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**CALL AND NOTICE OF SPECIAL JOINT MEETING
OF THE JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS
AND CITIZENS ADVISORY COMMITTEE**

TUESDAY, MAY 28, 2013 7:00 PM

Notice is hereby given that Mickey Luckman, President of the Joshua Basin Water District Board of Directors and Jay St. Gaudens, Chairman of the Joshua Basin Water District Citizens Advisory Committee, hereby call a Special Joint Meeting of the Board of Directors and Citizens Advisory Committee of said District to be held Tuesday, May 28th 2013 at 7:00 pm at the Joshua Basin Water District office located at 61750 Chollita Road, Joshua Tree CA 92252 for the purpose of discussion and possible action on the attached agenda.

Dated: Tuesday, May 28, 2013



Mickey Luckman, President, Board of Directors
Joshua Basin Water District



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JOSHUA BASIN WATER DISTRICT
SPECIAL JOINT MEETING OF THE BOARD OF DIRECTORS AND
CITIZENS ADVISORY COMMITTEE
TUESDAY MAY 28, 2013 7:00 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. CALL TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. DETERMINATION OF QUORUM
 4. APPROVAL OF AGENDA
 5. PUBLIC COMMENT
 6. CONSENT CALENDAR
 - A. Approve Minutes of Special Joint Meeting of the Board of Directors and Citizens Advisory Committee of November 28, 2012
 - B. Approve Minutes of the Regular Meeting of the Board of Directors and Special Meeting of the Citizens Advisory Committee of May 1, 2013
 - C. Approve Minutes of the Citizens Advisory Committee of March 12, 2013
 7. INTRODUCTION OF NEW CAC MEMBERS
 8. CAC NEW-MEMBER ORIENTATION
 9. GENERAL MANAGER REPORT
 10. CONFIRM DATE FOR NEXT CITIZENS ADVISORY COMMITTEE MEETING
Next meeting is scheduled for Tuesday, July 9, 2013
 11. COMMITTEE COMMENTS/REPORTS
 12. ADJOURNMENT
- Pg. 1-4
- Pg. 5-6
- Pg. 7-10

INFORMATION

During "Public Comment", please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Committee. The District is interested and appreciates your comments. A 3-minute time limit may be imposed. Thank you. Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting to make a request for a disability-related accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
SPECIAL JOINT MEETING OF THE BOARD OF DIRECTORS
AND CITIZENS ADVISORY COMMITTEE

November 28, 2012

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF BOARD QUORUM:

Frank Coate	Present
Bill Long	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

DETERMINATION OF CITIZENS ADVISORY COMMITTEE QUORUM:

Barbara Delph	Present
Victoria Fuller	Present
Jay St. Gaudens	Present
Penny Mason	Absent
Karen Tracy	Present

STAFF PRESENT:

Joe Guzzetta, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Marie Salsberry, Executive Secretary

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant

GUESTS 7

Citizens Advisory Committee (CAC) Chair Jay St. Gaudens called the special meeting of the CAC to order.

4. APPROVAL OF AGENDA

Board: MSC Long/Luckman 5/0 to approve the agenda for the November 28, 2012 Special Meeting of the Board of Directors and Citizens Advisory Committee.

CAC: MSC Fuller/Tracy 4/0 (1 Absent) to approve the agenda for the November 28, 2012 Special Meeting of the Board of Directors and Citizens Advisory Committee.

5. PUBLIC COMMENT

Michael Perez of Joshua Tree commented he feels we are in crisis in California concerning water; he is here to learn.

6. CONSENT CALENDAR

President Reynolds noted regarding Item 6d he is considering appointing a committee to act as negotiators with the Management/Supervisory and Exempt Employees regarding benefit and compensation.

Director Coate requested clarification on the draft minutes of the November 7 Board meeting. District Counsel Gil Granito clarified the word "Board" could be replaced with "District" on page 3 of the draft

minutes of the November 7th Board meeting under Item 19.

MSC Luckman/Long 5/0 to approve the minutes of the November 7, 2012 Regular Board Meeting with changes as noted; to approve the check audit report for October 2012; to approve the financial report for October 2012; and to continue Item D of the consent calendar to a future meeting.

7. PRESENTATION ON EMERGENCY PHONE TREE

Public Outreach Consultant Kathleen Radnich explained the purpose and use of the emergency phone tree and entertained questions from the Board, CAC and guests.

8. ADOPTION OF RESOLUTIONS FOR GRANTS FOR GROUND WATER RECHARGE PROJECT
GM Guzzetta reported that the Board had previously approved submittal of a Title XVI Grant proposal and there is an opportunity for the District to submit an additional proposal for grant funding.

Michael Perez of Joshua Tree requested a brief description of the second grant; GM Guzzetta reported that the intent is to use possible funding from both grants for the Recharge Pipeline and Basin Project.

Director Wilson stated he is opposed to the project. Director Long stated he is in favor of the second grant proposal to better the chances of the District being awarded grant funds. CAC Chair Jay St. Gaudens commented in favor of both grant proposals.

MSC Long/Luckman 3/1 (1 Abstain) to adopt Resolution 12-894 authorizing submittal of a Title XVI Bureau of Reclamation Grant in the amount of about \$2.3 million as authorized at the last meeting; to authorize Resolution # 12-895 authorizing submittal of a Water Smart Water and Energy Efficiency Grant from the Bureau of Reclamation in the amount of \$2 million; and, recognize that the General Manager has authorized Dudek Engineering to initiate the Water Smart Energy Efficiency Grant in an amount of approximately \$10,000 to be paid from the General Fund Opportunity Reserve.

Coate	Abstain
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

9. APPROVE JOB DESCRIPTION FOR CROSS-CONNECTION POSITION

GM Guzzetta reported on the proposed job description that will include responsibility for the District's Cross Connection Control/Backflow prevention program.

Discussion ensued. Director Coate made a motion to approve the job description for Cross Connection Control Specialist/ Construction & Maintenance Worker I and II. GM Guzzetta requested that the item be continued to a future meeting.

10. JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES
MANAGER/ADMINISTRATIVE SPECIALIST

GM Guzzetta reported, noting that the position of HR/Administrative Services Supervisor position was vacated several months ago as a cost-saving measure. HR responsibilities have been assigned to the executive Secretary for the last six months. Board discussion ensued.

MSC Coate/Luckman 4/1 to approve staff recommendation to approve the job description for Human Resources Manager/Administrative Specialist and to approve a salary range of \$58,597 to \$76,184.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye

Wilson No

11. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long; Kathleen Radnich, Public Outreach Consultant reported the Public Information Committee regular meeting will be postponed. A groundbreaking ceremony will be held for the pipeline project.
- B. AD HOC ENGINEERING AND RECHARGE COMMITTEE: Director Long and Director Coate: Director Coate reported on the Hi-Desert Medical Center wastewater facility project which is proceeding ahead of schedule. USGS continues to work on the study. SEMS reporting is working well and SEMS reports will come to the Board soon. Director Coate reported that he and the general manager are the committee for new director orientation process.

12. PUBLIC COMMENT

CAC Chair Jay St. Gaudens thanked Victoria Fuller who has been elected to a Board director position and will be missed on the CAC.

13. GENERAL MANAGER REPORT

The general manager had nothing further to report.

14. DISTRICT GENERAL COUNSEL REPORT

District Counsel Granito reported that the Ellis litigation, tried in spring of 2011 is now in appellate court and extensions have been granted. District Counsel Gil Granito received a notice from the court that they are proceeding without further days.

GM Guzzetta noted that special meeting cannot be held without notification of all board members; staff will bring to the board a waiver form that can be used in case a special meeting is needed when there is a situation that may prevent notification of a board member.

15. FUTURE AGENDA ITEMS

Director Coate requested that Dudek Engineering prepare a report regarding hospital wastewater treatment contract to consider the comparative costs of contracting for maintenance services or providing those services in-house.

16. DIRECTORS COMMENTS/REPORTS

Director Coate thanked Director Long for his support noting that he has served with Director Long on several committees.

Director Long reported attending the Mojave Water Agency Board meeting where discussion was held on updating the regional water management plan; consideration of whether to spend a large amount of money for preparation of an updated regional water management plan hinged on future grant possibilities.

Vice President Luckman commented that she will be attending the next Mojave Water Agency Board meeting. She attended the Local Agency Formation Commission meeting the day before Thanksgiving which dealt with Twentynine Palms Cemetery District and Morongo Valley Community Services District.

President Reynolds reported attending the Association of San Bernardino County Special Districts monthly meeting. He welcomed Victoria Fuller who will be the new JBWD Board member, and noted Director Long has been on the JBWD Board nine years; he expressed gratitude for Director Long being a mentor for him.

Director Long commented he has been a Board member for nine years and the majority of people here are

like family to him; he was thankful for these friendships. He noted the value of serving on the Board is tremendous.

President Reynolds thanked all who attended tonight's meeting and commented there will be a vacancy on the Citizens Advisory Committee.

17. CLOSED SESSION

There was no closed session.

18. ADJOURNMENT 8:36 PM

MSC Long/Luckman 5/0 to adjourn the November 28, 2012 Special Joint Meeting of the Board of Directors and Citizens Advisory Committee.

Respectfully submitted:



Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for December 5, 2012 at 7:00 pm.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING
OF THE CITIZENS ADVISORY COMMITTEE
March 12, 2013

1. CALL TO ORDER 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Barbara Delph	Absent
Jay St. Gaudens	Present
Fred Klintworth	Present
Penny Mason	Present
Karen Tracy	Absent

STAFF PRESENT: Joe Guzzetta, General Manager
Deborah Bollinger, Conservation Specialist

4. APPROVAL OF AGENDA

MSC Mason/Klintworth 3/0 to approve the agenda for the March 12, 2013 Regular Meeting of the Citizens Advisory Committee.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Mason/St. Gaudens 3/0 to approve the minutes of the September 25, 2012 Regular meeting of the Citizens Advisory Committee

7. GENERAL MANAGER REPORT

General Manager Joe Guzzetta reported to the Committee on the Strategic Planning Workshop held by the JBWD Board of Directors on the previous day, Monday, March 11.

8. DEMONSTRATION GARDEN IMPROVEMENTS

Deborah Bollinger gave a presentation on a proposal for an educational interpretive and signage project for the Demonstration Garden. She provided examples of wording and signage that would be used to provide water conservation information about the gardens to garden visitors. She also discussed the remainder of the master plan for the garden including a shade structure and two enhanced entryways designed by the architect.

Following extensive discussion, the consensus of the Committee was that the educational interpretive and signage program was very important and that a shade structure and entryways should be considered when funds are available for permanent structures rather than temporary structures.

MSC Mason/Klintworth 3/0 to recommend that the Board of Directors approve the educational interpretive signage program with smaller sign-holders than those presented, and that the holders be of a more natural color (rather than the red color of the examples) and that they be placed closer to the ground in order not to be obtrusive to the Garden.

9. STRATEGIC PLANNING

The General Manager reported on strategic planning under item 7 of this meeting agenda.

10. CONFIRM DATE FOR NEXT CITIZENS ADVISORY COMMITTEE MEETING

The Committee confirmed the next regular meeting date of Tuesday May 7th 2013 at 7:00 pm.

11. COMMITTEE COMMENTS/REPORTS

None.

12. ADJOURNMENT

The meeting was adjourned at 8:20 pm.

Respectfully submitted;

Joe Guzzetta, General Manager

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS AND
SPECIAL MEETING OF THE CITIZENS ADVISORY COMMITTEE

May 1, 2013

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE Jay St. Gaudens

3. DETERMINATION OF QUORUM: Mickey Luckman Present
Frank Coate Present
Victoria Fuller Present
Mike Reynolds Present
Gary Wilson Present

DETERMINATION OF CITIZENS ADVISORY COMMITTEE QUORUM: Jay St. Gaudens Present
Shari Long Present
Karen Tracy Present
Douglas Buckley Present
Amy Fauls Present
Steven Whitman Present
Frederick Klintworth Present
Karyn Sernka Present

STAFF PRESENT: Joe Guzzetta, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT: Gil Granito, District Counsel
Mike Metts, District Engineer; Dudek
Kathleen Radnich, Public Outreach Consultant
Alex Handlers, Catherine Tseng from Bartle Wells Associates
Deb Bollinger, Conservation Coordinator

GUESTS 8

4. APPROVAL OF AGENDA

MSC Reynolds/Fuller 5/0 to approve the agenda for the May 1st, 2013 Regular Meeting of the Board of Directors.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Fuller/Coate 5/0 to approve the minutes of the April 17, 2013 Regular Meeting of the Board of Directors and Comparative Negligence in Inverse Condemnation Cases – Letter supporting AB 436.

7. RATE AND FEE STUDY

Susan Greer introduced Alex Handlers and Kat Singh, consultants of Bartle Wells Associates, who have been retained to conduct Rate & Fee Study. Alex presented an overview of JBWD major revenue sources, current rate structure, and historic rate increases. He discussed the projects to be analyzed for a new rate and fee structure including potential recharge needs and capital improvement needs. He also noted the requirement for the rate structure to comply with AB 1420, and Proposition 218 requirements and procedures. He will also analyze the approximate 800 meters that are unused, and consider a composite rate for 3/4” and 1” meters due to the new state law requiring fire sprinklers in all new residential structures. He will consider separate rates for commercial, industrial, and institutional users.

8. EXPENSE INVENTORY WITH INDIVIDUAL VALUE OF \$50 OR LESS AS RECOMMENDED BY AUDITOR

Assistant GM and Controller Susan Greer presented a report with recommendation that the Board approve recharacterizing as “expense”, \$22,889.80 of inventory items with values under \$50 as recommended by the Auditor.

Following Board discussion;

MSC Coate/Reynolds 5/0 to approve the expensing of \$22,889.80 of “Under \$50” inventory items as recommended by the Auditor.

9. WRITE-OFF SURPLUS INVENTORY IN THE AMOUNT OF \$34,430.86

Assistant GM and Controller Susan Greer presented a report with recommendation that the Board take the following actions: 1) Approve write off of \$34,430.86 of surplus inventory, and 2) Confirm Bidding Policy Surplus Property Disposal guidelines, including Staff authority to dispose of scrap surplus inventory in best way possible.

Gil Granito stated on the policy that the language on page 17, under Donation, it can be legally appropriate if the *or* is changed to *and*. This way, each donation can be a mutual benefit both ways. Standing alone, it will not be appropriate.

Following Board discussion;

MSC Fuller/Reynolds 4/1 moved to accept the write-off of the surplus inventory in the amount of \$34,430.86 with the modification in the donation policy in the sentence “policy allows GM with approval of the Board to donate surplus property to nonprofit organizations located in the district” and change the *or* to *and* to who benefit the district to a first come first serve basis.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

10. WATER REPLENISHMENT ASSESSMENT PROGRAM

GM Guzzetta presented a report of Water Replenishment Assessment Program with recommendation that the

Board take the following action: 1) Explore placing a measure on the November 2013 or 2014 general election ballot asking voters to approve a water replenishment assessment for all ground water producers, including the District. 2) If the Board wishes to explore the above measure, refer the matter to the Citizens Advisory Committee for further analysis and recommendation to the Board concerning various issues about the assessment.

Following Board discussion;

2) MSC Coate/Reynolds 5/0 moved that the Board wishes to explore the above measure, refer the matter to the Citizens Advisory Committee for further analysis and recommendation to the Board concerning various issues about the assessment.

11. CONSERVATION COORDINATOR REPORT

Conservation Coordinator Deborah Bollinger to reported on the following:

- 1) Annual visit to JBWD by JT Elementary school and Friendly Hills Elementary school for a water conservation field trip;
- 2) Public Education program has a website update with Using Water Wisely tab, the Kids Corner and Demonstration Garden. Made three Board and Committee presentations on the Demonstration Garden. Also working on the garden signs. Additional outreach was completed to find local suppliers. Sixty-two percent of the cost of the sign project would be local vendors (graphic designers, images and layouts, welding company for the frameworks, and painting of the signs).
- 3) Reported attending the Alliance for Water Awareness and Conservation.
- 4) EPA Water Sense Annual Report – Water Sense is equivalent to the Energy Star label that the EPA certifies that products meet their specification. We are a Water Sense partner. We report each year what we have done to promote the Water Sense label.

12. STRATEGIC PLAN UPDATE

GM Guzzetta advised the Board that the Strategic Plan document has been revised to show updated estimated completion dates for several projects.

13. COMMITTEE REPORTS:

A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Kathleen Radnich,

- 1) Public Outreach Consultant reported that Z107.7 station has announced our diversions for traffic downtown.
- 2) She attended the hospital health fair event. Every Hi-Desert Medical Center Board member came by the JBWD display in addition to the CEO, Chad Chadwick. The Waste Water Treatment Plan groundbreaking at the hospital will be coming soon. She observed that many people, probably renters, did not know they were on a septic system.
- 3) She and Deb Bollinger gave a presentation at the AWAC meeting about our docent program.
- 4) May 10th, Friday 2:00 – 6:00 pm is public garden days and we will have docents to train and learn and open to the public.
- 5) Received a confirmation from USGS that they we will come out and do a public education seminar about the differences with the aquifers between the different water districts. It will be open to public but also intended for water people and will be around late September and before November.
- 6) Mike Metts gave a presentation on what is going on under the ground with the pipes.

B. RECHARGE BASIN AND PIPELINE PROJECT: Vice President Coate and Director Fuller: No report.

- C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate: No report.
- D. TANK RESTORATION PROJECT: Director Wilson and Vice President Coate: No report.
- E. RULES AND REGULATIONS UPDATE PROJECT: Director Fuller and Vice President Coate: No report.
- F. ADMINISTRATION CODE UPDATE PROJECT: President Luckman and Director Fuller: No report.
- G. AGENDA COMMITTEE: President Luckman and Vice President Coate:
 - 1) President Luckman recommended putting Architectural Services for Office Space Needs back on the agenda for the meeting of May 15, 2013.
 - 2) President Luckman recommended that the joint meeting with the Citizens Advisory Committee for May 21, 2013 to be moved to Tuesday, May 28, 2013.

14. PUBLIC COMMENT

None.

15. GENERAL MANAGER REPORT

Mike Metts gave an update on the Hospital Project Update - Wastewater Treatment Plant.

16. DIRECTORS COMMENTS/REPORTS

Director Reynolds noted that one of our neighboring communities requires a water conservation certification inspection every time a house is sold or every time someone signs on for the water meter; and thought it was a good idea.

Director Fuller reported on attendance at the Mojave Water Agency Board Meeting.

President Luckman read Joe Guzzetta's resignation letter effective June 2013.

President Luckman appointed a sub-committee of Mike Reynolds and herself to evaluate the costs of executive search firms that is experienced in General Manager recruitment.

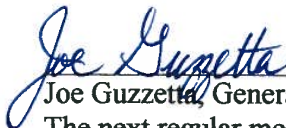
17. DISTRICT GENERAL COUNSEL REPORT

18. FUTURE AGENDA ITEMS

19. ADJOURNMENT 9:18 PM

MSC Fuller/Reynolds 5/0 to adjourn the May 15, 2013 Regular meeting of the Board of Directors.

Respectfully submitted:



Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for May 15, 2013 at 7:00 pm.