



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 24, 2020
Time – 6:00 P.M.**

- 1. CALL TO ORDER – Meeting Held on Zoom.us as noticed on the Agenda posting.**
Meeting convened by President Corl-Lorono at 6:00 pm. President Corl-Lorono read an introductory statement referring to the Governor's Executive Order N-25-20.
- 2. PLEDGE OF ALLEGIANCE**
Led by Michael McBride

President Corl-Lorono advised that General Manager West will act as chair for this meeting.

3. ROLL CALL

Directors present: Judy Corl-Lorono - via Teleconference
John R. Burkhart - via Teleconference
J. Larry Coulombe
Michael McBride
JoMarie McKenzie

Staff present: Marina West

Public Present: 1 member of the public indicated they were participating via teleconference. 0 member of the public were present in the meeting room.

4. APPROVAL OF AGENDA

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

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

MSC¹ – (McBride/Burkhart) unanimously approved

Discussion and Action Items

5. Motion to Receive and File Governor Newsom’s Executive Order N-25-20 Authorizing the Agency to Hold its Public Meetings via Teleconference During the Period of Emergency Declaration Due to Coronavirus (COVID-19)

General Manager West gave the staff report regarding the Governor’s Executive Order N-25-20 regarding Brown Act requirements during the declared emergency.

Public Comment: none

Motion No. 20-020

Vice President Burkhart made a motion to Receive and File Governor Newsom’s Executive Order N-25-20 Authorizing the Agency to Hold its Public Meetings via Teleconference During the Period of Emergency Declaration Due to Coronavirus (COVID-19). Secretary Coulombe seconded the motion.

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

MSC¹ – (Burkhart/Coulombe) 5/0 motion approved

6. Motion to Receive and File President Trump’s Proclamation Declaring a National Emergency Concerning the Novel Coronavirus (COVID-19) Disease Outbreak and Governor Newsom’s Executive Order N-28-20 and Acknowledge Activation of Bighorn-Desert View Water Agency’s Emergency Operations Center to Level I (Minor-Moderate Incident)

General Manager West gave the staff report regarding the proclamations and the determination that the Agency should activate its Emergency Operations Center to Level I (Minor-Moderate Incident) since no staff has actually been affected and the Agency is currently able to provide all essential services but in fact is operating at less than capacity

Public Comment: none

Motion No. 20-021

(After brief Board discussion and questions). Vice President Burkhart made a motion to Receive and File President Trump’s Proclamation Declaring a National Emergency Concerning the Novel Coronavirus (COVID-19) Disease Outbreak and Governor Newsom’s Executive Order N-28-20 and Acknowledge Activation of Bighorn-Desert View Water Agency’s Emergency Operations Center to Level I (Minor-Moderate Incident). Secretary Coulombe seconded the motion.

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

MSC¹ – (Burkhart/Coulombe) 5/0 motion approved

7. Motion to Approve Temporary Operations and Staffing Plan Implemented Effective Monday, March 23, 2020 in Response to Federal and State Declarations of Emergency in Response to Coronavirus (COVID-19)

General Manager West gave the staff report as presented in the Agenda packet.

Public Comment: none

Motion No. 20-022

(After brief Board discussion, comments and questions). Secretary Coulombe made a motion to Approve Temporary Operations and Staffing Plan Implemented Effective Monday, March 23, 2020 in Response to Federal and State Declarations of Emergency in Response to Coronavirus (COVID-19). Director McBride seconded the motion.

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

MSC¹ – (Coulombe/McBride) 5/0 motion approved

8. Motion to Approve Temporary Moratoriums on Service Disconnections and Late Fees for Non-payment in Response to Coronavirus (COVID-19)

General Manager West gave the staff report noting the Governor's Executive Order mentions that many utility providers are implementing temporary moratoriums on service disconnects (next scheduled for April 21st) and late fees. Agency staff will prepare and send delinquent bills but will not charge the fees. This is in an effort to maintain consistency in our messaging to customers. As to the April 21st lock-off date, staff still intends to send out the notices but will defer actual lock-off.

Public Comment: none.

Motion No. 20-023

(After brief Board discussion). Director McBride made a motion to Approve Temporary Moratoriums on Service Disconnections and Late Fees for Non-payment in Response to Coronavirus (COVID-19). Secretary Coulombe seconded the motion.

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

MSC¹ – (McBride/Coulombe) 5/0 motion approved

9. Motion to Authorize General Manager to Utilize Electronic Signature Image In Lieu of “Wet” Signatures on Accounts Payable Warrants During the Period of Emergency Declaration Due to Coronavirus (COVID-19)

General Manager West gave the staff report noting the payroll checks are signed with an image file. Staff proposes that directors could sign all invoices at a later date and this measure just allows us to continue to pay vendors without having to expose staff and the Board unnecessarily. This measure is temporary and all disbursements would still be disclosed to the full board and public as usual.

Public Comment: none.

Motion No. 20-024

(After brief Board discussion). Director McBride made a motion to Authorize General Manager to Utilize Electronic Signature Image In Lieu of “Wet” Signatures on Accounts Payable Warrants During the Period of Emergency Declaration Due to Coronavirus (COVID-19). Vice President Burkhart seconded the motion.

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

MSC¹ – (McBride/Burkhart) 5/0 motion approved

10. Consent Items –

- a. Regular Board Meeting Minutes for February 25, 2020
- b. Financial Statements for February 2020
 1. Balance Sheet
 2. Budget Status
- c. Receive and File Disbursements February 2020
- d. Service Order Report February 2020
- e. BDV Production Report February 2020
- f. Goat Mtn. Production Report February 2020

Recommended Action:

Approve as presented (Items a-f):

No public comment.

Motion No. 20-025

Following questions from the Board, Director McBride made a motion to accept the consent calendar items a-f as presented. Secretary Coulombe seconded the motion.

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

MSC¹ – (McBride/Coulombe) unanimously approved

11. Matters Removed From Consent Items:

None

12. Public Comment Period

No comments were received from the public.

13. Verbal Reports - Including Reports on Courses/Conferences/Meetings.

1. General Manager West reported on event cancellations affecting the Agency's calendar such as the MBCA Desert-Wise Landscape Tour and quite possibly the Water Education Festival.
2. Director Reports: No reports were given.
3. President Report: None

14. Adjournment – On Behalf of President Corl-Lorono, General Manager West adjourned the meeting at 6:34pm.

Approved by:


J. Larry Coulombe, Secretary of the Board

MSC¹ – Motion made, seconded and carried.



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