



BIGHORN-DESERT VIEW WATER AGENCY

"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."

BOARD OF DIRECTORS' MEETING MINUTES

**BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92285**

**September 14, 2021
Time – 6:00 P.M.**

**PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY
TELECONFERENCE LINE THRU ZOOM 669-900-6833**

Please note that all requirements of the Brown Act requiring the physical presence of the board or staff have been waived per Executive Order N-29-20

CALL TO ORDER

Meeting convened by President Burkhart at 6:00pm.

PLEDGE OF ALLEGIANCE

Led by Sharon Conkle.

ROLL CALL

Directors present: John R. Burkhart
 JoMarie McKenzie
 Megan Close-Dees
 Craig Dicht
 David Chapman

Staff present: Marina West

Public Present: 2 member(s) of the public indicated they were participating via teleconference.
3 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Director McKenzie made a motion to approve the agenda as presented. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (McKenzie/Dicht) unanimously approved.

Discussion and Action Items

1. Review “True Bad Debt” for Write-Off from Fiscal Year 2020/21

GM West gave the staff report as provided in the agenda packet. The total amount of “true bad debt” amounting to \$1,216.19 which was less than the typical budget line item of \$1,500.

Public Comment: No Public Comment.

Motion No. 21-054

Director Chapman made a motion to approve the “true bad debt” for write-off from Fiscal Year 2020/21 as presented. Director Close-Dees seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (Chapman/Close-Dees) unanimously approved.

2. Report on Bad Debt from Uncollectable Secured Property Tax Liens for Fiscal Year 2013/14: Total Bad Debt \$0

GM West gave the staff report as provided in the agenda packet noting that prior year lien liability accounts are cleared to bad debt after seven (7) cycles. Due to better than expected property sales in the area all the liens posted in Fiscal Year 2013/14 were paid.

GM West answered questions from the Board on this item.

Public Comment: No Public Comment add to all items.

Motion No. 21-055

Director Close-Dees made a motion to accept the report on bad debt from uncollectable secured property tax liens for Fiscal Year 2013/14: Total bad debt \$0 as presented. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (Close-Dees/Dicht) unanimously approved.

3. Proposition 1 Planning Grant Transition Toward Construction: Required Resolution and Declarations Necessary to Complete Application for Construction/Implementation Funding

GM West gave the staff report as provided in the agenda packet. The attached resolution and other individual documents make up part of the formal grant application being prepared on our behalf by CA Rural Water Association Technical Assistance Grant. In summary, the resolution authorizes the General Manager to sign the application. Any actual awards, commitments or agreements would be brought back to the Board of Directors for final determinations and authorizations. The remaining documents certify that all agency customers have water meters and finally a declaration that there are no debt or other financial obligations for the water system.

GM West answered questions from the Board.

Public Comment: No Public Comment.

Motion No. 21-056

Director McKenzie made a motion to accept the adopt Resolution No. 21R-22 (F5a) Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems and authorize signing of associated certificates and declarations necessary to complete the application package. Director Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (McKenzie/Chapman) unanimously approved.

4. 2021 Review: Code of Conduct for Members of the Agency Board of Directors (Resolution No. 13R-15)

GM West informed the Board of Directors that they are guided by this Code of Conduct and that at least annually it should be reviewed and acknowledged by all members of the Board.

Director Dicht made general comments about the values outlined in the Code of Conduct. Director Chapman noted it is a very common sense document.

Public Comment: No Public Comment.

No Motion

Information only. Board to review Code of Conduct and sign receipt documenting the review.

5. **Election Ballot for the 2021 Annual Meeting of the California Association of Water Companies Joint Powers Risk and Insurance Management Authority**

GM West gave the staff report recommending that the presented slate of candidates be recommended for reappointment to the JPRIMA Board of Directors for a two-year term.

GM West answered questions of the Board.

Public Comment: No Public Comment.

Motion No. 21-057

Director Chapman made a motion to authorize General Manager West to cast the seven (7) Ballots for the 2021 Annual Meeting of the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority “in favor” of the seven (7) incumbent candidates listed therein. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (Chapman/Dicht) unanimously approved.

6. **Resolution 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President**

GM West gave the staff report as outlined in the agenda packet. GM West recommends the Board support Cathy Green for ACWA Vice President. Even though the Agency is not an ACWA member, it would be in our interest to support a candidate that would work collaboratively with our Community Water Systems Alliance and issues facing small water systems and disadvantaged communities.

Mrs. Green addressed the Board asking for their endorsement for her candidacy for ACWA Vice Chair. She then answered questions from individual members of the Board.

Director Dicht’s noted that he had some reservations about this endorsement as it is solely based on GM West’s recommendation and he has no additional information regarding additional candidates. He asked if this has been done in the past.

GM West explained her rational for bringing this Resolution to the Board.

Public Comment: No Public Comment.

Motion No. 21-058

Director McKenzie made a motion to adopt Resolution No. 21R-23 to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President. Director Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Chapman	Y

MSC¹ (McKenzie/Chapman) unanimously approved.

7. **Consent Items** – The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that the item be held for discussion or further action.

- a. Regular Board Meeting Minutes, August 10, 2021
- b. Financial Statements August 2021
 1. Balance Sheet
 2. Budget Sheet
- c. Receive and File Disbursements for August 2021
- d. Service Order Report for August 2021
- e. BDV Production Report for August 2021
- f. Goat Mountain Production Report for August 2021
- g. Adopt Resolution No. 21R-24 Establishing the Mandatory Training for Board Members
- h. Receive and File the Annual Disclosure of Reimbursements for Fiscal Year 2020/21

Public Comment: No Public Comment.

Motion No. 21-059

Director Dicht made a motion to adopt the consent calendar items a thru l. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

MSC¹ (Dicht/McKenzie) unanimously approved.

8. **Matters Removed from Consent Items**

None.

9. Public Comment Period

Public Comment: No Public Comment.

10. Verbal Reports - Including Reports on Courses/Conferences/Meetings.

General Manager Report – GM West presented photographs from Week 1 of Operation Hammer Strike which eradicated a number of Cannabis sites in the Agency boundaries. The water meters were pulled from those sites and she explained the process for land owners to get their water service restored. Lastly, she summarized some activities since the last report.

Director Reports –

Director McKenzie reported on the BIA Water Conference held August 13, 2021 and the CSDA Annual Conference in Monterey August 29 through September 2, 2021.

Director Chapman reported on the BIA Water Conference held August 13, 2021 and the CSDA Annual Conference in Monterey August 29 through September 2, 2021. He further reported on the Association of San Bernardino County Special District’s monthly meeting held August 16, 2021. Director Chapman completed the required Ethics Training. Lastly, he attended the Joshua Basin Water District meeting on August 8, 2021.

11. Adjournment – President Burkhart adjourned the meeting at 8:07 pm.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal