

**President**  
Tom Floen

**VP**  
Stacy Doolittle

**Directors**  
Jane Jarlsberg  
Tomas Short  
David Fick

**General  
Manager**  
Sarah Johnson

**Legal Counsel**  
Jeff Hoskinson



## **REGULAR MEETING AGENDA OF THE BOARD OF DIRECTORS**

**Wednesday, November 1, 2023, at 5:30 p.m.**

MEETINGS ARE HELD IN PERSON AT 61750 CHOLLITA RD., JOSHUA TREE, CA 92252

REMOTE ACCESS IS AVAILABLE FOR THE CONVENIENCE OF THE PUBLIC

CLICK TO JOIN VIRTUALLY: [ZOOM LINK](#)

CALL TO JOIN BY PHONE: (669) 444-9171

MEETING ID: 872 8707 9239

PASSCODE: 61750

### **MISSION, VISION, AND VALUES**

#### **Mission Statement**

To provide, protect, and maintain Joshua Tree's water - our vital community resource.

#### **Vision Statement**

To achieve excellence in all District endeavors.

#### **Values**

The community of Joshua Tree has entrusted the Board of Directors and employees of Joshua Basin Water District with its most valuable natural resource, its groundwater. As stewards of the community water supply, we oversee this critical natural resource to ensure current and future water reliability. Dedicated to this purpose, we embrace these important values:

- **Integrity** – To consistently earn our customers' trust by prioritizing the needs of the community... doing the right thing for the right reason.
- **Transparency** – To openly and honestly share information about our operations with the public.
- **Respect** – To treat the residents of Joshua Tree, and all those contacted in the course of business, with high esteem and regard.
- **Fiscal Responsibility** – To manage all resources as if they were our own, whether revenues, assets, or water supply, in a conscientious and appropriate manner.
- **Accountability** – To take responsibility for our decisions and actions in managing this essential resource.

### **1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

### **2. DETERMINATION OF A QUORUM**

Consideration of Board Member requests for remote participation.

### **3. APPROVAL OF AGENDA**

### **4. PUBLIC COMMENT**

This designated time is for members of the public to provide comments on any District related matter, whether appearing on the agenda or not. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda. At the discretion of the Board President, comments on a particular agenda item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.

**5. CONSENT CALENDAR**

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a board member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

**A. DRAFT MINUTES – 10.18.2023**

**6. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION**

**7. PRESENTATIONS**

For informational purposes only on subjects not covered by the agenda. No action is to be taken.

**A. PUBLIC OUTREACH REPORT**

PRESENTED BY: KATHLEEN RADNICH, PUBLIC OUTREACH CONSULTANT

RECOMMENDED ACTION: FOR INFORMATION ONLY

**8. ACTION CALENDAR**

**A. APPOINTMENT OF NEW CITIZENS ADVISORY COUNCIL (CAC) MEMBERS**

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER

RECOMMENDED ACTION: RECOMMEND THE BOARD OF DIRECTORS REVIEW APPLICATION(S) AND CONSIDER APPOINTMENT(S) TO THE CITIZENS ADVISORY COUNCIL (CAC)

**9. REPORTS AND COMMENTS**

For informational purposes only on subjects not covered by the agenda. No action is to be taken. The Board may provide staff with requests for future agenda items.

**A. DIRECTOR REPORTS/COMMENTS**

**B. GENERAL MANAGER REPORT**

**10. ADJOURNMENT**

**CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS**

	<b>DATE</b>	<b>TIME</b>	<b>ATTENDEE(S)</b>
JBWD – FINANCE COMMITTEE	11.08.23	9:00AM	Floen/Fick
JBWD – WRO COMMITTEE	11.08.23	11:00AM	Doolittle/Fick
JBWD – REGULAR BOARD MEETING	11.15.23	5:30PM	All
MWA – BOARD MEETING	11.16.23	9:30AM	Floen

**MEETING INFORMATION**

The public is invited to comment on any item on the agenda during the discussion of that item.

Availability of agenda materials: Materials related to any item on this Agenda submitted to the District Board of Directors or Committee Members after distribution of the agenda packet are available for public inspection at the District’s office, 61750 Chollita Road, Joshua Tree, CA 92252, during normal business hours. All documents supporting this agenda are available on the District website [www.jbwd.com](http://www.jbwd.com), subject to the staff’s availability to post the documents before the meeting.

Reasonable Accommodation: Any person with a disability who requires accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such requests to Lisa Thompson, Executive Assistant, at 760-366-8438. Please allow three business days for your request to be processed. Requests must be received at least seventy-two (72) hours before the scheduled meeting.

Disruptive Conduct: If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.

JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
MEETING MINUTES  
OCTOBER 18, 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, Interim Director of Operations, Jeremiah Nazario, General Manager, Sarah Johnson, Executive Assistant, Lisa Thompson, Accounting Supervisor, Autumn Rich

CITIZENS ADVISORY COUNCIL PRESENT – None

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

3. APPROVAL OF AGENDA –
  - 1<sup>st</sup> – Short
  - 2<sup>nd</sup> - Fick5/0/0 motion carried to approve the agenda with changing agenda item 8 Closed Session to agenda item 9.

4. PUBLIC COMMENT – None.

5. CONSENT CALENDAR –
  - A. DRAFT MINUTES – 09.20.23
  - B. DRAFT MINUTES – 10.04.23
  - C. SALARY SCHEDULE1<sup>st</sup> – Fick  
2<sup>nd</sup> – Doolittle  
5/0/0 motion carried to approve the draft 09.20.23, 10.04.23 minutes, and salary schedule.

6. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION – Vice President Doolittle and Director Jarlsberg asked to pull items from August 2023 check register. Doolittle pulled page 11 - Colonial EE Life Insurance and Calpers Additional Discretionary ER Contribution. Jarlsberg pulled page 11 - City National Bank, page 13 - RDO Equipment, page 14 - Toyota truck purchase.

1<sup>st</sup> – Jarlsberg  
2<sup>nd</sup> – Doolittle  
5/0/0 motion carried to approve the August 2023 check register.

7. PRESENTATIONS  
For informational purposes only on subjects not covered by the agenda. No action is to be taken.

- A. PUBLIC OUTREACH REPORT  
Public Outreach Consultant, Kathleen Radnich reported the following:
  - Constant Contact revealed 52% opening rate with the monthly newsletter.

- The 9/30/23 Sandbagging Event took place. Radnich shared that the Fire Department showed up and then quickly drove off for an emergency but did not say anything. Radnich proceeded with the sandbagging presentation and thanked President Floen for helping out. Radnich mentioned that the Fire Department came back towards the end of the event and were very helpful. The Sandbagging turned out to be a great event.
- The Winterizing class sponsored by MWA Mojave Desert will be on November 9<sup>th</sup> at 6:00pm. The class will be held virtually.
- The Plant sale will be on March 24, 2024. The Joshua Tree National Park is in the process of a five-year contract for the plant sale.
- Radnich mentioned that the Citizens Advisory Council (CAC) meeting is in November 13th and we are actively recruiting CAC members.
- District tours are coming up on February 22 and 29, 2024.
- Radnich shared that usually she has a booth and participates with the local Great Shake Out event, but some of the organizations involved could not get it together on time. Radnich reminded everyone to always be prepared.
- A customer from Quail Village Apartments left a phone message for Radnich to compliment district field staff on their friendliness to the public.

#### B. LAIF PERFORMANCE REPORT

Director of Finance, Anne Roman gave her presentation on the LAIF Performance Report to the board. Roman explained in detail the LAIF Performance investment interest rates and interest earned from the first to final quarters. Roman provided the LAIF quarterly interest allocation chart analysis for fiscal year ending 6/30/23. Roman mentioned that her staff report has the LAIF Statutes on the California Treasure's website, for additional information on questions about the security of the investment.

#### C. CAPACITY FEE REPORT FOR FISCAL YEAR ENDING 06/30/2023

Director of Finance, Anne Roman, gave her presentation on the Capacity Fee report for fiscal year ending 06/30/23 to the board. Roman explained that the capacity fee is a one-time development charge for connection to the water system when a customer purchases a new meter or meter upgrade. The capacity charge is used to fund capital improvements within the district's infrastructure. Roman explained in detail the water capacity fund balance increase from new meter sales and upgrades and interest earned for fiscal year 2022 to 2023. The unrestricted water capacity charges of \$395,166 were used to reimburse 38% of the district's Tilford Phase I project. Roman explained that there was a fund balance increase with the wastewater capacity fund with new meter sales and upgrades for fiscal year 2022-2023. Roman mentioned that Hi Desert Medical Center has a wastewater treatment plant, and they pay a note and interest to the district. Roman provided charts containing the annual reports of historical meter sales and capacity collections.

#### D. CMM ASSESSMENT DISTRICT ANNUAL REPORT

Director of Finance, Anne Roman, gave her presentation on the Copper Mountain Mesa Assessment District Annual report to the board. Roman discussed in detail the purpose of the CMMA including 1996 Limited Obligation Improvement Bond, status, collections, delinquencies, annual reports, continuing disclosure annual report, and bond call. Roman mentioned that there are comments about the delinquency rate being high in the assessment district. Roman explained that the interest rate starts out high in the first few years. After five years, the County begins a tax sale process, and the

delinquency rates quickly fall. Roman noted that an analysis showed that there was an 86% decrease of the delinquency rate over the last 10 years after the County tax sale process. Roman mentioned that the last time we did a CMM Bond Call was about 10 years ago, and expect to do a future bond call within the next 10 years. Roman mentioned that the district worked with NBS to administer any administrative costs with the assessments. NBS issues the annual CMMAD report, Continuing Disclosure report, and initiated the bond call. Roman noted that there is the full version of the CMM reports on our website.

## 8. REPORTS AND COMMENTS

### A. DIRECTOR REPORTS AND COMMENTS -

#### PRESIDENT FLOEN –

- Reports – Attended the Finance Committee on October 11<sup>th</sup>.
- Comments – None.

#### VICE PRESIDENT DOOLITTLE-

- Reports – Attended the Mojave Water Agency (MWA) tour in Apple Valley on November 11<sup>th</sup>.
- Comments – Doolittle shared that on the MWA tour she got to see a hydroelectric plant, recharge areas, Mojave pipeline and aqueducts. Doolittle learned that the Mojave river flows north, Morongo Basin pipeline is boosted on Hwy 247 on Pony Rd in Johnson Valley to Warren Vista. Doolittle found the MWA Tour interesting and a nice event.

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#### DIRECTOR JARLSBERG-

- Reports – None
- Comments – Jarlsberg was disappointed that she could not go on MWA tour. Jarlsberg mentioned that the board information is out of date in the local newspaper, listing Rebecca Unger as a board member. Jarlsberg had a difficult time finding the YouTube meeting videos on the website. Jarlsberg suggested making an announcement on website to direct where videos are located. Jarlsberg appreciated the improvements to the website.

#### DIRECTOR SHORT-

- Reports – None
- Comments – Short mentioned that the MWA board meeting was cancelled.

#### DIRECTOR FICK-

- Reports – Attended the Finance Committee on October 11<sup>th</sup>.
- Comments – Fick mentioned that the MWA board meeting was cancelled.

### B. GENERAL MANAGERS REPORT –

General Manager, Sarah Johnson reported on the following:

- Johnson mentioned that there is a new facelift of the agenda. We added the Presentations section to the agenda, that is for reports that are for information only and no action taken. A Project List will be added to the agenda in the future for any projects approved in the budget that are in progress.

- It was discussed at the Finance Committee last week to extend the time of the meeting to two hours. Extending the Finance Committee will allow more time to go over discussion items, without feeling rushed. The start time for the WRO Committee will be at 11:00am instead of 10:30am.
- The new website in process and forthcoming. Many hours are being spent on getting the new website ready.
- President Floen, Interim Director of Operations, Jeremiah Nazario, and Johnson attended MWA's Masterplan Workshop at Hi Desert Water District.
- Johnson is working with Director of Administration, David Shook with a Customer Service report update to bring to the board next year.
- Johnson shared that we have taken approximately 568 acre feet of recharge water from MWA during this fiscal year.
- Johnson and Nazario attended Morongo Basin Pipeline Commission at Hi Desert Water District.
- Johnson invited USGS to come out to do a 5-year sampling. Johnson and Nazario met with USGS and learned that there was a report in the past that was never published.
- Johnson gave a special thank you to the Director of Finance, Anne Roman for all her hard work and in-depth financial presentations. Johnson also praised Roman for her calm demeanor throughout the presentations.
- The Tilford 2 project is complete.

Director of Finance, Anne Roman reported the following:

- A payroll audit was conducted by CPA Cindy Byerrum with Eide Bailly. Roman mentioned that the district had never undergone a dedicated payroll audit, and recent payroll audit was voluntary. Roman pointed out that there are numerous pay and deductions codes in payroll which are very complex. Byerrum complimented Finance for the minimal number of findings and that everything was clean and easy to follow. It was recommended during the payroll audit to add the vehicle taxation, and small check box on W2 for payroll was missed which was a result of transferring from one payroll company to another but has been corrected. The district is in the process of switching back to Paychex from Paylocity. Roman was glad to report that the payroll audit went very well and provided the district with some assurance.
- In July 2022, the district put in a request to purchase a Pettibone with Apex. The vendor requested a copy of a check for shipping purposes, then electronically altered and cashed the check. Finance discovered the fraudulent activity and reported it to the bank. Luckily, the fraudulent check was caught on time and US Bank returned the funds. The district learned from the incident and implemented Payee Positive with US Bank, in which the name on the check is always verified before the check is cashed. Additional vendor validation processes were also implemented.

9. ADJOURNED TO CLOSED SESSION AT 7:29pm - Conference with Legal Counsel – Anticipated Litigation (Govt. Code §54956.9(d)(4)) – 1 case

RETURNED TO OPEN SESSION AT 7:44pm - We reported out of closed session that the Board met in closed session re Item 202306-20925508, and by unanimous vote rejected the claim of Cari McCormick and directed the General Manager to provide statutory notice.

10. ADJOURNMENT

1<sup>st</sup> – Short

2<sup>nd</sup> – Doolittle

President Floen called the board to adjourn at 7:44 p.m.

Respectfully submitted,

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Sarah Johnson, General Manager & Board Secretary





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 Website: www.jbwd.com • Email: customerservice@jbwd.com

**CITIZEN'S ADVISORY COUNCIL**  
**APPLICATION FOR MEMBERSHIP**

Instructions for application:

Complete the application below and submit it along with your resume and letter of interest. Return documents to Executive Assistant, Lisa Thompson by email at [liathompson@jbwd.com](mailto:liathompson@jbwd.com) or deliver forms to the District office.

Name: Fred Janoss

Residence Address: \_\_\_\_\_ JT 92252

Mailing Address: S.A.A.

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please check all that apply:

- I am a registered voter within the Joshua Basin Water District (required).
- I own a home in Joshua Tree       I own a business in Joshua Tree
- I own property in Joshua Tree       I am a customer of Joshua Basin Water District
- I live in Joshua Tree part-time       I live in Joshua Tree full-time

Attach an extra sheet of paper if more space is needed.

How did you hear about the JBWD Citizens Advisory Council?

from a board member.

How do you think you could contribute as a member of the Citizens Advisory Council?

I have a long history of management and planning. I also own a business and maintain a high quality of product to my customers!

Please list any relevant water experience you may have.

I have proposed to the board on the water reclamation system for JT. Designed and installed several commercial & private efficient water systems for lawn and gardens!