

President
Tom Floen

VP
Stacy Doolittle

Directors
Jane Jarlsberg
Tomas Short
David Fick

**General
Manager**
Sarah Johnson

Legal Counsel
Jeff Hoskinson



REGULAR MEETING AGENDA OF THE BOARD OF DIRECTORS

Wednesday, April 16, 2025 at 5:30 p.m.

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: 872 8707 9239

PASSCODE: 61750

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. DETERMINATION OF A QUORUM

Consideration of Board Member requests for remote participation.

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

This designated time is for members of the public to provide comments on any District related matter, whether appearing on the agenda or not. Under the 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, 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.

5. 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.

Pg. 4-8

A. DRAFT MINUTES – 03.19.25

6. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION

7. DISCUSSION/ACTION CALENDAR

Pg. 9-21

A. FEBRUARY 2025 CHECK REGISTER

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE CHECK REGISTER

Pg. 22-23

B. INCREASING THE DISTRICT’S LOW-INCOME ASSISTANCE CAP TO \$300

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS INCREASE THE ANNUAL CAP FOR THE LOW-INCOME ASSISTANCE PROGRAM TO \$300 AND AUTHORIZE STAFF TO UPDATE THE MEMORANDUM OF UNDERSTANDING WITH INLAND SOCIAL UNITED WAY TO REFLECT THIS CHANGE.

Pg. 24-27

C. MODIFY THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP)

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 25-1073 AMENDING THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM REDUCING THE BILL QUALIFICATION THRESHOLD FROM \$700 TO \$500.

Pg. N/A

D. DISCUSSION AND POTENTIAL DIRECTION RELATIVE TO DIRECTOR COMPENSATION (FOLLOW-UP FROM MAY 2024 BOARD DECISION)

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: STAFF WILL PRESENT AN OVERVIEW OF THE DIRECTOR COMPENSATION PROCESS AND SEEK DIRECTION ON POSSIBLE FUTURE ACTIONS. (THIS TOPIC IS BEING REVISITED AS DIRECTED LAST YEAR.)

Pg. 28-29

E. AMENDING BOARD MEETING TIME

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: RECOMMEND THE BOARD OF DIRECTORS ADOPT RESOLUTION 25-1072, AMENDING ARTICLE 3.02 OF THE ADMINISTRATION CODE, MOVING THE START TIME OF THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS TO 4:00 PM.

8. REPORTS AND COMMENTS

For informational purposes only on subjects not covered by the agenda. The opinions of individual directors are not necessarily the opinions of the board or district staff. No action is to be taken. The Board may provide staff with requests for future agenda items.

- A. DIRECTORS REPORTS
- B. GENERAL MANAGER REPORT

9. ADJOURNMENT

CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS	DATE	TIME	ATTENDEE(S)
ASBCSD – DINNER	04.21.25	5:30 PM	DOOLITTLE
SDLA – LEADERSHIP ACADEMY	04.21.25 – 04.24.25		FICK/SHORT
MWA – BOARD MEETING	04.24.25	9:30 AM	FLOEN
CSDA – POLICY & PROCEDURE WRITING WORKSHOP	04.30.25	9:00 AM	DOOLITTLE
JBWD – SPECIAL BOARD MEETING	05.01.25	9:00 AM	ALL

MEETING INFORMATION

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

Availability of agenda materials: 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 www.jbwd.com, subject to the staff’s availability to post the documents before the meeting.

Reasonable Accommodation: 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.

Disruptive Conduct: 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.

MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS March 19, 2025, 5:30 pm

AGENDA ITEMS

1. CALL TO ORDER

President Floen called the meeting to order at: 5:30 pm.

2. DETERMINATION OF A QUORUM & ATTENDANCE

Board Members Present: President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

Staff Present: Director of Finance Roman, Director of Administration Shook, Accounting Supervisor Rich, Executive Assistant Thompson

Consultant(s) Present: Legal Counsel, Nicole Falcis, Public Consultant, Kathleen Radnich (remote)

Citizens Advisory Council Member(s) Present: David Carrillo, Debbie Truncale

3. APPROVAL OF THE AGENDA

Director Short made a motion to approve the agenda, seconded by Director Jarlsberg and approved by the following vote:

1 st / 2 nd	Short/Jarlsberg
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

4. PUBLIC COMMENT – None

5. CONSENT CALENDAR

A. DRAFT MINUTES – 03.05.25

Director Jarlsberg made a motion to approve the Consent Calendar 03.05.25 draft minutes, seconded by Director Short and approved the following vote:

1 st / 2 nd	Jarlsberg/Short
Ayes:	Floen, Doolittle, Jarlsberg, Fick, Short
Noes:	None
Abstain:	None
Absent:	None

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None

7. DISCUSSION/ACTION CALENDAR

A. APPOINTMENT OF NEW CITIZENS ADVISORY COUNCIL (CAC) MEMBERS

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: RECOMMEND THE BOARD OF DIRECTORS REVIEW APPLICATIONS AND CONSIDER APPOINTMENTS TO THE CITIZENS ADVISORY COUNCIL (CAC)

Director Jarlsberg made a motion to appoint Kami Zimmerman as a Citizens Advisory Council Member, seconded by Director Fick and approved by the following vote:

1 st / 2 nd	Jarlsberg/Fick
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

Vice President Doolittle made a motion to appoint Thomas Fjallstam as a Citizens Advisory Council Member, seconded by Director Fick and approved by the following vote:

1 st / 2 nd	Doolittle/Fick
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

B. JANUARY 2025 CHECK REGISTER

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE CHECK REGISTER

Vice President Doolittle made a motion to approve the January 2025 check register, seconded by Director Fick and approved by the following vote:

1 st / 2 nd	Doolittle/Fick
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

C. 2ND FISCAL QUARTER ENDING 12/31/24 FINANCIAL REPORT

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: REVIEW AND APPROVE

Director of Finance Anne Roman presented the 2nd Fiscal Quarter Financial Report in detail, noting that revenue and expenses fluctuate throughout the year. Roman reported an increase in cash balances due to property tax and assessment revenue collections, along with lower spending compared to the previous year. Department Heads manage their budgets and can provide budget vs. actual cost details. The Operating Board Report includes only Operating expenses, while Capital costs require further

analysis and are reported separately by project upon request. Final financial figures are available in the audited statements as of 06/30.

Director Fick made a motion to approve the 2nd Fiscal Quarter Ending 12/31/24 Financial Report, seconded by Director Jarlsberg and approved by the following vote:

1 st / 2 nd	Fick /Jarlsberg
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

- D. ASSET DISPOSALS AND ASSET PANDA SOFTWARE UPDATE
PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN
RECOMMENDED ACTION: APPROVE DISPOSAL OF THE ATTACHED LIST OF OLD,
UNIDENTIFIABLE/MISSING ASSETS IN THE AMOUNT OF \$67,634.73

Director of Finance Anne Roman reported on the implementation of Asset Panda software, introduced in late 2023 to improve asset tracking and auditing. Roman noted that records for assets acquired before 2008 are often incomplete due to past auditing practices. Many unidentified or missing assets fall below the \$5,000 capitalization threshold and cannot be located due to limited records. Roman stated that the District has strengthened its record-keeping practices, and the new system will improve asset accountability and align records with current accounting standards. Roman provided an update on progress and outlined the next steps in the tracking process.

Vice President Doolittle made a motion to approve the Asset Disposals and Asset Panda Software Update, seconded by Director Short and approved by the following vote:

1 st / 2 nd	Doolittle/Short
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

8. REPORTS AND COMMENTS

President Floen

- Floen attended the Copper Mountain Mesa Association Emergency Preparedness meeting with Public Outreach Consultant Kathleen Radnich, where water packets and MREs were distributed. Floen praised CAC Chairperson David Carrillo for being resourceful during the meeting. There were many questions about water purification, and Floen announced that an Emergency Preparedness booth will be set up at the Farmers Market in May.

Vice President Doolittle

- Doolittle shared insights from the book *Ecology of Fear*.
- Doolittle shared information on the Department of Fish and Wildlife meeting in Yucca Valley, highlighting discussions on the Western Joshua Tree Conservation Act and its regulatory impacts.

She noted the potential downstream effects of these guidelines and acknowledged their possible impact on the District.

Director Jarlsberg

- Jarlsberg shared her experience on the Water Education Foundation Colorado River tour, which began in Las Vegas and concluded at the Salton Sea. Jarlsberg provided an overview of the tour, highlighting its focus on the region's water history and key infrastructure. Jarlsberg invited anyone who wants to talk more about to contact her.
- Director Jarlsberg expressed her support for Joshua Tree National Park.

Director Short

- Short attended the ASBCSD dinner on March 17th, where they discussed internship opportunities in Special Districts and sat with representatives from the Chino Valley Fire District. Short also recognized General Manager Sarah Johnson for her efforts in partnering with Copper Mountain College to offer water education courses for careers in the industry.
- Director Short attended the MWA meeting on March 13th, where a bidding dispute was discussed, and the process for resolving it was outlined. Additionally, an ordinance application was approved to grant water services to a CHP station in Cajon Pass.
- Short inquired if anything had changed regarding tags hung for past-due customers blowing off doors.

Director Fick

- Fick shared information of the Western Joshua Tree Conservation Act.
- Fick reported on attending the ASBCSD dinner on March 17th, hosted by East Valley Water District. The meeting focused on high school and junior college internship programs, where interns are paid over the summer and have successful employment opportunities.

General Manager Report

Johnson reported on the following:

- Johnson shared that the CAC meeting on March 11th was cancelled due to a lack of quorum.
- Johnson reported that Well 15 is currently offline due to a mechanical concern identified by one of the operators, who noticed an unusual sound. As this is part of our critical infrastructure, we have Layne scheduled to diagnose this issue. The well is located on a small piece of land with limited access. While the well is down, well profiling will be conducted.
- Johnson mentioned that the State is requiring a new policy update, a Cross-Connection Control policy, which must be submitted to the State by July 1st. Our Water Quality Specialist will collaborate with a consultant to develop the policy and present it to the Board, possibly in May, for approval.
- Johnson attended the March 10th Morongo Basin Pipeline Commission (MBPC) meeting in Apple Valley, which was canceled due to a lack of quorum. However, several presentations were still given, including one from Zanjaro Engineering on the Regional Urban Water Management Plan and the Water Shortage Contingency Plan approach. If approved by MWA, the plan could result in cost savings for the district. Johnson also announced that the next MBPC meeting will be held at the district boardroom in June.
- Johnson shared that on March 13th, she had the opportunity to represent our district and be on the Water Technology Career Panel at Copper Mountain College (CMC) alongside other local industry professionals. Johnson expressed that she was happy to share industry expertise with others who are interested in the water industry. CMC may be hiring instructors as early as Fall 2025.

- Johnson announced that recruitment for the Director of Operations position is open. Candidates must possess a D4 at minimum, but a D5 is desired, along with a T3 or higher certificate, to be eligible.
- Johnson met with the USGS team to discuss the tasks previously presented to the board in November 2024. Task 1 involves evaluating the current water supplies and long-term water supply forecast. USGS has a strong interest in this task and anticipates it will take approximately two years to complete. Task 2 involves well profiling. Johnson stated that she will bring the proposal back to the board for further consideration in the future.
- Johnson reported receiving an email from Superintendent Jane Rodgers of Joshua Tree National Park regarding the temporary closure of the park's West entrance for 2-3 days to relocate the gate. The closure is tentatively scheduled from April 7 to 10.

9. ADJOURNMENT

On motion by Director Short, seconded by Director Jarlsberg and approved by the Board, the meeting was adjourned at: 8:47 pm.

Respectfully submitted,

Sarah Johnson, General Manager & Board Secretary



AGENDA ITEM NO:	7A
MEETING DATE:	04.16.25

Staff Report

PRESENTED BY:	Anne Roman, Director of Finance
TOPIC:	FEBRUARY 2025 CHECK REGISTER
RECOMMENDATION:	Approve check register.

SUMMARY: The February 2025 check register is presented for review and approval. **This register contains checks that have already been reviewed and signed by various Directors before being released.** The regular check register totals \$266,794.23, payroll \$2,096.79, utility refunds \$1,459.02, and Director stipends \$2,604.45.

ANALYSIS: The January 2025 check register includes the following notable items:

- Two Dudek invoices for HDMC Wastewater Plant related to two months of service; Reimbursable by HDMC.
- Three routine CalPERs remittances for employee and employer contributions related to three payrolls.
- Joshua Tree Voice check #66874 was voided. Status of company unknown after multiple attempts to contact.
- Two stale, uncashed checks to Stacy Doolittle were voided and reissued. #66192 and 66406.
- Duplicate US Bank Corporate check #902635 from January was voided in February.
- The payroll register includes \$1,086.12 in payroll processing costs, \$75 in FSA processing fees, and FSA usage of employee-withheld funds in the amount of \$935.67.

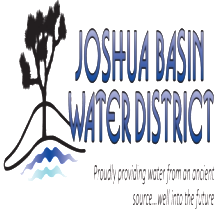
The Board may inquire about these or any additional transactions, as desired.

The regular check register totals \$266,794.23, payroll \$2,096.79, utility refunds \$1,459.02, and Director stipends \$2,604.45.

RECOMMENDED ACTION: Approve check register.

STRATEGIC PLAN: N/A

FISCAL IMPACT: N/A



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 02/01/2025 - 02/28/2025

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	
Bank Code: AP-AP Cash						
000495	ACQUONTEMP	02/05/2025	Regular	0.00	2,064.64	67030
64537337	Invoice	02/05/2025	TEMPORARY LABOR	0.00	735.40	
64549241	Invoice	02/05/2025	TEMPORARY LABOR	0.00	591.63	
64574200	Invoice	02/05/2025	TEMPORARY LABOR	0.00	737.61	
000495	ACQUONTEMP	02/19/2025	Regular	0.00	735.40	67071
64612913	Invoice	02/19/2025	TEMPORARY LABOR	0.00	735.40	
000504	ACTION PUMPING INC	02/05/2025	Regular	0.00	2,485.00	67002
35970	Invoice	02/05/2025	HDMC WW: PUMPING	0.00	2,485.00	
000501	ACWA JPIA	02/05/2025	Regular	0.00	30,901.16	67003
0705129	Invoice	02/05/2025	EE HEALTH BENEFIT & EAP - 03/2025	0.00	30,901.16	
000501	ACWA JPIA	02/05/2025	Regular	0.00	7,547.17	67004
JPIA020525	Invoice	02/05/2025	WORKERS COMP 10/2024 - 12/2024	0.00	7,547.17	
013998	AMAZON CAPITAL SERVICES INC	02/19/2025	Regular	0.00	2,280.06	67051
179R-CVFO-N43K	Invoice	02/19/2025	SAFETY SUPPLIES/SHOP EXPENSE/SHOP OFFICE SUPPLIES	0.00	951.52	
1CW3-NK3L-6FX3	Credit Memo	02/19/2025	CREDIT: UNIFORMS	0.00	-126.15	
1DGF-R6TK-73RX	Credit Memo	02/19/2025	CREDIT: UNIFORMS	0.00	-8.34	
1KXK-KY4N-NYX9	Invoice	02/19/2025	OFFICE SUPPLIES/UNIFORMS	0.00	1,463.03	
000999	AMERICAN WATER WORKS ASSOC	02/19/2025	Regular	0.00	525.00	67052
SO198871	Invoice	02/19/2025	MEMBERSHIP RENEWAL 2/1/25 - 1/31/26	0.00	525.00	
000675	AQUA METRIC SALES COMPANY	02/05/2025	Regular	0.00	8,506.56	67036
INV0106366	Invoice	02/05/2025	INVENTORY	0.00	8,157.90	
INV0106367	Invoice	02/05/2025	FIELD LOGIC COMMUNICATOR DEVICE	0.00	348.66	
013019	ARBORIST SERVICES	02/05/2025	Regular	0.00	950.00	67020
9202	Invoice	02/05/2025	DEMO GARDEN/BUILD MAINT 12/16/24 - 01/15/25	0.00	950.00	
013019	ARBORIST SERVICES	02/19/2025	Regular	0.00	3,450.00	67064
9203	Invoice	02/19/2025	DEMO GARDEN/BUILD MAINT 01/16/25 - 02/15/25	0.00	950.00	
9204	Invoice	02/19/2025	DEMO GARDEN LANDSCAPE TREE TRIMMING	0.00	2,500.00	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	02/05/2025	Regular	0.00	24,613.79	67005
736846	Invoice	02/05/2025	LABOR LEGAL SERVICES - 12/2024	0.00	16,989.00	
736847	Invoice	02/05/2025	LEGAL SERVICES - 12/2024	0.00	7,624.79	
001630	ATT MOBILITY	02/05/2025	Manual	0.00	2,414.74	902653
829480028X020...	Invoice	02/05/2025	COMMUNICATIONS - 01/2025	0.00	2,414.74	
000214	BABCOCK LABORATORIES INC	02/05/2025	Regular	0.00	2,036.93	67006
CA50900-2287	Invoice	02/05/2025	HDMC WWTP - SAMPLING	0.00	725.82	
CA50912-2287	Invoice	02/05/2025	SAMPLING	0.00	255.05	
CA50999-2287	Invoice	02/05/2025	HDMC WWTP - SAMPLING	0.00	268.77	
CA51151-2287	Invoice	02/05/2025	SAMPLING	0.00	114.60	
CA51220-2287	Invoice	02/05/2025	SAMPLING	0.00	283.14	
CA51549-2287	Invoice	02/05/2025	SAMPLING	0.00	114.60	
CA51578-2287	Invoice	02/05/2025	HDMC WWTP - SAMPLING	0.00	255.14	
CA51675-2287	Invoice	02/05/2025	SAMPLING	0.00	19.81	
000214	BABCOCK LABORATORIES INC	02/19/2025	Regular	0.00	1,729.34	67054
CB50247-2287	Invoice	02/19/2025	SAMPLING	0.00	133.70	
CB50290-2287	Invoice	02/19/2025	HDMC WWTP - SAMPLING	0.00	268.77	

Check Report

Date Range: 02/01/2025 - 02/28/2025

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	
CB50443-2287	Invoice	02/19/2025	HDMC WWTP - SAMPLING	0.00	268.77	
CB50544-2287	Invoice	02/19/2025	SAMPLING	0.00	650.25	
CB50601-2287	Invoice	02/19/2025	SAMPLING	0.00	38.20	
CB50602-2287	Invoice	02/19/2025	SAMPLING	0.00	114.60	
CB50730-2287	Invoice	02/19/2025	SAMPLING	0.00	255.05	
004110	BURRTEC WASTE AND RECYCLING SVCS	02/05/2025	Manual	0.00	185.44	902648
BW0225	Invoice	02/05/2025	TRASH & RECYCLING (OFFICE) - 02/2025	0.00	185.44	
004110	BURRTEC WASTE AND RECYCLING SVCS	02/19/2025	Manual	0.00	1,498.02	902661
BW013125	Invoice	02/19/2025	TRASH REMOVAL (SHOP) - 01/2025	0.00	1,498.02	
000229	C AND S ELECTRIC	02/05/2025	Regular	0.00	160.00	67013
4008	Invoice	02/05/2025	BUILDING MAINTENANCE - OFFICE	0.00	160.00	
001517	CalPERS	02/10/2025	Manual	0.00	110.00	902654
100000017807991	Invoice	02/10/2025	SSA 218 ANNUAL FEE	0.00	110.00	
001517	CalPERS	02/10/2025	Manual	0.00	13,091.52	902655
PPE 1-24-25	Invoice	02/10/2025	PAY PERIOD ENDING 1/24/25	0.00	13,091.52	
001517	CalPERS	02/10/2025	Manual	0.00	13,076.81	902656
PPE 1-10-25	Invoice	02/10/2025	PAY PERIOD ENDING 1/10/25	0.00	13,076.81	
001517	CalPERS	02/21/2025	Manual	0.00	13,474.69	902663
PPE 2-7-25	Invoice	02/21/2025	PAY PERIOD ENDING 2/7/25	0.00	13,474.69	
001555	CENTRATTEL LLC	02/05/2025	Regular	0.00	723.99	67007
250202252101	Invoice	02/05/2025	DISPATCH SERVICES - 01/2025	0.00	723.99	
000510	CHARTER COMMUNICATIONS	02/19/2025	Regular	0.00	550.00	67055
116905701020125	Invoice	02/19/2025	INTERNET SERVICES - 02/2025	0.00	550.00	
014148	CITADEL COMMUNICATIONS	02/06/2025	Regular	0.00	2,787.88	67044
025-1002A	Invoice	02/06/2025	INTERNET FIBER OPTIC LINE REPAIR DEPOSIT	0.00	2,787.88	
014052	CJ BROWN AND COMPANY CPAS - AN ACCOUN	02/19/2025	Regular	0.00	650.00	67056
CJBC013125	Invoice	02/19/2025	STATE CONTROLLER'S REPORT 6/30/24	0.00	650.00	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO	02/05/2025	Manual	0.00	856.58	902650
39905610108785	Invoice	02/05/2025	EE LIFE INSURANCE - 01/2025	0.00	856.58	
000112	COPPER MOUNTAIN BROADCASTING CO	02/19/2025	Regular	0.00	640.00	67057
25010007	Invoice	02/19/2025	24/25 MWA GRANT: WATER CONSERVATION ADS	0.00	640.00	
013373	CORE AND MAIN LP	02/19/2025	Regular	0.00	6,740.59	67058
V417290	Invoice	02/19/2025	INVENTORY	0.00	3,266.12	
W203691	Invoice	02/19/2025	INVENTORY	0.00	1,790.55	
W324999	Invoice	02/19/2025	MAINLINE/LEAK REPAIR SUPPLIES	0.00	502.54	
W367802	Invoice	02/19/2025	INVENTORY	0.00	1,181.38	
014108	DAVID FICK	02/05/2025	Regular	0.00	129.50	67008
DF013025	Invoice	02/05/2025	MILEAGE REIMBURSEMENT	0.00	129.50	
002205	DESERT FIRE EXT CO INC	02/05/2025	Regular	0.00	870.57	67009
12489103	Invoice	02/05/2025	ANNUAL FIRE EXTINGUISHER SERVICE - SHOP & OFFICE	0.00	870.57	
014064	DIGIUM CLOUD SERVICE	02/19/2025	Regular	0.00	758.91	67072
INV00324438	Invoice	02/19/2025	OFFICE TELEPHONE - 02/2025	0.00	758.91	
002565	DUDEK	02/05/2025	Regular	0.00	1,240.00	67010
202411508	Invoice	02/05/2025	ENG SERV: HDMC WWTP 11/23/24 - 12/27/24	0.00	1,240.00	
002565	DUDEK	02/19/2025	Regular	0.00	1,240.00	67059
202500182	Invoice	02/19/2025	ENG SERV: HDMC WWTP 12/28/24 - 01/24/25	0.00	1,240.00	

Check Report

Date Range: 02/01/2025 - 02/28/2025

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
014126 A137403	DUTHIE POWER SERVICES Invoice	02/05/2025	02/05/2025 GENERATOR MAINTENANCE: GR7	Regular	0.00 0.00	862.95 862.95	67011
014126 A138110	DUTHIE POWER SERVICES Invoice	02/19/2025	02/19/2025 GENERATOR MAINTENANCE: GR3	Regular	0.00 0.00	1,406.34 1,406.34	67060
013991 EI01799352	EIDE BAILLY LLP Invoice	02/05/2025	02/05/2025 ACCOUNTING/AUDIT SERVICES - 12/2024	Regular	0.00 0.00	558.60 558.60	67012
000156 2500020 2500022 2500023 2500024	FORSHOCK Invoice Invoice Invoice Invoice	02/05/2025 02/05/2025 02/05/2025 02/05/2025	02/05/2025 ON SITE SCADA RECOVERY D1-1 BOOSTER STN UPGRADE - SCADA INSTALL MONTHLY SCADA MONITORING - 02/2025 MONTHLY SCADA MONITORING - 02/2025	Regular	0.00 0.00 0.00 0.00	9,296.53 662.50 8,391.03 38.00 205.00	67023
013222 FC0225	FRONTIER COMMUNICATIONS INC Invoice	02/18/2025	02/18/2025 HDMC WWTP - TELEPHONE - 02/2025	Manual	0.00 0.00	287.34 287.34	902659
000058 10807063	GARDA CL WEST INC Invoice	02/05/2025	02/05/2025 ARMORED COURIER - 02/2025	Regular	0.00 0.00	758.92 758.92	67014
013802 1014397	HASA INC Invoice	02/05/2025	02/05/2025 WATER TREATMENT EXPENSE	Regular	0.00 0.00	943.20 943.20	67015
014050 60798 60799	HI DESERT STAR / THE DESERT TRAIL Invoice Invoice	02/19/2025 02/19/2025	02/19/2025 24/25 MWA GRANT: WATER CONSERVATION ADS 24/25 MWA GRANT: WATER CONSERVATION ADS	Regular	0.00 0.00	289.00 159.00 130.00	67061
004195 HD0125	HOME DEPOT CREDIT SERVICES Invoice	02/19/2025	02/19/2025 SHOP EXPENSE/SMALL TOOLS/BUILDING MAINT - SHOP	Manual	0.00 0.00	758.07 758.07	902662
013797 279486	INFOSEND INC Invoice	02/05/2025	02/05/2025 ADDITIONAL POSTAGE DEPOSIT	Regular	0.00 0.00	1,272.23 1,272.23	67016
013797 280239	INFOSEND INC Invoice	02/19/2025	02/19/2025 PRINT & MAIL WATER BILL - 01/2025	Regular	0.00 0.00	3,798.51 3,798.51	67062
013369 7669	ISHRED INCORPORATED Invoice	02/05/2025	02/05/2025 ARCHIVE RECORD SHREDDING - 01/31/2025	Regular	0.00 0.00	70.00 70.00	67017
014144 JA020325	JAMES ATKINSON AND KAREN PORNILLOS Invoice	02/05/2025	02/05/2025 METER UPGRADE RECONCILIATION REFUND	Regular	0.00 0.00	56.04 56.04	67018
014119 JJ013025	JANE JARLSBERG Invoice	02/05/2025	02/05/2025 MILEAGE REIMBURSEMENT	Regular	0.00 0.00	129.50 129.50	67019
014055 009054 25-0130-1	JOSHUA TREE VOICE KATHLEEN J RADNICH Invoice	02/06/2025 02/19/2025	02/06/2025 02/19/2025 PUBLIC RELATIONS SERVICES - 01/2025	Regular Regular	0.00 0.00 0.00	-790.00 4,500.00 4,500.00	66874 67063
014145 LS020325	LUKE STRICEVIC Invoice	02/05/2025	02/05/2025 METER UPGRADE RECONCILIATION REFUND	Regular	0.00 0.00	18.16 18.16	67021
006504 37289	MC CALL'S METERS SALES & SERVICE Invoice	02/05/2025	02/05/2025 CERTIFIED FLOW TESTS	Regular	0.00 0.00	50.00 50.00	67022
014042 MSR021425	MISSION SQUARE RETIREMENT Invoice	02/14/2025	02/14/2025 EE & ER 457 REMITTANCE - 02/14/25	Manual	0.00 0.00	4,914.00 4,914.00	902658
014042 MSR022825	MISSION SQUARE RETIREMENT Invoice	02/28/2025	02/28/2025 EE & ER 457 REMITTANCE - 02/28/25	Manual	0.00 0.00	4,914.00 4,914.00	902664
013990 202502	MOMS DESERT VALLEY CLEANING Invoice	02/19/2025	02/19/2025 JANITORIAL SERVICES - 02/2025	Regular	0.00 0.00	1,725.00 1,725.00	67066

Check Report

Date Range: 02/01/2025 - 02/28/2025

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	
013344 2186	MUNICIPAL DIVING SERVICES INC Invoice	02/05/2025	02/05/2025 Regular TANK INSPECTION, CLEANING & REPAIR: B-1	0.00 0.00	12,123.00 12,123.00	67024
000233 494626 494659 495235 495336 495927 496141	NAPA AUTO PARTS Invoice Credit Memo Invoice Invoice Invoice Invoice	02/05/2025 02/05/2025 02/05/2025 02/05/2025 02/05/2025 02/05/2025	02/05/2025 Regular PUMPING PLANT SUPPLIES CREDIT: VACUUM MAINT: E82/VEHICLE MAINT: V36 PUMPING PLANT SUPPLIES VEHICLE MAINTENANCE: V36 VEHICLE MAINTENANCE: V43 SHOP EXPENSE	0.00 0.00 0.00 0.00 0.00 0.00	3,215.69 463.99 -59.81 2,191.31 421.57 179.08 19.55	67042
003930 202501-1035	NBS Invoice	02/05/2025	02/05/2025 Regular CMM DELINQUENT LETTERS	0.00 0.00	448.98 448.98	67025
003930 202502-1111	NBS Invoice	02/19/2025	02/19/2025 Regular COST ALLOCATION PLAN	0.00 0.00	1,433.75 1,433.75	67068
000070 1309122	ONLINE INFORMATION SERVICES INC Invoice	02/05/2025	02/05/2025 Regular ID VERIFICATION SERVICES - 01/2025	0.00 0.00	227.21 227.21	67026
008137 2030244568	PARKHOUSE TIRE INC Invoice	02/05/2025	02/05/2025 Regular TRACTOR REPAIR: E4544	0.00 0.00	763.93 763.93	67027
014147 87799	PAUL ASSOCIATES Invoice	02/19/2025	02/19/2025 Regular WORK ORDER FORMS	0.00 0.00	450.38 450.38	67053
014150 40196884	PEAC SOLUTIONS Invoice	02/19/2025	02/19/2025 Regular OFFICE EXPENSE 1/30/25 - 2/28/25	0.00 0.00	452.56 452.56	67065
013828 22468	PRO SECURITY SYSTEMS INC Invoice	02/05/2025	02/05/2025 Regular BUILDING MAINTENANCE - SHOP & OFFICE	0.00 0.00	185.00 185.00	67028
008415 23756345 23756346	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	02/05/2025 02/05/2025 02/05/2025	02/05/2025 Regular SHOP EXPENSE OFFICE SUPPLIES	0.00 0.00 0.00	246.90 144.78 102.12	67029
008415 23762197 23762200	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	02/19/2025 02/19/2025 02/19/2025	02/19/2025 Regular SHOP EXPENSE OFFICE SUPPLIES	0.00 0.00 0.00	246.90 144.78 102.12	67069
008201 PB021225	PURCHASE POWER Invoice	02/19/2025	02/19/2025 Manual POSTAGE REFILL FOR METER	0.00 0.00	350.00 350.00	902660
014146 SCR020325	SAMUEL C RAMOS Invoice	02/05/2025	02/05/2025 Regular METER UPGRADE RECONCILIATION REFUND	0.00 0.00	30.60 30.60	67031
000091 SB013025	SAN BERNARDINO COUNTY RECORDER Invoice	02/05/2025	02/05/2025 Regular RELEASE OF LIENS	0.00 0.00	40.00 40.00	67032
013831 264486	SATMODO LLC Invoice	02/05/2025	02/05/2025 Regular EMERGENCY SATELLITE PHONES - 02/2025	0.00 0.00	164.26 164.26	67033
013820 IN-0000060222	SC FUELS Invoice	02/05/2025	02/05/2025 Regular FUEL FOR VEHICLES	0.00 0.00	2,801.69 2,801.69	67034
009898 GAS0125	SOCALGAS Invoice	02/05/2025	02/05/2025 Manual HEAT FOR SHOP 12/16/24 - 01/16/25	0.00 0.00	904.27 904.27	902649
009880 SCE0125	SOUTHERN CALIFORNIA EDISON CO Invoice	02/04/2025	02/05/2025 Manual POWER TO BUILDINGS & GENERATORS - 01/2025	0.00 0.00	1,803.01 1,803.01	902652
009878 SCE0125	SOUTHERN CALIFORNIA EDISON Invoice	02/05/2025	02/05/2025 Manual POWER FOR PUMPING - 1/2025	0.00 0.00	43,082.66 43,082.66	902651

Check Report

Date Range: 02/01/2025 - 02/28/2025

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	
VEN01020	SOUTHWEST NETWORKS INC	02/19/2025	Regular	0.00	1,216.75	67073
25-1094	Invoice	02/19/2025	SUPPLEMENTAL IT (AMC) - 01/2025	0.00	183.75	
25-2011SC	Invoice	02/19/2025	OFFICE 365 MONTHLY MAINT - 03/2025	0.00	1,033.00	
014103	STACY DOOLITTLE	02/05/2025	Regular	0.00	-125.96	66192
014103	STACY DOOLITTLE	02/05/2025	Regular	0.00	-234.41	66406
014103	STACY DOOLITTLE	02/05/2025	Regular	0.00	360.37	67043
SD031924	Invoice	03/20/2024	MILEAGE REIMBURSEMENT	0.00	125.96	
SD51624	Invoice	06/05/2024	MEALS, PARKING & TRANSPORT REIMBURSEMENT	0.00	234.41	
014143	STEPHEN AND NANCY GOBRIAL	02/05/2025	Regular	0.00	63.16	67035
SNG020325	Invoice	02/05/2025	METER UPGRADE RECONCILIATION REFUND	0.00	63.16	
014117	SUN LIFE ASSURANCE COMPANY OF CANADA	02/19/2025	Regular	0.00	1,228.25	67074
SLO21325	Invoice	02/19/2025	EE LIFE INSURANCE - 03/2025	0.00	1,228.25	
014114	TOMAS SHORT	02/05/2025	Regular	0.00	129.50	67037
TS013025	Invoice	02/05/2025	MILEAGE REIMBURSEMENT	0.00	129.50	
010850	UNDERGROUND SERVICE ALERT	02/05/2025	Regular	0.00	109.90	67038
120250357	Invoice	02/05/2025	TICKET DELIVERY SERVICE - 01/2025	0.00	109.90	
CC-DAN	US BANK CORPORATE	02/05/2025	Manual	0.00	378.27	902645
US0125	Invoice	02/05/2025	SMALL TOOLS/PUMPING PLANT SUPPLIES	0.00	378.27	
CC-DAVID	US BANK CORPORATE	02/10/2025	Regular	0.00	-868.43	902635
CC-DAVID	US BANK CORPORATE	02/05/2025	Manual	0.00	841.04	902646
US0125	Invoice	02/05/2025	ADOBE SUBSCRIPT/OFFSITE STORAGE/WEBSITE DOMAIN	0.00	841.04	
CC-SARAH	US BANK CORPORATE	02/05/2025	Manual	0.00	4,744.85	902647
US0125	Invoice	02/05/2025	EE & DIRECTOR TRAINING/SOFTWARE/PERSONNEL	0.00	4,744.85	
014107	UTILITY COST MANAGEMENT LLC	02/19/2025	Regular	0.00	285.59	67067
26144	Invoice	02/19/2025	SCE SAVINGS COMMISSION 09/2024 - 12/2024	0.00	285.59	
014056	VISUAL EDGE IT INC	02/05/2025	Regular	0.00	279.22	67039
24AR2395171	Invoice	02/05/2025	OFFICE EXPENSE 12/30/24 - 1/29/25	0.00	279.22	
000327	WATER QUALITY SPECIALISTS	02/05/2025	Regular	0.00	4,012.00	67040
10168	Invoice	02/05/2025	HDMC WWTP: OPERATION & MAINT - 01/2025	0.00	4,012.00	
011615	WESTERN EXTERMINATOR	02/19/2025	Regular	0.00	78.96	67070
73554609	Invoice	02/19/2025	PEST CONTROL SERVICES - SHOP & OFFICE	0.00	78.96	
014141	WILLIAM H KERSHNER	02/05/2025	Regular	0.00	481.70	67041
WHK020325	Invoice	02/05/2025	METER REPAIR RECONCILIATION REFUND	0.00	481.70	

Bank Code AP Summary

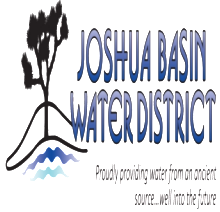
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	67	0.00	161,127.72
Manual Checks	19	19	0.00	107,685.31
Voided Checks	0	4	0.00	-2,018.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	123	90	0.00	266,794.23

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	67	0.00	161,127.72
Manual Checks	19	19	0.00	107,685.31
Voided Checks	0	4	0.00	-2,018.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	123	90	0.00	266,794.23

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	2/2025	266,794.23
			266,794.23



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 02/01/2025 - 02/28/2025

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	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	02/05/2025	Manual	0.00	413.35	950173
429589485	Invoice	02/05/2025	MEDICAL FSA USE	0.00	241.68	
430538046	Invoice	02/05/2025	MEDICAL FSA USE	0.00	11.18	
430545917	Invoice	02/05/2025	MEDICAL FSA USE	0.00	66.76	
430549559	Invoice	02/05/2025	MEDICAL FSA USE	0.00	44.25	
430557480	Invoice	02/05/2025	MEDICAL FSA USE	0.00	30.00	
652745914	Invoice	02/05/2025	MEDICAL FSA USE	0.00	19.48	
000248	PAYCHEX	02/10/2025	Manual	0.00	5.25	950174
433769040	Invoice	02/10/2025	MEDICAL FSA USE	0.00	5.25	
000248	PAYCHEX	02/12/2025	Manual	0.00	282.90	950175
434884688	Invoice	02/12/2025	MEDICAL FSA USE	0.00	20.00	
435003974	Invoice	02/12/2025	MEDICAL FSA USE	0.00	2.11	
435135672	Invoice	02/12/2025	MEDICAL FSA USE	0.00	11.33	
435368029	Invoice	02/12/2025	MEDICAL FSA USE	0.00	5.00	
435691579	Invoice	02/12/2025	MEDICAL FSA USE	0.00	15.00	
435856577	Invoice	02/12/2025	MEDICAL FSA USE	0.00	20.47	
435891400	Invoice	02/12/2025	MEDICAL FSA USE	0.00	5.00	
435900309	Invoice	02/12/2025	MEDICAL FSA USE	0.00	203.99	
000248	PAYCHEX	02/14/2025	Manual	0.00	528.03	950176
2025021201	Invoice	02/14/2025	PAYROLL PROCESSING FEE - 02/14/25	0.00	528.03	
000248	PAYCHEX	02/14/2025	Manual	0.00	75.00	950177
30326440	Invoice	02/14/2025	FSA PROCESSING FEE - 02/2025	0.00	75.00	
000248	PAYCHEX	02/19/2025	Manual	0.00	2.70	950178
438436436	Invoice	02/19/2025	MEDICAL FSA USE	0.00	2.70	
000248	PAYCHEX	02/25/2025	Manual	0.00	5.47	950179
656709829	Invoice	02/25/2025	MEDICAL FSA USE	0.00	5.47	
000248	PAYCHEX	02/26/2025	Manual	0.00	206.00	950180
1415049247	Invoice	02/26/2025	MEDICAL FSA USE	0.00	206.00	
000248	PAYCHEX	02/28/2025	Manual	0.00	558.09	950181
2025022601	Invoice	02/28/2025	PAYROLL PROCESSING FEE - 02/28/25	0.00	558.09	
000248	PAYCHEX	02/28/2025	Manual	0.00	20.00	950182
1417097546	Invoice	02/28/2025	MEDICAL FSA USE	0.00	20.00	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	22	10	0.00	2,096.79
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	10	0.00	2,096.79

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	22	10	0.00	2,096.79
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	10	0.00	2,096.79

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	2/2025	2,096.79
			2,096.79

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
02-00021-013	VAUGHT, BRANDON J	2/5/2025	Refund	74.25	Check #: 66998
11-00084-008	ARSENAULT, MICHAEL P	2/5/2025	Refund	205.84	Check #: 66999
58-00244-014	LINARES, ABIGAIL F	2/5/2025	Refund	45.55	Check #: 67000
62-00092-005	NIBLOCK, TREVOR G E	2/5/2025	Refund	97.29	Check #: 67001
06-00028-015	DOOR24 LLC	2/19/2025	Refund	76.84	Check #: 67045
08-00102-012	QUICK HOME BUYERS CORP	2/19/2025	Refund	167.78	Check #: 67046
10-00291-000	LOUIS C MULVANEY IRREVOCABLE TR -EST OF	2/19/2025	Refund	142.38	Check #: 67047
50-00029-006	DIXON FAMILY TRUST 4/23/14	2/19/2025	Refund	151.83	Check #: 67048
65-00156-006	STROSKA, ROXANNA	2/19/2025	Refund	282.71	Check #: 67049
10-00428-014	INC, CROWN CONTRACTING	2/19/2025	Refund	214.55	Check #: 67050
				<u>1,459.02</u>	

<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	02/19/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
					Totals:	\$173.63	\$0.00
					Employee Total:	\$173.63	

<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	01/27/2025	ASBCSD DINNER - PAID 100/504//10050	1.0000	\$173.63		
		02/05/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
		02/19/2025	JBWD BOARD MEETING - 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>	
511	Floen, Tom	01/29/2025	ADHOC COMMITTEE MEETING - PAID Note: AD HOC COMMITTEE - GM PERFORMANCE 100/504//10050	1.0000	\$173.63		
		01/29/2025	OTHER MEETING - PAID Note: FLOEN - MEETING WITH GM & LEGAL COUNSEL, SECOND MEETING NO STIPEND 100/504//10050	0.0000			
		02/05/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63		
		02/19/2025	JBWD BOARD MEETING - 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>
512	Jarlsberg, Jane	01/27/2025	ASBCSD DINNER - PAID 100/504//10050	1.0000	\$173.63	
		01/29/2025	ADHOC COMMITTEE MEETING - PAID Note: AD HOC COMMITTEE - GM PERFORMANCE 100/504//10050	1.0000	\$173.63	
		01/29/2025	OTHER MEETING - PAID Note: MEETING WITH GM & LEGAL COUNSEL - SECOND MEETING NO STIPEND 100/504//10050	0.0000		
		02/05/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		02/06/2025	OTHER MEETING - PAID Note: MWA TAC MEETING 100/504//10050	1.0000	\$173.63	
		02/19/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

<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, Thomas	01/27/2025	ASBCSD DINNER - PAID 100/504//10050	1.0000	\$173.63	
		02/05/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		02/19/2025	JBWD BOARD 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>
JBWD BOARD MEETING - PAID	9.0000	\$1,562.67	
ASBCSD DINNER - PAID	3.0000	\$520.89	
ADHOC COMMITTEE MEETING - PAID	2.0000	\$347.26	
OTHER MEETING - PAID	1.0000	\$173.63	

Grand Totals:	\$2,604.45	\$0.00
Grand Total:	\$2,604.45	



AGENDA ITEM NO:	7B
MEETING DATE:	04.16.25

Staff Report

PRESENTED BY:	DAVID SHOOK, DIRECTOR OF ADMINISTRATION
TOPIC:	INCREASING THE DISTRICT’S LOW-INCOME ASSISTANCE CAP TO \$300
RECOMMENDATION:	RECOMMEND THAT THE BOARD OF DIRECTORS INCREASE THE ANNUAL CAP FOR THE LOW-INCOME ASSISTANCE PROGRAM TO \$300 AND AUTHORIZE STAFF TO UPDATE THE MEMORANDUM OF UNDERSTANDING WITH INLAND SOCIAL UNITED WAY TO REFLECT THIS CHANGE.

SUMMARY: Staff recommends increasing the cap on the current low-income assistance program from \$100 per year to \$300 per year (assistance would be limited to the amount of the customer’s bill and would not provide a credit beyond what is owed). This change is intended to encourage greater participation in the program among eligible low-income customers. The Board suggested this adjustment at the March 5th meeting.

BACKGROUND: Previous versions of this agreement provided \$50 per year in assistance. In 2023, the amount was increased to \$100 per year with approval from the Board. Participation in the program has remained relatively low, with some feedback suggesting that the process may be too burdensome for the \$100 benefit offered.

Inland SoCal United Way administers this program on behalf of Joshua Basin Water District and is already aware of our proposed change to \$300 a year. They are awaiting our approval to move forward with an updated MOU.

ATTACHMENT: Addendum MOU between Inland SoCal United Way and Joshua Basin Water District

FISCAL IMPACT: As budgeted - Because overall program activity has been minimal, no budget adjustment is being requested at this time.



**ADDENDUM
To the Memorandum of Understanding Between
Inland Southern California United Way and
Joshua Basin Water District**

This addendum shall amend the current Memorandum of Understanding (MOU) between Inland Southern California United Way (formerly United Way of the Desert) and Joshua Basin Water District regarding the Emergency Assistance Program for the customers of JBWD, entered into as of March 1, 2023, a copy of which is attached. This is the first amendment to the original MOU.

Through this Addendum, the parties wish to bring forth the following changes to the original MOU:

- Clients may be granted a total of \$300 in water assistance credit per 12- month period. This is a change from the previous total of \$100.

This Addendum may be amended by mutual consent of both parties, only by a subsequent agreement executed in writing by both parties.

All other terms and conditions remain unchanged and in effect, unless terminated as provided in the terms of the MOU.

_____	Date	_____
Kimberly Starrs		
President & CEO		
Inland SoCal United Way/Inland SoCal 211+		

_____	Date	_____
David Shook		
Director of Administration		
Joshua Basin Water District		



AGENDA ITEM NO:	7C
MEETING DATE:	04.16.25

Staff Report

PRESENTED BY:	DAVID SHOOK, DIRECTOR OF ADMINISTRATION
TOPIC:	MODIFY THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP)
RECOMMENDATION:	RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 25-1073 AMENDING THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM REDUCING THE BILL QUALIFICATION THRESHOLD FROM \$700 TO \$500.

SUMMARY: Staff recommend modifying the current CAAP program by reducing the bill qualification threshold from \$700 to \$500. This adjustment is intended to expand the program’s reach and allow assistance for more customers. The Board requested this modification at the March 5th meeting.

BACKGROUND: Over the past year, there were minimal rejected applications for CAAP. Staff found that only two customers were ineligible for the CAAP program due to the \$700 threshold, making them unable to receive assistance. Other rejected applications included property owners seeking help for short-term rental properties.

PROPOSED REGULATION CHANGES: **Article 1.23**
Customer Account Assistance Program (CAAP) (Amended by Resolution No. ~~18-982-09/19/2018~~ **25-1073**)

The Customer Account Assistance Program (CAAP) provides a method to request bill reduction for a bill of unknown or accidental origin. The program was created to assist customers who have experienced extraordinary or unusual circumstances. The procedure includes the customer’s written CAAP application and JBWD investigation. Until the JBWD receives the customer’s written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee.

While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date. The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

Guidelines for Assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey will be offered to customer to help detect leaks and opportunities for reducing water use. Customer, or representative, must be present at the water survey conducted by a JBWD employee.

- Customers are limited to two (2) CAAP's within a five (5) year period at the same location. A new owner or customer at the same location may be considered for additional assistance.
- Customers must live as their primary residence at property address where assistance is requested and provide proof of residency satisfactory to JBWD, such as property tax homeowner's exemption.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills for the month(s) in question. If difference between current and prior year's water bills is greater than ~~\$700.00~~ \$500.00, the customer is eligible for assistance. If this is a new account with no previous year comparable usage, then an average consumption of all months on the account will be used as the comparator. If this is the first bill for the account, the District-wide average consumption for similar meters, for the same month, will be used to calculate the amount of assistance.
- If the difference is less than ~~\$700.00~~ \$500.00, the account is not eligible for a CAAP. Assistance in the form of an interest – free payment plan, following existing procedures will be offered.
- If the difference is more than ~~\$700.00~~ \$500.00, the water bill will be recalculated using the Water Flow Charges for 1.5", 2", and 3" meters. The recalculated bill is the customer's responsibility to pay. The customer may request a payment plan in accordance with existing procedures for the balance.

ATTACHMENT: Resolution 25-1073

FISCAL IMPACT: As budgeted - Because overall program activity has been minimal, no budget adjustment is being requested at this time.

RESOLUTION NO. 25-1073

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
AMENDING THE RULES AND REGULATIONS, RELATED TO THE
CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP)**

WHEREAS, the Joshua Basin Water District has adopted regulations to provide assistance to customers who receive unexpectedly high water bills due to unknown or accidental causes; and

WHEREAS, these regulations are outlined in Article 1.23(b) of the Joshua Basin Water District Rules and Regulations, referred to as the Customer Account Assistance Program (CAAP); and

WHEREAS, the current qualification criteria require that the bill in question be at least \$700 higher than the customer's bill for the same period in the previous year; and

WHEREAS, at the March 5th meeting, the Board requested staff to explore options to reduce the threshold for assistance to expand access to eligible customers; and

WHEREAS, lowering the threshold to a difference of \$500 may provide expanded access to the program without necessitating a budget adjustment at this time due to the program's current low activity level;

NOW THEREFORE, BE IT RESOLVED that Article 1.23(b) is amended as follows:

Article 1.23

Customer Account Assistance Program (CAAP) (Amended by Resolution No. 18-982, and Resolution No. 25-1073)

The Customer Account Assistance Program (CAAP) provides a method to request bill reduction for a bill of unknown or accidental origin. The Program was created to assist customers who have experienced extraordinary or unusual circumstances. The procedure includes the customer's written CAAP application and JBWD investigation. Until the JBWD receives the customer's written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation, will be forwarded to the General Manager or a designee.

While the CAAP application is being reviewed, a good faith payment, equal to the amount of the bill for the same month in the prior year, must be paid by the due date. The General Manager or a designee shall determine the amount of assistance, if any, based upon review of the information obtained and in accordance with the current policy. No assistance will be considered for excessive water use cases that result from a violation of the JBWD Rules and Regulations.

Guidelines for Assistance

- Account holder must show proof of repair of any leaks before receiving assistance. A Water Survey will be offered to customer to help detect leaks and opportunities for reducing water use. Customer, or representative, must be present at the water survey conducted by a JBWD employee.
- Customers are limited to two (2) CAAPs within a five (5) year period at the same location. A new owner or customer at the same location may be considered for additional assistance. • Customers must live as their primary residence at property address where assistance is requested and provide proof of residency satisfactory to JBWD, such as property tax homeowner’s exemption.
- Assistance is limited to no more than two consecutive monthly billing cycles; assistance is calculated by comparing the difference between the current and the prior year’s bills for the month(s) in question. If difference between current and prior year’s water bills is greater than \$500.00, the customer is eligible for assistance. If this is a new account with no previous year comparable usage, then an average consumption of all months on the account will be used as the comparator. If this is the first bill for the account, the District-wide average consumption for similar meters, for the same month, will be used to calculate the amount of assistance.
- If the difference is less than \$500.00, the account is not eligible for a CAAP. Assistance in the form of an interest-free payment plan, following existing procedures will be offered.
- If the difference is more than \$500.00, the water bill will be recalculated using the Water Flow Charges for 1.5”, 2”, and 3” meters. The recalculated bill is the customer’s responsibility to pay. The customer may request a payment plan in accordance with existing procedures for the balance.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Joshua Basin Water District this 16th day of April, 2025, by the following vote:

Ayes _____
Noes _____
Absent _____
Abstain _____

Thomas Floen, President

Sarah Johnson, General Manager



AGENDA ITEM NO:	7E
MEETING DATE:	04.16.25

Staff Report

PRESENTED BY:	General Manager, Sarah Johnson
TOPIC:	AMENDING BOARD MEETING TIME
RECOMMENDATION:	Recommend the Board of Directors Adopt Resolution 25-1072, Amending Article 3.02 of the Administration Code, moving the start time of the Regular Meetings of the Board of Directors to 4:00 p.m.

SUMMARY: Staff recommend amending Article 3.02 of the Administrative Code to change the start time of Regular Board meetings from 5:30 p.m. to 4:00 p.m. to enhance meeting efficiency and align with District operations.

An earlier start time would reduce fatigue for Board members, staff, and the public—helping to lead to more focused and productive discussions. It would also make scheduling easier for guest presenters and consultants, ensuring key information is delivered at optimal times.

Importantly, public access would remain robust through multiple participation options, including live streaming, recorded video archives, and written or in-person public comment.

This adjustment reflects a growing regional trend among public agencies toward earlier meetings to promote efficiency and accessibility. Adopting a 4:00 p.m. start time would support the District’s continued efforts to serve the community effectively and responsibly.

For reference, the meeting times of other nearby water agencies are as follows:

- **Coachella Valley Water District** – 8:00 a.m.
- **Desert Water Agency** – 8:00 a.m.
- **Colorado Regional Water Quality Control Board** – 9:00 a.m.
- **Mojave Water Agency** – 9:30 a.m.
- **Mission Springs Water District** – 3:00 p.m.
- **Hi-Desert Water District** – 4:00 p.m. (*considering moving to 9:00 a.m.*)
- **Twentynine Palms Water District** – 4:00 p.m. (once a month)
- **Bighorn Desert View Water Agency** – 6:00 p.m. (once a month)

Changing the Board meeting start time to 4:00 p.m. aligns with industry practices and enhances the overall effectiveness of meetings while maintaining accessibility for the public.

FISCAL IMPACT: This change presents a minimal, yet positive opportunity for cost savings, primarily through reduced overtime for non-exempt staff and lower facility energy usage.

RESOLUTION NO. 25-1072

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF JOSHUA BASIN WATER DISTRICT
AMENDING ARTICLE 3.02 OF THE ADMINISTRATIVE CODE
REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

WHEREAS, Article 3.02 states that regular meetings of the Board of Directors shall be held on the first and third Wednesday of each month, at 5:30 PM unless said Wednesday falls upon a holiday designated in Section 6700 of the Government Code of the State of California. Such regular meetings shall be cancelled or held at a date and time determined by the Board, and the staff shall arrange its affairs accordingly.

NOW, THEREFORE, BE IT RESOLVED, that Article 3.02, of the Administrative Code, be amended as follows:

Regular meetings of the Board of Directors shall be held on the first and third Wednesday of each month, at 4:00 p.m., unless said Wednesday falls on a holiday designated in Section 6700 of the Government Code of the State of California. In such cases, the regular meeting shall either be cancelled or rescheduled to a date and time determined by the Board of Directors.

NOW THEREFORE, BE IT RESOLVED, this Resolution is effective immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors this 16th day of April 2025, by the following vote:

Ayes _____
Noes _____
Absent _____
Abstain _____

Thomas Floen, President

Sarah Johnson, General Manager