



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' SPECIAL MEETING MINUTES (ANNUAL BOARD WORKSHOP)

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

**March 16, 2019
Time – 9:00 A.M.**

Call to Order

Meeting convened by Board President Michael McBride at 9:00 a.m.

Pledge of Allegiance

Led by Mary Coulombe

Roll Call

Directors Present: Michael McBride
 Judy Corl-Lorono
 John R. Burkhart
 Jo Marie McKenzie
 J. Larry Coulombe

Staff Present: Marina West
 Seth Kish

Approval of Agenda

Motion to approve the agenda.

MSC¹ Director Coulombe/Director Burkhart unanimously approved.

Overview Operations and Maintenance Tasks

General Manager West explained to the Board the purpose of a workshop. Topics to be discussed based on input received and discussion with President McBride. The purpose is to give the members of the Board and the public a "look" into the day-to-day operations of the Agency. GM West also noted that this was a good opportunity for the Board and the public to ask questions regarding any of the topics. GM West explained the daily operations by starting with routine maintenance. Water levels are measured four (4) times per year for static levels and once while the well is running (pumping wells). The Agency executes a routine sample schedule for both groundwater samples and system bacteria samples. There are fifteen (15) sampling stations across the Agency tested once per month for Bac-t. Wells are also tested once per month for Bac-t. The State Division of Drinking Water also mandates a schedule for

testing on a three (3) to nine (9) year basis. The Agency flushes dead ends and blow offs (points in the system that relieve air pressure) once (1) per year. This flush is meant to purge out any sand, particles and stagnant water that collect in these areas. Facility, vehicle and equipment maintenance is completed and coordinated by staff. GM West noted the system has roughly five hundred (500) isolation valves that are exercised once every three (3) years. Fire hydrants also have an isolation valve shut off for hydrant maintenance. Hydrants are exercised and tested every three (3) years. Director McKenzie asked if this was the responsibility of the fire department. GM West explains that the Agency is responsible for maintenance of the hydrants. Backflow devices are tested on an annual basis. Other tasks include service line replacements. GM West also mentioned that meter replacement in Goat Mountain complete. When mainline leaks occur, which fortunately are seldom, they become a priority for repair. The Agency staff also executes meter lock-offs/unlocks monthly. GM West explained to the board that these are some of the operations and maintenance tasks the Agency has on a day-to-day basis that require efforts from both the field staff and the office staff to complete.

The Board adjourned for a short recess at 10:11 A.M

The Board reconvened at 10:23 A.M

Status of Service Line and Meter Replacement

General Manager West gives her presentation to the board. When service lines leak, it disrupts operations and services. In the Goat Mountain area, the meter and service line replacements are complete according to the Agency field manager David Rewal. Next, the Agency will focus proactively in replacing the service lines in Flamingo Heights. Other topics that were discussed included well replacements, reservoir recoating's and uranium treatment plans.

Annual Review of the Board of Directors' Handbook

General Manager West reviewed the entire Director's Handbook.

Discuss Conferences and Board Attendance

General Manager West reviewed conferences and Board attendance with the Directors.

Review Agency Fees and Charges

General Manager West reviewed the various fees and changes noting these will be brought to the Board for possible changes.

Public Comments

None

Verbal Reports

None

Adjournment – President Michael McBride adjourned the meeting at 12:45 p.m.

Approved by:


John R. Burkhart, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.