

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, August 11, 2021
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Unger called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Unger and Vice President Floen

STAFF PRESENT –Mark Ban, GM, Anne Roman, Director of Finance, Jim Corbin, Director of Operations, Sarah Johnson, Director of Administration, and Autumn Rich, Accounting Supervisor.

GUESTS -2

APPROVAL OF AGENDA –

MSC¹ (Floen/Unger) motion carried to approve the August 11, 2021, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of July 14, 2021

MSC¹ (Floen/Unger) motion carried to approve the minutes of July 14, 2021.

JUNE 2021 CHECK REGISTER – The Committee reviewed the June 2021 check register and a brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer the June 2021 check register to the Board of Directors for approval.

RESERVE FUNDING TRANSFER FOR 2020/2021 – Anne Roman, Director of Finance, gave the staff report and informed the Committee that for fiscal year 20/21 the proposed funding of \$1,037,511, for costs incurred, is detailed in the “Funds to Unrestrict”. Projects that are in the early stages of progress are not scheduled for reserve funding until next year. This was followed by a brief Q&A with the Committee members.

MSC¹ (Floen/Unger) motion carried to refer to the Board of Directors for approval.

20/21 BAD DEBT WRITE-OFF OF \$20,100.24 – Anne Roman, Director of Finance, gave the staff report, and stated that the annual write-off of the bad debt is required for the audit. Bad debt is an expense to the District and is a reflection of the water charges, that are still unpaid or not liened, remaining from the 19/20 fiscal year. A brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer the 20/21 Bad Debt Write-Off of \$20,100.24 to the Board of Directors for approval.

NEW AND REVISED JOB DESCRIPTIONS – Sarah Johnson, Director of Administration gave the staff report for the new upcoming series of job descriptions. A brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer the new and revised job descriptions to the Board of Directors for adoption.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Floen/Unger) motion carried to adjourn the Finance Committee meeting at 10:15 a.m.

Respectfully Submitted,



Anne Roman, Director of Finance