

JOSHUA BASIN WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, OCTOBER 5, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the regular board meeting to order at 5:30 p.m.

DETERMINATION OF A QUORUM – President Floen, Vice President Doolittle, and Director Jarlsberg are present. Director Delph is absent.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant, Jeremiah Nazario, Distribution Supervisor, and Brandon Warner, CIRP Supervisor.

CONSULTANTS PRESENT – Kathleen Radnich, Public Information Consultant, Jeff Hoskinson, Legal Counsel

APPROVAL OF AGENDA –

MSC¹ (Doolittle/Jarlsberg) 4/0/0 motion carried to approve the agenda.

Ayes: Doolittle, Floen, and Jarlsberg
Noes: None
Absent: Delph

PUBLIC COMMENT – None

STATE OF EMERGENCY FINDINGS– The Board of Directors renewed its findings outlined in Resolution No. 21-1035 for an additional 30 days.

MSC¹ (Jarlsberg/Doolittle) 3/0/1 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Doolittle, Floen, and Jarlsberg
Noes: None
Absent: Delph

CONSENT CALENDAR – Draft minutes September 21, 2022.

MSC¹ (Jarlsberg/Doolittle) 3/0/1 motion carried to approve the draft minutes of September 21, 2022.

Ayes: Doolittle, Floen, and Jarlsberg
Noes: None
Absent: Delph

CAPACITY FEE REPORT - In 21/22, the Water Capacity reserve grew by \$802,265 from 109 new meter sales and/or meter size upgrades and interest earned on those funds, to a balance of \$1,862,498.39. However, fiscal year 21/22 also marked the first time since the 2010 H-Zone project that the District utilized any Water Capacity charges for growth or expansion projects. In 21/22, Water Capacity charges of \$871,166.04 were unrestricted and utilized to reimburse the District for the 67% of the Saddleback CIRP pipeline project cost that was attributable to vacant, undeveloped land, or upsizing of pipe. The ending balance of the Water Capacity Fund Balance was \$993,425.58 at 06/30/22.

The Wastewater Capacity Fund increased in 21/22 by \$434,186.66 collected from fifty-three new meter sales and/or meter upgrades and an installment payment of \$77,163.66 from the Hi Desert Medical Center (HDMC) for their note receivable. The ending balance, after interest earned amounted to \$1,810,355.70 at 06/30/22. No Wastewater capacity funds were used for growth or expansion projects. The Board received for information only, no action was taken.

EMPLOYEE COMPENSATION PLAN - Staff recommends that the Board adopt the attached Employee Compensation Plan to update its competitive and equitable compensation strategy that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts, aid in meeting regulatory requirements and transparency measures, and provide open communication to valued employees.

The changes include:

- FY22/23 COLA to match CPI 9.5%
- Maintain Current Health & Welfare Benefit structure (2023 Tier III cap = \$2,153.07)
- Update standby holiday standby language

- Update holiday “worked time” from time and a half to double time for non-exempt employees
- Add \$130 per year uniform allowance to administrative staff
- Update 457 District contribution from 25% with a \$1,500 annual cap to 50% contribution with a \$1,600 annual cap.
- Add one ten-hour floating holiday for all staff

After a lengthy discussion between the Board and staff, Director Doolittle motioned to approve and adopt Resolution No. 22-1049 with the elimination of the extra ten-hour floating holiday for staff.

MSC¹ (Doolittle) 1/2/1 motion failed.

Ayes: Doolittle

Noes: Jarlsberg and Floen

Absent: Delph

Director Jarlsberg motioned to approve and adopt Resolution No. 22-1049 as presented.

MSC¹ (Jarlsberg/Floen) motion carried to approve and adopt Resolution No. 22-1049.

Ayes: Doolittle, Floen, and Jarlsberg

Noes: None

Absent: Delph

JPIA REPRESENTATIVE – President Floen appointed Director Delph as the new JPIA representative and appointed Director Jarlsberg as alternate.

GENERAL MANAGER’S REPORT – GM Johnson gave a brief update on the following:

- After going through normal purchasing procedures, the district engaged with Apex Lift Equipment, LLC, to purchase a Pettibone. To secure delivery of the equipment, Apex was provided a photocopy of proof of payment which they used to fraudulently create a remote check replacing the payee’s name with a different company’s name, and then cashed the check. Immediately upon discovery, staff worked diligently to report the situation to several agencies while cooperating with the bank’s fraud department. We are happy to report that the money has been refunded following the bank investigation, which determined the check was indeed fraudulently created. We are adding an additional layer of positive pay protection to mitigate any future occurrence of this type of situation.
- We are still working on interviews for open positions and hope that we will have a majority of our vacancies filled in the coming months.
- Distribution Supervisor Nazario provided an update about the leak occurring on October 4th.

DIRECTOR REPORTS/COMMENTS – All Directors reported on the meetings they attended.

FUTURE DIRECTOR MEETINGS – President Floen read off the list of upcoming meetings.

ADJOURNMENT – MSC¹ (Jarlsberg/Doolittle) 3/0/1 motion carried to adjourn the meeting at 6:52 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary