



# 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 McKenzie & Director Dicht

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

September 21, 2022  
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/83525533665?pwd=Q0dHSFVSTdXUDN2R0NjZlZQVThyZz09>

Passcode: 762996

Or

Dial: 1-669-900-6833

Webinar ID: 835 2553 3665

Passcode: 762996

### CALL TO ORDER

Director McKenzie called the meeting to order at 4:05 pm.

### PLEDGE OF ALLEGIANCE

Led by JoMarie McKenzie.

### ROLL CALL

Directors Present: Chair McKenzie  
Director Dicht

Staff Present: Marina West

Public Present: 0 member(s) of the public indicated they were participating via teleconference.  
0 members of the Board was present in the meeting room as an observer.

### APPROVAL OF AGENDA

Director Dicht moved to approve the Agenda as presented. Seconded by Director McKenzie.

### Discussion and Action Item

#### 1. Discussion on Road Erosion Affecting Depth of Water Lines and Appurtenances

GM West opened the discussion with a PowerPoint presentation showing examples of damages experienced. She also discussed some options for resolving the problem but felt the best option is to encourage the County to get an increase in the road tax. GM West said

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Approved January 17, 2023

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she is meeting with the County 3<sup>rd</sup> District Field Representative and will inquire on this subject. She will report on those findings at the next meeting.

Chairwoman McKenzie asked if we could paint the cans a brighter color for better visibility. She stated that the County would need to produce a plan of action for using the additional funds. That the road elevation needs restored.

## 2. Discussion of Public Relations Outreach Including “Bill Memo” and Upcoming Events

GM West began with an outline of the various subjects to be covered under this item: Bill Memo box, Back of Bill messages, newsletters and upcoming events.

Bill Memo: GM West clarified that each month one-half of the Agency receives their water bill so it takes two months to get one message out in the “special memo” box on the bill (eg. Six messages per year). She distributed a list of “bill memo” text by month and a copy of water bills depicting the space used for the memo. She reviewed the mandatory subjects that are covered annually. She inquired on new messages the Committee would like included during the year.

Committee members discussed the issue. Director Dicht’s looking for a definition of Hcf and suggested some changes to the water consumption.

Back of the Bill: GM West reviewed the items on the back of the bill again noting that some are required but others could be removed to make room for new information. The information on the Customer Classifications is in the new draft. Staff is awaiting additional feedback from the Committee before implementing any changes. She inquired what information the Committee believes to be missing.

Committee members discussed the issue adding some suggestions for additional information.

Newsletters: GM West discussed the subject of newsletters which can be inserted into the bills or mailed alone. The goal had always been to have at least two newsletters per year but staffing changes have thwarted that effort. The last newsletter was distributed in the January 2022 timeframe. Committee had indicated an additional newsletter related to emergency response. GM West suggests highlighting grants we have been awarded or activities we have participated in with pictures from Giant Rock Clean-up and Orchid Festival. This could be for a December or January launch. She inquired what information the Committee believes would be relevant for the next newsletter.

Committee members discussed the issue. Chairman McKenzie suggests we do an update on the illegal cannabis, grants, Ames-Reche, conservation. Director Dicht’s suggested to write about where we get our water and recharge. A newsletter could also focus on the Delta Conveyance: cost, where it is located, etc.

For the winter newsletter, conservation messaging with quantitative information (eg. a leaky toilet wastes X gallons per day). On the back of the message, we can highlight the Giant Rock and Orchid Festival. Goal to mail in December or January. The draft can be brought to the Committee in November 2022.

Upcoming Events: GM West reviewed the upcoming planned events for 2022 and 2023. Noting that the September 3, 2022 Labor Day Fireworks did not appear to be worth the effort due to the limited number of attendees prior to dusk when the “booth” was closed.

### **3. Discuss Investment Opportunities**

GM West reported that she had purchased a Certificate of Deposit at a rate of 1.75% for 13-months and then rates started to climb. She reviewed the current rates available at PacWest Bank indicating she intends to acquire additional CD’s starting after the next rate hike by the Federal Reserve. All told, she believes the Agency could comfortably set-aside up to an additional \$1M in CDs for a total of \$2M and would purchase additional CDs in the \$300,000 range. She inquired if the Committee had any questions.

Committee members discussed the issue with Director Dicht’s stating it is a good idea. Chairwoman McKenzie inquired about the amount of cash reserves.

### **4. Discussion Monthly Service Order Report**

GM West discussed the monthly service order report and its purpose to inform the Board of the volume of activities conducted by both the Operations and Administration. The report is also intended to provide the GM with assurances that certain activities have occurred such as inspections. Lastly, that the tables capture information on residential lock-offs and payment plans. This information is required to be posted annually to the website and she demonstrated the location on the website. GM West intends to maintain this web-table on a more frequent basis than the required annual posting. GM West concluded by asking what information is relevant to the Directors, what is not relevant and is there information not presented that is desired.

Committee members asked questions about the content of the report. Director Dicht’s asked for a rolling 12-months of information rather than fiscal year data or just one column with the prior total year. GM West stated that she will discuss with staff to reformat the report.

### **5. Consent Items –**

- a. FPREP Minutes of July 19,2022
- b. PARS Investment Statements June 2022 and July 2022

Recommended Action:

Approve as presented (Items a-b):

Committee approved the Consent Items as presented.

**6. Public Comment Period**

None

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

1. Committee Members' Comments/Reports- none.
2. General Manager's Report- none

**8. Adjournment**

Chair McKenzie adjourned the meeting at 6:02 pm.

Approved by:



JoMarie McKenzie, Committee Chair



Official Seal