

# Bighorn-Desert View Water Agency



## Board of Directors

Michael McBride, President pt.  
J. Larry Coulombe, Director  
Judy Corl-Lorono, Secretary  
J. Dennis Staley, Director  
Terry Burkhart, Director

Marina D West, PG, General Manager

A Public Agency

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## Board of Directors' Regular Meeting Minutes

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

### Call to Order

Meeting convened by Vice President Michael McBride at 6:01 p.m. Vice President McBride announced that President Coulombe has resigned from the position of President of the Board of Directors of Bighorn-Desert View Water Agency. V.P. McBride proceeded to chair this meeting.

### Pledge of Allegiance

Led by Sharon Conkle.

### 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> (Staley/Coulombe) unanimously approved.

## **Board of Directors Handbook Review and Adoption**

Staff member, Michelle Corbin briefly reviewed the handbook, noting the Directors' Handbook was last reviewed at the February 24, 2017 Special Board Workshop. For purposes of maintaining the District of Distinction from the California Special Districts' Association the Handbook must be reviewed by the Board once per year. The Handbook has been brought back for re-adoption due to minor changes with the content.

No public comment.

### **Motion No. 17-014**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt Resolution No. 17R-09 adopting the Board of Directors Handbook, corrections, for Purposes of Providing a Comprehensive Desktop Reference for Board Members. Director Burkhart seconded the motion.*

MSC1 ( Corl-Lorono/Burkhart) unanimously approved.

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

### **Emergency Back-up Power for Administration Building and "A" Booster Station: Award of Construction Contract and Authorize 10% Contingency on Project**

General Manager West reported she is beginning the process of purchasing and installing stationary back-up generators throughout the Agency in phases. The first project phase consists of one stationary generator to run two facilities: Jemez Administration and Shop buildings and the "A" Booster Station at the same location.

West reported the Agency received two informal bids, one at 40K and the other at 48K. Both companies quoted the exact same equipment consisting of the purchase and installation of one 40 kilowatt stationary generator and two automatic transfer switches. West also stated the purpose of purchasing stationary generators as opposed to large mobile generators is to avoid the stringent regulations imposed by the Mojave Desert Air Quality Management District (MDAQMD) noting that stationary generators are typically grandfathered under existing regulations as MDAQMD changes the emission standards overtime while mobile generators would be considered "out-of-compliance".

West is requesting the Board authorize execution of a contract with the low bidder, Desert Energy Solutions, authorize a budget of \$40,157.00 plus tax and a ten percent (10%) contingency to cover any unforeseen circumstances encountered during construction for a total budget of \$44,502.70.

No public comment.

### **Motion No. 17-015**

*(After brief Board discussion), Director Corl-Lorono made a motion to authorize General Manager to execute construction contract in the amount of \$40,157.00 plus a 10% contingency for a total budget authorization of \$44,502.70 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. The motion was seconded by Director Coulombe.*

MSC<sup>1</sup>

(Corl-Lorono/Coulombe) unanimously approved.

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

### **Waterline/Water Meter Easement Encroachment by Private Owner**

General Manager West began her report with a review of the Agency Rules and Regulations as they pertain to blocking or prohibiting access to Agency infrastructure. West also reviewed the Customer Application for Service document, which by signing, each customer agrees to the current Agency Rules and Regulations as well as future regulations. West explained to the Board the number of customers that have recently fenced off access to Agency infrastructure. West shared with the Committee photos revealing how customers have blocked off access to meters by placing perimeter fencing within the prescribed easements as opposed to adhering to property setbacks.

West also brought to the Boards attention a secondary issue dealing with the private fencing off of entire roads where the Agency main lines are installed. West has contacted various property owners through written correspondence demanding these fences and gates be removed to allow for open access to agency facilities. Lastly, West stated that this issue appears to be growing causing the Agency to be concerned.

#### **Public comment:**

Anonymous stated he thought all parcels have an implied easement.

Anonymous asked if we would consider collecting a fee for access.

**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-10 Adopting a Public Records Retention and Destruction Policy.
- n. Receive and File the Government Finance Officers Association 7<sup>th</sup> Annual "Certificate of Achievement for Excellence in Financial Reporting".

No Public comment.

#### **Motion No. 17-016**

*Director Corl-Lorono made a motion to approve consent items a - n. The motion was seconded by Director Staley.*

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

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

Adjourned for a Break at 6:47 p.m. - Reconvened from Break at 6:57 p.m.

**Matters Removed From Consent Calendar**

No matters removed from consent calendar.

**Public Comment Period**

No public comment.

**Verbal Reports**

General Manager West reported the Agency has once again received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the audit ending June 30, 2016. West also announced the upcoming Desert Wise Landscape Tour scheduled for April 22-23, 2017.

Director Staley reported on the Homestead Valley Community Council meeting he attended March 20, 2017. Items discussed included the moving of tortoise in Johnson Valley for military purposes and the issues pertaining to hauled water.

Director Corl-Lorono reported on the Municipal Advisory Council meeting she attended on March 13, 2017.

**Adjournment** – Director Michael McBride adjourned the meeting at 7:05 p.m.

Approved by:

  
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Judy Corl-Lorono, Secretary of the Board

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