

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

MARCH 28, 2018 / 6:00 P.M.

AGENDA

This meeting may be viewed on the District's website at www.29palmswater.net

Next Resolution #18-05
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. Consideration of Resolution 18-04 Intention to Continue Currently Existing Water Availability Assessments of the Twentynine Palms Water District in the Upcoming Fiscal Year 2018/2019
2. Review Legislative Committee's Recommendation to Oppose SB 998; Support in Concept ACA 21; Support AB 2060; and Authorize the General Manager to Submit Letters
3. Review and Discussion of General Manager Evaluation Form
4. Discussion of Customer Required Deposit
5. 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 February 28, 2018
 - Audit List
6. Items Removed from the Consent Calendar for Discussion or Separate Action
7. Management Reports

- 7.1 Operations
- 7.2 Finance
- 7.3 General Manager
- 8. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
- 9. 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 4:00 p.m., March 23, 2018.



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.

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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:	MARCH 28, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO APPROVE AND ADOPT RESOLUTION 18-04 INTENTION TO CONTINUE CURRENTLY EXISTING WATER AVAILABILITY ASSESSMENTS OF THE TWENTYNINE PALMS WATER DISTRICT IN UPCOMING FISCAL YEAR 2018/2019

BACKGROUND AND DISCUSSION

The Twentynine Palms Water District is authorized by California Water Codes 31031.7 and 31032 to annually fix water availability assessments on parcels of real property within the District to which water is made available for any purpose by the District.

The District currently has a Water Availability Assessment in place that is levied on all parcels within the District, with the exception of properties that were designated as "fire only" properties within certain annexation areas and properties owned by the California Bureau of Land Management. The assessments are collected through San Bernardino property tax bills and the funds are used to pay for capital improvement projects, operational expenses, and maintenance costs associated with the District's water system and facilities.

Current assessment fees are charged as follows:

- \$30.00 for each parcel that is less than one acre,
- \$30.00 for the first acre, plus \$8.00 per acre for each acre over one acre up to five acres in a parcel, and
- \$7.50 per acre for the sixth and all further acres within a parcel, subject to a maximum per parcel charge of \$1,200.00.

Pursuant to Water Codes Sections 31031 and 31032.1, since the procedures set forth in the Water Code were followed at the time the assessments were originally established, the Board of Directors is authorized to continue the assessments in successive years at the same rates. If rates set forth in the assessment were proposed to be changed, then the procedures of Proposition 218 would need to be followed.

RECOMMENDATION

Approve Resolution 18-04, Intention To Continue Currently Existing Water Availability Assessments of the Twentynine Palms Water District In Upcoming Fiscal Year 2018/2019.

RESOLUTION NO. 18-04

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
OF INTENTION TO CONTINUE CURRENTLY
EXISTING WATER AVAILABILITY ASSESSMENTS
OF THE TWENTYNINE PALMS WATER DISTRICT
IN THE UPCOMING FISCAL YEAR 2018/2019**

WHEREAS, The Twentynine Palms Water District is authorized to annually fix water availability assessments on parcels of real property within the District to which water is made available for any purpose by the District, whether the water is actually used or not;

WHEREAS, such water availability assessments may vary according to land uses and the degree of availability or quantity of use of such water; and,

WHEREAS, the proposed water availability assessments are intended to fund, as in the past, the capital costs or operation and maintenance expenses of District water system facilities serving water, among other purposes, for domestic consumption and property related purposes.

WHEREAS, pursuant to Water Code Sections 31031 and 31032.1, since the procedures set forth in the Water Code were followed at the time the assessments were originally established, the Board is authorized to continue the assessments in successive years at the same rates.

WHEREAS, since the assessments are proposed to be continued at the same rate and not increased, the procedures of Proposition 218 are not applicable.

NOW, THEREFORE, BE IT RESOLVED that this Board of Directors of the Twentynine Palms Water District does hereby propose to fix water availability assessments as follows:

\$30.00 for each parcel that is less than one acre,

\$30.00 for the first acre, plus \$8.00 per acre for each acre over one acre up to five acres in a parcel, and

\$7.50 per acre for the sixth and all further acres within a parcel, subject to a maximum per parcel charge of \$1,200.00.

BE IT RESOLVED FURTHER, that said proposed water availability assessments are not intended to be imposed in areas annexed to the District under the condition that "fire

only” service be provided by the District, or, pursuant to the district's existing agreement with the San Bernardino County Local Agency Formation Commission, within the Joe Davis or South Hansen annexation areas;

BE IT RESOLVED FURTHER, that the District shall receive and discuss public comments on said water availability assessments at a public hearing to be held on June 27, 2018 at 6:00 p.m. with the public hearing to occur at the Twentynine Palms Water District, 72401 Hatch Road, Twentynine Palms, California; and,

BE IT RESOLVED FURTHER, that the District's Secretary shall cause due legal notice of the public hearing of June 27, 2018 at 6:00 p.m., pursuant to written advice from the District's legal counsel.

PASSED, APPROVED AND ADOPTED this 28th day of March 2018.

Ayes:
Noes:
Abstain:
Absent:

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

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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:	MARCH 28, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	REVIEW RECOMMENDATIONS FROM LEGISLATIVE COMMITTEE TO SUBMIT SB998 OPPOSITION, ACA 21 SUPPORT IN CONCEPT AND AB 2060 SUPPORT LETTERS

REVIEW AND DISCUSSION

The District's Legislative Committee (Committee) has been meeting to discuss bills that have been introduced by Legislators in 2018. In total, there have been approximately 2,000 bills introduced for consideration and most bills will be heard by their assigned committees between April and July of this year. The Committee has established a list of bills that are of particular interest to the District and have been monitoring their progress.

The following three bills are the Committee's recommendation for the Board's consideration to submit a position on:

- **SB 998 (Dodd)**

- **Recommendation-OPPOSE**

- *"This bill would prohibit residential service from being shut off under specified circumstances. The bill would require an urban and community water system that shuts off residential service to provide the customer with information on how to restore service and petition for a waiver of reconnection fees. The bill would require an urban and community water system to waive reconnection fees and offer a reduction or waiver of interest charges on delinquent bills for a residential customer with a demonstrated household income below 200% of the federal poverty line and would limit the amount of a reconnection of service fee imposed on any other residential customer. The bill would require an urban and community water system to report the number of annual shutoffs for inability to pay on its Internet Web site. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2019, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2019".*

- **ACA 21 (Mayes)**
 - **Recommendation-SUPPORT IN CONCEPT**
“This measure would amend the California Constitution to create the California Infrastructure Investment Fund in the State Treasury. The measure would require the Controller, beginning in the 2019–20 fiscal year, to transfer from the General Fund to the California Infrastructure Investment Fund in each fiscal year an amount equal to up to 2.5% of the estimated General Fund revenues for that fiscal year, as provided. The measure would require, for the 2019–20 fiscal year and each fiscal year thereafter, the amounts in the fund to be allocated, upon appropriation by the Legislature, for specified infrastructure investments, including the funding of deferred maintenance projects.”

- **AB 2060 (Garcia)**
 - **Recommendation-SUPPORT**
*“This bill would instead require the department to provide advanced payment for those projects of \$500,000 or 50% of the grant award, whichever is less. The bill would eliminate the requirement that the grant award for the project be less than \$1,000,000 to obtain advanced payment. The bill would eliminate the repeal of these advanced payment provisions.
 (e) (1) Within 60 days of awarding a grant under this section, the board shall provide advanced payment of five hundred thousand dollars (\$500,000) or 50 percent of the grant award, whichever is less, for projects in which the project proponent is a nonprofit organization or a disadvantaged community, or the project benefits a disadvantaged community”.*

Staff and Committee have drafted the attached letters for your review and comment.

RECOMMENDATION

Authorize General Manager to sign and submit a SB 998 Opposition Letter, ACA 21 Support in Concept Letter and AB 2060 Support Letter to the respective parties.



TWENTYNINE PALMS WATER DISTRICT

March 28, 2018

The Honorable Bill Dodd
Senator, 3rd District
State Capitol, Room 5064
Sacramento, CA 95814
VIA Email: Leslie.Spahnn@sen.ca.gov

Subject: SB 998- Oppose.

Dear Senator Dodd:

The Twentynine Palms Water District (TPWD) operates as an independent special district, providing water to approximately 18,000 residents of the City of Twentynine Palms and unincorporated areas of San Bernardino County. TPWD serves a disadvantaged community; 75% of our customers are designated as severely disadvantaged.

We are writing to submit a position of *oppose* for SB 998. The obstacles created under SB 998, effectively preventing shut-offs for non-payment, would force TPWD to subsidize non-paying or delinquent customers. Further, SB 998's provisions outline onerous steps for shutting-off water service including: (1) ongoing communication with the county health department, (2) repeated attempts to communicate with the adult in the household, and other requirements creating significant costs to TPWD. The problem, however, is that there are only two sources of revenue for TPWD to pay such costs and subsidize such delinquent customers. First, TPWD would be forced to decrease its level of service to other customers by reallocated limited unrestricted revenues toward subsidizing non-paying customers. This approach penalizes customers that have been timely paying for water service, and only provides limited amounts of additional revenue to cover such costs. Alternatively, especially where insufficient unrestricted revenues are available or levels of service cannot be further decreased, SB 998 impliedly requires TPWD to violate article XIII D of the California Constitution (i.e. Proposition 218) by subsidizing delinquent customers with rate revenue generated by other customers who have timely paid bills, thereby requiring such paying customers to pay more than their cost of service.

TPWD is committed to delivering safe and affordable drinking water and while we understand that the intent of SB 998 is to assist residents who may be facing financial hardships, what the bill fails to recognize is that there are other, also disadvantaged customers, whose rates will increase as a result. Given the high rate of poverty in our service area, SB998 threatens to divert the limited resources of our County Health Department to preventing water service shut-offs instead of the critical services it already provides to children, the elderly and others who depends on the agency's support. SB 998 will impose hardships on our customers' right to safe and affordable drinking water; a violation of the "human right to water" adopted by the state.

We urge you to consider not only the intent of SB 998 but the unintended consequences that the bill will impose on all people of limited means.

Sincerely yours,

Ray Kolisz
General Manager
Twentynine Palms Water District
Phone: 760-367-7546

cc: Assemblyman Eduardo Garcia, Chair, Assembly Water Parks & Wildlife Committee
Assemblyman Chad Mayes
Senator Jean Fuller



TWENTYNINE PALMS WATER DISTRICT

March 19, 2018

The Honorable Chad Mayes
Assemblyman, 42nd District
State Capitol
VIA Email: Seren.Taylor@asm.ca.gov

Subject: ACA 21– Support in Concept

Dear Assemblyman Mayes:

The Twentynine Palms Water District (TPWD) operates as an independent special district, providing water to approximately 18,000 residents of the City of Twentynine Palms and unincorporated areas of San Bernardino County. TPWD serves a disadvantaged community; 75% of our customers are designated as severely disadvantaged.

We are writing to submit a position of *support in concept* for ACA 21 – state infrastructure funding: California infrastructure fund, which would require the Controller, beginning in the 2019–20 fiscal year, to transfer from the General Fund to the California Infrastructure Investment Fund in each fiscal year an amount equal to up to 2.5% of the estimated General Fund revenues for that fiscal year. TPWD is supportive of ACA 21's provisions to encourage new and innovative technologies as our district has applied groundbreaking technologies to address high levels of fluoride and arsenic in our distribution system. Such technologies have been noted nationwide for lowering the cost of treatment for disadvantaged communities.

As your constituents, we believe TPWD's participation on the ACA 21 stakeholder working group is imperative to understanding regional water infrastructure needs.

We look forward to working with you and your staff. Please do not hesitate to contact us with questions via email at denise@ostrategiesgroup.com or by phone at (714) 673-0005.

Sincerely yours,

Ray Kolisz
General Manager
Twentynine Palms Water District
Phone: 760-367-7546



TWENTYNINE PALMS WATER DISTRICT

March 19, 2018

The Honorable Eduardo Garcia
Assembly Member, 56th District
State Capitol, Room 4140
Sacramento, CA 94249
VIA Email: Mark.Rossow@asm.ca.gov

Subject: AB 2060 – Support

Dear Assembly Member Garcia:

The Twentynine Palms Water District (TPWD) operates as an independent special district, providing water to approximately 18,000 residents of the City of Twentynine Palms and unincorporated areas of San Bernardino County. TPWD serves a disadvantaged community; 75% of our customers are designated as severely disadvantaged.

We are writing to submit a position of *support* for AB 2060. In 2015, the TPWD began the process of applying for a State Revolving Fund grant. The grant will fund the preliminary design reports, environmental feasibility study, and other planning documents needed for the construction of a well for the treatment of fluoride and hexavalent chromium. In August 2017, the State Water Resources Control Board (State Board) informed us that our grant application was under review by their legal department – a final step in the application process before a grant is awarded. Last month, the State Board informed us that, once again, our grant is under review. TPWD is committed to delivering safe and affordable drinking water but the grant application process is stymying our progress to ensuring the continued delivery of water that meets safe drinking water standards. AB 2060 helps streamline the grant award process and would help districts, like ours, ensure the continued service and delivery of water that meets safe drinking water standards.

We look forward to working with you and your staff. Please do not hesitate to contact us with questions via email at Denise@OStrategiesGroup.com or by phone at (714) 673-0005.

Sincerely yours,

Ray Kolisz
General Manager
Twentynine Palms Water District
Phone: 760-367-7546

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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:	MARCH 28, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	DISCUSSION OF PERFORMANCE EVALUATION FORM USED FOR THE GENERAL MANAGER

BACKGROUND AND DISCUSSION

The General Manager is evaluated by the Board of Directors not less than once a year pursuant to the General Manager's Employment Agreement. The primary purpose of such evaluation is to facilitate open and honest discussions, define roles and expectations, identify performance strengths and weaknesses and provide the opportunity for the General Manager to take action to address any needed improvements identified through the process.

The Board has expressed the desire to change the form that is used to conduct the performance evaluation that best reflects the criteria that General Manager should be evaluated on.

I have included Exhibit A (current form used) and Exhibits B, C and D as examples of evaluation forms used at other agencies for review and discussion.

RECOMMENDATION AND OR OPTIONS

1. To select an evaluation form from the choices in Exhibit B, C or D.
2. Continue to use existing form.
3. Direct staff to seek other forms to be considered.

EXHIBIT "A"

**TWENTYNINE PALMS WATER DISTRICT
GENERAL MANAGER
PERFORMANCE EVALUATION**

Name _____

Job Title _____

Reason for Review _____

Time in Position _____ Hire Date _____

Date of Last Evaluation _____

Scheduled Evaluation Date _____

INSTRUCTIONS

Rate performance expectations utilizing the following standards:

RATING

- | | | |
|------------|---------------------|---|
| 0 – 3.99 | Unsatisfactory: | Unacceptable, requires immediate improvement. |
| 4 – 6.99 | Improvement Needed: | Some areas deficient, improvement is necessary. |
| 7 – 9.99 | Satisfactory: | Meets performance standard of the job. |
| 10 – 12.99 | Very Good: | Exceeds most requirements of the job. |
| 13 – 14 | Outstanding: | Consistently exceeds job requirements. |

Provide explanation under "Areas for Improvement" for any criterion rated 0 - 6.99.

DESCRIPTION	CRITERION	RATING
1. Job Knowledge	Possesses and utilizes the blending of knowledge, skills and abilities necessary to meet expectations of the job. Remains up-to-date on changes/trends in technical knowledge related to job. Expands knowledge of own job and services as they relate to other positions.	_____
2. Judgment	Ability to make sound and proper decisions by drawing on professional expertise with minimal negative effects on employee relations and/or departmental and District goals and results. Willingness to take responsibility for these decisions.	_____
3. Interpersonal Relationships	Willingness and demonstrated ability to cooperate, work, and communicate with other managers, supervisors, directors, subordinates, outside contacts and the public.	_____
4. Verbal and Written Expression	Effectiveness of expression in individual and group situations (including listening, nonverbal communication and appropriate language). Ability to express ideas clearly and concisely in good grammatical form. Concise, complete written reports that detail the scope of assignments.	_____

5. Planning, Organizing and Prioritizing	Establishes appropriate prioritization and course of action for self and subordinates to accomplish goals, makes proper assignment of personnel and appropriate use of resources, sets realistic target dates.	_____
6. Policies and Procedures	Properly interprets and applies District policies and procedures to job responsibilities and subordinates.	_____
7. Ingenuity	Appropriate use of creativity and imagination in costs and methods of operation to influence results.	_____
8. Orientation Toward Results	Ability to initiate projects, anticipate changes or needs, set new priorities, persevere, follow through and meet deadlines.	_____
9. Service Orientation	Degree to which manager demonstrates a commitment to provide the level of service necessary for the accomplishment of job and District objectives.	_____
10. Use of Resources	Uses material resources economically. Utilizes human resources fully through training, appropriate assignments and delegation.	_____
11. Major Objectives/ Expectations	Degree to which manager met or exceeded previous performance plan.	_____

Accomplishments During This Appraisal Period

List specific accomplishments or areas that have been improved.

Areas For Improvement

Provide explanation for any criterion rated 0 - 6.99

Strengths

Identify significant performance related strengths.

Developmental Objectives

Identify developmental objectives. With each objective specify the desired outcome. Utilize target dates when applicable.

Performance Plan

Outline major objectives and expected results over the next review period.

CRITERION	RATING	WEIGHT	VALUE
Job Knowledge	_____ x	10%	= _____
Judgment	_____ x	11%	= _____
Interpersonal Relationships	_____ x	8%	= _____
Verbal and Written Expression	_____ x	7%	= _____
Planning and Organization	_____ x	10%	= _____
Adherence to Policies and Procedures	_____ x	10%	= _____
Ingenuity	_____ x	7%	= _____
Orientation Toward Results	_____ x	10%	= _____
Service Orientation	_____ x	10%	= _____
Use of Resources	_____ x	10%	= _____
Major Objectives/Expectations	_____ x	7%	= _____
TOTAL		100%	_____

PERFORMANCE SUMMARY

Overall rating this period:

- _____ 1. Unsatisfactory: Unacceptable, requires immediate improvement.
- _____ 2. Improvement Needed: Some areas deficient, improvement is necessary.
- _____ 3. Satisfactory: Meets the performance standard of the job.
- _____ 4. Very Good: Exceeds most requirements of the job.
- _____ 5. Outstanding: Consistently exceeds job requirements.

Acknowledgement

Board President's Signature _____ Date _____

General Manager's Signature _____ Date _____

General Manager's Comments

EXHIBIT "B"

EVALUATION OF GENERAL MANAGER

The evaluation process at the [REDACTED] is intended to be a positive interchange between the Agency Board and the General Manager, resulting in the documentation of performance, strengths, weaknesses, accomplishments and expectations. This evaluation represents the collective evaluation of the Board. The comments section also attempts to reflect the general views of the Board, although specific concerns raised by individual Board members are noted. The comments section attempts to address where improvement is needed.

<u>FACTORS</u>		<u>RATINGS</u>				
BOARD/MANAGER RELATIONSHIPS		5	4	3	2	1
1.	The Manager provides Board members with adequate follow-up information when a complaint is made or information is requested other than at Board meetings.					
2.	The Manager provides adequate follow-up on issues and complaints raised at Board meetings.					
3.	The Manager effectively communicates orally and by letter, memo, email, newsletter, and reports.					
4.	The Manager is personally accessible and responsive to Board members.					
5.	The Manager motivates staff to make presentations to the Board which are understandable, well researched, and of professional quality.					
<p><u>COMMENTS:</u></p>						

FACTORS		RATINGS				
PERSONAL CHARACTERISTICS		5	4	3	2	1
6.	The Manager is sensitive to the needs of the employees and citizens.					
7.	The Manager is a hard working and productive individual who devotes sufficient hours to the job.					
<u>COMMENTS:</u>						

5=Outstanding; 4=Very Good; 3=Good; 2=Fair; 1=Poor

FACTORS		RATINGS				
<u>INTERNAL MANAGEMENT/ ADMINISTRATION</u>		5	4	3	2	1
8.	The Manager adequately coordinates the preparation and administration of the Agency's operating and capital improvement budgets consistent with Board policy guidelines.					
9.	The Manager coordinates the operations of the various departments so that Department Heads function as team members.					
10.	The Manager's efforts lead to successful and timely accomplishment of most program objectives.					
11.	The Manager gets good productivity out of subordinates.					
12.	The Manager promotes resolution of personal and labor conflicts in a fair and professional manner.					
13.	The Manager organizes program planning in anticipation of future needs and problems, and suggests common goals to be considered by the Board.					
<u>COMMENTS:</u>						

5=Outstanding; 4=Very Good; 3=Good; 2=Fair; 1=Poor

FACTORS		RATINGS				
<u>EXTERNAL RELATIONS / PUBLIC RELATIONS</u>		5	4	3	2	1
14.	The Manager is sensitive and responsive to public needs through his own conduct and that of Agency employees.					
15.	The Manager maintains a professional image and enjoys the respect of members of the community, as well as other members of his profession.					
16.	The Manager has developed effective contacts with other governmental agencies in order to negotiate and resolve local and regional problems.					
<u>COMMENTS:</u>						

5=Outstanding; 4=Very Good; 3=Good; 2=Fair; 1=Poor

This mostly blank page will give Boardmembers freedom to express their priorities and their sense of "how things are going." List, elaborate, or anecdote as you please.

MY PERSONAL PRIORITIES FOR THE COMING YEAR – WHAT I WOULD LIKE THE MANAGER TO GIVE PRIORITY TO ACCOMPLISHING FOR THE AGENCY (LISTED IN ORDER OF IMPORTANCE)

SIGNIFICANT ACHIEVEMENTS OF THE MANAGER SINCE LAST EVALUATION:

THINGS I WOULD LIKE THE MANAGER TO DO MORE OF OR TO CONTINUE:

THINGS I WOULD LIKE THE MANAGER TO DO LESS OF OR DISCONTINUE:

ADDITIONAL COMMENTS:

President

Date

Vice President

Date

Boardmember

Date

Boardmember

Date

Boardmember

Date

RECEIPT ACKNOWLEDGED

Date

EXHIBIT "C"

**Board of Directors' Evaluation Form - General Manager
2013 Performance Review Period**

A. BOARD/MANAGER RELATIONSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence in management staff. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					

B. COMMUNITY RELATIONS

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems. Handles individual citizen's complaints well; creates a "satisfied customer."					

C. LEADERSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range objectives for the District.					
Leads, directs and makes use of sound administrative practices. Delegates responsibility and decision making appropriately.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

D. COMMUNICATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Promotes and engages in two-way communication.					
Is accessible to Board Members, staff, and citizens. Communicates new ideas, suggestions, and concerns to the Board.					
Clearly and concisely communicates ideas, information, problems, and questions.					

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Identifies revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					
Maintains water delivery and water quality standards of the District and State regulatory compliance.					

F. HUMAN RELATIONS

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Consistently strives to be fair and consistent in working relationships, and shows respect for others. Shows appreciation for the contributions of staff.					
Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively, while demonstrating sensitivity to the feelings of others.					
Follows up recommendations, concerns, or complaints as promptly as possible.					

G. ORGANIZATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					
Develops staff through training, coaching, mentoring, and work assignment.					

H. ANNUAL GOALS AND OBJECTIVES

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Does the General Manager coordinate, monitor, and prioritize individual projects to assure they are accomplished? Does he/she follow through to assure productivity?					

I. OVERALL EVALUATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1

Remarks/Comments:

EXHIBIT "D"

PERFORMANCE EVALUATION: GENERAL MANAGER

_____ Probation
 _____ Semi-annual
 _____ Annual

EMPLOYEE _____

DATE: _____

(Adopted May 2013)

1. QUALITY & QUANTITY OF WORK:	Rating:
<p>At Expectations: Meets expectations for quantity and quality of work; completes daily and monthly quantity of work as required; consistently accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operation to improve work outcomes with limited risks and greater potential benefits.</p>	<p>5 4 3 2</p>
<p>Cite Examples:</p>	<p>1</p>
2. INTERACTIONS AND COMMUNICATIONS:	Rating:
<p>At Expectations: Interacts professionally and courteously with the public, supervisors, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.</p>	<p>5 4 3 2 1</p>
<p>Cite Examples:</p>	

3. PLANNING AND ORGANIZATION:	Rating:
At Expectations: Uses time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for levels or work/assignments; completes assignments and follows through; understands relationships between his/her position and other jobs, departments, agencies, and public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.	5 4 3 2 1
Cite Examples:	
4. DECISION MAKING AND PROBLEM SOLVING:	Rating:
At Expectations: Uses good and a common-sense approach to situations. particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties is capable of changing way of thinking and performing in conjunction with the needs of the department and community; recognizes when circumstances dictate a change is necessary.	5 4 3 2 1
Cite Examples:	
5. PERSONAL BEHAVIOR:	Rating:
At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.	5 4 3 2 1
Cite Examples:	

6. ATTENDANCE AND PUNCTUALITY:		Rating:
At Expectations: Arrives promptly and is ready to work at beginning of shift; takes appropriate meal times and breaks within the time limits established; sets a positive example for others; absents by the General Manager is for acceptable reasons.		5 4 3 2 1
Cite Examples:		
7. EDUCATION AND JOB KNOWLEDGE:		Rating:
At Expectations: Shows imitative through continuing education including workshops. conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes need for and takes action to update skills and knowledge pertinent to profession.		5 4 3 2 1
Cite Examples:		
8. LEADERSHIP:		Rating:
At Expectations: Demonstrates effective direction and control of employees. Motivates employees to meet and/or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Communicates effectively with employees through verbal. non-verbal. and written skills. Is available to employees for counseling and guidance.		5 4 3 2 1
Cite Examples:		

9. EVALUATION & OBJECTIVITY:	Rating:
At Expectations: Timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggests opportunities to enhance performance for employees who are "At Expectations or above. Sets standards of improvement & consequences for employees who are "Below Expectation".	5 4 3 2 1
Cite Examples:	
10. GOVERNING BOARD RELATIONSHIPS:	Rating:
At Expectations: Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole. rather than those of any one member of the Board; reporting to the governing Board is timely. clear. concise. thorough. and disseminated equally; accepts direction/instructions in a positive manner; keeps the governing Board informed of current plans and activities of the Sun Valley GID and new developments in technology. legislation. governmental. practices and regulations. etc.; provides the governing Board with clear report of anticipated issues that could come before the governing Board.	5 4 3 2 1
Cite Examples:	
11. FISCAL MANAGEMENT:	Rating:
At Expectations: Prepares realistic balanced annual budget; controls expenditures in accordance with approved budget; provides accurate reports/information in a timely manner; makes the best possible use of available funds. conscious of the need to operate the local government efficiently and effectively; the prepared/recommended budget is in an intelligent and accessible format; possesses awareness of the importance of financial planning and accounting controls.	5 4 3 2 1
Cite Examples:	

SUMMARY AND OVERALL EVALUATION			Overall Rating:
			5
			4
			3
Total points _____ / _____ 11 _____ * = Overall Rating			2
*(number of categories rated)			1

SUGGESTIONS FOR IMPROVEMENT:

EMPLOYEE COMMENTS:

Additional pages may be attached.

EVALUATED BY: _____ **DATE:** _____

EMPLOYEE: _____ **DATE:** _____

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.

EMPLOYEE EVALUATION GUIDELINES

Rate an employee's competency in each of the seven areas of his/her job performance and in accomplishment of each work goal by circling the number that summarizes your evaluation of the employee for this item. Assess each competency and performance of each work goal independently.

Use definitions below to determine the most appropriate rating. Cite examples describing competency displayed or goals attained/missed for each area rated. A detailed explanation of the basis for a rating of 1 or 5 is required.

<p>Employee's performance during rating period demonstrates possession of substantial knowledge and ability. Performance clearly and consistently exceeds the performance expectations for this position and the employee's performance serves as a role model for other employees. No training or assistance is needed in this area. It is unlikely that any employee in this position could perform better. This level demonstrates exemplary performance.</p>	<p>SIGNIFICANTLY ABOVE EXPECTATIONS 5</p>
<p>Employee's performance demonstrates knowledge and ability that is stronger than expected. Performance consistently meets expectations and is frequently above expectations. The employee does not need assistance in performing work, rarely makes mistakes, and works with minimum supervision.</p>	<p>ABOVE EXPECTATIONS 4</p>
<p>Employee demonstrates sufficient breadth of knowledge and/or ability in their work to meet job expectations. Areas of weakness are balanced by areas of strength. Failures in meeting expectations and errors in performance do not interfere with the overall productivity of the work unit. The employee typically meets expectations and generally corrects errors with limited instruction or assistance.</p>	<p>MEETS EXPECTATIONS 3</p>
<p>Some aspects of the employee's performance are acceptable; however, significant weakness in performance occurs. Failures in meeting expectations and errors in performance that interfere with the overall productivity of the work unit occur often. Deficiencies may be corrected through a combination of increased efforts on the part of the employee, remedial training, and/or increased supervision. Close monitoring of performance is necessary. Improvement is required if the employee is to remain employed in the current position or is serving a probationary period and is required to meet the "Meet EXPECTATIONS" expectations of the position.</p>	<p>BELOW EXPECTATIONS 2</p>
<p>Performance is so poor the employee's continued employment is in immediate jeopardy. The employee frequently fails to meet job expectations. Failures are so consistent and serious that they frequently interfere with the ability of the work unit to complete its work or provide its service. Employee does not apply a level of knowledge and/or ability sufficient to allow continued employment. A score of "Significantly Below EXPECTATIONS" on any competency indicates the employee's performance must improve significantly within a limited period of time. It is often accompanied by disciplinary action.</p>	<p>SIGNIFICANTLY BELOW EXPECTATIONS 1</p>

4

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: MARCH 28, 2018
FROM: RAY KOLISZ, GENERAL MANAGER
SUBJECT: DISCUSSION OF CUSTOMER REQUIRED DEPOSIT

BACKGROUND AND DISCUSSION

The District requires that a deposit in the amount of \$75.00 be collected when water service is established for a property. This deposit requirement was established with Ordinance 78 adopted by the Board of Directors in 1999 as prior to this Ordinance there was no requirement for a deposit to start water service. Ordinance 78 also states that if water service is terminated for non-payment then upon re-establishing service a deposit will be collected if no deposit is on file. This happens periodically if a customer established water service prior to 1999 then was terminated for non-payment. Before water service is turned back on a deposit is required in accordance with the policy.

There are many times where a water account is terminated for non-payment and the account is never re-established or someone moves away without paying the balance due, the deposit helps the District recover the cost of service that has been provided.

RECOMMENDATION

No action needed. This item is for discussion purposes only.

5

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

FEBRUARY 28, 2018 / 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 Bob Coghill, Carol Giannini, Randy Leazer, and Sam Moore. Director Suzi Horn was absent. Also present were General Manager Ray Kolisz, Operations Superintendent Mike Minatrea, and District Secretary Cindy Fowlkes. Financial Consultant Cindy Byerrum was absent.

Pledge of Allegiance

Director Moore led the pledge.

Additions/Deletions to the Agenda

Review and Consideration to Accept Proposal from Kennedy/Jenks Consultants to Perform Bench Scale Testing for Well #11B

Well #11B is being drilled to replace Well #11. The new well will require water treatment to remove elevated levels of arsenic and fluoride. Treatment processes will need to be evaluated for removal efficiency and cost analysis.

Staff recommends accepting the proposal from Kennedy/Jenks in the amount not to exceed \$38,085.00 to perform bench scale testing for Well #11B.

Director Leazer made a motion to accept the proposal from Kennedy/Jenks not to exceed \$38,085.00, seconded by Director Giannini, and approved by the following roll call vote:

Ayes:	Directors Coghill, Giannini, Leazer, and Moore
Noes:	None
Abstain:	None
Absent:	Director Horn

Public Comments

Ed Vallerand, of Twentynine Palms, spoke favorably of the District's qualified and certified staff.

1. Presentation by Kennedy Jenks on the Fluoride Removal Treatment Plant Treated Water Reservoir Seismic Evaluation

Morgan Joel from Kennedy/Jenks was in attendance to answer any questions from the Board. She informed the Board of their findings. It was determined that the steel cross bracing for seismic protection in the underground reservoir is not necessary. The report outlined the possible elimination of the steel bracing to eliminate a pathway of corrosion to the reinforcing steel bars that are contained in the concrete. The estimated cost to remove the bracing, perform concrete patching, and recoat the reservoir is \$285,000, which will increase the longevity of the reservoir and require less maintenance in the future. This was an informational report for future consideration by the Board.

2. Discussion of Energy Feasibility Study Presentation by Climatec and Possible Action to Move Forward with Conceptual Project Development

Frank Mann with Climatec presented the Board with a feasibility assessment of the District's needs. Water meter reading, old lighting systems, and escalating utility rates are just some of the areas that can be improved and modified for more efficiency. There are grant programs, leasing, and low interest municipal financing that can be potential funding measures for these upgrades.

Staff recommends the Board authorize the General Manager to develop a formal Energy Performance Contract (EPC) with an Energy Service Company (ESCO) and authorize the General Manager to negotiate a MOU with Climatec, LLC to begin the detailed audit process.

The Board unanimously agreed to proceed with the concept of the project.

3. Consideration of Resolution 18-01 Adopting Annual Statement of Investment Policy
Staff recommends adopting the policy. There are no changes to the policy this year.

Director Coghill made a motion to approve Resolution 18-01 adopting annual Statement of Investment policy, seconded by Director Giannini, and approved by the following roll call vote:

Ayes: Directors Coghill, Giannini, Leazer, and Moore
Noes: None
Abstain: None
Absent: Director Horn

4. Consideration of Resolution 18-02 Approving an Amended and Updated Employee Manual

The current manual has not been updated since 1997. The updated and amended handbook reflect the ever changing Federal and State laws. The Employee Manual has been reviewed by legal counsel and representatives of the employee's union.

Staff recommends adopting Resolution 18-02.

Director Giannini made a motion to approve Resolution 18-02 approving an amended and updated employee manual, seconded by Director Leazer, and approved by the following roll call vote:

Ayes: Directors Coghill, Giannini, Leazer, and Moore
Noes: None
Abstain: None
Absent: Director Horn

5. Consideration of Resolution 18-03 Declaring Certain Water District Property as Surplus and Authorizing Disposal of Same

Staff recommends approving Resolution 18-03.

Director Coghill made a motion to approve Resolution 18-03 declaring certain Water District property as surplus and authorizing disposal of same, seconded by Director Giannini, and approved by the following roll call vote:

Ayes: Directors Coghill, Giannini, Leazer, and Moore

Noes: None
Abstain: None
Absent: Director Horn

6. Approve Director Leazer to Attend the Special District Leadership Academy Conference (April 15-18, 2018) and to Provide Daily Meeting Stipend

Director Giannini made a motion to approve Director Leazer to attend the Special District Leadership Academy Conference and provide daily meeting stipend, seconded by Director Coghill, and unanimously approved by the Board, with the exception of Director Horn who was absent.

7. Discussion and Review of the District's Organizational Chart

A draft organizational chart was presented to the Board for review. The chart reflects changes to promote professional development, provide more effective cross training, provide growth in certain positions, and to more effectively manage departments. The existing chart has been in place for a number of years and does not reflect current positions.

Staff would like the Board's consensus to continue the process to make recommended changes to the draft organizational chart and bring the chart back for approval at a future date.

The Board was in consensus for staff to continue the process of reviewing and amending the organizational chart to reflect the future needs of the District.

8. Consent Calendar

- Minutes of a Regular Meeting held on January 24, 2018
- Audit List

Director Coghill moved to approve the Consent Calendar, seconded by Director Leazer, and approved unanimously.

9. Items Removed from the Consent Calendar for Discussion or Separate Action

None

10. Management Reports

10.1 Operations

The District responded to 33 Underground Service Alerts, had 0 water main leaks, 1 water meter leak, 0 service line leaks, 1 fire hydrant repair, performed 5 customer pressure checks, replaced 9 meters, replaced 8 customer gate valves, and installed 0 new services. 2 water waste complaints were received for leaky irrigation. Water production was down 13.57% as compared to the same month in 2013.

10.2 Finance

Mr. Kolisz reported the budget is tracking as expected. The total expenditures is at 46% with 50% of the budget year completed.

10.3 General Manager

Mr. Kolisz reported the District is working on the budget and hope to bring it to the Board in May. February 7th, Mr. Kolisz and Directors Coghill and Giannini flew to Sacramento with Adan to express concerns on the lack of response for the

District's grant application from the State Water Resource Control Board. The District has been waiting for three years for a response. Mr. Kolisz thanked California Assemblyman Chad Mayes for his help in expediting a response. The Directors and Ray also attended the Joshua Basin Water District's Board meeting the same night to express the benefits of forming a coalition.

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

Director Moore would like deposits for new accounts included on the March agenda.

12. Adjournment

On motion by Director Giannini, seconded by Director Leazer, and approved by the Board, the meeting was adjourned at 6:43 p.m.

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
9964	02/07/2018	Jeff Arwick	325.00	325.00	100-110-0000-5406	Quarterly/Annual Electrical Testing at wells and booster
9965	02/07/2018	Accela, Inc. #774375	1,498.00	1,498.00	100-600-0000-5408	Monthly Web Payments January 2018
9966	02/07/2018	Customer Refund	69.11	69.11	100-000-0000-2000	Refund Check
9967	02/07/2018	Customer Refund	44.07	44.07	100-000-0000-2000	Refund Check
9968	02/07/2018	Ansafone Contact Centers	150.03	150.03	100-160-0000-5406	Answering Service
9969	02/07/2018	Arsenal Tool, LLC	357.98	357.98	100-130-0000-5406	Wacker Repair
9970	02/07/2018	Customer Refund	38.18	38.18	100-000-0000-2000	Refund Check
9971	02/07/2018	Autozone Inc.	80.49	80.49	100-130-0000-5220	Shop Supplies-Shop Towels.
9972	02/07/2018	Axens	105,831.68	105,831.68	100-150-0000-5211	ACTIGUARD AA400G 14x28 Mesh 64 Supper Sacks Net wt per unit 17
9973	02/07/2018	Customer Refund	16.67	16.67	100-000-0000-2000	Refund Check
9974	02/07/2018	Customer Refund	49.65	49.65	100-000-0000-2000	Refund Check
9975	02/07/2018	Best Best & Krieger	2,159.32	1,685.92	100-600-0000-5403	Professional Services Jan. 2018
				157.80	100-600-0000-5403	Professional Services Jan. 2018
				315.60	100-600-0000-5403	Professional Services Jan. 2018
9976	02/07/2018	Customer Refund	69.57	69.57	100-000-0000-2000	Refund Check
9977	02/07/2018	Customer Refund	45.16	45.16	100-000-0000-2000	Refund Check
9978	02/07/2018	Customer Refund	38.10	38.10	100-000-0000-2000	Refund Check
9979	02/07/2018	Customer Refund	58.47	58.47	100-000-0000-2000	Refund Check
9980	02/07/2018	Customer Refund	29.25	29.25	100-000-0000-2000	Refund Check
9981	02/07/2018	Builders Supply - 29 Palms	60.77	5.49	100-130-0000-5220	2 pk mouse trap
				14.37	100-130-0000-5220	4 pk glue mouse trap
				31.67	100-130-0000-5220	2 pk glue mouse trap
				4.62	100-130-0000-5220	3/4 connector
				4.62	100-130-0000-5220	3/4 swvl cnct
9982	02/07/2018	Burrtec Waste & Recycling Svcs	202.36	64.62	100-150-0000-5406	Amboy
				137.74	100-600-0000-5406	Hatch
9983	02/07/2018	Byrd Industrial Electron	1,148.08	1,148.08	100-110-0000-5406	Replaced 2mile power supply, Calibrated Well # 16, 14, flow met.
9984	02/07/2018	Customer Refund	113.93	113.93	100-000-0000-2000	Refund Check
9985	02/07/2018	Customer Refund	54.61	54.61	100-000-0000-2000	Refund Check
9986	02/07/2018	Carquest Auto Parts	25.11	25.11	100-130-0000-5222	Veh. #16 Transmission Filter.

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

9987	02/07/2018	Customer Refund	19.84	19.84	100-000-0000-2000	Refund Check
9988	02/07/2018	Customer Refund	16.24	16.24	100-000-0000-2000	Refund Check
9989	02/07/2018	Customer Refund	20.66	20.66	100-000-0000-2000	Refund Check
9990	02/07/2018	Cdw Government	423.43	423.43	100-875-0000-6001	Dell Wyse 5010-DTS-G-T48E 1.4 GHz-2GB-8_GB_MFG_Part#: DJPR
9991	02/07/2018	Chem-Tech International Inc.	16,937.56	11,166.96	100-150-0000-5211	Sodium Hydroxide (Load of Caustic)
				5,770.60	100-150-0000-5211	Load of Acid
9992	02/07/2018	Customer Refund	504.66	504.66	100-000-0000-2000	AR Refund
9993	02/07/2018	Customer Refund	49.73	49.73	100-000-0000-2000	Refund Check
9994	02/07/2018	Code Publishing Company	546.00	546.00	100-600-0000-5303	Water District Code Update
9995	02/07/2018	Customer Refund	12.45	12.45	100-000-0000-2000	Refund Check
9996	02/07/2018	Dangelo	312.50	144.79	100-130-0000-5220	Trenching shovels
				167.71	100-130-0000-5220	Meter box lid pullers
9997	02/07/2018	Customer Refund	11.40	11.40	100-000-0000-2000	Refund Check
9998	02/07/2018	Customer Refund	14.47	14.47	100-000-0000-2000	Refund Check
9999	02/07/2018	Customer Refund	51.74	51.74	100-000-0000-2000	Refund Check
10000	02/07/2018	Customer Refund	7.32	7.32	100-000-0000-2000	Refund Check
10001	02/07/2018	Customer Refund	21.05	21.05	100-000-0000-2000	Refund Check
10002	02/07/2018	Customer Refund	49.96	49.96	100-000-0000-2000	Refund Check
10003	02/07/2018	Customer Refund	19.50	19.50	100-000-0000-2000	Refund Check
10004	02/07/2018	Customer Refund	35.78	35.78	100-000-0000-2000	Refund Check
10005	02/07/2018	Customer Refund	61.82	61.82	100-000-0000-2000	Refund Check
10006	02/07/2018	Customer Refund	28.26	28.26	100-000-0000-2000	Refund Check
10007	02/07/2018	Customer Refund	12.82	12.82	100-000-0000-2000	Refund Check
10008	02/07/2018	Customer Refund	30.92	30.92	100-000-0000-2000	Refund Check
10009	02/07/2018	Customer Refund	50.58	50.58	100-000-0000-2000	Refund Check
10010	02/07/2018	Customer Refund	28.60	28.60	100-000-0000-2000	Refund Check
10011	02/07/2018	Hi-Grade Materials Co.	464.56	267.78	100-130-0000-5406	O and M recycling Fee
				97.39	100-130-0000-5406	Ascon Recycling W environmental fee
				99.39	100-130-0000-5406	Ascon Recycling W environmental fee
10012	02/07/2018	Customer Refund	50.58	50.58	100-000-0000-2000	Refund Check
10013	02/07/2018	Customer Refund	63.68	63.68	100-000-0000-2000	Refund Check
10014	02/07/2018	Home Depot Credit Services	216.41	216.41	100-130-0000-5228	Milwaukee M12 M-Spector 360

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

10015	02/07/2018	Customer Refund	53.37	53.37	100-000-0000-2000	Refund Check
10016	02/07/2018	Customer Refund	25.16	25.16	100-000-0000-2000	Refund Check
10017	02/07/2018	Inland Water Works	1,666.90	680.98	100-120-0000-5220	Micro switch weather proof
				522.50	100-000-0000-1499	6" PVC DR18 C900 pipe blue
				237.14	100-130-0000-5220	6" PVC dr35 sewer pipe light green
				226.28	100-000-0000-1499	3/4" x 1 1/2" Meter tail Brass
10018	02/07/2018	Joe Nichols Construction LIC # 929263	4,250.00	2,250.00	100-130-0000-5406	Concrete Slab on the south side of O&M Shop (456 Sq ft)
				2,000.00	100-130-0000-5406	Concrete Slab on the east/north side of O&M shop (400 Sq ft)
10019	02/07/2018	Customer Refund	21.05	21.05	100-000-0000-2000	Refund Check
10020	02/07/2018	Customer Refund	34.84	34.84	100-000-0000-2000	Refund Check
10021	02/07/2018	Customer Refund	29.25	29.25	100-000-0000-2000	Refund Check
10022	02/07/2018	Kennedy/Jenks Consultants	31,421.84	12,729.34	100-150-0000-5406	Professional Service Seismic Evaluation
				18,692.50	100-800-0000-6001	Engineering Development Groundwater Monitoring Implementation Pl
10023	02/07/2018	Customer Refund	29.25	29.25	100-000-0000-2000	Refund Check
10024	02/07/2018	Customer Refund	36.16	36.16	100-000-0000-2000	Refund Check
10025	02/07/2018	Layne Christensen	157,765.95	157,765.95	100-825-0000-6001	Well 11B
10026	02/07/2018	Customer Refund	16.17	16.17	100-000-0000-2000	Refund Check
10027	02/07/2018	Customer Refund	50.42	50.42	100-000-0000-2000	Refund Check
10028	02/07/2018	Customer Refund	4.07	4.07	100-000-0000-2000	Refund Check
10029	02/07/2018	Customer Refund	23.70	23.70	100-000-0000-2000	Refund Check
10030	02/07/2018	Elijah Marshall	990.69	990.69	100-875-0000-6001	Installed point to point network equipment at main office (Compu
10031	02/07/2018	Mcmaster-Carr Supply Co.	533.32	116.25	100-150-0000-5220	Quick-Attach Duct Hose with Wear Strip for Air 8" ID, 8-1/2" O
				417.07	100-150-0000-5220	Corrosion-Resistant Portable Blower, 875 CFM Airflow
10032	02/07/2018	Minolta Business Systems	87.44	87.44	100-600-0000-5223	12/23/2017 - 01/22/2018
10033	02/07/2018	Customer Refund	31.51	31.51	100-000-0000-2000	Refund Check
10034	02/07/2018	Customer Refund	39.73	39.73	100-000-0000-2000	Refund Check
10035	02/07/2018	Customer Refund	25.00	25.00	100-000-0000-2000	Refund Check
10036	02/07/2018	Customer Refund	21.13	21.13	100-000-0000-2000	Refund Check
10037	02/07/2018	Customer Refund	61.20	61.20	100-000-0000-2000	Refund Check
10038	02/07/2018	O'Reilly Automotive Inc.	361.36	5.18	100-130-0000-5220	Shop Supplies-Wheel Weights.
				6.31	100-130-0000-5220	Shop Supplies-Wheel Weights.
				9.39	100-130-0000-5220	Shop Supplies-Wheel Weights.

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

				10.50	100-130-0000-5220	Shop Supplies-Wheel Weights.
				11.53	100-130-0000-5220	Shop Supplies-Wheel Weights.
				17.84	100-130-0000-5220	Shop Supplies-Wheel Weights.
				14.65	100-130-0000-5220	Shop Supplies-Wheel Weights.
				75.00	100-130-0000-5220	Shop Supplies-Transmission Fluid.
				92.47	100-130-0000-5220	Shop Supplies-Transmission Fluid.
				123.03	100-130-0000-5222	Veh. #12 Battery.
				13.46	100-130-0000-5222	Veh. #11 Fuel Cap.
				(18.00)	100-130-0000-5222	Veh. #13 Battery Core Credit.
10039	02/07/2018	Office Supplies Plus Inc.	22.06	22.06	100-130-0000-5406	Gas Calibration
10040	02/07/2018	Customer Refund	37.79	37.79	100-000-0000-2000	Refund Check
10041	02/07/2018	Customer Refund	52.52	52.52	100-000-0000-2000	Refund Check
10042	02/07/2018	Customer Refund	17.48	17.48	100-000-0000-2000	Refund Check
10043	02/07/2018	Pacific Surveys, LLC	1,135.00	1,135.00	100-110-0000-5406	Video Log (New Well Utah Trail/Valley Vista)
10044	02/07/2018	Customer Refund	22.21	22.21	100-000-0000-2000	Refund Check
10045	02/07/2018	Parkhouse Tire Inc.	2,628.10	1,094.78	100-130-0000-5222	Veh. #30 Tire.
				681.43	100-130-0000-5222	Veh. #22 Tires.
				851.89	100-130-0000-5222	Veh. #13 Tires.
10046	02/07/2018	Customer Refund	36.71	36.71	100-000-0000-2000	Refund Check
10047	02/07/2018	Customer Refund	16.03	16.03	100-000-0000-2000	Refund Check
10048	02/07/2018	Prudential Overall Supply	500.61	211.78	100-130-0000-5253	Uniforms
				48.35	100-130-0000-5253	Uniforms
				48.35	100-130-0000-5253	Uniforms
				48.35	100-130-0000-5253	Uniforms
				143.78	100-130-0000-5253	Uniforms
10049	02/07/2018	Customer Refund	20.43	20.43	100-000-0000-2000	Refund Check
10050	02/07/2018	Powerplan OIB Rdo Trust #80-5800	62.11	10.50	100-130-0000-5222	Veh. #1 Hydraulic Fittings.
				44.77	100-130-0000-5222	Veh. #1 Hydraulic Fittings.
				2.22	100-130-0000-5222	Veh. #1 Hydraulic Fitting O-Rings.
				2.74	100-130-0000-5222	Veh. #1 Hydraulic Fitting O-Rings.
				1.88	100-130-0000-5222	Veh. #1 Hydraulic Fitting O-Rings.
10051	02/07/2018	Customer Refund	18.65	18.65	100-000-0000-2000	Refund Check

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

10052	02/07/2018	Customer Refund	63.29	63.29	100-000-0000-2000	Refund Check
10053	02/07/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10054	02/07/2018	Customer Refund	49.03	49.03	100-000-0000-2000	Refund Check
10055	02/07/2018	S.C.E.	19,779.68	29.06	100-110-0000-5201	Michel's
				39.74	100-110-0000-5201	Donnell
				2,505.64	100-110-0000-5201	Well 14
				858.83	100-110-0000-5201	Well 16
				1,728.53	100-110-0000-5201	Well 17
				1,084.26	100-120-0000-5201	Booster H1N, H2S
				32.16	100-110-0000-5201	Well 4
				950.77	100-600-0000-5201	Hatch
				10,523.41	100-110-0000-5201	Well TP-1
				1,155.84	100-150-0000-5201	Plant
				822.79	100-110-0000-5201	Well 6,12
48.65	100-110-0000-5201	Well 9 Booster 6A, 6B				
10056	02/07/2018	San Bernardino County	4.00	4.00	100-130-0000-5301	Monthly Assessor parcel map revisions Jan. 2018
10057	02/07/2018	San Bernardino County Assessor	6.25	6.25	100-600-0000-5406	PIMS
10058	02/07/2018	San Bernardino County Fire Protection District	53,739.06	53,739.06	100-000-0000-1800	Fire related property taxes
10059	02/07/2018	Customer Refund	39.11	39.11	100-000-0000-2000	Refund Check
10060	02/07/2018	Satmodo LLC	129.88	129.88	100-600-0000-5203	Iridium Monthly Minute Plans
10061	02/07/2018	Customer Refund	8.94	8.94	100-000-0000-2000	Refund Check
10062	02/07/2018	Customer Refund	58.25	58.25	100-000-0000-2000	Refund Check
10063	02/07/2018	Customer Refund	73.45	73.45	100-000-0000-2000	Refund Check
10064	02/07/2018	Customer Refund	26.17	26.17	100-000-0000-2000	Refund Check
10065	02/07/2018	Shoplet.Com	761.62	336.65	100-600-0000-5301	Office Supplies
				424.97	100-600-0000-5301	Office Supplies
10066	02/07/2018	Customer Refund	55.93	55.93	100-000-0000-2000	Refund Check
10067	02/07/2018	Susan L. Simmons	575.00	575.00	100-600-0000-5406	Janitorial Services
10068	02/07/2018	Southern Calif. Gas Co.	143.01	143.01	100-600-0000-5202	Hatch
10069	02/07/2018	Spectrum Business	139.98	139.98	100-600-0000-5203	La Luna
10070	02/07/2018	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video Recording Board Meeting
10071	02/07/2018	Customer Refund	34.30	34.30	100-000-0000-2000	Refund Check

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

10072	02/07/2018	Customer Refund	65.93	65.93	100-000-0000-2000	Refund Check
10073	02/07/2018	Customer Refund	33.13	33.13	100-000-0000-2000	Refund Check
10074	02/07/2018	Customer Refund	21.05	21.05	100-000-0000-2000	Refund Check
10075	02/07/2018	U.S. Postal Service	200.00	200.00	100-600-0000-5302	Postage Due
10076	02/07/2018	Underground Service Alert	97.45	97.45	100-130-0000-5406	53 New Tickets
10077	02/07/2018	Usa Blue Book	132.53	132.53	100-140-0000-5211	WP large Display Thermometer Digital pocket size
10078	02/07/2018	Verizon Wireless	308.06	308.06	100-600-0000-5203	Wireless
10079	02/07/2018	Customer Refund	51.66	51.66	100-000-0000-2000	Refund Check
10080	02/07/2018	ACWA/JOINT POWERS INSURANCE AUTHORITY	9,520.59	9,520.59	100-000-0000-1600	Workers' Compensation Quarter 2
10081	02/21/2018	ACWA/JPIA	8,030.16	4,104.19	100-310-0000-5140	Health Coverage March 2018
				(82.41)	100-600-0000-5399	Health Coverage March 2018
				4,008.38	100-600-0000-5399	Health Coverage March 2018
10082	02/21/2018	Air Gas	1,902.39	1,902.39	100-130-0000-5228	Plasma Cutter.
10083	02/21/2018	Customer Refund	2.93	2.93	100-000-0000-2000	Refund Check
10084	02/21/2018	Autozone Inc.	5.38	5.38	100-130-0000-5228	Small Tools-Funnel.
10085	02/21/2018	Axens	2,783.02	(35,910.00)	100-150-0000-5211	Credit Memo
				38,693.02	100-150-0000-5211	Debit Memo
10086	02/21/2018	Beck Oil Inc.	467.42	350.83	100-110-0000-5220	Summit Hypar FG-32
				110.00	100-110-0000-5220	Delivery Fee
				6.59	100-110-0000-5220	Regulatory Compliance Fee
10087	02/21/2018	Beyond Software Solutions	360.00	360.00	100-600-0000-5406	IT Consulting
10088	02/21/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10089	02/21/2018	Customer Refund	54.15	54.15	100-000-0000-2000	Refund Check
10090	02/21/2018	Customer Refund	49.81	49.81	100-000-0000-2000	Refund Check
10091	02/21/2018	Builders Supply - 29 Palms	294.71	6.24	100-130-0000-5220	Chain Saw Chain Oil
				8.60	100-130-0000-5220	Duct Tape
				219.06	100-150-0000-5220	Treatment Plant Supplies (Media exchange)
				42.51	100-130-0000-5220	Field supplies Lear/2mile PRS.
				18.30	100-130-0000-5220	Field Supplies
10092	02/21/2018	Customer Refund	24.07	24.07	100-000-0000-2000	Refund Check
10093	02/21/2018	Cdw Government	59.26	59.26	100-130-0000-5220	3M PF 1414.0W MFG. Part#: 4710A22782 UNSPSC: 46171619 Quote
10094	02/21/2018	Clinical Lab of San Bern.	3,601.50	3,601.50	100-140-0000-5405	Water Samples

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

10095	02/21/2018	Customer Refund	36.16	36.16	100-000-0000-2000	Refund Check
10096	02/21/2018	Customer Refund	12.68	12.68	100-000-0000-2000	Refund Check
10097	02/21/2018	Customer Refund	44.27	44.27	100-000-0000-2000	Refund Check
10098	02/21/2018	Desert Hardware	125.16	30.06	100-130-0000-5220	Electrical Receptical
				23.03	100-130-0000-5220	Electrical Plug 30 Amp
				17.02	100-130-0000-5220	Electrical Plug 20 Amp
				26.04	100-130-0000-5220	Chain Saw Chain
				24.16	100-130-0000-5220	Shop Supplies Bushing
				1.84	100-130-0000-5220	Shop Supplies #2 Philips Bit
				3.01	100-130-0000-5220	Electrical Plug 30 Amp.
10099	02/21/2018	E.H. Wachs	532.64	14.80	100-130-0000-5222	Veh. #40 Unloader Valve Knob.
				220.00	100-130-0000-5222	Veh. #40 Air Filter.
				297.84	100-130-0000-5222	Veh. #40 Unloader Valve.
10100	02/21/2018	Engineering Resources	11,103.20	11,103.20	100-825-0000-6001	Professional Services
10101	02/21/2018	Fedex	15,450.00	5,150.00	100-150-0000-5211	Truckload Brokerage Fee(Shipping Fee Only)
				5,150.00	100-150-0000-5211	Truckload Brokerage Fee (Shipping Fee Only)
				5,150.00	100-150-0000-5211	Truckload Brokerage Fee (Shipping Fee Only)
10102	02/21/2018	Customer Refund	25.23	25.23	100-000-0000-2000	Refund Check
10103	02/21/2018	Frontier Communications	168.05	168.05	100-150-0000-5203	Plant
10104	02/21/2018	Customer Refund	44.77	44.77	100-000-0000-2000	Refund Check
10105	02/21/2018	Customer Refund	40.50	40.50	100-000-0000-2000	Refund Check
10106	02/21/2018	Christopher Grabow	300.00	300.00	100-600-0000-5406	Removal and reinstallation of Mechanic Shop
10107	02/21/2018	Customer Refund	11.75	11.75	100-000-0000-2000	Refund Check
10108	02/21/2018	Home Depot Credit Services	420.20	420.20	100-130-0000-5228	ECHO 18" Gas Chainsaw
10109	02/21/2018	Customer Refund	19.73	19.73	100-000-0000-2000	Refund Check
10110	02/21/2018	Inland Water Works	9,339.77	3,444.77	100-850-0000-6001	Meter Replacement Program
				5,895.00	100-130-0000-5220	48"x78"x5' ID Open Bottom Precast Concrete Vault with Aluminum D
10111	02/21/2018	Inter-Valley Pool Supply	708.70	708.70	100-140-0000-5211	Carboys of Sodium Hypochlorite 5 Gallon Carboys Multi-Chlor NSF6
10112	02/21/2018	Customer Refund	3.30	3.30	100-000-0000-2000	Refund Check
10113	02/21/2018	Customer Refund	28.96	28.96	100-000-0000-2000	Refund Check
10114	02/21/2018	Customer Refund	15.39	15.39	100-000-0000-2000	Refund Check
10115	02/21/2018	Kennedy/Jenks Consultants	2,645.00	170.00	100-800-0000-6001	Professional Services

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

				2,475.00	100-600-0000-5412	Professional Services
10116	02/21/2018	Konica Minolta Premier	474.00	318.03	100-600-0000-5223	2/01/2018 - 02/28/2018
				155.97	100-150-0000-5223	2/01/2018 - 02/28/2018
10117	02/21/2018	Customer Refund	10.12	10.12	100-000-0000-2000	Refund Check
10118	02/21/2018	Customer Refund	30.03	30.03	100-000-0000-2000	Refund Check
10119	02/21/2018	Customer Refund	37.17	37.17	100-000-0000-2000	Refund Check
10120	02/21/2018	Mark Speer Automotive	73.00	73.00	100-130-0000-5407	Veh. #16 Diagnose A/C
10121	02/21/2018	Customer Refund	59.49	59.49	100-000-0000-2000	Refund Check
10122	02/21/2018	Customer Refund	54.92	54.92	100-000-0000-2000	Refund Check
10123	02/21/2018	Customer Refund	60.04	60.04	100-000-0000-2000	Refund Check
10124	02/21/2018	Customer Refund	11.18	11.18	100-000-0000-2000	Refund Check
10125	02/21/2018	Customer Refund	1.52	1.52	100-000-0000-2000	Refund Check
10126	02/21/2018	O'Reilly Automotive Inc.	53.86	53.86	100-130-0000-5228	Small Tools-Grease Fitting Tool.
10127	02/21/2018	Parkhouse Tire Inc.	1,064.86	212.97	100-130-0000-5222	Veh. #11 Tire, Replace Blow Out.
				851.89	100-130-0000-5222	Veh. #26 Tires.
10128	02/21/2018	Platinum Consulting Group	12,000.00	6,000.00	100-600-0000-5401	Monthly Retainer Dec. 2017
				6,000.00	100-600-0000-5401	Monthly Retainer Jan. 2018
10129	02/21/2018	Prudential Overall Supply	452.26	48.35	100-130-0000-5253	Uniforms
				143.78	100-130-0000-5253	Uniforms
				48.35	100-130-0000-5253	Uniforms
				211.78	100-130-0000-5253	Uniforms
10130	02/21/2018	Powerplan OIB Rdo Trust #80-5800	114.84	114.84	100-130-0000-5220	Shop Supplies-Hydraulic Fluid.
10131	02/21/2018	Regional Government Services	472.50	472.50	100-600-0000-5406	Contract Services
10132	02/21/2018	Customer Refund	66.86	66.86	100-000-0000-2000	Refund Check
10133	02/21/2018	Customer Refund	21.71	21.71	100-000-0000-2000	Refund Check
10134	02/21/2018	Customer Refund	71.90	71.90	100-000-0000-2000	Refund Check
10135	02/21/2018	S.C.E.	8,779.02	852.77	100-120-0000-5201	Booster Two Mile
				951.73	100-110-0000-5201	Well 1
				4,206.40	100-120-0000-5201	Booster TP-1
				1,044.20	100-120-0000-5201	Booster Sullivan
				1,373.36	100-120-0000-5201	Booster Lupine
				266.40	100-110-0000-5201	Well 15

Twentynine Palms Water District

Check Date Range: 2/1/2018 thru 2/28/2018

				43.15	100-110-0000-5201	Well 11
				41.01	100-120-0000-5201	D.H. Resv. & Hydro
10136	02/21/2018	Safety-Kleen Systems Inc.	336.60	336.60	100-130-0000-5406	Safety-Kleen
10137	02/21/2018	San Bernardino County	6.00	6.00	100-130-0000-5301	Monthly Assessor parcel map revisions Feb. 2018
10138	02/21/2018	Shoplet.Com	40.37	40.37	100-600-0000-5301	Office Supplies
10139	02/21/2018	Customer Refund	10.59	10.59	100-000-0000-2000	Refund Check
10140	02/21/2018	Susan L. Simmons	575.00	575.00	100-600-0000-5406	Janitorial Services
10141	02/21/2018	Customer Refund	13.01	13.01	100-000-0000-2000	Refund Check
10142	02/21/2018	Customer Refund	63.29	63.29	100-000-0000-2000	Refund Check
10143	02/21/2018	Spectrum Business	149.99	149.99	100-150-0000-5203	Joe Davis
10144	02/21/2018	TPX Communications	665.45	665.45	100-600-0000-5203	Hatch
10145	02/21/2018	Union Bank	2,428.98	195.00	100-610-0000-5330	Special Dist. Gov. Applications
				338.03	100-600-0000-5301	Kitchen Supplies
				402.09	100-130-0000-5228	Tools
				15.99	100-600-0000-5406	Web
				96.00	100-600-0000-5406	Microsoft
				15.07	100-600-0000-5301	Supplies
				20.02	100-600-0000-5330	Fuel
				397.98	100-600-0000-5330	Travel
				795.96	100-610-0000-5330	Travel
				113.70	100-600-0000-5330	Travel
				21.14	100-600-0000-5408	Fees
				18.00	100-610-0000-5330	Fees
10146	02/21/2018	Customer Refund	57.64	57.64	100-000-0000-2000	Refund Check
10147	02/21/2018	Customer Refund	30.12	30.12	100-000-0000-2000	Refund Check
10148	02/21/2018	Customer Refund	40.12	40.12	100-000-0000-2000	Refund Check
10149	02/21/2018	Customer Refund	19.04	19.04	100-000-0000-2000	Refund Check
10150	02/21/2018	Customer Refund	8.55	8.55	100-000-0000-2000	Refund Check
10151	02/21/2018	Customer Refund	12.60	12.60	100-000-0000-2000	Refund Check
			Total	\$508,146.56		

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7.1

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: March 15, 2018
SUBJECT: Management Report

A. The Operations and Maintenance Department performed the following tasks during the month of February 2018:

1. Responded to 29 Underground Service Alerts
2. Responded to and repaired
 - a. 0 water main leaks
 - b. 0 water meter leaks
 - c. 0 service line leaks
 - d. 2 fire hydrant repairs/maintenance
3. Installed 1 new service
4. Replaced 4 customer gate valves
5. Performed 2 leak audits
6. Painted 0 fire hydrants
7. Performed 3 customer pressure checks
8. Replaced 11 water meters
9. Tested and exercised emergency generators
10. Sounded wells for February
11. 3 water waste complaints reported

B. The following customer service tasks were performed:

1. 186 work orders were generated from reading meters
2. 28 work orders were generated from billing variance list
3. 283 work orders were generated for turn on or turn off
4. 413 termination notices were distributed
5. 45 non-pay turn offs were performed
6. 53 extensions were granted
7. 8 extensions were shut off for non-payment
8. 1 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 10 customer requests and 3 complaints were logged and investigated

C. Valve and Hydrant Maintenance Update

	Valves Exercised (Began 06/15)	Dead Ends Flushed (Began 7/17)
Current Month	111	22
Year to Date	*3,238	154

*Triennial cycle

TWENTYNINE PALMS WATER DISTRICT
FEBRUARY 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 0.13 mg/L to a high of 0.30 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.27 mg/L to 0.59 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 6 special bacteria samples were collected. All routine and special samples indicated ABSENT for Colilert.
- C. **Fluoride Samples:** A total of 15 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 1.0 mg/L to a high of 1.7 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.28 to a high of 1.7 mg/L.
- D. **General Physical:** A total of 10 general physical samples were collected from established locations as a part of routine testing requirements. Levels reported for color are <3.0, 1 for threshold odor and <0.1 – 0.5 for turbidity.

TWENTYNINE PALMS WATER DISTRICT
Water Production Report
FY 2017/2018

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	99.119	128.442	41.659	23.565	292.785	281.965	3.84%	-5.60%	2				1
August	123.835	94.006	30.503	20.795	269.139	275.286	-2.23%	-7.90%	0	7,750	7,703	0.63%	0
Sept.	115.034	80.942	22.277	13.753	232.006	241.554	-5.20%	-5.20%	0				0
October	122.11	58.325	23.787	9.666	213.888	214.323	-0.30%	-0.01	0	7,678	7,610	0.90%	0
Nov.	103.169	55.519	20.440	10.813	189.941	185.785	2.25%	1.50%	1				0
Dec.	85.121	63.505	19.980	7.235	175.841	169.662	3.64%	6.76%	0	7,660	7,497	2.17%	2
Jan.	112.239	40.548	10.997	4.040	167.824	143.544	16.90%	-13.57	0				0
Feb.	78.907	57.006	19.118	7.808	162.839	146.290	11.31%	-0.02	1	7,675	7,535	1.85%	0
March													
April													
May													
June													
Totals	839.534	578.293	188.761	97.675	1704.263	1658.409	2.76%		4				3

Production Totals Expressed in Acre Feet

NOTE: Year to Date Mesquite Springs Basin regeneration production of **15.326** acre feet = **1.79%** treatment loss.

Total Meters in District = 8,091

7.2

TWENTYNINE PALMS WATER DEPARTMENT

FINANCIAL REPORT

For The Month Of

January 2018

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

**TWENTYNINE PALMS WATER DEPARTMENT
STATEMENT OF INVESTMENTS AND RESERVES
For the Period Ending January 31, 2018
(Unaudited)**

<u>Operating Funds & Internal Reserves:</u>	<u>Prior Balance</u>	<u>Deposits</u>	<u>Disbursements</u>	<u>Current Balance</u>	<u>Market</u>
Operating Funds - LAIF	\$ 3,051,545	\$ 208,763	\$ -	\$ 3,260,308	\$ 3,254,092
Election Fund Reserve - LAIF	20,925	-	-	20,925	20,885
Internal Operating Reserve - LAIF	166,638	475	-	167,113	166,795
Internal Debt Retirement Reserve - LAIF	-	-	-	-	-
Capital Funds for Primary Infrastructure - LAIF	57,891	165	-	58,056	57,945
Capital Funds for Secondary Infrastructure - LAIF	49,881	142	-	50,023	49,928
Investment Funds - CalTrust	1,015,313	1,373	-	1,016,686	1,014,748
Total Investments	\$ 4,362,192	\$ 210,919	\$ -	\$ 4,573,111	\$ 4,564,392

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 January 31, 2018
(Unaudited)**

	Jan-18	Dec-17	YTD	Budget	YTD 58%	Prior YTD
1 Operating Revenues	\$ 291,845	\$ 305,928	\$ 2,456,776	\$ 3,880,260	63%	\$ 2,303,133
2 Non-Operating Revenues	109,324	64,095	469,768	654,200	72%	437,140
Total Revenue Available to						
3 Fund Operations & Capital/R&R	401,169	370,023	2,926,544	4,534,460	65%	2,740,273
4 Operating Expenses	454,099	293,133	2,168,055	3,709,380	58%	1,879,567
5 Non-Operating Expenses	18,371	16,860	123,505	199,400	62%	103,507
Net Revenues Available to Fund						
6 Capital Related Expenditures	(71,301)	60,030	634,985	625,680	101%	757,198

No assurance is provided on these financial statements.

The financial statements do not include a statement 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 January 31, 2018
(Unaudited)**

	Jan-18	Dec-17	YTD	Budget	YTD 58%	Prior YTD
1 Operating Revenues						
2 Water Sales	\$ 186,001	\$ 199,945	\$ 1,710,956	\$ 2,580,500	66%	\$ 1,608,509
3 RTS	96,577	95,465	669,995	1,185,800	57%	623,524
4 Other Operating Revenue	9,267	10,518	75,826	113,960	67%	71,100
5 Total Operating Revenues	291,845	305,928	2,456,776	3,880,260	63%	2,303,133
6 Non-Operating Revenues						
7 Capital Impact Fees	-	-	2,725	-	0%	1,950
8 Water Availability Assessment	49,258	49,258	344,808	591,100	58%	344,808
9 Interest Revenue	13,419	4,082	35,614	30,700	116%	12,987
10 Other Penalties	1,005	5,788	27,773	23,700	117%	18,738
11 Reimbursed Expenses	45,453	4,736	57,758	5,000	1155%	3,926
12 Other Non-Operating Revenue	189	231	1,090	3,700	29%	54,731
13 Total Non-Operating Revenues	109,324	64,095	469,768	654,200	72%	437,140
14 Total Revenues	401,169	370,023	2,926,544	4,534,460	65%	2,740,273
15 Operating Expenditures						
16 Source of Supply						
17 Labor & Benefits	775	353	3,285	9,700	34%	6,256
18 Direct Expenses	58,432	23,728	190,480	323,300	59%	154,995
19 Total Source of Supply	59,208	24,081	193,765	333,000	58%	161,251
20 Pumping						
21 Labor & Benefits	209	97	2,761	2,000	138%	900
22 Direct Expenses	10,094	11,921	77,322	139,100	56%	58,661
23 Total Pumping	10,303	12,018	80,082	141,100	57%	59,561
24 Transmission & Distribution						
25 Labor & Benefits	85,913	60,540	456,857	835,700	55%	364,984
26 Direct Expenses	18,195	28,569	140,511	294,900	48%	142,673
27 Total Transmission & Distribution	104,108	89,110	597,368	1,130,600	53%	507,658
28 Treatment Wells						
29 Labor & Benefits	3,998	2,902	24,724	50,700	49%	20,855
30 Direct Expenses	3,734	1,535	15,114	25,800	59%	16,403
31 Total Treatment Wells	7,732	4,437	39,838	76,500	52%	37,258
32 Treatment Facility						
33 Labor & Benefits	15,135	12,151	107,725	186,000	58%	80,258
34 Direct Expenses	144,563	30,140	364,841	401,400	91%	250,487
35 Total Treatment Facility	159,697	42,291	472,566	587,400	80%	330,745
36 Customer Accounts						
37 Labor & Benefits	19,485	17,489	115,514	241,500	48%	83,265
38 Direct Expenses	376	383	11,489	51,700	22%	17,253
39 Total Customer Accounts	19,861	17,872	127,003	293,200	43%	100,518
40 General Administration						

**Twentynine Palms Water Department
Detail Statement of Revenues and Expenses
For the Period Ending January 31, 2018
(Unaudited)**

	Jan-18	Dec-17	YTD	Budget	YTD 58%	Prior YTD
41 Outside Services	16,749	21,904	192,115	299,400	64%	170,520
42 Direct Expenses	16,516	30,072	147,379	319,780	46%	103,697
43 Fire Department Reimbursements	1,870	73	1,943	-	0%	-
44 Total General Admin.	35,135	52,050	341,437	619,180	55%	274,218
45 Employee Salaries						
46 Direct Labor	126,445	84,242	688,306	1,169,500	59%	642,727
47 Less Transfer to Operations	95,318	63,468	512,934	894,400	57%	477,780
48 Total General & Admin. Salaries	31,127	20,774	175,371	275,100	64%	164,947
49 Employee Benefits						
49 Health Benefits	10,913	10,867	75,102	149,900	50%	38,089
50 Vacation / Sick Payouts	11,272	17,459	31,877	34,300	93%	94,426
51 Retirement Expenses	3,712	1,549	21,228	47,600	45%	97,986
52 Total Employee Benefits	25,896	29,875	128,207	231,800	55%	230,501
53 Board of Directors						
54 Directors' Fees	1,025	625	6,900	12,600	55%	7,275
55 Direct Expenses	7	-	5,518	8,900	62%	5,637
56 Total Board of Directors	1,032	625	12,418	21,500	58%	12,912
57 Total Operating Expenditures	454,099	293,133	2,168,055	3,709,380	58%	1,879,567
58 Non-Operating Expenditures						
59 N/A	-	-	-	-	0%	-
60 Miscellaneous Expense	2,014	503	9,003	-	0%	-
61 Miscellaneous Expense	2,014	503	9,003	-	0%	-
62 Depreciation Expense	-	-	-	-	0%	-
63 Unfunded PERS	7,824	7,824	54,769	97,000	56%	47,174
64 Unfunded OPEB Liability	8,533	8,533	59,733	102,400	58%	56,333
65 Total Non-Operating Expenditures	18,371	16,860	123,505	199,400	62%	103,507
66 Total Expenditures	472,469	309,993	2,291,559	3,908,780	59%	1,983,074
Net Revenues Available to Fund Capital						
67 Related Expenditures	(71,301)	60,030	634,985	625,680	101%	757,198
68 Carryover Projects	(170)	(65,866)	(77,963)	(425,000)	18%	(50,762)
69 Capital Improvement Projects	(170,476)	(2,788)	(195,055)	(2,350,000)	8%	-
70 Repair, Rehabilitation, & Maintenance	(3,445)	-	(74,205)	(185,000)	40%	(73,829)
71 Capital Outlay	(588)	-	(113,421)	(300,000)	38%	(85,197)
72 Transfer To CalPERS	-	-	-	-	0%	-
73 Transfer From Special Revenue	11,987	7,496	56,942	80,700	71%	47,123
74 Transfers in from SRF for Election	-	-	-	-	0%	-
75 Debt Retirement	-	-	-	-	0%	-
76 Increase (Decrease) In Fund Balance	\$ (233,992)	\$ (1,127)	\$ 231,284	\$ (2,553,620)	-9%	\$ 594,534

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

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

**Twentynine Palms Water Department
Special Revenue Fund
For the Period Ending January 31, 2018
(Unaudited)**

	<u>Jan-18</u>	<u>Dec-17</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 58%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 15,320.64	\$ 10,829.60	\$ 80,275.38	\$ 117,400.00	68%	\$ 70,456.31
2 Less Transfers Out to Fire	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
3 Less Transfers Out To Water	\$ (11,987.31)	\$ (7,496.27)	\$ (56,942.07)	\$ (77,400.00)	74%	\$ (47,123.00)
4 Transfer to PARS Trust	\$ (3,333.33)	\$ (3,333.33)	\$ (23,333.31)	\$ (40,000.00)	58%	\$ (23,333.31)
Ending Balance To Retain In LAIF	<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 January 31, 2018
(Unaudited)

Carryover Capital Approved in Previous Years	Budget FY 17/18	Current Year Expenditures	Remaining Budget / (Over Budget)
District Projects			
1 USGS Study	150,000	\$ -	150,000
2 Hazard Mitigation Plan	-	4,525	(4,525)
3 Treatment Feasibility & Exploration Costs	100,000	51,588	48,412
4 SGMA	75,000	-	75,000
5 Salt Nutrient Monitoring Wells	100,000	21,849	78,151
6 Total Carryover Capital Approved in Previous Years	425,000	77,963	347,037
7 Capital Improvement Plan			
8 Chromium VI and Flouride for Well 11B	1,000,000	634	999,366
9 Fluoride Variance (Expiring) - TP-2, W12, W16	600,000	-	600,000
10 Well 11B	750,000	194,422	555,578
11 Total Capital Improvement Plan	2,350,000	195,055	2,154,945
12 Repairs, Rehabilitation, & Maintenance			
13 Plant 6 Electrical and Well Upgrade	-	1,148	(1,148)
14 Emergency Repairs, Unspecified	50,000	20,522	29,478
15 Repiping/Distribution System Upgrades	50,000	1,716	48,284
16 Meter Replacement Program	75,000	3,445	71,555
17 Asphalt Repair Vista Del Sol	-	47,374	(47,374)
18 Fluoride Plant Instrumentation\Coating	10,000	-	10,000
19 Total Repairs & Maintenance	185,000	74,205	110,795
20 Capital Outlay			
21 Vehicle/Equipment Replacements	100,000	94,316	5,684
22 Computer/Technology Replacements	30,000	982	29,018
23 GIS	30,000	165	29,835
24 Lobby Remodel	100,000	1,958	98,043
25 Fencing Upgrade	15,000	16,000	(1,000)
26 One-Time Existing Conditions Sampling Event	25,000	-	25,000
27 Total Capital Outlay	300,000	113,421	186,579
28 TOTAL	\$ 3,260,000	\$ 460,644	\$ 2,799,356

7.3

**NO
MATERIAL
PROVIDED**