



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**

**August 9, 2022
Time – 6:00 P.M.**

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

Please note that due to continued COVID concerns the Public may be required to wear face coverings at all times while present in the meeting room.

PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83359977078?pwd=Mmh0ZEFNOHlrOHk1OS9kSXE2S0lrZz09>

Passcode: 737796

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 833 5997 7078

Passcode: 737796

CALL TO ORDER

President Burkhart called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

Led by Craig Dicht.

ROLL CALL

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

Staff present: Marina West

Public Present: 1 member(s) of the public indicated they were participating via teleconference.
0 members of the public were present in the meeting room.

APPROVAL OF AGENDA

GM West noted a typo on the Consent Calendar, the Board is approving the July 12, 2022 Meeting Minutes. Director Dicht made a motion to approve the agenda as presented. Director McKenzie seconded the motion. Unanimously approved.

Discussion and Action Items -

1. **Resolution No. 22R-13 Adopting the Employee Handbook for the Purposes of Establishing the Rules and Procedures for the Conduct of Personnel/Human Resources Matters – Update to Current Best Practices**

GM West gave the staff report as presented in the Agenda Packet noting that the Handbook had been reviewed by the Finance/Personnel Committee (FPREP) and that the employees had been informed of the pending revisions.

Director McKenzie asked several questions regarding aspects of employment practices such as mandatory employee postings, return to work status from medical leave, medical leave file clarification and definition of “family members” not including cousins. A question about vacation hour caps was asked.

Director Chapman noted that the resolution Article references are not in-line with the actual Table of Contents. GM West answered that the TOC was finalized after the resolution was drafted. GM West did not verify and requests that the Board proceed to make that change as a part of the motion.

All questions were asked and answered.

Public Comment: None.

Motion No. 22-032

Director Chapman made a motion to adopt Resolution No. 22R-13 Adopting the Employee Handbook for the purposes of establishing the Rules and Procedures for the Conduct of Personnel/Human Resources matters – Update to current best practices including the correction of the Article references to match the document Table of Contents. Director Close-Dees seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

MSC¹ (Chapman/Close-Dees) unanimously approved.

2. **Authorize Attendance and Per Diem to Member of the Board of Directors Participating in Various Public Outreach Events in Calendar Year 2022**

GM West gave the staff report as presented in the Agenda and turned the discussion over to the Board for their input.

Director Dicht believes that the Orchid Festival is a great family, community event and we should participate to provide information and education to the public. He does believe there is some preparation time as well. He is willing to take a lead and to be present. Director Dicht's noted he is less interested in the Labor Day event.

Public Comment: None.

Motion No. 22-033

Director Close-Dees made a motion to authorize Per Diem for any director who desires to plan and participate in various public relations events for calendar year 2022. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

MSC¹ (Close-Dees/McKenzie) unanimously approved.

3. Consent Items

- a. Resolution No. 22R-14 Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions and Authorizing Remote Teleconference Meetings of the Board of Directors and its Standing Committees for the Period August 20, 2022 to September 18, 2022, Pursuant to Brown Act Provisions.
- b. Resolution No. 22R-15 Attachment F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems.
- c. Receive and File the Annual Disclose of Reimbursements for Fiscal Year 2021/22.
- d. Regular Board Meeting Minutes, June 21, 2022
- e. Financial Statements
 1. Balance Sheet(s) – July 2022
 2. Budget Sheet(s) – July 2022
- f. Receive and File Disbursements for July 2022
- g. BDV Production Report for July 2022
- h. Goat Mountain Production Report for July 2022

Recommended Action:

Approve as presented (Item a-h):

Public Comment: None.

Motion No. 22-034

Director Chapman made a motion to accept the Consent Items a to h, excepting item b, as presented. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

MSC¹ (Chapman/Dicht) unanimously approved.

4. Matters Removed from Consent Items

Consent Calendar Item b pulled by Director Dicht: Resolution No. 22R-15 Attachment F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems.

Public Comment: None.

Motion No. 22-035

Director Dicht made a motion to authorize the Consent Items b Resolution No. 22R-15 Attachment F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems., as presented. Director Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

MSC¹ (Dicht/Chapman) unanimously approved.

5. Public Comment Period

Ms. Natalie M. addressed the Board of Directors stating that an email was sent to President and Secretary regarding a billing dispute. She claims that she talked to the “manager” at the Agency. She claims that the owner and the tenant tried to get water service and property was in probate. The county shut down and the County of San Bernardino did not record. The client was denied water service. Tenant did break lock on property and then meter was removed. Owner and tenant did offer to pay for the fees. They now have the verified owner and there are service charges to the property when there was no meter at the property.

GM West obtained additional information from Ms. Natalie M. and stated she would follow-up with the customer on August 10, 2022.

6. Verbal Reports – Including Reports on Courses/Conferences/Meetings.

1. General Manager Report – GM West noted that the carpool would be leaving the office at 6:00 am for the BIA Water Conference this Friday, August 12, 2022.
2. Director Reports

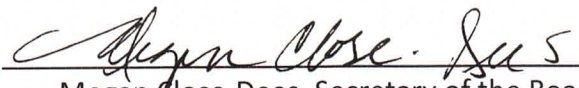
Director McKenzie – Reported on the Association of San Bernardino County Special Districts (ASBCSD) Dinner Meeting on July 18, 2022. Mr. John Mura, East Valley Water District General Manager. The topic was *Taking Risk to Enhance Public Service*. One project was to use their own wastewater to recycle project rather than sending untreated water downstream to another entity. Currently seeking funding partner to develop a Co-Gen operation, creating energy from biogases, within the District. They also have an “intern” program for wastewater training.

Director Dicht – Reported on the Mojave Water Agency meeting he attended on July 14, 2022. The primary topic was a discussion of their financial reserve policy. State Water Project Table A transfers/sales potential, Delta Conveyance Project costs and other topics.

7. Adjournment

President Burkhart Adjourned the meeting at 7:20 pm.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal