

Bighorn-Desert View Water Agency

Board of Directors

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

Marina D West, PG, General Manager



A Public Agency

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BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, November 19, 2013 - 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. **PRESENTATION OF THE AGENCY FINANCIAL AUDIT FOR FISCAL YEAR 2012-2013**
Board considers taking the following action(s):
 1. Board to receive and file the Agency Financial Audit for fiscal year 2012-2013 conducted by Mayer Hoffman McCann P.C.

6. AWARD PROFESSIONAL SERVICES CONTRACT TO POWERSTUDIES .COM TO COMPLETE ARC FLASH STUDIES AT ALL AGENCY FACILITIES AT A COST NOT-TO-EXCEED \$15,100

Board considers taking the following action(s):

1. Authorize General Manager to execute Professional Services Contract with PowerStudies.com to perform an Arc Flash Hazard Study in accordance with the Request for Proposals dated 9/27/2013 in the amount not to exceed \$15,100; and
2. Authorize General Manager to obtain six (6) circuit duty letters from Southern California Edison at a cost of \$2,400 to complete the Arc Flash Study project.

7. AUTHORIZE CHANGE ORDER NO. 1 (WORK ORDER 6B) TO WORK ORDER 6A: MANUAL TRANSFER SWITCH PROJECT AT A COST NOT-TO-EXCEED \$6,800 FOR BOTH ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES

Board considers taking the following action(s):

1. Authorize General Manager to execute Change Order No. 1 at Work Order No. 6A (WO6B) issued to Krieger and Stewart, Inc. for preparation of contract documents for equipping selected pumping plants/facilities with manual transfer switches necessary to utilize a portable generator at a total cost of \$5,100 (Phase I – Engineering) and \$13,000 (Phase II – Construction Management).

8. RESOLUTION NO. 13R-XX A CODE OF CONDUCT FOR MEMBERS OF THE AGENCY BOARD OF DIRECTORS

Board considers taking the following action(s):

1. Adoption of Resolution No. 13R-XX A Code of Conduct for the Members of the Agency Board of Directors.

9. RESOLUTION NO. 13R-XX ESTABLISHING A POLICY FOR REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES FOR BOARD MEMBERS

Board considers taking the following action(s):

1. Adoption of Resolution No. 13R-XX Establishing a Policy for Reimbursement of Actual and Necessary Expenses for Board Members.

10. CSA 70/W-1 REORGANIZATION UPDATE

Board considers taking the following action(s):

1. Board to provide direction to staff regarding reorganization with CSA 70/W-1.

11. DISBURSEMENTS SEPTEMBER 2013

Recommended Action:

Ratify Check Register (payment of bills) for September 2013.

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 September 2013

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, September and October 2013

- c. Service Order Report, September and October 2013
- d. Production Report, September and October 2013
- e. Regular Board Meeting Minutes, September 24, 2013
- f. Adopt Resolution 13R-XX, A Resolution of the Board of Directors of BDVWA Establishing Its Banking Policy with Union Bank.
- g. Adopt Resolution 13R-XX, A Resolution of the Board of Directors of BDVWA Authorizing Investment of Monies Into the Local Agency Investment Fund.
- h. Adopt Resolution 13R-XX A Policy of the Board of Directors of BDVWA Outlining the Procedure for Accessing Public Documents.

Recommended Action:

Approve as presented (Items a - h):

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.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.