

Bighorn-Desert View Water Agency

Board of Directors

Michael McBride, President
Judy Corl-Lorono, Vice President
David Larson, Director
Terry Burkhardt, 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

**BOARD OF DIRECTORS'
SPECIAL MEETING AGENDA**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, June 19, 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. RESOLUTION NO. 12R-XX ESTABLISHING THE AGENCY'S APPROPRIATION LIMIT FOR FISCAL YEAR 2012/13 AT \$136,651.50

Board considers taking the following action(s):

1. Adopt Resolution No. 12R-XX establishing the Appropriation Limit of the Agency at \$136,651.50 for fiscal year July 1, 2012 - June 30, 2013 pursuant to Article XIIB of the California Constitution.

6. RESOLUTION NO. 12R-XX - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY PROVIDING FOR THE LEVY AND COLLECTION OF TAXES (SETTING THE AD VALOREM TAX) WITHIN IMPROVEMENT DISTRICT NO. 1 FOR FISCAL YEAR 2012-2013 AT \$175,900.

Board considers taking the following action(s):

1. Board to review and discuss background for the levy and collection of the taxes (property tax apportionment) within the Improvement District No. 1 (Bighorn Debt Service area) for Fiscal Year 2012/2013 to provide for a total collection of a value to be determined at the board meeting no greater than \$175,900.00; and
 2. Board to consider adopting Resolution No. 12R-XX - Providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2012/2013.
- 7. RESOLUTION NO 12R-XX FIXING AND ADOPTING THE AGENCY BUDGET FOR FISCAL YEAR 2012/13**
- Board considers taking the following action(s):
1. Adopt Resolution No. 12R-XX, A Resolution Fixing and Adopting the Agency Budget or Fiscal Year 2012/2013 for the Bighorn-Desert View Water Agency.
- 8. AUTHORIZE PURCHASE OF FIXED FREQUENCY RADIOS FOR AGENCY VEHICLES AND OFFICE FOR A COST ESTIMATE OF \$4,000**
- Board considers taking the following action(s):
1. Authorize General Manager to execute a Purchase Order with Image Communications to upgrade communications radios in accordance with bid dated 6/6/2012 at an estimated cost of \$4,000.
- 9. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2012 BOARD ELECTIONS - BALLOT**
- Board considers taking the following action(s):
1. Vote for one candidate to represent our region in Seat A.
- 10. AUTHORIZE 60-MONTH LEASE AND FIXED ANNUAL SERVICE CONTRACT WITH IMAGE SOURCE FOR A NEW XEROX COPIER**
- Board considers taking the following action(s):
1. Authorize General Manager to execute a 60-month lease agreement with Image Source for a Xerox WorkCentre 7535PH copier at a cost of \$199.82 (+tax) per month; and
 2. Authorize General Manager to execute a concurrent 60-month fixed cost per copy service agreement for maintenance and supplies which is based on actual copies produced; and
 3. Dispose of existing Asset No OE06004 Kyocera KM-C2630D in accordance with Policy No. 12P-02 - Fixed Asset and Surplus Property Policy.
- 11. DISBURSEMENTS MAY 2012**
- Recommended Action:
Ratify Check Register (payment of bills) for May 2012.
- 12. 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 May 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, May 2012
 - c. Service Order Report, May 2012
 - d. Production Report, May 2012
 - e. Regular Board Meeting Minutes, May 22, 2012

Recommended Action:

Approve as presented (Items a - e):

13. MATTERS REMOVED FROM CONSENT ITEMS

14. 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.

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

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

16. FUTURE AGENDA ITEMS

17. 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.

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.