

Bighorn-Desert View Water Agency

Board of Directors

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

Marina D West, PG, General Manager



A Public Agency

Agency Office

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Board of Directors' Regular Meeting Minutes

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, May 24, 2016 – 6:00 p.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 6:05 p.m.

Pledge of Allegiance

Led by Michael Lombard.

Roll Call

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

Staff Present: Marina West
Michelle Corbin

Approval of Agenda

Motion to approve the agenda.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Public Hearing: Ordinance 16O-01 – An Ordinance of the Board of Directors of Bighorn-Desert View Water Agency Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto

General Manager West gave a brief staff report of the ordinance. President Coulombe received questions from Board Members. President Coulombe then opened the public hearing and requested public comments. There were no public comments. Director Coulombe closed the public hearing.

Motion No. 16-021

(After brief Board discussion), Director Burkhart made a motion to adopt Ordinance 16O-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Director Corl-Lorono seconded the motion.

Roll Call Vote:

Ayes: Burkhart, Corl-Lorono, Staley, McBride, Coulombe

Nays: None

Abstain: None

Absent: None

MSC¹ (Burkhart/Corl-Lorono) unanimously approved by roll call vote.

Resolution No. 16R-03 – A Resolution of the Board of Directors of the Bighorn-Desert View Water Agency Providing for the Levy and Collection of Taxes (Setting the Ad Valorem Tax) Within Improvement District No. 1 for Fiscal Year 2016-2017 at \$175,900.

General Manager West gave the staff report. West stated the dollar amount to be collected will remain the same as last fiscal year.

No public comment.

Motion No. 16-022

(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 16R-03 – Providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2016/2017 for a total collection of a value to be determined at the board meeting no greater than \$175,900. The motion was seconded by Director Corl-Lorono.

Roll Call Vote:

Ayes: McBride, Corl-Lorono, Coulombe, Burkhart, Staley

Nays: None

Abstain: None

Absent: None

MSC¹ (McBride/Coulombe) unanimously approved by roll call vote.

Resolution 16R-04 Fixing and Adopting the Agency's Budget for Fiscal Year 2016-2017

General Manager West gave the staff report beginning with a review of the (FPREP) Financial/Public Relations/Education and Personnel Committee (FPREP) meeting on May 18, 2016. The FPREP Committee reviewed the draft budget and several different rate increase scenarios and determined which structure of revenue over expenses would support the operations, maintenance and the Capital Improvement Plan. The Committee determined a 4 yr rate increase of 5% for the Basic Service Charge and a 3% increase for the water consumption charge would bring the annual surplus revenue more in line with the capital asset revenue replacement program. Bulk and construction water consumption would be equally increased by 3%. The Agency will begin to impose the Basic Service Charge on all 2-inch Bulk Meters, meter reading route numbers 30 to 34 will be assessed the monthly Basic Service Charge, the proposed increase would be \$28.88 per month. West also reminded the Board of the increases in medical cost and the debt service that will soon retire, bringing savings to customers.

Other items reported include staffing needs, stand-by charges, Bureau of Land Management Fees and the Proposition 218 process.

Public comment:

Anonymous commented on recent communications with Congressman Cooks office.

Anonymous commented on the stand-by charges.

Motion No. 16-023

(After brief Board discussion), Director Burkhart made a motion to:

1. Adopt Resolution No. 16R-04 – Fixing and Adopting the Agency Budget for Fiscal Year 2016/2017 for the Bighorn-Desert View Water Agency; and

2. Confirm the proposed 4-year rate increase model to be 5% adjustment to the monthly Basic Service Charge and 3% adjustment to the Water Consumption charge residential and bulk, and application of Basic Service Charge to 2-in Bulk Meter accounts; and
3. Set July 26, 2016 as the date for Public Hearing to consider the proposed rate increase; and
4. Authorize preparation and distribution of Notice Setting the date, time and location of the Prop 218 Notice of Public Hearing on the proposed rate increase in accordance with Article XIII C and D of the California Constitution.. Director Corl-Lorono seconded the motion.

MSC¹ (Burkhart/Corl-Lorono)

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

MSC¹ (Burkhart/Corl-Lorono) unanimously approved.

Adjourned for a Break at 6:52 p.m. - Reconvened from Break at 7:02 p.m.

Certificate of Achievement for Excellence in Financial Reporting

General Manager West reported the Agency has once again received the Certificate of Achievement for Excellence in Financial Reporting. This is the fourth year in a row the Agency has received this award.

No public comment.

Motion No. 16-024

(After brief Board discussion), Director Corl-Lorono made a motion to Receive and File Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the year ending June 30, 2015. Vice President McBride seconded the motion.

MSC¹ (Corl-Lorono/McBride)

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

MSC¹ (Corl-Lorono/McBride) unanimously approved.

California Special Districts Association 2016 Proposed Bylaws

General Manager West gave a brief staff report on the proposed bylaw changes for California Special Districts Association (CSDA). CSDA membership is required due to our relationship with Special Districts Risk Management Authority (SDRMA). SDRMA provides workers compensation, property liability and health insurance and is an advocate for the Agency. CSDA also serves as an advocate for the Bighorn-Desert View Water Agency. Director Burkhart stated the changes to the CSDA proposed bylaws are meant to bring the Association at the state level "up to date" technically.

Motion No. 16-025

(After brief Board discussion), After Board discussion, Vice President McBride made a motion to vote Yes on the adoption of the 2016 Proposed CSDA Bylaws Amendments. The motion was seconded by Director Corl-Lorono.

MSC¹ (McBride/Corl-Lorono)

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Establishing Banking Policy with Pacific Western Bank

General Manager West reviewed the proposed Resolution No. 16R-05. West explained the cost savings to the Agency in banking fees with Pacific Western Bank and additional services received.

No public comment.

Motion No. 16-026

(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 16R-05 A Resolution of the Board of Directors of Bighorn-Desert View Water Agency Establishing Its Banking Policy with Pacific Western Bank, Yucca Valley, CA.. Director Burkhart seconded the motion.

MSC¹ (McBride/Burkhart)

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

MSC¹ (McBride/Burkhart) unanimously approved.

Consent Items

- a. Financial Statements April 2016
 1. Balance Sheet
 2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) April 2016
- c. Improvement District Goat Mtn. Cash Account Summary.
- d. Service Order Report, April 2016
- e. Production Report, April 2016
- f. Goat Mtn. Production Report, April 2016
- g. Regular Board Meeting Minutes, April 26, 2016
- h. Authorize attendance to the 10th Annual San Bernardino Water Conference to be held August 12, 2016 at the Ontario Convention Center at an estimated cost of \$231.00 per Director.

No Public comment.

Motion No. 16-027

Vice President McBride made a motion to approve consent items a - h. The motion was seconded by Director Cori-Lorono.

MSC¹ (McBride/Cori-Lorono)

Coulombe: Y
McBride: Y
Cori-Lorono: Y
Staley: Y
Burkhart: Y

MSC¹ (McBride/Cori-Lorono) unanimously approved.

Matters Removed From Consent Calendar

None

Public Comment Period

No public comment.

Verbal Reports

Director Burkhart reported on the California Special Districts Association Legislative Days held May 17 and 18 in Sacramento, California. Director Burkhart gave a brief report on seminars she attended at the event which included "The Brown Act" and various legislation to be "followed".

Director Cori-Lorono reported on the California Special Districts Association Legislative Days she attended on May 17 and 18.

President Coulombe reported on the California Special Districts Association Legislative Days held May 17 and 18. President Coulombe also reported on a meeting held by the Alliance for Water Awareness Conservation (AWAC) on April 27, 2016.

Director Staley reported on the Homestead Valley Community Council meeting he attended May 16, 2016. Items discussed included solar fields and an upcoming blood drive in Landers.

Adjournment – President Coulombe adjourned the meeting at 7:43 p.m.

Approved by:



Judy Cori-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.