

JOSHUA BASIN WATER DISTRICT
REGULAR BOARD OF DIRECTORS
MEETING MINUTES
MARCH 1, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the board meeting to order at 5:30pm
2. CONSIDERING OF TELECONFERENCING NOTIFICATIONS OR REQUESTS FROM BOARD MEMBERS.
No requests were received.
3. DETERMINATION OF A QUORUM – President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Delph has an excused absence.
STAFF PRESENT –
Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, David Shook, Director of Administration, Jeremiah Nazario, Interim Director of Operations, Lisa Thompson, Executive Assistant.

CITIZENS ADVISORY COUNCIL PRESENT –
Chairperson David Carrillo

CONSULTANTS PRESENT –
Kathleen Radnich, Public Information Consultant, Jeff Hoskinson, Legal Counsel, Alex Handlers, Bartle Wells
4. APPROVAL OF AGENDA –
1st -Doolittle
2nd -Short
4/0/0 motion carried.
5. PUBLIC COMMENT – none
6. CONSENT CALENDAR
 - A. DRAFT MINUTES – 02.15.23
 - B. NOVEMBER 2022 CHECK REGISTER.
Director Jarlsberg requested to pull item October 2022 check register.
1st - Jarlsberg
2nd -Doolittle
4/0/0 motion carried to approve draft minutes 02.15.23 and November 2022 check register.
7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION:
Director Jarlsberg asked about check register for October 2022, page 13 Toyota purchase. General Manager Johnson mentioned that this purchase was a budgeted item.
1st- Jarlsberg
2nd -Doolittle
4/0/0 motion carried to approve October 2022 check register.
8. ACTION CALENDAR
 - A. AUDIT PRICING PROPOSAL FOR FISCAL YEARS 22/23 THROUGH 26/27

Director Doolittle asked about the same auditing firm changing every six years. Director of Finance, Anne Roman explained the process per the State Controller's office. Doolittle shared that she attended CSDA training in regard to financials and auditing. Director Short shared that he learned from CSDA training about auditors/ parody review. Short asked when the District had one done and would like to see the report.

1st Jarlsberg

2nd Short

4/0/0 motioned carried to approve audit pricing proposal authorizing the General Manager to enter into a contract.

B. RESERVE FUNDING TRANSFERS FOR FISCAL YEARS 2021/22

Roman provided a presentation and explained that reserve funds only get transferred once per year. Roman explained that everything in LAIF is in a low-risk investment. Doolittle suggested that she would like more information so that she has talking points about reserves. Jarlsberg asked about the total of the operating reserve. Roman explained that the District has six months of operating costs in the operating reserve. Short asked how long has reserve policy been in place. Anne responded that it was in its first inception and was created approximately three to four years ago. Floen mentioned investments through LAIF we are very safe.

1st - Short

2nd -Jarlsberg

4/0/0 motion carried to approve reserve fund transfers.

C. ACQUISITION OF SKYTRAK (PETTIBONE) FROM UNITED RENTALS

Nazario explained that this is a new purchase and is lieu of the request to purchase a Pettibone in December 2022, as the December 2022 fell through. Doolittle asked the estimated life of the equipment. Nazario mentioned that we will last for approximately 10+ years. Floen mentioned that he likes the safety factor of having the Skytrak.

1st – Doolittle

2nd - Short

4/0/0 motion carried to purchase Skytrak from United Rentals

9. INFORMATIONAL ITEMS AND REPORTS

For informational purposes only on subjects not covered by the agenda. No action is to be taken.

A. PUBLIC OUTREACH REPORT

PRESENTED BY: Kathleen Radnich, Consultant for Public Outreach

Radnich announced dates of upcoming events many of which will be in the District newsletter. She also reported that newsletter has over 40 % opening rate which is much higher than the industry average.

B. GENERAL MANAGERS REPORT

Reminder that we are back open to the public. Management will begin budget planning process. WRO meeting for April will be cancelled and in May for ACWA conference. Operations has begun the pipeline replacement by JT Saloon. Nazario mentioned that there was approximately 600 ft pipe replacement project, and the short run has been very problematic, and businesses impacted. The pipeline replacement project will take about 3 to 4 weeks to complete. Granicus should be implemented by May. Upcoming Emergency management training is scheduled for staff, management, and the Board of Directors.

Doolittle asked why WRO is being cancelled two months in a row and asked if we can reschedule one.

Short wanted to see if he can schedule to see the jt SALOON pipeline replacement.

C. DIRECTOR REPORTS AND COMMENTS

Doolittle shared about her SDLA Leadership Academy Conference training. She discussed the following:

- Board survey
- Future strategic plan
- Recording of Board Member requests
- Local government compensation reports
- Employment practices liability insurance
- Loss reporting
- Social media outreach

Jarlsberg mentioned her attendance at MWA board meeting. Jarlsberg stated that she had asked about a board survey in the past and was glad that Doolittle mentioned it again.

Short shared about his attendance at the SDLA Leadership Academy conference. He wanted to know how the District can discuss policy and procedures that is Brown Act compliant. He discussed a PAFR and would like the District adopt a similar approach on social media.

President Floen shared his attendance at the Morongo Basin Pipeline Commission meeting and briefly mentioned about their process with replacement of valves. Floen mentioned that he had asked Marina West if we can have an agenda item added. Floen also stated that their evidence that MWA they are doing their due diligence replacing pipeline.

10. FUTURE DIRECTOR MEETINGS

- A. JBWD - Finance Committee 03/08/23 9:00 am Floen/Doolittle
- B. JBWD - Water Resources Committee 03/08/23 10:30 am Doolittle/Jarlsberg
- C. MWA – Board Meeting 03/09/23 9:30 am Short
- D. MWA – Morongo Basin Pipeline Commission 03/08/23 2:00 pm Floen
- E. JBWD – Regular Board of Directors Meeting 03/15/23 5:30 pm All

11. ADJOURNMENT

- 1st – Doolittle
 - 2nd -Jarlsberg
- President Floen called the board to adjourn at 7:42pm.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary





6A. Draft 03.01.23 Meeting Minutes

Final Audit Report

2023-04-20

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