

MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS
March 19, 2025, 5:30 pm

AGENDA ITEMS

1. CALL TO ORDER

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

2. DETERMINATION OF A QUORUM & ATTENDANCE

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

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

Consultant(s) Present: Legal Counsel, Nicole Falcis, Public Consultant, Kathleen Radnich (remote)

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

3. APPROVAL OF THE AGENDA

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

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

4. PUBLIC COMMENT – None

5. CONSENT CALENDAR

A. DRAFT MINUTES – 03.05.25

Director Jarlsberg made a motion to approve the Consent Calendar 03.05.25 draft minutes, seconded by Director Short and approved the following vote:

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

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None

7. DISCUSSION/ACTION CALENDAR

A. APPOINTMENT OF NEW CITIZENS ADVISORY COUNCIL (CAC) MEMBERS

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: RECOMMEND THE BOARD OF DIRECTORS REVIEW APPLICATIONS AND CONSIDER APPOINTMENTS TO THE CITIZENS ADVISORY COUNCIL (CAC)

Director Jarlsberg made a motion to appoint Kami Zimmerman as a Citizens Advisory Council Member, seconded by Director Fick and approved by the following vote:

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

Vice President Doolittle made a motion to appoint Thomas Fjallstam as a Citizens Advisory Council Member, seconded by Director Fick and approved by the following vote:

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

B. JANUARY 2025 CHECK REGISTER

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: APPROVE CHECK REGISTER

Vice President Doolittle made a motion to approve the January 2025 check register, seconded by Director Fick and approved by the following vote:

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

C. 2ND FISCAL QUARTER ENDING 12/31/24 FINANCIAL REPORT

PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN

RECOMMENDED ACTION: REVIEW AND APPROVE

Director of Finance Anne Roman presented the 2nd Fiscal Quarter Financial Report in detail, noting that revenue and expenses fluctuate throughout the year. Roman reported an increase in cash balances due to property tax and assessment revenue collections, along with lower spending compared to the previous year. Department Heads manage their budgets and can provide budget vs. actual cost details. The Operating Board Report includes only Operating expenses, while Capital costs require further

analysis and are reported separately by project upon request. Final financial figures are available in the audited statements as of 06/30.

Director Fick made a motion to approve the 2nd Fiscal Quarter Ending 12/31/24 Financial Report, seconded by Director Jarlsberg and approved by the following vote:

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

- D. ASSET DISPOSALS AND ASSET PANDA SOFTWARE UPDATE
PRESENTED BY: DIRECTOR OF FINANCE, ANNE ROMAN
RECOMMENDED ACTION: APPROVE DISPOSAL OF THE ATTACHED LIST OF OLD,
UNIDENTIFIABLE/MISSING ASSETS IN THE AMOUNT OF \$67,634.73

Director of Finance Anne Roman reported on the implementation of Asset Panda software, introduced in late 2023 to improve asset tracking and auditing. Roman noted that records for assets acquired before 2008 are often incomplete due to past auditing practices. Many unidentified or missing assets fall below the \$5,000 capitalization threshold and cannot be located due to limited records. Roman stated that the District has strengthened its record-keeping practices, and the new system will improve asset accountability and align records with current accounting standards. Roman provided an update on progress and outlined the next steps in the tracking process.

Vice President Doolittle made a motion to approve the Asset Disposals and Asset Panda Software Update, seconded by Director Short and approved by the following vote:

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

8. REPORTS AND COMMENTS

President Floen

- Floen attended the Copper Mountain Mesa Association Emergency Preparedness meeting with Public Outreach Consultant Kathleen Radnich, where water packets and MREs were distributed. Floen praised CAC Chairperson David Carrillo for being resourceful during the meeting. There were many questions about water purification, and Floen announced that an Emergency Preparedness booth will be set up at the Farmers Market in May.

Vice President Doolittle

- Doolittle shared insights from the book *Ecology of Fear*.
- Doolittle shared information on the Department of Fish and Wildlife meeting in Yucca Valley, highlighting discussions on the Western Joshua Tree Conservation Act and its regulatory impacts.

She noted the potential downstream effects of these guidelines and acknowledged their possible impact on the District.

Director Jarlsberg

- Jarlsberg shared her experience on the Water Education Foundation Southern Colorado River tour, which began in Las Vegas and concluded at the Salton Sea. Jarlsberg provided an overview of the tour, highlighting its focus on the region's water history and key infrastructure. Jarlsberg invited anyone interested in further discussion to contact her directly and clarified that she personally paid for the event, not the District.
- Director Jarlsberg expressed her support for Joshua Tree National Park.

Director Short

- Short attended the ASBCSD dinner on March 17th, where they discussed internship opportunities in Special Districts and sat with representatives from the Chino Valley Fire District. Short also recognized General Manager Sarah Johnson for her efforts in partnering with Copper Mountain College to offer water education courses for careers in the industry.
- Director Short attended the MWA meeting on March 13th, where a bidding dispute was discussed, and the process for resolving it was outlined. Additionally, an ordinance application was approved to grant water services to a CHP station in Cajon Pass.
- Short inquired if anything had changed regarding tags hung for past-due customers blowing off doors.

Director Fick

- Fick shared information of the Western Joshua Tree Conservation Act.
- Fick reported on attending the ASBCSD dinner on March 17th, hosted by East Valley Water District. The meeting focused on high school and junior college internship programs, where interns are paid over the summer and have successful employment opportunities.

General Manager Report

Johnson reported on the following:

- Johnson shared that the CAC meeting on March 11th was cancelled due to a lack of quorum.
- Johnson reported that Well 15 is currently offline due to a mechanical concern identified by one of the operators, who noticed an unusual sound. As this is part of our critical infrastructure, we have Layne scheduled to diagnose this issue. The well is located on a small piece of land with limited access. While the well is down, well profiling will be conducted.
- Johnson mentioned that the State is requiring a new policy update, a Cross-Connection Control policy, which must be submitted to the State by July 1st. Our Water Quality Specialist will collaborate with a consultant to develop the policy and present it to the Board, possibly in May, for approval.
- Johnson attended the March 10th Morongo Basin Pipeline Commission (MBPC) meeting in Apple Valley, which was canceled due to a lack of quorum. However, several presentations were still given, including one from Zanjaro Engineering on the Regional Urban Water Management Plan and the Water Shortage Contingency Plan approach. If approved by MWA, the plan could result in cost savings for the district. Johnson also announced that the next MBPC meeting will be held at the district boardroom in June.
- Johnson shared that on March 13th, she had the opportunity to represent our district and be on the Water Technology Career Panel at Copper Mountain College (CMC) alongside other local industry professionals. Johnson expressed that she was happy to share industry expertise with others who are interested in the water industry. CMC may be hiring instructors as early as Fall 2025.

- Johnson announced that recruitment for the Director of Operations position is open. Candidates must possess a D4 at minimum, but a D5 is desired, along with a T3 or higher certificate, to be eligible.
- Johnson met with the USGS team to discuss the tasks previously presented to the board in November 2024. Task 1 involves evaluating the current water supplies and long-term water supply forecast. USGS has a strong interest in this task and anticipates it will take approximately two years to complete. Task 2 involves well profiling. Johnson stated that she will bring the proposal back to the board for further consideration in the future.
- Johnson reported receiving an email from Superintendent Jane Rodgers of Joshua Tree National Park regarding the temporary closure of the park's West entrance for 2-3 days to relocate the gate. The closure is tentatively scheduled from April 7 to 10.

9. ADJOURNMENT

On motion by Director Short, seconded by Director Jarlsberg and approved by the Board, the meeting was adjourned at: 8:47 pm.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary






2. JBWD MINUTES 2ND MEETING TEMPLATE 03.19.25

Final Audit Report

2025-04-17

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"2. JBWD MINUTES 2ND MEETING TEMPLATE 03.19.25" History

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