

**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, March 6, 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 – 02.21.24**

**B. GENERAL MANAGER CONTRACT AMENDMENT**

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

**7. PROJECT LIST UPDATE**

This item is for informational purposes only. Staff may provide updates to the Board on any projects listed. Board members may ask questions and seek clarification on any projects listed. If board action is necessary on any project, it will be scheduled as a future agenda item.

**8. PRESENTATIONS**

For informational purposes only. No action is to be taken.

**A. PUBLIC OUTREACH REPORT**

Public Outreach Consultant Kathleen Radnich will provide a report on outreach activities.

**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. DIRECTORS REPORTS**

**B. GENERAL MANAGER REPORT**

**10. ADJOURNMENT**

**CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS**

	<b>DATE</b>	<b>TIME</b>	<b>ATTENDEE(S)</b>
JBWD – FINANCE COMMITTEE	03.13.24	9:00 AM	FLOEN, JARLSBERG
JBWD – WRO COMMITTEE	03.13.24	11:00 AM	DOOLITTLE, JARLSBERG
MWA – MORONGO BASIN PIPELINE COMMISSION	03.13.24	2:00 PM	FLOEN
MWA – BOARD MEETING	03.14.24	9:30 AM	DOOLITTLE
ASBCSD – DINNER	03.18.24	6:00 PM	DOOLITTLE
JBWD – BOARD MEETING	03.20.24	5:30 PM	ALL

## **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.

# 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



**AMENDMENT NO. 1  
TO  
GENERAL MANAGER EMPLOYMENT AGREEMENT  
BETWEEN JOSHUA BASIN WATER DISTRICT AND SARAH JOHNSON**

***Amendment No. 1 (2024)***

This Amendment ("AMENDMENT NO. 1") is made and entered into this \_\_\_\_ day of March, 2024 ("Effective Date"), amending that "General Manager Employment Agreement Between Joshua Basin Water District and Sarah Johnson" dated June 20, 2023 ("AGREEMENT"), by and between the Joshua Basin Water District, a California county water district ("DISTRICT") and the Sarah Johnson, an individual and JBWD's General Manager ("JOHNSON"). JBWD and JOHNSON may be called "Party," or collectively as "Parties."

**RECITALS**

WHEREAS, JBWD and JOHNSON entered into the AGREEMENT with an effective date of June 30, 2023; and

WHEREAS, on January 1, 2024, JOHNSON received a cost of living adjustment ("COLA") per Section 7(c)(i) of the AGREEMENT;

WHEREAS, on February 21, 2024, the Board in open session at its agendaized regular meeting voted to increase JOHNSON's annual salary by \$4,000 per year and to award a \$10,000 one-time bonus based on her superior performance and generated savings to the DISTRICT, as reflected in the minutes for such meeting; and

WHEREAS, the Parties desire to amend the AGREEMENT to detail provisions relating to adjustments to JOHNSON's annual salary, a formal allowance for bonus pay, and added definition relating to the business and personal use of a DISTRICT vehicle by JOHNSON, as set forth herein.

**AMENDMENT**

**1. Annual Salary.** Section 7 of the AGREEMENT shall be amended to reflect an annual salary of TWO HUNDRED FIFTY THOUSAND EIGHT HUNDRED FIFTY-FOUR AND 40/100 DOLLARS (\$250,854.40), to be paid in TWENTY-SIX (26) equal bi-weekly payments, effective February 21, 2024. Section 7 shall be further amended to provide that any future annual salary modifications may be documented either through an amendment to the AGREEMENT or as may be reported in the minutes of the meeting at which the BOARD, in regular open session, approves such salary adjustment.

**2. Bonus Pay.** Section 7(d) shall be added to the AGREEMENT to provide as follows:

The BOARD, in its sole and exclusive discretion, may determine as part of its annual performance review, as contemplated by Section 8 of this AGREEMENT, to provide JOHNSON with a one-time bonus for superior performance in her duties, as determined by the BOARD based on goals and objectives determined by the BOARD, including, but not limited to, (i) JOHNSON's performance in comparison to the BOARD's established strategic plan goals and (ii) JOHNSON's ability to establish and manage programs that provide significant cost benefits and savings to the DISTRICT and its ratepayers. Any criteria included as part of any such bonus pay shall be documented as part of JOHNSON's evaluation, and any such bonus and basis reported in the minutes of the meeting at which the BOARD authorizes such payment.

**3. Vehicle Use.** Section 7(c)(xiv)(2) of the AGREEMENT is hereby amended and replaced, in its entirety, to read:

Effective upon the DISTRICT's acquisition of a vehicle for JOHNSON, in lieu of the Vehicle Allowance contemplated in Section 7(c)(xiii)(1), In the performance of her services as General Manager, Johnson is expected to be available twenty-four (24) hours per day when practical to respond to emergency situations for the DISTRICT. Because of this expectation, the DISTRICT shall provide JOHNSON with a DISTRICT-owned vehicle for JOHNSON's use in performing her duties as General Manager and for personal use. Personal use includes, but is not limited to, commuting to and from work, running personal errands, using the vehicle on weekends, allowing non-employees inside the vehicle, and any other lawful use outside of work duties. However, personal use is capped at 12,000 miles per year. During business days, when the vehicle is at the District offices, and JOHNSON does not need it, the vehicle may be available for other employees to use on DISTRICT errands. The DISTRICT shall bear all the fixed and variable costs of the vehicle, including licenses, insurance, gasoline, regular maintenance, and repairs.

The parties agree that the current fair market value of the Vehicle is \$40,847, according to the Edmonds Fair Market Valuation tool. Additionally, they agree that a portion of the annual lease value (ALV) of the Vehicle attributed to JOHNSON's personal use, as determined by Treasury Regulations 1.61-21 (d) (the ALV rule), will be considered as additional "wages" for JOHNSON for both income and employment tax purposes (referred to as the "Vehicle Wages"). JBWD will treat the total personal use percentage of the ALV as taxable wages for Johnson, in accordance with IRS Publication 15-B, Table 3-1 (Tax Year 2024).

At regular intervals, as determined by JBWD, JOHNSON shall complete and deliver a log to JBWD detailing total business miles for payroll reporting. The total personal use percentage of the ALV will be determined by dividing the total personal mileage by the total mileage driven within each interval. Failure of JOHNSON to provide adequate documentation of business mileage may result in the entire lease value being deemed as a taxable fringe benefit. JBWD will withhold and remit the required federal and state payroll taxes to the appropriate tax authorities as mandated by law.

**4. Remainder of Agreement.** The balance of the Agreement, except as amended herein, shall remain in full force and effect pursuant to its terms. In the event of a conflict between this AMENDMENT NO. 1 and the AGREEMENT, this AMENDMENT NO. 1 shall control.

IN WITNESS WHEREOF, the Parties hereto have caused this AMENDMENT NO. 1 as of the Effective Date.

JOSHUA BASIN WATER DISTRICT

SARAH JOHNSON

\_\_\_\_\_  
Thomas Floen, Board President

\_\_\_\_\_  
Sarah Johnson

\_\_\_\_\_  
Stacy Doolittle, Board Vice-President

**JBWD PROJECT LIST  
FY 23/24**

DEPT	TYPE	FUND SOURCE	PROJECT NAME	PROJECT DESCRIPTION/INFORMATION	STRAT PLAN #	BUDGET FUNDED	FY BUDGET	STATUS	PROJECT MANAGER	FY 23/24			
										Q1	Q2	Q3	Q4
ADMIN	OP EXP	OP EXP	WEBSITE REDESIGN	REDESIGN WEBSITE	4.8.1 & 5.1.5	NORMAL OPS	N/A	COMPLETE	SARAH/DAVID				
CIRP	CAPITAL	CAPITAL	TILFORD PH2 DESIGN/SURVEY	COMPLETE DESIGN & SURVEY FOR TILFORD PIPELINE PROJECT	1.2.6	YES	\$80,000	COMPLETE	BRANDON				
OPS	CAPITAL	EQUIP & TECH	2-WAY RADIOS - COMMUNICATION & EMERGENCY MNGT	PURCHASE 2-WAY RADIOS	1.1.2.2	YES	\$35,000	COMPLETE	JEREMIAH				
OPS	CAPITAL	EQUIP & TECH	TRUCK REPLACEMENT	PURCHASE FLEET VEHICLES 3 TOYOTA TACOMA, 1 TUNDRA, & 1 DODGE 2500 RECEIVED AND IN USE	1.3.5	YES	\$240,000	COMPLETE	JEREMIAH				
OPS	CAPITAL	EQUIP & TECH	VACUUM/EXCAVATOR	PURCHASE VACUUM/EXCAVATOR	1.3.6	YES	\$95,000	COMPLETE	JEREMIAH				
OPS	CAPITAL	EQUIP & TECH	TIRE CHANGER REPLACEMENT	PURCHASE & INSTALL REPLACEMENT TIRE CHANGER	1.3.7	YES	\$12,000	COMPLETE	JEREMIAH				
OPS	CAPITAL	CAPITAL	CONCRETE MIXER	PURCHASE & INSTALL CONCRETE MIXER	1.3.7	YES	\$8,000	COMPLETE	JEREMIAH				
OPS	CAPITAL	CAPITAL	CANTILEVER AUTO GATES	PURCHASE & INSTALL @ 3 LOC - INSTALLATION COMPLETE, FINISHING PROGRAMMING	1.1.3	YES	\$60,000	COMPLETE	JEREMIAH				
ADMIN	CAPITAL	EQUIP & TECH	FILE SERVER REPLACEMENT	REPLACE FILE SERVIER	1.1	YES	\$15,000	COMPLETE 01/26/2023	DAVID				
CIRP	CAPITAL	CAPITAL	TILFORD PH2 INSTALL	REPLACE OLD WATER MAIN & SERVICE LINES.	1.2.7	YES	\$650,000	COMPLETE 10/12/2023	BRANDON				
PROD.	OP EXP	OP EXP	WATER RECHARGE PURCHASE	ACTUAL PURCHASE 1062 AF	1	YES	\$685,300	COMPLETE 12/22/2023	JEREMIAH				
ADMIN	OP EXPENSE	REPORTS & STUDIES	2023 HAZARD MITIGATION PLAN	ENGAGE WITH STURDIVAN TO RENEW HAZARD MITIGATION PLAN	4.7.2	YES	\$38,000	IN PROGRESS	SARAH				

**JBWD PROJECT LIST  
FY 23/24**

DEPT	TYPE	FUND SOURCE	PROJECT NAME	PROJECT DESCRIPTION/INFORMATION	STRAT PLAN #	BUDGET FUNDED	FY BUDGET	STATUS	PROJECT MANAGER	Q1	Q2	Q3	Q4
ADMIN	OP EXPENSE	OP EXPENSE	NEW EMERGENCY SUPPLIES	PURCHASE SUPPLIES TO REPLENISH EMERGENCY SUPPLIES (TENT, FOOD, ETC.)	4.7.4	YES	\$10,000	IN PROGRESS	SARAH				
ADMIN	OP EXPENSE	REPORTS & STUDIES	STRATEGIC PLAN	RPF CURRENTLY BEING DRAFTED	2.12.3	YES	\$50,000	IN PROGRESS	SARAH				
ADMIN	CAPITAL	CAPITAL	EXTERIOR BLDG REFRESH	MAINTENANCE TO THE EXTERIOR OF ADMIN BUILDING INCLUDING PAINT, SIGNAGE, AND POSSIBLE FLOOD MITIGATION.	1.1.3	YES	\$50,000	IN PROGRESS	DAVID				
ADMIN	OP EXP	OP EXP	BILL REDESIGN	MODERNIZE BILL DESIGN	4.4.2	NORMAL OPS	N/A	IN PROGRESS	SARAH/DAVID				
CIRP	CAPITAL	CAPITAL	BELMONT DESIGN/SURVEY	DESIGN COMPLETE SURVEY SCHEDULED FOR EARLY SUMMER	1.2.8	YES	\$150,000	IN PROGRESS	BRANDON				
CIRP	CAPITAL	CAPITAL	BELMONT PIPELINE (INVENTORY PRE-ORDER)	INVENTORY PRE-ORDER COMPLETE, MOST MATERIALS HAVE BEEN RECEIVED	1.2.8	YES	\$500,000	IN PROGRESS	BRANDON				
FINANCE	OP EXPENSE	OP EXPENSE	ASSET TRACKING SOFTWARE	IMPLEMENTATION IS CURRENTLY OCCURING	4.5.3	YES	\$10,000	IN PROGRESS	ANNE				
FINANCE	OP EXPENSE	OP EXPENSE	PAYROLL SOFTWARE CONVERSION	SCHEDULED TO BE COMPLETE LATE FEBRUARY	4.5	YES	\$10,000	IN PROGRESS	AUTUMN				
OPS	CAPITAL	CAPITAL	D1-1 BOOSTER STN UPGRADE	IN PROCESS, FINISHING FINAL DETAILS	1.2.13	YES	\$240,000	IN PROGRESS	JEREMIAH				
OPS	CAPITAL	CAPITAL	E2-1 RESERVOIR UPGRADE	SITE LEVELED, RFP WILL BE NEXT STEP	1.2.14	YES	\$110,000	IN PROGRESS	JEREMIAH				*
OPS	CAPITAL	METER REPL	METER REPLACEMENT PROGRAM 2020-2025	CONTINUE METER REPLACEMENT	1.2.21	YES	\$250,000	IN PROGRESS	JEREMIAH				*
OPS	CAPITAL	CAPITAL	WELL 14 INJECT UPGR & MIOX CL2 @ ALL	INTERIM DIRECTOR OF OPERATIONS IS REDESIGNING MIOX SYSTEM SETUP	1.2.25	YES	\$50,000	IN PROGRESS	JEREMIAH				

**JBWD PROJECT LIST  
FY 23/24**

DEPT	TYPE	FUND SOURCE	PROJECT NAME	PROJECT DESCRIPTION/INFORMATION	STRAT PLAN #	BUDGET FUNDED	FY BUDGET	STATUS	PROJECT MANAGER	Q1	Q2	Q3	Q4
OPS	CAPITAL	CAPITAL	AMI METER CONVERSION	PROPAGATION STUDY IN PROCESS	1.1	YES	\$200,000	IN PROGRESS	JEREMIAH				*
OPS	CAPITAL	CAPITAL	INVENTORY/EQUIP BUILDING	WORKING WITH COUNTY ON PERMITTING	1.1.3.3	YES	\$140,000	IN PROGRESS	JEREMIAH				*
ADMIN	CAPITAL	CAPITAL	KEYLESS ENTRY	INSTALL KEYLESS ENTRY IN ADMIN AND OPS BUILDINGS FOR ADDED SECURITY CONTROLS	1.1.3	YES	\$45,000	IN QUEUE	DAVID				*
ADMIN	CAPITAL	CAPITAL	CODIFICATION OF RECORDS	ARRANGE DISTRICT POLICIES INTO A SYSTEMATIC FORM (ADMIN CODE, RULES/REGS/EE RULES)	2.11.1	YES	\$10,000	IN QUEUE	SARAH/DAVID				*
ADMIN/OPS	OP EXPENSE	REPORTS & STUDIES	(CIP) CAPITAL IMPROV PLAN UPDATE	ENGAGE WITH ENGINEER TO UPDATE DISTRICT CAPITAL IMPROVEMENT PLAN	2.10.6	YES	\$250,000	IN QUEUE	SARAH/JEREMIAH				*

UPDATED 02.26.24

PLANNED TO OVERLAP TO NEXT FY \*