



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 18, 2025
Time – 4:00 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/87985359854?pwd=NuGhS0jxuTQfakma28l4dSqAIWdL6j.1>

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TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 832 2335 1904

Passcode: 442627

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

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 Social Security Index Cost-of-Living Adjustment (COLA) for 2025 and Discuss Fiscal Year 2025/26 Cost-of-Living Adjustment to the Range and Step Scale for Staff and General Manager**

2. Discuss Staffing Strategies for the Agency

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 21, 2025**
- b. PARS December 2024 and January 2025 Statements

Recommended Action:
Approve as presented.

4. 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.

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

1. Committee Members' Comments/Reports
2. General Manager's Report
3. Assistant General Manager Report

6. 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 Thursday. 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.

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BIGHORN DESERT VIEW WATER AGENCY
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL
AGENDA ITEM SUBMITTAL

Meeting Date: March 18, 2025

To: FPREP Committee Members

Budgeted: Yes, annual cost

Budgeted Amount: TBD

Cost: TBD

From: Daniel T. Best

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Review Social Security Index Cost-of-Living Adjustment (COLA) for 2025 and Discuss Fiscal Year 2025/26 Cost-of-Living Adjustment to the Range and Step Scale for Staff and General Manager

SUMMARY

The Employee Handbook indicates that, the Board, at its discretion, may grant a percentage cost-of- living adjustment (COLA) to the Range and Step Scale each year based on the Social Security Cost-of- Living Index Publication.

The Finance Committee had requested this item be brought forth early in the calendar year the Committee's input can be approved by the Board of Directors and incorporated into the draft annual budget discussions.

RECOMMENDATION TO BOARD OF DIRECTORS

Review Social Security Index Cost-of-Living Adjustment for 2025 and make a recommendation to the full Board of Directors on a COLA adjustment for Staff and General Manager effective in fiscal year 2025/26.

BACKGROUND/ANALYSIS

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment (COLA) to the Range and Step Appendix C each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

The Social Security Cost-of-Living Adjustment for calendar year 2025 is 2.5%. Staff will present the financial impact of a 2.5% AND 3.5% COLA on the salary and benefits for both Staff and General Manager and obtain feedback.

PRIOR RELEVANT BOARD ACTION(S)

04/09/2024 Motion No. 24-020 Adopt Resolution No. 24R-05 Authorizing a 3.2% COLA and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook

04/11/2023 Motion No. 23-012 Adopt Resolution No. 23R-05 Authorizing an 8.7% Cost-of-Living Adjustment for Non-Exempt Employees and General Manager and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.

4/12/2022 Motion No. 22-016 Motion to Adopt Resolution No. 22R-03 authorizing a 7.9% Cost-of-Living

Thursday, October 10, 2024
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 2.5 Percent Benefit Increase for 2025

Social Security benefits and Supplemental Security Income (SSI) payments for more than 72.5 million Americans will increase 2.5 percent in 2025, the Social Security Administration announced today. On average, Social Security retirement benefits will increase by about \$50 per month starting in January.

Over the last decade the COLA increase has averaged about 2.6 percent. The COLA was 3.2 percent in 2024.

Nearly 68 million Social Security beneficiaries will see a 2.5 percent cost-of-living adjustment (COLA) beginning in January 2025. Increased payments to nearly 7.5 million people receiving SSI will begin on December 31, 2024. (Note: Some people receive both Social Security benefits and SSI).

"Social Security benefits and SSI payments will increase in 2025, helping tens of millions of people keep up with expenses even as inflation has started to cool," said Martin O'Malley, Commissioner of Social Security.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) is slated to increase to \$176,100 from \$168,600.

Social Security begins notifying people about their new benefit amount by mail starting in early December.

This year, for the first time, Social Security beneficiaries will receive a newly designed and improved COLA notice that makes it easier for customers to find the information they need most. The simplified COLA notice is now only one page, uses plain and personalized language, and provides exact dates and dollar amounts of a person's new benefit amount and any deductions.

Individuals who have a personal my Social Security account can view their COLA notice online, which is secure, easy, and faster than receiving a letter in the mail. People can set up text or email alerts when there is a new message--such as their COLA notice--waiting for them in my Social Security.

People will need to have a personal my Social Security account by Nov. 20 to see their COLA notice online. To get started, visit www.ssa.gov/myaccount.

Information about Medicare changes for 2025 will be available at www.medicare.gov. For Social Security beneficiaries enrolled in Medicare, the 2025 benefit amount will be available via my Social Security's Message Center starting in late November. Those who have not opted to receive messages online will receive their COLA notice by mail in December.

The Social Security Act provides for how the COLA is calculated. The Social Security Act ties the annual COLA to the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as determined by the Department of Labor's Bureau of Labor Statistics.

To read more, please visit www.ssa.gov/cola.

NOTE TO CORRESPONDENTS: Here is a fact sheet showing the effect of the various automatic adjustments.

To get more Social Security news, follow the Press Office on X [@SSAPress](https://twitter.com/SSAPress).



BIGHORN-DESERT VIEW WATER AGENCY

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

Committee Members: Director McKenzie & Director Burkhart

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1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92284**

**January 21, 2025
Time – 4:00 P.M.**

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OR

[Join Zoom Meeting](#)

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Passcode: 044306

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Dial: 1-669-900-6833

Webinar ID: 841 0754 4730

Passcode: 044306

CALL TO ORDER

Chair McKenzie started the meeting at 4:02 pm

PLEDGE OF ALLEGIANCE

Led by Director Burkhart.

ROLL CALL

Directors present: JoMarie McKenzie
John Burkhart

Staff present: Marina West

Public Present: 0 members of the public were present for this meeting either in-person or via Zoom.

APPROVAL OF AGENDA

Commissioner Burkhart moved and Chair McKenzie seconded.

Discussion and Action Items -

1. Review Social Security Index Cost-of-Living Adjustment (COLA) for 2025 and Discuss Fiscal Year 2025/26 Cost-of-Living Adjustment to the Range and Step Scale for Staff and General Manager

GM West gave the staff report as provided in the Agenda noting that the Committee had asked for the report on Social Security Cost-of-Living Adjustment (COLA) early in the calendar year so the Board of Directors could approve the COLA prior to the beginning of the annual budget process.

A PowerPoint presentation was provided on behalf of AGM Best, which showed the difference in total compensation percentage increase between the 2.5% offered by Social Security Administration and 3.5% which he is also bringing to the Committee for consideration.

GM West answered questions of the Committee. It was clarified that staff can also receive a merit increase of between 2.5% (one-step) or 5.0% (two-step) and that merit increases are based on performance. Committee members asked about the total dollar impact of salary adjustment of 2.5%. The Committee also inquired about the amount of salary the grant funds would cover in FY2025/26.

2. Consent Items –

- a. FPREP Committee Meeting Minutes **September 17, 2024**
- b. PARS Aug-November 2024 Statements

Recommended Action:
Approve as presented.

Committee approved the Consent Item(s) a to b.

3. Public Comment Period

None.

4. Verbal Reports -

- 1. Committee Members' Comments/Reports – Dir. Burkhart reported that he completed the Ethics class and the Defensive Driving course as required. Dir. McKenzie reported on Ethics and Defensive Driving courses she recently completed as required.
- 2. General Manager's Report – GM West reported that the next big public relations event is the Water Education Festival scheduled for May 8, 2025 and stated that staff and assistance may be needed.

3. Assistant General Manager Report – None.

5. Adjournment

Chair McKenzie adjourned the meeting at 4:48 pm.

Approved by:

JoMarie McKenzie, Committee Chair

Official Seal

Monthly Account Report for the Period
12/01/2024 to 12/31/2024

Marina West

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Plan Summary

Beginning Plan Value as of 12/01/2024	\$273,519.46
Change in Plan Value	\$(5,897.78)
Ending Plan Value as of 12/31/2024	\$267,621.68

Activity Summary by Source

Source	Balance on 12/01/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 12/31/2024
PENSION	\$273,519.46	\$0.00	\$(5,765.67)	\$(132.11)	\$0.00	\$0.00	\$267,621.68
Totals	\$273,519.46	\$0.00	\$(5,765.67)	\$(132.11)	\$0.00	\$0.00	\$267,621.68

Transactions for the Period

Source	Date	Description	Amount
PENSION	12/23/2024	INTER-ACCOUNT TRANSFER IN	\$56.98
PENSION	12/23/2024	INTER-ACCOUNT TRANSFER OUT	\$(56.98)
PENSION	12/31/2024	ACCOUNT GAINS/(LOSSES)	\$0.05
PENSION	12/31/2024	ACCOUNT GAINS/(LOSSES)	\$(5,765.72)
PENSION	12/31/2024	ASSET MGMT FEES	\$(75.13)
PENSION	12/31/2024	TRUST ADMINISTRATOR FEES	\$(56.98)

Investment Selection

Source	Selected Investment
PENSION	Moderately Conservative - Index

Investment Objective

Selected Investment	Description
Moderately Conservative - Index	The dual goals of the Moderately Conservative - Index Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

Monthly Account Report for the Period
12/01/2024 to 12/31/2024

Marina West

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
PENSION	-2.11%	-1.82%	6.67%	0.70%	-	-	06/16/2020

Information as provided by US Bank, Trustee for PARS. Investments are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal. Past performance does not guarantee future results. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees if applicable. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Annualized Return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return. Information is deemed reliable but may be subject to change. The plan's Rate of Return may differ from the rate of return in the above linked document. Reasons for the difference may include the timing of transactions into and out of the plan, the duration of time the plan's funds reside in the sweep account and differences in the methodology used to calculate performance.

Monthly Account Report for the Period
01/01/2025 to 01/31/2025

Marina West

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Plan Summary

Beginning Plan Value as of 01/01/2025	\$267,621.68
Change in Plan Value	\$3,312.84
Ending Plan Value as of 01/31/2025	\$270,934.52

Activity Summary by Source

Source	Balance on 01/01/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 01/31/2025
PENSION	\$267,621.68	\$0.00	\$3,445.52	\$(132.68)	\$0.00	\$0.00	\$270,934.52
Totals	\$267,621.68	\$0.00	\$3,445.52	\$(132.68)	\$0.00	\$0.00	\$270,934.52

Transactions for the Period

Source	Date	Description	Amount
PENSION	01/24/2025	ASSET MGMT FEES	\$(76.93)
PENSION	01/30/2025	INTER-ACCOUNT TRANSFER IN	\$55.70
PENSION	01/30/2025	INTER-ACCOUNT TRANSFER OUT	\$(55.70)
PENSION	01/30/2025	TRUST ADMINISTRATOR FEES	\$(55.75)
PENSION	01/31/2025	ACCOUNT GAINS/(LOSSES)	\$3,445.52

Investment Selection

Source	Selected Investment
PENSION	Moderately Conservative - Index

Investment Objective

Selected Investment	Description
Moderately Conservative - Index	The dual goals of the Moderately Conservative - Index Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
PENSION	1.29%	1.47%	8.24%	2.16%	-	-	06/16/2020

**Monthly Account Report for the Period
01/01/2025 to 01/31/2025****BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT**

Marina West

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