

Bighorn-Desert View Water Agency



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

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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
Monday, February 11, 2013 - 10:00 a.m.

CALL TO ORDER

Meeting convened by Board Vice President Judy Corl-Lorono at 10:10 a.m.

PLEDGE OF ALLEGIANCE

Led by John Burkhart.

ROLL CALL

Directors Present: Judy Corl-Lorono
David Larson
Terry Burkhart
J. Dennis Staley
Michael McBride – absent with prior notice

Staff Present: Marina West
Michelle Corbin

APPROVAL OF AGENDA

Motion to approve the agenda.

MSC¹ (Burkhart/Larson) unanimously approved.

WORKSHOP DISCUSSION – AN OPEN FORUM DISCUSSION OF FUTURE GOALS AND OBJECTIVES OF EACH DIRECTOR FOR 2013 – BOARD ACTION WILL BE LIMITED TO SUMMARIZING AND PRIORITIZING GOALS

The Board followed the published agenda and GM West began the meeting with a review of the Workshop Objectives beginning with a status report on the 2012 established short term (1 – 2 year) goals and objectives (ref. minutes Board Workshop 2/10/2012). GM West gave the status report.

2012 Workshop Update:

1. Board Policies: Moderate progress on the creation of a "Policy and Administrative" Manual for directors but significant progress behind the scenes including adoption of records retention policy in 2012. The Board also reviewed the cost of benefits for directors. Regarding Public Information Requests it was noted that a written policy is in place.
2. Capital Improvement Projects (CIP)
 - Ames/Reche Project – GM West reported that the Agency's share of the project objectives nears completion with three remaining tasks: Close escrow on the off-site mitigation lands; Approve a Memorandum of Understanding with Mojave Water Agency for Operations and Maintenance of the facility; and file the revised "Stipulated Judgment" once the facility is operational.
 - Reservoirs B3/B4 – Prebid meeting held 2/7/2013 with 7 bidders present. Consideration to award the reservoir recoating contract for either one or two reservoirs, plus a "washout" of the Well 10 reservoir, will be before the Board on February 26, 2013.
 - Generator Transfer Switches – Engineering staff proposal to design/bid and inspect contracted installation of multiple transfer switches will be before the Board on February 26, 2013 for consideration.
 - Johnson Valley Community "Pressurized" Water Supply – GM West summarized saying this Board has put forth significant efforts in evaluating how to achieve that goal. At this time, staff is recommending that this project be listed as a "long-term goal" (10-20 year planning horizon).
 - Consolidation with W-1 (County Special District Zone Landers) – It was noted that the Agency was granted Sphere of Influence over this adjacent County Service Area (CSA) in early 2012. Furthermore, that the Ad Hoc Committee recognizes that the community needs more awareness of the opportunities available through reorganization with BDVWA.
 - Engineer's Study on Uranium in Well Nos. 2, 3 and 4 – Work Order for Engineer to prepare report summarizing operational status of this wellfield including review of water treatment options/costs will be considered by the Board on February 26, 2013.
3. Operations and Maintenance – GM West reported that an "in-house" meter testing program has been established to monitor residential meter accuracy. In addition, production meters are being tested and repaired this fiscal year. Agency staff completed exercising and flushing of all fire hydrants.
4. Personnel – GM West reported that in 2012 the Board completed the goals of determining the methodology for calculating Cost-of-Living-Adjustments and that all job descriptions have been updated and approved.
5. Communications (Public Relations & Outreach) – of the specific goals listed GM West highlighted the Agency's emergency preparedness efforts in 2012. She also reported that relationships with local, state and federal legislators are strong. They are familiar with the Agency's progress and achievements and regularly show support for our goals and objectives. Communication regarding W-1 was reviewed earlier.
6. Revenue Enhancing Measures – GM West reported there was no progress in the realm of standby fees on vacant parcels. GM West reported that water transfers cannot occur until the revised Judgment is finalized.

Following the status report of last year's goals and objectives a "straw poll" was taken to ascertain the importance of those goals which remain incomplete. The Board concluded the following issues of importance, in no particular order.

- Bring Director compensation to the Board for review and possible adjustment.
 - Suggestion that different types of meetings receive lower per diem compensation.
 - Research the "reverse 911" call system for emergency notification, etc.
 - Direct Engineering to draft memorandum outlining the purpose of property stand-by fees and procedures for instituting standby fees.
 - Pursue equipment for valve exercising and other maintenance activities.
 - Pursue "letter-sized" billing
 - Test the "Coffee with the President" idea for local communication forum.

VP Cori-Lorono solicited input from each director, staff and members of the public and each was recorded on poster paper. Each goal or objective was categorized within one of the six above listed subject areas but no ranking took place.

1. Board Policies:
 - a. Institute a routine review of important Board Policies, Rules and Regulations, Duties Policy, Resolutions, etc.
 - b. Complete Director Handbook, consider SDRMA template
 - c. Pursue "spot bill" repealing Section 33305 from the Bighorn Law
 - d. Pursue "modernization" of Bighorn Law through State Legislative action
 - e. Reorganization with CSA 70/W-1 Landers (County Special Districts)
2. Capital Improvement Projects (CIP):
 - a. Complete 1-2 reservoir refurbishments
 - b. Well site enhancements following Well 2, 3, 4 engineering study
 - c. Automated control enhancements for wells, boosters, reservoirs
 - d. Bulk station improvements
 - e. Engineered controls for reservoir draining
 - f. Water System Master Plan (inc. connection fee assessment)
 - g. Solar power (especially where no power exists)
3. Operations and Maintenance:
 - a. meter testing program
 - b. Evaluate purchasing power and other benefits of membership in CSDA, ACWA, etc.
4. Personnel: No Suggestions
5. Communications (Public Relations & Outreach):
 - a. 3rd of July venue for outreach
 - b. Landers Post Office demonstration garden
 - c. Increase email communication (i.e. Consumer Confidence Report)
 - d. SDRMA Certificate of Achievement – Transparency
 - e. Correct references to predecessor entities (Fed. Tax ID, USDA, etc.)
 - f. Agency address change from Yucca Valley to ?
 - g. Public involvement
 - i. annual calendar photo submittal
 - ii. elementary school water programs
 - iii. Landers P.O. garden
6. Revenue Enhancing Measures:
 - a. Review of "standby" charges/mechanism
7. Other:

GM West described the Integrated Regional Water Management Plan update being prepared by Mojave Water Agency and how it relates to the future needs of BDVWA. She explained that any project the Board may conceive as being needed or potentially needed in the next 10-20 years should be listed in this report. She noted that the deadline for identifying projects for the IRWMP is in June leaving ample time to develop ideas. The following projects were immediately identified for inclusion on the list.

- Johnson Valley Pressurized Water System
- Uranium treatment plant
- Additional recharge focused on storm water capture
- Increase capacity of the Ames/Reche Recharge Facility
- Supervisory Control and Data Acquisition System (SCADA) – automation of facility wells, pumps and reservoirs
- Backbone pipeline projects (increase Fire Flow)

The Board took the following breaks:

Adjourned for a Lunch Break at 11:24 a.m. – Reconvened from Break at 12:00 p.m.

Four members of the public participated throughout the workshop.

PUBLIC COMMENT PERIOD – No Public Comment

ADJOURNMENT – Vice President Cori-Lorono adjourned the meeting at 1:10 p.m.

Approved by:



David Larson, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.