



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' SPECIAL MEETING AGENDA

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

June 27, 2023
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/84082172459?pwd=Z0x5ODh6bXBWQ2hFWVNLUk11M2FmQT09>

Passcode: 345303

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 840 8217 2459

Passcode: 345303

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

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. Closed Session

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)

One Potential Case

2. Closed Session Report

3. Adopt Resolutions Recommending Changes to Certain User Fees and Charges for Specific Individualized Services

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

1. Adopt Resolution No. 23R-08 Establishing a Schedule of Certain Fees and Charges for Specified Services; and
2. Adopt Resolution No. 23R-09 Establishing a Schedule of Guaranteed Deposits for All Customer Classifications Served; and
3. Adopt Resolution No. 23R-10 Establishing a Termination Fee for Customers Who Voluntarily Terminate an Existing Water Service Connection.

4. Authorize New Organizational Chart Creating Two New Job Positions with Associated Job Descriptions for Assistant General Manager and Water Distribution Supervisor; and Updated Job Descriptions for Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series; and Amending the Range and Step Scale by Resolution 23R-11; and Authorizing a Fiscal Year 2023/24 Budget Adjustment of \$140,000 for the Position of Assistant General Manager

The Board considers taking the following action(s):

1. Authorizing and Amending Appendix D - Agency Organizational Chart adding Assistant General Manager and Water Distribution Supervisor and removing part-time Grant Manager incorporated by reference to the Employee Handbook effectively increasing staff count by one (1) position, Assistant General Manager, and affirming total authorized full-time employee count of nine (9); and
2. Authorizing and Amending Appendix B Job Descriptions to add Assistant General Manager and Water Distribution Supervisor and to Update Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series which are incorporated by reference to the Employee Handbook; and
3. Adopt Resolution No. 23R-11 Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook; and
4. Authorize adjustment to Fiscal Year 2023/24 Budget Line Item 01-01-560030 of \$140,000 commensurate with the Top of Range for Assistant General Manager position.

5. **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 of Directors' Special Meeting Minutes, May 2, 2023
- b. Financial Statements
 - 1. Balance Sheet –April 2023
 - 2. Budget Status –April 2023
- c. Receive and File Disbursements for May 2023
- d. BDV Production Reports for April and May 2023
- e. Goat Mountain Production Reports for April and May 2023
- f. Service Order Report for April 2023
- g. Posting of Notice of Intent to Consider Adoption of Resolution No. 23R-XX Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2023-24 (Tax Year 2023).
- h. Adopt Resolution No. 23R-12 Establishing the Agency's Investment Policy.
- i. Authorize General Manager to Execute County of San Bernardino Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2023-24.
- j. Authorize Attendance at So. Cal Water Conference (August 11, 2023), Ontario, CA.
- k. Authorize Director Attendance/Participation in Agency Sponsored Public Relations Events and Associated Planning Meetings:
 - 1. Water Education Festival (May 31, 2023 – Retroactive Approval); and
 - 2. National Public Lands Day – Giant Rock Clean-Up (September 23, 2023); and
 - 3. Gubler Orchid Festival (October 7-8, 2023).
- l. Retroactively Authorize Director McKenzie's attendance at the CA Special Districts Association/Special Districts Leadership Foundation Workshop: *So, You Want to Be a General Manager?*, (June 25, 2023), Olympic Valley, CA.
- m. Authorize Director Attendance at California Special Districts Association (CSDA) Annual Conference (August 28-31), Monterey, CA.

Recommended Action:

Approve as presented (Item a-m):

6. **Matters Removed from Consent Items**

7. **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.

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

1. General Manager Report
2. Director Reports

9. 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 Friday. 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.

Calendar Reminder - Upcoming Director Meetings

- Mojave Water Agency Board of Directors Meeting – Second and Fourth Thursday every month (regular schedule)
- Morongo Basin Pipeline Commission Meeting – Quarterly – March, June, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Homestead Valley Community Council Meeting - Third Monday (regular schedule location rotates to various Community Centers)
- Landers Association Monthly Meeting – Third Saturday (regular schedule)