

# MEETING MINUTES



## REGULAR MEETING OF THE BOARD OF DIRECTORS DECEMBER 4, 2024, 5:30 PM

### 1. CALL TO ORDER

President Floen called the meeting to order at 5:30 p.m.

### 2. DETERMINATION OF A QUORUM & ATTENDANCE

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

**Board Members Absent:** Director Jarlsberg

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

**Consultant(s) Present:** Public Outreach Consultant, Kathleen Radnich, Legal Counsel, Jeff Hoskinson

**Citizens Advisory Council Member(s) Present:** David Carrillo

### 3. APPROVAL OF THE AGENDA

Director Short made a motion to approve the agenda and seconded by Vice President Doolittle approved by the following vote:

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

### 4. PUBLIC COMMENT

None

### 5. CONSENT CALENDAR

#### A. DRAFT MINUTES – 11.20.24

Director Short made a motion to approve the 11.20.24 draft minutes with the correction to the spelling of ASBCSD in Director's Comments for Director Jarlsberg, seconded by Director Fick, approved by the following vote:

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

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION -\_None

7. DISCUSSION/ACTION CALENDAR

A. REAPPOINTMENT OF CITIZENS ADVISORY COUNCIL (CAC) MEMBER

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: REAPPOINT DAVID CARRILLO TO THE CAC

Vice President Doolittle made a motion to reappoint David Carrillo as Citizens Advisory Council Member, seconded by Director Fick and approved by the following vote.

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

B. INTERIM EMPLOYMENT AGREEMENT

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: ADOPT RESOLUTION 24-1070

General Manager Sarah Johnson presented Resolution 24-1070 and an Interim Employment Agreement for Ray Kolisz, which outlines a temporary employment arrangement. Johnson clarified that employment decisions do not need to be approved by the board. However, a board-approved agreement is best practice in this case since Kolisz is a CalPERS retired annuitant.

Director Fick made a motion to adopt Resolution 24-1070, seconded by Director Short and approved by the following vote.

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

C. ADOPT CURRENT AWWA STANDARDS FOR METER TESTING

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK

RECOMMENDED ACTION: ADOPT RESOLUTION 24-1067

Director of Administration David Shook presented the American Water Works Association (AWWA) standards for meter testing and discussed the district's compliance with AWWA standards for meter testing, noting that the district is in the final year of its meter changeout program. Shook emphasized the need to update the District's Rules & Regulations to align with AWWA guidelines for iPERL meters. Shook proposed adopting Resolution 24-1067 to revise Article 1.33, "Meter Accuracy." The updated policy is consistent with current industry best practices.

Director Short made a motion to adopt resolution 24-1067, seconded by President Floen.

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

## **8. REPORTS AND COMMENTS**

### President Floen

- Floen revisited a discussion from a previous board meeting regarding the use of the term "controller" versus "comptroller," providing further clarification or context on the distinction.

### Vice President Doolittle

- Doolittle noted that she could not recall any board-initiated policies being implemented during her four years of service.
- Doolittle requested a document outlining board requests related to agenda items for past and future requests. Doolittle reiterated a previous request from the WRO Committee for a presentation by the Envision group at a future meeting. Doolittle proposed implementing a system to track board requests and recommended that someone other than the GM should do that work.
- No meetings attended.

### Director Jarlsberg

- Absent

### Director Short

- Short reported speaking with a customer who faced a very high bill due to a leaking, unwinterized swamp cooler after closing their account. The customer was evicted as the property owners converted it into a short-term rental. Short requested a review of the CAAP and payment plan policies to support customers struggling to pay their bills and suggested improvements to the District's leak detection.

### Director Fick

- Fick is currently attending the ACWA Fall Conference from December 3rd to December 5th, where he learned about cloud seeding and subsidizing low-income households. Fick also mentioned that the keynote speaker discussed water issues in the San Joaquin Valley.
- Fick inquired about the responsibility for paying speeding tickets incurred by district staff while driving vehicles.

### General Manager Report

Johnson reported on the following:

- Johnson mentioned that she and Director of Administration David Shook toured Well 14 today to inspect the MIOX start-up site. Finally, after several years, the site is nearly ready to generate chlorine. Minor issues, including a sensor replacement, are being addressed by an on-site MIOX technician, and the system will be fully operational once resolved.

- Johnson mentioned that the final Strategic Plan should be ready to be presented at the next board meeting on December 18<sup>th</sup>.
- On December 2<sup>nd</sup>, Johnson attended the Community Systems Water Alliance annual planning meeting, which was hosted at Coachella Valley Water District. Johnson shared that she participated in creating CWSA 's Strategic Plan goals for 2025 at the meeting.
- Johnson reported that the water loss report was submitted to the State on November 25th, highlighting Compliance Coordinator Dani Paulino's excellent work in completing the project on time. Johnson noted that the project, previously outsourced, is now handled in-house, resulting in cost savings for the District.

#### Staff Reports

Director of Finance Anne Roman reported on the following:

- Roman reported that the board approved the Cost Allocation Plan through NBS, which was delayed due to personnel turnover on their side, but the project should be starting back up next week.
- Roman is working on the CAMP onboarding and developing internal processes, and CAMP Representative Kyle Tanaka will provide updates on the status.

Director of Administration David Shook reported on the following:

- Shook reported attending the JPIA Summit on December 2, where he learned about the benefits and drawbacks of using drones, issues related to seepage from unlined canals, and cyber concerns involving fishers.
- Shook mentioned that he will be going to Mcall's Meters in Hemet tomorrow to learn about meter testing.

#### **9. ADJOURNMENT**

On motion by Director Short, seconded by Director Fick and approved by the Board, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,



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Sarah Johnson, General Manager & Board Secretary






# 2. .JBWD MINUTES TEMPLATE 1ST MEETING TEMPLATE 12.04.24

Final Audit Report

2025-01-16

Created:	2025-01-16
By:	LISA THOMPSON (lthompson@jbwd.com)
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Transaction ID:	CBJCHBCAABAAABmD6WTtTefHNbCvNdw5G-U-wFlvqmv

## "2. .JBWD MINUTES TEMPLATE 1ST MEETING TEMPLATE 1 2.04.24" History

-  Document created by LISA THOMPSON (lthompson@jbwd.com)  
2025-01-16 - 5:00:35 PM GMT
-  Document emailed to Sarah Johnson (sjohnson@jbwd.com) for signature  
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-  Email viewed by Sarah Johnson (sjohnson@jbwd.com)  
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