

MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS FEBRUARY 04, 2026, 5:00 PM

1. ALL TO ORDER

President Doolittle called the meeting to order at 5:01 p.m.

2. DETERMINATION OF A QUORUM & ATTENDANCE

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

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

Consultant(s) Present: Legal Counsel, Jeff Hoskinson, Ardurra Consultants, Ryan Huston and Leah Russell, Public Outreach Consultant, Kathleen Radnich

Citizens Advisory Council Member(s) Present: David Carrillo

3. APPROVAL OF THE AGENDA

Director Floen moved to approve the agenda, and Director Jarlsberg seconded the motion. Motion approved by the following vote:

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

4. PUBLIC COMMENT - None

5. CONSENT CALENDAR

A. DRAFT MINUTES – 01.07.26

Vice President Short made a motion to approve the Consent Calendar 01.21.26 draft minutes and seconded by Director Floen, approved by the following vote:

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

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None

7. DISCUSSION/ACTION CALENDAR

A. AGREEMENT WITH WATERWORKFORCE, INC. FOR RECRUITING AND INTERIM OPERATIONAL SUPPORT

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: AUTHORIZE THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH WATERWORKFORCE, INC. TO PROVIDE BOTH:

- RECRUITMENT SERVICES FOR THE DISTRICT'S DIRECTOR OF OPERATIONS POSITION; AND
- INTERIM OWNER-ADVISOR OPERATIONAL OVERSIGHT SUPPORT, AS NEEDED, DURING THE RECRUITMENT PERIOD

General Manager Sarah Johnson presented the agreement with WaterWorkforce, Inc. to provide recruiting and interim operational support services, noting that filling the Director of Operations position has been challenging due to the limited pool of qualified candidates and the specialized certifications required. Johnson explained that she along with the District's HR & Risk Generalist interviewed multiple firms before staff selected WaterWorkforce as the best fit to support recruitment efforts. Johnson introduced Brett Kadel, Chief Executive Officer of WaterWorkforce, who outlined the company's focus on recruiting senior utility leadership and supporting agencies in filling hard-to-recruit management roles. Kadel explained that director-level utility positions are particularly difficult to staff because qualified candidates are typically already employed and not actively seeking positions, and that the District's geographic location further limits the candidate pool. Johnson further reported that, after the agenda was posted, staff successfully negotiated an improved 90-day placement guarantee, replacing the standard 60-day guarantee included in the originally posted agreement.

Director Jarlsberg made a motion to authorize the General Manager to execute a Professional Services Agreement with WaterWorkForce, Inc. with the agreement to update the service quote of 90 days and for the owner-operator services not to exceed the salary budgeted for the Director of Operations position, seconded by Director Floen and approved by the following vote:

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

B. AWARD BID SUBMITTED BY PASO ROBLES TANK, INC. FOR THE E2-1 RESERVOIR REHABILITATION PROJECT

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON & DIRECTOR OF ADMINISTRATION, DAVID SHOOK

RECOMMENDED ACTION: ACCEPT AND AWARD PASO ROBLES TANK, INC THE LOWEST RESPONSIVE AND QUALIFIED BIDDER, FOR THE E2-1 RESERVOIR REHABILITATION PROJECT IN THE AMOUNT OF \$655,688 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT AND RELATED CONTRACT DOCUMENTS.

General Manager Sarah Johnson and Director of Administration David Shook presented the award of the bid submitted by Paso Robles Tank, Inc. for the E2-1 Reservoir Rehabilitation Project, noting the project will rehabilitate the District's reservoir to extend its service life and improve operational reliability. Shook reported the project was formally bid in accordance with District procedures, and Paso Robles Tank, Inc. was determined to be the lowest responsive and responsible bidder, with no bid protests received. Shook also clarified that the staff report contained a spelling error and confirmed the correct company name is Paso Robles Tank, Inc.

Vice President Short made a motion to accept and award Paso Robles Tank Inc, the E2-1 Reservoir Rehabilitation Project in the amount of \$655,688 and authorize the General Manager to execute the construction contract and related contract documents, seconded by Director Jarlsberg and approved by the following vote:

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

- C. E2-1 RESERVOIR REHABILITATION PROJECT ENGINEERING SERVICES DURING CONSTRUCTION
PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON & DIRECTOR OF ADMINISTRATION, DAVID SHOOK
RECOMMENDED ACTION: AUTHORIZE THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ARDURRA GROUP, INC. TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION, INCLUDING WELDING INSPECTION SERVICES, FOR THE E2-1 RESERVOIR REHABILITATION PROJECT IN A NOT-TO-EXCEED AMOUNT OF \$91,689, AND TO EXECUTE ALL RELATED DOCUMENTS

General Manager Sarah Johnson and Director of Administration David Shook presented engineering services during construction for the E2-1 Reservoir Rehabilitation Project and introduced Ardurra consultants Leah Russell and Ryan Huston. Russell stated that Ardurra, which completed the E-21 project design, will provide engineering support and inspection services during construction. Russell also reported the project will include tank improvements, overflow structure modifications, piping replacement, and interior recoating, with construction anticipated to begin in early March and expected to be completed within approximately 120 calendar days.

Director Fick motioned to authorize the General Manager to execute a professional services agreement with Ardurra Group, Inc to provide Engineering services during construction, including welding inspection services, for the E2-1 Reservoir Rehabilitation Project in a not-to-exceed amount of \$91,689 and to execute all related documents, seconded by Vice President Short and approved by the following vote:

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

- D. DECEMBER 2025 CHECK REGISTER
PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN
RECOMMENDED ACTION: APPROVE CHECK REGISTER

Director Jarlsberg made a motion to approve the October 2025 Check Register, seconded by Director Floen, and approved by the following vote:

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

Absent: None

8. DIRECTOR REPORTS/COMMENTS

President Doolittle

- Doolittle encouraged everyone to follow WaterWorkForce on social media, noting that the company plans to use its platforms to promote the recruitment for the Director of Operations position.
- Director Doolittle reported that she will be attending upcoming governance trainings to enhance her skills and support her role as Board President.
- Doolittle requested that the Future Director Meetings be updated to include relevant content from the Administrative Code.

Vice President Short

- Short reported that the General Manager's performance review is getting wrapped up tomorrow and noted that the ad-hoc portion of the review was completed in two meetings. Short thanked the Board for completing their reviews.

Director Floen

- Floen inquired about the office generator and noted that he didn't see its replacement included in the budget. Johnson shared that it was budgeted, but the replacement is looking to be greater than the budget.
- Floen explained the process for directors signing checks and how it relates to the check register included in the agenda packet.

Director Jarlsberg

- Jarlsberg reported that she will be attending the MWA TAC meeting tomorrow.
- Jarlsberg reported attending the January 26th ASBCSD dinner, noting it was beneficial for networking. Updates presented included LAFCO activities, a General Manager review, officer candidate information, state and federal legislative matters affecting special districts, and discussions regarding AI and increasing ransomware concerns.

Director Fick

- Director Fick reported attending the January 26th ASBCSD dinner, noted that the AI presentation was highly technical for a general audience, and reported gaining useful information from an energy planning manager regarding regional programs supporting small agencies with energy projects.

9. MANAGER'S REPORT

General Manager Report

Johnson reported on the following:

- Johnson reported that the Citizen Advisory Committee completed a letter-writing campaign supporting efforts to obtain additional time and funding for compliance with the new Chromium-6 regulatory requirements, gathering approximately 200 signatures within a few days. The letters were submitted to state legislators and regulatory agencies. Johnson thanked CAC Chair David Carrillo and Public Outreach Consultant Kathleen Radnich for coordinating the effort. Johnson also reported that Rojas is preparing a related board letter for consideration at the next meeting to allow the Board to formally support the initiative.
- Johnson reported that Well 15 remains offline following rehabilitation while staff complete flushing and sampling needed to return the well to service. Johnson noted the well will be

placed back into operation once testing requirements are met, after which profiling work will proceed.

- Johnson announced staff promotions, naming Kenny Ware as Production Supervisor and Hillary Rogers to Customer Support Specialist II.
- On January 20th, Johnson, Director of Finance Anne Roman, and Director of Administration David Shook attended the County's kickoff meeting for preliminary planning of Joshua Tree's septic-to-sewer project. The project remains in the early planning phase, with funding currently approved only for planning activities; construction will depend on securing future funding and obtaining necessary approvals. District staff emphasized the importance of maintaining clear communication with the community and county. The meeting minutes from that meeting were distributed to the Board for reference.
- On January 28, Johnson reported attending the Morongo Basin Coffee Group meeting and shared the following updates: In December 2025, Joshua Tree National "Park" recorded its highest single-day revenue that year. However, park visitation has declined over the past two years. Both the Park and the Bureau of Land Management are currently experiencing staffing shortages. The Morongo Unified School District has also seen declining enrollment in recent years. Additionally, the State of California is projecting an \$18 billion budget shortfall.

10. AGENDA ITEMS REQUESTED BY THE BOARD

- President Doolittle – Requested to remove tiered rates topic from the Future Agenda Items
- Vice President Short – Customer Deposits
- Vice President Short - Updated employee handbook with incentives
- Director Fick – CAAP re-evaluation

11. ADJOURNMENT

On motion by Director Floen, seconded by Director Jarlsberg, and approved by the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary






2. .JBWD MINUTES TEMPLATE 1ST MEETING TEMPLATE 02.04.26

Final Audit Report

2026-02-25

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