

Bighorn-Desert View Water Agency

Board of Directors

Michael McBride, President
Judy Cori-Lorono, Vice President
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A Public Agency

www.bdvwa.org

**FINANCE/PUBLIC RELATIONS/EDUCATION
AND PERSONNEL COMMITTEE
MEETING AGENDA**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
May 9, 2012 - 4:00 p.m.

COMMITTEE MEMBERS: Director Larson & Director McBride

The BDVWA Finance/Public Relations/Education & Personnel Committee meeting will be conducted in strict compliance with the Brown Act. Members of the Board not assigned to this Committee who attend may do so only as observers and may not participate in the meeting.

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

DISCUSSION AND ACTION ITEMS - The Committee and Staff will discuss the following items and provide direction to staff, 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.

5. **NEW BILL PAYMENT METHOD** – Discuss implementation of “Automatic Clearing House” pay method for Agency customers.
6. **BENEFITS FOR DIRECTORS** – Discuss instituting health and/or dental and vision benefits for sitting members of the Board of Directors.
7. **“POSITIVE PAY”** – Discuss implementation of “Positive Pay” process for accounts payable as recommended by Agency’s auditor.
8. **FIXED ASSET AND SURPLUS PROPERTY POLICY** – Establishing a Fixed Asset and Surplus Property Policy.
9. **HOLIDAY SCHEDULE** – Consider substituting Columbus Day for Christmas Eve Day as a designated Agency holiday.
10. **FISCAL YEAR 2012/13 DRAFT BUDGET REVIEW** – Staff to review FY2012/13 draft budget.
11. **CONSENT ITEMS** - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.
 - a. Regular FPREP Committee Meeting Report, March 14, 2012

12. PUBLIC COMMENT PERIOD

Any person may address the Committee 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 Committee from discussing or taking action on items not included on the agenda.

13. VERBAL REPORTS

- a. COMMITTEE MEMBERS' COMMENTS/REPORT
- b. GENERAL MANAGER'S REPORT

14. ITEMS FOR NEXT AGENDA

15. 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.bdvwa.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.