

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING
MEETING MINUTES
JUNE 21, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the board meeting to order at 5:30 pm.
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 – Jeff Hoskinson, Legal Counsel, Kathleen Radnich, Public Outreach Consultant

4. APPROVAL OF AGENDA –
 - 1st - Doolittle
 - 2nd - Short5/0/0 motion carried to approve the agenda.
5. PUBLIC COMMENT – None
6. CONSENT CALENDAR –

DRAFT MINUTES – 06.07.23

 - 1st – Short
 - 2nd – Fick5/0/0 motion carried to approve consent calendar with corrections to the minutes.
7. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION – Director Jarlsberg asked to pull the check register for discussion of the following items: temporary labor, inventory for Inland Water Works on page 9, and Mojave Water Agency water recharge on page 10.
 - 1st – Jarlsberg
 - 2nd – Fick5/0/0 motion carried to approve check register for April 2023.
8. ACTION CALENDAR
 - A. EASEMENT AGREEMENT FOR SPECIAL DISTRICTS OF SAN BERNARDINO COUNTY

Interim Director of Operations, Jeremiah Nazario, made his presentation to recommend that the board authorize the General Manager to Execute the agreement providing an easement to the San Bernardino County Park and Recreation District.

 - 1st - Jarlsberg

2nd – Doolittle

5/0/0 motion carried for the Board to authorize the General Manager to execute the agreement providing an easement to San Bernardino County – County Service Area 20, Joshua Tree Park and Recreation District.

B. 3RD QUARTER ENDING 03/31/23 FINANCIAL REPORT

Anne Roman, Director of Finance, made her presentation on the 3rd Quarter Ending 3/31/23 Financial Report and explained financials at a glance in detail. Roman reported on revenues and expenses not incurred evenly throughout the year, Department Heads managing their budgets, operating and capital costs, and analysis continuing throughout the year.

1st – Short

2nd – Jarlsberg

5/0/0 motion carried for the Board to approve the 3RD Quarter Ending 3/31/23 Financial Report.

C. STANDBY PUBLIC HEARING

President Floen opened the public hearing on Standby at 6:53 pm.

Anne Roman, Director of Finance, made her staff report to the board on the Standby public hearing. Roman made a correction to Resolution No. 23-1054, changing the interest rate from 6% to 10%, due to the County changing their interest rate for delinquent payments.

President Floen closed the hearing at 6:54 pm.

1st – Doolittle

2nd – Jarlsberg

5/0/0 motion carried for the Board to adopt Resolution No. 23-1054 with the correction to change the resolution number to 23-1056 and correction on page 49, changing item #7, the interest rate for delinquent payments from 6% to 10%.

9. INFORMATION ITEMS AND REPORTS

A. GENERAL MANAGERS REPORT –

General Manager, Sarah Johnson gave her report on the following:

- Thanked the Director of Finance, Anne Roman, for her time providing financial reports that had entailed complexity and Interim Director of Operations, Jeremiah Nazario, for the Easement report.
- Johnson attended CSDA study group class today and noted that the district's practice of providing quarterly financial reports, monthly check registers, and director's check signing is a best practice that we should aim to continue.
- The district had three new hires this week, one in Customer Service, one in HR, and one on the CIRP crew.
- In an effort to make Board meetings more efficient, we are removing roll calls when all board members are present in person, except for major decisions, resolutions, ordinances, etc.
- LIHWAP day is scheduled for tomorrow, June 22, 2023.
- Johnson noted that she is working toward fine-tuning the GM report.
- Johnson will be out at the General Manager conference next week in Lake Tahoe and taking a couple of vacation days.
- Anne will be going on vacation in July for two weeks, so the Finance Committee on 7/12/23 and the regular board meeting on 7/5/23 will be cancelled.

B. DIRECTOR REPORTS AND COMMENTS -

PRESIDENT FLOEN –

- Reports – None
- Comments – None

VICE PRESIDENT DOOLITTLE-

- Reports – Attended several Ad Hoc meetings, MWA Workshop board meeting.
- Comments - None

DIRECTOR JARLSBERG-

- Reports – Attended the ASBCSD dinner in Yucca Valley.
- Comments – County Supervisor Dawn Rowe attended the ASBCSD dinner meeting and covered many topics; it was a good event.

DIRECTOR SHORT-

- Reports – Attended the ASBCDS dinner in Yucca Valley
- Comments – Received lots of good information from the ASBCSD dinner meeting.

DIRECTOR FICK-

- Reports - None
- Comments – None

10. CLOSED SESSION

Report Out:

Pursuant to Government Code Section 54957 (b)(1) Public Performance Evaluation of General Manager, the board met in a closed session beginning at 7:04 pm. The Board reconvened, and General Counsel Eddy Beltran reported that the Board took no reportable action.

OPEN SESSION:

- The Board reconvened in open session at 7:45 pm. Each Director expressed their admiration for the work and effort broad forth by General Manager Johnson, and Director Doolittle provided a lengthy speech regarding Johnson's accomplishments. The Board then considered potential contract and salary modifications, including:
- An increase in salary, inclusive of a merit and cost of living increase, to \$239,200 per year, effective retroactively to January 1, 2023, with a one-time lump sum payment of \$2,100 as a COLA increase for her October to December 2022 performance;
- Entering into a new contract, which will be an initial 5-year contract, through June 30, 2028, with automatic year-to-year renewals unless and until terminated pursuant to the provisions of the contract;
- An allowance for time for the General Manager to pursue professional certifications or degrees within her normal work schedule;
- Providing for automatic COLA adjustments of no less than 0% and no more than 4% percent, beginning on January 1, 2024, based on the Consumer Price Index for Riverside-San Bernardino-Ontario;
- Modifications to health care and 457 Contribution match;

- Alignment of other benefits relative to those provided to existing managers; and
- Conversion from a vehicle allowance to a District-owned vehicle.

1st – Doolittle

2nd – Jarlsberg

5/0/0 motion carried to approve the General Manager contract with the changes proposed, with direction to General Counsel to finalize the contract.

11. ADJOURNMENT

1st – Short

2nd – Jarlsberg

President Floen called the board to adjourn at 8:04 pm.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary





Draft Meeting Minutes 06.21.23

Final Audit Report

2023-08-10

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