a href="#">2689963-IN</a>	Invoice	07/31/2024	FUEL FOR VEHICLES	0.00	3,305.14	
013011	SERGIO D FIERRO	07/10/2024	Regular	0.00	1,095.00	66486
<a href="#">JBWD-115</a>	Invoice	06/30/2024	CIMIS STATION MAINT: 04/2024 - 06/2024	0.00	1,095.00	
009880	SOUTHERN CALIFORNIA EDISON CO	07/10/2024	Manual	0.00	2,742.58	902516
<a href="#">SCE0624</a>	Invoice	06/30/2024	POWER TO BLDGS & GEN - 06/2024	0.00	2,742.58	
009878	SOUTHERN CALIFORNIA EDISON	07/10/2024	Manual	0.00	47,077.23	902515
<a href="#">SCE0624</a>	Invoice	06/30/2024	POWER FOR PUMPING - 06/2024	0.00	47,077.23	
VEN01020	SOUTHWEST NETWORKS INC	07/10/2024	Regular	0.00	23,431.00	66487
<a href="#">24-6025SC</a>	Invoice	07/10/2024	OFFICE 365 MONTHLY MAINT - 07/2024	0.00	1,033.00	
<a href="#">24-6026SC</a>	Invoice	07/10/2024	IT SERVICES - 07/2024 - 09/2024	0.00	22,398.00	
VEN01020	SOUTHWEST NETWORKS INC	07/31/2024	Regular	0.00	1,033.00	66556
<a href="#">24-7018SC</a>	Invoice	07/31/2024	OFFICE 365 MONTHLY MAINT - 08/2024	0.00	1,033.00	
014116	STEP SAVER CA LLC	07/10/2024	Regular	0.00	11,255.13	66488
<a href="#">CT455617</a>	Invoice	06/30/2024	WELL 14 INJECT UPGR & MIOX CL2 SUPPLIES	0.00	11,255.13	
014068	STREAMLINE	07/10/2024	Regular	0.00	5,172.00	66466
<a href="#">EC022786-0003</a>	Invoice	07/10/2024	ANNUAL WEBSITE HOSTING 07/01/24 TO 07/01/25	0.00	5,172.00	
014117	SUN LIFE ASSURANCE COMPANY OF CANADA	07/17/2024	Regular	0.00	1,529.10	66527
<a href="#">SL070924</a>	Invoice	07/17/2024	EE LIFE INSURANCE - 07/2024	0.00	1,529.10	
014117	SUN LIFE ASSURANCE COMPANY OF CANADA	07/31/2024	Regular	0.00	1,646.36	66557
<a href="#">SL072524</a>	Invoice	07/31/2024	EE LIFE INSURANCE - 08/2024	0.00	1,646.36	
010690	TYLER TECHNOLOGIES INC	07/10/2024	Regular	0.00	76.90	66489
<a href="#">025-471472</a>	Invoice	06/30/2024	CALL NOTIFICATION FEES: 04/2024 - 06/2024	0.00	76.90	



Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
010850 <a href="#">620240357</a>	UNDERGROUND SERVICE ALERT Invoice	06/30/2024	07/10/2024 TICKET DELIVERY SERVICE - 06/2024	Regular	0.00	109.75	66490
CC-ANNE <a href="#">US0624</a>	US BANK CORPORATE Invoice	06/30/2024	07/10/2024 EMPLOYEE TRAINING	Manual	0.00	100.00	902519
CC-DAN <a href="#">US0624</a>	US BANK CORPORATE Invoice	06/30/2024	07/10/2024 PUMPING PLANT MAINT/BLDG MAINT-SHOP/SM TOOLS	Manual	0.00	5,609.31	902520
CC-DAVID <a href="#">US0624</a>	US BANK CORPORATE Invoice	06/30/2024	07/10/2024 BUILD MAINT SUPPLIES/SOFTWARE/EE TRAINING	Manual	0.00	1,172.50	902518
CC-SARAH <a href="#">US0624</a>	US BANK CORPORATE Invoice	06/30/2024	07/10/2024 SOFTWARE/DIRECTOR TRAIN/LEGISLATIVE ADVOCACY	Manual	0.00	3,195.70	902517
014093 <a href="#">UBNA063024</a>	US BANK NATIONAL ASSOCIATION Invoice	06/30/2024	07/17/2024 EPSON CAPTUREONE 90 CHECK SCANNER	Manual	0.00	1,185.25	902525
014107 <a href="#">25868</a>	UTILITY COST MANAGEMENT LLC Invoice	06/30/2024	07/17/2024 SCE SAVINGS COMMISSION 2/2024 - 5/2024	Regular	0.00	320.28	66520
014107 <a href="#">25874</a>	UTILITY COST MANAGEMENT LLC Invoice	06/30/2024	07/31/2024 SCE SAVINGS COMMISSION 05/2024 - 06/2024	Regular	0.00	161.99	66551
014056 <a href="#">24AR1877422</a>	VISUAL EDGE IT INC Invoice	06/30/2024	07/10/2024 OFFICE EXPENSE 5/30/24 - 6/29/24	Regular	0.00	242.10	66491
014056 <a href="#">24AR1950886</a>	VISUAL EDGE IT INC Invoice	07/31/2024	07/31/2024 OFFICE EXPENSE 6/30/24 - 7/29/24	Regular	0.00	336.71	66559
013809 <a href="#">2406-409</a>	WEST COAST CIVIL INC Invoice	06/30/2024	07/17/2024 ENG: BELMONT DESIGN/SURVEY THRU 06/30/24	Regular	0.00	380.00	66528
011615 <a href="#">62818503</a>	WESTERN EXTERMINATOR Invoice	07/10/2024	07/10/2024 PEST CONTROL SERVICES - SHOP & OFFICE	Regular	0.00	70.50	66483
013359 <a href="#">5974164</a>	XEROX FINANCIAL SERVICES LLC Invoice	07/17/2024	07/17/2024 OFFICE EXPENSE 6/30/24 - 7/29/24	Manual	0.00	397.60	902524

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	120	89	0.00	289,881.79
Manual Checks	20	19	0.00	226,833.81
Voided Checks	0	2	0.00	-10,110.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>140</b>	<b>110</b>	<b>0.00</b>	<b>506,605.60</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	120	89	0.00	289,881.79
Manual Checks	20	19	0.00	226,833.81
Voided Checks	0	2	0.00	-10,110.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>140</b>	<b>110</b>	<b>0.00</b>	<b>506,605.60</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	7/2024	506,605.60
			<b>506,605.60</b>



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PR-Payroll Account</b>						
000248	PAYCHEX	07/03/2024	Manual	0.00	10.00	950117
<a href="#">350566172</a>	Invoice	07/03/2024	MEDICAL FSA USE	0.00	10.00	
000248	PAYCHEX	07/05/2024	Manual	0.00	658.11	950118
<a href="#">2024070301</a>	Invoice	07/05/2024	PAYROLL PROCESSING FEE - 07/05/24	0.00	658.11	
000248	PAYCHEX	07/09/2024	Manual	0.00	10.10	950119
<a href="#">352254454</a>	Invoice	07/09/2024	MEDICAL FSA USE	0.00	10.10	
000248	PAYCHEX	07/12/2024	Manual	0.00	75.00	950120
<a href="#">29233261</a>	Invoice	07/12/2024	FSA PROCESSING FEE - 7/2024	0.00	75.00	
000248	PAYCHEX	07/17/2024	Manual	0.00	42.38	950121
<a href="#">1366518445</a>	Invoice	07/17/2024	MEDICAL FSA USE	0.00	42.38	
000248	PAYCHEX	07/19/2024	Manual	0.00	598.11	950122
<a href="#">2024071701</a>	Invoice	07/19/2024	PAYROLL PROCESSING FEE - 07/19/24	0.00	598.11	
000248	PAYCHEX	07/24/2024	Manual	0.00	2.35	950123
<a href="#">355842310</a>	Invoice	07/24/2024	MEDICAL FSA USE	0.00	2.35	
000248	PAYCHEX	07/25/2024	Manual	0.00	60.00	950124
<a href="#">358357992</a>	Invoice	07/25/2024	MEDICAL FSA USE	0.00	60.00	

**Bank Code PR Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	8	8	0.00	1,456.05
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>8</b>	<b>8</b>	<b>0.00</b>	<b>1,456.05</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	8	8	0.00	1,456.05
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>8</b>	<b>8</b>	<b>0.00</b>	<b>1,456.05</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	7/2024	1,456.05
			<b>1,456.05</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
04-00045-011	GARCIA, ANITA G	7/17/2024	Refund	206.23	Check #: 66493
04-00057-014	LICHTENFELD, ANDREA	7/17/2024	Refund	213.49	Check #: 66494
08-00042-007	LOWE, KAREN	7/17/2024	Refund	17.63	Check #: 66495
08-00123-006	ELGUERA, ISAAC	7/17/2024	Refund	103.79	Check #: 66496
10-00033-008	LIONSCOVE FUND I LLC	7/17/2024	Refund	38.80	Check #: 66497
13-00138-009	BAKER, ANDREA J	7/17/2024	Refund	41.12	Check #: 66498
13-00147-002	ARRIETA, JEFFREY	7/17/2024	Refund	163.79	Check #: 66499
13-00187-005	VITT, KRISTA	7/17/2024	Refund	195.97	Check #: 66500
53-00015-011	WATSON, AMY CHRISTINE	7/17/2024	Refund	96.06	Check #: 66501
65-00106-002	RFCO LLC	7/17/2024	Refund	225.89	Check #: 66502
65-00392-005	SCHWENK, EMILY	7/17/2024	Refund	11.62	Check #: 66503
07-00091-004	FRY, TREVOR J	7/31/2024	Refund	69.55	Check #: 66530
07-00130-008	WORTMAN, LAUREN EVERY	7/31/2024	Refund	53.55	Check #: 66531
09-00041-009	HENSON, WENONA H	7/31/2024	Refund	54.30	Check #: 66532
12-00225-019	SMITH, ANDREW	7/31/2024	Refund	68.93	Check #: 66533
12-00373-013	NESBIT, CHARLES J	7/31/2024	Refund	135.97	Check #: 66534
55-00174-022	WALTERS, COREY	7/31/2024	Refund	233.65	Check #: 66535
				<b><u>1,930.34</u></b>	

JOSHUA BASIN WATER  
 DISTRICT  
 PO BOX 675  
 Joshua Tree, CA 922520675

Pay Adjustments Report  
 06/15/2024 - 07/12/2024

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
513	Doolittle, Stacy	06/17/2024	OTHER MEETING - PAID Note: GM Evaluation Mid-Term Meeting 100/504//10050	1.0000	\$173.63	
		06/19/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		07/10/2024	FINANCE COMMITTEE MEETING - PAID 100/504//10050	1.0000	\$173.63	
		07/10/2024	WATER RESOURCES & OPS COMMITTEE - PAID Note: Second meeting - no stipend 100/504//10050	0.0000		
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
516	Fick, David	06/17/2024	ASBCSD DINNER - PAID 100/504//10050	1.0000	\$173.63	
		06/19/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		07/10/2024	OTHER MEETING - PAID Note: Manager Meetups (director meeting with GM) 100/504//10050	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
511	Floen, Thomas	06/17/2024	OTHER MEETING - PAID Note: GM Evaluation Mid-Term Meeting - Declined Payment 100/504//10050	0.0000			
		06/19/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
		07/10/2024	FINANCE COMMITTEE MEETING - PAID 100/504//10050	1.0000	\$173.63		
					Totals:	\$347.26	\$0.00
					Employee Total:	\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
512	Jarlsberg, Jane	06/19/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
		06/27/2024	MWA MEETING - PAID 100/504//10050	1.0000	\$173.63		
		07/10/2024	WATER RESOURCES & OPS COMMITTEE - PAID 100/504//10050	1.0000	\$173.63		
					Totals:	\$520.89	\$0.00
					Employee Total:	\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
515	Short, Tyler	06/19/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
		07/10/2024	OTHER MEETING - PAID Note: Manager Meetups (director meeting with GM) 100/504//10050	1.0000	\$173.63		
		07/11/2024	MWA MEETING - PAID 100/504//10050	1.0000	\$173.63		
					Totals:	\$520.89	\$0.00
					Employee Total:	\$520.89	

## Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
OTHER MEETING - PAID	3.0000	\$520.89	
JBWD BOARD MEETING - PAID	5.0000	\$868.15	
FINANCE COMMITTEE MEETING - PAID	2.0000	\$347.26	
WATER RESOURCES & OPS COMMITTEE - PAID	1.0000	\$173.63	
ASBCSD DINNER - PAID	1.0000	\$173.63	
MWA MEETING - PAID	2.0000	\$347.26	

Grand Totals:	\$2,430.82	\$0.00
Grand Total:	\$2,430.82	





<b>AGENDA ITEM NO:</b>	5B
<b>MEETING DATE:</b>	09.09.24

## Staff Report

<b>PRESENTED BY:</b>	Anne Roman, Director of Finance
<b>TOPIC:</b>	<b>4<sup>TH</sup> FISCAL QUARTER ENDING 06/30/24 FINANCIAL REPORT (UNAUDITED/PRELIMINARY)</b>
<b>RECOMMENDATION:</b>	Refer to Board.

**SUMMARY:** The 4<sup>TH</sup> fiscal quarter ending 06/30/24 Financial Report (**unaudited/preliminary**) is attached and will be reviewed in detail in the meeting.

**ANALYSIS:** The 4<sup>TH</sup> fiscal quarter ending 06/30/24 Financial Report is attached and will be reviewed in detail in the meeting. 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.
- Each Department Head manages their own budget and can better provide details of budget vs. actual 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.

Staff recommends that the Finance Committee refer to the Board of Directors for approval.

**RECOMMENDED ACTION:** Refer to Board.

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**STRATEGIC PLAN:** 4.4 Ensure Timely Financial Transactions and Reports

**FISCAL IMPACT:** N/A