

JOSHUA BASIN WATER DISTRICT
SPECIAL JBOARD OF DIRECTORS – BOARD RETREAT TRAINING WORKSHOP
MEETING MINUTES
OCTOBER 4, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the meeting to order at 9:01 a.m.
2. DETERMINATION OF A QUORUM – President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

STAFF PRESENT –

Sarah Johnson, General Manager, Lisa Thompson, Executive Assistant

CONSULTANTS PRESENT –

Jeff Hoskinson, Legal Counsel

3. APPROVAL OF AGENDA –

1st - Doolittle

2nd - Short

5/0/0 motion carried to approve the agenda.

4. PUBLIC COMMENTS - None

5. BOARD RETREAT TRAINING WORKSHOP

President Floen opened the Board Retreat Training Workshop at 9:03 a.m. The workshop included the following:

- The Workshop began with a welcome and networking activity in which everyone introduced themselves and shared their background with the group.
- Roundtable discussion of 5 successes of a Team handout.
- Legal Counsel Jeff Hoskinson provided training on Roberts/Rosenberg’s Rules of Order, Brown Act Overview, social media best practices, and miscellaneous best practices for meetings.
- The workshop recessed for a break at 11:05 a.m. President Floen resumed the workshop at 11:19 a.m.
- The board reviewed and discussed their individual board evaluations, the current Administrative Code, and the Role of the Board/Board Best Practices document.
- The workshop recessed for lunch at 12:18 p.m. President Floen called the meeting back to order at 12:46 p.m.
- A discussion took place regarding updating the Administrative Code and finding a way to include the best practices document into the Administrative Code. The update of the Administrative Code aims to clarify language, reduce redundancy, and remove inconsistencies. Some items specifically called to attention include:
 - Clarify definitions.
 - Look at the director’s mileage reimbursement and daily stipend amount.
 - Clarify, organize, and improve each article.
 - Examples include cleaning up and combining Articles 3 and 7, as they both are about meeting decorum.
 - Clean up Article 4 to align with the board-approved GM job description.
- Johnson asked that the board members submit any marked-up suggestions to Executive Assistant Lisa Thompson. Johnson said this would be a lengthy process, but staff will bring back a draft of a brand-new Administrative Code for the board’s review and future adoption.

No action was taken.

6. ADJOURNMENT

1st - Jarlsberg

2nd - Short

President Floen called the board to adjourn at 2:14 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary





2. Draft Minutes Special Board Training Workshop 10.04.23

Final Audit Report

2023-10-29

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