

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

MAY 23, 2018 / 6:00 P.M.

AGENDA

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

Next Resolution #18-08
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 of First Draft for Fiscal Year 2018/2019 Budget
2. Discussion of the District's Revised Organizational Chart and Job Descriptions
3. Consider Resolution 18-07 Designation of Applicant's Agent for the Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program
4. Update on the Sustainable Management Affordability and Reliability for Twentynine Palms Plan (SMART Plan)
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 April 25, 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. Closed Session: Public Employee Performance Evaluation (Per Government Code § 54957)

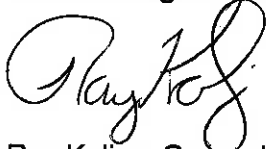
Title: General Manager

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

10. 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., May 18, 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:	MAY 23, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	PRESENTATION AND DISCUSSION OF FISCAL YEAR 2018/19 DRAFT BUDGET

BACKGROUND AND DISCUSSION

The District adopts a one year budget annually in May or June for the next fiscal year. The District's CPA, Cindy Byerrum, creates the budget and works with Staff to update projections, assumptions, and to identify operating and capital needs for the next fiscal year.

The budget has five schedules, as follows:

- A. Schedule A – Summarizes all revenues and expenses
- B. Schedule B – Provides more detail on revenues and expenses
- C. Schedule C – Detail on salaries and benefits
- D. Schedule D – Capital Improvement Program
- E. Schedule E – Special revenue fund budget which accounts for the cell tower revenue.

Analysis:

The Proposed FY 18/19 Budget yields a decrease in Cash of \$2.31 million, primarily due to the CIP. The major operating assumptions are:

1. Water rate adjustments as adopted by the Board during the January 2015 meeting. This will include a 6% adjustment through December 2018, followed by another 6% adjustment on consumption after January 1, 2019.
2. Water consumption was projected to remain consistent with FY 17/18 consumption.
3. Salaries were projected individually based on each position and their related MOU or contract with the District, and benefits were projected to increase 10% due to rising health care costs.
4. Inflation was budgeted to be 2%. Most accounts were budgeted to increase with inflation.
5. Electricity was budgeted to increase 4% to be conservative.

Water Department's Budget Schedules and Line Items: Proposed Budget

SCHEDULE A: SUMMARY BUDGET

This schedule summarizes the operating and non-operating revenues, operating and non-operating expenses, capital related expenditures, debt financing or payments, and transfers in and out of the Water Department. Line 1&2 are the total of Operating and Non-Operating Revenues. Lines 4 & 5 are the total Operating and Non-Operating Expenses. Line 7 is the difference between the revenues and expenses; essentially the net revenues remaining to fund the District's Capital Improvement Program.

Lines 8-11 detail the District's Capital Improvement Program (CIP) expenses. Line 12 adds in the transfer of the cell tower revenues from the Special Revenue Fund. This amount represents the total cell tower lease revenue expected to be received, less the \$40,000 per year transfer to the pension trust fund (for the next 2 fiscal years) to contribute towards the funding of the CalPERS unfunded accrued actuarial liability for the past Fire Department employees.

Line 15 depicts the increase or decrease in fund balance planned for the year. The amount will fluctuate each year, with some years positive and some negative, primarily as the District's CIP fluctuates. This drawdown of fund balance was anticipated in the District's 2015 rate study.

SCHEDULE B: DETAIL BUDGET

This Schedule shows the detailed budget for the District and will be used in FY 18/19 to report monthly operating results to the Board.

The first column (A) is the Adopted Budget for Fiscal Year 17/18. The second column (B) is the Projected Balances for the Fiscal Year Ending 17/18. These amounts are estimates of how we will end the year; actual results will vary. The third column (C) is the Proposed Budget for FY 18/19. The fourth (D) and fifth (E) columns are the \$ and % changes from the Projected 17/18 results to the Proposed FY 18/19 Budget.

REVENUES

Line 2: Water Sales

- This category consists of all volumetric water sales including residential, commercial, construction water, and the Aqua Loader sales. FY 17/18 revenues are projected to end the year over budget in all categories due to higher consumption than anticipated. Rate revenue is projected to increase 6% in FY 18/19 due to a 6% rate increase adopted for consumption after January 1, 2019. The FY 18/19 budget assumes the same water consumption as FY 17/18.

Line 3: RTS Revenues:

- The Readiness-To-Serve (RTS) revenues are the flat charges on the customers' bills and are based on water meter size. Overall RTS charges are budgeted to be \$1.24 million. This budget contemplates billing only active meters and anticipates the 6% rate increase in effect for March 2019 billing. Billing inactive meters is common in other agencies and is a Board policy decision that can be contemplated in the future.

Additionally, many water agencies bill the landlord for the RTS charge when a renter moves out. The argument for this is that the fixed costs of the District remain the same where the property is rented or not. This is another area of revenue that the Board could consider in the future.

Line 4: Other Operating Revenues:

- This includes fees such as Late Penalties, Meter Installation Fees, New Account fees, Application Fees and Reconnection related fees. These revenues were budgeted overall to be consistent with the prior year with a 2% increase in volume.

Line 7: Capital Impact Fees:

- Capital Impact Fees are fees imposed on developers or homeowners for new development. FY 18/19 is conservatively budgeted since the receipt of the fees are not guaranteed or predictable.

Line 8: Water Availability Assessment Fees.

- These fees are the annual property tax fees assessed on homeowners for making water available to property owners. Budgeted the same as prior year since no increase is proposed. As a point of reference, these fees have not increased for over the past 20 years.

Line 9: Interest Revenues

- Interest is primarily earned on the District's Checking account and investments in the State of California's Local Agency Investment Fund (LAIF). Interest revenues are projected to increase slightly based on rising interest rates.

Line 10: Other Penalties

- Other Penalties includes property tax penalty collections by the County of San Bernardino. These revenues are hard to predict and can vary greatly from year to year. FY 18/19 is projected to be the same as FY 17/18 projections to be conservative.

Line 11: Reimbursed Expenses

- The District bills customers or persons for reimbursements for various things like damaging a fire hydrant to damaging a meter. These revenues are hard to predict and are conservatively budgeted since timing and frequency of incidents are unknown. Generally, these revenues are minimum of \$5,000 per year. There is a large difference between our FY 17/18 projections and our FY 18/19 budget due to a large insurance reimbursement from ACWA, an SWRCB disadvantaged community fee refund, and various insurance claims in FY 17/18. These one-time reimbursements are not expected in FY 18/19.

Line 12: Other Non-Operating Revenue

- Includes money received from grants, scrap sales of inventory, proceeds from the sale of assets, and non-sufficient fund charges. These revenues are hard to predict and are conservatively budgeted at zero since receipt of funds is uncertain.

EXPENDITURES

Line 16-19: Total Source of Supply: Includes costs associated with pumping the water from the aquifers into the water system.

- This category includes labor and benefits costs, and other direct expenses such as electricity (budgeted for a 4% increase), field supplies, radio equipment, permits and fees, and outside services.

Line 20-23: Pumping: Includes costs associated with pumping water through the system to the various reservoirs and then to the customer.

- This category includes labor and benefits costs, and other direct expenses such as electricity (budgeted for a 4% increase), field supplies, and outside services. Direct expenses are expected to decrease due to a projection of less repairs in FY 18/19.

Line 24-27: Transmission and Distribution: Includes costs to maintain the assets in the District's transmission and distribution system as well as general operations expenses.

- This category includes labor and benefits costs, and other direct expenses such as minor replacements to the distribution system (pipeline, meters, valves, meters, etc...), vehicle costs, uniforms and licensing costs, engineering fees, small tools, and other expenses to operate the distribution system. The main increases in this category were allocated labor and benefits while most other expenses are budgeted for 2-3% increases. The major increase in T&D labor is due to the expected addition of two general plant employees, increases to the General Manager's salary (50% budgeted here), and COLA/Merit increases to general plant employee salaries. In addition, benefits allocated increases in proportion with budgeted labor. See Schedule C for the Personnel Budget details.

Line 28-31: Treatment Wells: Includes costs to treat water at the well sites.

- The primary costs in this category are chemicals and lab testing, which are both budgeted to increase in FY 18/19.

Line 32-35: Treatment Facilities: Includes costs to treat water at the fluoride removal plant and the arsenic treatment.

- The primary costs in this category are chemicals and supplies to treat water, costs to operate the treatment plant, permit fees, and repairs and maintenance. There are modest increases from the FY 17/18 budget due to inflation in most of these categories. The decrease from projected FY 17/18 costs are mainly due to seismic evaluation services (\$20.5K), and a new breaker installed at the treatment plant (\$9.8K) in FY 17/18

Line 36-39: Customer Accounts: Includes costs to read customer meters, labor and benefits, postage and supplies to maintain customer accounts, and uncollectible accounts expense.

- Uncollectible accounts are the highest expense in this category, averaging \$20,000 per year. The District is exploring the more cost-effective options to collect on outstanding balances.

Line 40-44: Total General Administration: This category includes costs to operate the water district that cannot be attributed to the other functions already identified above.

- Labor costs are mainly District office staff and 50% of the General Manager's salary and benefits. See Schedule C for the Personnel Budget details.
- Line 41: The main Outside Services in this category are accounting fees, audit fees, legal fees, other professional fees, and banking fees. The decrease in FY 18/19 is due to a new and reduced audit contract with new auditors, and an expected reduction in legal expenses in FY 18/19
- Line 42: Direct Expenses included are costs to operate the District headquarters, property and liability insurance, office supplies, postage, and LAFCO annual fees.
 - The increase in Direct Expenses is attributed to consistent year to year budget allocations for Conservation, Landscaping, Printing, and Grant Writer, but the District is projected to end FY 17/18 below budget in these categories.
- Also included in Direct Expenses is a grant writer for \$25,000. External grant writers are crucial to securing funding for some grants for the District's needed capital projects, which will ease pressure on the budget.
- Most of the other expenses are budgeted to remain the same as the prior year, or have modest increases for inflation.

Line 44-52: Total Employee Salaries & Benefits: Includes all salaries, benefits, and taxes for employees. Please note that the transfers out to the different operations categories is merely an estimate and may actually be more or less in each department than projected based on operational activity during the year. See Schedule C for the detail and assumptions for salaries and benefits.

Line 53-56: Total Board of Directors: Includes costs related to the Board of Directors meetings, training, and travel. An increase in this category is anticipated with increased meetings and increased training/travel.

Line 58-61: Total Debt Service: The category accounts for all principal and interest payments for District debt. The District is proud to say that it has no debt and does not plan to issue debt in the foreseeable future.

Line 62: Unfunded PERS: This is the amount the District is required to send CalPERS each year to pay down the District's Unfunded Accrued Actuarial Liability (UAAL). As of June 30, 2016 (the last valuation date provided by CalPERS), the District's plan was 75% funded.

Line 64: Unfunded OPEB Liability: This is the amount to transfer to the CERBT (California Employment Retirement Benefit Trust) irrevocable trust to fund a reserve to pay the OPEB liability for payment of future retiree health benefits.

Line 67-70: Capital Related: See Schedule D for explanations.

Line 71: Transfer in from Special Revenue Fund: Cell Tower Revenues are accounted for in the Special Revenue Fund. The funds are transferred to the Water Fund, less the \$40,000 per year transfer to the pension trust fund (for the next 3 fiscal years) that contributes towards the funding of the CalPERS unfunded accrued actuarial liability for the past Fire Department employees.

Line 74: Increase (Decrease) in Fund Balance: This is the amount the District projects to increase or decrease fund balance during the fiscal year. Some years will be positive and some years will be negative, mainly based on Capital Improvement Projects spending for the year. The decrease in Fund Balance is primarily caused by the District's Capital Improvement Plan.

SCHEDULE C: PERSONNEL COSTS

This schedule lists the detail of salaries and wages, paid leave, employee benefits, payroll taxes and worker's compensation.

Major assumptions include:

- Line 1: Salaries and Wages are increasing due to:
 - The addition of two new operations staff members
 - Merit increases averaging 3%
 - A Cost of Living Adjustment (COLA) of 2.5%
- Line 2: Vacation and Sick Leave is budgeted for an estimate of paid time off employees will to be able to cash out in FY 18/19. Cash outs are expected to be lower in FY 18/19.
- Line 5: CalPERS rates are 12.759% of base salary for Classic members, and 6.842% for Public Employee Pension Reform Act (PEPRA) employees, which are generally employees hired after January 1, 2013. District employees contribute their full 8% Employee Contribution.
- Line 7: Health Care costs expenses are estimated to increase 10% per preliminary estimates from ACWA. Costs will also increase as the District adds staffing.
- Line 8 & 9: Dental and Group Life are estimated to increase by 2% or less. Costs will also increase as the District adds staffing.
- Line 10: Worker's Compensation Insurance: FY 18/19 is projected to increase due to the addition of the two new field workers, as well as higher overall salaries.

SCHEDULE D: CAPITAL/REPAIRS & MAINTENANCE

The schedule represents four categories of capital related spending (capital and repairs & maintenance):

- Line 1-8 District Projects are overall general projects that do not involve capital construction or repairs and replacement.
- Line 9-15: Capital Improvement Plan is the plan for new capital improvements. These assets may be constructed or procured by the District.
- Line 16-27: Repairs & Maintenance are expenses to maintain and repair the District's assets, and costs to replace existing assets.
- Line 28-37: Capital Outlay are costs to purchase fixed assets for the Water Department (such as vehicles, furniture, radios, etc...) that are over the District's minimum capitalization policy of \$5,000.

SCHEDULE E: SPECIAL REVENUE FUND

This schedule is the Special Revenue Fund, which will be used to account for telecommunication lease revenues. The District has entered into an agreement to transfer \$40,000 per year, beginning on 7/1/16 and ending on 7/1/20, to the Pars Pension Retirement Irrevocable Trust, which will be used to the fund the CalPERS Unfunded Accrued Actuarial Liabilities for the past Fire employees' retirement.

**Twentynine Palms Water Department
Proposed Summary Water Budget
Fiscal Year 2018-19**

Schedule A

	A	B	C	D	E
	Adopted Budget 17/18	Projected 17/18	Proposed Budget 18/19	\$ Change	% Change
1 Operating Revenues	\$ 3,880,260	\$ 3,978,000	\$ 4,212,100	\$ 234,100	6%
2 Non-Operating Revenues	654,200	752,750	690,000	(62,750)	-8%
Total Revenue Available to					
3 Fund Operations & Capital/R&R	4,534,460	4,730,750	4,902,100	171,350	4%
4 Operating Expenses	3,709,380	3,471,500	3,950,700	479,200	14%
5 Non-Operating Expenses	199,400	196,300	298,700	102,400	52%
6 Total Expenses	3,908,780	3,667,800	4,249,400	581,600	16%
Net Revenues Available to Fund Capital					
7 Related Expenditures	625,680	1,062,950	652,700	(410,250)	-39%
8 District Projects	(425,000)	(90,000)	(495,000)	(405,000)	450%
9 CIP Projects	(2,350,000)	(745,000)	(1,700,000)	(955,000)	128%
10 Repairs & Replacement	(185,000)	(125,000)	(380,000)	(255,000)	204%
11 Capital Outlay	(300,000)	(128,000)	(488,500)	(360,500)	282%
Sub-Total	(3,260,000)	(1,088,000)	(3,063,500)	(1,975,500)	182%
12 Transfers in from Special Revenue Fund (SRF)	80,700	88,000	91,100	3,100	4%
13 Transfers in from SRF for Election	-	-	-	-	0%
14 Debt Financing	-	-	-	-	0%
Total Capital Related Expenditures	(3,179,300)	(1,000,000)	(2,972,400)	(1,972,400)	197%
15 Increase (Decrease) in Fund Balance	\$ (2,553,620)	\$ 62,950	\$ (2,319,700)	\$ (2,382,650)	
16 Projected Cash & Investments Beginning Balance			\$ 7,000,000		
17 Projected Cash & Investments Ending Balance			\$ 4,680,300		

**Twentynine Palms Water District
Proposed Budget FY 18/19**

Schedule B

	A	B	C	D	E
	Adopted Budget 17/18	Projected 17/18	Proposed Budget 18/19	\$ Change	% Change
1 Operating Revenues					
2 Water Sales	\$ 2,580,500	\$ 2,698,400	\$ 2,860,200	\$ 161,800	6%
3 RTS	1,185,800	1,169,900	1,240,000	70,100	6%
4 Other Operating Revenue	113,960	109,700	111,900	2,200	2%
5 Total Operating Revenues	3,880,260	3,978,000	4,212,100	234,100	6%
6 Non-Operating Revenues					
7 Capital Impact Fees	-	4,500	-	(4,500)	-100%
8 Water Availability Assessment	591,100	591,100	591,100	-	0%
9 Interest Revenue	30,700	58,300	58,900	600	1%
10 Other Penalties	23,700	32,600	32,600	-	0%
11 Reimbursed Expenses	5,000	64,400	7,400	(57,000)	-89%
12 Other Non-Operating Revenue	3,700	1,850	-	(1,850)	-100%
13 Total Non-Operating Revenues	654,200	752,750	690,000	(62,750)	-8%
14 Total Revenues	4,534,460	4,730,750	4,902,100	171,350	4%
15 Operating Expenditures					
16 Source of Supply					
17 Labor & Benefits	9,700	8,000	7,300	(700)	-9%
18 Direct Expenses	323,300	298,500	311,700	13,200	4%
19 Total Source of Supply	333,000	306,500	319,000	12,500	4%
20 Pumping					
21 Labor & Benefits	2,000	4,300	4,600	300	7%
22 Direct Expenses	139,100	128,000	125,700	(2,300)	-2%
23 Total Pumping	141,100	132,300	130,300	(2,000)	-2%
24 Transmission & Distribution					
25 Labor & Benefits	835,700	768,500	1,124,400	355,900	46%
26 Direct Expenses	294,900	262,700	263,500	800	0%
27 Total Transmission & Distribution	1,130,600	1,031,200	1,387,900	356,700	35%
28 Treatment Wells					
29 Labor & Benefits	50,700	44,100	47,600	3,500	8%
30 Direct Expenses	25,800	29,500	33,200	3,700	13%
31 Total Treatment Wells	76,500	73,600	80,800	7,200	10%
32 Treatment Facility					
33 Labor & Benefits	186,000	208,100	225,000	16,900	8%
34 Direct Expenses	401,400	410,000	379,500	(30,500)	-7%
35 Total Treatment Facility	587,400	618,100	604,500	(13,600)	-2%
36 Customer Accounts					
37 Labor & Benefits	241,500	194,300	197,700	3,400	2%
38 Direct Expenses	51,700	41,700	54,100	12,400	30%
39 Total Customer Accounts	293,200	236,000	251,800	15,800	7%

**Twentynine Palms Water District
Proposed Budget FY 18/19**

Schedule B

	A	B	C	D	E
	Adopted	Projected	Proposed	\$ Change	%
	Budget 17/18	17/18	Budget 18/19		Change
40 General Administration					
41 Outside Services	299,400	316,500	292,600	(23,900)	-8%
42 Direct Expenses	319,780	229,300	312,800	83,500	36%
43 Total General Admin.	619,180	545,800	605,400	59,600	11%
44 Employee Salaries					
45 Direct Labor	1,169,500	1,153,400	1,357,200	203,800	18%
46 Less Transfer to Operations	894,400	864,100	1,057,400	193,300	22%
47 Total General & Admin. Salaries	275,100	289,300	299,800	10,500	4%
48 Employee Benefits					
49 Health Benefits	149,900	132,500	166,600	34,100	26%
50 Vacation / Sick Payout - Worker's Comp	34,300	54,100	45,700	(8,400)	-16%
51 Retirement Expenses (includes Retiree Medical)	47,600	31,700	28,900	(2,800)	-9%
52 Total Employee Benefits	231,800	218,300	241,200	22,900	10%
53 Board of Directors					
54 Directors' Fees	12,600	10,900	15,000	4,100	38%
55 Direct Expenses	8,900	9,500	15,000	5,500	58%
56 Total Board of Directors	21,500	20,400	30,000	9,600	47%
57 Total Operating Expenditures	3,709,380	3,471,500	3,950,700	479,200	14%
58 Non-Operating Expenditures					
59 Debt Service, Principle	-	-	-	-	0%
60 Debt Service, Interest	-	-	-	-	0%
61 Total Debt Service	-	-	-	-	0%
62 Unfunded PERS	97,000	93,900	118,700	24,800	26%
63 Unfunded OPEB Liability Payment	102,400	102,400	180,000	77,600	76%
64 Total Non-Operating Expenditures	199,400	196,300	298,700	102,400	52%
65 Total Expenditures	3,908,780	3,667,800	4,249,400	581,600	16%
Net Revenues Available to Fund Capital					
66 Related Expenditures	625,680	1,062,950	652,700	(410,250)	-39%
67 District Projects	(425,000)	(90,000)	(495,000)	(405,000)	
68 Capital Improvement Projects	(2,350,000)	(745,000)	(1,700,000)	(955,000)	
69 Repair, Rehabilitation, & Maint.	(185,000)	(125,000)	(380,000)	(255,000)	
70 Capital Outlay	(300,000)	(128,000)	(488,500)	(360,500)	
71 Transfer From Special Revenue	80,700	88,000	91,100	3,100	
72 Transfers in from SRF for Election	-	-	-	-	0%
73 Debt Retirement	-	-	-	-	0%
74 Inc/(Dec) In Fund Balance	\$ (2,553,620)	\$ 62,950	\$ (2,319,700)	\$ (2,382,650)	-

**Twentynine Palms Water Department
Personnel Costs
Fiscal Year 2018-19**

Schedule C

	A	B	C
	Adopted Budget 17/18	Projected 17/18	Proposed Budget 18/19
Salary and Wages			
1 Total Regular Salary and Overtime	\$ 1,169,500	\$ 1,153,400	\$ 1,357,200
2 Vacation and Sick Leave	34,300	54,100	45,700
3 Total Salary and Wages	1,203,800	1,207,500	1,402,900
4 Benefits/Taxes			
5 CalPERS Payments	125,000	112,700	151,300
6 FICA & Payroll Taxes	94,400	95,400	108,300
7 Group Medical Insurance	338,200	317,500	411,400
8 Group Dental and Vision Insurance	24,600	19,800	27,000
9 Group Life Insurance	5,200	4,100	4,900
10 Worker's Compensation Insurance	50,000	44,900	51,300
11 Total Employee Benefits	637,400	594,400	754,200
12 Total Salary and Benefits	\$ 1,841,200	\$ 1,801,900	\$ 2,157,100

Twentynine Palms Water District
Carryover CIP/Current CIP and R&M/Capital Outlay
Fiscal Year 2018-19

Schedule D

	A	B	C	D	E
	Adopted Budget 17/18	Projected 17/18	Proposed Budget 18/19	Projected 19/20	Projected 20/21
District Projects					
1 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ -	\$ -	\$ 45,000	\$ 75,000	\$ -
2 Treatment Feasibility & Exploration Costs	100,000	55,000	150,000	-	-
3 Hazard Mitigation Plan	-	-	-	-	-
4 SGMA	75,000	-	-	75,000	75,000
5 Salt Nutrient Monitoring Wells	100,000	35,000	100,000	100,000	-
6 Asset Management Plan	-	-	100,000	-	-
7 USGS Study	150,000	-	100,000	-	-
8 Total District	425,000	90,000	495,000	250,000	75,000
9 Capital Improvement Plan					
10 Chromium VI and Flouride for Well 11B	1,000,000	60,000	500,000	400,000	-
11 Fluoride Variance (Expiring)-TP-2, W12, W16	600,000	35,000	1,200,000	100,000	250,000
12 Well 11B	750,000	650,000	-	-	-
13 Hansen Booster Station	-	-	-	125,000	-
14 Stockwell Booster Station	-	-	-	-	-
15 Capital Improvement Plan	2,350,000	745,000	1,700,000	625,000	250,000
16 Repairs, Rehabilitation, & Maintenance					
17 Plant 6 Electrical and Well Upgrade	-	-	75,000	-	-
18 Emergency Repairs, Unspecified	50,000	50,000	50,000	60,000	65,000
19 Repiping/Distribution System Upgrades	50,000	25,000	50,000	50,000	50,000
20 Reservoir Recoating / Cathodic Protection	-	-	20,000	125,000	-
21 Meter Replacement Program	75,000	50,000	50,000	50,000	50,000
22 Well Rehabilitation	-	-	75,000	-	60,000
23 Fluoride Plant Instrumentation\Coating	10,000	-	10,000	10,000	10,000
24 Asphalt Repair Vista Del Sol	-	-	-	-	-
25 Treated Water Reservoir Coating	-	-	50,000	500,000	-
26 Campbell Reservoir Road Paving	-	-	-	125,000	-
27 Total Repairs & Maintenance	185,000	125,000	380,000	920,000	235,000
28 Capital Outlay					
29 Vehicle/Equipment Replacements	100,000	100,000	175,000	100,000	65,000
30 Computer/Technology Replacements	30,000	20,000	30,000	10,000	10,000
31 GIS	30,000	8,000	25,000	30,000	15,000
32 Administrative Building\Office Remodel	100,000	-	75,000	-	10,000
33 Fencing Upgrade	15,000	-	20,000	-	-
34 Energy Efficiency Projects	-	-	150,000	-	-
35 One-Time Existing Conditions Sampling Event	25,000	-	13,500	-	-
36 Telephone Purchase	-	-	-	-	-
37 Total Capital Outlay	300,000	128,000	488,500	140,000	100,000
38 TOTAL	\$ 3,260,000	\$ 1,088,000	\$ 3,063,500	\$ 1,935,000	\$ 660,000

Twentynine Palms Water Department
Special Revenue Fund
Fiscal Year 2018-19

Schedule E

	A	B	C
	Adopted Budget 17/18	Projected 17/18	Proposed Budget 18/19
1 Tower Revenues	\$ 120,900	120,900	131,100
2 Less Transfers Out to Fire	-	-	-
3 Less Transfers Out To Water	(80,900)	(80,900)	(91,100)
4 Less Transfers Out to PARS Trust	(40,000)	(40,000)	(40,000)
5 Ending Balance	\$ -	-	-

2

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: MAY 23, 2018
FROM: RAY KOLISZ, GENERAL MANAGER
SUBJECT: ORGANIZATIONAL CHART

SUMMARY AND DISCUSSION:

The current organizational chart has been in place with no significant changes in numerous years. The District desires to make changes to the organizational chart to accomplish the following goals: (a) more effectively manage departments, (b) provide more effective cross training, (c) to promote professional development, (d) promote growth through the organization. Currently there is one department manager leading both the Operations & Maintenance (O&M) and Treatment functions of the District. The proposed changes will separate the O&M and Treatment operations into two separate departments. This proposed change would also result in two new AFSCME Local 1902 bargaining unit positions, a Customer Service Representative II and Water Quality/Production Operator. There would also be one new exempt position created upon separation of the two Departments. In addition there would be positions on the current organizational chart that would be eliminated as these have not been filled for many years due to the lack of need.

Treatment and Production operations will be managed by a Treatment/Production Superintendent.¹ This department head will be responsible for and oversee the daily production and treatment of water to meet District demand. It will include all treatment and water quality functions of the District, operations and maintenance of all wells and booster pumps, maintain District SCADA system, develop short and long term goals for Capital Improvements, prepare State required reports, respond to customer generated water quality complaints, assist in preparation of annual budget, participate in Emergency Response Planning of the District, and participate in monthly Board Meetings. This Department will include the positions of Treatment Plant Operator II, Treatment Plant Operator I and the creation of a Water Quality/Production Operator. All positions will directly report to the Treatment/Production Superintendent. The Water Quality/Production Operator will include water quality duties such as, but not limited to, weekly sampling, pump run, dead end flushing, responding to water quality complaints, pump and well maintenance, reservoir inspections and Fluoride Plant operations. The

¹ Current position of Operations Superintendent will be reclassified as the Treatment/Production Superintendent

Water Quality/Production Operator is subject to working weekends, night shifts and holidays.

The Maintenance Department will be managed by a Maintenance Superintendent. This department head will be responsible for the maintenance, repair, new construction, water conservation measures, cross connection control and customer service tasks related functions of the District as well as overseeing District fleet maintenance program. It will include all maintenance and customer service responsibilities of the District to include but not limited to, valve maintenance, meter reading activities, customer service tasks, educating customers on water conservation, fire hydrant installation and repair, leak repairs, new service installation, building maintenance, maintaining District's pressure stations, preparing required State reports, maintaining Cross Connection Control Program, developing short and long term goals for Capital Improvements, assist in preparation of annual budget, participate in Emergency Response Planning of the District and participate in monthly Board Meetings. This Department will include the positions of, Leadworker, Service Worker III, Service Worker II, Service Worker I and the Mechanic. All positions will directly report to the Maintenance Superintendent.

Both the Maintenance and Treatment/Production Departments will maintain a cooperative working affiliation to accomplish goals of both departments.

A Customer Service Representative II will be created and be a direct report to the Office Manager. Some duties of the Engineering Aide position will be incorporated into this new position. In addition to duties outlined in the Customer Service Representative I position the Customer Service Representative II will include, but not limited to, duties such as processing customer payments, assist customers with questions regarding their bills, provide support to the Customer Service Representative I position, assist Treatment/Production Superintendent and Maintenance Superintendent with data entry, maintain District engineering files, review parcel data maps, prepare meter cost sheets, provide fire flow information, assist with annual water assessment preparation and assist customers inquiring about water availability.

Organizational Chart

The attached draft organizational chart reflects the changes made to separate the Maintenance and Treatment/Production Departments, the identified new positions and the recommended number of staff members needed in each position in parenthesis.

For fiscal year 2018/2019, the draft budget supports 22 funded positions.

The position of Operations Manager will be changed to Director of Operations. This position remains unfunded for FY 18/19.

The job descriptions impacted by the organizational changes are attached with track changes and the new job descriptions for the positions of Maintenance Superintendent, Treatment/Production Superintendent, Water Quality/Production Operator and Customer Service Representative II are also included for review.

Salary Ranges For New Positions

	<u>Minimum</u>	<u>Maximum</u>
*Treatment/Production Superintendent	\$38.27	\$45.69
*Maintenance Superintendent	\$38.27	\$45.69
Water Quality/Production Operator	\$19.52	\$23.31
Customer Service Representative II	\$19.52	\$23.31

*These positions are "at will" positions defined as employees who serve at the pleasure of the District and may be terminated at any time for cause or without cause. These positions are Exempt from overtime and are paid on a salary basis and are not part of the bargaining unit.

Salary Adjustments to Current Bargaining Unit Positions

	<u>Minimum</u>	<u>Maximum</u>
Treatment Plant Operator I	\$23.31	\$27.61
Treatment Plant Operator II	\$27.34	\$32.63
Bookkeeper	\$23.11	\$27.61

With the creation of the Water Quality/Production Operator position within the Treatment/Production Department, the pay scale of the Treatment Plant Operator I and II positions will be adjusted to maintain the consistent increase of salary when advancing.

Also, with the creation of the Customer Service Representative I position in the Office Administration Department, the pay scale of the Bookkeeper will be adjusted to maintain the consistent increase of salary when advancing.

Salary Adjustments to Current Management/Exempt Positions

	<u>Minimum</u>	<u>Maximum</u>
*Office Manager	\$30.04	\$35.90
*District Secretary	\$30.04	\$35.90

The pay scale of the Office Manager and District Secretary positions will be adjusted to maintain the consistent increase of salary when advancing and to put these two positions in the same pay grade category.

*These positions are "at will" positions defined as employees who serve at the pleasure of the District and may be terminated at any time for cause or without cause. These positions are Exempt from overtime and are paid on a salary basis and are not part of the bargaining unit.

(See attached Salary Compensation Plan for noted changes to positions)

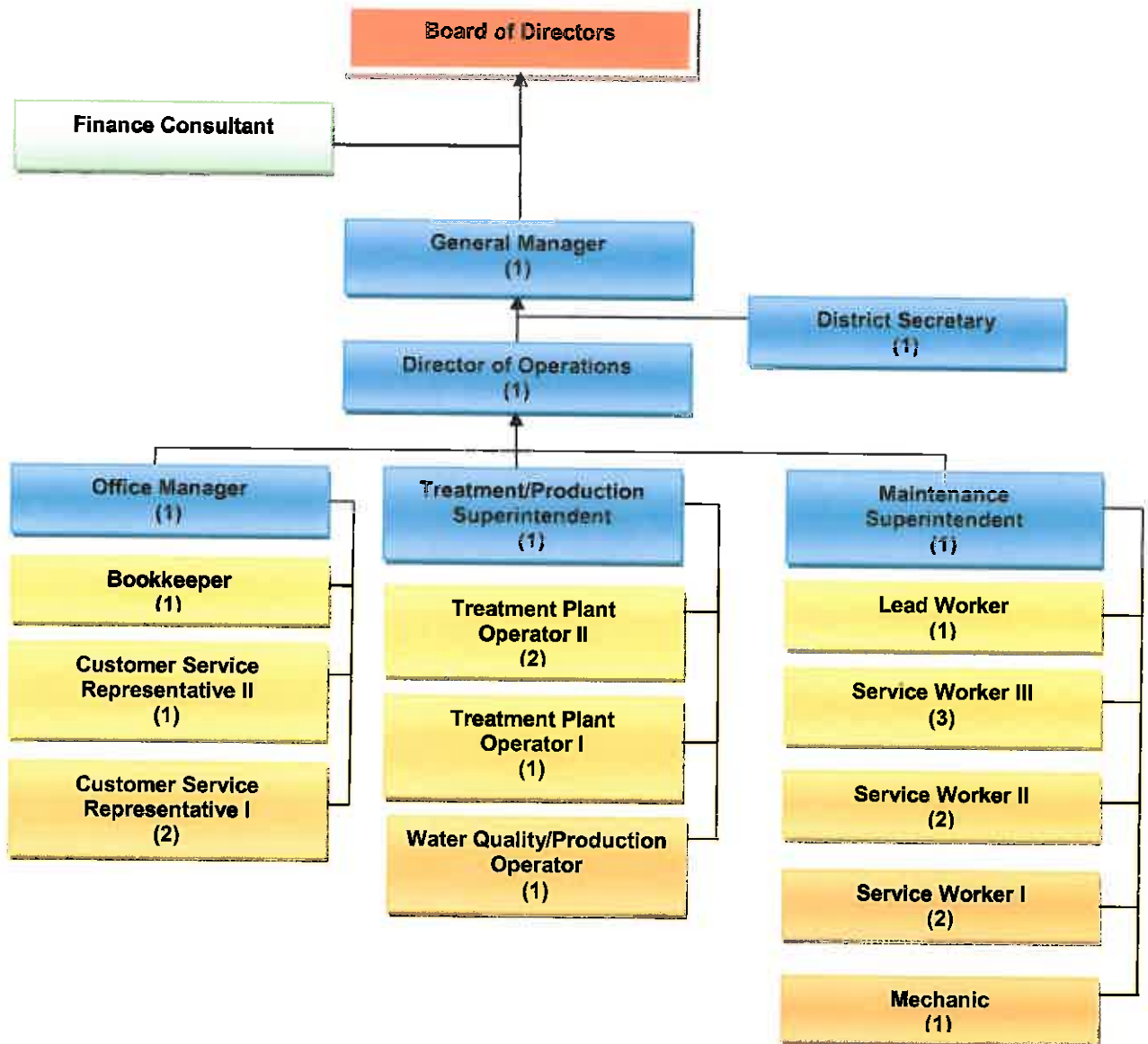
Eliminated Positions

The positions of Engineering Aid, Engineering Tech, Accounting Clerk, and Facilities Worker will be eliminated. There will be no impact to any staff members as these positions are vacant.

RECOMMENDATION:

No formal action needed. Staff is seeking comments from Board of Directors to prepare for approval and adoption at the June Board meeting.

TWENTYNINE PALMS WATER DISTRICT



TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

FISCAL YEAR 2018/2019

POSITIONS COVERED BY MOU

	Minimum	Maximum
Bookkeeper	21.71 23.11	25.89 27.61
Accounting Clerk	16.43	19.59
Mechanic	23.12	27.61
Leadworker	27.34	32.63
Service Worker III	23.11	27.61
Service Worker II	19.52	23.31
Service Worker I	16.52	19.71
Facilities Worker	17.55	20.98
Engineering Aide	17.55	20.98
Engineering Tech I	21.38	24.52
Customer Service Representative	16.52	19.71
Customer Service Representative 2	19.52	22.31
Treatment Plant Operator II	24.31 27.34	29.16 32.63
Treatment Plant Operator I	21.74 23.11	25.48 27.61
Water Quality/Production Operator	19.52	23.31

MANAGEMENT/EXEMPT

Operations Manager Director of Operations	49.38	63.87
Operations Maintenance Superintendent	36.06 38.27	43.09 45.69
Treatment/Production Superintendent	38.27	45.69
Office Manager	28.40 30.04	33.90 35.90
District Secretary	27.54 30.04	32.10 35.90
General Manager	Set by Board of Directors	

TWENTYNINE PALMS WATER DISTRICT

Service Worker I

STATUS: Non-exempt
DEPARTMENT: ~~Operations & Maintenance~~
SUPERVISOR: ~~Operations Manager~~ Maintenance Superintendent

SUMMARY:

Under supervision of the ~~Operations Manager~~ Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system"; transmission and distribution systems, meter reading activities, all appurtenances such as fire hydrants, services, air vacs, cl- valves, storage, pumps, wells, buildings etc. and to perform related work and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Performs meter reading duties.
- Responds to customer inquiries, (pressure, water meters water quality, etc.).
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- ~~Operates and maintains telemetry control system.~~
- ~~Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.~~
- Properly uses hand and power tools and equipment.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Complies with the District's Injury and Illness Prevention Program.
- Attends safety meetings as required.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Must have or obtain within six months of appointment a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must have or obtain within 18 months of appointment, a D-I Water Distribution Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: One (1) year responsible work in

the installation, maintenance and repair of a water service system, including experience with field customer relations work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and safe practices of water operations and distribution.
- Hydraulics and pumping.
- ~~Wells, pumps, telemetry controls,~~ Water transmission and distribution systems and appurtenances including maintenance, installation and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of "the water system."
- Perform preventative maintenance on wells, pumps, cla-valves, storage, water meters, buildings and grounds.
- ~~Monitor and document water levels, various logs, maintenance records.~~
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Service Worker II

STATUS: Non-exempt
DEPARTMENT: ~~Operations &~~ Maintenance
SUPERVISOR: ~~Operations Manager~~ Maintenance Superintendent

SUMMARY:

Under supervision of the ~~Operations Manager~~ Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system"; transmission and distribution systems, meter reading activities, all appurtenances such as fire hydrants, services, air vacs, cla-valves, storage, pumps, wells, buildings etc. and to perform related work and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Responds to customer inquiries, (pressure, water quality, etc.).
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- ~~Operates and maintains telemetry control system.~~
- ~~Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.~~
- Proper use of hand and power tools and equipment.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Attends staff, and other meetings as requested.

- Proper knowledge of safety practices and safety gear.
- Complies with the District's Injury and Illness Prevention Program.
- Attends safety meetings as required.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must have a D-II Water Distribution Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years of responsible work in the installation, maintenance and repair of a water service system, including experience with field customer relations work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and safe practices of water operations and distribution.
- Hydraulics and pumping.
- ~~Wells, pumps, telemetry controls,~~ water transmission and distribution systems and appurtenances including maintenance, installation and repair.
- District policies and procedures.

- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of "the water system".
- Perform preventative maintenance on wells, pumps, cla-valves, storage, buildings and grounds.
- ~~Monitor and document water levels, various logs, maintenance records.~~
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- Ensure compliance with District's Injury and Illness Prevention Program.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, Board members, co-workers, and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.

- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

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TWENTYNINE PALMS WATER DISTRICT

Service Worker III

STATUS: Non-exempt
DEPARTMENT: ~~Operations &~~ Maintenance
SUPERVISOR: ~~Operations Manager~~ Maintenance Superintendent

SUMMARY:

Under supervision of the ~~Operations Manager~~ Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system"; transmission and distribution systems, all appurtenances such as fire hydrants, services, air vacs, cla-valves, storage, pumping, wells, buildings etc. ~~Water Treatment/Quality responsibilities to include chemical feed operation and maintenance, telemetry system operation and maintenance, backflow prevention, safety~~ and to perform related work and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- ~~• Calculates flow rates and calibrates valves and feeder systems.~~
- ~~• Mixes and adds chemicals as needed to maintain appropriate levels.~~
- ~~• Collects liquid samples and performs a variety of laboratory tests.~~
- Responds to customer inquiries, (pressure, water quality, etc.).
- ~~• Prepares and evaluates water quality monitoring reports.~~
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.

- Installs new services, fire hydrants, air vac's, water mainline pipes, pressure reducing stations, and other tasks related to a water distribution system.
- Ability to perform and solve complex distribution system problems with minimal supervision
- ~~Operates and maintains telemetry control system.~~
- Performs a variety of repairs and maintenance to well and pump buildings, pumping and electrical equipment.
- Performs inspections for various departmental programs.
- ~~Maintains all cross-connection control files.~~
- ~~Prepares and distributes annual test forms to customers owning backflow devices.~~
- ~~Conducts surveys on new installations, air gaps and follow-up surveys.~~
- ~~Maintains Certified Testers list.~~
- Required to be on call on a regular basis.
- Properly uses hand and power tools and equipment.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must have a D-III Water Distribution Certificate, a T-I Water Treatment Certificate and a ~~Cross-Connection Control Specialist Certificate~~ from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Standard principles of **hydraulics** ~~biology, chemistry~~ and mathematics. College courses in ~~water treatment and~~ distribution.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and safe practices of water operations, ~~treatment~~ and distribution.
- Use of measuring equipment.
- State and Federal requirements and standards for potable water.
- ~~Chemical feed equipment.~~
- Hydraulics and pumping.
- ~~Wells, pumps, telemetry controls,~~ water transmission and distribution systems and appurtenances including ~~maintenance~~ and repair.
- ~~Backflow prevention.~~
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform the most difficult and complex duties related to ~~water quality and treatment~~ **the water distribution system.**
- Maintain records and compile data into written reports.
- Develop and prepare water quality reports.
 - Perform ~~basic~~ work assignments in the installation, maintenance and repair of "the water system."

- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, Board members, co-workers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Leadworker

STATUS: Non-exempt
DEPARTMENT: ~~Operations &~~ Maintenance
SUPERVISOR: ~~Operations Manager~~ Maintenance Superintendent

SUMMARY:

Under supervision of ~~Operations Manager~~ Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" to include transmission and distribution systems, backflow prevention and all appurtenances such as fire hydrants, services, air vacs, cla-valves, storage, pumping, wells, buildings, etc. Provide work direction and coordination for a field crew and perform related work and other duties as required. Incumbents perform the full range of maintenance, installation and repair with minimal supervision and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Provides work direction and training for field maintenance, repair and installations.
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- ~~Operates and maintains telemetry control system.~~
- Responds to customer inquiries, (pressure, water quality, etc.).

- Performs inspections for various departmental programs.
- Maintains all cross-connection control files.
- Prepares and distributes annual test forms to customers owning backflow devices.
- Conducts surveys on new installations, air gaps and follow-up surveys.
- Maintains Certified Testers list.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Must have a ~~D-4~~ **D-4** Water Distribution Certificate, a ~~T-1~~ **T-1** Water Treatment Certificate and a Cross-Connection Control Specialist Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three (3) years of responsible work experience in the installation, maintenance and repair of water systems, college courses in water treatment and distribution. Standard principles of biology, chemistry, mathematics, hydraulics and plumbing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Principals, methods and practices used in telemetry-control equipment for installation, repair and maintenance.
- **SCADA system operations**
- Backflow prevention.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- Principles of supervision and training.

ABILITY TO:

- Plan and schedule assigned work.
- **Assist with planning and scheduling of department staff**
- Provide work direction, coordination and training for other staff.
- Follow oral and written direction.
- Operate motor vehicles and power-driven equipment used in operations and maintenance department.
- Effectively represent the District with the public, contractors and other organizations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach, lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally and in writing with District management, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Maintenance Superintendent

Status: Exempt
Department: Management
Supervisor: Director of Operations

SUMMARY:

Under general direction of the Director of Operations plans, organizes, directs and coordinates the day-to-day maintenance and operations functions of the District's distribution system, fleet maintenance program and Cross Connection Control Program. Does related work and duties as may be required. Serves as Chief Administrative Officer should both the Director of Operations and General Manager be absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Serves as Chief Operator of the District's distribution system.
- Oversees the daily maintenance operations of the District's distribution system.
- Plans, organizes, directs and coordinates the maintenance, repair, new construction, water conservation measures, cross connection control program, customer service tasks of the District. Provides support to the Treatment/Production Department when necessary.
- Provides management and administration of District's distribution system, building and grounds maintenance, electrical repair and communications control installation and maintenance.

- Assists in formulating maintenance management policies, operating procedures, projects and schedules necessary to maintain all District structural, pipeline, easement, storage, and support facilities.
- Provides supervision, training and work evaluation for Maintenance employees.
- Assists with long range planning of District maintenance and operations functions.
- Assists in development of maintenance and operations budget and controls costs.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment and safety practices.
- Inspects materials for acceptability, inspects completed work of subordinates for workmanship, rejects unsatisfactory work.
- Prepares performance evaluations for all subordinate personnel. First level for disciplinary measures and grievances.
- Assists with preparation and execution of plans for expansion, reduction and shifting of operations and maintenance functions.
- Participate in Emergency Response Planning of the District.
- Provides coordination of maintenance and operations activities with other District functions.
- Process and approve purchase order requests.
- Oversees District's fleet maintenance program.
- Obtains necessary permits for construction activities.
- Monitors employee certification, training and safety programs.
- Keeps Director of Operations advised on all aspects of District's ongoing work.
- Reviews time sheets and time cards each payroll period.
- Educating water customers on water conservation measures.
- Prepares and submits regulatory reports to respective agencies.
- Performs special projects as assigned.
- Represents District in dealings with the public, contractors and representatives of other government agencies in a professional and competent manner.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.

- Attends and/or conducts safety meetings as required.
- Attends monthly Board Meetings.
- Prepare and present reports for Board of Directors.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires and/or maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years' duration and proof of insurance. The driving record will not contribute to an increase in the District's vehicle insurance rates. Possession of a D-V Water Distribution Certificate, a T-II Water Treatment Certificate from the State of California and a Cross Connection Control Specialist Certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. Ten years of increasingly responsible experience in the construction, operation and maintenance of a water utility or similar facility, at least 3 years of which should be in a supervisory or management capacity.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Responsibilities and duties of the Director of Operations and General Manager as officers for the District.
- Principles, methods and practices used in water system maintenance, operations and construction work.

- Operation and use of a variety of light and heavy power equipment utilized in maintenance and construction work in a safe and skillful manner.
- Pertinent laws, codes and safety orders related to general industry and construction work.
- Principles, methods and practices used in building maintenance, grounds maintenance and landscaping.
- Principles, methods and practices used in communication control equipment, including installation, maintenance and repair.
- Principles, methods and practices used in treatment plant operations and maintenance work.
- District's work order and billing systems.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.
- Principles of budget development and expenditure control.
- Geography of the District and location of District facilities.

ABILITY TO:

- Function effectively as Acting Director of Operations and Acting General Manager of the District as necessary.
- Plan, organize, manage and administer the maintenance and operations functions of the District.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment usage and time requirements.
- Ensure the proper maintenance, operation and repair of District equipment facilities.
- Climb and inspect reservoirs.
- Develop and control budgets.
- Effectively represent the District with the public, contractors and other organizations.

- Use computer systems and software related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Travels frequently by automobile in conducting daily District business.
- Occasionally travels by airplane in conducting District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Communicates orally with District management, Board members, co-workers and the public in face-to-face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges. Must be able to distinguish color on computer screens for process control.

TWENTYNINE PALMS WATER DISTRICT

Water Quality/Production Operator

STATUS: Non-exempt
DEPARTMENT: Treatment/Production
SUPERVISOR: Treatment/Production Superintendent

SUMMARY:

Under general supervision of the Treatment/Production Superintendent, responsibilities include water systems maintenance, water production operations, water treatment/quality systems maintenance, SCADA system operation and repair, well and booster pump repair and maintenance, and Fluoride Plant operations; and to do related work as required. The regular working hours of this position include nights, holiday and weekend work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Flushing and testing water mains.
- Adjust and maintain chlorine equipment at various facilities
- Respond to telemetry generated failures and monitors, distribution system, analyses and responds accordingly.
- Inspect reservoir water quality.
- Maintain and operate SCADA equipment.
- Respond to water quality complaints and customer complaints.
- Regularly monitor telemetry functions through reading gauges, graphs, meters and control panels.
- Perform and evaluate water sampling and chemical tests.
- Mix and add chemicals as needed to maintain appropriate levels.
- Collect liquid samples and perform a variety of laboratory tests.
- Document results and take appropriate action.
- Monitor chemical supplies and change chemical containers and storage drums as required.
- Calculate flow rates and calibrate valves and feeder systems.
- Assist Treatment Plant Operators in operation of Fluoride Plant.
- Compile equipment readings and test results into hourly, daily, weekly and monthly reports.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Proper knowledge and use of hand tools and test equipment.
- Attends safety meetings as required.
- Reports all accidents, violations or infractions to supervisor.
- Read flow meters, SCE meters, check oil levels and visual on-site checks.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles, along with proof of insurance. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Possession of State of California Water Treatment Grade T-I certificate and a Distribution D-I certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Standard principles of biology, chemistry and mathematics. Standard laboratory procedures, operational and safety regulations pertaining to water treatment and standard principles of hydraulics and plumbing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Basic knowledge of principles and safe practices of water operations, treatment and distribution system operations of the District.
- Use of analytical measuring instruments.
- Standard laboratory procedures
- Standard principles of hydraulics and plumbing.
- State and Federal requirements and standards for potable water.
- Principles, methods, instruments and techniques used in water sampling.
- Ability to interpret instructions, construction plans and specifications.
- Geography of the District and location of District facilities.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.

ABILITY TO:

- Practices and principles of the most difficult and complex tasks and duties involved in water quality and treatment.
- Perform all treatment and production operations with minimal supervision.
- Maintain records and compile data into written reports.
- Adjust to changing processing needs.
- Assist with construction inspection of electronic installation.
- Use computer systems and software packages related to water quality analysis and functions.

- Effectively respond to the District's water quality functions with the public, other government agencies, contractors, developers as needed.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by motor vehicle in conducting District business.
- Works in an environment with exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes between cold and heat.
- Stoops, kneels, crouches, crawls, bends and climbs during field inspections on construction projects.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals, copiers and FAX machines.
- Sits for extended time periods.
- Frequently walks in uneven terrain, in an outdoor environment.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Water Treatment Plant Operator I

Status: Non-exempt
Department: ~~Operations & Maintenance~~ Treatment and Production
Supervisor: ~~Operations Manager~~ Treatment\Production Superintendent

SUMMARY:

Under supervision of the ~~Operations Manager~~ Treatment\Production Superintendent, performs a variety of assignments as a Plant Operator at the Fluoride Removal Plant and also field duties related to the distribution system. This includes installation, maintenance and repair of all elements of the transmission and distribution systems, water treatment/quality responsibilities; operation of the Fluoride Removal Plant with duties pertinent to plant operation, record keeping, testing and general plant maintenance; performance of related work and other duties as required. The regular working hours of this position include nights, holiday and weekend work. When necessary for the Plant Operator to remain on duty for a full 8 hours, a 30 minute paid meal period will be included in the 8 hour shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Operates water treatment equipment and machinery including pumps, pressurized vessels, chemical feeders.
- Inspects plant equipment, performs routine adjustments and preventative maintenance of plant equipment.

- Checks the operation of pumps, valves and water treatment equipment, regulates flow of water through plant.
- Performs regeneration of vessels.
- Calculates dosages and adjusts various chemical feed systems as needed.
- Reads meters, gauges, charts and instruments; interprets the meaning of various indicators and makes appropriate adjustments as necessary.
- Accurately reads and records data from gauges and meters, reads and interprets plant piping and instrumentation diagrams.
- Performs water quality tests and adjusts equipment.
- Operates SCADA system.
- Operates pilot plant system. ~~under guidance of Chief Operator.~~
- Must be able to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Must be able to distinguish color changes on computer screens for control of processes.
- Ability to perform with minimal supervision.
- Keeps maintenance and operational records.
- Cleans inside and outside of buildings and reservoirs, including general maintenance of the plant, including, but not limited to, painting, general custodial work and upkeep of equipment.
- Unloads, stores and handles chemicals safely and properly.
- Operates and maintains telemetry system and computer system related to needs and requirements of the job.
- Fulfills continuing education requirements related to certifications and job requirements.
- Calculates flow rates and calibrates valves and feeder systems.
- Mixes and adds chemicals as needed to maintain appropriate levels.
- Collects liquid samples and performs a variety of laboratory tests.
- Performs a variety of maintenance and repair on water distribution system and appurtenances.

- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Conducts daily “pump run” as required.
- Properly uses hand and power tools and equipment.
- Safely operates heavy equipment as needed to perform job functions.
- Responds to customer inquiries (pressure, water quality, etc.).
- Deals effectively and courteously with internal and external customers and the general public.
- Proper knowledge and use of safety practices and safety gear and equipment.
- Attends safety meetings as required.
- Ensures compliance with District’s Injury and Illness Prevention Program.
- Acquire and/or maintain CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: ~~Possession of a Class A California operator’s license issued by the State Department of Motor Vehicles.~~ Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years’ duration. The driving record will not contribute to an increase in the District’s insurance rates. Must have a ~~T-1~~ **T-2** Water Treatment Certificate and a D-II Distribution Certificate from the State of California. ~~Must obtain Radiation Safety for Nuclear Gauges Certification.~~

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent; prefer a minimum of two years’ experience with duties directly related to water quality requirements. Ability to apply standard principles of biology, chemistry and math as they relate to water treatment and water quality.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

KNOWLEDGE OF:

- Principles and safe practices of water operations, treatment and distributions.
- Proper use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Chemical feed equipment.
- Hydraulics and pumping.
- Wells, pumps, telemetry controls, water transmission and distribution systems and appurtenances, water treatment processes and equipment including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of the ~~entire water system.~~ **water treatment equipment and facilities.**
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in all phases of District operations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The level of physical activities described here are representative of those that must be met by an employee to successfully perform the

essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential duties and responsibilities.

- Travels frequently by automobile/truck in conducting daily District business.
- May travel by plane.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, industrial chemicals, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Water Treatment Plant Operator II

Status: Non-exempt
Department: ~~Operations & Maintenance~~ Treatment and Production
Supervisor: ~~Operations Manager~~ Treatment/Production Superintendent

SUMMARY:

Under supervision of the ~~Operations Manager~~ Treatment/Production Superintendent, performs a variety of assignments as a Plant Operator at the Fluoride Removal Plant and also field duties related to the distribution system. This includes installation, maintenance and repair of all elements of the transmission and distribution systems, water treatment/quality responsibilities; operation of the Fluoride Removal Plant with duties pertinent to plant operation, record keeping, testing and general plant maintenance; performance of related work and other duties as required. The regular working hours of this position include nights, holiday and weekend work. When necessary for the Plant Operator to remain on duty for a full 8 hours, a 30 minute paid meal period will be included in the 8 hour shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Operates water treatment equipment and machinery including pumps, pressurized vessels, chemical feeders.
- Inspects plant equipment, performs routine adjustments and preventative maintenance of plant equipment.
- Checks the operation of pumps, valves and water treatment equipment, regulates flow of water through plant.

- Performs regeneration of vessels.
- Calculates dosages and adjusts various chemical feed systems as needed.
- Reads meters, gauges, charts and instruments; interprets the meaning of various indicators and makes appropriate adjustments as necessary.
- Accurately reads and records data from gauges and meters, reads and interprets plant piping and instrumentation diagrams.
- Performs water quality tests and adjusts equipment.
- Operates SCADA system.
- Operates pilot plant system. ~~under guidance of Chief Operator.~~
- Must be able to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Must be able to distinguish color changes on computer screens for control of processes.
- Ability to perform with minimal supervision.
- Keeps maintenance and operational records.
- Cleans inside and outside of buildings and reservoirs, including general maintenance of the plant, including, but not limited to, painting, general custodial work and upkeep of equipment.
- Unloads, stores and handles chemicals safely and properly.
- Operates and maintains telemetry system and computer system related to needs and requirements of the job.
- Fulfills continuing education requirements related to certifications and job requirements.
- Calculates flow rates and calibrates valves and feeder systems.
- Mixes and adds chemicals as needed to maintain appropriate levels.
- Collects liquid samples and performs a variety of laboratory tests.
- Performs a variety of maintenance and repair on water distribution system and appurtenances.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Conducts daily "pump run" as required.
- Properly uses hand and power tools and equipment.

- Safely operates heavy equipment as needed to perform job functions.
- Responds to customer inquiries (pressure, water quality, etc.).
- Deals effectively and courteously with internal and external customers and the general public.
- Proper knowledge and use of safety practices and safety gear and equipment.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquire and/or maintain CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: ~~Possession of a Class A California operator's license issued by the State Department of Motor Vehicles.~~ Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years' duration. The driving record will not contribute to an increase in the District's insurance rates. Must have a ~~T-4~~ **T-3** Water Treatment Certificate and a ~~D-4~~ **D-3** Distribution Certificate from the State of California. ~~and Radiation Safety for Nuclear Gauges Certification.~~

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent; prefer a minimum of two years' experience with duties directly related to water quality requirements. Ability to apply standard principles of biology, chemistry and math as they relate to water treatment and water quality.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

KNOWLEDGE OF:

- Principles and safe practices of water operations, treatment and distributions.
- Proper use of measuring equipment.

- State and Federal requirements and standards for potable water.
- Chemical feed equipment.
- Hydraulics and pumping.
- Wells, pumps, telemetry controls, water transmission and distribution systems and appurtenances, water treatment processes and equipment including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of the entire water system. ~~water system.~~ **water treatment equipment and facilities.**
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in all phases of District operations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The level of physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential duties and responsibilities.

- Travels frequently by automobile/truck in conducting daily District business.
- May travel by plane.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, industrial chemicals, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.

- Communicates orally with District management, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

DRAFT

TWENTYNINE PALMS WATER DISTRICT

Treatment/Production Superintendent

Status: Exempt
Department: Management
Supervisor: Director of Operations

SUMMARY:

Under general direction of the Director of Operations, organizes, directs and coordinates the day-to-day treatment and water production operations functions of the District. Monitor water quality data to ensure District's compliance with all State and Federal water quality standards. Does related work and duties as may be required. Serves as Chief Administrative Officer should both the Director of Operations and General Manager be absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Serves as Chief Operator of the District's treatment facilities.
- Oversees the daily water production and treatment operations to meet water demand.
- Plans, organizes, directs and coordinates the treatment, water production, SCADA system, distribution system water sampling collection and monitoring, production wells and booster pump operations of the District. Provides support to the Maintenance Department when necessary.
- Provides management and administration of District's treatment and production operations and facilities, and electrical repair of said facilities.

- Assists in formulating maintenance management policies, operating procedures, projects and schedules necessary to maintain all District treatment facilities, storage reservoirs, wells and booster pumping equipment and support facilities.
- Oversees domestic water production and water quality functions.
- Provides supervision, training and work evaluation for Department's employees.
- Assists with long range planning of District's treatment facilities maintenance and operations functions.
- Assists in development of maintenance and operations budget and controls costs.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment and safety practices.
- Inspects materials for acceptability, inspects completed work of subordinates for workmanship, rejects unsatisfactory work.
- Prepares performance evaluations for all subordinate personnel. First level for disciplinary measures and grievances.
- Assists with preparation and execution of plans for expansion, reduction and shifting of treatment and production operations and maintenance functions of well and booster pumps.
- Participate in Emergency Response Planning of the District.
- Provides coordination of treatment and production activities with other District functions.
- Process and approve purchase order requests.
- Monitors employee certification, training and safety programs.
- Keeps Director of Operations advised on all aspects of District's ongoing work.
- Reviews time sheets and time cards each payroll period.
- Prepares and submits regulatory reports to respective agencies.
- Performs special projects as assigned.
- Represents District in dealings with the public, contractors and representatives of other government agencies in a professional and competent manner.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends and/or conducts safety meetings as required.

- Attends monthly Board Meetings.
- Prepare present reports for Board of Directors.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires and/or maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years' duration and proof of insurance. The driving record will not contribute to an increase in the District's vehicle insurance rates. Must have a D-IV Water Distribution Certificate, a T-III Water Treatment Certificate from the State of California and a Cross Connection Control Specialist Certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. Ten years of increasingly responsible experience in the construction, operation and maintenance of a water utility or similar facility, at least 3 years of which should be in a supervisory or management capacity.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Responsibilities and duties of the Director of Operations and General Manager as officers for the District.
- Principles, methods and practices used in water system maintenance, operations and construction work.

- Operation and use of a variety of light and heavy power equipment utilized in maintenance and construction work in a safe and skillful manner.
- Pertinent laws, codes and safety orders related to general industry and construction work.
- Principles, methods and practices used in building maintenance, grounds maintenance and landscaping.
- Principles, methods and practices used in communication control equipment, including installation, maintenance and repair.
- Principles, methods and practices used in treatment plant operations and maintenance work.
- District's work order and billing system.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.
- Principles of budget development and expenditure control.
- Geography of the District and location of District facilities.

ABILITY TO:

- Function effectively as Acting Director of Operations and Acting General Manager of the District as necessary.
- Plan, organize, manage and administer the maintenance and operations functions of the District.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment usage and time requirements.
- Ensure the proper maintenance, operation and repair of District equipment facilities.
- Climb and inspect reservoirs.
- Develop and control budgets.
- Effectively represent the District with the public, contractors and other organizations.

- Use computer systems and software related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Travels frequently by automobile in conducting daily District business.
- Occasionally travels by airplane in conducting District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Communicates orally with District management, Board members, co-workers and the public in face-to-face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges. Must be able to distinguish color on computer screens for process control.

TWENTYNINE PALMS WATER DISTRICT

Customer Service Representative 2

STATUS: Non-exempt
DEPARTMENT: Administrative Services
SUPERVISOR: Office Manager

SUMMARY:

Under supervision of the Office Manager; responsible for assisting customers concerning water services, payment and inquiries, processes applications for water services; performs a variety of informational services for District customers; provides support to the Maintenance and Treatment\Production Superintendents, researches and provides information related to meter installation costs, fire hydrant flow information, parcel data management, property assessments report, maintains engineering files, and performs general clerical tasks; provides assistance and guidance to Customer Service Representatives, front desk coverage when needed, performs related work and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Performs tasks associated with the Customer Service Representative position.
- Ability to assist with customer service tasks when required including but not limited to processing orders for initiation or disconnection of water service, handles a variety of customer inquiries, reception desk duties answering, screening, and directing incoming telephone calls.
- Receives and accepts payments for various District billings.
- Applies District policies and regulations regarding establishment and maintenance of

services.

- Ability to resolve complex customer service concerns.
- Processes applications for water service, meter relocations, meter exchanges, waterline and fire construction and temporary water use.
- Assist with Maintaining all District water production records and records on all wells.
- Maintains assessor parcel data base for the District.
- Assist with maintaining records on water rates, fire suppression assessments and standby fees.
- Assists with maintaining all job files, historical data, District boundary documentation and permit requirements.
- Provides in depth information to the public and representatives of other agencies concerning existing and/or proposed water facilities, availability of domestic water service in specific areas, rates in specific areas, general rules and regulations, fees, fire hydrant deposits, construction meter deposits and charges.
- Collects plan check and inspection deposits.
- Researches legal ownership information for line extension cost estimates.
- Assists with a variety of engineering reports.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Complies with the District's Injury and Illness Prevention Program.
- Acquires and maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class C California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least 2 years' duration. The driving record will not contribute to an increase in the District's automobile rates.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which

would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be a variety of courses in business, 4 years of increasingly responsible experience in engineering support work and 3 years of progressive office related experience.

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Proper usage of English, spelling, grammar, and punctuation.
- Good written composition skills, good spelling.
- Basic math skills.
- Rules and regulations as they relate to water service.
- Familiarity with ordinances controlling and/or prohibiting connections.
- Geography of the District and location of District facilities.
- Street and parcel locating nomenclatures.
- Assessor records, maps, topographical map and blueprint reading.
- Office equipment and their operation, including photocopy, scanner, fax, and computer work station.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.

ABILITY TO:

- Perform a variety of engineering support work.
- Follow oral and written instructions.
- Exercise tact and courtesy while effectively communicating with customers and staff.

- Assist with the development and preparation of engineering studies and reports.
- Maintain accurate and complete records and attention to detail.
- Work independently and well under pressure; meet deadlines.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Sits for extended time periods operating a computer work station.
- Communicates with District management, co-workers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.
- Kneeling, stooping, and carry boxes under 10 lbs.

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:	MAY 23, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO APPROVE RESOLUTION 18-07 AUTHORIZING THE GENERAL MANAGER TO EXECUTE GRANT FUNDING APPLICAITONS

BACKGROUND AND DISCUSSION

On April 25, 2018 the Board adopted the Local Hazard Mitigation Plan (LHMP) for the District allowing for grant applications to be submitted for mitigation measures identified in the LHMP.

The District submitted Notice of Intent's (NOI) to the California Governor's Office of Emergency Service to determine status eligibility for obtaining federal financial assistance for three projects. The projects are listed below with a brief description, total estimated cost of project and breakdown of the 25% matching fund element for the grant.

- Project #1-Upgrade District's emergency generator adaptors and manual switch controls at well and booster sites.
 - Project Cost-\$250,000
 - Federal funded-\$187,500
 - District funded-\$62,500
- Project #2-Emergency Pipeline connection with JBWD to provide emergency water for TPWD.
 - Project Cost-\$1,000,000
 - Federal funded-\$750,000
 - District funded-\$250,000
- Project #3-Portable Booster Pumps to be mobilized and used at District's Booster Stations as back up pumps.
 - Project Cost-\$120,000
 - Federal funded-\$90,000
 - District funded-\$30,000

The District has received confirmation that Projects #1 and #2 have been accepted as eligible projects therefore inviting the District to move forward to develop a full sub-application for consideration of Hazard Mitigation Grant Program (HMGP) funding. Staff is seeking consensus from the Board to move forward on the accepted projects that are eligible for funding consideration. If consensus is given the next step would be for the District to adopt a resolution authorizing the General Manager to execute signatory requirements of the grant applications.

RECOMMENDATION

Approve Resolution 18-07 Authorizing the General Manager of the Twentynine Palms Water District to Execute Hazard Mitigation Grant Funding Applications

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE Board of Directors OF THE Twentynine Palms Water District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)
District Secretary, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Twentynine Palms Water District, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service, for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Twentynine Palms Water District, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this 23 day of May, 2018

Kerron E. Moore, Board President
(Name and Title of Governing Body Representative)
Carol Giannini, Vice President
(Name and Title of Governing Body Representative)
Robert Coghill, Board Member
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kerron E. Moore, duly appointed and Board President of
(Name) (Title)
Twentynine Palms Water District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Twentynine Palms Water District
(Governing Body) (Name of Applicant)
on the 23 day of May, 2018.

(Signature) General Manager
(Title)

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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:	MAY 23, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	SUSTAINABLE MANAGEMENT, AFFORDABILITY, & RELIABILITY FOR TWENTYNINE PALMS PLAN (SMART PLAN) UPDATE

In March 27, 2017, the Board of Directors authorized the General Manager to initiate a policy and outreach strategy titled: The Sustainable Management, Affordability, & Reliability for Twentynine Palms Plan (“SMART Plan”). The plan involves activities in three distinct areas: 1) thwarting threats to groundwater quality; 2) maintaining affordability for customers while protecting safe drinking water; and 3) updating water conservation efforts. The objective of SMART Plan is to protect water quality, affordability and supply. This memorandum reports activities, progress, and plans for moving forward with the SMART Plan.

Staff has been working with the assistance of Ortega Strategies Group (OSG) to increase opportunities for funding through partnerships and grants and in a transparent manner that meaningfully engages key stakeholders, potential partners and the public.

As we previously stated, little in this plan is new. These issues come from regulatory requirements and decisions made at other levels of government including the legislature and the State Water Resources Control Board (Water Board). During 2017-18, the Board has recognized and become active in protecting groundwater quality, maintaining affordable water rates, and overall supply reliability.

Thwarting Threats to Groundwater Quality

Threats from Nitrate Contamination

Despite past efforts to launch joint wastewater projects, threats to local groundwater quality loom from sources that have not been central to previous discussions about centralized wastewater treatment strategies. TPWD had been approached by residents who live in communities with modular “package plants” for help and direction in addressing difficulties operating those systems. TPWD management and consultants engaged the residents while exploring how other regions of the state have managed similar challenges. During meetings with homeowners’ associations, we advised them of potential strategies involving the Water Board’s Technical Assistance Program, the

City of Twentynine Palms and the Regional Water Quality Control Board. TPWD also enhanced efforts to cooperate with the City of Twentynine Palms in expediting a grant request to the State of California that would investigate the condition of the groundwater in our area for nitrates. TPWD will remain committed by augmenting efforts to conclude the funding process and begin the groundwater investigation project.

Hexavalent Chromium

Almost immediately after approval of the SMART Plan in 2017, a ruling was issued in Sacramento Superior Court invalidating the standard for Hexavalent Chromium. TPWD participated in an informal coalition of water systems across the state urging the Attorney General to not appeal the ruling; the collective efforts were successful. TPWD has been leading an effort to formalize the coalition of potentially impacted water suppliers across the state. The purpose of the coalition is to provide collective comment, primarily from disadvantaged communities as the state adopts economic feasibility guidelines and launches the process to establish a new maximum contaminant level (MCL) as directed by the court. It is imperative that TPWD remain engaged.

Building Support for an Efficient State Grant Process

TPWD is also drawing attention to the Water Board's inefficient state grant process. Efforts to fund expansion of our innovative treatment methods for fluoride and arsenic, for example, have been delayed for three years. While we confront regulatory milestones. As discussed in the next section, this is being done through efforts to increase our visibility with state legislators, regulatory agencies, and in water industry forums with the help of OSG. During 2017-18, this has required three trips to Sacramento, speaking roles in regional conferences and meetings with other water suppliers confronting similar challenges. These efforts will continue through 2018.

Maintaining Affordability

TPWD has kept water rates affordable for residents and businesses, while maintaining a balanced budget without debt- a distinguishing fact given that the district is designated as serving a disadvantaged community. This has been partly achieved by taking full advantage of available state and federal grants. TPWD faces formidable challenges in meeting the future MCL for hexavalent, fluoride, arsenic. Since the enactment of the SMART Plan, new regulations and potential legislation have emerged that would impose taxes on our customers metered water service from TPWD.

As mentioned in the previous section, the SMART Plan recommends taking a leadership position among the special district community by forging partnerships to inform the courts, regulators and legislators as necessary. The advent of potential meter taxes by the state that would impose costs on TPWD and our customers, necessitated the creation of a Legislative and Regulatory Affairs Committee of the Board of Directors which has been meeting monthly.

TPWD is now being represented by board members, staff and our legislative advocates on the following issues:

AB401 Implementation: AB401 was enacted in 2016 and requires the State Water Board to develop a water rate bill assistance subsidy program to help low wage earners.

TPWD has been sending a representative to monitor and provide TPWD's perspective on the process of identifying funding, eligibility requirements, and payment methods for the subsidy. TPWD's overall goal is to minimize cost and impacts to our customers. A low-income rate assistance program may require TPWD to build data management and a notification system. Details on the program are forthcoming.

SB623 and SB998: SB623 would impose a meter tax to raise \$110 million per year to help systems in disadvantaged communities operate and maintain their water systems, while SB998 would impose strict guidelines to prevent service from being discontinued when a low income resident does not pay their water bill. TPWD has added its voice to those of other agencies and associations trying to educate the legislature about the unintended effect that this legislation could have on communities such as Twentynine Palms that are already operating efficiently while serving disadvantaged communities.

Advocacy Program & Coalition-Building: During 2017-18, TPWD staff and board members have attended Water Board meetings and have met with legislators and their staff in Sacramento and at our offices and facilities. Staff is recommending that the Board of Directors continue its engagement through the Legislative and Regulatory Affairs Committee. In the meantime, our consultants have increased their capacity to represent TPWD as registered lobbyists so that we can all operate in a transparent and open manner that is consistent with the law. Staff is also engaging with the California Special Districts Association, the Southern California Water Coalition, Association of California Water Agencies and other groups that could develop the means toward raising our profile in partnership with other water suppliers that share our challenges.

Updating Water Conservation Plan and Efforts

Updating TPWD's conservation plan remains imperative. During 2017, TPWD staff and consultants explored: 1) creating a program to engage the big-box retailers to offer water efficient landscaping choices and cooperative workshops with TPWD; 2) studied incentive programs for swamp coolers in Arizona and several other states; 3) identified Proposition 1 grant opportunities in order to help fund programs; and 4) engaged the Community Water Conservation Council (CWCC) to help the board weigh options and community acceptance of resulting recommendations as well as in updating the waterwise demonstration garden.

There are several variables that called for a more adaptive strategy. The first emerged through legislation, AB1668 and SB606, that would require that household indoor per capita consumption be reduced to 50 gallons per person, per day (PPD). Given the use of evaporative coolers enactment of these provisions would impose major challenges to TPWD. The second variable that emerged is the qualification of two water bond proposals that will appear on the statewide ballot. These include the \$4billion Proposition 68 that appears in the 2018 June ballot; and the \$9 billion California Water Infrastructure and Watershed Conservation Bond Initiative (2018) that will appear on the November Ballot. These bond measures have substantial potential funding for disadvantaged communities as served by TPWD. The third variable is that many of the same resources that TPWD would partner with to build a local water conservation messaging program are also involved with nearby water agencies and the United States Marine Base in Twentynine Palms.

The widespread use of evaporative “swamp” coolers in the Twentynine Palms, area that according to some studies may comprise 25% or more of a household’s daily water use, is a primary challenge in meeting drought conservation mandates – including those presented in pending legislation (AB1668 and SB606). A study conducted by the University of Arizona’s Office of Arid Lands Studies for the City of Phoenix, for example, found that average daily water use was 66 gallons per day, or 14,000 gallons per year (212 days of cooling).

Moving Forward

The ongoing proposed strategy for 2018 includes: 1) tracking passage of AB1668 and SB606, and involvement in the implementation process to make sure that we take advantage of a variance provided for swamp coolers; 2) positioning TPWD for funding under Proposition 68 and the November ballot measure, should they pass, by being involved in the drafting of the funding guidelines; 3) exploring a messaging partnership with the U.S. Marine Base in Twentynine Palms that takes advantage of our overlapping constituencies and territory given the off-base housing of military service member families and our schools.

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

APRIL 25, 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, Suzi Horn, Randy Leazer, and Sam Moore. Also present were General Manager Ray Kolisz, Operations Superintendent Mike Minatrea, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Director Moore led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Special District Governance Certificate Presentation by Chris Palmer to Directors Coghill, Giannini, and Horn

Chris Palmer, Public Affairs Coordinator for California Special Districts Association, presented certificates to the directors for their completion of the Special District Leadership Academy.

2. Authorize General Manager to Execute Contract with Eadie and Payne for Professional Auditing Services

Staff recommends accepting the lowest bid proposal from Eadie and Payne.

Director Horn made a motion to authorize the General Manager to execute the contract with Eadie and Payne for auditing services for fiscal years 17/18, 18/19, and 19/20, in the amount of \$54,150.00, seconded by Director Coghill, and approved by the following roll call vote:

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

3. Customer Request to Address Board for a High Usage Water Bill

Mr. Ed Vallerand addressed the Board explaining he experienced a leak at a vacant property resulting in a \$7,136.41 water bill. Customer is requesting partial debt forgiveness and/or consideration of a \$150.00 monthly payment plan for four years.

The District sent the meter in to be tested to ensure it was operating correctly and are awaiting results.

Director Moore made a motion to grant a four year payoff allowance with the possibility of revisiting the request once a Forgiveness Policy has been created and adopted by the District, seconded by Director Horn, and approved by the following roll call vote:

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

4. Consider Resolution 18-05 Adopting the Twentynine Palms Water District Local Hazard Mitigation Plan

Ray informed the Board the plan was previously approved by the Board. The plan has been approved by both CalOES and FEMA.

Director Horn made a motion to approve Resolution 18-05 adopting the Twentynine Palms Water District Local Hazard Mitigation Plan, seconded by Director Giannini, and approved by the following roll call vote:

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

5. Consider Resolution 18-06 Authorizing the District's Submittal of a Grant Application with the United States Bureau of Reclamation

Staff recommends adopting Resolution 18-06.

Ed Vallerand, of Twentynine Palms, spoke in favor of the District replacing the meters with AMI technology as it can detect leaks when they occur.

Director Coghill made a motion to adopt Resolution 18-06 authorizing the District's submittal of a grant application with the United States Bureau of Reclamation, seconded by Director Horn, and approved by the following roll call vote:

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

6. Consent Calendar

- Minutes of a Regular Meeting held on March 28, 2018
- Audit List

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

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

8. Management Reports

8.1 Operations

The District responded to 42 Underground Service Alerts, had 0 water main leaks, 1 water meter leaks, 1 service line leak, 0 fire hydrant repairs, performed 3 customer pressure checks, replaced 9 meters, replaced 2 customer gate valves, and installed 1 new service. 0 water waste complaints were received. Water production was down 18.49% as compared to the same month in 2013. Mike clarified that 328 door hangers were placed and 59 extensions were granted. It was pointed out that the three complaints listed on the report are pressure related and not complaints against District staff.

8.2 Finance

Ms. Byerrum reported revenues are at 73% with expenses at 67%. The budget review has begun and the first draft will be presented in May for revision or adoption by the Board. Cindy introduced staff from Platinum Consultants Paul, Ian, and Scott were in the audience.

8.3 General Manager

Mr. Kolisz reported he and Mike were in Sacramento for a Water Affordability workshop with Adan sitting on the panel. Ray took part in a panel for Shaping Legislation in California at Victor Valley College. Well 14 is out of service for rehabilitation. Non potable Well IB is also down due to mechanical failure. The Desert Landscape Tour is taking place this weekend. Complimentary tickets are at the front counter if anyone is interested in attending. It was noted that the District's parking lot may be used for the Park-2-Park bicycle event taking place this weekend. Assemblyman Chad Mayes will be touring the Treatment Plant on May 11th.

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

Director Giannini would like to see the Forgiveness Policy brought back to the Board. Director Moore asked for clarification on the different types of fluoride found in water. Director Coghill inquired about the reservoir retrofit at the Treatment Plant.

10. Adjournment

On motion by Director Horn, seconded by Director Giannini, and approved by the Board, the meeting was adjourned at 6:59 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: 4/1/2018 thru 4/30/2018

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
10309	04/04/2018	Customer Refund	63.39	63.39	100-000-0000-2000	Refund Check
10310	04/04/2018	A.C.W.A. J.P.I.A.	16,602.00	16,602.00	100-000-0000-1600	Property Program Renewal 4/1/2018 - 4/1/2019
10311	04/04/2018	Accela, Inc. #774375	11,549.59	1,594.00	100-600-0000-5408	Web Payments March 2018
				9,955.59	100-600-0000-5406	Annual Maintenance 5/27/18 - 5/26/19
10312	04/04/2018	Customer Refund	27.16	27.16	100-000-0000-2000	Refund Check
10313	04/04/2018	Ansafone Contact Centers	131.92	131.92	100-160-0000-5406	Answering Service
10314	04/04/2018	Autozone Inc.	112.82	31.61	100-130-0000-5220	Shop Supplies 5 Gal Buckets
				67.87	100-130-0000-5220	Shop Supplies Hydraulic Fluid.
				13.34	100-130-0000-5220	Shop Supplies Brake Fluid.
10315	04/04/2018	Beyond Software Solutions	300.00	300.00	100-600-0000-5406	IT Services
10316	04/04/2018	Customer Refund	40.00	40.00	100-000-0000-2000	Refund Check
10317	04/04/2018	Customer Refund	55.37	55.37	100-000-0000-2000	Refund Check
10318	04/04/2018	Builders Supply - 29 Palms	14.04	14.04	100-150-0000-5220	Electrical Tape (Treatment Plant).
10319	04/04/2018	Customer Refund	36.86	36.86	100-000-0000-2000	Refund Check
10320	04/04/2018	Burrtec Waste & Recycling Svcs	202.36	137.74	100-600-0000-5406	Hatch
				64.62	100-150-0000-5406	Amboy
10321	04/04/2018	Customer Refund	32.20	32.20	100-000-0000-2000	Refund Check
10322	04/04/2018	Ca-Nv Section Awwa	80.00	80.00	100-130-0000-5242	Cross-connection specialist renewal/Moore
10323	04/04/2018	Customer Refund	67.48	67.48	100-000-0000-2000	Refund Check
10324	04/04/2018	Customer Refund	55.34	55.34	100-000-0000-2000	Refund Check
10325	04/04/2018	Carquest Auto Parts	535.84	62.90	100-130-0000-5222	Veh. #68 Air Filter.
				95.36	100-130-0000-5222	Veh. #68 Inner Air Filter.
				11.20	100-130-0000-5222	Veh. #68 Oil Filter.
				57.52	100-130-0000-5222	Veh. #68 Fuel Filter.
				54.60	100-130-0000-5222	Veh. #68 Secondary Fuel Filter.
				11.20	100-130-0000-5222	Veh. #69 Oil Filter.
				57.52	100-130-0000-5222	Veh. #69 Fuel Filter.
				54.60	100-130-0000-5222	Veh. #69 Secondary Fuel Filter.
				11.20	100-130-0000-5222	Veh. #70 Oil Filter.
47.60	100-130-0000-5222	Veh. #70 Fuel Filter.				

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

				64.52	100-130-0000-5222	Veh. #70 Secondary Fuel Filter.
				3.81	100-130-0000-5222	Gen. #55 Oil Filter.
				3.81	100-130-0000-5222	Gen. #55 Oil Filter.
10326	04/04/2018	Chem-Tech International Inc.	5,841.73	5,841.73	100-150-0000-5211	Load of Acid (Treatment Plant)
10327	04/04/2018	Customer Refund	51.78	51.78	100-000-0000-2000	Refund Check
10328	04/04/2018	Customer Refund	58.57	58.57	100-000-0000-2000	Refund Check
10329	04/04/2018	Dangelo	1,161.28	386.49	100-000-0000-1499	J&R meter box body 4.0 concrete
				351.43	100-130-0000-5220	J&R concrete base Plate
				291.63	100-130-0000-5220	J&R 2pc concrete cover water meter
				131.73	100-130-0000-5220	J&R concrete reading lid
10330	04/04/2018	Customer Refund	46.98	46.98	100-000-0000-2000	Refund Check
10331	04/04/2018	Customer Refund	31.84	31.84	100-000-0000-2000	Refund Check
10332	04/04/2018	Desert Hardware	25.55	7.89	100-130-0000-5220	Misc Garden Parts
				2.46	100-130-0000-5220	Shop Supplies Pipe Adapter.
				10.56	100-130-0000-5220	Shop Supplies Pneumatic Tool Oil.
				4.64	100-130-0000-5220	Shop Supplies Pipe Adapter.
10333	04/04/2018	Customer Refund	53.06	53.06	100-000-0000-2000	Refund Check
10334	04/04/2018	Customer Refund	15.17	15.17	100-000-0000-2000	Refund Check
10335	04/04/2018	Customer Refund	31.08	31.08	100-000-0000-2000	Refund Check
10336	04/04/2018	Customer Refund	11.95	11.95	100-000-0000-2000	Refund Check
10337	04/04/2018	Customer Refund	46.73	46.73	100-000-0000-2000	Refund Check
10338	04/04/2018	Customer Refund	27.26	27.26	100-000-0000-2000	Refund Check
10339	04/04/2018	Hemet Valley Tool & Supply	94.82	94.82	100-130-0000-5222	Veh. # 10 Pony Engine Muffler.
10340	04/04/2018	Customer Refund	64.03	64.03	100-000-0000-2000	Refund Check
10341	04/04/2018	Customer Refund	26.42	26.42	100-000-0000-2000	Refund Check
10342	04/04/2018	Customer Refund	55.82	55.82	100-000-0000-2000	Refund Check
10343	04/04/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10344	04/04/2018	Customer Refund	56.02	56.02	100-000-0000-2000	Refund Check
10345	04/04/2018	Customer Refund	45.42	45.42	100-000-0000-2000	Refund Check
10346	04/04/2018	Customer Refund	58.48	58.48	100-000-0000-2000	Refund Check
10347	04/04/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10348	04/04/2018	Mark Speer Automotive	105.00	105.00	100-130-0000-5407	Veh. #21 TPMS Repair.

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10349	04/04/2018	Customer Refund	23.46	23.46	100-000-0000-2000	Refund Check
10350	04/04/2018	Mcmaster-Carr Supply Co.	634.62	340.08	100-150-0000-5220	Felt Filter Bag, 100 Micron. (Treatment Plant)
				294.54	100-130-0000-5226	Misc Safety Equipment (PPE)
10351	04/04/2018	Minolta Business Systems	157.90	157.90	100-600-0000-5223	02/23/2018 - 03/22/2018
10352	04/04/2018	Customer Refund	71.59	71.59	100-000-0000-2000	Refund Check
10353	04/04/2018	Customer Refund	5.62	5.62	100-000-0000-2000	Refund Check
10354	04/04/2018	Customer Refund	65.79	65.79	100-000-0000-2000	Refund Check
10355	04/04/2018	Office Supplies Plus Inc.	36.82	7.29	100-150-0000-5220	Cleaner, wet erase marker
				29.53	100-130-0000-5220	Sent gas monitor off for calibration x2
10356	04/04/2018	Customer Refund	26.34	26.34	100-000-0000-2000	Refund Check
10357	04/04/2018	Art Parker	250.00	250.00	100-120-0000-5406	Pulled South Cactus Booster Motor
10358	04/04/2018	Customer Refund	49.93	49.93	100-000-0000-2000	Refund Check
10359	04/04/2018	Proforma	4,109.99	4,109.99	100-160-0000-5301	Envelopes
10360	04/04/2018	Prudential Overall Supply	514.27	152.93	100-130-0000-5253	Uniforms
				46.95	100-130-0000-5253	Uniforms
				314.39	100-130-0000-5253	Uniforms
10361	04/04/2018	Customer Refund	10.31	10.31	100-000-0000-2000	Refund Check
10362	04/04/2018	Customer Refund	17.19	17.19	100-000-0000-2000	Refund Check
10363	04/04/2018	Customer Refund	53.63	53.63	100-000-0000-2000	Refund Check
10364	04/04/2018	Customer Refund	39.53	39.53	100-000-0000-2000	Refund Check
10365	04/04/2018	Customer Refund	47.14	47.14	100-000-0000-2000	Refund Check
10366	04/04/2018	S.C.E.	16,675.05	1,114.19	100-110-0000-5201	Booster 11A, 11B
				10,950.54	100-110-0000-5201	Well TP-1
				1,194.02	100-150-0000-5201	Plant
				763.65	100-120-0000-5201	Booster 11A, 11B
				279.41	100-110-0000-5201	Well 15
				1,379.70	100-120-0000-5201	Booster Lupine
				943.89	100-120-0000-5201	Booster Sullivan
				49.65	100-110-0000-5201	Well 9 Booster 6A, 6B
10367	04/04/2018	San Bernardino County	2.00	2.00	100-130-0000-5301	Monthly Assessor parcel map revisions March 2018
10368	04/04/2018	Satmodo LLC	129.88	129.88	100-600-0000-5203	Iridium Monthly Minute Plans
10369	04/04/2018	Shoplet.Com	134.98	134.98	100-600-0000-5301	Office Supplies

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10370	04/04/2018	Susan L. Simmons	712.50	712.50	100-600-0000-5406	Janitorial Services
10371	04/04/2018	Customer Refund	46.23	46.23	100-000-0000-2000	Refund Check
10372	04/04/2018	Southern Calif. Gas Co.	143.60	143.60	100-600-0000-5202	Hatch
10373	04/04/2018	Spectrum Business	139.98	139.98	100-600-0000-5203	La Luna
10374	04/04/2018	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video Recording Board Meeting
10375	04/04/2018	Customer Refund	67.44	67.44	100-000-0000-2000	Refund Check
10376	04/04/2018	Customer Refund	25.68	25.68	100-000-0000-2000	Refund Check
10377	04/04/2018	Underground Service Alert	89.20	89.20	100-130-0000-5406	48 new tickets
10378	04/04/2018	Usa Blue Book	1,517.38	1,008.01	100-150-0000-5220	Fluoride ISE Electrode
				509.37	100-140-0000-5211	Chlorine Pocket Colorimeter
10379	04/04/2018	Verizon Wireless	315.41	315.41	100-600-0000-5203	Wireless
10380	04/04/2018	Versatel	615.70	615.70	100-600-0000-5301	2 Allworx 9212L VOIP Phones
10381	04/04/2018	Customer Refund	19.04	19.04	100-000-0000-2000	Refund Check
10382	04/04/2018	Customer Refund	32.67	32.67	100-000-0000-2000	Refund Check
10383	04/04/2018	Customer Refund	2.10	2.10	100-000-0000-2000	Refund Check
10384	04/04/2018	Customer Refund	47.78	47.78	100-000-0000-2000	Refund Check
10385	04/04/2018	Customer Refund	31.03	31.03	100-000-0000-2000	Refund Check
10386	04/18/2018	Accela National User Group	100.00	100.00	100-600-0000-5303	Membership Renewal
10387	04/18/2018	Customer Refund	21.33	21.33	100-000-0000-2000	Refund Check
10388	04/18/2018	ACWA/JPIA	30,984.72	(3,346.44)	100-310-0000-5144	Medical Benefits May 2018
				28,110.64	100-310-0000-5140	Medical Benefits May 2018
				1,858.51	100-310-0000-5141	Medical Benefits May 2018
				365.93	100-310-0000-5142	Medical Benefits May 2018
				2,291.39	100-310-0000-5144	Medical Benefits May 2018
				1,704.69	100-600-0000-5399	Medical Benefits May 2018
10389	04/18/2018	All Star Glass	79.00	79.00	100-130-0000-5222	Windshield Repair
10390	04/18/2018	Customer Refund	8.74	8.74	100-000-0000-2000	Refund Check
10391	04/18/2018	Autozone Inc.	13.55	4.51	100-130-0000-5222	Veh. #20 Fuel Inj. Cleaner.
				9.04	100-130-0000-5220	Shop Supplies Anti Seize.
10392	04/18/2018	Avalon Urgent Care	300.00	300.00	100-130-0000-5242	Physicals
10393	04/18/2018	Customer Refund	11.62	11.62	100-000-0000-2000	Refund Check
10394	04/18/2018	Customer Refund	58.72	58.72	100-000-0000-2000	Refund Check

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10395	04/18/2018	Customer Refund	26.09	26.09	100-000-0000-2000	Refund Check
10396	04/18/2018	Beck Oil Inc.	873.87	571.62	100-130-0000-5220	Shop Supplies 55 Gallon Drum of15w 40 Engine Oil.
				270.66	100-130-0000-5220	Shop Supplies 5 Gallon Buckets of15w 40 Engine Oil.
				31.59	100-130-0000-5220	Shop Supplies 55 Gallon Drum of15w 40 Engine Oil.
10397	04/18/2018	Customer Refund	38.34	38.34	100-000-0000-2000	Refund Check
10398	04/18/2018	Best Best & Krieger	4,371.07	1,346.57	100-600-0000-5403	Professional Services March 2018
				1,315.00	100-600-0000-5403	Professional Services March 2018
				1,341.30	100-600-0000-5403	Professional Services March 2018
				368.20	100-600-0000-5403	Professional Services March 2018
10399	04/18/2018	Customer Refund	26.21	26.21	100-000-0000-2000	Refund Check
10400	04/18/2018	Customer Refund	34.97	34.97	100-000-0000-2000	Refund Check
10401	04/18/2018	Customer Refund	11.71	11.71	100-000-0000-2000	Refund Check
10402	04/18/2018	Customer Refund	62.92	62.92	100-000-0000-2000	Refund Check
10403	04/18/2018	Builders Supply - 29 Palms	98.16	16.15	100-130-0000-5220	Wire Snip
				48.64	100-130-0000-5220	Misc. Parts Hacksaw Blade, Drill Bit,
				26.92	100-130-0000-5220	Paint, Masking Tape
				6.45	100-130-0000-5220	Drywall Screws
10404	04/18/2018	Calolympic Safety	205.46	109.68	100-130-0000-5406	Gas Calibration
				95.78	100-130-0000-5406	Gas Calibration
10405	04/18/2018	Calpers	20.07	20.07	100-310-0000-5162	Replacement Benefit Contribution
10406	04/18/2018	Carquest Auto Parts	294.52	46.90	100-130-0000-5222	Veh. #70 Outer Air Filter.
				100.36	100-130-0000-5222	Veh. #70 Inner Air Filter.
				46.90	100-130-0000-5222	Gen. #69 Outer Air Filter.
				100.36	100-130-0000-5222	Gen. #69 Inner Air Filter.
10407	04/18/2018	Cdw Government	1,576.25	14.46	100-875-0000-6001	3M- screen protector Mfg.# 4ZEOF63042 UNSPSC: 56112005 CDW#3
				67.50	100-875-0000-6001	UAG RUGGED CASE FOR SURFACE PRO, SURFACE PRO 4, & SURFACE PRO LT
				1,006.37	100-875-0000-6001	Microsoft Surface Pro-12.3" - Core i5 7300U-4 GB RAM- 128 GB SSD
				53.20	100-875-0000-6001	Zagg InvisibleSHIELD GLASS Screen Protector for Microsoft Surface
				110.69	100-875-0000-6001	Microsoft Surface Pro Type Cover (M1725)- keyboard-with trackpad.
				233.37	100-875-0000-6001	Seagate Backup Plus 2 TB EXTERNAL HDD Mfg. STDR2000100 UNSPSC:
				85.66	100-875-0000-6001	Microsoft Surface Pen - Stylus - Bluetooth 4.0 - platinum Mfg:
				5.00	100-875-0000-6001	Recycling Fee 4" to less than 15" CDW# 654809

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10408	04/18/2018	Customer Refund	55.69	55.69	100-000-0000-2000	Refund Check
10409	04/18/2018	Clinical Lab of San Bern.	4,466.00	4,466.00	100-140-0000-5405	Water Samples
10410	04/18/2018	Customer Refund	51.24	51.24	100-000-0000-2000	Refund Check
10411	04/18/2018	Customer Refund	54.04	54.04	100-000-0000-2000	Refund Check
10412	04/18/2018	Dangelo	976.22	976.22	100-825-0000-6001	6" Pvc Pipe DR18
10413	04/18/2018	Desert Hardware	52.09	37.98	100-150-0000-5220	Plastic 5 Gallon Buckets
				0.21	100-130-0000-5222	Service Charge
				13.90	100-130-0000-5222	Parts
10414	04/18/2018	Empire Destructive	106.56	106.56	100-600-0000-5301	Material/Black Vinyl Number Decals
10415	04/18/2018	Frontier Communications	156.00	156.00	100-150-0000-5203	Amboy
10416	04/18/2018	Customer Refund	32.43	32.43	100-000-0000-2000	Refund Check
10417	04/18/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10418	04/18/2018	Customer Refund	55.28	55.28	100-000-0000-2000	Refund Check
10419	04/18/2018	Customer Refund	58.31	58.31	100-000-0000-2000	Refund Check
10420	04/18/2018	Customer Refund	118.00	118.00	100-600-0000-5330	ASE Test Registration Reimbursement
10421	04/18/2018	Home Depot Credit Services	806.30	147.90	100-130-0000-5220	Pneumatic staple Gun, 1250 pk staples, poultry netting.
				608.51	100-825-0000-6001	Misc electrical supplies/conduit for well #11-B (CIP)
				49.89	100-130-0000-5220	Paint Gun Spray Tip.
10422	04/18/2018	Identifix	714.00	714.00	100-600-0000-5303	Identifix subscription
10423	04/18/2018	Customer Refund	39.73	39.73	100-000-0000-2000	Refund Check
10424	04/18/2018	Customer Refund	42.95	42.95	100-000-0000-2000	Refund Check
10425	04/18/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10426	04/18/2018	Customer Refund	9.08	9.08	100-000-0000-2000	Refund Check
10427	04/18/2018	Customer Refund	58.31	58.31	100-000-0000-2000	Refund Check
10428	04/18/2018	Konica Minolta Premier	474.00	318.03	100-600-0000-5223	04/01/2018 - 04/30/2018
				155.97	100-150-0000-5223	04/01/2018 - 04/30/2018
10429	04/18/2018	Legend Pump & Well Service	507.50	507.50	100-120-0000-5406	Repair Mechanical Seal (South Cactus Booster Seal)
10430	04/18/2018	Customer Refund	55.85	55.85	100-000-0000-2000	Refund Check
10431	04/18/2018	Mccall's Meter Sales & Service	3,519.82	2,819.82	100-825-0000-6001	6" Flanged Tube Meter, Digital Register (CIP Well # 11-B)
				700.00	100-850-0000-6001	Certified Flow Test (CIP Meter Replacement Program)
10432	04/18/2018	Mcmaster-Carr Supply Co.	405.77	38.34	100-130-0000-5222	Veh. #17 Pins.
				191.38	100-150-0000-5220	Sterile Plastic Scoop, Food Grade Shovel (Media Exchange)

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

				79.53	100-150-0000-5220	Vermiculite
				31.68	100-150-0000-5220	Deionized Water
				64.84	100-110-0000-5220	Galvanized Steel Pipe 4"x6" (Well1-B)
10433	04/18/2018	Customer Refund	39.89	39.89	100-000-0000-2000	Refund Check
10434	04/18/2018	Customer Refund	61.78	61.78	100-000-0000-2000	Refund Check
10435	04/18/2018	Customer Refund	17.63	17.63	100-000-0000-2000	Refund Check
10436	04/18/2018	Napa Auto Parts	259.04	163.66	100-130-0000-5222	Veh. #20 Fuel Pump
				96.47	100-130-0000-5222	Veh. #5 Turn Signal Switch.
				(29.36)	100-130-0000-5222	Veh. #34 Battery Core Refund.
				(29.37)	100-130-0000-5222	Veh. #35 Battery Core Refund.
				57.64	100-130-0000-5220	Shop Supplies-Wiper Blades.
10437	04/18/2018	Customer Refund	1.18	1.18	100-000-0000-2000	Refund Check
10438	04/18/2018	Customer Refund	19.27	19.27	100-000-0000-2000	Refund Check
10439	04/18/2018	Customer Refund	48.95	48.95	100-000-0000-2000	Refund Check
10440	04/18/2018	O'Reilly Automotive Inc.	95.54	64.59	100-130-0000-5220	Shop Supplies Degreaser.
				30.95	100-130-0000-5222	Veh. #20 Spark Plugs.
10441	04/18/2018	Customer Refund	50.27	50.27	100-000-0000-2000	Refund Check
10442	04/18/2018	Office Supplies Plus Inc.	269.88	269.88	100-130-0000-5406	Send in Geo7x Trimble for repair. Shipping Fee
10443	04/18/2018	Ortega Strategies Group	7,616.51	7,616.51	100-600-0000-5350	Consulting
10444	04/18/2018	Customer Refund	39.45	39.45	100-000-0000-2000	Refund Check
10445	04/18/2018	Art Parker	400.00	400.00	100-120-0000-5406	Pulled Well 1-B I, And Installed Motor for south Cactus Booster.
10446	04/18/2018	Customer Refund	20.75	20.75	100-000-0000-2000	Refund Check
10447	04/18/2018	Pitney Bowes Inc.	191.40	191.40	100-600-0000-5301	Postage Machine Supplies
10448	04/18/2018	Platinum Consulting Group	6,000.00	6,000.00	100-600-0000-5401	Monthly Retainer March 2018
10449	04/18/2018	Prudential Overall Supply	941.88	227.78	100-130-0000-5253	Uniforms
				406.73	100-130-0000-5253	Uniforms
				46.95	100-130-0000-5253	Uniforms
				46.95	100-130-0000-5253	Uniforms
				166.52	100-130-0000-5253	Uniforms
				46.95	100-130-0000-5253	Uniforms
10450	04/18/2018	Customer Refund	38.43	38.43	100-000-0000-2000	Refund Check
10451	04/18/2018	Customer Refund	49.28	49.28	100-000-0000-2000	Refund Check

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10452	04/18/2018	S.C.E.	12,732.36	977.32	100-110-0000-5201	Well 1
				4,565.97	100-120-0000-5201	Booster TP-1
				35.47	100-110-0000-5201	Well 4
				29.79	100-110-0000-5201	Michel's
				2,091.18	100-110-0000-5201	Well 17
				1,077.19	100-600-0000-5201	Hatch
				1,097.71	100-120-0000-5201	Booster H1N, H2S
				35.53	100-110-0000-5201	Donnell
				1,110.15	100-110-0000-5201	Well 16
				1,712.05	100-110-0000-5201	Well 14
10453	04/18/2018	Safety-Kleen Systems Inc.	336.59	336.59	100-130-0000-5406	Safety-Kleen
10454	04/18/2018	Customer Refund	9.07	9.07	100-000-0000-2000	Refund Check
10455	04/18/2018	San Bernardino County	2.00	2.00	100-130-0000-5301	Monthly Assessor parcel map revisions
10456	04/18/2018	Shoplet.Com	166.96	166.96	100-600-0000-5301	Office Supplies
10457	04/18/2018	Customer Refund	53.23	53.23	100-000-0000-2000	Refund Check
10458	04/18/2018	Susan L. Simmons	712.50	712.50	100-600-0000-5406	Janitorial Services
10459	04/18/2018	Customer Refund	32.01	32.01	100-000-0000-2000	Refund Check
10460	04/18/2018	Spectrum Business	149.99	149.99	100-150-0000-5203	Joe Davis
10461	04/18/2018	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video Recording Board Meeting
10462	04/18/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10463	04/18/2018	Sturdivan Emergency Management Consulting	6,300.00	6,300.00	100-600-0000-5303	ACS/Emergency Communication Co-Op year one
10464	04/18/2018	Customer Refund	58.10	58.10	100-000-0000-2000	Refund Check
10465	04/18/2018	Tops'N Barricades Inc.	68.40	68.40	100-130-0000-5222	Veh. #13 Beacon Flasher.
10466	04/18/2018	TPX Communications	704.99	704.99	100-600-0000-5203	Hatch
10467	04/18/2018	Universal Pump & Controls	2,870.91	324.98	100-110-0000-5220	4" DI Check Valve FxF
				2,545.93	100-150-0000-5220	10" Techno Check 10" Flanged Water Style 150#SS Trim. Buna Rube
10468	04/18/2018	UPS	159.28	103.30	100-160-0000-5302	Shipping
				55.98	100-160-0000-5302	Shipping
10469	04/18/2018	Usa Blue Book	43.25	43.25	100-150-0000-5220	Sealing Tape 2"
10470	04/18/2018	Versatel	319.30	95.00	100-600-0000-5406	Labor Remote Support
				129.30	100-600-0000-5406	Interact Professional User License
				95.00	100-600-0000-5406	Labor Remote Support

Twentynine Palms Water District

Check Date Range: 4/1/2018 thru 4/30/2018

10471	04/18/2018	Vwr Scientific Products Corp.	528.12	528.12	100-150-0000-5220	Buffer TSAB 11
10472	04/18/2018	Customer Refund	8.75	8.75	100-000-0000-2000	Refund Check
10473	04/18/2018	Customer Refund	46.97	46.97	100-000-0000-2000	Refund Check
10474	04/18/2018	Customer Refund	5.58	5.58	100-000-0000-2000	Refund Check
10475	04/18/2018	Customer Refund	30.69	30.69	100-000-0000-2000	Refund Check
10476	04/19/2018	Christopher Grabow	72.50	72.50	100-130-0000-5406	Cooler Repair
10477	04/19/2018	Customer Refund	617.38	617.38	100-000-0000-2000	AR Refund
			Total	\$159,524.69		

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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: May 11, 2018
SUBJECT: Management Report

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

1. Responded to 34 Underground Service Alerts
2. Responded to and repaired
 - a. 0 water main leaks
 - b. 3 water meter leaks
 - c. 0 service line leak
 - d. 0 fire hydrant repairs/maintenance
3. Installed 0 new services
4. Replaced 2 customer gate valves
5. Performed 0 leak audits
6. Painted 0 fire hydrants
7. Performed 2 customer pressure checks
8. Replaced 37 water meters
9. Tested and exercised emergency generators
10. Sounded wells for March
11. 0 water waste complaints reported

B. The following customer service tasks were performed:

1. 131 work orders were generated from reading meters
2. 13 work orders were generated from billing variance list
3. 350 work orders were generated for turn on or turn off
4. 464 termination notices were distributed
5. 38 non-pay turn offs were performed
6. 49 extensions were granted
7. 9 extensions were shut off for non-payment
8. 3 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 6 customer requests and 2 complaints were logged and investigated

C. Valve and Hydrant Maintenance Update

	Valves Exercised (Began 06/15)	Dead Ends Flushed (Began 7/17)
Current Month	238	28
Year to Date	*3,476	208

*Triennial cycle

TWENTYNINE PALMS WATER DISTRICT
APRIL 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 0.15 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 0.27 mg/L to 0.59 mg/L.

B. **Bacteria Samples:** A total of 48 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 5 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 5 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of .70 mg/L to a high of 1.7 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.34 to a high of 1.8 mg/L.

D. **General Physical:** A total of 13 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 – 0.7 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	213.883	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	115.697	35.134	16.649	10.385	177.865	180.367	-1.38%	-18.49%	1				0
April	124.586	31.502	26.861	21.314	204.263	192.266	6.24%	-27.28%	0	7,664	7,659	-0.06%	0
May													
June													
Totals	1079.817	644.929	232.271	129.374	2086.391	2031.042	2.73%		5				3

Production Totals Expressed in Acre Feet:

NOTE: Year to Date Mesquite Springs Basin regeneration production of **17.582** acre feet = **1.60%** treatment loss.

Total Connections in District = 8,092

7.2

TWENTYNINE PALMS WATER DEPARTMENT

FINANCIAL REPORT

For The Month Of

March 2018

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

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

	March 2018	February 2018	YTD	Budget	YTD 75%	Prior YTD
1 Operating Revenues	\$ 305,187	\$ 298,508	\$ 3,060,472	\$ 3,880,260	79%	\$ 2,808,421
2 Non-Operating Revenues	54,320	65,308	589,357	654,200	90%	592,774
Total Revenue Available to						
3 Fund Operations & Capital/R&R	359,507	363,816	3,649,828	4,534,460	80%	3,401,194
4 Operating Expenses	259,610	271,011	2,696,693	3,709,380	73%	2,441,873
5 Non-Operating Expenses	16,357	17,366	157,228	199,400	79%	133,083
Net Revenues Available to Fund						
6 Capital Related Expenditures	83,540	75,440	795,908	625,680	127%	826,239

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 March 31, 2018
(Unaudited)**

	March 2018	February 2018	YTD	Budget	YTD 75%	Prior YTD
1 Operating Revenues						
2 Water Sales	\$ 194,963	\$ 194,289	\$ 2,100,208	\$ 2,580,500	81%	\$ 1,913,281
3 RTS	101,594	95,105	866,694	1,185,800	73%	807,481
4 Other Operating Revenue	8,631	9,113	93,570	113,960	82%	87,659
5 Total Operating Revenues	305,187	298,508	3,060,472	3,880,260	79%	2,808,421
6 Non-Operating Revenues						
7 Capital Impact Fees	-	650	3,375	-	0%	1,950
8 Water Availability Assessment	49,258	49,258	443,325	591,100	75%	443,325
9 Interest Revenue	3,456	2,688	41,718	30,700	136%	14,685
10 Other Penalties	1,453	1,851	31,077	23,700	131%	20,015
11 Reimbursed Expenses	5	10,736	68,500	5,000	1370%	12,602
12 Other Non-Operating Revenue	147	124	1,361	3,700	37%	100,197
13 Total Non-Operating Revenues	54,320	65,308	589,357	654,200	90%	592,774
14 Total Revenues	359,507	363,816	3,649,828	4,534,460	80%	3,401,194
15 Operating Expenditures						
16 Source of Supply						
17 Labor & Benefits	829	1,086	5,200	9,700	54%	7,390
18 Direct Expenses	20,011	20,292	230,783	323,300	71%	218,157
19 Total Source of Supply	20,840	21,378	235,983	333,000	71%	225,547
20 Pumping						
21 Labor & Benefits	433	81	3,274	2,000	164%	900
22 Direct Expenses	9,001	9,245	95,568	139,100	69%	76,851
23 Total Pumping	9,433	9,326	98,842	141,100	70%	77,751
24 Transmission & Distribution						
25 Labor & Benefits	52,788	68,767	578,412	835,700	69%	478,130
26 Direct Expenses	21,043	28,150	189,704	294,900	64%	184,376
27 Total Transmission & Distribution	73,831	96,918	768,116	1,130,600	68%	662,506
28 Treatment Wells						
29 Labor & Benefits	4,106	4,336	33,165	50,700	65%	27,242
30 Direct Expenses	4,975	2,023	22,112	25,800	86%	18,228
31 Total Treatment Wells	9,081	6,358	55,277	76,500	72%	45,471
32 Treatment Facility						
33 Labor & Benefits	32,569	16,250	156,544	186,000	84%	106,644
34 Direct Expenses	16,346	31,845	413,031	401,400	103%	276,180
35 Total Treatment Facility	48,915	48,094	569,575	587,400	97%	382,824
36 Customer Accounts						
37 Labor & Benefits	16,613	13,939	146,066	241,500	60%	110,216
38 Direct Expenses	4,449	192	16,130	51,700	31%	24,127
39 Total Customer Accounts	21,062	14,131	162,196	293,200	55%	134,343

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

	March 2018	February 2018	YTD	Budget	YTD 75%	Prior YTD
40 General Administration						
41 Outside Services	22,712	23,267	238,055	299,400	80%	218,965
42 Direct Expenses	12,210	12,197	171,787	319,780	54%	149,373
43 Fire Department Reimbursements	-	-	-	-	0%	-
44 Total General Admin.	34,923	35,463	409,841	619,180	66%	368,338
45 Employee Salaries						
46 Direct Labor	93,034	83,683	865,022	1,169,500	74%	842,432
47 Less Transfer to Operations	72,462	62,666	648,062	894,400	72%	625,707
48 Total General & Admin. Salaries	20,572	21,017	216,960	275,100	79%	216,725
49 Employee Benefits						
49 Health Benefits	10,293	14,990	100,386	149,900	67%	49,769
50 Vacation / Sick Payouts	6,406	2,264	40,546	34,300	118%	141,028
51 Retirement Expenses	2,790	(338)	23,681	47,600	50%	123,270
52 Total Employee Benefits	19,489	16,917	164,612	231,800	71%	314,068
53 Board of Directors						
54 Directors' Fees	850	400	8,150	12,600	65%	7,925
55 Direct Expenses	614	1,009	7,140	8,900	80%	6,376
56 Total Board of Directors	1,464	1,409	15,290	21,500	71%	14,301
57 Total Operating Expenditures	259,610	271,011	2,696,693	3,709,380	73%	2,441,873
58 Non-Operating Expenditures						
59 N/A	-	-	-	-	0%	-
60 Miscellaneous Expense	-	1,008	10,011	-	0%	-
61 Miscellaneous Expense	-	1,008	10,011	-	0%	-
62 Depreciation Expense	-	-	-	-	0%	-
63 Unfunded PERS	7,824	7,824	70,417	97,000	73%	60,655
64 Unfunded OPEB Liability	8,533	8,533	76,800	102,400	75%	72,428
65 Total Non-Operating Expenditures	16,357	17,366	157,228	199,400	79%	133,083
66 Total Expenditures	275,967	288,376	2,853,921	3,908,780	73%	2,574,956
Net Revenues Available to Fund Capital						
67 Related Expenditures	83,540	75,440	795,908	625,680	127%	826,239

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 incl

**TWENTYNINE PALMS WATER DEPARTMENT
STATEMENT OF INVESTMENTS AND RESERVES
For the Period Ending March 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	\$ 3,059,658	\$ 800,000	\$ -	\$ 3,859,658	\$ 3,850,155
Election Fund Reserve - LAIF	20,925	-	-	20,925	20,873
Internal Operating Reserve - LAIF	167,113	-	-	167,113	166,702
Internal Debt Retirement Reserve - LAIF	-	-	-	-	-
Capital Funds for Primary Infrastructure - LAIF	58,706	-	-	58,706	58,562
Capital Funds for Secondary Infrastructure - LAIF	50,023	-	-	50,023	49,900
Investment Funds - CalTrust	-	-	-	-	-
Total Investments	\$ 3,356,425	\$ 800,000	\$ -	\$ 4,156,425	\$ 4,146,192

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
Special Revenue Fund
For the Period Ending March 31, 2018
(Unaudited)**

	<u>March 2018</u>	<u>February 2018</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 75%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 9,174.65	\$ 9,241.04	\$ 95,143.07	\$ 117,400.00	81%	\$ 88,263.83
2 Less Transfers Out to Fire	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
3 Less Transfers Out To Water	\$ (5,841.32)	\$ (5,907.71)	\$ (65,143.10)	\$ (77,400.00)	84%	\$ (58,263.86)
4 Transfer to PARS Trust	\$ (3,333.33)	\$ (3,333.33)	\$ (29,999.97)	\$ (40,000.00)	75%	\$ (29,999.97)
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 March 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	470,575	279,425
11 Total Capital Improvement Plan	2,350,000	471,209	1,878,791
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	27,015	47,985
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	97,775	87,225
20 Capital Outlay			
21 Vehicle/Equipment Replacements	100,000	94,316	5,684
22 Computer/Technology Replacements	30,000	3,549	26,451
23 GIS	30,000	165	29,835
24 Lobby Remodel	100,000	1,958	-
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	115,987	85,970
28 TOTAL	\$ 3,260,000	\$ 762,934	\$ 2,399,023

7.3

**NO
MATERIAL
PROVIDED**

8

**CLOSED
SESSION**