

**A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT**

**To be held via teleconference 1 (866) 899-4679 | Assess Code: 155 811 613#**

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, the public may listen to this Board of Directors meeting via teleconference and make public comments, as there will be no public location for attending in person

**June 24, 2020 / 4:00 P.M.**

**AGENDA**

Next Resolution #20-05  
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. Public Hearing on Proposed Continuation of Water Availability Assessment  
1.1 Board to Hear Public Testimony at This Time
2. Consider Resolution 20-03 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2020-2021
3. Consideration to Approve Resolution 20-04 Adopting the Fiscal Year 2020-2021 Annual Budget and Compensation Plan
4. COVID-19 after Action Report
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 May 27, 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. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
9. Adjournment

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

**Notice of agenda was posted on or before 4:00 p.m., June 19, 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.

**NO  
MATERIAL  
PROVIDED**



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

TO: BOARD OF DIRECTORS

DATE: JUNE 18, 2020

FROM: RAY KOLISZ, GENERAL MANAGER

SUBJECT: CONSIDER RESOLUTION 20-03 CONTINUING THE CURRENT  
EXISTING LEVEL OF WATER AVAILABILITY ASSESSMENTS FOR  
FISCAL YEAR 2020/2021

**BACKGROUND**

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

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

Current assessment fees are charged as follows:

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

On April 22, 2020, the Board adopted Resolution 20-02, Intention to Continue Currently Existing Water Availability Assessments of the Twentynine Palms Water District in the upcoming Fiscal Year 2020/2021.

**RECOMMENDATION**

Approve and Adopt Resolution 20-03 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2020/2021.

**RESOLUTION NO. 20-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
CONTINUING THE CURRENT EXISTING LEVEL OF  
WATER AVAILABILITY ASSESSMENTS  
FOR FISCAL YEAR 2020-2021**

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

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

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

**WHEREAS**, pursuant to Section 31032.3 of the California Water Code, a public hearing on the proposed assessments was held on June 24, 2020, to hear and consider all objections or protests to said proposed assessments; and,

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

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

**Section 1. Continuation of Existing Water Availability Assessments.** Water availability assessments are hereby fixed, established and continued for District Fiscal Year 2020-21 on all parcels lying within the District, which are described in the above referenced written report, on the following basis:

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

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

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

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

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

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

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

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of June 2020 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest:

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

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

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

TO:	BOARD OF DIRECTORS
DATE:	JUNE 18, 2020
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO APPROVE RESOLUTION 20-04 ADOPTING THE FISCAL YEAR 2020\2021 ANNUAL BUDGET AND COMPENSATION PLAN

**BACKGROUND AND DISCUSSION**

At the May 27, 2020, Board of Director's meeting, staff presented a draft budget for the upcoming fiscal year 20/21. After discussion of the draft budget the Board directed staff to prepare the final budget for approval and adoption.

**RECOMMENDATION**

Approve Resolution 20-04 Adopting the Fiscal Year 2020\2021 Annual Budget and Compensation Plan

## **RESOLUTION 20-04**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS WATER DISTRICT APPROVING AND ADOPTING THE PROPOSED BUDGET AND COMPENSATION PLAN OF THE TWENTYNINE PALMS WATER DISTRICT FOR FISCAL YEAR 2020-2021**

**WHEREAS**, the General Manager and the Financial Advisor, Cindy Byerrum, have submitted a proposed budget and compensation plan for Fiscal Year 2020-2021, a copy of which is attached as Exhibit "A" hereto and copies of which are in the possession of the General Manager and the Financial Advisor;

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

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

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

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

1. An appropriation-expenditure system which shows budgetary categories by department.
2. This system applies to operations and maintenance, replacement and rehabilitation and capital improvement expenditures as intended for use in Fiscal Year 2020-2021.
3. The General Manager is authorized to transfer operations and maintenance funds between activities and/or departments when he/she deems necessary to do so; however, he/she is not authorized to transfer funds between replacement and rehabilitation nor capital improvement projects or activities.
4. The budget system assumes existing service levels; Board of Directors approval will be required for any significant changes involving increased or decreased service levels.

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

**BE IT RESOLVED FURTHER**, that the budget and compensation plan of the Twentynine Palms Water District for Fiscal Year 2020-2021 as set forth in Exhibit "A" hereof is hereby approved and adopted and the amounts of proposed expenditures as specified are appropriated for the programs and departments as specified.

**PASSED, APPROVED AND ADOPTED** this 24th day of June 2020 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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

Attest:

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

# 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, debt service, debt proceeds, capital related expenditures, and transfers in and out of the Water Department. Line 8 measures the difference between revenues and expenses; which results in net revenues remaining to fund the District's Capital Improvement Program. The District is budgeted to have \$79,500 in net revenues available to fund Capital Projects.

Line 9 shows the debt proceeds received to fund the AMI / AMR Capital Improvement project in the prior year. Lines 10-13 outline the District's Capital Improvement Program (CIP) expenses by category. Line 14 provides a sub-total of total capital expenditures with any receipt of debt proceeds included. Line 15 then adds in the net 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 contribution to the pension trust which funds the CalPERS unfunded accrued actuarial liability for past Fire Department employees (the last annual transfer obligation occurs on July 1, 2020).

Line 16 depicts the increase or decrease in fund balance planned for the year. The amount will fluctuate year to 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. The District is currently undergoing another rate study to provide information and assistance in setting future rates and determining future cash flows.

## SCHEDULE B: DETAIL BUDGET

This Schedule shows the detailed budget for the District and will be used during FY 2020/21 while reporting monthly operating results to the Board.

The first column (A) is the Adopted Budget for Fiscal Year 2019/20. The second column (B) represents projected year-end balances for Fiscal Year 2019/20. These amounts are estimates of how we will end the year; actual results will vary. The third column (C) displays the Proposed Budget for FY 2020/21. The fourth (D) and fifth (E) columns are the \$ and % changes from the Projected 2019/20 results to the Proposed FY 2020/21 Budget.

### **REVENUES**

#### Line 2 Water Sales

- This category contains all volumetric water sales including residential, commercial, construction water, and Aqua Loader sales. Sales are budgeted to increase about 7% in FY 2020/21 with a 6% rate increase adopted for consumption after January 1, 2020 and another expected 9% rate increase effective January 1, 2021. The FY 2020/21 budget assumes no increase or decrease to consumption in comparison to FY 2019/20.

#### Line 3 RTS Revenues

- The Readiness-To-Serve (RTS) revenues represent the fixed charges on customer bills which will vary by water meter size. Overall RTS charges are budgeted to be \$1.427 million for FY 2020/21. This figure contemplates billing only active meters (currently) and anticipates the 6% rate increase effective January 1, 2020 along with an additional 9% rate increase (estimated) effective January 1, 2021.
- **Billing Inactive Meters:** *Billing inactive meters is common in most water agencies and is a Board policy decision that can be contemplated in the future. Additionally, many agencies bill the landlord for RTS charges when a renter moves out. It can be argued that fixed costs of a Water District remain the same regardless if a 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. Overall, these revenues were budgeted conservatively since these revenues are unpredictable. Meter Installation fees are budgeted at zero for FY 2020/21 because activity is unpredictable. Late Penalties are budgeted with a reduction due to the COVID-19 pandemic.

#### Line 5 Bad Debt Expense

- Bad debt expense includes the estimated 0.7% of annual operating revenues that are expected to be uncollectible along with additional considerations due to the implementation of SB998 and the COVID-19 pandemic. Fiscal years 2019/20 and 2020/21 are projected to experience an additional 30% loss in cash collections on Total Operating Revenues for March through September 2020 due to the pandemic.

#### Line 8 Capital Impact Fees

- Capital Impact Fees are fees imposed on developers or homeowners for new development. FY 2020/21 is budgeted at zero to be conservative since receipts are unpredictable.

#### Line 9 Water Availability Assessment

- These fees are the annual property tax fees assessed on homeowners for making water available to property owners. FY 2020/21 is budgeted similarly to actual results from FY 2018/19 as no increase is contemplated.

#### Line 10 Interest Revenue

- 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 expected to decrease with falling interest rates during FY 2020/21.

#### Line 11 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 2020/21 is budgeted at the same amount as the FY 2019/20 projected results with no increase to be conservative.

#### Line 12 Reimbursed Expenses

- Includes billing customers or persons for reimbursements regarding damage to a district property (typically fire hydrants/meters). Reimbursed Expenses are difficult to predict and are budgeted conservatively due to the unknown timing and frequency of these revenues. Generally, these revenues are a minimum of \$5,000 per year and are budgeted accordingly.

Line 13 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 are budgeted conservatively since receipt of funds is uncertain. FY 19/20 was budgeted higher at \$25,000 with the expectation of \$10K in recycling revenue and \$15K in proceeds from the sale of two District trucks. FY 2020/21 is budgeted to receive \$10K in recycling revenues.

## EXPENDITURES

Line 17-20 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 3% increase), field supplies, radio equipment, state/local permits and fees, and outside services. Direct Expenses are budgeted at a 3% increase for electricity and fees, and other various items.

Line 21-24 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 3% increase), field supplies, and outside services. Direct expenses are budgeted similarly to FY 19/20 projected results and adopted budget.

Line 25-28 Transmission and Distribution: Includes costs to maintain assets in the District's transmission and distribution system as well as general operating 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. Labor & Benefits are budgeted to increase based on anticipated operations focus during FY 20/21. Direct Expenses are budgeted to decrease based on lower vehicles repairs and maintenance as heavy equipment is replaced.

Line 29-32 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. FY 20/21 is budgeted for 2% inflationary increases in expenses.

Line 33-36 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 allocations are anticipated

to increase in comparison to 2019/20 projected results due to increased staffing costs. Direct expenses are budgeted to decrease primarily due to the absence of an extra 2019/20 media purchase (\$100K) and Filterpress repair (\$15K). These decreases are somewhat offset by increases applied to chemicals, electricity, and general inflation.

**Line 37-41 Customer Accounts:** Includes costs to read customer meters, labor and benefits, postage and supplies to maintain customer accounts, and uncollectible accounts expense.

- Line 38: During 2019/20 the District hired (2) temporary employees for 6 months to fulfill additional duties associated with the AMI project. These costs will not take place during 2020/21.
- Fiscal Year 2020/21 is budgeted to increase with expected outside services costs of \$25K to maintain the new AMI/AMR system.

**Line 42-46 Total General Administration:** This category includes costs to operate the water district that cannot be attributed to the other functions already identified above.

- Line 42: Labor and Benefits includes District office staff and 50% of the General Manager's salary. These costs are anticipated to increase due to increased staffing costs for transition staff in the office.
- Line 43: Outside Services in this category include audit & accounting, legal, banking and other professional fees. FY 2020/21 is budgeted higher than 2019/20 projected year-end due to one-time costs associated with the rate study (\$40K study, \$10K accounting), salary survey (\$30K), and legal fees for MOU negotiations (\$15K) that were anticipated in the FY 2019/20 budget but have been deferred to FY 2020/21.
- Line 44: Direct Expenses included are costs to operate the District headquarters, property and liability insurance, office supplies, postage, and LAFCO annual fees.
  - Most expenses in this category are budgeted to remain consistent with prior year or may have modest increases due to inflation.
  - The budget for Grant writing services is proposed at \$25,500. External grant writers are crucial in securing grant funding for District capital projects and help relieve pressure on the budget.

**Line 47 Total District Labor (Informational):** Includes a total District Labor (salaries & wages only) analysis for all employees. Total District Labor is anticipated to increase with a COLA adjustment (2.5%) and various merit increases to valuable employees. Please refer to **Schedule C** for additional detail and assumptions regarding salaries and benefits.

**Line 48-53 District Benefits (Informational):** Includes an analysis of the total health benefits, payroll taxes, workers compensation, and CalPERS costs to the District.

- Line 48: Health, Dental & Vision insurance is budgeted to increase 9% due to a full staffing for the year and an estimated 5% increase from ACWA JPIA, which occur on January 1, 2020.
- Line 49-50: Payroll taxes and Workers Compensation are budgeted to increase in coordination with the merit and COLA pay increases.
- Line 51: CalPERS Retirement 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 52: Provides a total cost of combined District benefits.

**Line 54-57 Payouts & Retiree Medical:** Includes sick and vacation payouts for current District employees and medical benefits for anticipated retirees.



Line 58-61 Total Board of Directors: Includes costs related to the Board of Directors meetings, training, and travel. Directors Fees and Direct expenses are projected to end the year under budget due to lack of travel due to the COVID-19 pandemic.

Line 64-67 Debt Service: The category accounts for all principal and interest payments for District debt. The District issued \$2 million in debt in May 2019 in order to fund the AMI / AMR capital project. This debt was issued for 10 years at 3.05% interest.

Line 68 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, 2018 (the last valuation date provided by CalPERS), the District's plan was 75.8% funded.

Line 69 Unfunded Pension and Other Post-Employment Benefits (OPEB) Trust Payments: There is \$50,000 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 \$50,000 is to fund a proposed Pension trust with PARS, that can be used in the future to pay down the unfunded pension obligations. These transfers are half of the amounts transferred in the prior years.

Line 74 Debt Proceeds: \$2 million in debt proceeds were received to fund the AMI / AMR Capital Improvement project in May 2019.

Line 75-78 Capital Related: See Schedule D for explanations.

Lines 79-80: Transfers In Special Revenue Fund, Transfers Out PARS Trust Obligation: 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 (the last annual transfer obligation occurs on July 1, 2020) that contributes towards the funding of the CalPERS unfunded accrued actuarial liability for past Fire Department employees.

Line 81 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 \$3.295 million for FY 2020/21.

## **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 3.5%
- A Cost of Living Adjustment (COLA) of 2.5%

Line 4: Vacation and Sick Leave is budgeted for an estimate of paid time off employees will to be able to cash out during FY 2020/21.

Line 7: CalPERS Pension Payments rates are 14.729% of base salary for Classic members, and 7.732% 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 8: Social Security and Payroll Taxes includes costs for FICA, Medicare, Employee Training Tax (ETT), and State Unemployment Insurance (SUI).

Line 9: Group Medical Insurance expenses are estimated to increase 5% per preliminary estimates from ACWA.

Line 10: Group Dental and Vision Insurance is estimated to increase by 2% or less.

Line 11: Group Life Insurance is estimated to increase by 2% or less.

Line 12: Worker's Compensation Insurance: FY 2020/21 is budgeted similarly to projected 2019/20 year-end results.

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

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

Line 1-11 District Projects: are overall general projects that do not involve capital construction or repairs and replacement.

Line 12-19 Capital Improvement Plan: is the plan for new capital improvements. These assets may be constructed or procured by the District.

Line 20-35 Repairs, Rehabilitation & Maintenance: are expenses to maintain and repair the District's assets, and costs to replace existing assets.

Line 36-44: 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.

# **EXHIBIT “A”**

# **TwentyNine Palms Water District**

## **Proposed Budget**

**Fiscal Year 2020 / 2021**



# TwentyNine Palms Water District

## Proposed Budget Summary

### Fiscal Year 2020/21

Schedule A

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 2019/20</b>	<b>Projected Year-End 2019/20</b>	<b>Proposed Budget 2020/21</b>
1 Operating Revenues	\$ 4,486,800	\$ 4,083,300	\$ 4,294,100
2 Non-Operating Revenues	780,300	814,300	728,000
3 <b>Total Revenue Available to Fund Operations &amp; Capital</b>	<b>5,267,100</b>	<b>4,897,600</b>	<b>5,022,100</b>
4 Operating Expenses	4,381,800	4,171,700	4,399,600
5 Non-Operating Expenses	366,700	428,000	269,500
6 Total Debt Service	249,200	249,200	243,500
7 <b>Total Expenses &amp; Debt Service</b>	<b>4,997,700</b>	<b>4,848,900</b>	<b>4,912,600</b>
8 <b>Net Revenues Available to Fund Capital Expenditures</b>	<b>269,400</b>	<b>48,700</b>	<b>109,500</b>
9 Debt Proceeds	2,000,000	2,000,000	
10 District Projects	(205,000)	(70,000)	(415,000)
11 CIP Projects	(3,000,000)	(2,242,500)	(2,300,000)
12 Repairs & Replacement	(795,000)	(115,000)	(385,000)
13 Capital Outlay	(295,000)	(203,000)	(195,000)
14 <b>Sub-Total: Net Debt Proceeds / Capital</b>	<b>(2,295,000)</b>	<b>(630,500)</b>	<b>(3,295,000)</b>
15 Transfers in - Special Revenue Fund (Net)	95,100	93,400	97,400
16 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (1,930,500)</b>	<b>\$ (488,400)</b>	<b>\$ (3,088,100)</b>
17 <b>Projected Cash &amp; Investments Beg. Balance - July 1st</b>			<b>\$ 7,300,000</b>
18 <b>Projected Cash &amp; Investments End Balance - June 30th</b>			<b>\$ 4,211,900</b>



# TwentyNine Palms Water District

## Proposed Budget Detail

### Fiscal Year 2020/21

Schedule B

	A	B	C	D	E
	Adopted Budget 2019/20	Projected Year-End 2019/20	Proposed Budget 2020/21	\$ Difference (C - B)	% Difference (D / B)
<b>1 Operating Revenues</b>					
2 Water Sales (Volumetric)	\$ 3,055,500	\$ 3,003,600	\$ 3,213,200	\$ 209,600	7%
3 Readiness-To-Serve (Fixed)	1,342,300	1,333,500	1,427,200	93,700	7%
4 Other Operating Revenue	114,000	105,500	85,000	(20,500)	-19%
5 Bad Debt Expense	(25,000)	(359,300)	(431,300)	(72,000)	20%
<b>6 Total Operating Revenues</b>	<b>4,486,800</b>	<b>4,083,300</b>	<b>4,294,100</b>	<b>210,800</b>	<b>5%</b>
<b>7 Non-Operating Revenues</b>					
8 Capital Impact Fees	-	21,700	-	(21,700)	-100%
9 Water Availability Assessment	591,100	578,900	578,900	-	0%
10 Interest Revenue	124,300	146,700	110,000	(36,700)	-25%
11 Other Penalties	34,900	24,100	24,100	-	0%
12 Reimbursed Expenses	5,000	30,400	5,000	(25,400)	-84%
13 Miscellaneous Non-Op Revenue	25,000	12,500	10,000	(2,500)	-20%
<b>14 Total Non-Operating Revenues</b>	<b>780,300</b>	<b>814,300</b>	<b>728,000</b>	<b>(86,300)</b>	<b>-11%</b>
<b>15 Total Revenues</b>	<b>5,267,100</b>	<b>4,897,600</b>	<b>5,022,100</b>	<b>124,500</b>	<b>3%</b>
<b>16 Operating Expenditures</b>					
<b>17 Source of Supply</b>					
18 Labor & Benefits	19,400	8,300	8,600	300	4%
19 Direct Expenses	362,200	311,600	326,500	14,900	5%
<b>20 Total Source of Supply</b>	<b>381,600</b>	<b>319,900</b>	<b>335,100</b>	<b>15,200</b>	<b>5%</b>
<b>21 Pumping</b>					
22 Labor & Benefits	5,800	2,200	2,400	200	9%
23 Direct Expenses	125,000	130,500	134,000	3,500	3%
<b>24 Total Pumping</b>	<b>130,800</b>	<b>132,700</b>	<b>136,400</b>	<b>3,700</b>	<b>3%</b>
<b>25 Transmission &amp; Distribution</b>					
26 Labor & Benefits	993,900	1,050,000	1,196,400	146,400	14%
27 Direct Expenses	353,500	355,000	345,600	(9,400)	-3%
<b>28 Total Transmission &amp; Distribution</b>	<b>1,347,400</b>	<b>1,405,000</b>	<b>1,542,000</b>	<b>137,000</b>	<b>10%</b>
<b>29 Treatment Wells</b>					
30 Labor & Benefits	67,200	62,400	63,800	1,400	2%
31 Direct Expenses	41,400	25,600	26,200	600	2%
<b>32 Total Treatment Wells</b>	<b>108,600</b>	<b>88,000</b>	<b>90,000</b>	<b>2,000</b>	<b>2%</b>
<b>33 Treatment Facility</b>					
34 Labor & Benefits	261,400	237,900	243,300	5,400	2%
35 Direct Expenses	514,700	540,400	479,400	(61,000)	-11%
<b>36 Total Treatment Facility</b>	<b>776,100</b>	<b>778,300</b>	<b>722,700</b>	<b>(55,600)</b>	<b>-7%</b>
<b>37 Customer Accounts</b>					
38 Labor & Benefits	256,500	241,800	198,800	(43,000)	-18%
39 AMI Temporary Labor	55,000	49,400	-	(49,400)	
40 Direct Expenses	33,300	34,900	55,500	20,600	59%
<b>41 Total Customer Accounts</b>	<b>344,800</b>	<b>326,100</b>	<b>254,300</b>	<b>(71,800)</b>	<b>-22%</b>



# TwentyNine Palms Water District

## Proposed Budget Detail

### Fiscal Year 2020/21

Schedule B

	A	B	C	D	E
	Adopted Budget 2019/20	Projected Year-End 2019/20	Proposed Budget 2020/21	\$ Difference (C - B)	% Difference (D / B)
42 General & Administration					
43 Labor & Benefits	461,100	460,600	501,400	40,800	9%
44 Outside Services	412,400	303,600	416,400	112,800	37%
45 Direct Expenses	306,500	288,700	299,700	11,000	4%
46 Total General & Administration	1,180,000	1,052,900	1,217,500	164,600	16%
47 Total District Labor (Informational)	1,451,900	1,474,000	1,509,800	35,800	2%
48 District Benefits (Informational)					
49 Health, Dental & Vision Insurance	380,600	354,800	385,100	30,300	9%
50 Payroll Taxes	117,500	118,700	121,600	2,900	2%
51 Workers Compensation Insurance	52,700	57,800	61,700	3,900	7%
52 CalPERS Retirement	164,500	158,700	189,000	30,300	19%
53 Total District Benefits (Informational)	715,300	690,000	757,400	67,400	10%
54 Payouts & Retiree Medical					
55 Vacation / Sick Payouts	58,000	58,000	66,500	8,500	15%
56 Retiree Medical	22,500	3,300	2,600	(700)	-21%
57 Total Payouts & Retiree Medical	80,500	61,300	69,100	7,800	13%
58 Board of Directors					
59 Directors' Fees	17,000	7,100	17,000	9,900	139%
60 Direct Expenses	15,000	400	15,500	15,100	3775%
61 Total Board of Directors	32,000	7,500	32,500	25,000	333%
62 Total Operating Expenditures	4,381,800	4,171,700	4,399,600	717,500	17%
63 Non-Operating Expenditures					
64 Debt Service					
65 Principal	189,700	189,700	189,700		0%
66 Interest / Issuance Costs	59,500	59,500	53,800	(5,700)	-10%
67 Total Debt Service	249,200	249,200	243,500	(5,700)	0%
68 Unfunded PERS Annual Payment	146,700	149,400	169,500	20,100	13%
69 Unfunded Pension & OPEB Trust Payments	200,000	200,000	100,000	(100,000)	-50%
70 Election Expense	20,000	78,600	-	(78,600)	-100%
71 Total Non-Operating Expenditures	615,900	677,200	513,000	(164,200)	-24%
72 Total Expenditures	4,997,700	4,848,900	4,912,600	63,700	1%
Net Revenues Available to Fund Capital					
73 Related Expenditures	269,400	48,700	109,500	60,800	125%
74 Debt Proceeds	2,000,000	2,000,000	-	(2,000,000)	
75 District Projects	(205,000)	(70,000)	(415,000)	(345,000)	
76 Capital Improvement Projects	(3,000,000)	(2,242,500)	(2,300,000)	(57,500)	
77 Repair, Rehabilitation, & Maintenance	(795,000)	(115,000)	(385,000)	(270,000)	
78 Capital Outlay	(295,000)	(203,000)	(195,000)	8,000	
79 Transfers In - Special Revenue Fund	95,100	133,400	137,400	4,000	
80 Transfers Out - PARS Trust Obligation	-	(40,000)	(40,000)	-	
81 Increase/(Decrease) In Fund Balance	\$ (1,930,500)	\$ (488,400)	\$ (3,088,100)	\$ (2,599,700)	532%



**TwentyNine Palms Water District**  
**Proposed Budget - Personnel**  
**Fiscal Year 2020/21**

*Schedule C*

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 2019/20</b>	<b>Projected Year-End 2019/20</b>	<b>Proposed Budget 2020/21</b>
<b>1 Salary and Wages</b>			
<b>2 Total Regular Salary and Overtime</b>	\$ 1,451,900	\$ 1,474,000	\$ 1,509,800
<b>3 Temporary AMI Labor</b>	55,000	49,400	-
<b>4 Vacation and Sick Leave</b>	58,000	58,000	66,500
<b>5 Total Salary and Wages</b>	<b>1,564,900</b>	<b>1,581,400</b>	<b>1,576,300</b>
<b>6 Benefits/Taxes</b>			
<b>7 CalPERS Pension Payments</b>	164,500	158,700	189,000
<b>8 Social Security &amp; Payroll Taxes</b>	117,500	118,700	121,600
<b>9 Group Medical Insurance</b>	348,800	323,900	352,100
<b>10 Group Dental and Vision Insurance</b>	26,100	24,200	25,600
<b>11 Group Life Insurance</b>	5,700	6,700	7,400
<b>12 Worker's Compensation Insurance</b>	52,700	57,800	61,700
<b>13 Total Employee Benefits</b>	<b>715,300</b>	<b>690,000</b>	<b>757,400</b>
<b>14 Total Salary and Benefits</b>	<b>\$ 2,280,200</b>	<b>\$ 2,271,400</b>	<b>\$ 2,333,700</b>



# TwentyNine Palms Water District

## Proposed Budget - Capital Plan

### Fiscal Year 2020/21

Schedule D

	A	B	C	D	E = C+D	F	G
	Adopted Budget 2019/20	Projected 2019/20	Carryover 2019/20	Budget Adjustment 2020/21	Proposed Budget 2020/21	Projected 2021/22	Projected 2022/23
<b>1 District Projects</b>							
2 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 45,000	\$ -	\$ 45,000	\$ 55,000	\$ 100,000	\$ -	\$ 45,000
3 Treatment Feasibility & Exploration Costs	35,000	-	35,000	-	35,000	-	-
4 Vulnerability Assessment AWIA	-	-	-	45,000	45,000	-	-
5 Standard Drawings Update	25,000	-	25,000	-	25,000	-	-
6 Salt Nutrient Monitoring Wells\Sampling	50,000	20,000	30,000	20,000	50,000	-	100,000
7 Asset Management Plan	50,000	50,000	-	50,000	50,000	-	-
8 USGS Study\Feasibility Study	-	-	-	25,000	25,000	-	-
9 Centralized Sewer Plan\Groundwater Analysis	-	-	-	-	-	-	100,000
10 Master Plan Updates	-	-	-	85,000	85,000	-	-
<b>11 Total District</b>	<b>205,000</b>	<b>70,000</b>	<b>135,000</b>	<b>280,000</b>	<b>415,000</b>	<b>-</b>	<b>245,000</b>
<b>12 Capital Improvement Plan</b>							
13 Chromium VI and Flouride for Well 11B	650,000	25,000	625,000	375,000	1,000,000	-	-
14 Fluoride Variance (Expiring) - TP2/W12/W16	1,350,000	800,000	550,000	450,000	1,000,000	-	-
15 AMI/AMR* (see footnote)	1,000,000	1,400,000	(400,000)	700,000	300,000	-	-
16 Well 11-B Construction/Professional Services	-	17,500	-	-	-	-	-
17 Emergency Intertie Connection	-	-	-	-	-	250,000	-
18 Pay Meter Station Upgrade	-	-	-	-	-	-	125,000
<b>19 Capital Improvement Plan</b>	<b>3,000,000</b>	<b>2,242,500</b>	<b>775,000</b>	<b>1,525,000</b>	<b>2,300,000</b>	<b>250,000</b>	<b>125,000</b>
<b>20 Repairs, Rehabilitation, &amp; Maintenance</b>							
21 Plant 6 Electrical and Well Upgrade	25,000	-	25,000	-	25,000	-	-
22 Emergency Repairs, Unspecified	50,000	50,000	-	75,000	75,000	60,000	75,000
23 Repiping/Distribution System Upgrades	50,000	50,000	-	75,000	75,000	75,000	75,000
24 Reservoir Recoating / Cathodic Protection	30,000	10,000	20,000	-	20,000	-	-
25 Large Meter Replacement Program	20,000	-	20,000	10,000	30,000	-	-
26 Well Rehabilitation	10,000	-	10,000	(10,000)	-	90,000	-
27 Fluoride Plant Instr.\Coating\SCADA	10,000	5,000	5,000	5,000	10,000	25,000	100,000
28 Distribution SCADA System	-	-	-	-	-	-	-
29 Treated Water Reservoir Coating	500,000	-	500,000	(450,000)	50,000	600,000	-
30 Campbell Reservoir Road Paving\Seal Coating	100,000	-	100,000	-	100,000	-	-
31 Hansen Booster Station	-	-	-	-	-	-	150,000
32 Stockwell Booster Station	-	-	-	-	-	35,000	-
33 Cactus Booster Station	-	-	-	-	-	-	40,000
34 Paymeter Upgrade	-	-	-	-	-	125,000	-
<b>35 Total Repairs &amp; Maintenance</b>	<b>795,000</b>	<b>115,000</b>	<b>680,000</b>	<b>(295,000)</b>	<b>385,000</b>	<b>1,010,000</b>	<b>440,000</b>
<b>36 Capital Outlay</b>							
37 Vehicle/Equipment Replacements	125,000	120,000	5,000	35,000	40,000	45,000	60,000
38 Computer/Technology Replacements	30,000	15,000	15,000	15,000	30,000	10,000	10,000
39 GIS	30,000	20,000	10,000	10,000	20,000	10,000	20,000
40 Administrative Building\Office Remodel	25,000	15,000	10,000	25,000	35,000	10,000	10,000
41 Energy Efficiency Projects	50,000	15,000	35,000	-	35,000	-	-
42 One-Time Existing Conditions Sampling	-	-	-	20,000	20,000	-	-
43 Parking Lot Seal\Paving	35,000	18,000	17,000	(2,000)	15,000	25,000	-
<b>44 Total Capital Outlay</b>	<b>295,000</b>	<b>203,000</b>	<b>92,000</b>	<b>103,000</b>	<b>195,000</b>	<b>100,000</b>	<b>100,000</b>
<b>45 Total All</b>	<b>\$ 4,295,000</b>	<b>\$ 2,630,500</b>	<b>\$ 1,682,000</b>	<b>\$ 1,613,000</b>	<b>\$ 3,295,000</b>	<b>\$ 1,360,000</b>	<b>\$ 910,000</b>

\*Line 15 for the AMI / AMR project is funded by debt proceeds received by the District in May 2019.





**TwentyNine Palms Water District**  
**Proposed Budget - Special Revenue Fund**  
**Fiscal Year 2020/21**

*Schedule E*

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Adopted Budget 2019/20</b>	<b>Projected Year-End 2019/20</b>	<b>Proposed Budget 2020/21</b>
1 Tower Revenues	\$ 120,900	120,900	137,400
2 Less Transfers Out to Fire	-	-	-
3 Less Transfers Out To Water	(80,900)	(80,900)	(97,400)
4 Less Transfers Out to PARS Trust	(40,000)	(40,000)	(40,000)
5 <b>Ending Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

## **TWENTYNINE PALMS WATER DISTRICT**

### **COMPENSATION PLAN**

**FISCAL YEAR 2020/2021**

#### **POSITIONS COVERED BY MOU**

	Minimum	Maximum
Leadworker	28.02	33.45
Service Worker III	23.69	28.30
Service Worker II	20.01	23.89
Service Worker I	16.93	20.20
 Mechanic	 23.70	 28.30
Bookkeeper	23.69	28.30
Customer Service Representative 2	20.01	22.87
Customer Service Representative	16.93	20.20
 Treatment Plant Operator II	 28.02	 33.45
Treatment Plant Operator I	23.69	28.30
Water Quality/Production Operator	20.01	23.89

#### **MANAGEMENT/EXEMPT**

Director of Operations	50.61	65.47
Maintenance Superintendent	39.23	46.83
Treatment/Production Superintendent	39.23	46.83
Office Manager	30.79	36.80
District Secretary	30.79	36.80
 General Manager	 72.12	 86.54



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

TO:	BOARD OF DIRECTORS
DATE:	JUNE 18, 2020
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	COVID-19 AFTER ACTION REPORT

**BACKGROUND AND DISCUSSION**

In response to the COVID-19 pandemic, the District took actions to ensure that a safe, and reliable water supply was being delivered to the community that we proudly serve.

The following is a list of actions and considerations that were taken:

**Closing of Front Lobby to General Public**

In an abundance of caution to protect District staff, the front lobby was temporarily closed to the general public to prevent mutual exposure between our essential personnel and the public, limiting any potential spread of the COVID-19 virus.

The challenges and discussions leading up to the office closure included how customers were going to: (1) pay their water bills; (2) start and stop water service; (3) continue to service pre-paid water pay station cards.

The answers to questions 1 and 2 were answered straightforwardly as the District offers on-line bill pay, ability to pay bill via credit or debit card over the phone, and provides a drop box located outside the front lobby for customers to use. The starting and stopping of water service could also be handled via phone and or email.

The greater challenge was how the District was going to service the pre-paid water pay station cards as this action requires the customer to bring their cards to the office lobby and have a customer service representative load their card based on the pre-paid amount being made. How was this going to be accomplished when the lobby was closed? How were customers of this pay meter station going to continue to purchase water, as using water is critically important for proper hygiene?

**Suggestion A:** Some early discussions included significantly reducing the price per gallon of water that would allow the customer's remaining balance on their card to last much longer than normal.

**Conclusion:** Not feasible as some customers with a low balance would most likely run out of the pre-paid dollar amount even with the reduced cost.

**Suggestion B:** Have the pay meter station dispense of water just by the customer inserting their card into the card reader. The water would be dispensed no matter if the card had a balance remaining or not. The total amount of water dispensed would be tracked to the customer's card, through the on-site reporting system and the District would bill the customer that amount when the lobby reopened. In essence, the pay meter station would be set up for an "I Owe You."

**Conclusion:** The current pay meter station electronics is not capable of being set up this way and will only dispense water if a balance is recognized by the card reader.

**Suggestion C:** After careful consideration with staff, and best available information regarding the spread of the virus, it was ultimately decided that if a customer needed to add to their pay meter card they could come to the office and pass the card through the drop box with payment and the customer service representative could process the transaction for the customer. Appropriate Personal Protective Equipment (PPE's) were made available to staff that included latex/nitrile disposable gloves and hand sanitizers. To date, the pay meter card traffic at the office has been light.

**Takeaways:**

- The current pay meter station configuration was chosen years ago as the best method possible at the time. As technology has improved and internet service is now available at the pay meter station site, the District will consider upgrading the pay meter station with one that has internet capability. This upgrade will allow a customer to charge their card over the phone and the available funds to be stored at the remote site versus on the pay meter card itself. These transactions will be communicated between the main office and the pay meter station electronically through an internet based connected system. This will eliminate the need for these customers to come into the office.
- With the lobby being closed to the public there were no impacts to the ability of customers to pay their water bills or start and stop water service. This resulted in little to no impact to administrative operations.

**Activation of District's Emergency Operations Center (EOC)**

On Friday March 20, 2020, the District contacted the San Bernardino County Office of Emergency Services (SBCOES) to inform them that the District had opened our Emergency Operation Center (EOC) with a Level 1 status. This level allows for the EOC to be minimally staffed and is not required to be operational 24 hours a day. With the number of infected cases within San Bernardino and other counties on the rise, staff was concerned that deliveries of certain water treatment chemicals would be impacted by delays and or availability. Staff established an open line of communications with our vendors to monitor any changes to the procurement of these critical supplies. The SBCOES was also notified of our concerns and back up vendors were being sought.

On April 7, 2020, the District contacted the SBCOES requesting a quantity of 50, N95 masks. N95 masks are used at our Fluoride Plant (Plant) to mitigate dust when media is being added to the treatment vessels. Due to the timing of our normal order schedule, these types of personal protective equipment (PPE's) were not available through any resources. The response from the SBCOES was *"After careful consideration of your request we have unfortunately decided we cannot fill the order. Our primary mission is to help protect the first responders and medical professionals during this time of pandemic. We do not sell supplies, and are not in contact with suppliers at this time. We allocate our masks through a rigorous triage process and have to be very careful how much and who we give those items to. We are sorry that we cannot help you and wish you the best of luck in your endeavors."*

The response received was not acceptable as the District contended that water utility professionals are first responders as without safe and adequate water supply the community we serve would be more vulnerable to the COVID-19 virus. With some assistance from consultant Gary Sturdivan and the California Water Agency Response Network (CalWARN), our request was eventually fulfilled. We believe this was a breakdown of the system as any supply requests should be attempted to be filled by the SBCOES. If that agency is unable to meet the request then it should move up to the State and or Federal level.

The District was able to obtain adequate supplies of face coverings from various companies that repurposed their facility to produce these types of coverings.

**Takeaways:**

- Staff will evaluate our stock inventory of essential items and increase significantly the amount of supplies that we have on hand to lessen the impact of our reliance from outside sources during an emergency.
- Continue to train staff on District's Emergency Response Plan (ERP) to include table top exercises.

**Staggered Work Schedule and Staffing Level**

During the week of March 22, 2020, staff began discussing the logistics of developing a split crew that would work a staggered schedule. Some challenges to this strategy included the operation of the Fluoride Removal Treatment Plant (Plant).

**Conclusion:** It was determined that a staggered work schedule could be created that would allow the office and field staff to maintain normal working hours. The office would remain open Monday through Friday 7:30 a.m. to 5:00 p.m. Due to the time of year, water demand was low and the reduced water production from the Plant (due to the treatment operators being on staggered shift) did not have a major impact to our water supply.

Beginning on Monday March 30, 2020, the District implemented a split staff schedule in which all staff was split up into two groups. Each group worked one week on with the following week off. During their week off, staff was required to be "on-call" and required to report to work within one hour if needed. This staggered work schedule was put in place to limit the contact between staff and help flatten the curve of potential infection. With this schedule in place, only essential tasks were being performed that allowed staff to keep social distancing in place. Projects like the installation of AMI equipment

were postponed during this time period. Updates on the COVID-19 pandemic were being transmitted to each employee to keep them up to date on developing news and status of the District.

After careful consideration of available information from the San Bernardino Public Health Department, the decision was made to bring staff back to normal working hours on May 18, 2020, with the lobby remaining closed.

**Takeaways:**

- During emergency events, like the COVID-19 pandemic, the District can maintain performing critical tasks with limited staff causing no interruption of essential services that we provide.
- During the time period of the split schedule there was minimal time off requested, i.e. vacation, sick, and personal time. This is very similar to what we experienced when the treatment plant operators schedule was adjusted several years ago. When the treatment operators schedule was changed to working 4-10 hour shifts and eliminating working on weekends, the District experienced a significant reduction in employees requesting time off resulting in increased work production. Alternative work schedules (4/10 or 9/80) will be evaluated for office and maintenance staff for possible implementation.

**Technology Improvements**

Due to the pandemic and social distancing rules put in place, the District was faced with instituting other methods for conducting routine business. These methods included using ZOOM or Go To Meeting platforms to conduct video meetings and establishing conference calls. Prior to the pandemic the District was not set up for this technology and during the crisis, obtaining equipment and services such as computer video cameras and establishing teleconference services were difficult as the nationwide demand for this was extremely high.

Working from home was also being conducted by some staff which worked fairly well with the ability to connect to the District's network using laptop computers. There were some challenges to this as the internet service was sporadic possibly due to the overload of so many connected to internet service. Overall this is a good option for some during these types of emergencies.

**Takeaways:**

- Evaluate and improve District's available technology to be used during emergency events. Items such as spare laptop computers set up to perform video conferencing that we could distribute to Board members and staff at critical times.
- Maintain telecommuting services that were established.
- Maintain additional MiFi jetpacks that are already used by District.





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

**May 27, 2020 / 4:00 P.M.**

In accordance with the Governor's Executive Order N-29-20, in an effort to protect the public health and prevent the spread of COVID-19, there was no public location for attending the meeting. The meeting was held telephonically with members of the Board present and the public calling in.

Call to Order and Roll Call

President Giannini called the telephonic Board meeting to order at 4:00 p.m. Those responding to roll call were Directors Bob Coghill, Suzi Horn, Carol Giannini, and Randy Leazer. Director Michael Arthur was absent. 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

Director Giannini led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Review First Draft of Fiscal Year 2020/2021 Budget

The Board was presented with a draft budget for review. Ms. Byerrum noted the draft budget is based on assumptions that may change once the rate study is complete.

The following expenditures and capital improvement projects were noted:

- Total revenues to fund capital is at \$240,000. The District was denied grant funding for two large projects at \$1 million each. Well 11B and Well TP2 will have significant effects on the bottom line of the budget.
- A 6% rate adjustment that was originally projected may instead require a 9% adjustment due to capital improvement projects and the consequences from COVID-19. Bad debt expenses are projected to be 30% at the highest.
- The District is projecting to start next fiscal year at \$7 million.
- Salary and benefits have a slight increase.
- Fixed revenues is projected to go up using the 9% rate increase model, with total revenue expected to increase 3%.
- Interest revenue will be down as interest rates are projected to be lowered.
- Operating expenses is expected to increase 4%.

2. LAFCO Election Appointment

Two candidates are running for the San Bernardino Local Agency Formation Commission, incumbent Kimberly Cox and T. Milford Harrison.

Director Coghill moved to support Kimberly Cox, seconded by Director Leazer, and approved unanimously by all those present. Director Arthur was absent.

3. Consideration to Approve the Purchase of Equipment

The AMI/AMR project has come in under the \$2 million budget with a total cost of \$1.7 million. The remaining funds can be used outside of the project. The District is in need of a

new water truck and tool telehandler. The current 1981 water truck and 1985 tool telehandler are in need of repairs and are subject to modern emission requirements.

Director Horn moved to approve the purchase of the water truck at \$94,530.79 and the tool telehandler at \$116,236.82, seconded by Director Leazer, and approved unanimously by all those present. Director Arthur was absent.

4. Review and Approve Amendment No. 1 to the Master Equipment Lease and Purchase Agreement

The Master Equipment Lease/Purchase Agreement between the District and Bank of America must be amended to include the purchase of the new equipment.

Director Horn moved to approve Amendment 1 agreement with Bank of America and authorize the General Manager to execute the documents, seconded by Director Coghill, and unanimously approved by all those present. Director Arthur was absent.

5. Consent Calendar

- Minutes of a Regular Meeting held on April 22, 2020
- Audit List

Director Leazer, moved to approve the Minutes and Audit List, seconded by Director Horn, and approved unanimously by all those present. Director Arthur was absent.

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

7. Management Reports

7.1 Maintenance

Matt Shragge reported that the District responded to 50 Underground Service Alerts, had 0 water main leaks, 1 water meter leak, 0 service line leaks, 0 fire hydrant repairs/maintenance, performed 2 customer pressure checks, replaced 4 meters, replaced 3 customer gate valves, and installed 2 new services. 0 water waste inquiries were received. 367 work orders were generated and performed during the month. There were no shut offs due to COVID-19. Files are being uploaded to 41 AMI/AMR meters. Matt thanked his crew and Mike Minatrea for their help with Project Phoenix, which was challenging with the staggered personnel shifts due to COVID-19.

7.2 Water Quality

Mike Minatrea reported Water production was down 36.23% as compared to the same month in 2013. 38 routine and 8 special water samples 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. CCR notices were mailed out with the District bills. Ratepayers can request a hard copy. A link to the latest report is also posted on the website. Mike thanked Matt for getting a crew of employee volunteers together to help with weeding two rows at the Twentynine Palms Cemetery.

7.3 Finance

Ms. Byerrum reported the March financials are right at 75% of the year with 75% revenues and expenditures.

7.4 General Manager

Mr. Kolisz reported that all District staff has returned to normal hours. The lobby is still closed to the public until protective measures can be installed. Shields have been ordered to protect the customer service representatives from exposure to the public.

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

Title: General Manager

Director Horn moved to enter closed session at 4:52 p.m., seconded by Director Coghill, and unanimously approved.

9. 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

The Board returned to open session at 6:06 p.m. Director Giannini announced there was no reportable action for both Agenda items 8 and 9.

10. Consider Approval of a Sideletter of Agreement between Twentynine Palms Water District and AFSCME Local 1902

Due to the events of COVID-19, negotiations with the Union have been delayed. The District and the Union feel that the current MOU's expiration should be extended six months, until November 30, 2020, to allow for negotiations to resume.

Director Coghill, moved to approve the Sideletter of Agreement, seconded by Director Horn, and approved unanimously by all those present. Director Arthur was absent.

11. Future Agenda Items and Staff Tasks/Directors' Comments and Reports  
None

12. Adjournment

On motion by Director Leazer, seconded by Director Horn, and approved by the Board, the meeting was adjourned at: 6:07 p.m.

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

Attest:

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

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
14644	05/05/2020	Union Bank	1,647.15	468.98	100-130-0000-5220	Charges
				80.43	100-600-0000-5301	Charges
				97.58	100-150-0000-5203	Charges
				64.58	100-600-0000-5203	Charges
				45.11	100-130-0000-5220	Charges
				36.69	100-130-0000-5220	Charges
				69.96	100-600-0000-5301	Charges
				95.69	100-130-0000-5226	Charges
				11.07	100-130-0000-5220	Charges
				24.06	100-600-0000-5301	Charges
				592.63	100-110-0000-5225	Charges
				30.00	100-600-0000-5408	Charges
				30.37	100-600-0000-5408	Charges
14645	05/07/2020	Jeff Arwick	325.00	325.00	100-110-0000-5406	Quarterly Electric Checks
14646	05/07/2020	ACWA/JOINT POWERS INSURANCE AUTHORITY	12,669.24	12,669.24	100-310-0000-5161	Workers' Compensation Qtr 3
14647	05/07/2020	Beyond Software Solutions	1,500.00	1,500.00	100-600-0000-5406	IT Consulting/Support
14648	05/07/2020	Customer Refund	1.07	1.07	100-000-0000-2000	Refund Check
14649	05/07/2020	Customer Refund	65.88	65.88	100-000-0000-2000	Refund Check
14650	05/07/2020	Burrtec Waste & Recycling Svcs	217.40	69.55	100-150-0000-5406	Amboy
				147.85	100-600-0000-5406	Hatch
14651	05/07/2020	Chem-Tech International Inc.	6,729.52	6,729.52	100-150-0000-5211	Load of Acid
14652	05/07/2020	Customer Refund	15.25	15.25	100-000-0000-2000	Refund Check
14653	05/07/2020	Clinical Lab of San Bern.	1,395.00	1,395.00	100-140-0000-5405	Water Samples
14654	05/07/2020	Customer Refund	11.98	11.98	100-000-0000-2000	Refund Check
14655	05/07/2020	Core & Main LP	743.08	597.97	100-000-0000-1499	8" X 1" tap saddle for ac pipe
				485.87	100-000-0000-1499	2" GATE VLV fip x flg
				145.11	100-000-0000-1499	8" X 1" tap saddle for ac pipe
				(485.87)	100-000-0000-1499	Credit memo
14656	05/07/2020	Customer Refund	25.81	25.81	100-000-0000-2000	Refund Check
14657	05/07/2020	Desert Hardware	146.78	20.04	100-130-0000-5220	cross sch 40 pvc 1" slip

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

				25.08	100-130-0000-5220	duct tape 60 yd
				87.64	100-130-0000-5220	roundpoint 48" rzrback shovel
				14.02	100-150-0000-5220	Flexseal Treatment Plant
14658	05/07/2020	Customer Refund	47.73	47.73	100-000-0000-2000	Refund Check
14659	05/07/2020	Grainger	391.63	413.16	100-150-0000-5220	Disposable Bailer Pack of 2
				(21.53)	100-130-0000-5220	credit
14660	05/07/2020	Harrington Industrial	1,665.96	1,665.96	100-150-0000-5220	10" Valve BFV PVC (Treatment Plant)
14661	05/07/2020	Home Depot Credit Services	355.61	355.61	100-150-0000-5220	Charges
14662	05/07/2020	Customer Refund	27.15	27.15	100-000-0000-2000	Refund Check
14663	05/07/2020	Customer Refund	808.89	650.00	100-000-0000-2000	AR Refund
				158.89	100-000-0000-2000	AR Refund
14664	05/07/2020	Inland Water Works	87,708.50	70,872.56	100-000-0000-1800	AMI Equipment
				16,835.94	100-000-0000-1800	AMI Equipment
14665	05/07/2020	International Paving Services	26,761.00	24,862.00	100-825-0000-6001	Asphalt removal and replacement
				950.00	100-850-0000-6001	striping
				949.00	100-850-0000-6001	Additional Asphalt Material for additional square footage
14666	05/07/2020	Customer Refund	58.38	58.38	100-000-0000-2000	Refund Check
14667	05/07/2020	Mcmaster-Carr Supply Co.	562.13	562.13	100-150-0000-5220	Desiccant, Filter Element, Air Filter
14668	05/07/2020	Minolta Business Systems	56.76	56.76	100-600-0000-5223	03/23/2020 - 04/22/2020
14669	05/07/2020	NBS	4,438.75	2,200.00	100-600-0000-5406	Consulting - Rate Study
				2,238.75	100-600-0000-5406	Consulting - Rate Study
14670	05/07/2020	Parcel Quest	1,799.00	1,799.00	100-600-0000-5406	Renewal Notice ID 67664
14671	05/07/2020	Customer Refund	2.32	2.32	100-000-0000-2000	Refund Check
14672	05/07/2020	Customer Refund	36.92	36.92	100-000-0000-2000	Refund Check
14673	05/07/2020	Prudential Overall Supply	497.09	95.47	100-130-0000-5253	Uniforms
				401.62	100-130-0000-5253	Uniforms
14674	05/07/2020	Reed & Davidson, LLP	232.00	232.00	100-600-0000-5403	Professional Services Apr 2020
14675	05/07/2020	Customer Refund	36.72	36.72	100-000-0000-2000	Refund Check
14676	05/07/2020	Customer Refund	2.97	2.97	100-000-0000-2000	Refund Check
14677	05/07/2020	S.C.E.	13,951.93	19.81	100-110-0000-5201	Well 4
				835.18	100-600-0000-5201	Hatch
				2,980.38	100-110-0000-5201	Well 17

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

				922.51	100-110-0000-5201	Well 6, 12
				1,037.29	100-150-0000-5201	Amboy
				18.27	100-110-0000-5201	Michel's
				8,138.49	100-110-0000-5201	Well TP-1
14678	05/07/2020	San Bernardino County	8.00	8.00	100-130-0000-5301	Monthly Assessor parcel map revisions May 2020
14679	05/07/2020	Satmodo LLC	149.66	149.66	100-600-0000-5203	Iridium Monthly Minute Plans
14680	05/07/2020	Shoplet.Com	55.21	55.21	100-600-0000-5301	Office Supplies
14681	05/07/2020	Susan L. Simmons	1,425.00	1,425.00	100-600-0000-5406	Janitorial Service May 2020
14682	05/07/2020	SNUG	100.00	100.00	100-600-0000-5303	Membership Renewal
14683	05/07/2020	Southern Calif. Gas Co.	99.67	99.67	100-600-0000-5202	Hatch
14684	05/07/2020	Spectrum Business	149.99	149.99	100-150-0000-5203	Joe Davis
14685	05/07/2020	Springbrook Software LLC	1,903.00	1,903.00	100-600-0000-5408	CivicPay Transaction Fees Apr 2020
14686	05/07/2020	Customer Refund	47.47	47.47	100-000-0000-2000	Refund Check
14687	05/07/2020	Underground Service Alert	138.21	27.56	100-130-0000-5406	Calif State Fee for Regulatory Costs
				110.65	100-130-0000-5406	61 new tickets
14688	05/07/2020	United Cerebral Palsy Assoc.	253.72	253.72	100-160-0000-5406	Mail Production
14689	05/07/2020	Usa Blue Book	533.46	103.55	100-150-0000-5220	USABB pH Electrode, Single Junction, Sealed, Epoxy, BNC
				141.43	100-130-0000-5226	P100 Filter 2 PK
				288.48	100-150-0000-5220	Repl. Salt Bridge, RYTON pH Sensors, Standard Cell Sol.
14690	05/07/2020	Verizon Wireless	540.83	540.83	100-600-0000-5203	Wireless
14691	05/07/2020	Customer Refund	55.41	55.41	100-000-0000-2000	Refund Check
14692	05/07/2020	Customer Refund	54.34	54.34	100-000-0000-2000	Refund Check
14693	05/07/2020	Desert Fire Extinguisher Co. Inc.	973.24	973.24	100-130-0000-5406	Annual Fire Extinguisher Service.
14694	05/07/2020	Evoqua Water Technologies LLC	294.40	294.40	100-150-0000-5221	T.P. J. Press Parts.
14695	05/07/2020	Christopher Grabow	560.08	560.08	100-130-0000-5407	Repair/Service of Shop Swamp Cooler
14696	05/07/2020	Home Depot Credit Services	280.58	280.58	100-130-0000-5220	Charges
14697	05/07/2020	McMaster-Carr Supply Co.	293.28	12.75	100-130-0000-5220	Shop Supplies-Stainless Screws.
				280.53	100-130-0000-5220	Shop Supplies-Safety Pins.
14699	05/08/2020	29 Palms Electric Inc.	29,428.00	29,428.00	100-000-0000-1800	7 Poles Installed
14700	05/27/2020	Jeff Arwick	590.00	590.00	100-150-0000-5406	Install Level sensor and display for acid tank. motion sensors
14701	05/27/2020	ACWA/JPIA	31,090.87	28,903.25	100-310-0000-5140	Health Benefits June 2020
				1,641.31	100-310-0000-5141	Health Benefits June 2020

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

				546.31	100-310-0000-5142	Health Benefits June 2020
14702	05/27/2020	Customer Refund	11.96	11.96	100-000-0000-2000	Refund Check
14703	05/27/2020	Ansafone Contact Centers	373.31	373.31	100-160-0000-5406	Answering Service
14704	05/27/2020	Autozone Inc.	71.68	39.86	100-130-0000-5222	Veh. #80-Floor Mats.
				15.91	100-130-0000-5222	Veh. #23-Fuel Cap.
				15.91	100-130-0000-5220	Shop Supplies-Tamper Resistant Torq Sockets
14705	05/27/2020	Customer Refund	65.67	65.67	100-000-0000-2000	Refund Check
14706	05/27/2020	Best Best & Krieger	1,822.84	84.00	100-600-0000-5403	Professional Services April 2020
				1,008.00	100-600-0000-5403	Professional Services April 2020
				730.84	100-600-0000-5403	Professional Services April 2020
14707	05/27/2020	Customer Refund	49.15	49.15	100-000-0000-2000	Refund Check
14708	05/27/2020	Customer Refund	29.02	29.02	100-000-0000-2000	Refund Check
14709	05/27/2020	Customer Refund	71.21	71.21	100-000-0000-2000	Refund Check
14710	05/27/2020	Builders Supply - 29 Palms	58.68	58.68	100-130-0000-5220	Shop supplies/pvc parts
14711	05/27/2020	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
14712	05/27/2020	Centurylink Business Services	36.98	36.98	100-600-0000-5203	Hatch
14713	05/27/2020	Customer Refund	34.05	34.05	100-000-0000-2000	Refund Check
14714	05/27/2020	Customer Refund	69.46	69.46	100-000-0000-2000	Refund Check
14715	05/27/2020	Customer Refund	25.37	25.37	100-000-0000-2000	Refund Check
14716	05/27/2020	Desert Hardware	148.80	5.56	100-130-0000-5222	Veh. #80-Number Decals.
				15.58	100-130-0000-5220	18x18x1 filter for AC
				8.01	100-150-0000-5220	Misc Parts.
				33.06	100-150-0000-5220	Garden Hose 100' Treatment Plant
				17.97	100-150-0000-5220	Nuts & Bolts Treatment Plant
				17.99	100-150-0000-5220	SCH80 Adapter Treatment Plant
				50.63	100-150-0000-5220	Misc Parts Treatment Plant
14717	05/27/2020	Customer Refund	28.05	28.05	100-000-0000-2000	Refund Check
14718	05/27/2020	Customer Refund	22.31	22.31	100-000-0000-2000	Refund Check
14719	05/27/2020	Eide Bailly LLP	6,553.75	6,553.75	100-600-0000-5401	Consulting Services April 2020
14720	05/27/2020	Engineering Resources	3,250.00	3,250.00	100-825-0000-6001	Professional Services Apr 2020
14721	05/27/2020	Frontier Communications	309.00	148.84	100-600-0000-5203	Hatch
				160.16	100-150-0000-5203	Amboy

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

14722	05/27/2020	Customer Refund	25.84	25.84	100-000-0000-2000	Refund Check
14723	05/27/2020	Customer Refund	35.80	35.80	100-000-0000-2000	Refund Check
14724	05/27/2020	Customer Refund	4.13	4.13	100-000-0000-2000	Refund Check
14725	05/27/2020	Customer Refund	17.23	17.23	100-000-0000-2000	Refund Check
14726	05/27/2020	HASA, INC.	1,026.44	1,026.44	100-140-0000-5211	Carboy's of Sodium Hypochlorite 12.5% 5 Gallon Multi Chlor NSF 6
14727	05/27/2020	Customer Refund	32.56	32.56	100-000-0000-2000	Refund Check
14728	05/27/2020	Customer Refund	39.69	39.69	100-000-0000-2000	Refund Check
14729	05/27/2020	Customer Refund	17.03	17.03	100-000-0000-2000	Refund Check
14730	05/27/2020	Customer Refund	54.69	54.69	100-000-0000-2000	Refund Check
14731	05/27/2020	Inland Water Works	7,267.78	38.79	100-000-0000-1499	3/4" X close brass nipple
				185.76	100-000-0000-1499	1" X 1.5" meter tail
				462.03	100-000-0000-1499	3/4" angle meter stop
				501.04	100-000-0000-1499	1.5" brass gate vlv
				653.77	100-000-0000-1499	1.5" brass check vlv
				46.44	100-000-0000-1499	1" X 1.5" meter tail
				1,853.94	100-000-0000-1499	1208 Frame and lid GV8
				526.88	100-000-0000-1499	12" x 1" saddle for ac pipe
				211.62	100-000-0000-1499	6" x 12" valve can slider
				770.42	100-000-0000-1499	6" x 20" romac clamp 705-746
				342.92	100-000-0000-1499	3/4" X 1.5" METER TAIL
				839.64	100-000-0000-1499	3/4" Brass gate valve
				724.62	100-000-0000-1499	3/4" Brass check vlv
				109.91	100-130-0000-5220	6" di blind flange
14732	05/27/2020	Customer Refund	35.83	35.83	100-000-0000-2000	Refund Check
14733	05/27/2020	Customer Refund	75.00	75.00	100-000-0000-2000	Refund Check
14734	05/27/2020	Customer Refund	52.91	52.91	100-000-0000-2000	Refund Check
14735	05/27/2020	Kennedy/Jenks Consultants	1,955.00	1,955.00	100-600-0000-5412	Professional Services April 2020
14736	05/27/2020	Customer Refund	15.65	15.65	100-000-0000-2000	Refund Check
14737	05/27/2020	Konica Minolta Premier	318.03	318.03	100-600-0000-5223	05/01/2020 - 05/31/2020
14738	05/27/2020	Customer Refund	15.63	15.63	100-000-0000-2000	Refund Check
14739	05/27/2020	Customer Refund	34.34	34.34	100-000-0000-2000	Refund Check
14740	05/27/2020	Customer Refund	13.70	13.70	100-000-0000-2000	Refund Check



# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

14741	05/27/2020	Customer Refund	0.82	0.82	100-000-0000-2000	Refund Check
14742	05/27/2020	Customer Refund	59.44	59.44	100-000-0000-2000	Refund Check
14743	05/27/2020	Customer Refund	49.68	49.68	100-000-0000-2000	Refund Check
14744	05/27/2020	Austin Meyers	170.53	170.53	100-130-0000-5242	Water Distribution System, Operation & Maintenance
14745	05/27/2020	Customer Refund	5.13	5.13	100-000-0000-2000	Refund Check
14746	05/27/2020	Customer Refund	51.92	51.92	100-000-0000-2000	Refund Check
14747	05/27/2020	Ortega Strategies Group	5,000.00	5,000.00	100-600-0000-5350	Consulting - April 2020
14748	05/27/2020	Customer Refund	43.67	43.67	100-000-0000-2000	Refund Check
14749	05/27/2020	Customer Refund	10.04	10.04	100-000-0000-2000	Refund Check
14750	05/27/2020	Customer Refund	61.88	61.88	100-000-0000-2000	Refund Check
14751	05/27/2020	Pitney Bowes Postage By Phone	1,005.00	1,005.00	100-600-0000-5302	Postage Meter
14752	05/27/2020	Proforma	283.97	283.97	100-600-0000-5301	Double Window Envelopes
14753	05/27/2020	Prudential Overall Supply	775.90	139.72	100-130-0000-5253	uniforms
				95.47	100-130-0000-5253	uniforms
				144.57	100-130-0000-5253	uniforms
				95.78	100-130-0000-5253	uniforms
				92.64	100-130-0000-5253	uniforms
				207.72	100-130-0000-5253	uniforms
14754	05/27/2020	S.C.E.	7,970.54	1,523.11	100-110-0000-5201	Well 16
				648.21	100-110-0000-5201	Well 1
				479.90	100-120-0000-5201	Booster H1N, H2S
				42.10	100-110-0000-5201	Donnell
				793.17	100-120-0000-5201	Booster 11A, 11B
				1,099.98	100-120-0000-5201	Booster Sullivan
				1,719.08	100-120-0000-5201	Booster Lupine
				270.15	100-110-0000-5201	Well 15
				569.72	100-110-0000-5201	Well 11
				51.59	100-120-0000-5201	D.H. Resv. & Hydro
14755	05/27/2020	San Bernardino County Fire Protection District	20,369.52	1,248.36	100-000-0000-1800	Fire related property taxes from Jan 1, 2020 to March 31, 2020
				19,121.16	100-000-0000-1800	Fire related property taxes from Oct. 1, 2019 to Dec 31, 2019
14756	05/27/2020	Customer Refund	34.21	34.21	100-000-0000-2000	Refund Check

# Twentynine Palms Water District

Check Date Range: 5/1/2020 thru 5/31/2020

14757	05/27/2020	Shoplet.Com	397.09	216.15	100-600-0000-5301	Office Supplies
				180.94	100-600-0000-5301	Office Supplies
14758	05/27/2020	Customer Refund	22.51	22.51	100-000-0000-2000	Refund Check
14759	05/27/2020	Southern Calif. Gas Co.	5.52	5.52	100-600-0000-5202	Hatch
14760	05/27/2020	Spectrum Business	154.98	154.98	100-600-0000-5203	La Luna
14761	05/27/2020	Customer Refund	17.03	17.03	100-000-0000-2000	Refund Check
14762	05/27/2020	Customer Refund	9.84	9.84	100-000-0000-2000	Refund Check
14763	05/27/2020	Sulzer Electro Mechanical Services	1,496.60	1,496.60	100-120-0000-5406	2mile Booster Pump Repair, Symcom 777-P2 Relay. ControlField Ser
14764	05/27/2020	TPX Communications	809.95	809.95	100-600-0000-5203	Hatch
14765	05/27/2020	Underground Service Alert	132.10	132.10	100-130-0000-5406	74 new tickets
14766	05/27/2020	Vagabond Welding Supply	81.56	81.56	100-130-0000-5220	Shop Supplies-Welding Hose.
14767	05/27/2020	Verizon Wireless	719.46	719.46	100-600-0000-5203	Wireless
14768	05/27/2020	Customer Refund	26.70	26.70	100-000-0000-2000	re issue Refund Check
14769	05/27/2020	Customer Refund	64.74	64.74	100-000-0000-2000	Refund Check
14770	05/27/2020	Customer Refund	51.89	51.89	100-000-0000-2000	Refund Check
Total				<b>\$297,984.81</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:** June 16, 2020

**SUBJECT:** Management Report

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

1. Responded to 70 Underground Service Alerts
2. Responded to and repaired
  - a. 0 water main leaks
  - b. 1 water meter leak
  - c. 0 service line leaks
  - d. 0 fire hydrant repairs/maintenance
3. Installed 0 new services
4. Replaced 2 customer gate valves
5. Performed 3 leak audits
6. Painted 0 fire hydrants
7. Performed 8 customer pressure checks
8. Replaced 2 water meters
9. Tested and exercised emergency generators
10. Sounded wells for May
11. 0 water waste inquiries were reported
12. Replaced 381 AMI/AMR meters

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

1. 126 work orders were generated from reading meters
2. 61 work orders were generated from billing variance list
3. 220 work orders were generated for turn on or turn off
4. 164 termination notices were distributed
5. 0 non-pay turn offs were performed
6. 0 extensions were granted
7. 0 extensions were shut off for non-payment
8. 0 payment schedules have been granted
9. 0 payment schedules failed, total outstanding \$0
10. 10 customer requests and 8 inquiries were logged and investigated

**C. Valve and Hydrant Maintenance Update**

	Valves Exercised (Began 07/19)	Dead Ends Flushed (Began 7/19)
Current Month	0	11
Year to Date	*817	224

\*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	83	493	3				1
Feb.	49	1	0	58	418	134	886	1	N/A	N/A		0
March	68	3	0	0	382	207	500	3				1
April	50	1	0	0	367	0	0	2	7,689	7,739	-0.65%	0
May	70	3	0	0	407	0	381	0				0
June												
Totals	511	38	121	547	4968	817	7440	20				4

**Total Connections in District= 8,141**

## 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: June 10, 2020**

**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 0.13 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 0.13 mg/L to 0.88 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 9 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 7 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of .70 mg/L to a high of 1.5 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.72 to a high of 1.6 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 <0.1-0.2 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%	<b>-16.18%</b>
August	131.666	90.607	29.445	16.347	268.065	280.666	-4.49%	<b>-8.27%</b>
Sept.	114.494	79.769	24.735	12.703	231.701	244.489	-5.23%	<b>-5.34%</b>
October	112.62	64.693	20.331	9.913	207.557	214.089	-3.05%	<b>-3.86%</b>
Nov.	99.787	45.311	17.177	7.932	170.207	175.348	-2.93%	<b>-9.03%</b>
Dec.	91.658	48.338	15.397	5.952	161.345	168.811	-4.42%	<b>-2.04%</b>
Jan.	60.604	64.915	22.543	8.775	156.837	160.462	-2.26%	<b>-17.51%</b>
Feb.	94.282	40.050	11.806	4.555	150.693	137.662	9.47%	<b>-9.47%</b>
March	103.86	39.144	14.431	6.354	163.789	152.955	7.08%	<b>-24.94%</b>
April	82.172	64.516	21.334	11.100	179.122	191.253	-6.34%	<b>-36.23%</b>
May	111.195	93.083	30.615	11.314	246.207	208.435	18.18%	<b>-10.49%</b>
June					0.000			
<b>Totals</b>	<b>1135.365</b>	<b>714.980</b>	<b>235.810</b>	<b>109.145</b>	<b>2195.300</b>	<b>2208.475</b>	<b>-0.60%</b>	

Production Totals Expressed in Acre Feet

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

**14.35**

acre feet =

**1.25%**

# 7.3

**TWENTYNINE PALMS WATER DEPARTMENT**

**FINANCIAL REPORT**

**For The Month Of**

**Apr 2020**

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

**TWENTYNINE PALMS WATER DEPARTMENT**  
**STATEMENT OF INVESTMENTS AND RESERVES**  
**For the Period Ending April 30, 2020**  
**(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	\$ 5,135,930	\$ 25,955	\$ (2,025)	\$ 5,159,859	\$ 5,198,460
Election Fund Reserve - LAIF	21,177			21,177	21,335
Capital Reserve - LAIF	891,504	4,487	-	895,991	902,694
Capital Funds for Primary Infrastructure - LAIF	104,485	526	-	105,011	105,796
Capital Funds for Secondary Infrastructure - LAIF	69,550	2,375		71,925	72,463
<b>Total Investments</b>	<b>\$ 6,222,645</b>	<b>\$ 33,342</b>	<b>\$ (2,025)</b>	<b>\$ 6,253,962</b>	<b>\$ 6,300,748</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 April 30, 2020  
(Unaudited)**

	<b>Apr 2020</b>	<b>Mar 2020</b>	<b>YTD</b>	<b>Budget</b>	<b>YTD 83%</b>	<b>Prior YTD</b>
1 Operating Revenues	\$ 318,827	\$ 344,211	\$ 3,651,288	\$ 4,511,800	81%	\$ 3,509,591
2 Non-Operating Revenues	83,740	62,055	695,850	780,300	89%	678,461
<b>Total Revenue Available to</b>						
3 <b>Fund Operations &amp; Capital/R&amp;R</b>	<b>402,567</b>	<b>406,266</b>	<b>4,347,139</b>	<b>5,292,100</b>	<b>82%</b>	<b>4,188,053</b>
4 Operating Expenses	288,603	283,783	3,439,557	4,406,800	78%	3,174,625
5 Non-Operating Expenses	30,386	30,386	291,198	346,700	84%	249,091
6 Total Debt Service	-	122,568	248,485	249,200	100%	25,000
7 Total Expenses	318,989	436,737	3,979,240	5,002,700	80%	3,448,716
<b>Net Revenues Available to Fund</b>						
8 <b>Capital Related Expenditures</b>	<b>83,578</b>	<b>(30,472)</b>	<b>367,899</b>	<b>289,400</b>	<b>127%</b>	<b>739,336</b>
9 Debt Proceeds	-	-	2,000,000	2,000,000	100%	-
10 District Projects	-	(270)	(46,600)	(205,000)	23%	(12,157)
11 CIP Projects	(219,596)	(19,194)	(2,272,817)	(3,000,000)	76%	(96,901)
12 Repairs & Replacement	(38,761)	(9,777)	(61,038)	(795,000)	8%	(159,251)
13 Capital Outlay	(47,187)	(10,894)	(174,403)	(295,000)	59%	(401,904)
14 Election Expense	-	-	(78,622)	(20,000)	393%	-
<b>Sub-Total</b>	<b>(305,544)</b>	<b>(40,135)</b>	<b>(633,480)</b>	<b>(2,315,000)</b>		<b>(670,214)</b>
15 Transfers in from SRF for Election	11,237	6,482	85,922	95,100	90%	109,327
16 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (210,729)</b>	<b>\$ (64,125)</b>	<b>\$ (179,659)</b>	<b>\$ (1,930,500)</b>	<b>9%</b>	<b>\$ 178,450</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.

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending April 30, 2020**  
**(Unaudited)**

	Apr 2020	Mar 2020	YTD	Budget	YTD 83%	Prior YTD
<b>1 Operating Revenues</b>						
2 Water Sales	\$ 202,125	\$ 223,433	\$ 2,448,583	\$ 3,055,500	80%	\$ 2,352,304
3 RTS	114,812	116,499	1,101,485	1,342,300	82%	1,035,551
4 Other Operating Revenue	1,890	4,278	101,221	114,000	89%	121,737
<b>5 Total Operating Revenues</b>	<b>318,827</b>	<b>344,211</b>	<b>3,651,288</b>	<b>4,511,800</b>	<b>81%</b>	<b>3,509,591</b>
<b>6 Non-Operating Revenues</b>						
7 Capital Impact Fees	-	4,300	21,693	-	0%	22,391
8 Water Availability Assessment	49,258	49,258	492,583	591,100	83%	492,583
9 Interest Revenue	32,236	562	121,382	124,300	98%	108,256
10 Other Penalties	1,477	207	18,603	34,900	53%	21,642
11 Reimbursed Expenses	-	7,629	30,238	5,000	605%	5,582
12 Other Non-Operating Revenue	769	98	11,351	25,000	45%	28,007
<b>13 Total Non-Operating Revenues</b>	<b>83,740</b>	<b>62,055</b>	<b>695,850</b>	<b>780,300</b>	<b>89%</b>	<b>678,461</b>
<b>14 Total Revenues</b>	<b>402,567</b>	<b>406,266</b>	<b>4,347,139</b>	<b>5,292,100</b>	<b>82%</b>	<b>4,188,053</b>
<b>15 Operating Expenditures</b>						
<b>16 Source of Supply</b>						
17 Labor & Benefits	707	730	6,878	19,400	35%	15,482
18 Direct Expenses	16,951	17,606	248,387	362,200	69%	249,385
<b>19 Total Source of Supply</b>	<b>17,658</b>	<b>18,336</b>	<b>255,265</b>	<b>381,600</b>	<b>67%</b>	<b>264,867</b>
<b>20 Pumping</b>						
21 Labor & Benefits	-	190	1,744	5,800	30%	4,716
22 Direct Expenses	7,693	15,941	103,693	125,000	83%	116,694
<b>23 Total Pumping</b>	<b>7,693</b>	<b>16,131</b>	<b>105,437</b>	<b>130,800</b>	<b>81%</b>	<b>121,410</b>
<b>24 Transmission &amp; Distribution</b>						
25 Labor & Benefits	54,600	85,392	851,869	993,900	86%	762,571
26 Direct Expenses	23,086	29,320	286,382	353,500	81%	270,832
<b>27 Total Transmission &amp; Distribution</b>	<b>77,685</b>	<b>114,712</b>	<b>1,138,251</b>	<b>1,347,400</b>	<b>84%</b>	<b>1,033,403</b>
<b>28 Treatment Wells</b>						
29 Labor & Benefits	5,336	4,235	51,042	67,200	76%	52,954
30 Direct Expenses	1,772	779	24,332	41,400	59%	29,098
<b>31 Total Treatment Wells</b>	<b>7,108</b>	<b>5,014</b>	<b>75,374</b>	<b>108,600</b>	<b>69%</b>	<b>82,052</b>
<b>32 Treatment Facility</b>						
33 Labor & Benefits	12,222	15,784	192,988	261,400	74%	206,911
34 Direct Expenses	23,890	10,371	448,164	514,700	87%	312,650
<b>35 Total Treatment Facility</b>	<b>36,112</b>	<b>26,155</b>	<b>641,152</b>	<b>776,100</b>	<b>83%</b>	<b>519,561</b>
<b>36 Customer Accounts</b>						
37 Labor & Benefits	11,514	17,530	196,265	256,500	77%	203,519
38 AMI Temporary Labor	1,412	2,709	39,592	55,000	72%	-
39 Direct Expenses	7,332	3,010	32,306	58,300	55%	26,244
<b>40 Total Customer Accounts</b>	<b>20,258</b>	<b>23,249</b>	<b>268,163</b>	<b>369,800</b>	<b>73%</b>	<b>229,764</b>

**Twentynine Palms Water Department**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending April 30, 2020**  
**(Unaudited)**

	Apr 2020	Mar 2020	YTD	Budget	YTD 83%	Prior YTD
<b>41 General Administration</b>						
42 Outside Services	26,781	15,997	244,781	412,400	59%	257,035
43 Direct Expenses	71,480	24,202	273,211	306,500	89%	210,102
<b>44 Total General Admin.</b>	<b>98,261</b>	<b>40,199</b>	<b>517,992</b>	<b>718,900</b>	<b>72%</b>	<b>467,137</b>
<b>45 Employee Salaries</b>						
46 Direct Labor	60,832	108,287	1,180,718	1,451,900	81%	1,132,817
47 Less Transfer to Operations	(47,947)	(85,926)	(929,405)	(1,142,900)	81%	(873,963)
<b>48 Total General &amp; Admin. Salaries</b>	<b>12,885</b>	<b>22,360</b>	<b>251,313</b>	<b>309,000</b>	<b>81%</b>	<b>258,855</b>
<b>49 District Benefits / G&amp;A Benefits</b>						
50 District Benefits - (H/D/V)	30,332	30,332	295,954	380,600	78%	281,928
51 District Benefits - Taxes	8,215	8,991	99,904	117,500	85%	92,866
52 District Benefits - Workers Comp	568	5,442	48,202	52,700	91%	41,306
53 District Benefits - CalPERS	12,555	12,421	132,448	164,500	81%	114,868
54 Subtotal District Benefits	51,669	57,186	576,508	715,300	81%	530,967
55 Less: Transfer to Operations	(51,669)	(57,186)	(576,508)	(715,200)	81%	(530,968)
<b>56 Total G&amp;A Benefits Allocated</b>	<b>10,944</b>	<b>11,808</b>	<b>122,639</b>	<b>152,100</b>	<b>81%</b>	<b>120,703</b>
<b>57 Payouts &amp; Retiree Medical</b>						
58 Vacation / Sick Payouts	-	5,319	54,443	58,000	94%	43,954
59 Retiree Medical	-	-	3,271	22,500	15%	16,875
<b>60 Total Payouts &amp; Retiree Medical</b>	<b>-</b>	<b>5,319</b>	<b>57,714</b>	<b>80,500</b>	<b>72%</b>	<b>60,829</b>
<b>61 Board of Directors</b>						
62 Directors' Fees	-	500	5,925	17,000	35%	8,325
63 Direct Expenses	-	-	332	15,000	2%	7,720
<b>64 Total Board of Directors</b>	<b>-</b>	<b>500</b>	<b>6,257</b>	<b>32,000</b>	<b>20%</b>	<b>16,045</b>
<b>65 Total Operating Expenditures</b>	<b>288,603</b>	<b>283,783</b>	<b>3,439,557</b>	<b>4,406,800</b>	<b>78%</b>	<b>3,174,625</b>
<b>66 Non-Operating Expenditures</b>						
<b>67 Debt Service</b>						
68 Principal	-	93,508	187,908	189,700	99%	-
69 Interest / Issuance Costs	-	122,568	60,577	59,500	102%	25,000
<b>70 Total Debt Service</b>	<b>-</b>	<b>122,568</b>	<b>248,485</b>	<b>249,200</b>	<b>100%</b>	<b>25,000</b>
<b>71 PERS Unfunded</b>						
72 Unfunded PERS Annual Payment	13,720	13,720	124,531	146,700	85%	99,091
73 Unfunded Pension & OPEB Trust Payments	16,667	16,667	166,667	200,000	83%	150,000
<b>74 Total PERS Unfunded</b>	<b>30,386</b>	<b>30,386</b>	<b>291,198</b>	<b>346,700</b>	<b>84%</b>	<b>249,091</b>
<b>75 Total Non-Operating Expenditures</b>	<b>30,386</b>	<b>152,954</b>	<b>539,683</b>	<b>595,900</b>	<b>91%</b>	<b>274,091</b>
<b>76 Total Expenditures</b>	<b>318,989</b>	<b>436,737</b>	<b>3,979,240</b>	<b>5,002,700</b>	<b>80%</b>	<b>3,448,716</b>
<b>Net Revenues Available to Fund Capital</b>						
<b>77 Related Expenditures</b>	<b>\$ 83,578</b>	<b>\$ (30,472)</b>	<b>\$ 367,899</b>	<b>\$ 289,400</b>	<b>127%</b>	<b>\$ 739,336</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 April 30, 2020  
(Unaudited)**

	<u>Apr 2020</u>	<u>Mar 2020</u>	<u>YTD</u>	<u>Budget</u>	<u>YTD 83%</u>	<u>Prior YTD</u>
1 Tower Revenues	\$ 14,570	\$ 9,815	\$ 119,256	\$ 131,100	91%	\$ 142,659
2 Less Transfers Out to Fire	-	-	-	-	N/A	-
3 Less Transfers Out To Water	(11,237)	(6,482)	(85,922)	(91,100)	94%	(109,326)
4 Transfer to PARS Trust	(3,333)	(3,333)	(33,333)	(40,000)	83%	(33,333)
<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 April 30, 2020**  
**(Unaudited)**

	<b>Budget</b>	<b>Current Year</b>	<b>Remaining</b>
<b>Carryover Capital Approved in Previous Years</b>	<b>FY 19/20</b>	<b>Expenditures</b>	<b>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	35,000	-	35,000
3 Standard Drawings Update	25,000	-	25,000
4 Asset Management Plan	50,000	46,600	3,400
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>46,600</b>	<b>158,400</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	758,141	591,859
10 Well 11-B Construction/Professional Services	-	32,891	(32,891)
11 AMI / AMR Meters	1,000,000	1,481,784	(481,784)
12 <b>Total Capital Improvement Plan</b>	<b>3,000,000</b>	<b>2,272,817</b>	<b>727,183</b>
<b>Repairs, Rehabilitation, &amp; Maintenance</b>			
14 Plant 6 Electrical and Well Upgrade	25,000	-	25,000
15 Emergency Repairs, Unspecified	50,000	39,262	10,738
16 Repiping/Distribution System Upgrades	50,000	12,000	38,000
17 Reservoir Recoating / Cathodic Protection	30,000	-	30,000
18 Meter Replacement Program	20,000	-	20,000
19 Well Rehabilitation	10,000	8,850	1,150
20 Fluoride Plant Instrumentation\Coating	10,000	927	9,073
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>61,038</b>	<b>733,962</b>
<b>Capital Outlay</b>			
25 Vehicle/Equipment Replacements	125,000	115,338	9,662
26 Computer/Technology Replacements	30,000	24,545	5,455
27 GIS	30,000	9,785	20,215
28 Administrative Building\Office Remodel	25,000	11,750	13,250
29 Energy Efficiency Projects	50,000	12,986	37,014
30 One-Time Existing Conditions Sampling Event	35,000	-	35,000
31 <b>Total Capital Outlay</b>	<b>295,000</b>	<b>174,403</b>	<b>120,597</b>
32 <b>TOTAL</b>	<b>\$ 4,295,000</b>	<b>\$ 2,554,858</b>	<b>\$ 1,740,142</b>

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

**7.4**

**NO  
MATERIAL  
PROVIDED**