

MEETING MINUTES



SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 8, 2025, 9:00 AM

1. CALL TO ORDER

President Floen called the meeting to order at 9:00 am

2. DETERMINATION OF A QUORUM & ATTENDANCE

Board Members Present: President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

Staff Present: General Manager Johnson, Director of Finance Roman, Director of Administration Shook, Interim Director of Operations Kolisz, Accounting Supervisor Rich, Executive Assistant Thompson

Consultant(s) Present: Public Outreach Consultant, Kathleen Radnich (attended remotely), Legal Counsel, Jeff Hoskinson

Citizens Advisory Council Member(s) Present: David Carrillo, Debbi Truncale (attended remotely)

3. APPROVAL OF THE AGENDA

Director Jarlsberg made a motion to approve the agenda seconded by Director Short, and approved by the following vote:

1 st / 2 nd	Jarlsberg/Short
Ayes:	Floen, Doolittle, Jarlsberg, Short, Fick
Noes:	None
Abstain:	None
Absent:	None

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

Director Fick requested that the 11.19.25 draft minutes be pulled from the Consent Calendar to allow a correction to his comment.

A. **ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION**

B. **DRAFT MINUTES – 11.19.25**

Director Fick made a motion to approve the 11.19.25 draft minutes, with an amendment to Director Fick's director comment to say: "too small", and seconded by Director Jarlsberg, and approved by the following vote:

1 st / 2 nd	Fick/Jarlsberg
Ayes:	Floen, Doolittle, Jarlsberg, Short, Fick
Noes:	None

Abstain: None
Absent: None

7. DISCUSSION/ACTION CALENDAR

A. LEGISLATIVE TRIP SELECTION

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: DETERMINE THE DISTRICT'S BOARD REPRESENTATIVES FOR THE UPCOMING LEGISLATIVE TRIPS – TENTATIVELY SCHEDULED FOR:

- WASHINGTON, D.C., ON FEBRUARY 24-26, 2026.
- SACRAMENTO ON MARCH 9-11, 2026.

President Floen made a motion to appoint himself and Director Short to attend the Washington, DC legislative trip, seconded by Vice President Doolittle, and approved by the following vote:

1st / 2nd Floen/Doolittle
Ayes: Floen, Doolittle, Jarlsberg, Short, Fick
Noes: None
Abstain: None
Absent: None

Vice President Doolittle made a motion to appoint herself and Director Jarlsberg to attend the Sacramento legislative trip, with Director Fick designated as the alternative should Director Jarlsberg be unable to attend, seconded by Director Jarlsberg, and approved by the following vote:

1st / 2nd Doolittle/Jarlsberg
Ayes: Floen, Doolittle, Jarlsberg, Short, Fick
Noes: None
Abstain: None
Absent: None

B. WORKSHOP ON TRANSLATING THE STRATEGIC PLAN INTO THE ANNUAL BUSINESS PLAN

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: RECEIVE AND PROVIDE DIRECTION TO STAFF REGARDING THE DEVELOPMENT OF THE ANNUAL BUSINESS PLAN

President Floen opened the workshop at 9:10 am. General Manager Sarah Johnson presented the Annual Business Plan sharing it was developed to align with the strategic plan pillars. She noted that this plan required significant effort, and thanked staff for their input. The board reviewed and accepted the plan with proposed amendments. Johnson stated that she will bring the business plan back to the board during the budget process. The workshop ended at 12:56 pm.

Vice President Doolittle made a motion to accept the proposed business plan with adjustments, seconded by Director Short, and approved by the following vote:

1st / 2nd Doolittle/Short
Ayes: Floen, Doolittle, Jarlsberg, Short, Fick
Noes: None
Abstain: None
Absent: None

C. RESERVE FUND POLICY REVIEW/UPDATE

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: REVIEW, PROVIDE RECOMMENDATIONS, AND APPROVE AS PART OF ADMINISTRATION CODE UPDAT OR DIRECT TO BRING BACK CLEAN, FINAL COPY FOR APPROVAL

Director of Finance Anne Roman presented the Reserve Fund Policy Review and Update. Roman explained that the policy, originally adopted in 2018 and amended in 2019, has been revised for clarity and to align with current reserve guidelines. Roman summarized proposed adjustments to several reserves, including refining target levels, clarifying their use, and realigning funds to support operational and capital needs. Roman also noted the creation of a new reserve for upcoming regulatory requirements and emphasized that the proposed transfers among funds would not impact the District's overall financial position.

Following discussion, the Board directed staff to establish a new Chromium-6 and/or Regulatory Compliance Reserve, and to rename the Building Replacement Reserve as the Building & Land Reserve and the Meter Replacement Reserve as the Meter/AMI Replacement Reserve.

Director Short made a motion to approve the Reserve Funds Policy with revisions to Article 9 of the Administration Code, and adopting Resolution No. 25-1081 Exhibit A, seconded by Director Jarlsberg and approved by the following vote:

1 st / 2 nd	Short/Jarlsberg
Ayes:	Floen, Doolittle, Jarlsberg, Short, Fick
Noes:	None
Abstain:	None
Absent:	None

8. REPORTS AND COMMENTS

President Floen

- None

Vice President Doolittle

- Doolittle reported that her review of JBWD well hydrology with MWA Hydrologist Tony Winkle confirmed the district is not in overdraft and that recharge efforts are effective. Doolittle also noted she will submit a written report from the ACWA JPIA conference for inclusion in the next Board meeting agenda.
- Doolittle noted that at the ACWA Fall Conference, Monte Vista Water District received the award for the most active small agency.

Director Jarlsberg

- Jarlsberg expressed that she appreciated today's special meeting.
- Jarlsberg mentioned that she is considering attending the CSDA Brown Act Update webinar this Wednesday.
- Jarlsberg shared that she is planning on attending CA Assemblyman Greg Wallis' Holiday meeting on December 18th.

Director Short

None

Director Fick

- Fick attended the ACWA Fall Conference, December 2nd – 4th.
- Fick stated that he would like to attend the County/Land Use meeting regarding the Compass Yacht Club property, which is scheduled for the same day as the regular Board meeting on December 17th.

General Manager Report

Johnson reported on the following:

- Johnson announced that the December 17th board meeting will be held as a Special Meeting beginning at 1:00 p.m.

9. ADJOURNMENT

On motion by Director Short, seconded by Director Jarlsberg and approved by the Board, the meeting was adjourned at 2:21 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary

2. .JBWD MINUTES SPECIAL MEETING BOARD WS TEMPLATE 12.08.25

Final Audit Report

2026-01-06

Created:	2026-01-06
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"2. .JBWD MINUTES SPECIAL MEETING BOARD WS TEMPLATE 12.08.25" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)
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