

Bighorn-Desert View Water Agency



Board of Directors

Michael McBride, President
Judy Corl-Lorono, Vice President
Terry Burkhart, Secretary
J. Larry Coulombe, Director
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A Public Agency

www.bdvwa.org

Finance/Public Relations/Education And Personnel Committee Special Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Wednesday, July 25, 2018 - 9:00 a.m.

Committee Members: Michael McBride & Larry Coulombe

Call to Order

President McBride called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Led by Judy Corl-Lorono

Roll Call

Directors: Michael McBride
Larry Coulombe

Staff: Marina West
Seth Kish

Approval of the Agenda

President McBride and Director Coulombe approved the agenda as presented.

2018 Employee Handbook Update

General Manager West gave the staff report. The Employee Handbook was last updated in 2012. As can be expected, laws change over time that affect the Employee and the Employer and thus require updates from time-to-time. She noted that all additions and deletions are readily visible in the document. General Manager West explained all of the recommended changes made inside the new Employee Handbook.

Public comment: None

Agency Organizational Structure – Review Proposed Organizational Charts

General Manager West gave the staff report. The organizational structure was last updated in 2015 just prior to the annexation of Improvement District Goat Mountain. That change added two full time staff to the field operations. After three years, there is now a better understanding of overall resource needs to more efficiently and effectively manage the field operations. In addition, since 2015 two full time administrative positions have been vacated and one remains unfilled due to the need for a new analysis of the Agency’s overall administrative needs. General Manager West presented two different organizational structures for the committee to consider. General Manager West said the organizational structure will undergo further review with the updated employee handbook.

Public comment: None

Consent Items

- a. FPREP Committee Meeting Minutes, May 16 , 2018

Public comment: None

President McBride and Director Coulombe approved the minutes.

Public Comment Period

No public comment.

Verbal Reports

None

General Manager’s Report

None

Items for Next Agenda

Adjournment – President McBride adjourned the meeting at 10:12 a.m

Approved by:


Michael McBride, Committee Chair

