

**A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

**JULY 27, 2016 / 6:00 P.M.**

**AGENDA**

This meeting will be televised on Time Warner Cable Channel 10  
on Saturdays at 10:00 AM and Sundays at 5:00 PM

Next Resolution #16-12  
Next Ordinance #98

Call to Order and Roll Call

Pledge of Allegiance

Additions/Deletions to the Agenda

Public Comments

Please complete a "Request to be Heard" form prior to the start of the meeting. The public may address the Board for 3 minutes on District-related matters. Government Code prohibits the Board from taking action on matters that are not on the agenda. However, the Board may refer matters for future consideration.

1. Presentation to the Board from Morongo Basin Conservation Association
2. Approval of Resolution 16-11 Commending Jim Thompson for Distinguished Public Service
3. Review Proposals and Award Bid to Purchase Two 2017 Ford F-250 Trucks
4. Approval of General Manager Employment Agreement
5. Approve Director(s) to Attend ACWA/JPIA and ACWA Fall Conferences (November 28 through December 2, 2016) and Attend CSDA Annual Conference (October 10 through October 13 and to Provide Daily Meeting Stipend
6. Discussion of Establishing an Employee Recognition Policy
7. Discussion of Draft Employee and Family Emergency Plan
8. Consent Calendar

Matters under the Consent Calendar are to be considered routine and will be enacted in a single motion. There will be no separate discussion of these items unless the Board, staff or the public requests specific items be removed for separate discussion and action before the Board votes on the motion to adopt.

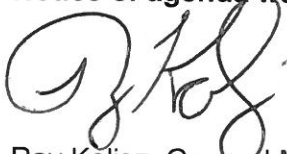
- Minutes of the Regular Meeting held on June 22, 2016 and Minutes of the Regular Fire Department Meeting held on June 22, 2016

▪ Audit List

9. Items Removed from the Consent Calendar for Discussion or Separate Action
10. Management Reports
  - 10.1 Operations
  - 10.2 Finance
  - 10.3 General Manager
11. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
12. Adjournment

The Board reserves the right to discuss only or take action on any item on the agenda.

**Notice of agenda was posted on or before 3:00 p.m., July 22, 2016.**



Ray Kolisz, General Manager

Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Cindy Fowlkes at (760) 367-7546 at least 48 hours before the meeting, if possible.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at 72401 Hatch Road, Twentynine Palms, CA 92277. In addition, any such writing may also be posted on the District's website.

1

# MBCA

morongo basin conservation association



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June 20, 2016

Board of Directors  
Twentynine Palms Water District  
72401 Hatch Rd  
Twentynine Palms, CA 92277

Re: 2016 Desert-Wise Living Series

Dear Board of Directors:

Thank you for partnering with us on the 6<sup>th</sup> Desert-Wise Landscape Tour. Your support made it possible for us to reach this year's goals: expand the Tour and its influence. We have been asked for several years to host the Tour over 2 days. This request posed a challenge of manpower and resources but with your support and being able recruit 45 volunteers, we made it happen. Our audience was very pleased with the expansion so we will be continuing with the 2-day Tour.

Additionally, there were other successful firsts. Broader and more frequent media interest, a larger footprint on social media, more outreach tables to accommodate the larger crowds, more essay submissions to the "after-Tour" contest, and more support from our local water agencies have pushed our attendance over the 300 mark goal. Our tour continues to reach more ratepayers.

In our aim for the program to change habits of how we use water and energy, the "after-Tour" essays reveal lessons learned:

Finally, I came away from this site with a better idea of how rainwater can be harvested and guided to where it is needed. So, cutting water usage for landscaping is great, but using *only* natural rainfall? What a concept! And it *is* possible, eventually, with smart planning. Paul Kibbey, 2<sup>nd</sup> Place

With additional changes to my watering technique and using grey water more effectively my water usage is now at a more responsible consumption saving me about \$90 a month. I can't wait to see next year's line-up!  
Tami Ohl, 3<sup>rd</sup> Place

The District's partnership is an important factor in this water conservation program. We value the support and confidence you place in us and hope to continue working with you.

Sincere appreciation

Claudia Sall, Events Director and MBCA Board Director

**POST OFFICE BOX 24, JOSHUA TREE, CALIFORNIA 92252 email: [INFO@MBCONSERVATION.ORG](mailto:INFO@MBCONSERVATION.ORG)  
[WWW.MBCONSERVATION.ORG](http://WWW.MBCONSERVATION.ORG)**

**MBCA is a 501(c)3 non-profit, community based, all volunteer organization**

# MBCA



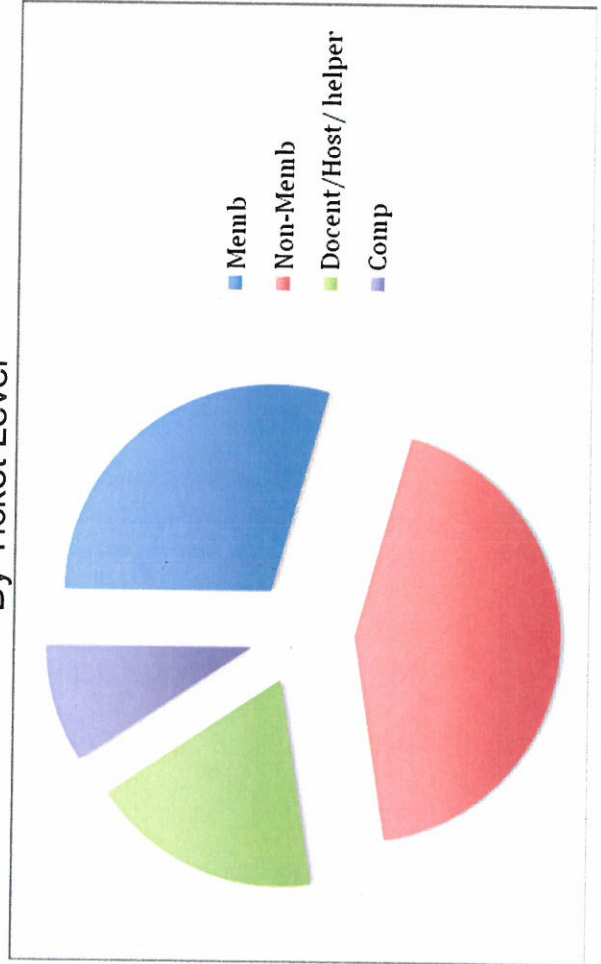
## morongo basin conservation association

### Desert-Wise Living Landscape Tour 2016 Registrations

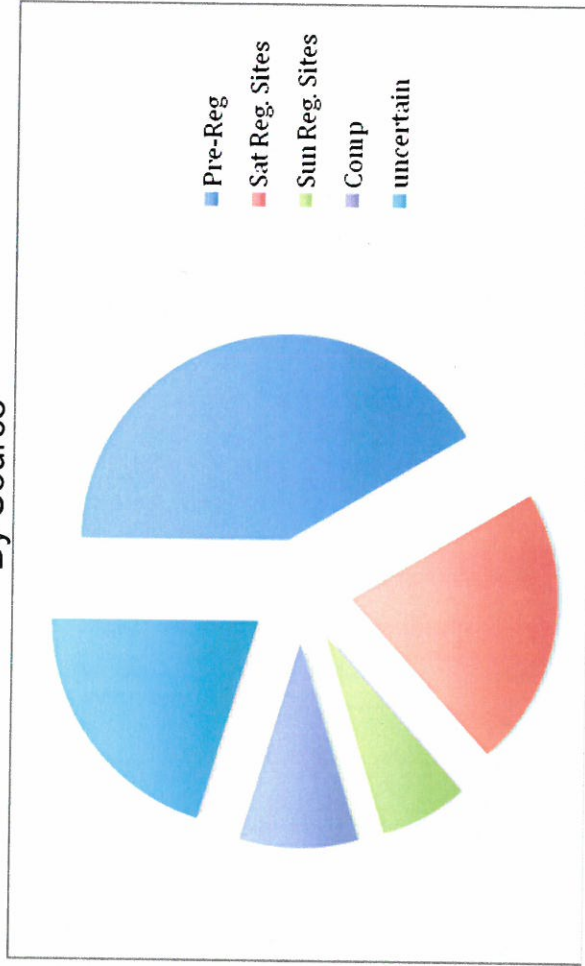
By Ticket Level	
Member	97
Non-Member	148
Docent/Host/ helper	60
Complimentary	31
	336

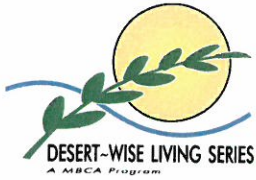
By Source – by Day	
Pre-Registered	138
Sat. at Reg. Sites	73
Sun at Reg. Sites	23
Complimentary	31
Added at sites/uncertain	71
	336

By Ticket Level



By Source





## 2016 Landscape Tour Essays

1<sup>st</sup> Place Essay 2016 by C. Reed

Morning light warmed our backs as we coasted into Morongo Valley. A recent high desert arrival, I eagerly anticipated learning to work with the water-wise plants that thrive here, and I was certainly not disappointed. I discovered a rich variety of beautiful, practical environments, all designed to fit within our local ecosystem.

Some homes were lushly landscaped in a traditional aesthetic, while others took inventive approaches to outdoor art, employing the natural world as a medium of expression. There were homes with outdoor showers, properties with greenhouses, and entire outdoor rooms situated amid blooming native plants. We perused both simple and elaborate systems of solar power generation as well as some truly ingenious water conservation techniques. And best of all were the wonderful conversations we had with hosts and docents and with our fellow tour-takers.

In the afternoon we explored the windblown mesa, clambering among giant boulders to discover secret viewpoints that just happened to have perfect seating arrangements in wind-screened scenic spots. Well, maybe not so secret after all...!

Throughout the gorgeous Basin we roamed, soaking up inspiration. And there was one unexpected revelation – ironic, because of what drew me to this area in the first place – the rocks. From gigantic boulders to the finest grains of sand, and every size in between, landscapers work with the mineral kingdom in ways both useful and exquisitely lovely. Rocks facilitate drainage! They're for sitting on! Rocks are art elements! Rocks are for weed control! They're walls; they're walkways; they're habitat enhancements! It turns out that rocks really do rock!

As evening light spread shadow and gold across the desert floor, we headed home, grateful to these landscape artists for the generosity with which they shared their homes, their knowledge, and their journeys of discovery. Thank you MBCA for making it possible!

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2<sup>nd</sup> Place Essay 2016 by Paul Kibbey

## Desert Delights

I have been in Joshua Tree four years now and have not missed a Desert Wise Landscape Tour. Always surprised by visiting areas I have not explored, I delight in meeting the welcoming homeowners and docents who make the high desert their home.

What strikes me is seeing the unique ways people communicate with nature. I am thinking of one place where I sat with the owners on their deck surrounded by Palo Verdes profusely blossoming with yellow flowers, bathing us with magical yellow light. It was a perfect moment...a spiritual experience. What a harmonious interaction between plants and humans appreciating each other! (Or at least I felt as though the appreciation was mutual).

My next stop offered an entirely different experience, a tour of a property focused on permaculture. The guide presented the concept of observing the land over time to become familiar with its needs as a prerequisite to landscape planning.

Another idea suggested thinking ahead 100 years...the importance of being mindful of a future generation where everything works together for the greater good. An example shown us was that of a plant that gives off nitrogen placed next to a plant that requires nitrogen.

Finally, I came away from this site with a better idea of how rainwater can be harvested and guided to where it is needed. So, cutting water usage for landscaping is great, but using *only* natural rainfall? What a concept! And it *is* possible, eventually, with smart planning.

Well... I have been observing my property and noting it has a river running through it when the hard rains fall, and some natural swales which can be engineered to collect some of this water.

I think I feel a permaculture project coming on!

.....2'

.....

3<sup>rd</sup> Place Essay 2016 by Tami Ohl

My 5 acres is natural landscape except for my water intensive garden. My goal is to reduce my water usage using drought tolerant plants and water more effectively. After abandoning the grass, it left empty space. But which plants, placement and spacing? The desert wise landscape tour seemed promising for offering me solutions. The program told me I'd made a good choice and an exciting adventure, encompassing our own high desert, laid before me, enticing, me to find the first garden.

First on the list, Songbird Cottage, held true to the promise. It summoned you to sit in the swing to capture its beauty. Other gardens included large towering rocks and Vista's, claiming their own majesty with sweeping desert valley's below. Gardens intertwined naturally into the looming rocks and surrounding landscape, unfolding if by nature, not man. The plants in the gardens beckoned you to wind down the meandering paths. I got a nicker from an Appy horse welcoming me along with docents eager greetings. I found myself smiling and waving as the same cars passed by me, on the same adventure as I, and just as intrigued to see what lie next.

Which included yard art, delicious foods, and wonderful neighbors sharing their private gardens. Along with identifying plants, and offering tips on seeding and watering. The openness makes it accessible, easy, and inexpensive to add native and drought tolerant plants which have immense beauty even in winter; a delight year round. With additional changes to my watering technique and using grey water more effectively my water usage is now at a more responsible consumption saving me about \$90 a month. I can't wait to see next year's line-up!



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Honorable Mention Essay 2016 by Cheyenne Bonnell

Kids say the darndest things! If you remember this tagline, you are . . . as old as I am! But it became particularly pertinent when my adopted 10-year-old grandson accompanied me on the 6th Desert-Wise Landscape Tour, on which I hoped to draw inspiration for a new home I'm building—and dislodge his cell phone from his hand.

I was not expecting a lot of success with this endeavor. The previous week we had gone to Earth Day, and when booth staff members offered him coloring books, his umbrage was almost palpable. Guns, knives, computer hacking—this younger generation is geared for survival, not coloring! And maybe not landscape tours? I noticed he'd tucked his phone (loaded with a vast array of games) into his jeans. So much for nature!

At the first site, the owner graciously let him climb the steep incline behind the cabin. Ten minutes later, he scrambled down the slope to show me the pictures of the spectacular views that he had posted on his Facebook account for his family and friends to admire. Hmm . . . maybe there is hope!

At the second site, while I admired the penstemon, he touched every cactus that adorned the retaining wall and learned how various are the varieties—and how irritating glochids are. But he was still game (I admit that I had made him the official navigator of this excursion to keep his interest engaged).

The afternoon zoomed past as we raced around the West end, but the last site fulfilled this 10-year olds' every dream. "Songbird Cottage" combined a verdant jungle setting (perfect for imaginary military maneuvers) with an edible landscape! More pictures of lush plants and luscious flowers were posted on Facebook to prove that the desert is not barren and colorless. Then, after munching a few more sugar bush seeds, he declared, "You just have to plant sugar bush at your new house! Can we come back to Songbird Cottage next year on the tour?" Kids say the darndest things!

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Honorable Mention Essay 2016 by Karen Flahive

"More than Plants..."

My husband and I finally made the move to the beautiful Morongo Basin after many years of visiting this area. We, like so many people who transplanted themselves here, fell in love with the natural beauty of the Joshua trees, plants, mountains, wildlife, beautiful sunsets, and "Starry, Starry Nights". What we have been most pleasantly surprised by has been the warm and welcoming community of people that we have met here through the landscape tour experience.

Fortunately, after a short amount of time living here I made the acquaintance of a very special lady named Cathy Zarakov. She shared with me information about her involvement with the Morongo Basin Conservation Association's upcoming Water-Wise Landscape Tour. She suggested I consider participating as a volunteer docent and also enjoy taking the tour.

The home we bought in Yucca Valley desperately needs landscape design with conservation in mind. Before taking the tour, my husband and I didn't know where to start. Through this experience, we have been referred to many knowledgeable people to assist us in reaching our goals for a lovely and environmentally-friendly high desert garden.

One of the most wonderful parts of this tour experience has been the genuine personal interest and the eager sharing of knowledge from the homeowners and docents we met on the tour. We have found the site hosts to be very generous with their time in helping us to create our landscape project. We hope to become vessels of communication on conservation to future residents.

Finally, what inspired me most from this experience is the "We're all in this together" mentality within this community. As I said before, it's about "More than Plants..."

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**2**

**RESOLUTION 16-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
COMMENDING JIM THOMPSON  
FOR DISTINGUISHED PUBLIC SERVICE AS THE  
FIRE CHIEF OF THE TWENTYNINE PALMS FIRE DEPARTMENT**

**WHEREAS**, Jim Thompson, while serving with the United States Marine Corps, began his career with the Twentynine Palms Fire Department on September 20, 1988 as a Paid-Call Firefighter, advancing to the position of Lieutenant and was selected as Firefighter of the Year in 1990; and

**WHEREAS**, upon being honorably discharged from the United States Marine Corps as a Gunnery Sergeant, began full-time employment with the Twentynine Palms Fire Department on March 9, 1993 serving in numerous positions at the Fire Department from Fire Inspector to Battalion Chief in charge of Operations and was appointed Fire Chief on October 15, 2003; and

**WHEREAS**, during Jim Thompson's service as Fire Chief, his leadership abilities have consistently enabled the Fire Department to serve the public safety needs of the residents of the District including but not limited to the following accomplishments:

Worked as an integral part of a team that resulted in the successful passage of Measure "J" enabling the 24-hour staffing of two fire stations for eight years;

Cooperatively worked with Copper Mountain College to improve and expand the curriculum for Fire Technology, including the creation of a Paid-Call Firefighter Academy, to provide better educational opportunities to local students;

Successfully acquired over \$300,000 in state and federal grant monies for firefighting equipment and fire station improvements resulting in improved firefighter safety and reducing short and long term budget demands; and

**WHEREAS**, Jim Thompson determinedly worked with District, City, County, and LAFCO officials to complete a successful annexation of the Twentynine Palms Fire Department to the San Bernardino County Fire Protection District, thereby creating a sustainable model of fire and emergency medical services for the community of Twentynine Palms.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Twentynine Palms Water District does, by this Resolution, acknowledge, thank, and highly commend Jim Thompson for his outstanding public service as Fire Chief of the Twentynine Palms Fire Department.

**PASSED, APPROVED AND ADOPTED** this 27<sup>th</sup> day of July 2016.

Ayes:  
Noes:  
Abstain:  
Absent:

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Kerron E. Moore, President  
Board of Directors

Attest:

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Ray Kolisz, Board Secretary  
Twentynine Palms Water District

**3**

**TWENTYNINE PALMS WATER DISTRICT**  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935  
760.367.7546 PHONE 760.367.6612 FAX

TO:	BOARD OF DIRECTORS
DATE:	JULY 20, 2016
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	REVIEW PROPOSALS AND AWARD BID TO PURCHASE TWO 2017 FORD F-250 PICKUP TRUCKS

**SUMMARY**

The District has requested proposals from three dealerships to purchase two (2) 2017 Ford F-250 trucks. The following bids were received:

	<u>Each</u>	<u>Total</u>
Sunrise Ford	\$ 24,851.99	\$ 49,703.98
Fiesta Ford	\$ 24,669.64	\$ 49,339.28
Yucca Valley Ford	No response	No response

**FISCAL IMPACT**

There is \$50,000 allocated in the current budget for vehicle replacements.

**RECOMMENDATION**

Approve the purchase of two (2) 2017 F-250 trucks from the low bidder Fiesta Ford in the amount of \$49,339.28.

# FIESTA



29 Palms

17 F-250

Salesperson: RON Olson

07/18/2016 10:16 am

760-772-8000

Incentive programs and rebates are estimates, subject to change and verification. Tax Profile: 8%

## Cash Deal Structure

Market Value	34,775.00
Discount Savings	-12,020.84
Vehicle Price	22,754.16
Document Prep Fee	80.00
Tire/Battery/VTR Fee	8.75
Sales Tax	1,826.73

Due On Delivery	24,669.64
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Tax: 8%	8.00 %
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2 <sup>TRUCKS</sup> \* \$24,669.64 = \$49,339.28

CNGP530  
=>

VEHICLE ORDER CONFIRMATION

07/15/16 20:46:59

Dealer: F71427

Page: 1 of 2

Order No: 9999 Priority: J3 Ord FIN: QD899 Order Type: 5B Price Level: 725  
Ord PEP: 600A Cust/Flt Name: 29 PALMS WATE PO Number:

RETAIL

RETAIL

F2A	F250 4X2 SD R/C	\$32535	9950# GVWR PKG	
	142" WHEELBASE		425 50 STATE EMISS	NC
Z1	OXFORD WHITE		512 SPARE TIRE/WHL2	NC
A	VNYL 40/20/40		JACK	
S	MEDIUM EARTH GR		66S UPFITTER SWTCH	165
600A	PREF EQUIP PKG		67D XTR HVY DTY ALT	NC
	.XL TRIM		76C REVERSE ALARM	140
	.TRAILER TOW PKG		85L DRP-IN BEDLINER	350
572	.AIR CONDITIONER	NC		
	.AM/FM STER/CLK		TOTAL BASE AND OPTIONS	34775
996	.6.2L EFI V8 ENG	NC	TOTAL	34775
44S	6-SPD AUTOMATIC	NC	*THIS IS NOT AN INVOICE*	
TBK	.LT245 BSW AS 17		* MORE ORDER INFO NEXT PAGE *	
X3E	3.73 ELOCKING	390	F8=Next	
	JOB #1 BUILD		F3/F12=Veh Ord Menu	

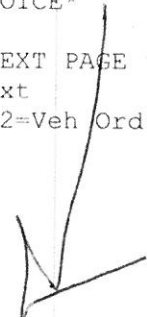
F1=Help F2=Return to Order  
F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

fmcdealr@RonOlson

Jul 15, 2016 5:51:07 PM

QC05439



2275 cl. 16

+ TAX + DMV Fees



CNGP530

VEHICLE ORDER CONFIRMATION

07/15/16 20:47:14

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Dealer: F71427

2017 F-SERIES SD

Page: 2 of 2

Order No: 9999 Priority: J3 Ord FIN: QD899 Order Type: 5B Price Level: 725

Ord PEP: 600A Cust/Flt Name: 29 PALMS WATE PO Number:

RETAIL

RETAIL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 34775

TOTAL 34775

\*THIS IS NOT AN INVOICE\*

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC05439

fmcdealr@RonOlson

Jul 15, 2016 5:51:22 PM

TO: RAY KOLISZ

FROM: RICK ESTES



16005 VALLEY BLVD., FONTANA, CA 92335  
FLEET OFFICE (909) 350-3043 FLEET FAX (909) 822-4199

### FLEET VEHICLE PURCHASE INVOICE

SOLD TO CITY OF FONTANA DATE 07/15/2016  
8353 SIERRA AVE  
FONTANA, CA 92335  
PHONE (909) 350-7678  
P.O. # \_\_\_\_\_

YEAR 2017 MAKE FORD MODEL F250  
VIN ordered unit STOCK NUMBER \_\_\_\_\_

**TERMS:**

NET 30 DAYS NET DUE \$ \$24,851.99

MUST BE RECEIVED NO LATER THAN \_\_\_\_\_

DELIVERY RECEIPT:  
I ACKNOWLEDGE THE RECEIPT OF THE ABOVE VEHICLE:

MAKE CHECKS PAYABLE TO:  
SUNRISE FORD  
16005 VALLEY BLVD.  
FONTANA, CA 92335

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FORD FLEET # \_\_\_\_\_

RESALE # \_\_\_\_\_

R.S. # \_\_\_\_\_

BID # \_\_\_\_\_

RICK ESTES 909-822-4401

FLEET MANAGER & NUMBER \_\_\_\_\_

PRICE \$22,923.00

TAX \$1,840.24

LIC. FEE \$8.75

DOC. FEE \$80.00

TOTAL \$24,851.99

LESS TRADE \_\_\_\_\_

LESS DOWN \_\_\_\_\_

NET DUE \$24,851.99

CNGP530

VEHICLE ORDER CONFIRMATION

07/15/16 17:29:33

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Dealer: F71152

2017 F-SERIES SD

Page: 1 of 2

Order No: 9999 Priority: J3 Ord FIN: QD899 Order Type: 5B Price Level: 725

Ord PEP: 600A Cust/fit Name: 29 PALMS

PO Number:

RETAIL

RETAIL

F2A	F250 4X2 SD R/C	\$32535		9950#	GVWR PKG	
	142" WHEELBASE			425	50 STATE EMISS	NC
Z1	OXFORD WHITE			512	SPARE TIRE/WHL2	NC
A	VNYL 40/20/40				JACK	
S	MEDIUM EARTH GR			66S	UPFITTER SWTCH	165
600A	PREF EQUIP PKG			67D	XTR HVY DTY ALT	NC
	.XL TRIM			76C	REVERSE ALARM	140
	.TRAILER TOW PKG			85L	DRP-IN BEDLINER	350
572	.AIR CONDITIONER	NC				
	.AM/FM STER/CLK				TOTAL BASE AND OPTIONS	34775
996	.6.2L EFI V8 ENG	NC			TOTAL	34775
44S	6-SPD AUTOMATIC	NC			*THIS IS NOT AN INVOICE*	
TBK	.LT245 BSW AS 17					
X3E	3.73 ELOCKING	390			* MORE ORDER INFO NEXT PAGE *	
	JOB #1 BUILD				F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC05539

CNGP530

VEHICLE ORDER CONFIRMATION

07/15/16 17:29:41

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Dealer: F71152

2017 F-SERIES SD

Page: 2 of 2

Order No: 9999 Priority: J3 Ord FIN: QD899 Order Type: 5B Price Level: 725

Ord PEP: 600A Cust/Flt Name: 29 PALMS

PO Number:

RETAIL

RETAIL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 34775

TOTAL 34775

\*THIS IS NOT AN INVOICE\*

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC05539

4

**GENERAL MANAGER  
EMPLOYMENT AGREEMENT  
BETWEEN RAY KOLISZ AND  
THE TWENTYNINE PALMS WATER DISTRICT**

THIS EMPLOYMENT AGREEMENT (Agreement) is effective as of July 1, 2016 by and between the Twentynine Palms Water District, a public agency ("District") and Ray Kolisz an individual, ("Employee"), and who are collectively referred to herein as the "Parties."

**RECITALS**

This agreement is based upon the following facts and/or understandings:

WHEREAS, Employee has represented that he possesses the professional skills and qualifications necessary to adequately provide the services required of the General Manager position;

WHEREAS, the District desires to hire Employee as the General Manager and Employee desires to accept the position of General Manager of the District under the terms and conditions of this Agreement; and

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

**AGREEMENT**

**SECTION 1 - EMPLOYMENT AND DUTIES**

1.1 The Board of Directors of the District hereby agrees to employ Employee, and Employee hereby accepts employment as General Manager of the District subject to the terms and conditions set forth in this Agreement.

1.2 District agrees to employ Employee in the position of General Manager to perform the functions and duties set forth in applicable ordinances, resolutions, and other Board policies pertaining to General Manager, as same may be amended from time to time, and any successor provisions thereto, and to perform other legally permissible and proper duties and functions consistent with the office of General Manager, as the Board of Directors shall from time to time assign.

## **SECTION 2 - COMMUNICATION WITH BOARD OF DIRECTORS**

2.1 Subject to Brown Act requirements, and to the maximum extent reasonably possible, Employee shall provide his input to and communicate with all Directors simultaneously and shall take direction from the Board of Directors through proper action at duly recognized Board meetings. In any instance where such simultaneous communication with Directors is not feasible, Employee shall communicate with the President, Vice-President, or other Directors, in that order.

## **SECTION 3 - TERM**

3.1 The term of this agreement with Employee shall be three years and shall be deemed to commence on July 1, 2016 and shall continue until June 30, 2019 unless sooner terminated by the Parties pursuant to this Agreement.

3.2 It is understood and agreed that Employee holds office at the pleasure of the Board of Directors. Since Employee is an "At Will" employee, the Board may terminate the services of Employee as General Manager at any time for no reason and for no cause. Nevertheless, the District's Board of Directors shall not exercise its right of termination during any one hundred twenty(120) day period following the seating of any new Board Member unless termination is for "cause" as defined in Section 9 of this Agreement.

## **SECTION 4 - RENEWAL TERMS**

4.1 This Agreement shall be automatically extended for successive periods of two (2) years (Renewal Term), unless the Board gives written notice to Employee not less than three (3) months prior to the expiration of the Original Term as set forth in Section 3.1, or a Renewal Term. Such notice from the Board may include, but is not necessarily limited to, the Board's desire to allow the Original Term, or a Renewal Term, to expire, or to re-negotiate the terms and conditions of this Agreement. At least six (6) months prior to expiration of the Original Term, or a Renewal Term, Employee shall provide the Board with notice that the Original Term, or Renewal Term, will expire within six (6) months.

## **SECTION 5 - SALARY**

5.1 The District agrees to pay Employee a salary of \$156,000.00 per year, payable in installments and at the same time, and in the same manner, that other District employees are paid and reduced by any payroll taxes and other legally required deductions.

5.2 Employee may have his salary reduced at the same time and in the same percentage and/or dollar amounts based upon the same method of computation as any such across the board reductions for other District employees.

5.3 Employee shall be considered for an increase in his salary effective July 1 of each year commencing in July 2017 based on performance pursuant to Section 11.

## **SECTION 6 - BENEFITS**

6.1 RETIREMENT. Employee shall be a member of the District's retirement plan adopted and existing pursuant to contract with the California Public Employees' Retirement System (PERS). Employee will be responsible for paying 8% of his salary towards his employee PERS contribution.

6.2 MEDICAL, DENTAL AND VISION BENEFITS. The District shall provide medical, dental and vision insurance coverage in the same manner and with the same coverage as it provides to its other employees.

### 6.3 LEAVE TIME

(a) Employee shall accrue, and have credited to his personal account, sick leave, vacation leave, administrative leave and holiday pay on the same basis as other District employees. Employee agrees not to take any vacation or administrative leave at a time that would adversely impact the District.

(b) Employee shall also be entitled to payment for any accrued but unused sick leave, vacation leave and administrative leave upon termination whether through Board action or resignation.

6.4 TERM LIFE INSURANCE. The District shall bear the full cost to provide Employee with term life insurance coverage using the same formula as other full time District employees.

6.5 PROFESSIONAL DEVELOPMENT EXPENSES AND DUES. The District shall pay all reasonable and necessary business expenses incurred by Employee in performing services under this Agreement. Such expenses shall include but shall not be limited to telephone, professional dues, subscriptions, conferences, seminars and meetings necessary for the District's continued participation in national, regional, state and local associations and organizations.

6.6 TRAVEL EXPENSES. The District shall pay all travel, accommodation and food expenses incurred by Employee for conferences, seminars and meetings associated or related to the District's business or professional training and development. Such reimbursement shall be subject to applicable District regulations and practices.

6.7 BONDING. The District shall bear the full cost of any fidelity or other bonds required by law or policy.

6.8 DISTRICT VEHICLE. Employee shall have the use of the District vehicle for commuting purposes and for no more than di minimis personal use.

6.9 BENEFITS NOT OTHERWISE PROVIDED FOR. Except as otherwise provided herein, the District shall provide Employee with the same package of benefits as other District employees.



**SECTION 7 – ACTS ENTITLING EMPLOYEE TO SEVERANCE COMPENSATION**

7.1 Employee shall be entitled to the severance compensation set forth in Section 8 of this Agreement under the following conditions:

(a) If the Board terminates Employee, prior to the expiration of the Term or a Renewal Term, pursuant to Section 3.2, for reasons other than those set forth in Section 9.

**SECTION 8 SEVERANCE COMPENSATION**

8.1 In the event that Employee's employment ceases pursuant to Section 7.1(a) of this Agreement, the District shall pay Employee a lump sum cash payment in an amount equal to Employee's monthly salary set forth in Section 5 multiplied by eight (8) or by the number of months left on the unexpired term of the Agreement whichever is less. Employee shall also be entitled to continue his health benefits as set forth in Section 6.2 for eight (8) months or for the number of months left on the unexpired term of this Agreement, whichever is less.

8.2 The Parties to this Agreement expressly acknowledge and agree that the severance compensation provision set forth in this Section is not a limitation on the District's discretion to terminate Employee's employment, but rather a means of determining the amount owed to Employee should the District exercise its discretion to do so.

8.3 Notwithstanding the foregoing, if the Agreement is terminated, the maximum cash settlement that Employee may receive shall be an amount equal to Employee's monthly salary multiplied by the number of months left on the unexpired term of the Agreement. However, if the unexpired term of the Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to Employee's monthly salary multiplied by 18.

8.4 In addition, if Employee were convicted of a crime involving an abuse of his office or position, Employee would be required to fully reimburse District for any severance benefits provided or any other cash settlement related to his termination, in accordance with Government Code Section 53243.2.

**SECTION 9 TERMINATION WITHOUT SEVERANCE RIGHTS**

9.1 The District may terminate Employee without payment of the severance compensation set forth in Section 8, only under the following circumstances:

- (a) Employee violates Section 12 of this Agreement.
- (b) Employee is convicted, pleads guilty, or pleads nolo contendere, to any felony or to a misdemeanor involving dishonesty or moral turpitude.
- (c) Employee's termination is the result of an act that would constitute bribery, perjury, embezzlement, fraud, or other malfeasance.
- (d) Any willful breach of this Agreement

- (e) Habitual neglect of duties required to be performed under this Agreement.
- (f) Any acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude.
- (g) Any harassing, threatening, intimidating, or hostile acts towards any employee, board member, member of the public, or employee of other public agency.

9.2 During any investigation into any misconduct alleged against Employee, if Employee is provided paid administrative leave and is subsequently convicted of a crime involving an abuse of his or her office or position, Employee shall be required to fully reimburse the District any paid leave salary in accordance with Government Code section 53243, as amended.

9.3 Any funds provided for the legal criminal defense of Employee shall be fully reimbursed to the District if Employee were convicted of a crime involving an abuse of his or her office or position, in accordance with Government Code section 53243.1.

## **SECTION 10 - RESTRICTION ON TERMINATION**

10.1 Notwithstanding any other provision of this Agreement to the contrary, the District shall not be obligated hereunder to pay Employee any amount exceeding the amounts specified in Government Code, Sections 53260 et seq., as existing on the date or any renewal date of this Agreement.

## **SECTION 11 - PERFORMANCE EVALUATION**

11.1 The Board shall evaluate the performance of Employee not less than once per year and one such evaluation shall occur in May. The criteria used may be added to or deleted as the District may from time to time determine after consultation with Employee. To the extent permitted by law, said review and evaluation shall be private and confidential, and the results shall be summarized and discussed in Closed Session, to the extent permitted by law, or through some other mutually acceptable non-public means. The parties agree that the primary purpose of such evaluations is to facilitate open and frank discussion, define roles and expectations, identify performance strengths and weaknesses, and to provide an opportunity for Employee to take affirmative action to address weaknesses and areas needing improvement.

11.2 In recognition of satisfactory performance, a merit increase may be granted to Employee at the time specified in Section 5.3 of this AGREEMENT. In giving effect to the provisions of this Section, the Board and Employee mutually agree to abide by all provisions of applicable law.

**SECTION 12 - EXCLUSIVE EMPLOYMENT**

12.1 Employee shall devote his full time, energy and efforts to the position of General Manager, and shall accept no outside employment.

**SECTION 13 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

13.1 The Board, in consultation with Employee, may set forth in writing any such other terms and conditions of employment as they may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, any regulations, rules, policies or procedures of the District, or other applicable law.

13.2 DISTRICT agrees that this AGREEMENT shall be binding upon successors and assigns of DISTRICT.

13.3 In the event of any legal action between the parties to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable legal fees and costs incurred in the prosecution or defense of the action.

**SECTION 14 - NOTICES**

14.1 Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery or by mail. Mailed notices shall be addressed as noted below, but each party may change its address by written notice given in accordance with this Section. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of five (5) calendar days following the date of mailing of the notice.

**TO AGENCY:**

President and Board of Directors  
Twentynine Palms Water District  
Post Office Box 1735  
Twentynine Palms, CA 92277

**TO EMPLOYEE:**

Ray Kolisz  
Twentynine Palms Water District  
Post Office Box 1735  
Twentynine Palms, CA 92277

**SECTION 15 - ENTIRE AGREEMENT**

15.1 The foregoing contains the entire agreement of the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the employment of Employee by the District and contains all of the covenants and agreements between the parties with respect to that employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party. In addition, the inclusion of Employee in any benefits or other rights provided to other District employees shall not result in Employee

being deemed an employee with any status other than as set forth in this Agreement and shall not constitute any right to be considered within an employee organization or with any other similar rights.

#### **SECTION 16 - MODIFICATIONS**

16.1 Any modifications to this Agreement shall be effective only if in writing and signed by both parties hereto.

#### **SECTION 17 - EFFECT OF WAIVER**

17.1 The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

#### **SECTION 18 - PARTIAL INVALIDITY**

18.1 If any provision of this Agreement is for any reason deemed by a court of competent jurisdiction to be unconstitutional, illegal, invalid, void, or otherwise unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

#### **SECTION 19 - GOVERNING LAW**

19.1 This Agreement shall be governed by and construed in accordance with the laws of the State of California, in full force and effect as of the date of execution.

**SECTION 20 - RIGHT TO LEGAL ADVICE AND REPRESENTATION**

20.1 Employee acknowledges and agrees that he has been notified and given the opportunity to seek the advice and legal representation of legal counsel in regard to the development and execution of this Agreement. This Agreement shall not be deemed to have been developed by any particular party as a result, the provisions of this Agreement shall not be interpreted in a manner more favorable to either party.

IN WITNESS WHEREOF, the District has caused this Agreement to be signed and duly executed on its behalf by its President, in triplicate, on the \_\_\_\_ day of \_\_\_\_\_, 2016. Employee has accepted the terms and conditions set forth in this Agreement as evidenced by his signature below.

TWENTYNINE PALMS WATER DISTRICT

By: \_\_\_\_\_  
President, Board of Directors

Date \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
RAY KOLISZ

Date \_\_\_\_\_

**5**

**NO  
MATERIAL  
PROVIDED**

**6**

**TWENTYNINE PALMS WATER DISTRICT**  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935  
760.367.7546 PHONE 760.367.6612 FAX

TO: BOARD OF DIRECTORS  
DATE: JULY 20, 2016  
FROM: RAY KOLISZ, GENERAL MANAGER  
SUBJECT: EMPLOYEE RECOGNITION PROGRAM

**BACKGROUND AND DISCUSSION**

The Board requested at the June 22, 2016 meeting to have an agenda item to discuss employee recognition.

The District has no specific policy or program in place that relates to employee recognition. In years past employees were recognized when they reach years of service milestones in 5 year increments. This recognition would include a certificate and a service pin and would be presented to the employee at a staff meeting. Other items that were given to the employee were a coffee cup with their name and years of service and gift cards that ranged in value.

Staff is seeking ideas and direction from the Board to formulate an Employee Recognition Policy.



7

**TWENTYNINE PALMS WATER DISTRICT**  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935  
760.367.7546 PHONE 760.367.6612 FAX

TO:	BOARD OF DIRECTORS
DATE:	JULY 20, 2016
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	DISCUSSION OF DRAFT EMPLOYEE AND FAMILY PLAN AS AN ELEMENT OF THE DISTRICT'S EMERGENCY RESPONSE PLAN

**BACKGROUND AND DISCUSSION**

Staff has drafted for the Board's review an Employee\Family Emergency Plan (Plan) that will be an element of the Emergency Response Plan (ERP). In the event of a declared emergency all District employees become Disaster Service Workers and must report to work. District management understands that this will be a difficult and stressful requirement for employees during an emergency and recognizes the need to address the concerns that are associated with this obligation. The purpose of this Plan is to provide supplies to the employees to help ensure the safety and well-being of their families during emergency situations. This function is an imperative element of the Emergency Response Plan in which it will allow the employee to report to work with assurance that their family is secure.

The Plan identifies supplies that staff recommends to be contained in a Family Emergency Kit supplied by the District. This kit will be issued to the employee and is property of the District which will be returned in the event the employee terminates employment.

As an option to the District putting together these kits I have provided information regarding examples of kits that can be purchased and issued to the employee for your review.

Upon review and feedback from the Board staff will bring this item back for approval at a future meeting that will coincide with the adoption of the ERP.

**FISCAL IMPACT**

Estimated cost of each kit ranges from \$129 upwards to \$400.

## Twentynine Palms Water District Employee/Family Emergency Plan

The Twentynine Palms Water District's Board of Directors recognize the importance of having a plan in place, that will ensure the welfare of all the employees of the District and the welfare of all the employee's direct family members.

The safety and well being of the employees and their families in emergency situations is imperative to the function and operations of the Twentynine Palms Water District.

In disasters, no matter the size or complexity, staff must know that their family is safe and being taken care of in order for the employee to function in his or her duties for the District. Therefore, the Board of Directors has adopted this plan as part of the Emergency Response Plan

All employees of the Twentynine Palms Water District are employees of Local Government; therefore, all employees are under California Law, Disaster Service Workers. All employees must report to work in any disaster. If any employee fails to report to the nearest governmental office, the worker can be terminated

In the event Twentynine Palms Water District, the City of Twentynine Palms, the County of San Bernardino, or the State of California declares an emergency, all public employees are obligated to serve as Disaster Service Workers (DSWs). As DSWs, public employees may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Disaster Service Worker requirements are designated by Government Code 3100 – 3102 and Labor Codes 3211.92 (b).

- Public employees include all state, county, city and local government employees.
- DSWs provide services and aid during a declared emergency, disaster or catastrophic event.
- At any time during a declared emergency you are required to report to work and you may be assigned to disaster service work.
- As a DSW, you may be assigned to locations and duties outside of your normal job responsibilities.

The government code is recited below:

"3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101. For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

3102. (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.

(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency

organization sanctioned by a state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political subdivision, shall be effective for the period the person remains a member with that organization".

Therefore, the Board of Directors hereby declares the following; items will be put in place for all employees of the Twentynine Palms water District.

- All employees shall contact their supervisor in the event of a disaster. All employees are to report to the District's main office, if phone contact is not available, if the main office is not functional, all employees are to report to the Fluoride Removal Plant.
- District staff is to ensure that there are supplies, i.e. Food, water, sanitary facilities, sleeping area's that can support the families of employees for 3 to 7 days.
- If an employee's home is inhabitable or the employee is concerned about the wellbeing of the family, living in his/her home; the employee is instructed to bring the family to the District's Emergency Operations Center (EOC).
- The EOC staff will appoint a shelter manager to help keep families safe and keep order in the shelter.
- Once the City of Twentynine Palms, County of San Bernardino or State of California opens an evacuation Center, all families will be moved to the evacuation center.
- If an emergency happens during normal business hours, employees are to remain at work. The District's Emergency Operations Center will release employees to ensure the safety of the employee's families living in the employee's household.
- All District staff will be supplied with a take home "Family Emergency Kit" which will include the following items.

#### Districts Responsibility

##### Family Emergency Plan Guide

Freeze dried food (two meals a day per person for seven days)

Flash light/batteries

Paper and pencil

Water proof matches

Tarp

Axe

Military Shovel

AM/FM radio

20-hour candle  
Two small cooking pots  
Military type Mess Kits  
Knife-fork-spoon  
Pocketknife  
Channel lock pliers  
10" Crescent wrench  
Phillips and slot screwdriver  
Gas shut off tool  
Toilet Paper  
Sanitary Napkins  
Trash Bags  
Wet wipes  
Large zip lock bags  
Toothbrush and toothpaste  
Bar Soap  
Solar blanket  
Duffel bag/Tote  
Family First Aid Kit

Family emergency kits are to be signed out by each employee, each kit will remain the property of the Twentynine Palms Water District and are to be surrendered to the District upon terminate of employment for whatever reason. The kits are for emergency purposes only. Any items used in non-emergency events will be billed to the employee.

**Employees should have at their own cost:**

Extra pair of eyeglasses  
Comfortable shoes  
Extra medications  
List of medications  
Potable water, a minimum of one gallon per person for day 7 days  
Family size tent  
Extra clothing (warm)  
Some Cash  
Keep BBQ propane at least ½ full

**Supplies for the EOC and family evacuation center to be determined**

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Home Emergency Kits Residential Emergency Kits Home Base Emergency Kit (4 Person)

## Home Base Emergency Kit (4 Person)

Brand: Essential Packs - SKU: EP-HBK4 - Weight: 21.50 LBS



Pin it G+1

Price:

\$129.99

Retail: \$149.99 (You save \$20.00)

### Quantity Discounts (Applied in Cart):

Quantity	Per Item
5 +	\$2.00 off
25 +	\$3.00 off
50 +	\$4.00 off
100 +	\$5.00 off

Rating: ★★★★★

Shipping: Calculated at checkout

### Choose Options:

Emergency Candles (6 Pack):

3 AAA Duracell Batteries:

Case of Blue Can Water (50 Year Shelf-Life):

Quantity:

**ADD TO CART**

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- Product Description
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This Home Base Emergency Preparedness Kit is designed to provide four people with a set of comprehensive emergency supplies to last for up to three days (72 hours). That's how long FEMA estimates you may be without basic services or how long it can take emergency personnel to reach you in the event of a disaster. This disaster kit is best suited for those who plan to remain at home in the event of a disaster.

Emergency supplies in the Home Base Emergency Kit are stored in a highly visible crush resistant container with a snap on toilet seat lid which along with other included sanitation supplies allows it to function as a portable toilet.

Emergency food and water in this kit has a 5 year shelf life and is approved by the United States Coast Guard and the Canadian Transport Authority.

The Emergency Food in this kit is ready to eat with no preparation required. Each food bar is divided into 6 premeasured 400 calorie meals. These non-thirst provoking emergency food bars have a pleasant lemon flavor and are enriched with vitamins and minerals that exceed the RDA recommendations. They hold up in extreme temperature of between -40° F and 300° F (-40°C to 149°C) and contain no cholesterol or tropical oils. In addition, each food bar is: safe for vegetarians and those allergic to nuts, is Kosher, and meets the dictates for Halal.

The Emergency Radio (KA332W) included with the Home Base Emergency Kit can be charged using one of four different methods: Hand-Crank, Solar Panel, 3 AAA Batteries (Optional), or AC Adapter (Not Included). This radio receives NOAA, FM, and AM Bands. In addition, it has a built-in super bright LED flashlight and mobile phone charger that works with all mobile phones using your existing USB charging cable.

The Home Base Emergency Kit contains a set of emergency supplies that exceed the guidelines established by FEMA and the Department of Homeland Security and is suitable for use in emergency situations including: earthquakes, tornadoes, winter storms, thunderstorms, hurricanes, floods, wildfires, landslides, tsunamis, volcanic eruptions, and extreme heat and cold.

### The Home Base Emergency Kit for 4 People Contains:

Item	Quantity
<b>Emergency Food and Water</b>	
Emergency Food Ration (2400 Calorie)	4
Emergency Drinking Water Pouch (4.22oz)	24
Water Purification Tablets (AquaTabs)	10
<b>Lighting and Communication</b>	
Emergency Radio (Crank/Solar/AAA , NOAA/AM/FM, LED Flashlight, Cell Charger)	1
Green Lightstick (12-Hour)	1
Plastic Whistle with Lanyard	1
Emergency Communications Planning Card	4
<b>Sleeping and Shelter</b>	
Emergency Survival Blanket	4
Waterproof Poncho (Adult Size)	4
<b>Sanitation and First Aid</b>	
Basic First Aid Kit (60 Piece)	1
Personal Tissue Pack	4
Moiste Towelettes (3 Pack)	4
N95 Dust Mask	4
Toilet Bags (12 Pack)	1
T-5 Toilet Disinfectant	1
<b>Tools</b>	
POGO Bar (Pry Off / Gas Off) Tool	1
Duct Tape (10 Yards)	1
Swiss Army Like Knife (17 Function)	1
Waterproof Matches (Box of 40)	1
Safety Goggles	1
Heavy Duty Work Gloves	1
<b>Storage Containers</b>	
Crush Resistant Bucket Container (5 Gallon)	1
Snap on Toilet Seat Lid	1

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### Guardian Survival Gear 5 Person Bucket Survival Kit

Item #: WRB1121028

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Sold By: globalindustrial.com

Usually ships in 5 to 8 days

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Price: \$135.95

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(1)

Add \$40.95

Product Information

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Accessories

#### Guardian Survival Gear 4 Person Bucket Survival Kit

All items are packed securely in our 5 Gallon Bucket with Toilet Seat Lid.

##### Kit Includes:

- 30- 4 oz. Water Pouches
- 30 - 400 Calorie Food Bars (12,000 Calories)
- 50 Water Purification Tablets - each tablet purifies 1 liter of water
- Dynamo 4-in-1 Radio Flashlight
- 3 LED Rechargeable Flashlight
- 30 Hour Emergency Candle
- 5 - 12 Hour Emergency Bright Stick
- 5-in-1 Survival Whistle
- Box of Waterproof Matches
- 5 Emergency Survival Blanket's
- 2 Person Tube Tent with Rope
- 5 Emergency Poncho's with Hood
- 5' x 7' Blue Tarp
- 7-1/2 Flat Pry Bar
- 16 Function Knife
- Pair of Leather Palm Work Gloves Roll of Duct Tape
- 5 - N95 Respirator Dust Mask's - NIOSH Approved
- Safety Goggles
- Toilet Bags with Chemicals
- 5 Hygiene Kits
- Tooth Brush
- Tooth Paste
- 8 Wet Naps
- Soap
- 5 Pocket Tissue Packs
- Air Freshener
- 37 - Piece Portable First Aid Kit
- 107 - Piece Deluxe First Aid Kit
- Deck of playing cards for entertainment

##### Product Specifications

WIDTH INCHES	12
DEPTH INCHES	12
HEIGHT INCHES	15
DESCRIPTION	Bucket Survival Kit
MANUFACTURERS PART NUMBER	OKFP
BRAND	Guardian Survival Gear
TYPE	Survival Kit
PROMOTION	Everyday Low Price
PERSONS/PIECES	5 Person

Emergency Survival Kit Information: This survival kit was designed using advice from experts in the emergency preparedness industry. It follows guidelines given by government agencies and non-profit preparedness organizations. Food and water pouch products have a shelf life of 5-years.

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### 4 Person 3 Day Emergency Preparedness Kit

Item #20-04669A

**\$249.00**

Quantity:

When an emergency strikes, be prepared at work or at home with the 4 Person 3 Day Emergency Preparedness Kit. This family kit contains enough supplies for a family of 4 for 3 days. Including emergency water packets, water containers for 12.5 gallons of water, emergency food rations, an American Red Cross FRX3 radio and other emergency supplies.

#### Contents:

- 1 - Rechargeable FRX3 hand crank, emergency radio with 7 NOAA weather band radio broadcast, USB phone charger
- 16 - 4.2 ounce emergency drinking water with 3 year shelf life; Coast Guard approved.
- 5 - 2.5 gallon collapsible water containers with handle and spigot
- 4 - 2,400 Calorie Food Bars with 3 year shelf life
- 4 - LED Flashlights
- 1 - 78 piece first aid kit
- 8 - Hand warmers
- 4 - Emergency mylar blankets
- 4 - Comfort kits
- 4 - Rain ponchos
- 4 - Emergency 3-chamber whistle with break-a-way lanyard; 120 decibels.
- 4 - Procedural breathing masks
- 1 - Roll of duct tape (2" x 30 yards)
- 1 - Hand sanitizer (50mL bottle)
- 1 - Red Cross backpack to carry contents

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8

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

**JUNE 22, 2016 / 6:00 P.M.**

Call to Order and Roll Call

President Moore called the meeting to order at 6:00 p.m., 72401 Hatch Road, Twentynine Palms, California. Those responding to roll call were Directors Chancey Chambers, Carol Giannini, Suzi Horn, Sam Moore, and Roger Shinaver. Also present were General Manager Ray Kolisz, Financial Consultant Josh Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Director Moore led the pledge.

Additions/Deletions to the Agenda

Agenda item #7 was removed from the Agenda.

Public Comments

None

1. Customer Request to Address Board on High Usage Bill – Account #022432-000

Mr. Kolisz informed the Board that the customer admitted to having discovered a water leak on their newly acquired property and is asking for an extension on water payments to meet the high usage water bill of \$1,352.72.

Director Chambers made a motion to grant a payment plan extension from (12) to (24) months, seconded by Director Giannini and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

2. Public Hearing on Proposed Continuation of Water Availability Assessment  
1.1 Board to Hear Public Testimony at This Time

Director Chambers moved to open the Public Hearing at 6:03 p.m., seconded by Director Giannini, and unanimously approved.

There being no public comments, Director Chambers moved to close the public hearing at 6:03 p.m., seconded by Director Horn, and unanimously approved.

3. Consider Resolution 16-07 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2016-2017

Director Giannini moved to approve Resolution 16-07 continuing the current existing level of water availability assessments for fiscal year 2016-2017, seconded by Director Horn, and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None

Abstain: None  
Absent: None

4. Consider Approval of Resolution 16-08 Adopting the Proposed Budget and Compensation Plan of the Twentynine Palms Water District for Fiscal Year 2016- 2017  
After discussion, Director Horn moved to approve Resolution 16-08 adopting the proposed budget of the Twentynine Palms Water District for fiscal year 2016-2017, seconded by Director Chambers, and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

5. Consider Resolution 16-09 Adopting the 2015 Urban Water Management Plan  
Ms. Deborah Bollinger, with TJT Water Group, spoke to concerns regarding the depletion of desert aquifers and water supplies.

Mr. Joseph Fairbanks, with TJT Water Group, read a previously submitted letter of concerns.

Ms. Pat Flanagan, of Twentynine Palms, spoke in favor of working collaboratively with the City and encouraging sustained conservation.

Director Chambers moved to approve Resolution 16-09 adopting the 2015 Urban Water Management Plan, seconded by Director Horn, and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

6. Consider Resolution 16-10 Authorizing the General Manager to Transfer Banks and Rescinding Resolution 09-22  
Director Horn moved to approve Resolution 16-10 authorizing the General Manager to transfer banks and rescind Resolution 09-22, seconded by Director Giannini, and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

7. Approval of Resolution 16-11 Commending Fire Chief Jim Thompson for Over 20 Years of Public Service  
This item was removed from the Agenda.

8. Consider Options for 2016 CSDA Election Ballot  
Staff recommends the Board elect one candidate of choice to the CSDA Board of Directors to the southern network.

Director Shinaver moved to nominate Ronald Coats, seconded by Director Chambers, and approved by the following roll call vote:

Ayes: Directors Chambers, Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

9. Consent Calendar

- Minutes of a Regular Meeting held on May 25, 2016
- Audit List

Director Chambers moved to approve the Consent Calendar, seconded by Director Horn, and approved unanimously.

10. Items Removed from the Consent Calendar for Discussion or Separate Action  
None

11. Management Reports

11.1 Operations

The District responded to 25 Underground Service Alerts, had 0 water main leaks, 1 water meter leak, 1 service line leak, 0 fire hydrant repairs, performed 2 customer pressure checks, replaced 6 meters, replaced 6 customer gate valves, and installed 0 new services. Water quality levels were normal for the month. Water production was down 20% as compared to the same month in 2013. Loss at the Treatment Plant is at its lowest level due to the new media change out.

11.2 Finance

Mr. Byerrum reported that the budget is at 47%, better than anticipated. CIP projects are being postponed, resulting in the line item remaining at 46% of the budget.

11.3 General Manager

Mr. Kolisz reported he attended a CSDA General Manager Leadership Summit. The Fire Department was acknowledged and Chief Thompson thanked for his service to the community.

12. Closed Session: Conference with Labor Negotiator (Per Government Code § 54957.6)

Negotiator: Labor Counsel Joseph Sanchez, Esq.

Unrepresented Employee: General Manager

Director Horn moved to enter closed session at 6:42 p.m., seconded by Director Chambers, and unanimously approved.

The Board returned to open session at 7:14 p.m. Director Moore announced there was no reportable action.

13. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

Director Giannini would like to see employee recognition on the next Agenda.

14. Adjournment

On motion by Director Shinaver, seconded by Director Chambers, and approved by the Board, the meeting was adjourned at 7:16 p.m.

\_\_\_\_\_  
Kerron E. Moore, President  
Board of Directors

Attest:

\_\_\_\_\_  
Ray Kolisz, Board Secretary  
Twentynine Palms Water District

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

**JUNE 22, 2016**

**FIRE DEPARTMENT BUSINESS**

Call to Order and Roll Call

President Moore called the meeting to order at 7:24 p.m., 72401 Hatch Road, Twentynine Palms, California. Those responding to roll call were Directors Chancey Chambers, Carol Giannini, Suzi Horn, Sam Moore, and Roger Shinaver. Also present were Fire Chief Jim Thompson, Financial Consultant Josh Byerrum, and District Secretary Cindy Fowlkes.

Additions/Deletions to the Agenda

None

Public Comments

Steve Gurney, of Twentynine Palms, thanked Chief Thompson for his service and dedication to the community.

1. Consent Calendar

- Minutes of the Regular Meeting held on May 25, 2016
- Audit List

Director Shinaver moved to approve the minutes, seconded by Director Horn, and approved unanimously.

2. Items Removed From the Consent Calendar for Discussion or Separate Action

None

3. Department Reports

3.1 Finance

Mr. Byerrum informed the Board they will be assisting the Chief and Water District during the conclusion of the dissolution process in the coming weeks.

3.2 Fire Chief's Report

Chief Thompson reported the Department responded to 228 calls for assistance during May. Call volume is increasing. The Chief has received the certificate of completion from LAFCO, dated June 20<sup>th</sup>. Sunday, July 3<sup>rd</sup> is the transition date for personnel to the County of San Bernardino. Three personnel will remain in Twentynine Palms. Each shift will have a captain, and engineer, and firefighter/paramedic. The downtown station will become Station 44. The Fire Station is currently undergoing renovations by the City, with personnel being housed offsite. Mr. Bowden was thanked for his expeditious work with the



remodeling. Chief Thompson thanked office staff, especially all the District secretaries for working with him. Chief considered it a privilege and learning experience to have worked with the Board.

4. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

Director Moore presented Chief Thompson with a plaque commending his 27 years of service and loyal support.

5. Adjournment

On motion by Director Shinaver, seconded by Director Horn, and approved by the Board, the meeting was adjourned at 7:38 pm.

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Kerron E. Moore, President  
Board of Directors

Attest:

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Ray Kolisz, Board Secretary  
Twentynine Palms Water District

# Twentynine Palms Water District

Check Date Range: 6/1/2016 thru 6/30/2016

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
5310	06/02/2016	Ansafone Contact Centers	133.81	133.81	100-160-0000-5406	Answering Service
5311	06/02/2016	Autozone Inc.	40.97	21.04	100-130-0000-5222	5 Gallon bucket with Handle
5312	06/02/2016	Customer Refund	64.58	64.58	100-000-0000-2000	Refund Check
5313	06/02/2016	Customer Refund	20.25	20.25	100-000-0000-2000	Refund Check
5314	06/02/2016	Beck Oil Inc.	551.23	551.23	100-130-0000-5222	1/55 GAL DRUM Shell Rotella Elc Antifreeze 50/50
5315	06/02/2016	Beyond Software Solutions	240.00	240.00	100-600-0000-5406	IT Services
5316	06/02/2016	Birks Company	1,047.60	1,047.60	100-130-0000-5220	AquaLoader HPTSCH CARD TRAP
5317	06/02/2016	Customer Refund	54.89	54.89	100-000-0000-2000	Refund Check
5319	06/02/2016	Customer Refund	79.80	79.80	100-000-0000-2000	Refund Check
5320	06/02/2016	California Air Resources Board	225.00	225.00	100-130-0000-5303	Portable Equipment Change of Ownership Forms
5321	06/02/2016	Calpers	10,538.56	5,808.32	100-310-0000-5162	Retirement 05/08/16 - 05/21/16
				415.05	100-310-0000-5162	Retirement 05/08/16 - 05/21/16
				414.18	100-310-0000-5166	Retirement 05/08/16 - 05/21/16
5322	06/02/2016	Carquest Auto Parts	218.31	88.74	100-130-0000-5222	Air Filter
				61.29	100-130-0000-5222	Fuel Filter/Oil Filter
				21.58	100-130-0000-5222	Air Filter
				5.70	100-130-0000-5222	Lube Filter
				5.70	100-130-0000-5222	Lube Filter
				6.33	100-130-0000-5222	Fuel Filter
				7.33	100-130-0000-5222	Fuel Filter
				7.33	100-130-0000-5222	Fuel Filter
14.31	100-130-0000-5222	Fuel Filter,Oil Filter				
5323	06/02/2016	Centurylink Business Services	18.54	18.54	100-600-0000-5203	Hatch
5324	06/02/2016	Chem-Tech International Inc.	15,773.99	5,847.09	100-150-0000-5211	Load of Acid (Treatment Plant)
				9,926.90	100-150-0000-5211	Load of Sodium Hydroxide (Caustic Treatment Plant)
5325	06/02/2016	Customer Refund	21.68	21.68	100-000-0000-2000	Refund Check
5326	06/02/2016	Customer Refund	12.38	12.38	100-000-0000-2000	Refund Check
5327	06/02/2016	Customer Refund	36.63	36.63	100-000-0000-2000	Refund Check
5328	06/02/2016	Customer Refund	47.08	47.08	100-000-0000-2000	Refund Check
5329	06/02/2016	First Bankcard Center	2,818.16	91.00	100-610-0000-5330	Travel Expense

# Twentynine Palms Water District

Check Date Range: 6/1/2016 thru 6/30/2016

				9.23	100-610-0000-5330	Travel Expense
				9.00	100-610-0000-5330	Travel Expense
				9.00	100-610-0000-5330	Travel Expense
				42.00	100-610-0000-5330	Travel Expense
				42.00	100-610-0000-5330	Travel Expense
				50.00	100-610-0000-5330	Travel Expense
				25.00	100-610-0000-5330	Travel Expense
				1,171.10	100-610-0000-5330	ACWA Marriott Hotel - Horn
				20.58	100-610-0000-5330	Travel Expense
				20.31	100-610-0000-5330	Travel Expense
				9.50	100-610-0000-5330	Travel Expense
				50.03	100-610-0000-5330	Travel Expense
				19.42	100-610-0000-5330	Travel Expense
				1,171.10	100-610-0000-5330	ACWA Marriott Hotel - Giannini
				50.00	100-610-0000-5330	Travel Expense
				25.00	100-610-0000-5330	Travel Expense
				3.89	100-610-0000-5330	Travel Expense
5331	06/02/2016	Frontier Communications	139.39	139.39	100-600-0000-5203	Hatch
5332	06/02/2016	Customer Refund	49.26	35.83	100-000-0000-2000	Refund Check
				13.43	100-000-0000-2000	Refund Check
5333	06/02/2016	Customer Refund	58.04	58.04	100-000-0000-2000	Refund Check
5335	06/02/2016	Garda CI West Inc.	337.85	337.85	100-600-0000-5406	Courier Service
5336	06/02/2016	Customer Refund	3.46	3.46	100-000-0000-2000	Refund Check
5337	06/02/2016	GMC Electrical Inc.	1,000.00	1,000.00	100-850-0000-6001	Annual Cathodic Protection
5339	06/02/2016	Customer Refund	31.89	31.89	100-000-0000-2000	Refund Check
5342	06/02/2016	Harrington Industrial	1,450.21	1,450.21	100-150-0000-5221	Caustic Pump Item# LPJ7MA-KTC3-XXX 240 GPD 80 PSI
5343	06/02/2016	Hi-Desert Publishing Co.	616.00	616.00	100-600-0000-5409	Legals, Display
5345	06/02/2016	Anita Horn	63.54	63.54	100-610-0000-5330	Travel Expense
5346	06/02/2016	Customer Refund	18.22	18.22	100-000-0000-2000	Refund Check
5348	06/02/2016	Customer Refund	47.00	47.00	100-000-0000-2000	Refund Check
5349	06/02/2016	Komax Systems-Inc	5,605.20	5,605.20	100-850-0000-6001	Static Mixer Model Number 38002
5350	06/02/2016	Customer Refund	33.12	33.12	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5351	06/02/2016	Customer Refund	36.11	36.11	100-000-0000-2000	Refund Check
5353	06/02/2016	Customer Refund	26.76	26.76	100-000-0000-2000	Refund Check
5354	06/02/2016	Lawson Products	579.67	579.67	100-130-0000-5222	Misc Bolts/Nuts (Sales Quote # 20167720)
5358	06/02/2016	Customer Refund	39.11	39.11	100-000-0000-2000	Refund Check
5360	06/02/2016	Customer Refund	42.17	42.17	100-000-0000-2000	Refund Check
5361	06/02/2016	Customer Refund	27.52	27.52	100-000-0000-2000	Refund Check
5362	06/02/2016	Merit Oil Company	7,323.00	3,087.90	100-000-0000-1401	Fuel (Clear Diesel #2) 1600 Gallon
				4,208.10	100-000-0000-1401	Fuel (87 Unleaded) 1900 Gallon
				27.00	100-000-0000-1401	Fuel Surcharge
5363	06/02/2016	Customer Refund	29.30	29.30	100-000-0000-2000	Refund Check
5364	06/02/2016	Minolta Business Systems	185.88	185.88	100-600-0000-5223	4/23/16 - 5/22/16
5365	06/02/2016	Customer Refund	36.20	36.20	100-000-0000-2000	Refund Check
5367	06/02/2016	Napa Auto Parts	24.65	214.63	100-130-0000-5222	Oil 15W40
				38.87	100-130-0000-5228	Temp Gun
				12.01	100-130-0000-5222	Black Spray Paint
				7.01	100-130-0000-5222	Hub Cap Sight Glass
				(355.32)	100-130-0000-5222	Toolbox Return
				110.49	100-130-0000-5222	Battery
				110.48	100-130-0000-5222	Battery
				18.00	100-130-0000-5222	Battery Core Deposit
				18.00	100-130-0000-5222	Battery Core Deposit
				(18.00)	100-130-0000-5222	Battery Core Deposit
				(18.00)	100-130-0000-5222	Battery Core Deposit
(180.04)	100-130-0000-5222	Steering Gear Box Core Refund				
42.77	100-130-0000-5222	Air Brake Tubing				
5368	06/02/2016	Customer Refund	63.66	63.66	100-000-0000-2000	Refund Check
5369	06/02/2016	Customer Refund	15.47	15.47	100-000-0000-2000	Refund Check
5370	06/02/2016	Customer Refund	53.06	53.06	100-000-0000-2000	Refund Check
5371	06/02/2016	Customer Refund	37.72	37.72	100-000-0000-2000	Refund Check
5372	06/02/2016	Customer Refund	47.15	47.15	100-000-0000-2000	Refund Check
5373	06/02/2016	Pitney Bowes Postage By Phone	59.98	59.98	100-600-0000-5302	Postage meter fees
5374	06/02/2016	Customer Refund	626.84	626.84	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5375	06/02/2016	Customer Refund	42.98	42.98	100-000-0000-2000	Refund Check
5376	06/02/2016	Customer Refund	53.50	53.50	100-000-0000-2000	Refund Check
5377	06/02/2016	Customer Refund	13.72	13.72	100-000-0000-2000	Refund Check
5378	06/02/2016	Customer Refund	50.87	50.87	100-000-0000-2000	Refund Check
5379	06/02/2016	Prudential Overall Supply	520.36	52.53	100-130-0000-5253	Uniforms
				161.69	100-130-0000-5253	Uniforms
				52.53	100-130-0000-5253	Uniforms
				253.61	100-130-0000-5253	Uniforms
5380	06/02/2016	Customer Refund	62.13	62.13	100-000-0000-2000	Refund Check
5381	06/02/2016	Customer Refund	54.89	54.89	100-000-0000-2000	Refund Check
5382	06/02/2016	S.C.E.	17,032.70	798.39	100-120-0000-5201	Sullivan Booster
				1,212.24	100-120-0000-5201	Lupine Booster
				288.93	100-110-0000-5201	Well 15
				44.44	100-120-0000-5201	D.H. Resv. & Hydro
				694.56	100-110-0000-5201	Well 11
				733.05	100-120-0000-5201	Two Mile Booster
				697.07	100-120-0000-5201	Booster 11A, 11B
				1,172.23	100-110-0000-5201	Well 6, Well 12
				406.32	100-110-0000-5201	Well 9 Booster 6A, 6B
				10,096.14	100-110-0000-5201	Well Tp-1 Amboy
795.49	100-150-0000-5201	Plant				
5383	06/02/2016	Customer Refund	43.04	43.04	100-000-0000-2000	Refund Check
5384	06/02/2016	Customer Refund	50.06	50.06	100-000-0000-2000	Refund Check
5385	06/02/2016	Sierra West Consultants, Inc.	6,000.00	6,000.00	100-130-0000-5405	Emergency Response Plan
5386	06/02/2016	Susan L. Simmons	718.75	718.75	100-600-0000-5406	Janitorial Services
5388	06/02/2016	Southwest Surveying, Inc.	1,100.00	1,100.00	100-800-0000-6001	Surveying
5389	06/02/2016	Customer Refund	14.75	14.75	100-000-0000-2000	Refund Check
5390	06/02/2016	Customer Refund	44.50	44.50	100-000-0000-2000	Refund Check
5392	06/02/2016	Customer Refund	21.94	21.94	100-000-0000-2000	Refund Check
5393	06/02/2016	Customer Refund	21.94	21.94	100-000-0000-2000	Refund Check
5396	06/02/2016	U.S. Postal Service	2,500.00	2,500.00	100-160-0000-5302	Permit 39
5397	06/02/2016	Customer Refund	31.01	31.01	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5400	06/02/2016	Verizon Wireless	452.30	338.27	100-600-0000-5203	Wireless
5401	06/02/2016	Customer Refund	24.57	24.57	100-000-0000-2000	Refund Check
5402	06/02/2016	Customer Refund	39.54	39.54	100-000-0000-2000	Refund Check
5403	06/15/2016	Customer Refund	58.18	58.18	100-000-0000-2000	Refund Check
5404	06/15/2016	Acwa Joint Powers Insurance Authority	35,183.47	1,908.50	100-310-0000-5141	Medical Coverage July 2016
				359.65	100-310-0000-5142	Medical Coverage July 2016
				3,375.73	100-310-0000-5144	Medical Coverage July 2016
				21,258.22	100-310-0000-5140	Medical Coverage July 2016
5405	06/15/2016	Customer Refund	34.35	34.35	100-000-0000-2000	Refund Check
5406	06/15/2016	Customer Refund	23.32	23.32	100-000-0000-2000	Refund Check
5407	06/15/2016	Asbury Environmental Services	120.00	120.00	100-130-0000-5406	Used Oil Charge
5408	06/15/2016	Avalon Urgent Care	100.00	100.00	100-130-0000-5242	DMV Physical
5409	06/15/2016	Customer Refund	42.75	42.75	100-000-0000-2000	Refund Check
5410	06/15/2016	Customer Refund	9.95	9.95	100-000-0000-2000	Refund Check
5411	06/15/2016	Customer Refund	45.84	45.84	100-000-0000-2000	Refund Check
5412	06/15/2016	Beck Oil Inc.	90.93	90.93	100-130-0000-5222	1/5 Gal Pail Code 50251/05 Shell Tellus S2 V 15 Inv#264390
5413	06/15/2016	Customer Refund	63.52	63.52	100-000-0000-2000	Refund Check
5414	06/15/2016	Best Best & Krieger	1,480.11	998.91	100-600-0000-5403	Professional Services May 2016
				153.60	100-600-0000-5403	Professional Services May 2016
5415	06/15/2016	Billings Transfer Inc.	600.00	600.00	100-130-0000-5406	Haul 26 Ton of Cold Mix Asphalt (Trucking only)
5416	06/15/2016	Birks Company	1,235.00	1,235.00	100-130-0000-5220	AquaLoader SMART CARDS #'s Start at 421 to 521. AquaLoader Slevy
5417	06/15/2016	Blue Diamond Materials	1,964.61	1,964.61	100-130-0000-5220	Cold Mix (26 Tons)
5419	06/15/2016	Customer Refund	45.39	45.39	100-000-0000-2000	Refund Check
5420	06/15/2016	Customer Refund	25.97	25.97	100-000-0000-2000	Refund Check
5421	06/15/2016	Builders Supply - 29 Palms	117.34	22.66	100-130-0000-5220	2Gal Water Jug
				36.22	100-130-0000-5220	Misc. Plumbing Parts
5422	06/15/2016	Customer Refund	39.70	39.70	100-000-0000-2000	Refund Check
5423	06/15/2016	Burrtec Waste & Recycling Svcs	290.28	94.00	100-600-0000-5406	Hatch
				39.40	100-600-0000-5406	Hatch
				62.88	100-150-0000-5406	Amboy
5424	06/15/2016	Calpers	10,637.74	5,810.77	100-310-0000-5162	Retirement 5/22/16 - 6/4/16
				415.05	100-310-0000-5162	Retirement 5/22/16 - 6/4/16

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

				414.18	100-310-0000-5166	Retirement 5/22/16 - 6/4/16
5425	06/15/2016	Carquest Auto Parts	86.49	3.56	100-130-0000-5222	Oil Filter
				69.98	100-130-0000-5222	Oil Filter (For the shelf)
				12.95	100-130-0000-5222	Air Filter
5426	06/15/2016	Cdw Government	641.20	518.40	100-875-0000-6001	WYSE D90D7 16GB 4GB THIN CLIENT Mfa#909654-24L (ITEM # 3689053
				102.60	100-875-0000-6001	VIEWSONIC VA2246M-LED 22" MONITOR Mfa# VA2246M-LED (ITEM # 30444
				16.20	100-875-0000-6001	STARTECHDISPLAY PT DVI ADAPT CNVTR Mfa# DP2DV12 (ITEM # 1995678)
				4.00	100-875-0000-6001	RECYCLING FEE 15" TO LESS THAN 35" (ITEM # 654810)
5427	06/15/2016	Chem-Tech International Inc.	5,784.02	5,784.02	100-150-0000-5211	Load of Acid (Treatment Plant)
5428	06/15/2016	Customer Refund	69.81	69.81	100-000-0000-2000	Refund Check
5429	06/15/2016	City of Twentynine Palms	318.00	159.00	100-130-0000-5303	City Permit Fee #333 ( Rocky Road/ Utah Trail )
				159.00	100-130-0000-5303	City Permit Fee #336 ( 73778 Calle Todd )
5430	06/15/2016	Clinical Lab of San Bern.	2,113.50	2,113.50	100-140-0000-5405	Water Samples
5431	06/15/2016	Customer Refund	11.49	11.49	100-000-0000-2000	Refund Check
5432	06/15/2016	Customer Refund	11.86	11.86	100-000-0000-2000	Refund Check
5433	06/15/2016	Customer Refund	21.94	21.94	100-000-0000-2000	Refund Check
5434	06/15/2016	Customer Refund	23.88	23.88	100-000-0000-2000	Refund Check
5435	06/15/2016	Customer Refund	60.60	60.60	100-000-0000-2000	Refund Check
5436	06/15/2016	Customer Refund	21.44	21.44	100-000-0000-2000	Refund Check
5437	06/15/2016	Federal Express Corp.	26.60	26.60	100-600-0000-5302	FedEx Express Service
5438	06/15/2016	Customer Refund	5.17	5.17	100-000-0000-2000	Refund Check
5439	06/15/2016	Customer Refund	29.32	29.32	100-000-0000-2000	Refund Check
5440	06/15/2016	Customer Refund	41.67	41.67	100-000-0000-2000	Refund Check
5441	06/15/2016	Frontier Communications	163.31	163.31	100-150-0000-5203	Treatment Plant
5442	06/15/2016	Customer Refund	43.86	43.86	100-000-0000-2000	Refund Check
5443	06/15/2016	Garda CI West Inc.	11.95	11.95	100-600-0000-5406	Courier Service
5444	06/15/2016	Geo-Logic Associates	26,114.00	26,114.00	100-800-0000-6001	Professional Services through May
5445	06/15/2016	GoldStreet Designs	5,274.92	5,274.92	100-600-0000-5409	Consumer Confidence Reports 2016
5446	06/15/2016	Customer Refund	33.99	33.99	100-000-0000-2000	Refund Check
5447	06/15/2016	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
5448	06/15/2016	Customer Refund	66.45	66.45	100-000-0000-2000	Refund Check
5449	06/15/2016	Customer Refund	51.54	51.54	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5450	06/15/2016	Hi-Grade Materials Co.	113.60	49.25	100-130-0000-5406	Recycling Fee
				64.35	100-130-0000-5406	Recycling Fee
5451	06/15/2016	Customer Refund	6.66	6.66	100-000-0000-2000	Refund Check
5452	06/15/2016	Inland Water Works	94.50	64.26	100-130-0000-5220	2 pc concrete meter box lid.
				30.24	100-000-0000-1499	steel meter box lid.
5453	06/15/2016	Customer Refund	27.27	27.27	100-000-0000-2000	Refund Check
5454	06/15/2016	Kennedy/Jenks Consultants	14,738.65	521.30	100-600-0000-5412	Professional Services
				9,874.85	100-800-0000-6001	Professional Services
				4,342.50	100-800-0000-6001	Professional Services
5455	06/15/2016	Customer Refund	123.27	123.27	100-000-0000-2000	Refund Check
5456	06/15/2016	Customer Refund	24.57	24.57	100-000-0000-2000	Refund Check
5457	06/15/2016	Customer Refund	13.72	13.72	100-000-0000-2000	Refund Check
5458	06/15/2016	Customer Refund	64.18	64.18	100-000-0000-2000	Refund Check
5459	06/15/2016	Mark Speer Automotive	104.53	104.53	100-130-0000-5222	AC Service
5460	06/15/2016	Customer Refund	26.18	26.18	100-000-0000-2000	Refund Check
5461	06/15/2016	Mccall's Meter Sales & Service	1,626.27	637.42	100-120-0000-5406	Repair/Convert Well#14 Flow Meter Estimate # 19747E
				988.85	100-120-0000-5406	Repair/Convert Cactus Booster Flow Meter Estimate # 19748E
5462	06/15/2016	Mcmaster-Carr Supply Co.	373.76	213.19	100-600-0000-5301	U shape Lights
				84.56	100-600-0000-5301	Tri Pleat Air filters. ( 12 pk )
				36.72	100-150-0000-5220	Deionized Water
				39.29	100-600-0000-5301	Door stop
5464	06/15/2016	Customer Refund	16.31	16.31	100-000-0000-2000	Refund Check
5465	06/15/2016	Customer Refund	20.88	20.88	100-000-0000-2000	Refund Check
5466	06/15/2016	Napa Auto Parts	286.38	145.26	100-130-0000-5222	Rear Shocks
				31.32	100-130-0000-5222	Battery Nuts (Shelf)
				26.46	100-130-0000-5222	Tire Repair Kit, Plugs (Shelf)
				19.98	100-130-0000-5222	Air Brake Compression Fittings (Shelf)
				51.78	100-130-0000-5222	1QT SYNGEAR OIL 75-90
				11.58	100-130-0000-5222	Wiper Blade
5467	06/15/2016	Customer Refund	64.60	64.60	100-000-0000-2000	Refund Check
5468	06/15/2016	Office Supplies Plus Inc.	82.98	41.49	100-130-0000-5406	Shipping Fee (Flow Meter Well#14)
				41.49	100-130-0000-5406	Shipping Fee (Flow Meter Cactus Booster)



# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5469	06/15/2016	Palm Springs Motors Inc.	207.03	207.03	100-130-0000-5222	Rotors
5470	06/15/2016	Platinum Consulting Group	6,000.00	4,500.00	100-600-0000-5401	Monthly retainer - May 2016
5471	06/15/2016	Customer Refund	21.94	21.94	100-000-0000-2000	Refund Check
5472	06/15/2016	Powers Electric Products Co.	327.76	252.51	100-130-0000-5220	450' sounding cable with electrodes.
				75.25	100-130-0000-5220	Replacement electrodes.
5473	06/15/2016	Precision Garage Doors & Gates	90.00	90.00	100-130-0000-5406	Repair Shop Door
5474	06/15/2016	Customer Refund	58.89	58.89	100-000-0000-2000	Refund Check
5475	06/15/2016	Protection One Monitoring Inc.	29.85	29.85	100-150-0000-5406	Amboy
5476	06/15/2016	Prudential Overall Supply	523.06	164.39	100-130-0000-5253	Uniforms
				253.61	100-130-0000-5253	Uniforms
				52.53	100-130-0000-5253	Uniforms
				52.53	100-130-0000-5253	Uniforms
5477	06/15/2016	Customer Refund	54.00	54.00	100-000-0000-2000	Refund Check
5478	06/15/2016	Customer Refund	26.13	26.13	100-000-0000-2000	Refund Check
5479	06/15/2016	Customer Refund	3.60	3.60	100-000-0000-2000	Refund Check
5480	06/15/2016	Customer Refund	21.29	21.29	100-000-0000-2000	Refund Check
5481	06/15/2016	Customer Refund	22.89	22.89	100-000-0000-2000	Refund Check
5482	06/15/2016	S.C.E.	13,212.87	1,183.72	100-600-0000-5201	Hatch
				3,510.93	100-120-0000-5201	Booster TP-1 Cactus
				2,264.55	100-110-0000-5201	Well 14
				1,153.14	100-110-0000-5201	Well 16
				2,000.61	100-110-0000-5201	Well 17
				27.24	100-110-0000-5201	Well 4
				27.69	100-110-0000-5201	Michels Road
				1,011.97	100-120-0000-5201	Booster HIN, H2S
				1,528.87	100-110-0000-5201	Well 4
				59.39	100-110-0000-5201	Donnell Hill
5483	06/15/2016	Safety-Kleen Systems Inc.	298.21	298.21	100-130-0000-5406	Safety-Kleen Systems
5484	06/15/2016	San Bernardino County	25.00	25.00	100-130-0000-5301	Monthly Assessor parcel map revisions
5486	06/15/2016	Customer Refund	47.31	47.31	100-000-0000-2000	Refund Check
5487	06/15/2016	Shoplet.Com	333.94	200.73	100-600-0000-5301	Office Supplies
				133.21	100-600-0000-5301	Office Supplies

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5488	06/15/2016	Susan L. Simmons	431.25	431.25	100-600-0000-5406	Janitorial Services
5489	06/15/2016	Customer Refund	10.08	10.08	100-000-0000-2000	Refund Check
5490	06/15/2016	Customer Refund	28.36	28.36	100-000-0000-2000	Refund Check
5491	06/15/2016	Customer Refund	2.86	2.86	100-000-0000-2000	Refund Check
5492	06/15/2016	Customer Refund	29.95	29.95	100-000-0000-2000	Refund Check
5493	06/15/2016	Bob Stephenson	100.00	100.00	100-610-0000-5350	Video recording board meeting
5494	06/15/2016	Customer Refund	70.25	70.25	100-000-0000-2000	Refund Check
5495	06/15/2016	TelePacific Communications	622.19	622.19	100-600-0000-5203	Hatch
5496	06/15/2016	The Pun Group	7,800.00	7,800.00	100-600-0000-5402	Professional Services
5497	06/15/2016	Customer Refund	54.55	3.23	100-000-0000-2000	Refund Check
				51.32	100-000-0000-2000	Refund Check
5499	06/15/2016	Underground Service Alert	42.00	42.00	100-130-0000-5406	28 new tickets
5500	06/15/2016	United Cerebral Palsy Assoc.	320.18	320.18	100-160-0000-5406	Mail Production
5501	06/15/2016	Usa Blue Book	1,095.47	1,095.47	100-140-0000-5211	CL2 Injection Parts
5502	06/15/2016	USC Foundation	346.45	346.45	100-130-0000-5303	Water Purveyor Membership
5503	06/15/2016	Van Dyke Corp.	171,832.99	171,832.99	100-800-0000-6001	Treatment Plant - Pond 3
5504	06/15/2016	Customer Refund	1.12	1.12	100-000-0000-2000	Refund Check
5505	06/15/2016	Vwr Scientific Products Corp.	1,321.01	393.60	100-150-0000-5220	Fluoride with tisab standard. ( 10 ppm )
				81.47	100-150-0000-5220	Buffer PH 4 red ( 4L )
				49.13	100-150-0000-5220	Buffer PH 7 Yellow ( 4L )
				40.13	100-150-0000-5220	Buffer PH 10 blue ( 4L )
				367.75	100-150-0000-5220	Tisab 11 With CDTA ( 1 GAL )
				388.93	100-150-0000-5220	Fluoride with tisab standard. ( 1ppm )
5506	06/15/2016	Wells Tapping Service, Inc.	5,650.00	5,650.00	100-800-0000-6001	6" Insta-Valve
5507	06/15/2016	Western Pump, Inc.	622.50	622.50	100-130-0000-5406	Certified Inspection, Car Lift/Certification of employees
5510	06/15/2016	Customer Refund	29.69	29.69	100-000-0000-2000	Refund Check
5511	06/15/2016	Customer Refund	75.28	75.28	100-000-0000-2508	Re-issue deposit refunds/checks never cashed
5512	06/15/2016	Customer Refund	27.11	27.11	100-000-0000-2000	Refund Check
5513	06/15/2016	Yale/Chase Equipment	137.17	137.17	100-130-0000-5222	Hose 12 STR/STR Part Order# SP84502
5514	06/15/2016	Customer Refund	11.83	11.83	100-000-0000-2000	Refund Check
5523	06/29/2016	Terminix	5,800.00	5,800.00	100-850-0000-6001	Terminix service (Bird Netting Contract # 65602-0439647)
			<b>Total</b>	<b>\$389,572.78</b>		

# Twentynine Palms Water District

Check Date Range: 6/1/2016 thru 6/30/2016

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
5309	06/02/2016	A-Z Bus Sales, Inc - Colton	60.99	60.99	200-250-0000-6001	Glass Sight
5311	06/02/2016	Autozone Inc.	40.97	19.93	200-250-0000-6001	Blue Magic Metal/Micro App Pad
5318	06/02/2016	Builders Supply - 29 Palms	62.78	39.37	200-230-0000-5301	Supplies
				4.65	200-220-0000-5221	Supplies
				8.08	200-220-0000-5221	Supplies
				10.68	200-230-0000-5301	Supplies
5321	06/02/2016	Calpers	10,538.56	3,901.01	200-210-0000-5162	Retirement 05/08/16 - 05/21/16
5330	06/02/2016	Volunteer Firefighter	172.80	172.80	200-215-0000-5102	Mileage Reimbursement May 2016
5334	06/02/2016	Volunteer Firefighter	345.60	345.60	200-215-0000-5102	Mileage Reimbursement May 2016
5338	06/02/2016	Volunteer Firefighter	287.28	287.28	200-215-0000-5102	Mileage Reimbursement May 2016
5340	06/02/2016	Volunteer Firefighter	366.12	366.12	200-215-0000-5102	Mileage Reimbursement May 2016
5341	06/02/2016	Volunteer Firefighter	345.60	345.60	200-215-0000-5102	Mileage Reimbursement May 2016
5344	06/02/2016	Home Depot Credit Services	179.25	179.25	200-220-0000-5221	Cooler motor
5347	06/02/2016	Volunteer Firefighter	345.60	345.60	200-215-0000-5102	Mileage Reimbursement May 2016
5352	06/02/2016	Volunteer Firefighter	401.76	401.76	200-215-0000-5102	Mileage Reimbursement May 2016
5355	06/02/2016	Local Agency Formation Commission	2,792.57	2,792.57	200-230-0000-5407	Costs for completion process
5356	06/02/2016	Volunteer Firefighter	289.44	289.44	200-215-0000-5102	Mileage Reimbursement May 2016
5357	06/02/2016	Volunteer Firefighter	432.00	432.00	200-215-0000-5102	Mileage Reimbursement May 2016
5359	06/02/2016	Volunteer Firefighter	172.80	172.80	200-215-0000-5102	Mileage Reimbursement May 2016
5366	06/02/2016	Volunteer Firefighter	606.96	606.96	200-215-0000-5102	Mileage Reimbursement May 2016
5367	06/02/2016	Napa Auto Parts	24.65	23.75	200-250-0000-6001	Parts
5382	06/02/2016	S.C.E.	17,032.70	93.84	200-220-0000-5201	Lear
5387	06/02/2016	Southern Calif. Gas Co.	41.29	41.29	200-220-0000-5202	Adobe
5391	06/02/2016	Volunteer Firefighter	572.40	572.40	200-215-0000-5102	Mileage Reimbursement May 2016
5394	06/02/2016	Volunteer Firefighter	375.84	375.84	200-215-0000-5102	Mileage Reimbursement May 2016
5395	06/02/2016	Twentynine Palms Water Dist.	143.89	38.54	200-220-0000-5204	Lear
				105.35	200-220-0000-5204	Water Availability
5398	06/02/2016	Volunteer Firefighter	321.84	321.84	200-215-0000-5102	Mileage Reimbursement May 2016
5399	06/02/2016	Volunteer Firefighter	345.60	345.60	200-215-0000-5102	Mileage Reimbursement May 2016
5400	06/02/2016	Verizon Wireless	452.30	114.03	200-241-0000-5410	Wireless

# Twentynine Palms Water District

**Check Date Range:** 6/1/2016 thru 6/30/2016

5404	06/15/2016	Acwa Joint Powers Insurance Authority	35,183.47	7,595.44	200-210-0000-5140	Medical Coverage July 2016
				493.90	200-210-0000-5141	Medical Coverage July 2016
				192.03	200-210-0000-5142	Medical Coverage July 2016
5414	06/15/2016	Best Best & Krieger	1,480.11	327.60	200-230-0000-5407	Professional Services May 2016
5418	06/15/2016	Elaine Bowden	720.00	720.00	200-000-0000-1300	Fire Tax Refund
5421	06/15/2016	Builders Supply - 29 Palms	117.34	25.66	200-220-0000-5221	Station 422 repair
				32.80	200-220-0000-5221	6" Gate Wheel
5423	06/15/2016	Burrtec Waste & Recycling Svcs	290.28	94.00	200-220-0000-5205	Adobe
5424	06/15/2016	Calpers	10,637.74	3,997.74	200-210-0000-5162	Retirement 5/22/16 - 6/4/16
5463	06/15/2016	Minolta Business Systems	27.69	1.83	200-230-0000-5409	05/29/2016 - 06/02/2016
				25.86	200-230-0000-5409	4/28/2016 - 5/28/2016
5470	06/15/2016	Platinum Consulting Group	6,000.00	1,500.00	200-230-0000-5401	Monthly retainer - May 2016
5482	06/15/2016	S.C.E.	13,212.87	13.07	200-220-0000-5201	Adobe
				431.69	200-220-0000-5201	Adobe
5485	06/15/2016	San Bernardino County Fire	2,782.03	900.67	200-210-0000-5253	Uniforms/Helmkamp
				782.97	200-210-0000-5253	Uniforms/Marquez
				197.96	200-210-0000-5253	Uniforms/Martin
				900.43	200-210-0000-5253	Uniforms/Cole
5498	06/15/2016	Jim Thompson	134.93	134.93	200-220-0000-5203	Cell Phone Reimbursement
5508	06/15/2016	Wienhoff Drug Testing Inc.	55.00	55.00	200-215-0000-5254	Drug Testing
5509	06/15/2016	Wilbur's	34.83	34.83	200-260-0000-5222	Rotary saw repair
5515	06/29/2016	Volunteer Firefighter	280.80	280.80	200-215-0000-5102	Mileage Reimbursement June 2016
5516	06/29/2016	Volunteer Firefighter	345.60	345.60	200-215-0000-5102	Mileage Reimbursement June 2016
5517	06/29/2016	Volunteer Firefighter	430.92	430.92	200-215-0000-5102	Mileage Reimbursement June 2016
5518	06/29/2016	Volunteer Firefighter	259.20	259.20	200-215-0000-5102	Mileage Reimbursement June 2016
5519	06/29/2016	Volunteer Firefighter	457.92	457.92	200-215-0000-5102	Mileage Reimbursement June 2016
5520	06/29/2016	Volunteer Firefighter	317.52	317.52	200-215-0000-5102	Mileage Reimbursement June 2016
5521	06/29/2016	Volunteer Firefighter	432.00	432.00	200-215-0000-5102	Mileage Reimbursement June 2016
5522	06/29/2016	Volunteer Firefighter	693.36	693.36	200-215-0000-5102	Mileage Reimbursement June 2016
5524	06/29/2016	Volunteer Firefighter	685.80	685.80	200-215-0000-5102	Mileage Reimbursement June 2016
5525	06/29/2016	Volunteer Firefighter	518.40	518.40	200-215-0000-5102	Mileage Reimbursement June 2016
5526	06/29/2016	Volunteer Firefighter	117.72	117.72	200-215-0000-5102	Mileage Reimbursement June 2016

# Twentynine Palms Water District

Check Date Range: 6/1/2016 thru 6/30/2016

5527	06/29/2016	Volunteer Firefighter	432.00	432.00	200-215-0000-5102	Mileage Reimbursement June 2016
			<b>Total</b>	<b>\$36,244.62</b>		

**10**

**10.1**

# TWENTYNINE PALMS WATER DISTRICT

72401 Hatch Road/P. O. Box 1735  
Twentynine Palms, CA 92277-1000  
PHONE (760) 367-7546 FAX (760) 367-6612

**TO:** Board of Directors  
**FROM:** Mike Minatrea, Operations Superintendent  
**DATE:** July 18, 2016  
**SUBJECT:** Management Report

---

**A. The Operations and Maintenance Department performed the following tasks during the month of June 2016:**

1. Responded to 27 Underground Service Alerts
2. Responded to and repaired
  - a. 1 water main leak
  - b. 0 water meter leaks
  - c. 0 service line leaks
  - d. 1 fire hydrant repair/maintenance
3. Installed 2 new services
4. Replaced 6 customer gate valves
5. Performed 2 leak audits
6. Painted 51 fire hydrants
7. Performed 2 customer pressure checks
8. Replaced 14 water meters
9. Tested and exercised emergency generator
10. Sounded wells for June
11. 0 water waste complaints reported

**B. The following customer service tasks were performed:**

1. 97 work orders were generated from reading meters
2. 88 work orders were generated from billing variance list
3. 399 work orders were generated for turn on or turn off
4. 287 termination notices were distributed
5. 30 non-pay turn offs were performed
6. 57 extensions were granted
7. 9 extensions were shut off for non-payment
8. 5 payment schedule has been granted
9. 0 payment schedules failed, total outstanding \$0
10. 5 customer requests and 3 complaints were logged and investigated

**C. Valve and Hydrant Maintenance Update**

	Valves Exercised (Began 06/15)	Dead Ends Flushed (Began 7/15)
Current Month	90	13
Year to Date	*1,452	256

\*Triennial cycle

**D. Status of Cross-Connection Control Program (Quarterly)**

	In District	2016 Test/Surveys
Cross-Connection Devices	340	235



TWENTYNINE PALMS WATER DISTRICT  
JUNE WATER QUALITY AND ENGINEERING REPORT

1. **ENGINEERING**

A. No items to report.

2. **WATER QUALITY**

A. Chlorine Levels: Average levels maintained in the storage and distribution system ranged from a low of 0.11 mg/L to a high of 0.28 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.19 mg/L to 0.55 mg/L.

B. Bacteria Samples: A total of 38 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 10 special bacteria samples were collected. All routine and special samples indicated ABSENT for Colilert.

C. Fluoride Samples: A total of 16 fluoride samples were collected at established test points for the storage and distribution system, and 6 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of 0.93 mg/L to a high of 2.3 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.39 to a high of 2.0 mg/L.

D. General Physical: A total of 12 general physical samples were collected from established locations as a part of routine testing requirements. Levels reported for color are <3, 1 for threshold odor and <0.1 – 0.3 for turbidity.

**TWENTYNINE PALMS WATER DISTRICT**  
**Water Production Report**  
**FY 2015/2016**

**Groundwater Source**

	Mesquite Springs Basin	Fortynine Palms Basin	Eastern Basin	Indian Cove Basin	Total Produced	Total Prior Yr	%Increase (Decrease) prior year	%Increase (Decrease) from 2013	New Service	Active Account	Prior Year	%Increase (Decrease)	Main Leaks
July	128.218	87.944	26.944	6.084	249.190	293.567	-15.12%	-20%	0				0
August	109.85	96.423	29.940	14.723	250.936	271.062	-7.50%	-14.20%	3	7,479	7,586	-1.50%	0
Sept.	86.454	85.847	25.209	14.942	212.452	250.402	-15.20%	-13.30%	2				0
October	104.031	50.872	14.028	17.250	186.181	226.436	-18.00%	-13.80%	0	7,500	7,526	-0.40%	1
Nov.	63.359	68.019	22.876	19.187	173.441	178.271	-2.80%	-7.30%	0				0
Dec.	102.632	36.375	11.554	8.640	159.201	154.499	3.00%	-6.20%	0	7,497	N/A	N/A	0
Jan.	96.439	26.738	7.931	9.808	140.916	175.487	-19.80%	-22.10%	0				1
Feb.	66.61	55.350	16.100	19.870	157.930	139.859	12.50%	-5.20%	0	N/A	N/A	N/A	0
March	105.853	41.226	15.271	21.081	183.431	183.699	-0.002%	-16%	1				0
April	111.831	36.267	11.215	21.588	180.902	204.390	-14.80%	-34.60%	1	7,569	7,504	0.88%	1
May	109.163	66.362	21.996	23.238	220.759	212.246	4.00%	-20%	0				0
June	119.528	92.272	23.568	25.972	261.340	249.454	5.00%	-13.00%	2	7,680	7,476	2.70%	1
<b>Totals</b>	<b>1203.968</b>	<b>743.695</b>	<b>226.632</b>	<b>202.383</b>	<b>2376.679</b>	<b>2539.372</b>	<b>-5.73%</b>	<b>-15.48%</b>	<b>9</b>				<b>4</b>

Production Totals Expressed in Acre Feet

**NOTE:** Year to Date Mesquite Springs Basin regeneration production of **19.794** acre feet = **1.62%** treatment loss.

**Total Meters in District = 8,085**

**10.2**

**TWENTYNINE PALMS WATER DEPARTMENT**

**FINANCIAL REPORT**

**For The Month Of**

**May 2016**

***PRELIMINARY -SUBJECT TO YEAR-END  
AND AUDIT ADJUSTMENTS***

**TWENTYNINE PALMS WATER DEPARTMENT  
STATEMENT OF INVESTMENTS AND RESERVES  
May 2016  
(Unaudited)**

<u>Operating Funds &amp; Internal Reserves:</u>	<u>Prior Balance</u>	<u>Deposits</u>	<u>Disbursements</u>	<u>Current Balance</u>	<u>Market</u>
Operating Funds - LAIF	\$ 5,094,521	\$ -	\$ (76,700)	\$ 5,017,821	\$ 5,018,930
Election Fund Reserve - LAIF	20,891	-	-	20,891	20,895
Internal Operating Reserve - LAIF	164,410	-	-	164,410	164,447
Internal Debt Retirement Reserve - LAIF	-	-	-	-	-
Capital Funds for Primary Infrastructure - LAIF	47,119	650	-	47,769	47,779
Capital Funds for Secondary Infrastructure - LAIF	38,162	1,050	-	39,212	39,220
<b>Total Investments</b>	<b><u>\$ 5,365,103</u></b>	<b><u>\$ 1,700</u></b>	<b><u>\$ (76,700)</u></b>	<b><u>\$ 5,290,103</u></b>	<b><u>\$ 5,291,272</u></b>

CERTIFICATION

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

**Cindy Byerrum, CPA**  
**Contract CPA**

*\*\* Market values are adjusted on this report on a quarterly basis and recorded in the District's financials statements at the end of the fiscal year*

**Twentynine Palms Water Department  
Statement of Revenues and Expenses  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>April 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
1 Operating Revenues	\$ 285,953	\$ 276,708	\$ 3,161,632	\$ 3,535,800	89%	\$ 3,298,925
2 Non-Operating Revenues	<u>52,875</u>	<u>60,973</u>	<u>608,947</u>	<u>649,900</u>	94%	<u>784,828</u>
<b>Total Revenue Available to Fund Operations &amp; Capital/R&amp;R</b>	<b>338,829</b>	<b>337,680</b>	<b>3,770,579</b>	<b>4,185,700</b>	<b>90%</b>	<b>4,083,753</b>
4 Operating Expenses	238,336	205,973	2,649,034	3,235,965	82%	2,841,605
5 Non-Operating Expenses	<u>131,811</u>	<u>131,811</u>	<u>1,449,918</u>	<u>1,584,221</u>	92%	<u>1,385,637</u>
<b>Net Revenues Available to Fund Capital Related Expenditures</b>	<b>(31,318)</b>	<b>(103)</b>	<b>(328,374)</b>	<b>(634,486)</b>	<b>52%</b>	<b>(143,489)</b>
7 Carryover Projects	(25,797)	(14,730)	(1,202,369)	(1,897,000)	63%	(140,732)
8 Current Year CIP Projects	-	-	(1,080)	(550,000)	0%	(14,480)
9 Current Year R&R	(20,055)	(7,143)	(96,587)	(588,000)	16%	(26,279)
10 Current Year Capital Outlay	(641)	(215,112)	(433,151)	(563,000)	77%	(159,033)
11 Transfers out to CalPERS Side Fund	-	-	-	-	N/A	-
12 Transfers in from Special Revenue Fund (SRF)	4,322	6,443	57,740	57,000	101%	53,648
13 Transfers in from SRF for Election	-	-	-	-	N/A	-
14 <b>Increase (Decrease) in Fund Balance</b>	<b><u>\$ (73,490)</u></b>	<b><u>\$ (230,645)</u></b>	<b><u>\$ (2,003,820)</u></b>	<b><u>\$ (4,175,486)</u></b>		<b><u>\$ (430,366)</u></b>

No assurance is provided on these financial statements.

The financial statements do not include a statements of cash flows

Substantially all disclosures required by accounting principles generally accepted in the United States are not included

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending May 31, 2016**  
**(Unaudited)**

	May 2016	April 2016	YTD	Budget	YTD 92%	Prior YTD
<b>1 Operating Revenues</b>						
2 Residential Water	\$ 154,570	\$ 142,506	\$ 1,612,014	\$ 1,735,700	93%	\$ 1,702,986
3 Business Water	27,702	30,421	348,021	378,200	92%	370,925
4 Construction Water	245	1,339	5,137	3,200	161%	3,253
5 Water Sales, Other	4,074	4,414	36,606	33,100	111%	29,609
6 Fire Line	3,801	9,149	78,247	92,800	84%	81,216
7 RTS	85,588	80,067	978,935	1,167,300	84%	1,002,386
8 Penalties	3,483	4,318	46,705	58,400	80%	53,387
9 Meter Installation Fees	1,205	-	6,421	11,400	56%	8,470
10 New Account Fees	3,605	3,655	35,775	43,400	82%	35,565
11 Reconnection Fees	1,680	840	13,770	12,300	112%	11,130
<b>12 Total Operating Revenues</b>	<b>285,953</b>	<b>276,708</b>	<b>3,161,632</b>	<b>3,535,800</b>	<b>89%</b>	<b>3,298,925</b>
<b>13 Non-Operating Revenues</b>						
14 Capital Impact Fees	1,700	-	6,947	7,200	96%	11,050
15 Water Availability Assessment	49,258	49,258	541,842	591,100	92%	553,982
16 Interest Revenue	-	7,209	17,262	12,000	144%	10,509
17 Other Penalties	1,413	3,964	23,929	22,600	106%	24,270
18 Reimbursed Expenses	225	285	8,942	5,000	179%	21,161
19 Other Non-Operating Revenue	279	256	10,025	12,000	84%	163,857
<b>20 Total Non-Operating Revenues</b>	<b>52,875</b>	<b>60,973</b>	<b>608,947</b>	<b>649,900</b>	<b>94%</b>	<b>784,828</b>
<b>21 Total Revenues</b>	<b>338,829</b>	<b>337,680</b>	<b>3,770,579</b>	<b>4,185,700</b>	<b>90%</b>	<b>4,083,753</b>
<b>Operating Expenditures</b>						
<b>Source of Supply</b>						
22 Direct Labor	956	633	5,999	7,500	80%	5,741
23 Employee Benefits, Allocated	286	181	1,628	2,200	74%	1,723
24 Field Supplies	-	-	809	12,500	6%	1,640
25 Telemetry Supplies	-	-	693	5,800	12%	1,705
26 Outside Repair and Maintenance	-	-	2,125	11,700	18%	4,475
27 Electric	19,420	17,843	210,310	258,400	81%	232,817
<b>28 Total Source of Supply</b>	<b>20,662</b>	<b>18,657</b>	<b>221,564</b>	<b>298,100</b>	<b>74%</b>	<b>248,101</b>
<b>Pumping</b>						
29 Direct Labor	45	103	252	1,200	21%	182
30 Employee Benefits, Allocated	13	30	77	400	19%	45
31 Field Supplies	-	-	715	5,400	13%	3,105
32 Outside Services, Other	1,626	884	6,690	6,600	101%	1,035
33 Electric	8,008	7,501	86,304	85,900	100%	79,524
<b>34 Total Pumping</b>	<b>9,692</b>	<b>8,518</b>	<b>94,038</b>	<b>99,500</b>	<b>95%</b>	<b>83,891</b>
<b>Transmission &amp; Distribution</b>						
35 Direct Labor	25,425	25,078	307,909	424,300	73%	391,486
36 Labor Charged to Other Programs	(5,063)	(4,515)	(48,452)	(54,000)	90%	(48,770)
37 Employee Benefits, Allocated	7,596	7,169	83,720	127,000	66%	112,764
38 Equipment Cost	8,917	9,898	91,589	102,300	90%	89,691
39 Field Supplies	8,291	1,397	61,123	115,700	53%	91,947
40 Tools & Other Supplies	39	97	3,367	5,000	67%	1,757
41 Outside Services	1,685	3,380	17,983	16,700	108%	14,511
42 Uniforms & Safety	1,103	1,200	12,175	13,700	89%	12,407
43 Utilities	-	-	-	-	N/A	-
44 Permits, Fees, & Certifications	947	6,523	16,390	10,700	153%	8,101
45 Engineering Fees	6,000	-	12,000	6,000	200%	5,975
46 Inventory, (Gain)/Loss	-	-	-	3,000	0%	0
47 Miscellaneous, Other	8	-	79	4,100	2%	2,360
<b>48 Total Transmission &amp; Distribution</b>	<b>54,947</b>	<b>50,226</b>	<b>557,883</b>	<b>774,500</b>	<b>72%</b>	<b>682,229</b>

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending May 31, 2016**  
**(Unaudited)**

	May 2016	April 2016	YTD	Budget	YTD 92%	Prior YTD
<b>Treatment Wells</b>						
49 Direct Labor	2,631	2,878	29,004	34,200	85%	29,979
50 Employee Benefits, Allocated	786	825	8,001	10,200	78%	8,583
51 Chemicals and Other Field Supplies	1,095	-	6,762	10,400	65%	9,008
52 Lab Services	2,114	1,914	17,371	32,300	54%	27,395
<b>53 Total Treatment Wells</b>	<b>6,626</b>	<b>5,617</b>	<b>61,137</b>	<b>87,100</b>	<b>70%</b>	<b>74,965</b>
<b>Treatment Facility</b>						
54 Direct Labor	8,790	9,314	110,810	106,300	104%	99,193
55 Employee Benefits, Allocated	2,626	2,668	29,735	31,800	94%	28,082
56 Bulk Chemicals and Media	21,558	9,882	271,921	302,700	90%	269,460
57 Testing and Other Supplies	1,432	2,591	23,540	42,400	56%	54,165
58 Aresenic Treatment	-	-	2,557	16,565	15%	10,181
59 Chrome VI Treatment	-	-	-	55,000	0%	-
60 Repairs and Maintenance	2,240	35	19,318	11,000	176%	8,289
61 Outside Services	63	1,006	10,740	9,400	114%	10,800
62 Telephone	279	279	3,803	5,900	64%	5,141
63 Electric	795	843	10,772	15,100	71%	10,974
64 Permits and Fees	-	-	21,279	29,400	72%	28,787
<b>65 Total Treatment Facility</b>	<b>37,783</b>	<b>26,618</b>	<b>504,477</b>	<b>625,565</b>	<b>81%</b>	<b>525,071</b>
<b>Customer Accounts</b>						
66 Direct Labor	7,661	7,343	89,788	96,100	93%	83,427
67 Employee Benefits, Allocated	2,289	2,104	24,283	28,800	84%	24,120
68 Office Supplies	14,476	-	29,345	8,160	360%	8,042
69 Outside Services, Other	454	377	5,458	3,000	182%	6,706
70 Uncollectable Account Expense	-	-	-	25,000	0%	-
<b>71 Total Customer Accounts</b>	<b>24,880</b>	<b>9,823</b>	<b>148,873</b>	<b>161,060</b>	<b>92%</b>	<b>122,296</b>
<b>General Administration</b>						
72 Office Supplies	1,509	2,692	14,666	20,000	73%	9,012
73 Outside Services, Legal	1,153	5,803	29,171	80,000	36%	39,491
74 Outside Professional Fees-Finance	4,500	4,500	51,515	79,000	65%	67,323
75 Outside Services, Other - Audit	-	(485)	7,305	15,600	47%	11,443
76 Outside Services, Banking Fees/LAFCO	3,486	5,792	56,988	43,700	130%	35,718
77 Outside Services, Other	6,041	6,938	70,951	84,400	84%	63,699
78 Equipment Rental	505	397	6,054	7,000	86%	6,575
79 Electricity	1,184	942	13,656	16,100	85%	13,861
80 Other Utilities	1,118	1,069	13,019	15,200	86%	12,746
81 Postage	60	1,170	9,639	24,400	40%	18,094
82 Dues and Subscriptions	1,767	1,837	19,307	20,200	96%	19,833
83 Training & Travel	-	620	6,529	11,600	56%	4,440
84 Insurance	3,148	3,142	32,876	48,000	68%	44,209
85 Printing and Publications	616	-	2,913	5,900	49%	4,261
86 Conservation Efforts/Grant Writer	521	4,567	36,746	60,000	61%	-
87 Miscellaneous, Other	-	161	285	5,000	6%	-
88 Fire Department Reimbursements	(4,580)	(4,580)	(50,380)	(54,960)	92%	(42,383)
<b>89 Total General Admin.</b>	<b>21,028</b>	<b>34,565</b>	<b>321,239</b>	<b>481,140</b>	<b>67%</b>	<b>308,322</b>
<b>Employee Salaries</b>						
90 Direct Labor	69,032	66,470	814,149	900,600	90%	873,082
91 Less Transfer to Operations	(45,508)	(45,349)	(543,761)	(669,600)	81%	(610,009)
<b>92 Total General &amp; Admin. Salaries</b>	<b>23,525</b>	<b>21,120</b>	<b>270,388</b>	<b>231,000</b>	<b>117%</b>	<b>263,073</b>
<b>Employee Benefits</b>						
93 Employee Benefits-General & Admin.	7,029	6,051	73,336	69,100	106%	75,978
94 Paid Leave	5,814	7,591	119,441	128,000	93%	128,332
95 FICA & Payroll Tax Expense	5,906	5,703	74,312	74,600	100%	81,252
96 Group Medical Expense	22,028	13,998	236,274	283,600	83%	254,438
97 Dental and Vision Expense	1,653	1,355	18,972	24,000	79%	22,638



**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending May 31, 2016**  
**(Unaudited)**

	May 2016	April 2016	YTD	Budget	YTD 92%	Prior YTD
98 Group Life Insurance	320	336	3,488	4,000	87%	3,612
99 Workers Compensation Expense	4,778	4,778	56,037	36,200	155%	32,572
100 Retirement Expense	7,573	7,422	92,738	106,700	87%	167,549
101 Employee Benefit Clearing	(20,625)	(19,028)	(220,780)	(269,500)	82%	(251,293)
<b>102 Total Employee Benefits</b>	<b>34,475</b>	<b>28,206</b>	<b>453,818</b>	<b>456,700</b>	<b>99%</b>	<b>515,079</b>
<b>Board of Directors</b>						
103 Directors' Fees	1,750	350	5,650	6,400	88%	5,725
104 Conferences and Seminars	2,969	2,271	9,535	12,900	74%	12,258
105 Miscellaneous, Other	-	-	432	2,000	22%	595
<b>106 Total Board of Directors</b>	<b>4,719</b>	<b>2,621</b>	<b>15,617</b>	<b>21,300</b>	<b>73%</b>	<b>18,578</b>
<b>107 Total Operating Expenditures</b>	<b>238,336</b>	<b>205,973</b>	<b>2,649,034</b>	<b>3,235,965</b>	<b>82%</b>	<b>2,841,605</b>
<b>Non-Operating Expenditures</b>						
108 Debt Service, Principle	-	-	-	-	N/A	-
109 Debt Service, Interest	-	-	-	-	N/A	-
<b>110 Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>
111 Depreciation Expense	118,283	118,283	1,301,117	1,419,400	92%	1,275,637
112 Unfunded PERS	5,648	5,648	62,132	70,272	88%	-
113 Unfunded OPEB Liability	7,879	7,879	86,670	94,549	92%	110,000
<b>114 Total Non-Operating Expenditures</b>	<b>131,811</b>	<b>131,811</b>	<b>1,449,918</b>	<b>1,584,221</b>	<b>92%</b>	<b>1,385,637</b>
<b>115 Total Expenditures</b>	<b>370,147</b>	<b>337,784</b>	<b>4,098,953</b>	<b>4,820,186</b>	<b>85%</b>	<b>4,227,242</b>
<b>Net Revenues Available to Fund Capital</b>						
<b>116 Related Expenditures</b>	<b>(31,318)</b>	<b>(103)</b>	<b>(328,374)</b>	<b>(634,486)</b>	<b>52%</b>	<b>(143,489)</b>
117 Carryover Projects	(25,797)	(14,730)	(1,202,369)	(1,897,000)	63%	(140,732)
118 Capital Improvement Projects	-	-	(1,080)	(550,000)	0%	(14,480)
119 Replacement & Rehabilitation	(20,055)	(7,143)	(96,587)	(588,000)	16%	(26,279)
120 Capital Outlay	(641)	(215,112)	(433,151)	(563,000)	77%	(159,033)
121 Transfer To CalPERS	-	-	-	-	N/A	-
122 Transfer From Special Revenue	4,322	6,443	57,740	57,000	101%	53,648
123 Transfers in from SRF for election	-	-	-	-	N/A	-
124 Debt Retirement	-	-	-	-	N/A	-
<b>125 Increase (Decrease) In Fund Balance</b>	<b>\$ (73,490)</b>	<b>\$ (230,645)</b>	<b>\$ (2,003,820)</b>	<b>\$ (4,175,486)</b>		<b>\$ (430,366)</b>

**Twentynine Palms Water Department  
Special Revenue Fund  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>April 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 8,644	\$ 12,886	\$ 115,480	\$ 114,000	101%	\$ 107,296
2 Less Transfers Out To Water For Election	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
3 Less Transfers Out to Fire For Election	\$ -	\$ -	\$ -	\$ -	N/A	\$ (20,000)
4 Less Transfers Out To Water	\$ (4,322)	\$ (6,443)	\$ (57,740)	\$ (57,000)	101%	\$ (53,648)
5 Less Transfers Out to Fire	\$ (4,322)	\$ (6,443)	\$ (57,740)	\$ (57,000)	101%	\$ (33,648)
<b>Ending Balance To Retain In LAIF</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>

**Twentynine Palms Water Department**  
**Carryover CIP/Current CIP and R&M/Capital Outlay**  
**For the Period Ending May 31, 2016**  
**(Unaudited)**

<b>Carryover Capital Approved in Previous Years</b>	<b>Budget FY 15/16</b>	<b>Current Year Expenditures</b>	<b>Remaining Budget / (Over Budget)</b>
1 Urban Water Management Plan	\$ 125,000	\$ 43,523	\$ 81,477
2 Repiping/Distribution System Upgrades	50,000	4,223	45,777
3 Treatment Plan Pond 3	1,267,000	1,005,640	261,360
4 Chromium VI Wells Rehabilitation	455,000	148,982	306,018
5 <b>Total Carryover Capital Approved in Previous Years</b>	<b>1,897,000</b>	<b>1,202,369</b>	<b>694,631</b>
6 <b>Capital Improvement Plan</b>			
7 Salt Nutrient Monitoring Wells	150,000	1,080	148,920
8 Chromium VI Treatment for Well 11	400,000	-	400,000
9 <b>Total Capital Improvement Projects</b>	<b>550,000</b>	<b>1,080</b>	<b>548,920</b>
10 <b>Repairs &amp; Maintenance</b>			
11 Emergency Repairs, Unspecified	50,000	36,468	13,532
12 Reservoir Recoating and/or Cathodic Protection	30,000	14,357	15,643
13 Reservoir or Pipeline Replacement	175,000	-	175,000
14 Fuel Tank Upgrade	25,000	15,245	9,755
15 Booster Station Upgrade	200,000	-	200,000
16 Well Rehabilitation	58,000	6,200	51,800
17 Flouride Plant Instrumentation\Coating	50,000	24,317	25,683
18 <b>Total Repairs &amp; Maintenance</b>	<b>588,000</b>	<b>96,587</b>	<b>491,413</b>
19 <b>Capital Outlay</b>			
20 Vehicle Replacements	30,000	29,266	734
21 Emergency Generator	118,000	-	118,000
22 Additional Emergency Generator	350,000	365,112	(15,112)
23 Computer\Technology Replacement	40,000	28,227	11,773
24 Fencing Upgrade	15,000	-	15,000
25 Telephone Purchase	10,000	10,546	(546)
26 <b>Total Capital Outlay</b>	<b>563,000</b>	<b>433,151</b>	<b>129,849</b>
27 <b>TOTAL</b>	<b>\$ 3,598,000</b>	<b>\$ 1,733,186</b>	<b>\$ 1,864,814</b>

**TWENTYNINE PALMS FIRE DEPARTMENT**

**FINANCIAL REPORT**

**For The Month Of**

**May 2016**

***PRELIMINARY -SUBJECT TO YEAR-END  
AND AUDIT ADJUSTMENTS***

**TWENTYNINE PALMS FIRE DEPARTMENT  
STATEMENT OF CASH, INVESTMENTS, AND RESERVES  
May 2016  
(Unaudited)**

	<u>Prior Balance</u>	<u>Deposits</u>	<u>Disbursements</u>	<u>Current Balance</u>	<u>Market **</u>
Operating Funds - LAIF	\$ 825,336	\$ -	\$ (4,322)	\$ 821,014	\$ 821,163
Explorer Funds - LAIF	11,394	-	-	11,394	11,396
Election Fund Reserve - LAIF	40,891	-	-	40,891	40,898
Tower Fund Revenues - LAIF (Capital)	150,496	4,322	-	154,818	154,846
Internal Operating Reserve - LAIF	-	-	-	-	-
Internal Apparatus Reserve - LAIF	-	-	-	-	-
<b>Total Investments, Fire Department</b>	<b>1,028,117</b>	<b>4,322</b>	<b>(4,322)</b>	<b>1,028,117</b>	<b>1,028,303</b>
Checking Accounts	387,851	49,832	(72,883)	364,800	364,800
<b>Total - Cash and Investments</b>	<b>\$ 1,415,968</b>	<b>\$ 54,154</b>	<b>\$ (77,205)</b>	<b>\$ 1,392,917</b>	<b>\$ 1,393,104</b>

**CERTIFICATION**

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

**Cindy Byerrum, CPA**  
**Contract CPA**

*\*\* Market values are adjusted on this report on a quarterly basis and recorded in the District's financials statements at the end of the fiscal year*

**Twentynine Palms Fire Department  
Statement of Revenues and Expenses  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>April 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
<b><u>REVENUES</u></b>						
<b>1 Operating Revenues</b>						
2 Permits & Fees	\$ -	\$ -	\$ 760	\$ 1,000	76%	\$ 625
3 Fire Protection Special Tax	41,797	349,846	1,165,689	1,200,000	97%	1,220,243
4 <b>Total Operating Revenue</b>	<u>41,797</u>	<u>349,846</u>	<u>1,166,449</u>	<u>1,201,000</u>	<u>97%</u>	<u>1,220,868</u>
<b>5 Non-Operating Revenues</b>						
6 Interest Revenues	-	1,275	2,953	2,000	148%	1,923
7 Penalties	3,176	8,948	41,365	37,000	112%	45,002
8 CPR Training Revenue	500	405	3,545	3,000	118%	3,125
9 Grant Revenue (Including Carry-overs)	-	-	-	-	N/A	-
10 Other Non-Operating Revenue	85	42	1,162	2,700	43%	18,700
11 <b>Total Non-Operating Revenue</b>	<u>3,761</u>	<u>10,669</u>	<u>49,026</u>	<u>44,700</u>	<u>110%</u>	<u>68,750</u>
12 <b>Total Revenues</b>	<u>45,558</u>	<u>360,515</u>	<u>1,215,475</u>	<u>1,245,700</u>	<u>98%</u>	<u>1,289,618</u>
<b><u>OPERATING EXPENSES</u></b>						
<b>13 SALARIES &amp; BENEFITS, PAID STAFF</b>						
14 <b>Salaries, Paid Staff</b>	31,671	31,874	425,794	476,500	89%	404,054
15 Payroll Taxes	2,380	2,405	32,883	35,400	93%	31,072
16 Group Medical/Dental/Vision/Life	7,067	7,072	77,143	88,000	88%	75,737
17 Uniform Allowance	-	-	1,299	4,500	29%	1,337
18 Retirement(PERS)	7,048	7,048	80,449	94,000	86%	96,676
19 Medical Exams And Background Checks	-	-	30	2,500	1%	-
20 Workers Compensation	2,676	2,676	31,380	27,800	113%	18,614
21 <b>Benefits, Paid Staff</b>	<u>19,171</u>	<u>19,201</u>	<u>223,185</u>	<u>252,200</u>	<u>88%</u>	<u>223,436</u>
22 <b>Total Salaries &amp; Benefits, Paid Staff</b>	<u>50,842</u>	<u>51,074</u>	<u>648,978</u>	<u>728,700</u>	<u>89%</u>	<u>627,491</u>
<b>23 VOLUNTEER OPERATIONS</b>						
24 Personnel Costs	7,255	7,214	92,989	126,400	74%	94,264
25 Payroll Taxes	153	183	1,787	1,560	115%	1,133
26 Workers Compensation	586	586	6,876	4,500	153%	4,079
27 Uniforms and Other Reimbursements	-	-	3,095	3,000	103%	2,332
28 Medical Exams and Background Checks	55	55	2,326	3,000	78%	4,128
29 <b>Total Volunteer Operations</b>	<u>8,049</u>	<u>8,039</u>	<u>107,072</u>	<u>138,460</u>	<u>77%</u>	<u>105,936</u>
<b>30 FACILITIES</b>						
31 Repairs & Maintenance	192	41	5,331	7,000	76%	6,479
32 Cleaning Supplies	-	-	1,549	3,200	48%	2,250
33 Telephone	459	591	5,019	5,500	91%	6,020
34 Natural Gas & Propane	41	48	1,059	1,840	58%	1,716
35 Water	144	191	1,353	1,840	74%	1,426
36 Electricity	539	431	7,430	10,500	71%	8,694
37 Satellite and/or Cable Service	-	-	-	-	N/A	-
38 Trash Service	94	94	1,034	1,200	86%	1,031
39 <b>Total Facilities Expenses</b>	<u>1,468</u>	<u>1,396</u>	<u>22,774</u>	<u>31,080</u>	<u>73%</u>	<u>27,616</u>

**Twentynine Palms Fire Department  
Statement of Revenues and Expenses  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>April 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
<b>40 OTHER ADMINISTRATIVE EXPENSES</b>						
41 Legal	-	-	9,421	12,000	79%	405
42 Professional Services	1,500	1,500	17,593	18,000	98%	19,403
43 Outside Services, Other Governmental Agencies	-	2,435	4,279	12,850	33%	2,650
44 Station Supplies	50	3	1,564	7,000	22%	9,276
45 Travel & Expenses	-	-	-	500	0%	-
46 Insurance, Bonds	1,893	1,900	23,436	27,740	84%	23,741
47 Postage	-	-	98	100	98%	71
48 Printing & Publications	195	193	2,027	2,500	81%	2,279
49 Dues & Subscriptions	-	-	813	1,800	45%	1,643
50 Board of Director Expenses	250	350	6,650	5,000	133%	3,075
51 Overhead Allocation	4,580	4,580	50,380	54,960	92%	42,383
52 Fire Transition	3,120	3,354	61,538	-	N/A	-
53 Public Information Material & Supplies	-	-	-	4,500	0%	-
54 <b>Total Other Administrative Expenses</b>	<u>11,588</u>	<u>14,316</u>	<u>177,799</u>	<u>146,950</u>	<u>121%</u>	<u>104,926</u>
<b>55 TRAINING</b>						
56 Training, Travel, & Meetings	-	97	2,486	8,900	28%	3,414
57 CPR and Defibrillator Training	-	-	677	1,840	37%	1,685
58 Certifications and Other Expenses	-	-	-	1,000	0%	250
59 <b>Total Training</b>	<u>-</u>	<u>97</u>	<u>3,162</u>	<u>11,740</u>	<u>27%</u>	<u>5,349</u>
<b>60 COMMUNICATIONS</b>						
61 Radio Repairs & Maintenance	-	-	1,722	2,000	86%	1,204
62 Dispatch Fees & Service Agreements	6,567	6,567	72,824	80,000	91%	77,804
63 <b>Total Communications</b>	<u>6,567</u>	<u>6,567</u>	<u>74,545</u>	<u>82,000</u>	<u>91%</u>	<u>79,009</u>
<b>64 FIRE PREVENTION</b>						
65 Fire Prevention Materials and Supplies	-	-	215	1,500	14%	1,471
66 Public Fire Education	-	-	2,296	2,650	87%	2,594
67 <b>Total Fire Prevention</b>	<u>-</u>	<u>-</u>	<u>2,511</u>	<u>4,150</u>	<u>61%</u>	<u>4,064</u>
<b>68 APPARATUS MAINTENANCE</b>						
69 Maintenance and Repair	1,045	2,478	42,974	45,000	95%	47,957
70 Mechanic Charges	-	-	-	4,080	0%	2,370
71 Fuel & Oil	543	934	15,521	24,000	65%	17,168
72 <b>Total Apparatus Maintenance</b>	<u>1,587</u>	<u>3,412</u>	<u>58,495</u>	<u>73,080</u>	<u>80%</u>	<u>67,495</u>
<b>73 FIRE EQUIPMENT</b>						
74 Equipment Maintenance & Repair	-	-	3,073	16,000	19%	15,438
75 EMS Consumables	-	536	1,573	2,550	62%	1,438
76 <b>Total Fire Equipment</b>	<u>-</u>	<u>536</u>	<u>4,646</u>	<u>18,550</u>	<u>25%</u>	<u>16,875</u>
77 <b>Total Operating Expenses</b>	<u>80,102</u>	<u>85,436</u>	<u>1,099,983</u>	<u>1,234,710</u>	<u>89%</u>	<u>1,038,761</u>

**Twentynine Palms Fire Department  
Statement of Revenues and Expenses  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>April 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
<b>78</b>	<b><u>NON-OPERATING EXPENSES</u></b>					
	-	-	-	-	N/A	-
<b>79</b>	<u>(34,544)</u>	<u>275,080</u>	<u>115,492</u>	<u>10,990</u>	<u>1051%</u>	<u>250,857</u>
<b>80</b>	<b>ADDITIONS TO RESERVE ACCOUNTS/TRANSFERS IN/OUT</b>					
<b>81</b>	-	-	-	-	N/A	-
<b>82</b>	-	-	-	-	N/A	-
<b>83</b>	-	-	-	-	N/A	20,000
<b>84</b>	4,322	6,443	57,740	57,000	101%	33,648
<b>85</b>	<u>4,322</u>	<u>6,443</u>	<u>57,740</u>	<u>57,000</u>	<u>101%</u>	<u>53,648</u>
<b>86</b>	<b>CAPITAL EXPENDITURES <i>(Including Carryovers)</i></b>					
<b>87</b>	-	-	-	(50,000)	N/A	-
<b>88</b>	-	-	-	-	N/A	-
<b>89</b>	-	-	-	-	N/A	-
<b>90</b>	-	-	-	-	N/A	-
<b>91</b>	-	-	-	-	N/A	-
<b>92</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(50,000)</u>	<u>N/A</u>	<u>-</u>
<b>93</b>	<u>\$ (30,222)</u>	<u>\$ 281,523</u>	<u>\$ 173,231</u>	<u>\$ 17,990</u>	<u>963%</u>	<u>\$ 304,505</u>



**Twentynine Palms Fire Department  
Explorer Fund  
For the Period Ending May 31, 2016  
(Unaudited)**

	<u>May 2016</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 92%</u>	<u>Prior YTD</u>
<b>Beginning Cash Balance</b>	11,394	11,205	11,236	N/A	9,794
1 Revenue					
2 Donations - General	-	-	-	N/A	-
3 Donations - Explorers Post	-	3,907	5,000	78%	4,942
<b>4 Total Revenue</b>	-	<u>3,907</u>	<u>5,000</u>	<u>78%</u>	<u>4,942</u>
5 Expenditures					
6 Expenditures - Explorers	-	3,718	5,000	74%	3,707
<b>7 Total Expenditures</b>	-	<u>3,718</u>	<u>5,000</u>	<u>74%</u>	<u>3,707</u>
<b>8 Ending Cash Balance</b>	<u>11,394.13</u>	<u>11,394.12</u>	<u>11,236</u>	<u>N/A</u>	<u>11,029</u>

**10.3**

**NO  
MATERIAL  
PROVIDED**