

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

**February 26, 2020 / 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 #20-2  
Next Ordinance #99

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. Customer Request for Payment Extension on High Usage Water Bill
2. Review Recommendations by Ad Hoc Committee for General Manager's Job Description and Salary Range
3. Discussion and Review of District's Goals and Strategic Objectives
4. Approve Board of Directors to Attend the Special District Leadership Academy Conference (April 19-22, 2020) and the CSDA Annual Conference and Exhibitor Showcase (August 24-27, 2020) and to Provide Daily Meeting Stipend
5. Consent Calendar

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

  - Minutes of the Regular Meeting held on January 22, 2020
  - Audit List
6. Items Removed from the Consent Calendar for Discussion or Separate Action
7. Management Reports

- 7.1 Maintenance
  - 7.2 Water Quality
  - 7.3 Finance
  - 7.4 General Manager
8. Closed Session-Conference with Labor Negotiators Pursuant to Government Code section 54957.6
- Agency Designated Representative: Ray Kolisz, General Manager
- Employee Organization: American Federation of State, County and Municipal Employees ("AFSCME") Local 1902
9. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
10. Adjournment

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

**Notice of agenda was posted on or before 4:00 p.m., February 21, 2020.**

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: FEBRUARY 26, 2020  
FROM: RAY KOLISZ, GENERAL MANAGER  
SUBJECT: CUSTOMER REQUEST TO ADDRESS THE BOARD ON HIGH USAGE WATER BILL

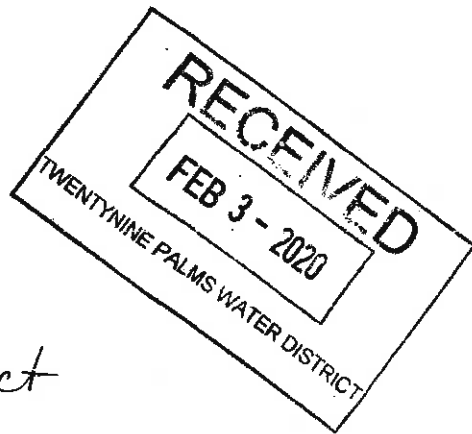
**BACKGROUND AND DISCUSSION**

The customer for account #09111-000 is requesting an extended period of time to pay a high usage water bill.

On January 8, 2020, while performing routine meter reading, the meter for this property was spinning at a rate of 30 gallons per minute. As a result of the leak there was a bill generated in the amount of \$8,012.10. The customer did qualify for the bill reduction policy and has made a payment on the account. Total current balance is \$3,974.30 and the customer is requesting to pay this balance over a three year time period.

Per policy, staff can grant a payment plan up to one year. Any payment plan longer than one year must be approved by the Board of Directors.

February 2, 2020



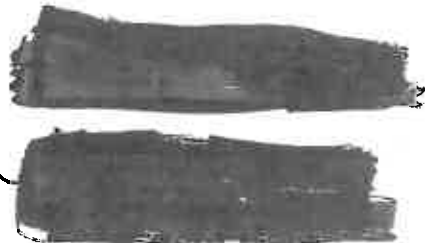
To: 29 Palms Water District  
RE: Water Usage Reduction

Sometime during the last billing cycle there was a leak I was not aware of until I was notified by a note on my door saying there was excessive water being used.

I isolated the leak & repaired it. I am on Social Security Disability and unable to pay an \$8000 water bill. Anything above my normal water bill is a hardship.

I'm willing to work out something to both persons satisfaction.

Thank you,



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760.367.7546 PHONE 760.367.6612 FAX

TO:	BOARD OF DIRECTORS
DATE:	FEBRUARY 26, 2020
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	RECOMMENDATIONS FROM AD HOC REGARDING GENERAL MANAGER'S JOB DESCRIPTION AND SALARY RANGE

**BACKGROUND AND DISCUSSION**

At the request of the Board President, an ad hoc was formed to review and discuss the job description for the General Manager and an appropriate salary range for the position.

The District has a salary range established for every job position with the exception of the General Manager. The salary of the General Manager is set by the Board of Directors dependent on qualifications when he or she is hired. Through the process of performance evaluations and cost of living adjustments the salary is adjusted accordingly but with no salary cap.

Through discussion and reviewing salary comparatives the ad hoc is recommending that the Board establish a salary range of \$150K to \$180K for the General Manager's position.

The ad hoc also reviewed the current job description and it generally reflects the role and expectations of the General Manager. Some minor changes have been recommended for your review.

**RECOMMENDATION**

Consensus is needed from the Board to allow staff to prepare the necessary documentation changes for approval at the next Board of Directors Meeting.

# TWENTYNINE PALMS WATER DISTRICT

## General Manager

STATUS: Exempt  
DEPARTMENT: Management  
SUPERVISOR: Board of Directors

### SUMMARY:

Under administrative direction of and accountable to the Board of Directors; to be in charge of the administrative, public relations, personnel, and general affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to perform related work and other duties as required.

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

- Serves as the Chief Administrative Officer for the District.
- Serves as the Chief Personnel Officer for the District.
- Provides advice and consultation on the development of District programs and policies.
- Maintains an adequate number and of competent staff in accordance with District policy.
- Maintains an accurate and adequate flow of information to the District's employees, Board, consultants, the public, and all other entities with whom the District may interact.
- Oversees development of the Board agenda packets for meetings.
- Acts as the Secretary to the Board if requested.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs.
- Monitors State Legislation and State Water Board regulations that impact the District.
- Represents the Board's policies and programs with employees, community representatives, the general public, and other government agencies.
- Maintains all District activities within legal limits.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Reviews budget requests and recommends approval or disapproval.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Has responsibility for District personnel matters, including employment procedures,



grievances, affirmative action, classification and pay, and employer-employee relations.

- Prepares leases and agreements with other agencies.
- Prepares grant applications and maintains responsibility for proper administration of grants received.
- Prepares long-term Capital Improvement plans for financing.
- Represents the District before Boards and Commissions.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends and/or conducts District safety meetings as required.
- Ensures compliance with the District's Injury and Illness Prevention Plan.
- Acquire and/or maintain 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: Minimum of three (3) years management experience in the water industry; ability to communicate well with co-workers, the Board, and the public; background in public service or with a governmental entity. A typical candidate for this position might have ten (10) years of increasingly responsible experience in the water industry, with experience in management and supervision. State of California Water Distribution and Water Treatment Certifications desirable.

**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 practices of public administration, including administrative analysis, fiscal planning, control and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.

- Public personnel administration and employer-employee relations.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.
- Geography of the District and location of District facilities.
- Principles of supervision, training and management.

#### **ABILITY TO:**

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agenda packets.
- Communicate well during public presentations.
- Exercise leadership, authority and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs and services with individual citizens, community groups, and other government organizations.
- 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers and the public in face-to-face, one-on-one, and group settings.
- Regularly uses a telephone for communication.
- Occasionally uses a radio for communication.
- Uses office equipment such as computer terminals, copiers and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

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<b>TO:</b>	BOARD OF DIRECTORS
<b>DATE:</b>	FEBRUARY 26, 2020
<b>FROM:</b>	RAY KOLISZ, GENERAL MANAGER
<b>SUBJECT:</b>	DISCUSSION AND REVIEW OF DISTRICT'S GOALS AND STRATEGIC OBJECTIVES

**MISSION STATEMENT**

The Mission of the Twentynine Palms Water District is to provide a safe and adequate supply of water at the lowest feasible cost to the people of the District and to preserve and protect the water resources within the established boundaries of the District.

**VISION STATEMENT**

The Twentynine Palms Water District is a model public agency that maintains rate payer trust through fiscal responsibility, excellent customer service and reliable water delivery.

**DISTRICT HISTORY**

The Twentynine Palms Water District (District) was created in 1954 when the community voted to form a County Water District. Prior to this, the town's water supply was furnished by three privately owned water companies that were merged with the formation of the District.

Through the years many changes, improvements and infrastructure has been added to the system. In 1955 the District had only 200,000 gallons of water storage capacity that would not have lasted for one day in the event of an emergency. Today the District maintains 10 storage reservoirs with a capacity of 17 million gallons. This storage capacity will allow several days of water supply in the event of an emergency. The amount of water pipelines installed has grown to over 200 miles ranging in size from 6" to 16", providing a complex water distribution system throughout the 86 square mile service area. Water produced with six high production water wells is conveyed with 14 booster pumps with capabilities to move water from the lowest hydraulic pressure zone to the highest zone giving staff operational flexibility.

In June of 2000, the District began construction of a state of the art Fluoride Removal Treatment Plant which allowed the Plant to remove a high level of naturally occurring fluoride in the water being extracted from the Mesquite Springs Sub-basin. To this day, the District is recognized globally for being leaders in the industry developing innovative methods for fluoride and arsenic treatment.

## **GOALS AND STRATEGIC OBJECTIVES**

The following goals and objectives provide information that capture the intent of the District's mission and vision statements.

### **GOAL A**

Provide a high quality reliable water supply by ensuring it is clean and safe meeting all State of California Drinking Water Standards.

#### **A-1: FLUORIDE VARIANCE EXPIRATION**

In 1993, the District was granted a fluoride variance that allows water being served to the community not to exceed 75% of the Federal Environmental Protection Agency Maximum Contaminant Level (MCL) of 4 parts per million (ppm). This allows the District to exceed the California State MCL of 2.0 ppm and produce water containing levels of fluoride not to exceed 3.0 ppm.

Prior to the variance the District was not able to meet the State MCL and was in violation for many years due to the elevated levels of naturally occurring fluoride in the water being extracted from the groundwater wells. The variance was put in place with an expiration date in the year 2023. At the expiration of the variance the District must meet the State MCL of 2.0 ppm with no exceptions.

The District only extracted water from wells located in sub-basins within the Joshua Tree Groundwater Basin (Eastern, 49 Palms and Indian Cove sub-basins) prior to the variance. Fluoride levels within these sub-basins ranged from less than 0.5 ppm to 3.5 ppm that through blending strategies the District was able to meet the variance MCL. Due to declining water levels and inactivation of certain water wells, blending was no longer practical and was stopped around 1995.

In the year 2000, the District started construction of a three million gallon per day (3MGD) Fluoride Removal Treatment Plant ("Plant"). The Plant takes water extracted from the Twentynine Palms Valley Groundwater Basin (Mesquite sub-basin) and removes a high naturally occurring fluoride, levels at 5.7 ppm, to levels below the State MCL of 2.0 ppm. Due to declining water levels in the Joshua Tree Groundwater Basin the District has shifted a majority of the water production to the Plant which has an abundance of water within the basin. As a result of effective groundwater management, the water levels in the Joshua Tree Basin have stabilized and or increased with minimum impacts to the Mesquite sub-basin.

Currently, all water produced meets the State MCL for fluoride and is in compliance with State MCL's for fluoride. A summary of fluoride levels for the wells are as follows:

- Well #12 Fluoride Average 1.32 mg\L
- Well #14 Fluoride Average 0.78 mg\L
- Well #15 Fluoride Average 0.30 mg\L
- Well #16 Fluoride Average 1.71 mg\L
- Well #17 Fluoride Average 0.71 mg\L
- Well #TP-1 Fluoride Average \*5.7 mg\L

\*Water from the TP-1 is treated to remove fluoride to levels below 1.8 mg\L.

Also, Well 11B has fluoride levels of 2.1 mg\L that will require treatment to reduce levels below 2.0 mg\L and currently is not on-line.

### **A-2: WATER PRODUCTION CAPACITY**

There are currently six production water wells on-line that supply the District's potable water demands. The following is a list of wells with their drilling date, casing material and production capacity:

- |              |                 |                          |           |
|--------------|-----------------|--------------------------|-----------|
| • Well 12    | Drilled in 1983 | Carbon Steel             | 300 gpm   |
| • Well 14    | Drilled in 1993 | Carbon & Stainless Steel | 700 gpm   |
| • Well 15    | Drilled in 1987 | Carbon Steel             | 150 gpm   |
| • Well 16    | Drilled in 1988 | Carbon Steel             | 500 gpm   |
| • Well 17    | Drilled in 2009 | Carbon & Stainless Steel | 800 gpm   |
| • Well TP-1  | Drilled in 1993 | Carbon & Stainless Steel | 2,100 gpm |
| • *Well 11B  | Drilled in 2018 | Stainless Steel          | 400 gpm   |
| • *Well TP-2 | Drilled in 2019 | Stainless Steel          | 2,100 gpm |

\*Indicates the well is inactive.

Total production capacity of active wells is 4,550 gpm.

For calendar year 2019 the District produced 779,530,454 gallons of water from the six production wells. Some statistics related to the water production are:

- Average daily water usage: 2.135 MG
- Maximum daily water demand: 4.159 MG
- Highest monthly average daily demand: 2.819 MG for July
- Lowest monthly average daily demand: 1.547 MG for January

### **Water Production Capacity with Plant**

The total production capacity of the District with the Plant is 4,550 gpm or 6.552 MGD. This total capacity is an adequate supply to meet the daily demands based off of the 2019 statistics above. With the Plant and all production wells on-line the

District can meet maximum daily water demands (approximately 16 hours of daily run time for all wells) 365 days per year.

### **Water Production Capacity without Plant**

Production capacity is significantly reduced if the Plant is off-line and reduces total production to 2,450 gpm or 3.528 MG.

- If all production wells were to operate 24 hours per day, 3.528 MGD can be produced meeting daily water demand for 350 days of the year or 95.8%. With the addition of Well #11B, adding a production capacity of 400 gpm, the District could produce 4.104 MGD which is essentially equal to meeting maximum daily demand.

The Plant has become a critical infrastructure facility to meet water demands as the District has shut down several production wells over the years due to regulations or age of the water well. For example, the District at times had 15 production wells on-line producing water at a combined rate of 3,500 gallons per minute. Currently there are 6 wells on-line that produce a combined rate of 4,550 gallons per minute (this does not include Well 11B that has been drilled but awaiting treatment). Although the current wells produce a high level of production, the impact of losing one or two wells, due to maintenance issues or mechanical failure during the high demand time period, have a greater impact to water production capacity. This has created a reduced level of redundancy in the system. As the Board is aware, the District has completed drilling of a secondary production well (TP-2) at the Plant that will provide another source of water if the current well (TP-1) experiences mechanical issues. This redundancy will ensure that the Plant can remain on-line when TP-1 is being worked on. Currently the District is working on the design phase of the required earthwork and electrical engineering to complete the TP-2 project.

Also, when the treatment system is added to Well11B to reduce levels of fluoride and arsenic, the total production capacity will be increased to 4,950 gpm or 7.128 MGD.

Both of these projects are a high priority for completion in the 2020 calendar year and engineer's estimated cost to complete are as follows:

- Well TP-2 \$1.1M
- Well 11B Treatment \$1.6M

### **A-3: FLUORIDE REMOVAL PLANT MAINTENANCE AND CAPITAL IMPROVEMENTS**

The Fluoride Removal Plant was constructed in the year 2000 and was placed on-line in March of 2003. The Plant is comprised of many components that include underground concrete reservoirs, specialty piping and valves, SCADA systems, high volume pumps, chemical feed systems and evaporation ponds. As the Plant approaches 17 years of

operation, staff is experiencing an increased amount of maintenance and repairs to these components and recent fiscal year budgets have seen rising repair and maintenance costs.

The activated alumina process that is used for fluoride removal utilizes pH control for effective treatment. This process requires that the treatment process tanks, chemical storage building and tanks, and chemical feed systems to have a special epoxy coating to protect the vulnerability of the carbon steel and concrete structures from corrosion. Although the coatings are in good condition currently, the need for replacing these coatings will be considered in outlying years.

In 2017 the District was provided a condition assessment report prepared by Suez Advanced Solution for the treated water reservoir. This 200,000 gallon concrete constructed reservoir has an interior epoxy coating that accepts the treated water from the Plant before it is pumped into the distribution system. The report indicates that the interior coating will need to be replaced in the near future. Prompted by this report the District contracted with Kennedy Jenks Consultants to perform a seismic evaluation of the current steel bracing constructed in the reservoir to if the steel bracing can be permanently removed when a re-coating is performed. Due to the construction of these braces and the manner in which they were installed, there is a potential pathway for water to reach the reinforcing steel within the concrete that could lead to premature corrosion. The report concluded that the steel bracing can be removed and pose no threat to the seismic stability of the reservoir.

The recoating of the treated water reservoir presents a logistical challenge in that the Plant would need to be shut down for the duration of the recoating or a series of temporary tanks and pumps would need to be set up to have the Plant remain on-line. If the Plant was to be shut down for this process it would be critical to perform this task during the winter months as the daily water demand is much lower. Also, staff desires to have Well 11B on-line during this process to off-set the production loss of the Plant.

Estimated cost of the recoating is approximately \$500K.

Staff is considering conducting a comprehensive condition assessment report for the Plant to assist in outlining and developing long term capital improvement needs and costs.

#### **A-4: WELL 11B TREATMENT**

In January of 2018 the District drilled a new water production well to replace the old well that suffered catastrophic failure to the well casing. The new well has elevated levels of fluoride and arsenic that are over the Maximum Contaminant Level (MCL) and require treatment to reduce these levels. In January of 2020 a Preliminary Treatment Design Technical Memorandum was prepared by Kennedy Jenks Consultants outlining the treatment design criteria using activated alumina to remove high levels of naturally occurring fluoride and arsenic.



Estimated cost for a treatment system is approximately \$1.6M. The District has applied for grant assistance for this project.

## **A-5: WATER QUALITY AND FUTURE REGULATIONS**

The District is 100% dependent on groundwater to supply and meet the water demands for the community. This water is extracted from two different groundwater basins, the Joshua Tree and Twentynine Palms Valley Groundwater Basins. Although the water is of high quality and is not impacted by any contamination, groundwater is vulnerable to naturally occurring elements. Fluoride is the most prevalent inorganic element that our groundwater is impacted by and approximately 50% of the water produced is treated to reduce fluoride levels.

In 2017, the Superior Court of Sacramento County issued a judgement invalidating the hexavalent chromium (Cr6) MCL for drinking water that was put in place in 2014 with a MCL set at 10 ug\L. This judgment was based on the fact that the California Department of Public Health failed to comply with a requirement to perform an adequate economic feasibility study for the MCL. The court also ordered the State to establish a new MCL based off a complete feasibility study to identify the financial impacts of a MCL. California was the first state in the country to establish a MCL for Cr6. At the time the District shut down 3 production wells that were impacted by this regulation and was planning to add treatment to one of those wells to bring it into compliance.

At this time, agencies are still waiting for the State to develop economic feasibility guidelines to be used when developing an MCL which was due almost a year ago. Potential impacts to the District when a new Cr6 MCL is established is estimated to be \$1.5M to \$2.0M.

The community of Twentynine Palms has no centralized sewer collection system and relies on septic tanks for wastewater collection generated by households and businesses. The main concern of septic tanks is nitrate infiltration into the groundwater coming from septic tanks that are not maintained properly. The District has been monitoring water quality from all production wells for more than 50 years. Data collected indicates that nitrate levels and total dissolved solids (TDS) are relatively stable and there is no immediate concern that the groundwater is being contaminated.

Given that groundwater is currently the area's only source of water, it is important to understand the potential effects of septic tanks, growth and sewer loading rates. A joint effort between the City of Twentynine Palms (City) and the District several years ago resulted in a Wastewater Master Plan (WWMP) and a Salt Nutrient Management Plan (SNMP) being developed. The primary purpose of the WWMP was to design a conceptual sewer collection and treatment system that could serve the City and the District for the prevention of future potential groundwater impacts from septic tanks.

Although there is no indication that the groundwater supply is being impacted by septic loading rates, the SNMP was developed in response to an increased need to assess the potential groundwater quality impacts from salt and nutrient sources that are

primarily derived from septic tanks. The SNMP identifies the need to increase monitoring of existing production wells and to establish a sampling event for private wells that are located throughout the District's service area. Along with sampling private wells, additional monitoring wells will be needed as there is little to no data available for water quality located above high density housing areas. When monitoring wells are drilled, soil samples can be collected to analyze the unsaturated zone of the soils to track the migration of nitrates. Monitoring wells will also be sampled on a regular basis to collect data and track any water quality changes that might occur.

The City has started construction on Project Phoenix in the downtown area which will require the City to install monitoring wells for the wastewater collection system that will be constructed. The District has a high level of interest in these monitoring wells and have engaged in conversations with the City about how the monitoring will be conducted. These monitoring wells will be beneficial to the District as they are located within a high density housing area and can provide important data that relates to elements of the SNMP. For these reasons, District staff believes that a collaborative effort between the City and the District should be considered that would allow the District to perform the monitoring of the wells. The SNMP also requires that monitoring wells be drilled in the future to allow more data to be collected. The District could consider contributing funding assistance for the City's monitoring wells as this will be a cost savings measure to the District.

## **GOAL B**

Enhance water conservation efforts to reduce water usage and increase sustainability.

### **B-1 AMI PROJECT**

The District's reliance on groundwater presents challenges to ensure long term sustainability. Through water conservation efforts, the District has seen a significant reduction in the amount of water being extracted. To continue these conservation efforts the District secured a \$2M loan to complete an Advanced Meter Infrastructure (AMI) project. In July of 2019 District staff began the installation of the new water meters and to date there has been 6,200 meters installed. The installation of the collectors and repeaters has also started. The AMI project will allow staff to be alerted when a potential leak is occurring at a residence which will not only save the customer from receiving a high water bill but add to overall conservation as leaks can be detected at an earlier point in time.

Once the system is in place and operational, the District will implement the customer portal at a later date so that customers will have access to their daily water usage data.

## **GOAL C**

Ensure fiscal responsibility and affordable rates.

## **C-1: RATE STUDY**

The District provides water to the City of Twentynine Palms and the unincorporated areas of San Bernardino County with approximately 8,100 service connections throughout an 86 square mile service area. As part of the ongoing management of the water system, the District recognizes the need for ongoing evaluations of current and long term expenditures, revenues, and water rates to ensure sustainability to provide a safe and reliable water service to our rate payers.

Back in 2015, the Board approved a five year rate increase based off the recommendations outlined in a rate study performed by NBS consultants with the last increase implemented in January of 2020. The District has contracted with NBS to update and perform a new study that will make recommendations to the Board for future rate increases that consider financial policy goals, projected revenues and expenditures, and long term capital improvement projects.

If the Board considers any rate increases, the goal would be to have the process complete and implemented in January of 2021.

## **C-2 SCHEDULE OF FEES**

In addition to the District evaluating water rates there are additional fees in place that are charged by the District for various services. In 2019 an Ad hoc was formed to review these fees to determine if the true cost of service was being recovered. Through these meetings the Ad hoc made recommendations to the Board in January of 2020 to establish and increase certain fees that reflect the appropriate true cost. The Board accepted these recommendations and directed staff to start the process of changing the schedule of fees.

## **GOAL D**

Optimize Operational and Organizational Efficiencies

### **D-1 USE OF TECHNOLOGY TO IMPROVE STAFF EFFICIENCY AND OPERATIONS**

Technology greatly improves efficiency and accuracy of office and field staff creating a streamlined system of documentation. Staff began the use of a paperless work order system in 2018 that allows field crews to input data in a “real time” situation that reduces time spent on required documentation and improves accuracy.

The District began the development of a Geographic Information System (GIS) for improved mapping of the District’s infrastructure. The GIS system will be a tool for staff

to use that will accurately identify locations of various system components eliminating time spent when planning is conducted and the locations need to be completed.

Supervisory Control and Data Acquisition (SCADA) is a system that uses computer and Programmable Logic Controllers (PLC) to control the Plant and distribution system. Through the use of SCADA, staff is able to develop pumping strategies that take advantage of reduced electrical rates during certain times of the day.

## **D-2 EMERGENCY RESPONSE PREPAREDNESS**

An Emergency Response Plan (ERP) is an organized way of responding to an event(s) or set of circumstances that goes beyond those normally found or associated with the District in its normal day-to-day functions.

The purpose of the plan is to outline responsibilities, actions, precautions and policies for specific employees to provide a framework for maintaining operations and on-going or resumption of service to the community.

The goal of Twentynine Palms Water District is to have ongoing continued training that results in effective and efficient response to these unrelated operation circumstances, which could interfere with the normal service to customers and to minimize their impact.

## **D-3 MAINTAIN STRONG ALIGNMENTS**

Success for the District is maintained through effective communication, knowledge and alignment with the Board of Directors, Management, and Staff by aligning the vision and goals with all. Through this alignment, there is a better understanding of the challenges and needs of the District that leads to effective planning.

## **GOAL E**

Creating and maintaining excellent customer service.

### **E-1 EXCEPTIONAL CUSTOMER SERVICE**

The District's commitment to service has been a priority for many years. Providing exceptional customer service includes:

- Being accessible to our rate payers with 24/7 customer support
- The ability to provide common sense approach to meeting people's needs and expectations
- Ensure positive interaction with District staff
- Maintaining face to face interactions
- Timely response to customer inquiries.
- Ability to resolve issues with positive results
- Developing a working culture for our staff to provide the best customer service possible

## **GOAL F**

Retain and recruit a qualified, stable workforce that meet staffing requirements and succession planning.

### **F-1 RETAINING STAFF**

As the District spends significant time training staff, the importance of retaining them is of value. It is essential that the District invest in future leaders through competitive compensation, rewarding good work through incentive programs, training, and mentoring for succession planning.

### **F-2 SUCCESSION PLANNING**

The District is facing a wave of employee retirement in the next 1-4 years. These employees will have achieved 30+ years of service and have an extreme high level of experience and knowledge that is difficult to replace. Through organization chart changes implemented in 2018 there have been opportunities created that allow more effective cross training and professional development. Through this process, employees develop their knowledge, skills and abilities which prepare them for advancement or promotion into more challenging roles in the organization.

The District relies on staff to carry out the mission and the vision to accomplish the goals of the organization. The loss of key employees can undermine the ability to accomplish these objectives. Through effective cross training and involvement it is the goal to have employees prepared to step into roles when needed.

### **F-3 STAFFING REQUIREMENTS**

Currently the District employs 22 full time staff and 1 temporary position. The current organization chart reflects a total of 23 full time positions. Staff will be seeking funding through the budget process to change the current temporary position to a full time position to meet the goals of the organizational chart.

4

**NO  
MATERIAL  
PROVIDED**

**5**

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

**January 22, 2020 / 4:00 P.M.**

Call to Order and Roll Call

President Giannini called the meeting to order at 4:00 p.m., 72401 Hatch Road, Twentynine Palms, California. Those responding to roll call were Directors Michael Arthur, Bob Coghill, Suzi Horn, Carol Giannini, and Randy Leazer. Also present were, General Manager Ray Kolisz, Treatment/Production Superintendent Mike Minatrea, Maintenance Superintendent Matt Shrage, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Mr. CJ Horn led the pledge.

Additions/Deletions to the Agenda

6.A Board Approval for Census Bureau Request for Bill Insert

Public Comments

None

1. Election of Officers

Director Horn nominated Director Giannini to serve as President, seconded by Director Coghill, and approved by the following roll call vote:

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

Director Leazer nominated Director Horn to serve as Vice-President, seconded by Director Coghill, and approved by the following roll call vote:

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

The General Manager, Ray Kolisz, will serve as the Board Secretary, which is common practice with most Districts.

2. Consideration of Resolution 20-01 Adopting Annual Statement of Investment Policy  
Staff recommends approving.

Director Leazer made a motion to approve Resolution 20-01 adopting Annual Statement of Investment Policy, seconded by Director Horn, and approved by the following roll call vote:

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



Absent: None

3. Discussion of Developing an Opt-Out Policy for the District's Automated Meter Infrastructure

Staff is seeking consensus from the Board regarding moving forward on an opt-out policy. Other utilities such as Edison and Southern California Gas Company are required to have an opt-out policy, as regulated by the P.U.C. The District is not mandated to provide such a policy. After discussion, the Board was in unanimous agreement to move forward on such a policy.

4. Review and Consider Accepting Proposal from NBS for Rate Study

Staff recommends approving the proposal and authorizing the General Manger to execute a Professional Service agreement.

Director Horn made a motion to accept the proposal from NBS in the amount of \$27,195 for a Rate Study and authorize the General Manager to execute the agreement, seconded by Director Coghill, and approved unanimously.

5. Consider Ordinance 98 Amending Termination of Water Service to Meet SB998 Shutoff Mandates

Staff recommends approving and adopting Ordinance 98 to comply with SB998.

Director Horn made a motion to approve Ordinance 98 amending termination of water service to meet SB998 shutoff mandates, seconded by Director Arthur, and approved by the following roll call vote:

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

6. Review and Discuss Recommendation from Ad Hoc Committee for Schedule of Fees

The Schedule of Fees has been in place for a number of years and has not been adjusted to cover the actual costs of service currently being provided. After discussion, the Board was in unanimous agreement to move forward with the recommendations, as discussed, and develop a draft policy for review and consideration.

6.A Census Bureau Request for Bill Insert

The District has received a request to allow an informational insert be placed in the billing to explain the upcoming census. All costs will be covered by the Census Bureau. The Board was in unanimous agreement to approve the request.

7. Consent Calendar

- Minutes of a Regular Meeting held on December 18, 2019
- Audit List

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

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

None

9. Management Reports

9.1 Maintenance

Matt Shragge reported that the District responded to 23 Underground Service Alerts, had 0 water main leaks, 0 water meter leaks, 0 service line leaks, 1 fire hydrant repair/maintenance, performed 3 customer pressure checks, replaced 5 meters, replaced 10 customer gate valves, and installed 5 new services. 0 water waste inquiries were received. 347 work orders were generated and performed during the month. 1,003 AMI/AMR meters were installed to date, bringing the total to 5,887.

9.2 Water Quality

Mike Minatrea reported Water production was down 2.04% as compared to the same month in 2013. 47 routine and 6 special water were taken. All samples tested negative for Colilert. The fluoride variance of 3.0 mg/L will expire in 2023. All current wells meet the 2.0 mg/L standard variance set by the State Water Resource Control Board. Approximately 52,500,000 gallons of water was produced in the month of December.

9.3 Finance

Ms. Byerrum, reported that revenues were at 45% with expenditures at 42%. Budget reviews will begin next month congruently with the rate study.

9.4 General Manager

Mr. Kolisz welcomed Director Arthur to the Board. The District expects to come in under the \$2 million budget for the AMI/AMR project. The excess funds will be considered for other projects.

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

Director Giannini thanked field staff and the media for their attendance at the meeting.

11. Adjournment

On motion by Director Horn, seconded by Director Arthur, and approved by the Board, the meeting was adjourned at: 5:11 p.m.

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

Attest:

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

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
14081	01/03/2020	Layne Christensen	72,047.58	72,047.58	100-825-0000-6001	Well TP-2 Retention Release
14082	01/03/2020	Signs For Less	45.00	45.00	100-130-0000-5220	2 vinyl decals
14083	01/03/2020	Union Bank	2,572.09	435.99	100-875-0000-6001	Charges
				290.91	100-150-0000-5220	Charges
				129.25	100-600-0000-5301	Charges
				214.13	100-110-0000-5220	Charges
				367.78	100-600-0000-5350	Charges
				102.17	100-130-0000-5226	Charges
				238.15	100-130-0000-5220	Charges
				79.26	100-600-0000-5301	Charges
				26.93	100-600-0000-5350	Charges
				125.06	100-150-0000-5220	Charges
				160.91	100-600-0000-5350	Charges
				25.00	100-600-0000-5330	Charges
				75.27	100-600-0000-5350	Charges
				97.57	100-150-0000-5203	Charges
				64.57	100-600-0000-5203	Charges
42.54	100-130-0000-5220	Charges				
96.60	100-600-0000-5301	Charges				
14084	01/07/2020	Signs For Less	495.00	495.00	100-130-0000-5220	22 Vinyl Decals
14085	01/08/2020	Customer Refund	8.76	8.76	100-000-0000-2000	Refund Check
14086	01/08/2020	ACWA/JPIA	34,907.25	32,235.76	100-310-0000-5140	Health Benefits February 2020
				2,062.23	100-310-0000-5141	Health Benefits February 2020
				609.26	100-310-0000-5142	Health Benefits February 2020
14087	01/08/2020	Autozone Inc.	211.57	36.13	100-130-0000-5222	Shop Supplies
				19.33	100-130-0000-5220	Shop Supplies-Windshield Washer Fluid.
				16.13	100-130-0000-5220	Shop Supplies-Hitch Pins.
				8.61	100-130-0000-5222	Veh. #20-Air Filter.
				131.37	100-130-0000-5222	Veh. #1-Battery w/Adapters.
14088	01/08/2020	Avalon Urgent Care	100.00	100.00	100-600-0000-5406	DMV Physical

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

14089	01/08/2020	Customer Refund	62.10	62.10	100-000-0000-2000	Refund Check
14090	01/08/2020	Customer Refund	54.39	54.39	100-000-0000-2000	Refund Check
14091	01/08/2020	Best Best & Krieger	260.64	120.64	100-600-0000-5403	Professional Services Dec. 2019
				140.00	100-600-0000-5403	Professional Services Dec. 2019
14092	01/08/2020	Beyond Software Solutions	3,625.00	3,625.00	100-600-0000-5406	IT Consulting
14093	01/08/2020	Bluetarp Financial Inc.	301.73	301.73	100-130-0000-5222	Veh. #4B-Bench Vise.
14094	01/08/2020	Customer Refund	32.41	32.41	100-000-0000-2000	Refund Check
14095	01/08/2020	Customer Refund	51.74	51.74	100-000-0000-2000	Refund Check
14096	01/08/2020	Customer Refund	32.92	32.92	100-000-0000-2000	Refund Check
14097	01/08/2020	Customer Refund	29.28	29.28	100-000-0000-2000	Refund Check
14098	01/08/2020	Burrtec Waste & Recycling Svcs	217.40	69.55	100-150-0000-5406	Amboy
				147.85	100-600-0000-5406	Hatch
14099	01/08/2020	Chem-Tech International Inc.	6,421.57	6,421.57	100-150-0000-5211	Load of Acid Treatment Plant
14100	01/08/2020	Clinical Lab of San Bern.	684.00	684.00	100-140-0000-5405	Water Samples
14101	01/08/2020	Core & Main LP	4,130.47	959.66	100-000-0000-1499	3/4" X 1.5" METER TAIL
				77.84	100-000-0000-1499	3/4" X 2" BRASS NIPPLE
				179.72	100-000-0000-1499	3/4" X 6" BRASS NIPPLE
				56.03	100-000-0000-1499	3/4" X close BRASS NIPPLE
				971.18	100-000-0000-1499	3/4" Pressure Regulator
				38.57	100-000-0000-1499	4" Bolt n Nut kit
				598.80	100-000-0000-1499	3/4" SOFT K COPPER TUBE 100
				1,248.67	100-000-0000-1499	1" SOFT K COPPER TUBE 100
14102	01/08/2020	Desert Hardware	17.22	17.22	100-130-0000-5220	6 Outlet Strips
14103	01/08/2020	Customer Refund	18.52	18.52	100-000-0000-2000	Refund Check
14104	01/08/2020	Customer Refund	58.08	58.08	100-000-0000-2000	Refund Check
14105	01/08/2020	Grainger	14.81	5.69	100-130-0000-5220	1 1/2" x 1 1/2" toilet spud
				17.61	100-130-0000-5220	1" x 3/4" toilet spud
				(8.49)	100-130-0000-5220	credit
				21.53	100-130-0000-5220	spud gaskets
				(21.53)	100-130-0000-5220	credit
14106	01/08/2020	Inland Water Works	1,085.06	(1,764.70)	100-130-0000-5220	Credit
				797.08	100-000-0000-1499	3/4" BRASS CHECK VLV

# Twentynine Palms Water District

Check Date Range: 1/1/2020 thru 1/31/2020

				59.26	100-130-0000-5220	2.5" npt x 2.5" fire hose
				1,449.24	100-000-0000-1499	3/4" BRASS CHECK VLV
				116.25	100-130-0000-5220	2.5" mip x swivel adapter
				427.93	100-130-0000-5220	2.5 mil105 brass gate valve
14107	01/08/2020	Customer Refund	51.48	51.48	100-000-0000-2000	Refund Check
14108	01/08/2020	Customer Refund	10.00	10.00	100-000-0000-2000	Refund Check
14109	01/08/2020	Customer Refund	30.84	30.84	100-000-0000-2000	Refund Check
14110	01/08/2020	Customer Refund	36.06	36.06	100-000-0000-2000	Refund Check
14111	01/08/2020	Customer Refund	66.29	66.29	100-000-0000-2000	Refund Check
14112	01/08/2020	Customer Refund	93.99	93.99	100-000-0000-2000	Refund Check
14113	01/08/2020	Customer Refund	20.43	20.43	100-000-0000-2000	Refund Check
14114	01/08/2020	Customer Refund	29.27	29.27	100-000-0000-2000	Refund Check
14115	01/08/2020	Customer Refund	43.89	43.89	100-000-0000-2000	Refund Check
14116	01/08/2020	Minolta Business Systems	171.66	171.66	100-600-0000-5223	11/23/2019 - 12/22/2019
14117	01/08/2020	Napa Auto Parts	114.14	114.14	100-130-0000-5222	Veh. #12 Condenser
14118	01/08/2020	Palm Springs Motors Inc.	27.70	27.70	100-130-0000-5222	Veh. #21-Door Latch.
14119	01/08/2020	Customer Refund	34.42	34.42	100-000-0000-2000	Refund Check
14120	01/08/2020	Customer Refund	14.43	14.43	100-000-0000-2000	Refund Check
14121	01/08/2020	Customer Refund	13.10	13.10	100-000-0000-2000	Refund Check
14122	01/08/2020	Proforma	34.07	34.07	100-610-0000-5301	Business Cards - Arthur
14123	01/08/2020	Prudential Overall Supply	236.98	92.64	100-130-0000-5253	Uniforms
				144.34	100-130-0000-5253	Uniforms
14124	01/08/2020	S.C.E.	14,600.73	1,017.69	100-110-0000-5201	Well 16
				1,223.57	100-150-0000-5201	Plant
				21.62	100-110-0000-5201	Michel's
				8,777.04	100-110-0000-5201	Well TP-1
				2,483.31	100-110-0000-5201	Well 17
				18.30	100-110-0000-5201	Well 4
				1,006.94	100-600-0000-5201	Hatch
				52.26	100-110-0000-5201	Donnell
14125	01/08/2020	Satmodo LLC	149.66	149.66	100-600-0000-5203	Iridium Monthly Minute Plans
14126	01/08/2020	Customer Refund	20.22	20.22	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

14127	01/08/2020	Customer Refund	45.55	45.55	100-000-0000-2000	Refund Check
14128	01/08/2020	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
14129	01/08/2020	Spectrum Business	154.98	154.98	100-600-0000-5203	La Luna
14130	01/08/2020	Customer Refund	67.16	67.16	100-000-0000-2000	Refund Check
14131	01/08/2020	Springbrook Software LLC	1,586.00	1,586.00	100-600-0000-5408	CivicPay Transaction Fees Dec. 2019
14132	01/08/2020	Bob Stephenson	125.00	125.00	100-610-0000-5350	Video Recording Board Meeting Dec 2019
14133	01/08/2020	Swrcb Accounting Office	15,158.00	15,158.00	100-110-0000-5303	Water System Annual Fees 07/01/2019 - 06/30/2020
14134	01/08/2020	Terminix	160.00	160.00	100-600-0000-5406	Quarterly Service
14135	01/08/2020	Tractor Supply Credit Plan	11.92	11.92	100-130-0000-5220	Charges
14136	01/08/2020	Underground Service Alert	49.60	49.60	100-130-0000-5406	24 new tickets
14137	01/08/2020	Usa Blue Book	460.71	64.68	100-130-0000-5220	safety yellow can paint
				60.74	100-130-0000-5220	safety blue can paint
				70.47	100-130-0000-5220	black can paint
				422.91	100-130-0000-5220	teffon tape 1/2" x 520", pliers, striping paint
				19.38	100-130-0000-5220	10" channel lock pliers
				(209.41)	100-130-0000-5220	credit
				31.94	100-130-0000-5220	Safety blue
14138	01/08/2020	Customer Refund	43.53	43.53	100-000-0000-2000	Refund Check
14139	01/08/2020	Yucca Valley Ford Center	102.09	13.46	100-130-0000-5222	Veh. #4B-Degas Cap.
				88.63	100-130-0000-5222	Veh. #4B-Coolant Bypass Hose.
14140	01/22/2020	ACWA/JOINT POWERS INSURANCE AUTHORITY	16,324.67	16,324.67	100-310-0000-5161	Workers' Compensation Quarter - 2
14141	01/22/2020	Customer Refund	27.84	27.84	100-000-0000-2000	Refund Check
14142	01/22/2020	Customer Refund	25.49	25.49	100-000-0000-2000	Refund Check
14143	01/22/2020	Customer Refund	38.49	38.49	100-000-0000-2000	Refund Check
14144	01/22/2020	Customer Refund	42.50	42.50	100-000-0000-2000	Refund Check
14145	01/22/2020	Customer Refund	29.94	29.94	100-000-0000-2000	Refund Check
14146	01/22/2020	Customer Refund	7.89	7.89	100-000-0000-2000	Refund Check
14147	01/22/2020	Best Best & Krieger	260.64	120.64	100-600-0000-5403	Professional Services Rendered Dec 2019
				140.00	100-600-0000-5403	Professional Services Rendered Dec 2019
14148	01/22/2020	BIRKSCO	395.00	395.00	100-130-0000-5406	Small Card Reader- Tested
14149	01/22/2020	Customer Refund	16.51	16.51	100-000-0000-2000	Refund Check
14150	01/22/2020	Customer Refund	51.05	51.05	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

14151	01/22/2020	Ca-Nv Section Awwa	100.00	100.00	100-130-0000-5242	Cross-connection Renewal - Moore
14152	01/22/2020	Calif. Rural Water Association	218.00	218.00	100-600-0000-5303	Membership Renewal 01/2020 - 01/2021
14153	01/22/2020	Customer Refund	54.10	54.10	100-000-0000-2000	Refund Check
14154	01/22/2020	Centurylink Business Services	37.16	37.16	100-600-0000-5203	Hatch
14155	01/22/2020	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
14156	01/22/2020	County Of San Bernardino	187.61	187.61	100-150-0000-5406	Treatment Plant Waste
14157	01/22/2020	Desert Hardware	55.66	17.22	100-150-0000-5220	Power Strips
				1.39	100-150-0000-5220	Misc. PVC Fittings
				0.99	100-150-0000-5220	Flat Washer
				36.06	100-130-0000-5220	ball valve 1.25" for treatment plant
14158	01/22/2020	Customer Refund	25.11	25.11	100-000-0000-2000	Refund Check
14159	01/22/2020	Eadie + Payne	180.00	180.00	100-600-0000-5402	Final billing
14160	01/22/2020	Engineering Resources	2,083.85	2,083.85	100-825-0000-6001	Professional Services Dec 2019
14161	01/22/2020	Evoqua Water Technologies LLC	6,831.22	1,375.00	100-150-0000-5221	W2T240567 Gasket Matl Reference# 10143008
				525.00	100-150-0000-5221	W2T240069 GSKT,Seal Reference # 10563317
				98.00	100-150-0000-5221	W2T227785 Cloth 1200 CGR Reference# 11528093
				4,833.22	100-150-0000-5221	W2T227786 Cloth, 1200 Reference # 11528094
14162	01/22/2020	Customer Refund	41.63	41.63	100-000-0000-2000	Refund Check
14163	01/22/2020	Customer Refund	51.05	51.05	100-000-0000-2000	Refund Check
14164	01/22/2020	Frontier Communications	310.22	149.05	100-600-0000-5203	Hatch
				161.17	100-150-0000-5203	Amboy
14165	01/22/2020	Customer Refund	30.64	30.64	100-000-0000-2000	Refund Check
14166	01/22/2020	GoldStreet Designs	781.83	781.83	100-160-0000-5301	Bill insert
14167	01/22/2020	Customer Refund	38.60	38.60	100-000-0000-2000	Refund Check
14168	01/22/2020	Home Depot Credit Services	250.67	250.67	100-150-0000-5220	Charges
14169	01/22/2020	Inland Water Works	175.64	70.04	100-130-0000-5220	10" L.R. Weld 45 Ell
				105.60	100-000-0000-1499	4" X 2" BRASS SADDLE
14170	01/22/2020	Customer Refund	48.70	48.70	100-000-0000-2000	Refund Check
14171	01/22/2020	Customer Refund	44.40	44.40	100-000-0000-2000	Refund Check
14172	01/22/2020	Kennedy/Jenks Consultants	2,170.00	2,170.00	100-825-0000-6001	Professional Services - Condition Assessment Dec 2019
14173	01/22/2020	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
14174	01/22/2020	Customer Refund	56.54	56.54	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

14175	01/22/2020	Konica Minolta Premier	318.03	318.03	100-600-0000-5223	01/01/2020 - 01/31/2020
14176	01/22/2020	Customer Refund	23.75	23.75	100-000-0000-2000	Refund Check
14177	01/22/2020	Customer Refund	16.51	16.51	100-000-0000-2000	Refund Check
14178	01/22/2020	Customer Refund	40.76	40.76	100-000-0000-2000	Refund Check
14179	01/22/2020	Mcmaster-Carr Supply Co.	1,444.48	655.15	100-130-0000-5226	Honeywell Cartridge Respirator # TC-84A-0601 Silicone Size L/Car
				789.33	100-600-0000-5301	Light Bulb Recycling Container
14180	01/22/2020	Mojave Water Agency	9,473.80	9,473.80	100-600-0000-5412	Prop 1 Implementation Grant
14181	01/22/2020	Customer Refund	55.28	55.28	100-000-0000-2000	Refund Check
14182	01/22/2020	Customer Refund	50.61	50.61	100-000-0000-2000	Refund Check
14183	01/22/2020	Customer Refund	24.73	24.73	100-000-0000-2000	Refund Check
14184	01/22/2020	Ortega Strategies Group	5,000.00	5,000.00	100-600-0000-5350	Consulting Dec 2019
14185	01/22/2020	Pacific Western Bank	3,858.59	52.33	100-600-0000-5350	Charges
				140.43	100-110-0000-5225	Charges
				127.34	100-130-0000-5220	Charges
				37.95	100-600-0000-5301	Charges
				20.21	100-150-0000-5221	Charges
				21.74	100-150-0000-5221	Charges
				24.97	100-600-0000-5330	Charges
				100.00	100-600-0000-5406	Charges
				257.52	100-150-0000-5221	Charges
				115.08	100-600-0000-5350	Charges
				139.83	100-130-0000-5220	Charges
				208.85	100-600-0000-5350	Charges
				(37.49)	100-600-0000-5301	Charges
				19.44	100-600-0000-5350	Charges
				89.94	100-600-0000-5301	Charges
				765.75	100-130-0000-5228	Charges
				238.50	100-600-0000-5301	Charges
29.99	100-130-0000-5406	Charges				
106.00	100-600-0000-5406	Charges				
63.84	100-600-0000-5301	Charges				
793.01	100-110-0000-5220	Charges				



# Twentynine Palms Water District

Check Date Range: 1/1/2020 thru 1/31/2020

				200.00	100-600-0000-5409	Charges
				264.60	100-600-0000-5301	Charges
				21.30	100-600-0000-5301	Charges
				43.45	100-600-0000-5301	Charges
				14.01	100-600-0000-5301	Charges
14186	01/22/2020	Customer Refund	18.01	18.01	100-000-0000-2000	Refund Check
14187	01/22/2020	Customer Refund	10.00	10.00	100-000-0000-2000	Refund Check
14188	01/22/2020	Pitney Bowes Postage By Phone	569.00	569.00	100-600-0000-5302	Postage Meter Refill
14189	01/22/2020	Platinum Consulting Group	6,250.00	6,250.00	100-600-0000-5401	Monthly Retainer Dec 2019
14190	01/22/2020	Precision Garage Doors & Gates	255.00	255.00	100-150-0000-5406	Gate Service Call, 2 LiftMaster Transmitter
14191	01/22/2020	Proforma	519.69	107.78	100-600-0000-5350	Logo Decals
				411.91	100-600-0000-5301	Letterhead/Envelopes
14192	01/22/2020	Prudential Overall Supply	645.60	92.64	100-130-0000-5253	Uniforms
				315.98	100-130-0000-5253	Uniforms
				144.34	100-130-0000-5253	Uniforms
				92.64	100-130-0000-5253	Uniforms
14193	01/22/2020	Customer Refund	5.76	5.76	100-000-0000-2000	Refund Check
14194	01/22/2020	Customer Refund	38.40	38.40	100-000-0000-2000	Refund Check
14195	01/22/2020	S.C.E.	6,518.92	603.99	100-120-0000-5201	Booster Two Mile
				33.04	100-120-0000-5201	D.H. Resv. & Hydro
				343.34	100-110-0000-5201	Well 11
				1,592.20	100-110-0000-5201	Well 14
				423.68	100-120-0000-5201	Booster H1N, H2S
				2,958.10	100-120-0000-5201	Booster TP-1
				564.57	100-110-0000-5201	Well 1
14196	01/22/2020	San Bernardino County	10.00	10.00	100-130-0000-5301	Monthly Assessor parcel map revisions Jan 2020
14197	01/22/2020	Customer Refund	35.60	35.60	100-000-0000-2000	Refund Check
14198	01/22/2020	Shoplet.Com	180.66	146.36	100-600-0000-5301	Office Supplies
				34.30	100-600-0000-5301	Office Supplies
14199	01/22/2020	Customer Refund	11.46	11.46	100-000-0000-2000	Refund Check
14200	01/22/2020	Customer Refund	9.58	9.58	100-000-0000-2000	Refund Check
14201	01/22/2020	Sulzer	318.28	318.28	100-120-0000-5406	2 Mile Booster Pump Diagnostic

# Twentynine Palms Water District

**Check Date Range:** 1/1/2020 thru 1/31/2020

14202	01/22/2020	SWRCB-DWOCP	55.00	55.00	100-130-0000-5242	T1 Certification Renewal - Moore
14203	01/22/2020	Customer Refund	30.67	30.67	100-000-0000-2000	Refund Check
14204	01/22/2020	Customer Refund	39.45	39.45	100-000-0000-2000	Refund Check
14205	01/22/2020	TPX Communications	783.23	783.23	100-600-0000-5203	Hatch
14206	01/22/2020	Usa Blue Book	1,697.63	1,760.64	100-150-0000-5220	pH Sensor Ryton Body 15ft Cable
				(1,768.81)	100-150-0000-5220	Credit
				34.10	100-130-0000-5226	Max ear plugs corded 100 per box
				37.15	100-130-0000-5226	Max ear plugs uncorded 200 per box
				36.18	100-130-0000-5226	canvas dotted work gloves case of 12
				105.61	100-130-0000-5226	original work gloves LG
				79.21	100-130-0000-5226	safety glasses TSR gray
				30.25	100-130-0000-5226	safety glasses Blue mirror
				502.98	100-150-0000-5220	Fluoride Standard 1 ppm with TISAB
				880.32	100-150-0000-5220	GLI pHD Differential pH Sensor PD1R1
14207	01/22/2020	Customer Refund	49.47	49.47	100-000-0000-2000	Refund Check
14208	01/22/2020	Customer Refund	60.19	60.19	100-000-0000-2000	Refund Check
14209	01/22/2020	Yucca Rental	1,242.46	1,242.46	100-150-0000-5223	Treatment Plant Forklift Rental 10 Day Rental Charge
14210	01/22/2020	Customer Refund	84.76	84.76	100-000-0000-2000	Refund Check
			<b>Total</b>	<b>\$232,211.50</b>		

7

# 7.1

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

**TO: Board of Directors**

**FROM: Matt Shragge, Maintenance Superintendent**

**DATE: February 19, 2020**

**SUBJECT: Management Report**

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**A. The Operations and Maintenance Department performed the following tasks during the month of January 2020:**

1. Responded to 34 Underground Service Alerts
2. Responded to and repaired
  - a. 1 water main leak
  - b. 1 water meter leak
  - c. 3 service line leaks
  - d. 0 fire hydrant repairs/maintenance
3. Installed 3 new services
4. Replaced 4 customer gate valves
5. Performed 1 leak audit
6. Painted 26 fire hydrants
7. Performed 5 customer pressure checks
8. Replaced 10 water meters
9. Tested and exercised emergency generators
10. Sounded wells for January
11. 0 water waste inquiries were reported
12. Replaced 493 AMI/AMR meters

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

1. 168 work orders were generated from reading meters
2. 31 work orders were generated from billing variance list
3. 255 work orders were generated for turn on or turn off
4. 659 termination notices were distributed
5. 58 non-pay turn offs were performed
6. 126 extensions were granted
7. 18 extensions were shut off for non-payment
8. 2 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 7 customer requests and 5 inquiries were logged and investigated

**C. Valve and Hydrant Maintenance Update**

	Valves Exercised (Began 07/19)	Dead Ends Flushed (Began 7/19)
Current Month	83	29
Year to Date	*476	137

\*Triennial cycle

# Twentynine Palms Water District Maintenance Report

FY 2019/2020

	USA	Leak Audits	Fire Hydrant Painting	Shut Offs	Total Work Orders Completed	Valves Exercised	AMR/AMI Meter Exchange	New Service	Active Account	Prior Year	% Increase (Decrease)	Main
July	58	1	43	78	713	83	548	1				0
August	37	6	29	49	626	77	1,015	0	7,875	7,776	1.27%	0
Sept.	31	6	23	82	455	74	843	0				0
October	46	4	0	54	423	81	1,013	1	N/A	N/A		0
Nov.	45	7	0	96	376	78	758	4				2
Dec.	23	5	0	54	347	0	1,003	5	7,708	7,660	0.63%	0
Jan.	34	1	26	76	454	26	493	3				1
Feb.									N/A	N/A		
March												
April										7,739		
May												
June												
<b>Totals</b>	<b>274</b>	<b>30</b>	<b>121</b>	<b>489</b>	<b>3394</b>	<b>419</b>	<b>5673</b>	<b>14</b>				<b>3</b>

**Total Connections in District= 8,135**

# 7.2

**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: February 11, 2020**

**SUBJECT: Management Report**

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**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 0.07 mg/L to a high of 0.37 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.15 mg/L to 0.71 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 8 special bacteria samples were collected. All routine and special samples indicated ABSENT for Colilert.

C. Fluoride Samples: A total of 15 fluoride samples were collected at established test points for the storage and distribution system, and 5 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of .67 mg/L to a high of 1.5 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.29 to a high of 1.7 mg/L.

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

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 <0.1-0.4 for turbidity.



**TWENTYNINE PALMS WATER DISTRICT**  
**Water Production Report**  
**FY 2019/2020**

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		
July	133.027	84.554	27.996	14.200	259.777	274.305	-5.30%	-16.18%		
August	131.666	90.607	29.445	16.347	268.065	280.666	-4.49%	-8.27%		
Sept.	114.494	79.769	24.735	12.703	231.701	244.489	-5.23%	-5.34%		
October	112.62	64.693	20.331	9.913	207.557	214.089	-3.05%	-3.86%		
Nov.	99.787	45.311	17.177	7.932	170.207	175.348	-2.93%	-9.03%		
Dec.	91.658	48.338	15.397	5.952	161.345	168.811	-4.42%	-2.04%		
Jan.	60.604	64.915	22.543	8.775	156.837	160.462	-2.26%	-17.51%		
Feb.					0.000					
March					0.000					
April					0.000					
May					0.000					
June					0.000					
<b>Totals</b>	<b>743.856</b>	<b>478.187</b>	<b>157.624</b>	<b>75.822</b>	<b>1455.489</b>	<b>1518.170</b>	<b>-4.13%</b>			

Production Totals Expressed in Acre Feet

**NOTE:** Year to Date Mesquite Springs Basin regeneration production of

**11.739**

acre feet = **1.55%**

# 7.3

**TWENTYNINE PALMS WATER DEPARTMENT**

**FINANCIAL REPORT**

**For The Month Of**

**Dec 2019**

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

**TWENTYNINE PALMS WATER DEPARTMENT  
STATEMENT OF INVESTMENTS AND RESERVES  
For the Period Ending December 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	\$ 5,117,818	\$ -	\$ (3,238)	\$ 5,114,580	\$ 5,150,788
Election Fund Reserve - LAIF	21,054	-	-	21,054	21,203
Capital Reserve - LAIF	886,327	-	-	886,327	892,602
Capital Funds for Primary Infrastructure - LAIF	95,791	1,625	-	97,416	98,105
Capital Funds for Secondary Infrastructure - LAIF	65,520	1,613	-	67,133	67,608
<b>Total Investments</b>	<b>\$ 6,186,508</b>	<b>\$ 3,238</b>	<b>\$ (3,238)</b>	<b>\$ 6,186,508</b>	<b>\$ 6,230,306</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 December 31, 2019  
(Unaudited)**

	Dec 2019	Nov 2019	YTD	Budget	YTD 50%	Prior YTD	
1 Operating Revenues	\$ 325,446	\$ 365,179	\$ 2,383,497	\$ 4,511,800	53%	\$ 2,294,667	
2 Non-Operating Revenues	54,976	67,923	386,111	780,300	49%	387,170	
<b>Total Revenue Available to</b>							
3 <b>Fund Operations &amp; Capital/R&amp;R</b>	<b>380,421</b>	<b>433,102</b>	<b>2,769,608</b>	<b>5,292,100</b>	<b>52%</b>	<b>2,681,837</b>	
4 Operating Expenses	426,745	339,235	2,256,153	4,406,800	51%	1,907,082	
5 Non-Operating Expenses	30,386	30,386	169,653	346,700	49%	149,454	
6 Total Debt Service	-	-	125,917	249,200	51%	-	
7 Total Expenses	457,131	369,621	2,551,723	5,002,700	51%	2,056,536	
<b>Net Revenues Available to Fund</b>							
8 <b>Capital Related Expenditures</b>	<b>(76,710)</b>	<b>63,481</b>	<b>217,885</b>	<b>289,400</b>	<b>75%</b>	<b>625,300</b>	
9 Debt Proceeds	-	-	2,000,000	2,000,000	100%	-	*
10 District Projects	(2,170)	(8,188)	(35,345)	(205,000)	17%	(12,157)	
11 CIP Projects	(98,671)	(12,331)	(2,003,987)	(3,000,000)	67%	(67,735)	**
12 Repairs & Replacement	-	(11,700)	(12,501)	(795,000)	2%	(135,755)	
13 Capital Outlay	(9,757)	-	(110,820)	(295,000)	38%	(224,534)	
14 Election Expense	-	(78,622)	(78,622)	(20,000)	393%	-	
<b>Sub-Total</b>	<b>(110,598)</b>	<b>(110,841)</b>	<b>(241,274)</b>	<b>(2,315,000)</b>		<b>(440,181)</b>	
15 Transfers in from SRF for Election	11,502	6,000	50,485	95,100	53%	45,258	
16 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (175,807)</b>	<b>\$ (41,359)</b>	<b>\$ 27,095</b>	<b>\$ (1,930,500)</b>	<b>-1%</b>	<b>\$ 230,378</b>	

\*Debt proceeds received in June 2019 are included here for project tracking purposes.

\*\*AMI Expenditures from June 2019 totaling \$1.121M included in current year expenditures for project tracking purposes.

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 December 31, 2019  
(Unaudited)**

	Dec 2019	Nov 2019	YTD	Budget	YTD 50%	Prior YTD
<b>1 Operating Revenues</b>						
2 Water Sales	\$ 205,002	\$ 241,857	\$ 1,657,315	\$ 3,055,500	54%	\$ 1,602,748
3 RTS	108,117	109,338	653,016	1,342,300	49%	613,069
4 Other Operating Revenue	12,326	13,984	73,165	114,000	64%	78,850
<b>5 Total Operating Revenues</b>	<b>325,446</b>	<b>365,179</b>	<b>2,383,497</b>	<b>4,511,800</b>	<b>53%</b>	<b>2,294,667</b>
<b>6 Non-Operating Revenues</b>						
7 Capital Impact Fees	3,238	3,530	13,168	-	0%	16,985
8 Water Availability Assessment	49,258	49,258	295,550	591,100	50%	295,550
9 Interest Revenue	-	-	42,970	124,300	35%	34,466
10 Other Penalties	2,267	13,277	15,544	34,900	45%	17,678
11 Reimbursed Expenses	7	1,596	11,513	5,000	230%	7,099
12 Other Non-Operating Revenue	205	261	7,366	25,000	29%	15,391
<b>13 Total Non-Operating Revenues</b>	<b>54,976</b>	<b>67,923</b>	<b>386,111</b>	<b>780,300</b>	<b>49%</b>	<b>387,170</b>
<b>14 Total Revenues</b>	<b>380,421</b>	<b>433,102</b>	<b>2,769,608</b>	<b>5,292,100</b>	<b>52%</b>	<b>2,681,837</b>
<b>15 Operating Expenditures</b>						
<b>16 Source of Supply</b>						
17 Labor & Benefits	547	908	4,096	19,400	21%	8,992
18 Direct Expenses	17,715	37,006	161,092	362,200	44%	160,841
<b>19 Total Source of Supply</b>	<b>18,262</b>	<b>37,914</b>	<b>165,189</b>	<b>381,600</b>	<b>43%</b>	<b>169,833</b>
<b>20 Pumping</b>						
21 Labor & Benefits	-	54	1,428	5,800	25%	2,504
22 Direct Expenses	7,758	12,235	62,941	125,000	50%	78,458
<b>23 Total Pumping</b>	<b>7,758</b>	<b>12,289</b>	<b>64,369</b>	<b>130,800</b>	<b>49%</b>	<b>80,962</b>
<b>24 Transmission &amp; Distribution</b>						
25 Labor & Benefits	125,956	75,643	550,039	993,900	55%	450,889
26 Direct Expenses	25,334	24,045	181,973	353,500	51%	175,288
<b>27 Total Transmission &amp; Distribution</b>	<b>151,290</b>	<b>99,688</b>	<b>732,012</b>	<b>1,347,400</b>	<b>54%</b>	<b>626,176</b>
<b>28 Treatment Wells</b>						
29 Labor & Benefits	5,534	4,376	33,324	67,200	50%	28,284
30 Direct Expenses	684	6,545	15,706	41,400	38%	13,440
<b>31 Total Treatment Wells</b>	<b>6,218</b>	<b>10,921</b>	<b>49,030</b>	<b>108,600</b>	<b>45%</b>	<b>41,724</b>
<b>32 Treatment Facility</b>						
33 Labor & Benefits	21,433	21,041	127,050	261,400	49%	125,411
34 Direct Expenses	39,280	50,593	368,142	514,700	72%	164,449
<b>35 Total Treatment Facility</b>	<b>60,713</b>	<b>71,633</b>	<b>495,192</b>	<b>776,100</b>	<b>64%</b>	<b>289,860</b>
<b>36 Customer Accounts</b>						
37 Labor & Benefits	16,262	17,829	124,626	256,500	49%	121,188
38 AMI Temporary Labor	8,425	5,418	29,385	55,000	53%	-
39 Direct Expenses	1,554	534	15,954	58,300	27%	14,710
<b>40 Total Customer Accounts</b>	<b>26,241</b>	<b>23,781</b>	<b>169,966</b>	<b>369,800</b>	<b>46%</b>	<b>135,898</b>

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

	Dec 2019	Nov 2019	YTD	Budget	YTD 50%	Prior YTD
<b>41 General Administration</b>						
42 Outside Services	39,726	27,782	148,886	412,400	36%	152,097
43 Direct Expenses	33,081	19,573	141,510	306,500	46%	133,070
<b>44 Total General Admin.</b>	<b>72,807</b>	<b>47,355</b>	<b>290,396</b>	<b>718,900</b>	<b>40%</b>	<b>286,887</b>
<b>45 Employee Salaries</b>						
46 Direct Labor	166,044	109,515	797,158	1,451,900	55%	673,307
47 Less Transfer to Operations	(131,583)	(86,625)	(626,748)	(1,142,900)	55%	(517,260)
<b>48 Total General &amp; Admin. Salaries</b>	<b>34,462</b>	<b>22,891</b>	<b>170,410</b>	<b>309,000</b>	<b>55%</b>	<b>156,047</b>
<b>49 District Benefits / G&amp;A Benefits</b>						
50 District Benefits - (H/D/V)	29,518	29,870	174,479	380,600	46%	168,828
51 District Benefits - Taxes	13,653	7,403	60,207	117,500	51%	50,216
52 District Benefits - Workers Comp	6,335	4,995	31,310	52,700	59%	24,954
53 District Benefits - CalPERS	18,264	11,878	81,103	164,500	49%	74,234
<b>54 Subtotal District Benefits</b>	<b>67,769</b>	<b>54,146</b>	<b>347,099</b>	<b>715,300</b>	<b>49%</b>	<b>318,232</b>
55 Less: Transfer to Operations	(67,769)	(54,146)	(347,099)	(715,200)	49%	(318,232)
<b>56 Total G&amp;A Benefits Allocated</b>	<b>14,817</b>	<b>11,907</b>	<b>76,093</b>	<b>152,100</b>	<b>50%</b>	<b>73,215</b>
<b>57 Payouts &amp; Retiree Medical</b>						
58 Vacation / Sick Payouts	33,117	-	35,454	58,000	61%	25,382
59 Retiree Medical	-	-	3,271	22,500	15%	11,198
<b>60 Total Payouts &amp; Retiree Medical</b>	<b>33,117</b>	<b>-</b>	<b>38,725</b>	<b>80,500</b>	<b>48%</b>	<b>36,580</b>
<b>61 Board of Directors</b>						
62 Directors' Fees	1,025	825	4,450	17,000	26%	4,525
63 Direct Expenses	34	30	322	15,000	2%	5,374
<b>64 Total Board of Directors</b>	<b>1,059</b>	<b>855</b>	<b>4,772</b>	<b>32,000</b>	<b>15%</b>	<b>9,899</b>
<b>65 Total Operating Expenditures</b>	<b>426,745</b>	<b>339,235</b>	<b>2,256,153</b>	<b>4,406,800</b>	<b>51%</b>	<b>1,907,082</b>
<b>66 Non-Operating Expenditures</b>						
<b>67 Debt Service</b>						
68 Principal	-	-	94,400	189,700	50%	-
69 Interest / Issuance Costs	-	-	31,517	59,500	53%	-
<b>70 Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>125,917</b>	<b>249,200</b>	<b>51%</b>	<b>-</b>
<b>71 PERS Unfunded</b>						
72 Unfunded PERS Annual Payment	13,720	13,720	69,653	146,700	47%	59,454
73 Unfunded Pension & OPEB Trust Payments	16,667	16,667	100,000	200,000	50%	90,000
<b>74 Total PERS Unfunded</b>	<b>30,386</b>	<b>30,386</b>	<b>169,653</b>	<b>346,700</b>	<b>49%</b>	<b>149,454</b>
<b>75 Total Non-Operating Expenditures</b>	<b>30,386</b>	<b>30,386</b>	<b>295,570</b>	<b>595,900</b>	<b>50%</b>	<b>149,454</b>
<b>76 Total Expenditures</b>	<b>457,131</b>	<b>369,621</b>	<b>2,551,723</b>	<b>5,002,700</b>	<b>51%</b>	<b>2,056,536</b>
<b>Net Revenues Available to Fund Capital</b>						
<b>77 Related Expenditures</b>	<b>\$ (76,710)</b>	<b>\$ 63,481</b>	<b>\$ 217,885</b>	<b>289,400</b>	<b>75%</b>	<b>\$ 625,300</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  
Special Revenue Fund  
For the Period Ending December 31, 2019  
(Unaudited)**

	<u>Dec 2019</u>	<u>Nov 2019</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 50%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 14,834.84	\$ 9,333.65	\$ 70,485.17	\$ 131,100.00	54%	\$ 65,258.28
2 Less Transfers Out to Fire	-	-	-	-	N/A	-
3 Less Transfers Out To Water	(11,501.51)	(6,000.32)	(50,485.19)	(91,100.00)	55%	(45,258.30)
4 Transfer to PARS Trust	(3,333.33)	(3,333.33)	(19,999.98)	(40,000.00)	50%	(19,999.98)
<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 December 31, 2019**  
**(Unaudited)**

Carryover Capital Approved in Previous Years	Budget FY 19/20	Current Year Expenditures	Remaining Budget / (Over Budget)
<b>District Projects</b>			
1 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 45,000	\$ -	45,000
2 Treatment Feasibility & Exploration Costs	35,000	-	35,000
3 Standard Drawings Update	25,000	-	25,000
4 Asset Management Plan	50,000	35,345	14,655
5 Salt Nutrient Monitoring Wells\Sampling	50,000	-	50,000
6 <b>Total Carryover Capital Approved in Previous Years</b>	<b>205,000</b>	<b>35,345</b>	<b>169,655</b>
<b>Capital Improvement Plan</b>			
8 Chromium VI and Flouride for Well 11B	650,000	-	650,000
9 Fluoride Variance (Expiring) - TP-2, W12, W16	1,350,000	748,573	601,427
10 Well 11-B Construction/Professional Services	-	16,955	(16,955)
11 AMI / AMR Meters	1,000,000	1,238,459	(238,459) *
12 <b>Total Capital Improvement Plan</b>	<b>3,000,000</b>	<b>2,003,987</b>	<b>996,013</b>
<b>Repairs, Rehabilitation, &amp; Maintenance</b>			
14 Plant 6 Electrical and Well Upgrade	25,000	-	25,000
15 Emergency Repairs, Unspecified	50,000	12,501	37,499
16 Repiping/Distribution System Upgrades	50,000	-	50,000
17 Reservoir Recoating / Cathodic Protection	30,000	-	30,000
18 Meter Replacement Program	20,000	-	20,000
19 Well Rehabilitation	10,000	-	10,000
20 Fluoride Plant Instrumentation\Coating	10,000	-	10,000
21 Treated Water Reservoir Coating	500,000	-	500,000
22 Campbell Reservoir Road Paving	100,000	-	100,000
23 <b>Total Repairs &amp; Maintenance</b>	<b>795,000</b>	<b>12,501</b>	<b>782,499</b>
<b>Capital Outlay</b>			
25 Vehicle/Equipment Replacements	125,000	91,483	33,517
26 Computer/Technology Replacements	30,000	9,757	20,243
27 GIS	30,000	9,580	20,420
28 Administrative Building\Office Remodel	25,000	-	25,000
29 Energy Efficiency Projects	50,000	-	50,000
30 One-Time Existing Conditions Sampling Event	35,000	-	35,000
31 <b>Total Capital Outlay</b>	<b>295,000</b>	<b>110,820</b>	<b>184,180</b>
32 <b>TOTAL</b>	<b>\$ 4,295,000</b>	<b>\$ 2,162,653</b>	<b>\$ 2,132,347</b>

\*Expenditures from June 2019 totaling \$1.121M included in current year expenditures for project tracking purposes

**7.4**

**NO  
MATERIAL  
PROVIDED**

**CLOSED  
SESSION**