



# **BIGHORN-DESERT VIEW WATER AGENCY**

*"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

## **BOARD OF DIRECTORS' MEETING MINUTES**

**BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92284**

**January 22, 2019  
Time – 6:00 P.M.**

### **Call to Order**

Meeting convened by Board President Michael McBride at 6:00 p.m.

### **Pledge of Allegiance**

Led by Sharon Conkle

### **MOMENT OF SILENCE FOR PAST PRESIDENT STEPHEN HEARN**

### **Roll Call**

Directors Present:                      Michael McBride  
   Judy Corl-Lorono  
   John R. Burkhart  
   Jo Marie McKenzie  
   J. Larry Coulombe

Staff Present:                              Marina West  
   Seth Kish

### **Approval of Agenda**

*Motion to approve the agenda.*

MSC<sup>1</sup> Secretary Burkhart/Director Coulombe unanimously approved.

### **Award Pump Replacement Project to Tri County Pump Co., San Bernardino, in the Amount of \$248,355.86**

General Manager West gave her report to the Board and explained that pumps and motors have to be replaced on a schedule every five (5) to fifteen (15) years based on wear and tear. The Agency pulled Well No. 6 in late 2017 and found that pump was already showing signs of severe wear. GM West also wanted to let anyone concerned with the recommended budget adjustment to remember that replacements are anticipated and contemplated in our annual revenue budget. There are sufficient funds in cash reserves to fund the project. GM West stated that by replacing the pumps with smaller pumps (lower horsepower), there will be a huge savings on monthly energy consumption. The Agency did receive a total of five (5) bids from qualified contractors to pull and replace four (4) deep well turbine pumps. The bid from Best Drilling & Pump Co. was received after the established 10:00 am bid opening and was thus rejected. A second bidder, Legend Pump & Well Service, Inc. (Legend) was deemed non-responsive due to the omission of a completed Addendum No. 1. Per Agency General Counsel Wysocki, this bid must also be

rejected. Tri County Pump Co. therefore became the apparent low bidder. While the Tri County Pump Co. (Tri County) bid appears to be approximately \$31,000 higher than the Legend bid it is due to the Addendum No. 1 optional bid item for a "current limiting starter device". Therefore, if Legend had actually submitted a cost on Addendum No. 1 then their final bid would be expected to increase by the cost of that device of approximately \$31,000 or more. In other words, if this bid item is removed from the Tri County bid then their total is \$217,755.86 which is approximately \$1,500 higher than the Legend bid.

Secretary Burkhart asked how the budget adjustment of the \$150,000.00 worked. GM West explained the budget adjustment breakdown to Sec. Burkhart.

Vice President Corl-Lorono asked what the Addendum No.1 was issued for. GM West explained that Addendum No.1 added a "current limiting device" on the pump starter. This was added as a result of conversations regarding a generator that the Board had previously approved for purchase.

Director McKenzie inquired as to the reason the bid spread was so high. GM West had not analyzed that question but noted the bid documents are available if there is further interest in pursuing the question.

President McBride asked if there would be a well inspection. GM West answered that the Agency will conduct video inspections of the well.

**Public Comments:**

An anonymous member of the public questioned how the conditions of the wells are. GM West answered and explained that in 2007/2008 pumps were pulled and there was not any issues with well casings. The member of the public asked how long casings usual last and GM West explained that it depends on age, type of casing material and water quality. The member of the public asked how much a casing cost to replace and it was explained that they are replaced by drilling a new well. A full well replacement could run approximately \$1,000,000.00.

**Motion No. 19-001**

*Vice President Corl-Lorono made a motion to reject first apparent low bidder, Legend Pump & Well Service, due to incomplete Addendum No. 1 which renders the bid "non-responsive"; and award contract for Pump Replacement Project to Tri County Pump Co. in the amount of \$248,355.86; and authorize a construction contingency of 10% or \$25,000; and authorize a budget adjustment from cash reserves of 150,000 to complete the project. Director Coulombe seconded the motion.*

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

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**Execute Indemnity Agreement By and Between the Mojave Water Agency and Bighorn-Desert View Water Agency for Proposition 1 Disadvantaged Community Grant in the Amount of \$50,000 to Conduct a Uranium Treatment Options Analysis**

General Manager West gave her report. The Department of Water Resources supports a collaboration from the entities within the funding region to divide the funding in an equitable fashion. The Colorado Region has numerous Regional Water Management Groups (RWMG) that will share this funding. Coachella Valley Water District has taken the lead in the Colorado Funding Region and hired RMC Water and Environment to handle the grant administration duties from each RWMG. RMC Water and Environment has created a Memorandum of Understanding (MOU) to sign by each participating RWMG to continue with the Prop. 1 DAC funding. Mojave Water Agency (MWA) entered into this MOU in 2016. The funding was approved and a total share of \$407,000 was awarded to the MWA. There are five Local Project Sponsors in Colorado Region of the MWA. The grant was distributed based on a formula all agreed to and which resulted in the \$50,000 award to BDVWA. Since the Agency has been awarded the \$50,000, the Agency recommends that the Board execute the agreement so it can move forward with the project. The grant would be used to complete a Uranium Treatment Options Analysis. The Agency would not get reimbursed unless it showed receipts, etc.

Director Coulombe asked if this project would go above the \$50,000.00. GM West answered and said that she does not currently know the exact cost of the project so she could not answer the question.

Secretary Burkhart commented and said that it would be a good idea to get the \$50,000.00 and use it to the advantage of the Agency and our issues in the community.

Director McKenzie questioned who decides what is appropriate when it comes to getting back the \$50,000.00 from the receipts etc. GM West answered that the State Water Department of Finance reviews invoices and determines eligibility.

Secretary Burkhart questioned what Pioneertown would use \$50,000.00 for. GM West explained that the funds were used for a pump station design.

No Public Comments.

**Motion No. 19-002**

*Director Coulombe made a motion to authorize the General Manager to execute the Indemnity Agreement By and Between the Mojave Water Agency and Bighorn-Desert View Water Agency for Prop. 1 Disadvantaged Community Grant in the Amount of \$50,000 to Conduct a Uranium Treatment Options Analysis. Vice President Corl-Lorono seconded the motion.*

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

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**“New Vehicle Selection” Ad Hoc Committee Presenting Report on Agency “Pool” Vehicle**

Secretary Burkhart gave his report to the Board. General Manager West explained to the Board that if they are ready to move ahead to make a purchase, then the Board could accept the Ad Hoc Committee Report and move the decision to purchase said vehicle to the next Board meeting.

No Public Comments.

**Participation in Community Water Systems Alliance thru Partnership with California Association of Mutual Water Companies at a Cost of No More than \$10,000 Per Year with an Additional \$10,000 Per Year (est.) for Travel to Sacramento, if Necessary**

General Manager West explained the California Association of Mutual Water Companies (CalMutuals). Recently CalMutuals embarked on a new mission to develop a “Community Water Systems Alliance” which would organize and advocate for special districts, county water districts, community service districts and cities that are “well run and operated while serving disadvantaged communities and other populations that entail revenue limitations, such as seniors” alongside CA mutual water companies. The reasons for Bighorn-Desert View Water Agency participation include: Severely Disadvantaged Community Status, we are a “well run” small water system as evidenced by good water quality, well maintained infrastructure, sound financial practices, and our current inability to self-advocate for misinformed legislation such as that coming in the form of a “water tax” and/or “low income rate assistance” programs. With CalMutuals and the Agency working together, the Agency has a better chance at being heard in Sacramento when trying to fight for the community.

Secretary Burkhart commented to the Board that one of the arguments that the Agency would be fighting against could be things as tiered rates as well as a lot of other rules and regulations that could hinder the Agencies productivity while interfering with the community.

No Public Comments.

**Motion No. 19-003**

*Director Coulombe made a motion to Participation in Community Water Systems Alliance thru Partnership with California Association of Mutual Water Companies at a Cost of No More than \$10,000 Per Year with an Additional \$10,000 Per Year (est.) for Travel to Sacramento, if Necessary. Vice President Corl-Lorono seconded the motion.*

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

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**The Board adjourned for a short recess at 7:26PM**

**The Board reconvened at 7:36PM**

**Authorize Up to Five “Per Diem” Days for Directors to Attend On-Line Seminars/Workshops**

General Manager West gave her report to the Board. Since two new directors were elected to the Board, staff has been asked if there are seminars/webinars that would assist new directors with understanding their roles and responsibilities as well as general water system operations and maintenance. In order for directors to be compensated for attendance, the Board must approve the attendance in accordance with the Policy for Reimbursement of Actual and Necessary Expenses (Resolution No. 18R-02). Staff is suggesting that authorizing up to five “per diem” days is appropriate at this time. In addition, staff recognizes that other Directors may desire to attend courses as well so the offer is intended for all Directors.

Director McKenzie asked if the list provided to her by staff was the list for the “Target Solutions” on-line portal. Staff answered in the affirmative.

**Public Comments:**

An anonymous member of the public asked about time limits for the “Target Solutions” courses.

**Motion No. 19-004**

*Director Coulombe made a motion to Authorize up to five “per diem” days for interested Directors to attend on-line seminars and workshops related to Board responsibilities, system operations or other relevant topic designed to educate directors on responsibilities of the Agency in serving the public. Secretary Burkhart seconded the motion.*

MSC<sup>1</sup> (Coulombe/Burkhart) unanimously approved

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**Consider Authorizing Attendance for the 2019 Special District Leadership Academy Governance Training in San Diego, CA on April 7<sup>th</sup> – 11<sup>th</sup>, 2019 at an Estimated Cost of \$2,000.00 Per Director**

General Manager West gave her report to the Board. Staff is recommending that the Board approves SDLA Governance Training for (3) three Directors in San Diego, CA from April 7<sup>th</sup> – 11<sup>th</sup> 2019 at an estimated cost of \$2,000.00 per Director. Only three directors are currently due for governance training and this training is required in order for the Agency to successfully renew its District of Distinction award. There are two (2) more chances in 2019 for a Director to complete the Governance Training.

Director McKenzie stated that she would not be able to make it to the Governance Training in San Diego.

President McBride asked if the Governance Training was available to be taken at home. GM West answered that unfortunately it is not.

Vice President Corl-Lorono also commented that this training is very valuable to new Directors.

No Public Comment.

**Motion No. 19-005**

*Director Coulombe made a motion to authorize attendance for the 2019 Special District Leadership Academy Governance Training in San Diego, CA on April 7<sup>th</sup> – 11<sup>th</sup>, 2019 at an estimated cost of \$2,000.00 per Director. Secretary Burkhart seconded the motion.*

MSC<sup>1</sup> (Coulombe/Burkhart) unanimously approved

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**Jemez Asphalt Project – Change Order No. 1, Accept Completion of Work, and Authorize Filing of Notice of Completion and Payment of Retention to PacWest Engineering Co., Inc.**

General Manager West gave her report to the board. The handicap entrance at the Agency was not wheelchair compatible and the Agency resolved this by extending the width of the porch. All work associated with the Jemez Asphalt Project has concluded. The project has been completed just over the authorized budget of 37,840. The total project cost is \$39,400 which is well under the budgeted amount of \$65,000. The Agency can now file a Notice of Completion.

**Motion No. 19-006**

*Secretary Burkhart made a motion to ratify execution of Change Order No. 1 in the amount of \$5,000 for concrete work in front of the Administration Building; and accept completion of work; and authorize filing of Notice of Completion; and authorize release of retention amounts held to PacWest Engineering Co., Inc. Director Coulombe seconded the motion.*

MSC<sup>1</sup> (Burkhart/Coulombe) unanimously approved

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	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 December 2018
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Disbursements December 2018
- c. Service Order Report, December 2018
- d. BDV Production Report, December 2018
- e. Goat Mtn. Production Report, December 2018
- f. Special Board Meeting Minutes, December 11, 2018



No Public comment.

**Motion No. 19-007**

*Vice President Corl-Lorono made a motion to approve consent items a-f. Secretary Coulombe seconded the motion.*

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

McBride	Y
Corl-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

**Public Comments**

No Public Comments

**Verbal Reports**

General Manager gave her report and reminded the Board of the upcoming Board Workshops scheduled for March 16<sup>th</sup> and March 22<sup>nd</sup>.

Secretary Burkhart gave his report on the HVCC Meeting he attended January 21, 2019.

**Adjournment** – President Michael McBride adjourned the meeting at 8:12 p.m.

Approved by:

  
John R. Burkhart, Secretary of the Board

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