

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

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

A Public Agency

www.bdvwa.org

**BOARD OF DIRECTORS'
REGULAR MEETING AGENDA**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, May 22, 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.

5. AWARD OF FINANCIAL REPORTING ACHIEVEMENT

Board considers taking the following action(s):

1. Receive and file the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the Agency's Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2011.

6. POSTING THE AGENCY'S APPROPRIATION LIMIT FOR FISCAL YEAR 2012/13

Board considers taking the following action(s):

1. Direct staff to post the calculations made to determine the Agency's appropriation limit at least 15 days prior to the date the Board considers adoption of the Resolution establishing the Agency's appropriation limit for fiscal year 2012/13.

7. CONSIDER ADDING DIRECTORS TO DENTAL AND VISION POOL

Board considers taking the following action(s):

1. That the Board of Directors authorize the inclusion of "active" directors in the employee benefit participant "pool" which would allow for coverage under the Agency's combined dental and vision benefit plan only (no health or life insurance coverage).

8. STATUS OF THE FISCAL YEAR 2011/12 DELINQUENT ACCOUNTS AND PROCESS FOR PLACING AS PROPERTY LIENS ON THE SECURED TAX ROLLS OF SAN BERNARDINO COUNTY

Board considers taking the following action(s):

No Board action requested – informational item only.

9. PRELIMINARY BUDGET FOR FISCAL YEAR 2012/13 AND PROPOSED AD VALOREM TAX LEVY FOR BIGHORN MOUNTAINS IMPROVEMENT DISTRICT 1

Board considers taking the following action(s):

1. Provide input and direction to staff on the Preliminary Fiscal Year 2012/13 Budget and the proposed Bighorn Mountains Improvement District 1 Ad Valorem (special assessment) tax levy prior to bringing these items back to the Board for further consideration.

10. DISBURSEMENTS APRIL 2012

Recommended Action:

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

11. 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 April 2012
 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, April 2012
- c. Service Order Report, April 2012
- d. Production Report, April 2012
- e. Regular Board Meeting Minutes, February 28, 2012
- f. Regular Board Meeting Minutes, April 24, 2012
- g. Change Order No. 3, Bucknam & Associates for a Time Extension and increase of \$2500.
- h. Substituting Columbus Day for Christmas Eve Day as a Designated Agency Holiday.
- i. Implementation of "Automatic Clearing House" Pay Method for Agency Customers.
- j. Implementation of "Positive Pay" Process for Accounts Payable as Recommended by Agency's Auditor.
- k. Adopting updated Policy 12P-02 Establishing a Fixed Asset and Surplus Property Policy.
- l. Adopting Policy No. 12P-03 A Statement of Board Policy Establishing the Criteria for Agency Financial Reserves Adding a Bond Debt Service Category.
- m. Authorizing Contract Service Agreement for Special Legal Counsel, James Markman, to complete amended Ames Valley Water Basin Judgment at a cost estimate of \$20,000.

Recommended Action:
Approve as presented (Items a - m):

12. MATTERS REMOVED FROM CONSENT ITEMS

13. 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.

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

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

15. FUTURE AGENDA ITEMS

16. 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.