



# 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 26, 2020  
Time – 6:00 P.M.**

### CALL TO ORDER

Meeting convened by President Corl-Lorono at 6:00 pm.

### PLEDGE OF ALLEGIANCE

Led by John Burkhart.

### ROLL CALL

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

Staff present:               Marina West

Public Present: 2 member(s) of the public indicated they were participating via teleconference.  
0 member of the public were present in the meeting room.

### APPROVAL OF AGENDA

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

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

**MSC<sup>1</sup> – (Burkhart/McBride) motion approved**

## Discussion and Action Items

**1. Public Hearing: Ordinance 200-02 – An Ordinance of the Board of Directors of Bighorn-Desert View Water Agency Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto -**

GM West gave the staff report noting this is an annual action of the Board of Director's and they approved moving forward with the formal process on April 28, 2020. She noted for the record that no comments have been received from the public prior to this public hearing.

Public Comment: none

**Motion No. 20-037**

Director Burkhart noted a typo on the Ordinance. Director McKenzie made a comment that the Per Diem should be lowered to \$125.

Director Burkhart made a motion to Adopt Ordinance 200-02 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Director McBride seconded the motion. A formal Roll Call vote was as requested.

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

**MSC<sup>1</sup> – (Burkhart/McBride) motion approved**

**2. Adopt Resolution No. 20R-13 Authorizing a Cost-of-Living Percentage Adjustment to the "Range and Step Scale" for All Employees of the Bighorn-Desert View Water Agency (3.0% all staff/1.6% general manager) and Amending Appendix C of the Employee Handbook as Referenced and Setting the Effective Date of Any Such Adjustment**

GM West gave the staff report as provided in the Agenda packet noting that while the Board had voted to provide the COLA to staff and the general manager, the action requires a Resolution of the Board of Directors authorizing the adjustment and the modification of the Range and Step Scale and setting the effective date of the adjustment. The Resolution is before the Board now and they are not obligated to approve it. However, the adjustment was included in the Fiscal Year 2020/21 Budget which was presented to the Finance Committee on May 20, 2020.

Public Comment: none

**Motion No. 20-038**

Director McBride made a motion to Adopt Resolution No. 20R-13 Authorizing a Cost-of-Living Percentage Adjustment to the "Range and Step Scale" for All Employees of the Bighorn-Desert View Water Agency (3.0% all staff/1.6% general manager) and Amending Appendix C

of the Employee Handbook as Referenced and Setting the Effective Date of the adjustment to July 4, 2020. Director Burkhart seconded the motion.

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

**MSC<sup>1</sup> – (McBride/Burkhart) motion approved**

**3. Receive and File Categorical Exemption and Notice Inviting Bids for the Rehabilitation of Tanks B1 & B2 and Award Contract for the Rehabilitation of Tanks B1 & B2 and Miscellaneous Safety Upgrades for Tanks R1, R2A and R2B (Engineers Estimate plus contingency: \$484,000)**

GM West gave the staff report noting that the bids came in way higher than expected and staff is considering options. At this time, staff is requesting the Board Receive and File the Notice Inviting Bids and the Categorical Exemption under CEQA. Staff will return to the Board on June 9<sup>th</sup> with a final recommendation on how to proceed after further consultation with the project engineer.

Public Comment: none

**Motion No. 20-039**

Director McBride made a motion to Receive and File Categorical Exemption and Notice Inviting Bids for the Rehabilitation of Tanks B1 & B2. Director Burkhart seconded the motion.

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

**MSC<sup>1</sup> – (McBride/Burkhart) motion approved**

**4. Public Budget Workshop – Fiscal Year 2020/21 Budget Cycle and Resolution No. 20R-14 Fixing and Adopting the Agency Budget for FY2020/21**

GM West gave a brief staff report noting that a detailed Public Budget Workshop was held on May 20, 2020 as part of the Finance Committee meeting. At that meeting, staff answered questions of the Board but there was no public in attendance to receive comments from. She noted that the budget includes the COLA adjustments previously motioned by the Board and passed tonight. In conclusion, there is little change in the overall budget with revenue up \$30,000 as well as expense projections. The total amount of net gain for the fiscal year is projected to be 11.1% (\$213,524) which is right on target and very similar to last fiscal year.

Public Comment: none

**Motion No. 20-040**

Director McBride made a motion to close the Public Budget Workshop – Fiscal Year 2020/21 Budget Cycle and to adopt Resolution No. 20R-14 Fixing and Adopting the Agency Budget for FY2020/21. Director Burkhart seconded the motion.

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

**MSC<sup>1</sup> – (McBride/Burkhart) motion approved**

**5. Discuss the Current Agency Imposed Moratorium on Delinquent Charges (Late Fees) for Non-payment and Continuation of Moratorium on Service Disconnections Mandated by an Executive Order of the State of California (EO N-42-20)**

GM West gave the staff report as provided in the Agenda packet noting that delinquent fees have been waived for three cycles now but that on May 20 she directed staff to charge \$0.50 to cover the cost of postage for the Delinquent Notice and so that the accounts would show the late status. The late status was not showing because no fee was charged in March or April. She further noted that the Governor’s Executive Order No. EO N-42-20 is still effective, although there is some question as to whether the Governor’s Emergency Powers were only effective for 60-days as the Governor has not asked the State Legislature to continue those powers. In any event, waiving delinquent fees was voluntary. Staff is seeking input from the Board on whether or not delinquent fees should be waived past June 20.

Public Comment: none

**Motion No. 20-041**

(After brief Board discussion) Director McBride stated that customers should have up to 24-months to pay if necessary. Director McBride made a motion to end the Moratorium on Delinquent Charges (Late Fees) for Non-payment and signaled agreement with the Continuation of the Moratorium on Service Disconnections Mandated by an Executive Order of the State of California (EO N-42-20) and to approve the \$0.50 charge for May and June Delinquent Bills. Director McKenzie seconded the motion.

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

**MSC<sup>1</sup> – (McBride/McKenzie) motion approved**

**6. Consent Items –**

- a. Regular Board Meeting Minutes for April 28, 2020
- b. Financial Statements for April 2020
  - 1. Balance Sheet
  - 2. Budget Status
- c. Receive and File Disbursements April 2020
- d. Service Order Report April 2020
- e. BDV Production Report April 2020
- f. Goat Mtn. Production Report April 2020
- g. Annual Review and Adoption of Resolution No. 20R-15 Establishing the Agency’s Investment Policy
- h. Receive and File 2019 11 20 Special FPREP Meeting Minutes

Recommended Action:

Approve as presented (Item a-h):

GM West noted that there are no changes to the Agency’s Investment Policy but the Board is to review and file this Resolution annually.

Public Comment: none

**Motion No. 20-042**

Director McBride made a motion to accept the consent calendar items a-h as presented. Director McKenzie seconded the motion.

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

**MSC<sup>1</sup> – (McBride/McKenzie) motion approved**

**7. Matters Removed from Consent Items**

None

**8. Public Comment Period**

No comments were received from the public.

**9. Verbal Reports - Including Reports on Courses/Conferences/Meetings.**

General Manager Report – GM West asked the Board’s opinion on the Director Reports

Dir. McBride had no reports.

Dir. Coulombe had no reports.

Dir. McKenzie reported that she is unable to attend the May 28<sup>th</sup> meeting of the Mojave Water Agency.

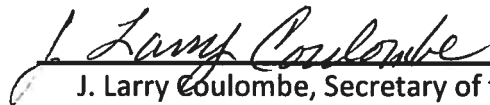
Dir. Burkhart gave a verbal report on the CSDA Legislative Days "Virtual Conference" webinars he attended.

President Corl-Lorono reported on the CSDA Legislative Days "Virtual Conference" webinar she attended.

**10. Adjournment**

President Corl-Lorono adjourned the meeting at 7:08 p.m.

Approved by:

  
\_\_\_\_\_  
J. Larry Coulombe, Secretary of the Board

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



Official Seal