

JOSHUA BASIN WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JUNE 1, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special meeting to order at 2:00 p.m.

DETERMINATION OF A QUORUM – President Floen asked for a rollcall and the following Directors are present: Vice President Doolittle, Director Delph, and Director Jarlsberg are in attendance.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Jeremiah Nazario, Distribution Supervisor, Steve Corbin, Production Supervisor, Brandon Warner, CIRP Supervisor, and Beverly Krushat, Executive Assistant, are in attendance.

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

Before the approval of the agenda, President Floen asked General Manager Johnson if she had anything to add to the agenda, and General Manager Johnson referred to Jeff Hoskinson, Legal Counsel. Mr. Hoskinson explained with the resignation of Director Unger, on May 31, 2022, the District has a certain amount of time to address this and asked the Board if they would like to place it on this evening’s agenda for consideration. This concludes the finding that there was action needed due to the short time frame.

MSC<sup>1</sup> (Delph/Jarlsberg) 4/0/0 motion carried to add the resignation of Director Unger to the Agenda.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

APPROVAL OF AGENDA –

MSC<sup>1</sup> (Doolittle/Delph) 4/0/0 motion carried to approve the agenda with the additional item of Director Ungers seat vacancy.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

PUBLIC COMMENT – None

CONSENT CALENDAR - MSC<sup>1</sup> (Doolittle/Delph) 4/0/0 motion carried to approve the Consent Calendar with the changes discussed with Director Jarlsberg.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

21/22 REVISED BUDGET AND 22/23 PROPOSED BUDGET REVIEW AND ADOPTION – Director Anne Roman gave the staff report and an in-depth Q&A followed with the Board.

MSC<sup>1</sup> (Jarlsberg/Delph) 4/0/0 motion carried to adopt the 21/22 revised budget and the 22/23 proposed budget.

Ayes: Delph, Doolittle, Floen, and Jarlsberg

Noes: None

Absent: None

RESIGNATION OF DIRECTOR UNGER – Jeff Hoskinson, Legal Counsel – District staff looked for direction to the Board’s preference to either appoint or call for an election (General Election on November 8, 2022). Legal Counsel recommended that the Board of Directors bring back a resolution at the June 15, 2022, meeting stating they will move forward with the General Election on November 8, 2022.

MSC<sup>1</sup> (Jarlsberg/Delph) 4/0/0 motion carried to bring back the resolution at the June 15, 2022, Board meeting to move forward with the General Election on November 8, 2022.

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

NEW HUMAN RESOURCES & RISK GENERALIST JOB DESCRIPTION – General Manager Johnson gave the staff report stating that the District’s HR & Risk programs are the responsibility of the Director of Administration position. To create efficiency, maintain compliance with ever-changing regulations, design manageable workloads, and streamline processes, staff recommends approving the new Human Resources & Risk Generalist position. The Director of Administration will drop the HR & Risk responsibilities but will gain responsibility for Information Technology Coordination and Development Services (which due to attrition have been spread out among existing staff but not officially reassigned), along with maintaining responsibility for Customer Service and Contract Management. The proposed range for the newly developed HR & Risk Generalist position is Range 24 - \$59,321.89 - \$77,835.45 annually. This was followed by a brief Q&A with the Board.

MSC<sup>1</sup> (Jarlsberg/Delph) 4/0/0 motion carried to adopt the Human Resources & Risk Generalist job description.

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

REVISED WATER QUALITY SPECIALIST JOB DESCRIPTION – General Manager Johnson - The District currently has one Water Quality Specialist (WQS) position at Range 28 (\$65,480.26 - \$85,915.78 annually) of the salary schedule. This role is responsible for various tasks related to water quality, Cross Connection Control Program (CCCP), backflow coordination, and responding to customers for water quality concerns.

Staff has revised the job description into a series I/II which is consistent with other District job classification series. The proposed range for the revised positions is:

- WQS I – Range 24 (\$59,321.89 - \$77,835.45 annually)
- WQS II – Range 28 (\$65,480.26 - \$85,915.78 annually)

MSC<sup>1</sup> (Doolittle/Delph) 4/0/0 motion carried to adopt the Water Quality Specialist I/II job descriptions.

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

DIRECTOR REPORTS AND COMMENTS - Each Director commented on the different meetings and conferences they attended.

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

ADJOURNMENT – MSC<sup>1</sup> (Doolittle /Delph) motion carried to adjourn the meeting at 7:13 p.m.

Respectfully Submitted,



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Sarah Johnson, Acting General Manager & Board Secretary