

**MARIANA RANCHOS COUNTY WATER DISTRICT
BOARD OF DIRECTORS**

MEETING PLACE: DISTRICT OFFICE
9600 Manzanita Street, Apple Valley, CA

Thursday, November 21st, 2019
Starts at 9:30 am

*" The mission of the Mariana Ranchos County Water District is to efficiently
serve our customers with the highest quality water 24/7."*

**REGULAR MEETING
AGENDA**

1. **CALL MEETING TO ORDER:** Invocation and Pledge of Allegiance.
2. **ROLL CALL:** Directors - Ronald Dodge, Chuck Spini, Lauren Stewart, Patricia Stiles and Mike McHenry and Attorney Michael Silander will be attending by phone.

Note: The action portions of this meeting will be adjourned until 4:00pm (our normal starting time), to allow for a MRCWD Employee Potluck.

3. **APPROVAL OF AGENDA**

CONSENT AGENDA

4. A. Approval of the Minutes for the Regular Meeting of October 17th, 2019.
B. Approval of Financial Statements for October 2019. Copies are available upon request.

PUBLIC COMMENT

5. All comments are limited to 5 minutes, as recognized by the Chair. No action can be taken on subjects not on the Agenda. Please state the subject you wish to address or an item that you request to have on a future Agenda. Please also state your name and address for the record.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

NEW BUSINESS

6. A. Review Board Secretary Compensation.
B. Review of the Board of Directors Handbook.
C. ACWA-JPIA Property & Workers Comp Awards.

ONGOING BUSINESS

7. A. GM Annual Performance Review. (turn in Evaluation sheets)

INFORMATION REPORTS

8. A. Attorney's Report
B. General Manager's Reports
 1. Monthly report on subjects not covered on the agenda.

OTHER BUSINESS

9. None

10. **CORRESPONDENCE/CONFERENCES/SEMINARS/MEETINGS**

Current correspondence, conferences, seminars and meetings will be noted and discussed for possible authorization and/or action. (All correspondence is available for review at the District office).

- A. Mapping Small Water Systems, December 3rd, 2019, 10:00am here at the office.
- B. Hydrant Installation, December 11th, 2019, 10:00am here at the office.
- C. How to Prep for Sanitary Surveys, December 12th, 2019, 10:00am here at the office.

11. **DIRECTOR'S COMMENTS**

Comments by individual Board Members concerning District business, which may be of interest to the Board and the public. No action is to be taken on comments made by the Board members other than to place a matter on a future Agenda.

12. **ADJOURNMENT**

*** A complete agenda packet containing all accompanying reports for this agenda is available through the District's website at : www.marianaranchoscwd.org ***

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the below agenzized public meeting should be directed to the General Manager's office at (760) 247-9405 at least 24 hours prior to said meeting.

MARIANA RANCHOS COUNTY WATER DISTRICT

9600 Manzanita Street
Apple Valley, CA 92308

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

October 17, 2019

The Regular Meeting of the Board of Directors of the Mariana Ranchos County Water District (MRCWD) was called to order by Board President Dodge at 9:30 a.m. at the District office, 9600 Manzanita St., Apple Valley, CA.

ROLL CALL

PRESENT: President Dodge, Vice President Spini, Director Critzman, Director Stiles and Director Stewart arriving at 9:34 a.m.

STAFF: James Hansen; General Manager and Alice Funderburk; Board Secretary and Attorney Michael Silander attending via phone

APPROVAL OF AGENDA

A 1st motion was made by Vice President Spini to approve the agenda and a 2nd by Director Stiles. No discussion; AYE's by Director's Dodge, Spini, Stiles and Critzman, unanimous, motion carries at 100%.

CONSENT AGENDA

Director Critzman made a 1st motion to approve the minutes for the Regular Meeting held on September 19, 2019 and the Financial Statements for September 2019 and a 2nd by Vice President Spini. No discussion; AYE's by Director's Dodge, Spini, Stiles and Critzman, unanimous, motion carries at 100%.

PUBLIC COMMENT

No Public in attendance

NEW BUSINESS

- A. Community Bulletin Board: Critzman started the conversation regarding having a bulletin board for customers at the MRCWD's Office who would like to post information such as an item for sale, or services rendered and up coming events in the area. Board members, General Manager and Attorney had a discussion of the pros and cons of having a bulletin board for customers. Board members have decided not to take action on this idea.
- B. November Meeting/Potluck: Board members had a brief discussion whether to change the time of the meeting to a later time or keep it at 9:30 am. Director Stiles 1st motion to keep the meeting at 9:30 a.m. and have the Potluck after the meeting and a 2nd by Director Stewart. No further discussion; AYE's by Directors Dodge, Spini, Stewart, Stiles and Critzman, unanimous, motion carries at 100%.
- C. Preparation for GM Annual Performance/Salary Review and contract renewal in November: President Dodge passed out the GM Annual Performance form to all Board members to review and fill out. GM also provided a copy of his previous contract and respectfully requested another Five Year Contract with no changes to

the contract. Board members had discussion on the GM's daily duties and requested that he create a daily log of work duties for each day. Director Critzman praised GM for doing an outstanding job in saving costs for pipe replacement, labor and materials for the district and made a motion to give GM a 10% raise for the next 2 years for his hard work with a 5 year contract beginning November 1, 2019. Motion was 2nd by Director Stiles. Board members discussed the proposal given by Director Critzman; GM interjected and stated that he was honored and appreciates that the Board members have so much confidence in him, but he requested to change the 10% raise to only 5% for the next 2 years with a 5 year contract beginning November 1, 2019 with a salary review on the 3rd year. Director Stewart stated that she would like to put this item for discussion and vote on the next Board Meeting in November. Director Critzman modified his motion to reflect GM's request for a 5% raise for the next 2 years and a 5 year contract and a 2nd by Director Stiles. No further discussion, AYE's by Director's Spini, Stiles, and Critzman; President Dodge and Director Stewart abstained to vote, motion carries 3 to 2 vote.

ONGOING BUSINESS

- A. Water in the State of California; GM put this on the agenda to inform the Board members as to what Gov. Newsom and Democratic lead Congress are up to in California. These are just a few of the topics he went over with the Board; New portal for Human Rights, and some of the Bills that were passed by Congress such as AB72, Prop.68 and SB200 – Safe Affordable Drinking Water Program which is going to identify high risk systems in areas on private wells or served by small water systems to proactively support prevention and resilience.

INFORMATION REPORTS

- A. Attorney Report: Attorney had nothing to report and thanked the Board for including him in the Potluck for the next November meeting; Attorney was dismissed at 11:00 a.m.
- B. GM Report: GM went over his monthly report on subjects not covered on the agenda. The GM's report is available for review. GM stated that our entire tax roll has been approved by San Bernardino County for Standby Fees and also for Delinquent Water charges. The Radio Meter Program is going as planned; we now have 11 three quarter inch radio read meters and 107 one inch radio read meters in the ground which should bring reading meters less than 4 hours run time. GM also stated that he has a couple of online training classes for the Board members in November and December of this year.

OTHER BUSINESS

None

CONFERENCES/SEMINARS/MEETINGS

PRESIDENT/DIRECTOR'S COMMENTS

Vice President Spini would like to know the latest up dates on the pipe replacement project on the east side. GM stated he is unable to continue at this time due to his injury; when he was onsite performing an Emergency repair to a water main, the ground

collapsed under him and he fell into a sink hole and landed on the main. He will keep the Board up to date if he has to have surgery and then notify them when he will proceed with the pipe replacement project.

ADJOURNMENT

A 1st motion was made by Director Critzman to adjourn the meeting at 11:12 a.m. and was 2nd by Vice President Spini. AYE's by Director's Dodge, Spini, Stewart, Stiles and Critzman, unanimous, motion carries at 100%.

Approved: _____

Ronald Dodge, Board President

Alice Funderburk, Board Secretary

DRAFT

7:25 AM

11/14/19

Mariana Ranchos County Water District
Statement of Cash Flows for Board Meetings
October 2019

	<u>Oct 19</u>
OPERATING ACTIVITIES	
Net Income	-6,795.46
Adjustments to reconcile Net Income to net cash provided by operations:	
405 - Customer Deposit	225.00
410 - Payroll - Parent:410.4 - Aflac E/E Withhold Pre Tax	-12.16
	<u> </u>
Net cash provided by Operating Activities	-6,582.62
	<u> </u>
Net cash increase for period	-6,582.62
	<u> </u>
Cash at beginning of period	708,899.59
	<u> </u>
Cash at end of period	<u><u>702,316.97</u></u>

11/14/19

Mariana Ranchos County Water District
Checking & Saving Accounts

Oct 31, 19

ASSETS

Current Assets

Checking/Savings

053 - US Bank Parent

053.1 - US Bank Checking #1161 26,145.09

053.2 - CIP Holding Fund 41,611.19

053.4 - Supplemental Water-Restricted 3,848.00

053.5 - Security Fee 5,954.13

053.7 - GM Discretionary Maintenance 2,983.75

053 - US Bank Parent - Other 0.10

Total 053 - US Bank Parent 80,542.26

140 - LAIF - Unrestricted - Parent

140.3 - Capital Improvement Fund Reserv 237,855.61

140.4 - Admin & General Fund Reserve 13,484.62

140.5 - Emergency Fund Reserve 38,117.48

140.6 - Operating Reserve Fund 53,081.00

140.7 - Rate Stabilization Fund Reserve 61,686.00

140.8 - Water Banking Fund Reserve 217,550.00

Total 140 - LAIF - Unrestricted - Parent 621,774.71

Total Checking/Savings 702,316.97

Total Current Assets 702,316.97

TOTAL ASSETS

702,316.97

LIABILITIES & EQUITY

0.00

Mariana Ranchos County Water District
Income Statement
October 2019

	Oct 19
Ordinary Income/Expense	
Income	
600 · Water Sales	43,364.58
606 · Late Fees	570.00
608 · Turn On/Off Service Warning	100.00
609 · Hydrant Meter Rentals	2,016.00
635 · Customer Refunds	0.00
636 · Customer Returned Item Charges	
636.3 · Customer Returned Check Fee	25.00
Total 636 · Customer Returned Item Charges	25.00
655 · Inactive Meters	271.58
656 · Multiple Meters	166.07
657 · Security Fee	1,147.50
690 · Convenience Fees - Parent	
690.5 · Credit Card Fee	189.00
Total 690 · Convenience Fees - Parent	189.00
Total Income	47,849.73
Gross Profit	47,849.73
Expense	
800 · Payroll Exp - Parent	
800.1 · Field Labor	2,487.00
800.2 · Admin Salaries	1,860.51
800.3 · Board Meetings	
800.31 · Directors Compensation	650.00
800.32 · Board Secretary Compensation	50.00
Total 800.3 · Board Meetings	700.00
800.4 · General Manager Salary	7,293.20
800.6 · On Call (Pager)	120.00
800.8 · Payroll Taxes	975.47
800.9 · PR Process Co (QB-Benefit Mall)	104.53
Total 800 · Payroll Exp - Parent	13,540.71
801 · Installation/ Repair Supplies	
801.1 · Meter Installation supplies	136.11
Total 801 · Installation/ Repair Supplies	136.11
805 · Dig Alert	33.00
806 · Pumping Station Power-Parent	
806 2 · Well #2	2,404.81
806 3 · Moonbeam Booster	495.05
806 5 · Alegre Vista Booster	105.53
806 6 · Well #1	47.00
Total 806 · Pumping Station Power-Parent	3,052.39
810 · Field Repairs - Parent	
810.1 · Field Repairs	71.35
810.3 · Maint Equip & Tools	9.59
Total 810 · Field Repairs - Parent	80.94
813 · Watermaster Fees	290.14
818 · Insurance - Parent	
818.1 · Workers Comp	314.07
818.2 · Property/Liability	11,961.77
Total 818 · Insurance - Parent	12,275.84

Mariana Ranchos County Water District
Income Statement
October 2019

	Oct 19
821 - Office Supplies - Parent	
821.5 - Office Sundries	32.46
Total 821 - Office Supplies - Parent	32.46
825 - Computer	
825.4 - Tech Support	395.00
Total 825 - Computer	395.00
830 - Sales Tax (on purchases)	39.52
832 - Bank/IC/Sage NSF/Reject Charges	
832.5 - IC/Sage Reject	15.00
Total 832 - Bank/IC/Sage NSF/Reject Charges	15.00
836 - Billing Fees - Parent	
836.4 - INV Cloud Monthly Charge	248.00
836.5 - 3rd Party Mailing Fees	342.79
Total 836 - Billing Fees - Parent	590.79
838 - System Improvements	16,601.44
841 - Shredding Service	104.75
851 - Legal Fees - Parent	
851.1 - Attorney/Legal	1,325.00
Total 851 - Legal Fees - Parent	1,325.00
855 - Office Utilities - Parent	
855.1 - Gas	11.00
855.2 - SCE	158.50
855.3 - Trash	68.64
Total 855 - Office Utilities - Parent	238.14
856 - Telephone - Parent	
856.1 - Office	425.28
856.2 - Internet	248.86
856.5 - Cell Phones	70.04
Total 856 - Telephone - Parent	744.18
858 - Repairs & Maint - Parent	
858.2 - Office Repairs/Maint	140.86
858.3 - Tank Maint Program	4,010.91
Total 858 - Repairs & Maint - Parent	4,151.77
863 - Vehicle (Rollng Stock) - Parent	
863.3 - Kubota RTV-X900	174.18
Total 863 - Vehicle (Rollng Stock) - Parent	174.18
868 - Fuel - Parent	
868.2 - Diesel	229.52
Total 868 - Fuel - Parent	229.52
870 - Personal Safety Equip - Parent	
870.1 - Personal Protect Equip	93.75
870.2 - Uniform (Cintas)	500.56
Total 870 - Personal Safety Equip - Parent	594.31
Total Expense	54,645.19
Net Ordinary Income	-6,795.46
Net Income	-6,795.46

Mariana Ranchos County Water District Income Statement Previous Year Comparison jim

October 2019

	Oct 19	Oct 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
600 - Water Sales	43,364.58	40,133.10	3,231.48	8.1%
606 - Late Fees	570.00	475.00	95.00	20.0%
608 - Turn On/Off Service Warning	100.00	50.00	50.00	100.0%
609 - Hydrant Meter Rentals	2,016.00	0.00	2,016.00	100.0%
635 - Customer Refunds	0.00	0.00	0.00	0.0%
636 - Customer Returned Item Charges				
636.3 - Customer Returned Check Fee	25.00	0.00	25.00	100.0%
Total 636 - Customer Returned Item Charges	25.00	0.00	25.00	100.0%
655 - Inactive Meters	271.58	264.00	7.58	2.9%
656 - Multiple Meters	166.07	132.00	34.07	25.8%
657 - Security Fee	1,147.50	1,102.50	45.00	4.1%
675 - Reimb from Other Districts	0.00	5.00	-5.00	-100.0%
690 - Convenience Fees - Parent				
690.5 - Credit Card Fee	189.00	183.00	6.00	3.3%
Total 690 - Convenience Fees - Parent	189.00	183.00	6.00	3.3%
Total Income	47,849.73	42,344.60	5,505.13	13.0%
Gross Profit	47,849.73	42,344.60	5,505.13	13.0%
Expense				
800 - Payroll Exp - Parent				
800.1 - Field Labor	2,487.00	4,510.50	-2,023.50	-44.9%
800.2 - Admin Salaries	1,860.51	1,740.00	120.51	6.9%
800.3 - Board Meetings				
800.31 - Directors Compensation	650.00	500.00	150.00	30.0%
800.32 - Board Secretary Compensation	50.00	50.00	0.00	0.0%
Total 800.3 - Board Meetings	700.00	550.00	150.00	27.3%
800.4 - General Manager Salary	7,293.20	7,080.78	212.42	3.0%
800.6 - On Call (Pager)	120.00	120.00	0.00	0.0%
800.8 - Payroll Taxes	975.47	1,214.83	-239.36	-19.7%
800.9 - PR Process Co (QB-Benefit Mall)	104.53	93.73	10.80	11.5%
Total 800 - Payroll Exp - Parent	13,540.71	15,309.84	-1,769.13	-11.6%
801 - Installation/ Repair Supplies				
801.1 - Meter Installation supplies	136.11	406.00	-269.89	-66.5%
Total 801 - Installation/ Repair Supplies	136.11	406.00	-269.89	-66.5%
805 - Dig Alert	33.00	8.25	24.75	300.0%
806 - Pumping Station Power-Parent				
806 2 - Well #2	2,404.81	43.20	2,361.61	5,466.7%
806 3 - Moonbeam Booster	495.05	304.20	190.85	62.7%
806 5 - Alegre Vista Booster	105.53	101.67	3.86	3.8%
806 6 - Well #1	47.00	2,289.35	-2,242.35	-98.0%
Total 806 - Pumping Station Power-Parent	3,052.39	2,738.42	313.97	11.5%
810 - Field Repairs - Parent				
810.1 - Field Repairs	71.35	381.00	-309.65	-81.3%
810.3 - Maint Equip & Tools	9.59	134.93	-125.34	-92.9%
Total 810 - Field Repairs - Parent	80.94	515.93	-434.99	-84.3%
813 - Watermaster Fees	290.14	306.85	-16.71	-5.5%
818 - Insurance - Parent				
818.1 - Workers Comp	314.07	234.27	79.80	34.1%
818.2 - Property/Liability	11,961.77	9,763.60	2,198.17	22.5%
Total 818 - Insurance - Parent	12,275.84	9,997.87	2,277.97	22.8%
821 - Office Supplies - Parent				
821.5 - Office Sundries	32.46	0.00	32.46	100.0%
Total 821 - Office Supplies - Parent	32.46	0.00	32.46	100.0%
825 - Computer				
825.4 - Tech Support	395.00	0.00	395.00	100.0%
825.5 - Repairs/Maint	0.00	226.25	-226.25	-100.0%
Total 825 - Computer	395.00	226.25	168.75	74.6%
830 - Sales Tax (on purchases)	39.52	989.37	-949.85	-96.0%
832 - Bank/IC/Sage NSF/Reject Charges				
832.5 - IC/Sage Reject	15.00	0.00	15.00	100.0%
Total 832 - Bank/IC/Sage NSF/Reject Charges	15.00	0.00	15.00	100.0%

Mariana Ranchos County Water District
Income Statement Previous Year Comparison jim

October 2019

	Oct 19	Oct 18	\$ Change	% Change
836 - Billing Fees - Parent				
836.1 - Credit Card Fee (Bankcard Sage)	0.00	159.02	-159.02	-100.0%
836.2 - EFT Fees (Sage)	0.00	29.60	-29.60	-100.0%
836.4 - INV Cloud Monthly Charge	248.00	237.60	10.40	4.4%
836.5 - 3rd Party Mailing Fees	342.79	282.81	59.98	21.2%
Total 836 - Billing Fees - Parent	590.79	709.03	-118.24	-16.7%
838 - System Improvements	16,601.44	15,365.46	1,235.98	8.0%
841 - Shredding Service	104.75	0.00	104.75	100.0%
851 - Legal Fees - Parent				
851.1 - Attorney/Legal	1,325.00	562.50	762.50	135.6%
Total 851 - Legal Fees - Parent	1,325.00	562.50	762.50	135.6%
855 - Office Utilities - Parent				
855.1 - Gas	11.00	22.00	-11.00	-50.0%
855.2 - SCE	158.50	150.37	8.13	5.4%
855.3 - Trash	68.64	65.88	2.76	4.2%
Total 855 - Office Utilities - Parent	238.14	238.25	-0.11	-0.1%
856 - Telephone - Parent				
856.1 - Office	425.28	206.53	218.75	105.9%
856.2 - Internet	248.86	139.43	109.43	78.5%
856.5 - Cell Phones	70.04	34.81	35.23	101.2%
Total 856 - Telephone - Parent	744.18	380.77	363.41	95.4%
858 - Repairs & Maint - Parent				
858.2 - Office Repairs/Maint	140.86	275.00	-134.14	-48.8%
858.3 - Tank Maint Program	4,010.91	4,010.91	0.00	0.0%
Total 858 - Repairs & Maint - Parent	4,151.77	4,285.91	-134.14	-3.1%
863 - Vehicle (Rolling Stock) - Parent				
863.3 - Kubota RTV-X900	174.18	0.00	174.18	100.0%
863.6 - DitchWitch FX-30	0.00	101.01	-101.01	-100.0%
863.7 - DitchWitch RT-95	0.00	2,639.44	-2,639.44	-100.0%
Total 863 - Vehicle (Rolling Stock) - Parent	174.18	2,740.45	-2,566.27	-93.6%
868 - Fuel - Parent				
868.1 - Gasoline	0.00	35.82	-35.82	-100.0%
868.2 - Diesel	229.52	148.49	81.03	54.6%
Total 868 - Fuel - Parent	229.52	184.31	45.21	24.5%
870 - Personal Safety Equip - Parent				
870.1 - Personal Protect Equip	93.75	193.44	-99.69	-51.5%
870.2 - Uniform (Cintas)	500.56	361.90	138.66	38.3%
Total 870 - Personal Safety Equip - Parent	594.31	555.34	38.97	7.0%
876 - Shipping	0.00	178.53	-178.53	-100.0%
Total Expense	54,645.19	55,699.33	-1,054.14	-1.9%
Net Ordinary Income	-6,795.46	-13,354.73	6,559.27	49.1%
Other Income/Expense				
Other Income				
910 - Interest Income-District	0.00	3,310.06	-3,310.06	-100.0%
Total Other Income	0.00	3,310.06	-3,310.06	-100.0%
Net Other Income	0.00	3,310.06	-3,310.06	-100.0%
Net Income	-6,795.46	-10,044.67	3,249.21	32.4%

Mariana Ranchos County Water District
Check Register for this Month

As of October 31, 2019

Type	Date	Num	Name	Memo	Amount
053 - US Bank Parent					
053.1 - US Bank Checking #1161					
Check	10/01/2019	ONL	Aflac	Invoice # 345930	-357.68
Check	10/01/2019	ONL	Southwest Gas Corp.	Service dates from 8/13/19 thru ...	-11.00
Check	10/01/2019	ONL	Creative Technologies	Invoice #4952	-395.00
Check	10/01/2019	ONL	Flyers Energy	Invoice # CFS-2052892	-137.41
Transfer	10/01/2019			Funds Transfer	-2,700.00
Transfer	10/01/2019			Funds Transfer	-1,062.50
Deposit	10/01/2019			Deposit	211.45
Deposit	10/01/2019			Deposit	809.90
Deposit	10/02/2019			Deposit	314.27
Deposit	10/02/2019			Deposit	1,164.00
Check	10/03/2019	INV CLOUD	Invoice Cloud Monthly Charge	Invoice # 50-2019-9	-248.00
Deposit	10/03/2019			Deposit	176.86
Deposit	10/03/2019			Deposit	2,256.21
Check	10/04/2019	ONL	Charter Communications	Service Period From 9/18/19 thr...	-321.98
Deposit	10/04/2019			10/07/19	2,123.85
Check	10/04/2019	CompuPay	Compupay		-5,025.34
Check	10/04/2019	CompuPay	Compupay		-57.38
Check	10/04/2019	Compupay...	Compupay		-1,412.03
Deposit	10/04/2019			Deposit	120.70
Deposit	10/04/2019			Deposit	1,032.31
Deposit	10/05/2019			Deposit	140.22
Deposit	10/06/2019			Deposit	254.41
Check	10/07/2019	ONL	AVCO DISPOSAL, INC.	Invoice # N062824689	-68.64
Check	10/07/2019	ONL	Trench Plate Rental Co	Invoice # 21-05790-19	-284.00
Check	10/07/2019	7112	ACWA/Joint Powers Insurance Authority	Workers' Comp Progrm - Qtr 1 - ...	-314.07
Deposit	10/07/2019			Deposit	181.00
Deposit	10/07/2019			Deposit	1,624.65
Deposit	10/09/2019			Deposit	83.76
Deposit	10/09/2019			Deposit	1,341.72
Deposit	10/09/2019			Deposit	59.44
Deposit	10/09/2019			Deposit	1,268.20
Deposit	10/10/2019			Deposit	1,340.54
Check	10/11/2019	ONL	Southern California Edison		-3,210.89
Check	10/11/2019	ONL	ACWA/Joint Powers Insurance Authority	Policy Year 10/01/19 - 9/30/2020	-11,961.77
Check	10/11/2019	ONL	Inland Water Works Supply	Statement Date 9/30/19	-16,317.44
Check	10/11/2019	ONL	Underground Service Alert	Invoice # 920190454	-33.00
Check	10/11/2019	ONL	Utility Service Co., Inc.	Invoice # 489673 - Sagebrush B ...	-4,010.91
Deposit	10/11/2019			10/15/19	3,593.33
Check	10/11/2019	ONL	Cintas Corporation #150	Statement Date 9/30/19	-500.56
Check	10/11/2019	ONL		Invoice # 4992	-342.79
Deposit	10/11/2019			Deposit	352.73
Deposit	10/11/2019			Deposit	1,300.66
Deposit	10/12/2019			Deposit	142.67
Deposit	10/13/2019			Deposit	343.79
Deposit	10/14/2019			Deposit	181.76
Deposit	10/14/2019			Deposit	425.70
Deposit	10/15/2019			10/15/19	2,016.00
Deposit	10/15/2019			Deposit	2,986.24
Deposit	10/15/2019			Deposit	12,368.92
Deposit	10/16/2019			Deposit	74.60
Deposit	10/16/2019			Deposit	1,114.90
Deposit	10/17/2019			Deposit	226.22
Deposit	10/17/2019			Deposit	207.16
Deposit	10/18/2019			10/21/19	2,835.07
Check	10/18/2019	CompuPay	Compupay		-5,188.89
Check	10/18/2019	CompuPay	Compupay		-47.15
Check	10/18/2019	Compupay...	Compupay		-1,544.40
Deposit	10/18/2019			Deposit	120.70
Deposit	10/18/2019			Deposit	87.30
Deposit	10/20/2019			Deposit	66.01
Check	10/21/2019	ONL	Union Bank		-399.13
Check	10/21/2019	7113	Mojave Basin Area Watermaster	Invoice # 41799 - 4th Qtr. July 1s...	-290.14
Check	10/21/2019	7114	Ma, Zi Qing	Refund Deposit	-75.00
General Jour...	10/21/2019			#00832102 - Shelton - R01 - NSF	-114.06
General Jour...	10/21/2019			#00832102 - Shelton - R01 - NSF	-2.50
General Jour...	10/21/2019			#00832102 - Shelton - R01 - NSF	-15.00
Deposit	10/21/2019			Deposit	58.26
Deposit	10/21/2019			Deposit	351.32
Deposit	10/22/2019			Deposit	81.70
Deposit	10/23/2019			Deposit	144.56
Deposit	10/23/2019			Deposit	131.72
Check	10/24/2019	ONL	Lowe's	Statement Date 10/02/19	-248.69
Check	10/24/2019	ONL	Michael Silander	Legal Services for Sept. 2019	-1,325.00
Check	10/24/2019	ONL	Shred It	Invoice # 8128226198	-104.75
Deposit	10/24/2019			Deposit	299.47
Deposit	10/24/2019			Deposit	580.75

7:24 AM

11/14/19

Accrual Basis

Mariana Ranchos County Water District

Check Register for this Month

As of October 31, 2019

Type	Date	Num	Name	Memo	Amount
Deposit	10/25/2019			11/12/19	787.67
Deposit	10/25/2019			Deposit	68.06
Deposit	10/25/2019			Deposit	331.50
Deposit	10/26/2019			Deposit	276.85
Deposit	10/27/2019			Deposit	127.67
Deposit	10/28/2019			Deposit	146.02
Check	10/29/2019	ONL	Verizon	Invoice # 9839591668	-70.04
Deposit	10/29/2019			Deposit	282.11
Deposit	10/29/2019			Deposit	581.98
Deposit	10/30/2019			Deposit	89.34
Deposit	10/30/2019			Deposit	124.64
Check	10/31/2019	ONL	Charter Communications	Service Period 10/18/19 - 11/17/19	-322.16
Check	10/31/2019	ONL	Flyers Energy	Invoice # CFS-2082109	-92.11
Deposit	10/31/2019			Deposit	321.72
Deposit	10/31/2019			Deposit	533.70
Total 053.1 · US Bank Checking #1161					-10,345.12
Total 053 · US Bank Parent					-10,345.12
TOTAL					-10,345.12

GENERAL MANAGER PERFORMANCE APPRAISAL

Mariana Ranchos County Water District

Date: November 21, 2019

Employee Name: James M Hansen Jr

Appraisal Period: November 1, 2018 to November 1, 2019

Annual Review

The following ranking system should be applied as objectively as possible within each area.

1. **Outstanding:** Excellent performance that far exceeds the job's requirements.
2. **Very good:** Above average performance that exceeds the job's requirements.
3. **Average:** Acceptable performance that meets the job's requirements.
4. **Below average:** Minimally acceptable performance that meets some of the job's requirements.
5. **Unsatisfactory:** Unacceptable performance that does not meet the job's requirements.

General Job Skills

<u>A. Attitude:</u>	<u>Circle Rankings</u>	<u>Notes</u>
1. Exhibits a positive attitude.	1 2 3 4 5	
2. Shows initiative.	1 2 3 4 5	
3. Demonstrates dependability.	1 2 3 4 5	
4. Accepts directions from the Board.	1 2 3 4 5	
5. Displays commitment and involvement.	1 2 3 4 5	
6. Interacts well with co-workers.	1 2 3 4 5	
<u>B. Learning Ability:</u>		
1. Understands and applies instructions.	1 2 3 4 5	
2. Knows and applies District policies.	1 2 3 4 5	
3. Knows and understands the specific requirements of the job.	1 2 3 4 5	
4. Displays the ability to perform the technical skills required by the job.	1 2 3 4 5	
<u>C. Work and Problem Solving:</u>		
1. Performs an acceptable amount of work.	1 2 3 4 5	
2. The work performed meets or exceeds District standards of acceptability.	1 2 3 4 5	
3. Has the ability to analyze problems and reach acceptable and workable solutions.	1 2 3 4 5	
4. Effectively plans, schedules and organizes.	1 2 3 4 5	
<u>D. Communications:</u>		
1. Has the ability to effectively communicate with our customers or clients.	1 2 3 4 5	
2. Has the ability to effectively communicate with all employees.	1 2 3 4 5	
3. Has the ability to effectively communicate with the Board.	1 2 3 4 5	
4. Communications are timely and intelligent when oral.	1 2 3 4 5	

Communications: (continued)

Circle Rankings

Notes

- | | | | | | | |
|--|---|---|---|---|---|--|
| 5. Communications are timely and intelligent when written. | 1 | 2 | 3 | 4 | 5 | |
|--|---|---|---|---|---|--|

Management Traits

A. Accomplishments:

Circle Rankings

Notes

- | | | | | | | |
|---|---|---|---|---|---|--|
| 1. Has attained all objectives set for the job | 1 | 2 | 3 | 4 | 5 | |
| 2. Has attained all District objectives within the scope of the job thus far. | 1 | 2 | 3 | 4 | 5 | |

B. Decision Making:

- | | | | | | | |
|---|---|---|---|---|---|--|
| 1. Displays the ability and judgment to make decisions. | 1 | 2 | 3 | 4 | 5 | |
| 2. Displays the willingness to make decisions. | 1 | 2 | 3 | 4 | 5 | |
| 3. Takes action based upon decisions made with good judgment. | 1 | 2 | 3 | 4 | 5 | |

C. Leadership:

- | | | | | | | |
|---|---|---|---|---|---|--|
| 1. Displays the ability to successfully motivate other employees. | 1 | 2 | 3 | 4 | 5 | |
| 2. Displays the ability to skillfully teach and develop other employees. | 1 | 2 | 3 | 4 | 5 | |
| 3. Displays the capacity to issue directives and delegate responsibility and/or authority to other employees. | 1 | 2 | 3 | 4 | 5 | |
| 4. Displays the talent for managing others in order to accomplish specific objectives. | 1 | 2 | 3 | 4 | 5 | |
| 5. Applies discipline and rewards fairly. | 1 | 2 | 3 | 4 | 5 | |

Reviewed By: _____

Title: Director

Overall Rating: _____

My Comments:

Employee Signature: _____

Date: _____