

# MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS  
January 17, 2024, 5:30 PM

## AGENDA ITEMS

### 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, Interim Director of Operation Nazario, Executive Assistant Thompson

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

**Citizens Advisory Council Member(s) Present:** Chairperson David Carrillo

### 3. APPROVAL OF THE AGENDA

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

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

### 4. PUBLIC COMMENT

None

### 5. CONSENT CALENDAR

A. DRAFT MINUTES – 12.20.2023

B. CHECK REGISTER - NOVEMBER 2023

Director Jarlsberg made a motion to approve the consent calendar, seconded by Director Short, approved by the following vote.

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

**6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None**

**7. PRESENTATIONS - For informational purposes only. No action was taken.**

**A. CUSTOMER SUPPORT SPECIALIST DEPARTMENT PRESENTATION**

PRESENTED BY: DAVID SHOOK, DIRECTOR OF ADMINISTRATION

David Shook, Director of Administration, presented his staff report highlighting the performance of the Customer Support Specialist Department. Shook shared a presentation including statistics on the total number of water service applications processed, the newly created webform through DocuSign, the total number of phone calls received, the top five phone call subjects, the number of completed emails, the coverage during hours of operation, updating the lobby, and in-person visits.

Shook said only 7% of customer interactions were in-person, while 93% were through phone and email. Shook also mentioned that the District's newest Customer Support Specialist is bilingual in Spanish, which has been a great asset for the district with our Spanish-speaking customers. Additionally, Shook reported that the district received several 5-star Google reviews in 2023, which significantly boosted the district's Google ratings.

**B. RATE SCENARIO ANALYSIS**

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE

Anne Roman, the Director of Finance, delivered a presentation on the Rate Scenario Analysis to the board based on the rate study conducted by Bartle Wells Associates in 2023. Roman reminded the board that in February 2023, they had voted to adopt Rate Scenario A from the rate study, but ultimately implemented the lower rates of Scenario C. In December 2023, a financial analysis was conducted to review the cash balances, unrestricted LAIF balance, water revenues, and reserve funding targets. After analyzing the data, Roman recommended that the board remain with Rate Scenario C. Roman concluded her presentation by assuring the board that the district's finances would be monitored closely and that staff would inform them if there were any changes.

**C. ACTION CALENDAR**

**D. DESIGN RFP FOR E-2-1 RESERVOIR REFURBISHMENT PROJECT**

PRESENTED BY: JEREMIAH NAZARIO, INTERIM DIRECTOR OF OPERATIONS

RECOMMENDED ACTION: RECOMMEND THE BOARD APPROVE THE ARDURRA REQUEST FOR PROPOSAL AS PRESENTED

Jeremiah Nazario, Interim Director of Operations, presented the Request for Proposal for the refurbishment project of the E-2-1 reservoir to the board. The reservoir is located in the Northwest area of the district and serves 35 customers. It was constructed after the 1992 Landers earthquake and is currently facing structural integrity issues. Rehabilitation of the reservoir is overdue, and it is critical to meet modern engineering standards to ensure its longevity. Nazario stated that Ardurra Engineering firm was selected as the best candidate for the project due to their expertise in similar projects.

Director Short made a motion to approve the Ardurra Request for Proposal as presented, seconded by Director Jarlsberg, and approved by the following vote.

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

**B. 1<sup>st</sup> FISCAL QUARTER ENDING 09/30/23 FINANCIAL REPORT**

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE

RECOMMENDED ACTION: RECEIVE REPORT, ASK QUESTIONS, AND APPROVE

Anne Roman, Director of Finance, presented the 1st Fiscal Quarter Ending 09/30/23 financial report to the board in detail. Roman explained that the report contains limited transactions because the report only contains data from the 1<sup>st</sup> quarter of the fiscal year. Roman pointed out that this report only included operating expenses, not capital costs. Roman specified that capital reporting is more labor-intensive.

Director Fick made a motion to approve the 1<sup>st</sup> Fiscal Quarter Ending 09/30/23 Financial Report, seconded by Vice President Doolittle, and approved by the following vote.

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

**A. REPORTS AND COMMENTS**

President Floen

- President Floen attended the Finance Committee on January 10, 2024
- Floen mentioned at the MWA meeting on January 11, 2024, the cost of an acre-foot of recharge water was discussed.

Vice President Doolittle

- Vice President Doolittle attended the Finance & WRO Committees on January 10, 2024.
- Doolittle was pleased to find a Facebook QR code in the lobby for customers to use.
- Doolittle asked if there were any upcoming USGS presentations at the District and expressed interest in their collected data.
- Doolittle expressed concern about the potential future impact of microplastics.

Director Jarlsberg

- Director Jarlsberg is planning on attending the ACWA Region 9 Tour on January 30, 2024, in Palm Springs.
- Jarlsberg attended the MWA board meeting remotely on January 11, 2024.
- Jarlsberg toured the E-2-1 reservoir with President Floen and met local customers. Jarlsberg emphasized the importance of board interactions with customers.

Director Short

- None

### Director Fick

- Director Fick expressed that he was pleased to see that the Class investment was being explored by district staff and hoped that there would be a presentation to the board.
- Fick and Vice President Doolittle will meet with US Water Alliance on Monday, January 22 in the boardroom to learn more about the organization and its offerings.

### General Manager Report

Johnson reported on the following:

- Johnson noted that the district began banking 500-acre feet of water for Mojave Water Agency (MWA) and is hoping to continue into February.
- Johnson mentioned that the district is currently contracted for water banking with MWA. The contract provides JBWD with a 15% leave-behind benefit (shrinkage factor). MWA has expressed renegotiation of the banking contract as the 15% leave behind is quite large. Johnson will be meeting with MWA to discuss this concern next week.
- Johnson shared that the new website will be deployed on January 30, 2024.
- Johnson highlighted that the district is responsible for managing in excess of 70 mandates. Almost all of these are unfunded mandates requiring significant effort and staff time.
  - In December, the district completed the new Annual Water Use (also called Water Use Objective) report, meeting the Dec 31<sup>st</sup> deadline. However, staff was not provided much time to complete the report due to the short notice period provided by regulators.
  - Johnson informed that two new mandates are coming up in 2024.
    - Annual inventory report due on March 31st to be submitted to the Division of Drinking Water.
    - A clean truck mandate report to CARB, which will come with a new fee.
  - The CIRP crew will begin the Lead and Copper Rule Revision (LLCR) mandated by the state, which involves verifying pipe on the customer side. The LLCR is another unfunded mandate due in October 2024.
- Johnson discussed the district's membership with Community Water Systems Alliance (CWSA), which is a coalition that helps small agencies with legislative concerns. Johnson shared that she was contacted by Tim Worley from the CWSA about an opportunity to speak to legislators at the Sacramento Capital about our disadvantaged community and the upcoming Chromium 6 concern. Johnson went to the Sacramento Capitol and met with several assembly members and senators to discuss these issues on Jan 16<sup>th</sup>. Johnson believes a positive impression was made on Greg Wallace's Capital Director and is hopeful our voices are heard.

## **B. ADJOURNMENT**

On motion by Director Short, seconded by President Floen and approved by the Board, the meeting was adjourned at: 7:29 p.m.

Respectfully submitted,



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Sarah Johnson, General Manager & Board Secretary






# 1. JOSHUA BASIN WATER DISTRICT MINUTES 2ND MEETING TEMPLATE 01.17.24

Final Audit Report

2024-02-12

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