

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

Agency Office
622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

A Public Agency

www.bdvwa.org

Board of Directors' Special Meeting Minutes (Annual Board Workshop)

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Friday, February 24, 2017 – 10:00 a.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 10:00 a.m.

Pledge of Allegiance

Led by John Burkhart.

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 (Burkhart/McBride) unanimously approved.

Review Board of Director's Handbook

General Manager West reviewed the entire handbook with the Directors. The Director's Handbook was adopted March 1, 2016 and is to be reviewed each year. Items discussed included possible updates such as agency milestones, accomplishments and facility descriptions. West also noted Agency Attorney David Wysocki expressed the need for various changes to the handbook. West stated an updated version will be brought to the Board of Directors in the near future for adoption.

West also announced staff had received notice the agency has received the California Special Districts Association "District of Distinction" Award. One requirement of receiving the award was the adopted Director's Handbook. Maintaining District of Distinction status requires the Directors to review the handbook each year.

Other items discussed included director compensation and expense, the Fair Political Practice Commission Forms, conflict of interest and board meetings as they pertain to the Brown Act.

No public comments.

Adjourned for a Break at 10:38 a.m. - Reconvened from Break at 10:48 a.m.

Review Agency Emails for Directors

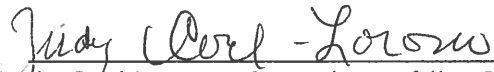
General Manager West reviewed the Director emails via a power point presentation. West discussed how the Directors log onto the mail server and obtain their agency email accounts. Agency Attorney David Wysocki discussed with the Board pending legal actions, outside of Bighorn-Desert View Water Agency, pertaining to the right of privacy if/when an "official" uses a personal phone or computer to discuss district/agency business. Mr. Wysocki stated these devices, if used for public purposes, could become part of public disclosure and therefore all agency/district business should be conducted through the email account provided by Bighorn-Desert View Water Agency.

Review Emergency Response Plan

General Manager West reviewed with the Board the current Bighorn-Desert View Water Agency Emergency Response Plan. West began with a review of the Landers earthquake. Using maps of the area, West described to the Board how the faults affected the agency facilities. Using the Landers earthquake as an example for the Emergency Response Plan, West reviewed the plan. West also discussed at length the monthly/yearly and bi-yearly safety course requirements for agency staff and board members.

Adjournment – President J. Larry Coulombe adjourned the meeting at 11:47 a.m.

Approved by:



Judy Corl-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.