



# 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

July 23, 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 Tom Floen

### 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 with Closed Session and Closed Session Report removed.*

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

### ~~Closed Session~~

~~Closed session pursuant to Government Code Section 54956.9 Paragraph 1 of subdivision (d) Conference with Legal Counsel on Existing Litigation: Bighorn-Desert View Water Agency vs Perry, Case No. CIVDS1715442~~

### ~~Closed Session Report~~

No Public Comments

### Public Hearing: 2019/20 Tax Bill – Delinquent Water Accounts

General Manager West gave her report. Each May and June the Agency summarizes the report of Bad Debt expenses owed for the prior year period and prepares for the submission of a collections report to the County of San Bernardino for inclusion on the secured tax rolls. Currently, the total amount to be forwarded to the County of San Bernardino for collections on the 2019/2020 tax bill is \$52,627.14. The owners of each delinquent account were sent a final notice by regular first class mail on May 9, 2019 to

inform them of the pending property tax lien and the amount owed to the Agency to avoid the lien and the Agency did not receive any letters back in protest. The Agency also posted the required public notices in the July 4, 2019 and July 11, 2019 Hi Desert Star newspaper.

No Public Comments

**Motion No. 19-032**

*Secretary Burkhart made a motion to approving Resolution No. 19R-08 - Confirming reports of delinquent accounts for Basic Service Charges, water charges, revenue bond surcharges, delinquent fees and processing fees AND authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn-Desert View Water Agency. Director Coulombe seconded the motion.*

MSC<sup>1</sup> (Burkhart/Coulombe) unanimously approved by roll call vote

Roll Call Vote:

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

**Authorize Bad Debt Write-off in the Amount of \$1,646.46 for Uncollectable Secured Property Tax Liens for Fiscal Year 2011-12**

General Manager West gave her report. The Agency summarizes the report of Bad Debt every May and June and prepares for the submission of a collections report to the County of San Bernardino for inclusion on the secured tax rolls. In fiscal year 2011/2012, which was the third year the Agency submitted delinquent water bills to the secured tax roll, the amount sent to the tax roll was \$36,833.00. GM West explained that as of June 30, 2019, 95.5% or \$35,187.00 has been collected. The Agency was expecting the bad debt to be around \$2,200.00. GM West recommended that the actual balance of \$1,646.46 be written-off on June 30, 2019 as bad debt in accordance with the auditors recommendation to hold the receivable for no more than seven (7) tax cycles.

No Public Comments

**Motion No. 19-033**

*Vice President Corl-Lorono made a motion to Approval of Bad Debt expense "write-off" in the amount of \$1,646.46 for the Fiscal Year 2011/12 lien receivable. 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

**Review and Approval of all Agency Bad Debt Expenses "Write-Off" for Account Balances which Cannot be Collected as a Property Tax Lien in Accordance with Agency Policy from June 1, 2018 to Present**

General Manager West gave her report. Internal policy is to ignore all debts under \$25.00 while unpaid debt over \$25.00 but less than \$125.00 may be sent to a collection company. When a debt exceeds \$125.00 they are applied as a secured lien during the next tax bill cycle. The bad debt is \$1951.16 distributed as follows: Eight (8) accounts under \$25.00, ten (10) accounts between \$25.00 - \$125.00 and five (5) accounts that exceed \$125.00. GM West explained to the Board that the debts in this "write-off" are primarily unliened properties sold and the prior owner did not pay their closing bill. GM West recommended that the Board approve the bad debt "write-off" in the amount of \$1,951.16.

Public Comments

**Motion No. 19-034**

*Director Coulombe made a motion to Approval of Bad Debt expenses "write-off" in the amount of \$1,951.16 for account balances which cannot be collected thru the property lien process. 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

**Resolution No. 19R-09 Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2019-20**

General Manager West gave her report. The annexation of Improvement District Goat Mountain (ID GM) into Bighorn-Desert View Water Agency required the Agency to assume responsibility for the proper collection of revenue through fees, charges and assessments that are necessary to operate and maintain the water system. One revenue stream for ID GM is the stand-by fee applied to unmetered properties. GM West explained that this fee is the fair share to have a water system "stand-by" until the owner is ready to be served. When an owner decides to have a private water well, there is a benefit in having fire hydrants along the public right-of-way as well. GM West also explained that the anticipated non-operating revenue to be collected from the standby is \$70,050.00 and was estimated in the Fiscal Year 2019/20 Budget that was adopted by the Board on April 30, 2019.

Director McKenzie questioned the fairness of this assessment. GM West explained that the Local Agency Formation Commission (LAFCO) who approved the annexation, recognized the importance of the revenue stream to the operation of the ID GM system. Director McKenzie asked if the money that was collected would stay within the ID GM, GM West answered and explained that LAFCO did not impose such restrictions on the use of non-operating revenues.

No Public Comments

**Motion No. 19-035**

*Director Coulombe made a motion to Adopt Resolution No. 19R-09 Establishing Stand-by and Availability Fees for Water Services in Improvement District "Goat Mountain" (ID "GM"). Secretary Burkhart seconded the motion.*

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

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

**Authorize General Manager to Enter into a Professional Services Agreement with Ortega Strategies for Website Design and Development**

General Manager West gave her report. In the Fiscal Year 2019/20, the Agency budgeted \$25,000.00 in funds to rebuild the agency website for a full layout change and to comply with future laws regarding transparency. Agency staff prepared a Request for Proposal (RFP) and solicited bids from five website development firms, four proposals were received. The Agency reviewed and ranked the proposals and recommended Ortega Strategies Group (OSG) at the price of \$7,500.00. This matter was brought to the Finance Committee on July 17, 2019 and the Committee recommended that the matter be brought to the full Board for final approval.

Director McKenzie inquired about the maintenance of the existing website, features of the new website and customer access. Staff explained that OSG would be available for assistance at a rate of \$100.00/Hour for website maintenance. No financial transactions or customer data will be available through the website minimizing the 3<sup>rd</sup> party security monitoring that might otherwise be required.

No Public Comments

**Motion No. 19-036**

*Director Coulombe made a motion to Authorize General Manager to execute Professional Services Agreement(s) with Ortega Strategies to provide design and develop a new Agency website at a cost of \$7,500. Secretary Burkhart seconded the motion.*

MSC<sup>1</sup> (Coulombe/Burkhart) 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 May 2019 and June 2019
  1. Balance Sheet
  2. Budget Status
  3. Cash balance distribution Local Agency Investment Fund (LAIF) and/or Pacific Western Bank
- b. Receive and File Disbursements, June 2019
- c. Service Order Report, June 2019
- d. BDV Production Report, June 2019
- e. Goat Mtn. Production Report, June 2019
- f. June 25, 2019 Regular BOD Meeting Minutes

**Motion No. 19-037**

*Vice-President Corl-Lorono made a motion to approve consent items a-f. 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

**Public Comments**

No Public Comments

**Board adjourned for short recess at 7:02 PM**

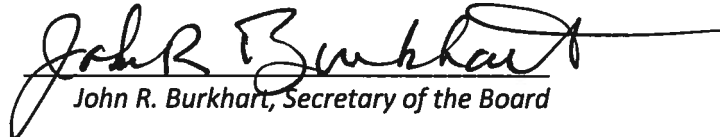
**Board reconvenes at 7:06 PM**

**Verbal Reports**

Director Coulombe gave his report on the Homestead Valley Community Council Meeting he attended on July 15, 2019.

**Adjournment** – President Michael McBride adjourned the meeting at 7:16 P.M.

Approved by:

  
John R. Burkhart, Secretary of the Board

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