



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 14, 2020
Time – 6:00 P.M.**

****TELECONFERENCE LINE THRU ZOOM 669-900-6833****

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83947501521?pwd=c0hoNVB0R3hzYWR5OEE4Rm5SUkpaUT09>

Password: 771882

Webinar ID: 839 4750 1521

Please note that all requirements of the Brown Act requiring the physical presence of the board or staff have been waived per Executive Order N-29-20

CALL TO ORDER

Meeting convened by President Corl-Lorono at 6:00 pm. President Corl-Lorono read the introductory statement referring to the Governor's Executive Order N-25-20.

PLEDGE OF ALLEGIANCE

Led by Megan Close-Dees.

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: 7 member(s) of the public indicated they were participating via teleconference. 1 members 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

MSC¹ – (Burkhart/McBride) motion approved

Discussion and Action Items

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

That the Board considers taking the following action(s):

1. Review staff report, and note any letters received;
2. Receive questions from the Board of Directors;
3. Open public hearing;
4. Receive public comments;
5. Close public hearing;
6. Board discussion of public comments received;
7. Board to consider approving Resolution No. 20R-16 - 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 for Tax Year 2020.

General Manager West gave the staff report noting that no calls or letters of protest regarding the subject action have been received. This is an annual action of the Board to place delinquent bills on the tax rolls. These delinquencies will be placed on the 2020 Tax Bill for Fiscal Year 2019/20 debts. The tax bill is scheduled to be printed in October 2020. The total amount reported in the preliminary notification to the tax collector on July 13 was \$40,141 tied to 110 parcels. That remains unchanged from the Agenda posting on Friday July 10, 2020. At the time the delinquency notification process began, the total amount was \$51,302 tied to 163 properties. GM West recommended the Board adopt the Resolution following close of the public hearing.

President Corl-Lorono opened the public hearing at 6:07pm.

Public Comment:

Jacklen Crossen, customer who received such notice, stated she paid the bill and asked if the lien would occur. GM West stated 'no' but she would follow-up with the customer.

President Corl-Lorono closed the public hearing at 6:09 pm and asked the Board for comments on the proposed resolution. No additional comments were made.

Mandated break due to computer malfunction at 6:15pm -- Reconvened at 6:24 pm

Motion No. 20-49

There were no further questions. Director McBride made a motion to adopt Resolution No. 20R-16 - 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 for Tax Year 2020. Director Burkhart seconded the motion.

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

MSC¹ – (McBride /Burkhart) motion approved

2. Adopt Resolution No. 20R-17 Establishing the Agency’s Appropriation Limit for Fiscal Year 2020/21 at \$177,849

General Manager gave the staff report as presented in the agenda packet noting that the Appropriation Limit worksheet was first posted for public viewing on June 5th and reviewed by the Board on June 9th, 2020 which satisfies the posting requirements in advance of the Board’s consideration for adoption. She reported that the calculated limit of \$177,849 does not exceed the total amount of tax apportionments expected in for Fiscal Year 2020/21 which is \$136,330. She recommended the Board adopt the resolution to complete the process of calculating and adopting the Agency Appropriation Limit for the current fiscal year.

Public Comment: none

Motion No. 20-50

Director Burkhart made a motion to adopt Resolution No. 20R-17 Establishing the Agency’s Appropriation Limit for Fiscal Year 2020/21 at \$177,849. Director McKenzie seconded the motion.

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

MSC¹ – (Burkhart/McKenzie) motion approved

3. Adopt Resolution No. 20R-18 Modifying the Basic Facilitates Charge and the Service Line Installation Fee for 1-inch Residential Meters

General Manager West gave the staff report as presented in the Agenda packet noting that the proposed fees were posted on June 5th and discussed at the June 9th 2020 regular meeting and that such posting met the requirements of the Mitigated Fee Act. GM West recommends increasing the BFC by the amount calculated by the change in dollar value over the past year. This is an increase of \$120 to \$4,830. The Capacity Fee Study being completed by NBS will inform the Board on the next adjustment to the BFC. GM West continued with a discussion regarding the related water meter installation fee. GM West is recommending an increase of \$105 based on the average cost of the last 20 installations completed. This brings the installation charge to \$1,475. The Agency will continue to evaluate the actual cost of service line installations annually.

Public Comment:

One member of the public asked if this would raise the monthly charge. GM West replied that it would not change the current monthly service charge.

Motion No. 20-51

Director McKenzie asked what the percentage increase in the installation charge from last year. GM West calculated the increase as approximately 7% and noted the cost had actually dropped last year due to change from soft copper material to hi-density polyethylene. Director McBride made a motion to adopt Resolution No. 20R-18 Modifying the Basic Facilitates Charge and the Service Line Installation Fee for 1-inch Residential Meters. Director Coulombe seconded the motion.

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

MSC¹ – (McBride/Coulombe) motion approved

4. Resolution No. 20R-19 Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2020-21 (Tax Year 2020) to be \$68,460

General Manger West gave the staff report as provided in the agenda packet. GM West stated that the charge is at least \$30 per acre and is only assessed on parcels without a service connection and meter. This year 562 parcels will be assessed compared to 575 last year. The number changes by removing any properties that purchased a meter in the prior Fiscal Year or adding any properties that formally terminated water service and had the meter and service connection removed. The total assessment is \$68,460 however given the experience that not all properties pay on time, the budget only contemplates receipt of \$55,000.

Public Comment:

Mike Lipsitz asked about the relationship between standby fee and Basic Facility Charge and how the capacity fee study would answer that question. GM West acknowledged that she did not know the relationship but that the Capacity Fee Study would help us all to understand the concepts better.

Motion No. 20-52

Director McKenzie asked questions about the relationship between standby and basic facilities charge. GM West answered that the Capacity Fee study should answer this question. Director McBride made a motion to adopt Resolution No. 20R-19 Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2020-21 (Tax Year 2020) to be \$68,460. Director Burkhart seconded the motion.

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

MSC¹ – (McBride/Burkhart) motion approved

5. Award Contract to Superior Tank Co., Inc., Rancho Cucamonga, in the amount of \$80,500 with a 10% Project Contingency of \$8,050 for the Miscellaneous Safety Upgrades for Goat Mountain Tanks R1, R2A and R2B

General Manager West gave the staff report as outlined in the agenda packet. She reminded the Board that following the rejection of bids for the recoating of two tanks AND the safety/Security upgrades on June 9th 2020 the project was rebid to address the safety upgrades only. The recoating of Tanks B1 and B2 was moved to the master project list and included with the blending pipeline.

She further reported that following the bid opening, Superior Tank Co., Inc. of Rancho Cucamonga, was confirmed to be the lowest qualifying bid in the amount of \$80,500 which is within the range of the engineer's estimate of \$75,000 to \$85,000. Staff is asking the Board to award the contract to Superior and to authorize a 10% project contingency so the total authorized budget would be \$88,550. Once the contract is awarded and a Notice to Proceed is issued, the project is expected to take 60 days.

Public Comment:

Mike Lipsitz requested clarification about the location of the tanks.

Motion No. 20-53

Director McBride made a comments about the need for the safety upgrades. Director McKenzie asked questions about project design and inspection to make sure it is up to current safety standards. Director Corl-Lorono asked if the contractor would be aware of the

contingency. GM West answered director's questions. Director Burkhart made a motion to award contract for Miscellaneous Safety Upgrades for Goat Mountain Tanks R1, R2A and R2B in the amount of \$80,500 and to authorize a 10% project contingency of \$8,050. Director McKenzie seconded the motion.

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

MSC¹ – (Burkhart/McKenzie) motion approved

6. 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. Regular Board Meeting Minutes for June 9, 2020
- b. Receive and File PLEGS Committee Meeting Minutes for February 18, 2020
- c. Receive and File PLEGS Committee Meeting Minutes for April 21, 2020
- d. Financial Statements for June 2020
 - 1. Balance Sheet
 - 2. Budget Sheet
- e. Receive and File Disbursements for June 2020
- f. Service Order Report June 2020
- g. BDV Production Report June 2020
- h. Goat Mountain Production Report June 2020
- i. Quarterly Investment Report on Cash Balance Distributions for Local Agency Investment Fund and/or Pacific Western Bank as of June 30, 2020

Recommended Action:
Approve as presented (Item a-i):

Public Comment: none

Motion No. 20-54

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

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

MSC¹ – (McBride/Burkhart) 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.

1. General Manager Report – GM West reported that the Morongo Basin Conservation Association Landscape Tour Committee has received the draft Virtual Tour videos and we hope to post the link to our website in July.
2. Director Reports
 - a. Director Burkhart had no report.
 - b. Director McKenzie had no report.
 - c. McBride attended June 11 Mojave Water Agency Board meeting (remotely) and he shared some of the action items from that meeting including prevailing wage requirement and drinking water quality issues.
 - d. Director Coloumbe had no report.
3. President Report – President Corl-Lorono reported on a Community Water Systems Alliance planning meeting she attended on June 18, 2020 with the General Manager. The primary focus of the meeting was planning for the next year and recruitment of new members. She also reported on the Mojave Water Agency Board of Directors' meeting she attended on June 25, 2020. The MWA meeting was focused on the fiscal year 2020/21 and from a lengthy closed session agenda they had reported the appointment of Kathy Cortner to General Manager.

10. Adjournment

President Corl-Lorono adjourned the meeting at 7:07 p.m.

Approved by:



Larry Coulombe, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal