

# MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS  
July 17, 2024, 5:30 pm

## AGENDA ITEMS

### 1. CALL TO ORDER

President Floen called the meeting to order at: 5:31 pm.

### 2. DETERMINATION OF A QUORUM & ATTENDANCE

**Board Members Present:** President Floen, Vice President Doolittle, Director Jarlsberg, Director Short, Director Fick

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

**Consultant(s) Present:** Public Outreach Consultant, Kathleen Radnich, Ortega Strategies, Tim Worley and Susan Allen

**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 Short, and approved by the following vote.

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

### 4. PUBLIC COMMENT

None

### 5. CONSENT CALENDAR

#### A. DRAFT MINUTES – 06.19.24

Director Short made a motion to approve the 06.19.24 draft minutes, seconded by Director Jarlsberg, approved by the following vote:

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

Absent: None

B. CHECK REGISTER – MAY 2024

Director Jarlsberg asked to pull the check register to discuss the voided checks.

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION –

Jarlsberg discussed the engineer for the E2-1 tank, CJ Brown's financial audit, venomous snake awareness training, the Nobel Geoviewer subscription, and the utility refund register. Director Jarlsberg made a motion to approve the May 2024 check register, seconded by Director Short approved by the following vote.

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

7. DISCUSSION/ACTION CALENDAR

A. STRATEGIC PLAN PROPOSAL KICKOFF

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER  
FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS TO BE TAKEN

General Manager Sarah Johnson introduced Consultants Tim Worley and Susan Ortega with Ortega Strategies to provide an overview of the Strategic Planning proposal kickoff, which included a presentation and handout of the process.

B. APPROPRIATION LIMIT FOR FISCAL YEAR 2024/25

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE  
RECOMMENDED ACTION: ADOPT RESOLUTION 24-1065

Director of Finance Anne Roman presented the Appropriation Limit for the fiscal year 2024/25. Roman explained the calculation factors in detail and explained that the Appropriation Limit is reviewed annually during the audit.

Director Fick made a motion to adopt Resolution 24-1065 Appropriation Limit for Fiscal Year 2024/25, seconded by Director Jarlsberg, and approved by the following vote.

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

C. TILFORD PHASE 2 CIRP PROJECT WATER CAPACITY CHARGES TRANSFER  
PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE  
RECOMMENDED ACTION: RECEIVE REPORT, ASK QUESTIONS, AND APPROVE

Director of Finance, Anne Roman presented the Tilford Phase 2 CIRP Project Water Capacity Charges Transfer. Roman explained that these charges fund water system expansions due to new water connections. The recently completed Tilford 2 project is now eligible for reimbursement from the LAIF Water Capacity Reserve fund, allowing the District to recover costs initially covered by other funding sources. Following the transfer, the LAIF water capacity reserve fund will maintain a sufficient balance for future growth-related projects, ensuring ongoing financial readiness as new capacity charges are collected with each new connection to the water system.

Director Short made a motion to approve the Tilford Phase 2 CIRP Project Water Capacity Charges Transfer, seconded by Director Jarlsberg and approved by the following vote.

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

D. CUSTOMER SUPPORT PRESENTATION  
PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK  
FOR INFORMATIONAL PURPOSES ONLY. NO ACTION IS TO BE TAKEN

Director of Administration, David Shook provided his staff report and Customer Support presentation highlighting the improvements with DocuSign envelopes, USDA data reporting, common email subjects, updated payment methods, a new meter flyer, top Customer Service communication methods, quick response times from Customer Support and Field Staff regarding leaks, leak examples, and the district's positive Google reviews.

**A. REPORTS AND COMMENTS**

President Floen

- President Floen attended the Landers Homestead Valley Association meeting and reported that there was a discussion highlighting how the lengthy grant process often results in funds being insufficient to cover costs by the time they are awarded.

Vice President Doolittle

- Vice President Doolittle mentioned that she received an email from HR about training and wanted to make sure it was legitimate because the email looked like spam.
- Doolittle mentioned that the highlight of the WRO Committee last week was a demonstration of a meter with a root ball wrapped around it.
- Doolittle shared that a ratepayer had inquired about the water usage of the demonstration garden.
- Doolittle was pleased with the district's positive social media postings and shared them with other local community pages.

#### Director Jarlsberg

- Director Jarlsberg attended the ASBSD dinner meeting last Monday and reported that a representative from LAFCO announced their office relocation, which will result in reduced rent. Jarlsberg also learned about the use of AI as a tool.

#### Director Short

- Director Short attended the MWA board meeting on July 11 and received information about the traveling screen project.

#### Director Fick

- Director Fick mentioned that a former director kept venomous snakes at their residence, contributing to the topic of venomous snake training for the district.
- Fick attended last Monday's ASBSD dinner meeting and learned about ChatGPT and AI, including its potential uses and misuse.

#### General Manager Report

Johnson reported on the following:

- Vice President Doolittle and Johnson exchanged emails about the demonstration garden's metered usage. Johnson found that the garden uses, on average, 25 units per year. Johnson has posted information on garden water usage on the website.
- A Chaptgpt membership was purchased for the office Department Heads to try out. Johnson has established ground rules for its use.
- Johnson reported no updates on One Tree Hill, noting that the district is unaware of any movement for the project.
- Professional evaluation goals achieved:
  - Strategic Planning – Kickoff at tonight's meeting
  - Masters Degree completed
  - Pursued and was awarded three grants (1 from JPIA and 2 from MWA). The details of these grants will be presented at the August 7th board meeting.
- Meeting attended:
  - Preparation for Strategic Planning
  - Manager Meetups
  - Met with the Director of Development from JTNP regarding MOU.
- Johnson will be attending three meetings on Chromium 6 next week.
- Tim Worley with Ortega Strategies will provide a presentation on Chromium 6 at an upcoming board meeting.

#### **B. ADJOURNMENT**

On motion by Vice President Doolittle, seconded by Director Jarlsberg, and approved by the Board, the meeting was adjourned at 7:07 p.m.

Respectfully submitted,



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Sarah Johnson, General Manager & Board Secretary






# 1. JOSHUA BASIN WATER DISTRICT MINUTES 2ND MEETING TEMPLATE 07.17.24

Final Audit Report

2024-08-20

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