

Bighorn-Desert View Water Agency

Board of Directors

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BOARD OF DIRECTORS' WORKSHOP SPECIAL MEETING AGENDA

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday April 22, 2014 – 5:00 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. **REVIEW BOARD MEETING EXECUTION AND OTHER PROTOCOLS**
6. **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.

7. **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.

**BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL
Workshop Special Meeting**

Meeting Date: April 22, 2014

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

Cost: \$0

Funding Source: N/A

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Review Board Meeting Execution and Other Protocols

SUMMARY

During the April 4, 2014 PLEGS Committee Meeting, the members reviewed Roberts Rules of Order and its application to meeting execution and protocols. The Committee discussed and recommends the attached execution procedure be implemented. The Committee requested a Special Workshop to review the protocol.

RECOMMENDATION

The Board considers taking the following action:

1. Discuss implementation of meeting execution and other protocols.

BACKGROUND/ANALYSIS

See attached.

PRIOR RELEVANT BOARD ACTION(S)

2/4/2014 Planning/Legislative/Engineering/Grant/Security Committee discussion of Board of Directors meeting execution and protocols

6/16/2011 Planning/Legislative/Engineering/Grant/Security Committee discussion of Board of Directors meeting execution and protocols

Execution Protocol Suggested

1. President introduces agenda item and calls for staff report
2. Staff report is presented
3. Board questions regarding staff report
4. Public comment is invited
5. Board discussion ensues
6. President requests motion from the floor
 1. Motion could fail in request for more information
 2. No Motion necessary if item is “informational” only
7. Motion given
 1. Motion can be altered, etc.
8. President calls for the vote
 1. Individual votes must be recorded
 - i. Actual Roll Call Vote may be necessary