



BIGHORN-DESERT VIEW WATER AGENCY

Our Mission - "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

TUESDAY March 21, 2023
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/82327644567?pwd=TOxRd2dPckJzd1NYSU80R09YNE5yUT09>

Passcode: 303015

Or

Dial: 1-669-900-6833

Webinar ID: 823 2764 4567

Passcode: 303015

CALL TO ORDER

Chair McKenzie called the meeting to order at 4:03 pm.

PLEDGE OF ALLEGIANCE

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

Discussion and Action Items

1. **Public Workshop No. 1: Draft Budget for Fiscal Year 2023/2024**

GM West introduced this item as the “first blush” at a budget for Fiscal Year 2023/24 and that staff is seeking input from the Committee for inclusion in the 2nd Draft Budget. She gave a PowerPoint presentation summarizing the main components of revenue, expenses and capital project line items.

Following the presentation referred back to the following line items in the draft budget:

She noted that some items will be adjusted based on better estimates of year-end expenses (eg. Line 53). Consumption revenue is another area requiring a bit more scrutiny. All indications are that property tax rates will increase by the full 2% allowed.

Staff salaries include the 8.7% Cost-of-Living Adjustment reviewed by the Committee in January 2023. Staffing levels have changed in recent weeks so those costs will be reevaluated.

Property Liability insurance industry and the impacts California wildfires and floods have and will cause. The JPRIMA continues to be a strong product with new members joining regularly.

She further introduced the concept of “cyber security” insurance noting that the federal government appears to lean towards requiring entities to be adequately prepared for such events. The insurance is approximately \$4,000 per year for a \$1M policy with \$5,000 deductible. An additional fee for IT Security services has been estimated at \$3,000 but has not been confirmed.

Prior to finalizing the operations expense budget, staff will review electricity, maintenance and fuel costs will require further scrutiny.

Comments from Committee: Committee members asked for the formal cybersecurity quote and policy details at the next meeting. Chairwoman McKenzie asked for clarification on the capital budget. Director Dicht brought up the issue of Cost-of-Living Adjustment (COLA) for staff. Chairwoman McKenzie believes other agencies are lower in the past than BDVWA. She mentioned the price increases seen by the community for power, water, etc. Committee asked about schedule for final budget approval. GM West noted several aspects that play into salary like benchmarks, Employee Handbook, salary at other agencies, etc.

Director Dicht requests special meeting in April to discuss the salary budget and COLA. Committee members will provide input to the analysis of various options for COLA.

2. Review Report on the Status of Agency Grants Awarded

GM West stated she has made additional changes to the Grant Report since the last Finance Committee meeting in January. She stated that she introduced the report to the Planning Committee (PLEGs). The plan is to provide this report in each Committee's Consent Calendar. She is seeking additional feedback on the layout and information provided noting that the "11 x 17" version is not friendly to the agenda packet publication. She suggested perhaps the "larger" format could be posted on the website with a link in the packet.

Director Dicht and Chairwoman McKenzie provided some input to staff on the table. Director Dicht favored the condensed version and suggested some consolidation of language. Director McKenzie suggested an emphasis on "amount spent to date" rather than "% complete". In terms of narrative the Committee members preferred a look back as well as forward on the progress narrative.

3. Consent Items –

- a. FPREP Committee Meeting Minutes January 17, 2023
- b. PARS Investment Statement December 2022 and January 2023

Recommended Action:

Approve as presented (Items a-b):

Committee approved the Consent Items a-b.

4. Public Comment Period

5. Verbal Reports - Including Reports on Courses/Conferences/Meetings.

1. Committee Members' Comments/Reports – None.
2. General Manager's Report – GM West asked the Committee to choose a date for the next Personnel Succession Planning Ad Hoc Committee offering April 4 or April 5 at 4 pm. Committee selected the Wednesday, April 5 at 4 pm.

GM West also informed the Committee that she is working on a path forward presentation on long-term financial planning as a direct result of the recent banking issues and existing investment instruments.

GM West stated that with respect to Public Relations we have two events coming up. First, April 23, 2023 the Morongo Basin Conservation Association Desert-Wise Living Series Landscape Tour would like to feature the Landers Post Office. I would like volunteers for the booth and booth planning. The Water Education Festival will be held

at La Contenta Middle School on Wednesday, May 31, 2023. For those interested in assisting, a planning meeting needs to be held asap.

6. Adjournment

Chair McKenzie adjourned the meeting at 5:32 pm.

Approved by:


JoMarie McKenzie, Committee Chair



Official Seal