

## 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, P.G., General Manager

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## Finance/Public Relations/Education And Personnel Committee Special Meeting Report

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, January 17, 2017 - 9:00 a.m.

**Committee Members: Michael McBride & Larry Coulombe**

### Call to Order

Director McBride called the meeting to order at 9:00 a.m.

### Pledge of Allegiance

Led by Mary Coulombe

### Roll Call

Directors:                 Director McBride  
                                  Director Coulombe

Staff:                       Marina West  
                                  Michelle Corbin

### Approval of the Agenda

Director McBride and Director Coulombe approved the agenda as presented.

### Review Draft Purchasing Policy

General Manager West reviewed the proposed purchasing policy with the Committee and noted the purchasing policy was also discussed at a prior committee meeting on September 21, 2016. Many of the updates and changes to the proposed purchasing policy were determined during the September meeting. West reminded the Committee the Board is still guided by other policies such as board resolutions pertaining to credit card use. Other items discussed include involving local water agencies during emergency situations and new and existing rules for public works contracts.

Public comment: No public comment.

**Review 2017 Social Security Cost-of-Living Adjustment (COLA) and Recommend Adjustment for All Employees except General Manager**

General Manager West gave a brief review of the employee COLA procedure the Board has followed in previous years. West reviewed the budget impacts of a COLA based on the social security index at various percentages.

West explained to the Committee other methods employees may receive pay increases. West also reviewed the step scales found within the Employee Manual and their future adoption by the Board of Directors.

Public comment: No public comment.

The Committee directed staff to bring the “pay range and step scales” to the full Board of Directors showing the impact of both 2% and 3% for further discussion and possible adoption.

**Consent Items**

- a. Regular FPREP Meeting Report, November 16, 2016

Public comment: No Public Comment.

Director McBride and Director Coulombe approved the report.

**Public Comment Period**

No public comment.

**Verbal Reports**

Committee Member Comments/Reports

No Reports.

**General Manager’s Report**

General Manager West announced the Morongo Basin Conservation Association Desert-Wise Living Series Workshop titled “What About My Water” scheduled for January 28, 2017.

**Adjournment** - Director McBride adjourned the meeting at 9:38 a.m.