

MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS APRIL 16, 2025, 5:30 PM

1. CALL TO ORDER

President Floen called the meeting to order at 5:30 p.m.

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, Accounting Supervisor Rich, Executive Assistant Thompson

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

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

3. APPROVAL OF THE AGENDA

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

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

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

A. DRAFT MINUTES – 03.19.25

Director Short made a motion to approve the 03.19.25 draft minutes and 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

7. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION

None

8. DISCUSSION/ACTION CALENDAR

A. FEBRUARY 2025 CHECK REGISTER

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN
RECOMMENDED ACTION: APPROVE CHECK REGISTER

Vice President Doolittle made a motion to approve the February 2025 Check Register, seconded by Director Jarlsberg and approved by the following vote.

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

B. INCREASING THE DISTRICT’S LOW-INCOME ASSISTANCE CAP TO \$300

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK
RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS INCREASE THE ANNUAL CAP FOR THE LOW-INCOME ASSISTANCE PROGRAM TO \$300 AND AUTHORIZE STAFF TO UPDATE THE MEMORANDUM OF UNDERSTANDING WITH INLAND SOCAL UNITED WAY TO REFLECT THIS CHANGE.

Director of Administration David Shook proposed increasing the District’s Low-Income Assistance Program annual cap to \$300. Shook also provided an updated Memorandum of Understanding (MOU) with Inland SoCal United Way reflecting the proposed increase. Shook explained that the Board had requested this adjustment at the March 5, 2025, meeting to encourage greater participation among eligible low-income customers.

Director Fick made a motion to approve the increase in the annual cap for the Low-Income Assistance Program to \$300, authorizing staff to update the MOU with Inland SoCal United Way, seconded by Vice President Doolittle, and approved by the following vote:

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

C. MODIFY THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM (CAAP)

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK
RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 25-1073 AMENDING THE CUSTOMER ACCOUNT ASSISTANCE PROGRAM REDUCING THE BILL QUALIFICATION THRESHOLD FROM \$700 TO \$500.

Director of Administration David Shook presented the proposed modification to the Customer Account Assistance Program (CAAP) and introduced Resolution 25-1073. Shook initially recommended reducing the bill qualification threshold from \$700 to \$500. Shook noted that the Board had requested this modification during the March 5, 2025, meeting to expand eligibility and support more customers.

Following discussion, the Board directed staff to lower the CAAP qualification threshold further to \$400. The Board also instructed staff to recalculate eligible bills using the Tier 1 water consumption rate, and limit customers to one CAAP every two years. Staff will bring an update of the program with a future Customer Service report.

Director Fick made a motion to adopt Resolution 25-1073 amending the CAAP Program to reflect these changes, 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

D. DISCUSSION AND POTENTIAL DIRECTION RELATIVE TO DIRECTOR COMPENSATION (FOLLOW-UP FROM MAY 2024 BOARD DECISION)

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: STAFF WILL PRESENT AN OVERVIEW OF THE DIRECTOR COMPENSATION PROCESS AND SEEK DIRECTION ON POSSIBLE FUTURE ACTIONS. (THIS TOPIC IS BEING REVISITED AS DIRECTED LAST YEAR.)

General Manager Sarah Johnson presented an overview of the Director Compensation Process and presented a handout featuring director compensation and healthcare benefits across several local agencies.

Legal Counsel Jeff Hoskinson clarified that the Board could not approve a compensation increase at the current meeting, as the process requires drafting an ordinance and issuing a public notice. He also explained that stipends are legally limited to 10 meetings per calendar month. He provided an inflation-based calculation, along with a summary of the procedural steps required.

The Board held a mixed discussion on the proposed increase, considering various options including offering healthcare benefits and leaving everything unchanged. However, a strong rationale was discussed for updating the meeting stipend. The reasons included that the stipend has remained unchanged for seventeen years (last increase was in 2008), despite inflation, and the demand for greater engagement of increasingly complex water management and regulatory issues. The proposed increase is modest, aiming to promote equity and support future recruitment for public service.

Following the discussion, the Board directed staff to prepare the necessary ordinance and to schedule a public hearing notice in accordance with legal requirements, in anticipation of increasing the director stipend from \$173.63 to \$200.00 per meeting.

E. AMENDING BOARD MEETING TIME

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: RECOMMEND THE BOARD OF DIRECTORS ADOPT RESOLUTION 25-1072, AMENDING ARTICLE 3.02 OF THE ADMINISTRATION CODE, MOVING THE START TIME OF THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS TO 4:00 PM.

General Manager Sarah Johnson presented Resolution 25-1072, proposing an amendment to Article 3.02 of the Administrative Code to change the start time of the Regular Meeting of the Board of Directors to 4:00 p.m. Following a mixed discussion, the Board discussed reasoning for several different starting times.

Director Fick made a motion to adopt Resolution 25-1072 amending Article 3.02 of the Administration Code, amending the start time of the Regular Meetings of the Board of Directors to 5:00 pm, seconded by President Floen and approved by the following vote:

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

9. REPORTS AND COMMENTS

President Floen

- Floen participated in a disaster preparedness event at Walmart, which was a well-organized event.
- Floen reported attending the Landers Homestead Association meeting and noted that pollution from tires was a topic of discussion.

Vice President Doolittle

- Doolittle attended the MWA Tac meeting on April 3rd and shared that the discussions focused on key topics, including a Cadiz update, microplastics in wastewater and recycled water, and the Western Joshua Tree update.
- Doolittle reported attending the Water Education Foundation's Water 101 Workshop and Watershed Tour in Sacramento on April 10th –11th. Doolittle shared details of the dams visited during the tour and noted it gave her a better understanding of the sources of the District's water. Doolittle also expressed concern about pollutants in the water.
- Doolittle reported participating in the SB County meeting regarding the Lovemore Ranch and shared her concerns highlighting concerns raised by a ratepayer living near the proposed wastewater treatment site. Doolittle requested that a discussion on wastewater treatment strategy be added to a future agenda.

Director Jarlsberg

- Jarlsberg attended the SB County meeting regarding Lovemore Ranch meeting and contributed to the public testimony.

Director Short

- Director Short expressed support for revising the wastewater treatment strategy.
- Short inquired about the possibility of having alternates to serve when board members are unable to attend meetings. Hoskinson shared that the Water Code does not allow for alternates.

Director Fick

- Fick reported participating in the SB County meeting regarding Lovemore Ranch.

- Fick inquired about the District's wastewater treatment strategy and the use of seepage pits. He also expressed interest in touring the HDMC treatment plant.

General Manager Report

Johnson reported on the following:

- General Manager Johnson provided an update on Well 15, noting that Layne pulled the motor on March 5 and observed clear signs of wear. Brushing and bailing began today, and profiling for Chromium-6 will follow.
- Johnson shared that staff would bring an operations report to a future board meeting and hopes to bring a portion of the Well 15 inspection.
- Johnson provided an update on the Paycom implementation, noting that the process has been challenging due to the District's complex payroll structure. Johnson reported that Accounting Supervisor Autumn Rich is leading the project and is doing a good job.
- Johnson mentioned that Executive Assistant Lisa Thompson and Director of Administration David Shook began a district organization and document clean-up project. Johnson noted that this project will result in staff bringing a list of tagged surplus items to the board at a future meeting.
- Johnson shared that she attended many meetings but noted her attendance at a Rotary meeting where she shared information about the district and the coming Chromium 6 compliance.

10. ADJOURNMENT

On motion by Director Jarlsberg, seconded by Director Short and approved by the Board, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary






2. .JBWD MINUTES TEMPLATE 1ST MEETING TEMPLATE 04.16.25

Final Audit Report

2025-05-07

Created:	2025-05-07
By:	LISA THOMPSON (lthompson@jbwd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAsZDdqKfyJ1T01-EN3H8TdIzSANFMMvE-

"2. .JBWD MINUTES TEMPLATE 1ST MEETING TEMPLATE 0 4.16.25" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)
2025-05-07 - 4:06:48 PM GMT
-  Document emailed to Sarah Johnson (sjohnson@jbwd.com) for signature
2025-05-07 - 4:07:08 PM GMT
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