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 Regular Meeting Minutes

Committee Members: President Miller-Boyer & Director McKenzie

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

May 19, 2026
Time – 4:00 P.M.

CALL TO ORDER - Chair Miller-Boyer called the meeting to order at 4:02 p.m.

PLEDGE OF ALLEGIANCE - Chair Miller-Boyer led the pledge.

ROLL CALL

Committee members present:	JoMarie McKenzie Rodney Miller-Boyer
Staff members present:	Jennifer Cusack Marina West
Members of the public present:	Two (2).

APPROVAL OF AGENDA
MSC[1] -motion to approve the agenda McKenzie/Miller-Boyer, motion carried.

PUBLIC COMMENT
No public present.

1. **EMPLOYEE HANDBOOK UPDATE**
   Committee reviewed the Employee Handbook and provided input prior to going to the Board for approval.

   Jennifer Cusack went through the Employee Handbook page by page going over the tracked changes explaining most are a result of a legal review. Also noting changes to the office schedule, removing specific office hours and noting she would like to proposed going back to 4/10 work schedule. Director McKenzie asked if there is enough work for a ten-hour day. Jennifer Cusack explained there is efficiency not having to mobilize 5 days and the longer days have the same amount of work and allow more time for the tasks to be done before the day ends. There is sufficient work and plenty to do, it is a matter of staying on top of the work

MSC[1] – Motion made, seconded and carried.

and planning the days. Also, it is important to attract and retain talent in the industry. Other neighboring water districts have a 4/10 schedule and employees see it as a benefit.

Director McKenzie asked about the Conflict-of-Interest Code, which Marina noted is due for review in August or September this year. At that time the attorney looks at job descriptions and responsibilities and any position that makes decisions or has influence on decisions typically has some level of reporting. It is not necessarily in the handbook as it is a stand-alone policy as it is determined by State statute.

Director McKenzie asked about what is determined to be part-time versus full-time. Jennifer Cusack will make sure it is clearly defined in the Handbook. Director McKenzie also asked about the standby minimum four hours and the rule on overtime and taxes. Director McKenzie asked that vehicles be added to the property listed on page 59 of 104 item h and access to district property to include agency owned vehicles. Same item on page 64 of 104 Article 6 referencing the same.

Marina West suggested a change to page 66 of 104 in 6.4 third paragraph last sentence about the reporting area, should say designated area, instead of the back of the building.

Director McKenzie asked about legal sick time requirements and holidays. Jennifer Cusack said staff will review that to make sure we are compliant. Director McKenzie asked about jury duty and days paid. Marina explained as a public agency, jury duty days are paid.

A revised draft will go to the whole board for review and consideration at a future meeting.

2. SOCIAL MEDIA POLICY

The committee reviewed the Social Media Policy draft. Jennifer Cusack explained the purpose is to add some limited social media, while providing a policy managing the social media sites to limit commenting and making sure purpose and goal of the social media engagement is clear one-way communication tool to get information out to customers. This is a draft and a final version will be brought back to the entire board for consideration.

Jennifer Cusack added a social media section will be added to the employee handbook to address employee behavior on personal social media pages related to impact on Bighorn-Desert View Water Agency, including anti-harassment rules related to engaging with co-workers and customers on social media.

The committee members had questions about the various platforms and liked the idea of limited engagement while making sure customers get information they need. Jennifer explained about the various platforms including Facebook, Instagram, LinkedIn, NextDoor and X.com. Social media will be limited to pushing information out including emergencies,

MSC[1] – Motion made, seconded and carried.

customer tips, water conservation and link back to the agency webpage. Customers will not be able to engage with customer service on social media, they will be directed to call, email or come into the office for account related items. Also, the agency will not monitor or respond to comments and will include a disclaimer that the site is for information only and is not monitored.

The committee agreed with the approach and the policy will be revised and broad back to the entire board for consideration at a future meeting.

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 **September 2, 2025**

MSC[1] -motion to approve the consent calendar (McKenzie/Miller-Boyer), motion carried.

4. **VERBAL REPORTS -** Including Reports on Courses/Conferences/Meetings.
   1. Committee Members' Comments/Reports
   2. General Manager's Report

5. **ITEMS FOR FUTURE AGENDAS**
   Director McKenzie asked for a future agenda item report on the tanks, wells and pipelines and the life span to plan for repair and replacement.

6. **ADJOURNMMENT**
   The Chair adjourned the meeting at 5:36 p.m.

Approved by:

Rodney Miller-Boyer, Committee Chair

Official Seal

MSC[1] – Motion made, seconded and carried.