

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE FINANCE COMMITTEE  
Wednesday, October 10, 2018  
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM

Directors Present –Vice President Johnson and Director Floen

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, HR Manager (present at the end of the meeting).

GUESTS -2

APPROVAL OF AGENDA

Director Floen made a motion to approve the Agenda. Vice President Johnson seconded the motion.

MSC<sup>1</sup> (Floen/Johnson) motion carried.

PUBLIC COMMENT – None

CONSENT CALENDAR

- Approve the Draft Minutes of September 12, 2018

Director Floen made a motion to approve the draft minutes of September 12, 2018. Vice President Johnson seconded the motion.

MSC<sup>1</sup> (Floen/Johnson) motion carried.

REVIEW CHECK REGISTERS AUGUST-SEPTEMBER 2018- Finance Committee reviewed the check registers from August-September 2018.

Director Floen made a motion to refer the check registers to the Board of Directors for approval. Vice President Johnson seconded.

MSC<sup>1</sup> (Floen/Johnson) motion carried.

HOLIDAY OFFICE SCHEDULE – The Finance Committee reviewed the proposed holiday office schedule.

Director Floen made a motion to refer the proposed holiday schedule to the Board of Directors for approval. Vice President Johnson seconded.

MSC<sup>1</sup> (Floen/Johnson) motion carried.

DISCUSS BILLING CYCLE AND IMPACTS OF NEW LAW, SB998- This item was tabled until the next meeting.

DISCUSS GUARANTEE DEPOSIT INCREASE – The Finance Committee reviewed the recommended amendments to the Rules and Regulations increasing the Guarantee Deposit to \$225.00 and recommending a deposit of 150% of the standard deposit for customers cut off for non-payment and a deposit of 200% of the standard deposit for customers that unlock meters without authorization or damage meters.

Director Floen made a motion to refer the Guarantee Deposit Increase to the Board of Directors for approval. Vice President Johnson seconded the motion.

MSC<sup>1</sup> (Floen/Johnson) motion carried.

ALTERNATIVE MEETING DATE FOR NEXT FINANCE COMMITTEE MEETING DUE TO THE STRATEGIC PLANNING WORKSHOPS ON NOVEMBER 14<sup>TH</sup> AND 15<sup>TH</sup> – A discussion followed and November 8<sup>th</sup> was suggested as an alternative date. However, the date was not confirmed.

Vice President Johnson left the Committee meeting at 10:00 a.m. due to an emergency.

STAFF REPORT – HR Mgr. Johnson, presented the new CIRP job description to the Committee. AGM Greer reported \$12,000 in liens were recently filed for 20 locked meter accounts and informed the Committee that Incode recently sent three representatives from Texas to help troubleshoot and identify various issues that JBWD is having.

ADJOURNMENT – Director Floen adjourned the meeting at 10:21 a.m.

Respectfully submitted:

  
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Susan Greer, Assistant General Manager/Controller