

## Bighorn-Desert View Water Agency

### Board of Directors

Michael McBride, President  
Judy Corl-Lorono, Vice President  
David Larson, Director  
Terry Burkhart, Director  
J. Dennis Staley, Director

Marina D West, PG, General Manager



A Public Agency

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

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

[www.bdvwa.org](http://www.bdvwa.org)

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## BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, April 3, 2012 - 6:00 p.m.

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

**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.

When giving your public comment, please have your information prepared, if you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment.

### CLOSED SESSION

5. **LIABILITY CLAIM (Gov. Code Section 54956.95)**  
Claimant: Martha Oswalt  
Claim Against: Bighorn-Desert View Water Agency

General Legal Counsel Joseph Aklufi will be participating via teleconference from the following location: 550 E. 6th Street, Beaumont, California, 92223 pursuant to Government Code Section 54953.

6. **CLOSED SESSION REPORT**

**7. AD HOC COMMITTEE REPORT AND RESOLUTION NO. 12R-XX SUPPORTING THE EXPANSION OF THE AGENCY SPHERE OF INFLUENCE**

The Board considers taking the following action(s):

1. Receive the LAFCO Sphere of Influence Ad Hoc Committee verbal report; and
2. Consider adoption of Resolution No. 12R-XX in support of the expansion of the Agency sphere of influence over "Area 2" and encouraging the Local Area Formation Commission of the County of San Bernardino to amend its Resolution No. 3155 for LAFCO No. 3148 – Service Review and Sphere of Influence Update for the Bighorn-Desert View Water Agency as such.

**8. SPECIAL DISTRICTS SELECTION ELECTION FOR THE REGULAR LOCAL AREA FORMATION COMMISSION (LAFCO) MEMBER**

The Board considers taking the following action(s):

If warranted, after discussion and Board roll call vote, vote for one nominee for the Special Districts Regular Member of the Local Area Formation Commission and submit ballot to LAFCO before 5 pm, April 20, 2012.

**9. CONSIDER APPROVING 3.6% COST OF LIVING ADJUSTMENT FOR ALL AGENCY EMPLOYEES AND AUTHORIZING INCLUSION IN THE FISCAL YEAR 2012/13 BUDGET**

The Board considers taking the following action(s):

1. Authorize inclusion of a Cost of Living Adjustment of 3.6% based on the Social Security Administration Cost-Of-Living Adjustment publication for all employees in the fiscal year 2012/13 budget; and
2. Direct staff to revise Employee Handbook to define the methodology for determining the Cost of Living to be the Social Security Administration Cost-Of-Living Adjustment publication in the future; and
3. Direct Staff to revise the Employee Handbook to define the implementation period for any future cost of living adjustment to be the first payroll following July 1; and
4. Bring revised Employee Handbook Resolution to the Board for formal adoption at a regularly scheduled Board of Directors meeting.

**10. REVIEW OPTIONS FOR DESIGNATING FUND SUB-ACCOUNTS FOR MONIES RETAINED IN THE LOCAL AGENCY INVESTMENT FUND**

The Board considers taking the following action(s):

Staff recommends that the board establish designated fund sub-accounts to differentiate the prescribed uses for monies retained in the Local Agency Investment Fund (LAIF).

**11. CONSIDER ATTENDANCE TO THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE DAYS, MAY 16-17, 2012, AT AN ESTIMATE COST OF \$1,533 PER DIRECTOR**

The Board considers taking the following action(s):

1. Authorize one or more directors to attend the California Special Districts Association Legislative Days, May 16-17, 2012 at an estimated cost of \$1,533 per director.

**12. DISBURSEMENTS FEBRUARY 2012**

Recommended Action:

Ratify Check Register (payment of bills) for February 2012.

**13. 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 February 2012
  1. Balance Sheet
  2. Statement of Revenue and Expense
  3. General Account (Union Bank)
  4. Disbursements (Union Bank)
  5. Local Agency Investment Fund Balance Timeline
- b. Consumption & Billing Comparison Report, February 2012
- c. Service Order Report, February 2012
- d. Production Report, February 2012
- e. Special Board Meeting Workshop Minutes, February 10, 2012
- f. Agency's Appropriation Limit for Fiscal Year 2011/2012 (First Reading February 28, 2012)
- g. Request from Morongo Basin Conservation Association for Partnership and Financial Support (\$900) for the 2012 Desert-Wise Living Program Landscape Tour April 22, 2012. (Recommended by FPREP Committee)
- h. Approve Completion of the Ames Valley Water Basin Monitoring Report
- i. Consider Purchase of a 2012 Dodge Ram (four wheel drive) Vehicle and Accessories for the Operations and Maintenance Staff at a Total Estimated Cost of \$28,150. (Recommended by FPREP Committee)
- j. Board to Consider a Policy to Mandate Sexual Harassment Training for Directors as is Prescribed by AB 1825 (Recommended by FPREP Committee)
- k. LAIF Signatories for Authorizing Investment of Monies Into the Local Agency Investment Fund (Administrative Process)

Recommended Action:

Approve as presented (Items a - k):

#### **14. MATTERS REMOVED FROM CONSENT ITEMS**

#### **15. PUBLIC COMMENT PERIOD**

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

When giving your public comment, please have your information prepared, if you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment. State Law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

#### **16. VERBAL REPORTS - Including Reports on Courses/Conferences/Meetings.**

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

#### **17. FUTURE AGENDA ITEMS**

#### **18. 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 if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above.

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.

Copies of these materials and other discloseable public records 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.

Internet: Once uploaded, agenda materials can also be viewed at [www.bdwwa.org](http://www.bdwwa.org).

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

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.