

MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS January 15, 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 Short, Director Fick

Board Members Absent: Director Jarlsberg

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

Consultant(s) Present: Legal Counsel, Nicole Falcis and Jeff Hoskinson, Public Consultant, Kathleen Radnich

Citizens Advisory Council Member(s) Present: David Carrillo

3. APPROVAL OF THE AGENDA

Vice President Doolittle made a motion to approve the agenda, seconded by Director Fick and approved by the following vote:

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

4. PUBLIC COMMENT - None

5. CONSENT CALENDAR

A. DRAFT MINUTES – 12.18.24

B. CHECK REGISTER – NOVEMBER 2024

Vice President Doolittle made a motion to approve the Consent Calendar, seconded by Director Fick and approved by the following vote:

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

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION – None

7. DISCUSSION/ACTION CALENDAR

A. RATE SCENARIO ANALYSIS

PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN

RECOMMENDED ACTION: CONTINUE COURSE OF BOARD-APPROVED ACTION RELATED TO RATE STUDY SCENARIO C

Director of Finance Anne Roman presented the Rate Scenario Analysis and recommended proceeding with Rate Scenario C. Roman explained that this option would help avoid falling behind financially, prepare for chromium-6 regulations, fund capital improvements, take advantage of a loan payoff opportunity, address an anomaly in fiscal year 2023/24, and support reserve growth. Roman further recommended maintaining the scheduled rate path for at least one more year to allow for additional data collection and informed decision-making.

President Floen made a motion to continue the course of board-approved action related to Rate Study Scenario C, but the motion failed due to lack of second. After much discussion, Director Fick motioned to revisit the Rate Scenario Analysis to April, and seconded by Vice President Doolittle and approved by the following vote:

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

B. NOTICE OF PRE-APPROVED RATE AND GUARANTEE DEPOSIT ESCALATIONS & PRE-APPROVED CAPACITY CHARGE ESCALATIONS – PART A

PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN

RECOMMENDED ACTION: RECEIVE FOR INFORMATIONAL PURPOSES

Director of Finance Anne Roman presented the Notice of Pre-Approved Rate and Guarantee Deposit Escalations & Pre-Approved Capacity Charge Escalations – Part A. Roman explained that the rates and fees were previously approved and are presented for notice purposes only. Roman mentioned that the rate and fee schedule included in the packet will be adjusted since we are keeping the current rates for now.

For informational purposes only. No board action taken.

C. METER CONNECTION FEE METHODOLOGY AND FEE CHANGES – PART B

PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN

RECOMMENDED ACTION: CONSIDER NEW METER CONNECTION FEE METHODOLOGY, FEES, AND A CORRESPONDING UPDATE TO RULES & REGULATIONS CONTAINED IN RESOLUTION 25-1071/EXHIBIT A

Director of Finance Anne Roman presented the Meter Connection Fee Methodology and Fee Changes – Part B. Roman outlined the differences between long-side paved, long-side unpaved, short-side paved, and short-side unpaved connections, providing four scenario estimates. The key change involves

adjustments to non-tract and tract meter costs. While the exact impact is uncertain, the changes are expected to provide a more accurate reflection of costs.

Director Short made a motion to approve the Meter Connection Fee Methodology and Fee Changes – Part B, seconded by Vice President Doolittle and approved by the following vote:

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

D. REPLACEMENT PAYROLL PROCESSING SERVICES PROVIDER (PAYCOM)

PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN

RECOMMENDED ACTION: AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT WITH REPLACEMENT VENDOR, PAYCOM, FOR PAYROLL PROCESSING SERVICES

Director of Finance Anne Roman presented regarding the proposed Replacement Payroll Processing Services Provider, Paycom. Roman explained that Finance has researched about 12 alternate providers over the last three years due to tax filing inaccuracies and poor customer service with the providers in use. Roman cited an exception to the Bidding policy due to inadequate competition for the District's complex needs. The actual costs anticipated are lower than shown in the proposal due to lower staffing levels and fit within the existing budget. Implementation costs, which were considerably reduced via negotiation, are also within budget. Legal counsel has worked with Staff to evaluate and customize the Paycom contract.

Vice President Doolittle made a motion to approve the Replacement Payroll Processing Services Provider (Paycom), seconded by Director Fick and approved by the following vote:

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

8. REPORTS AND COMMENTS

President Floen

- Floen shared that he recently had a visit with members from USGS and NBS at the Farmers Market. Floen described the encounter as positive and productive.
- Floen attended the Landers Homestead Association meeting and noted that it was well attended. During the meeting, Marina West led a discussion about the Mojave Water Agency (MWA) owning property in Landers and their interest in pursuing recharge initiatives there.

Vice President Doolittle

- Doolittle requested amendments to page 5 of the 2024 Director Requests. Doolittle also requested the CIP review, fleet cost, average water cost, and the articles listed in the agenda packet to include hyperlinks.

Director Jarlsberg

- Absent

Director Short

- Short asked about the status cybersecurity grant that was listed as his request in the 2024 Director Requests report.

Director Fick

- Fick emphasized that the board represents the interests of the ratepayers and expressed the importance of being considerate toward them when making decisions, particularly with regard to postponing the Rate Scenario Analysis agenda item.

General Manager Report

Johnson reported on the following:

- Johnson provided an update on last week's power outages. She explained that the district worked proactively to ensure a stable water supply during the outages, filling reservoirs to capacity each time the power was restored and ensuring reserves in anticipation of potential future outages. Additionally, she explained that the outages caused several issues, including a malfunctioning transfer switch on the office generator and the SCADA computer being damaged by power surges.
- Johnson reported receiving an email on December 26, 2024, notifying us that the Cybersecurity grant application was not accepted.
- Johnson and staff attended a kickoff meeting with Jacobs yesterday to begin the Chromium 6 analysis, which is expected to take six months. The Jacobs representatives received a tour of the district facilities and stated that the final analysis would be presented to the board for consideration once it is received in mid-summer.
- Johnson reported that the CAC meeting on January 14th was cancelled due to a lack of quorum. She noted that two CAC appointments will be presented to the board for consideration in February.
- Johnson stated that a new director request list is included in the packet for review. While all 2024 requests are listed in this packet for reference, moving forward, only active requests will be included until they are completed. She noted that the majority of the 2024 requests have been completed, with only a few still pending. Additionally, she clarified that the language used on the top of the Director Requests list was taken from the "Role of the Board" document.

9. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code § 54957)

TITLE: GENERAL MANAGER

Adjourned to closed session at 7:36 pm.

Returned to open session at 9:00 pm. Legal Counsel Jeff Hoskinson stated no reportable action.

10. ADJOURNMENT

On motion by Vice President Doolittle, seconded by Director Short and approved by the Board, the meeting was adjourned at: 9:01 pm.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary






2. JBWD MINUTES 2ND MEETING TEMPLATE 01.15.25

Final Audit Report

2025-02-13

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"2. JBWD MINUTES 2ND MEETING TEMPLATE 01.15.25" History

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