



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**

**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=cmx2MUxqUG9UNXhhTkMzZnBaZ3VFT09>

Passcode: 720937

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 824 2675 2225

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CALL TO ORDER

President Burkhart called the meeting to order at 6:05 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
Rosa Carrick
Chris Brown, CPA – C.J. Brown LLP & Company CPAs

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

Discussion and Action Items -

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

GM West introduced Ms. Rosa Carrick and thanked her for her role in processing accounts payables, billing and general ledger adjustments throughout the year and for her participation in the audit fieldwork. GM West gave a PowerPoint presentation to address questions received prior to the meeting. Following her presentation, GM West introduced the principal-in-charge for the audit, Mr. Chris Brown, CPA, to provide the Fiscal Year 2022/23 Audit findings.

Mr. Brown gave a PowerPoint presentation regarding audit findings and methods. In addition, Mr. Brown also addressed several auditor related questions raised prior to the meeting.

Additional questions posed by the directors were asked and answered by staff or Mr. Brown.

Public comment: None.

Motion No. 23-039

Director Dicht made a motion to receive and file the Agency Financial Audit for fiscal year 2022-2023 conducted by CJ Brown & Company CPAs. Director Chapman seconded the motion.

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

MSC¹ (Dicht/Chapman) unanimously approved.

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

GM West gave the staff report as provided in the agenda packet noting that the draft resolution has been posted since October 6, 2023 and was discussed at the October 10, 2023 Board of Directors' meeting. Lastly, she reported that no correspondence opposing the increase had been received.

Questions of the Board were answered.

Public comment: None.

Motion No. 23-040

Director Chapman made a motion to Adopt Resolution No. 23R-18 Adopting an Increased Basic Facilities Charge (Water Capital Fee) for Water Meter Size Ranges ¾-inch to 10-inch. Director Close-Dees seconded the motion.

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

MSC¹ (Chapman/Dicht) unanimously approved.

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

GM West introduced Ms. Rosa Carrick who gave the staff report as presented in the agenda. She provided a summary of how our software system works and that it is unable to accommodate two bank accounts. She also reviewed the other features that would be upgraded.

Public comment: None.

Motion No. 23-041

Director Dicht made a motion to 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; and authorize a budget adjustment of \$5,000 for any hardware or software upgrades necessary on the Agency’s server to accommodate the proper operation of Springbrook Version 7.18.0. Director McKenzie seconded the motion.

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

MSC¹ (Dicht/McKenzie) unanimously approved.

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

GM West thanked the Ad Hoc Committee for their work in developing the succession plan and new organizational structure, job description and advertising for the new Assistant General Manager and finally vetting applicants and conducting interviews before making a final selection. The process is now complete as Mr. Daniel Best has been hired and will begin his employment in late November.

Ad Hoc Chair Dicht noted that it was a good process and we came out with the best candidate. During interviews we also saved the best for last. He commented that the consultant, Ms. Alaniz, who was very good at bringing out collaborative energy, helping the Committee to work through the process and worked well with the Ad Hoc Committee.

Public comment: None.

Motion No. 23-042

Director Close-Dees made a motion to accept final report and dissolve the Ad Hoc Committee Formed to develop a “Management Succession Plan and Associated Organizational Structure”. Director Chapman seconded the motion.

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

MSC¹ (Close-Dees/Chapman) unanimously approved.

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

GM West gave the staff report as provided in Agenda Packet noting that this item was reviewed by the Planning/Engineering Committee who concurred with staff’s recommendation to retain Landstedt Consulting for this project.

Public comment: None.

Motion No. 23-043

Director Chapman made a motion to 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. Director Dicht seconded the motion.

Questions of the Board were answered.

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

MSC¹ (Chapman/Dicht) unanimously approved.

6. Consent Items -

- 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.

Public comment: None.

Motion No. 23-044

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

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

MSC¹ (Dicht/Chapman) 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 – None.
- 2. Director Reports

Director McKenzie reported on the Mojave Water Agency Mini-Tour she attended on October 11, 2023. She noted the function of the “trash screens”. She further reported on the Landers Association meeting she attended on October 30th where the primary topic was the “Eco-Dome Campground” project being proposed on Linn Road east of Belfield Blvd, she reviewed events and other matters concerning the Association. She reported that the meetings are moving to the first Monday of each quarter at 5pm beginning in January 2024.

Director Chapman reported on the Mojave Water Agency Mini-Tour he attended on October 11, 2023. He reviewed the hydroelectric generator and various features of the State Water Project.

Director Close-Dees reported on the Mojave Water Agency Mini-Tour she attended on October 11, 2023. She noted that the State Water Project releases water into the Morongo Basin Pipeline and it gravity feeds some 50-miles to the Johnson Valley Pump Station.

10. Adjournment

President Burkhart adjourned the meeting at 8:15 pm.

Approved by:

Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal