

# MEETING MINUTES



## SPECIAL MEETING OF THE BOARD OF DIRECTORS

May 15, 2024, 3:00 pm

### AGENDA ITEMS

#### 1. CALL TO ORDER

President Floen called the meeting to order at: 3:03 pm.

#### 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 Operations Nazario, CIRP Supervisor Warner, Water Production Supervisor Carpenter, Construction & Maintenance II/Mechanic Bock, Compliance Coordinator Paulino, Accounting Supervisor Rich, Executive Assistant Thompson

**Consultant(s) Present:** Public Outreach Consultant, Kathleen Radnich

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

#### 3. APPROVAL OF THE AGENDA

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

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

#### 4. PUBLIC COMMENT

General Manager Johnson announced that we have received four electronic public comments regarding the building refresh project. These comments have been distributed to the directors for review. If the public would like to receive a copy of the comments, they are available upon request.

#### 5. CONSENT CALENDAR

- A. DRAFT MINUTES – 05.01.24
- B. CHECK REGISTER – FEBRUARY 2024
- C. CHECK REGISTER – MARCH 2024

Director Fick 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>	Fick / Short
Ayes:	Floen, Doolittle, Jarlsberg, Short, and Fick
Noes:	None
Abstain:	None
Absent:	None

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

**7. DISCUSSION ITEMS**

- A. BUDGET WORKSHOP #2: 23/24 REVISED CAPITAL BUDGET AND 24/25 PROPOSED CAPITAL BUDGET AND PROJECT PRESENTATIONS  
PRESENTED BY: GENERAL MANAGER JOHNSON, DIRECTOR OF FINANCE ROMAN, DIRECTOR OF OPERATIONS NAZARIO, AND DIRECTOR OF ADMINISTRATION SHOOK  
RECOMMENDED ACTION: REVIEW, REVISE, AND RECOMMEND APPROVAL AT A FUTURE MEETING

President Floen opened the Budget workshop at 3:08 pm. General Manager Sarah Johnson presented an overview of the district projects for the fiscal year 2024/2025. She noted that this was the first time the staff had prepared such a detailed presentation, having dedicated significant time to its development. Each proposed project was presented with a slide detailing its purpose, justification, and cost. She explained the project slides will feed the next fiscal year's Project List.

Several department heads then presented their upcoming fiscal year projects. Director of Administration David Shook discussed administrative projects. Interim Director of Operations Jeremiah Nazario provided an overview of Operations Department projects. Water Production Supervisor Scott Carpenter highlighted the projects for the Production Department. CIRP Supervisor Brandon Warner presented the CIRP capital projects. Director of Finance Anne Roman gave an overview of the Finance Department's projects and provided an overview of the financials for all operating and capital project finances and reserve usage.

After each slide in the presentation, the Board of Directors had the opportunity to ask questions and provide comments.

The workshop paused for a break at 4:39 pm and resumed at 4:53 pm.  
The workshop paused for a break at 7:10 pm and resumed at 7:19 pm.

For informational purposes only. No action was taken.  
The workshop ended at 8:13 pm.

**A. REPORTS AND COMMENTS**

President Floen - None

Vice President Doolittle - None

Director Jarlsberg - None

Director Short - None

Director Fick - None

General Manager Report

Johnson reported on the following:

- Johnson shared that the District achieved the SDLF's District Transparency Certificate of Excellence, which will be presented at the CSDA Annual Conference in September.

**B. ADJOURNMENT**

On motion by Director Short, seconded by Director Doolittle, and approved by the Board, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,



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Sarah Johnson, General Manager & Board Secretary






# 1. JOSHUA BASIN WATER DISTRICT MINUTES 2ND MEETING TEMPLATE 05.15.24

Final Audit Report

2024-06-06

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