

JOSHUA BASIN WATER DISTRICT
Minutes of the
SPECIAL FINANCE COMMITTEE MEETING
Wednesday, April 5, 2023
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Floen called the meeting to order at 9:00 a.m.
2. ROLL CALL – President Floen and Director Jarlsberg

STAFF PRESENT – Anne Roman, Director of Finance, and Autumn Rich, Accounting Supervisor, Jeremiah Nazario, Director of Operations, David Shook, Director of Administration, Lisa Thompson, Executive Assistant

GUESTS – Deborah Bollinger

3. PUBLIC COMMENT – none

4. CONSENT CALENDAR

A. DRAFT FINANCE COMMITTEE MEETING MINUTES 03.08.23

1st - Jarlsberg

2nd - Floen

Motion carried to approve consent calendar minutes.

5. DISCUSSION ITEMS -

- A. FEBRUARY 2023 CHECK REGISTER

Director Jarlsberg asked about the temporary labor amount on page 4 of February check register. Director of Finance, Anne Roman explained that the temporary labor is for the Customer Service Department.

Currently, the District does not have permanent employees for the Customer Service department yet. We are going through working interviews with a temporary agency to find Customer Service Representatives to fill the positions. President Floen asked about NBS on page 6 of the February check register and delinquent CMM payers. Jarlsberg asked about Mojave Agency calendars and the amount. Roman explained that the calendars are to promote water conservation on an annual basis. President Floen asked about Nielsen Fire and Ice on page 7 about the air conditioning (second time this year). Roman explained that this item was for the new unit that was recently installed. Jarlsberg asked about SCE pumping for power bill on page 7 and how would be nice to see how it compares to other months. Jarlsberg appreciates the effort keeping up with the check registers.

1st - Jarlsberg

2nd - Floen

Motion carried to refer to the Board.

- B. TILFORD PHASE 1 CIRP PROJECT WATER CAPACITY CHARGES TRANSFER

Director Jarlsberg asked how the 38% growth was determined. Interim Director of Operations, Jeremiah Nazario explained that CIRP Supervisor, Brandon Warner went over mapping and plans of parcels in the area and with an Engineering firm, which is a tedious process to get the percentage of the completed project attributed to vacant, undeveloped, and upsizing of pipe. President Floen asked about the cash flow reserved funds. Director of Finance, Anne Roman mentioned that Finance is balancing between the two cash flow reserve funds and a then choose where it can be transferred. Projects are split into phases which helps with manageability. Floen asked if we knew the amount that the General Manager can spend in case of an Emergency. Roman said that she is not aware of an amount and that the admin code changes.

1st - Jarlsberg

2nd - Floen

Motion carried to refer to the Board.

6. STAFF REPORTS – Director of Finance, Anne Roman mentioned that audit season is coming up. The water capacity fee study is coming up at the next Finance Committee meeting. The reserve fund policy is coming forth in the summer. Standby assessments are coming up in June, 2023. Director of Administration, David Shook asked if we can print the agendas in black and white instead of colored pages which are 10 times more costly than black and white, saving 11 cents a sheet. President Floen and Director Jarlsberg thinks that it's a great idea to print the agendas in black and white.

7. DIRECTOR COMMENTS – Director Jarlsberg brought her latest water bill and mentioned that nothing has changed with the rates. Director of Finance, Anne Roman explained that the new rates that changed on March 1, 2023, will reflect on the May bill because we bill in arrears. President Floen asked about the Saloon project and what was the rate of the pipe before the costs went up. Projects are based upon an anticipated budget of what the cost would be.

8. ADJOURNMENT – President Floen adjourned meeting at 10:17 am
1st – Jarlsberg
2nd - Floen
NEXT MEETING – May 10, 2023 at 9:00am

Respectfully Submitted,



Sarah Johnson, General Manager






Draft Finance Committee Minutes 04.05.23

Final Audit Report

2023-05-24

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| Created: | 2023-05-22 |
| By: | LISA THOMPSON (lthompson@jbwd.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAqSj7dY4-f-MoebIVVaBDdbMJWatVVTgcl |

"Draft Finance Committee Minutes 04.05.23" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)
2023-05-22 - 11:42:18 PM GMT
-  Document emailed to Sarah Johnson (sjohnson@jbwd.com) for signature
2023-05-22 - 11:42:32 PM GMT
-  Email viewed by Sarah Johnson (sjohnson@jbwd.com)
2023-05-24 - 5:17:26 AM GMT
-  Document e-signed by Sarah Johnson (sjohnson@jbwd.com)
Signature Date: 2023-05-24 - 5:17:38 AM GMT - Time Source: server
-  Agreement completed.
2023-05-24 - 5:17:38 AM GMT