

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, December 04, 2024, 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.

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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 Calendar for separate action.

A. DRAFT MINUTES – 11.20.24

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

7. DISCUSSION/ACTION CALENDAR

Pg. N/A

A. REAPPOINTMENT OF CITIZENS ADVISORY COUNCIL (CAC) MEMBER

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: REAPPOINT DAVID CARRILLO TO THE CAC

Note: CAC Members serve terms of up to four (4) years, starting from the date of their appointment and ending on December 31 of the final year. After completing their four-year term, members may be reappointed at the sole discretion of the Board.

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B. INTERIM EMPLOYMENT AGREEMENT

PRESENTED BY: GENERAL MANAGER, SARAH JOHNSON

RECOMMENDED ACTION: ADOPT RESOLUTION 24-1070

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C. ADOPT CURRENT AWWA STANDARDS FOR METER TESTING

PRESENTED BY: DIRECTOR OF ADMINISTRATION, DAVID SHOOK

RECOMMENDED ACTION: ADOPT RESOLUTION 24-1067

8. REPORTS AND COMMENTS

For informational purposes only on subjects not covered by the agenda. The opinions of individual directors are not necessarily the opinions of the board or district staff. No action is to be taken. The Board may provide staff with requests for future agenda items.

A. DIRECTORS REPORTS

B. GENERAL MANAGER REPORT

9. ADJOURNMENT

CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS

	DATE	TIME	ATTENDEE(S)
MWA – TAC MEETING	12.05.24	10:00 AM	FLOEN
JBWD – FINANCE COMMITTEE	12.11.24	9:00 AM	FLOEN/JARLSBERG
JBWD – WRO COMMITTEE	12.11.24	CANCELLED	
MWA – MORONGO BASIN PIPELINE COMMISSION	12.11.24	CANCELLED	
MWA – BOARD MEETING	12.12.24	9:30 AM	JARLSBERG
JBWD – BOARD MEETING	12.18.24	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, 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 November 20, 2024, 5:30 pm

AGENDA ITEMS

1. CALL TO ORDER

President Floen called the meeting to order at: 5:33 pm.

2. DETERMINATION OF A QUORUM & ATTENDANCE

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

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

Consultant(s) Present: Legal Counsel, Jeff Hoskinson and Eddy Beltran, CJ & Brown’s CPA, Jonathan Abadesco, CAMP Representative, Kyle Tanaka, CLASS Representative, Crystal Lynn, Public Outreach Consultant, Kathleen Radnich

Citizens Advisory Council Member(s) Present: David Carrillo

3. APPROVAL OF THE AGENDA

Director Jarlsberg made a motion to approve the agenda, seconded by Director Short, and approved by the following vote.

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

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

- A. DRAFT MINUTES – 10.30.24
- B. DRAFT MINUTES – 11.06.24
- C. CHECK REGISTER – SEPTEMBER 2024

Director Short made a motion to approve the Consent Calendar, seconded by Director Jarlsberg approved by the following vote:

1 st / 2 nd	Short/Jarlsberg
Ayes:	Floen,Doolittle, Jarlsberg, Short, and Fick

Noes: None
Abstain: None
Absent: None

6. ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION - None

7. DISCUSSION/ACTION CALENDAR

A. 2023/24 AUDITED FINANCIAL STATEMENTS

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE

RECOMMENDED ACTION: REVIEW AND APPROVE

Director of Finance Anne Roman presented the 2023/24 Audited Financial Statements and credited the Finance Department for their hard work during the audit process. Roman introduced Jonathan Abadesco, CPA from CJ & Brown, who delivered a presentation covering the audit process, audit requirements, the auditor's report, the management report, and key financial highlights. Abadesco reported that the District received an unmodified clean opinion, indicating no material weaknesses or significant discrepancies. Abadesco noted that the District's net position increased, and total revenues rose primarily due to operating revenues from metered water sales. Additionally, Abadesco mentioned that it was a strong year for investment returns for the District. Abadesco praised General Manager Johnson and Director of Finance Roman for their outstanding work.

Director Fick made a motion to approve 2023/24 Audited Financial Statements, seconded by Director Jarlsberg and approved by the following vote:

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

B. LOCAL GOVERNMENT INVESTMENT POOL SELECTION

PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN

RECOMMENDED ACTION: CONSIDER SELECTION OF A LOCAL GOVERNMENT POOL TO SUPPLEMENT LAIF

Director of Finance Anne Roman presented an overview of the Local Government Investment Pool selection, a project she has been researching since spring. She compared three investment pools: CAMP, CLASS, and CalTrust. Roman highlighted several advantages of CAMP over the other options, including its greater longevity, adherence to GASB79 requirements, and the limit it places on any single investor, preventing them from exceeding 10% of the overall fund. Roman distributed an investment pool comparison report to the board for their review. Roman introduced Kyle Tanaka from CAMP, who provided insights into the CAMP investment pool, and Crystal Lynn from CLASS, who explained the CLASS investment pool. Roman recommended that the district enroll in CAMP, investing the wastewater and emergency capital replacement reserve funds.

Director Short made a motion to select CAMP for the investment pool seconded by President Floen and approved by the following vote:

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

C. 2023/24 RESERVE USAGE AND FUNDING TRANSFERS
PRESENTED BY: DIRECTOR OF FINANCE ANNE ROMAN
RECOMMENDED ACTION: APPROVE 2023/24 RESERVE TRANSFERS

Director of Finance Anne Roman presented the Reserve Usage and Funding Transfers for 2023/24. Roman explained that this process occurs annually and provided details about the LAIF reserve fund, including the transfer and decrease in LAIF cash flow. Roman also distributed an analysis chart to help clarify the various categories and facilitate understanding of the ongoing processes.

Vice President Doolittle made a motion to approve the 2023/24 Reserve Usage and Funding Transfers, seconded by Director Jarlsberg and approved by the following vote:

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

8. REPORTS AND COMMENTS

President Floen

- Floen mentioned he attends and participates in representing the District at the Farmers Market every Saturday of the month.

Vice President Doolittle

- Doolittle attended the MWA board meeting on November 14th and mentioned that the agenda included the following items: a Water Master Plan workshop, an Urban Water Management Plan, an audit report, and an updated Sunshine Ordinance.
- Doolittle attended the ASBCSD meeting on November 18th, where a hydrologist was a speaker who discussed the State Water Project.

Director Jarlsberg

- Jarlsberg attended the ASBCSD meeting on November 18th, carpooling with Vice President Doolittle. Jarlsberg appreciated all the notes that Doolittle took during the meeting. Jarlsberg found the information presented to be very informative and expressed interest in sharing the presentation in the future if it is available.
- Jarlsberg was pleased with the presentation given by Consultant Kyle Tanaka from CAMP.

- Jarlsberg would like to see the page numbers of the attachments listed on the agenda in the future.
- Jarlsberg will be attending the JPIA Summit on December 2nd, and the ACWA Fall Conference on December 3rd and December 4th.

Director Short

- Short congratulated staff for their hard work on the audit and research concerning the investment pools and is excited to see the results.

Director Fick

- Fick mentioned a Cadiz situation published in the LA Times.
- Fick mentioned that he was pleased that the Director of Finance Roman, and General Manager Johnson, researched various investment pools per his request and so timely.

General Manager Report

Johnson reported on the following:

- Johnson mentioned that Municipal Diving is onsite this week to inspect the C2-B reservoir and will return in January to inspect the C1, C3, and B1 tanks.
- Johnson discussed that the District is coordinating with Southern California Edison and Minuquip, aiming to have the D-1-1 booster station operational in December.
- Johnson shared that the November 12th CAC meeting was cancelled due to lack of quorum. Johnson stated that we have new CAC applications to present to the board for consideration, which we hope will address the issue of quorum in future meetings. Johnson also expressed gratitude to CAC Chair David Carrillo for his dedication to attending every board meeting and for being an essential member of the CAC.
- Johnson expressed gratitude to Director of Finance Anne Roman and Accounting Supervisor Rich for their hard work on the audit.
- Johnson met with Christian Carmgo to tour an olive tree farm with President Floen. She expressed appreciation for the tour.

9. ADJOURNMENT

On motion by Director Jarlsberg, seconded by Director Short and approved by the Board, the meeting was adjourned at: 7:45 pm.

Respectfully submitted,

Sarah Johnson, General Manager & Board Secretary



AGENDA ITEM NO:	7B
MEETING DATE:	12.04.24

Staff Report

PRESENTED BY:	SARAH JOHNSON, GENERAL MANAGER
TOPIC:	INTERIM EMPLOYMENT AGREEMENT
RECOMMENDATION:	APPROVE AND ADOPT RESOLUTION 24-1070

SUMMARY: Staff recommends appointing Ray Kolisz as the Interim Director of Operations under a temporary employment agreement, effective December 16, 2024. This agreement will provide continuity in leadership for the position while the District conducts a formal recruitment process to secure a permanent candidate. Mr. Kolisz brings extensive experience, including prior work with the District as an independent contractor and his role as the retired General Manager of 29 Palms Water District. Under the terms of the agreement, Mr. Kolisz will serve in an at-will capacity in compliance with CalPERS annuitant employment rules, with a maximum of 960 hours per fiscal year. This temporary arrangement ensures the District has a qualified individual overseeing critical operations during the transition period.

RECOMMENDATION: To maintain operational stability and address ongoing District needs, staff recommends that the Board adopt Resolution 24-1070, approving the employment of a CALPERS annuitant (Director of Operations) pursuant to CalPERS requirements.

STRATEGIC PLAN: 4.0 - Ensure seamless and effective management of office and field operations.

FISCAL IMPACT: As budgeted

RESOLUTION NO. 24-1070

**A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA BASIN
WATER DISTRICT APPROVING THE EMPLOYMENT OF A CALPERS
ANNUITANT (DIRECTOR OF OPERATIONS) PURSUANT TO CALPERS
REQUIREMENTS**

WHEREAS, Ray Kolisz (“Mr. Kolisz”) has previously received a service retirement under the CalPERS retirement system; and

WHEREAS, Mr. Kolisz reached the normal retirement age prior to receiving his CalPERS service retirement and had a separation from service of more than 180 days following the date of his retirement; and

WHEREAS, the position of Interim Director of Operations is available because the Director of Operations is currently vacant; and

WHEREAS, the District has initiated a recruitment for the vacant Director of Operations position; and

WHEREAS, performance of the Interim Director of Operations position requires specialized skills, which Mr. Kolisz possesses as demonstrated by his prior service as General Manager of 29 Palms Water District and his service as an independent contractor for the District in providing assistance to the General Manager; and

WHEREAS, the District intends to employ Mr. Kolisz as a retired annuitant in accordance with CalPERS rules and procedures.

NOW, THEREFORE, the Board of Directors of the Joshua Basin Water District hereby resolves, determines, and orders as follows:

1. The above recitals are true and correct, and are incorporated herein as findings of the Board by this reference.

2. Mr. Kolisz is appointed to serve as Interim Director of Operations based on the specialized skills he possesses and which are needed in performing the duties of the position, effective on December 16, 2024.

3. In accordance with CalPERS rules, Mr. Kolisz shall be placed on Step 12 of the existing Director of Operations salary schedule with an hourly rate of pay of \$90.39 per hour.

4. Mr. Kolisz may only be appointed once to the Interim Director of Operations position and shall not exceed 960 hours of service per fiscal year.

5. Mr. Kolisz shall not receive any other benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly rate.

6. Mr. Kolisz's service as Interim Director of Operations shall end no later than 60 days following the hiring of a candidate for the Director of Operations position.

PASSED AND ADOPTED this 4th day of December 2024, pursuant to the following votes:

Thomas Floen, President

Sarah Johnson, General Manager

**INTERIM DIRECTOR OF OPERATIONS EMPLOYMENT AGREEMENT
BETWEEN
JOSHUA BASIN WATER DISTRICT AND RAY KOLISZ**

This Employment Agreement (“AGREEMENT”) is made entered into effective as of December 16, 2024 (“Effective Date”), by and between JOSHUA BASIN WATER DISTRICT (hereinafter “DISTRICT”) and RAY KOLISZ (hereinafter “KOLISZ”). The DISTRICT and KOLISZ may be referred to herein as “PARTY,” or collectively as “PARTIES.”

RECITALS

WHEREAS, the DISTRICT is a county water district organized and operating pursuant to Division 12 (commencing with Section 30000) of the California Water Code;

WHEREAS, the DISTRICT intends to update the job description for the vacant position of DIRECTOR OF OPERATIONS (“POSITION”), and to thereafter conduct a recruitment to select a long-term candidate for the POSITION;

WHEREAS, the DISTRICT seeks a qualified individual to occupy the POSITION on a temporary basis until the recruitment results in retention of a permanent, long-term candidate;

WHEREAS, KOLISZ previously worked for DISTRICT from 1989 through 1993, and last held the position of Maintenance Worker I;

WHEREAS, KOLISZ retired as General Manager of 29 Palms Water District in 2022;

WHEREAS, KOLISZ recently worked with the DISTRICT as an independent contractor between November 2022 and June 2024, providing assistance to the GENERAL MANAGER on among other things technical assistance, oversight, and guidance on regulatory requirements;

WHEREAS, KOLISZ affirms that he has read and affirms he can perform the functions, responsibilities, and duties of the POSITION as set forth in the current job description for the POSITION, which is attached hereto as Exhibit “A”;

WHEREAS, KOLISZ represents that he is qualified to perform such services in the POSITION.

NOW, THEREFORE, the PARTIES agree as follows:

AGREEMENT

Section 1. Incorporation of Exhibits and Recitals. The recitals set forth above and exhibits attached hereto are hereby incorporated into this AGREEMENT as though set forth in full by this reference. With respect to the DISTRICT’s Employee Handbook, as approved by the Board of Directors, such handbook shall apply to the employment of the Director of Operations except when in conflict with the provisions of this AGREEMENT.

Section 2. Term and Conditions. The DISTRICT hereby employs KOLISZ to serve as an interim DIRECTOR OF OPERATIONS, effective on December 16, 2024. KOLISZ's employment is subject to CalPERS rules and procedures related to employment of a CalPERS annuitant.

Section 3. Compensation. In accordance with CalPERS rules, KOLISZ shall be placed on Step 12 of the existing salary schedule for the POSITION, with an hourly rate of \$90.39. KOLISZ shall not work more than forty (40) hours per week unless prior written permission is received by the General Manager. KOLISZ shall not receive any other benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly rate.

Section 4. Duties. In serving in the POSITION, KOLISZ is authorized to perform all duties assigned to the POSITION and such functions as the General Manager shall from time-to-time assign.

Section 5. CalPERS 960 Hour Limitation. KOLISZ shall not exceed 960 hours of service to the DISTRICT (or a combined 960 hours of service to the DISTRICT and other CalPERS-participating agencies) per fiscal year. KOLISZ shall report any other service performed to CalPERS-participating agencies during each fiscal year applicable under this AGREEMENT to the DISTRICT's General Manager, and so that the PARTIES can ensure that the 960 hour limitation is not exceeded.

Section 6. Duration and Termination. The term of this AGREEMENT may be terminated by the General Manager at any time. KOLISZ may terminate this AGREEMENT upon sixty (60) calendar day notice to the General Manager. No compensation or severance of any kind shall be payable upon termination of this AGREEMENT, other than any compensation due and owing under this AGREEMENT through the last effective date of employment. The PARTIES understand and agree that the temporary employment relationship created by this AGREEMENT is "at-will" and that KOLISZ shall serve at the will and pleasure of the General Manager, and may be terminated at any time, without notice or without cause. Nothing in this AGREEMENT, any statute, ordinance or rule shall prevent, limit or otherwise interfere with the right of the General Manager to terminate, without cause or right or appeal or grievance, the services of KOLISZ at any time and without notice. Notice of termination shall be delivered personally or by mail. Further, the term of this AGREEMENT may not exceed eighteen (18) months from the EFFECTIVE DATE.

Section 7. Unemployment Insurance Certification. By signature below, and in accordance with CalPERS requirements at Government Code section 7522.56(e)(1), KOLISZ certifies that he has not received any unemployment insurance compensation arising out of prior employment with a public employer during the twelve (12) month period prior to appointment as Director of Operations for the DISTRICT under this AGREEMENT.

Section 8. Indemnification. The DISTRICT shall defend, hold harmless and indemnify KOLISZ against any tort, professional liability, claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of KOLISZ's services in the POSITION, except that this provision shall not apply with respect to

any intentional tort or crime committed by KOLISZ, or any actions outside the course and scope of his temporary employment in the POSITION.

Section 9. Indemnification for CalPERS Claimed Overpayments. The DISTRICT agrees to defend and indemnify KOLISZ for any fees, fines, penalties, contributions or other monetary damages claimed, asserted, or alleged against KOLISZ by CalPERS as a result of his employment with the DISTRICT in the POSITION upon a finding by CalPERS that the DISTRICT failed to keep or report KOLISZ's accurate hours worked, and where KOLISZ provided accurate hours worked to the DISTRICT. KOLISZ agrees he will accurately report all hours worked to the DISTRICT and attest that the hours he reports are correct and accurate.

Section 10. Successors and Assigns. The terms and conditions of this AGREEMENT shall inure to the benefit of and be binding upon the DISTRICT'S successor agency or entity as the case may be.

Section 11. Modifications. Modifications of this AGREEMENT may only be made by formal, written amendment approved and executed by both PARTIES.

Section 12. Severability. If any provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

Section 13. Construction. This AGREEMENT shall not be construed more strongly against either party regardless of which party prepared it.

Section 14. California Law and Venue. This AGREEMENT shall be governed by the laws of the State of California. Proper venue for any litigation concerning this AGREEMENT shall be in San Bernardino County.

Section 15. Notices. Notice pursuant to the AGREEMENT shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

To DISTRICT:

General Manager
Joshua Basin Water District
61750 Chollita Rd.
Joshua Tree, CA 92252

To KOLISZ:

Mr. Ray Kolisz
83 N Castle Drive
Cedar City, UT 84720

Section 16. Amendment of Agreement. Any amendment to this AGREEMENT shall be in writing, in the form of a written addendum or amendment, which shall be approved by the BOARD and KOLISZ.

Section 17. Headings and References. The headings of this AGREEMENT are for reference purposes only, and should not be interpreted to limit or define the meaning of the provisions of this AGREEMENT.

Section 18. Counterparts. This AGREEMENT may be executed in counterparts. Each of the counterparts when so executed and delivered, shall be deemed an original and, taken together, shall constitute one and the same instrument. This AGREEMENT may be executed by facsimile or by scanning the original signature into .pdf format and communicating said signature via electronic mail (“Scanned Signature”). A facsimile signature or Scanned Signature shall be deemed to be an original signature on this AGREEMENT.

Section 19. Entire Agreement. This AGREEMENT contains the entire agreement and understanding between the PARTIES. There are no oral understandings, terms or conditions, and the PARTIES have not relied upon any representation, express or implied, not contained in this AGREEMENT.

IN WITNESS WHEREOF, the PARTIES hereto have duly approved and executed this AGREEMENT on December 16, 2024.

JOSHUA BASIN WATER DISTRICT

Sarah Johnson, General Manager

INTERIM DIRECTOR OF OPERATIONS

I hereby accept this offer of employment and agree to comply with each and every condition thereof, and to perform faithfully all of the duties of employment as temporary Director of Operations for Joshua Basin Water District.

Ray Kolisz

[ATTACH JOB DESCRIPTION AS EXHIBIT A]



JOB DESCRIPTION

POSITION	Director of Operations	SAFETY SENSITIVE	No
SALARY RANGE	Range 53	ESTABLISHED DATE	11/18/20
FLSA STATUS	Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the activities within the Operations Department, including Water Transmission and Distribution, Water Operations and Maintenance, Water Production, Field Service, and the Capital Improvement Replacement Program. This position is responsible for the management, development, and administration of programs such as Water Quality, Water Production, Water Storage and Recharge, Water Distribution, Safety, GIS, Engineering, and Regulatory. Provides highly responsible and complex assistance to the General Manager, other internal departments, and outside agencies.

DISTINGUISHING CHARACTERISTICS

The position is characterized by the high-level of professional, operational, technical, and administrative expertise required to perform the duties of the position, as well as the accountability and responsibility this position has to the General Manager, Board of Directors, and customers of the District. This employee must have the ability to perform diverse and complex work, which requires strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. This employee must participate as a member of the District’s executive management team and contribute actively in addressing issues of concern to the District, which at times may not have a direct impact on the employee’s area of specialization.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager. This position will supervise, lead, and provide training for assigned employees. This position handles difficult and complex assignments with minimal oversight and serves as Chief System Operator.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications.
- Manages and oversees operation of assigned divisions including after-hours response; develops and implements goals, objectives, and works standards for the department; monitors workload, output, and efficiency of assigned divisions; plans, schedules, supervises, reviews, and evaluates the work of assigned staff; monitors assigned employees attendance, and reviews and processes timecards; provides training and development to assigned staff; provides assistance to staff in resolving problems.

- Participates in the selection of staff; evaluates subordinate supervisors and reviews evaluations of other staff; conducts or directs staff training and development; approves leave requests; recommends disciplinary actions.
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stays abreast of staff's work activities, and provide required resources for work assignments.
- Provides long-range planning and development of all District functions within the Operations and Maintenance Department; participates in the District's strategic planning process.
- Researchs,ensures compliance with all regulatory requirements
- Supervises water production and quality functions; ensures compliance with all regulatory requirements and stays apprised of proposed regulations; works with accredited laboratory; monitors and analyzes test results; manages all aspects of regulatory reports.
- Develops and writes grant proposals, persuasively communicate the District's mission and programs to potential funders; assembles and submits grant requests, including letters, proposals, budgets, and presentations; monitors awarded grant deliverables.
- Develops budgets, provides budget projections, approves purchases, and monitors the costs and financial status of assigned departments and projects.
- Reviews acquisition requirements and develops recommendations regarding purchase, services, and equipment.
- Develops, reviews, and provides input for the development and administration of contracts for assigned departments and projects.
- Coordinates operations and maintenance activities with other District functions.
- Develops, maintains, and implements policies and procedures for assigned departments.
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings.
- Meets with other government agencies, community groups, boards, developers, contractors, and the general public in relation to assigned work activities.
- Performs duties in a professional manner; establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Maintains regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Observes safe work practices and safety methods; serves as within the incident command structure during emergency events.
- Performs other special projects and duties as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- A minimum of ten years of broad and extensive experience at a California water district, including four years of increasing responsibility in supervisory experience in the operations, planning, design, construction and maintenance of water, treatment, and distribution facilities. Proven experience at a supervisory, or managerial level to include the administration of a variety of projects is highly desirable.

Education and/or Training:

- A typical way to obtain the knowledge, skills, and abilities outlined in this job description is possession of a completed a four-year degree from an accredited college or university with a major in public administration, business, civil engineering, water science, or closely related field.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 9 months of appointment:

- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.
- State Water Resources Control Board (SWRCB) **Grade I or higher** Water Treatment Operator Certificate.
- Project Management certification and/or experience highly desirable.

Other Requirements: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Thorough knowledge of the methods; maintenance and repair; materials; and equipment used in a water distribution system.
- Thorough knowledge of the pertinent laws, codes, and safety rules and practices covering water systems.
- Thorough knowledge of District rules, policies and procedures.
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Thorough knowledge of correct English grammar, punctuation, and spelling.
- Working knowledge of the use of modern office equipment including computer software applications related to the field of work.
- General knowledge of District operations and associated safety and chemical/hazardous materials issues.
- General knowledge of standard safety equipment used in public works occupations.
- General knowledge of practices and methods for designing employee training programs and materials.

Skills:

- Possess strong organizational skills.
- Possess strong verbal and written communication skills.
- Possess strong and proficient skills in prioritizing work assignments while being flexible in a dynamic work environment.
- Leadership and Supervisory skills.

Abilities:

- Ability to function effectively as a Manager and to ensure the proper maintenance, operation, and repair of District equipment and facilities.
- Ability to plan, organize, and prioritize work.
- Ability to maintain accurate records.
- Ability to read, understand and carry-out complex written and verbal instructions.
- Ability to read, understand, and interpret complex documents; drawings, and financial information.
- Ability to skillfully use and operate a variety of equipment and tools usual in an office setting.
- Ability to skillfully use and operate a variety of equipment and tools usual for the water industry.
- Ability to competently use computer hardware and software, computerized telemetry and its related hardware and software.
- Ability to make mathematical calculations with accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to prepare reports requiring analysis of complex subject matter, including agenda and staff reports for Board of Directors meetings.
- Ability to work efficiently and productively when completing work tasks.

- Ability to evaluate workplace safety and security programs and practices and make sound recommendations for improvement.
- Ability to exercise sound independent judgment within policy guidelines.
- Ability to communicate effectively, orally and in writing.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 70 lbs.) on a periodic basis. Ability to bend, twist, turn, push, pull, reach, stoop, kneel, crouch, crawl and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Ability to work in an outdoor environment that may experience extremes in weather and temperature conditions.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites, attend hearings, workshops, meetings, and seminars as required.

Other: Position subject to extended work hours and attend evening meetings.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date



AGENDA ITEM NO:	7C
MEETING DATE:	12.04.24

Staff Report

PRESENTED BY:	DAVID SHOOK, DIRECTOR OF ADMINISTRATION
TOPIC:	AMERICAN WATER WORKS ASSOCIATION (AWWA) METER TESTING STANDARDS
RECOMMENDATION:	ADOPT RESOLUTION 24-1067

BACKGROUND: The District is in its final year of the meter replacement program, replacing Sensus 5280 “SRII” mechanical meters with the new Sensus Ultrasonic “iPERL” meters. The new iPERL meters use different technology and adhere to different AWWA testing standards. To ensure the District’s policies align with industry standards, it is necessary to update the District’s Rules & Regulations to reflect AWWA guidelines.

The current Article 1.33 "Meter Accuracy" policy, established in 2011 through Resolution 11-872, provides guidelines for water meter testing and installation for SRII meters. A new policy needs to be adopted to provide guidelines for water meter testing and installation for iPERL meters.

ANALYSIS: Resolution No. 24-1067 proposes the following changes to Article 1.33 "Meter Accuracy":

1. **Repeal of the Existing Policy:**
The current Article 1.33 is repealed to eliminate outdated accuracy standards.
2. **Adoption of a New Policy:**
The revised Article 1.33 incorporates the following key provisions:
 - **Pre-Installation Testing:**
All meters must be tested before installation to meet AWWA accuracy standards.
 - **Customer-Initiated Testing:**
Customers may request meter tests and are responsible for a testing fee, reimbursable if the meter fails to meet accuracy standards.
 - **District-Initiated Testing:**
The District reserves the right to test meters at any time, without charge to customers, as part of maintenance or policy programs.

- **Accuracy Requirements:**
Meters must meet specific accuracy ranges at low, moderate, and high flow rates:
 - **Low Flow:** 95%-105%
 - **Moderate and High Flow:** 98.5%-101.5%

These updates are expected to enhance operational efficiency, improve customer service, and align with current industry best practices.

RECOMMENDATION: Staff recommends that the Board of Directors adopt Resolution No. 24-1067, which repeals the existing Article 1.33 "Meter Accuracy" and adopts a revised version that aligns with updated AWWA standards.

- ATTACHMENTS:**
- Supporting Documentation: Current AWWA Standards
 - Resolution No. 24-1067
-

STRATEGIC PLAN: 2.11 Continuously Update Administrative Policies and Procedures

FISCAL IMPACT: N/A

**Electromagnetic and Ultrasonic Meters for Revenue Applications,
Type I (ANSI/AWWA C715)**

Size	Maximum Rate (All Meters)				Intermediate Rate (All Meters)				Minimum Rate (New and Rebuilt)				Minimum (Repaired)
	Flow Rate†	Test Quantity††		Accuracy Limits	Flow Rate**	Test Quantity††		Accuracy Limits	Flow Rate§§	Test Quantity††		Accuracy Limits§§	Accuracy Limits
<i>in.</i>	<i>gpm</i>	<i>gal</i>	<i>ft³</i>	<i>percent</i>	<i>gpm</i>	<i>gal</i>	<i>ft³</i>	<i>percent</i>	<i>gpm</i>	<i>gal</i>	<i>ft³</i>	<i>percent</i>	<i>percent (min)</i>
1/2	8	100	10	98.5-101.5	0.35	10	1	98.5-101.5	0.11 (0.18)	10	1	95-105 (98.5-101.5)	—
5/8	15	100	10	98.5-101.5	0.4	10	1	98.5-101.5	0.13 (0.20)	10	1	95-105 (98.5-101.5)	—
3/4	25	100	10	98.5-101.5	1	10	1	98.5-101.5	0.15 (0.5)	10	1	95-105 (98.5-101.5)	—
1	40	100	10	98.5-101.5	1.5	10	1	98.5-101.5	0.3 (0.75)	10	1	95-105 (98.5-101.5)	—
1½	60	100	10	98.5-101.5	4	100	10	98.5-101.5	0.6 (2)	100	10	95-105 (98.5-101.5)	—
2	100	100	10	98.5-101.5	5	100	10	98.5-101.5	1 (2.5)	100	10	95-105 (98.5-101.5)	—
3	200	500	50	98.5-101.5	15	100	10	98.5-101.5	2.5 (7.5)	100	10	95-105 (98.5-101.5)	—
4	400	1,000	100	98.5-101.5	20	500	50	98.5-101.5	3.5 (10)	300	40	95-105 (98.5-101.5)	—
6	800	2,000	200	98.5-101.5	40	1,000	100	98.5-101.5	9 (20)	300	40	95-105 (98.5-101.5)	—
8	1,000	5,000	500	98.5-101.5	80	3,000	400	98.5-101.5	18 (40)	2,000	300	95-105 (98.5-101.5)	—

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RESOLUTION NO. 24-1067

**A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA BASIN WATER DISTRICT
AMENDING RESOLUTION 11-872, AS AMENDED, REPEALING “ARTICLE 1.33 METER
ACCURACY” AND ADOPTING A NEW “ARTICLE 1.33 METER ACCURACY” USING CURRENT
ACCURACY STANDARDS SET BY THE AMERICAN WATER WORKS ASSOCIATION**

WHEREAS, the Joshua Basin Water District (“JBWD”) currently states that “All meters shall be tested prior to installation and no meter shall be installed that registers greater than the American Water Works Association (AWWA) standards,” and

WHEREAS, the Joshua Basin Water District currently uses accuracy standards for water meters based on previous guidelines established in 2011, under Resolution 11-872; and

WHEREAS, AWWA has updated its standards for meter accuracy, including specific guidelines, which require accuracy ranges at various flow levels; and

WHEREAS, it is in the best interest of JBWD to update its meter accuracy standards to align with the current AWWA standards, ensuring accurate measurement and reducing the need for future amendments due to changes in specific percentages.

NOW, THEREFORE, IT BE RESOLVED, the Board of Directors of the Joshua Basin Water District does enact the following:

1. Repeal of Existing Article 1.33

The existing “Article 1.33 Meter Accuracy”, as adopted in Resolution 11-872 and amended thereafter, is hereby repealed in its entirety.

2. Adoption of New Article 1.33 Meter Accuracy

A new “Article 1.33 Meter Accuracy” is hereby adopted to read as follows:

Article 1.33 Meter Accuracy

This policy ensures alignment with AWWA standards and safeguards accurate water usage reporting for all customers.

Pre-Installation Testing

All meters must be tested prior to installation. No meter not meeting the standards set by the American Water Works Association (AWWA) shall be installed.

Customer-Initiated Meter Testing

Customers may request a meter test by submitting a completed Meter Test Form. By submitting this request, the customer agrees to:

- Pay a fee for the test, to be reimbursed by JBWD in the event the meter does not meet the standards set forth in this Section.
- Accept any necessary adjustments to their account if the meter is found to either over-report or under-report usage, consistent with Section 1.22.

Billing and Payment of Test Fees

Any charges associated with the meter test will be added to the customer's account and must be paid according to Article 13.22. The customer may choose to pay for the test in advance.

Customer Presence at Testing

If testing occurs at JBWD facilities, customers may request to be present during the procedure.
District Initiated Meter Testing

JBWD Initiated Meter Testing

The JBWD reserves the right to test any customer's meter at any time without prior notice and without charge. Additionally, JBWD may establish a periodic meter testing program as part of routine maintenance or policy.

Testing Standards

All meters must meet accuracy requirements at three specified water flow rates in compliance with AWWA standards. A meter is considered to have failed if it does not meet AWWA standards across all three flow rates.

- 95% to 105% at low flow
- 98.5% to 101.5% at moderate flow
- 98.5% to 101.5% at high flow

- 3. **Delegation of Authority.** The Board delegates authority to the General Manager to update the Rules and Regulations consistent with this Resolution, including, but not limited to the update of internal cross-references to match the provisions adopted herein.

Approved and Adopted this 4th day of December 2024, in Joshua Tree, California

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Thomas Floen, President

Sarah Johnson, General Manager