



# 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**

**May 28, 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 Terry Burkhart

### **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> Director Coulombe/Secretary Burkhart unanimously approved.

### **Adopt Resolution No. 19R-04 Establishing Certain Fees and Charges**

General Manager West gave her report. The Finance/Public Relations/Education/Personnel Committee (FPREP) met on May 15, 2019 to discuss miscellaneous charges and fees and recommended the Resolution be brought to the Board for review. GM West went over the various fees and charges that needed to be restated or changed and one new change: Delinquent Account Service Charges, which the Agency recommended no changes to. Public Information Request "Paper" Copy Charge, which the Agency recommended no changes to. Variance Processing Fee, which the Agency recommended no changes to. Backflow Test Reminder Fee, which the Agency recommended no changes to. Release of Unsecured Lien for Delinquent Water Charges, which the Agency recommended no changes to. Reversing Payments for non-Sufficient Funds (NSF), which the Agency recommended no changes to. Unlock Fee, which the Agency recommended no changes to. Notary Public Fee, which the Agency added as a new fee of \$15.00 each. GM West explained that all of the old Resolutions regarding these fees and charges would be rescinded and rolled into one Resolution for administrative purposes.

No Public Comments

**Motion No. 19-022**

*Vice President Corl-Lorono made a motion to Adopt Resolution No. 19R-04 Establishing certain fees and charges (Delinquent Account Service Charge, Public Information Request Copy Charge, Variance Application Processing Fee, Backflow Test Reminder Letter Fee, Unsecured Liens, Non-Sufficient Funds, Unlock Fee and Notary Fee). Secretary Burkhart seconded the motion.*

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

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

**Adopt Resolution No. 19R-05 Modifying the Basic Facilities Charge and the Service Line Installation Fee for 1-inch Residential Meters**

General Manager West gave her report. The Basic Facilities Charge (BFC) is a charge levied on each new regular water service that will contribute a rightful share of the costs of the Agency’s wells, booster pumps, storage reservoirs, and other sources of supply and major transmission/distribution lines making up the basic water system. The last time the Agency made changes to the BFC was in May of 2017, and they Agency used the Consumer Price Index (CPI) to make this change. The CPI was used again to determine the new 2019 figure which would increase the BFC to \$4,810.10, which the Agency would round off to \$4,810.00. GM West discussed the Service Line Installation Fee. The Service Line Installation Fee reflects the cost of parts and labor to install a water meter and service line to the property boundary. The Agency has estimated the Service Line Installation Fee to be \$1,373.53 which is a \$415.00 reduction. The Agency has decided to round this fee to \$1,370.00. GM West explained that the reason for this reduction is due to the fact that the service line materials have changed from soft copper to a newer material called Municipex, which is a high density polyethylene. There was also a reduction on Agency staff time to complete the installations.

VP Corl-Lorono asked if a customer wanted a smaller meter, would it cost less. GM west explained that the new building codes require fire sprinklers in every new home, which require a 1-inch meter. GM West wanted to make it clear that the reason the Agency makes a distinction on the 1-inch meters is due to the Agency not having a current connection fee for larger than 1-inch but it is something that will be worked on in the future.

No Public Comments

**Motion No. 19-023**

*Secretary Burkhart made a motion to Adopt Resolution No. 19R-05 Modifying the Basic Facilities Charge to \$4,810 and the Service Line Installation Fee to \$1,370 for 1-inch residential meters. Director McKenzie seconded the motion.*

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

McBride	Y
Corl-Lorono	Y
Burkhart	Y

Coulombe Y  
McKenzie Y

**Special District Risk Management Authority (SDRMA) 2019 Board Election**

President McBride asked the Board who they would like to vote for regarding the Special District Risk Management Authority (SDRMA). After deliberating, a motion was made for the following candidates:

Bob Swan

Jesse D. Claypool

Sandy Seifert – Raffelson

No Public Comments

**Motion No. 19-024**

*Secretary Burkhart made a motion to vote for Bob Swan, Jesse D. Claypool and Sandy Seifert – Raffelson. Vice President Corl-Lorono seconded the motion.*

MSC<sup>1</sup> (Burkhart/Corl-Lorono) unanimously approved by roll call vote

**Roll Call Vote:**

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

**Well Pump Replacement Project Update**

General Manager West gave the Board information on the pump replacement projects being completed. GM West showed the Board and the Public a presentation which went over the details of the pump replacement project, so far three (3) out of the four (4) well pumps have been replaced.

President McBride explained that the reasoning behind the well pump size being reduced is due to the higher prices of electricity. GM West mentioned that the reduction of savings would pay off these pumps in roughly seven (7) to (8) years.

Director McKenzie asked how long the pumps last. GM West explained that they usually have a useful life between eight (8) to twelve (12) years.

A member of the public requested a copy of the presentation.

A member of the public asked why they Agency doesn't use plastic coated mild steel pipe. GM West explained that this process tends to have intensified corrosion when the plastic chips.

**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 2019
  - 1. Balance Sheet
  - 2. Budget Status
- b. Receive and File Disbursements, April 2019
- c. Service Order Report, April 2019
- d. BDV Production Report, April 2019
- e. Goat Mtn. Production Report, April 2019
- f. March 16, 2019 Special BOD Workshop Minutes
- g. March 20, 2019 FPREP Committee Minutes
- h. March 22, 2019 Special BOD Workshop Minutes
- i. March 26, 2019 Regular BOD Meeting Minutes
- j. April 29, 2019 Special FPREP Committee Minutes
- k. April 30, 2019 Special BOD Meeting Minutes
- l. Adopt Resolution No. 19R-06 Establishing the Agency’s Investment Policy
- m. Authorizing execution of Amendment No. 3 to the General Manager’s Employment Contract by modifying Section 3.0 concerning Board approved Cost-of-Living Adjustments.

Director McKenzie requested consent item “L” to be pulled for discussion.

**Motion No. 19-025**

*Vice President Corl-Lorono made a motion to approve consent items a,b,c,d,e,f,g,h,i,j,k,m. Secretary Burkhart seconded the motion.*

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

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

**Items Pulled From Consent Call**

**I. Adopt Resolution No. 19R-06 Establishing the Agency’s Investment Policy**

Director McKenzie wanted to find out how the Agency’s investments are doing. General Manager West explained that the Agency invests at Pacific Western Bank and with the California Local Agency Investment Fund (LAIF).

An anonymous member of the public asked where else the Agency would be able to invest besides LAIF and Pacific Western Bank. GM West directed the member of the public to page 80 of the Agenda Packet.

**Motion No. 19-026**

*Director Burkhart made a motion to approve consent item I. Director Coulombe seconded the motion.*

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

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

**Public Comments**

An anonymous member of the public questioned the Board regarding Well 10 and the new regulations put in place by the Agency to shut down Johnson Valley Well 10 from 4PM – 9PM. General Manager West explained that due to Southern California Edison’s electricity rate changes, in order to keep costs as low as possible, the Agency decided to change the time of use for Well 10. GM West recommended that one of the Agency Committees could discuss this matter and review total costs vs. revenue received.

**Verbal Reports**

Director Burkhart gave his report for the San Bernardino County Special Districts Dinner he attended on May 13, 2019, Homestead Valley Community Council Meeting on May 20, 2019 and the Mojave Water Agency Board Meeting on May 23, 2019.

Director McKenzie gave her report on a Target Solutions class she took online regarding main installation practices.

Vice President Corl-Lorono gave her report on the Community Water System Alliance (CWSA) meeting she attended (NO DATE GIVEN)

**Adjournment** – President Michael McBride adjourned the meeting at 7:43 P.m.

Approved by:

  
*John R. Burkhart, Secretary of the Board*

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