

**RESOLUTION NO. 23R-02**

**POLICY STATEMENT OF THE BOARD OF DIRECTORS OF THE  
BIGHORN-DESERT VIEW WATER AGENCY  
ESTABLISHING STANDING COMMITTEES, OTHER APPOINTMENTS AND AUTHORIZED  
ASSIGNMENTS AND AUTHORIZING THE CREATION OF AD HOC COMMITTEES**

**WHEREAS**, the Board of Directors of the Bighorn-Desert View Water Agency desires to ensure efficient administration of the Bighorn-Desert View Water Agency (“Agency”) by the establishment of standing committees of the Board of Directors (“Board”). Authorizing appointments to the Morongo Basin Pipeline Commission and the Mojave Water Agency Technical Advisory Committee and the authorization for the creation of ad hoc committees of the Board.

**WHEREAS**, from time to time the Board of Directors’ identifies certain regular community meetings or association meetings which justify attendance by one or more members of the Board of Directors and thus become an “Authorized Meeting” as defined in the *Policy for Reimbursement of Actual and Necessary Expenses*”; and

**WHEREAS**, standing committees allow for the productive use of Directors’ individual expertise on matters and to work with staff in developing better background information for the full Board’s consideration; and

**WHEREAS**, Agency standing committees shall be subject to meeting requirements specified under the Ralph M. Brown Act, California Government code sections 54950 through 54963.

**WHEREAS**, this Resolution rescinds and repeals Resolution No. 20R-08.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:**

The Board President shall, with board consensus, appoint and publicly announce the members of the standing committees, other Appointments and other assignments at one of the regularly scheduled meetings of the Board during the annual Board reorganization proceedings and at other meetings of the Board as circumstances may require.

Each standing committee shall have a maximum of two (2) members and one (1) alternate. Each standing committee may hold a regularly scheduled meeting six (6) times per year. Special meetings may be called as deemed necessary by either the General Manager or the Committee Chairperson.

All standing committee meetings of the Bighorn-Desert View Water Agency shall hereafter be held at the Bighorn Office located at 1720 N. Cherokee Tr., Landers, CA 92285. All standing committee meetings, adjourned standing committee meetings and special standing committee meetings may be fixed from time to time and by legal public notice at times as determined by the standing committee or Board of Directors.

The Board's standing committees shall be assigned to review Agency functions, activities, and/or operations pertaining to their designated concerns as specified. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report or meeting minutes.

The following shall be the Board's Standing Committees, duties  
and meeting schedule

**Planning & Engineering/Legislative/Grant Committee** - Meetings of the Bighorn-Desert View Water Agency Planning & Engineering/Legislative/Grant Committee (PLEGs) shall hereafter be held on the 3<sup>rd</sup> Tuesday of every other month beginning 09:30 a.m. This Committee meets on the even months: February, April, June, August, October, and December.

**Planning & Engineering** - shall be concerned with, but not limited to, the study and development of Agency operational goals, including planning /engineering reviews and proposals for capital improvement projects as well as the development and periodic review of the Agency's general plan, master plan, safety/security plans (i.e. Homeland Security, Vulnerability Assessment and facilities general security), etc.

**Legislative** - shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency. It shall monitor and review legislation or potential legislation which may affect the Agency. The committee shall also annually review existing ordinances, resolutions and/or Agency policies, except those pertaining specifically to personnel matters.

**Grant** - shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency's grants or grant policies. It shall monitor and review grant legislation or potential grant legislation which may affect the Agency and monitor and review progress of grant funded projects. This committee shall work directly with the General Manager and Grant Consultant(s) in an effort to obtain/secure grants.

**Finance/Personnel/Public Relations & Education Committee** - Meetings of the Bighorn-Desert View Water Agency Finance/Personnel/Public Relations & Education Committee (FPREP) shall hereafter be held on the 3<sup>rd</sup> Tuesday of every other month, beginning at 4:00 p.m. This Committee meets on the odd months: January, March, May, July, September, and November.

**Finance** - shall be concerned about, but not limited to the financial management of the Agency, including the preparation of an annual budget, periodic reviews of Agency revenues, Agency investments, expenditures, and audit.

**Personnel** - shall be concerned with the functions, activities, compensation, and welfare of agency staff. This committee shall work directly with the General Manager on personnel related matters.

**Public Relations & Education** - shall be concerned with assuring that information relative to the affairs of the Agency is accurately and appropriately communicated to the public. This committee shall work with staff on the Agency newsletter and website; developing and communicating water education programs for the public; the development of community, customer, and employee relations programs to enhance Agency/Customer relationships and understanding.

The following are meetings scheduled by and under the administrative control of the Mojave Water Agency. The Agency shall appoint a maximum of one (1) member and one (1) alternate

**Morongo Basin Pipeline Commission** – The Mojave Water Agency Morongo Basin Pipeline Commission is comprised of five officials, one from each of the member entities of the Improvement District M, including Mojave Water Agency, County of San Bernardino Service Area 70, Bighorn-Desert View Water Agency, Hi-Desert Water District and Joshua Basin Water District. The Commission addresses issues of interest to the residents in the Morongo Basin and pertinent to the Morongo Basin Pipeline project. The Commission generally meets quarterly. The meeting location varies each quarter with each member agency hosting meetings on a rotating schedule.

**Mojave Water Agency Technical Advisory Committee** – An independent, voluntary group of water purveyors, pumpers and other interested parties located within Mojave Water Agency (MWA) boundaries. The Technical Advisory Committee (TAC) meets in a public forum to discuss common concerns and acts to assist the MWA in pursuit of its legal objectives. The Committee generally meets the 1<sup>st</sup> Thursday of even months at 10:00 am at the MWA headquarters in Apple Valley.

The following are miscellaneous meetings authorized by the Board of Directors’

**Ad Hoc Committee Appointments** - The Board President shall, with board consensus, appoint such ad hoc committees as may be deemed necessary by the President or the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**Other “Authorized Meeting” Assignments** – The following meetings and events are scheduled by and under the administrative control of other entities. These meetings are “Authorized Meetings” for all directors to attend.

- Association of San Bernardino Special Districts (ASBCSD)
- Homestead Valley Community Council (HVCC)
- Landers Community Association

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 10<sup>th</sup> day of January 2023.

By   
John Burkhart, President of the Board

ATTEST,

  
Megan Close-Dees, Board Secretary



Official Seal