



BIGHORN-DESERT VIEW WATER AGENCY

Our Mission - "To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."

Finance/Public Relations/Education and Personnel Standing Committee Meeting Agenda

Committee Members: Director McKenzie & Director Burkhart

**BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92284**

**March 19, 2024
Time – 4:00 P.M.**

**PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY
TELECONFERENCE LINE THRU ZOOM 669-900-6833**

OR

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84580320020?pwd=Ym0rL1VoTFhmdkNTYitXNjIHVWZ3Zz09>

Passcode: 690255

Or

Dial: 1-669-900-6833

Webinar ID: 845 8032 0020

Passcode: 690255

CALL TO ORDER

Chair McKenzie called meeting to order at 4:00pm

PLEDGE OF ALLEGIANCE

Led by McKenzie

ROLL CALL

Directors Present: Chairman McKenzie
Director Burkhart

Staff Present: Marina West
Daniel Best

APPROVAL OF AGENDA

Director Burkhart moved to approve the Agenda and Director McKenzie seconded.

Discussion and Action Items - The Committee Directors and Staff will discuss the following items, and the Committee 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. Review Resolution No. 24R-XX Adopting the Employee Handbook for the Purposes of Establishing the Rules and Procedures for the Conduct of Personnel/Human Resources Matters – Update to Current Best Practices

GM West gave staff report as presented and gave detail on the sick leave language to allow for one cash out annually per IRS. The new language clarifies the cash out details and hours allowed to cash out and to 50% accrual. GM West also updated the normal business hours updated to Monday to Thursday. GM West also noted 4.5 updated the standby language and days due to the new work week. GM West also went over new Laws that handbook now includes. Leibert Cassidy and Whitmore (LCW) did go over the handbook and verify compliance. GM West went over the changes that were called out in the resolution, which included sick leave, cash outs and some minor grammatical errors.

Chair McKenzie noted on page 68 “department managers” (typo) would like to see Supervisors. She also inquired about taking a work vehicle home after a late training and returning it the next business day. McKenzie asked about an agency vehicle policy, to avoid vehicle abuse.

Motion made to take the Handbook with said edits to the full BOD.

2. Discussion Item – Review Social Security Index Cost-of-Living Adjustment (COLA) for 2024 and Discuss Fiscal Year 2024/25 Cost-of-Living Adjustment to the Range and Step Scale for Staff and General Manager

AGM Best gave a presentation on the COLA effects on the budget at 3.2 and 4.0 percent. Went over the details of our current past budget, current budget, and projected 24/25 budget.

GM West clarified the benefits portion of the presentation is Medicare and PERS benefits, not related to healthcare.

McKenzie made mention about large COLA may discourage Employee from earning merit.

Burkhart made motion to move the presentation to the full BOD with 3.2% only. Keep it brief and have the 4.0% only if asked by the full BOD to review.

3. 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. FPREP Committee Meeting Minutes **January 16, 2024**
- b. PARS January 2024 Statement
- c. PRISM Healthcare Market Update

Burkhart motion to accept consent items as presented.

Recommended Action:
Approve as presented.

4. Public Comment Period

Public comment: None.

5. Verbal Reports - Including Reports on Courses/Conferences/Meetings.

- 1. Committee Members' Comments/Reports – None.
- 2. General Manager's Report – PRISM Healthcare costs update. Employee costs in the healthcare field are increasing premiums.
- 3. Assistant General Manager Report – None

6. Adjournment

Chair McKenzie adjourned the meeting at 4:40pm

Approved by:

JoMarie McKenzie, Committee Chair

Official Seal