

RESOLUTION NO. 22-1048

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT AMENDING
OUTDATED LANGUAGE IN THE ADMIN CODE**

WHEREAS, currently, any change to the Admin Code must be brought to the board for consideration. To streamline processes, staff recommends the Board provide the General Manager with authorization to make non-substantive formatting or minor edits (i.e., adding missing parts of speech) to the Admin Code. This authorization does not provide consent to create, remove, or change the context or substance of current policies without approval. The intent is to provide staff the ability to fix errors in an efficient manner keeping the document clear and up to date.

WHEREAS, below are two **examples** of possible updates:

- The Admin Code has multiple areas referenced to he/him. It is recommended that this language be updated to add she/her references.
- Section 4.04.01 was adopted in 2018. In 2019, the Employee Handbook (Resolution 19-1012) superseded this section, including an updated job classification section. Section 4.04.01 should have been removed from the Admin Code at that point but was not. Staff recommends removing this section as it is outdated and has been superseded by Employee Handbook.

WHEREAS, both the revised Code and Resolutions have been reviewed by legal counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby directs staff update the language within the Admin Code.

Adopted this 21st day of September, 2022 in Joshua Tree, California

Ayes Delph, Doolittle, Floen, & Jarlsberg

Noes _____

Abstain _____

Absent _____

By: 
Thomas Floen, President, Board of Directors

Respectfully submitted,



Sarah Johnson, General Manager & Board Secretary

¹ Admin Code can also be referred to as Administration Code or Administrative Code.