

Bighorn-Desert View Water Agency



Board of Directors

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

Marina D West, PG, General Manager
Lyni Tompkins, Board/Exec. Secretary

A Public Agency

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**BOARD OF DIRECTORS'
SPECIAL MEETING MINUTES
"BOARD STRATEGIC PLANNING WORKSHOP"**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Friday, February 10, 2012 - 10:00 p.m.

CALL TO ORDER

Meeting convened by Board President Michael McBride at 10:03 p.m.

PLEDGE OF ALLEGIANCE

Led by John Burkhart.

ROLL CALL

Directors Present: J. Dennis Staley
David Larson
Michael McBride
Judy Cori-Lorono
Terry Burkhart

Staff Present: Marina West
Lyni Tompkins

APPROVAL OF AGENDA

Motion to approve the agenda.

MSC¹ (Burkhart/Cori-Lorono) unanimously approved.

WORKSHOP DISCUSSION - AN OPEN FORUM DISCUSSION OF FUTURE GOALS AND OBJECTIVES OF EACH DIRECTOR FOR 2012 - BOARD ACTION WILL BE LIMITED TO SUMMARIZING AND PRIORITIZING GOALS

The Agency's Attorney, Joseph Aklufi and the Agency's Chief Engineer, Chuck Krieger, were present and participated in this workshop.

The Board followed the published agenda and discussed the seven (7) subject areas outlined therein. The Board felt a completion goal of two (2) years was reasonable with recognition that some items will require further Board review and approval prior to implementation.

1. Board Policies:

- BOD meeting execution and BOD/Public Decorum (Burkhart/Aklufi)
 - BOD "Policy and Administrative" Manual outline would include introduction to agency, mandatory information for directors (Brown Act, AB1234 compliance, Form 700, relevant resolutions, policies, etc.), legislative structure, etc.
- BOD Policy concerning communication with Staff (Larson)
 - Includes guidelines for access to records (public information).
- Health Benefits for Directors (while in office only) (Larson)
 - Medical
 - Dental
 - Vision
 - Staff to research rules, limitations, and costs
- Records Retention/Records Destruction Policy Update (Larson)
 - Data Backup
 - E-records, paper records, recordings, etc.

2. Capital Improvement Projects (CIP):

- Ames/Reche Project
- 2 reservoirs B3, B4
- Generator Transfer switches at 4 sites (A booster, C booster, W8, W7)
- JV Community Water Supply
 - Communication between BDV to affected Community
 - Next steps?
 - Cost Options
 - Hauled vs. Pressurized
 - Universal Stand-by Charge to fund improvements
- Consolidation with W-1
 - Create fact sheet
 - Sample water bill
- Engineers study to analyze treatment methods and costs for elevated Uranium at Well Nos. 2, 3 and 4.

3. Operations & Maintenance:

- Continue to track "Water loss" or unaccounted for water – a variance between produced water and metered water (Larson)
- Consider new or upgraded Vehicle which could be equipped for various O&M functions (hoist, valve exerciser, generator, sign board, compressor, etc.)
- Continue with Water Master Plan improvements
 - Backbone upgrade (Burkhart)
- Fire Hydrant Maintenance (Larson)

4. Personnel:

- Cost of Living Adjustment for all employees
- Update remaining job descriptions

5. Communications (Public Relations & Outreach):

- Mail communication
 - Modify billing from post card to letter size bill so messages can be routinely sent to customers
 - Direct mailing of information aside from billings
 - Customers
 - Non-customers (ie. W-1)
- Social Networking
- Reverse 911
 - Emergencies
 - Other communications
- Forums "coffee w/President" for Q/A
- Meetings w/ state, local, federal elected officials
 - Public Relations Profile (prepare material to be "left behind")

6. Revenue Enhancing Measures:

- Standby fees (would be justified for O&M whereas Basic Facility Charge is for new capital facilities)
- Water transfers from baseline account or State Water Project allocations

7. Other Topics:

- None

The Board took the following breaks:

Adjourned for a Break at 11:02 a.m. - Reconvened from Break at 11:13 a.m.

Adjourned for a Break at 11:43 a.m. - Reconvened from Break at 11:45 a.m.

Adjourned for a Lunch Break at 12:11 p.m. - Reconvened from Break at 12:51 p.m.

Two members of the public participated throughout the workshop.

ADJOURNMENT - President McBride adjourned the meeting at 1:55 p.m.

Approved by:



David Larson, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.