

RESOLUTION NO. 14R-03

POLICY STATEMENT OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING STANDING COMMITTEES AND AUTHORIZING THE CREATION OF
AD HOC COMMITTEES

WHEREAS, The Board of Directors of the Bighorn-Desert View Water Agency desires to ensure efficient administration of the Bighorn-Desert View Water Agency ("Agency") by the establishment of standing committees of the Board of Directors ("Board") and the authorization for the creation of ad hoc committees of the Board. Standing committees allow for the productive use of Directors' individual expertise on matters and to work with staff in developing better background information for the full Board's consideration.

WHEREAS, All standing committees shall be subject to meeting requirements specified under the Ralph M. Brown Act, California Government code sections 54950 through 54963.

WHEREAS, this Resolution rescinds and repeals Resolution No. 12R-27

NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:

The Board President shall, with board consensus, appoint and publicly announce the members of the standing committees at the first regularly-scheduled meeting of the Board in February of each year and at other meetings of the Board as circumstances may require.

Each committee shall have a maximum of two (2) members and one (1) alternate. The alternate may only participate in the absence of the regularly assigned member. Each standing committee may hold a regularly scheduled meeting six (6) times per year. Special meetings may be called as deemed necessary by either the General Manager or the Committee Chairperson.

All standing committee meetings of the Bighorn-Desert View Water Agency shall hereafter be held at the Bighorn Office located at 1720 N. Cherokee Tr., Landers, CA 92285. All Standing Committee meetings, Adjourned Standing Committee meetings and Special Standing Committee meetings may be fixed from time to time and by legal public notice, to other locations within and without the agency, at times as determined by the standing committee or Board of Directors.

The Board's standing committees shall be assigned to review Agency functions, activities, and/or operations pertaining to their designated concerns as specified. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report.

The following shall be the Board's standing committees, duties, and meeting schedule:

Planning & Engineering/Legislative/Grant Committee-Meetings of the Bighorn-Desert View Water Agency Planning & Engineering/Legislative/Grant Committee shall hereafter be held on the 1st Wednesday of every other month beginning 09:15 a.m. This Committee meets on the even months: February, April, June, August, October, and December.

Planning & Engineering-shall be concerned with, but not limited to, the study and development of Agency operational goals, including planning /engineering reviews and proposals of capital improvement projects as well as the development and periodic review of an Agency general plan, safety and security issues (i.e. Homeland Security, Vulnerability Assessment and facilities general security).

Legislative-shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency. It shall monitor and review legislation or potential legislation which may affect the Agency. The committee shall also annually review existing ordinances, resolution and/or Agency policies, except those pertaining specifically to personnel matters.

Grant-shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency's grants or grant policies. It shall monitor and review grant legislation or potential grant legislation which may affect the Agency and monitor and review progress of grant funded projects. This committee shall work directly with the General Manager and Grant Consultant(s) in an effort to obtain/secure grants.

Finance/Personnel/Pubic Relations & Education Committee-Meetings of the Bighorn-Desert View Water Agency Finance/Personnel/Public Relations & Education Committee shall hereafter be held on the 3rd Wednesday of every other month, beginning at 9:00 a.m. This Committee meets on the odd months: January, March, May, July, September, and November.

Finance-shall be concerned about, but not limited to the financial management of the Agency, including the preparation of an annual budget, periodic reviews of Agency revenues, Agency investments, expenditures, and audit.

Personnel-shall be concerned with the functions, activities, compensation, and welfare of agency staff. This committee shall work directly with the General Manager on personnel related matters.

Public Relations & Education-shall be concerned with assuring that information relative to the affairs of the Agency is accurately and appropriately communicated to the public. This committee shall work with staff on the Agency Newsletter and website; developing and communicating water education programs for the public; the


development of community, customer, and employee relations programs to enhance Agency/Customer relationships and understanding.

Morongo Basin Pipeline Commission/Mojave Water Agency Technical Advisory Committee Representative(s)- A member of the Planning & Engineering subcommittee shall be appointed as the representative (the "Representative") of the Agency to the Mojave Water Agency TAC meetings and shall be concerned with assuring the costs of the Morongo pipeline are proportionately charged to the benefiting districts/agencies, and that the Agency has representation on the Mojave Water Agency TAC on matters affecting the Agency. The Representative shall attend all Morongo Basin Pipeline Commission and Mojave Water Agency TAC meetings. An alternate Representative may also be appointed if the primary Representative is unable to attend any Commission or TAC meetings.

Ad Hoc Committee Appointments-The Board President shall, with board consensus, appoint such ad hoc committees as may be deemed necessary by the President or the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 25th day of March 2014.

BY:



Judy Corl-Lorono, Board President

ATTEST:

By 

Terry Burkhardt, Board Secretary