

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE FINANCE COMMITTEE  
Wednesday, December 12, 2018  
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Director Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM

Directors Present –Director Johnson and Director Unger

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, HR Manager.

GUESTS -3

APPROVAL OF AGENDA

Director Unger made a motion to approve the Agenda. Director Johnson seconded the motion.

MSC<sup>1</sup> (Unger/Johnson) motion carried.

PUBLIC COMMENT – None

CONSENT CALENDAR

- Approve the Draft Minutes of November 8, 2018

Director Johnson approved the draft minutes of November 8, 2018. Director Unger abstained due to not being on the Finance Committee on November 8, 2018.

REVIEW OF CHECK REGISTERS OCTOBER-NOVEMBER 2018- Finance Committee reviewed the check registers and referred to the Board of Directors for approval.

Director Unger made a motion to refer the check registers October-November 2018 to the Board of Directors for approval. Director Johnson seconded the motion.

MSC<sup>1</sup> (Unger/Johnson) motion carried.

JOB DESCRIPTION- Sarah Johnson, HR Mgr. gave an overview of the draft job descriptions to the Finance Committee.

Director Unger made a motion to refer the draft job descriptions to the Board of Directors for approval. Director Johnson seconded.

MSC<sup>1</sup> (Unger/Johnson) motion carried.

CAPACITY FEE REPORTS - AGM Greer reviewed the Capacity Fee Reports, followed by a brief Q&A with the Finance Committee.

Director Unger made a motion to refer the Capacity Fee Reports to the Board of Directors for approval. Director Johnson seconded the motion.

MSC<sup>1</sup> (Unger/Johnson) motion carried.


STAFF REPORT – GM Sauer updated the Finance Committee on the checklists that Sarah Johnson, HR Manager and Autumn Rich, Payroll have to go through to bring a new employee on board.

ADJOURNMENT – Director Unger made a motion to adjourn the Finance Committee meeting at 10:06 a.m. Director Johnson seconded.

MSC<sup>1</sup> (Unger/Johnson) motion carried.

Respectfully,

Respectfully submitted:

  
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Susan Greer, Assistant General Manager/Controller