



# 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

September 12, 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/84363346157?pwd=Q0k0Mkg2WG1hR2VTZGMvVmVHdnJ6UT09>

Passcode: 744010

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 843 6334 6157

Passcode: 744010

### CALL TO ORDER

President Burkhart called the meeting to order at 6:04 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

Public Present: Following Roll Call, 0 member(s) of the public indicated they were participating via teleconference. 2 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. 2023 Review: Code of Conduct for Members of the Agency Board of Directors (Resolution No. 13R-15)**

GM West stated that this Code of Conduct review is part of best practices and required to maintain one of the CA Special Districts Association Certificates of Achievement. Board of Directors reviewed the Agency Code of Conduct and signed a receipt documenting the review.

Members of the Board made positive comments about the document and showed appreciation for having it in our policies.

Public comment: None.

**No Motion**

Information Only. Board reviewed the Code of Conduct and signed receipt documenting the review.

**2. Approve “True Bad Debt” Write-off from July 2022 through June 2023 of \$1,509.80**

GM West gave the staff report as presented in the Agenda Packet. She answered questions from the Board of Directors.

Public comment: None.

**Motion No. 23-031**

Director Dicht made a motion to approve true Bad Debt expenses “write-off” in the amount of \$1,509.80 for account balances which cannot be collected through the secured property lien process for the period July 2022 through June 2023 of \$1,509.80. Director Close-Dees seconded the motion.

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

**MSC<sup>1</sup> (Dicht/Close-Dees) unanimously approved.**

**3. Receive and File Report on Bad Debt from Uncollectable Secured Property Tax Liens for FY2015/16**

GM West gave the staff report as outlined in the Agenda Packet. She answered questions from the Board of Directors.

Public comment: None.

**Motion No. 23-032**

Director Chapman made a motion to receive and file the report of Bad Debt from uncollectable secured property tax liens for Fiscal Year 2015/16 and authorize expense “write-off” in the amount of \$242.72 for the Fiscal Year 2022/23 audit. Director Dicht seconded the motion.

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

**MSC<sup>1</sup> (Chapman/Dicht) unanimously approved.**

**4. Resolution No. 23R-17 Establishing the Agency’s Banking Policy**

GM West gave the staff report as provided in the Agenda Packet. She noted that prior to this time, resolutions were the instrument used for setting up new bank accounts. However, Five Star Bank and California Cooperative Liquid Assets Securities System (CLASS) did not require such. Given no existing policy, GM West felt this Banking Policy was appropriate to fill that void. Lastly, she stated that the policy had been reviewed by the Finance (FPREP) Committee and minor corrections have been incorporated into the policy since the Agenda was posted.

Director Close-Dees thanked GM West for taking the time to move the monies and start an account with Five Star Bank.

Public comment: None.

**Motion No. 23-033**

Director Close-Dees made a motion to adopt Resolution No. 23R-17 Establishing the Agency’s Banking Policy. Director Dicht seconded the motion.

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

**MSC<sup>1</sup> (Close-Dees/Dicht) unanimously approved.**

**5. Authorize Issuance of Professional Services Agreement with NV5 for As-Needed Engineering Services**

GM West gave the staff report as provided in the Agenda Packet noting that NV5 has been involved with the Agency for many years and was instrumental in designing all the

proposed improvements that have been awarded construction funding. Although, staff has been frustrated with NV5's response time, lately communications have improved. Regardless, GM West believes the best course of action is to engage NV5 under a new Professional Services Agreement so that they can be utilized for as-needed services immediately, in fact retroactive back to July 1, 2023. In addition, since they possess the preliminary design concepts and partial designs, GM West would also like to utilize their services to advance portions of the design that are first to be constructed.

Director Chapman commented that this is probably the most prudent way to proceed.

Public comment: None.

**Motion No. 23-034**

Director Chapman made a motion to authorize issuance of Professional Services Agreement with NV5 for As-Needed" engineering services for Fiscal Year 2023-24. Director McKenzie seconded the motion.

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

**MSC<sup>1</sup> (Chapman/McKenzie) unanimously approved.**

6. **Consent Items** - The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that the item be held for discussion or further action.
- a. Board of Directors' Meeting Minutes, August 8, 2023
  - b. Board of Directors' Meeting Minutes, Special Meeting, September 1, 2023
  - c. Financial Statements
    - 1. Balance Sheet – July 2023
    - 2. Budget Status – July 2023
  - d. Receive and File Disbursements for August 2023
  - e. BDV Production Report for August 2023
  - f. Goat Mountain Production Reports for August 2023
  - g. Service Order Report for July 2023
  - h. Authorize Per Diem and Expenses for Directors to Attend Various Educational Events.
  - i. Receive and File Planning/ Engineering (PLEGs) Standing Committee Meeting Minutes for June 20, 2023.

**Motion No. 23-035**

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

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

**MSC<sup>1</sup> (Dicht/Close-Dees) unanimously approved.**

**7. Matters Removed from Consent Items**

None.

**8. Public Comment Period**

None.

**9. Verbal Reports – Including Reports on Courses/Conferences/Meetings.**

1. General Manager Report – GM West reported that the Agency will be participating in the Giant Rock Clean-Up as part of National Public Lands Day, Saturday, September 23rd, 8 to noon. All are welcome. GM West also stated that Orchid Festival will take place on Saturday and Sunday, October 7<sup>th</sup> and 8<sup>th</sup>. Lastly, she informed the Board that she sent an email with the link to the Ames-Reche Management Area Annual Report for Fiscal Year 2022/23. She noted this is the comprehensive report with recommendations which is completed every five years while other annual reports are just compiling and transmitting data collected.

2. Director Reports

Director McKenzie reported on BIA Southern California Water Conference summarizing the speech by Cadiz representative Susan Kennedy. She also spoke of the housing issues discussion, challenges that city managers have with housing and water needs, recycled water was another topic, irrigation of low water use landscapes, and the keynote speaker from Scripps Institute regarding prediction of atmospheric rivers. Atmospheric rivers make up more than half of the precipitation in California.

She also reported on the ASBCSD meeting she attended and she summarized the state bills they are watching. The main subject was the “headwaters project” which deals with protection of the upstream watershed and issues with the Santa Ana River. She mentioned their work with the Forest Service in controlled burns and better management of the forest. She mentioned the “cloud seeding” project which has received grant funding.

She also reported on the CA Special Districts Association (CSDA) Fall Conference in August. She summarized the lectures she attended as well as the keynote speaker's discussion titled "The Heart of Leadership: The Secret & Science to Influencing & Leading During Transformation". The second keynote speaker was Matthew Luhn. His lecture entitled "Storytelling for Business". She attended a session on Emotional Intelligence and summarized some of the facts presented and tools to improve your emotional intelligence. She also attended a session on 10 Best Practices that all Board members should know which included The Brown Act. She attended a session entitled "Current IRS Audits Focused on Special Districts" where she discovered the various issues the IRS is looking for when auditing Special District entities. She attended sessions on drones and also cybersecurity issues.

Director Close-Dees reported on the CSDA Fall Conference she attended in August. She attended presentations by Five Start Bank and California Cooperative Liquid Assets Securities System (CLASS). She also talked about the drone program presentation. She attended sessions on best board practices and rules of order. She also discussed the keynote speakers especially Matthew Luhn. The other speaker discussed "what are our values - post covid", such as belonging and appreciation are what motivate people. The quote she remembers is, "don't just do what you love, love what you do". Put love into what you do, pay attention to details and throwing your whole self into detail. Then with people, see them as the best that they are and expect more from staff but don't make people afraid to be "who they are". Regarding interpersonal relationships is all about how we talk to one another. Mutual respect like in being a good board, look at the entirety of the Board, not just the particulars of personalities. In other words, an expectation of decency which is a "universal love thing" and if you bring the love and if you shine love, you will brighten peoples day.

She also attended the BIA Southern California Water Conference in August and mentioned the Cadiz lecture.

Director Chapman reported on the Business Industry Association Southern California Water Conference. He summarized that this is an annual event to bring together the building industry and the water industry. He noted that water conservation achieved across the state was stated to be 44%. MWD delivered 2.5M Acre-Ft in 1991 and now at 1.5M Acre-Ft. which accounts for all the growth plus the conservation. He talked about new developments that have two sets of waterlines: potable and reclaimed. The other statistic he shared was that only 31% of the population of the Inland Empire can actually afford to buy a single-family home.

He attended the AWWA one-day conference at Santiago Canyon College in August where he attended lectures on groundwater wells, pumps as well as lead/copper inventory requirements. He discussed the difference between static and pumping, measuring sand content, water color/clarity/entrained air, etc.

He completed required trainings for Defensive Driving, Anti-Harassment and Ethics.

Director Dicht reported on defensive driving training module that he completed in August.

**10. Adjournment**

President Burkhart adjourned the meeting at 8:03 pm.

Approved by:

  
\_\_\_\_\_  
Megan Close-Dees, Secretary of the Board

**MSC<sup>1</sup> – Motion made, seconded and carried**



**Official Seal**