



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."

Finance/Public Relations/Education and Personnel Standing Committee Special Meeting Minutes

Committee Members: Director McBride & Director McKenzie

BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92284

April 15, 2020
Time – 4:00 P.M.

1. CALL TO ORDER

Director McBride called the meeting to order at 4:02 pm. The meeting was conducted using Zoom Meeting platform for public participation in compliance with Gov. Newsom's Executive Order No. N-29-20.

2. PLEDGE OF ALLEGIANCE

Led by Judy Corl-Lorono.

3. ROLL CALL

Directors Present: Chairman McBride
Director McKenzie

Staff Present: Marina West
Cindy Byerrum, CPA – Eide Bailly

Public Present: 2 members of the Public attended the meeting.

4. APPROVAL OF AGENDA

Chairman McBride and Director McKenzie approved the Agenda as presented.

Discussion and Action Items

5. PARS 115 Investment Trust Recommendation

GM West reviewed the recommendation outlined in the staff report. She further introduced Cindy Byerrum, CPA, accounting consultant for the Agency who assisted staff with the development of the recommended investment strategy. Ms. Byerrum commented about strategies that are too aggressive and explained there is a possibility of loss of principle. Generally, her clients that have been invested in the PARS Trust have had a rate of return averaging 5% to 6%. She further commented that if the Board was completely "risk adverse", then they should keep all money invested in the Local Agency Investment Fund (LAIF).

GM West and Ms. Byerrum answered questions from the Committee. The Committee accepted the recommendation and moved the item to the full Board for further consideration and possible adoption.

No Public comment.

6. CalPERS Statutory Reportable Compensation: Uniform Allowance

GM West reviewed the recommendation outlined in the staff report and answered questions of the Committee. She noted that this item is an update to the "Personnel Committee" and it is compulsory so it does not require any Board action.

No Public comment.

7. Discuss Process for Addressing Future Rate Increases and Meter Facilities Charge

GM West reviewed the recommendation outlined in the staff report. She further reported that a consulting firm, NBS, has been solicited for a proposal to conduct the rate studies. It was noted that several districts have completed competitive solicitations for Rate Studies and NBS has been selected. Therefore, the Agency would like to "piggy-back" on these competitive processes and go directly to them for a negotiated proposal. Ms. Byerrum has been negotiating the fees with them and the proposal is approximately \$40,000.

Discussion amongst Committee and staff ensued. The Committee was in support of the plan. The proposal will be brought to the full Board for consideration at the April 28, 2020 Regular Board meeting.

No Public comment.

8. Fiscal Year 2019-2020 Mid-Year Budget Review

GM West conducted a review of budget status as of March 31, 2020 and answered questions of the Committee members. Staff will present the draft budget at the May Committee meeting.

No Public comment.

9. Review 2020 Social Security Cost-of-Living Adjustment and Discuss a Recommendation to the Full Board for All Regular Staff and General Manager

GM West reviewed the recommendation outlined in the staff report and answered questions of the Committee members. Chairman McBride and Dir. McKenzie discussed the matter. Chairman McBride proposed a 3.0% COLA but Dir. McKenzie did not agree. The Committee asked that the item be moved to the full Board for further discussion but the Committee could not agree on a recommendation to the full Board.

No Public comment.

10. Discuss an Updated Organizational Structure and Need for Salary Study

GM West provided a PowerPoint presentation outlining current organizational structure approved in 2015 and proposed structure currently active today. The Committee agreed that a salary survey and review of the organizational structure should be reviewed. Staff will pursue a proposal from a qualified firm and bring that back for further review by the Committee.

No Public comment.

11. Update to Resolution No. 18R-14 Agency Drug and Alcohol Testing Program for Safety-Sensitive Employees in Accordance with the Department of Transportation and Federal Highway Administration Regulations

GM West gave the staff report noting this is a compulsory requirement for our safety sensitive employees. All affected employees have executed the Addendum. Next step is for the formal policy to be updated. The Committee accepted the report and the item will be moved to the full Board for further consideration and adoption or the Resolution updating the policy.

No Public comment.

12. Consent Items

- a. FPREP Committee Meeting Minutes, November 20, 2019

Chairman McBride accepted the minutes as presented. Director McKenzie abstained as she was not a Committee member in November 2019.

13. Public Comment Period

No Public comment.

14. Verbal Reports - none

15. Adjournment - Chairman McBride adjourned the meeting at 6:15 pm.

Approved by:


Michael McBride, Committee Chair



Official Seal