



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**

**January 28, 2020
Time – 6:00 P.M.**

CALL TO ORDER

Meeting convened by President McBride at 6:00 pm

PLEDGE OF ALLEGIANCE

Led by Sharon Conkle.

ROLL CALL

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

Staff Present: Marina West

Public Present: 2

APPROVAL OF AGENDA

Vice President Corl-Lorono and Director Coulombe motioned approved the agenda as presented.

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

MSC¹ Corl-Lorono/Coulombe unanimously approved.

1. Board to Appoint a President

The Board of Directors to select a Director to be appointed President by a majority roll call vote.

President McBride made a Motion to appoint Director Corl-Lorono as President of the Board.

One member of the public commented, "sounds good".

Motion No. 20-003

President McBride made a motion to appoint Director Corl-Lorono as President. Director Coulombe seconded the motion.

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

MSC¹ (McBride/Coulombe) unanimously approved.

Director McBride transferred control of the meeting to newly elected President Corl-Lorono.

2. Board to Appoint a Vice President

The Board of Directors to select a Director to be appointed Vice President by a majority roll call vote.

President McBride made a Motion to appoint Director Burkhart as Vice President of the Board.

No public comment

Motion No. 20-004

Director McBride made a motion to appoint Director Burkhart as Vice President. President Corl-Lorono seconded the motion.

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

MSC¹ (McBride/Corl-Lorono) unanimously approved.

3. Board to Appoint a Secretary

The Board of Directors to select a Director to be appointed Secretary by a majority roll call vote.

Vice President Burkhart made a Motion to appoint Director Coulombe as Secretary of the Board.

No public comment

Motion No. 20-005

Vice President McBride made a motion to appoint Director Coulombe. Director McBride seconded the motion.

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

MSC¹ (Burkhart/Coulombe) unanimously approved.

4. Standing Committees, Ad Hoc Committees and other Meeting Assignments for Calendar Year 2020

General Manager West distributed the proposed Committee assignments for review by the Directors. Following a brief discussion by the members of the Board, a motion was made to adopt the assignments as presented.

No public comment

Motion No. 20-006

Director McBride made a motion to approve the Committee Assignments as presented. Vice President Burkhart seconded the motion.

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

MSC¹ (McBride/Burkhart) unanimously approved.

5. Adopt Resolution No. 20R-01 Establishing Certain Fees and Charges Directly Related to the Passage of Senate Bill 998, Dodd. Discontinuation of Residential Water Service: Urban and Community Water Systems (2018).

General Manager West gave the staff report and reviewed the proposed fees and charges with the Board.

No public comment



Motion No. 20-007

(After brief Board discussion), Vice President Burkhart made a motion to adopt Resolution No. 20R-01 Establishing Certain Fees and Charges Directly Related to the Passage of Senate Bill 998, Dodd. Discontinuation of Residential Water Service: Urban and Community Water Systems (2018). Director McBride seconded the motion.

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

MSC¹ (Burkhart/McBride) unanimously approved.

6. Adopt Resolution No. 20R-02 Establishing A Schedule of Guarantee Deposits for all Account Types

General Manager West gave the staff report on the schedule of guarantee deposits for ¾-inch residential, 1-inch bulk hauling, 2-inch bulk hauling and construction meter accounts.

No public comment

Motion No. 20-008

(After brief Board discussion), Vice President Burkhart made a motion to adopt Resolution No. 20R-02 Establishing a Schedule of Guarantee Deposits for All Account Types: (¾-in and 1-inch Residential, 1-inch Bulk Hauling, 2-Inch Bulk Hauling and Construction Meter Accounts). Director McKenzie seconded the motion.

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

MSC¹ (Burkhart/McKenzie) unanimously approved.

7. Adopt Resolution No. 20R-03 Establishing Certain Fees and Charges: Public Information Request "Paper" Copy Charge, Backflow Test Reminder Letter Fee, Release of Unsecured Lien for Delinquent Water Charges, Notary Public Fee [non- Agency Documents] A Schedule of Guarantee Deposits for all Account Types

General Manager West gave the staff report with a brief review of each type of charge.

No public comment

Motion No. 20-009

(After brief Board discussion), Director McBride made a motion to adopt Resolution No.

20R-03 Establishing Certain Fees and Charges: Public Information Request "Paper" Copy Charge, Backflow Test Reminder Letter Fee, Release of Unsecured Lien for Delinquent Water Charges, Notary Public Fee [non- Agency Documents]. Secretary Coulombe seconded the motion.

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

MSC¹ (McBride/Coulombe) unanimously approved.

8. Adopt Resolution No. 20R-04 Establishing Certain Fees and Charges: New Account Set-Up, Delinquent Account Service Charge and Reversing Payments for Non-Negotiable Bank Returns

General Manager West gave the staff report with a brief review of each type of charge.

No public comment.

Motion No. 20-010

(After brief Board discussion), Vice President Burkhart made a motion to adopt Resolution No. 20R-04 Establishing Certain Fees and Charges: New Account Set-up, Delinquent Account Service Charge and Reversing Payments for Non- Negotiable Bank Returns. Director McKenzie seconded the motion.

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

MSC¹ (Burkhart/McKenzie) unanimously approved.

9. Adopt Resolution No. 20R-05 Establishing Certain Fees and Charges: Fire Flow Test Fee, Will Serve Letter Fee, and Variance Application Processing Fee

General Manager West gave the staff report and reviewed each type of service.

No public comment.

Motion No. 20-011

(After brief Board discussion), Director McBride made a motion to adopt Resolution No. 20R-05 Establishing Certain Fees and Charges: Fire Flow Test Fee, Will Serve Letter Fee, and Variance Application Processing Fee. Secretary Coulombe seconded the motion.

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

MSC¹ (McBride/Coulombe) unanimously approved.

10. Adopt Resolution No. 20R-06 Establishing a Termination Fee for Customers Who Voluntarily Terminate an Existing Water Service Connection

General Manager gave the staff report.

No public comment.

Motion No. 20-012

(After brief Board discussion), Secretary Coulombe made a motion to adopt Resolution No. 20R-06 Establishing a Termination Fee for Customers Who Voluntarily Terminate an Existing Water Service Connection. Vice President Burkhart seconded the motion.

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

MSC¹ (Coulombe/Burkhart) unanimously approved.

11. Adopt Resolution No. 20R-07 Re-Establishing Its Intent to Utilize Credit Card Providers for Customer Convenience and Passing Any Payment Transaction Processing Fees Directly onto the Customer

General Manager West gave the staff report noting that the Agency is changing credit card providers as a result of upgrades to the billing system to accommodate the SB998 requirements. She further noted that the new software will allow all customers to view their bill on-line and some of the beneficial features of the new on-line billing portal.

No public comment.

Motion No. 20-013

(After brief Board discussion), Secretary Coulombe made a motion to adopt Resolution No. 20R-07 Re-Establishing Its Intent to Utilize Credit Card Providers for Customer Convenience and Passing Any Payment Transaction Processing Fees Directly onto the Customer. Director McBride seconded the motion.

McBride Y
Corl-Lorono Y

Burkhart Y
Coulombe Y
McKenzie Y

MSC¹ (Coulombe/McBride) unanimously approved.

Adjourned to break at 6:45 PM – Reconvened from break at 6:50 PM

12. 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. Receive and File Second Notice of Publication of Ordinance 200-01
- b. October 22, 2019 Special Meeting Minutes
- c. January 7, 2020 Special Workshop Minutes
- d. January 7, 2020 Special Meeting Minutes
- e. Financial Statements for October 2019
 1. Balance Sheet
 2. Budget Status
- f. Financial Statements for November 2019
 1. Balance Sheet
 2. Budget Status
- g. Financial Statements for December 2019
 1. Balance Sheet
 2. Budget Status
- h. Receive and File Disbursements, October through December 2019
- i. Service Order Report, October through December 2019
- j. BDV Production Reports
 1. October 2019
 2. November 2019
 3. December 2019
- k. Goat Mtn. Production Reports
 1. October 2019
 2. November 2019
 3. December 2019
- l. Receive and File October 15, 2019 PLEGS Meeting Minutes
- m. Quarterly Investment Report on Cash Balance Distributions for Local Agency Investment Fund and/or Pacific Western Bank as of December 31, 2019.

No public comment.

Motion No. 20-014

Vice President Burkhart made a motion to approve consent items a-m. Director McBride

seconded the motion.

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

MSC¹ (Burkhart/McBride) unanimously approved.

13. Matters Removed From Consent Items

None

14. Public Comment Period

No public comments.

15. Verbal Reports

General Manager West reported on the opening of the nomination period for CA Special Districts Association Board of Directors "Seat B" ends March 6, 2020. She further reported that the new website is up and running and the Desert Wise Landscape Tour sponsored by the Agency will be held April 25 and 26, 2020.

Director McBride reported on the Mojave Water Agency meeting he attended on January 9, 2020 and the cost of State Water Project raw water delivered to the Ames/Reche recharge site.

President Corl-Lorono reported on the Sexual Harassment (AB 1825) class she completed; the Homestead Valley Community Council meeting she attended on January 20, 2020; the Mojave Water Agency meeting she attended on January 23, 2020 and the Association of San Bernardino Special Districts monthly meeting she attended where they discussed employee "on-boarding".

Adjournment – President Corl-Lorono adjourned the meeting at 7:10 PM

Approved by:



 J. Larry Coulombe, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.



Official Seal