

JOSHUA BASIN WATER DISTRICT
REGULAR BOARD OF DIRECTORS
MEETING MINUTES
MAY 3, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the board meeting to order at 5:30pm.
2. CONSIDERATION 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 Fick
STAFF PRESENT –
Director of Finance, Anne Roman, Director of Administration, David Shook, Interim Director of Operations, Jeremiah Nazario, General Manager, Sarah Johnson, Executive Assistant, Lisa Thompson.

CITIZENS ADVISORY COUNCIL PRESENT – Glen Harris

CONSULTANTS PRESENT – Jeff Hoskinson, Legal Counsel, Greg Normart, UCM
4. APPROVAL OF AGENDA –
President Floen pulled item 8B Job Title Change/Update from the agenda. Floen stated per policy that General Manager, Johnson has the authority to make changes to job descriptions that do not result in salary or substantive position changes, and that job title changes do not need to go to the Board for approval.
1st - Floen
2nd – Jarlsberg
5/0/0 motion carried to approve the agenda with item 8B Job Title Update/Change pulled.
5. PUBLIC COMMENT – none
6. CONSENT CALENDAR –
1st - Jarlsberg
2nd – Short
4/0/1 motion carried to approve 04.19.23 draft minutes with the correction of editing typo of Glenn Harris to Glen Harris. Director Fick abstained due to not being an official board member on 4.19.23.
5/0/0 motion carried to approve 04.26.23 draft minutes with corrections.
7. CONFLICT OF INTEREST – General Manager, Sarah Johnson presented to the Board the adoption of the amendment to the District’s Conflict of Interest Code Resolution NO. 23-1054 and adopt the revision to Appendix A of the Administrative Code. The Political Reform Act requires the District to conduct a biennial review of our Conflict of Interest Code. To meet this requirement, the Board adopted Resolution 22-1046 approving the Conflict of Interest Code on September 21, 2022. After the county’s review, they determined the code did not indicate the place of filing and therefore needs to be revised and reapproved. Doolittle mentioned that the words Forms 700 should be added to the Statement of Economics Interests.
1st - Short
2nd - Jarlsberg
5/0/0 motion carried to adopt the adopt the amendment to the District’s Conflict of Interest Code Resolution NO. 23-1054 and adopt the revision to Appendix A of the Administrative Code with correction from biannual to biennial and adding words Form 700.

8. Pulled from agenda: JOB TITLE UPDATE/CHANGE – General Manager, Sarah Johnson and Director of Administration, David Shook.
9. UCM AGREEMENT – General Manager, Sarah Johnson presented to the Board the UCM Agreement providing utility bill consulting services to the District. One of the largest expenses in the District is the cost of electricity. Staff work hard to reduce electrical costs, most notably by running pumps at the lowest time of use peak available. Staff put in approximately 15 hours a month analyzing the ever-complex Edison bills, and we are finding issues and discrepancies. However, as a customer, we cannot get Edison to agree with our concerns. After countless hours of back-and-forth calls/emails and with them consistently changing time of use, we have finally come to a point where we need additional support.

UCM representative, Greg Normart, presented UCM services. He explained if the District receives a refund or credit that was identified in the Findings Letter, then the District will pay 42% of the amount refunded or credited to UCM for their service. If there are no findings, then there are no charges. If the District obtains Future Savings, the District will pay UCM 42% of such Future Savings that accrue during a Three-Year Savings Period.

Vice President Doolittle asked about UCM's invoicing process. Director Jarlsberg mentioned that it is frustrating that the billing is in such long periods of time. Director Short said that it is frustrating that something like this is necessary. Short asked what if there was a class action lawsuit in the future. Short asked what is UCM's success rate. Normart said that they have a 70- 80% success rate. Director Fick asked if UCM has water and sewer in the contract. President Floen mentioned that if we don't get a savings, then UCM does not get paid and if we didn't do this we could potentially be losing out on savings. Floen thanked the board for pointing out that 29 Palms Water District and Hi Desert Water District use UCM's services.

1st - Floen
2nd - Fick

Floen – Yes, Jarlsberg – Yes, Short – Yes, Doolittle – No, Fick - Yes

4/1/0 motion carried for the Board to approve the agreement between Joshua Basin Water District and UCM to provide utility bill consulting services.

10. TILFORD PHASE 1 CIRP PROJECT WATER CAPACITY CHARGES TRANSFER – Director of Finance, Anne Roman presented the Tilford Phase 1 Project Water Capacity Charges Transfer. Doolittle mentioned that she was concerned about the level of the emergency fund, and she is in favor of increasing the emergency fund. Jarlsberg asked about what qualifies as Capital. Short asked if we can print out the graph because it's hard to see on the screen due to the font being small. Fick said the font needs to be bigger. Fick said that he is now trusting district staff being on the board and is for the transfer. Floen said it's important to keep money in the emergency fund so we can keep our customers safe.

1st - Doolittle
2nd - Short

5/0/0 motion carried for the Board to approve transfer of funds.

11. INFORMATIONAL ITEMS AND REPORTS

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

A. PUBLIC OUTREACH REPORT

PRESENTED BY: Kathleen Radnich, Consultant for Public Outreach

Kathleen Radnich shared the following information:

- MBCA Landscape Garden Tours (in our garden)
- Native plant sale and final numbers
- Palm Vista Elementary garden tour with 5th graders.
- Sign-ups for the Wildcrafting course, now every Friday in person since Covid
- Emergency Public Event being held at WalMart May 20
- Water Education Festival at LCMS on May 31
- Baby tortoises at the Farmers' Market Booth in May
- Attended the Morongo Basin Public Information group

B. GENERAL MANAGERS REPORT

General Manager, Sarah Johnson reported on the following:

- She appreciates Public Outreach Consultant, Kathleen Radnich's involvement.
- Johnson mentioned that the WRO Committee is cancelled next week due to Director Jarlsberg and Vice President Doolittle attending ACWA Conference
- There have been some requests for a Board learning Retreat most recently from VP Doolittle. Johnson is looking into this request; it's heard but not forgotten.
- Reminder about Special Board Meeting Budget Workshop on May 23 at 11am
- A month ago, VP Doolittle asked if the District had Employment Practices Liability Insurance. Johnson confirmed that EPLI is a part of our coverage through JPIA.
- The district has completed its 913 acre feet of recharge this year. MWA is requesting to meet to discuss potential banking in the future.
- Johnson welcomed Director Fick to the Board of Directors. She thanked Director Fick for his comment stating he trusts staff. She stated that staff works from a high level of ethics and puts blood, sweat, and tears into this district.

C. DIRECTOR REPORTS AND COMMENTS

Vice President Doolittle mentioned an interest in the strategic plan. General Manager, Sarah Johnson, mentioned that the strategic plan expires December 31, 2023, however, staff is budgeting for the renewal of the strategic plan for FY 2023/2024. Doolittle said that she would like a presentation on artificial intelligence. Director Jarlsberg wanted clarification on the board retreat.

President Floen shared that docent Jean McLaughlin is so knowledgeable of plants and is such a wonderful asset as a docent. Floen mentioned that the demonstration garden looked gorgeous, and the garden tour was a pleasant event. Floen attended the MWA Board Meeting. Floen set up and assigned himself and VP Doolittle to an Ad hoc committee to conduct the General Manager evaluation.

12. ADJOURNMENT

1st – Doolittle

2nd - Jarlsberg

President Floen called the board to adjourn at 7:11pm

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary





Draft Meeting Minutes 05.03.23 finished

Final Audit Report

2023-07-05

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