

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

October 28, 2026 / 4:00 P.M.

AGENDA

This meeting may be viewed on the District's website at www.29palmswater.net
The Board reserves the right to discuss only or take action on any item on the agenda.

Next Resolution #26-14
Next Ordinance #106

Call to Order and Roll Call

Please make sure all cell phones are silenced.

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. Morongo Basin Conservation Association Presentation
2. Consider Resolution 26-12 Pertaining to the Retention of Records and Repealing all Policies Inconsistent Herewith
3. Discussion and Consideration of Resolution 26-13 Adopting Revised Publicly Available Pay Schedules in Accordance with CalPERS Guidelines
4. 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 September 23, 2026
 - Audit List
5. Items Removed from the Consent Calendar for Discussion or Separate Action
6. Management Reports

- 6.1 Maintenance
- 6.2 Water Quality
- 6.3 Finance
- 6.4 General Manager
- 7. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
- 8. Adjournment

Notice of agenda was posted on or before 4:00 p.m., October 23, 2026.

Matthew Shragge, General Manager

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

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

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**REPORT FOR FUNDERS
DESERT-WISE LANDSCAPE PROGRAMS
2022-2026**



September 7, 2026

INTRODUCTION

PURPOSE

In keeping with a key part of our mission, “to advocate and educate for a healthy desert environment,” MBCA has offered an annual Desert-Wise Landscape Tour in various formats since 2011. The purpose is to engage and educate Morongo Basin residents and desert visitors about the ecological value and artistic beauty of thoughtful and effective water-wise landscaping and desert-wise plant choices.

HISTORY

First Decade

During the first 5 years, Tours were one-day events with about 10 sites, but their popularity prompted MBCA to expand to 2 days and as many as 22 different sites on one weekend. A total of over 150 different water-wise local landscapes were featured between 2011 and 2019, and cumulatively there were almost **2500** attendees.

The Pandemic Effect – 2020 and 2021

We were especially grateful for the continued funding by our water agency partners during the “COVID years” 2020 and 2021. When we couldn’t safely hold in-person Tours, we chose to continue the Tour’s educational mission by creating video tours, an effective though more expensive method of sharing and encouraging creative water-wise gardens and landscapes. Five sites were highlighted on video each of these two years, presented on MBCA’s YouTube channel and widely advertised via email and social media.

Hybrid Tours and Expanded Videos, 2022 – 2026

Post-COVID, MBCA saw the value of the extended reach of video through social media and chose to continue producing Landscape Tour site videos, but also reinstated smaller in-person Tours as a “hybrid” approach. In the years 2022 to 2026, one-day Tours were offered with 5-7 sites, including 2-3 local demonstration gardens as well as homeowner sites.

To continue expanding the value and reach of our Desert-Wise Landscape programming, the 2025 Tour added a guided native plant walk in a local conservation area and presentations by a homeowner/builder with her landscape designer. In 2026, all Tour sites emphasized a theme of “Transformations: Revitalizing Disfigured Landscapes.” Three additional activities were added: a native plant walk, an additional demonstration garden, and a pollinator lecture.

Video productions between 2022 and 2026 expanded beyond new site videos to include comprehensive and entertaining instructional videos on greywater, desert-wise planting, and effective watering strategies. These have been highly popular,

Online viewings of MBCA’s YouTube Landscape Tour videos plus “shorts” and educational and instructional videos (Greywater, Deep Watering, Planting, Fall Planting) cumulatively totaled **over 664,244 views** as of September 7, 2026.

Optional surveys were offered to Tour participants in 2025 and 2026 to determine participants’ preferences and interests. Interest was especially strong in guided native plant walks and how-to instruction. MBCA will use the results to plan future Desert-Wise programs.

IN-PERSON TOUR SUMMARY 2022-2026

Tour year	No. of sites	No. of visitors
2022	5	189
2023	7	209
2024	6	208
2025	7	247
2026	7	231
Totals	28	1084

Tour Participants’ Geographic Spread

In addition to the target audience of Morongo Basin residents, about 10% of in-person Tour participants have come from beyond the Basin, including the Coachella Valley, greater Los Angeles, southern California coastal communities, and the San Diego area (as indicated by the billing information of their online registration).

VIEWS OF TOUR & DESERT-WISE EDUCATION VIDEOS AS OF SEPTEMBER 7, 2026

177,044 Video Tour views since they began in 2020 (23 Tour site videos)
 201,700 Views of 50 DWL-related instruction and education video views (e.g. planting, watering, seed bank, greywater)
61,750 Shorts (previews, teasers, excerpts) for Tours and DWL Education
440,494 TOTAL views of all Desert-Wise Living-related videos

NOTES and ACHIEVEMENTS



The *Los Angeles Times* has included our event in its spring Garden Tours listing for the last 3 years.



The volume of online views of Tour and Instructional videos (over 440,000 views) plus the comment input from survey questions in 2025 and 2026 indicate a growing appreciation of waterwise gardens in the Morongo Basin and other desert regions.



Tour sites demonstrate a distinct homeowner-generated style that fits the “quirky” and independent reputation of the hi desert, quite different from the more manicured Palm Springs desert garden style.

FINANCIAL SUPPORT FOR THE DESERT-WISE LANDSCAPE TOUR

MBCA is extremely grateful for the ongoing support of all the water agencies of the Morongo Basin as well as the Mojave Water Agency/AWAC.



Alliance for Water Awareness and Conservation



Mojave Water Agency service area



Bighorn Desert View Water Agency, Landers



Golden State Water Co., Morongo Valley



Hi Desert Water District, Yucca Valley



Joshua Basin Water District



Twentynine Palms Water District

WE COULDN'T DO THIS WITHOUT OUR DOZENS OF VOLUNTEERS!

At least 250 Morongo Basin residents have been intricately involved in presenting the Desert-Wise Landscape programs between 2011 and 2026. Local residents have served as Hosts, Docents, videographers, organization and agency staff for public sites (MDLT, Joshua Basin Water District, Copper Mountain College), and Tour Planning Committee members.



(Click on photo in digital version to access video.)

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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:	OCTOBER 12, 2026
FROM:	MATTHEW SHRAGGE, GENERAL MANAGER
SUBJECT:	CONSIDER RESOLUTION 26-12 PERTAINING TO THE RETENTION OF RECORDS AND REPEALING ALL POLICIES INCONSISTENT HERewith

DISCUSSION

California Government Code section 60200 through 60204 provides a procedure for records retention and destruction. The purpose of Twentynine Palms Water District having a Records Retention and Destruction Policy is (1) to provide guidelines to staff regarding the retention of records and the destruction of obsolete and unnecessary records of the District, (2) to provide for the identification, maintenance, safeguarding of records, (3) for the destruction of obsolete and unnecessary records in the normal course of business, (4) to ensure prompt and accurate retrieval of records, and (5) to ensure compliance of regulatory requirements.

Attached to the staff report is Resolution 26-12 Pertaining to the Retention of Records and Repealing all Policies Inconsistent Herewith, the Twentynine Palms Water Records Retention and Destruction Policy, and the Record Retention Schedule for the District. The policy includes sections on the purpose, definitions, authorization, procedure, general guidelines, exceptions to scheduled disposal of obsolete records, records retention schedule, and email retention. The schedule includes types of records, category, description or example of record, legal authority, and minimum legal retention period.

RECOMMENDATION

Staff is making the recommendation for approval of Resolution 26-12 for the Retention of Records and Destruction Policy.

RESOLUTION NO. 26-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS WATER DISTRICT PERTAINING TO THE RETENTION OF RECORDS AND REPEALING ALL POLICIES INCONSISTENT HEREWITH

WHEREAS, Sections 60200 through 60204 of the *California Government Code* provides a procedure whereby the records of the Twentynine Palms Water District (the "District") that have served their purposes and are no longer required may be destroyed; and

WHEREAS, the Board of Directors are authorized by the provisions of *California Government Code* Sections 60200 et seq., to establish a records retention schedule applicable to District records; and

WHEREAS, it is timely to repeal the existing records retention schedule of the District, and to restate said schedule by new resolution to update the applicable records retention schedule for the District; and

WHEREAS, an appropriate records retention schedule assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

WHEREAS, the Board of Directors desires to adopt an Electronic Mail Records Retention Policy for the purpose of providing guidance on the disposal of electronic mail; and

WHEREAS, the destruction and disposition of the District's records pursuant to the proposed records retention schedule will not adversely affect any interest of the District or the Public.

NOW, THEREFORE, the Board of Directors does hereby RESOLVE and ORDER as follows:

Section 1: Authorization for Destruction of Records. The Record Retention Schedule set forth in Exhibit "A" hereto is adopted as the approved schedule for the District in compliance with *California Government Code* Sections 60200 et seq., and after such records have been retained for the time periods and according to the process set forth herein, such records may be destroyed.

Section 2: Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of *California Government Code* Section 60203.

Section 3: Destruction of Duplicates. Pursuant to *California Government Code* Section 60200, any duplicate records, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Section 4: Retention of Records Not Mentioned. All records, papers and document not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State as the same may be amended from time to time.

Section 5: Rescission of Conflicting Resolutions. All prior District policies and Resolutions inconsistent with the policies approved in this Resolution are hereby repealed in their entirety.

PASSED, APPROVED AND ADOPTED on October 28, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Bob Coghill, President
Board of Directors

Attest:

Matthew Shragge, Board Secretary
Twentynine Palms Water District

EXHIBIT "A"

RECORDS RETENTION POLICY

TWENTYNINE PALMS WATER DISTRICT RECORDS RETENTION AND DESTRUCTION POLICY

I. PURPOSE

The purposes of this policy are: (1) to provide guidelines to staff regarding the retention of records and the destruction of obsolete and unnecessary records of the Twentynine Palms Water District (the "District"); (2) provide for the identification, maintenance, safeguarding of records; (3) the destruction of obsolete and unnecessary records in the normal course of business; (4) ensure prompt and accurate retrieval of records; and (5) ensure compliance with legal and regulatory requirements.

II. DEFINITIONS

The terms "record" and "records" used in this policy shall have the same meaning as the terms "public records," "records," and "writing" used in the California Secretary of State Local Government Records Management Guidelines and the California Public Records Act (Government Code § 7920-7931). Those terms are defined as follows:

From the California Secretary of State Local Government Records Management Guidelines:

"Public Records – Any information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics."

"Records – All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics."

From the California Public Records Act – Government Code section 7920.525(a) and Government Code section 7920.545:

GC 7920.525(a) As used in this division, "public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

GC 7920.545 As used in this division, "writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

III. AUTHORIZATION

(1) Under Government Code sections 60200 *et seq.*, the Board of Directors is authorized to destroy obsolete and unnecessary records by complying with a records retention policy and schedule that has been adopted by resolution. Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved according to State or federal law, the Board of Commissioners approves the destruction of any original document without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this policy (Gov. Code § 60201).

(2) Pursuant to the resolution adopting this policy, the District Manager has ongoing authorization to destroy any duplicate record, paper or document, in accordance with Government Code sections 53161 and 60200.

IV. PROCEDURE

- A. The District Employee completes and signs a “Request for Destruction of Obsolete Records” form, listing the date and description of each document to be destroyed. A sample form is attached to this policy as Attachment “B” and is incorporated into this policy by this reference. The District Manager (or designee) shall have the District to make any changes to this form which he or she deems necessary from time to time. The department head submits the form to the District General Manager.
- B. The District General Manager (or designee) checks the documents listed on the submitted form to confirm that each document is: (1) not required to be permanently retained, or (2) has been retained for the legally required period of time. The District General Manager (or designee) confirms that any applicable reproduction requirements (i.e., electronic imaging, etc.) for each document are complete. The District General Manager (or designee) verifies that the documents are not relevant to a lawsuit, a claim, or an investigation, or any similar proceeding, which is in progress or which may reasonably be anticipated.
- C. The District General Manager (or designee) oversees the destruction of the documents and indicates the method of destruction on the form. The District Manager signs the form and files the original.
- D. The District General Manager (or designee) will retain all original signed forms requesting destruction of records for a minimum period of two (2) years.
- E. The District General Manager (or designee) will permanently retain documentation of all destroyed documents, which will include brief descriptions of the documents and their dates of destruction.

V. GENERAL GUIDELINES

- A. The District General Manager or designee shall be responsible for the administration of this policy and shall assist all District personnel to comply with the provisions of this policy and with the Records Retention Schedule, set forth in

Attachment "A" and incorporated into this policy by this reference.

B. The following general guidelines apply to all District records.

1. In addition to the retention periods required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved, or the time for appeals has expired. (Gov. Code 60201, subd. (d).
2. Pursuant to Government Code section 60201, the District shall not destroy any of the following records:
 - (a) Records relating to the formation, change of organization, or reorganization of the District;
 - (b) Resolutions adopted by the District, unless they have been repealed or have become invalid or otherwise unenforceable for five years;
 - (c) Minutes of any meeting of the District Board of Commissioners;
 - (d) Records relating to any pending claim or unresolved litigation, or any settlement or other disposition of litigation less than (2) years old;
 - (e) Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until two (2) years after the request has been granted or denied in writing by the District;
 - (f) Records relating to any pending construction that the District has not accepted or as to which a stop notice claim may be legally presented;
 - (g) Records relating to any nondischarged debt of the District;
 - (h) Records relating to the title to real property in which the District has an interest;
 - (i) Records relating to any nondischarged contract to which the District is a party;
 - (j) Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;

The originals of the records listed above are to be retained in their original format, whether the original is a hard (paper) copy or is in electronic format.

VI. EXCEPTIONS TO SCHEDULED DISPOSAL OF OBSOLETE RECORDS

Scheduled disposal of records that have met or exceeded their retention periods must be postponed if the records are responsive to, subject to, or relate in some way to any of the following:

- (a) A pending Public Records Act request received by the District;
- (b) A subpoena served on the District;
- (c) A Request for Production received by the District from an opposing party in litigation;
- (d) A court order;
- (e) A litigation hold or request for preservation of evidence received by the District; or
- (f) A claim filed against the District under the Government Claims Act.

The above exceptions apply to all records, regardless of physical form or characteristics, or the manner in which the record has been stored.

VII. RECORDS RETENTION SCHEDULE

The "Records Retention Schedule" is attached to this policy as Attachment "A" and is incorporated herein by reference. This policy and the Records Retention Schedule comply with the records retention guidelines provided by the California Secretary of State and may be updated by the District General Manager (or designee) as needed in order to stay in compliance with federal and State laws and regulations.

VIII. EMAIL RETENTION

E-mail generates correspondence and other documentation which may be recognized as Official District Records in need of protection/retention in accordance with the California Public Records Act. The e-mail system is only intended as a medium of communication only. Therefore, the e-mail system should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official District Records.

If an e-mail message, including any attachments thereto can be considered an Official District Record, as defined by the District General Manager, such e-mails should be printed as a hard copy and filed in accordance with the District's Records Retention Policy, or stored in an electronic system outside the e-mail system. Generally, the sender of the e-mail should be the person responsible for printing and filing it accordingly, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail they send or receive related to that program or project.

Although the System Administrator will automatically delete any data stored in the e-mail system that is ninety (90) days old, individual employees are responsible for the management of their mailboxes and associated folders. To ensure maximum efficiency in the operation of the e-mail system, staff is encouraged to delete e-mail messages from their in-boxes once they are no longer needed. All deleted items will be held in a "deleted items file" for only seven days.

It is the responsibility of individual employees to determine if e-mail is an Official District Record which must be retained in accordance with the District's Record Retention Schedule. The District General Manager will assist employees in making such a determination. Employees should keep in

mind, however, that preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business are generally not considered to be Official District Records subject to disclosure. Employees are encouraged to delete documents which are not otherwise required to be kept by law, or whose preservation is not necessary or convenient to the discharge of your duties or the conduct of the District's business.

Periodically, the District receives requests for inspection or production of documents pursuant to the Public Records Act, as well as demands by subpoena or court order for such documents. In the event such a request or demand is made for e-mail, the employees having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any reasonable means available, to temporarily preserve any e-mail which is in existence until it is determined whether such e-mail is subject to preservation, public inspection or disclosure. The District General Manager shall be contacted regarding any such e-mails within the employee's control.

ATTACHMENT “A”
RECORDS RETENTION SCHEDULE

[See Next Page]

RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Administration	Exempt from public disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --includes Material Safety Data Sheets (MSDS) Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 7927.700 8 CCR 3204(d)(1)(A)(B)	Length of employment plus 30 years
Accidents/Damage to District Property	Administration	Risk management administration	CCP 337.15	10 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)	PRC	Public Resources Code (California)
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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounting Records – General Ledger	Finance	General Ledger	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention.
Accounting Records – Permanent Books of Accounts	Finance	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers; investments, invoices and back-up documents, purchase orders, , petty cash, postage, PERS reports, check requests, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years
		Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation	GC 60201(d)(12)	7 years after date of payment
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Agency Report of Consultants (FPPC Form 805)	Administration	Identifies consultants hired by the District who must file Form 700	2 CCR 18734; GC 81009(e)	7 years
Agency Report – Events and Ticket/Pass Distribution (FPPC Form 802)	Administration	Report of tickets/passes; identifies persons who received tickets/passes and describes the public purpose for the distribution	GC 81009(e)	Originals - 7 years; Copy must be posted on agency website
Agency Report of Public Official Appointments (FPPC Form 806)	Administration	Report of additional compensation received by agency officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the agency's website.	FPPC Reg. 18702.5(b)(3); GC 34090	Recommended retention: Keep a paper copy of report for 2 years after removal from the agency's website

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agenda / Agenda Packets	Administration	Original agendas / special meeting notices / certificates of posting, etc. - Board of Directors meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Agenda reports (staff reports)	Administration	Documentation received, created and/or submitted to Board of Directors	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Agreements (see also Contracts)	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/completion
		Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Annexations / Reorganizations	Development	Notices, Resolutions, Certificates of Completion (Documents should be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201(d)(1)	Permanent
Annual Comprehensive Financial Reports (ACFR)	Finance	Finance	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CCP 337	Until audited + 4 years
Appraisals	Development	For real property owned by District - Exempt from public disclosure until real estate transaction is complete	GC 34090 GC 7928.705	2 years
Articles of Incorporation	Administration		GC 34090 GC 60201	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Audit Reports	Finance	Financial services; internal and/or external reports	GC 60201	Current + 4 years
			CCP 337, 343 Sec. of State Local Gov't Records Mgmt. Guidelines	Sec. of State Guidelines recommends permanent retention
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Backflow Test Reports	Public Works	Reports of testing and maintenance – water supply	17 CCR § 7605	3 years
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Behested Payment Report (FPPC Form 803)	Finance	FPPC form used by elected officials to disclose payments made at their behest (\$5,000 or more from same source) for legislative, governmental, or charitable purposes.	GC 81009; 82015(b)(2)(B)(iii)	7 years
Bids, Successful	Development	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unsuccessful	Development	Unsuccessful bid packages only (Documents should be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201	2 years
Billing records	Finance	Utility bill stubs – submitted with payment	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years

Legal Authority Abbreviations

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers employer (District) for losses resulting from fraudulent acts of specified employees	GC 34090	Current + 2 years
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	CCP 337.5	10 years
Bonds – Unsold/Unused	Finance	Unsold/unused bonds	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; GC 43900 et seq.	2 years (specific requirements for disposal of unused bonds)
Bonds - Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds, Development	Finance	Housing; Industrial Development	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 337	4 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Brochures/ Publications	Administration	Retain selected documents only for historic value.	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Budget, Annual	Finance	Annual operating budget approved by legislative body	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines	Sec. of State recommends permanent retention . May be revised at a later time.
Cal-OSHA	Administration	Log of work related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	LC 6410; 8 CCR 14300.33	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Checks – District-issued	Finance	District checks paid – expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks	GC 60201(d)(12) CCP 337	7 years
		District checks paid to vendors; other District payments. Includes check copies; canceled or voided checks; electronic versions of checks.	Sec. of State Local Gov't. Records Mgmt. Guidelines; CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Claims Filed Against the District	Administration	Government Claims Act – Claims paid/denied (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4); GC 34090	Until settled + 2 years
Collective Bargaining Agreements	Administration	Memoranda of Understanding (MOUs) with employee unions; represented employee groups	29 CFR 516.5(b)	Current + 3 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Complaints – Customer Complaints – Water Quality, Water Outages	Customer Relations	Customer complaints regarding water quality – odor, taste, appearance; or water outages	40 CFR 122.41(j)(2) 22 CCR 64470	5 years
Complaints - Miscellaneous	Administration	Miscellaneous complaints, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Comprehensive Annual Financial Reports (ACFR, formerly CAFR) (See Annual Comprehensive Financial Reports)	Finance	Finance	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CCP 337	Until audited + 4 years
Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 et seq.	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Contracts (see also Agreements)	Administration	Original contracts and agreements and back-up materials, including leases, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/completion
		Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc	CCP 337.15	10 years after termination/completion

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Correspondence	Administration	General correspondence regarding District business, including but not limited to letters, email, and text messages; Posts/comments on District-owned social media accounts	GC 34090; Sec. of State Local Gov. Recordapps Mgmt. Guidelines	2 years
Credit Cards, District-owned	Finance	Credit card bills or statements, and other records related to use of District-owned credit cards	26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Deeds, Real Property (Grant Deeds)	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201(d)	Permanent
Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Demographic/ Statistical Data	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
DMV Driver's Records Reports (DMV Pull-Notice System)	Administration	Motor vehicle pulls – Personnel record—Exempt from public disclosure.	GC 34090 GC 7927.700 VC 1808.1(c) Sec. of State Local Gov't. Records Mgmt. Guidelines;	Until superseded (should receive new report every 12 months) Sec. of State recommends until termination + 7 years
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(8)	Permanent

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)	29 CFR 1602.30	3 years
Election - Ballots - Prop. 218 (Assessment Districts)	Administration	Ballots - Property related fees (assessment ballot proceeding) [Ballots are disclosable public records during and after tabulation]	GC 53753(e)(2)	2 years
Election Petitions - Initiative/Recall/Ref. Charter Amendments	Administration	Not a public record - documents resulting in an election - retention is from election certification	EC 17200, 17400 GC 7924.100; EC 17400; GC 34458-60	8 months
Election Petitions - No election	Administration	Not a public record. Not resulting in an election. Retention is from final examination	EC 17200, 17400 GC 7924.100	8 months
Election Petitions – No election (examined by proponents)	Administration	Not a Public Record. Not resulting in an election. Retention is from date last examined by the proponents	EC 17200, 17400 GC 7924.100	12 months

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Benefits	Administration	Benefit plans (including "cafeteria" and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	For life of plan/policy + 6 years
Employee Bonds (Fidelity Bonds)	Administration	Form of insurance that covers employer for losses resulting from fraudulent acts of specified employees	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While employed + 2 years
Employee Files	Administration	Personnel files – Exempt from disclosure	GC 12946 GC 7927.700	While current + 2 years
Employee Information, General	Administration	Name, address, date of birth, occupation	29 CFR 1627.3(a) LC 1174	3 years
Employee Information, Payroll	Administration	Rate of pay and weekly compensation earned (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201 29 CFR 1627.3(a)	7 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Information - CEIR	Administration	Personnel--California Employer Information Report (for employers of 100 or more employees)	2 CCR 11013(a), (c)(2) GC 12946	2 years
Employee Information & Applicant Identification Records	Administration	Personnel--Data regarding race, sex, national origin of non-hired applicants & employees [Employee data must be kept separate from personnel files]	2 CCR 11013(b), (c)(2), (c)(3)	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee, Medical & Exposure Records (toxic substances or harmful physical agents)	Administration	<p>Medical records are part of personnel file --not a public record.</p> <p>Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does <u>not</u> include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.</p> <p>(For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)</p>	<p>GC 7927.700</p> <p>29 CFR 1910.1020</p> <p>8 CCR 3204 (d)(1)(A)(B)</p>	<p>Length of employment + 30 years</p>

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee, Non-safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current + 3 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years

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Employee, Safety	Administration	Police, fire, emergency employees may include: Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employment medical evaluations	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a) GC 34090 GC 12946	Current + 3 years
Employment Applications - Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946 29 CFR 1627.3(b)(1)(i)	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act	8 USC 1324a (b)(3)	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 12946	Length of employment + 2 years
Employment - Public Safety	Administration	Certification/designations	GC 34090 GC 12946	Length of employment + 2 years

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Employment - Surveys and Studies	Administration	Includes classification, wage rates	29 CFR 516.6(a)(2)	2 years
Employment - Training Records, Non-Safety	Administration	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 60201(d)(10)	Until superseded
Environmental Quality Air Quality (AQMD)	Development	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090	3 years
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CEQA Guidelines CEQA Guidelines Golden Door Properties, LLC v. Superior Court (2020) 53 Cal.App.5th 733; PRC 21167.6	Permanent CEQA Drafts Released to the public for review must be retained 2 years
Environmental Quality Congestion Management	Development	Ride sharing, trip management	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years

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Environmental Quality Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years
Environmental Quality Soil	Development	Analysis, construction recommendations	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years
Environmental Quality Soil Reports	Development	Final Reports	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
ERISA Records (Employee Retirement Income Security Act)	Administration	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed	29 USC 1027	6 years after date filed

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Ethics Training Records	Administration	Records required to be kept. Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Family and Medical Leave Act	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years (federal) or 2 years (State)
Federal Tax Records	Finance	May include as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2	26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6	Current + 4 years
Fire Protection District Administration	Public Safety	Administrative documents.	GC 34090	2 years
Fire Safety Administration	Public Safety	General orders, policies & procedures	GC 34090	Until superseded + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090 CCP 337, 343	Until audited + 4 years
Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337, 343	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Finance	Title transfers when vehicle is sold.	VC 9900 et. seq.; GC 60201(d)(10)	Until sold
Fund Transfers	Finance	Internal; bank transfers & wires	CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
General Ledgers	Finance	All annual financial summaries--all agencies	GC 34090 CCP 337 Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Gift to Agency Report (FPPC Form 801)	Administration	FPPC form showing payment or donation made to the District or to a District official and which can be accepted as being made to the District	2 CCR 18944(c)(3)(F), (G); FPPC Fact Sheet : “Gifts to an Agency – Part 2	Original - retain 7 years; Copy must be posted on agency website
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years
Grants - Successful Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Development	Applications; Documents showing rejection or denial of application	GC 34090; Sec. of State Local Gov’t Records Mgmt. Guidelines	2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Hazardous Materials - Hazardous Waste Disposal Records	Public Safety	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	H&S 117945 H&S 118165 22 CCR 66279.91 3 CCR 6624(g)	While current + 3 years
Hazardous Materials - Permits, Hazardous Materials Storage	Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	H&S 117945 H&S 118165 22 CCR 66279.91 3 CCR 6624(g)	While current + 3 years
Hazardous Materials - Exposure Records, etc.	Public Safety	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d)(1)(B)	30 years

Legal Authority Abbreviations

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CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)	PRC	Public Resources Code (California)
EC	Elections Code (California)	USC	United States Code		

RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Hazardous Materials - Underground Storage Tank - Compliance	Public Safety	Documents regarding: storage, location, installation, removal, remediation, maintenance and repair	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Hazardous Materials - Underground Storage Tank – Maintenance and Repair	Public Safety	Documents regarding: repairs, lining and upgrades	23 CCR 2660(j), 2712	For the life of the tank
Improvements (lighting, underground utility) – supporting documents	Public Works	Supporting documents – bonds, taxes, construction	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent
Insurance	Finance	Personnel related	GC 34090	Current + 2 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090	Sec. of State recommends permanent retention
Insurance, Liability/Property	Finance	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090	Current + 2 years
Insurance, Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	Sec. of State recommends permanent retention

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Invoices	Finance	Invoices from vendors and back-up documents	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years
Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years

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CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)	PRC	Public Resources Code (California)
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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Lease Agreement	Administration	Property or equipment	CCP 337 CCP 337.2 CCP 343	Until terminated + 4 years
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until superseded + 2 years
Litigation	Administration	Case files (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4)	Until settled or adjudicated + 2 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Lobbying or Lobbyist Forms (FPPC forms)	Administration	FPPC Form 602 – Lobbying Firm Activity Authorization; FPPC Form 635 – Report of Lobbyist Employer & Report of Lobbying Coalition – forms used when employing or contracting with a lobbying firm	FPPC Reg. 18615(d)	5 years
Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Internal - 2 years External – 7 years

Legal Authority Abbreviations

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Meter Operations	Public Works	Reader reports; orders; tests; maintenance reports	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Meter Reading	Public Works	Reports and rebate reports	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Minutes – Board meetings	Administration	Minutes of District Board meetings. Documents may be imaged immediately. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090, 60201	Permanent
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years

Legal Authority Abbreviations

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Notices – Public Meetings	Administration	Special Meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113 Sec. of State Local Gov't Records Mgmt. Guidelines	Length of term/employment plus 6 years
OSHA	Administration	OSHA 300 Log, privacy case list, OSHA 300A annual summary, OSHA 301 incident report forms	LC 6410; 8 CCR 14300.33 29 CFR 1904.33	5 years
OSHA (Accident/Illness Reports)	Administration	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances Exempt from disclosure	LC 6410; 8 CCR 14307; 8 CCR. 3204(d)(1)(A); GC 7927.700	Duration of employment plus 30 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction/Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years
Payroll records	Finance	Records that specify compensation paid to employees, officers (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(12)	7 years after date of payment
Payroll records -employee information	Finance	Records showing employee information/data – names, addresses, etc.	29 CFR 516.5 LC 1174(d)	3 years from date of last entry
Payroll records, terminated employees	Finance	Finance files (Documents are to be retained in original format, whether hard copy or electronic)	29 CFR 516.5 GC 60201(d)(12)	7 years from date of last entry

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll, registers	Finance	Payroll registers, payroll reports (Documents are to be retained in original format, whether hard copy or electronic) Registers that show labor costs by employee and program	29 CFR 516.5(a) LC 1174(d) GC 60201(d)(12) Sec. of State Local Gov't Records Mgmt. Guidelines	7 years from date of last payment Sec. of State recommends permanent retention
Payroll, time cards/sheets	Finance	Employee	29 C.F.R. 516.6; LC 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines	3 years Sec. of State Guidelines recommendation - Until audited + 6 years
Payroll - Wage Rates / Job Classifications	Finance	Employee records	LC 1197.5(d) LC 1174(d) GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	While current + 3 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
PERS - Employee Benefits	Human Resources	Retirement Plan – annual reports required to be filed under ERISA	29 USC 1027	6 years
		PERS Employee Benefit Plan – original document, or copies	29 CFR 1627.3(b)(2) GC 34090	Current + 2 years
Personnel Policies -- Rules and Regulations	Human Resources	Including employee handbooks, employee manuals, and other policies/procedures	29 CFR 516.6 29 CFR 1627.3(a)	Current + 3 years
Personnel Records	Human Resources	Other records (not payroll) – job applications, resumes; records relating to promotion, demotion, transfer, lay-off, termination; results of employment tests, etc.	GC 12946 29 CFR 1627.3	Current + 3 years
Petitions	Administration	Submitted to legislative bodies	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years

Legal Authority Abbreviations

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Policies, District Board	Administration	Original policies adopted by the District Board	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Press Releases	Administration	Related to District actions/activities.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Procedure Manuals	Administration	Administrative.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Property, Abandonment	Development	Buildings, condemnation, demolition	GC 34090, 60201; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Property Acquisition/ Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 337.15	10 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090 GC 60201(d)(5)	2 years
Purchasing RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CCP 337	Until audited + 4 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings – audio (e.g., for preparation of meeting minutes)	Administration	Audio recordings of Board meetings – “made for whatever purpose by or at the direction of the local agency”	GC 54953.5(b)	Minimum 30 days
Recordings - routine video monitoring, telephone, and radio communications	Administration	Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160, 53161	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by legislative body and with written consent of agency attorney). If recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved. If another record of the video recording is kept (written minutes or audio recording), video needs to be kept for only 90 days after the recorded event.
Recordings, video recordings – meetings of legislative bodies	Administration	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5(b)	Minimum 30 days

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings, video or digitally recorded – other events (Duplicate – See Description or Example of Record)	Administration	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes or audio recording)	GC 53161 85 Ops. Cal. Atty. Gen. 256 (2002)	Minimum 90 days after event is recorded
Records Management Disposition/ Destruction Certification	Administration	Documentation of final disposition/destruction of records	GC 34090, 60201(d)(10)	Permanent
Records Retention Schedules	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Resolutions	Administration	Vital records – may be imaged immediately	GC 60201 GC 34090	Permanent

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Returned Checks	Finance	Adjustments-NSF, etc. (not District checks)	GC 34090 CCP 337, 343	Until audited + 4 years
Salary/Compensation Studies, Surveys	Human Resources	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While current + 2 years
Settlement Agreements	Administration	Final, signed/approved settlement agreements for litigation matters, claims, etc.	GC 60201(d)(4)	2 years after signed/approved
		For Workers Compensation claims – final, signed/approved settlement agreements	8 CCR 10102 8 CCR 15400.2	5 years after signed/approved
State Controller	Finance	Annual reports.	GC 34090	2 years
State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Statements of Economic Interest (SEI) - Form 700 (copies) (elected officials)	Administration	Copies of original statements of elected officials forwarded to Fair Political Practices Commission. (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest Statements (SEI) - Form 700 (originals) - non-elected	Administration	Originals of statements of designated employees (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(e), (g)	7 years (can image after 2 years)
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Underground Utility – supporting documents	Public Works	Supporting documents for improvements, lighting – bonds, taxes, construction	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Unemployment Insurance Records	Finance	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 3301-3311; Calif. Unemployment Insurance Code; CCP 343	While current + 4 years
Utility Services - Applications	Public Works	Applications for utility connections, disconnects, registers, service	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Current + 2 years
Utility Services - Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 2 years
Utility Services - Connection Records	Public Works	Maps, water line connections	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Permanent

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Utility Services - Journals, Utility Billing	Public Works	Billing including monthly activity	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Current + 2 years
Utility Services - Meter Reading; Reports	Public Works		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Utility Services - Utility Rebates, Reports	Public Works		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Vouchers - Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Wage Garnishment	Finance	Wage or salary garnishment	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years

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RECORDS RETENTION SCHEDULE FOR TWENTYNINE PALMS WATER DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 2 years
Workers Compensation Files	Finance	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102	Until the latest of the following dates: 5 years from date of injury; or 1 year from date compensation was last provided; or when all compensation due has been paid.
Work Orders (which do not require board approval)	Administration		None	1 Year for administrative purposes (not an official record)

Legal Authority Abbreviations

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ATTACHMENT “B”

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS FORM

[See Next Page]

**TWENTYNINE PALMS WATER DISTRICT
REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS**

To:

From:

Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

DATES OF RECORDS	DESCRIPTION OF RECORD

(If additional space is needed to describe records, please attach additional pages.)

APPROVED

Employee Name & Title

Date

District General Manager

Date

The obsolete records described above or on any attached pages were destroyed under my supervision using the following method: ☐ Shredding ☐ Other (specify method)

I certify that such destruction meets the requirements of the Twentynine Palms Water District Records Retention and Destruction Policy and Records Retention Schedule adopted on _____, and all applicable requirements of State and federal law.

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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:	OCTOBER 7, 2026
FROM:	MATTHEW SHRAGGE, GENERAL MANAGER
SUBJECT:	RESOLUTION #26-13 ADOPTING REVISED PUBLICLY AVAILABLE PAY SCHEDULES IN ACCORDANCE WITH CALPERS GUIDELINES

BACKGROUND

The California Public Employees' Retirement System (CalPERS), pursuant to California Code of Regulations sections 570.5 and 571.1, requires all CalPERS employers to make their compensation levels publicly available in document(s) approved and adopted by the governing body, which must meet all of the following requirements:

- 1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- 2) Identifies the position title for every employee position;
- 3) Shows the pay rate for each identified position, which may be state as a single amount or as multiple amounts within a range;
- 4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- 5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- 6) Indicates an effective date and date of any revisions;
- 7) Is retained by the employer and available for public inspection for not less than five years; and
- 8) Does not reference another document in lieu of disclosing the pay rate.

The District received a determination letter dated September 18, 2026 related to compensation reported on behalf of a recently retired employee. CalPERS' determination letter asserted that base salary rates reported to CalPERS were not compliant because the applicable pay schedules did not reflect a time base or revision date as required. Staff worked with the assigned CalPERS analyst to prepare revised pay schedules that incorporated a time base and revision date and has been instructed to present the revised pay schedules for fiscal years 2022/2023, 2023/2024, 2024/2025, 2025/2026, and 2026/2027 for approval by the Board of Directors.

The purpose of approving this resolution is to ensure that the District's publicly available pay schedules meet all the applicable requirements of California Code of Regulations sections 570.5 and 571.1. These publicly available pay schedules will be posted on the District's website.

RECOMMENDATION

Adopt Resolution #26-13 to approve the revised publicly available pay schedules for fiscal years 2022/2023, 2023/2024, 2024/2025, 2025/2026, and 2026/2027, in accordance with CalPERS guidelines.

Attachment: Resolution #26-13

RESOLUTION NO. 26-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF TWENTYNINE PALMS WATER DISTRICT ADOPTING REVISED PUBLICLY AVAILABLE PAY SCHEDULES IN ACCORDANCE WITH CALPERS GUIDELINES

WHEREAS, Twentynine Palms Water District (“District”) contracts with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits to eligible employees; and

WHEREAS, CalPERS provides pensions to eligible employees pursuant to the Public Employees’ Retirement Law, Government Code section 20000 *et seq.* (“PERL”) and the Public Employees’ Pension Reform Act (“PEPRA”); and

WHEREAS, CalPERS regulations require that employee salaries be included on a publicly available pay schedule as defined in California Code of Regulations, Title 2, section 570.5 for classic members and section 571.1 for new members; and

WHEREAS, sections 570.5 and 571.1 also require that the District’s salary schedules be approved by the Board of Commissioners in accordance with public meeting laws; and

WHEREAS, salaries for District employees which have been previously approved by the Board of Directors in accordance with adopted policies and in compliance with applicable public meeting laws have been identified on a publicly available pay schedule approved by the Board of Directors; and

WHEREAS, CalPERS has instructed that the previously approved pay schedules for fiscal years ending 2023 through 2027 be revised to each include the applicable time base and revision date and reapproved by the Board of Directors; and

WHEREAS, solely for the purpose of complying with sections 570.5 and 571.1, it has been determined that it is in the District’s best interest to have the publicly available pay schedules for fiscal years ending 2023 through 2027 approved by the Board of Directors.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF TWENTYNINE PALMS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The District’s Board of Directors hereby finds that the foregoing recitals are true and correct and are incorporated herein as substantive findings of this Resolution.

SECTION 2. The District’s Board of Directors hereby approves the revised publicly available pay schedules for fiscal years 2022/2023, 2023/2024, 2024/2025, 2025/2026, and 2026/2027, attached hereto as “Exhibit 1.”

SECTION 3. Execution of Resolution. The President of the District's Board of Directors shall sign this Resolution and the Secretary to the Board shall attest and certify to the passage and adoption thereof.

SECTION 4. Effective Date of Resolution. The foregoing resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on October 28, 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Bob Coghill, President
Board of Directors

Attest:

Matthew Shragge, Board Secretary
Twentynine Palms Water District

Exhibit 1

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

Fiscal Year 2022-2023

POSITIONS COVERED BY MOU

	Hourly Minimum	Hourly Maximum
Leadworker	32.84	39.00
Service Worker III	27.92	33.16
Service Worker II	23.75	28.15
Service Worker I	20.25	23.96
 Mechanic	 27.92	 36.16
Bookkeeper	27.92	33.16
Customer Service Representative 2	23.75	28.15
Customer Service Representative	20.25	23.96
 Treatment Plant Operator II	 32.84	 39.00
Treatment Plant Operator I	27.92	36.16
Water Quality/Production Operator	23.75	28.15

MANAGEMENT\EXEMPT

Director of Operations	58.76	75.35
Maintenance Superintendent	45.56	54.19
Treatment/Production Superintendent	45.56	54.19
Office Manager	35.99	42.81
District Secretary	35.99	42.81
 General Manager	 74.28	 89.14

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

Fiscal Year 2023-2024

POSITIONS COVERED BY MOU

	Hourly Minimum	Hourly Maximum
Leadworker	34.86	41.20
Service Worker III	29.79	35.18
Service Worker II	25.49	30.02
Service Worker I	21.89	25.71
 Mechanic	 29.79	 35.18
Bookkeeper	29.79	35.18
Customer Service Representative 2	25.49	30.02
Customer Service Representative	21.89	25.71
 Treatment Plant Operator II	 34.86	 41.20
Treatment Plant Operator I	29.79	35.18
Water Quality/Production Operator	25.49	30.02

MANAGEMENT/EXEMPT

Director of Operations	61.55	78.64
Maintenance Superintendent	47.96	56.85
Treatment/Production Superintendent	47.96	56.85
Office Manager	38.10	45.12
District Secretary	38.10	45.12
 General Manager	 76.51	 91.81

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

Fiscal Year 2024-2025

	Hourly Minimum	Hourly Maximum
Leadworker	38.06	44.99
Service Worker III	32.53	38.42
Service Worker II	27.84	32.78
Service Worker I	23.91	28.08
 Mechanic	 32.53	 38.42
Bookkeeper	32.53	38.42
Customer Service Representative 2	27.84	32.78
Customer Service Representative	23.91	28.08
 Treatment Plant Operator II	 38.06	 44.99
Treatment Plant Operator I	32.53	38.42
Water Quality/Production Operator	27.84	32.78
 MANAGEMENT\EXEMPT		
Director of Operations	67.21	79.98
Maintenance Superintendent	52.37	62.08
Treatment/Production Superintendent	52.37	62.08
Office Manager	41.60	49.27
District Secretary	41.60	49.27
 *General Manager	 81.96	 98.34

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

Fiscal Year 2025-2026

POSITIONS COVERED BY MOU

	Hourly Minimum	Hourly Maximum
Leadworker	39.16	46.29
Service Worker III	33.47	39.53
Service Worker II	28.65	33.73
Service Worker I	24.60	28.89
 Mechanic	 33.47	 39.53
 Bookkeeper	 33.47	 39.53
Customer Service Representative 2	28.65	33.73
Customer Service Representative	24.60	28.89
 Treatment Plant Operator II	 39.16	 46.29
Treatment Plant Operator I	33.47	39.53
Water Quality/Production Operator	28.65	33.73

MANAGEMENT\EXEMPT

Director of Operations	69.16	82.30
Maintenance Superintendent	53.89	63.88
Treatment/Production Superintendent	53.89	63.88
District Secretary	48.31	57.29
Office Manager	42.81	50.70
 *General Manager	 84.34	 101.19

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

Fiscal Year 2026-2027

POSITIONS COVERED BY MOU

	Hourly Minimum	Hourly Maximum
Leadworker	40.49	47.86
Service Worker III	34.61	40.87
Service Worker II	29.62	34.88
Service Worker I	25.44	29.87
 Mechanic	 34.61	 40.87
 Bookkeeper	 34.61	 40.87
Customer Service Representative 2	29.62	34.88
Customer Service Representative	25.44	29.87
 Treatment Plant Operator II	 40.49	 47.86
Treatment Plant Operator I	34.61	40.87
Water Quality/Production Operator	29.62	34.88

MANAGEMENT\EXEMPT

Director of Operations	71.51	85.10
Maintenance Superintendent	55.72	66.05
Treatment/Production Superintendent	55.72	66.05
District Secretary	49.95	59.24
Office Manager	44.27	52.42
 *General Manager	 87.21	 106.40

4

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

September 23, 2026 / 4:00 P.M.

Call to Order and Roll Call

President Bob Coghill called the Board meeting to order at 4:00 p.m. Those responding to roll call were Directors Larry Bowden, Bob Coghill, Randy Leazer, and Amy Woods. Director Arthur was late. Also present were General Manager Matt Shragge, Director of Operations Mike Minatrea, Financial Consultant Scott Nelsen, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Director Leazer led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Closed Session: Conference with Legal Counsel
Anticipated Litigation (Gov't Code, Section 54956.9(D) (4)) (One Case)
Director Leazer moved to enter closed session at 4:02 p.m., seconded by Director Bowden, and unanimously approved.

The Board returned to open session at 4:36 p.m. Director Coghill announced there was no reportable action.

2. Discussion of District's Financial Responsibility toward the Community's U.S. Geological Survey (USGS) and Approval of Payment Schedule
In 2025, the District made a commitment to contribute \$200,000 for a five-year geological joint survey with the City of Twentynine Palms. The District has allocated funds (\$50,000) beginning with the 2026/2027 fiscal year thru 2029/2030. The total project cost is \$2,431,988. The City was awarded an EPA Grant for \$1,938,224. The City is requesting the first installation payment of \$50,000.

Director Leazer made a motion to approve the payment schedule for the District's portion of the USGS survey, seconded by Director Arthur, and approved by the following roll call vote:

Ayes:	Directors Arthur, Bowden, Leazer, Woods, and Coghill
Noes:	None
Abstain:	None
Absent:	None

3. Review and Adjust Board Meeting Schedule for November and December
Staff recommends adjusting the Board meeting schedule in November to the 18th and December to the 16th due to the holidays. Historically, the Board has changed the date to the third Wednesday of the month to avoid scheduling conflict with the Thanksgiving and Christmas holidays.

Director Bowden made a motion to adjust the November and December Board meetings to November 18th and December 16th, seconded by Director Leazer, and approved unanimously.

4. Discussion of Annexation – APN #609-271-02

A private landowner of a 128 acre parcel has approached the District and would like to be included in the District boundary. The owner would be responsible for the cost of the annexation. The District would provide a service line to the property.

After discussion, Director Woods moved to proceed with the annexation through LAFCO, seconded by Director Bowden, and approved unanimously.

5. Conservation as a Way of Life Compliance Summary: Twentynine Palms Water District

The regulation went into effect on January 1, 2025, requiring all Urban Water Suppliers to report water usage on an annual basis beginning January 1, 2026. The objective is to lower the water usage each year to meet efficiency standards by allowing suppliers to implement local solutions. The report requires the following:

- Calculate residential indoor water use; residential outdoor water use; water loss; commercial, industrial, and institutional landscapes with dedicated irrigation meters.
- Carry out performance measures for water use
- Annually report to the State Water Board

The District successfully met the 47 gallons per capita per day (GPCD) for the 2024-2025 reporting year. By 2030, the calculated objective for residential indoor water use will drop to 42 (GPCD). The District will be looking into a swamp cooler variance that may help meet future state mandated objectives.

6. Discussion of Including Water Availability Assessment to Fire Only and Lear Fire Only Parcels

The District's Water Availability Assessments are grandfathered having been implemented prior to the adoption of Proposition 218. The owners of the Fire Only and Lear Fire Only parcels, approximately 1,363 parcels, opted out of water service with the District at the time of their annexation. If the District were to extend the Water Availability Assessment to these parcels, it must comply with Proposition 218 procedures and would be limited to those parcels with sufficient existing infrastructure to allow connection to the water system. Currently, District infrastructure is not available to the majority of the parcels in question. The District can assess a Standby Charge, in accordance with Proposition 218 procedures provided there is sufficient existing infrastructure for connection to the water system.

7. Consent Calendar

- Minutes of a Regular Meeting held on July 15, 2026
- Audit Lists for July and August

Director Woods moved to approve the Minutes and Audit List, seconded by Director Arthur, and approved unanimously.

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

8. Management Reports

8.1 Maintenance

Mike reported that the District responded to 51 Underground Service Alerts, had 0 water main leaks, 1 water meter leak, 0 service line leaks, 1 fire hydrant repair/maintenance, installed 1 new service, replaced 3 customer gate valves, performed 8 leak audits, painted 40 fire hydrants, performed 4 customer pressure checks, replaced 10 water meters, Tested and exercised emergency generators and sounded wells for August. 0 water waste inquiries were received. There was a total of 691 work orders processed during the month.

8.2 Water Quality

Mike reported water production was down 14.35% as compared to the same month in 2013. 50 routine and 16 special water samples were taken. All special samples tested negative for Colilert. All current wells meet the 2.0 mg/L standard fluoride variance set by the State Water Resource Control Board. All samples tested were below the variance.

8.3 Finance

Scott Nelsen reported on June and July financials. The preliminary report for year-end 2025/2026 was included. June ended at 97% of the operating budget. The July financials included a new format with revenue and expense graphics illustrating actual versus budget.

8.4 General Manager

Matt thanked the Board of Directors for representing the District at the 2026 CSDA Conference. Board members attended various classes including AI, Succession Planning, and How to Evaluate a General Manager. Riverdale Water District toured the Fluoride Removal Plant and was very impressed with the operation. Mike Minatrea, Brian Peters, Tyler Russell, Jacob Bell, and Jake Hu were thanked for taking pride in the Treatment Plant. Cindy Fowlkes was acknowledged for her work on septic tank outreach with the customization of Don't Flush this Book. The District hosted a summer BBQ lunch for the employees. Carol Giannini was wished a speedy recovery. New hire, Johnny Mendez, was acknowledged. Director Woods was wished a happy birthday.

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

Director Bowden would like more visible signage listing the office hours.

10. Adjournment

On motion by Director Woods, seconded by Director Leazer, and approved by the Board, the regular meeting was adjourned at 5:35 p.m.

Bob Coghill, President
Board of Directors

Attest:

Matthew Shragge, Board Secretary
Twentynine Palms Water District

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
53908	09/01/2026	Talley	603.74	386.15	100-850-0000-6001	ANXFG8966 896-940 MHz 6dB Fiberglass Omni Base Station Antenna
				217.59	100-850-0000-6001	ANXY8966 896-970 MHz 6-Element 9dB Gold Anodized Yagi Antenna N
107820	09/09/2026	ACWA JPIA	36,236.18	343.95	100-310-0000-5142	October 2026 Health Coverage
				4,255.77	100-310-0000-5144	October 2026 Health Coverage
				30,143.25	100-310-0000-5140	October 2026 Health Coverage
				1,493.21	100-310-0000-5141	October 2026 Health Coverage
53912	09/09/2026	Customer Refund	67.93	33.97	100-000-0000-2000	Refund Check 032435-000, 74866 Serrano Drive
				33.96	100-000-0000-2000	Refund Check 032435-000, 74866 Serrano Drive
53914	09/09/2026	Customer Refund	20.05	10.02	100-000-0000-2000	Refund Check 031672-000, 71425 Nandina Street
				10.03	100-000-0000-2000	Refund Check 031672-000, 71425 Nandina Street
1078320	09/09/2026	Banc of California	8,946.01	433.22	100-610-0000-5330	Charges
				126.04	100-130-0000-5406	Charges
				242.40	100-875-0000-6001	Charges
				16.15	100-600-0000-5303	Charges
				130.00	100-610-0000-5330	Charges
				18.40	100-610-0000-5330	Charges
				433.22	100-610-0000-5330	Charges
				97.60	100-130-0000-5406	Charges
				433.22	100-600-0000-5330	Charges
				175.00	100-130-0000-5303	Charges
				15.00	100-600-0000-5303	Charges
				(75.93)	100-600-0000-5408	Charges
				1,484.60	100-875-0000-6001	Charges
				50.00	100-600-0000-5330	Charges
				200.00	100-130-0000-5303	Charges
				70.00	100-610-0000-5330	Charges
				17.81	100-130-0000-5330	Charges
				365.27	100-875-0000-6001	Charges
				109.66	100-600-0000-5203	Charges
				866.99	100-875-0000-6001	Charges

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

				257.53	100-130-0000-5220	Charges
				159.66	100-150-0000-5203	Charges
				147.52	100-875-0000-6001	Charges
				147.00	100-600-0000-5303	Charges
				405.50	100-130-0000-5303	Charges
				39.99	100-600-0000-5303	Charges
				(1.58)	100-610-0000-5330	Charges
				39.62	100-610-0000-5330	Charges
				5.00	100-600-0000-5303	Charges
				56.38	100-610-0000-5330	Charges
				269.22	100-600-0000-5303	Charges
				50.03	100-130-0000-5222	Charges
				80.00	100-600-0000-5330	Charges
				433.22	100-610-0000-5330	Charges
				143.30	100-130-0000-5220	Charges
				167.57	100-130-0000-5330	Charges
				34.05	100-600-0000-5301	Charges
				433.22	100-610-0000-5330	Charges
				540.13	100-875-0000-6001	Charges
				330.00	100-610-0000-5330	Charges
26959	09/09/2026	Best Best & Krieger	1,047.20	1,047.20	100-600-0000-5403	Professional Services Rendered Through August 31, 2026
53920	09/09/2026	Beyond Software Solutions	2,300.00	1,000.00	100-600-0000-5406	Monthly IT Bundled Services (Sep)
				1,300.00	100-600-0000-5406	August Consulting Services
53922	09/09/2026	Customer Refund	199.31	99.65	100-000-0000-2000	Refund Check 015916-004, 5823 Adobe Road
				99.66	100-000-0000-2000	Refund Check 015916-004, 5823 Adobe Road
26962	09/09/2026	Customer Refund	94.25	94.25	100-610-0000-5330	Mileage Reimbursement for CSDA Conference
26963	09/09/2026	Clinical Lab of San Bern.	2,407.52	2,407.52	100-140-0000-5405	7/27/26-8/24/26
53928	09/09/2026	Customer Refund	180.66	90.33	100-000-0000-2000	Refund Check 032852-000, 71762 El Paseo Drive
				90.33	100-000-0000-2000	Refund Check 032852-000, 71762 El Paseo Drive
53930	09/09/2026	Customer Refund	167.68	83.84	100-000-0000-2000	Refund Check 031504-000, 5903 Bagley Avenue
				83.84	100-000-0000-2000	Refund Check 031504-000, 5903 Bagley Avenue
26966	09/09/2026	Customer Refund	18.49	18.49	100-000-0000-2000	Refund Check 005211-003, 69770 Indian Trail

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

215736	09/09/2026	Desert Ace Hardware	345.99	34.44	100-130-0000-5220	wasp spray 29352/1
				28.94	100-130-0000-5220	hook 29508/1
				17.22	100-130-0000-5220	wasp spray 29334/1
				55.02	100-130-0000-5220	drill and bolts 29381/1
				80.14	100-130-0000-5220	grdn hose 29353/1
				14.02	100-150-0000-5220	29450/1 broom
				16.02	100-150-0000-5220	29402/1 heat silicone
				100.19	100-130-0000-5220	conduit 29358/1
53936	09/09/2026	Customer Refund	104.57	52.28	100-000-0000-2000	Refund Check 031457-000, 7168 Indian Cove Road
				52.29	100-000-0000-2000	Refund Check 031457-000, 7168 Indian Cove Road
53938	09/09/2026	Customer Refund	134.95	67.48	100-000-0000-2000	Refund Check 032251-000, 6096 Cahuilla Avenue
				67.47	100-000-0000-2000	Refund Check 032251-000, 6096 Cahuilla Avenue
26970	09/09/2026	E.H. Wachs	1,484.80	1,484.80	100-130-0000-5222	invoice # kk261978 quote for 2 valve turner keys 1378.00
242739	09/09/2026	Ferguson Waterworks #1083	5,334.78	810.81	100-000-0000-1499	GATE VALVE 3/4 in
				199.36	100-130-0000-5220	2-1/2 fhtx2 mip
				164.97	100-000-0000-1499	3/4x8 brass nipple
				2,273.09	100-000-0000-1499	CHECK VALVE 3/4 in
				450.45	100-000-0000-1499	GATE VALVE 3/4 in
				170.68	100-000-0000-1499	METER TAIL BRASS 3/4 X 2
				599.89	100-000-0000-1499	ADAPTER BRASS 2 in CTS X FIP
				540.54	100-000-0000-1499	GATE VALVE 3/4 in
				124.99	100-000-0000-1499	NIPPLE BRASS 3/4 X 6
26972	09/09/2026	Frontier Communications	263.90	263.90	100-600-0000-5203	Hatch
53946	09/09/2026	Customer Refund	260.22	130.11	100-000-0000-2000	Refund Check 032330-000, 6365 Cahuilla Avenue
				130.11	100-000-0000-2000	Refund Check 032330-000, 6365 Cahuilla Avenue
26974	09/09/2026	Infosend Inc.	5,609.14	5,609.14	100-160-0000-5406	Mail Production
53950	09/09/2026	Customer Refund	107.19	53.59	100-000-0000-2000	Refund Check 022213-097, 5182 Split Rock Avenue
				53.60	100-000-0000-2000	Refund Check 022213-097, 5182 Split Rock Avenue
53952	09/09/2026	Customer Refund	178.67	89.34	100-000-0000-2000	Refund Check 022213-100, 70174 Boling Drive
				89.33	100-000-0000-2000	Refund Check 022213-100, 70174 Boling Drive
107908	09/09/2026	Kennedy/Jenks Consultants	10,952.65	1,496.25	100-600-0000-5412	Grant Funding & Water Loss Reporting 2024
				4,331.25	100-825-0000-6001	Well 11B Drinking Water SRF Grant

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

				4,276.25	100-800-0000-6001	Water Loss Audit & Urban Water Objective
				848.90	100-600-0000-5406	On-Call Consulting Services
53956	09/09/2026	Customer Refund	150.54	75.27	100-000-0000-2000	Refund Check 032830-000, 69060 Presswood Drive
				75.27	100-000-0000-2000	Refund Check 032830-000, 69060 Presswood Drive
26979	09/09/2026	Customer Refund	94.25	94.25	100-610-0000-5330	Mileage Reimbursement for CSDA Conference
53960	09/09/2026	Customer Refund	101.69	50.84	100-000-0000-2000	Refund Check 023178-002, 5944 Cahuilla Avenue
				50.85	100-000-0000-2000	Refund Check 023178-002, 5944 Cahuilla Avenue
53962	09/09/2026	Customer Refund	194.47	97.23	100-000-0000-2000	Refund Check 026302-001, 6595 Cahuilla Avenue
				97.24	100-000-0000-2000	Refund Check 026302-001, 6595 Cahuilla Avenue
26982	09/09/2026	Customer Refund	48.79	48.79	100-000-0000-2000	Refund Check 030998-000, 73639 Raymond Drive
53966	09/09/2026	Customer Refund	176.13	88.06	100-000-0000-2000	Refund Check 032346-000, 6013 Encelia Avenue
				88.07	100-000-0000-2000	Refund Check 032346-000, 6013 Encelia Avenue
26984	09/09/2026	Minolta Business Systems	100.65	100.65	100-600-0000-5223	8/1/2026-8/31/2026
53970	09/09/2026	Customer Refund	180.66	90.33	100-000-0000-2000	Refund Check 032403-000, 74892 Sunset Drive
				90.33	100-000-0000-2000	Refund Check 032403-000, 74892 Sunset Drive
26986	09/09/2026	NorthStar Chemical	10,973.95	10,973.95	100-150-0000-5211	Load Of Sodium Hydroxide 50% NSF 60 3750 Gallon
188909	09/09/2026	Orange County Winwater Works	14,032.01	1,164.43	100-150-0000-5220	cla val 102 c-3h hbb 250sg (quote 433--0)
				1,077.78	100-100-0000-4040	1/2 CLA VAL 102C 3H PN 20499601D
				901.12	100-130-0000-5220	clamps for 1" and 3/4"
				1,053.20	100-000-0000-1499	GATE VALVE 6 in FL X FL
				1,717.97	100-000-0000-1499	VALVE GATE 8 in P/O X FLG
				7,039.19	100-100-0000-4040	3" CLA VAL 93 01 120 VAA SOLENOID ISO VALS Y- STAINER SPEED CONT
				1,078.32	100-000-0000-1499	GATE VALVE 6 inP/O X FLANGE
161928	09/09/2026	O'Reilly Automotive Inc.	501.73	39.09	100-130-0000-5220	invoice # 6188-249972 Grease for equipment
				271.36	100-130-0000-5222	invoice# 6188-249125 battery for generator at lupine
				(88.00)	100-130-0000-5222	invoice# 6188-249721 core return on batteries
				62.19	100-130-0000-5222	invoice# 6188-249041 water air filter for compressor on eq# 76
				204.71	100-130-0000-5228	invoice# 6188-249973 angle drill for shop
				12.38	100-130-0000-5220	invoice # 6188-249990 epoxy for misc shop task
26989	09/09/2026	Pitney Bowes Global Financial Services LLC	457.64	457.64	100-600-0000-5223	Lease Invoice for billing period June 30, 2026 - Sep 29, 2026
107960	09/09/2026	Prudential Overall Supply	1,012.65	109.11	100-130-0000-5253	Plant
				189.80	100-130-0000-5253	Plant

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

				343.74	100-130-0000-5253	Hatch
				370.00	100-130-0000-5253	Hatch
269910	09/09/2026	S.C.E.	51,499.10	27.28	100-110-0000-5201	Paymeter/Michel's
				3,889.96	100-110-0000-5201	Well 14
				7,742.39	100-120-0000-5201	Booster TP-1 (Cactus)
				139.82	100-110-0000-5201	Well 16
				2,140.85	100-110-0000-5201	Well 16
				2,809.16	100-150-0000-5201	Treatment Plant
				24,180.82	100-110-0000-5201	Well TP-1
				846.78	100-120-0000-5201	Booster H1N, Booster H2S
				3,965.24	100-600-0000-5201	District Office
				5,756.80	100-110-0000-5201	Well 17
53984	09/09/2026	Customer Refund	116.86	58.43	100-000-0000-2000	Refund Check 030591-000, 72952 Manana Drive
				58.43	100-000-0000-2000	Refund Check 030591-000, 72952 Manana Drive
26993	09/09/2026	Satmodo LLC	164.26	164.26	100-600-0000-5203	Iridium 20 Monthly Minute Plan
26994	09/09/2026	Customer Refund	327.89	327.89	100-130-0000-5330	End of Summary BBQ Reimbursement
26995	09/09/2026	Springbrook Holding Company LLC	3,636.00	3,636.00	100-600-0000-5408	Civic Pay Transaction Fee Aug 2026
107984	09/09/2026	Staples	326.94	54.46	100-600-0000-5301	Office Supplies
				132.50	100-600-0000-5301	Office Supplies
				69.73	100-600-0000-5301	Office Supplies
				70.25	100-600-0000-5301	Office Supplies
26997	09/09/2026	Starting Line Advisory	7,250.00	7,250.00	100-600-0000-5401	Advisory Services August 2026
26998	09/09/2026	Todd Groundwater	3,340.00	3,340.00	100-800-0000-6001	Professional Services in Twentynine Palms Model Support
53998	09/09/2026	Underground Service Alert	154.44	88.45	100-130-0000-5406	36 TPW01 New Ticket Charges
				65.99	100-130-0000-5406	California State Fee for Regulatory Costs
81000	09/09/2026	Usa Blue Book	781.51	529.70	100-150-0000-5220	phbuffer liters (inv01142976)
				1,219.14	100-150-0000-5220	inv01143031 gli phd sensor
				(967.33)	100-150-0000-5220	inv01143031 gli phd sensor (Credit)
81003	09/09/2026	Customer Refund	85.30	17.65	100-000-0000-2000	Refund Check 025052-017, 74388 Chemehuevi Drive
				17.65	100-000-0000-2000	Refund Check 025052-017, 74388 Chemehuevi Drive
				50.00	100-000-0000-2000	Refund Check 025052-017, 74388 Chemehuevi Drive
135010	09/17/2026	Talley	2,961.00	668.05	100-850-0000-6001	3/8" Braided Flexible Foam Diel. 50 Ohm Coax 500' Spool

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

				1,305.54	100-850-0000-6001	896-970 MHz 6-Element 9dB Gold Anodized Yagi Antenna N/f
				213.97	100-850-0000-6001	2 Piece Aluminum Base Station Antenna Mounting Bracket
				212.31	100-850-0000-6001	Conn, N-Male Hex/Knurled Nut Crimp for LMR400LLPL Cap Pin
				561.13	100-850-0000-6001	Conn, N-Male Hex/Knurled Nut Crimp for LMR400LLPL Cap PinTIMEZ-
27003	09/23/2026	Richard Capelli 29 Palms Fencing	275.00	275.00	100-600-0000-5406	rick fence
54008	09/23/2026	Customer Refund	92.55	46.28	100-000-0000-2000	Refund Check 032120-000, 5904 Wainwright Avenue
				46.27	100-000-0000-2000	Refund Check 032120-000, 5904 Wainwright Avenue
54010	09/23/2026	Customer Refund	148.28	74.14	100-000-0000-2000	Refund Check 031876-003, 72664 Sunnyslope Drive
				74.14	100-000-0000-2000	Refund Check 031876-003, 72664 Sunnyslope Drive
27006	09/23/2026	Ansafone Contact Centers	278.28	278.28	100-160-0000-5406	Answering Service
27007	09/23/2026	Aqua Metric	53.52	53.52	100-100-0000-4040	sensus drive inv0115883
54016	09/23/2026	Customer Refund	152.49	76.24	100-000-0000-2000	Refund Check 029076-000, 5486 Mariposa Avenue
				76.25	100-000-0000-2000	Refund Check 029076-000, 5486 Mariposa Avenue
54018	09/23/2026	Autozone Inc.	141.28	301.99	100-130-0000-5222	invoice # 05634319656 Battery for john deere #1
				(160.71)	100-130-0000-5222	Credit
54020	09/23/2026	Customer Refund	131.08	65.54	100-000-0000-2000	Refund Check 032472-000, 6225 Mariposa Avenue
				65.54	100-000-0000-2000	Refund Check 032472-000, 6225 Mariposa Avenue
27011	09/23/2026	Banc of America Leasing	120,999.91	120,999.91	100-700-0000-5802	AMI Loan
54024	09/23/2026	Customer Refund	18.84	9.42	100-000-0000-2000	Refund Check 031812-000, 6829 Quail Springs
				9.42	100-000-0000-2000	Refund Check 031812-000, 6829 Quail Springs
54026	09/23/2026	Customer Refund	86.53	43.27	100-000-0000-2000	Refund Check 013622-001, 6566 Persia Avenue
				43.26	100-000-0000-2000	Refund Check 013622-001, 6566 Persia Avenue
54028	09/23/2026	Burrtec Waste & Recycling Svcs	317.99	104.95	100-150-0000-5406	Plant
				213.04	100-130-0000-5406	Hatch
54030	09/23/2026	Customer Refund	56.89	28.45	100-000-0000-2000	Refund Check 029583-004, 5605 Oasis Avenue
				28.44	100-000-0000-2000	Refund Check 029583-004, 5605 Oasis Avenue
54032	09/23/2026	Customer Refund	153.73	76.86	100-000-0000-2000	Refund Check 030652-000, 6966 Park Avenue
				76.87	100-000-0000-2000	Refund Check 030652-000, 6966 Park Avenue
54034	09/23/2026	Customer Refund	119.91	59.96	100-000-0000-2000	Refund Check 032626-000, 5933 Adobe Road
				59.95	100-000-0000-2000	Refund Check 032626-000, 5933 Adobe Road
54036	09/23/2026	Customer Refund	189.37	94.69	100-000-0000-2000	Refund Check 031758-000, 73145 29 Palms Hwy. #B
				94.68	100-000-0000-2000	Refund Check 031758-000, 73145 29 Palms Hwy. #B

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

54038	09/23/2026	Customer Refund	20.72	10.36	100-000-0000-2000	Refund Check 010733-926, 71960 <u>Sunnyslope Drive</u>
				10.36	100-000-0000-2000	Refund Check 010733-926, 71960 <u>Sunnyslope Drive</u>
81060	09/23/2026	County Of San Bernardino	374.49	172.79	100-130-0000-5406	540660225 dump
				105.77	100-130-0000-5406	540660155 dump
				95.93	100-130-0000-5406	540659868 dump
27021	09/23/2026	Cricket Scada LLC	600.00	600.00	100-110-0000-5225	invoice 1880
54044	09/23/2026	Customer Refund	136.06	68.03	100-000-0000-2000	Refund Check 031424-000, 73015 <u>Siesta Drive</u>
				68.03	100-000-0000-2000	Refund Check 031424-000, 73015 <u>Siesta Drive</u>
243207	09/23/2026	Desert Ace Hardware	781.44	5.78	100-130-0000-5222	invoice # 29840/1 fastners for #22 light bar
				356.46	100-130-0000-5220	spry paint 29633/1
				144.20	100-130-0000-5220	radio screws 29524/1
				17.22	100-130-0000-5220	bug spray 29784/1
				244.67	100-130-0000-5220	conduit 29734/1
				169.35	100-150-0000-5220	air cmpsrer 29623/1
				6.00	100-130-0000-5220	nipples brass 29745/1
				7.11	100-130-0000-5222	invoice # 29838/1 fastners for #22 light bar
				(169.35)	100-150-0000-5220	air cmpsrer 29639/1
54048	09/23/2026	Customer Refund	143.37	71.69	100-000-0000-2000	Refund Check 032431-000, 6748 <u>Quail Springs</u>
				71.68	100-000-0000-2000	Refund Check 032431-000, 6748 <u>Quail Springs</u>
54050	09/23/2026	Customer Refund	179.70	89.85	100-000-0000-2000	Refund Check 026434-001, 72972 <u>Two Mile Road</u>
				89.85	100-000-0000-2000	Refund Check 026434-001, 72972 <u>Two Mile Road</u>
27026	09/23/2026	Eadie + Payne	2,600.00	2,600.00	100-600-0000-5402	
54054	09/23/2026	Customer Refund	93.02	46.51	100-000-0000-2000	Refund Check 029092-000, 72222 <u>Sunnyvale Drive</u>
				46.51	100-000-0000-2000	Refund Check 029092-000, 72222 <u>Sunnyvale Drive</u>
54056	09/23/2026	Customer Refund	63.70	31.85	100-000-0000-2000	Refund Check 022007-003, 6403 <u>East Court Avenue</u>
				31.85	100-000-0000-2000	Refund Check 022007-003, 6403 <u>East Court Avenue</u>
27029	09/23/2026	Foster & Foster, Inc.	1,980.00	1,980.00	100-600-0000-5406	Preparation of Actuarial Valuation GASB 75 <u>2nd Installment</u>
54060	09/23/2026	Frontier Communications	158.06	14.25	100-600-0000-5408	Plant - Late Fee
				143.81	100-600-0000-5203	Hatch
27031	09/23/2026	Gold Mountain California <u>News Media, Inc.</u>	162.00	162.00	100-600-0000-5303	Combo 2 Year Subscription Renewal
54064	09/23/2026	Customer Refund	103.05	51.52	100-000-0000-2000	Refund Check 023565-004, 5633 <u>Abronia Avenue</u>
				51.53	100-000-0000-2000	Refund Check 023565-004, 5633 <u>Abronia Avenue</u>

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

54066	09/23/2026	Customer Refund	179.80	89.90	100-000-0000-2000	Refund Check 028182-002, 6589 Mission Avenue
				89.90	100-000-0000-2000	Refund Check 028182-002, 6589 Mission Avenue
27034	09/23/2026	HASA, INC.	2,630.87	2,630.87	100-150-0000-5211	96 Carboys of Sodium Hypochrite 12.5% NSF 60 5 Gallon Carboy's
54070	09/23/2026	Customer Refund	187.29	93.64	100-000-0000-2000	Refund Check 028411-000, 74056 Casita Drive
				93.65	100-000-0000-2000	Refund Check 028411-000, 74056 Casita Drive
54072	09/23/2026	Customer Refund	96.33	48.16	100-000-0000-2000	Refund Check 032352-000, 3890 Adobe Road
				48.17	100-000-0000-2000	Refund Check 032352-000, 3890 Adobe Road
54074	09/23/2026	Customer Refund	161.61	80.80	100-000-0000-2000	Refund Check 031305-000, 71645 Cactus Drive
				80.81	100-000-0000-2000	Refund Check 031305-000, 71645 Cactus Drive
27038	09/23/2026	Hi-Desert Metal & Gas Supply LLC	16.31	16.31	100-130-0000-5220	invoice # 1011-17 cylinder rental hi desert metal
54078	09/23/2026	Customer Refund	150.01	75.01	100-000-0000-2000	Refund Check 030669-000, 5553 Bailey Avenue
				75.00	100-000-0000-2000	Refund Check 030669-000, 5553 Bailey Avenue
54080	09/23/2026	Customer Refund	170.17	85.08	100-000-0000-2000	Refund Check 031204-000, 5995 Encelia Avenue
				85.09	100-000-0000-2000	Refund Check 031204-000, 5995 Encelia Avenue
27041	09/23/2026	Identifix	1,548.00	1,548.00	100-130-0000-5242	License Renewal for Identifix
54084	09/23/2026	Customer Refund	197.24	98.61	100-000-0000-2000	Refund Check 022213-101, 5744 Adobe Circle
				98.63	100-000-0000-2000	Refund Check 022213-101, 5744 Adobe Circle
27043	09/23/2026	Interactive Controls, Inc.	2,299.00	2,299.00	100-850-0000-6001	onsite visit two days inv 26100-13
27044	09/23/2026	Itron, Inc.	35,502.97	35,502.97	100-600-0000-5406	Network Software from 01-Oct-26 to 30-Sep-27
54090	09/23/2026	Customer Refund	149.58	74.96	100-000-0000-2000	Refund Check 032265-000, 73794 Foothill Drive
				74.62	100-000-0000-2000	Refund Check 032265-000, 73794 Foothill Drive
54092	09/23/2026	Customer Refund	168.23	84.11	100-000-0000-2000	Refund Check 031967-000, 72116 Sullivan Road
				84.12	100-000-0000-2000	Refund Check 031967-000, 72116 Sullivan Road
54094	09/23/2026	Customer Refund	57.06	28.53	100-000-0000-2000	Refund Check 032368-000, 70130 Cottonwood Drive
				28.53	100-000-0000-2000	Refund Check 032368-000, 70130 Cottonwood Drive
54096	09/23/2026	Kennedy/Jenks Consultants	678.20	75.00	100-800-0000-6001	Standard Drawings Update
				603.20	100-800-0000-6001	SNMP Reporting
54098	09/23/2026	Customer Refund	181.52	90.76	100-000-0000-2000	Refund Check 026212-001, 6585 Pine Springs Avenue
				90.76	100-000-0000-2000	Refund Check 026212-001, 6585 Pine Springs Avenue
54100	09/23/2026	Customer Refund	176.52	88.26	100-000-0000-2000	Refund Check 031401-000, 73777 Playa Vista Drive
				88.26	100-000-0000-2000	Refund Check 031401-000, 73777 Playa Vista Drive
54102	09/23/2026	Customer Refund	9.67	4.83	100-000-0000-2000	Refund Check 007466-537, 7052 Alpine Avenue

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

				4.84	100-000-0000-2000	Refund Check 007466-537, 7052 Alpine Avenue
54104	09/23/2026	Customer Refund	182.73	91.37	100-000-0000-2000	Refund Check 030919-000, 74474 Cactus Drive
				91.36	100-000-0000-2000	Refund Check 030919-000, 74474 Cactus Drive
54106	09/23/2026	Customer Refund	177.35	88.67	100-000-0000-2000	Refund Check 029931-000, 71555 Sunnyside Drive
				88.68	100-000-0000-2000	Refund Check 029931-000, 71555 Sunnyside Drive
54108	09/23/2026	Customer Refund	160.64	80.32	100-000-0000-2000	Refund Check 031145-000, 73144 Sun Valley Drive
				80.32	100-000-0000-2000	Refund Check 031145-000, 73144 Sun Valley Drive
27055	09/23/2026	MCCI, LLC	4,915.40	4,915.40	100-600-0000-5303	Annual Renewal
54112	09/23/2026	Customer Refund	176.52	88.26	100-000-0000-2000	Refund Check 031942-000, 5673 Skyview Lane
				88.26	100-000-0000-2000	Refund Check 031942-000, 5673 Skyview Lane
27057	09/23/2026	Minolta Business Systems	15.89	15.89	100-600-0000-5223	8/23/26-9/22/26
27058	09/23/2026	MM Internet, Inc.	143.69	143.69	100-600-0000-5203	9/1/26-10/1/26
54118	09/23/2026	Customer Refund	85.22	49.24	100-000-0000-2000	Refund Check 026631-002, 6545 Pine Avenue
				35.98	100-000-0000-2000	Refund Check 026631-002, 6545 Pine Avenue
54120	09/23/2026	Customer Refund	134.82	71.69	100-000-0000-2000	Refund Check 026631-006, 6595 Oasis Avenue A & B
				63.13	100-000-0000-2000	Refund Check 026631-006, 6595 Oasis Avenue A & B
54122	09/23/2026	Customer Refund	144.75	72.37	100-000-0000-2000	Refund Check 029184-000, 72626 Old Dale Road
				72.38	100-000-0000-2000	Refund Check 029184-000, 72626 Old Dale Road
54124	09/23/2026	Customer Refund	156.50	78.25	100-000-0000-2000	Refund Check 031851-000, 6539 Sherman Hoyt Avenue
				78.25	100-000-0000-2000	Refund Check 031851-000, 6539 Sherman Hoyt Avenue
135315	09/23/2026	O'Reilly Automotive Inc.	528.89	9.69	100-130-0000-5220	invoice # 6188-251171 dry lube per jacob bell
				25.85	100-130-0000-5220	invoice # 6188-250822 coupler kit for treatment plant mini air c
				71.09	100-130-0000-5222	invoice # 6188-250874 trailer connector for trailer #79
				155.29	100-130-0000-5220	invoice # 6188-250962 oil filters for f250's
				266.97	100-130-0000-5222	invoice # 6188-266.97 oil and fuel filters for truck #29
54128	09/23/2026	Customer Refund	131.64	65.82	100-000-0000-2000	Refund Check 030330-001, 72265 Sun Valley Drive
				65.82	100-000-0000-2000	Refund Check 030330-001, 72265 Sun Valley Drive
54130	09/23/2026	Customer Refund	156.63	78.32	100-000-0000-2000	Refund Check 032261-000, 6602 Rose Ellen Avenue
				78.31	100-000-0000-2000	Refund Check 032261-000, 6602 Rose Ellen Avenue
27066	09/23/2026	Parkhouse Tire Inc.	752.20	752.20	100-130-0000-5222	invoice # 2030262797 tires for eq #29
54134	09/23/2026	Pro Security Systems	582.00	432.00	100-150-0000-5220	Quarterly Monitoring Fees
				150.00	100-150-0000-5220	Annual Fire Alarm Inspection

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

108272	09/23/2026	Prudential Overall Supply	1,263.25	197.45	100-130-0000-5253	Plant
				305.56	100-130-0000-5253	Plant
				273.76	100-130-0000-5253	Hatch
				486.48	100-130-0000-5253	Hatch
54138	09/23/2026	Customer Refund	127.46	63.73	100-000-0000-2000	Refund Check 033121-000, 6096 Noel's Knoll Road
				63.73	100-000-0000-2000	Refund Check 033121-000, 6096 Noel's Knoll Road
54140	09/23/2026	Customer Refund	174.45	87.23	100-000-0000-2000	Refund Check 028967-002, 1429 Decker Avenue
				87.22	100-000-0000-2000	Refund Check 028967-002, 1429 Decker Avenue
189497	09/23/2026	S.C.E.	12,639.02	1,559.91	100-110-0000-5201	Well 11
				2,725.26	100-110-0000-5201	Well 1
				651.09	100-110-0000-5201	Well 15
				2,255.26	100-120-0000-5201	Booster Sullivan Road
				126.23	100-120-0000-5201	Desert Heights Res & Hydro
				3,136.54	100-120-0000-5201	Booster Lupine Ave
				2,184.73	100-120-0000-5201	Booster Two Mile
27072	09/23/2026	San Bernardino Co. Fire	2,257.00	2,257.00	100-150-0000-5303	CUPA Permit
54146	09/23/2026	Customer Refund	115.75	57.88	100-000-0000-2000	Refund Check 032440-000, 72156 El Paseo Drive
				57.87	100-000-0000-2000	Refund Check 032440-000, 72156 El Paseo Drive
54148	09/23/2026	Customer Refund	138.47	69.23	100-000-0000-2000	Refund Check 024293-001, 6470 Adobe Road
				69.24	100-000-0000-2000	Refund Check 024293-001, 6470 Adobe Road
27075	09/23/2026	Susan L. Simmons	1,910.17	1,910.17	100-600-0000-5406	Janitorial Services
54152	09/23/2026	Customer Refund	122.66	61.33	100-000-0000-2000	Refund Check 030548-000, 73477 Desert Trail Drive
				61.33	100-000-0000-2000	Refund Check 030548-000, 73477 Desert Trail Drive
27077	09/23/2026	Spectrum Enterprise	1,235.00	1,235.00	100-600-0000-5203	
27078	09/23/2026	Strategic Communication Consultants	200.00	200.00	100-160-0000-5406	Update to New Service Form and Creation of Clean and Show Form
54158	09/23/2026	Customer Refund	62.19	31.09	100-000-0000-2000	Refund Check 033024-000, 6577 Desert Queen Avenue
				31.10	100-000-0000-2000	Refund Check 033024-000, 6577 Desert Queen Avenue
54160	09/23/2026	Customer Refund	174.45	87.22	100-000-0000-2000	Refund Check 009341-006, 7004 El Sol Avenue
				87.23	100-000-0000-2000	Refund Check 009341-006, 7004 El Sol Avenue
54162	09/23/2026	Customer Refund	189.64	94.82	100-000-0000-2000	Refund Check 009377-005, 7580 Kellogg Avenue
				94.82	100-000-0000-2000	Refund Check 009377-005, 7580 Kellogg Avenue
27082	09/23/2026	Todd Groundwater	7,240.00	7,240.00	100-800-0000-6001	Professional Services in Twentynine Palms Model Support

Twentynine Palms Water District

Check Date Range: 9/1/2026 thru 9/30/2026

54166	09/23/2026	TPX Communications	1,072.58	536.53	100-600-0000-5203	Telephone
				536.05	100-600-0000-5203	Telephone
54168	09/23/2026	Usa Blue Book	2,081.57	1,944.77	100-130-0000-5220	hydrant meter inv01155617
				136.80	100-150-0000-5220	deionized water inv01158436
			Total	\$390,354.51		

6

6.1

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

TO: Board of Directors

FROM: Mike Minatrea, Director of Operations

DATE: October 1, 2026

SUBJECT: Management Report

A. The Operations and Maintenance Department performed the following tasks during the month of September 2026:

1. Responded to 56 Underground Service Alerts
2. Responded to and repaired
 - a. 0 water main leaks
 - b. 0 water meter leaks
 - c. 0 service line leaks
 - d. 0 fire hydrant repairs/maintenance
3. Installed 0 new services
4. Replaced 3 customer gate valves
5. Performed 5 leak audits
6. Painted 0 fire hydrants
7. Performed 1 customer pressure check
8. Replaced 4 water meters
9. Tested and exercised emergency generators
10. Sounded wells for September
11. 0 water waste inquiries reported

B. The following customer service tasks were performed:

1. 313 work orders were generated from reading meters
2. 30 work orders were generated from billing variance list
3. 188 work orders were generated for turn on or turn off
4. 391 termination notices were distributed
5. 40 non-pay turn offs were performed
6. 13 payment schedules have been granted
7. 2 payment schedules failed
8. 7 customer requests and 1 inquiries were logged and investigated

C. Valve and Hydrant Maintenance Update

	Valves Exercised (Began 1/26)	Dead Ends Flushed (Began 1/26)
Current Month	90	69
Year to Date	*1467	417

*Biennial cycle

D. Status of Cross-Connection Control Program (Quarterly)

	In District	2026 Test/Surveys
Cross-Connection Devices	394	344

Twentynine Palms Water District Maintenance Report

FY 2026/27

	USA	Leak Audits	Fire Hydrant Painting	Shut Offs	Total Work Orders Completed	Valves Exercised	Customer's Valve Replaced	New Service	Entitlement Set	Main Line Leaks	Active Account	Prior Year	%Increase (Decrease)
July	68	7	0	48	486	122	2	0	0	0			
August	51	8	40	39	691	198	3	1	1	0	7,726	7,779	(0.68)
Sept.	56	5	0	40	531	90	2	0	0	0			
October											N/A	N/A	
Nov.													
Dec.												7,758	
Jan.													
Feb.											N/A	N/A	
March													
April												7,812	
May													
June											N/A	N/A	
Totals	175	20	40	127	1708	410	7	1	1	0			

Total Connections in District ct= 8,438
(Meters in Ground)

Total Entitlements in District ct= 409

6.2

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, Director of Operations
DATE: October 13, 2026
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 0.03 mg/L to a high of .86 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.08 mg/L to 1.93 mg/L.
- B. Bacteria Samples: A total of 40 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 16 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 18 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of .90 mg/L to a high of 1.5 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.35 to a high of 1.9 mg/L.
- D. General Physical: A total of 11 general physical samples were collected from established locations as a part of routine testing requirements. Levels reported for color are <3.0, 1 for threshold odor and <0.10-0.27 for turbidity.

TWENTYNINE PALMS WATER DISTRICT Water Production Report FY 2026/2027

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	150.754	80.362	16.825	7.096	255.037	250.127	1.96%
August	149.563	71.180	17.681	11.877	250.301	252.250	-0.77%
Sept.	134.801	62.520	16.298	5.991	219.610	207.014	6.08%
October							
Nov.							
Dec.							
Jan.							
Feb.							
March							
April							
May							
June							
Totals	435.118	214.062	50.804	24.964	724.948	709.391	2.19%

Production Totals Expressed in Acre Feet

NOTE: Year to Date Mesquite Springs Basin regeneration production of

-0.591

acre feet =

-0.14%

6.3

August 2026 Financial Reporting



**Preliminary Results – Subject to Change
(Unaudited)**

Prepared by



**No assurance is provided on the 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 District
Cash & Investments
As of August 31, 2026
(Unaudited)

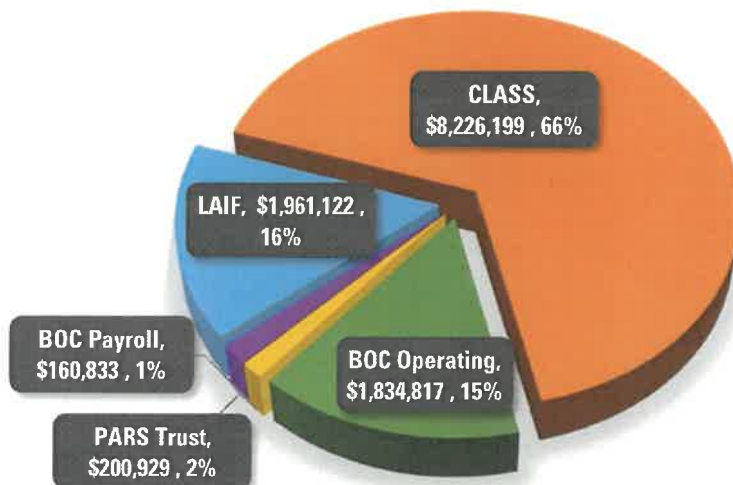
	Type	Est. Monthly Yield	Current Balance	Market Value
1 District Cash & Investments				
2 Unrestricted				
3 Local Agency Investment Fund (LAIF) ¹	Investment	3.863%	\$ 217,977	\$ 216,774
4 California CLASS Prime Fund ²	Investment	3.748%	4,828,563	4,828,760
5 Bank of California - Operating	Checking	0.000%	1,834,817	1,834,817
6 Bank of California - Payroll	Checking	0.000%	160,833	160,833
7 Total Unrestricted			7,042,190	7,041,184
8 Restricted				
9 LAIF - Capital Funds for Primary Infrastructure	Investment	3.863%	1,525,890	1,517,474
10 LAIF - Capital Funds for Secondary Infrastructure	Investment	3.863%	217,255	216,057
11 CLASS - Capital Carry Over from PY Budget	Investment	3.748%	2,892,500	2,892,618
12 CLASS - Pension/OPEB	Investment	3.748%	505,136	505,157
13 PARS Post-Employment Benefits ³	Trust	3.400%	200,929	200,929
14 Total Restricted			5,341,710	5,332,234
15 Total District Cash & Investments			\$ 12,383,900	\$ 12,373,418

¹ The LAIF Market Value factor is updated quarterly in September, December, March, and June.

² The CLASS Prime Fund Net Asset Value factor is updated monthly.

³ 5-year annualized return shown for PARS

Cash & Investments Distribution

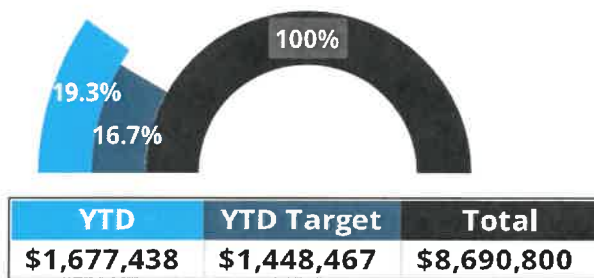




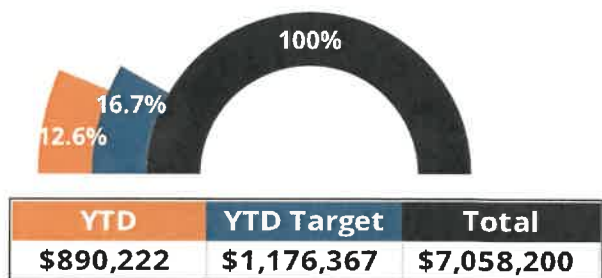
Twentynine Palms Water District
Summary Statement of Revenues & Expenses
For the Period Ending August 31, 2026
(Unaudited)

	Aug-26	YTD	Budget	YTD 17%
1 Operating Revenues	\$ 693,148	\$ 1,443,930	\$ 7,541,300	19%
2 Non-Operating Revenues	117,454	233,508	1,149,500	20%
3 Total Revenue Available to Fund Operations & Capital	810,602	1,677,438	8,690,800	19%
4 Operating Expenses	401,617	859,772	6,220,800	14%
5 Non-Operating Expenses	-	30,450	593,900	5%
6 Total Debt Service	-	-	243,500	0%
7 Total Expenses & Debt Service	401,617	890,222	7,058,200	13%
8 Net Revenues Before Capital Program	408,985	787,216	1,632,600	48%
9 District Projects	(8,294)	(24,236)	(506,600)	5%
10 CIP Projects	(4,331)	(6,725)	(3,301,800)	0%
11 Repairs & Replacement	(8,160)	(12,597)	(884,400)	1%
12 Capital Outlay	(3,647)	(42,155)	(470,000)	9%
Total Capital Program	(24,432)	(85,714)	(5,162,800)	2%
13 Increase (Decrease) in Fund Balance	\$ 384,553	\$ 701,502	\$ (3,530,200)	

Revenue v. Budget



Expense v. Budget





Twentynine Palms Water District
Detail Statement of Revenues & Expenses
For the Period Ending August 31, 2026
(Unaudited)

	Aug-26	YTD	Budget	YTD 17%
1 Operating Revenues				
2 Water Sales (Volumetric)	\$ 488,921	\$ 1,031,467	\$ 4,941,900	21%
3 Readiness-To-Serve (Fixed)	175,712	351,563	2,261,300	16%
4 Other Operating Revenue	28,515	60,899	361,400	17%
5 Bad Debt Expense	-	-	(23,300)	0%
6 Total Operating Revenues	693,148	1,443,930	7,541,300	19%
7 Non-Operating Revenues				
8 Capital Impact Fees	6,440	10,734	75,000	14%
9 Water Availability Assessment	49,333	98,667	592,000	17%
10 Interest Revenue	27,995	70,824	257,900	27%
11 Tower Revenue	13,046	31,740	175,800	18%
12 Other Penalties	-	-	18,800	0%
13 Reimbursed Expenses	19,787	20,042	20,000	100%
14 Miscellaneous Non-Op Revenue	854	1,502	10,000	15%
15 Total Non-Operating Revenues	117,454	233,508	1,149,500	20%
16 Total Revenues	810,602	1,677,438	8,690,800	19%
17 Operating Expenditures				
18 Source of Supply				
19 Labor & Benefits	-	-	-	0%
20 Direct Expenses	44,421	88,917	559,300	16%
21 Total Source of Supply	44,421	88,917	559,300	16%
22 Pumping				
23 Labor & Benefits	-	-	-	0%
24 Direct Expenses	18,223	36,454	223,900	16%
25 Total Pumping	18,223	36,454	223,900	16%
26 Transmission & Distribution				
27 Labor & Benefits	92,694	177,297	1,244,000	14%
28 Direct Expenses	36,692	87,151	520,900	17%
29 Total Transmission & Distribution	129,386	264,447	1,764,900	15%
30 Treatment Wells				
31 Labor & Benefits	15,482	30,544	315,900	10%
32 Direct Expenses	2,408	5,293	54,000	10%
33 Total Treatment Wells	17,889	35,836	369,900	10%
34 Treatment Facility				
35 Labor & Benefits	24,774	47,020	302,700	16%
36 Direct Expenses	19,878	58,392	571,300	10%
37 Total Treatment Facility	\$ 44,651	\$ 105,412	\$ 874,000	12%



Twentynine Palms Water District
Detail Statement of Revenues & Expenses
For the Period Ending August 31, 2026
(Unaudited)

	Aug-26	YTD	Budget	YTD 17%
38 Customer Accounts				
39 Labor & Benefits	\$ 25,661	\$ 51,414	\$ 343,900	15%
40 Direct Expenses	7,139	13,772	84,300	16%
41 Total Customer Accounts	32,800	65,186	428,200	15%
42 General & Administration				
43 Labor & Benefits	44,315	97,348	686,700	14%
44 Outside Services	32,828	81,414	568,800	14%
45 Direct Expenses	30,310	67,351	494,700	14%
46 Total General & Administration	107,453	246,113	1,750,200	14%
47 Payouts & Retiree Medical				
48 Vacation / Sick Payouts	-	5,139	172,000	3%
49 Retiree Medical	3,271	6,646	47,900	14%
50 Total Payouts & Retiree Medical	3,271	11,785	219,900	5%
51 Board of Directors				
52 Director Fees	868	1,987	15,000	13%
53 Direct Expenses	2,654	3,634	15,500	23%
54 Total Board of Directors	3,522	5,621	30,500	18%
55 Total Operating Expenditures	401,617	859,772	6,220,800	14%
56 Non-Operating Expenditures				
57 Debt Service				
58 Debt Principal	-	-	227,500	0%
59 Interest Expense	-	-	16,000	0%
60 Total Debt Service	-	-	243,500	0%
61 CalPERS UAL Payment (Required)	-	30,450	368,100	8%
62 Pension & OPEB Trust Contributions	-	-	175,800	0%
63 Election Expense	-	-	50,000	
64 Total Non-Operating Expenditures	-	30,450	837,400	4%
65 Total Expenditures	401,617	890,222	7,058,200	13%
66 Net Revenues Before Capital Program	\$ 408,985	\$ 787,216	\$ 1,632,600	48%
67 District Projects	(8,294)	(24,236)	(506,600)	
68 Capital Improvement Projects	(4,331)	(6,725)	(3,301,800)	
69 Repair, Rehabilitation, & Maintenance	(8,160)	(12,597)	(884,400)	
70 Capital Outlay	(3,647)	(42,155)	(470,000)	
71 Increase/(Decrease) In Fund Balance	\$ 384,553	\$ 701,502	\$ (3,530,200)	



Twentynine Palms Water District
Capital Expenditures Detail
For the Period Ending August 31, 2026
(Unaudited)

	Budget FY 25/26	Current Year Expenditures	Remaining Budget
1 District Projects			
2 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 75,000	\$ 5,915	69,085
3 Treatment Feasibility & Exploration Costs	40,000	-	40,000
4 Standard Drawings Update	6,000	75	5,925
5 Salt Nutrient Monitoring Wells/Sampling	45,600	1,583	44,017
6 Centralized Sewer Plan/Groundwater Analysis	35,000	3,323	31,678
7 Asset Management Plan	20,000	-	20,000
8 Campbell Reservoir Land Acquisition	20,000	-	20,000
9 Master Plan Updates	65,000	13,340	51,660
10 USGS Study/Feasibility Study	200,000	-	200,000
11 Total District Projects	506,600	24,236	482,364
12 Capital Improvement Plan			
13 Water Reservoir at Treatment Plant	3,201,800	-	3,201,800
14 Chromium VI and Flouride for Well 11B	100,000	6,725	93,275
15 Capital Improvement Plan	3,301,800	6,725	3,295,075
16 Repairs, Rehabilitation, & Maintenance			
17 Emergency Repairs, Unspecified	100,000	-	100,000
18 Distribution SCADA System	135,000	4,480	130,520
19 Cactus Booster Station	15,000	-	15,000
20 Repiping/Distribution System Upgrades	135,000	-	135,000
21 Reservoir Recoating/Cathodic Protection	35,000	-	35,000
22 Soft Starts Wells/Boosters	50,000	-	50,000
23 Treated Water Reservoir Coating	100,000	-	100,000
24 Treatment Plant Concrete	29,400	-	29,400
25 Campbell Reservoir Road Paving/Seal Coating	30,000	-	30,000
26 Valve/CLA-Valve Replacement	100,000	8,117	91,883
27 Leer Booster (LHMP Generator)	5,000	-	5,000
28 Treatment Emergency Equipment	75,000	-	75,000
29 Reservoir Repainting	75,000	-	75,000
30 Total Repairs & Maintenance	884,400	12,597	871,803
31 Capital Outlay			
32 Vehicle/Equipment Replacements	125,000	38,508	86,492
33 Computer/Technology Replacements	60,000	3,647	56,353
34 Geographic Information System (GIS)	50,000	-	50,000
35 Administrative Building/Office Remodel	125,000	-	125,000
36 Energy Efficiency Projects	30,000	-	30,000
37 Electric Vehicle Station	30,000	-	30,000
38 Parking Lot Seal/Paving	50,000	-	50,000
39 Total Capital Outlay	470,000	42,155	427,845
40 Total Capital Program	\$ 5,162,800	\$ 85,714	\$ 5,077,086

6.4

**NO
MATERIAL
PROVIDED**