



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

May 14, 2024
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/85197996231?pwd=VXZlNUVlNXhhN3E4RWdoUnFEMjMzUT09>

Passcode: 968725

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 838 8967 7726

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CALL TO ORDER

President McKenzie called the meeting to order at 6:05

PLEDGE OF ALLEGIANCE

Led by Director Aldridge

MOMENT OF SILENCE FOR TERRY BURKHART

ROLL CALL

Directors present: JoMarie McKenzie
Megan Close-Dees
David Chapman
William Aldridge

Directors Absent: John Burkhart

Staff present: Marina West
Daniel Best

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

Motion No. 24-024

Director Chapman made motion and Director Aldridge seconded.

Roll Call: JoMarie McKenzie Y
Megan Close-Dees Y
David Chapman Y
William Aldridge Y

Absent: John Burkhart Y

MSC¹ (Chapman/Aldridge) unanimously approved.

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. Resolution No. 24R-07 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 a presentation on the updates that were made to the EE handbook and best practices suggested by counsel. GM West explained the updated language in the handbook revisions including, sick time, vacation pay outs, work schedule, “stand-by” days and Holidays observed.

Director Chapman asked if the employee reached the cap would they carry over the cap. GM West explained that they would be paid out to ½ of their cap (example 320 cap they would be paid out to 160) and then accrue up to the cap starting the following year.

RECOMMENDATION TO BOARD OF DIRECTORS

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

1. Adopt Resolution No. 24R-07 Adopting the Employee Handbook for the Purposes of Establishing the Rules and Procedures for the Conduct of Personnel/Human Resources Matters.

Motion No. 24-025

Director Close-Dees made motion and Director Chapman seconded.

Roll Call: JoMarie McKenzie Y
Megan Close-Dees Y
David Chapman Y
William Aldridge Y

Absent: John Burkhart Y

MSC¹ (Close-Dees/Chapman) unanimously approved.

1. 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 Meeting Minutes
 - 1. April 09 2024 and April 20 2024
- b. Financial Statements
 - 1. Balance Sheet(s) – March 2024
 - 2. Budget Sheet(s) – March 2024
 - 3. Quarterly Investment Report for period ending Q1 2024
- c. Receive and File Disbursements – April 2024
- d. Service Order Report – March 2024
- e. BDV Production Report for – April 2024
- f. Goat Mountain Production Report for – April 2024
- g. Receive and File LAFCO 3265 – Certificate of Completion and Related CA Board of Equalization Statement Completing the Annexation of Assessor Parcel Number 0631-071-29 into the Boundaries of the Bighorn-Desert View Water Agency
That the Board considers taking the following action(s):
 - 1. Receive and file the San Bernardino Local Agency Formation Commission Action No. LAFCO 3265 – Annexation to the Bighorn-Desert View Water Agency and its Improvement Zone CSA 70 W-1 (Assessor Parcel Number 0631-071-29) and
 - 2. Receive and file the California Board of Equalization Receipt of Statement(s) as required to complete LAFCO 3265 Actions.
- h. Receive and File Finance Committee (FPREP) Minutes January 16 2024

Recommended Action:
Approve as presented.

Motion No. 24-026

Director Chapman made motion and Director Aldridge seconded.

Roll Call: JoMarie McKenzie Y
Megan Close-Dees Y
David Chapman Y

William Aldridge Y

Absent: John Burkhart Y

MSC¹ (Chapman/Aldridge) unanimously approved.

2. Matters Removed from Consent Items

None.

3. Public Comment Period

None.

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

a. **General Manager Report** – GM West made mention that the Bighorn-Desert View Water Agency has received an award for transparency for the 13th year. GM West also mentioned that GM Well development is progressing and it has produced 100gpm, but we continue to use methods to increase production and development.

b. **Assistant General Manager Report** – AGM Best summarized the ERNIE Cyber security meeting and some of the recent challenges and threats to IT including ransomware. GM West mentioned that we did acquire Cyber security policy and the Board does prioritize IT security.

c. **Director Reports**

Director McKenzie – McKenzie summarized the TEEX Emergency preparedness training for senior officials. From setting up an EOC and having the relationships from the local community on how to coordinate during disasters and who can bring what to the table. All disasters start and end locally. McKenzie also emphasizes the importance of good communication and knowing what to say during an emergency.

Director Chapman – Summarized the trip to Sacramento with GM West with CWSA, including Sue Mossberg and Tim Worley. Sarah Johnson from Joshua Basin Water District and Matt Shragge from 29 Palms Water were also in attendance. They had specific time slots to speak with legislators about their concerns. Chapman mentioned that discussions with legislators were productive and it was nice to share information that affects us that maybe there were not aware of.

Director Aldridge – Summarized the CSDA Leadership Academy which covered defining Board roles, staff roles, relationships, and communication. Day two was fulfilling the mission and there was great discussion from the variety of

special districts that were in attendance. Tabletop exercises were beneficial, including community outreach and scenarios that were given to the groups. Board members expected knowledge on district finances and understanding balance sheets, assets, cash, etc. The classes were long and information intense, but very beneficial.

Public Comment: Public member mentioned that he also attended the CSDA SDLA Conference and it was a great event. EPA small water systems make up 56% of the systems across the country.

5. Adjournment

President McKenzie adjourned the meeting at 7:28

Approved by:


David Chapman, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

