

JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, AUGUST 19, 2020

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 6:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Johnson, Vice President Unger, Director Floen, and Director Reynolds are in attendance via teleconference. Director Hund is absent.

STAFF PRESENT –Mark Ban, GM, Susan Greer, AGM, Sarah Johnson, Director of Administration, and Anne Roman, Accountant are in attendance via teleconference.

CONSULTANTS PRESENT –Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, Legal Counsel, are in attendance via teleconference.

APPROVAL OF AGENDA –MSC<sup>1</sup> (Unger/Floen) 4/0/1 motion carried to approve the August 19, 2020 Agenda.

Ayes: Floen, Johnson, Reynolds, and Unger  
Noes: None  
Absent: Hund  
Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR – MSC<sup>1</sup> (Unger/Reynolds) 4/0/1 motion carried to approve the August 19, 2020 Consent Calendar with a spelling correction on the first page of the draft minutes to change “steam-lined to stream-lined”.

Ayes: Floen, Johnson, Reynolds, and Unger  
Noes: None  
Absent: Hund  
Abstain: None

APPROPRIATION LIMIT FOR FISCAL YEAR 20/21 – Accountant Anne Roman gave the staff report and followed it up with the following factors of the 20/21 calculation:

- The cost of living decreased slightly from 3.85% to 3.73%, while the population for the unincorporated areas of San Bernardino County, which applies to JBWD, decreased from .53% to .32%. The combination of these two numbers results in a total increase of 4.062%.
- The District anticipates approximately \$455,000 in general tax revenues (the “free” portion of the 1% property tax) plus approximately \$128,000 in interest revenue this year which is subject to the Limit. The total of these subject revenues, \$583,000 is significant.

This was followed by a brief Q&A with the Board of Directors.

MSC<sup>1</sup> (Unger/Johnson) 4/0/1 motion carried to adopt Resolution No. 20-1021.

Ayes: Floen, Johnson, Reynolds, and Unger  
Noes: None  
Absent: Hund  
Abstain: None

RESERVE FUNDING TRANSFER FOR 2019/20 – Accountant Anne Roman gave the staff report and reported that the current Reserve Fund Policy indicates that the use of the CIRP reserves and the various Individual Replacement Reserves must be authorized through the budget approval process but may occur at other times. Although reserves are proposed for use during the budget process and approved by the Board of Directors with the budget approval, several factors may affect the actual use of such funding. Anne Roman, Accountant continued with her staff report and a brief Q&A period followed with the Board of Directors.

MSC<sup>1</sup> (Floen/Unger) 4/0/1 motion carried to approve the Reserve Funding transfer.

Ayes: Floen, Johnson, Reynolds, and Unger

Noes: None

Absent: Hund

Abstain: None

ADOPTION OF FINANCE JOB DESCRIPTIONS – Director Sarah Johnson gave the staff report and informed the Board that in September 2018, the District’s Board of Directors approved the Organizational Assessment Implementation Plan. The final phase of the Organizational Assessment included succession planning in preparation for upcoming retirements. The Director of Finance and the Accounting Supervisor job descriptions are a direct reflection of the District’s efforts in succession planning as the AGM/Controller, Susan Greer, has announced her upcoming retirement later this year. A brief Q&A period followed with the Board of Directors.

PUBLIC COMMENT – Jane Jarlsberg, Joshua Tree, asked if the new job description included part of the General Manager’s responsibility.

Director Sarah Johnson – Responded no, that it did not.

MSC<sup>1</sup> (Floen/Johnson) 4/0/1 motion carried to adopt the Finance Job Descriptions.

Ayes: Floen, Johnson, Reynolds, and Unger

Noes: None

Absent: Hund

Abstain: None

CUSTOMER SERVICE REMODEL – GM Ban gave the staff report and updates on the Customer Service remodel by laying out the newest plan and walking the Board of Directors through the process.

PUBLIC COMMENT – Jane Jarlsberg, Joshua Tree, asked what the cost is for this project.

GM Ban replied that part of the bid process will require a job walk that has the bidders come in and walk the area. Right now, it is hard to put an estimate on it at this time.

MSC<sup>1</sup> (Floen/Unger) 4/0/1 motion carried to approve the general floorplan of the Customer Service remodel and to begin soliciting for bids.

Ayes: Floen, Johnson, Reynolds, and Unger

Noes: None

Absent: Hund

Abstain: None

GENERAL MANAGER REPORT – GM Ban gave a staff report on the following:

- Reschedule w/Kennedy & Jenks for the Urban Water Management Plan
- Meeting with Mojave Water Agency and Beacon for population estimates
- Meeting with Dudek Engineering on the Wastewater Treatment Strategy
- Laserfiche set to begin in a week or two

DIRECTOR REPORTS ON MEETINGS ATTENDED and COMMENTS –

Kathleen Radnich, Public Information Consultant, reported on the following:

- Swamp/Evaporative Cooler Study
- BLM Wildcrafting Grant
- Fall Plant Sale
- Wildcrafting Course
- United Way of the Desert
- Both Kathleen Radnich and Vice President Unger reported on the BIA/Southern California Water Conference.

Vice President Unger reported on the Mojave Water Agency Technical Advisory Committee that she attended on August 6, 2020.

President Johnson commented on the Finance Committee he attended on August 12, 2020.

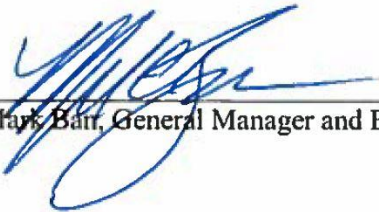
Director Reynolds reported on the Water Resources & Operations Committee he attended on August 12, 2020, where he was updated on the Customer Service Remodel.

Director Floen commented on the Mojave Water Agency Board of Directors meeting he attended on August 13, 2020.

FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES – President Johnson read off the list of meetings.

ADJOURNMENT – MSC<sup>1</sup> (Unger/Hund) 4/0/1 motion carried to adjourn the Board of Directors meeting at 7:40 p.m.

Respectfully Submitted,



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Mark Barr, General Manager and Board Secretary