

**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, November 5, 2025 at 5:00 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. 4-7

**A. DRAFT MINUTES – 10.15.25**

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

**7. DISCUSSION/ACTION CALENDAR**

Pg. 8-20

**A. SEPTEMBER 2025 CHECK REGISTER**

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE CHECK REGISTER

Pg. 21-38

**B. INDIRECT COST RATE ANALYSIS (PREV. COST ALLOCATION PLAN)**

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE, INTRODUCING NICOLE KISSAM, DIRECTOR, NBS

RECOMMENDED ACTION: REVIEW AND APPROVE.

Pg. 39-63

**C. CHROMIUM-6 COMPLIANCE STRATEGY AND CONTRACTING FOR LEGISLATIVE ADVOCACY PROFESSIONAL SERVICES**

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON, INTRODUCING JAIME ROJAS, PRESIDENT, ROJAS PUBLIC AFFAIRS

RECOMMENDED ACTION: AUTHORIZE THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ROJAS PUBLIC AFFAIRS (RPA) FOR STATE AND FEDERAL LEGISLATIVE ADVOCACY SERVICES AT A MONTHLY RETAINER OF \$5,000.

Pg. N/A

**D. PUBLIC OUTREACH REPORT**

PRESENTED BY: PUBLIC OUTREACH CONSULTANT, KATHLEEN RADNICH

RECOMMENDED ACTION: FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS TO BE TAKEN.

**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. Director requests are located on pages following the agenda.

**A. DIRECTORS REPORTS**

**B. GENERAL MANAGER REPORT**

## 9. ADJOURNMENT

CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS	DATE	TIME	ATTENDEE(S)
MWA – BOARD MEETING	11.13.25	9:30 AM	SHORT
ACWA – REGION 9 EVENT	11.13.25 – 11.14.25	MULTIDAY	DOOLITTLE/JARLSBERG/ SHORT
ASBCSD – DINNER	11.17.25	5:00 PM	DOOLITTLE/JARLSBERG/ SHORT
JBWD – MANAGER MEETUPS	11.18.25	9:00 AM	SHORT/FICK
JBWD – BOARD MEETING	11.19.25	5:00 PM	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](http://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 OCTOBER 15, 2025, 5:00 pm

### AGENDA ITEMS

#### 1. CALL TO ORDER

President Floen called the meeting to order at 5:00 p.m.

#### 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, Interim Director of Operations Kolisz, Accounting Supervisor Rich, Executive Assistant Thompson

**Consultant(s) Present:** Legal Counsel, Nicole Falcis, Public Consultant, Kathleen Radnich (attended remotely)

**Citizens Advisory Council Member(s) Present:** David Carrillo

#### 3. APPROVAL OF THE AGENDA

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

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

#### 4. PUBLIC COMMENT – None

#### 5. CONSENT CALENDAR

##### A. DRAFT MINUTES – 10.01.25

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

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

**6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None**

**7. DISCUSSION/ACTION CALENDAR**

**A. DUMP TRUCK ACQUISITION**

PRESENTED BY: INTERIM DIRECTOR OF OPERATIONS, RAY KOLISZ

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO PURCHASE A 2025 FREIGHTLINER M2 PLUS DUMP TRUCK.

Interim Director of Operations Ray Kolisz presented the District’s proposed dump truck acquisition. Kolisz reported that three competitive quotes were obtained from different manufacturers. Staff is recommending the purchase of a new 2025 Freightliner M2, which falls within the budgeted allocation. Kolisz noted that the District’s current 2019 Kenworth dump truck has limited capacity and towing capability. The proposed Freightliner will improve operational efficiency by allowing staff to transport larger loads and tow the backhoe trailer. It also includes enhanced safety features, such as a center ditch gate and spreader apron. The vehicle will support daily operations as well as emergency response needs within the mutual aid network.

Director Fick made a motion to approve the May 2025 check register, seconded by Director Short and approved by the following vote:

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

**B. AUGUST 2025 CHECK REGISTER**

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE CHECK REGISTER.

Director Jarlsberg made a motion to approve the August 2025 check register, seconded by Director Short and approved by the following vote:

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

**C. INVESTMENT REPORT FOR FISCAL YEAR ENDING 06/30/2025**

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN, INTRODUCTION KYLE TANAKA, DIRECTOR/PROGRAM ADMINISTRATOR, CAMP

RECOMMENDED ACTION: FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS TO BE TAKEN.

Director of Finance, Anne Roman, introduced Kyle Tanaka from CAMP, who provided a brief market overview focused on interest rate cuts and their impact on the District’s investment pools. Tanaka noted that yields between CAMP and LAIF are becoming more closely aligned and discussed broader economic factors influencing the market.

Roman then presented the Investment Report for the fiscal year ending June 30, 2025, highlighting strong interest earnings from LAIF on HDMC wastewater and from CAMP on emergency capital funds, resulting in a record year for interest.

**D. 2024/25 RESERVE USAGE AND FUNDING TRANSFERS**

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE 2024/25 RESERVE TRANSFERS.

Director of Finance, Anne Roman, presented the 2024/25 Reserve Usage and Funding Transfers. Roman explained that transfers were made from the LAIF Reserve to reimburse the LAIF Cash Flow Reserve, from the Cash Flow Reserve to various designated LAIF Reserve funds as identified in the 2023 Rate Study, and from the Cash Flow Reserve to the LAIF Operating Fund to maintain coverage in accordance with the Reserve Policy.

Roman provided a schedule showing the beginning and ending balances for each reserve account and a cash account map outlining transfers between the General/Payroll Fund, LAIF, and CAMP. Roman also noted that the meter replacement program has ended, leaving the LAIF Meter Replacement Reserve unused, with no new funds being transferred into it. Staff will bring recommendations for redistributing these funds, along with related reserve policy considerations, to a future meeting.

After much discussion, Vice President Doolittle motioned to add a Special Meeting for a Financial Reserve Workshop discussion to a future agenda item before the end of the year, seconded by Director Fick, and approved by the following vote:

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

Director Jarlsberg motioned to approve the 2024/25 Reserve Usage and Funding Transfers, seconded by Director Short, and approved by the following vote:

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

**8. REPORTS AND COMMENTS**

President Floen

- Floen announced that he will be participating in the Great ShakeOut event on Saturday, October 18, at 9:00 a.m., at the Tractor Supply parking lot in Yucca Valley, representing the District as Board President. Floen invited other directors to attend if they wished.

Vice President Doolittle

- None

#### Director Jarlsberg

- Jarlsberg reported that she met with General Manager Sarah Johnson to discuss recruiting strategies for engaging young people and encouraging interest in careers within the water industry.
- Jarlsberg attended the Yucca Valley Western Joshua Tree Conservation Act Community Forum on October 15, where Assemblymember Greg Wallis served as the keynote speaker.

#### Director Short

- Director Short attended the MWA TAC Meeting on October 2nd, where topics included pilot holes to assess geochemical risks without complete drilling and a well monitoring program. Short mentioned that the key takeaway was that their data meets all USGS and Department of the Interior standards.

#### Director Fick

- Fick expressed concerns about the rezoning of the Joshua Tree Resort project and the potential redirection of water flow from Joshua Tree Creek and its floodplain, which is scheduled to be considered at the County Planning Commission meeting on October 23rd. Fick requested that District staff submit comments to the County Planning Department by that date.

#### Staff Reports

##### Director of Finance Anne Roman:

- Roman reported that starting in November, the Finance Department will make every effort to start bringing the monthly check registers to the first board meeting instead of the second meeting of the month.

## **9. ADJOURNMENT**

On motion by Director Short seconded by Director Jarlsberg, and approved by the Board, the meeting was adjourned at 7:00 pm.

Respectfully submitted,

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Sarah Johnson, General Manager & Board Secretary



<b>AGENDA ITEM NO:</b>	7A
<b>MEETING DATE:</b>	11.05.25

## Staff Report

<b>PRESENTED BY:</b>	Anne Roman, Director of Finance
<b>TOPIC:</b>	<b>SEPTEMBER 2025 CHECK REGISTER</b>
<b>RECOMMENDATION:</b>	Approve check register.

**SUMMARY:** The September 2025 check register is presented for review and approval. **This register contains checks, most of which have previously been reviewed and signed by various Directors.** The regular check register totals \$456,098.11, payroll processing register \$1,364.18, utility refunds of \$1,121.87 and Director stipends of \$3,000.

**ANALYSIS:** The check register includes the following notable items:

- The Van Dyke Corporation check for \$43,068.25 for recharge pipeline repair, reimbursement of which is being pursued from CalTrans' contractor.
- USDA Rural Development for \$166,362.36 for Copper Mountain Mesa (CMM) Debt service.
- The Payroll processing cost register includes \$1,018.32 of payroll and FSA processing costs, with the remainder in employee-funded FSA reimbursements.

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

The regular check register totals \$456,098.11, payroll processing register \$1,364.18, utility refunds of \$1,121.87 and Director stipends of \$3,000.

**RECOMMENDED ACTION:** Approve check register.

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**FISCAL IMPACT:** N/A



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 09/01/2025 - 09/30/2025

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	
<b>Bank Code: AP-AP Cash</b>						
000504	ACTION PUMPING INC	09/17/2025	Regular	0.00	2,000.00	67607
<a href="#">38468</a>	Invoice	09/17/2025	WELL 15 MAINTENANCE	0.00	2,000.00	
000501	ACWA JPIA	09/17/2025	Regular	0.00	22,389.58	67608
<a href="#">0707020</a>	Invoice	09/17/2025	EE HEALTH BENEFIT & EAP - 10/2025	0.00	22,389.58	
013998	AMAZON CAPITAL SERVICES INC	09/03/2025	Regular	0.00	176.38	67570
<a href="#">199M-XDPV-9XX9</a>	Invoice	09/03/2025	BUILDING MAINTENANCE - SHOP	0.00	176.38	
013998	AMAZON CAPITAL SERVICES INC	09/03/2025	Regular	0.00	2,650.54	67571
<a href="#">1MGV-TXPY-F3DP</a>	Invoice	09/03/2025	UNIFORMS/OFFICE SUPPLIES/SHOP OFFICE SUPPLIES	0.00	2,650.54	
000675	AQUA METRIC SALES COMPANY	09/03/2025	Regular	0.00	1,308.06	67596
<a href="#">INV0109982</a>	Invoice	09/03/2025	METER REPAIR SUPPLIES	0.00	1,308.06	
013019	ARBORIST SERVICES	09/17/2025	Regular	0.00	950.00	67621
<a href="#">9220</a>	Invoice	09/17/2025	DEMO GARDEN/BUILD MAINT 08/16/25 - 09/15/25	0.00	950.00	
014104	ARDURRA GROUP INC	09/17/2025	Regular	0.00	1,430.00	67609
<a href="#">171839</a>	Invoice	09/17/2025	ENGINEERING SVS: E2-1 TANK 08/01/25 - 08/31/25	0.00	1,430.00	
000950	ASSOCIATION OF THE SB CO SPEC DISTRICTS	09/03/2025	Regular	0.00	40.00	67572
<a href="#">400</a>	Invoice	09/03/2025	MONTHLY DINNER 07/21/25: JARLSBERG	0.00	40.00	
000950	ASSOCIATION OF THE SB CO SPEC DISTRICTS	09/03/2025	Regular	0.00	70.00	67573
<a href="#">401</a>	Invoice	09/03/2025	MONTHLY DINNER 08/18/25: FICK & JARLSBERG	0.00	70.00	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	09/30/2025	Regular	0.00	11,846.22	67640
<a href="#">761361</a>	Invoice	09/30/2025	LABOR LEGAL SERVICES - 08/2025	0.00	6,765.16	
<a href="#">761371</a>	Invoice	09/30/2025	LEGAL SERVICES - 08/2025	0.00	5,081.06	
001630	ATT MOBILITY	09/17/2025	Manual	0.00	2,458.29	902797
<a href="#">829480028X090...</a>	Invoice	09/17/2025	COMMUNICATIONS - 08/2025	0.00	2,458.29	
000214	BABCOCK LABORATORIES INC	09/03/2025	Regular	0.00	992.34	67574
<a href="#">CH51119-2287</a>	Invoice	09/03/2025	SAMPLING	0.00	396.40	
<a href="#">CH51596-2287</a>	Invoice	09/03/2025	SAMPLING	0.00	198.20	
<a href="#">CH51679-2287</a>	Invoice	09/03/2025	SAMPLING	0.00	283.14	
<a href="#">CH51818-2287</a>	Invoice	09/03/2025	SAMPLING	0.00	114.60	
000214	BABCOCK LABORATORIES INC	09/17/2025	Regular	0.00	939.64	67610
<a href="#">CH51056-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	198.10	
<a href="#">CI50247-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	247.18	
<a href="#">CI50373-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	133.70	
<a href="#">CI50383-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	19.10	
<a href="#">CI50631-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	133.70	
<a href="#">CI50852-2287</a>	Invoice	09/17/2025	SAMPLING	0.00	207.86	
004110	BURRTEC WASTE AND RECYCLING SVCS	09/03/2025	Manual	0.00	189.90	902789
<a href="#">BW0925</a>	Invoice	09/03/2025	TRASH & RECYCLING (OFFICE) - 09/2025	0.00	189.90	
004110	BURRTEC WASTE AND RECYCLING SVCS	09/17/2025	Manual	0.00	1,186.58	902800
<a href="#">BW083125</a>	Invoice	09/17/2025	TRASH REMOVAL (SHOP) - 08/2025	0.00	1,186.58	
001517	CalPERS	09/12/2025	Manual	0.00	12,245.84	902796
<a href="#">PPE 9-5-25</a>	Invoice	09/12/2025	PAY PERIOD ENDING 9/5/25	0.00	12,245.84	
001517	CalPERS	09/25/2025	Manual	0.00	12,299.30	902803

Check Report

Date Range: 09/01/2025 - 09/30/2025

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	
<a href="#">PPE 9-19-25</a>	Invoice	09/25/2025	PAY PERIOD ENDING 9/19/25	0.00	12,299.30	
014172	CAROL T COHEN TRUSTEE OF THE CAROL T COH	09/17/2025	Regular	0.00	417.01	67611
<a href="#">CTCT090425</a>	Invoice	09/17/2025	METER INSTALL REFUND	0.00	417.01	
001555	CENTRATREL LLC	09/03/2025	Regular	0.00	1,118.48	67575
<a href="#">250902252101</a>	Invoice	09/03/2025	DISPATCH SERVICES - 08/2025	0.00	1,118.48	
000510	CHARTER COMMUNICATIONS	09/17/2025	Regular	0.00	570.00	67612
<a href="#">116905701090125</a>	Invoice	09/17/2025	INTERNET SERVICES - 09/2025	0.00	570.00	
014052	CJ BROWN AND COMPANY CPAS - AN ACCOUN	09/17/2025	Regular	0.00	188.00	67613
<a href="#">CJBC083125</a>	Invoice	09/17/2025	FINANCIAL AUDIT 24/25 - 08/2025	0.00	188.00	
001850	CLINICAL LABORATORY OF SAN BERNARDINO IN	09/17/2025	Regular	0.00	1,102.50	67614
<a href="#">2501441-JOS02</a>	Invoice	09/17/2025	HDMC WWTP SAMPLING- AUG 25	0.00	1,102.50	
000237	COLONIAL LIFE AND ACCIDENT INSURANCE CO I	09/03/2025	Manual	0.00	1,258.14	902788
<a href="#">39905610801763</a>	Invoice	09/03/2025	EE LIFE INSURANCE - 08/2025	0.00	1,258.14	
013373	CORE AND MAIN LP	09/17/2025	Regular	0.00	96.21	67615
<a href="#">X626792</a>	Invoice	09/17/2025	PUMPING PLANT SUPPLIES	0.00	96.21	
014108	DAVID FICK	09/03/2025	Regular	0.00	104.30	67577
<a href="#">DF082125</a>	Invoice	09/03/2025	MILEAGE REIMBURSEMENT	0.00	104.30	
013979	DESERT HOSE AND SUPPLY	09/03/2025	Regular	0.00	463.81	67578
<a href="#">9946</a>	Invoice	09/03/2025	VACUUM MAINTENANCE: E82	0.00	463.81	
014064	DIGIUM CLOUD SERVICE	09/17/2025	Regular	0.00	-758.22	67561
014064	DIGIUM CLOUD SERVICE	09/17/2025	Regular	0.00	758.22	67632
<a href="#">INV00347524</a>	Invoice	09/17/2025	OFFICE TELEPHONE – 09/2025	0.00	758.22	
014064	DIGIUM CLOUD SERVICE	09/17/2025	Regular	0.00	758.22	67639
<a href="#">INV00344222</a>	Invoice	08/20/2025	OFFICE TELEPHONE – 08/2025	0.00	758.22	
002565	DUDEK	09/17/2025	Regular	0.00	1,240.00	67616
<a href="#">202507339</a>	Invoice	09/17/2025	ENG SERV: HDMC WWTP 07/26/25 - 08/22/25	0.00	1,240.00	
013991	EIDE BAILLY LLP	09/17/2025	Regular	0.00	2,538.30	67617
<a href="#">EI01923088</a>	Invoice	09/17/2025	ACCOUNTING/AUDIT SERVICES - 07/2025	0.00	2,538.30	
000156	FORSHOCK	09/03/2025	Regular	0.00	304.00	67586
<a href="#">2500138</a>	Invoice	09/03/2025	MONTHLY SCADA MONITORING - 09/2025	0.00	38.00	
<a href="#">2500139</a>	Invoice	09/03/2025	MONTHLY SCADA MONITORING - 09/2025	0.00	266.00	
013222	FRONTIER COMMUNICATIONS INC	09/03/2025	Regular	0.00	293.80	67579
<a href="#">FC0925</a>	Invoice	09/03/2025	HDMC WWTP - TELEPHONE - 09/2025	0.00	293.80	
000058	GARDA CL WEST INC	09/03/2025	Regular	0.00	758.92	67580
<a href="#">10826780</a>	Invoice	09/03/2025	ARMORED COURIER – 09/2025	0.00	758.92	
013802	HASA INC	09/03/2025	Regular	0.00	912.34	67581
<a href="#">1065093</a>	Invoice	09/03/2025	WATER TREATMENT EXPENSE	0.00	912.34	
013802	HASA INC	09/17/2025	Regular	0.00	961.93	67618
<a href="#">1071208</a>	Invoice	09/17/2025	WATER TREATMENT EXPENSE	0.00	961.93	
004195	HOME DEPOT CREDIT SERVICES	09/17/2025	Manual	0.00	624.82	902802
<a href="#">HD0825</a>	Invoice	09/17/2025	SHOP EXP/BLDG MAINT-OFF/CHROMIUM VI START-UP	0.00	624.82	
013797	INFOSEND INC	09/17/2025	Regular	0.00	4,119.99	67619
<a href="#">294099</a>	Invoice	09/17/2025	PRINT & MAIL WATER BILL - 08/2025	0.00	4,119.99	
014119	JANE JARLSBERG	09/03/2025	Regular	0.00	104.30	67582
<a href="#">JJ082125</a>	Invoice	09/03/2025	MILEAGE REIMBURSEMENT	0.00	104.30	

Check Report

Date Range: 09/01/2025 - 09/30/2025

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
014119	JANE JARLSBERG		09/17/2025	Regular	0.00	745.15	67620
<a href="#">JJ090925</a>	Invoice	09/17/2025	MILEAGE & MEALS REIMBURSEMENT		0.00	649.25	
<a href="#">JJ091625</a>	Invoice	09/17/2025	MILEAGE REIMBURSEMENT		0.00	95.90	
009054	KATHLEEN J RADNICH		09/03/2025	Regular	0.00	4,500.00	67583
<a href="#">25-0831-1</a>	Invoice	09/03/2025	PUBLIC RELATIONS SERVICES - 08/2025		0.00	4,500.00	
013226	KENNY WARE		09/03/2025	Regular	0.00	60.00	67584
<a href="#">KW082025</a>	Invoice	09/03/2025	REIMB: T2 CERTIFICATION RENEWAL		0.00	60.00	
000205	LORI G HERBEL		09/17/2025	Regular	0.00	420.00	67622
<a href="#">OCT-DEC25</a>	Invoice	09/17/2025	PUBLIC INFO/FARMER'S MARKET 10/04/25 - 12/20/25		0.00	420.00	
006507	McMASTER CARR SUPPLY COMPANY		09/03/2025	Regular	0.00	200.94	67585
<a href="#">51025331</a>	Invoice	09/03/2025	SHOP EXPENSE		0.00	100.14	
<a href="#">51113054</a>	Invoice	09/03/2025	PUMPING PLANT SUPPLIES		0.00	100.80	
006507	McMASTER CARR SUPPLY COMPANY		09/17/2025	Regular	0.00	79.94	67625
<a href="#">51789524</a>	Invoice	09/17/2025	METER REPAIR SUPPLIES		0.00	79.94	
014042	MISSION SQUARE RETIREMENT		09/12/2025	Manual	0.00	4,083.50	902795
<a href="#">MSR091225</a>	Invoice	09/12/2025	EE & ER 457 REMITTANCE - 09/12/25		0.00	4,083.50	
014042	MISSION SQUARE RETIREMENT		09/26/2025	Manual	0.00	3,686.00	902804
<a href="#">MSR092625</a>	Invoice	09/26/2025	EE & ER 457 REMITTANCE - 09/26/25		0.00	3,686.00	
006800	MOJAVE WATER AGENCY		09/17/2025	Regular	0.00	36,482.00	67626
<a href="#">MWA091125</a>	Invoice	09/17/2025	WATER RECHARGE PURCHASE		0.00	36,482.00	
013990	MOMS DESERT VALLEY CLEANING		09/17/2025	Regular	0.00	1,500.00	67624
<a href="#">202509</a>	Invoice	09/17/2025	JANITORIAL SERVICES - 09/2025		0.00	1,500.00	
000233	NAPA AUTO PARTS		09/03/2025	Regular	0.00	245.82	67601
<a href="#">515796</a>	Invoice	09/03/2025	TRACTOR MAINTENANCE SUPPLIES		0.00	245.82	
000233	NAPA AUTO PARTS		09/17/2025	Regular	0.00	172.11	67638
<a href="#">516464</a>	Invoice	09/17/2025	VACUUM MAINTENANCE: E82		0.00	172.11	
013352	NIELSEN FIRE AND ICE HEATING AND AIR		09/03/2025	Regular	0.00	553.50	67589
<a href="#">I-18242-2</a>	Invoice	09/03/2025	A/C MAINTENANCE - SHOP		0.00	553.50	
013352	NIELSEN FIRE AND ICE HEATING AND AIR		09/17/2025	Regular	0.00	734.00	67628
<a href="#">I-18398-1</a>	Invoice	09/17/2025	A/C MAINTENANCE - SHOP		0.00	76.50	
<a href="#">I-18398-2</a>	Invoice	09/17/2025	A/C REPAIR - SHOP		0.00	657.50	
000070	ONLINE INFORMATION SERVICES INC		09/03/2025	Regular	0.00	191.48	67587
<a href="#">1345663</a>	Invoice	09/03/2025	ID VERIFICATION SERVICES - 08/2025		0.00	191.48	
014150	PEAC SOLUTIONS		09/17/2025	Regular	0.00	397.60	67623
<a href="#">40912118</a>	Invoice	09/17/2025	COPIER LEASE 8/30/25 - 9/29/25		0.00	397.60	
008200	PITNEY BOWES INC		09/17/2025	Manual	0.00	246.33	902799
<a href="#">3107384223</a>	Invoice	09/17/2025	LEASING CHARGES 07/30/25 - 10/29/25		0.00	246.33	
008415	PRUDENTIAL OVERALL SUPPLY		09/03/2025	Regular	0.00	155.01	67588
<a href="#">23844596</a>	Invoice	09/03/2025	SHOP EXPENSE		0.00	94.20	
<a href="#">23844597</a>	Invoice	09/03/2025	OFFICE SUPPLIES		0.00	60.81	
008415	PRUDENTIAL OVERALL SUPPLY		09/17/2025	Regular	0.00	194.40	67627
<a href="#">23850219</a>	Invoice	09/17/2025	SHOP EXPENSE		0.00	94.20	
<a href="#">23850223</a>	Invoice	09/17/2025	OFFICE SUPPLIES		0.00	100.20	
008201	PURCHASE POWER		09/17/2025	Manual	0.00	350.00	902798
<a href="#">PB091225</a>	Invoice	09/17/2025	POSTAGE REFILL FOR METER		0.00	350.00	

Check Report

Date Range: 09/01/2025 - 09/30/2025

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
009065 <a href="#">W3571545</a>	RDO EQUIPMENT COMPANY Invoice	09/03/2025	09/03/2025 VEHICLE MAINTENANCE: E84	Regular	0.00 0.00	3,179.42 3,179.42	67590
009065 <a href="#">W3602645</a>	RDO EQUIPMENT COMPANY Invoice	09/17/2025	09/17/2025 TRACTOR MAINTENANCE: E41	Regular	0.00 0.00	3,001.28 3,001.28	67629
000091 <a href="#">SB090225</a>	SAN BERNARDINO COUNTY RECORDER Invoice	09/03/2025	09/03/2025 RELEASE OF LIENS	Regular	0.00 0.00	20.00 20.00	67591
000091 <a href="#">SB082625</a>	SAN BERNARDINO COUNTY RECORDER Invoice	09/03/2025	09/03/2025 RELEASE OF LIENS	Regular	0.00 0.00	40.00 40.00	67592
000091 <a href="#">SB090825</a>	SAN BERNARDINO COUNTY RECORDER Invoice	09/17/2025	09/17/2025 RELEASE OF LIENS	Regular	0.00 0.00	20.00 20.00	67631
013228 <a href="#">SJ091125</a>	SARAH J JOHNSON Invoice	09/17/2025	09/17/2025 REIMB: MILEAGE & MEALS	Regular	0.00 0.00	-935.60 935.60	67633
013228 <a href="#">SJ092325</a>	SARAH J JOHNSON Invoice	09/30/2025	09/30/2025 REIMB: MILEAGE & MEALS	Regular	0.00 0.00	812.75 812.75	67641
014149 <a href="#">277329</a>	SATMODO Invoice	09/03/2025	09/03/2025 EMERGENCY SATELLITE PHONES - 09/2025	Regular	0.00 0.00	164.26 164.26	67576
013820 <a href="#">IN-0000191504</a>	SC FUELS Invoice	09/03/2025	09/03/2025 FUEL FOR VEHICLES	Regular	0.00 0.00	1,665.78 1,665.78	67593
009880 <a href="#">SCE0825</a>	SOUTHERN CALIFORNIA EDISON CO Invoice	09/17/2025	09/17/2025 POWER TO BUILDINGS & GENERATORS - 08/2025	Manual	0.00 0.00	2,930.10 2,930.10	902801
009878 <a href="#">SCE0825</a>	SOUTHERN CALIFORNIA EDISON Invoice	09/03/2025	09/03/2025 POWER FOR PUMPING - 08/2025	Manual	0.00 0.00	43,520.24 43,520.24	902793
VEN01020 <a href="#">25-8116</a> <a href="#">25-9018SC</a>	SOUTHWEST NETWORKS INC Invoice Invoice	09/03/2025 09/03/2025	09/03/2025 SUPPLEMENTAL IT (AMC) - 08/2025 IT SERVICES - 10/2025 - 12/2025	Regular	0.00 0.00	20,084.25 656.25 19,428.00	67594
VEN01020 <a href="#">25-9033SC</a>	SOUTHWEST NETWORKS INC Invoice	09/17/2025	09/17/2025 OFFICE 365 MONTHLY MAINT - 10/01/25 TO 09/30/26	Regular	0.00	12,396.00 12,396.00	67634
014159 <a href="#">SF082725</a>	STEVE A FILARSKY ATTORNEY AT LAW Invoice	09/03/2025	09/03/2025 PERSONNEL LEGAL SUPPORT SERVICES	Regular	0.00 0.00	195.00 195.00	67595
011114 <a href="#">1</a>	THE VAN DYKE CORPORATION Invoice	09/03/2025	09/03/2025 RECHARGE PIPELINE REPAIR	Regular	0.00	43,068.25 43,068.25	67599
000023 <a href="#">054769</a>	ULTIMATE MOTORS INC Invoice	09/03/2025	09/03/2025 VEHICLE REPAIRS: V36	Regular	0.00 0.00	777.17 777.17	67597
010850 <a href="#">720250363</a> <a href="#">820250361</a>	UNDERGROUND SERVICE ALERT Invoice Invoice	09/03/2025 09/03/2025	09/03/2025 TICKET DELIVERY SERVICE - 07/2025 TICKET DELIVERY SERVICE - 08/2025	Regular	0.00 0.00	262.00 148.00 114.00	67598
CC-ANNE <a href="#">US0825</a>	US BANK CORPORATE Invoice	09/03/2025	09/03/2025 TRELLO ANNUAL SUBSCRIPTION/GFOA MEMBERSHIP	Manual	0.00 0.00	609.97 609.97	902791
CC-DAVID CC-DAVID <a href="#">US0825</a>	US BANK CORPORATE US BANK CORPORATE Invoice	09/03/2025 09/03/2025	09/03/2025 09/03/2025 SHOP EXP/PUMPING PLANT SUPPLIES/ADOBE SUBSCRIP	Regular Manual	0.00 0.00	-2,348.56 2,348.56	902790 902790
CC-DAVID <a href="#">US0825</a> <a href="#">US0825- US BANK.</a>	US BANK CORPORATE Invoice Credit Memo	09/03/2025 09/03/2025	09/03/2025 SHOP EXP/PUMPING PLANT SUPPLIES/ADOBE SUBSCRIP CREDIT: EMPLOYEE TRAINING	Manual	0.00 0.00	1,978.56 2,348.56 -370.00	902794

Check Report

Date Range: 09/01/2025 - 09/30/2025

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
CC-SARAH <a href="#">US0825</a>	US BANK CORPORATE Invoice	09/03/2025	09/03/2025 EE TRAINING/VEHICLE MAINT/BUSINESS EXPENSE	Manual	0.00	222.94	902792
009500 <a href="#">USDA 09/25 LN</a>	USDA RURAL DEVELOPMENT Invoice	09/02/2025	09/02/2025 CMM PRINCIPAL & INT LOAN #2	Manual	0.00	166,362.36	902787
014056 <a href="#">24AR2901208</a>	VISUAL EDGE IT INC Invoice	09/17/2025	09/17/2025 COPIER SUPPLIES 7/30/25 - 8/29/25	Regular	0.00	278.30	67635
000327 <a href="#">10663</a>	WATER QUALITY SPECIALISTS Invoice	09/03/2025	09/03/2025 HDMC WWTP: OPERATION & MAINT - 08/2025	Regular	0.00	4,130.00	67600
013809 <a href="#">2508-104</a>	WEST COAST CIVIL INC Invoice	09/17/2025	09/17/2025 ENG: SPILL PREVENTION PLAN - SPCCP	Regular	0.00	3,940.00	67636
011615 <a href="#">82639200</a>	WESTERN EXTERMINATOR Invoice	09/17/2025	09/17/2025 PEST CONTROL SERVICES - SHOP & OFFICE	Regular	0.00	78.96	67630
013888 <a href="#">132755</a> <a href="#">132756</a>	WIENHOFF DRUG TESTING Invoice Invoice	09/17/2025 09/17/2025	09/17/2025 EE PROGRAM ENROLLMENT FEE & DOT 5-PANEL TEST EMPLOYEE PROGRAM ENROLLMENT FEE	Regular	0.00 0.00	255.00 170.00 85.00	67637

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	85	67	0.00	203,539.06
Manual Checks	19	18	0.00	256,601.43
Voided Checks	0	3	0.00	-4,042.38
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>104</b>	<b>88</b>	<b>0.00</b>	<b>456,098.11</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	85	67	0.00	203,539.06
Manual Checks	19	18	0.00	256,601.43
Voided Checks	0	3	0.00	-4,042.38
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>104</b>	<b>88</b>	<b>0.00</b>	<b>456,098.11</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2025	456,098.11
			<b>456,098.11</b>



Joshua Basin Water District

# Check Report

By Vendor DBA Name

Date Range: 09/01/2025 - 09/30/2025

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	
<b>Bank Code: PR-Payroll Account</b>						
000248	PAYCHEX	09/02/2025	Manual	0.00	25.00	950242
<a href="#">1458951660</a>	Invoice	09/02/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	25.00	
000248	PAYCHEX	09/09/2025	Manual	0.00	30.00	950243
<a href="#">470170493</a>	Invoice	09/09/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	30.00	
000248	PAYCHEX	09/10/2025	Manual	0.00	12.47	950244
<a href="#">1460398942</a>	Invoice	09/10/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	12.47	
000248	PAYCHEX	09/12/2025	Manual	0.00	443.10	950245
<a href="#">2025091001</a>	Invoice	09/12/2025	PAYROLL PROCESSING FEE - 09/12/25	0.00	443.10	
000248	PAYCHEX	09/12/2025	Manual	0.00	75.00	950246
<a href="#">31457416</a>	Invoice	09/12/2025	FSA PROCESSING FEE - 09/2025	0.00	75.00	
000248	PAYCHEX	09/24/2025	Manual	0.00	270.00	950247
<a href="#">1463759375</a>	Invoice	09/24/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	5.00	
<a href="#">1464087888</a>	Invoice	09/24/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	265.00	
000248	PAYCHEX	09/25/2025	Manual	0.00	8.39	950248
<a href="#">1464694435</a>	Invoice	09/25/2025	EMPLOYEE FUNDED MEDICAL FSA USE	0.00	8.39	
000248	PAYCHEX	09/26/2025	Manual	0.00	500.22	950249
<a href="#">2025092401</a>	Invoice	09/26/2025	PAYROLL PROCESSING FEE - 09/26/25	0.00	500.22	

**Bank Code PR Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	9	8	0.00	1,364.18
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>9</b>	<b>8</b>	<b>0.00</b>	<b>1,364.18</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	9	8	0.00	1,364.18
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>9</b>	<b>8</b>	<b>0.00</b>	<b>1,364.18</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	9/2025	1,364.18
			<b>1,364.18</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
10-00128-004	CRIADO, ANA	9/3/2025	Refund	150.59	Check #: 67569
07-00046-019	MURRAY, CHRIS	9/17/2025	Refund	267.65	Check #: 67602
09-00067-005	BENSON, SARA	9/17/2025	Refund	232.22	Check #: 67603
10-00074-003	FATEH, ABRAHAM	9/17/2025	Refund	179.87	Check #: 67604
50-00062-018	FISHER, MARLA J	9/17/2025	Refund	13.67	Check #: 67605
55-00077-005	KOWAN, PAUL	9/17/2025	Refund	277.87	Check #: 67606
				<u><b>1,121.87</b></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	09/10/2025	OTHER MEETING - PAID Note: MANAGER MEETUPS WITH GM 100/504//10050	1.0000	\$200.00	
		09/17/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$200.00	
		09/18/2025	OTHER MEETING - PAID Note: GM Meeting 100/504//10050	1.0000	\$200.00	
Totals:					\$600.00	\$0.00
Employee Total:					\$600.00	

<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	09/17/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$200.00	
Totals:					\$200.00	\$0.00
Employee Total:					\$200.00	

<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	09/10/2025	OTHER MEETING- PAID Note: MORONGO BASIN PIPELINE COMMISSION MEETING 100/504//10050	1.0000	\$200.00	
		09/17/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$200.00	
		09/18/2025	OTHER MEETING - PAID Note: GM Meeting - President Floen Declined Paid Stipend 100/504//10050	0.0000		
Totals:					\$400.00	\$0.00
Employee Total:					\$400.00	

<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	08/24/2025	TRAINING - PAID Note: CSDA ANNUAL CONFERENCE 100/504//10050	1.0000	\$200.00	
		08/25/2025	TRAINING - PAID Note: CSDA ANNUAL CONFERENCE 100/504//10050	1.0000	\$200.00	
		08/26/2025	TRAINING - PAID Note: CSDA ANNUAL CONFERENCE 100/504//10050	1.0000	\$200.00	
		08/27/2025	TRAINING - PAID Note: CSDA ANNUAL CONFERENCE 100/504//10050	1.0000	\$200.00	
		08/28/2025	TRAINING - PAID Note: CSDA ANNUAL CONFERENCE 100/504//10050	1.0000	\$200.00	
		09/10/2025	OTHER MEETING - PAID Note: MANAGER MEETUPS WITH GM 100/504//10050	1.0000	\$200.00	
		09/15/2025	ASBCSD DINNER - PAID 100/504//10050	1.0000	\$200.00	
		09/17/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$200.00	
Totals:					\$1,600.00	\$0.00
Employee Total:					\$1,600.00	

<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	09/17/2025	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$200.00	
Totals:					\$200.00	\$0.00
Employee Total:					\$200.00	

## Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
OTHER MEETING - PAID	3.0000	\$600.00	
JBWD BOARD MEETING - PAID	5.0000	\$1,000.00	
OTHER MEETING- PAID	1.0000	\$200.00	
TRAINING - PAID	5.0000	\$1,000.00	
ASBCSD DINNER - PAID	1.0000	\$200.00	

Grand Totals:	\$3,000.00	\$0.00
Grand Total:	\$3,000.00	



<b>AGENDA ITEM NO:</b>	7B
<b>MEETING DATE:</b>	11.05.25

## Staff Report

<b>PRESENTED BY:</b>	Anne Roman, Director of Finance
<b>TOPIC:</b>	<b>INDIRECT COST RATE ANALYSIS (PREV. COST ALLOCATION PLAN)</b>
<b>RECOMMENDATION:</b>	Review and approve.

**SUMMARY:** In August 2024, the District engaged NBS to develop a Cost Allocation Plan. During the project, it was determined that a full plan was unnecessary, and a more suitable Indirect Cost Rate (ICR) Analysis was prepared instead. The revised project is expected to conclude at about 70% of the original \$16,500 budget. A full Cost Allocation Plan, prepared by an agency such as NBS, may still be needed in the future for certain grant applications.

**BACKGROUND:** This ICR, intended for internal use and to be updated every 2–3 years (likely in-house), proposes rates effective January 2026 or as otherwise specified. Its purpose is to update the District’s decades-old overhead (indirect cost) rates and provide stronger substantiation. Updated rates will improve the accuracy of capital asset recording and ensure that customer-requested projects recover their full costs (i.e. “pay their own pay”).

**ANALYSIS:** As defined in the attached ICR, “Indirect service costs are those that are difficult to tie directly to one specific cost center versus another and are generally beneficial and supportive to all cost centers. Typical indirect service costs include those associated with executive management, financial, human resources, administrative, risk management, technology, and other similar support services.”

Application of the updated indirect cost rates differs slightly from the District’s former 12% “overhead” rate. Instead of applying 12% to all Total Direct Costs (TDC), the new 98.68% rate applies only to salaries, wages, and fringes (SWF). For reference, applying the new rates would change the current 1” meter installation/connection cost as follows (upon next update):

- Lowest meter connection scenario: \$2,592 cost would increase by \$51 to \$2,643.
- Highest meter connection scenario: \$4,500 cost would increase by \$503 to \$5,003.

The table below illustrates calculation steps and compares sample costs under the old and new methods. In the examples, overhead costs of \$1,440 increase to \$2,960 under the new method for a project costing \$12,000 before overhead:

	<b>NEW METHOD</b>	<b>OLD METHOD</b>
	<b>SALARIES, WAGES, FRINGES (SWF)</b>	<b>TOTAL DIRECT COST METHOD (TDC)</b>
<b>Rate</b>	<b>98.68% on \$3,000</b>	<b>12% on \$12,000</b>
Direct Salaries & Fringes	\$3,000	\$3,000
Other Direct Costs	\$9,000	\$9,000
Base for Indirect Rate	\$3,000 (salaries & fringes only)	\$12,000 (total direct costs)
Indirect Costs	\$2,960 (\$3,000 × 98.68%)	\$1,440 (\$12,000 × 12%)
<b>Total Project Cost</b>	<b>\$14,960</b>	<b>\$13,440</b>

The new indirect cost rates outlined in the attached Indirect Cost Rate Analysis will be phased in as follows:

<b>PROJECT TYPE</b>	<b>EFFECTIVE DATE</b>
Internal projects (mostly capital infrastructure)	January 2026
Customer-requested projects (not individually quoted; scenario-quoted) such as 1" meter connections	January 2026 after future Board-approval of updated scenario quotes
Customer-requested projects (individually quoted), such as 1.5" to 3" meter connections	January 2026
Customer-requested flat fee services, such as New Account Charge	Upon Board approval of forthcoming Fee Study.

**RECOMMENDED  
ACTION:**

Review and approve.

**FISCAL IMPACT:**

Indirect costs will be more accurately recovered, especially for external customer-requested project types.



# **Joshua Basin Water District**

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**Indirect Cost Rate Analysis  
Based on Fiscal Year 2023-24 Actual Expenditures**

**August 11, 2025**

32605 Temecula Parkway, Suite 316  
Temecula, CA 92592  
Toll free: 800.676.716

# TABLE OF CONTENTS

---

Overview of Organization .....	1
Indirect Cost Rate Purpose .....	2
Indirect Cost Rate Approach .....	3
Data Sources .....	6
Exhibit	
A. Calculation of Indirect Cost Rate .....	Exhibit A

## Overview of Organization

The Joshua Basin Water District (JBWD, District) is a publicly managed government agency dedicated to providing reliable, high-quality water service and stewardship to the communities it serves in California's High Desert. Established in 1963, the District's primary purpose is to deliver potable water for residential, commercial, and public use, while also ensuring responsible management of local water resources and promoting conservation in a sensitive desert environment.

The JBWD's service area encompasses the town of Joshua Tree and surrounding rural communities within San Bernardino County, covering approximately 96 square miles. The region is characterized by a desert climate, unique ecosystems, and a population that includes residents, businesses, and the significant number of visitors drawn to nearby Joshua Tree National Park.

Revenue for the JBWD is primarily generated through customer water service charges, which include both usage-based fees and fixed service charges. Additional funding comes from new service connection fees, grants, and occasional state or federal assistance for specific projects related to infrastructure improvements or conservation initiatives.

The District is governed by a publicly elected Board of Directors, typically composed of five members. These directors are responsible for setting policy, approving budgets, and overseeing the general management of the District. Board members serve staggered terms and are elected by registered voters residing within each District division within the District's boundaries, ensuring local representation and accountability.

## Indirect Cost Rate Purpose

An Indirect Cost Rate (ICR) is an analysis of expenditures that determines the proportion of indirect services costs that are reasonably borne by direct cost centers.

Indirect service costs are those that are difficult to tie directly to one specific cost center versus another, and are generally beneficial and supportive to all cost centers. Typical indirect service costs include those associated with executive management, financial, human resources, administrative, risk management, technology, and other similar support services.

A direct cost center is a specific department, unit, or division within an organization where costs can be directly traced and assigned to the products or services it produces. The expenses recorded in a direct cost center usually consist of costs that are incurred solely due to the activities of that particular cost center, such as labor, materials, and other resources directly involved in production or service delivery.

JBWD's primary use for an ICR at this time is as a budgeting and cost recovery tool for projects such as internal infrastructure projects such as well/booster/tank rehabilitation and the Pipeline Replacement Program. The function of the ICR is to allocate indirect costs to various projects and services JBWD provides in a way that ensures that each project bears a fair share of these indirect expenses, leading to a more accurate representation of the total cost of each project. In addition, the ICR is used as a budgeting and cost recovery tool for customer-initiated development projects, such as mainline extensions, meter connections, etc.

JBWD currently has a set of overhead rates that District finance staff apply to various projects for the purpose described above. The term "overhead rate" can be considered synonymous with ICR. The rates currently utilized by the District were developed many years ago and are due for review and update. NBS worked with the District to calculate a simplified approach to assigning indirect costs that aligns with industry standard rules and practices.

## Indirect Cost Rate Approach

There are two standard types of approaches to ICR application, depending on whether the primary use of the ICR is as a budgeting and accounting tool or specifically for recovery of indirect costs from State and/or Federal grants.

An ICR that serves as a general budgeting and accounting tool follows the same guidelines and analytical approach as an ICR that is developed specifically for grant reimbursement purposes. However, an ICR as a budgeting and accounting tool does not need to follow the specific rules for inclusion or exclusion of allowable costs as the version applicable to grants.

Title 2, Code of Federal Regulations (CFR), Part 200, Cost Principles for State, Local, and Indian Tribal Governments is a regulation that stipulates the requirements for the development of an Indirect Cost Rate Proposal (ICRP) and specifies the types of costs that are allowable or unallowable with respect to reimbursement of costs from Federal awards. The ICRP must be developed in compliance with these specific sections and appendices of Part 200, which guide the development and submittal of Indirect Cost Proposals to a Federal agency that would review and approve the rate applicable to their funding allocation.

In summary, while an ICR or cost allocation plan used as a budgeting and accounting tool provides a flexible method for allocating indirect costs to various projects, the approach under 2 CFR 200 is more restrictive and requires compliance with specific regulations and guidelines to ensure that only allowable costs are reimbursed from Federal awards. The ICR developed by NBS for the District serves as a budgeting and accounting tool. Further review and analysis would be required when JBWD decides to approve a rate for a federal award that allows for an ICRP approval process.

The following describes the main steps taken by NBS to develop an ICR for the District.

1. Reviewed the District's organizational and accounting structure to identify indirect versus direct cost centers.
2. Reviewed object/account level (line-item) expenditure data and categorized each expenditure as one of the following:
  - **Indirect service cost** – all costs that are eligible for recovery in the ICR.
  - **Excludable Costs** – accounting entries reflective of transfers between accounts or funds for purposes of implementing current overhead rates, interfund charging systems, etc.
  - **Unallowable Costs** – one-time capitalized expenditures, bond and loan expenses.
  - **Direct service cost – salaries, wages, and benefits (S&B)** – costs that form the basis (denominator) for the calculation of the ICR based on labor costs.

- **Direct service cost – expenditures other than S&B** – costs that form the basis (denominator) for the calculation of an ICR based on total direct costs.

3. Computed options for three types of indirect cost rates (a – c) that show the ratio of total indirect costs to a direct cost basis.

Rate Name	Formula
Indirect Cost Rate - Salary & Wage (S&W)	Total Indirect Costs / Total Direct Salaries & Wages
Indirect Cost Rate - Salary, Wage, and Fringe (SWF)	Total Indirect Costs / Total Direct Salaries, Wages, and Fringes
Indirect Cost Rate - Total Direct Costs (TDC)	Total Indirect Costs / Total Direct Salaries, Wages, Fringes and Non-Labor Operating Costs

The Exhibits of this report provide documentation of the detailed analysis for each rate calculation.

In calculating the District’s indirect cost rates, NBS recommended the use of actual audited expenditures rather than relying on budgeted figures. Actual expenditure data provides a more accurate representation of true operating costs and helps ensure that indirect cost allocations are based on real, verifiable amounts.

When considering which of the three rate types presented in the table above to apply—S&W, SWF, or TDC—it is important to maintain consistency in usage for similar project types over time. This consistency improves comparability of project costs year-to-year and reduces the risk of misapplication or double counting.

For capital projects, the recommended approach is to apply the selected rate only to the direct labor or other eligible cost basis, and not to include the full capital cost of materials or contracted construction services in the calculation base, unless such costs are clearly allowable and appropriate under the chosen methodology.

For example, using the SWF method: if a pipeline replacement project incurred \$50,000 in direct salaries, wages, and fringe benefits, the applicable SWF shown in Exhibit A is 98.68%. The indirect cost allocation would be \$49,340 ( $\$50,000 \times 0.9868$ ), resulting in a total fully burdened project cost of \$99,340.

Under a Title 2 CFR 200 compliant approach, an update of the rate would be required annually along with a submittal process to a grantor

(cognizant agency) tasked with approving reimbursement of costs. However, when an ICR is used primarily as a budgeting and accounting tool, rates are typically utilized for two to three years before a comprehensive update is performed using the most recent audited actual expenditure data. Updating this rate every two to three years will ensure that the rate remains current, accurately reflects operational changes, and aligns with both industry standards and the District's evolving cost structure.

## Data Sources

The District's audited actual expenditures for Fiscal Year 2023 – 2024 was the main source of information utilized to develop the ICR. It should be noted that NBS did not conduct separate efforts to audit or validate the financial, management, or support services practices of the District, nor was data adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This study has accepted the District's expenditure reports and staff input as the most appropriate and reasonable basis for development of the ICR.

## **Exhibit**

### **A. Calculation of Indirect Cost Rate based on FY 23-24 Actual Expenditures**

**Joshua Basin Water District (JBWD)**  
**Indirect Cost Rate Computation**  
**For the year ending June 30, 2024**

**Exhibit A.**

TITLE/DESCRIPTION	YEAR ENDING AMOUNTS	INDIRECT COST RATE
FY 2024 INDIRECT COSTS (proposed)	\$ 2,319,169	
FY 2024 DIRECT COST BASE (proposed)		
S&W = total direct salaries & wages	\$ 1,399,425	165.72%
SWF = total direct salaries, wages, and fringes	\$ 2,350,160	98.68%
TDC = total direct costs	\$ 4,751,456	48.81%

Joshua Basin Water District (JBWD)  
 Schedule of Indirect Salaries  
 For the year ending June 30, 2024

Exhibit A.

	Actual Annual Salaries	% Indirect	Indirect Salaries	Direct Salaries
Salaries:				
	36,115	100%	\$36,115	\$0
	<u>36,115</u>		<u>36,115</u>	<u>0</u>
	218,396	98.5%	\$215,120	\$3,276
	65,269	97%	\$63,311	\$1,958
	0	80%	\$0	\$0
	78,399	100%	\$78,399	\$0
	<u>0</u>	100%	<u>\$0</u>	<u>\$0</u>
	362,064		356,830	5,234
	154,398	97%	149,767	\$4,632
	92,541	92%	85,138	\$7,403
	20,181	91%	18,365	\$1,816
	71,459	90%	64,313	\$7,146
	<u>4,482</u>	100%	<u>4,482</u>	<u>\$0</u>
	343,062		322,064	20,997
	<u>58,501</u>	100%	<u>58,501</u>	<u>\$0</u>
	58,501		58,501	0

Joshua Basin Water District (JBWD)  
 Schedule of Indirect Salaries  
 For the year ending June 30, 2024

Exhibit A.

	Actual Annual Salaries	% Indirect	Indirect Salaries	Direct Salaries
	65,269	96%	62,658	2,611
	47,150	25%	11,787	35,362
	35,545	25%	8,886	26,659
	53,200	80%	42,560	10,640
	<u>13,892</u>	100%	<u>13,892</u>	<u>0</u>
	\$ 215,056		\$ 139,784	\$ 75,272
	<u>0</u>	100%	<u>0</u>	<u>0</u>
	\$ -		\$ -	\$ -
<b>Total Indirect Salaries &amp; Wages</b>	<u><u>\$1,014,799</u></u>		<u><u>\$913,295</u></u>	<u><u>\$101,504</u></u>

Joshua Basin Water District (JBWD)  
 Cost Classification Summary  
 For the year ending June 30, 2024

Exhibit A.

Row Labels	Sum of 2023/2024	Sum of EXCLUDABLE COSTS	Sum of UNALLOWABLE COSTS	Sum of NET EXPENSE	Sum of DIRECT SALARIES/ WAGES	Sum of DIRECT FRINGES	Sum of DIRECT OTHER	Sum of INDIRECT	Sum of TOTAL DIRECT & INDIRECT
<b>**ADMINISTRATION**</b>									
(GRANT WRITING - NON-PROJECT (PREV. ADMINISTRATION - OTHER)	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
ADMINISTRATION SALARY	380,295	-	-	380,295	58,231	-	-	322,064	380,295
BUSINESS EXPENSE	1,372	-	-	1,372				1,372	1,372
DIRECTORS / C.A.C. EDUCATION	12,507	-	-	12,507				12,507	12,507
DIRECTORS SALARY	36,115	-	-	36,115				36,115	36,115
EE BENEFITS ALLOCATED	253,787	-	-	253,787		38,860		214,928	253,787
EMERGENCY PREPAREDNESS	16,435	-	-	16,435				16,435	16,435
LEGAL SERVICES - NON-PERSONNEL	48,198	-	-	48,198				48,198	48,198
LEGISLATIVE ADVOCACY	8,307	-	-	8,307				8,307	8,307
MEMBERSHIP, DUES & SUBSCRIPT	40,778	-	-	40,778				40,778	40,778
OFFICE EXPENSE ALLOCATED	109,904	-	-	109,904			16,828	93,075	109,904
PROPERTY INSURANCE & RISK MGMT	131,686	-	-	131,686				131,686	131,686
PUBLIC INFORMATION	66,043	-	-	66,043				66,043	66,043
SAFETY EXPENSE (EQUIP & SUPPLIES)	19,534	-	-	19,534				19,534	19,534
WATER CONSERVATION EXPENSE	18,048	-	-	18,048				18,048	18,048
<b>**BENEFITS ALLOCATED TO DEPTS**</b>									
ALLOCATED EXPENSES - BENEFITS	\$ (1,496,388)	\$ (1,496,388)	\$ -	\$ -					\$ -
CAFETERIA PLAN EXPENSE	516,455	516,455	-	-					-
CIRP: BENEFITS CLEARING (PROJ BENEFITS)	-	-	-	-					-
COMPENSATED LEAVE	325,982	325,982	-	-					-
GROUP HEALTH & LIFE INSURANCE EXPENSE	21,577	21,577	-	-					-
MISC. BENEFITS: WELLNESS	1,254	1,254	-	-					-
PAYROLL TAXES	204,224	204,224	-	-					-
RETIREMENT - 457 CONTRIBUTION	28,738	28,738	-	-					-
RETIREMENT: PERS - TEMP	-	-	-	-					-
RETIREMENT: PERS Classic 2%@55	233,579	233,579	-	-					-
RETIREMENT: PERS Tier 2 2%@62	88,405	88,405	-	-					-
TEMPORARY LABOR - FIELD	-	-	-	-					-
WORKERS COMPENSATION INSURANCE	76,174	76,174	-	-					-
<b>**BONDS, LOANS &amp; STANDBY**</b>									
(CIRP) MUNICIPAL FINANCE LOAN INTEREST EXPENSE	\$ 90,697	\$ -	\$ 90,697	\$ -					\$ -
ADMINISTRATION - CMM	8,678	-	8,678	-					-
ALLOWANCES AND ADJUSTMENTS	1,713	-	1,713	-					-
GENERAL TAX COLLECTION CHARGE	6,207	-	6,207	-					-
INTEREST EXPENSE - CMM	86,990	-	86,990	-					-
LOSS ON CHROMIUM 6 GRANT	-	-	-	-					-
LOSS ON SALE OF ASSET	29,955	-	29,955	-					-
MISC NON-OP EXPENSE	-	-	-	-					-
MORONGO BASIN PIPELINE	-	-	-	-					-
RETIREMENT: CALPES GASB68 CONTRA	144,760	-	-	144,760				144,760	144,760
STANDBY ADMINISTRATION	16,973	-	16,973	-					-
WASTE, ABUSE, & FRAUD	-	-	-	-					-

Row Labels	Sum of 2023/2024	Sum of EXCLUDABLE COSTS	Sum of UNALLOWABLE COSTS	Sum of NET EXPENSE	Sum of DIRECT SALARIES/ WAGES	Sum of DIRECT FRINGES	Sum of DIRECT OTHER	Sum of INDIRECT	Sum of TOTAL DIRECT & INDIRECT
<b>**CAPITAL BUDGET88</b>									
CLOSING ENTRY	\$ (1,668,615)	\$ (1,668,615)	\$ -	\$ -					\$ -
EQUIPMENT	46,346		46,346	-					-
INVENTORY	521,089		521,089	-					-
JBWD SALARY	163,154			163,154	163,154				163,154
JBWD SALARY: PAYCHEX	-			-	-				-
JBWD VEHICLE/EQUIPMENT	76,034		76,034	-					-
MISC VENDORS	718,400		718,400	-					-
OVERHEAD - EE BENEFITS	76,661			76,661		76,661			76,661
OVERHEAD - GEN & ADMIN	66,930	66,930		-					-
<b>**CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)</b>									
CIRP STANDBY/CALLBACK	\$ 58,817	\$ -	\$ -	\$ 58,817	\$ 58,817				\$ 58,817
CIRP: BENEFITS CLEARING (PROJ BENEFITS)	(62,330)	-	-	(62,330)		(62,330)			(62,330)
CIRP: COMPENSATED LEAVE	65,620	-	-	65,620	65,620				65,620
CIRP: EXPENSED BENE (MTR REPL, ETC.)	-	-	-	-					-
CIRP: SALARY (incl STBY,CLBK)	232,168	-	-	232,168	232,168				232,168
CIRP: SMALL TOOLS/MISC. EXP.	4,579	-	-	4,579			4,579		4,579
CIRP: VEHICLE/EQUIP EXPENSE (TRACTORS & TRUCKS)	23,869	-	-	23,869			23,869		23,869
EE BENEFITS ALLOCATED	252,740	-	-	252,740		252,740			252,740
FIELD EXPENSES ALLOCATED	126,829	-	-	126,829			126,829		126,829
<b>**CUSTOMER SERVICE**</b>									
BAD DEBT	\$ 106,096	\$ -	\$ -	\$ 106,096			\$ 106,096		\$ 106,096
CUSTOMER SERVICE - OTHER	25,732	-	-	25,732			25,732		25,732
EE BENEFITS ALLOCATED	196,027	-	-	196,027		97,725		98,302	196,027
FIELD EXPENSES ALLOCATED	16,886	-	-	16,886			16,886		16,886
FIELD SALARY - CUSTOMER SERVICE	64,537	-	-	64,537	64,537				64,537
LIHWAP & ARREARAGE GRANT EXPENSE	90,289	-	-	90,289			90,289		90,289
LOW INCOME ASSITANCE (LIA)	2,195	-	-	2,195			2,195		2,195
METER INSTALLATION & UPDGRADES (CUST)	-	-	-	-			-		-
METER READING EQUIPMENT & EXPENSE	5,275	-	-	5,275			5,275		5,275
METER SERVICE REPAIR (INTERNAL & CUST)	39,248	-	-	39,248			39,248		39,248
MISC UTILITY ADJUSTMENTS	183	-	-	183			183		183
OFFICE EXPENSE ALLOCATED	70,342	-	-	70,342			35,068	35,274	70,342
OFFICE SALARY - CUSTOMER SERV.	214,212	-	-	214,212	74,428			139,784	214,212
<b>**DEVELOPMENT &amp; ENGINEERING**</b>									
DEVELOPMENT - OTHER	\$ -	\$ -	\$ -	\$ -					\$ -
EE BENEFITS ALLOCATED	-	-	-	-					-
ENGINEERING CONTRACT SERVICES	-	-	-	-					-
MAPS/DRAFTING SUPPLIES	-	-	-	-			-		-
OFFICE EXPENSE ALLOCATED	-	-	-	-					-
PLAN CHECK / INSPECTION (CUSTOMER)	327	-	-	327			327		327
<b>**DISTRIBUTION**</b>									
DISTRIBUTION SALARY (incl STBY,CLBK)	\$ 363,949	\$ -	\$ -	\$ 363,949	\$ 363,949				\$ 363,949
EE BENEFITS ALLOCATED	298,529	-	-	298,529		298,529			298,529
FIELD EXPENSES ALLOCATED	149,742	-	-	149,742			149,742		149,742
INVENTORY-OVER & SHORT	24,426	-	-	24,426			24,426		24,426
MAINLINE AND LEAK REPAIR	62,981	-	-	62,981			62,981		62,981
SMALL TOOLS - DISTRIBUTION	7,597	-	-	7,597			7,597		7,597
TRACTOR REPAIR / MAINT.	6,072	-	-	6,072			6,072		6,072
UTILITY LOCATING (DIG ALERT)	8,099	-	-	8,099			8,099		8,099

Joshua Basin Water District (JBWD)  
 Cost Classification Summary  
 For the year ending June 30, 2024

Exhibit A.

Row Labels	Sum of 2023/2024	Sum of EXCLUDABLE COSTS	Sum of UNALLOWABLE COSTS	Sum of NET EXPENSE	Sum of DIRECT SALARIES/ WAGES	Sum of DIRECT FRINGES	Sum of DIRECT OTHER	Sum of INDIRECT	Sum of TOTAL DIRECT & INDIRECT
<b>**FIELD ALLOCATED TO DEPTS**</b>									
ALLOCATED EXPENSES - FIELD	\$ (412,854)	\$ (412,854)	\$ -	\$ -					\$ -
AUTO EXPENSE - FIELD	23,302	23,302	-	-					-
BUILDING REPAIR/MAINT-SHOP/SITE	32,535	32,535	-	-					-
COMMUNICATIONS-MOBILE	28,145	28,145	-	-					-
EQUIPMENT CLEARING (WIP FUEL)	(46,346)	(46,346)	-	-					-
FUEL-VEHICLES	78,657	78,657	-	-					-
OPS: COMP EQUIP & EQUIP MAINT	3,565	3,565	-	-					-
OPS: COMP SUPPORT (IT SERVICES)	40,596	40,596	-	-					-
OPS: SOFTWARE	101,260	101,260	-	-					-
REGULATORY-PERMITS, FEES, CERTS	105,074	105,074	-	-					-
SHOP EXPENSE - COMBINED	26,337	26,337	-	-					-
SHOP OFFICE SUPPLIES	8,010	8,010	-	-					-
SMALL TOOLS - COMBINED & REPAIR	19	19	-	-					-
TOOL / EQUIP REPAIR	812	812	-	-					-
UNIFORMS (FIELD)	10,890	10,890	-	-					-
<b>**FINANCE**</b>									
ACCOUNTING/AUDIT SERVICES	\$ 43,554	\$ -	\$ -	\$ 43,554				\$ 43,554	\$ 43,554
EE BENEFITS ALLOCATED	215,630	-	-	215,630		10,623		205,007	215,630
FINANCE - OTHER	28,371	-	-	28,371				28,371	28,371
FINANCE SALARY	338,753	-	-	338,753	16,688			322,064	338,753
OFFICE EXPENSE ALLOCATED	93,420	-	-	93,420			4,602	88,817	93,420
<b>**HDMC TREATMENT PLANT (Reimbursable)**</b>									
HDMC: CONTRACTED OPERATION EXP	\$ 84,749	\$ -	\$ -	\$ 84,749			\$ 84,749		\$ 84,749
HDMC: OTHER	56,124	-	-	56,124				56,124	56,124
HDMC: PUMPING POWER	19,458	-	-	19,458			19,458		19,458
<b>**HUMAN RESOURCES**</b>									
AWARDS SALARY/LEAVE	\$ 4,095	\$ -	\$ -	\$ 4,095				\$ 4,095	\$ 4,095
AWARDS GIFTS	-	-	-	-				-	-
EE BENEFITS ALLOCATED	41,749	-	-	41,749				41,749	41,749
EMPLOYEE EDUCATION	10,035	-	-	10,035				10,035	10,035
EMPLOYEE TRAINING	37,149	-	-	37,149				37,149	37,149
EMPLOYMENT RECRUITING EXPENSE	1,595	-	-	1,595				1,595	1,595
LABOR LEGAL FEES	11,091	-	-	11,091				11,091	11,091
OFFICE EXPENSE ALLOCATED	18,089	-	-	18,089				18,089	18,089
PERSONNEL - OTHER	1,666	-	-	1,666				1,666	1,666
PERSONNEL SALARY	58,678	-	-	58,678				58,678	58,678
<b>**NON-FINANCIAL88</b>									
Amortization of Leases	\$ 5,804		\$ 5,804	\$ -					\$ -
Amortization of Subscriptions	124,989		124,989	-					-
CAPITAL REPLACEMENT EXPENSE	1,531,001		1,531,001	-					-
Contra Equipment Lease	(4,428)		(4,428)	-					-
Contra Expense Subscriptions	(126,280)		(126,280)	-					-
Interest Expense on Leases	294		294	-					-
Interest Expense on Subscriptions	1,071		1,071	-					-
OVERHEAD - ADMIN & OTHER DEPT'S TOTAL (5380/90)	(558)	(558)	-	-					-
OVERHEAD - CIRP (5380/90)	(57,226)	(57,226)	-	-					-
OVERHEAD - CUSTOMER PAID (5380/90)	(13,741)	(13,741)	-	-					-
OVERHEAD - DISTRIBUTION TOTAL (5380/90)	(32,762)	(32,762)	-	-					-
OVERHEAD - HDMC TOTAL (5380/90)	(29,339)	(29,339)	-	-					-
OVERHEAD - PRODUCTION TOTAL (5380/90)	(56,741)	(56,741)	-	-					-

Row Labels	Sum of 2023/2024	Sum of EXCLUDABLE COSTS	Sum of UNALLOWABLE COSTS	Sum of NET EXPENSE	Sum of DIRECT SALARIES/ WAGES	Sum of DIRECT FRINGES	Sum of DIRECT OTHER	Sum of INDIRECT	Sum of TOTAL DIRECT & INDIRECT
<b>**OFFICE ALLOCATED TO DEPTS**</b>									
ADMIN: COMP EQUIP & EQUIP MAINT	\$ 15,009	\$ 15,009	\$ -	\$ -					\$ -
ADMIN: COMP SUPPORT (IT SERVICES)	40,596	40,596	-	-					-
ADMIN: SOFTWARE	79,891	79,891	-	-					-
ALLOCATED EXPENSES - OFFICE	(291,754)	(291,754)	-	-					-
AUTO EXPENSE - OFFICE	475	475	-	-					-
BUILDING REPAIR/MAINT - OFFICE	25,230	25,230	-	-					-
OFFICE SUPPLIES	18,286	18,286	-	-					-
POSTAGE	35,235	35,235	-	-					-
TELEPHONE AND UTILITIES	65,509	65,509	-	-					-
TEMPORARY LABOR - OFFICE	11,524	11,524	-	-					-
<b>**PRODUCTION**</b>									
EE BENEFITS ALLOCATED	\$ 237,926	\$ -	\$ -	\$ 237,926		\$ 237,926			\$ 237,926
EQUIPMENT RENTAL	5,017	-	-	5,017			5,017		5,017
FIELD EXPENSES ALLOCATED	119,397	-	-	119,397			119,397		119,397
GENERATOR (LARGE) REPAIR & MAINTENANCE	22,759	-	-	22,759			22,759		22,759
LABORATORY SERVICES	16,597	-	-	16,597			16,597		16,597
POWER FOR PUMPING (ELECTRIC)	518,572	-	-	518,572			518,572		518,572
PRODUCTION - OTHER	-	-	-	-			-		-
PRODUCTION SALARY (incl STBY,CLBK)	301,833	-	-	301,833	301,833				301,833
PUMPING PLANT REPAIR & MAINT.	23,806	-	-	23,806			23,806		23,806
RECHARGE MAINT/REPAIR	-	-	-	-			-		-
RIGHT OF WAY	8,714	-	-	8,714			8,714		8,714
SMALL TOOLS - PRODUCTION	3,476	-	-	3,476			3,476		3,476
TANK & RESERVOIR MAINTENANCE	12,327	-	-	12,327			12,327		12,327
TELEMETRY / SCADA EXPENSE	3,202	-	-	3,202			3,202		3,202
WATER RECHARGE PURCHASE	678,540	-	-	678,540			678,540		678,540
WATER SUPPLY MONITORING	-	-	-	-			-		-
WATER TREATMENT EXPENSE	11,707	-	-	11,707			11,707		11,707
<b>**REPORTS, STUDIES, &amp; PLANS**</b>									
#A20008 URBAN WATER MGMT PLAN 2020	\$ -	\$ -	\$ -	\$ -			\$ -		\$ -
#A21201: 2022 RATE & FEE STUDY	-	-	-	-			-		-
#A22229/#E23001 ANN'L WATER SUPPLY ASSESS (AWSA)	1,820	-	-	1,820			1,820		1,820
#E23003 2023 HAZARD MITIGATION PLAN	42,700	-	-	42,700			42,700		42,700
#E23004: ANN'L WATER LOSS REPORT - CY 2022	15,407	-	-	15,407			15,407		15,407
<b>Grand Total</b>	<b>\$ 8,414,106</b>	<b>\$ (1,792,052)</b>	<b>\$ 3,135,533</b>	<b>\$ 7,070,626</b>	<b>\$ 1,399,425</b>	<b>\$ 950,735</b>	<b>\$ 2,401,296</b>	<b>\$ 2,319,169</b>	<b>\$ 7,070,626</b>



<b>AGENDA ITEM NO:</b>	7C
<b>MEETING DATE:</b>	11.05.25

## Staff Report

<b>PRESENTED BY:</b>	SARAH JOHNSON, GENERAL MANAGER
<b>TOPIC:</b>	<b>CHROMIUM-6 COMPLIANCE STRATEGY AND CONTRACTING FOR LEGISLATIVE ADVOCACY PROFESSIONAL SERVICES</b>
<b>RECOMMENDATION:</b>	AUTHORIZE THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ROJAS PUBLIC AFFAIRS (RPA) FOR STATE AND FEDERAL LEGISLATIVE ADVOCACY SERVICES AT A MONTHLY RETAINER OF \$5,000.

### BACKGROUND

The District faces increasing challenges in securing external funding and navigating evolving state and federal regulatory environments. Many District capital and compliance needs, such as meeting the new Chromium 6 MCL, are strongly influenced by decisions made at both the state and federal level.

### DISCUSSION

In recent years, the Board has taken an active role in legislative advocacy, including sending Vice President Doolittle, Director Jarlsberg, and myself to Sacramento to represent the District. With support from the California Special Districts Association (CSDA) and the Community Water Systems Alliance (CWSA), we have conducted outreach to state representatives, monitored key legislation, written letters, and participated in discussions to highlight Joshua Basin Water District’s unique challenges and needs.

Building on this progress, there has been growing pressure from Vice President Doolittle and Director Jarlsberg in expanding the District’s legislative engagement. In researching how to best achieve this, it has become clear that effective advocacy requires specialized expertise, established relationships, and dedicated focus.

Recognizing this, staff has explored opportunities to strengthen JBWD’s visibility and influence with state and federal decision-makers. As a small district with limited capacity, our ability to sustain extensive legislative activity is constrained. Partnering with experienced professionals would provide structure, consistency, and greater reach in pursuing policy priorities, funding, and regulatory relief.

To meet this need, staff recommends engaging Rojas Public Affairs (RPA), a highly regarded firm with extensive experience representing governmental entities across California and Washington, D.C. RPA maintains strong relationships with both state and federal legislative and executive offices, positioning the District for greater advocacy success.

#### Summary of Key Services (see Exhibit A for full scope)

- Develop Legislative Strategy
- Build/Strengthen Relevant Legislative Relationships
- Coordinate Advocacy Trips
- Track State & Federal Legislation

- Draft Bill Language
- Find Federal Earmark/Member Requests Opportunities
- Advocate Agency/Department in Submitted Grant Applications
- Provide Progress Reports

**Key Personnel**

Jaime Rojas, Jr., President of RPA, brings over 25 years of experience in public affairs, including service at the White House and leadership roles in both the private and nonprofit sectors.

**Alternatives Considered**

- Continuing without dedicated advocacy services: Relying solely on internal efforts would further strain staff resources and divert the General Manager and staff from core responsibilities to research, organize, and coordinate legislative activities. This approach would increase costs in staff time and reduce overall operational efficiency, limiting the District’s ability to compete for funding and effectively influence policy.
- Select a different advocacy firm: Other firms offer similar services but lack RPA’s established presence in California and Washington, D.C., and its competitive pricing.

**CONCLUSION**

Partnering with Rojas Public Affairs will provide JBWD with the expertise, connections, and strategic support necessary to maximize state and federal funding opportunities and advance the District’s long-term objectives.

**RECOMMENDATION**

As part of Step 3 of the Chromium-6 Compliance Strategy presented to the Board on October 1, 2025, and consistent with the goals outlined in the Strategic Plan, staff recommend approval of the agreement with Rojas Public Affairs (RPA) to provide state and federal legislative advocacy services at a monthly retainer of \$5,000 for three years.

**STRATEGIC PLAN**

- 2.1.e-Pursue cost-effective grants for capital improvements such as hexavalent chromium treatment and pipeline replacement, and other opportunities as they arise.
- 2.1.f-Explore opportunities for alternative sources of income to offset costs and labor burden through the innovative use of District assets, expanded debt, bonds and partnerships.
- 5.2-Develop mutually beneficial relationships, expand collaboration and exercise strategic leadership with local, regional, state and federal partners to meet challenges and opportunities.
- 5.2.b-Advocate for differentiation in regulatory requirements for medium and large water suppliers.
- 5.2.d-Be an advocate for our community by expanding our reach through partnerships.

**FISCAL IMPACT**

Monthly retainer of \$5,000, inclusive of reasonable business and travel expenses, plus advocacy trips which are subject to an additional fee of \$1,000 per event.

**AGREEMENT FOR CONSULTANT SERVICES**  
*ROJAS COMMUNICATION GROUP*

This Agreement for Consultant Services (“Agreement”) is made effective as of November 5, 2025 (“Effective Date”), by and between the JOSHUA BASIN WATER DISTRICT (“District”), a county water district organized and existing under California Water Code section 30000 *et. Seq.*, and ROJAS COMMUNICATION GROUP, INC. (dba “Rojas Public Affairs”) (“Consultant”), a California corporation. The District and the Consultant may be referred to herein individually as “Party” and collectively as the “Parties.”

**RECITALS**

A. The District desires to obtain the services of Consultant for purposes of providing state and federal legislative advocacy services and related activities as described in Exhibit A attached to this Agreement (“Project”).

B. Consultant represents and warrants that it has all licenses, certifications, approvals, resources, qualifications, skills, experience and other things as are necessary to fully and satisfactorily provide the state and federal legislative advocacy services to the District as required by this Agreement.

C. The Parties have entered into this Agreement for purposes of setting forth the terms and conditions for the Consultant to perform state and federal legislative advocacy services for the District.

Now, in consideration of the foregoing and of the respective rights and obligations of the Parties set forth herein, the Parties agree as follows:

**AGREEMENT**

**PART 1: SCOPE, TIMING, AND COMPENSATION FOR CONSULTANT SERVICES**

**Section 1.1 Scope of Services.** The scope of the services to be performed by the Consultant under this Agreement (“Scope of Services”) is set forth in Exhibit A attached to this Agreement. In the event of a conflict or contradiction between this Agreement and the Consultant’s proposal for the services set forth herein, this Agreement shall prevail.

**Section 1.2 Time for Completion; Term.** The term of this Agreement shall commence on the Effective Date and shall continue for a period of three (3) years unless sooner terminated in accordance with the provisions of this Agreement. This Agreement is for as-needed services, and the Consultant shall perform specific tasks or assignments as requested and authorized by the District during this three-year term consistent with the Scope of Services and this Agreement.

**Section 1.3 Compensation.** The District shall pay to the Consultant, in exchange for satisfactory performance by the Consultant of the Scope of Services required under this Agreement such all-inclusive compensation as is specified in Exhibit B attached to this Agreement. Such compensation shall be payable by monthly invoicing submitted to the District by the Consultant. The

District shall pay undisputed invoices within thirty (30) days of receipt from the Consultant. The District may, within fifteen (15) days of receipt of a payment request from Consultant, reasonably request additional information and supporting documentation, in which case the District's time to pay the pending invoice shall be extended by an amount of time equal to the time in which it takes the Consultant to submit such information and/or documentation.

**Section 1.5 Change in Scope of Services.** The District may at any time request any decrease, reasonable increase, or reasonable other change in the Scope of Services. In response to any such request, the Consultant shall provide to the District a written proposal describing in reasonable detail: (i) the change; (ii) the impact of the change on the time required for performance of the Consultant's obligations under this Agreement; and (iii) the impact of the change on the cost to the District under this Agreement. Each proposal shall include proposed adjustments to the compensation payable to the Consultant using such basis (fixed fee, time & materials, etc.) as requested by the District. No proposal shall be valid or binding on the Parties unless incorporated into a written amendment to this Agreement that has been duly-approved, signed and delivered by both Parties. If the District requests deletions from the Scope of Services in writing or otherwise, under no circumstances shall the Consultant thereafter perform such Scope of Services unless the District further directs such performance in writing. The District may use the Services Schedule specified in Exhibit B and the Payment Schedule in Exhibit C hereto, or pro-rata adjustments thereof, to determine the adjustments attributable to any deletion from the Scope of Services. Otherwise, if the Parties cannot agree on or document the terms for any such deletion, the time for performance of the modified Scope of Services and the compensation to the Consultant for such modified performance shall be equitably adjusted through any dispute resolution method authorized by this Agreement. However, the Consultant shall not be entitled to any profit, overhead, or other amounts whatsoever related to the deleted portion of the Scope of Services.

**Section 1.6 Provision of Lobbyist Services.**

(a) Consultant represents and warrants that it is, and shall remain for the duration of this Agreement, a properly registered lobbyist with the California Secretary of State and, if applicable, with the United States Congress, pursuant to the California Political Reform Act and the United States Lobbying Disclosure Act. Consultant shall maintain current registration status and comply with all legally required disclosure and reporting obligations. Consultant shall provide the District with copies of any filed reports that relate to services performed under this Agreement.

(b) Consultant shall comply with all applicable legal and ethical requirements for lobbyists in California, including but not limited to the ethics training mandated by Government Code Section 86103, and shall provide proof of completion to the District. Consultant shall also disclose any financial interests that may foreseeably be materially affected by the services provided under this Agreement and shall avoid any conflict of interest in accordance with Government Code Section 87100 and related provisions.

(c) If required by law or the District's Conflict of Interest Code, Consultant shall file a Statement of Economic Interests (Form 700) upon assuming duties, annually, and within 30 days of termination of services.

(d) Consultant shall maintain records sufficient to demonstrate compliance with applicable lobbying laws and shall cooperate with any audit or review conducted by the District or regulatory agencies.

(e) Failure to comply with the provisions of this Section shall constitute a material breach of this Agreement and may result in immediate termination at the District's discretion.

## **PART 2: CONSULTANT STATUS AND ADMINISTRATION OF AGREEMENT**

**Section 2.1 Independent Contractor.** The Consultant is, for all purposes related to this Agreement, an independent contractor to the District. Neither the Consultant nor any of its Sub-Consultants, or any officer, employee, or agent of either, shall be deemed or construed to be an officer, employee, or agent of the District because of this Agreement. The Consultant shall at all times conduct its activities in a manner consistent with its independent contractor status, and, except as provided in this Agreement, the Consultant shall have the right to determine the methods, means, and mechanisms by which it shall perform the Scope of Services. The Consultant shall not allow or permit any third-party person or entity to continue in any apparent belief that the Consultant or any Sub-Consultants, or any officer, employee, or agent of either, is a District officer, employee, or agent. The Consultant shall be responsible for ensuring compliance with all laws related to its employees and the employees of any Sub-Consultant, including, without limitation, workers' compensation and, if applicable, payment of prevailing wages. The Consultant's compensation under this Agreement shall not be increased because of any costs incurred by Consultant that are attributable to such compliance hereunder.

**Section 2.2 Consent Required to Use Sub-Consultants.** The Consultant may use a Sub-Consultant to perform a portion of the Scope of Services under this Agreement only upon the District's prior written consent before the Consultant contracts with such Sub-Consultant. The District has sole discretion to deny, delay, or condition its approval of any proposed Sub-Consultants.

**Section 2.3 Authorized Representatives.** The Consultant shall designate in writing one person from its staff ("Consultant Representative") and one person from the staff of each of its Sub-Consultants (each a "Sub-Consultant Representative"), each of whom (except as provided in Section 6.3 herein if a different person is designated in Part 6) shall be: (i) the District's sole contact person for his/her entity; and (ii) responsible for and conduct all communications and other interactions between his/her entity and the District. The Consultant Representative and Sub-Consultant Representative must have the authority to make any and all decisions on the Consultant/Sub-Consultant's behalf involving the administration of this Agreement and the Scope of Services. The Consultant Representative and each Sub-Consultant Representative shall provide to the District their respective names, titles, telephone numbers, and other contact information. The Consultant Representative and Sub-Consultant Representatives shall be reasonably available to District, by telephone, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and at such other times as they and the District may agree.

**Section 2.5 Prohibited Interests.** Consultant agrees to sign the Noncollusion Declaration attached hereto as Exhibit D before or concurrent with the Effective Date.

**Section 2.6 Consultant and Sub-Consultant Capability.** The Consultant and all Sub-Consultants represent and warrant that: (i) it has all the licenses required by law to enter into this Agreement and perform the Scope of Services; (ii) it shall be sufficiently skilled and qualified to perform the tasks, duties and responsibilities assigned to them by this Agreement or the Consultant; (iii) any and all persons performing the Scope of Services, including, without limitation, all Sub-Consultant employees, shall have the technical expertise and experience required to perform the Scope of Services in an efficient and timely manner; and (iv) it has sufficient financial, personnel, and other resources to adequately and timely perform the Scope of Services. Upon the District's request, the Consultant shall remove from the Project site, and prevent from performing any of the Scope of Services, any person whom the District determines is not performing the Scope of Services in a reasonable manner or is a threat to the safety of any person(s) or property. The Consultant shall not thereafter allow such person to perform any of the Scope of Services.

**Section 2.7 Required Standard of Care.** The Consultant shall perform or cause to be performed all Scope of Services using a level of care that is not less than the reasonable level of care employed by other consultants providing similar services within the State in similar circumstances, and considering the District's goals and any facilities, financial, or other constraints or parameters described to the Consultant either before or after the Effective Date.

**Section 2.8 Compliance with Law.** The Consultant shall perform the Scope of Services in compliance with all applicable federal, State, and local laws, regulations, ordinances, and other governmental requirements.

**Section 2.9 Reliance on District Information.** The District shall make available to Consultant all data and information in the possession of the District that the District deems necessary to the completion of the Scope of Services, and the District shall actively aid and assist Consultant in obtaining such information from other agencies and individuals. Except as specifically provided in the Scope of Services, the Consultant shall be entitled to rely on the accuracy and completeness of any and all information that the District provides to the Consultant, subject to any qualifications or limitations as the District may describe, and provided that the Consultant may so rely only if it would be reasonable to do so.

**Section 2.10 Consultant Records.** The Consultant shall prepare and maintain, using generally-accepted accounting principles, all financial and other records involving this Agreement and the Scope of Services, as appropriate or required by law ("Consultant Records"). Under Government Code Section 8546.7, the State Auditor may, for a period of three years following final payment hereunder, review, audit and/or copy the records of the Parties regarding each contract expending public funds in excess of \$10,000. The District and governmental entities with competent jurisdiction also shall have an independent right under this Agreement, for a period of Section 2.10 Consultant Records. The Consultant shall prepare and maintain, using generally-accepted accounting principles, all financial and other records involving this Agreement and the Scope of Services, as appropriate or required by law ("Consultant Records"). Under Government Code Section 8546.7, the State Auditor may, for a period of three years following final payment hereunder, review, audit and/or copy the records of the Parties regarding each

**Section 2.11 District Ownership and Use of Documents.** Any and all conceptual, preliminary, working, and final documents (originals and copies), presentations, computations, analyses, and other documents relevant to this Agreement, in whatever format or storage medium,

obtained or prepared by the Consultant or any Sub-Consultant (each a “Project Document”) shall become and remain the District’s property. Except under this Agreement, and except for Project Documents submitted to a State agency or made for inclusion as part of the Consultant Records, the Consultant shall not permit any Project Document to be reproduced without the advance written approval of the District, regardless of whether the Consultant or any Sub-Consultant possesses the Project Document(s). The District may use the Project Documents as the District deems appropriate, with no additional compensation due to Consultant except as provided in this Agreement. The District shall have the unconditional right to use the Project Documents, for their intended purposes and, at District’s sole discretion, for any other purpose, with no additional compensation due to Consultant. Except as expressly agreed in writing, the District shall not be required to employ the Consultant in connection with any future use of the Project Documents. Notwithstanding anything to the contrary, the Consultant acknowledges and agrees that the District will rely on the accuracy and completeness of the Project Documents when used for their intended purposes. The District shall indemnify and hold the Consultant harmless with respect to any liabilities caused by District use of the Project Documents for other than their intended purposes.

**Section 2.12 Security and Safety.** If, in the prosecution of the work under this Agreement, it is necessary for Consultant to conduct field operations, security and safety of the job site will be the responsibility of Consultant, excluding, nevertheless, the security and safety of any facility of the District within the job site not under the control of Consultant.

### **PART 3: CONSULTANT INSURANCE**

**Section 3.1 Required Insurance.** Consultant shall procure and maintain for the duration of this Agreement insurance, consistent with the requirements set forth in Exhibit E attached to this Agreement, against claims for injuries or death to persons or damages to property that may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or sub-contractors.

### **PART 4: INDEMNIFICATION BY CONSULTANT**

**Section 4.1 General Requirement.** To the maximum extent authorized by law, the Consultant shall defend, indemnify, and hold-harmless the District, its Board of Directors, and each member thereof, and the District’s other officers, employees, consultants, and agents (collectively, not including the District, the “District Agents”), and each of them, from and against any and all claims, demands, actions, other proceedings, liens, judgments, damages, losses, costs, reasonable attorney’s fees, expenses, and other liabilities of any nature arising from or directly or indirectly relating to: (1) the performance of the Scope of Services by Consultant, any Sub-Consultant, or anyone working under or for the Consultant or any Sub-Consultant; (2) actual or alleged negligence, recklessness, or willful misconduct by Consultant, any Sub-Consultant, or anyone working under or for the Consultant or any Sub-Consultant; and/or (3) the performance of this Agreement by Consultant, any Sub-Consultant, or anyone working under or for the Consultant or any Sub-Consultant. Any defense of the District and/or District Agents shall be by qualified and appropriately experienced legal counsel reasonably acceptable to the District, but selected and retained by the Consultant at its sole cost. **The Consultant’s obligations under this Section shall survive the expiration or termination of this Agreement.**

**Section 4.2 Limitation on Consultant Obligations.** The Consultant shall not be obligated under this Part 4 to the extent any claim, demand, action, judgment, damage, loss, cost or expense, or other liability results from the active negligence, sole negligence, or willful misconduct of the District or any District Agent. In each such event, the Parties shall be responsible and liable on a comparative basis.

**Section 4.3 District Settlement of Disputes.** Without jeopardizing or compromising any of its rights under this Agreement, or as are available under the law, the District may settle any claim, demand, action, or other legal proceeding brought against the District or District Agents on terms the District Board reasonably determines to be in the District's best interests. The District shall not have any right to settle any claim, demand, action, or other legal proceeding brought against the Consultant or any Sub-Consultant. Before settling, the District shall attempt to obtain the Consultant's consent to each such settlement, and the Consultant shall not unreasonably deny, delay, or condition its approval. If the Parties cannot agree on the terms for settlement of any dispute, with the result that the Consultant does not consent to the settlement, the District may nonetheless settle the dispute.

**Section 4.4 Payment of Costs.** The Consultant shall reimburse the District for, or upon the District's request Consultant shall directly pay, any costs, expenses, attorney's fees, penalties, judgments, settlements, and other amounts paid or owed by the District that are payable by the Consultant under the indemnity provisions of this Agreement. The Consultant shall pay each such amount when such amount is due or within thirty days of receipt of a written invoice from the District. Any late payments by the Consultant shall accrue interest at the maximum legal rate.

**Section 4.5 Insurance Not a Limitation.** The Consultant's obligations under this Part 4 shall not be deemed to be: (i) conditioned upon, or in any manner limited by, the any insurance coverage maintained by a Party or other person or entity; or (ii) conditioned upon the receipt by any person or entity of, or limited to the amount of, any insurance proceeds.

**Section 4.6 Survival of Obligations.** For all acts, omissions, or incidents occurring before termination of this Agreement, the Consultant's obligations under this Part 4 shall survive termination of this Agreement, regardless of whether the Consultant has then completed the Scope of Services.

**Section 4.7 Sub-Consultant Indemnity.** The Consultant shall require in its agreements with its Sub-Consultants that each Sub-Consultant independently comply with all requirements of this Part 4 related to indemnifying, holding-harmless, and defending the District, unless and only to the extent the District specifically provides otherwise in writing. The Consultant shall be responsible for ensuring that its agreements with Sub-Consultants comply with this Part 4.

**Section 4.8 Attorney's Fees.** Notwithstanding anything to the contrary, no person, entity, or party, including but not limited to the District and the Consultant, shall be allowed to recover attorney's fees that are incurred to enforce or defend this Agreement.

## **PART 5: TERMINATION OF AGREEMENT AND CONSULTANT SERVICES**

**Section 5.1 Termination Due to Expiration or Completion.** Unless earlier terminated per this Part 5, this Agreement shall terminate upon: (i) expiration of the period in Section 1.2 for completion of the Scope of Services or, if the Consultant has not then completed all of the Scope of Services, upon such later date as agreed in writing by the Parties; or (ii) upon completion of the Scope of Services and final payment by the District to the Consultant.

**Section 5.2 District Termination for Convenience.** The District, without need for cause, may terminate this Agreement with respect to some or all of the Scope of Services by providing written notice of termination to the Consultant. Such termination shall be effective immediately upon receipt of the notice by the Consultant.

**Section 5.3 District Termination for Breach of Warranties.** If the District determines at any time that any of the Consultant's representations and/or warranties in this Agreement are untrue or incorrect, the District shall have the right to terminate this Agreement immediately and without liability (including, without limitation, any liability for paying any further compensation to the Consultant), and the Consultant shall be liable to the District for all costs, expenses and damages arising therefrom. The Consultant's representations and warranties under this Agreement shall survive termination of this Agreement.

**Section 5.4 District Termination for Cause.** In addition to other termination rights under this Agreement, the District may give the Consultant written notice of the District's intent to terminate this Agreement for cause if the District determines that the Consultant has failed to perform some or all of the Scope of Services in a satisfactory and timely manner, or if the Consultant has otherwise breached this Agreement. The Consultant shall have ten (10) days following receipt of the notice of intent to terminate to cure its failure or breach, or to make arrangements satisfactory to the District for cure of its failure or breach. If the Consultant fails within such ten-day period to cure or make satisfactory arrangements, the District may terminate this Agreement by giving written notice of termination to the Consultant, and such termination shall be effective immediately upon Consultant's receipt of the notice of termination. Nothing in this Agreement shall be deemed as a waiver by the Consultant of any rights it may have regarding a wrongful termination by the District.

**Section 5.5 Consultant Termination for Cause.** The Consultant may give the District written notice of the Consultant's intent to terminate this Agreement for cause if the Consultant reasonably determines that the District has breached any of its material obligations under this Agreement. The District shall have: (i) fourteen (14) days following receipt of the notice of intent to terminate to cure (or to make arrangements satisfactory to the Consultant for cure of) a breach arising from any failure by the District to pay any undisputed amount owed to the Consultant; and (ii) thirty (30) days following receipt of such notice of intent to terminate to cure (or to make arrangements satisfactory to the Consultant for cure of) a breach of any other nature. If the District fails within the applicable period to cure a breach or to make satisfactory arrangements, the Consultant may terminate this Agreement by giving written notice of termination to the District. Such termination shall be effective immediately upon the District's receipt of the notice of termination. Nothing in this Agreement shall be deemed as a waiver by the District of any rights it may have regarding a wrongful termination by the Consultant.

**Section 5.6 Compensation to Consultant upon Termination.** Subject to all other provisions of this Agreement, in the event of any termination of this Agreement, in whole or in part, under Section 5.2, 5.4 or 5.5 of this Agreement, the District shall, with respect to the terminated portion of the Scope of Services, compensate the Consultant for the Scope of Services that the Consultant satisfactorily performed before termination, consistent with the Payment Schedule set forth in Exhibit C hereto, plus reimbursement for expenses authorized under Section 1.4. Nothing in the foregoing shall be deemed to constitute a waiver or release of any damages that a Party incurs as a result of a breach by the other Party, and each Party shall be entitled to offset any and all such damages from amounts otherwise payable to the other Party under this Agreement.

**Section 5.7 Consultant to Provide Copies of Project Documents.** If for any reason this Agreement is terminated, in whole or in part, the Consultant shall, not later than seven (7) days following the effective date of the termination, provide to the District copies of all Project Documents. Satisfaction of the Consultant's obligations under this Section shall be a condition precedent to the District's obligation to pay any compensation or reimbursement to the Consultant under this Agreement.

## **PART 6: GIVING OF NOTICE**

**Section 6.1 General Requirements.** Any and all demands and notices required or permitted under this Agreement (each a "Notice") shall be in writing and shall be served per this Part 6.

**Section 6.2 Methods of Delivery.** Each Notice shall be sent via: (i) personal delivery (with name and signature of recipient obtained on delivery receipt); (ii) registered or certified United States mail (postage pre-paid and return receipt requested); (iii) FedEx, U.P.S. or other reliable, private delivery service (with name and signature of recipient obtained on electronic or other delivery receipt); or (iv) email (with printed confirmation of transmission from the sender's machine or device to be provided to recipient upon request, and with the original of the Notice overnighted within 12 hours after transmission). Neither Party may unreasonably refuse to accept delivery of any Notice and any unreasonable refusal by a Party shall be deemed a material breach under this Agreement.

**Section 6.3 Persons to Whom Notices Must be Sent.** Notices sent to a Party shall be addressed and delivered to that Party's representative listed in Exhibit F to this Agreement. A Party shall give Notice of any change in the Party's address, person to whom attention should be directed, or email address, by giving notice under this Part 6. If any information applicable to a Party or its representative changes, and the Party does not give notice of such change per this Part 6, any subsequent Notices addressed and delivered to the Party's old contact information shall be deemed to have been served per Section 6.4, regardless of whether "actual receipt" has occurred.

**Section 6.4 Effect of Receipt.** A Notice shall be deemed served only upon actual receipt by the addressee. For email, "actual receipt" shall mean delivery to the recipient's email inbox. However, any Notice (including email Notices) delivered after 4:00 p.m. on any weekday, at any time on a weekend (Saturday or Sunday), at any time on a federal or State holiday, or at any time on a District furlough day mandated by the State or District, the Notice shall be deemed to have been served as of 9:00 a.m. on the next business day.

**Section 6.5 Applicability of Notice Requirements.** The requirements of this Part 6 shall not apply to: (i) communications between the Parties for the day-to-day administration of this Agreement or the performance of the Scope of Services; or (ii) service of process per any applicable law or court rule.

## **PART 7: INTERPRETATION OF AGREEMENT**

**Section 7.1 Fair and Reasonable Interpretations.** Before execution and delivery of this Agreement, each Party has received, or had unqualified opportunities to receive, independent legal advice from its legal counsel with respect to the advisability of executing this Agreement and the meaning of the provisions herein. The provisions of this Agreement, therefore, shall be construed based on their fair and reasonable meaning, and not for or against any Party based on whether such Party or its legal counsel was responsible for drafting this Agreement or any particular provision herein.

**Section 7.2 Headings and Captions.** The headings and captions set forth in this Agreement are for the convenience of the reader only and shall not be deemed to establish, define, or limit the meaning of any Part, Section or other provision.

**Section 7.3 Recitals and Exhibits.** Each Recital contained herein and each Exhibit referenced herein and attached hereto is incorporated as an effective and operative provision of this Agreement.

**Section 7.4 Meaning of "Days."** Except as expressly otherwise provided in this Agreement, each reference in this Agreement to a specific number of days shall mean consecutive calendar days, not business days.

**Section 7.5 Entire Agreement.** This Agreement constitutes the entire understanding and agreement between the Parties regarding the Project and the Scope of Services, and all prior and contemporaneous agreements, representations, and understandings of the Parties relating to such subject matters, whether oral or written, are hereby superseded and replaced.

**Section 7.6 Modifications of Agreement.** This Agreement may be modified only by means of duly-approved written agreement executed and delivered by both Parties.

**Section 7.7 Waiver.** A waiver by a Party of any provision of this Agreement shall be binding only if the waiver is set forth in writing and has been duly approved and executed by the waiving Party. Unless so specified in the written waiver, a waiver by a Party of any provision of this Agreement shall not constitute a waiver of any other provision(s) herein, similar or not, and shall not be construed as a continuing waiver. Except as waived per this Section, neither the failure by a Party at any time to require performance of any requirement of this Agreement, nor any forbearance or indulgence of the Party regarding such requirement, shall in any manner affect the Party's right at a later time to enforce the same or any other provision of this Agreement.

**Section 7.8 Governing Law and Venue.** This Agreement shall be governed by and interpreted per California. Any action, arbitration, or other proceeding arising from this Agreement shall be initiated and conducted only in the County of San Bernardino, California.

**Section 7.9 Correct Legal Requirements Deemed Included.** Each and every provision required by any applicable law to be included in this Agreement is hereby deemed to be so included, and this Agreement shall be construed and enforced as if all such provisions are so included. If, for any reason, any provision required by any applicable law is not expressly included herein, or is not correctly included herein, then, upon request of either Party, this Agreement shall be amended to include or incorporate, or to correctly include or incorporate, such provision.

**Section 7.10 Severability.** If a court of competent jurisdiction determines, for any reason, that any provision or requirement of this Agreement is invalid or unenforceable, such determination shall not invalidate or render unenforceable any other provision or requirement of this Agreement. In such event, the provisions and requirements that are not the subject of the court's determination shall be interpreted, to the extent permitted by law, in a manner that is consistent with the intent and purpose underlying the invalid or unenforceable provision or requirement.

Likewise, if a court of competent jurisdiction determines, for any reason, that any provision or requirement of this Agreement is invalid or unenforceable as applied to a specific person or entity, such determination shall not affect the applicability of such provision or requirement to other persons or entities. In such event, the provisions and requirements that are not the subject of the court's determination shall be interpreted, to the extent permitted by law, in a manner that is consistent with the intent and purpose underlying the inapplicable provision or requirement.

**Section 7.11 Successors and Assigns.** The Consultant may not assign this Agreement without the prior written consent of the District, and any attempt to do so shall be null and void. Subject to the foregoing, this Agreement shall inure to the benefit of, and be binding on, the Parties' authorized successors and assigns.

**Section 7.12 No Third-Party Beneficiaries.** The Parties have entered into this Agreement solely for their own purposes, and this Agreement shall not be deemed or construed to: (i) benefit any third party; (ii) create any right for any third party; or (iii) except as provided by law, provide a basis for any claim, demand, action, or other proceeding by any third party.

**Section 7.13 Agreement is Public Record.** Notwithstanding anything to the contrary: (i) nothing in this Agreement shall be deemed to constitute confidential information; and (ii) this Agreement is a public record which the District may disclose per State law or otherwise.

***(The remainder of this page intentionally left blank.)***

**PART 8: EXECUTION OF AGREEMENT**

**Section 8.1 Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which, taken together, shall constitute one and the same instrument. Signature pages may be detached from counterpart originals and combined to physically form one or more copies of this Agreement having original signatures of both Parties. Signature pages sent via email shall also constitute original signatures under this Agreement.

**Section 8.2 Due Authority.** Each person signing this Agreement on behalf of a Party represents and warrants that he or she has been duly authorized by such Party to sign, and thereby bind such Party to, this Agreement.

**IN WITNESS WHEREOF,** the authorized representatives of the Parties have executed this Agreement as evidenced by their signatures below.

**ROJAS COMMUNICATIONS GROUP, INC.**  
**dba ROJAS PUBLIC AFFAIRS**

By: \_\_\_\_\_  
Jaime Rojas, Jr. President  
Fed. Tax ID No: \_\_\_\_\_  
Email: [jaime@rojaspublicaffairs.com](mailto:jaime@rojaspublicaffairs.com)

Date Signed: \_\_\_\_\_

**JOSHUA BASIN WATER DISTRICT**

By: \_\_\_\_\_  
Sarah Johnson, General Manager  
[sjohnson@jbwd.com](mailto:sjohnson@jbwd.com)

Date Signed: \_\_\_\_\_

**EXHIBIT F**  
**Parties' Representatives**

Each Party's representative, address, and other contact information for purposes of Notices given under Part 6 of this Agreement are as follows:

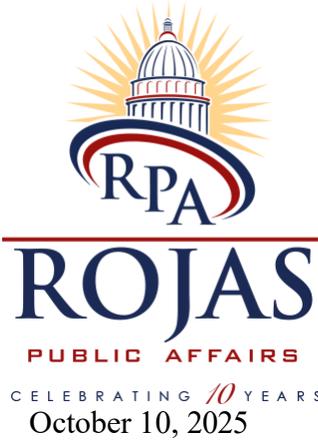
**District Contact Information:**

Joshua Basin Water District  
Attn: Ms. Sarah Johnson  
61750 Chollita Rd.  
Joshua Tree, CA 92252  
Phone: (760) 366-8438  
E-mail: sjohnson@jbwd.com

**Consultant Contact Information:**

Rojas Public Affairs  
Attn: Jaime Rojas, Jr., President  
6782 Plum Way  
Rancho Cucamonga, CA 91739  
Phone: (213) 400-8664  
E-mail: jaime@rojaspublicaffairs.com





Ms. Sarah Johnson,  
General Manager  
Joshua Basin Water District  
61750 Chollita Rd.  
Joshua Tree, CA 92252

Dear Ms. Johnson:

I am writing to provide you with an overview of our firm and the scope of services for state and federal advocacy services to provide Joshua Basin Water District. Rojas Public Affairs (RPA) was established over ten years ago with deep California connections and a locally focused methodology. We also have extensive experience in representing governmental entities and are uniquely qualified to partner with Joshua Basin Water District. In addition, the RPA team has a great presence in Washington, D.C. with an office just blocks from the United States Capitol & The White House.

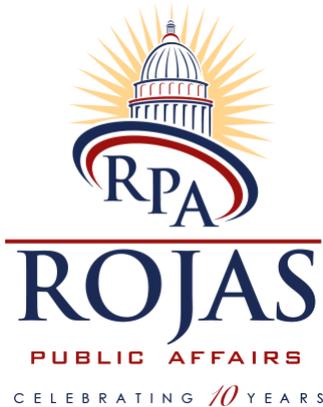
### RPA Background

For almost a decade, RPA has offered a wide range of services to a variety of organizations across many industry sectors. These include local governments, Fortune 500 companies, and trade associations. We have provided government relations services throughout California and Washington, D.C. to some of the largest and most complex governmental & business entities in the country; helped clients successfully achieve policy, regulatory, and funding goals; and assisted others to envision and implement multi-year, multi-million-dollar development projects. Our in-depth substantive knowledge combined with our creativity, hard work and reputation for integrity has earned us the trust of long-standing clients. We are proud that clients think of us as an integral part of their operations, capable of delivering the services they need when they need them.

### Scope of Services

RPA will collaborate with Joshua Basin Water District to open doors in Washington, D.C., and Sacramento to assist finding additional funds to various needs like CA Water Board compliance to its five wells. Our partnership would include:

- Working with the District to raise their profile with the California House and Senate delegation, federal agencies, and the Trump Administration; California State Senate and Assembly, state agencies and Governor Newsom's Office.



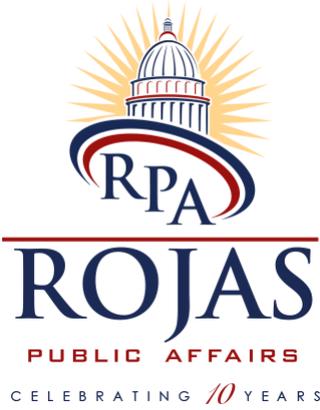
- Building support for Joshua Basin Water District objectives and resource needs within Congress and the State Legislatures; and target key allies and influential lawmakers, committees, and Executive branch policy makers.
- Coordinating trips to Washington, D.C., and Sacramento, to meet with the Congressional and State delegation and key staff in the federal and state agencies.
- Helping Joshua Basin Water District with any issues that have a federal and state or nexus, which may include providing comments on federal and state regulations, securing letters of support for grant applications, connecting local officials to federal and state agency professionals to maximize opportunities for success.

RPA will collaborate with Joshua Basin Water District to create a federal and state government funding and outreach program. The focus will be on developing a plan to apply for earmarks and targeted funding within specific government agencies and developing crucial relationships with program managers responsible for administering target grants.

### Rojas Public Affairs Leadership

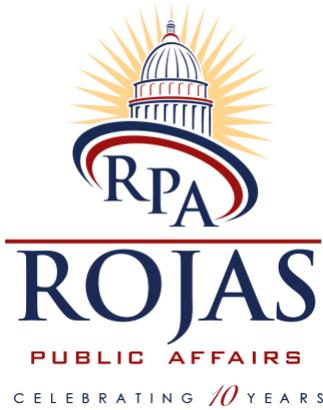
#### **Jaime Rojas, Jr. - President, Rojas Public Affairs**

Jaime Rojas is President of RPA and has over 25 years of local, state & federal experience in public affairs, public relations & community outreach, including working as a staffer in the The White House under President Clinton. Jaime has also worked for companies like UPS, Lucent Technologies and was the President of the California Hispanic Chambers of Commerce. He has received his undergrad and graduate school degrees from USC. Jaime has taught at USC's Sol Price School of Public Administration. He grew up in Los Angeles and is based in Rancho Cucamonga, California.



Rojas Public Affairs would very much welcome the opportunity to partner with the Joshua Basin Water District. Should you decide to hire our team we are prepared to begin as soon as possible and would recommend a strategy session be scheduled soon after so that we can begin our collaboration. **The monthly retainer for our State & Federal services is \$5,000 per month.**

DESCRIPTION OF SERVICES	MONTHLY FEE
<b>State &amp; Federal Legislative Advocacy Services</b>	<b>\$5,000</b>
• Conduct Detailed Orientation/Kick-Off Meeting	Included
• Develop Legislative Strategy	Included
• Implement the Legislative Strategy	Included
• Build and Strengthen Relevant Relationships (Sacramento/D.C.)	Included
• Leverage Relationships for Strategic Advocacy Plan	Included
• Coordinate Advocacy Trips (Sacramento/Washington, D.C.)	\$1,000/event
• Track State & Federal Legislation	Included
• Craft State & Federal Testimony and Position Letters	Included
• Draft Bill Language	Included
• Federal Earmark/Member Requests Opportunities	Included
• Work with JBWD Team for Seamless Strategy	Included
• Advocate Agency/Department in Submitted Grant Applications	Included
• Provide Progress Reports	Included
• Prepare and File Lobbying Disclosure Reports	Included
<i>*The monthly fee includes all reasonable business and travel expenses</i>	



Due to the nature and scope of our work, RPA is kindly requesting a three-year contract for our state and federal legislative advocacy services.

Thank you for taking the time to review this proposal. Please do not hesitate to contact us with any questions.

Very respectfully,

A handwritten signature in black ink that reads 'Jaime Rojas Jr.' in a cursive script.

Jaime Rojas, Jr.  
President

Rojas Public Affairs  
6782 Plum Way  
Rancho Cucamonga, CA 91739  
(213) 400-8664  
[jaime@rojaspublicaffairs.com](mailto:jaime@rojaspublicaffairs.com)



**EXHIBIT C**  
**Consultant Compensation**

(A) Consultant Fee (Check the boxes as applicable):

In exchange for satisfactory performance of the Scope of Services, the District shall pay to the Consultant the compensation set forth below, which shall be all-inclusive, full and final compensation to the Consultant for the Scope of Services provided, and shall include any and all overhead, profit, and other amounts potentially payable to Consultant for the specified Scope of Services:

- Lump sum of \$ 5,000 per month for all services set forth in the Scope of Work, with the exception of coordinated advocacy trips which will subject to an additional fee of \$1,000 per event.
- “Not-to-exceed” amount of \$ \_\_\_\_\_ to be paid by  task, allocated as set forth in the Payment Schedule below, or  on a time-and-materials basis, allocated as set forth in the Hourly Rate Schedule below.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT D**  
**Noncollusion Declaration**

**Project:** JBWD - Legislative Advocacy Services

**Consultant:** Rojas Communication Group, Inc. (dba Rojas Public Affairs)

The undersigned hereby declares:

I, \_\_\_\_\_ (insert name) am the \_\_\_\_\_  
(insert position/title) for the Consultant.

I represent and warrant that: (i) Consultant has not employed or retained any company or person (excepting any bona fide employee working solely for Consultant) to solicit or otherwise cause the District to enter into the Agreement for Consultant Services (“Agreement”); (ii) Consultant has not paid, agreed to pay, or otherwise provided to, any company or person, including, but not limited to, any District officer, employee or agent (but excepting any bona fide employee working solely for Consultant), any fee, commission, percentage, brokerage fee, gift, favor, or other consideration contingent upon or resulting from the District entering into the Agreement; and (iii) to the Consultant’s knowledge, the making of the Agreement shall not result in any person having any conflict of interests under Government Code Section 1090, the California Political Reform Act (Government Code Section 87100 et seq.), or other California law, including the common law.

I hereby represent that I have the full power to execute, and do execute, this declaration on behalf of the Consultant.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date],  
at  
\_\_\_\_\_ [city], \_\_\_\_\_ [state].

Representative Printed Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **EXHIBIT E**

### **Insurance Requirements**

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or sub-contractors.

**Coverage** - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to District) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** - (if necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
4. **Professional Liability** - Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

**If Claims Made Policies:**

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

**Other Required Provisions** - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
  
2. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

**Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District. .

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by District.

**Verification of Coverage** – Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

**Sub-contractors** - Consultant shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that District its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

**EXHIBIT F**  
**Parties' Representatives**

Each Party's representative, address, and other contact information for purposes of Notices given under Part 6 of this Agreement are as follows:

**District Contact Information:**

Joshua Basin Water District  
Attn: Ms. Sarah Johnson  
61750 Chollita Rd.  
Joshua Tree, CA 92252  
Phone: (760) 366-8438  
E-mail: sjohnson@jbwd.com

**Consultant Contact Information:**

Rojas Public Affairs  
Attn: Jaime Rojas, Jr., President  
6782 Plum Way  
Rancho Cucamonga, CA 91739  
Phone: (213) 400-8664  
E-mail: jaime@rojaspublicaffairs.com