



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' SPECIAL MEETING MINUTES

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

March 28, 2023
Time – 6:00 P.M.

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82117668819?pwd=UWxRYjhlbERQcFhVemN6N2hQcFpkdz09>

Passcode: 600530

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 821 1766 8819

Passcode: 600530

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Led by John Burkhart.

ROLL CALL

Directors present:

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

Staff present:

Marina West
Scott Nelson, Eide Bailly, LLP – Financial Consultant

Public Present: 0 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

Director Close-Dees made a motion to approve the agenda as presented. Director McKenzie seconded the motion. Unanimously approved.

Discussion and Action Items -

1. Budget Public Workshop No. 2: Draft Operations and Capital Improvement Budget for Fiscal Year 2023/24

No Action – Information and Discussion Purposes Only. Input will be incorporated into Second Draft Budget to be presented at Budget Public Workshop No. 3

GM West introduced Mr. Scott Nelson, Eide Bailly, to provide the Draft Budget Presentation.

Mr. Nelson reviewed the draft budget layout as well as presented some statistical charts on revenue and expense distribution by category.

Following the presentation, GM West noted that there are several items to be reviewed prior to the next draft budget including the cost for new service, water sampling and water treatment.

She reviewed the status of the PARS Trust budgets for current and next fiscal year and said she would like to discuss further with the Finance Committee (FPREP) on a “path forward” for investments given the present state of the economy and banking. Currently the budget includes \$100,000 to the PARS Trust account but staff, to date, has not made a transfer/ deposit in the current fiscal year.

Questions and comments were received from the Board.

Mr. Nelson continued his presentation through several charts displaying the distribution of revenue and expenses as well as the Cash Balance Distribution.

Questions and comments were received from the Board.

Concerning the proposed Cost-of-Living Adjustment (COLA), GM West presented two slides: one with the current staffing levels, staff tenure and anticipated length of employment over the next five years. The second slide reviewed the calculation of Cost-of-Living Adjustment for all staff and the GM in the proposed budget. GM West noted the Employee Handbook states the basis for consideration of COLA each year is the Social Security Index and the overall financial condition of the Agency. The Finance Committee did not make a definitive recommendation at their meeting March 21, 2023. GM West stated the current proposal, included in the draft budget, is 8.7% for all staff and GM. If

this proposal is unacceptable to the Board then GM West requested the Board's input on how to proceed.

Staff received questions, comments and direction from the Board regarding the draft budget:

After discussion, the Board indicated it was favorable to the 8.7% COLA and asked that the adjusted Range and Step Scale be brought to the next Finance Committee meeting.

GM West concluded that the next draft budget (Public Workshop No. 3) will be presented to the Finance Committee (FPREP) at a Special Meeting Scheduled for April 18, 2023.

Public Comment: None

Motion: No Motion – Information and discussion purposes only.

Board adjourned to break at 7:18 pm --- Meeting Resumed at 7:26 pm

2. Consider Initiating Procedure to Implement a Cost-of-Living Adjustment (COLA) to the Board of Directors' Per Diem Effective no sooner than July 1, 2023.

GM West gave the staff report as provided in the Agenda Packet noting that the increase of 5% to the current Board authorized salary is \$7.76 per day of service for a total of \$162.89. This process is done by Ordinance which does take staff time and has a cost. Therefore, annually she requests the Board first consider if they want to pursue the COLA before she initiates the process. However, this does not mean the Ordinance will actually pass once presented before the Board for adoption.

Public Comment: None

Motion No. 23-009

Director Chapman made a motion to initiate the process for increasing the Board of Directors per diem compensation, via Ordinance, by five percent (5%) for fiscal year 2023/24. Director McKenzie seconded the motion.

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

MSC¹ (Chapman/McKenzie) approved.

3. Consent Items –

- a. Regular Board Meeting Minutes, February 14, 2023
- b. Financial Statements
 - 1. Balance Sheet – January 2023
 - 2. Budget Status – January 2023
- c. Receive and File Disbursements for February 2023
- d. Service Order Report for January 2023
- e. Grant Award Status Report March 2023
- f. BDV Production Report for February 2023
- g. Goat Mountain Production Report for February 2023
- h. Receive and File Planning/Engineering (PLEGs) Standing Committee Meeting Minutes for December 20, 2022.
- i. Receive and File Finance (FPREP) Standing Committee Minutes for January 17, 2023.
- j. Authorize attendance at American Water Works Association CA-NV Section Spring Conference April 2-5, 2023.

Recommended Action:

Approve as presented (Item a-j):

Public Comment: None

Motion No. 23-010

Director Dicht made a motion to adopt Consent Calendar items a to j. Director Close-Dees seconded the motion.

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

MSC¹ (Dicht/Close-Dees) approved.

4. Matters Removed from Consent Items

None.

5. Public Comment Period

None.

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

- 1. General Manager Report – DWLs April 23rd and Workshop April 22nd.

2. Director Reports

Director Chapman: Reported on the Homestead Valley Community Council (HVCC) meeting he attended on March 20, 2023. He noted that the Sheriff's Department will get an additional five (5) positions in the Morongo Basin. He further noted the "Glamping Project" proposed in Flamingo Heights was rejected without prejudice. RoBott Land appealed that decision to the full Board of Supervisors. No date was provided for the Supervisors hearing on the proposed project. It was reported that the Scenic Highway 247 was still on hold.

Director McKenzie: Reported on the Homestead Valley Community Council (HVCC) meeting he attended on March 20, 2023. She reported that a "flashing light" will be installed at the corner of Bellfield and Linn Road. She further reported that over 6,000 letters of opposition were received on the "Glamping Project", 1,400 visitors to the HVCC website page devoted to the "Save Our Desert" Campaign. Lastly, she summarized discussion around the "State Responsibility Area" and "Local Responsibility Area" and a proposed change in designation for the Lucerne Valley area which is expected to increase fire insurance costs.

She further reported on the Landers Association elections and officers as well as events and committee schedules. She mentioned happenings at the Morongo Basin Historical Society.

Lastly she reported on the Anti-Harassment training she completed virtually as part of the AB1825 biennial requirement for all Directors.

Director Burkhart: Reported on the Anti-Harassment training she completed virtually as part of the AB1825 biennial requirement for all Directors.

Director Dicht: Reported on a CSDA Virtual Conference he attended. The subjects covered were: Cyber Security issues in the industry, active shooter training, earthquakes, various Hazard Mitigation grant opportunities and other resources/opportunities.

He also reported on the Ethics training he completed virtually as a part of the AB1234 biennial requirement for all Directors.

He also reported on the Joshua Basin Water District Board of Directors' meeting during which the District was holding a Public Hearing on their latest Proposition 218 Rate and Fee Proposal for the next 5-year period. He mentioned the cost per tier over the period of the rate increase going from \$6.20 to \$13.00.

7. Adjournment

President Burkhart Adjourned the meeting at 8:21 pm.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal