

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

**May 22, 2019 / 4:00 P.M.**

**AGENDA**

This meeting may be viewed on the District's website at [www.29palmswater.net](http://www.29palmswater.net)

Next Resolution #19-07  
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. Discussion of Current Reserve Policy and Recommended Changes to the Policy to Increase Reserve Levels
2. Presentation of Draft for Fiscal Year 2019/2020 Annual Budget
3. 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 March 27, 2019
  - Audit List
4. Items Removed from the Consent Calendar for Discussion or Separate Action
5. Management Reports
  - 5.1 Maintenance
  - 5.2 Water Quality
  - 5.3 Finance

5.4 General Manager

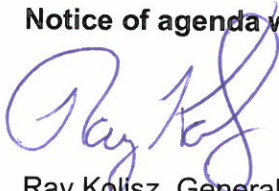
6. Closed Session: Public Employee Performance Evaluation (Per Government Code § 54957)

Title: General Manager

7. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
8. Adjournment

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

**Notice of agenda was posted on or before 4:00 p.m., May 17, 2019.**



Ray Kolisz, General Manager

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

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

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

TO:	BOARD OF DIRECTORS
DATE:	MAY 22, 2019
FROM:	CINDY BYERRUM
SUBJECT:	DISCUSSION OF CURRENT RESERVE POLICY AND RECOMMENDED CHANGES TO THE POLICY TO INCREASE RESERVE LEVELS

**BACKGROUND**

A properly designed Board adopted reserve policy sends a positive signal to the community of ratepayers, bondholders, rating agencies, and regulatory agencies that the Board is committed to the District's long-term financial health and viability.

Prudent financial management and best practices dictate that the District maintain appropriate reserves for emergency use, capital projects, obligations accruing on a current basis that will be paid in the future, and those required as a result of legal or external requirements. The challenge for a governmental agency is to set reserve levels that are sufficient to meet the needs of the agency now and in the future, while following the concept of inter-period equity, which means that ratepayers pay for the services provided and used by them in the current period.

Objectives of a reserve policy:

- Establish sound formal fiscal reserve policies, which will be the foundation that ensures strong fiscal management and policies that guide future District decisions.
- Build adequate reserves over time. This action will provide the District with resources to help stabilize the agency's finances and position it to easily absorb economic downturns or large-scale emergencies.
- The funding and subsequent uses of reserves helps smooth rates from year to year and promotes equity over the years to ratepayers.
- Help the District to meet its short-term and long-term obligations and ensure that the District maintains the highest possible credit rating.

At the February 25, 2015 Board meeting, the Board adopted the District's current reserve policy, as follows below:

1. **Operating Reserve:** 120 days of Budgeted O&M expenses.
2. **Capital Reserve:** 3% of Fixed Assets.

These amounts were deemed to be the minimum amounts of reserves the District could tolerate at the time.

## **ANALYSIS**

The main areas of risk the GFOA recommend reviewing for determining appropriate Reserve levels are:

### **1. Revenue Source Stability:**

The District is dependent upon approximately 70% of its revenue from the commodity charge, which puts it at a high level of risk to revenue instability in times of conservation. The District is subject to the risk of drought, changing fees from the State, changing regulations on water treatment, all which can cause lower net revenues to the District. In a scenario where the District expenses exceed the revenues, the District's reserves would have to be used to balance the budget.

### **2. Infrastructure:**

Aging infrastructure presents a higher risk that an expected failure will require the use of Operating Reserves to repair or replace. Water Districts are infrastructure intensive and are subject to the risk of unplanned failure and related costs in many parts of the distribution system.

### **3. Vulnerability to Extreme Event and Public Safety Concern:**

The District is also subject to the risk an extreme event such as an earthquake could seriously damage infrastructure that will need to be repaired or replaced immediately to protect the public health and safety. Even though such damage might be subject to reimbursement from the Federal Emergency Management Agency (FEMA), the District would need to have ample cash on hand for needed repairs.

Given the increasing state regulations and unfunded mandates, along with aging infrastructure and facility needs, the District has determined that the minimum reserves levels should be increased to address the increased risk, and to be more in line with best practice reserve levels.

## **RECOMMENDATION**

Change the current reserve levels to the levels recommended below and direct staff to develop a resolution to adopt the changes for the next Board Meeting:

**1. Operating Reserve:** Based on the analysis of the District's risk factors, we recommend increasing the minimum Operating Reserve from 120 to 180 days of Budgeted District O&M expenses. Based on the FY 19/20 budget, this amount would be approximately \$2.12 million for FY 19/20.

**2. Capital Reserve:** Standard reserve levels for routine capital reserves can vary from 2-5% of total capital assets, or a set flat amount equal to one to five years of the Capital Improvement Plan. We recommend increasing to a 6% reserve, instead of the current 3% reserve, to ensure adequate funding is on hand for emergency repairs. Based on the FY 19/20 budget, this amount would be approximately \$3.2 million for FY 19/20.

This would bring the total reserve minimum to approximately \$5.3 million, compared to the current policy which would be a minimum of \$3.1 million.

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

TO: BOARD OF DIRECTORS

DATE: MAY 22, 2019

FROM: RAY KOLISZ, GENERAL MANAGER

PRESENTED AND PREPARED BY: CINDY BYERRUM

SUBJECT: PRESENTATION OF DRAFT FISCAL YEAR 2019/2020 ANNUAL BUDGET

**BACKGROUND AND DISCUSSION**

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

The proposed budget for review has five schedules as follows:

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

**RECOMMENDATION**

Direct staff to make changes or adjustments if necessary and prepare final version for approval and adoption at the June 2019 Board of Directors Meeting.

# Twentynine Palms Water Budget Schedules & Line Items: Proposed Budget

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## SCHEDULE A: SUMMARY BUDGET

This schedule summarizes the operating and non-operating revenues, operating and non-operating expenses, capital related expenditures, debt proceeds, debt service and transfers in and out of the Water Department. Lines 1 & 2 are the total of Operating and Non-Operating Revenues. Lines 4 & 5 are the total Operating and Non-Operating Expenses. Line 8 is the difference between the revenues and expenses; essentially the net revenues remaining to fund the District's Capital Improvement Program.

Line 9 shows the debt proceeds received to fund the AMI / AMR Capital Improvement project. Lines 10-13 outline the District's Capital Improvement Program (CIP) expenses by category. Line 14 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 transfer to the pension trust fund to contribute towards the funding of the CalPERS unfunded accrued actuarial liability for past Fire Department employees (FY 19-20 is the last year of the annual obligation).

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 19/20 to report monthly operating results to the Board.

The first column (A) is the Adopted Budget for Fiscal Year 18/19. The second column (B) is the Projected Balances for the Fiscal Year Ending 18/19. 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 19/20. The fourth (D) and fifth (E) columns are the \$ and % changes from the Projected 18/19 results to the Proposed FY 19/20 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 18/19 revenues are projected to end the year over budget in all categories due to slightly higher consumption than anticipated. Rate revenue is projected to increase 6% in FY 19/20 due to a 6% rate increase adopted for consumption after January 1, 2019, and an expected increase of 6% effective January 1, 2020. The FY 19/20 budget assumes the same water consumption as FY 18/19.

#### 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 \$1.34 million. The budget contemplates billing only active meters (currently) and anticipates the 6% rate increase effective January 1, 2020. 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 whether the property is rented or not. This is another area of revenue that the Board could consider in the future.

Line 4: Other Operating Revenues:

- This includes fees such as Late Penalties, Meter Installation Fees, New Account fees, Application Fees and Reconnection related fees. These revenues were budgeted overall to be consistent with the prior year with conservative tactics for unpredictable revenues. Meter Installation fees are budgeted at zero for FY 19/20 because activity is unknown (received \$19,000 during FY 18/19) and Late Penalties are budgeted at 90% of projected FY 18/19 results.

Line 7: Capital Impact Fees:

- Capital Impact Fees are fees imposed on developers or homeowners for new development. FY 19/20 is budgeted at zero 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 budgeted conservatively with no increase in FY 19/20.

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 19/20 is budgeted at the same amount as the FY 18/19 projections to be conservative.

Line 11: Reimbursed Expenses

- Includes billing customers or persons for reimbursements regarding damage to a fire hydrant or meter but are not limited to these types of incidents. Reimbursed Expenses are difficult to predict and are budgeted conservatively due to the unknown timing and frequency of these revenues. FY 18/19 includes reimbursements from UPS for a lost handheld (\$2.8K) and ACWA JPIA for the Underground Storage Tank Program (\$4K). Generally, these revenues are a minimum of \$5,000 per year.

Line 12: Misc. Non-Operating Revenue

- Includes money received from grants, scrap sales of inventory, proceeds from the sale of assets as well as Non-Sufficient Fund (NSF) charges. Generally, these revenues are hard to predict and must be budgeted conservatively since receipt of funds is uncertain. FY 19/20 is budgeted at \$25,000 in anticipation of a minimum of \$10,000 in recycling revenue and \$15,000 in proceeds from the sale of assets (two trucks).

## 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 the allocation of labor and benefits as well as other direct expenditures such as electricity (budgeted for a 4% increase), field supplies, radio equipment, state and local permits and fees, and outside services. Direct Expenses are anticipated to increase with the new State Water Resource Control Board (SWRCB) fees set to take effect in FY 19/20.

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 the allocation of labor and benefits as well as other direct expenditures such as electricity (budgeted for a 4% increase), field supplies, and outside services. Direct expenses are expected to decrease in FY 19/20 due to lower planned repairs than 18/19.

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

- This category includes the allocation of labor and benefits as well as 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. Most expenses in this category are budgeted for 2-4% increases with inflation.

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

- This category includes the allocation of labor and benefits as well as other direct expenses such as chemicals and lab testing. Labor and Benefits is budgeted to increase in FY 19/20 due to increased allocations in FY 18/19. Chemicals are assumed to increase by 3% and lab testing is set to increase 2% with inflation.

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

- Primary costs in this category include chemicals and supplies to treat water, costs to operate the treatment plant, permit fees, and repairs and maintenance. Labor and Benefits is budgeted to increase in FY 19/20 due to increased Treatment Facility labor experienced during FY 18/19. Direct expenses are budgeted to increase primarily due to an expected extra media purchase (\$100K), Filterpress repair (\$15K), contaminated water hauling (\$12K), and arsenic parts (\$7.5K).

Line 36-40: Customer Accounts: Includes costs to read customer meters, labor and benefits, postage and supplies to maintain customer accounts, and uncollectible accounts expense.

- Line 38: The District anticipates hiring (2) temporary employees (estimated for 6 months) to fulfill additional duties associated with the AMI project during FY 19/20.
- Line 39: Uncollectible accounts is the highest expense in this category, budgeted at \$25,000 for FY 19/20. The District is exploring the more cost-effective options to collect on outstanding balances.

Line 41-44: Total General Administration: This category includes costs to operate the water district that cannot be attributed to the other functions already identified above, excluding labor and benefits.

- Line 41: The main Outside Services in this category are accounting fees, audit fees, legal fees, other professional fees, and banking fees. The increase in FY 19/20 is primarily due to additional costs associated with the rate study (\$40K study, \$10K accounting), salary survey (\$30K), and legal costs for MOU negotiations (\$15K).
- 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 / Legislative Affairs, Landscaping, and Printing but the District is projected to end FY 18/19 below budget in these categories.
  - Also included in Direct Expenses is a Grant Writer for \$25,000. External grant writers are crucial in securing grant funding for District capital projects and help relieve pressure on the budget.
- Most other expenses are budgeted to remain the same as the prior year or may have modest increases due to expected inflation.

Line 45-48: Employee Salaries / G&A Salaries: Includes a total salaries analysis for all employees, salaries attributable to temporary labor, the amount of salaries transferred out to operations and the salaries attributable directly to General & Administrative activities. Please refer to **Schedule C** for additional detail and assumptions regarding salaries and benefits.

- Line 45: Total District Direct Labor outlines the total cost of salaries for all District employees and is anticipated to increase with a COLA adjustment (2.5%) and merit increases (3%).
- Line 46: AMI Temporary Labor is the additional hired labor to facilitate the AMI project.
- Line 47: Less Transfer to Operations shows the amount of labor allocated to other departments. Please note that the transfers out to the different operations categories is merely an estimate and results may vary in each department based on operational activity during the year.
- Line 48: Total General & Administrative Salaries outlines labor costs for District office staff and 50% of the General Manager's salary.

Line 49-56: District Benefits / G&A Benefits: Includes an analysis of the total health benefits, payroll taxes, workers compensation, and CalPERS costs to the District as well as the associated amount that has been transferred out to various departments. The remaining amount is benefits allocated to the General & Administrative department.

- Line 50: Medical insurance is budgeted to increase 11% due to a full staffing for the year and 6% increases from ACWA JPIA, which occur on January 1, 2020 and are estimated at this time.
- Line 51-52: Payroll taxes and Workers Compensation are budgeted to increase in coordination with the merit and COLA pay increases.
- Line 53: CalPERS costs are budgeted to increase in coordination with the merit and COLA pay increases, full staffing and increased plan contribution rates. Please refer to **line 6 in the Schedule C section** of this narrative for detail regarding specific rates.
- Line 54: Provides a total of all District benefits combined.
- Line 55: Less Transfer to Operations shows the benefits that have been allocated out to all other departments (excluding General & Administrative).

- Line 56: Total G&A Benefits Allocated shows the amount of District Benefits allocated to G&A.

Line 57-60: Payouts & Retiree Medical: Includes sick and vacation payouts for current District employees and medical benefits for retired fire department employees.

Line 61-64: Total Board of Directors: Includes costs related to the Board of Directors meetings, training, and travel. Directors Fees are anticipated to increase due to additional visits to Sacramento anticipated, and full conference participation.

Line 67-70: Debt Service: The category accounts for all principal and interest payments for District debt. The District recently issued \$2 million in debt in order to fund the AMI / AMR capital project. This debt was issued for 10 years at 3.05% interest.

Line 71: Unfunded PERS Annual Payment: 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, 2017 (the last valuation date provided by CalPERS), the District's plan was 77.5% funded.

Line 72: Unfunded Pension and Other Post-Employment Benefits (OPEB) Trust Payments: There is \$100,000 budgeted 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. The other \$100,000 is to fund a proposed Pension trust with PARS, that can be used in the future to pay down the unfunded pension obligations.

Line 76: Debt Proceeds: \$2 million in debt proceeds borrowed to fund the AMI / AMR Capital Improvement project.

Line 77-80: Capital Related: See Schedule D for explanations.

Line 81: Transfers from Special Revenue: 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 (ending after FY 19/20) that contributes towards the funding of the CalPERS unfunded accrued actuarial liability for past Fire Department employees.

Line 82: 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, totaling near \$4.3 million for FY 19/20, offset by debt proceeds.

## **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 2: Regular Salary and Overtime is increasing due to:

- Merit increases averaging 3%
- A Cost of Living Adjustment (COLA) of 2.5%

Line 3: Vacation and Sick Leave is budgeted for an estimate of paid time off employees will to be able to cash out during FY 19/20.

Line 6: CalPERS rates are 13.692% of base salary for Classic members, and 6.985% 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: Social Security and Payroll Taxes includes costs for FICA, Medicare, Employee Training Tax (ETT), and State Unemployment Insurance (SUI).

Line 8: Group Medical Insurance expenses are estimated to increase 6% per preliminary estimates from ACWA.

Line 9: Group Dental and Vision Insurance is estimated to increase by 2% or less.

Line 10: Group Life Insurance is estimated to increase by 2% or less.

Line 11: Worker's Compensation Insurance: FY 19/20 is projected to increase slightly with increased salaries.

#### **SCHEDULE D: CAPITAL/REPAIRS & MAINTENANCE**

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

Line 1-9 District Projects are overall general projects that do not involve capital construction or repairs and replacement.

Line 10-18: Capital Improvement Plan is the plan for new capital improvements. These assets may be constructed or procured by the District.

Line 19-29: Repairs, Rehabilitation & Maintenance are expenses to maintain and repair the District's assets, and costs to replace existing assets.

Line 30-39: 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 is in the middle of 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**

**ANNUAL BUDGET**

**For The Fiscal Year**

**July 2019 - June 2020**

**Twentynine Palms Water Department  
Proposed Summary Water Budget  
FY 2019-20**

*Schedule A*

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
1 Operating Revenues	\$ 4,212,800	\$ 4,313,900	\$ 4,538,100
2 Non-Operating Revenues	704,700	811,800	780,300
<b>Total Revenue Available to</b>			
3 <b>Fund Operations &amp; Capital/R&amp;R</b>	<b>4,917,500</b>	<b>5,125,700</b>	<b>5,318,400</b>
4 Operating Expenses	3,962,500	3,806,600	4,397,200
5 Non-Operating Expenses	298,700	298,900	346,700
6 Total Debt Service	-	60,000	249,200
7 <b>Total Expenses</b>	<b>4,261,200</b>	<b>4,165,500</b>	<b>4,993,100</b>
<b>Net Revenues Available to Fund Capital</b>			
8 <b>Related Expenditures</b>	<b>656,300</b>	<b>960,200</b>	<b>325,300</b>
9 Debt Proceeds	-	-	2,000,000
10 District Projects	(495,000)	(85,000)	(205,000)
11 CIP Projects	(1,700,000)	(270,000)	(3,000,000)
12 Repairs & Replacement	(380,000)	(257,500)	(795,000)
13 Capital Outlay	(488,500)	(448,500)	(295,000)
<b>Sub-Total</b>	<b>(3,063,500)</b>	<b>(1,061,000)</b>	<b>(2,295,000)</b>
14 Transfers in from Special Revenue Fund (SRF)	91,100	91,100	95,100
15 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (2,316,100)</b>	<b>\$ (9,700)</b>	<b>\$ (1,874,600)</b>
16 Projected Cash & Investments Beg. Balance			\$ 7,000,000
17 <b>Projected Cash &amp; Investments End Balance</b>			<b>\$ 5,125,400</b>

**Twentynine Palms Water District  
Proposed Detail Budget  
FY 2019-20**

*Schedule B*

	A	B	C 2%	D	E
	Adopted Budget 18/19	Projected 18/19	Proposed Budget 19/20	\$ Difference (C - B)	% Difference (D / B)
<b>1 Operating Revenues</b>					
2 Water Sales	\$ 2,861,200	\$ 2,909,000	\$ 3,083,600	\$ 174,600	6%
3 Readiness-To-Serve	1,242,500	1,264,400	1,340,300	75,900	6%
4 Other Operating Revenue	109,100	140,500	114,200	(26,300)	-19%
<b>5 Total Operating Revenues</b>	<b>4,212,800</b>	<b>4,313,900</b>	<b>4,538,100</b>	<b>224,200</b>	<b>5%</b>
<b>6 Non-Operating Revenues</b>					
7 Capital Impact Fees	-	21,700	-	(21,700)	-100%
8 Water Availability Assessment	591,100	591,100	591,100	-	0%
9 Interest Revenue	73,700	124,300	124,300	-	0%
10 Other Penalties	34,900	34,900	34,900	-	0%
11 Reimbursed Expenses	5,000	5,600	5,000	(600)	-11%
12 Misc. Non-Operating Revenue	-	34,200	25,000	(9,200)	-27%
<b>13 Total Non-Operating Revenues</b>	<b>704,700</b>	<b>811,800</b>	<b>780,300</b>	<b>(31,500)</b>	<b>-4%</b>
<b>14 Total Revenues</b>	<b>4,917,500</b>	<b>5,125,700</b>	<b>5,318,400</b>	<b>192,700</b>	<b>4%</b>
<b>15 Operating Expenditures</b>					
<b>16 Source of Supply</b>					
17 Labor & Benefits	8,600	19,200	20,200	1,000	5%
18 Direct Expenses	325,200	305,600	364,600	59,000	19%
<b>19 Total Source of Supply</b>	<b>333,800</b>	<b>324,800</b>	<b>384,800</b>	<b>60,000</b>	<b>18%</b>
<b>20 Pumping</b>					
21 Labor & Benefits	4,900	5,400	5,700	300	6%
22 Direct Expenses	117,900	137,000	122,500	(14,500)	-11%
<b>23 Total Pumping</b>	<b>122,800</b>	<b>142,400</b>	<b>128,200</b>	<b>(14,200)</b>	<b>-10%</b>
<b>24 Transmission &amp; Distribution</b>					
25 Labor & Benefits	1,121,100	907,500	996,300	88,800	10%
26 Direct Expenses	265,400	333,300	347,700	14,400	4%
<b>27 Total Transmission &amp; Distribution</b>	<b>1,386,500</b>	<b>1,240,800</b>	<b>1,344,000</b>	<b>103,200</b>	<b>8%</b>
<b>28 Treatment Wells</b>					
29 Labor & Benefits	48,400	61,700	65,800	4,100	7%
30 Direct Expenses	31,900	44,800	45,800	1,000	2%
<b>31 Total Treatment Wells</b>	<b>80,300</b>	<b>106,500</b>	<b>111,600</b>	<b>5,100</b>	<b>5%</b>
<b>32 Treatment Facility</b>					
33 Labor & Benefits	224,800	242,900	257,800	14,900	6%
34 Direct Expenses	382,600	338,900	512,800	173,900	51%
<b>35 Total Treatment Facility</b>	<b>607,400</b>	<b>581,800</b>	<b>770,600</b>	<b>188,800</b>	<b>32%</b>
<b>36 Customer Accounts</b>					
37 Labor & Benefits	197,700	243,400	260,700	17,300	7%
38 AMI Temporary Labor	-	-	55,000	55,000	
39 Direct Expenses	55,400	47,200	54,400	7,200	15%
<b>40 Total Customer Accounts</b>	<b>253,100</b>	<b>290,600</b>	<b>370,100</b>	<b>79,500</b>	<b>27%</b>
<b>41 General &amp; Administration</b>					
42 Outside Services	293,700	302,000	402,700	100,700	33%
43 Direct Expenses	313,900	265,800	310,700	44,900	17%
<b>44 Total General &amp; Administration</b>	<b>607,600</b>	<b>567,800</b>	<b>713,400</b>	<b>145,600</b>	<b>26%</b>



**Twentynine Palms Water District  
Proposed Detail Budget  
FY 2019-20**

*Schedule B*

	A	B	C 2%	D	E
	Adopted Budget 18/19	Projected 18/19	Proposed Budget 19/20	\$ Difference (C - B)	% Difference (D / B)
<b>45 Employee Salaries / G&amp;A Salaries</b>					
46 Total District Direct Labor	1,357,200	1,337,300	1,451,900	114,600	9%
47 Less: Transfer to Operations	(1,057,400)	(1,029,900)	(1,142,900)	(113,000)	11%
<b>48 Total General &amp; Admin. Salaries</b>	<b>299,800</b>	<b>307,400</b>	<b>309,000</b>	<b>1,600</b>	<b>1%</b>
<b>49 District Benefits / G&amp;A Benefits</b>					
50 District Benefits - (H/D/V)	443,300	342,400	380,600	38,200	11%
51 District Benefits - Taxes	108,300	113,100	117,500	4,400	4%
52 District Benefits - Workers Comp	51,300	49,900	52,700	2,800	6%
53 District Benefits - PERS	151,300	138,800	168,500	29,700	21%
54 <i>Subtotal District Benefits</i>	754,200	644,200	719,300	75,100	12%
55 Less: Transfer to Operations	(587,600)	(497,000)	(566,300)	50,300	-10%
<b>56 Total G&amp;A Benefits Allocated</b>	<b>166,600</b>	<b>147,300</b>	<b>153,000</b>	<b>5,700</b>	<b>4%</b>
<b>57 Payouts &amp; Retiree Medical</b>					
58 Vacation / Sick Payouts	45,700	45,700	58,000	12,300	27%
59 Retiree Medical	28,900	20,600	22,500	1,900	9%
<b>60 Total Payouts &amp; Retiree Medical</b>	<b>74,600</b>	<b>66,300</b>	<b>80,500</b>	<b>14,200</b>	<b>21%</b>
<b>61 Board of Directors</b>					
62 Directors' Fees	15,000	15,000	17,000	2,000	13%
63 Direct Expenses	15,000	15,900	15,000	(900)	-6%
<b>64 Total Board of Directors</b>	<b>30,000</b>	<b>30,900</b>	<b>32,000</b>	<b>1,100</b>	<b>4%</b>
<b>65 Total Operating Expenditures</b>	<b>3,962,500</b>	<b>3,806,600</b>	<b>4,397,200</b>	<b>590,600</b>	<b>16%</b>
<b>66 Non-Operating Expenditures</b>					
<b>67 Debt Service</b>					
68 Principal	-	-	189,700	189,700	
69 Interest / Issuance Costs	-	60,000	59,500	(500)	
<b>70 Total Debt Service</b>	<b>-</b>	<b>60,000</b>	<b>249,200</b>	<b>189,200</b>	<b>0%</b>
71 Unfunded PERS Annual Payment	118,700	118,900	146,700	27,800	23%
72 Unfunded Pension & OPEB Trust Payments	180,000	180,000	200,000	20,000	11%
<b>73 Total Non-Operating Expenditures</b>	<b>298,700</b>	<b>358,900</b>	<b>595,900</b>	<b>237,000</b>	<b>66%</b>
<b>74 Total Expenditures</b>	<b>4,261,200</b>	<b>4,165,500</b>	<b>4,993,100</b>	<b>827,600</b>	<b>20%</b>
<b>Net Revenues Available to Fund Capital</b>					
<b>75 Related Expenditures</b>	<b>656,300</b>	<b>960,200</b>	<b>325,300</b>	<b>(634,900)</b>	<b>-66%</b>
76 Debt Proceeds		-	2,000,000	2,000,000	
77 District Projects	(495,000)	(85,000)	(205,000)	(120,000)	
78 Capital Improvement Projects	(1,700,000)	(270,000)	(3,000,000)	(2,730,000)	
79 Repair, Rehabilitation, & Maintenance	(380,000)	(257,500)	(795,000)	(537,500)	
80 Capital Outlay	(488,500)	(448,500)	(295,000)	153,500	
81 Transfers From Special Revenue	91,100	91,100	95,100	4,000	
<b>82 Increase/(Decrease) In Fund Balance</b>	<b>\$ (2,316,100)</b>	<b>\$ (9,700)</b>	<b>\$ (1,874,600)</b>		

**Twentynine Palms Water Department  
Personnel Costs  
FY 2019-20**

*Schedule C*

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
<b>1 Salary and Wages</b>			
2 Total Regular Salary and Overtime	\$ 1,357,200	\$ 1,337,300	\$ 1,396,900
3 Temporary AMI Labor	-	-	55,000
4 Vacation and Sick Leave	45,700	45,700	58,000
<b>5 Total Salary and Wages</b>	<b>1,402,900</b>	<b>1,383,000</b>	<b>1,509,900</b>
<b>6 Benefits/Taxes</b>			
7 CalPERS Pension Payments	151,300	138,800	168,500
8 Social Security & Payroll Taxes	108,300	113,100	117,500
9 Group Medical Insurance	411,400	313,500	348,800
10 Group Dental and Vision Insurance	27,000	24,000	26,100
11 Group Life Insurance	4,900	4,900	5,700
12 Worker's Compensation Insurance	51,300	49,900	52,700
<b>13 Total Employee Benefits</b>	<b>754,200</b>	<b>644,200</b>	<b>719,300</b>
<b>14 Total Salary and Benefits</b>	<b>\$ 2,157,100</b>	<b>\$ 2,027,200</b>	<b>\$ 2,229,200</b>

**Twentynine Palms Water District**  
**Carryover CIP/Current CIP and R&M/Capital Outlay**  
**FY 2019-20**

Schedule D

	A	B	C	D	E=C+D	F	G
	Adopted Budget 18/19	Projected 18/19	Carryover 18/19	Add. or New 19/20 Budget	Proposed Budget 19/20	Projected 20/21	Projected 21/22
<b>1 District Projects</b>							
2 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 45,000	\$ -	45,000	\$ -	\$ 45,000	\$ -	\$ -
3 Treatment Feasibility & Exploration Costs	150,000	25,000	35,000	-	35,000	-	-
4 Vulnerability Assessment	-	-	-	-	-	50,000	-
5 Standard Drawings Update	-	-	-	25,000	25,000	-	-
6 Salt Nutrient Monitoring Wells\Sampling	100,000	10,000	50,000	-	50,000	50,000	-
7 Asset Management Plan	100,000	50,000	50,000	-	50,000	-	-
8 USGS Study	100,000	-	-	-	-	-	-
<b>9 Total District</b>	<b>495,000</b>	<b>85,000</b>	<b>180,000</b>	<b>25,000</b>	<b>205,000</b>	<b>100,000</b>	<b>-</b>
<b>10 Capital Improvement Plan</b>							
11 Chromium VI and Flouride for Well 11B	500,000	100,000	400,000	250,000	650,000	125,000	-
12 Fluoride Variance (Expiring)-TP2, W12, W16	1,200,000	100,000	1,100,000	250,000	1,350,000	50,000	500,000
13 AMI / AMR Meters	-	-	-	1,000,000	1,000,000	1,000,000	-
14 Well 11B	-	70,000	-	-	-	-	-
15 Hansen Booster Station	-	-	-	-	-	75,000	-
16 Stockwell Booster Station	-	-	-	-	-	25,000	-
17 Cactus Booster Station	-	-	-	-	-	-	50,000
<b>18 Capital Improvement Plan</b>	<b>1,700,000</b>	<b>270,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>3,000,000</b>	<b>1,275,000</b>	<b>550,000</b>
<b>19 Repairs, Rehabilitation, &amp; Maintenance</b>							
20 Plant 6 Electrical and Well Upgrade	75,000	10,000	25,000	-	25,000	-	-
21 Emergency Repairs, Unspecified	50,000	50,000	-	50,000	50,000	60,000	70,000
22 Repiping/Distribution System Upgrades	50,000	50,000	-	50,000	50,000	50,000	60,000
23 Reservoir Recoating / Cathodic Protection	20,000	-	20,000	10,000	30,000	-	-
24 Large Meter Replacement Program	50,000	50,000	-	20,000	20,000	10,000	15,000
25 Well Rehabilitation / Booster Rehab	75,000	65,000	10,000	-	10,000	80,000	80,000
26 Fluoride Plant Instrumentation\Coating	10,000	7,500	2,500	7,500	10,000	10,000	25,000
27 Treated Water Reservoir Coating	50,000	25,000	25,000	475,000	500,000	-	-
28 Campbell Reservoir Road Paving	-	-	-	100,000	100,000	-	-
<b>29 Total Repairs &amp; Maintenance</b>	<b>380,000</b>	<b>257,500</b>	<b>82,500</b>	<b>712,500</b>	<b>795,000</b>	<b>210,000</b>	<b>250,000</b>
<b>30 Capital Outlay</b>							
31 Vehicle/Equipment Replacements	175,000	325,000	-	125,000	125,000	100,000	65,000
32 Computer/Technology Replacements	30,000	30,000	-	30,000	30,000	10,000	10,000
33 GIS	25,000	25,000	-	30,000	30,000	10,000	10,000
34 Administrative Building / Office Remodel	75,000	35,000	-	25,000	25,000	10,000	10,000
35 Fencing Upgrade	20,000	20,000	-	-	-	-	-
36 Energy Efficiency Projects\Office Solar	150,000	-	50,000	-	50,000	-	-
37 One-Time Existing Conditions Sampling Event	13,500	13,500	-	-	-	-	-
38 Parking Lot Sealing	-	-	-	35,000	35,000	-	-
<b>39 Total Capital Outlay</b>	<b>488,500</b>	<b>448,500</b>	<b>50,000</b>	<b>245,000</b>	<b>295,000</b>	<b>130,000</b>	<b>95,000</b>
<b>40 TOTAL</b>	<b>\$ 3,063,500</b>	<b>\$ 1,061,000</b>	<b>\$ 1,812,500</b>	<b>\$ 2,482,500</b>	<b>\$ 4,295,000</b>	<b>\$ 1,715,000</b>	<b>\$ 895,000</b>

**Twentynine Palms Water Department**  
**Special Revenue Fund**  
**FY 2019-20**

*Schedule E*

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
1 Tower Revenues	\$ 120,900	120,900	135,100
2 Less Transfers Out to Fire	-	-	-
3 Less Transfers Out To Water	(80,900)	(80,900)	(95,100)
4 Less Transfers Out to PARS Trust	(40,000)	(40,000)	(40,000)
5 <b>Ending Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

**3**

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

**April 24, 2019 / 6:00 P.M.**

Call to Order and Roll Call

President Giannini 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 Neal Stephenson. Also present were General Manager Ray Kolisz, Treatment/Production Superintendent Mike Minatrea, Maintenance Superintendent Matt Shragge, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Ray Kolisz led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Discussion of District Logo and Branding

Staff brought forth several logo ideas for consideration, developed with the assistance of Ortega Strategies Group and Mike Samuel Graphics. The idea is to capture the services provided to the community and clearly identify the District.

The Board directed staff to continue the work on a new logo.

Ed Vallerand, of Twentynine Palms, spoke in favor of a logo representative of the innovation of the treatment plant instead of a water droplet that may be confused with the gas company.

Neal Stephenson, Jr., of Twentynine Palms, spoke in favor of a design that includes the verbiage 29 Water.

2. Consideration of Resolution 19-06 Changing the Time of Regular Board Meetings

Ed Vallerand, of Twentynine Palms, spoke in favor of tabling this item.

Director Coghill made a motion to change the time of the regularly scheduled Board meetings to a 4:00 p.m., seconded by Director Horn, and approved by the following roll call vote:

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

3. Consent Calendar

- Minutes of a Regular Meeting held on March 27, 2019
- Audit List

Director Horn, moved to approve the Minutes and Audit List, seconded by Director Leazer, and approved unanimously.

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

None

5. Management Reports

5.1 Maintenance

Matt Shragge reported that the District responded to 43 Underground Service Alerts, had 0 water main leaks, 2 water meter leaks, 0 service line leaks, 3 fire hydrant repairs and 72 painted, performed 2 customer pressure checks, replaced 10 meters, replaced 3 customer gate valves, and installed 1 new service. 0 water waste inquiries were received. 310 work orders were generated and performed during the month. The Buena Vista hydrant repair cost was billed at \$4,700, and the District recovered \$3,076. Over 200 AMI/AMR meters have been installed to date.

5.2 Water Quality

Mike Minatrea reported Water production was down 29.90% as compared to the same month in 2013. 38 routine and 9 special water samples were taken. All samples tested negative for Colilert. 50,000,000 gallons of water was produced in the month of March.

5.3 Finance

Cindy Byerrum reported the District is at 70% of revenue with expenses at 67%. The draft budget will be presented in May, as well as a revised reserve policy.

5.4 General Manager

Mr. Kolisz informed the Board that the District obtained an easement for the customer who requested a mainline extension. Ray met with Senator Grove and expressed concerns about the proposed water tax and the lack of grants available for agencies like Twentynine Palms Water District. The District filed a notice of intent with the California Office of Services and was notified it was approved. The District's legal council has approved the language for the AMI/AMR battery warranties. Ray and Matt visited Fallbrook Water District and was shown how they implemented AMI/AMR technology.

Ed Vallerand, of Twentynine Palms, commented on the purchase of old meters.

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

Director Horn acknowledged a ratepayer's letter of appreciation for Matt Shragge and thanked him for his outstanding service.

Director Stephenson thanked sitting Board members for appointing him to the Board of Directors.

Director Giannini welcomed Director Stephenson and thanked Adan and Gabriel for their attendance.

7. Adjournment

On motion by Director Horn, seconded by Director Coghill, and approved by the Board, the meeting was adjourned at: 7:03 p.m.

\_\_\_\_\_  
Carol Giannini, President  
Board of Directors

Attest:

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

# Twentynine Palms Water District

Check Date Range: 4/1/2019 thru 4/30/2019

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
12448	04/03/2019	Accela, Inc. #774375	1,323.00	1,323.00	100-600-0000-5408	Web Payments Transaction Fee Feb 2019
12449	04/03/2019	ACWA/JPIA	34,470.15	30,292.61	100-310-0000-5140	Health Benefits May 2019
				2,032.77	100-310-0000-5141	Health Benefits May 2019
				424.80	100-310-0000-5142	Health Benefits May 2019
				1,719.97	100-310-0000-5144	Health Benefits May 2019
12450	04/03/2019	Customer Refund	37.78	37.78	100-000-0000-2000	Refund Check
12451	04/03/2019	Alternative Hose Inc.	23.32	23.32	100-130-0000-5407	Veh. #40-Hose Repair.
12452	04/03/2019	Ansafone Contact Centers	243.73	243.73	100-160-0000-5406	Answering Service
12453	04/03/2019	Autozone Inc.	71.94	43.09	100-130-0000-5220	Shop Supplies-Worklight.
				5.16	100-130-0000-5222	Veh. #39-Spark Plug.
				23.69	100-130-0000-5222	Veh. #17-Head Gasket Sealant.
12454	04/03/2019	Customer Refund	2.21	2.21	100-000-0000-2000	Refund Check
12455	04/03/2019	Customer Refund	72.80	72.80	100-000-0000-2000	Refund Check
12456	04/03/2019	Customer Refund	40.92	40.92	100-000-0000-2000	Refund Check
12457	04/03/2019	Aaron Bowe	1,200.00	600.00	100-150-0000-5406	Weld and Machine South/North Vessel Hatches Tank 3-A and 3-B. (T
				600.00	100-150-0000-5406	Install 3'X4' pieces of floor grating on cat walk.
12458	04/03/2019	Customer Refund	18.32	18.32	100-000-0000-2000	Refund Check
12459	04/03/2019	Burrtec Waste & Recycling Svcs	207.80	141.62	100-600-0000-5406	Hatch
				66.18	100-150-0000-5406	Amboy
12460	04/03/2019	Customer Refund	22.35	22.35	100-000-0000-2000	Refund Check
12461	04/03/2019	Centurylink Business Services	22.40	22.40	100-600-0000-5203	Hatch
12462	04/03/2019	Customer Refund	6.62	6.62	100-000-0000-2000	Refund Check
12463	04/03/2019	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
12464	04/03/2019	Desert Hardware	333.28	76.11	100-130-0000-5220	trash can 32 gallon
				51.68	100-130-0000-5220	22 rine rake 52"
				54.08	100-130-0000-5220	leaf rake 54"
				108.18	100-130-0000-5220	roundpoint shovel 48"
				35.23	100-150-0000-5221	Filter 5 Micron 2pk Treatment Plant
				8.00	100-150-0000-5221	Spray Paint Treatment Plant
12465	04/03/2019	Customer Refund	3.26	3.26	100-000-0000-2000	Refund Check



# Twentynine Palms Water District

Check Date Range: 4/1/2019 thru 4/30/2019

12466	04/03/2019	Customer Refund	22.08	22.08	100-000-0000-2000	Refund Check
12467	04/03/2019	Customer Refund	28.72	28.72	100-000-0000-2000	Refund Check
12468	04/03/2019	Evoqua Water Technologies LLC	1,059.68	1,059.68	100-150-0000-5221	T.P. J Press Pump Parts
12469	04/03/2019	Customer Refund	45.82	45.82	100-000-0000-2000	Refund Check
12470	04/03/2019	Customer Refund	35.09	35.09	100-000-0000-2000	Refund Check
12471	04/03/2019	Customer Refund	51.64	51.64	100-000-0000-2000	Refund Check
12472	04/03/2019	Frontier Communications	144.86	144.86	100-600-0000-5203	Hatch
12473	04/03/2019	Customer Refund	48.50	48.50	100-000-0000-2000	Refund Check
12474	04/03/2019	Customer Refund	3.17	3.17	100-000-0000-2000	Refund Check
12475	04/03/2019	Customer Refund	27.41	27.41	100-000-0000-2000	Refund Check
12476	04/03/2019	Customer Refund	40.13	40.13	100-000-0000-2000	Refund Check
12477	04/03/2019	Customer Refund	50.13	50.13	100-000-0000-2000	Refund Check
12478	04/03/2019	Customer Refund	15.80	15.80	100-000-0000-2000	Refund Check
12479	04/03/2019	Home Depot Credit Services	385.04	385.04	100-150-0000-5220	40 LB Solar Salt
12480	04/03/2019	Customer Refund	3.69	3.69	100-000-0000-2000	Refund Check
12481	04/03/2019	Customer Refund	43.97	43.97	100-000-0000-2000	Refund Check
12482	04/03/2019	Customer Refund	12.15	12.15	100-000-0000-2000	Refund Check
12483	04/03/2019	Konica Minolta Premier	155.97	155.97	100-600-0000-5223	61316652
12484	04/03/2019	Customer Refund	19.39	19.39	100-000-0000-2000	Refund Check
12485	04/03/2019	Customer Refund	64.55	64.55	100-000-0000-2000	Refund Check
12486	04/03/2019	Customer Refund	35.09	35.09	100-000-0000-2000	Refund Check
12487	04/03/2019	Customer Refund	37.78	37.78	100-000-0000-2000	Refund Check
12488	04/03/2019	Customer Refund	28.81	28.81	100-000-0000-2000	Refund Check
12489	04/03/2019	Elijah Marshall	1,317.56	1,317.56	100-600-0000-5406	Replace Radios, and programmed 4 Replacement Radios for back up.
12490	04/03/2019	Customer Refund	37.27	37.27	100-000-0000-2000	Refund Check
12491	04/03/2019	Mcmaster-Carr Supply Co.	123.04	123.04	100-130-0000-5226	full brim white hard hat with ratchet adjustment
12492	04/03/2019	Minolta Business Systems	162.04	162.04	100-600-0000-5223	02/23/2019 -03/22/2019
12493	04/03/2019	Napa Auto Parts	173.21	9.61	100-130-0000-5222	Veh. #17-Air Brake Hose.
				35.58	100-130-0000-5222	Veh. #18-Windsheild Wiper Blades.
				103.99	100-130-0000-5220	Shop Supplies-Pliers/Magnent/Mirror
				24.03	100-130-0000-5222	Veh. #12-Lense/Clamp
12494	04/03/2019	Office Supplies Plus Inc.	17.41	17.41	100-130-0000-5406	Sent off Gas monitor for calibration

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

12495	04/03/2019	Customer Refund	67.10	67.10	100-000-0000-2000	Refund Check
12496	04/03/2019	Palm Springs Motors Inc.	652.45	647.37	100-130-0000-5222	Veh. #24-Brake Parts.
				5.08	100-130-0000-5222	Veh. #24-Wheel Lug Nut.
12497	04/03/2019	Parkhouse Tire Inc.	1,703.78	851.89	100-130-0000-5222	Veh. #15 Tires.
				851.89	100-130-0000-5222	Veh. #9 Tires.
12498	04/03/2019	Pitney Bowes Postage By Phone	52.66	52.66	100-600-0000-5302	Postage Refill
12499	04/03/2019	Customer Refund	12.35	12.35	100-000-0000-2000	Refund Check
12500	04/03/2019	Proforma	362.74	362.74	100-600-0000-5301	Window Envelopes
12501	04/03/2019	Prudential Overall Supply	1,038.46	490.85	100-130-0000-5253	Uniforms
				71.72	100-130-0000-5253	Uniforms
				261.26	100-130-0000-5253	Uniforms
				71.72	100-130-0000-5253	Uniforms
				142.91	100-130-0000-5253	Uniforms
12502	04/03/2019	Customer Refund	25.58	25.58	100-000-0000-2000	Refund Check
12503	04/03/2019	Customer Refund	30.90	30.90	100-000-0000-2000	Refund Check
12504	04/03/2019	Customer Refund	68.00	68.00	100-000-0000-2000	Refund Check
12505	04/03/2019	S.C.E.	17,090.36	11,472.52	100-110-0000-5201	Well TP-1
				17.30	100-110-0000-5201	Michel's
				1,326.43	100-150-0000-5201	Plant
				36.34	100-120-0000-5201	D.H. Resv. & Hydro
				671.61	100-110-0000-5201	Well 11
				717.28	100-120-0000-5201	Booster 11A, 11B
				49.90	100-110-0000-5201	Well 9, Booster 6A, 6B
				698.98	100-110-0000-5201	Well 6, 12
				878.55	100-120-0000-5201	Booster Sullivan
				1,221.45	100-120-0000-5201	Booster Lupine
12506	04/03/2019	Customer Refund	60.25	60.25	100-000-0000-2000	Refund Check
12507	04/03/2019	Customer Refund	48.50	48.50	100-000-0000-2000	Refund Check
12508	04/03/2019	Shoplet.Com	239.26	239.26	100-600-0000-5301	Office Supplies
12509	04/03/2019	Susan L. Simmons	1,425.00	1,425.00	100-600-0000-5406	Janitorial Services
12510	04/03/2019	Customer Refund	8.84	8.84	100-000-0000-2000	Refund Check
12511	04/03/2019	Customer Refund	58.70	58.70	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

12512	04/03/2019	Southern Calif. Gas Co.	201.98	201.98	100-600-0000-5202	Hatch
12513	04/03/2019	Southwest Surveying, Inc.	1,500.00	1,500.00	100-130-0000-5406	Easement Surveying APN# 611-101-21
12514	04/03/2019	Spectrum Business	144.98	144.98	100-600-0000-5203	La Luna
12515	04/03/2019	Groundwater Recordation Program State Water	2,850.00	2,850.00	100-110-0000-5303	Annual Notice of Groundwater Extraction & Diversion 2018
12516	04/03/2019	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video Recording Board Meeting March 2019
12517	04/03/2019	Customer Refund	57.39	57.39	100-000-0000-2000	Refund Check
12518	04/03/2019	Customer Refund	22.58	22.58	100-000-0000-2000	Refund Check
12519	04/03/2019	U.S. Postal Service	7,000.00	7,000.00	100-160-0000-5302	Permit 620
12520	04/03/2019	Union Bank	1,423.59	23.05	100-600-0000-5408	Charges
				10.00	100-600-0000-5408	Charges
				17.27	100-600-0000-5301	Charges
				22.32	100-600-0000-5330	Charges
				16.27	100-600-0000-5330	Charges
				115.82	100-130-0000-5220	Charges
				35.01	100-600-0000-5330	Charges
				15.00	100-600-0000-5330	Charges
				8.00	100-600-0000-5330	Charges
				746.33	100-120-0000-5220	Charges
				347.74	100-120-0000-5220	Charges
				66.78	100-600-0000-5301	Charges
12521	04/03/2019	Usa Blue Book	1,003.99	286.04	100-140-0000-5211	Sodium Hypochlorite 500mL 4pk/DPD 1000pk
				96.09	100-130-0000-5226	16oz Filled Eyewash Bottles
				133.20	100-130-0000-5226	Boots 16" Chemical Resistant, Steel Toe
				174.75	100-000-0000-1499	2 1/2" X 3/4" GHT (HOSE)
				163.26	100-130-0000-5220	GAUGE TO HOSE BIB ADAPTER
				150.65	100-150-0000-5220	Buffer
12522	04/03/2019	Vagabond Welding Supply	621.03	406.03	100-150-0000-5220	Metal Grating for Treatment Plant cat walk.
				215.00	100-130-0000-5220	Shop Supplies-Welding Gas.
12523	04/03/2019	Customer Refund	64.55	64.55	100-000-0000-2000	Refund Check
12524	04/03/2019	Verizon Wireless	444.01	444.01	100-600-0000-5203	Wireless
12525	04/03/2019	Customer Refund	9.52	9.52	100-000-0000-2000	Refund Check
12526	04/03/2019	Wienhoff Drug Testing Inc.	140.00	140.00	100-130-0000-5406	Pre-Employment/Add to Program

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

12527	04/03/2019	Customer Refund	21.48	21.48	100-000-0000-2000	Refund Check
12528	04/03/2019	Customer Refund	44.42	44.42	100-000-0000-2000	Refund Check
12529	04/04/2019	Fieldman,Rolapp & Associates	25,000.00	25,000.00	100-700-0000-5803	Professional Service Rendered AMR/AMI Project
12530	04/17/2019	Accela, Inc. #774375	1,617.00	1,617.00	100-600-0000-5408	CivicPay Online-bills.com March 2019
12531	04/17/2019	Autozone Inc.	217.22	97.66	100-130-0000-5220	Shop Supplies-Pliers.
				16.15	100-130-0000-5222	Veh. #31-7 Blade Trailer Electrical Plug.
				38.77	100-130-0000-5222	Veh. #21-Idler Pulley.
				64.64	100-130-0000-5220	Shop Supplies-Hammer.
12532	04/17/2019	Customer Refund	15.85	15.85	100-000-0000-2000	Refund Check
12533	04/17/2019	Customer Refund	28.45	28.45	100-000-0000-2000	Refund Check
12534	04/17/2019	Customer Refund	30.89	30.89	100-000-0000-2000	Refund Check
12535	04/17/2019	Customer Refund	5.18	5.18	100-000-0000-2000	Refund Check
12536	04/17/2019	Best Best & Krieger	8,374.36	5,782.36	100-600-0000-5403	Professional Services March 2019
				243.00	100-600-0000-5403	Professional Services March 2019
				2,241.00	100-600-0000-5403	Professional Services March 2019
				108.00	100-600-0000-5403	Professional Services March 2019
12537	04/17/2019	Beyond Software Solutions	240.00	240.00	100-600-0000-5406	IT Services
12538	04/17/2019	Customer Refund	54.88	54.88	100-000-0000-2000	Refund Check
12539	04/17/2019	BIRKSCO	3,448.00	198.00	100-130-0000-5220	Metal Key Pads, Stop Button, (Paymeter Station)
				3,250.00	100-130-0000-5220	Aqualoader Smart Cards (Start with card number 722-1222)
12540	04/17/2019	Customer Refund	15.98	15.98	100-000-0000-2000	Refund Check
12541	04/17/2019	Customer Refund	73.26	73.26	100-000-0000-2000	Refund Check
12542	04/17/2019	Calolympic Safety	287.58	109.79	100-130-0000-5406	Gas Calibration Test SN# KA417-1081948
				177.79	100-130-0000-5406	Gas Calibration Test. Repair Sensor.
12543	04/17/2019	Chem-Tech International Inc.	17,998.65	11,592.00	100-150-0000-5211	Sodium Hydroxide Load of Caustic (Treatment Plant)
				6,406.65	100-150-0000-5211	Load Of Acid (Treatment Plant)
12544	04/17/2019	Clinical Lab of San Bern.	3,128.00	3,128.00	100-140-0000-5405	Water Samples
12545	04/17/2019	Customer Refund	11.47	11.47	100-000-0000-2000	Refund Check
12546	04/17/2019	Customer Refund	36.29	36.29	100-000-0000-2000	Refund Check
12547	04/17/2019	Core & Main LP	1,593.77	296.74	100-000-0000-1499	3/4" X 1.5" METER TAIL NO LEAD
				706.05	100-000-0000-1499	CORP STOP MIPXMIP NO LEAD 2"
				497.40	100-000-0000-1499	CORP STOP MIPXCTS NO LEAD 2"

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

				71.28	100-000-0000-1499	3/4" X 6" BRASS NIPPLE NO LEAD
				22.30	100-000-0000-1499	3/4" X CLOSE BRASS NIPPLE NO LEAD
12548	04/17/2019	Customer Refund	5.18	5.18	100-000-0000-2000	Refund Check
12549	04/17/2019	Customer Refund	39.72	39.72	100-000-0000-2000	Refund Check
12550	04/17/2019	Customer Refund	33.79	33.79	100-000-0000-2000	Refund Check
12551	04/17/2019	E.H. Wachs	176.82	176.82	100-130-0000-5222	Veh. #40-Latch Weldment
12552	04/17/2019	Eadie + Payne	1,125.00	1,125.00	100-600-0000-5402	Progress billing
12553	04/17/2019	Customer Refund	71.65	71.65	100-000-0000-2000	Refund Check
12554	04/17/2019	Federal Express Corp.	51.13	51.13	100-600-0000-5302	1 Fedex Express
12555	04/17/2019	Customer Refund	27.14	27.14	100-000-0000-2000	Refund Check
12556	04/17/2019	Customer Refund	2.79	2.79	100-000-0000-2000	Refund Check
12557	04/17/2019	Customer Refund	22.72	22.72	100-000-0000-2000	Refund Check
12558	04/17/2019	Customer Refund	59.76	59.76	100-000-0000-2000	Refund Check
12559	04/17/2019	Customer Refund	7.02	7.02	100-000-0000-2000	Refund Check
12560	04/17/2019	Customer Refund	30.19	30.19	100-000-0000-2000	Refund Check
12561	04/17/2019	Harrington Industrial	1,022.68	1,022.68	100-150-0000-5221	T. P. Diaphragm Pump Parts.
12562	04/17/2019	Customer Refund	34.29	34.29	100-000-0000-2000	Refund Check
12563	04/17/2019	Customer Refund	37.53	37.53	100-000-0000-2000	Refund Check
12564	04/17/2019	Hi-Desert Publishing Co.	336.00	336.00	100-600-0000-5409	Classified Ad/Service Worker I
12565	04/17/2019	Home Depot Credit Services	627.73	(38.02)	100-130-0000-5220	
				665.75	100-130-0000-5220	Materials
12566	04/17/2019	Inland Water Works	3,389.96	200.00	100-130-0000-5220	3/4" x 1/8" neoprene meter gasket
				284.88	100-130-0000-5220	1" x 1/8" neoprene meter gasket
				474.10	100-000-0000-1499	2" CORP MIP X MIP
				806.10	100-000-0000-1499	3/4 BRASS GATE VLV
				342.65	100-000-0000-1499	2" BALL VLV
				75.96	100-130-0000-5220	1" X 3/4" BRASS BUSHING FOR METER
				113.14	100-000-0000-1499	3/4" X 1 1/2" METER TAIL
				83.40	100-000-0000-1499	2" BRASS COUPLING
				125.10	100-000-0000-1499	2" BRASS COUPLING
				97.51	100-000-0000-1499	3/4 x 1 MUE NL MTR BUSHING
				(75.96)	100-130-0000-5220	

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

				863.08	100-000-0000-1499	Meter box complete Green
12567	04/17/2019	Customer Refund	55.84	55.84	100-000-0000-2000	Refund Check
12568	04/17/2019	Customer Refund	15.98	15.98	100-000-0000-2000	Refund Check
12569	04/17/2019	Customer Refund	28.72	28.72	100-000-0000-2000	Refund Check
12570	04/17/2019	Kennedy/Jenks Consultants	2,840.00	1,420.00	100-825-0000-6001	Professional Service
				1,420.00	100-875-0000-6001	Perform Column Testing for Well # 11B Kick off Meeting Review
12571	04/17/2019	Customer Refund	15.73	15.73	100-000-0000-2000	Refund Check
12572	04/17/2019	Konica Minolta Premier	474.00	318.03	100-600-0000-5223	04/01/2019 - 04/30/2019
				155.97	100-600-0000-5223	04/01/2019 - 04/30/2019
12573	04/17/2019	Customer Refund	27.60	27.60	100-000-0000-2000	Refund Check
12574	04/17/2019	Customer Refund	26.62	26.62	100-000-0000-2000	Refund Check
12575	04/17/2019	Customer Refund	10.16	10.16	100-000-0000-2000	Refund Check
12576	04/17/2019	Customer Refund	8.91	8.91	100-000-0000-2000	Refund Check
12577	04/17/2019	Customer Refund	54.34	54.34	100-000-0000-2000	Refund Check
12578	04/17/2019	Mcmaster-Carr Supply Co.	761.57	761.57	100-150-0000-5220	Desicant, Filter Element, Replacement Filter, Pleated Panel Air
12579	04/17/2019	Merit Oil Company	9,801.38	8,213.47	100-000-0000-1401	2500 Gallon of 87 Unleaded
				1,560.91	100-000-0000-1401	700 Gallons of Clear Diesel #2
				27.00	100-000-0000-1401	Fuel Surcharge
12580	04/17/2019	Customer Refund	5.59	5.59	100-000-0000-2000	Refund Check
12581	04/17/2019	Napa Auto Parts	82.64	82.64	100-130-0000-5220	Shop Supplies-1/2 Dr. Flex Ratchet.
12582	04/17/2019	O'Reilly Automotive Inc.	460.70	254.61	100-130-0000-5222	Veh. # 17-Water Pump.
				7.38	100-130-0000-5222	Veh. # 18-Oil Filter.
				198.71	100-130-0000-5222	Veh. # 22-Battery.
12583	04/17/2019	Customer Refund	19.59	19.59	100-000-0000-2000	Refund Check
12584	04/17/2019	Ortega Strategies Group	5,400.00	5,400.00	100-600-0000-5350	Consulting March 2019
12585	04/17/2019	Pacific Western Bank	4,138.10	59.80	100-130-0000-5220	Charges
				79.10	100-130-0000-5330	Charges
				419.95	100-150-0000-5221	Charges
				367.96	100-610-0000-5330	Charges
				367.96	100-610-0000-5330	Charges
				367.96	100-610-0000-5330	Charges
				49.03	100-600-0000-5301	Charges

# Twentynine Palms Water District

Check Date Range: 4/1/2019 thru 4/30/2019

				38.00	100-600-0000-5330	Charges
				64.64	100-600-0000-5301	Charges
				33.00	100-600-0000-5330	Charges
				7.00	100-600-0000-5330	Charges
				107.72	100-600-0000-5301	Charges
				52.58	100-600-0000-5203	Charges
				89.94	100-600-0000-5301	Charges
				7.00	100-600-0000-5301	Charges
				(266.98)	100-610-0000-5330	Charges
				2.50	100-600-0000-5330	Charges
				15.20	100-600-0000-5330	Charges
				36.42	100-600-0000-5330	Charges
				285.20	100-610-0000-5330	Charges
				285.20	100-600-0000-5330	Charges
				5.00	100-600-0000-5330	Charges
				8.76	100-600-0000-5330	Charges
				96.00	100-600-0000-5406	Charges
				16.86	100-600-0000-5330	Charges
				12.25	100-600-0000-5330	Charges
				97.57	100-150-0000-5203	Charges
				388.17	100-150-0000-5221	Charges
				64.57	100-600-0000-5203	Charges
				38.49	100-600-0000-5301	Charges
				398.00	100-130-0000-5330	Charges
				242.08	100-130-0000-5226	Charges
				54.45	100-130-0000-5222	Charges
				230.85	100-150-0000-5220	Charges
				15.87	100-600-0000-5330	Charges
12586	04/17/2019	Palm Springs Motors Inc.	159.61	32.31	100-130-0000-5222	Veh. #18-Oil Filters.
				127.30	100-130-0000-5222	Veh. #75-TPMS Sensor.
12587	04/17/2019	Parkhouse Tire Inc.	212.97	212.97	100-130-0000-5222	Veh. #75 Spare Tire.
12588	04/17/2019	Customer Refund	34.39	34.39	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

12589	04/17/2019	Proforma	33.70	33.70	100-600-0000-5301	Business Cards
12590	04/17/2019	Prudential Overall Supply	609.62	314.55	100-130-0000-5253	Uniforms
				74.72	100-130-0000-5253	Uniforms
				74.72	100-130-0000-5253	Uniforms
				145.63	100-130-0000-5253	Uniforms
12591	04/17/2019	Customer Refund	54.88	54.88	100-000-0000-2000	Refund Check
12592	04/17/2019	Customer Refund	14.60	14.60	100-000-0000-2000	Refund Check
12593	04/17/2019	Customer Refund	15.98	15.98	100-000-0000-2000	Refund Check
12594	04/17/2019	S.C.E.	9,131.13	998.15	100-110-0000-5201	Well 14
				604.05	100-110-0000-5201	Well 16
				20.81	100-110-0000-5201	Donnell
				1,471.44	100-110-0000-5201	Well 17
				18.94	100-110-0000-5201	Well 4
				993.15	100-600-0000-5201	Hatch
				3,545.49	100-120-0000-5201	Booster TP-1
				766.78	100-120-0000-5201	Booster H1N, H2S
				712.32	100-110-0000-5201	Well 1
12595	04/17/2019	San Bernardino County	10.00	10.00	100-130-0000-5301	Monthly Assessor parcel map revisions Apr 2019
12596	04/17/2019	Satmodo LLC	149.66	149.66	100-600-0000-5203	Iridium Monthly Minute Plans
12597	04/17/2019	Customer Refund	39.18	39.18	100-000-0000-2000	Refund Check
12598	04/17/2019	Shoplet.Com	170.22	170.22	100-600-0000-5301	Office Supplies
12599	04/17/2019	SNUG	100.00	100.00	100-600-0000-5303	Membership Renewal
12600	04/17/2019	Customer Refund	36.49	36.49	100-000-0000-2000	Refund Check
12601	04/17/2019	Sulzer	1,585.27	1,585.27	100-120-0000-5406	Repaired Lupine North and South Booster Pumps. Installed SYMCOM
12602	04/17/2019	Customer Refund	28.45	28.45	100-000-0000-2000	Refund Check
12603	04/17/2019	TPX Communications	709.81	709.81	100-600-0000-5203	Hatch
12604	04/17/2019	Customer Refund	5.52	5.52	100-000-0000-2000	Refund Check
12605	04/17/2019	Trophy Express	28.39	28.39	100-610-0000-5301	Name Tag and Name Plate - Stephenson
12606	04/17/2019	Underground Service Alert	77.65	77.65	100-130-0000-5406	41 new tickets
12607	04/17/2019	United Cerebral Palsy Assoc.	323.58	323.58	100-160-0000-5406	Mail Production Services
12608	04/17/2019	UPS	42.12	42.12	100-600-0000-5302	Shipping
12609	04/17/2019	Usa Blue Book	3,251.11	162.63	100-130-0000-5226	class 3 mesh vest



# Twentynine Palms Water District

**Check Date Range:** 4/1/2019 thru 4/30/2019

				21.75	100-130-0000-5226	gray safety glasses
				59.49	100-130-0000-5226	mirror safety glasses
				16.77	100-130-0000-5226	mesh vest
				2,498.31	100-120-0000-5220	JML 1511T BALDOR 10HP MOTOR 1PH 3450RPM 215JM 230V
				492.16	100-150-0000-5220	Fluoride ISE Electrode
12610	04/17/2019	Customer Refund	28.45	28.45	100-000-0000-2000	Refund Check
12611	04/17/2019	Customer Refund	57.31	57.31	100-000-0000-2000	Refund Check
12612	04/17/2019	Customer Refund	34.39	34.39	100-000-0000-2000	Refund Check
12613	04/17/2019	Customer Refund	28.72	28.72	100-000-0000-2000	Refund Check
12614	04/17/2019	Kennedy/Jenks Consultants	1,420.00	1,420.00	100-875-0000-6001	Perform Column Testing for Well # 11B Kick off Meeting Review
			<b>Total</b>	<b>\$192,882.93</b>		

**5**

# 5.1

**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:** Matt Shragge, Maintenance Superintendent  
**DATE:** May 15, 2019  
**SUBJECT:** Management Report

---

**A. The Operations and Maintenance Department performed the following tasks during the month of April 2019:**

1. Responded to 69 Underground Service Alerts
2. Responded to and repaired
  - a. 0 water main leaks
  - b. 2 water meter leaks
  - c. 0 service line leaks
  - d. 4 fire hydrant repairs/maintenance
3. Installed 3 new services
4. Replaced 5 customer gate valves
5. Performed 4 leak audits
6. Painted 25 fire hydrants
7. Performed 2 customer pressure checks
8. Replaced 10 water meters
9. Tested and exercised emergency generators
10. Sounded wells for April
11. 0 water waste inquiries were reported

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

1. 194 work orders were generated from reading meters
2. 14 work orders were generated from billing variance list
3. 344 work orders were generated for turn on or turn off
4. 324 termination notices were distributed
5. 40 non-pay turn offs were performed
6. 63 extensions were granted
7. 9 extensions were shut off for non-payment
8. 0 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 12 customer requests and 2 inquiries were logged and investigated

**C. Valve and Hydrant Maintenance Update**

	Valves Exercised (Began 07/18)	Dead Ends Flushed (Began 7/18)
Current Month	80	28
Year to Date	* 1,257	208

\*Triennial cycle

# 5.2

**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, Treatment/Production Superintendent**

**DATE: May 7, 2019**

**SUBJECT: Management 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 0.08 mg/L to a high of 0.39 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.18 mg/L to 0.94 mg/L.

B. Bacteria Samples: A total of 48 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 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 .98 mg/L to a high of 1.9 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.32 to a high of 1.8 mg/L.

\*Current fluoride variance of 3.0 mg/L expires in 2023.

D. General Physical: A total of 12 general physical samples were collected from established locations as a part of routine testing requirements. Levels reported for color are <3.0, 1 for threshold odor and <0.1 – 0.4 for turbidity.

**TWENTYNINE PALMS WATER DISTRICT**  
**Water Production Report**  
**FY 2018/2019**

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	140.59	77.374	32.165	24.176	274.305	292.785	-6.31%	-11.50%	3				1
August	161.772	56.956	37.467	24.471	280.666	269.139	4.28%	-3.95%	5	7,776	7,703	0.93%	1
Sept.	132.623	53.667	33.600	24.591	244.481	232.006	5.37%	0.11%	0				1
October	131.134	45.084	22.702	14.670	213.590	213.888	-0.14%	1.06%	4	N/A	N/A		0
Nov.	109.264	45.486	11.048	11.581	177.379	189.941	-6.61%	-5.19%	2				1
Dec.	85.796	58.458	11.053	13.503	168.810	175.841	-3.99%	2.49%	1	7,660	7,660	0.00%	1
Jan.	118.915	29.388	5.993	6.166	160.462	167.824	-4.38%	-15.60%	1				0
Feb.	102.669	24.017	7.542	3.111	137.339	162.839	-15.65%	-27.94%	2	N/A	N/A		0
March	124.634	20.678	4.112	3.532	152.956	177.865	-14.00%	-29.90%	1				0
April	130.671	40.460	7.675	12.442	191.248	204.263	-6.37%	-31.91%	3	7,739	7,664	0.97%	0
May					0.000								
June					0.000								
<b>Totals</b>	<b>1238.068</b>	<b>451.568</b>	<b>173.357</b>	<b>138.243</b>	<b>2001.236</b>	<b>2086.391</b>	<b>-4.08%</b>		<b>22</b>				<b>5</b>

Production Totals Expressed in Acre Feet

**NOTE:** Year to Date Mesquite Springs Basin regeneration production of **17.646** acre feet = **1.41%** treatment loss.

**Total Connections in District = 8,116**

# 5.3



**TWENTYNINE PALMS WATER DEPARTMENT**

**FINANCIAL REPORT**

**For The Month Of**

**Mar 2019**

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

**TWENTYNINE PALMS WATER DEPARTMENT  
STATEMENT OF INVESTMENTS AND RESERVES  
For the Period Ending March 31, 2019  
(Unaudited)**

<u>Operating Funds &amp; Internal Reserves:</u>	<u>Prior Balance</u>	<u>Deposits</u>	<u>Disbursements</u>	<u>Current Balance</u>	<u>Market</u>
Operating Funds - LAIF	\$ 4,183,396	\$ -	\$ (1,950)	\$ 4,181,446	\$ 4,182,060
Election Fund Reserve - LAIF	20,925	-	-	20,925	20,928
Internal Operating Reserve - LAIF	1,280,266	-	-	1,280,266	1,280,454
Capital Reserve - LAIF	870,000	-	-	870,000	870,128
Capital Funds for Primary Infrastructure - LAIF	81,481	1,950	-	83,431	83,444
Capital Funds for Secondary Infrastructure - LAIF	61,569	-	-	61,569	61,578
<b>Total Investments</b>	<b>\$ 6,497,637</b>	<b>\$ 1,950</b>	<b>\$ (1,950)</b>	<b>\$ 6,497,637</b>	<b>\$ 6,498,591</b>

CERTIFICATION

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

**Cindy Byerrum, CPA**

**Contract CPA**

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

**Twentynine Palms Water Department  
Statement of Revenues and Expenses  
For the Period Ending March 31, 2019  
(Unaudited)**

	Mar 2019	Feb 2019	YTD	Budget	YTD 75%	Prior YTD
1 Operating Revenues	\$ 295,578	\$ 298,772	\$ 3,194,465	\$ 4,212,800	76%	\$ 3,060,622
2 Non-Operating Revenues	50,634	61,295	584,866	704,700	83%	589,357
<b>Total Revenue Available to</b>						
3 <b>Fund Operations &amp; Capital/R&amp;R</b>	<b>346,211</b>	<b>360,068</b>	<b>3,779,331</b>	<b>4,917,500</b>	<b>77%</b>	<b>3,649,978</b>
4 Operating Expenses	275,012	300,425	2,872,125	3,962,500	72%	2,686,879
5 Non-Operating Expenses	24,909	24,909	224,182	298,700	75%	157,228
<b>Net Revenues Available to Fund</b>						
6 <b>Capital Related Expenditures</b>	<b>46,290</b>	<b>34,733</b>	<b>683,025</b>	<b>656,300</b>	<b>104%</b>	<b>805,871</b>

*No assurance is provided on these financial statements.*

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

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

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2019**  
**(Unaudited)**

	Mar 2019	Feb 2019	YTD	Budget	YTD 75%	Prior YTD
<b>1 Operating Revenues</b>						
2 Water Sales	\$ 175,014	\$ 186,643	\$ 2,157,327	\$ 2,861,200	75%	\$ 2,100,358
3 RTS	109,364	101,372	927,177	1,242,500	75%	866,694
4 Other Operating Revenue	11,199	10,757	109,962	109,100	101%	93,570
<b>5 Total Operating Revenues</b>	<b>295,578</b>	<b>298,772</b>	<b>3,194,465</b>	<b>4,212,800</b>	<b>76%</b>	<b>3,060,622</b>
<b>6 Non-Operating Revenues</b>						
7 Capital Impact Fees	1,950	1,181	21,741	-	0%	3,375
8 Water Availability Assessment	49,258	49,258	443,325	591,100	75%	443,325
9 Interest Revenue	-	-	67,963	73,700	92%	41,718
10 Other Penalties	907	780	20,655	34,900	59%	31,077
11 Reimbursed Expenses	(1,579)	55	5,581	5,000	112%	68,500
12 Other Non-Operating Revenue	97	10,021	25,600	-	0%	1,361
<b>13 Total Non-Operating Revenues</b>	<b>50,634</b>	<b>61,295</b>	<b>584,866</b>	<b>704,700</b>	<b>83%</b>	<b>589,357</b>
<b>14 Total Revenues</b>	<b>346,211</b>	<b>360,068</b>	<b>3,779,331</b>	<b>4,917,500</b>	<b>77%</b>	<b>3,649,978</b>
<b>15 Operating Expenditures</b>						
<b>16 Source of Supply</b>						
17 Labor & Benefits	841	2,770	14,606	8,600	170%	5,200
18 Direct Expenses	19,995	21,174	235,707	325,200	72%	230,783
<b>19 Total Source of Supply</b>	<b>20,837</b>	<b>23,944</b>	<b>250,313</b>	<b>333,800</b>	<b>75%</b>	<b>235,983</b>
<b>20 Pumping</b>						
21 Labor & Benefits	35	738	4,120	4,900	84%	3,274
22 Direct Expenses	9,845	9,555	101,122	117,900	86%	95,568
<b>23 Total Pumping</b>	<b>9,880</b>	<b>10,293</b>	<b>105,241</b>	<b>122,800</b>	<b>86%</b>	<b>98,842</b>
<b>24 Transmission &amp; Distribution</b>						
25 Labor & Benefits	68,118	71,204	690,638	1,121,100	62%	578,412
26 Direct Expenses	20,651	14,467	236,990	265,400	89%	189,704
<b>27 Total Transmission &amp; Distribution</b>	<b>88,769</b>	<b>85,670</b>	<b>927,627</b>	<b>1,386,500</b>	<b>67%</b>	<b>768,116</b>
<b>28 Treatment Wells</b>						
29 Labor & Benefits	6,510	4,972	46,934	48,400	97%	33,165
30 Direct Expenses	3,414	5,703	29,098	31,900	91%	22,112
<b>31 Total Treatment Wells</b>	<b>9,924</b>	<b>10,674</b>	<b>76,032</b>	<b>80,300</b>	<b>95%</b>	<b>55,277</b>
<b>32 Treatment Facility</b>						
33 Labor & Benefits	22,513	18,064	184,748	224,800	82%	156,544
34 Direct Expenses	14,176	35,673	278,886	382,600	73%	403,218
<b>35 Total Treatment Facility</b>	<b>36,689</b>	<b>53,737</b>	<b>463,635</b>	<b>607,400</b>	<b>76%</b>	<b>559,761</b>
<b>36 Customer Accounts</b>						
37 Labor & Benefits	20,497	19,520	185,146	197,700	94%	146,066
38 Direct Expenses	567	521	18,848	55,400	34%	16,130
<b>39 Total Customer Accounts</b>	<b>21,065</b>	<b>20,041</b>	<b>203,994</b>	<b>253,100</b>	<b>81%</b>	<b>162,196</b>

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2019**  
**(Unaudited)**

	Mar 2019	Feb 2019	YTD	Budget	YTD 75%	Prior YTD
<b>40 General Administration</b>						
41 Outside Services	26,980	30,874	231,114	293,700	79%	238,055
42 Direct Expenses	21,928	25,479	197,171	313,900	63%	171,787
<b>43 Total General Admin.</b>	<b>48,908</b>	<b>56,353</b>	<b>428,285</b>	<b>607,600</b>	<b>70%</b>	<b>409,841</b>
<b>44 Employee Salaries</b>						
45 Direct Labor	103,702	101,438	1,028,657	1,357,200	76%	865,022
46 Less Transfer to Operations	80,830	78,766	792,241	1,057,400	75%	648,062
<b>47 Total General &amp; Admin. Salaries</b>	<b>22,872</b>	<b>22,672</b>	<b>236,416</b>	<b>299,800</b>	<b>79%</b>	<b>216,960</b>
<b>48 Employee Benefits</b>						
48 Health Benefits	11,526	11,972	109,385	166,600	66%	100,386
49 Vacation / Sick Payouts	1,238	2,613	41,082	45,700	90%	40,546
50 Retirement Expenses	1,419	1,418	15,455	28,900	53%	23,681
<b>51 Total Employee Benefits</b>	<b>14,183</b>	<b>16,003</b>	<b>165,921</b>	<b>241,200</b>	<b>69%</b>	<b>164,612</b>
<b>52 Board of Directors</b>						
53 Directors' Fees	725	725	7,100	15,000	47%	8,150
54 Direct Expenses	1,160	312	7,560	15,000	50%	7,140
<b>55 Total Board of Directors</b>	<b>1,885</b>	<b>1,037</b>	<b>14,660</b>	<b>30,000</b>	<b>49%</b>	<b>15,290</b>
<b>56 Total Operating Expenditures</b>	<b>275,012</b>	<b>300,425</b>	<b>2,872,125</b>	<b>3,962,500</b>	<b>72%</b>	<b>2,686,879</b>
<b>57 Non-Operating Expenditures</b>						
58 Unfunded PERS	9,909	9,909	89,182	118,700	75%	70,417
59 Unfunded OPEB Liability	15,000	15,000	135,000	180,000	75%	76,800
<b>60 Total Non-Operating Expenditures</b>	<b>24,909</b>	<b>24,909</b>	<b>224,182</b>	<b>298,700</b>	<b>75%</b>	<b>157,228</b>
<b>61 Total Expenditures</b>	<b>299,921</b>	<b>325,334</b>	<b>3,096,306</b>	<b>4,261,200</b>	<b>73%</b>	<b>2,844,107</b>
<b>Net Revenues Available to Fund Capital</b>						
<b>62 Related Expenditures</b>	<b>46,290</b>	<b>\$ 34,733</b>	<b>683,025</b>	<b>656,300</b>	<b>104%</b>	<b>805,871</b>
63 Carryover Projects	-	-	(12,157)	(495,000)	2%	(77,963)
64 Capital Improvement Projects	(2,840)	(5,237)	(90,638)	(1,700,000)	5%	(471,209)
65 Repair, Rehabilitation, & Maintenance	(5,200)	(2,450)	(159,251)	(380,000)	42%	(107,589)
66 Capital Outlay	(156,892)	(14,000)	(401,334)	(488,500)	82%	(115,987)
67 Transfer From Special Revenue	6,000	6,000	98,835	91,100	108%	65,143
<b>68 Increase (Decrease) In Fund Balance</b>	<b>\$ (112,641)</b>	<b>\$ 19,046</b>	<b>\$ 118,478</b>	<b>\$ (2,316,100)</b>	<b>-5%</b>	<b>\$ 98,266</b>

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**Twentynine Palms Water Department  
Special Revenue Fund  
For the Period Ending March 31, 2019  
(Unaudited)**

	<u>Mar 2019</u>	<u>Feb 2019</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 75%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 9,333.65	\$ 9,333.65	\$ 128,834.79	\$ 131,100.00	98%	\$ 95,143.07
2 Less Transfers Out to Fire	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
3 Less Transfers Out To Water	\$ (6,000.32)	\$ (6,000.32)	\$ (98,834.82)	\$ (91,100.00)	108%	\$ (65,143.10)
4 Transfer to PARS Trust	\$ (3,333.33)	\$ (3,333.33)	\$ (29,999.97)	\$ (40,000.00)	75%	\$ (29,999.97)
<b>Ending Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>

**Twentynine Palms Water Department**  
**Carryover CIP/Current CIP and R&M/Capital Outlay**  
**For the Period Ending March 31, 2019**  
**(Unaudited)**

<b>Carryover Capital Approved in Previous Years</b>	<b>Budget FY 18/19</b>	<b>Current Year Expenditures</b>	<b>Remaining Budget / (Over Budget)</b>
<b>District Projects</b>			
1 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 45,000	\$ -	45,000
2 Treatment Feasibility & Exploration Costs	150,000	12,157	137,843
3 Salt Nutrient Monitoring Wells	100,000	-	100,000
4 Asset Management Plan	100,000	-	100,000
5 USGS Study	100,000	-	100,000
6 <b>Total Carryover Capital Approved in Previous Years</b>	<b>495,000</b>	<b>12,157</b>	<b>482,843</b>
<b>7 Capital Improvement Plan</b>			
8 Chromium VI and Flouride for Well 11B	500,000	-	500,000
9 Fluoride Variance (Expiring) - TP-2, W12, W16	1,200,000	20,800	1,179,200
10 Well 11-B	-	69,838	(69,838)
11 <b>Total Capital Improvement Plan</b>	<b>1,700,000</b>	<b>90,638</b>	<b>1,609,362</b>
<b>12 Repairs, Rehabilitation, &amp; Maintenance</b>			
13 Plant 6 Electrical and Well Upgrade	75,000	21,337	
14 Emergency Repairs, Unspecified	50,000	7,954	42,046
15 Repiping/Distribution System Upgrades	50,000	25,772	24,228
16 Reservoir Recoating / Cathodic Protection	20,000	-	20,000
Meter Replacement Program	50,000	50,742	(742)
Well Rehabilitation	75,000	53,446	21,554
17 Fluoride Plant Instrumentation\Coating	10,000	-	10,000
18 Treated Water Reservoir Coating	50,000	-	50,000
19 <b>Total Repairs &amp; Maintenance</b>	<b>380,000</b>	<b>159,251</b>	<b>167,086</b>
<b>20 Capital Outlay</b>			
21 Vehicle/Equipment Replacements	175,000	319,596	(144,596)
22 Computer/Technology Replacements	30,000	27,099	2,901
23 GIS	25,000	3,000	22,000
24 Administrative Building\Office Remodel	75,000	34,480	40,520
25 Fencing Upgrade	20,000	10,850	9,150
Energy Efficiency Projects	150,000	-	150,000
26 One-Time Existing Conditions Sampling Event	13,500	6,310	7,190
27 <b>Total Capital Outlay</b>	<b>488,500</b>	<b>401,334</b>	<b>87,166</b>
28 <b>TOTAL</b>	<b>\$ 3,063,500</b>	<b>\$ 663,382</b>	<b>\$ 2,346,456</b>

**5.4**

**NO  
MATERIAL  
PROVIDED**



**6**

**CLOSED  
SESSION**