

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING
MEETING MINUTES
NOVEMBER 15, 2023

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the board meeting to order at 5:30 p.m.
2. DETERMINATION OF A QUORUM – President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

STAFF PRESENT – Director of Finance, Anne Roman, Accounting Supervisor, Autumn Rich, Director of Administration, David Shook, General Manager, Sarah Johnson, Executive Assistant, Lisa Thompson

CITIZENS ADVISORY COUNCIL PRESENT – None

CONSULTANTS PRESENT – Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, Legal Counsel

3. APPROVAL OF AGENDA –
 - 1st – Short
 - 2nd – Fick5/0/0 motion carried to approve the agenda.
4. PUBLIC COMMENT – None
5. CONSENT CALENDAR –
 - A. DRAFT MINUTES – 11.01.23
 - 1st – Doolittle
 - 2nd – Short5/0/0 motion carried to approve the 11.01.23 with the correction to the last bullet item on the General Manager's report changing the month from November to October for the Great ShakeOut.
6. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION – Director Jarlsberg asked to pull the check register to discuss the truck purchases.
 - A. CHECK REGISTER – SEPTEMBER 2023
 - 1st – Fick
 - 2nd – Doolittle5/0/0 motion carried to approve the September 2023 check register.
7. ACTION CALENDAR
 - A. RESERVE FUNDING TRANSFERS FOR FISCAL YEAR 2022/23

Director of Finance, Anne Roman gave her presentation on the Reserve Funding Transfers for fiscal year 2022/2023 to the board. Roman mentioned that the Reserve Funding Transfers is an annual agenda item but complex. Roman provided detailed information on proposed transfers for reserve funding usage and replenishment funding for fiscal year 22/23. Roman handed out graphs to the board to assist with understanding the process. Roman discussed the proposed reserve fund transfers from the LAIF Water Capacity reserve from the Tilford Phase 2 mainline replacement project. Roman briefly explained that the Reserve Policy and Rate Study determines what to set aside and the budget and usage determines how much of the reserves we are depleting. Roman concluded that proposed changes to the Reserve Fund Policy will be brought back to the Finance Committee in 2024.

1st –Jarlsberg

2nd – Short

5/0/0 motion carried to approve the Reserve Funding Transfers

8. REPORTS AND COMMENTS

A. DIRECTOR REPORTS AND COMMENTS -

PRESIDENT FLOEN –

- Reports – Attended CMM breakfast meeting.
- Comments – Floen mentioned that while at the CMM meeting, he liked interacting with others and sharing water-related topics.

VICE PRESIDENT DOOLITTLE-

- Reports – Attended the CSDA board orientation class.
- Comments – Learned the following information from CSDA class: Sticking with government recommended code, recommendation of having tours of the district once a year, and CSDA board handbook.

DIRECTOR JARLSBERG-

- Reports – Jarlsberg has been out of the area and did not attend any water-related meetings. Jarlsberg attended a Sacramento senior legislation in October.
- Comments – Jarlsberg could not attend the last MWA board meeting that she was assigned to and wanted to find out when she is scheduled for the next MWA meeting.

DIRECTOR SHORT-

- Reports – Short has not attended any meetings but is planning on attending the MWA Cadiz meeting.
- Comments – None

DIRECTOR FICK-

- Reports – None
- Comments – Fick mentioned the following: he has been watching the district's YouTube meeting videos, a situation when Orange County was going bankrupt, and MWA is having an upcoming presentation on Cadiz.

B. GENERAL MANAGERS REPORT –

General Manager, Sarah Johnson reported on the following:

- At last night's CAC meeting, the CAC members elected David Carrilo as the new Chairperson and Fred Jaross as the new Vice-Chairperson.
- The CAC Bylaws were developed and presented to the CAC members. The CAC Bylaws will come back to the Board for review and adoption.
- The district received all replacement vehicles. The old vehicles are up for auction with GovDeals.
- The upcoming ACWA fall conference is scheduled for November 27th – 30th. Vice President Doolittle, Director Jarlsberg, and Director Fick are attending the ACWA conference. Johnson, Interim Director of Operation, Jeremiah Nazario, and Executive Assistant Lisa Thompson are attending the ACWA conference on November 29th-30th.

- In 2024, we will incorporate manager meetups for board members to meet with Johnson five times a year. There will be two board members who will meet with Johnson for each meeting. Executive Assistant, Lisa Thompson will add the manager meet-ups on the rotating meeting calendar. Thompson will issue the 2024 rotating meeting calendar to all board members next month. Johnson reminded the board that if they cannot attend a meeting, to make sure that they contact another board member to take their place and inform Johnson, Thompson, and the Board President.
- Johnson mentioned that next week, she will be going on vacation. Director of Finance Anne Roman, will be available for any emergencies.

10. ADJOURNMENT

1st – Doolittle

2nd – Short

President Floen called the board to adjourn at 6:34 p.m.

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary






2. Draft Minutes 11.15.23

Final Audit Report

2023-12-12

Created:	2023-12-12
By:	LISA THOMPSON (lthompson@jbwd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIp7jBKcq5C0ChCN-LpONEtaW1HZ6cgR9

"2. Draft Minutes 11.15.23" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)
2023-12-12 - 3:42:29 PM GMT
-  Document emailed to Sarah Johnson (sjohnson@jbwd.com) for signature
2023-12-12 - 3:42:42 PM GMT
-  Email viewed by Sarah Johnson (sjohnson@jbwd.com)
2023-12-12 - 4:17:02 PM GMT
-  Document e-signed by Sarah Johnson (sjohnson@jbwd.com)
Signature Date: 2023-12-12 - 4:17:12 PM GMT - Time Source: server
-  Agreement completed.
2023-12-12 - 4:17:12 PM GMT