

Bighorn-Desert View Water Agency

Board of Directors

Terry Burkhardt, President
J. Larry Coulombe, Vice President
Michael McBride, Director
David Larson, Director
Judy Corl-Lorono, Director



Agency Office
622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

Marina D West, PG, General Manager

www.bdvwa.org

A Public Agency

BOARD OF DIRECTORS' REGULAR MEETING AGENDA

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, April 26, 2011 - 6:00 p.m.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PUBLIC PARTICIPATION

Any person may address the Board on any matter within the Agency's jurisdiction on items not appearing on this agenda.

You may wish to submit your comments in writing to assure that you are able to express yourself adequately.

When giving your public comment, please first state your name and have your information prepared. Due to time constraints, a three-minute time limit may be imposed.

Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

DISCUSSION AND ACTION ITEMS - The Board of Directors and Staff will discuss the following items, and the Board will consider taking action, if so inclined.

The Public is invited to comment on any item on the agenda during discussion of that item.

6. AUDITORS RECOMMENDATION FOR CONSIDERATION: "LOCKBOX"

Recommended Action:

Board to consider declining the use of the "lockbox" for handling check payments received through the mail.

7. RESOLUTION NO. 11R-XX - A RESOLUTION OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY AMENDING THE EMPLOYEE HANDBOOK

Recommended Action:

Board to consider approving Resolution 11R-XX, A Resolution of the Board of Directors of Bighorn-Desert View Water Agency amending the Employee Handbook for purposes of:

- a. Establishing the policy/procedure for Fraud in the Workplace.
- b. Correcting the Executive Secretary/Personnel Administration job description.
- c. Adding a job description for the Accounting Technician I II III/Customer Service Representative position.
- d. Authorizing the modification of the Employee Handbook thereof by resolution of the Board of Directors of the Bighorn-Desert View Water Agency.

8. RESOLUTION NO. 11R-XX OF THE BIGHORN-DESERT VIEW WATER AGENCY BOARD OF DIRECTORS NOMINATING TERRY BURKHART AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

Recommended Action:

Board to consider approving Resolution 11R-XX, a resolution of the governing body of the Bighorn-Desert View Water Agency nominating Terry Burkhart as a candidate for election to the Special District Risk Management Authority Board of Directors.

9. BOARD TO CONSIDER FORMATION OF AN AD HOC COMMITTEE TO ASSIST THE AGENCY IN THE ACQUISITION OF LEGAL COUNSEL

Recommended Action:

President, with Board consensus, to create an Ad Hoc Committee to assist the Agency in the acquisition of legal counsel through the Request for Qualification (RFQ) competitive process.

10. CHANGE ORDER NO. 7 TO CANDIDA NEAL, AICP FOR CEQA/NEPA SERVICES RELATED TO THE WATER INFRASTRUCTURE RESTORATION PROGRAM

Recommended Action:

Board to consider authorizing Change Order No. 7 Candida Neal, AICP for CEQA/NEPA Services related to the Water Infrastructure Restoration Program, specifically the Ames/Reche Spreading Grounds, in the amount of \$29,400.00.

11. JOHNSON VALLEY HYDROGEOLOGIC INVESTIGATION: PROPERTY ACQUISITION OPTIONS FOR CONSTRUCTION OF A MONITORING WELL IN JOHNSON VALLEY

Recommended Action:

Board to provide direction to staff concerning property acquisition for a monitoring well to be constructed for the Johnson Valley Hydrogeologic Investigation through either:

- a) Obtain Encroachment Permit from either County of San Bernardino or Bureau of Land Management whichever is applicable, or
- b) Acquire permanent easement from a private property owner, or
- c) Authorize the General Manager to begin process of acquiring real property for the Johnson Valley Hydrogeologic Investigation, authorize the General Manager to execute a MAI (Member of the Appraisal Institute) appraisal, and authorize the General Manager to make an offer, including negotiate price and terms, subject to Board approval. This option was recommended by the PLEGS committee on 4/21/2011.

12. CRISIS COMMUNICATIONS AND DISASTER PREPAREDNESS WORKSHOP HOSTED BY JOSHUA BASIN WATER DISTRICT

Recommended Action:

The Board to consider attending a Workshop for California's Public Officials, "Crisis Communications and Disaster Preparedness. The program provides public officials with an introduction to the tools needed to engage in effective risk and crisis communication during times of disaster. Estimated cost: \$105.00.

13. SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI) GOVERNANCE CONFERENCE JUNE 9 - 11, 2011

Recommended Action:

Board to authorize attendance at the SDI Governance Conference, which includes a Brown Act workshop, scheduled for June 9 - 11, 2011 in San Diego CA at an approximate cost of \$2500.00 per Board member.

14. DISBURSEMENTS MARCH 2011

Recommended Action:

Ratify Check Register (payment of bills) for March 2011.

15. 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 an item be held for discussion or further action.

- a. Financial Statements March 2011
 1. Balance Sheet
 2. Statement of Revenue and Expense
 3. General Account (Union Bank)
 4. Disbursements
 5. Local Agency Investment Fund Balance Timeline
- b. Consumption & Billing Comparison Report, March 2011
- c. Service Order Report, March 2011
- d. Production Report, March 2011
- e. Regular Board Meeting Minutes, February 22, 2011
- f. Special Board Meeting Minutes, March 1, 2011
- g. Regular Board Meeting Minutes, March 22, 2011
- h. Progress Report on the Ames/Reche Recharge Facility Project, Todd Engineers, March 2011
- i. Receive and File the 2010 Ames Valley Water Basin Monitoring Program Report.

Recommended Action:

Approve as presented (Items a - i):

16. MATTERS REMOVED FROM CONSENT ITEMS

CLOSED SESSION

17. CONFERENCE WITH LABOR NEGOTIATORS IF NEEDED

Unrepresented Employee: General Manager.

Designated Board Representative: Ad Hoc Committee of Larry Coulombe and Michael McBride.

Pursuant to Government Code Section 54957.6

18. CLOSED SESSION REPORTS

19. VERBAL REPORTS - Including Reports on Courses/Conferences/Meetings.

- a. GENERAL MANAGER'S REPORT
- b. DIRECTORS' REPORT
- c. PRESIDENT'S REPORT

20. ITEMS FOR NEXT AGENDA

21. ADJOURNMENT

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Agency Secretary.

Backup material for the Agenda is available at the Agency offices for public review and can be viewed online at the Agency's website: www.bdvwa.org.

As a general rule, agenda reports or other written documentation has been prepared or organized with respect to each item of business listed on the agenda, and can be reviewed at www.bdvwa.org.

Copies of these materials and other discloseable public records, distributed to all or a majority of the members of the Board of Directors in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.