

# MEETING MINUTES



REGULAR MEETING OF THE BOARD OF DIRECTORS  
February 21, 2024, 5:30 PM

## AGENDA ITEMS

### 1. CALL TO ORDER

President Floen called the meeting to order at: 5:32 p.m.

### 2. DETERMINATION OF A QUORUM & ATTENDANCE

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

**Staff Present:** General Manager Johnson, Director of Finance Roman, Director of Administration Shook, Interim Director of Operation Nazario, Accounting Supervisor Rich, Customer Support Specialist Paulino

**Consultant(s) Present:** Public Outreach Consultant, Kathleen Radnich, Legal Counsel, Nicolle Falcis, Legal Counsel, Jeff Hoskinson, Hazard Mitigation Consultant, Gary Sturdivan

**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, Short, and Fick
Noes:	None
Abstain:	None
Absent:	Jarlsberg

### 4. PUBLIC COMMENT

None

### 5. CONSENT CALENDAR

- A. DRAFT MINUTES – 02.07.24
- B. CHECK REGISTER - DECEMBER 2023

Director Short made a motion to approve the consent calendar, seconded by Vice President Doolittle, approved by the following vote.

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

Absent: Jarlsberg

**6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION -**

**7. PRESENTATIONS** - For informational purposes only. No action is to be taken.

**8. ACTION CALENDAR**

**A. LOCAL HAZARD MITIGATION PLAN**

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 24-1061 ADOPTING THE LOCAL HAZARD MITIGATION PLAN.

General Manager Johnson introduced Gary Sturdivan, Hazard Mitigation Consultant, to present the final Local Hazard Mitigation Plan (LHMP) to the board. Sturdivan presented an overview of the LHMP, and the directors provided feedback on necessary corrections for grammatical errors throughout the document. Sturdivan confirmed that amendments will be made to the LHMP before it is sent to Cal OES and FEMA for review.

President Floen made a motion to adopt Resolution 24-1061, adopting the Local Hazard Mitigation Plan with changes made to correct grammatical errors, seconded by Director Short and approved by the following vote.

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

**B. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN JOSHUA TREE NATIONAL PARK & JOSHUA BASIN WATER DISTRICT**

PRESENTED BY: SARAH JOHNSON, GENERAL MANAGER

RECOMMENDED ACTION: RECOMMEND THAT THE BOARD OF DIRECTORS APPROVE THE UPDATED MOU BETWEEN JOSHUA TREE NATIONAL PARK AND JOSHUA BASIN WATER DISTRICT.

General Manager Johnson presented the Memorandum of Understanding between Joshua Tree National Park (JTNP) and Joshua Basin Water District to the board. The MOU enables a five-year partnership extension with JTNP and collaboration on plant sales.

Vice President Doolittle made a motion to approve the updated MOU between Joshua Tree National Park and Joshua Basin Water District, seconded by Director Short, and approved by the following vote.

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

## 9. REPORTS AND COMMENTS

### President Floen

- President Floen was approached by a customer at the Farmers Market regarding holes near their water meter. Floen visited the customer's property, and the interaction was positive.

### Vice President Doolittle

- Vice President Doolittle shared that she missed a MWA board meeting. Doolittle wanted to gather opinions from other directors on implementing a policy to review meeting recordings after the meeting and report out when a director could not or forgot to attend.
- Doolittle expressed interested in project presentations that will be in the budget.

### Director Jarlsberg - Absent

### Director Short

- Director Short did not attend any meetings and had no comments.

### Director Fick

- Director Fick shared that he investigated parcel information with the San Bernardino County system for development and campground applications in Joshua Tree.

### General Manager Report

Johnson reported on the following:

- 02.08.24 – Attended the MUSD Superintendent Community Advisory Council Meeting.
  - MUSD shared a school safety update. Important for us as we have staff with kids in MUSD. During emergencies, they prioritize securing sites and ensuring safety, not information. A lesson for our emergency management process.
  - MUSD provided information on Career & Technical courses. Johnson suggested water industry options. Johnson has a meeting in March to explore water options.
- 02.08.24 – Attended USGS Marketing Meeting. Johnson was contacted by USGS to participate in an interview regarding recent interactions and took statements from Johnson to use in their marketing.
- 02.13.24 – Attended USGS Meeting. USGS visited the district to discuss a research proposal. Johnson mentioned that the district may face a chromium issue and wants to explore additional areas with better water quality. USGS might be able to assist with this project. In addition, we also want to learn more about natural recharge and aquifer inflows and outflows. USGS will present more information at a later meeting in late spring or early summer.
- 02.13.24 – Attended CAMP Presentation. Director of Finance and Johnson participated in a CAMP presentation as part of research for investment options. A full presentation will be brought to the board in the future.
- District Tours will take place on February 22 and 29. Johnson pointed out that preparing for the district tours is a massive undertaking for staff, requiring site prep and many hours of their time.
- The Electronic Annual Report (EAR) has begun requiring the involvement of all departments, which is a massive undertaking for staff.
- Johnson mentioned that the Director of Finance, Anne Roman, had a couple of items to report.

Director of Finance Report

Roman reported on the following:

- Roman informed the board that the district is exploring investment options such as CAMP, Cal Trust, and CLASS. Roman plans to provide a report and presentation to the board in the next few months.
- Roman and General Manager Johnson attended the CAMP 101 webinar last week.
- Roman will be attending a CalPERS Section 115 pension pre-funding trust webinar.
- Roman mentioned that if the district chose an alternative investment option, the district's investment policy would need to be updated.
- Roman mentioned that the budget kickoff is next week. Roman pointed out that the budgeting process involves reviewing and proposing adjustments to the current year's budget. In the past, the items such as the GM vehicle and Edison adjustments would go to the board separately, but we are to avoid confusion we will be incorporating them into the regular budget review.

**10. CLOSED SESSION** – Pursuant to Government Code Section 54957 (b)(1) Public Performance Evaluation of the General Manager.

Adjourned to Closed Session at 6:18 p.m.

**OPEN SESSION**

The Board returned to Open Session at 7:05 p.m. Legal Counsel Jeff Hoskinson reported no reportable action in closed session, but that it was now appropriate for the Board to, as agenized, consider the potential contract and salary modifications based on the General Manager's evaluation.

Vice President Doolittle expressed the board's utmost satisfaction with the work of General Manager Johnson since she took on the role. Doolittle praised Johnson for being a great asset to the district, having high morals, and displaying fantastic leadership skills, which were supported by employee surveys. The board's general manager performance questionnaire ratings exceeded expectations and were exceptional, which delighted Doolittle. Johnson's representation of the district to the public, coupled with her dedication to self-improvement through education and knowledge of both the field and administration, was impressive.

Director Fick expressed his admiration for Johnson's general manager leadership and confidence in the district's staff and Johnson.

Director Short expressed confidence in Johnson as general manager, praising her integrity, trustworthiness, work ethic, and contributions to the district.

President Floen acknowledged that Johnson took on the role of general manager during a particularly difficult period for the district. Floen commended Johnson for her unwavering commitment, perseverance, and exceptional leadership qualities that have significantly contributed to the district's success. Floen stressed the need for the board to take responsible actions to retain Johnson for the overall benefit of the district.

After discussion among the board, Vice President Doolittle motioned to provide a one-time bonus of \$10,000 for superior performance to General Manager Johnson and increase her annual salary by \$4000 annually. The motion was seconded by Director Fick and approved by the following vote.

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

The Board instructed the Legal Counsel Hoskinson to collaborate with the General Manager to revise the contract language reflecting the board's action taken tonight to clarify the provisions regarding the district-provided vehicle, the bonus, and the salary increase and to bring the amendment back to the next meeting's consent calendar.

**11. ADJOURNMENT**

On motion by Vice President Doolittle, seconded by Director Short and approved by the Board, the meeting was adjourned at: 7:13 p.m.

Respectfully submitted,



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Sarah Johnson, General Manager & Board Secretary






# 1. JOSHUA BASIN WATER DISTRICT MINUTES 2ND MEETING TEMPLATE 02.21.24

Final Audit Report

2024-03-11

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