

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**  
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A Public Agency

[www.bdvwa.org](http://www.bdvwa.org)

**Board of Directors’  
Regular Meeting Minutes**

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, February 28, 2017 – 6:00 p.m.

**Call to Order**

Meeting convened by Board President J. Larry Coulombe at 6:18 p.m.

**Pledge of Allegiance**

Led by Randy West

**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.*

MSC<sup>1</sup> (McBride/Staley) unanimously approved.

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

**Resolution No. 17R-04 Expressing Support for the Enactment of Assembly Bill No. 366, an Act to Amend Section 106.4 of the Water Code**

General Manager West reported on Assembly Bill No. 366, a bill proposed by Assemblyman Olberholte. This bill will amend the Water Code, allowing new residential development and permits on parcels that existed before January 1, 2018. Recently, Governor Brown signed into law a bill SB 1263 that banned new building if the source of water was hauled water.

**Public comments:**

Anonymous asked what the average water bill is for water haulers.

Approved 03-28-2017

**Motion No. 17-007**

*(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-04 Expressing Support for the Enactment of Assembly Bill No. 366, An Act to Amend Section 106.4 of the Water Code.. Director Corl-Lorono seconded the motion.*

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

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

**Discuss General Manager Employment Contract Including Compensation and Other Provisions**

Vice President McBride led the conversation with General Manager West and the Board of Directors. West reviewed the current trends of pay for administrative staff at neighboring water districts. West reminded the Board she is currently filling up to three and sometimes four positions existing in other entities.

Vice President McBride reviewed General Manager West's current contract with the Board and West suggested the Board remove the car allowance and apply the same dollar amount to the General Managers pay. She also pointed out that she had not granted herself the last to Cost of Living Adjustments (COLA) authorized by the Board of Directors even though her contract allowed it. West then suggested the Board of Directors allow a 5 % (five percent) salary increase and to remove the automatic COLA from the contract.

After much discussion General Manager West requested to extend her contract five year. Director Burkhart also brought up the idea to increase West's vacation. West explained she is unable to take up all of her vacation each year and that she wants to keep this position as a full time position and fears adding more vacation may lead to what equates to a part time position. The Board agreed to the following; reduce the car allowance to \$0.00 (zero), eliminate the automatic COLA, extend the contract period five years and the salary of \$150K would become effective July 1, 2017.

Public Comment:

Anonymous asked if the contract could be extended longer.

**Motion No. 17-008**

*(After brief Board discussion), Vice President McBride made a motion to amend the General Manager Employment Contract provisions including compensation, terms of employment and other benefits provisions. The motion was seconded by Director Corl-Lorono. General Manager West was directed to return to the Board of Directors with an amended contract to further review and possible adoption.*

MSC<sup>1</sup> (McBride/Corl-Lorono) 4/1 Director Staley voted no.

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

**Initiating of Procedure for a Cost-Of-Living Adjustment (COLA) to the Board of Directors Compensation Via Future Ordinance**

General Manager West reviewed the process for raising the Cost-of-Living Adjustment for the Director per diem. Vice President McBride would like to raise the per diem this year so that the Agency may attract Directors in the future. Director Staley feels the 5% raise this year is fine; however, he disagrees with Vice President McBride and stated a person should not run for the Board if the predominate reason is to be paid.

Public comment:

Anonymous commented on the Social Security Directors also pay into with the per diem pay.

**Motion No. 17-009**

*(After brief Board discussion), Vice President McBride made a motion to direct staff to initiate the process for increasing the Board of Directors per diem compensation by five percent (5%) for fiscal year 2017/2018. Director Staley seconded the motion.*

MSC<sup>1</sup> (McBride/Staley) motion carried.

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

**Changing the Agency Regular Elections for the Governing Board**

General Manager West reported the Agency has been contacted by the Registrar of Voters in San Bernardino. Per Senate Bill 415 the Agency along with many other entities within the State of California are now required to move their elections to even number years if currently their elections are being held during odd numbered years.

West also stated the Registrar of Voters recommended the Agency adopt this resolution in order to move this year's election out one year. Doing so will save the Agency from incurring a 300% to 400% election cost increase this year, when an election was expected, because we may be the only entity holding an election this year within San Bernardino County.

No public comment.

**Motion No. 17-010**

*(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-05 Changing the Regular Election for the Governing Board of Directors from November of Odd-Numbered Years to the Statewide General Election in November of Even-Numbered Years. Director Corl-Lorono seconded the motion.*

Roll Call Vote:

Ayes: McBride, Corl-Lorono, Staley, Coulombe, Burkhart  
Nays: None  
Abstain: None  
Absent: None

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

**Resolution 17R-06 Adopting a Revised Purchasing Authority Policy**

General Manager West stated she has met twice with the FPREP Committee on this Policy. West reported that while looking at revising the Purchasing Policy she realized the Agency has its own law, Article Number 124 pertaining to contracts, bids, notice and contracting or purchasing without bidding.

West reviewed the current credit card policies and limits. West also reviewed the credit card fees the customers are paying to our third party vendor that accepts credit cards on our behalf.

No public comments.

**Motion No. 17-011**

*(After brief Board discussion), After Board discussion, Vice President McBride made a motion to adopt Resolution No. 17R-06 Adopting a Revised Purchasing Authority Policy. The motion was seconded by Director Corl-Lorono.*

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

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

**Resolution 17R-07 Authorizing Agency Credit Cards for Staff and Setting Guidelines for the Use of the Same**

General Manager West reported the policy will add a new card for the Lead Water Distribution Operator and increase the limit on the General Manager.

No public comment.

**Motion No. 17-012**

*(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-07 Authorizing Agency Credit Cards for Staff and Setting Guidelines for the Use of the Same. Director Staley seconded the motion.*

MSC<sup>1</sup> (McBride/Staley) unanimously approved.

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

**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 January 2017
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) January 2017
- c. Unrestricted and Restricted Goat Mtn. Cash Account Summary
- d. Service Order Report, January 2017
- e. Production Report, January 2017
- f. Goat Mtn. Production Report, January 2017
- g. Regular Board Meeting Minutes, January 24, 2017
- h. Receive and File Regular FPREP Committee Meeting Report, November 16, 2016
- i. Resolution 17R-08 – A Resolution Authorizing Agency Director Credit Cards and Setting Guidelines for the Use of the Same.

No Public comment.

**Motion No. 17-013**

*Vice President McBride made a motion to approve consent items a – i. The motion was seconded by Director Corl-Lorono.*

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

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

**Matters Removed From Consent Calendar** – No items removed from Consent Calendar

**Public Comment Period** – No Public Comment

**Verbal Reports**

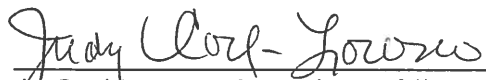
Director Corl-Lorono reported on the February 9, 2017 Alliance for Water Awareness and Conservation (AWAC) Meeting she attended where they discussed grants and opportunities

General Manager West reported the Agency has received grants from AWAC to help fund the Water Education Day. West also stated the Agency is requesting funds to replace the two large Joshua Trees and develop a brochure for the demonstration garden at the Landers Post Office.

Director Staley reported on a talk he attended at Belfield Hall on Giant Rock. Director Staley also reported on the Homestead Valley Community Council (HVCC) meeting he attended on February 20, 2017. He mentioned Supervisor Ramos attended the HVCC meeting where they discussed hauled water and solar projects.

**Adjournment** – President J. Larry Coulombe adjourned the meeting at 8:12 p.m.

Approved by:

  
\_\_\_\_\_  
Judy Corl-Lorono, Secretary of the Board

MSC<sup>1</sup> – Motion made, seconded, and carried.