



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' WORKSHOP MEETING MINUTES

BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92285

March 26, 2022
Time – 9:00 A.M.

NO ZOOM PLATFORM PROVIDED FOR THIS MEETING

CALL TO ORDER

President Burkhart called the meeting to order at 9:13 am.

PLEDGE OF ALLEGIANCE

Led by Steven Kennedy.

ROLL CALL

Directors Present: John R. Burkhart
 JoMarie McKenzie
 Megan Close-Dees
 Craig Dicht
 David Chapman

Staff present: Marina West
 Steven Kennedy, Agency Legal Counsel

Public Present: 0 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Director McKenzie made a motion to approve the agenda as presented. Director Dicht seconded the motion. Unanimously approved.

Public Comment: none.

Discussion and Action Items -

1. **Workshop Topics:**
 - Annual Review of the Board of Directors' Handbook

GM has presented the existing version adopted in 2017. GM West stated she has already identified some changes needed. She requested the Director's provide feedback as well as input and review by legal counsel and then the document can be readopted at a future date.

Discussion ensued as the Directors and Counsel reviewed the Handbook. Including but not limited to: correction of typos and update of any listed references through web addresses or other referenced contacts; rearrangement of subsections for better readability; additional acronyms; fraud-in-the-Workplace policy to be reviewed and update following legal counsel review.

Legal Counsel discussed the Public Records Act as it pertains to Agency communications and private communications.

ADJOURNED TO BREAK AT 10:35 AM --- RECONVENED AT 10:40 AM

- Mid-Year Budget Review

GM West gave a PowerPoint presentation on the status of the budget at the end of February. Year-to-Date budget is on-track.

The presentation included details of how to read and interpret the actual expense and revenue line items against the Agency approved budget.

ADJOURNED TO BREAK AT 11:45 AM --- RECONVENED AT 12:01PM

- Presentation by Legal Counsel on Issues of Interest to the Agency
Legal Counsel Kennedy gave a verbal presentation on issues before the courts such as:
 1. Prop. 218 issues dealing with a recent decision on the majority protest process which no longer requires exhaustion of Administrative Remedies first; and
 2. Assembly Bill 2449 (B. Rubio), drafted by Mr. Kennedy, regarding amendments to the Brown Act specifically related to remote participation by Directors; and
 3. Public Records Act with the "Best Practice" being for elected officials to maintain discipline with electronic communications. For instance, keeping Agency business off personal email and vice versa; and
 4. Gifts and conflict of interest and other traps to avoid.

2. Director Input and Comments: No additional comments were made.

3. Public Comment Period: None

4. **Verbal Reports** – Including Reports on Courses/Conferences/Meetings.

1. General Manager Report – None.
2. Director Reports – None.

5. **Adjournment**

President Burkhart adjourned the meeting at 12:47pm.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal