

Bighorn-Desert View Water Agency



Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
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Marina D West, PG, General Manager

A Public Agency

www.bdvwa.org

Board of Directors Regular Meeting Agenda

Tuesday, March 28, 2017 - 6:00 p.m.

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

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**

Discussion and Action Items - The Board of Directors and Staff will discuss the following items, and the Board will consider taking action, 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. **Board of Directors Handbook Review and Adoption**

Board considers taking the following action(s):

1. Consider adoption of Resolution No. 17R-XX adopting the Board of Directors Handbook for Purposes of Providing a Comprehensive Desktop Reference for Board Members.

6. Emergency Back-up Power For Administration Building and “A” Booster Station: Award of Construction Contract and Authorize 10% Contingency on Project

Board considers taking the following action(s):

1. Authorize General Manager to execute construction contract for the acquisition and installation of an emergency power system at 622 Jemez Trail to operate both the administration/shop buildings and the “A” Booster Station.

7. Waterline/Water Meter Easement Encroachment by Private Owner

Discussion Item Only.

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

- a. Financial Statements February 2017
 1. Balance Sheet
 2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) February 2017
- c. Service Order Report, February 2017
- d. Production Report, February 2017
- e. Goat Mtn. Production Report February 2017
- f. Special BOD Meeting Minutes, February 24, 2017.
- g. Regular Board Meeting Minutes, February 28, 2017.
- h. Special Board Meeting Minutes, February 28, 2017.
- i. Authorization for Attendance for Special Districts Legislative Days May 16-17, 2017 at an estimated cost of \$1973.00 per Director.
- j. Receive and File Special FPREP Committee Meeting Reports, January 17, 2017
- k. Receive and File Regular PLEGS Committee Meeting Reports, October 18, 2016
- l. Approval of Agency Bad Debt Expenses “Write-Off” for period of April 15, 2015 to present in the amount of \$996.96.
- m. Adopt Resolution No. 17R-XX Adopting a Public Records Retention and Destruction Policy.
- n. Receive and File the Government Finance Officers Association 7th Annual “Certificate of Achievement for Excellence in Financial Reporting”.

Recommended Action:

Approve as presented (Items a - n):

9. Matters Removed From Consent Items

10. Public Comment Period

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

11. Verbal Reports - Including Reports on Courses/Conferences/Meetings.

- a. General Manager Report
- b. Director Reports
- c. President Report

12. 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.bdvwva.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.