



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

July 11, 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/84963144607?pwd=ckhOSDVsNWRKMC9jM2ZjUGw0NjB4QT09>

Passcode: 462983

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 849 6314 4607

Passcode: 462983

--- NOTE ----

Director Dicht will attend via teleconference

From the location identified as

16 N. Martindale Ave., Ventnor City, New Jersey, 08406

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Led by Rosie Carrick

ROLL CALL

Directors present: John R. Burkhart
 JoMarie McKenzie
 Megan Close-Dees
 Craig Dicht – Participating from posted remote location
 David Chapman

Staff present: Marina West
 Rosa Carrick

Public Present: Following Roll Call, 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

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

Discussion and Action Items –

1. Public Hearing: Resolution No. 23R-XX Confirming Reports of Delinquent Accounts for Basic Service Charges, Water Consumption Charges, Delinquent Fees, Miscellaneous Fees and Processing Fees AND Authorizing Placement of Property Liens on the Secured Tax Rolls of San Bernardino County for Collection of Delinquencies within Bighorn-Desert View Water Agency

GM West gave the staff report as outlined in the Agenda packet and a Powerpoint presentation. GM West acknowledged and thanked Agency staff for their attention to billing details throughout the year. She introduced Ms. Carrick, who is primarily responsible for the implementation of these processes annually with assistance from Ms. Heller. The process begins each May and June the Agency summarizes the report of Bad Debt expenses owed for the prior year period and prepares for the submission of a collections report to the County of San Bernardino for inclusion in the secured tax rolls. Currently, the total amount to be forwarded to the County of San Bernardino for collections on the 2023 Tax Bill is \$49,708.95 on seventy-seven accounts. The owners of each delinquent account were sent final notices by regular first class mail on June 1, 2023 to inform them of the pending property tax lien and the amount owed to the Agency to avoid the lien. The Agency posed the required public notices in the Hi Desert Star on June 28th and July 5th. It was reported that the Agency has received no letters of protest prior to the public hearing.

GM West answered questions of the Board.

President Burkhart opened the Public Hearing at 6:17 pm.

Public comments: None

President Burkhart closed the Public Hearing at 6:18 pm.

There was no further discussion from the Board.

Motion No. 23-022

Director McKenzie made a motion to adopt Resolution No. 23R-13 - Confirming reports of delinquent accounts for Basic Service Charges, water charges, revenue bond surcharges, delinquent fees and processing fees AND authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn-Desert View Water Agency for Tax Year 2023. Director Close-Dees seconded the motion.

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

MSC¹ (McKenzie/Close-Dees) unanimously approved by roll call vote.

2. Public Hearing: Resolution No. 22R-XX Establishing Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2022-23 (Tax Year 2022) to be \$61,950

GM West gave the staff report as presented in the Agenda Packet and a Powerpoint presentation. The standby assessment applies only to those unmetered parcels with in the Improvement District Goat Mountain. As meters are purchased in a given fiscal year they are then removed from the subsequent tax roll. The assessments have been applied to unmetered parcels since the creation of the predecessor water system, CSA 70 W-1 (Goat Mountain) by the County of San Bernardino. The assessment per acre has never been adjusted. It was reported that the Agency has received no letters of protest prior to the public hearing.

GM West answered questions of the Board.

President Burkhart opened the Public Hearing at 6:32 pm.

Public comments: None

President Burkhart closed the Public Hearing at 6:33 pm.

There was no further discussion from the Board.

Motion No. 23-023

Director Chapman made a motion to adopt Resolution No. 23R-14 – Establishing Stand-By and Availability Fees for Water Service within Bighorn-Desert View Water Agency Improvement District Goat Mountain for (Tax Year 2023). Director Close-Dees seconded the motion.

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

MSC¹ (Chapman/Close-Dees) unanimously approved.

3. Authorize Issuance of Purchase Order to Ferguson Waterworks Inc. to Procure Water Service Materials for the “Meter Replacement Program” at a Cost of \$144,907.78

GM West gave the staff report as presented in the Agenda Packet and a Powerpoint presentation. GM West further noted that the Agency expects that total costs will exceed the grant amount. All costs over the approximate \$300,000 grant will be expensed to BDVWA. For instance, BDVWA intends to expense the value of the meter boxes. Meter box replacement is desired by staff but the grant may not cover that line item as it is not a necessary upgrade under the meter replacement program. The total cost of water service parts and meters to be covered by the grant is approximately \$220,000. The Agency staff will do the installations and will request reimbursement for labor up to the grant amount. Without the grant, the Agency would still need to be replacing these meters, with a new meter box, due to age.

GM West answered questions of the Board.

Motion No. 23-024

Director Chapman made a motion to authorize issuance of a Purchase Order to Ferguson Waterworks Inc. to procure water service materials for the "Meter Replacement Program" at a cost of \$144,907.78. Director McKenzie seconded the motion.

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

MSC¹ (Chapman/McKenzie) unanimously approved.

4. Consent Items -

- a. Board of Directors' Special Meeting Minutes, June 27, 2023
- b. Financial Statements
 1. Balance Sheet – May 2023 and June 2023 (FYE unaudited)
 2. Budget Status – May 2023 and June 2023 (FYE unaudited)
 3. Quarterly Investment Report for period ending Q2/2023
- c. Receive and File Disbursements for June 2023
- d. BDV Production Reports for June 2023
- e. Goat Mountain Production Reports for June 2023
- f. Service Order Report for May 2023
- g. Posting of Appropriations Limit Calculation for Fiscal Year 2023-24 (Review prior to be agendized for consideration and adoption on August 8, 2023).
- h. Receive and File Planning/Engineering (PLEGs) Standing Committee Meeting Minutes for April 18, 2023

Recommended Action:

Approve as presented (Item a-h):

Motion No. 23-025

Director Dicht made a motion to accept the Consent Items a to h, as presented.
Director Close-Dees seconded the motion.

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

MSC¹ (Dicht/Close-Dees) unanimously approved.

5. Matters Removed from Consent Items

None.

6. Public Comment Period

None.

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

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

8. Adjournment

President Burkhart adjourned the meeting at 7:01 pm.

Approved by:



Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried



Official Seal