

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

JUNE 27, 2018 / 6:00 P.M.

AGENDA

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

Next Resolution #18-12
Next Ordinance #98

Call to Order and Roll Call

Pledge of Allegiance

Additions/Deletions to the Agenda

Public Comments

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

1. Public Hearing on Proposed Continuation of Water Availability Assessment
1.1 Board to Hear Public Testimony at This Time
2. Consider Resolution 18-08 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2018-2019
3. Consider Approval of Resolution 18-09 Adopting the Proposed Budget and Compensation Plan of the Twentynine Palms Water District for Fiscal Year 2018-2019
4. Consider Approval of Resolution 18-10 Adopting a Revised Organizational Chart and Job Descriptions for Newly Created Exempt Positions
5. Consider Approval of Resolution 18-11 Approving a Sideletter of Agreement with AFSCME Local 1902 Regarding Classification, Organization, and Compensation Modification
6. Review and Approve Contract with Ortega Strategies Group
7. Approve Director Leazer to Attend the Special District Leadership Academy Conference (July 8-11, 2018) and to Provide Daily Meeting Stipend
8. Approval of Amendment to General Manager Employment Agreement
9. 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 May 23, 2018
- Audit List

10. Items Removed from the Consent Calendar for Discussion or Separate Action
11. Management Reports
 - 11.1 Operations
 - 11.2 Finance
 - 11.3 General Manager
12. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
13. 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., June 22, 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.

**NO
MATERIAL
PROVIDED**

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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:	JUNE 27, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDER RESOLUTION 18-08 CONTINUING THE CURRENT EXISTING LEVEL OF WATER AVAILABILITY ASSESSMENTS FOR FISCAL YEAR 2018/2019

BACKGROUND

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

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

Current assessment fees are charged as follows:

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

On March 28, 2018 the Board adopted Resolution 18-04, Intention to Continue Currently Existing Water Availability Assessments of the Twentynine Palms Water District in the upcoming Fiscal Year 2018/2019.

RECOMMENDATION

Approve and Adopt Resolution 18-08 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2018/2019.

RESOLUTION NO. 18-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
CONTINUING THE CURRENT EXISTING LEVEL OF
WATER AVAILABILITY ASSESSMENTS
FOR FISCAL YEAR 2018-2019**

WHEREAS, pursuant to Section 31032.1 and 31031.7 of the California Water Code, the Board of Directors of the Twentynine Palms Water District (hereinafter "District") is authorized and empowered to fix, levy and collect water availability assessments not to exceed Thirty Dollars (\$30.00) per acre per year for land on which the assessment is levied, or Thirty Dollars (\$30.00) per year for a parcel of less than one (1) acre within the District to which water is made available for any purpose by the District, whether the water is actually used or not, and that such assessments may vary between parcels;

WHEREAS, pursuant to Section 31032.2 of the California Water Code, it is hereby found that the District's Secretary caused notice of the filing of the required report on proposed water availability assessments, and of the time and place of the public hearing thereon to be timely published and notice to be timely mailed to the applicable property owners of record;

WHEREAS, it is further found that the District's Secretary caused a copy of the report to be timely made available for inspection during normal business hours at the office of the District located at 72401 Hatch Road, Twentynine Palms, California;

WHEREAS, pursuant to Section 31032.3 of the California Water Code, a public hearing on the proposed assessments was held on June 27, 2018, to hear and consider all objections or protests to said proposed assessments; and,

WHEREAS, the proposed water availability assessments are found not to exceed the annual District costs, in any case whatsoever, of providing District water availability to the lands proposed to be assessed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District as follows:

Section 1. Continuation of Existing Water Availability Assessments. Water availability assessments are hereby fixed, established and continued for District Fiscal Year 2018-19 on all parcels lying within the District, which are described in the above referenced written report, on the following basis:

1. Thirty Dollars (\$30.00) for each parcel that is one (1) acre or less.
2. Thirty Dollars (\$30.00) for the first acre, plus Eight Dollars (\$8.00) for each acre over one (1) acre up to five (5) acres for each parcel.

3. Thirty Dollars (\$30.00) for the first acre, plus Eight Dollars (\$8.00) per acre over one (1) acre up to five (5) acres, plus Seven Dollars and Fifty Cents (\$7.50) per acre for the sixth and all further acres within a parcel, subject to a maximum parcel charge of Twelve Hundred Dollars (\$1,200.00).

Section 2. Collection of Water Availability Assessments. Pursuant to Section 31032.1 of the California Water Code, the District does hereby elect to fix and levy water availability assessments to be collected on the county tax roll in the same manner as general taxes.

Section 3. Authorization. The General Manager, Engineer and Attorney for the District are hereby authorized and directed to take any necessary and appropriate actions to provide for the establishment of the water availability assessments in accordance with this Resolution including, but not limited to, filing with the county the applicable reports and statements in order to collect said amounts on the tax rolls.

Section 4. CEQA Exemption. Water availability assessment monies raised pursuant to the Resolution are exempt from environmental analysis pursuant to Public Resources Code, Section 21080(b)(8).

Section 5. Overruling Objections and Protests, and Effective Date. All objections and protests received at the public hearing are hereby found not to warrant reductions or other changes in the proposed water availability assessments. This resolution is effective immediately.

Section 6. Proposition 218 Compliance. It is found and determined that the assessments here described have been determined without any change in assessment rates or methodology from assessments existing immediately prior to voter adoption of Proposition 218, and that all assessment monies are imposed exclusively to finance the capital costs or maintenance and operation expenses of the District's water system.

PASSED, APPROVED AND ADOPTED this 27th day of June 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

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

TO: BOARD OF DIRECTORS
DATE: JUNE 27, 2018
FROM: RAY KOLISZ, GENERAL MANAGER
SUBJECT: CONSIDER RESOLUTION 18-09 ADOPTING THE PROPOSED
BUDGET AND COMPENSATION PLAN OF THE TWENTYNINE PALMS
WATER DISTRICT FOR FISCAL YEAR 2018/2019.

BACKGROUND

At the May 23, 2018 Board of Directors Meeting a draft proposed budget was presented to the Board for review and discussion. Cindy Byerrum and I provided a report and outlined areas of the draft budget to the Board including the Capital Improvement Plan (CIP) and how the organizational chart changes were implemented into the budget.

After discussion and with no changes requested from the Board at that meeting, staff has finalized the proposed budget for your approval.

RECOMMENDATION

Approve and Adopt Resolution 18-09 Adopting the Proposed Budget and Compensation Plan of the Twentynine Palms Water District for Fiscal Year 2018/2019.

RESOLUTION 18-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS WATER DISTRICT APPROVING AND ADOPTING THE PROPOSED BUDGET AND COMPENSATION PLAN OF THE TWENTYNINE PALMS WATER DISTRICT FOR FISCAL 2018-2019

WHEREAS, the General Manager and the Financial Advisor, Cindy Byerrum, have submitted a proposed budget and compensation plan for Fiscal Year 2018-2019, a copy of which is attached as Exhibit "A" hereto and copies of which are in the possession of the General Manager and the Financial Advisor;

WHEREAS, the said proposed budget contains estimates of the services, activities and projects comprising the budget and contains expenditure requirements and the resources available to the District; and,

WHEREAS, the proposed budget, as herein approved, will enable the Board of Directors to make adequate financial plans and will ensure that the District's management staff can administer their respective functions in accordance with such plans.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District as follows:

That the appropriation-expenditure budgeting system is hereby adopted. The system consists of:

1. An appropriation-expenditure system which shows budgetary categories by department.
2. This system applies to operations and maintenance, replacement and rehabilitation and capital improvement expenditures as intended for use in Fiscal Year 2018-2019.
3. The General Manager is authorized to transfer operations and maintenance funds between activities and/or departments when he/she deems necessary to do so; however, he/she is not authorized to transfer funds between replacement and rehabilitation nor capital improvement projects or activities.
4. The budget system assumes existing service levels; Board of Directors approval will be required for any significant changes involving increased or decreased service levels.

5. The Financial Advisor shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose, after approval of the General Manager.
6. In the event that the General Manager or the Financial Advisor determines that revenues will be less than the amounts provided in the budget, the Board of Directors shall be provided with that information and revised revenue estimates at the next scheduled meeting of the Board so that the approved budget appropriations may be revised.
7. A monthly status report will be provided to the Board of Directors reflecting budget, year-to-date expenditures, and percentage of budget used to date by the District.

BE IT RESOLVED FURTHER, that the budget and compensation plan of the Twentynine Palms Water District for Fiscal Year 2018-2019 as set forth in Exhibit "A" hereof is hereby approved and adopted and the amounts of proposed expenditures as specified are appropriated for the programs and departments as specified.

PASSED, APPROVED AND ADOPTED this 27th day of June 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

EXHIBIT “A”

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.

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 the FY 17/18 projections and the FY 18/19 budget due to a \$45k insurance reimbursement from ACWA JPIA for the water main break at Vista del Sol parking lot, \$14k for the annual ACWA-JPIA RPA (Retrospective Premium Adjustments) Stabilization Fund refund, a SWRCB disadvantaged community fee refund of \$12k netted against the current year \$8k fee, and various hydrant and other insurance claims of \$17k 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 and the purchase of (64) Actiguard 14x28 Supper Sacks (\$105.8K) which are not expected to be purchased in FY 18/19.

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 Other Post-Employment Benefits (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 Other Post-Employment Benefits 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	\$ 3,980,700	\$ 4,212,800	\$ 232,100	6%
2 Non-Operating Revenues	654,200	796,550	704,700	(91,850)	-12%
Total Revenue Available to					
3 Fund Operations & Capital/R&R	4,534,460	4,777,250	4,917,500	140,250	3%
4 Operating Expenses	3,709,380	3,532,900	3,962,500	429,600	12%
5 Non-Operating Expenses	199,400	196,300	298,700	102,400	52%
6 Total Expenses	3,908,780	3,729,200	4,261,200	532,000	14%
Net Revenues Available to Fund Capital					
7 Related Expenditures	625,680	1,048,050	656,300	(391,750)	-37%
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	90,600	91,100	500	1%
13 Transfers in from SRF for Election	-	-	-	-	0%
14 Debt Financing	-	-	-	-	0%
Total Capital Related Expenditures	(3,179,300)	(997,400)	(2,972,400)	(1,975,000)	198%
15 Increase (Decrease) in Fund Balance	\$ (2,553,620)	\$ 50,650	\$ (2,316,100)	\$ (2,366,750)	
16 Projected Cash & Investments Beginning Balance			\$ 7,000,000		
17 Projected Cash & Investments Ending Balance			\$ 4,683,900		

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

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	\$ 2,699,300	\$ 2,861,200	\$ 161,900	6%
3 Readiness-To-Serve	1,185,800	1,172,300	1,242,500	70,200	6%
4 Other Operating Revenue	113,960	109,100	109,100	-	0%
5 Total Operating Revenues	3,880,260	3,980,700	4,212,800	232,100	6%
6 Non-Operating Revenues					
7 Capital Impact Fees	-	4,000	-	(4,000)	-100%
8 Water Availability Assessment	591,100	591,100	591,100	-	0%
9 Interest Revenue	30,700	72,900	73,700	800	1%
10 Other Penalties	23,700	34,900	34,900	-	0%
11 Reimbursed Expenses	5,000	83,400	5,000	(78,400)	-94%
12 Other Non-Operating Revenue	3,700	10,250	-	(10,250)	-100%
13 Total Non-Operating Revenues	654,200	796,550	704,700	(91,850)	-12%
14 Total Revenues	4,534,460	4,777,250	4,917,500	140,250	3%
15 Operating Expenditures					
16 Source of Supply					
17 Labor & Benefits	9,700	9,600	8,600	(1,000)	-10%
18 Direct Expenses	323,300	311,300	325,200	13,900	4%
19 Total Source of Supply	333,000	320,900	333,800	12,900	4%
20 Pumping					
21 Labor & Benefits	2,000	4,500	4,900	400	9%
22 Direct Expenses	139,100	124,100	117,900	(6,200)	-5%
23 Total Pumping	141,100	128,600	122,800	(5,800)	-5%
24 Transmission & Distribution					
25 Labor & Benefits	835,700	765,300	1,121,100	355,800	46%
26 Direct Expenses	294,900	260,200	265,400	5,200	2%
27 Total Transmission & Distribution	1,130,600	1,025,500	1,386,500	361,000	35%
28 Treatment Wells					
29 Labor & Benefits	50,700	45,100	48,400	3,300	7%
30 Direct Expenses	25,800	27,500	31,900	4,400	16%
31 Total Treatment Wells	76,500	72,600	80,300	7,700	11%
32 Treatment Facility					
33 Labor & Benefits	186,000	209,300	224,800	15,500	7%
34 Direct Expenses	401,400	454,300	382,600	(71,700)	-16%
35 Total Treatment Facility	587,400	663,600	607,400	(56,200)	-8%
36 Customer Accounts					
37 Labor & Benefits	241,500	195,100	197,700	2,600	1%
38 Direct Expenses	51,700	48,400	55,400	7,000	14%
39 Total Customer Accounts	293,200	243,500	253,100	9,600	4%

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

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	325,000	293,700	(31,300)	-10%
42 Direct Expenses	319,780	237,900	313,900	76,000	32%
43 Total General Administration	619,180	562,900	607,600	44,700	8%
44 Employee Salaries					
45 Direct Labor	1,169,500	1,146,300	1,357,200	210,900	18%
46 Less Transfer to Operations	894,400	860,000	1,057,400	197,400	23%
47 Total General & Admin. Salaries	275,100	286,300	299,800	13,500	5%
48 Employee Benefits					
49 Health Benefits	149,900	133,900	166,600	32,700	24%
50 Vacation / Sick Payout - Worker's Comp	34,300	48,700	45,700	(3,000)	-6%
51 Retirement Expenses (includes Retiree Medical)	47,600	27,100	28,900	1,800	7%
52 Total Employee Benefits	231,800	209,700	241,200	31,500	15%
53 Board of Directors					
54 Directors' Fees	12,600	10,700	15,000	4,300	40%
55 Direct Expenses	8,900	8,600	15,000	6,400	74%
56 Total Board of Directors	21,500	19,300	30,000	10,700	55%
57 Total Operating Expenditures	3,709,380	3,532,900	3,962,500	429,600	12%
58 Non-Operating Expenditures					
59 Debt Service, Principle	-	-	-	-	0%
60 Debt Service, Interest	-	-	-	-	0%
61 Total Debt Service	-	-	-	-	0%
62 Unfunded PERS (Future Pension Obligation)	97,000	93,900	118,700	24,800	26%
63 Unfunded Retiree Medical 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	3,729,200	4,261,200	532,000	14%
Net Revenues Available to Fund Capital					
66 Related Expenditures	625,680	1,048,050	656,300	(391,750)	-37%
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, & Maintenance	(185,000)	(125,000)	(380,000)	(255,000)	
70 Capital Outlay	(300,000)	(128,000)	(488,500)	(360,500)	
71 Transfers From Special Revenue	80,700	90,600	91,100	500	
72 Transfers in from Special Rev. for Election	-	-	-	-	0%
73 Debt Retirement	-	-	-	-	0%
74 Increase/(Decrease) In Fund Balance	\$ (2,553,620)	\$ 50,650	\$ (2,316,100)	\$ (2,366,750)	-

**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	\$ 1,146,300	\$ 1,357,200
2 Vacation and Sick Leave	34,300	48,700	45,700
3 Total Salary and Wages	1,203,800	1,195,000	1,402,900
4 Benefits/Taxes			
5 CalPERS Pension Payments	125,000	112,300	151,300
6 Social Security & Payroll Taxes	94,400	94,300	108,300
7 Group Medical Insurance	338,200	365,400	411,400
8 Group Dental and Vision Insurance	24,600	20,200	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	641,200	754,200
12 Total Salary and Benefits	\$ 1,841,200	\$ 1,836,200	\$ 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	\$ -	-	-

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

FISCAL YEAR 2018/2019

POSITIONS COVERED BY MOU

	Minimum	Maximum
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
Mechanic	23.12	27.61
Bookkeeper	23.11	27.61
Customer Service Representative 2	19.52	22.31
Customer Service Representative	16.52	19.71
Treatment Plant Operator II	27.34	32.63
Treatment Plant Operator I	23.11	27.61
Water Quality/Production Operator	19.52	23.31

MANAGEMENT/EXEMPT

Director of Operations	49.38	63.87
Maintenance Superintendent	38.27	45.69
Treatment/Production Superintendent	38.27	45.69
Office Manager	30.04	35.90
District Secretary	30.04	35.90
General Manager	Set by Board of Directors	

4

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

TO:	BOARD OF DIRECTORS
DATE:	JUNE 27, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDER APPROVING RESOLUTION 18-10 ADOPTING A REVISED ORGANIZATIONAL CHART AND JOB DESCRIPTIONS FOR NEWLY CREATED EXEMPT POSITIONS

BACKGROUND AND DISCUSSION

At the May 23, 2018 Board of Directors Meeting staff presented to the Board a draft organizational chart, classification and job descriptions that reflect changes to the staffing structure of the District. After presentation and discussion of the organizational chart it was determined that no changes were needed.

Resolution 18-10 presented for consideration tonight will amend Resolution 89-23 which established an organizational chart with job descriptions. Resolution 18-10 will adopt the revised organizational chart, classification and job descriptions for the newly created exempt positions of Treatment\Production Superintendent and Maintenance Superintendent.

Upon approval, the effective date of the changes will be July 1, 2018.

RECOMMENDATION

Approve Resolution 18-10 Amending Resolution 89-23 Adopting A Revised Organizational Chart and Job Descriptions For Newly Created Exempt Positions

RESOLUTION NO. 18-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
AMENDING RESOLUTION 89-23 ADOPTING A
REVISED ORGANIZATION CHART AND JOB
DESCRIPTIONS FOR NEWLY CREATED EXEMPT
POSITIONS**

WHEREAS, the Twentynine Palms Water District approved Resolution 89-23, adopting an organizational chart and job descriptions for all employees; and

WHEREAS, the District is now revising the organizational chart and adopting newly created exempt positions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District, that attached to this Resolution as Exhibit "A", is hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall take effect July 1, 2018 upon its adoption.

PASSED, APPROVED AND ADOPTED this 27th day of June 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

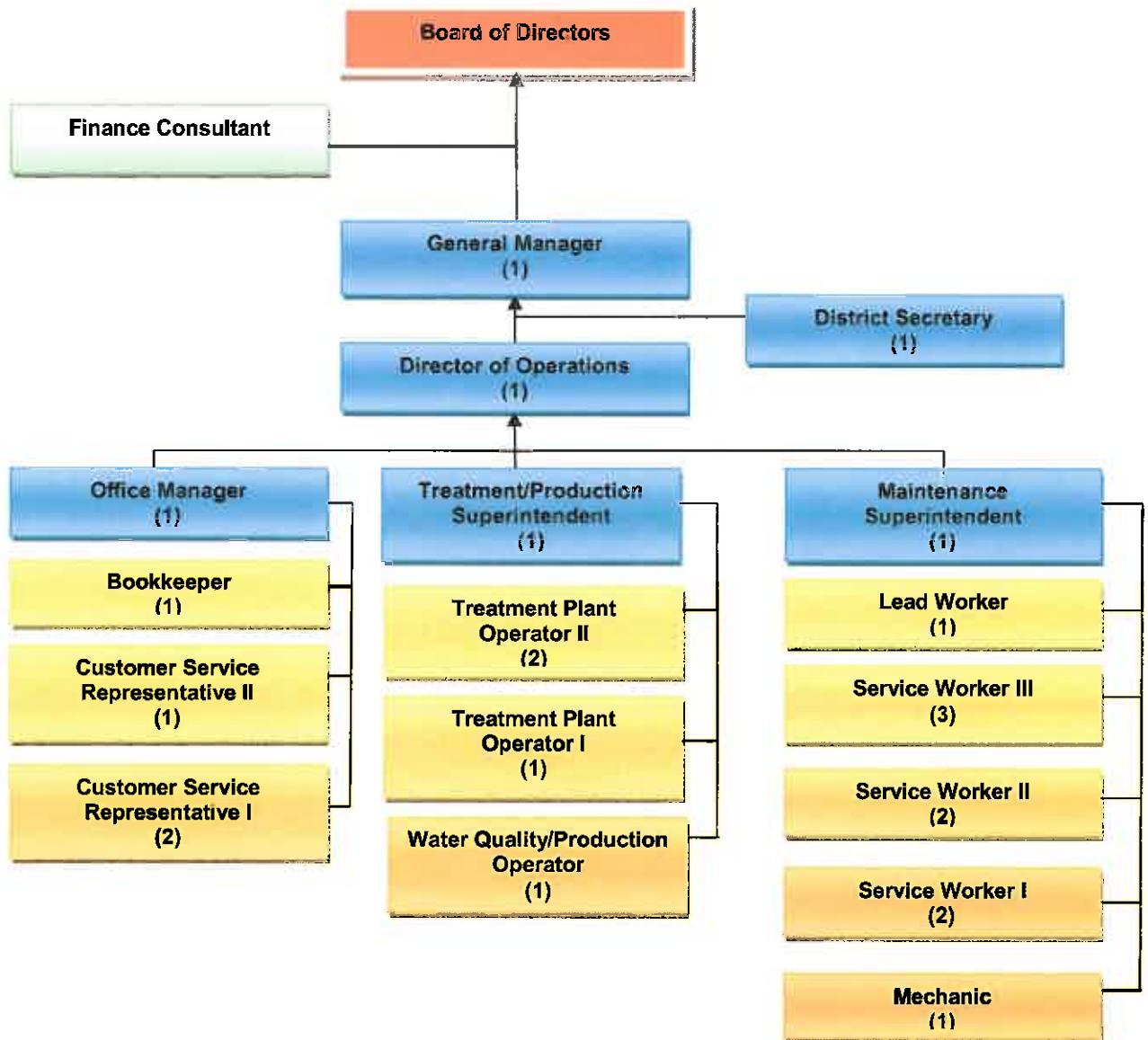
Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

EXHIBIT "A"

TWENTYNINE PALMS WATER DISTRICT



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, and 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

Treatment/Production 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 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.
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- 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.

5

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:	JUNE 27, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO APPROVE RESOLUTION 18-11 APPROVING A SIDELETTER OF AGREEMENT WITH TWENTYNINE PALMS WATER DISTRICT EMPLOYEES CHAPTER, AFSCME LOCAL 1902 REGARDING CLASSIFICATION, ORGANIZATION AND COMPENSATION MODIFICATION

BACKGROUND AND DISCUSSION

At the May 23, 2018 Board of Directors Meeting staff presented to the Board a draft organizational chart, classification and compensation modification that reflect changes to the staffing structure of the District. At that time there were no recommended changes to the plan.

Staff has also met with Union representatives to discuss these changes and the Union and District have bargained and tentatively agree to the changes.

Upon approval of Resolution 18-11 both the Board of Directors and AFSCME acknowledge ratification of the Sideletter of Agreement.

RECOMMENDATION

Approve Resolution 18-11 Approving a Sideletter of Agreement With Twentynine Palms Water District Employees Chapter, AFSCME Local 1902 Regarding Classification, Organization and Compensation Modification.

RESOLUTION NO. 18-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
APPROVING A SIDELETTER OF AGREEMENT
WITH TWENTYNINE PALMS WATER DISTRICT
EMPLOYEES CHAPTER, AFSCME LOCAL 1902
("AFSCME") REGARDING CLASSIFICATION,
ORGANIZATION, AND COMPENSATION
MODIFICATION**

WHEREAS, the attached sideletter of agreement regarding classification, organization, and compensation modification (Exhibit A) has been mutually bargained in good faith by the parties and has been ratified by AFSCME; and

WHEREAS, the District and AFSCME agree to implement, and attach to the 2016-2020 MOU, the attached sideletter of agreement

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District, that the sideletter of agreement attached to this Resolution as Exhibit A, is hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall take effect July 1, 2018 upon its adoption.

PASSED, APPROVED AND ADOPTED this 27th day of June 2018 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

EXHIBIT "A"

SIDELETTER OF AGREEMENT:
CLASSIFICATION, ORGANIZATION AND COMPENSATION MODIFICATION

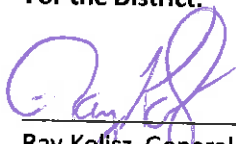
**BETWEEN THE TWENTYNINE PALMS WATER DISTRICT ("DISTRICT") and
TWENTYNINE PALMS WATER DISTRICT EMPLOYEES CHAPTER, AFSCME LOCAL 1902 ("AFSCME")**

WHEREAS, the attached classification, organization and compensation modification terms (*see attached*) have been mutually bargained in good faith by the District and AFSCME; and

WHEREAS, the District and AFSCME agree to implement, and attach to the 2016-2020 MOU, this sideletter and attachment, upon approval of the District Board of Directors; and

THEREFORE, the parties agree they have bargained and tentatively agreed to the attached terms.

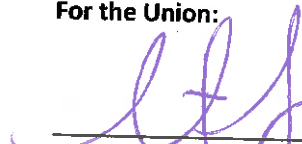
For the District:



Ray Kolisz, General Manager
Twentynine Palms Water District

5/29/18
Date

For the Union:



Steve Gurney, Chapter President
AFSCME Local 1902

05/29/18
Date

The following signatures acknowledge ratification by the District Board and AFSCME Members and acceptance of the sideletter agreement to the MOU.

For the District:

Ray Kolisz, General Manager
Twentynine Palms Water District

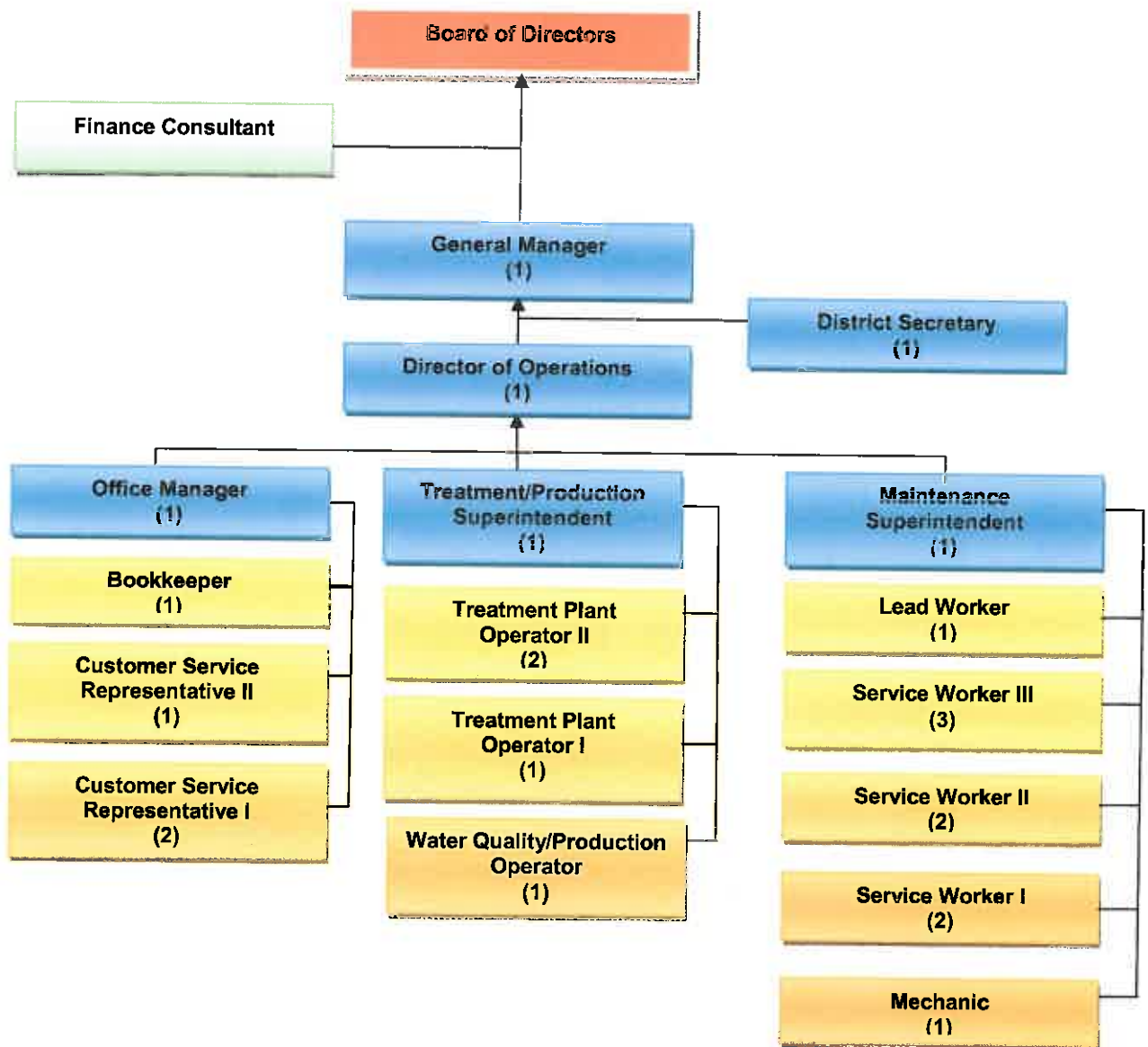
Date

For the Union:

Steve Gurney, Chapter President
AFSCME Local 1902

Date

TWENTYNINE PALMS WATER DISTRICT



TWENTYNINE PALMS WATER DISTRICT

Water Treatment Plant Operator I

STATUS: Non-exempt
DEPARTMENT: Treatment and Production
SUPERVISOR: Treatment\Production Superintendent

SUMMARY: Under supervision of the 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, and 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.
- 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 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 insurance rates. Must have a T-2 Water Treatment Certificate and a D-II Distribution Certificate from the State of California.

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 work assignments in the maintenance and repair of 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: Treatment and Production
SUPERVISOR: Treatment/Production Superintendent

SUMMARY: Under supervision of the 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, and 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.
- 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 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 insurance rates. Must have a T-3 Water Treatment Certificate and a D-3 Distribution Certificate from the State of California.

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 work assignments in the maintenance and repair of the 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 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 on 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 on uneven terrain in an outdoor environment.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Leadworker

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of 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-valv, 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.
- 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 Water Distribution Certificate, a 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.
- Principles, 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

Service Worker I

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the 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-val, 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, etc.)
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- 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.
- 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 cla-val, storage, water meters, buildings and grounds.
- 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: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the 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-val, 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, etc.)
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- 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.
- 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 cla-valv, storage, buildings, and grounds.
- 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.

TWENTYNINE PALMS WATER DISTRICT

Service Worker III

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the 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-val, storage, pumping, 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, etc.)
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Installs new services, fire hydrants, air-vacs, 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.
- Performs a variety of repairs and maintenance to well and pump buildings.
- Performs inspections for various departmental programs.
- 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 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 and mathematics. College courses in 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, and distribution.
- Use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform the most difficult and complex duties related to the water distribution system.
- Maintain records and compile data into written reports.
- Develop and prepare water quality reports.
- Perform 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 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

Mechanic

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the Maintenance Superintendent; to perform skilled maintenance and repair work on heavy duty gasoline and diesel powered trucks and construction equipment; and to perform related work and other duties as required.

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

- Inspect, diagnose and repair mechanical problems on the District's fleet and equipment.
- Complete scheduled preventive maintenance checks and servicing.
- Maintain all necessary records and logs for vehicles and equipment.
- Perform emergency repairs as necessary.
- Maintain District compliance with State emissions control certification.
- Maintain District compliance with California Highway Patrol DOT and Type K programs.
- Proper use of hand and power tools and equipment.
- Operate computer system related to departmental needs and requirements.
- Deal effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Ensure compliance with the District's Injury and Illness Prevention Program.
- Proper knowledge of safety practices.
- Attend safety meetings as required.
- Obtain CPR and first aid 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 or obtain within 18 months of appointment, ASE Grades A1, A6, and A8 certification.

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 showing increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

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:

- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline powered equipment and trucks.
- State emissions and inspection requirements.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair and maintain equipment, trucks and other power equipment.
- Read mechanical diagrams.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- 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 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

Customer Service Representative II

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 two (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.

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

TO: STEVE GURNEY, LOCAL 1902 PRESIDENT
DATE: MAY 14, 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) to promote professional development, (b) provide more effective cross training, (c) provide growth through the organization, (d) and to more effectively manage departments. Currently there is one department head leading both the 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 2 and Water Quality\Production Operator. There would also be one new exempt position created needed to create the two different Operation 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 headed up 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 2, Treatment Plant Operator 1 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 headed up by a Maintenance Superintendent. This department head will be responsible for and oversee 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 3, Service Worker 2, Service Worker 1 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 2 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 1 position the Customer Service Representative 2 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 1 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.

Salary Ranges For New Positions and Reclassified Position

	<u>Minimum</u>	<u>Maximum</u>
*Treatment/Production Superintendent	\$37.34	\$44.58
*Maintenance Superintendent	\$37.34	\$44.58
Water Quality/Production Operator	\$19.04	\$22.74
Customer Service Representative 2	\$19.04	\$22.74

*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 1	\$22.55	\$26.94
Treatment Plant Operator 2	\$26.67	\$31.83
Bookkeeper	\$22.55	\$26.94

With the creation of the Water Quality/Production Operator position within the Treatment/Production Department, the pay scale of the Treatment Plant Operator 1 and 2 positions will be adjusted to maintain the consistent increase of salary when advancing.

Also, with the creation of the Customer Service Representative 2 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	\$29.31	\$35.02
*District Secretary	\$29.31	\$35.02

*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)

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 have been vacant for many years.

The title of Operations Manager will be changed to Director of Operations.

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 2 are also included for review.

The District would like to move forward with presenting these organizational changes to the Board for approval on June 27, 2018. Please contact me if you would like to schedule a time to meet to discuss these proposed changes.

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

FISCAL YEAR 2018/2019

EFFECTIVE JULY 1, 2018

POSITIONS COVERED BY MOU

	Minimum	Maximum
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
Mechanic	23.12	27.61
Bookkeeper	23.11	27.61
Customer Service Representative 2	19.52	22.31
Customer Service Representative	16.52	19.71
Treatment Plant Operator II	27.34	32.63
Treatment Plant Operator I	23.11	27.61
Water Quality/Production Operator	19.52	23.31

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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:	JUNE 27, 2018
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	REVIEW AND APPROVE PROPOSAL FROM ORTEGA STRATEGIES GROUP TO PROVIDE LEGISLATIVE SUPPORT, STRATEGIC COMMUNICAITON MANAGEMENT ASSISTANCE AND PROJECT SUPPORT

BACKGROUND AND DISCUSSION

Ortega Strategies Group (OSG) has submitted a proposal to continue supportive efforts to the District. These efforts include:

- Legislative Support
- Assisting with Strategic Communication Management
- Project Support

Attached for your review is the proposal from Ortega Strategies Group outlining the scope of work to be provided.

RECOMMENDATION

Accept and approve proposal from Ortega Strategies Group in the amount of \$5,000 per month and authorize the General Manager to execute a professional service agreement.



June 19, 2018

Mr. Ray Kolisz
General Manager
Twentynine Palms Water District
72401 Hatch Rd
Twentynine Palms, CA 92277

Dear Mr. Kolisz:

Subject: Proposed Amended Scope of work with TPWD 2018-19

Thank you and the Board of Directors for the opportunity of continuing our work with Twentynine Palms Water District (TPWD). We understand that our continuing activities are in support of TPWD's SMART Plan to protect water quality, maintain affordability, and help with conservation and branding projects as described in Appendix I. In such pursuit, Ortega Strategies Group (OSG) will continue bringing value to TPWD by helping the District marshal district resources, consultants and allies to deal with key legislation; increase TPWD's presence with water associations around the state; and support the district as it seeks to undertake several water quality and supply projects. OSG proposes a scope of work that encompasses its strategic capabilities in legislative matters, strategic communications management, and project support.

Proposed Amended Scope of Work In Support of TPWD SMART Plan

1. Legislative Support

Under this proposed scope of work, OSG will assist TPWD staff and Board Members by participating in internal policy planning and assisting with legislative advocacy efforts. The services under this category include assistance in drafting legislative position papers and letters; participating in external working groups as assigned in support of TPWD staff; and making introductions to key legislators.

To perform some of these tasks, OSG will need to register with the State of California as a lobbyist firm for TPWD. OSG is a registered firm with the Secretary of State and we will facilitate assembly of the required quarterly reports for TPWD. The scope of work may entail travel to meetings throughout the Southern California region as well as Sacramento, as assigned by TPWD.

2. Assisting with Strategic Communications Management

Strategic Communications Management involves the development of messages that explain TPWD's mission, projects and legislative priorities through an assortment of media and communications tools necessary to reach local constituents and external opinion leaders.

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Tasks related to this portion of the scope of work involves attendance of meetings; assisting staff as called upon on communications and branding challenges; and providing regular social media content and postings.

3. Support with Projects

OSG recognizes that TPWD has a dynamic portfolio of water quality projects that leaves “no stone unturned” in the effort to assure residents safe, reliable and affordable water. From supporting grant applications for projects and planning water conservation partnerships, OSG will support TPWD through its policy and government relations expertise.

Under this aspect of the scope of work, tasks include making introductions to potential partners and allies around the state, as well as working in coordination with grant consultants to gain necessary approvals.

Fee

OSG proposes to consolidate its fees under this scope of work that will yield substantial savings to TPWD. OSG will provide legislative and strategic communications and project support for a fixed monthly fee of \$5,000, payable at the end of each month beginning in July 2018 through June 2019. This represents a savings of \$2,500 per month, and \$30,000 for the contract term. Mileage and out of pocket expenses will be charged at cost.

OSG Assigned Staff

OSG Staff assigned to work with TPWD includes:

Adán Ortega, Jr., Principal of OSG, will serve as client lead. He has 30 years of experience and understanding of resource and environmental issues through senior leadership roles in government, business, and environmental organizations throughout Southern California, California, and the United States. Before creating OSG, Adán was Managing Director of Rose & Kindel; Vice President of External Affairs at the Metropolitan Water District of Southern California; California Chief Deputy Secretary of State; and Assistant General Manager of West and Central Basin Municipal Water Districts.

Adan is a Director of Sustainable Conservation, and a trustee of the Southern California Water Coalition. He is a former board member of the California Water Commission, the State Board of Food and Agriculture, Heal the Bay, the National Audubon Society, and Whittier College. He is a graduate of Whittier College, and a registered lobbyist in California.

Susan Allen, Ed.D., OSG Chief Administrative Officer & Organizational Development Director

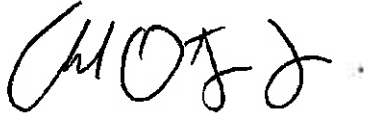
Dr. Susan Allen brings 30 years of experience as a senior manager in a variety of higher education contexts where she managed numerous staff development and staffing projects. She is certified to conduct core strengths accountability training through a Strength Deployment Inventory (SDI), developed by the highly respected PSP (Personal Strengths Publishing) Inc., based in Carlsbad, California. Susan helps OSG clients understand organizational culture, the dynamics between leaders, and the development of strategies for leveraging and building staff and leadership capacity that compliment communications and project objectives.

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Denise Peralta Gailey, Senior Legislative Services Director, OSG, brings expertise in the areas of government affairs, and organization management to OSG. As Managing Director of the California Association of Mutual Water Companies, she focused on outreach to small community-owned water suppliers. She previously managed a political consulting business specialized in fundraising development for local and state elected officials. Denise developed her strong political acumen while serving as a staff member in the state legislature, and as a graduate of the HOPE program for women leaders. She holds a Master's Degree in Public Administration from the University of Southern California, and is a registered lobbyist in the State of California.

We look forward to continuing work with you!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Adán Ortega, Jr.', with a small dot at the end.

Adán Ortega, Jr.
OSG

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APPENDIX 1

TO: Board of Directors
FROM: General Manager
DATE: May 17, 2018
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; 3) Updating our 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 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. During 2017-18, the board itself has recognized and has become very active in protecting our groundwater quality, the affordability of water for our residents, and the general reliability of our supplies that are at stake.

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 in operating those systems. TPWD management and consultants engaged the residents while exploring how other regions of the state have managed through similar challenges. During meetings with homeowners associations, we advised them of potential strategies involving the State Water Boards Technical Assistance Program, the City of Twentynine Palms and the Regional Water Quality Control Board. TPWD also redoubled 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 had been issued in Sacramento Superior Court invalidating the standard for Hexavalent Chromium. TPWD participated in an informal coalition of water systems across the state in urging the Attorney General to not appeal the ruling. Our collective efforts were successful, and TPWD has been spearheading an effort to formalize the coalition of potentially impacted water

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suppliers across the state. The purpose of this coalition is to provide collective comment, primarily from disadvantaged communities such as ours, as the state adopts economic feasibility guidelines, and launches the process to establish a new maximum contaminant level (MCL) as directed by the court. However, the ruling coincided with the normal re-evaluation of the MCL and the public health goal (PHG) and it is imperative that TPWD remain engaged.

Building Support for an Efficient State Grant Process

TPWD is also spearheading an effort to draw attention to the inefficient state grant process through the State's Water Boards. Efforts to fund expansion of our innovative treatment methods for fluoride and arsenic, for example, have been lagging for 3 years while we confront regulatory milestones. As discussed in the next section, this is being done through efforts to increase our visibility in the state legislature, 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. We already face 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 recommend 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 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. Our overall goal is to minimize cost and impacts to our customers, primarily because most of our service area is comprised of residents who would qualify for the assistance, while TPWD could still be required to build the data management and notification means to implement the program.

AB623 and AB998: AB623 would impose a meter tax to raise \$110 million per year to help systems in disadvantaged communities operate and maintain their water systems, while AB998 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. Pass or fail, it is likely that these efforts which are driven

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Advocacy Program & Coalition-Building: During 2017-18, TPWD staff and board members have attended meetings of the State Water Resources Control Board, and have visited with legislative committee staff members and legislators 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, ACWA 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; and 2) Studied incentive programs covering swamp coolers in Arizona and several other states; 3) Identified Proposition 1 grant opportunities in order to help fund programs; 4) Engagement of a 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, AB1666 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 (AB1666 & 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).

The ongoing proposed strategy for 2018 includes: 1) tracking passage of AB1666 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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Budget

Staff is proposing a budget reduction of over \$30,000 for the next fiscal year. This is achieved by OSG's lower monthly fees of \$5,000 per month that will begin in July 2018 through June 2019. The previous scopes of work which were being renewed quarterly was resulting in fees of \$5,000 per month for the SMART Plan assistance, and \$2,500 for support with advocacy. OSG has agreed that by consolidating the scopes of work with a one-year engagement, that the efficiencies achieved through our work together in 2017-18, would warrant the fee reduction. As part of their scope, OSG is also assisting us with the maintenance of content on our website and social media.

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7

**NO
MATERIAL
PROVIDED**

8

AMENDMENT NO. 2

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

The EMPLOYMENT AGREEMENT BETWEEN THE TWENTYNINE PALMS WATER DISTRICT (“DISTRICT”) AND RAY KOLISZ (“GENERAL MANAGER”), DATED JULY 27, 2016, IS HEREBY AMENDED EFFECTIVE UPON APPROVAL BY BOTH PARTIES AS FOLLOWS:

- SECTION 5.1 SALARY.:** Effective July 1, 2018, this section shall be changed to read as follows: The District shall pay General Manager an annual salary of \$169,900 per year, payable in installments and at the same time, and in the same manner, that other District employees are paid and reduced by any payroll taxes and other legally required deductions.
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- Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

TWENTYNINE PALMS WATER DISTRICT

By: _____
Kerron Moore, Board President

By: _____
Ray Kolisz, General Manager

Date: _____

Date: _____

9

**MINUTES OF 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.

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. Presentation of First Draft for Fiscal Year 2018/2019 Budget

The Board was presented with a draft budget for review. Ms. Byerrum explained the budget reflects a continuation of the 6% increase as adopted by the Board in 2015. The Budget yields a decrease in cash of \$2.31 million, due primarily to the Capital Improvement Projects. Water consumption is projected to remain consistent with last year's numbers. Employee benefits are projected to increase 10% due to rising health care costs and the anticipation of adding two more positions. The pursuance of grant funds may offset the expenses of some projects. The following expenditures and capital improvement projects were noted:

- Expiring Fluoride variance
- \$1.2 million for TP2
- Vehicle fleet replacements; two additional trucks; emergency mounted pumps
- Funding for the proposed revised organizational chart
- Matching grant funds were not considered in the current draft and will be addressed at a later date
- Uncollected debt is a growing concern for the District

The Board was in consensus to bring the budget back without changes.

2. Discussion of the District's Revised Organizational Chart and Job Descriptions

The District proposes needed changes to the current organizational chart that has been in place for numerous years. These changes would allow for more effective department management; provide more effective cross training; promote professional development; and promote growth through the organization. The separation of the O&M from the Treatment/Production department necessitates some of the changes with the organizational chart, eliminating some positions that haven't been filled in many years

and creating positions that best meet the needs of the District. Management has been meeting with the Union to discuss the proposed changes.

3. Consider Resolution 18-07 Designation of Applicant's Agent for the Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

Gary Sturdivan, of Sturdivan Emergency Management Consulting, was present. Ray provided the Board with an update on grant funding. The District submitted Notice of Intents to the California Governor's Office of Emergency Service (CalOES) to determine status eligibility for three projects: 1) Emergency generator adaptors and manual switch control upgrades. 2) Emergency pipeline connection with JBWD to provide emergency water. 3) Back-up portable booster pumps to be mobilized and used at booster stations. The District received confirmation that Projects #1 and #2 have been accepted as eligible projects.

Staff recommends moving forward on the accepted projects by approving Resolution 18-07.

Director Coghill made a motion to adopt Resolution 18-07 designating the agent for the Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program, seconded by Director Horn, and approved by the following roll call vote:

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

4. Update on the Sustainable Management Affordability and Reliability for Twentynine Palms Plan (SMART Plan)

Adan Ortega, from Ortega Strategies Group, addressed the Board providing an update on the SMART Plan and the Legislative Committee.

- The District has been in discussion with the City of Twentynine Palms regarding ground water quality.
- Engaging representatives in Sacramento to oppose and/or support bills that are in the District's best interest.
- Working in partnership with the Marine base to educate 801 residents in water conservation.
- Providing Assemblyman Chad Mayes with a tour of the Treatment Plant.
- The District will be applying for a swamp cooler variance for AB1668 and SB606.

5. Consent Calendar

- Minutes of a Regular Meeting held on April 25, 2018
- Audit List

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

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

None

7. Management Reports

7.1 Operations

The District responded to 34 Underground Service Alerts, had 0 water main leaks, 3 water meter leaks, 0 service line leaks, 0 fire hydrant repairs, performed 2 customer pressure checks, replaced 37 meters, replaced 2 customer gate valves, and installed 0 new services. 0 water waste complaints were received. Water production was down 27.28% as compared to the same month in 2013.

7.2 Finance

Ms. Byerrum reported that the District is at 80% of the budget for the fiscal year.

7.3 General Manager

Mr. Kolisz reported that Kennedy Jenks consultants will be meeting with the District to offer treatment options for Well 11B. Assemblyman Chad Mayes was thanked for taking time out of his busy schedule to come to the District. The Regional Water Quality Control Board has required the City to adopt permitting requirements (LAMP) for existing and newly installed septic tanks.

8. Closed Session: Public Employee Performance Evaluation (Per Government Code § 54957)

Title: General Manager

Director Horn moved to enter closed session at 7:21 p.m., seconded by Director Giannini, and unanimously approved. The Board returned to open session at 8:49 p.m. Director Moore announced Ray received an excellent on his evaluation.

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

Director Moore would like management to examine the District's bad debt.

10. Adjournment

On motion by Director Coghill, seconded by Director Horn, and approved by the Board, the meeting was adjourned at 8:51 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: 5/1/2018 thru 5/31/2018

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
10478	05/02/2018	Jeff Arwick	325.00	325.00	100-110-0000-5406	Quarterly electrical testing at wells and booster stations
10479	05/02/2018	Acceia, Inc. #774375	1,632.00	1,632.00	100-600-0000-5408	Web Payments with online-bills.com April 2018
10480	05/02/2018	Airgas USA, LLC	391.13	391.13	100-130-0000-5228	Plasma Starter Kit
10481	05/02/2018	Customer Refund	39.53	39.53	100-000-0000-2000	Refund Check
10482	05/02/2018	Autozone Inc.	21.09	10.33	100-130-0000-5220	Shop Supplies Grease.
				10.76	100-130-0000-5228	Small Tools Star Bit Set.
10483	05/02/2018	Aw Associates Inc.	600.00	600.00	100-130-0000-5406	Automotive Lift Inspection/Certification.
10484	05/02/2018	Customer Refund	16.88	16.88	100-000-0000-2000	Refund Check
10485	05/02/2018	Benjamin D. Brewer	4,585.00	650.00	100-150-0000-5406	prep and paint bathroom
				285.00	100-150-0000-5406	toilet valve replace and wall repair
				1,600.00	100-150-0000-5406	lab prep and paint
				1,250.00	100-150-0000-5406	office prep and paint inside and outside
				800.00	100-150-0000-5406	demo,prep and install carpet in office and lab
10486	05/02/2018	Brithinee Electric	4,144.73	4,144.73	100-120-0000-5220	Repair 150 HP Motor South Cactus Booster Pump
10487	05/02/2018	Builders Supply - 29 Palms	87.99	11.96	100-130-0000-5220	4"-6" clamp
				9.96	100-130-0000-5220	3"-5" clamp
				16.47	100-130-0000-5220	1.88" x 55yd svr duct tape
				7.92	100-130-0000-5220	3/4" x 60' electrical tape
				32.70	100-130-0000-5220	1.87" x 60yd pro duct tape
				8.98	100-130-0000-5220	3/4" x 66' vinyl tape
10488	05/02/2018	Burrtec Waste & Recycling Svcs	202.36	137.74	100-600-0000-5406	Hatch
				64.62	100-150-0000-5406	Amboy
10489	05/02/2018	CA Surveying & Drafting Supply Inc.	308.52	308.52	100-130-0000-5406	Calibration/USB Prot on GEO7X GIS
10490	05/02/2018	Carquest Auto Parts	38.50	19.79	100-130-0000-5222	Veh. #10 Air Filter.
				18.71	100-130-0000-5222	Veh. #23 Air Filter.
10491	05/02/2018	Cdw Government	92.30	92.30	100-130-0000-5220	MS Surface Pen
10492	05/02/2018	Chem-Tech International Inc.	17,286.89	11,669.28	100-150-0000-5211	Sodium Hydroxide Load of Caustic
				5,617.61	100-150-0000-5211	Load of Acid (Treatment Plant)
10493	05/02/2018	County Of San Bernardino	4,717.93	275.13	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				305.09	100-150-0000-5406	Treatment Plant Waste (Media Disposal)

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				214.59	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				352.45	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				300.30	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				338.66	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				33.51	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				23.06	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				14.79	100-150-0000-5406	Treatment Plant Waste (Media Disposal)
				273.33	100-150-0000-5406	Treatment plant Waste
				314.68	100-150-0000-5406	Treatment plant Waste
				302.69	100-150-0000-5406	Treatment plant Waste
				320.68	100-150-0000-5406	Treatment plant Waste
				257.75	100-150-0000-5406	Treatment plant Waste
				261.34	100-150-0000-5406	Treatment plant Waste
				254.74	100-150-0000-5406	Treatment plant Waste
				276.93	100-150-0000-5406	Treatment plant Waste
				304.50	100-150-0000-5406	Treatment plant Waste
				293.71	100-150-0000-5406	Treatment plant Waste
10494	05/02/2018	CWEA-TCP	180.00	180.00	100-600-0000-5303	CWEA Association Membership Renewal
10495	05/02/2018	Dangelo	12,741.72	301.86	100-825-0000-6001	Dom 6 x 6 x 4 Flg
				6,097.83	100-825-0000-6001	6" Cla Val 60G-11AB
				101.11	100-825-0000-6001	gsk 6" awwa grv 31 victaulic coupling
				321.36	100-825-0000-6001	dom tee 6" flg tee
				1,100.50	100-825-0000-6001	gate vlv 6" flg
				183.30	100-825-0000-6001	dom ell 6 45 flg
				93.60	100-825-0000-6001	dom ell 6 45 MJ
				50.94	100-000-0000-1499	Bolt n Nut set 4"
				418.98	100-000-0000-1499	Hymax Coupling 6"
				946.09	100-000-0000-1499	Hymax Coupling 8"
				1,910.09	100-000-0000-1499	Gate Valve 6" push on X flange
				151.29	100-825-0000-6001	megalug 6" di kit complete
				418.97	100-825-0000-6001	iron pipe 6" di
				411.80	100-825-0000-6001	4" gate vlv flg

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				90.48	100-825-0000-6001	dom adapter 6 mj x flg
				143.52	100-825-0000-6001	6" po x flg adapter
10496	05/02/2018	Customer Refund	2.31	2.31	100-000-0000-2000	Refund Check
10497	05/02/2018	Customer Refund	5.95	5.95	100-000-0000-2000	Refund Check
10498	05/02/2018	Desert Hardware	33.61	1.59	100-150-0000-5220	3/4 washer rubber hose
				11.14	100-130-0000-5220	electrical tape 3/4" x 66'
				20.88	100-130-0000-5220	pipe wrap 2" x 36'
10499	05/02/2018	Customer Refund	26.67	26.67	100-000-0000-2000	Refund Check
10500	05/02/2018	Customer Refund	36.58	36.58	100-000-0000-2000	Refund Check
10501	05/02/2018	Customer Refund	30.66	30.66	100-000-0000-2000	Refund Check
10502	05/02/2018	Customer Refund	49.53	49.53	100-000-0000-2000	Refund Check
10503	05/02/2018	Engineering Resources	852.50	852.50	100-825-0000-6001	Professional Services
10504	05/02/2018	Customer Refund	61.85	61.85	100-000-0000-2000	Refund Check
10505	05/02/2018	Frontier Communications	142.45	142.45	100-600-0000-5203	Hatch
10506	05/02/2018	Christopher Grabow	391.97	391.97	100-600-0000-5406	Main office A.C condenserfan motor fix and emergency response
10507	05/02/2018	Grainger	300.40	300.40	100-110-0000-5220	Splice Kits Blue, Resin Comp Splice Kit
10508	05/02/2018	Hi-Grade Materials Co.	156.38	156.38	100-130-0000-5406	O&M Waste
10509	05/02/2018	Home Depot Credit Services	368.36	9.97	100-150-0000-5220	15 piece multi brush set
				3.98	100-150-0000-5220	super fine stl wool 12 pk
				1.69	100-150-0000-5220	sst blank wallplt
				28.62	100-150-0000-5220	11 Oz clear gloss
				49.07	100-150-0000-5220	Specialty lacquer clear
				15.94	100-150-0000-5220	stanley 25' leverlock center rd
				13.94	100-150-0000-5220	scotch 2 white duct tape
				3.76	100-150-0000-5220	specialty lacquer clear
241.39	100-150-0000-5220	roundup super concentrate 1gal				
10510	05/02/2018	Inland Water Works	863.07	863.07	100-000-0000-1499	Green Meter boxes (Flush Cover)
10511	05/02/2018	Kennedy/Jenks Consultants	5,365.00	5,365.00	100-825-0000-6001	Professional Services
10512	05/02/2018	Customer Refund	25.51	25.51	100-000-0000-2000	Refund Check
10513	05/02/2018	Customer Refund	28.72	28.72	100-000-0000-2000	Refund Check
10514	05/02/2018	Customer Refund	13.51	13.51	100-000-0000-2000	Refund Check
10515	05/02/2018	McMaster-Carr Supply Co.	518.83	360.03	100-150-0000-5220	desiccant for 1/2 NPT, 25 scfm @ 45 degree F compressed air dnye

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				20.60	100-150-0000-5220	replacement filter element for 3/8, 1/2 and 3/4 NPT
				138.20	100-150-0000-5220	filter element for 1/2 and 3/4 NPT compressed air filter for wat
10516	05/02/2018	Customer Refund	22.14	22.14	100-000-0000-2000	Refund Check
10517	05/02/2018	Customer Refund	12.98	12.98	100-000-0000-2000	Refund Check
10518	05/02/2018	Minolta Business Systems	92.48	92.48	100-600-0000-5223	03/23/2018 - 04/22/2018
10519	05/02/2018	Customer Refund	48.29	48.29	100-000-0000-2000	Refund Check
10520	05/02/2018	Customer Refund	54.21	54.21	100-000-0000-2000	Refund Check
10521	05/02/2018	Napa Auto Parts	23.37	23.37	100-130-0000-5222	Veh. # 5 Hose Stop.
10522	05/02/2018	O'Reilly Automotive Inc.	363.66	13.49	100-130-0000-5222	Veh. #5 Front Wheel Seal.
				(10.03)	100-130-0000-5222	Veh. #17 Credit.
				33.14	100-130-0000-5222	Veh. #5 Rear Brake Pads
				33.99	100-130-0000-5222	Veh. #5 Front Brake Pads
				94.38	100-130-0000-5222	Veh. #5 Rear Brake Rotors.
				198.69	100-130-0000-5222	Veh. #5 Front Brake Rotors.
10523	05/02/2018	Palm Springs Motors Inc.	193.68	193.68	100-130-0000-5222	Veh. #20 Fuel Filler Pipe.
10524	05/02/2018	Parcel Quest	1,799.00	1,799.00	100-600-0000-5406	ParcelQuest Renewal
10525	05/02/2018	Art Parker	300.00	300.00	100-110-0000-5406	Replaced Well- Baseline
10526	05/02/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10527	05/02/2018	Prudential Overall Supply	569.34	46.95	100-130-0000-5253	Uniforms
				145.12	100-130-0000-5253	Uniforms
				149.49	100-130-0000-5253	Uniforms
				227.78	100-130-0000-5253	Uniforms
10528	05/02/2018	Customer Refund	31.15	31.15	100-000-0000-2000	Refund Check
10529	05/02/2018	S.C.E.	19,238.71	303.97	100-110-0000-5201	Well 15
				12,418.10	100-110-0000-5201	Well TP-1
				795.75	100-120-0000-5201	Booster 11A, 11B
				1,379.23	100-120-0000-5201	Booster Lupine
				928.87	100-120-0000-5201	Booster Sullivan
				859.78	100-120-0000-5201	Booster Two Mile
				46.38	100-120-0000-5201	D.H. Resv. & Hydro
				1,143.83	100-150-0000-5201	Plant
48.45	100-110-0000-5201	Well 11				

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				1,265.21	100-110-0000-5201	Well 6, 12
				49.14	100-110-0000-5201	Well 9 Booster 6A, 6B
10530	05/02/2018	Customer Refund	43.27	43.27	100-000-0000-2000	Refund Check
10531	05/02/2018	Customer Refund	39.11	39.11	100-000-0000-2000	Refund Check
10532	05/02/2018	Customer Refund	38.17	38.17	100-000-0000-2000	Refund Check
10533	05/02/2018	Satmodo LLC	129.88	129.88	100-600-0000-5203	Iridium Monthly Minute Plans
10534	05/02/2018	Shoplet.Com	267.69	267.69	100-600-0000-5301	Office Supplies
10535	05/02/2018	Southern Calif. Gas Co.	27.03	27.03	100-600-0000-5202	Hatch
10536	05/02/2018	Spectrum Business	139.98	139.98	100-600-0000-5203	La Luna
10537	05/02/2018	Customer Refund	535.02	535.02	100-000-0000-2000	AR Refund
10538	05/02/2018	U.S. Postal Service	7,000.00	7,000.00	100-160-0000-5302	Permit 620
10539	05/02/2018	Union Bank	1,977.64	243.80	100-600-0000-5330	Charges
				15.00	100-600-0000-5330	Charges
				15.00	100-600-0000-5330	Charges
				39.49	100-600-0000-5301	Charges
				33.00	100-600-0000-5330	Charges
				22.00	100-600-0000-5330	Charges
				28.07	100-130-0000-5406	Charges
				4.62	100-600-0000-5330	Charges
				275.00	100-130-0000-5222	Veh. #13 Left Leaf Spring, CREDIT CARD PURCHASE
				65.00	100-600-0000-5330	Charges
				157.96	100-600-0000-5330	Charges
				202.96	100-600-0000-5330	Charges
				202.96	100-600-0000-5330	Charges
				46.47	100-600-0000-5330	Charges
				14.01	100-130-0000-5220	Charges
				96.00	100-600-0000-5406	Charges
				128.00	100-600-0000-5330	Charges
				33.02	100-600-0000-5330	Charges
				30.80	100-130-0000-5406	Charges
				74.99	100-130-0000-5220	Charges
				243.80	100-600-0000-5330	Charges

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				4.11	100-600-0000-5330	Charges
				24.00	100-600-0000-5330	Charges
				6.45	100-600-0000-5330	Charges
				28.09	100-600-0000-5330	Charges
				4.69	100-600-0000-5330	Charges
				(25.00)	100-600-0000-5330	Charges
				(24.00)	100-600-0000-5330	Charges
				(22.13)	100-600-0000-5330	Charges
				9.48	100-600-0000-5330	Charges
10540	05/02/2018	UPS	56.04	56.04	100-600-0000-5302	Shipping
10541	05/02/2018	Van Dyke Corp.	250.00	250.00	100-130-0000-5406	Transport Excavator to Plant 6.
10542	05/02/2018	Verizon Wireless	328.74	328.74	100-600-0000-5203	Wireless
10543	05/02/2018	Customer Refund	21.09	21.09	100-000-0000-2000	Refund Check
10544	05/16/2018	Jeff Arwick	3,800.00	3,800.00	100-130-0000-5406	Provide and install new sub panel in shop per quote
10545	05/16/2018	ACWA/JOINT POWERS INSURANCE AUTHORITY	11,619.44	11,619.44	100-310-0000-5161	Workers' Compensation Quarter - 3
10546	05/16/2018	ACWA/JPIA	37,383.41	31,020.20	100-310-0000-5140	Medical Coverage June 2018
				1,981.84	100-310-0000-5141	Medical Coverage June 2018
				385.29	100-310-0000-5142	Medical Coverage June 2018
				2,291.39	100-310-0000-5144	Medical Coverage June 2018
				1,704.69	100-600-0000-5399	Medical Coverage June 2018
10547	05/16/2018	Customer Refund	41.30	41.30	100-000-0000-2000	Refund Check
10548	05/16/2018	Customer Refund	24.50	24.50	100-000-0000-2000	Refund Check
10549	05/16/2018	Customer Refund	5.78	5.78	100-000-0000-2000	Refund Check
10550	05/16/2018	Customer Refund	26.43	26.43	100-000-0000-2000	Refund Check
10551	05/16/2018	Customer Refund	35.22	35.22	100-000-0000-2000	Refund Check
10552	05/16/2018	Customer Refund	20.67	20.67	100-000-0000-2000	Refund Check
10553	05/16/2018	Beyond Software Solutions	500.00	500.00	100-600-0000-5406	Annual Support & Maintenance - Parcels Software
10554	05/16/2018	Customer Refund	36.53	36.53	100-000-0000-2000	Refund Check
10555	05/16/2018	Customer Refund	32.59	32.59	100-000-0000-2000	Refund Check
10556	05/16/2018	Customer Refund	6.24	6.24	100-000-0000-2000	Refund Check
10557	05/16/2018	Customer Refund	64.07	64.07	100-000-0000-2000	Refund Check
10558	05/16/2018	Builders Supply - 29 Palms	47.52	7.09	100-130-0000-5220	4x16 short wire brush

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				7.27	100-130-0000-5220	Hillman Products
				6.99	100-150-0000-5220	1/4" x 50' twst sisal rope
				4.49	100-130-0000-5220	Shop Supplies 2" Paint Brushes.
				7.21	100-130-0000-5220	Shop Supplies Dust Pan w/Broom
				14.47	100-130-0000-5222	Veh. #42 Stickers
10559	05/16/2018	California Air Resources Board	820.00	820.00	100-130-0000-5303	Portable Equipment Registration Unit 68
10560	05/16/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10561	05/16/2018	Customer Refund	10.84	10.84	100-000-0000-2000	Refund Check
10562	05/16/2018	Customer Refund	6.24	6.24	100-000-0000-2000	Refund Check
10563	05/16/2018	Clinical Lab of San Bern.	784.50	784.50	100-140-0000-5405	Water Samples
10564	05/16/2018	Customer Refund	45.86	45.86	100-000-0000-2000	Refund Check
10565	05/16/2018	Customer Refund	12.05	12.05	100-000-0000-2000	Refund Check
10566	05/16/2018	Customer Refund	12.88	12.88	100-000-0000-2000	Refund Check
10567	05/16/2018	Customer Refund	15.85	15.85	100-000-0000-2000	Refund Check
10568	05/16/2018	Customer Refund	12.92	12.92	100-000-0000-2000	Refund Check
10569	05/16/2018	Customer Refund	11.25	11.25	100-000-0000-2000	Refund Check
10570	05/16/2018	Customer Refund	25.92	25.92	100-000-0000-2000	Refund Check
10571	05/16/2018	Customer Refund	48.95	48.95	100-000-0000-2000	Refund Check
10572	05/16/2018	Customer Refund	100.00	100.00	100-000-0000-2000	Refund Check
10573	05/16/2018	Customer Refund	57.74	57.74	100-000-0000-2000	Refund Check
10574	05/16/2018	Customer Refund	32.42	32.42	100-000-0000-2000	Refund Check
10575	05/16/2018	Customer Refund	24.50	24.50	100-000-0000-2000	Refund Check
10576	05/16/2018	Desert Fire Extinguisher Co. Inc.	418.95	418.95	100-130-0000-5406	Annual Fire Extinguisher Certification.
10577	05/16/2018	Desert Hardware	20.03	20.03	100-150-0000-5220	Treatment Plant Ballast
10578	05/16/2018	Customer Refund	51.91	51.91	100-000-0000-2000	Refund Check
10579	05/16/2018	Customer Refund	30.64	30.64	100-000-0000-2000	Refund Check
10580	05/16/2018	Mike Ernst	461.13	461.13	100-600-0000-5406	105 degree closure, door track and labor to install
10581	05/16/2018	Federal Express Corp.	41.56	41.56	100-600-0000-5302	Shipping
10582	05/16/2018	Customer Refund	29.46	29.46	100-000-0000-2000	Refund Check
10583	05/16/2018	Customer Refund	31.10	31.10	100-000-0000-2000	Refund Check
10584	05/16/2018	Customer Refund	67.60	67.60	100-000-0000-2000	Refund Check
10585	05/16/2018	Frontier Communications	156.39	156.39	100-150-0000-5203	Plant

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10586	05/16/2018	Customer Refund	40.61	40.61	100-000-0000-2000	Refund Check
10587	05/16/2018	Customer Refund	52.81	52.81	100-000-0000-2000	Refund Check
10588	05/16/2018	Customer Refund	11.71	11.71	100-000-0000-2000	Refund Check
10589	05/16/2018	Customer Refund	31.44	31.44	100-000-0000-2000	Refund Check
10590	05/16/2018	Harrington Industrial	485.46	485.46	100-150-0000-5220	50220101 Adhesive Kit PSX34 5OZ (Treatment Plant)
10591	05/16/2018	Customer Refund	27.35	27.35	100-000-0000-2000	Refund Check
10592	05/16/2018	Customer Refund	19.27	19.27	100-000-0000-2000	Refund Check
10593	05/16/2018	Customer Refund	37.65	37.65	100-000-0000-2000	Refund Check
10594	05/16/2018	Customer Refund	23.22	23.22	100-000-0000-2000	Refund Check
10595	05/16/2018	Customer Refund	44.18	44.18	100-000-0000-2000	Refund Check
10596	05/16/2018	Home Depot Credit Services	343.83	323.38	100-150-0000-5220	Pallet of salt
				20.45	100-150-0000-5220	specialty lacquer clear
10597	05/16/2018	Customer Refund	81.46	81.46	100-600-0000-5330	Seminar Reimbursement
10598	05/16/2018	Inland Water Works	11,641.86	1,777.88	100-130-0000-5220	3" Performance ca hyd mtr with gv
				133.35	100-825-0000-6001	6" and 8" bolt and nut set
				70.00	100-825-0000-6001	6" non asb ring gasket 1/16
				90.00	100-130-0000-5220	3/4 x 1/8 neoprene mtr gasket
				105.00	100-130-0000-5220	1" x 1/16" neoprene mtr gasket
				9,428.13	100-000-0000-1499	5/8" Multi Jet meter, visual read
				37.50	100-825-0000-6001	4" non asb ring gasket 1/16
10599	05/16/2018	Customer Refund	47.14	47.14	100-000-0000-2000	Refund Check
10600	05/16/2018	Interactive Controls ,Inc.	6,003.30	6,003.30	100-850-0000-6001	Programmable Controller Spare Parts Treatment Plant
10601	05/16/2018	Customer Refund	27.75	27.75	100-000-0000-2000	Refund Check
10602	05/16/2018	Customer Refund	39.98	39.98	100-000-0000-2000	Refund Check
10603	05/16/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10604	05/16/2018	Kennedy/Jenks Consultants	6,862.50	6,862.50	100-600-0000-5412	Professional Services
10605	05/16/2018	Customer Refund	52.65	52.65	100-000-0000-2000	Refund Check
10606	05/16/2018	Customer Refund	5.79	5.79	100-000-0000-2000	Refund Check
10607	05/16/2018	Konica Minolta Premier	474.00	155.97	100-150-0000-5223	05/01/2018 - 05/31/2018
				318.03	100-600-0000-5223	05/01/2018 - 05/31/2018
10608	05/16/2018	Customer Refund	20.67	20.67	100-000-0000-2000	Refund Check
10609	05/16/2018	Kvac	1,110.00	110.00	100-130-0000-5220	Disposal-Non RCRA hazardous waste Liquid (oil)

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				285.00	100-150-0000-5220	Disposal-Non RCRA hazardous waste solid (Sodium Hydroxide)
				550.00	100-130-0000-5220	Transportation
				110.00	100-150-0000-5220	55 gal open top poly drum
				55.00	100-150-0000-5220	55 gal closed top steel drum
10610	05/16/2018	Customer Refund	33.57	33.57	100-000-0000-2000	Refund Check
10611	05/16/2018	Legend Pump & Well Service	43,420.00	43,420.00	100-850-0000-6001	Well #14 Pull, Bail, Lower, Reinstall Well Pump And Start up.(CI
10612	05/16/2018	Customer Refund	40.48	40.48	100-000-0000-2000	Refund Check
10613	05/16/2018	Customer Refund	41.64	41.64	100-000-0000-2000	Refund Check
10614	05/16/2018	Customer Refund	50.27	50.27	100-000-0000-2000	Refund Check
10615	05/16/2018	Customer Refund	51.50	51.50	100-000-0000-2000	Refund Check
10616	05/16/2018	Customer Refund	46.73	46.73	100-000-0000-2000	Refund Check
10617	05/16/2018	Customer Refund	13.33	13.33	100-000-0000-2000	Refund Check
10618	05/16/2018	Mccall's Meter Sales & Service	862.40	862.40	100-110-0000-5406	Repair Well#17 Flowmeter
10619	05/16/2018	Customer Refund	7.76	7.76	100-000-0000-2000	Refund Check
10620	05/16/2018	Mcmaster-Carr Supply Co.	1,001.30	116.39	100-130-0000-5226	Full Brim Hard Hat with Ratchet Adjustments
				314.22	100-150-0000-5220	Desiccant for 1/2 NPT, 25 SCFM @ 45 F compressed air dryer for
				138.20	100-150-0000-5220	filter element for 1/2 and 3/4 npt compressed air filter
				20.60	100-150-0000-5220	replacement filter element for 3/8 1/2 and 3/4 npt
				411.89	100-150-0000-5220	Compressed air dryer for water removal, aluminum bowl and guard.
10621	05/16/2018	Michael Minatrea	93.25	93.25	100-600-0000-5406	Reimburse car rental fee
10622	05/16/2018	Customer Refund	69.34	69.34	100-000-0000-2000	Refund Check
10623	05/16/2018	Customer Refund	60.12	60.12	100-000-0000-2000	Refund Check
10624	05/16/2018	Customer Refund	26.01	26.01	100-000-0000-2000	Refund Check
10625	05/16/2018	Customer Refund	7.01	7.01	100-000-0000-2000	Refund Check
10626	05/16/2018	Customer Refund	56.02	56.02	100-000-0000-2000	Refund Check
10627	05/16/2018	O'Reilly Automotive Inc.	162.26	9.22	100-130-0000-5222	Veh. #17 Front Hub Window Kits.
				4.99	100-130-0000-5222	Veh. #17 Ignition Switch.
				148.05	100-130-0000-5222	Veh. #39 Battery.
10628	05/16/2018	Customer Refund	49.71	49.71	100-000-0000-2000	Refund Check
10629	05/16/2018	Office Supplies Plus Inc.	14.77	14.77	100-150-0000-5220	Supplies
10630	05/16/2018	Customer Refund	20.09	20.09	100-000-0000-2000	Refund Check
10631	05/16/2018	Customer Refund	66.29	66.29	100-000-0000-2000	Refund Check

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10632	05/16/2018	Parkhouse Tire Inc.	272.34	272.34	100-130-0000-5222	Veh. #5 Tires.
10633	05/16/2018	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
10634	05/16/2018	Customer Refund	27.75	27.75	100-000-0000-2000	Refund Check
10635	05/16/2018	Platinum Consulting Group	6,000.00	6,000.00	100-600-0000-5401	Monthly Retainer April 2018
10636	05/16/2018	Customer Refund	16.30	16.30	100-000-0000-2000	Refund Check
10637	05/16/2018	Customer Refund	11.25	11.25	100-000-0000-2000	Refund Check
10638	05/16/2018	Customer Refund	45.41	45.41	100-000-0000-2000	Refund Check
10639	05/16/2018	Customer Refund	35.30	35.30	100-000-0000-2000	Refund Check
10640	05/16/2018	Customer Refund	32.26	32.26	100-000-0000-2000	Refund Check
10641	05/16/2018	Customer Refund	8.69	8.69	100-000-0000-2000	Refund Check
10642	05/16/2018	Prudential Overall Supply	466.58	55.95	100-130-0000-5253	Uniforms
				150.56	100-130-0000-5253	Uniforms
				46.95	100-130-0000-5253	Uniforms
				213.12	100-130-0000-5253	Uniforms
10643	05/16/2018	Customer Refund	50.10	50.10	100-000-0000-2000	Refund Check
10644	05/16/2018	Customer Refund	20.20	20.20	100-000-0000-2000	Refund Check
10645	05/16/2018	Customer Refund	50.16	50.16	100-000-0000-2000	Refund Check
10646	05/16/2018	S.C.E.	11,387.27	1,104.33	100-120-0000-5201	Booster H1N, H2S
				43.15	100-110-0000-5201	Well 14
				1,430.63	100-110-0000-5201	Well 16
				44.32	100-110-0000-5201	Donnell
				28.52	100-110-0000-5201	Michel's
				2,369.77	100-110-0000-5201	Well 17
				32.16	100-110-0000-5201	Well 4
				1,182.64	100-600-0000-5201	Hatch
				690.30	100-110-0000-5201	Well 1
4,461.45	100-120-0000-5201	Booster TP-1				
10647	05/16/2018	San Bernardino County	2.00	2.00	100-130-0000-5301	Monthly Assessor parcel map revisions May 2018
10648	05/16/2018	San Bernardino County Assessor	1.00	1.00	100-600-0000-5406	Monthly PIMS access fees
10649	05/16/2018	San Bernardino County Fire Protection District	10,973.88	10,973.88	100-000-0000-1800	Fire Related Property Taxes
10650	05/16/2018	Customer Refund	73.50	73.50	100-000-0000-2000	Refund Check
10651	05/16/2018	Shoplet.Com	170.04	170.04	100-600-0000-5301	Office Supplies

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10652	05/16/2018	Customer Refund	66.20	66.20	100-000-0000-2000	Refund Check
10653	05/16/2018	Susan L. Simmons	712.50	712.50	100-600-0000-5406	Janitorial Services
10654	05/16/2018	Customer Refund	56.02	56.02	100-000-0000-2000	Refund Check
10655	05/16/2018	Customer Refund	55.61	55.61	100-000-0000-2000	Refund Check
10656	05/16/2018	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video recording board meeting
10657	05/16/2018	Customer Refund	40.81	40.81	100-000-0000-2000	Refund Check
10658	05/16/2018	Customer Refund	68.34	68.34	100-000-0000-2000	Refund Check
10659	05/16/2018	TPX Communications	700.13	700.13	100-600-0000-5203	Hatch
10660	05/16/2018	Customer Refund	27.61	27.61	100-000-0000-2000	Refund Check
10661	05/16/2018	Customer Refund	13.34	13.34	100-000-0000-2000	Refund Check
10662	05/16/2018	Customer Refund	13.34	13.34	100-000-0000-2000	Refund Check
10663	05/16/2018	Customer Refund	13.34	13.34	100-000-0000-2000	Refund Check
10664	05/16/2018	Customer Refund	5.55	5.55	100-000-0000-2000	Refund Check
10665	05/16/2018	Underground Service Alert	69.40	69.40	100-130-0000-5406	36 new tickets
10666	05/16/2018	Customer Refund	57.41	57.41	100-000-0000-2000	Refund Check
10667	05/16/2018	Customer Refund	63.33	63.33	100-000-0000-2000	Refund Check
10668	05/16/2018	Customer Refund	48.45	48.45	100-000-0000-2000	Refund Check
10669	05/16/2018	Wienhoff Drug Testing Inc.	70.00	70.00	100-130-0000-5406	Pre-Employment Test
10670	05/16/2018	Customer Refund	62.09	62.09	100-000-0000-2000	Refund Check
10671	05/16/2018	Customer Refund	68.75	68.75	100-000-0000-2000	Refund Check
10672	05/16/2018	Customer Refund	26.51	26.51	100-000-0000-2000	Refund Check
10673	05/16/2018	Customer Refund	33.65	33.65	100-000-0000-2000	Refund Check
10674	05/30/2018	Accela National User Group	100.00	100.00	100-600-0000-5303	Membership Renewal
10675	05/30/2018	Ansafone Contact Centers	276.48	135.47	100-160-0000-5406	Answering Service
				141.01	100-160-0000-5406	Answering Service
10676	05/30/2018	Autozone Inc.	11.39	3.01	100-130-0000-5220	Shop Supplies- Hair Pin Clips.
				8.38	100-130-0000-5222	Veh. #17 Stop Leak.
10677	05/30/2018	Customer Refund	25.76	25.76	100-000-0000-2000	Refund Check
10678	05/30/2018	Customer Refund	3.06	3.06	100-000-0000-2000	Refund Check
10679	05/30/2018	Customer Refund	31.68	31.68	100-000-0000-2000	Refund Check
10680	05/30/2018	Best Best & Krieger	2,866.70	105.20	100-600-0000-5403	Professional Services April 2018
				263.00	100-600-0000-5403	Professional Services April 2018

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				2,498.50	100-600-0000-5403	Professional Services April 2018
10681	05/30/2018	Customer Refund	5.95	5.95	100-000-0000-2000	Refund Check
10682	05/30/2018	Builders Supply - 29 Palms	37.42	34.87	100-130-0000-5220	Light Bulbs
				2.55	100-130-0000-5222	Veh. #42 Reflective Letters.
10683	05/30/2018	Burrtec Waste & Recycling Svcs	202.36	64.62	100-150-0000-5406	Amboy
				137.74	100-600-0000-5406	Hatch
10684	05/30/2018	Calpers	102,400.00	102,400.00	100-000-0000-2890	CERBT contribution for OPEB
10685	05/30/2018	Cdw Government	1,084.83	59.12	100-150-0000-5220	T10 2.0 Channel Speaker Mfg. Part: 51MF1601AA000 CDW Part: 13
				164.01	100-130-0000-5220	Mfg. Part#: 01-SSC-4769 UNSPSC: 81111812 CDW# 2664007
				793.62	100-875-0000-6001	ViewSonic VA2855SMH 28" LED - Blacklit LCD Mfg. Part# VA2855SM
				44.08	100-875-0000-6001	Tripp Lite HDMI to DVI Digital Monitor Adanter Cable M/M DVI-D
				24.00	100-875-0000-6001	Recycling Fee 15" to Less Than 35" CDW# 654810
10686	05/30/2018	Centurylink Business Services	21.50	21.50	100-600-0000-5203	Hatch
10687	05/30/2018	Chem-Tech International Inc.	5,898.09	5,898.09	100-150-0000-5211	Load of ACID (Treatment Plant)
10688	05/30/2018	Customer Refund	74.97	74.97	100-000-0000-2000	Refund Check
10689	05/30/2018	Customer Refund	5.13	5.13	100-000-0000-2000	Refund Check
10690	05/30/2018	County Of San Bernardino	216.11	112.09	100-130-0000-5406	O&M Waste
				81.52	100-130-0000-5406	O&M Waste
				22.50	100-130-0000-5406	O&M Waste
10691	05/30/2018	Customer Refund	46.48	46.48	100-000-0000-2000	Refund Check
10692	05/30/2018	Customer Refund	40.56	40.56	100-000-0000-2000	Refund Check
10693	05/30/2018	Customer Refund	36.98	36.98	100-000-0000-2000	Refund Check
10694	05/30/2018	Frontier Communications	142.45	142.45	100-600-0000-5203	Hatch
10695	05/30/2018	Customer Refund	20.41	20.41	100-000-0000-2000	Refund Check
10696	05/30/2018	Hi-Desert Publishing Co.	106.00	106.00	100-600-0000-5303	Subscription Renewal
10697	05/30/2018	Customer Refund	62.26	62.26	100-000-0000-2000	Refund Check
10698	05/30/2018	Customer Refund	23.14	23.14	100-000-0000-2000	Refund Check
10699	05/30/2018	Customer Refund	49.94	49.94	100-000-0000-2000	Refund Check
10700	05/30/2018	Customer Refund	3.98	3.98	100-000-0000-2000	Refund Check
10701	05/30/2018	Customer Refund	4.52	4.52	100-000-0000-2000	Refund Check
10702	05/30/2018	Customer Refund	22.39	22.39	100-000-0000-2000	Refund Check
10703	05/30/2018	Customer Refund	8.91	8.91	100-000-0000-2000	Refund Check

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10704	05/30/2018	Customer Refund	20.75	20.75	100-000-0000-2000	Refund Check
10705	05/30/2018	Mccall's Meter Sales & Service	51.08	51.08	100-130-0000-5406	Certified flow test Hersey /58" meter S/N 01065638
10706	05/30/2018	Customer Refund	8.91	8.91	100-000-0000-2000	Refund Check
10707	05/30/2018	Customer Refund	55.85	55.85	100-000-0000-2000	Refund Check
10708	05/30/2018	Minolta Business Systems	176.38	176.38	100-600-0000-5223	04/23/2018 - 05/22/2018
10709	05/30/2018	Customer Refund	63.09	63.09	100-000-0000-2000	Refund Check
10710	05/30/2018	Morongo Basin Conservation Association	1,000.00	1,000.00	100-600-0000-5350	2018 Desert Wise Living Series
10711	05/30/2018	Napa Auto Parts	110.84	16.25	100-130-0000-5220	Shop Supplies- Windshield washer fluid.
				74.60	100-130-0000-5228	Small Tools-Pry Bar Set.
				19.99	100-130-0000-5228	Small Tools- Screwdriver Set.
10712	05/30/2018	Customer Refund	39.74	39.74	100-000-0000-2000	Refund Check
10713	05/30/2018	O'Reilly Automotive Inc.	140.82	133.76	100-130-0000-5222	Veh. #9 Front Shocks.
				7.06	100-130-0000-5222	Veh. #17 Radiator Cap.
10714	05/30/2018	Customer Refund	50.14	50.14	100-000-0000-2000	Refund Check
10715	05/30/2018	Customer Refund	14.00	14.00	100-000-0000-2000	Refund Check
10716	05/30/2018	Prudential Overall Supply	490.39	173.08	100-130-0000-5253	Uniforms
				58.06	100-130-0000-5253	Uniforms
				56.23	100-130-0000-5253	Uniforms
				203.02	100-130-0000-5253	Uniforms
10717	05/30/2018	Customer Refund	40.18	40.18	100-000-0000-2000	Refund Check
10718	05/30/2018	Powerplan OIB Rdo Trust #80-5800	1,531.47	268.14	100-130-0000-5222	Veh. #35 Seat Back Cushion.
				220.12	100-130-0000-5222	Veh. #35 Seat Bottom Cushion.
				130.94	100-130-0000-5222	Veh. #35 Gas Operated Cylinder.
				167.94	100-130-0000-5222	Veh. #35 Seat Belt.
				54.62	100-130-0000-5222	Veh. #1 Front Wheel Seal.
				23.46	100-130-0000-5222	Veh. #1 Front Wheel Seal.
				39.31	100-130-0000-5222	Veh. #33 Spare Keys.
				421.37	100-130-0000-5222	Veh. #1 Monitor.
				200.63	100-130-0000-5222	Veh. #1 Seat Belt.
				2.84	100-130-0000-5222	Veh. #1 Washer.
				2.10	100-130-0000-5222	Veh. #1 Cap Screw.
10719	05/30/2018	S.C.E.	5,827.93	798.52	100-120-0000-5201	Booster Two Mile

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				47.90	100-110-0000-5201	Well 11
				831.12	100-120-0000-5201	Booster 11A, 11B
				48.82	100-110-0000-5201	Well 9, Booster 6A, 6B
				1,520.24	100-110-0000-5201	Well 6, 12
				889.57	100-120-0000-5201	Booster Sullivan
				1,338.34	100-120-0000-5201	Booster Lupine
				309.32	100-110-0000-5201	Well 15
				44.10	100-120-0000-5201	D.H. Resv. & Hydro
10720	05/30/2018	Safety Compliance Company	300.00	300.00	100-130-0000-5406	Safety Meeting
10721	05/30/2018	Customer Refund	10.96	10.96	100-000-0000-2000	Refund Check
10722	05/30/2018	Customer Refund	8.91	8.91	100-000-0000-2000	Refund Check
10723	05/30/2018	Customer Refund	56.10	56.10	100-000-0000-2000	Refund Check
10724	05/30/2018	Susan L. Simmons	628.67	628.67	100-600-0000-5406	Janitorial Services
10725	05/30/2018	Southern Calif. Gas Co.	2.55	2.55	100-600-0000-5202	Hatch
10726	05/30/2018	Spectrum Business	289.97	139.98	100-600-0000-5203	La Luna
				149.99	100-150-0000-5203	Joe Davis
10727	05/30/2018	Customer Refund	69.16	69.16	100-000-0000-2000	Refund Check
10728	05/30/2018	U.S. Postal Service	2,500.00	2,500.00	100-160-0000-5302	Permit 39
10729	05/30/2018	Union Bank	6,165.96	43.43	100-600-0000-5301	Supplies
				13.99	100-600-0000-5330	Meetings
				1,399.99	100-130-0000-5220	Field Supplies
				25.98	100-600-0000-5301	Supplies
				361.00	100-600-0000-5330	Training
				1,994.85	100-150-0000-5221	Office Furniture
				86.97	100-130-0000-5220	Supplies
				533.30	100-600-0000-5301	Supplies
				24.88	100-130-0000-5220	Supplies
				51.94	100-130-0000-5220	Supplies
				53.61	100-600-0000-5330	Fuel
				(65.00)	100-600-0000-5330	CSDA Webinar
				(525.00)	100-610-0000-5330	Credit
42.63	100-600-0000-5330	Meetings				

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				345.97	100-600-0000-5301	Supplies
				41.89	100-600-0000-5330	Fuel
				62.03	100-600-0000-5301	Supplies
				52.39	100-600-0000-5301	Supplies
				680.87	100-600-0000-5301	Supplies
				24.23	100-600-0000-5330	Meetings
				124.94	100-600-0000-5301	Office Suppliss
				172.36	100-600-0000-5301	Office Suppliss
				129.28	100-150-0000-5221	Suppliss
				86.12	100-150-0000-5221	Suppliss
				14.95	100-600-0000-5406	Supplies
				292.36	100-600-0000-5330	Plant Tour
				96.00	100-600-0000-5406	Microsoft
10730	05/30/2018	Usa Blue Book	340.95	19.25	100-130-0000-5220	Half Mask Filters.
				66.02	100-130-0000-5220	Particulate Filters.
				85.15	100-130-0000-5220	2" sch40 PVC male
				53.95	100-130-0000-5220	Rust-Oleum inverted paint caution blue case / 12 20oz can
				36.95	100-130-0000-5226	standard cooling vest large
				79.63	100-130-0000-5226	standard cooling vest xl
10731	05/30/2018	Customer Refund	58.81	58.81	100-000-0000-2000	Refund Check
10732	05/30/2018	Verizon Wireless	731.97	731.97	100-600-0000-5203	Wireless
10733	05/30/2018	Vwr Scientific Products Corp.	702.91	702.91	100-150-0000-5220	Buffer TSAB 11 Supply in PL BTL 3.8L
10734	05/30/2018	Customer Refund	32.58	32.58	100-000-0000-2000	Refund Check
10735	05/30/2018	Western Pump, Inc.	640.23	640.23	100-130-0000-5406	Shop Lift Inspection/Certification
			Total	\$389,273.13		

11

11.1

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: June 20, 2018
SUBJECT: Management Report

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

1. Responded to 44 Underground Service Alerts
2. Responded to and repaired
 - a. 0 water main leaks
 - b. 2 water meter leaks
 - c. 0 service line leak
 - d. 0 fire hydrant repairs/maintenance
3. Installed 4 new services
4. Replaced 1 customer gate valve
5. Performed 3 leak audits
6. Painted 0 fire hydrants
7. Performed 7 customer pressure checks
8. Replaced 10 water meters
9. Tested and exercised emergency generators
10. Sounded wells for May
11. 1 water waste complaint reported

B. The following customer service tasks were performed:

1. 145 work orders were generated from reading meters
2. 70 work orders were generated from billing variance list
3. 385 work orders were generated for turn on or turn off
4. 463 termination notices were distributed
5. 64 non-pay turn offs were performed
6. 90 extensions were granted
7. 14 extensions were shut off for non-payment
8. 2 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 11 customer requests and 8 complaints were logged and investigated

C. Valve and Hydrant Maintenance Update

	Valves Exercised (Began 06/15)	Dead Ends Flushed (Began 7/17)
Current Month	112	11
Year to Date	*3,588	219

*Triennial cycle

TWENTYNINE PALMS WATER DISTRICT
MAY 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 0.14 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 0.24 mg/L to 0.61 mg/L.

B. **Bacteria Samples:** A total of 38 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 6 special bacteria samples were collected. All routine and special samples indicated ABSENT for Colilert.

C. **Fluoride Samples:** A total of 15 fluoride samples were collected at established test points for the storage and distribution system, and 6 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of 1.1 mg/L to a high of 1.8 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.32 to a high of 1.9 mg/L.

D. **General Physical:** A total of 11 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 – 0.2 for turbidity.

TWENTYNINE PALMS WATER DISTRICT
Water Production Report
FY 2017/2018

Groundwater Source													
	Mesquite Springs Basin	Fortynine Palms Basin	Eastern Basin	Indian Cove Basin	Total Produced	Total Prior Yr	%Increase Decrease prior year	%Increase Decrease from 2013	New Service	Active Account	Prior Year	%Increase (Decrease)	Main Leaks
July	99.119	128.442	41.659	23.565	292.785	281.965	3.84%	-5.60%	2				1
August	123.835	94.006	30.503	20.795	269.139	275.286	-2.23%	-7.90%	0	7,750	7,703	0.63%	0
Sept.	115.034	80.942	22.277	13.753	232.006	241.554	-5.20%	-5.20%	0				0
October	122.11	58.325	23.787	9.666	213.888	214.323	-0.30%	-0.01	0	7,678	7,610	0.90%	0
Nov.	103.169	55.519	20.440	10.813	189.941	185.785	2.25%	1.50%	1				0
Dec.	85.121	63.505	19.980	7.235	175.841	169.662	3.64%	6.76%	0	7,660	7,497	2.17%	2
Jan.	112.239	40.548	10.997	4.040	167.824	143.544	16.90%	-13.57%	0				0
Feb.	78.907	57.006	19.118	7.808	162.839	146.290	11.31%	-0.02%	1	7,675	7,535	1.85%	0
March	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	134.314	53.538	23.743	17.834	229.429	221.783	3.44%	-16.58%	4				0
June													
Totals	1214.131	698.467	256.014	147.208	2315.820	2252.825	2.80%		9				3

Production Totals Expressed in Acre Feet

NOTE: Year to Date Mesquite Springs Basin regeneration production of **18.151** acre feet = **1.47%** treatment loss.

Total Connections in District = 8,096

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TWENTYNINE PALMS WATER DEPARTMENT

FINANCIAL REPORT

For The Month Of

April 2018

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

**TWENTYNINE PALMS WATER DEPARTMENT
STATEMENT OF INVESTMENTS AND RESERVES
For the Period Ending April 30, 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	\$ 3,859,658	\$ 12,825	\$ -	\$ 3,872,483	\$ 3,862,949
Election Fund Reserve - LAIF	20,925	-	-	20,925	20,873
Internal Operating Reserve - LAIF	167,113	552	-	167,666	167,253
Internal Debt Retirement Reserve - LAIF	-	-	-	-	-
Capital Funds for Primary Infrastructure - LAIF	58,706	194	-	58,900	58,755
Capital Funds for Secondary Infrastructure - LAIF	50,023	165	-	50,188	50,065
Investment Funds - CalTrust	-	-	-	-	-
Total Investments	\$ 4,156,425	\$ 13,737	\$ -	\$ 4,170,162	\$ 4,159,895

CERTIFICATION

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

Cindy Byerrum, CPA
Contract CPA

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

**Twentynine Palms Water Department
Statement of Revenues and Expenses
For the Period Ending April 30, 2018
(Unaudited)**

	April 2018	March 2018	YTD	Budget	YTD 83%	Prior YTD
1 Operating Revenues	\$ 322,827	\$ 305,187	\$ 3,383,299	\$ 3,880,260	87%	\$ 3,112,842
2 Non-Operating Revenues	98,369	54,320	694,481	654,200	106%	659,839
Total Revenue Available to						
3 Fund Operations & Capital/R&R	421,195	359,507	4,077,779	4,534,460	90%	3,772,681
4 Operating Expenses	284,268	259,610	2,971,147	3,709,380	80%	2,688,315
5 Non-Operating Expenses	16,357	16,357	173,585	199,400	87%	147,870
Net Revenues Available to Fund						
6 Capital Related Expenditures	120,570	83,540	933,047	625,680	149%	936,496

**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 April 30, 2018
(Unaudited)

	April 2018	March 2018	YTD	Budget	YTD 83%	Prior YTD
1 Operating Revenues						
2 Water Sales	\$ 211,052	\$ 194,963	\$ 2,311,260	\$ 2,580,500	90%	\$ 2,111,537
3 Readiness to Serve	101,981	101,594	968,675	1,185,800	82%	903,006
4 Other Operating Revenue	9,794	8,631	103,364	113,960	91%	98,299
5 Total Operating Revenues	322,827	305,187	3,383,299	3,880,260	87%	3,112,842
6 Non-Operating Revenues						
7 Capital Impact Fees	-	-	3,375	-	0%	7,150
8 Water Availability Assessment	49,258	49,258	492,583	591,100	83%	492,583
9 Interest Revenue	15,944	3,456	64,419	30,700	210%	21,873
10 Other Penalties	1,344	1,453	32,422	23,700	137%	23,165
11 Reimbursed Expenses	14,244	5	82,744	5,000	1655%	16,328
12 Other Non-Operating Revenue	17,578	147	18,938	3,700	512%	98,740
13 Total Non-Operating Revenues	98,369	54,320	694,481	654,200	106%	659,839
14 Total Revenues	421,195	359,507	4,077,779	4,534,460	90%	3,772,681
15 Operating Expenditures						
16 Source of Supply						
17 Labor & Benefits	1,498	829	6,698	9,700	69%	8,443
18 Direct Expenses	21,055	20,011	251,837	323,300	78%	249,407
19 Total Source of Supply	22,552	20,840	258,535	333,000	78%	257,850
20 Pumping						
21 Labor & Benefits	606	433	3,880	2,000	194%	900
22 Direct Expenses	14,628	9,001	110,196	139,100	79%	95,090
23 Total Pumping	15,235	9,433	114,076	141,100	81%	95,990
24 Transmission & Distribution						
25 Labor & Benefits	59,407	52,788	637,819	835,700	76%	524,002
26 Direct Expenses	23,229	21,043	212,933	294,900	72%	200,215
27 Total Transmission & Distribution	82,636	73,831	850,752	1,130,600	75%	724,217
28 Treatment Wells						
29 Labor & Benefits	4,457	4,106	37,622	50,700	74%	29,958
30 Direct Expenses	785	4,975	22,897	25,800	89%	18,926
31 Total Treatment Wells	5,241	9,081	60,518	76,500	79%	48,884
32 Treatment Facility						
33 Labor & Benefits	17,871	32,569	174,414	186,000	94%	120,779
34 Direct Expenses	28,338	16,346	431,556	401,400	108%	298,370
35 Total Treatment Facility	46,208	48,915	605,970	587,400	103%	419,149
36 Customer Accounts						
37 Labor & Benefits	16,562	16,613	162,628	241,500	67%	120,542
38 Direct Expenses	7,295	4,449	23,425	51,700	45%	24,256
39 Total Customer Accounts	23,856	21,062	186,052	293,200	63%	144,798
40 General Administration						
41 Outside Services	37,027	22,712	275,082	299,400	92%	237,375
42 Direct Expenses	19,115	12,210	190,902	319,780	60%	167,813
43 Fire Department Reimbursements	-	-	-	-	0%	-
44 Total General Administration	56,142	34,923	465,983	619,180	75%	405,188

Twentynine Palms Water Department
Detail Statement of Revenues and Expenses
For the Period Ending April 30, 2018
(Unaudited)

	April 2018	March 2018	YTD	Budget	YTD 83%	Prior YTD
45 Employee Salaries						
46 Direct Labor	90,366	93,034	955,388	1,169,500	82%	921,705
47 Less Transfer to Operations	68,710	72,462	716,772	894,400	80%	684,369
48 Total General & Admin. Salaries	21,656	20,572	238,616	275,100	87%	237,336
49 Employee Benefits						
49 Health Benefits	11,231	10,293	111,617	149,900	74%	58,031
50 Vacation / Sick Payout - Worker's Comp	-	6,406	40,546	34,300	118%	153,609
51 Retirement Expenses	(1,225)	2,790	22,455	47,600	47%	128,435
52 Total Employee Benefits	10,006	19,489	174,618	231,800	75%	340,075
53 Board of Directors						
54 Directors' Fees	725	850	8,875	12,600	70%	8,450
55 Direct Expenses	10	614	7,150	8,900	80%	6,376
56 Total Board of Directors	735	1,464	16,025	21,500	75%	14,826
57 Total Operating Expenditures	284,268	259,610	2,971,147	3,709,380	80%	2,688,315
58 Non-Operating Expenditures						
59 Miscellaneous Expense	-	-	10,011	-	0%	-
60 Miscellaneous Expense	-	-	10,011	-	0%	-
61 Depreciation Expense	-	-	-	-	0%	-
62 Unfunded PERS (Future Pension Obligation)	7,824	7,824	78,241	97,000	81%	67,395
63 Unfunded Retiree Medical Payment	8,533	8,533	85,333	102,400	83%	80,476
64 Total Non-Operating Expenditures	16,357	16,357	173,585	199,400	87%	147,870
65 Total Expenditures	300,625	275,967	3,144,733	3,908,780	80%	2,836,185
Net Revenues Available to Fund Capital						
66 Related Expenditures	120,570	83,540	933,047	625,680	149%	936,496

**No assurance is provided on these financial statements.*

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

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

**Twentynine Palms Water Department
Special Revenue Fund
For the Period Ending April 30, 2018
(Unaudited)**

	<u>April 2018</u>	<u>March 2018</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 83%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 13,665.69	\$ 9,174.65	\$ 108,808.76	\$ 117,400.00	93%	\$ 101,532.19
2 Less Transfers Out to Fire	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
3 Less Transfers Out To Water	\$ (10,332.36)	\$ (5,841.32)	\$ (75,475.46)	\$ (77,400.00)	98%	\$ (68,198.89)
4 Transfer to PARS Trust	\$ (3,333.33)	\$ (3,333.33)	\$ (33,333.30)	\$ (40,000.00)	83%	\$ (33,333.30)
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 April 30, 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	483,904	266,096
11 Total Capital Improvement Plan	2,350,000	484,538	1,865,462
12 Repairs, Rehabilitation, & Maintenance			
13 Plant 6 Electrical and Well Upgrade	-	1,148	(1,148)
14 Emergency Repairs, Unspecified	50,000	30,336	19,664
15 Repiping/Distribution System Upgrades	50,000	1,716	48,284
16 Meter Replacement Program	75,000	27,715	47,285
17 Asphalt Repair Vista Del Sol	-	47,374	(47,374)
18 Fluoride Plant Instrumentation\Coating	10,000	6,003	3,997
19 Total Repairs & Maintenance	185,000	114,292	70,708
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	98,043
25 Fencing Upgrade	15,000	16,000	(1,000)
26 One-Time Existing Conditions Sampling Event	25,000	-	25,000
27 Total Capital Outlay	300,000	115,987	184,013
28 TOTAL	\$ 3,260,000	\$ 792,780	\$ 2,467,220

11.3

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: JUNE 27, 2018
FROM: RAY KOLISZ, GENERAL MANAGER
SUBJECT: GENERAL MANAGER'S REPORT

JUNE 2018

- The District attended the Reach Out Morongo Basin Emergency Preparedness and Response Expo on June 2, 2018. Matt Shragge was in attendance where he set up a table displaying emergency backpack kits, information regarding water storage and disinfection of water during an emergency event.
- District Staff visited a sixth grade class at Palm Vista Elementary School on May 25, 2018. Cindy Fowlkes and Matt Shragge spoke to the students on where our water comes from and what they can do to practice water conservation measures. Following the classroom presentation, the students were given a tour of the Fluoride Removal Treatment Plant by treatment plant operator Brian Peters. This was the first time a school tour was provided to our facility since the Plant went on-line in 2003.
- The proposed water tax bill was abandoned by Governor Jerry Brown as part of a budget compromise earlier this month. The water tax bill was first introduced as SB 623 last year but stalled due to lack of support but was later revived early this year as a trailer bill. The water tax bill would have imposed a \$0.95 per month tax on each water service in the District based on a 5/8" meter.
- Upcoming Events. The California Special District Association (CSDA) Annual Conference and Exhibitor Showcase is scheduled for September 24th through September 27th. This event is being held in Indian Wells California this year which provides a unique opportunity for attendance by Board Members and staff due to its local location.