

# Bighorn-Desert View Water Agency

## Board of Directors

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

Marina D West, PG, General Manager



A Public Agency

## Agency Office

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## Board of Directors' Regular Meeting Minutes

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, May 23, 2017 – 6:00 p.m.

### Call to Order

Meeting convened by Board President Michael McBride at 6:02 p.m.

### Pledge of Allegiance

Led by Sharon Cronkle.

### Roll Call

Directors Present: Michael McBride  
Judy Corl-Lorono  
Terry Burkhardt  
J. Dennis Staley  
J. Larry Coulombe

Staff Present: Marina West  
Michelle Corbin

### Approval of Agenda

*Motion to approve the agenda.*

MSC<sup>1</sup> (Staley/Burkhardt) unanimously approved with the acknowledgment that retiring General Manager of Mojave Water Agency, Kirby Brill wishes to address the Board.

### Resolution No. 17R-12 Fixing and Adopting the Agency's Budget for Fiscal Year 2017-2018

General Manager West began with reminding the Board that last year the Agency adopted a multi-year rate increase which "projected out" four years of expenses and rate increases intended to meet those goals. The fiscal year 2017/2018 budget includes the pre-approved rate increase from 2016.

West gave a brief power-point presentation on the proposed budget. Line items such as water sales have increased. West attributes the increase to the aggressive service line and meter replacement program within the Bighorn-Desert View system. West suggested that the Goat Mountain Territory will experience less water loss over the upcoming years as staff begins to replace the service lines and meters within that system.

West also reviewed the debt service payoffs scheduled over the next few years.

Operational expenses include higher salaries, additional equipment and building maintenance expense and fuel cost increases. Decreases in expenses consisted of employee health insurance premiums and lower Bureau of Land Management right-of-way rent.

West explained to the Board that the coming fiscal year budget will include a write-off of debt from the property tax lien process. The auditors and agency both agreed to begin writing off unpaid debt paid via the tax bills after seven years.

The Capital Improvement Program (CIP) will include phase two of the generator program, smaller motors on well pumps which will lower demand fees and replacement of pavement and the office and shop. CIP also includes replacement of one work truck and pipeline replacement within a small portion of the Agency.

No public comment.

#### **Motion No. 17-024**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt Resolution No. 17R-12 – A Resolution Fixing and Adopting the Agency Budget for Fiscal Year 2017/2018 for the Bighorn-Desert View Water Agency and per Resolution No. 16R-09 confirm the 5% increase adjustment to the Monthly Basic Service Charge and 3% increase adjustment to the Water Consumption Charge. Director Burkhart seconded the motion.*

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

#### **Roll Call Vote:**

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

General Manager Kirby Brill of Mojave Water Agency addressed the Board. Mr. Brill announced his retirement and thanked the Board for the long-standing positive working relationship between Bighorn-Desert View Water Agency and Mojave Water Agency.

Adjourned for a Break at 6:46 p.m. - Reconvened from Break at 6:56 p.m.

#### **Resolution No. 17R-13 A Resolution of the Board of Directors of the Bighorn-Desert View Water Agency Providing for the Levy and Collection of Taxes (Setting the Ad Valorem Tax) Within Improvement District No. 1 for Fiscal Year 2017-2018 at \$175,900**

General Manager West gave a brief staff report. West stated the amount set for the Ad Valorem Tax will remain unchanged from the last fiscal year.

No public comment.

#### **Motion No. 17-025**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt Resolution No. 17R-13 – Providing for the levy and collection of taxes (setting the Ad Valorem Tax) within Improvement District No. 1 for Fiscal Year 2017/2018 for a total collection of a value to be determined at the board meeting no greater than \$175,900. The motion was seconded by Director Burkhart.*

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

#### **Roll Call Vote:**

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

### **Range and Step Scale for all Employees of the Bighorn-Desert View Water Agency**

General Manager West reviewed the methodology behind the Range and Step Scale. West described several scenarios on how an employee could increase his/her pay. West also explained that this process was created so that any employee could work towards improving his/her position on the scale therefore allowing employee more control over their individual growth.

No public comment.

### **Motion No. 17-026**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt as current the Employee May 2017 Range and Step Scale which is incorporated by reference into the Employee Handbook as Appendix B. Director Staley seconded the motion.*

MSC<sup>1</sup> (Corl-Lorono/Burkhart) motion carried.

McBride: Y  
Corl-Lorono: Y  
Burkhart: Y  
Staley: Y  
Coulombe: 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 April 2017
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Disbursements April 2017
- c. Service Order Report, April 2017
- d. Production Report, April 2017
- e. Goat Mtn. Production Report, April 2017
- f. Regular Board Meeting Minutes, April 25, 2017
- g. Receive and File Regular FPREP Committee Meeting Report, March 15, 2017
- h. Receive and File Regular PLEGS Committee Meeting Report, February 21, 2017
- i. Authorize attendance to the 11<sup>th</sup> Annual San Bernardino Water Conference to be held August 11, 2017 at the Ontario Double Tree Hotel at an estimated cost of \$252.62 per Director.
- j. Tax Collector Contract for FY 2017-18 authorizing staff member Michelle Corbin to sign Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2017-18.

No Public comment.

### **Motion No. 17-027**

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

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

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

**Matters Removed From Consent Calendar - None**

**Public Comment Period - None**

**Verbal Reports**

General Manager West announce the Landers Association will not be holding their Third of July Festival. West suggested the Agency may participate in the Water Festival held by Joshua Basin Water District next spring.

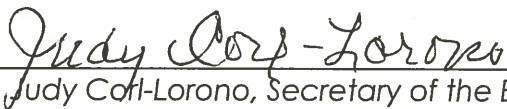
Director Burkhardt reported on the California Special District Association Legislative Days she attended May 15-17, 2017. Director Burkhardt reported on the speakers that attended the Legislative Days as well as recent legislation that pertain to transparency and Brown Act compliance.

Director Corl-Lorono reported on the California Special District Association Legislative Days she attended May 15-17, 2017. During the event Director Corl-Lorono learned about a gas tax Governor Brown will enact on California in the near future.

Vice President Staley reported on the Homestead Valley Community Council Meeting he attended May 15<sup>th</sup> where they discussed burn permits and the Annual Poker Run.

**Adjournment** – President Michael McBride adjourned the meeting at 7:45 p.m.

Approved by:

  
Judy Corl-Lorono, Secretary of the Board

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