



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 92285

March 26, 2019
Time – 6:00 P.M.

Call to Order

Meeting convened by Board President Michael McBride at 6:01 p.m.

Pledge of Allegiance

Led by Mark Johannes

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.

MSC¹ Director Burkhart/Director McKenzie unanimously approved.

Request for a Billing Adjustment for "Leak Relief" from Mr. Burns, Parcel No. 629-161-07

General Manager West telephonically conferences in Mr. Burns since he was not able to attend the meeting in person. President McBride summarized the requested adjustment: During the February 2019 meter reading cycle staff discovered a leak in progress at Parcel No. 629-161-07. Following production of the bill for approximately \$3,700 (in total water consumption), the Agency was contacted by the property owner about circumstances they believe led to the leak. The property owner alleges that the Agency's maintenance activities in March 2018 caused or significantly contributed to the leak that occurred sometime before the February 2019 meter reading cycle. Mr. Burns gives his side of the story: When the Agency re-located the meter in March 2018, the elbow that was going into the meter was stressed and eventually failed after freezing weather therefore, he believes some of the blame falls on the Agency. Mr. Burns explained that the movement of the meter was not requested by him, and he had a plumber go out to look and it was determined that the elbow gave way and broke, which caused the massive leak. Director McKenzie asked if the ball valve in the meter remains on all the time or is it off, Mr. Burns answered that he leaves the ball valve on. Br. Burns mentioned that once he saw the Agency's note stating that a leak

has occurred and it is his responsibility to fix the leak, he had a plumber come out to repair the elbow. President McBride explained to the Board that it was up to the Board to make a decision on whether or not to give Mr. Burns any relief on the bill. President McBride wanted to note that if the Board does indeed approve this "leak relief" for Mr. Burns, it is the public's money that will be paying for it. GM West agreed and said that by approving the "leak relief" it means the rest of the customers will be bearing the cost. Director Burkhart stated that since equipment was not used, the water pressure was constant at 120PSI for one year and between that time and now, there were no leaks reported by the customer. Director Burkhart continued; the Agency mitigated the problem by turning off the water and informing Mr. Burns of the leak. Director Burkhart further mentioned that the Agency does have a payment plan policy that is in place for this reason.

No Public Comments

Motion No. 19-014

Secretary Burkhart made a motion to deny any "Leak Relief" for Mr. Burns. Director Coulombe seconded the motion.

MSC¹ (Burkhart/Coulombe) unanimously approved

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

Review 2019 Social Security Cost-of-Living Adjustment and Recommend Adjustment for All Regular Employees and General Manager

General Manager West gave her report to the Board. Per the Employee Handbook, the Board at their discretion, may grant a percentage Cost-of-Living adjustment to the Range and Step Scale Appendix C each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment. For calendar year 2018, the Board of Directors approved a Cost-of-Living Adjustment of 3.0% for staff and 2% for the General Manager. The 2019 Social Security Cost-of-Living Adjustment is 2.8%. Staff met with the Finance Committee on March 20, 2019 to review a preliminary draft budget and proposed Cost-of-Living Adjustment for staff and the General Manager. The Committee recommends that the Board approve a 2.8% Cost-of-Living Adjustment for all staff and a 2.0% Cost-of-Living Adjustment to the General Manager's salary.

Motion No. 19-015

Vice-President Corl-Lorono made a motion to determine the amount of Cost-of-Living percentage adjustment to the Range and Step Scale for staff and the General Manager; and Adopt Resolution No. 19R-01 authorizing the Cost-of-Living percentage adjustments to the Range and Step Scale (incorporated by reference as Appendix B of the Employee Handbook) effective July 6, 2019. Director Burkhart seconded the motion.

MSC¹ (Corl-Lorono/Burkhart) unanimously approved

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

Resolution No. 19R-02 Annual Disclosure of Reimbursement Policy

General Manager West gave her report. The Annual Disclosure of Reimbursement Policy is a policy where any reimbursements would need to be brought to the Board annually to review in October. Director Burkhart mentioned that this is something we are already doing in the consent items. GM West explained that this is a way to prevent fraud and is required of Public Agencies.

No Public Comments

Motion No. 19-016

Secretary Coulombe made a motion Adopt Resolution No. 19R-02, establishing a Disclosure of Reimbursement Policy. Director McKenzie seconded the motion.

MSC¹ (Coulombe/McKenzie) 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 February 2019
 1. Balance Sheet
 2. Budget Status
- b. Receive and File Disbursements February 2019
- c. Service Order Report, February 2019
- d. BDV Production Report, February 2019
- e. Goat Mtn. Production Report, February 2019
- f. FPREP Committee Meeting Minutes for January 16, 2019
- g. Regular Board Meeting Minutes for February 26, 2019
- h. Approve attendance to the AALRR Employment Law Conference at an Estimated Cost of \$929.00 per Director.

Director Burkhart wanted to let the public know that all of this information is available to everyone on the Agency website.

An anonymous member of the public also wanted to let everyone know that you can sign-up to get the agenda emailed as well.

Motion No. 19-017

Vice President Cori-Lorono made a motion to approve consent items a-h. Director Coulombe seconded the motion.

MSC¹ (Cori-Lorono/Coulombe) unanimously approved

McBride	Y
Cori-Lorono	Y
Burkhart	Y
Coulombe	Y
McKenzie	Y

Public Comments

None

Verbal Reports

General Manager West requested that the Board move the April 23rd BOD meeting to April 30th. GM West also announced the 9th annual Landscape Tour is April 27th and April 28th 2019.

Vice President Cori-Lorono gave her report for the March 18th ASBCSD Dinner Meeting and the report on her trip to Sacramento with the California Water Systems Alliance.

Adjournment – President Michael McBride adjourned the meeting at 7:14 p.m.

Approved by:


John R. Burkhart, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.