

# Bighorn-Desert View Water Agency

## Board of Directors

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

Marina D West, PG, General Manager



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  
Saturday, February 22, 2014 - 10:00 a.m.

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

Led by Mary Coulombe

### ROLL CALL

Directors Present: Judy Corl-Lorono  
J. Dennis Staley  
Terry Burkhart  
Michael McBride  
J. Larry Coulombe

Staff Present: Marina West  
Michelle Corbin

### APPROVAL OF AGENDA

*Motion to approve the agenda.*

MSC<sup>1</sup> (Staley/Burkhart) unanimously approved.

**WORKSHOP DISCUSSION** – AN OPEN FORUM DISCUSSION OF FUTURE GOALS AND OBJECTIVES OF EACH DIRECTOR FOR 2014 – 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 Board Policies.

2014 Review Board Policies:

1. Draft Director Handbook: From the goal list of 2013, GM West went over the table of contents of the pending document. The Director Handbook will outline items such as "Rolls of the Individual Directors", A draft version of the handbook will be available at a Board meeting the near future.

2. Official Duties Exhibit A Meeting List: GM West reviewed the Directors' Compensation List, Categories' "A" and "B" type meetings. West reminded the Board that formal meetings will have minutes and do not require a report prior to receiving per diem. Generally Category "B" Meetings will require an oral report from the Director that attended the event.
3. 2014/15 Travel and Budget Review: GM West thought it would benefit the Board to discuss in advanced events and conferences for 2014. President Corl-Lorono led the discussion on the list of events. Each Director gave their input on the events or conferences they would like to attend in 2014. A final request for approval will come before the Board at a Board of Directors' Meeting in the near future.
4. Committee Assignments and FPREP Time Conflict: GM West is recommending the Board look to change the meeting day and time of the FPREP meeting. This is due to the conflict this meeting has with the Morongo Basin Pipeline Committee meeting from time to time. Each Board member expressed his/her desires of which meetings and committees they wish to participate in.

GM West also reviewed the Workshop Objectives beginning with a status report on the 2013 established short term (1 – 2 year) goals and objectives (ref. minutes Board Workshop 2/11/2013).

#### 2013 Workshop Update:

Board Policies GM West recounted items the Board discussed last year. Senate Bill 246 modernizing the Agency Act is complete. The Agency is continuing to identify and review important Board Resolutions, Policies, etc. The Director Handbook is now almost complete and will go before committee soon. The Agency is in the process of Reorganization with CSA 70/W-1 (Landers, Goat Mountain). A Resolution to begin the process will go to the Board in March 2014.

#### Capital Improvement Projects (CIP)

- Last year the goal to complete one or two reservoir refurbishments was complete.
- An evaluation of well sites was completed and a presentation will be before the Board soon. It was recommended Well No. 4 be rehabilitated and maintained and Wells No. 2 and No.3 become monitoring wells.
- Regarding automated control enhancements for wells, boosters, reservoirs – West reported that several sites run manually. The Agency is currently evaluating the implementation of a System Communication and Data Acquisition (SCADA) program.
- Staff has implemented a method for freeing up bulk meters that are no longer used which in turn is opening up meters for new accounts.
- The Agency is still working on engineered controls for reservoir draining.
- With regards to the Water System Master Plan, staff is evaluating connection fees for new services.
- West will be recommending the Board create an Ad Hoc Committee to look further into solar power for the Agency facilities.

Operations and Maintenance – GM West reported the staff has implemented a meter testing program and the Agency is continuing to investigate ways to save money through purchasing programs.

Personnel – No suggestions in 2013.

Communications (Public Relations & Outreach) – GM West reported the Agency has worked to improve outreach and communications. The staff and Board members participated in the Landers 3<sup>rd</sup> of July Celebration last year. The Landers Post Office demonstration garden is now complete and the Agency has received the California Special Districts Association (CSDA) Transparency Award. The Federal Tax Id Number correctly lists the Agency as Bighorn-Desert View Water Agency and the Agency has gone to a larger bill format utilizing a third party for bill mail out.

The Agency is now publishing its own calendar. Staff is planning to implement a photo contest for next year's calendar. Staff has completed one water program for a Kindergarten class at Landers Elementary School.

Revenue Enhancing Measures – GM West reported that the ability to implement a “standby charge” is still on the table, however there would need to be an engineering study and vote of the people.

President Corl-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 listed subject areas but no ranking took place.

1. Board Policies:
  - a. Continue routine review of important Board Policies, Rules and Regulations, Duties Policy, Resolutions, etc.
  - b. Complete Director Handbook.
  - c. Keep a keen eye on health insurance policies that may affect staff.
  - d. Grant opportunities.
  - e. Reorganization with CSA 70/W-1 Landers (County Special Districts)
2. Capital Improvement Projects (CIP):
  - a. Replace Backhoe.
  - b. Well site enhancements; ie Transfer Switches
  - c. Mainline Replacement.
  - d. Engineered controls for reservoir draining.
  - e. Grant Opportunities to pursue water resources in Johnson Valley.
  - f. Solar power – Creation of Ad Hoc Committee
3. Operations and Maintenance:
  - a. SCADA System.
  - b. Valve Repair and Maintenance.
  - c. Meter Replacement based on mileage.
  - d. Rehabilitation of Tanks, Minor Repairs.
4. Personnel: No Suggestions
5. Communications (Public Relations & Outreach):
  - a. Continue with the four major outreach events.
  - b. Overhaul of the Consumer Confidence Report.
  - c. Improve Website.
  - d. Landers Bus Stop.
  - e. Community Garden Using Blow-Off Water
  - f. Public involvement
    - i. annual calendar photo submittal
    - ii. elementary school water programs
6. Other: No Suggestions.

**The Board took the following breaks:**

Adjourned for a Break at 11:16 a.m. – Reconvened from Break at 11:39 a.m..

Adjourned for a Lunch Break at 12:28 p.m. – Reconvened from Break at 1:02 p.m.

Five members of the public participated throughout the workshop.

**PUBLIC COMMENT PERIOD** – No Public Comment

**ADJOURNMENT** – President Corl-Lorono adjourned the meeting at 2:18 p.m.

Approved by:

  
Terry Burkhardt, Secretary of the Board

MSC<sup>1</sup> – Motion made, seconded, and carried.