

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 Burkhardt, Director

Agency Office

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Marina D West, P.G., General Manager

A Public Agency

www.bdvwa.org

Finance/Public Relations/Education And Personnel Standing Committee Regular Meeting Agenda

Wednesday, March 15, 2017 - 9:00 a.m.

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285

Committee Members: Director McBride & Director Coulombe

The BDVWA Finance/Public Relations/Education & Personnel Committee meeting will be conducted in strict compliance with the Brown Act. Members of the Board not assigned to this Committee who attend may do so only as observers and may not participate in the meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda

Discussion and Action Items - The Committee and Staff will discuss the following items and provide direction to staff, 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. Mid-Year Budget Review

6. Review FY 2016/2017 Capital Projects

7. Waterline/Water Meter Easement Encroachment by Private Owners

- 8. Consent Items** - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.

- a. Special FPREP Committee Meeting Report, January 17, 2017

9. Public Comment Period

Any person may address the Committee 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 Committee from discussing or taking action on items not included on the agenda.

10. Verbal Reports

- a. Committee Member Comments/Reports
b. General Manager Report

11. 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 disclosable 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.

AGENDA ITEM # 5

FISCAL YEAR 2016/17
BUDGET STATUS
(1/31/2017)
REVENUES

REVENUE DETAILS

GL ACCOUNT	DESCRIPTION	ADDITIONAL INFORMATION	FY14/15 Actual Revenue	FY15/16 Actual Revenue	BDVWA Approved Budget 2016/17	2016/17 YTD 02/28/2017 (58%)
01-00-410000	SERVICE LINE INSTALLATION FEE- Revenues to cover the actual cost of customer ordered service line installation.	Estimate 1 service line installations with 1-in meter @ \$1785 ea	\$ 3,570	\$ 5,355	\$ 1,785	200.0%
01-00-410010	BASIC FACILITIES CHARGE- This fee is charged to brand new service line customers as a "buy-in" to the system already funded by previous and current customers.	Estimate 1 service line installations @ \$4500 ea	\$ 22,500	\$ 13,500	\$ 4,500	200.0%
01-00-411000	METERED WATER CONSUMPTION SALES CHARGES- Total revenues from the sales of water to metered customers routes 01 - 16 (Bighorn, Desert View and ID Goat Mountain Service Areas) and all bulk accounts.	Projected metered sales 97% of prior 12 months sales	\$ 378,521	\$ 552,342	\$ 533,919	74.0%
01-00-412000	STANDBY/ WATER AVAILABILITY CHARGE - Per acre charge for water availability assessed through the annual tax bill on all parcels within Improvement District Goat Mountain which do not have a service connection. Coded on the property tax apportionment schedule as UD82SW01.		N/A	\$ 23,222	\$ 68,000	75.0%
01-00-413000	BASIC SERVICE CHARGE- Bi monthly billing to cover fixed O&M costs plus capital projects (non-specified funds)	Estimate based on actual number of meters paying BSC (e.g. less those that continue to go to property lien)	\$ 594,571	\$ 806,279	\$ 809,021	60.0%
01-00-417000	INCOME OTHER- Delinquent water billing revenues, unlock charges, non sufficient funds check charges, scrap metal sales, customer PIR fee, account setup charges.	Budget based on FY2012/13 monthly average.	\$ 58,584	\$ 83,283	\$ 52,000	67.0%
01-00-419000	AMES BASIN WATER TRANSFERS - Exchange of water in storage to other interested parties.				\$ 40,000	0.0%
01-00-491000	INCOME GENERAL TAX LEVY Bighorn Imp "A" Area 1% General Levy Share- This revenue is the portion of the County 1% tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA02.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$ 51,446	\$ 54,891	\$ 53,446	49.0%

FISCAL YEAR 2016/17
BUDGET STATUS

01-00-491010	INCOME BOND DEBT BH FMHA- This revenue is generated through the issuance of an annual advalorem tax and assessed to all properties within the Bighorn (north side of the Agency). Issued in 1979 for \$1,875,000 for the purpose of constructing and maintaining a water system. Term is 40 years, at 5%. Annual payment is approximately \$108,500. Payments are due December (Interest approx. \$11,750) and June (Interest \$11,750 and principal \$85,000). Extra revenue collected is used for replacement & refurbishment. Coded on the property tax apportionment schedule as DA01.	Projection is based on accumulation of an additional \$70,000 for Replacement & Refurbishment of BH water system.	\$	191,035	\$	197,770	\$	175,900	52.0%
01-00-491020	INCOME GENERAL TAX LEVY Bighorn-Desert View WA 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA01.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$	49,780	\$	53,344	\$	51,873	50.0%
01-00-491030	FMHA SURCHARGE-Revenues generated via the bi-monthly billing of the Desert View customers to fund the debt service for the FMHA Revenue Bond. Issued in 1979 for \$700,000 for the purpose of constructing a water system. Term is 40 years at 5%. Annual Payment is approximately \$41,400. Payments due September (Interest approx. \$5,200) and April (Interest approx \$5,200 and principal \$31,000). Extra revenue collected is used for replacement & refurbishment and is tagged as available revenue "restricted" for use in DV.	Based on \$9.30 per customer per billing cycle.	\$	49,949	\$	49,983	\$	48,434	52.0%
01-00-491040	INCOME GENERAL TAX LEVY Imrovement District Goat Mountain (Formerly CSA70/Zone W-1) 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as UD82GA01 now GA03	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter - no letter received, est. from CoSB audit)		N/A	\$	22,934	\$	23,000	63.0%
01-00-492000	INTEREST INCOME- Interest revenue from our Local Agency Investment Fund account.	Interest income Anticipate <1% interest	\$	2,390	\$	3,892	\$	4,000	106.0%
01-00-496000	INCOME OTHER - Non-operating, including predicted PAST DUE DQ amounts for budget estimates) Used for budgetary purposes only bec. Past Due DQ/Property Tax are "booked" as recievables.	This account offsets expense account no 01-00-593000	\$	4,495	\$	8,562	\$	25,000	
TOTAL			\$	1,406,841	\$	1,875,357	\$	1,890,878	n/a

EXPENSE DETAILS

GL Account		LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 2/28/2017 (58%)	Mid-Year Budget Notes
NON-OPERATING EXPENSES								
01-00-562000	OFFICE EQUIPMENT EXPENSE	phone system repairs \$500, misc computer peripherals \$600, Upgrade 2 old PC's \$2,000, office furniture: \$1500, software license updates: \$1500		\$ 4,042	\$ 6,950	\$ 6,000	OB by 80%	BOD AV, Office furniture added one time expenses this year
01-00-563000	CUSTOMER RELATIONS	Misc customer relations expense: BOD refreshments \$250, Outreach: Orchid Festival Expenses \$250, 3rd July outreach \$250, Desert-wise Tour and Seminars \$500, Water Education Festival (2nd Yr) \$250, Misc: New Office Direction Signs: \$500		\$ 4,383	\$ 1,905	\$ 2,000	83%	
01-00-564000	OTHER ADMIN EXPENSES	BOD Advertising (legal notices, etc.), GFOA COE application for audit, misc. meeting expenses. employment advertising including bid recruitment and legal advertising (DQ and BOD), employee screening, CSDA Certificate Renewal fees, Notary Fees on Lien documents, Staff training/expenses for conferences not considered "education".		\$ 4,723	\$ 9,599	\$ 5,000	63%	Majority of fees are notary on Unsecured Liens
01-00-564500	CSA70 COWCAP FEES	Fees owed to County of San Bernardino by Improvement District Goat Mountain for "COWCAP" fees paid in arrears. FY2016 / 17 would be second and final year. Fees are estimated.		\$ 13,524	\$ -	\$ 13,525	6%	COWCAP is reconciled
01-00-581000	ELECTION COSTS	No regular election in FY2016/17		\$ -	\$ 3,195	\$ -		No Election in FY 2016/17, looks like 2017 election will be postponed 1 yr.
01-00-593000	MISC EXPENSES	Misc expense (some are reimbursed)		\$ 2,145	\$ (2,005)	\$ 500	2%	
see Debt Summary Worksheet for non-operating expenses related to debt service								
ADMINISTRATIVE EXPENSE								
01-01-560030	ADMINISTRATIVE COMP	Three full time office staff & General Manager. Continued utilization of one part time office staff for FY2016/17		\$ 255,311	\$ 283,134	\$285,274	54%	
01-01-560060	CONTRACTUAL SERVICES- AUDITOR	Auditor , Audit reports (GASB 68)		\$ 29,918	\$ 31,418	\$ 30,650	102%	Last year under current audit contract (3 yrs w/DavisFarr). Line inc. CalPERS GASB68 Report

FISCAL YEAR 2016/17
BUDGET STATUS
(1/31/2017)
EXPENSES

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01-01-560070	CONTRACTUAL SERV- LEGAL	Legal Fees		\$ 2,718	\$ 11,393	\$ 16,000	56%	
01-01-560071	GOAT MTN CONTRACTUAL SERV- LEGAL	Legal Fees incurred directly by ID GM		\$ -	\$ 3,209	\$ -	n/a	Stopped using this account
01-01-560080	PERS CONTRIBUTION	All Full Time Equivalent (FTE) Employees Classic \$26,950 and PEPPRA plans \$6650, UAL = \$27,000		\$ 53,164	\$ 57,544	\$ 61,523	74%	UAL payment made in July makes it look "overbudget".
01-01-560090	PAYROLL TAXES	Unemployment \$4340, Medicare match EE \$7696, Medi BOD \$317, Social Security BOD \$1356, P/T FICA \$976		\$ 9,073	\$ 16,651	\$ 14,686	36%	
01-01-560110	PHONE, FAX LINES, INTERNET	Main office, BODroom and Goat Mtn phones \$5000, Internet access \$1380; website hosting \$120, website maint. \$500, email exchange server \$1000.		\$ 5,810	\$ 7,347	\$ 8,000	53%	
01-01-560120	MAILING EXPENSE	Routine Mail postage \$1300 (1-yr.), UPS-FedEx \$200,		\$ 1,021	\$ 1,689	\$ 1,500	63%	
01-01-560140	CONTRACTUAL SERV- OTHER	Bank Fees \$0, Springbrook Maintenance Contract \$15,900, Copier Maintenance Agreement Est. \$2,800, Outsourced Billing \$15,000, IT work \$7,000, CPA Assistance \$25,000		\$ 19,261	\$ 55,723	\$ 65,700	55%	FY2017/18 will not have bill print and mailing costs, using PWB "credit"
01-01-560160	PROPERTY/LIABILITY EXPENSE	Property and Liability		\$ 28,428	\$ 29,858	\$ 30,000	57%	
01-01-560170	WORKERS COMP INS	All Employees		\$ 7,253	\$ 8,537	\$ 13,000	68%	
01-01-560180	DUES & SUBSCRIPTIONS and ANNUAL FEES	AWWA \$420, ACWA \$0, DigAlert \$500, Hi Desert Star \$40, CRWA \$650, Weinhoff \$280, CSDA \$4000, LAFCO budget allocation \$0, ERNIE Memb. \$400, GFOA \$175, Misc \$500		\$ 10,487	\$ 6,535	\$ 7,000	82%	Generally dues paid early in FY
01-01-560200	POWER/PROPANE - OFFICE & YARDS	Based on current FY trend		\$ 4,451	\$ 6,246	\$ 6,000	70%	
01-01-560220	BAD DEBT EXPENSE	Bad debt (misc. unable to lien)		\$ 817	\$ 4,506	\$ 200	OB	line item at \$353
01-01-560221	BAD DEBT - UNCOLLECTABLE LIENS	Account is only used to move Receivables from Utility Billing to Lien.		\$ 104		\$ 200	100%	FY2016/17 this will be OB by \$6000 ,FY2017/18 this line item reflect liens we don't expect to collect
N/A	PROPANE	Office and Shop		\$ 1,022	n/a	\$ -	n/a	

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01-01-560300	OFFICE SUPPLIES/ PRINTING	Printed items such as envelopes, business cards, nameplates, checks. Toner refills for desktop printers, consumable office supplies (paper) and Boardroom supplies and other business meeting supplies. Copier "per print" costs (\$3500), Calendars	\$ 6,588	\$ 9,115	\$ 10,000	41%	non-consumable purchases, copy cost is higher
01-01-561000	EMPLOYEE BENEFITS INS	Health, Dental, Vision, Life	\$ 106,150	\$ 121,961	\$ 175,000	42%	
01-01-561100	EMPLOYEE EDUCATION	Miscellaneous employee education and outside training (inc. safety training) plus expenses	\$ 1,242	\$ 2,181	\$ 3,000	78%	
OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	Five field employees with on-call overtime and standby hours	\$ 165,120	\$ 250,915	\$245,489	58%	
01-05-541030	UNIFORMS	Shoes \$750, Uniform Lease Service \$2700; jackets/hats \$550	\$ 2,257	\$ 3,534	\$ 4,000	46%	
01-05-541050	AUTO CONTROLS (TELEMETRY)	All lines have been disconnected.	\$ 1,589	\$ 181	n/a	n/a	
01-05-541060	VEHICLE/TRACTOR/ EQUIP EXPENSE	Includes 70% share of new tires for fleet, routine maintenance, large equipment repairs. BDV Fuel tank vapor compliance testing \$500 and fuel system maintenance \$1000. Haz.Mat. Disposal \$500	\$ 11,560	\$ 5,640	\$ 12,000	32%	Now OB due to JD410 Repair
01-05-541061	GOAT MTN VEHICLE/TRACTOR/ EQUIP EXPENSE	Includes30% prorated share of new tires for fleet, routine maintenance, large equipment repairs. Fuel tank vapor compliance testing \$500 and fuel system maintenance \$1000. Haz.Mat. Disposal \$500	\$ -	\$ 3,887	n/a	n/a	
01-05-541070	VEHICLE EXPENSE- FUEL	Projections based on prior year to date.	\$ 18,872	\$ 18,888	\$ 24,000	40%	
01-05-541071	GOAT MTN VEHICLE EXPENSE- FUEL	Projections based on prior year to date.	\$ -	\$ 10,024	n/a	n/a	
01-05-541090	FIELD MATERIAL & SUPPLIES	All materials and supplies used in the maintenance of the water distribution system, safety/traffic control and small tools.	\$ 15,041	\$ 26,410	\$ 30,000	62%	

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(1/31/2017)
EXPENSES

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01-05-541091	GOAT MTN FIELD MATERIAL & SUPPLIES	All materials and supplies used in the maintenance of the water distribution system used exclusively in GM			\$ -	\$ 10,175	\$ 20,000	76%	Actively replacing Service Lines and meters
01-05-541110	WATER TESTING	Samples as required by Approved Sampling Plan includes but not limited to Bact, Gen. Phy. And Plate Counts, Nitrates all wells, Misc. T22 (EDB/DBCP, Inorganics, Secondary GP, TDS, THM/HAA5), GA/Ur, Lead&Copper			\$ 5,330	\$ 4,691	\$ 9,755	61%	
01-05-541111	GOAT MTN WATER TESTING	Samples as required by Approved Sampling Plan includes but not limited to Bact, Gen. Phy. And Plate Counts, Nitrates all wells, Misc. T22 (EDB/DBCP, Inorganics, Secondary GP, TDS, THM/HAA5), GA/Ur, Lead&Copper			\$ -	\$ 1,947	n/a	n/a	
01-05-541120	ENGINEERING	Engineering consultant services			\$ 5,871	\$ 29,528	\$ 40,000	30%	
01-05-541121	GOAT MTN ENGINEERING	Engineering consultant services			\$ -	\$ 11,220	\$ 20,000	27%	
01-05-541140	WATER SYSTEM REPAIRS	Routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, airvac valves, etc.			\$ 40,514	\$ 32,592	\$ 40,000	30%	
01-05-541141	EXCAVATION PERMIT FEES (CoSB)	CoSB Excavation Permit fees for BDVWA maintenance			\$ 351	\$ -	\$ 200	0%	
01-05-541142	EXCAVATION PERMIT FEES GOAT MTN (CoSB)	CoSB Excavation Permit fees - for ID GM maintenance			\$ -	\$ -	\$ 200	100%	
01-05-541143	GOAT MTN WATER SYSTEM REPAIRS	Routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, airvac valves, etc.			\$ -	\$ 44,016	\$ 30,000	56%	
01-05-541150	BUILDING REPAIR AND MAINT	Trash and dump fee - \$1500, Apple Valley Comm. \$600, Alarm Main. \$500, fire extinguisher maintenance - \$500, safety and emergency supplies - \$1500, cleaning service \$0, landscape main. \$1,000. Non-routine maintenance items (one time expense) - \$3000,			\$ 24,429	\$ 10,348	\$ 8,600	56%	
01-05-541151	GOAT MTN BUILDING REPAIR AND MAINT	Account inactivated after FY15/16			\$ -	\$ 21,816	n/a	n/a	

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(1/31/2017)
EXPENSES

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01-05-541190	COMMUNICATIONS EXP	AT&T Cell phones and SCADA (internet link and data)		\$ 1,244	\$ 1,204	\$ 3,800	49%	phone replacement
01-05-541210	DISINFECTION EXPENSE	Chlorine, disinfection equipment and maintenance and testing supplies		\$ 3,722	\$ 10,585	\$ 7,500	78%	Purchased 2 new Chlorinators to replace chlorine generator at GM
01-05-541250	POWER WELLS & BOOSTER	Based onFY2015/16 trends		\$ 62,623	\$ 75,696	\$ 78,500	51%	
01-05-541251	GOAT MTN POWER WELLS & BOOSTER			\$ -	\$ 27,473	\$ 27,500	28%	
01-05-541300	OTHER OPERATING EXPENSES	SWRCB GW Extraction filing fee \$400, bee service \$350, DPH (DHS) - \$3800 (est. annual base fee), BLM rent for ID 1 system \$15,000, AQMD fuel tank permit \$300, Haz mat permit fees Co Fire \$1000, Misc. \$1,000		\$ 6,926	\$ 19,338	\$ 22,000	18%	
01-05-541301	GOAT MTN OTHER OPERATING EXPENSES	SWRCB GW Extraction filing fee \$150 , DDW (DPH) \$2600 annual, Haz mat permit fees Co Fire \$700, Fuel tank permit \$300, AQMD (fuel & generator) \$600, Misc. \$1000		\$ -	\$ 5,863	\$ 5,350	13%	
01-05-542000	WATER PURCHASES	State Water Project purchases for recharge at AMES / Reche. Expense becomes inventory until used or sold.		N/A	\$ 34,860	\$ 35,000	0%	Expense goes to Inventory on Balance Sheet. 2016/17 Water ordered, not delivered yet
DIRECTOR EXPENSES								
01-09-560010	DIRECTORS FEES	Regular and Special Meetings , Committee/Ad Hoc/Misc Meetings, Seminars per diem & Seminar Expenses. Fees divided by 5 for budgetary purposes.						
01-09-560011	DIRECTOR MEETING EXPENSE							
01-09-560021	DIRECTOR 1 - McBride	Includes Director Payroll and Other Expenses		\$ 6,816	\$ 5,308	\$ 6,500	56%	
01-09-560022	DIRECTOR 2 - Cori-Lorono	Includes Director Payroll and Other Expenses		\$ 11,786	\$ 6,166	\$ 6,500	44%	
01-09-560024	DIRECTOR 4 - Burkhart	Includes Director Payroll and Other Expenses		\$ 4,306	\$ 3,014	\$ 6,500	44%	

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BUDGET STATUS
(1/31/2017)
EXPENSES

GL Account		LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 2/28/2017 (58%)	Mid-Year Budget Notes
01-09-560025	DIRECTOR 5 - Staley		Includes Director Payroll and Other Expenses	\$ 3,656	\$ 7,192	\$ 6,500	63%	
01-09-560026	DIRECTOR 6 - Coulombe		Includes Director Payroll and Other Expenses	\$ 7,992	\$ 9,732	\$ 6,500	57%	
01-01-560090	DIRECTOR PAYROLL TAXES		Included in 01-01-560090 line item.		inc. w. staff. Equals MEDICARE and FICA	n/a	n/a	Director Payroll Taxes are in 01-01-560090 (Payroll Taxes)
TOTAL EXPENSES				\$ 971,640	\$ 1,368,934	\$ 1,451,152	n/a	

AGENDA ITEM # 8

Bighorn-Desert View Water Agency

Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
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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.