



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 AGENDA

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

November 14, 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/82426752225?pwd=cmx2MUxqUG9UNXhhTkMzZnBaZ3VFQT09>

Passcode: 720937

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 824 2675 2225

Passcode: 720937

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

Discussion and Action Items - The Board of Directors and Staff will discuss the following items and the Board will consider taking action, if so inclined. The Public is invited to comment on any item on the agenda during discussion of that item. When giving your public comment, please have your information prepared. If you wish to be identified for the record, then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment.

1. Presentation of the Agency Financial Audit for Fiscal Year 2022-2023 by the Independent Certified Public Accounting Firm of CJ Brown & Company CPAs

That the Board considers taking the following action(s):

1. Board to receive and file the Agency Financial Audit for fiscal year 2022-2023 conducted by CJ Brown & Company CPAs.

2. Resolution No. 23R-18 Adopting an Increased Basic Facilities Charge (Water Capital Fee) for Water Meter Sizes 3/4 –inch to 10-inch

That the Board considers taking the following action(s):

1. Adopt Resolution No. 23R-18 Adopting an Increased Basic Facilities Charge (Water Capital Fee) for Water Meter Size Ranges ¾-inch to 10-inch.

3. Authorize Upgrade of Springbrook Utility Billing Software from Version 7.16.0 to Version 7.18.0 at an Estimated Cost of \$17,600

That the Board considers taking the following action(s):

1. Authorize the General Manager to execute contract with Springbrook Holding Company, LLC to upgrade to version 7.18.0 for an estimated cost of \$17,600.
2. Authorize a budget adjustment of \$5,000 for any software upgrades necessary on the Agency’s server to accommodate the proper operation of Springbrook Version 7.18.00.

4. Dissolve Ad Hoc Committee Formed to develop a “Management Succession Plan and Associated Organizational Structure”

That the Board considers taking the following action(s):

1. Accept final report and dissolve the Ad Hoc Committee Formed to develop a “Management Succession Plan and Associated Organizational Structure”

5. Authorize Issuance of Professional Services Agreement to Landstedt Consulting for Grant Administrative Support to the Pipeline Improvements/ Consolidation Project Grant for \$20,000.

The Board considers taking the following action(s):

1. Authorize issuance of Professional Services Agreement to Landstedt Consulting for Pipeline Improvement and Consolidation Project Grant Administrative Services for the not to exceed amount of \$20,000.

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, October 10, 2023
- b. Financial Statements

1. Balance Sheet – September 2023
2. Budget Status – September 2023
3. Quarterly Investment Report for period ending Q3/2023
- c. Receive and File Disbursements for September 2023
- d. BDV Production Report for September 2023
- e. Goat Mountain Production Reports for September 2023
- f. Service Order Report for September 2023
- g. Authorize Per Diem and Expenses for Directors to Attend *Introduction to Special District Finances for Board Members* sponsored by the Local Agency Formation Commission for San Bernardino, November 17, 2023, Apple Valley, CA.
- h. Receive and File Planning/Engineering (PLEGs) Standing Committee Meeting Minutes for August 16, 2023

Recommended Action:
Approve as presented.

7. Matters Removed from Consent Items

8. Public Comment Period

Any person may address the Board on any matter within the Agency's jurisdiction on items not appearing on this agenda. When giving your public comment, please have your information prepared. If you wish to be identified for the record, then please state your name. Due to time constraints, each member of the public will be allotted three minutes to provide their public comment. State Law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

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

1. General Manager Report
2. Director Reports

10. Adjournment

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above. As a general rule, agenda reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the

entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at www.bdvwa.org

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately. Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

Calendar Reminder - Upcoming Director Meetings

- Mojave Water Agency Board of Directors Meeting – Second and Fourth Thursday every month (regular schedule)
- Morongo Basin Pipeline Commission Meeting – Quarterly – March, June, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Homestead Valley Community Council Meeting - Third Monday (regular schedule location rotates to various Community Centers)
- Landers Association Monthly Meeting – Third Saturday (regular schedule)