

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING
MEETING MINUTES
SEPTEMBER 20, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the board meeting to order at 5:30 p.m.
2. CONSIDERATION OF TELECONFERENCING NOTIFICATIONS OR REQUESTS FROM BOARD MEMBERS. – None
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 – None

CONSULTANTS PRESENT – Kathleen Radnich, Public Outreach Consultant

4. APPROVAL OF AGENDA –
 - 1st – Doolittle
 - 2nd - Short5/0/0 motion carried to approve the agenda.
5. PUBLIC COMMENT – Glen Harris

Glen Harris came to the podium to voice his concerns about Director Fick’s comments on social media relative to County Officials and the Cadiz Project. Harris detailed his concerns over what he labelled as libelous, divisive, and malicious comments, of which he wanted the Board to be aware, and indicated he was unhappy with the comments and wanted the board to understand his concerns.
6. CONSENT CALENDAR –
 - A. DRAFT MINUTES – 08.16.23
 - B. DRAFT MINUTES – 09.06.231st – Short
2nd – Doolittle
5/0/0 motion carried to approve the draft 08.16.23 and 09.06.23 minutes.
7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION –

Director Jarlsberg requested to pull the July 2023 check register. Jarlsberg commented on temporary labor, arborist services, and Toyota Tacoma truck purchases.

1st – Short
2nd – Jarlsberg
5/0/0 motion carried to approve the July 2023 check register.
8. ACTION CALENDAR
 - A. EMPLOYEE COMPENSATION PLAN

General Manager Sarah Johnson gave a presentation on the Employee Compensation Plan to the board. Johnson shared that she was very pleased with the employee survey results, which were very positive

two years in a row. The morale survey results proved that 100% of the employees agreed that the workplace was positive and motivating to work. Johnson mentioned that employee satisfaction helps us maintain excellent service to our customers. Johnson explained that we look at the Consumer Price Index (CPI) at the same time each year to propose the next CPI. Johnson also explained that the district is now eligible for JPIA incentive rates, which will lower medical plan costs by 4%.

The Employee Compensation Plan Proposal included the following:

- COLA - Match CPI 3.2% – Effective 1st Pay Period After Approval
- Health Benefits – Effective Next Calendar Year
 - Remove Legacy and Tier II Plans (no current enrollee in plans)
 - Rename Tier I to Tier A and add \$50.00 to the District monthly contribution.
 - Rename Tier III to Tier B and add \$108.11 to the monthly contribution
- Boot Allowance - Effective Next Calendar Year
 - Add \$125.00 per year allowance totaling \$350.00
- Longevity Pay – Effective 1st Pay Period After Approval
 - After 7 years of continuous District Service: \$75.00 per month;
 - After 11 years of continuous District Service: \$150.00 per month; and
 - After 15 years of continuous District Service: \$250.00 per month;
- Maintenance of all other compensation plan items

1st - Jarlsberg

2nd – Short

5/0/0 motion carried to adopt Resolution 23-1058 approving the Employee Compensation Plan.

B. NEW JOB DESCRIPTIONS

General Manager Sarah Johnson presented two new job descriptions to the board, including the Compliance Coordinator and Purchasing & Inventory Technician. Johnson explained that staff conducted a compensation study with other comparable districts to determine the proposed salary ranges for both positions. Both positions were budgeted for in the FY 23/24 budget.

The Compliance Coordinator will be responsible for the district’s regulatory compliance, development, and grant coordination. The proposed salary range for the Compliance Coordinator is considered mid-range as compared to other districts.

The Purchasing & Inventory Technician will help the district centralize purchasing and inventory activities. Johnson mentioned that this position was developed with the audit recommendations in mind, which included centralizing purchasing activities. The salary range for the Purchasing & Inventory Technician is in line with other Technician positions in the district.

COMPLIANCE COORDINATOR

1st – Fick

2nd – Jarlsberg

5/0/0 motion carried to adopt the Compliance Coordinator position.

PURCHASING & INVENTORY TECHNICIAN

1st – Doolittle

2nd – Short

5/0/0 motion carried to adopt the Purchasing & Inventory Technician position.

C. 06/30/23 UNAUDITED/ PRELIMINARY FINANCIAL REPORT

Director of Finance, Anne Roman, gave her presentation on the 06/30/23 Unaudited/Preliminary Financial Report to the committee. Roman explained the graphs containing the Financials at a Glance, cash flows, board report summary, operating budget, and historical water sales statistics in great detail. Roman mentioned that this preliminary report is in preparation for audit in October 2023.

1st – Short

2nd – Jarlsberg

5/0/0 motion carried for the board to approve the 06/30/23 Unaudited/Preliminary Financial Report.

9. INFORMATION ITEMS AND REPORTS

A. GENERAL MANAGERS REPORT –

- Johnson mentioned that the board meeting recordings will be uploaded on YouTube soon. We are in the process of getting video trimming software for the recordings before we can post the videos to YouTube. Since the process is very cumbersome, it will take some time to upload them.
- The audit is coming up in the first week of October. Johnson thanked and appreciated the Finance Department for all their hard work in preparation for the audit.
- Johnson discussed that we are taking water recharge. Additionally, she discussed that the district shares the pipeline capacity with Hi-Desert Water District and Big Horn Water Agency. Water banking will be coming up next year.
- The Board Retreat Training Workshop will be on October 4, 2023, from 9:00 a.m. to 2:00 p.m. The regular board meeting at 5:30 p.m. will be cancelled. Johnson reminded the board members to turn in the questionnaire to Lisa before the Special Meeting - Board Retreat Training Workshop.

B. DIRECTOR REPORTS AND COMMENTS -

PRESIDENT FLOEN –

- Reports – Attended MWA Pipeline Commission and Finance Committee.
- Comments – Floen mentioned that the MWA Pipeline Commission should be coming up on nominating a new chairperson next year. Floen shared that at the MWA pipeline Commission meeting, there was a discussion on the infrastructure and reservoirs, which is relevant because we get our water from MWA. Floen mentioned that the subject of Cadiz was relevant because, in the past, the district sent a letter opposing selling water from Amboy to Orange County.

VICE PRESIDENT DOOLITTLE-

- Reports – Attended ASBCSD meeting in Hesperia and CSDA website training.
- Comments – Doolittle learned that California had the first open meeting Act at a CSDA website training.

DIRECTOR JARLSBERG-

- Reports – Attended the ASBCSD meeting in Hesperia.
- Comments – Jarlsberg sat in on the pipeline meeting and talked to the presenters, which she found interesting and appreciated that it was local. Jarlsberg is concerned about CAC vacancies and hopes that we can find people to become members. Jarlsberg commended Executive Assistance, Lisa Thompson, for the thoroughness of the meeting minutes and said that they are

getting better. Jarlsberg mentioned that she is hoping to attend the MWA tour coming up in October.

DIRECTOR SHORT-

- Reports – Attended the ASBCSD meeting in Hesperia.
- Comments – Short mentioned that the topic at the ASBCSD meeting was on Fentanyl use. Short asked if the district could consider hosting an ASBCSD meeting next year. Short suggested reducing the number of board members going to the ASBCSD meetings to two, instead of four to help with maintaining budgets.

DIRECTOR FICK-

- Reports – Attended MWA meeting in Hesperia.
- Comments – Fick provided brief comments relative to his role as a 30-year desert activist and prior involvement opposing the Cadiz Project since 1995, and addressed what he alleged to be inaccuracies in the public comments made by Glen Harris during public comment.

11. ADJOURNMENT

1st – Doolittle

2nd – Jarlsberg

President Floen called the board to adjourn at 7:25 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary





1. Draft Minutes 09.20.23

Final Audit Report

2023-10-29

Created:	2023-10-23
By:	LISA THOMPSON (lthompson@jbwd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANH6vbLivRZNCJw_KQ2Yki3EXMx_s4il9

"1. Draft Minutes 09.20.23" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)
2023-10-23 - 8:47:10 PM GMT
-  Document emailed to Sarah Johnson (sjohnson@jbwd.com) for signature
2023-10-23 - 8:47:24 PM GMT
-  Document e-signed by Sarah Johnson (sjohnson@jbwd.com)
Signature Date: 2023-10-29 - 5:17:13 PM GMT - Time Source: server
-  Agreement completed.
2023-10-29 - 5:17:13 PM GMT