



# 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 Meeting Minutes

Committee Members: Director McBride & Director McKenzie

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

May 19, 2021  
Time – 4:00 P.M.

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY  
\*\*TELECONFERENCE LINE THRU ZOOM 669-900-6833\*\*  
OR

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86514787427?pwd=RE9KRGrTE0zRHp1RWh8WnFKMW5mZz09>

Passcode: 092342

Or Dial:

1-669-900-6833

Webinar ID: 865 1478 7427

Passcode: 092342

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

Vice President McBride called the meeting to order at 4:00 pm

### PLEDGE OF ALLEGIANCE

Led by John Burkhart

### ROLL CALL

Directors Present: Chairman McBride  
Director McKenzie

Staff Present: Marina West

Public Present: 0 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

Vice President McBride and Director McKenzie approved the Agenda as presented.

## Discussion and Action Items -

### 1. Draft Report *Non-Exempt Employee Salary Benchmark Survey* and Recommendations for Incorporation into the Fiscal Year 2021/22 Budget

GM West gave a PowerPoint presentation on the Draft *Non-Exempt Employee Salary Benchmark Survey*, May 2021. The outstanding question of impact to long-term reserve goals outlined in the Rate and Capacity Fee Study reports was addressed by inputting draft budget projections into the model. The result is that over the next five (5) fiscal years the revenues are expected to exceed expenses. She also showed that the revised calculation of salary+benefits vs. total expenses remains around 35% and 27% excluding the general manager.

GM West requested that the FPREP Committee provide a recommendation, by vote, to have staff finalize the benchmark report and move it to the full Board to receive and file.

GM West stated that whether or not the benchmarks are ultimately adopted by the Board of Directors the revised Organizational Chart reflects today's operations since it was last adopted in 2017 and the two lead positions are quite necessary. Job descriptions and salary scales are part of that update. GM West intends to return to Committee on this subject following the full Board's decision as to whether or not to approve the Draft Fiscal Year 2021/22 Budget version that includes the benchmark adjustments. For clarification, if the report recommendations are adopted it includes the salary scale for the lead positions. If the report recommendations are not adopted, then a salary scale will undergo further evaluation.

No Public Comment.

The Committee concurred with the recommendations for benchmark adjustments outlined in the report.

The Committee recommended a minimum of 1.3% Cost-of-Living be input into the budget but Director McBride wants the full Board to consider a 3.0% COLA.

The Committee recommended the revised Organizational Chart recommended in the report and the development of the "Lead" job descriptions.

### 2. Fiscal Year 2021/22 Draft Budget

GM West provided a PowerPoint presentation on the draft budget overall revenue and expense summary as well as the detailed expense summary noting that the draft budget includes the 1.3% Cost-of-Living Adjustment (COLA) and the non-exempt employee salary benchmark recommendations.

The presentation also provided the summary budget without the benchmark adjustments but inclusive of the COLA for comparison.

She answered questions posed by the Committee.

No Public Comment.

The Committee recommended the draft budget proceed to the full Board for final consideration and adoption including a decision on the Fiscal Year 2021/22 Cost-of-Living Adjustment for all non-exempt employees.

### **3. Miscellaneous Fees and Charges Proposed for Future Adoption by Resolution**

GM West reviewed the existing resolutions and changes being proposed. The first resolution is 20R-01 regarding recent legislation surrounding discontinuation of residential service under SB998 Dodd (2018). She continued that due to COVID and the Governors subsequent order to not discontinue water service SB998 has not even been implemented yet. Therefore, when authorized, the Agency intends to execute lock-off cycles as defined in SB 998 until experience is gained. However, the resolution and the Rules and Regulations for Water Service Ordinance No. 210-02 allow for differentiation amongst account types. In other words, non-residential customer accounts could be subject to a different standard that shortens the timeframe between notice and actual lock-off, refusal to allow payment plans or differed payments. Therefore, at this time, staff is not recommending any changes to Resolution No. 20R-01.

Resolution No. 20R-02 concerns customer deposits. Staff is recommending this resolution be updated to specifically address the update to customer classifications. Staff is also recommending applying a higher deposit requirement for the Agricultural classification which mimics the 2-inch bulk hauling meters; \$500 /Two (2) times average monthly water bill whichever is greater. The recommendation is based on the fact that this classification generates much higher water bills than the residential classification and 1-inch bulk haulers. Lastly, the resolution should be modified to include language covering lock-off unrelated to delinquency, for instance, failure to test backflow devices.

Resolution No. 20R-03 establishes a variety of fees and charges for specialized services. However, the resolution should also include a fee for a backflow installation notifications and to clarify lock-off and unlock fees for failure to comply with backflow installation and/or testing requirements. GM West stated that with Committee concurrence the Draft Resolutions would be posted in conformance with the Mitigated Fee Act prior to the Board considering them at the June 8, 2021 meeting of the Board of Directors.

No Public Comment.

The Committee recommended the resolution on miscellaneous fee and charges be brought to the full Board for consideration and possible adoption.

**4. Review Staff Recommendation to Reduce CalPERS Unfunded Accrued Liability in Fiscal Year 2020/21**

GM West notified the Committee of the savings that could be generated by paying off a portion of the CalPERS Unfunded Accrued Liability "base". The recommendation comes from our Eide Bailly consultant Cindy Byerrum, CPA. For maximum interest savings, a payment of \$50,000 was recommended to the base titled, "investment (Gain)/Loss 06/30/2013" with a 24-year amortization period. If paid now, the Agency would realize approximately \$50,000 in savings over the 24-year term. GM West noted the \$50,000 is in the FY2021/22 budget but intends to pay the invoice in the current year for maximum interest savings as applied to the current fiscal year. Should the Board disagree with the additional expense in the budget then the GM recommends reducing the FY2021/22 investment share to the PARS Trust.

No Public Comment.

**5. Consent Items –**

- a. FPREP Special Committee Meeting Minutes April 20, 2021
- b. PARS Statements for February and March 2021

Recommended Action:

Approve as presented (Items a-b):

No Public Comment.

Committee Members approved the minutes as presented.

**6. Public Comment Period**

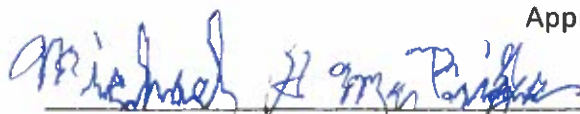
None.

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

1. Committee Members' Comments/Reports
2. General Manager's Report – GM West reported on the Strategic Partners grant redirect from La Contenta Water Education Festival to the Yucca Valley Elementary School Outdoor Learning Project. She showed a brief PowerPoint on the concept and photos of the crew delivering the materials to the school.

**8. Adjournment – Vice President McBride adjourned the meeting at 6:03 pm.**

Approved by:



Michael McBride, Committee Chair  
Official Seal

