

Bighorn-Desert View Water Agency

Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhardt, Director



Agency Office
622 S. Jemez Trail
Yucca Valley, CA 92284-1440

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Marina D West, P.G., General Manager

A Public Agency

www.bdvwa.org

Finance/Public Relations/Education And Personnel Standing Committee Special Meeting Agenda

Tuesday, January 17, 2017 - 9:00 a.m.

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285

Committee Members: Director McBride & Director Coulombe

The BDVWA Finance/Public Relations/Education & Personnel Committee meeting will be conducted in strict compliance with the Brown Act. Members of the Board not assigned to this Committee who attend may do so only as observers and may not participate in the meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda

Discussion and Action Items - The Committee and Staff will discuss the following items and provide direction to staff, 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.

5. Review Draft Purchasing Policy

6. Review 2017 Social Security Cost-of-Living Adjustment and Recommend Adjustment for All Employees Except General Manager

7. Consent Items - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.

- a. Regular FPREP Committee Meeting Report for November 16, 2016

8. Public Comment Period

Any person may address the Committee 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 Committee from discussing or taking action on items not included on the agenda.

9. Verbal Reports - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.

- a. Committee Member Comments/Reports
- b. General Manager Report

10. 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 has been prepared or organized with respect to each item of business listed on the agenda.

Copies of these materials and other discloseable 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.bdvwva.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.

AGENDA ITEM # 5



Purchasing Policy

Resolution 17R-XX

**Bighorn-Desert View
Water Agency**

**622 S. Jemez Trail, Yucca
Valley CA 92284**

760-364-2315

www.bdvwa.org

Resolution 17R-XX

Table of Contents

No table of contents entries found.

1.0 Purpose:

1.1 The purpose of this policy is to establish uniform procedures for bidding, contracting, and the procurement of all goods and services, while receiving the best possible value for the agency. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of district resources, including keeping within the budget authorized by the board of directors. To ensure that Hi-Desert Water District receives the best possible value for all goods and services purchased, the district's purchasing manager will perform all purchasing activity, the only exception being where an outside consultant prepares bid packages.

2.0 Definitions:

2.1 "General manager," unless otherwise specified in this policy, shall be deemed to include the general manager and his/her designee.

3.0 Responsibilities

3.1 The general manager is authorized to negotiate and execute contracts for all operating, capital improvement and emergency purchases made in conformance with this purchasing policy. The policy outline herein is to be adhered to by all departments when procuring supplies, services and equipment. The general manager will establish written administrative procedures and update them as needed to conform to this policy and applicable laws.

4.0 Signatory Authority

4.1 All physical checks require two (2) "wet" signatures of the Board of Directors.

4.2 Where the general manager has determined it to be in the best interest of the Agency, or where required by other entities, to pay invoices electronically then two "wet" (2) signatures from the Board of Directors shall be required on the invoice or related documentation in support of the payment. Such signature will constitute the authority for the general manager to execute such payments. This excludes payroll obligations described in section 4.3 herein.

4.3 Payroll checks are executed using an electronic signature created from two (2) "wet" signatures of the Board of Directors. All other payroll obligations shall be transacted by the general manager without the obligation of further approval by signature of the Board of Directors. This includes all necessary payments related to payroll including but not

limited to payments for federal withholding tax, state withholding tax, pension, ancillary benefits, and garnishments.

4.4 All disbursements, physical checks and/or electronic payments, are presented to the Board of Directors in an agenda meeting as soon as possible following bank reconciliation for transparency to the public at large.

5.0 Conflict of Interest

5.1 District staff and representatives shall conduct all dealings with vendors and contractors in a professional manner. The district shall provide equal opportunity and demonstrate fairness, integrity and courtesy in all vendor relations.

5.2 No District employee or elected official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the District is a party and which comes before said official or employee for recommendation or action. Any purchase, contract, sale, or transaction in which any employee or official is financially interested shall become void at the election of the District. No employee or elected official shall realize any personal gain from any purchase, contract, sale, or transaction involving the District. When any staff member is in doubt as to whether there exists a conflict of interest, that employee shall consult with the General Counsel, and another employee may be assigned to facilitate the purchase.

6.0 Local Business Preference

6.1 When feasible, local businesses within the Morongo Basin may be allowed a preference margin where items are available from multiple sources.

7.0 Purchase Approval

7.1 Except for purchases described in subsection 7.1.1 herein, any purchase which requires expenditure in excess of \$25,000 shall be approved by the Board of Directors.

7.1.1 The General Manager shall have the authority to make purchases of consumable inventory/supplies, as said materials are described in Section 16.0, even if such a purchase is in excess of \$25,000. The authority of the General Manager to make such purchases shall be subject to applicable budgetary authorizations and restrictions. Such consumable inventory/supplies shall include, for example and not by way of limitation, chemicals, parts/components, pumps, electrical components, and other supplies and substances which are utilized in the operation of the Agency's facilities.

7.2 The Board of Directors is guided by the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*.

8.0 Travel: Employees must obtain their immediate supervisor's approval for their expenses such as seminars, travel, and mileage reimbursement. The Board of Directors is guided by the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*.

9.0 Quotes/Proposals/Bids for Materials, Goods and Supplies

9.1 Materials, Goods and Supply Purchases <\$1,000: Purchases of materials, goods and supplies of \$1,000 or less may be made by any method that serves the District's best interests.

9.2 Materials, Goods and Supply Purchases > \$1,000: At least two written vendor quotations shall be obtained on purchases of materials, goods and supplies of more than \$1,000. Award shall be made to the vendor whose quote serves the District's best interests.

9.2.1 Vehicle purchases: Vehicles should be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively by competitive quotation bids.

9.3 Unable to Obtain Written Quotes: When written quotes cannot be obtained, documentation will be prepared describing who, what, where, when and why written quotation could not be obtained.

10.0 Personal/Non-Professional Services

10.0 Definition: Personal/non-professional services (electricians, pump installers, welders, etc.) are those services that do not fall within the category of professional services, as defined below, or public works project (>\$25,000) and may include, without limitation, general maintenance services, janitorial services, security guard services and landscaping services not requiring a contractor's license to perform.

10.1 Personal/Non-Professional <\$25,000: At least two written vendor quotations shall be obtained on procurements of contracts for personal/non-professional services of \$25,000 or less prior to the award of the contract. Award shall be made to the contractor whose bid serves the District's best interests.

10.2 Personal/Non-Professional > \$25,000: At least two written vendor quotations shall be obtained on procurements of contracts for personal/non-professional services in

excess of \$25,000 prior to purchase. An analysis of bids received and a staff recommendation for award shall be presented to the Board of Directors for their consideration. Award shall be made to the contractor whose bid serves the District's best interests.

10.3 Unable to Obtain Written Quotes: When written quotes cannot be obtained, documentation will be prepared describing who, what, where, when and why written quotation could not be obtained.

11.0 Professional Services

11.1 Definition: Professional services means all services performed by persons in a professional occupation, including, but not limited to, consulting and performance services for accounting, auditing, computer hardware and software support, engineering, architectural, planning, environmental, redevelopment, financial, economic, personnel, social services, animal control, legal, management, cable television, communication and other similar professional functions which may be necessary for the operation of the city.

11.2 Professional Services <\$25,000: A minimum of two proposals shall be obtained on procurements of contracts for professional services prior to the award of the contract. Award shall be made to the consultant whose proposal serves the District's best interests provided that the award of a contract for any professional service specified in Government Code section 4526 (i.e., professional architectural, landscape architectural, engineering, environmental, land surveying, and construction management services) shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

11.2.2 An analysis of proposals received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for professional services contracts in excess of \$25,000.

13.0 Public Works Project

For "public works projects" exceeding \$25,000 the Agency is bound by the following:

13.1 PUBLIC CONTRACT CODE - PCC
DIVISION 2. GENERAL PROVISIONS [1100 - 22355]
(*Division 2 enacted by Stats. 1981, Ch. 306.*)
PART 3. CONTRACTING BY LOCAL AGENCIES [20100 - 22178]
(*Part 3 added by Stats. 1982, Ch. 465, Sec. 11.*)
CHAPTER 1.5. Water District Acts [20930 - 21641]
(*Chapter 1.5 added by Stats. 1984, Ch. 1128, Sec. 69.*)

ARTICLE 124. Bighorn Mountains Water Agency [21590 - 21591]

(Article 124 added by Stats. 1984, Ch. 1128, Sec. 69.)

21590.

The provisions of this article shall apply to contracts by the Bighorn Mountains Water Agency, as provided for in Chapter 1175 of the Statutes of 1969.

(Added by Stats. 1984, Ch. 1128, Sec. 69.)

21591.

(a) Any improvement or unit of work, when the cost, according to the estimate of the engineer, will exceed twenty-five thousand dollars (\$25,000), shall be done by contract and shall be let to the lowest responsible bidder or bidders as provided in this article. The board shall first determine whether the contract shall be let as a single unit or divided into severable parts. The board shall advertise for bids by three insertions in a daily newspaper of general circulation or by two insertions in a weekly newspaper of general circulation printed and published in the agency, if there is a newspaper printed and published in the agency, inviting sealed proposals for the construction or performance of the improvement or work. The call for bids shall state whether the work shall be performed in one unit or divided into parts. The work may be let under a single contract or several contracts, as stated in the call. The board shall require the successful bidders to file with the board good and sufficient bonds to be approved by the board conditioned upon the faithful performance of the contract and upon the payment of their claims for labor and material. The bonds shall comply with Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code. The board may reject any and all bids and readvertise, or by a two-thirds vote may elect to undertake work by force account.

(b) If no proposals are received, or the estimated cost of the work does not exceed twenty-five thousand dollars (\$25,000), or the work consists of channel protection, maintenance work, or emergency work, the board may have the work done by force account without advertising for bids. In case of an emergency, if notice for bids to let contracts will not be given, the board shall comply with Chapter 2.5 (commencing with Section 22050).

(c) The agency may purchase in the open market without advertising for bids, materials and supplies for use in any work, either under contract or by force account; provided, however, that materials and supplies for use in any new construction work or improvement, except work referred to in subdivision (b), may not be purchased if the cost exceeds twenty-five thousand dollars (\$25,000), without advertising for bids and awarding the contract to the lowest responsible bidder.

(Amended by Stats. 2010, Ch. 697, Sec. 100. Effective January 1, 2011. Operative July 1, 2012, by Sec. 105 of Ch. 697.)

14.0 Prevailing Wage Requirements

14.1 Prevailing wage may be required on all public works projects, defined in CA Labor Code section 1720, exceeding \$1,000 in accordance with CA Labor Code section 1773.3. Therefore the call for bids and contract documents must include the following information:

No contractor or subcontractor may be listed on a bid proposal for a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

Prevailing wage as defined by Davis-Bacon (29 Code of Federal Regulations Section 5.2 (j) and (k)) may be required should federal funds be secured for the construction, alteration or repair, including painting and decorating, of public buildings or public works. Davis-Bacon also requires specific prevailing wage clauses to be incorporated into contracts, subcontracts, contract termination, compliance with the Davis –Bacon Act, disputes and certification of eligibility.

15.0 Rejection of Quotes, Bids and Proposals; Waiver of Errors

15.1 In its sole discretion, the District may elect to reject any or all quotes, bids and proposals presented and may waive any errors in the same.

16.0 Inventory/Supplied/Services/Capital Asset Purchases in Accordance with the Currently Approved Budget

16.0 Materials which are primarily stored as inventory and/or consumed as supplies are to be considered inventory/supplies. Purchases of these items will be classified as a signature purchase, a general purchase, a petty cash purchase or a credit card purchase.

17.0 Types of Purchases

17.1 Signature Purchases: Restricted to “immediate need” and defined as situations where a necessary inventory or supply item is not on hand and the time delay created by ordering and delivery of the required item would seriously diminish productivity. Signature purchases are limited to \$500 per day or less as may be dictated by the vendor and may be made only upon approval of the Department Manager, or other duly authorized individual, and only where accounts have been established for purposes such as small hardware, supplies or auto parts. Quotes will not be required for signature purchases. Purchase orders, or other applicable documentation, can be utilized for signature purchases. Receipts, or other applicable documentation, must be submitted to the Finance Department in a timely manner.

17.2 General Purchases: Those purchases made on a regular basis. General purchases may be made by the designated Purchasing Agent, or other duly authorized individual (limited to \$500 per day), a Department Manager, or other duly authorized individual (limited to \$5,000 per day) and the General Manager. All general purchases require a purchase order, or other applicable documentation.

17.3 Petty Cash Purchases: Those inventory/supplies/services which are purchased from retailers who require cash payment. Such purchases are restricted to situations where a necessary inventory/supply/service is an immediate need item which is obtainable only from a vendor requiring cash payment. The General Manager and Operations Superintendent, or other duly authorized individual, may make or approve such purchases limited to \$500 daily. All such purchases must have appropriately signed receipts.

17.4 Credit Card Purchases: Credit card purchases may be made by the General Manager in accordance with this Purchasing Policy and resolution of the Board of Directors authorizing their use. All receipts for credit card purchases must be forwarded to the General Manager as soon as possible after the transaction has been completed.

17.4.1 Credit card purchases may be made by the members of the Board of Directors in accordance with this purchasing policy and the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*. Members of the Board of Directors shall be required to comply with all applicable laws, rules and regulations regarding expenditures and reimbursements including, but not limited to, laws regarding conflicts of interest and ethical requirements.

18.0 Exceptions

18.1 Emergency Exception

In the event of an emergency, excepting any public works project exceeding \$25,000, if a quorum of the Board of Directors cannot be attained, the General Manager or his/her designee may make, without restrictions, any purchase(s) necessary to alleviate the situation. An emergency is defined as any occurrence or situation which is posing a real and immediate hazard to public health or safety. Any purchase of this type will be fully disclosed at the next scheduled meeting of the Board of Directors.

18.2 Board Election

The Board of Directors may waive any and all purchasing requirements set forth in this purchasing policy as may be necessary to serve the Agency's best interests.

19.0 Purchasing Procedures

The general manager shall have authority to establish written management procedures in order to implement this purchasing policy.

AGENDA ITEM # 6

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

Meeting Date: January 17, 2017

To: Financial/PR/Education/Personnel Comm. **Budgeted:** 2.5% salary increases
Board of Directors **Budgeted Amount:** To Be Determined
Cost: See Staff Report

From: Marina D. West **General Counsel Approval:** N/A
CEQA Compliance: N/A

Subject: Review 2017 Social Security Cost-of-Living Adjustment and Recommend Adjustment for All Employees Except General Manager

SUMMARY

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B 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.

For calendar year 2016, the Social Security Cost-of-Living Index adjustment was 0% so there was no action by the Board of Directors. The 2017 Social Security Cost-of-Living adjustment is 0.3% (attached).

Staff is recommending that the Committee provide a recommendation to the full Board on a cost of living adjustment for employees and an effective date. The general manager recommends the cost of living adjustment not apply to her salary.

RECOMMENDATION

Staff is requesting Committee's input and direction.

BACKGROUND/ANALYSIS

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B each year to be effective on or about July 1.

The Social Security Administration announced in late 2016 that a 0.3% cost of living adjustment had been approved for 2017. Therefore the Board should consider whether or not to extend this adjustment to staff.

While the Fiscal Year 2016/17 Budget with its 4-year advanced revenue and expense projections does include a 2.5% annual increase in salaries it did not include specific provisions for the distribution of an "across the board" cost of living increase.

The following table shows the impact of various adjustments to salary:

Total Staff Salary*	COLA Increase	Annual Amount
\$393,741	0.3%	\$1,181
\$393,741	1.0%	\$3,937
\$393,741	2.0%	\$7,875
\$393,741	3.0%	\$11,812

*includes projected overtime and excludes General Manager

The draft Appendix B Range and Step Scale with the 0.3% cost of living adjustment already populated is attached.

Staff is recommending that the Committee provide a recommendation to the full Board on a cost of living adjustment for employees and the effective date of any such adjustment. The general manager recommends the cost of living adjustment not apply to her salary.

PRIOR RELEVANT BOARD ACTION(S)

5/24/2016 16R-04 Resolution of the Board Fixing and Adopting the Agency Budget for Fiscal Year 2016/17 with 0% cost of living adjustment for staff.



Fact Sheet

SOCIAL SECURITY

2017 SOCIAL SECURITY CHANGES

o **Cost-of-Living Adjustment (COLA):**

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2014 through the third quarter of 2016, Social Security and Supplemental Security Income (SSI) beneficiaries will receive a 0.3 percent COLA for 2017. Other important 2017 Social Security information is as follows:

	<u>2016</u>	<u>2017</u>
o <u>Tax Rate:</u>		
Employee	7.65%	7.65%
Self-Employed	15.30%	15.30%

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

o **Maximum Taxable Earnings:**

Social Security (OASDI only)	\$118,500	\$127,200
Medicare (HI only)	No Limit	

o **Quarter of Coverage:**

\$1,260	\$1,300
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o **Retirement Earnings Test Exempt Amounts:**

Under full retirement age	\$15,720/yr. (\$1,310/mo.)	\$16,920/yr. (\$1,410/mo.)
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NOTE: One dollar in benefits will be withheld for every \$2 in earnings above the limit.

The year an individual reaches full retirement age	\$41,880/yr. (\$3,490/mo.)	\$44,880/yr. (\$3,740/mo.)
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NOTE: Applies only to earnings for months prior to attaining full retirement age. One dollar in benefits will be withheld for every \$3 in earnings above the limit.

There is no limit on earnings beginning the month an individual attains full retirement age.

DRAFT CALENDAR YEAR 2017
BDVWA EMPLOYEE RANGE AND STEP SCALE
0.3% COLA

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
1	Per Hour Rate	12.74	13.06	13.38	13.72	14.06	14.41	14.77	15.14	15.52	15.91	16.31	16.71	17.13
	Monthly	2,207.94	2,263.14	2,319.71	2,377.71	2,437.15	2,498.08	2,560.53	2,624.54	2,690.16	2,757.41	2,826.35	2,897.01	2,969.43
	Annually	26,495.25	27,157.63	27,836.57	28,532.48	29,245.80	29,976.94	30,726.36	31,494.52	32,281.89	33,088.93	33,916.16	34,764.06	35,633.16
2	Per Hour Rate	13.53	13.87	14.22	14.57	14.94	15.31	15.69	16.08	16.49	16.90	17.32	17.75	18.20
	Monthly	2,345.28	2,403.91	2,464.01	2,525.61	2,588.75	2,653.47	2,719.81	2,787.80	2,857.50	2,928.94	3,002.16	3,077.21	3,154.14
	Annually	28,143.38	28,846.96	29,568.14	30,307.34	31,065.02	31,841.55	32,637.69	33,453.63	34,289.97	35,147.22	36,025.90	36,926.55	37,849.71
3	Per Hour Rate	16.74	17.16	17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.91	21.43	21.96	22.51
	Monthly	2,901.61	2,974.15	3,048.51	3,124.72	3,202.84	3,282.91	3,364.98	3,449.11	3,535.33	3,623.72	3,714.31	3,807.17	3,902.35
	Annually	34,819.35	35,689.63	36,582.07	37,496.63	38,434.04	39,394.89	40,379.77	41,389.26	42,423.99	43,484.59	44,571.71	45,686.00	46,828.15
4	Per Hour Rate	21.98	22.53	23.09	23.67	24.26	24.86	25.49	26.12	26.78	27.44	28.13	28.83	29.55
	Monthly	3,809.13	3,904.35	4,001.96	4,102.01	4,204.56	4,309.68	4,417.42	4,527.85	4,641.05	4,757.08	4,876.00	4,997.90	5,122.85
	Annually	45,709.52	46,852.26	48,023.56	49,224.15	50,454.76	51,716.12	53,009.03	54,334.25	55,692.61	57,084.92	58,512.05	59,974.85	61,474.22
5	Per Hour Rate	23.55	24.14	24.74	25.36	26.00	26.65	27.31	27.99	28.69	29.41	30.15	30.90	31.67
	Monthly	4,082.08	4,184.13	4,288.73	4,395.95	4,505.95	4,618.49	4,733.96	4,852.31	4,973.61	5,097.95	5,225.40	5,356.04	5,489.94
	Annually	48,984.92	50,209.54	51,464.78	52,751.40	54,070.18	55,421.94	56,807.48	58,227.67	59,683.36	61,175.45	62,704.83	64,272.45	65,879.27
General Manager	Per Hour Rate	By Contract w/provisions for COLA adopted 6/6/2013												
	Monthly	N/A												
	Annually	137,025.00												

Resolution No. XXX
Adopted XXXX

APPENDIX B

BDVWA Employee Handbook

AGENDA ITEM # 7

Bighorn-Desert View Water Agency



Board of Directors

J. Larry Coulombe, President
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Finance/Public Relations/Education and Personnel Committee Regular Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Wednesday, November 16, 2016 - 9:00 a.m.

Committee Members: Michael McBride & Larry Coulombe

Call to Order

Director McBride called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Led by Terry Burkhardt

Roll Call

Directors: Director McBride
Director Coulombe

Staff: Marina West
Michelle Corbin

Approval of the Agenda

Director McBride and Director Coulombe approved the agenda as presented.

Review Recommended Fees and Charges for Miscellaneous Services

General Manager West reviewed the proposed fees and charges. West discussed with the Committee the proposed fees intended to cover staff time such as the Variance Processing Fee and Backflow Test Reminder Letter Fee. West explained the process for unsecured liens and the need for the \$25.00 fee to cover notary costs.

Based on the consumer price index, West is recommending the Agency raise the cost of the Basic Facilities Charge \$95.00. Lastly, West is recommending the Agency set the

Non-Sufficient Funds (NSF) regarding returned check payments to \$25.00 per each incident.

No public comment.

The Committee directed staff to bring the proposed changes to the Board of Directors at the next board meeting.

Final Correspondence from County of San Bernardino Special Districts Department Concluding Dissolution of CSA 70/W-1 (Goat Mountain)

General Manager West reviewed with the Committee, the latest letter from the San Bernardino County Auditor-Controller/Treasurer/Tax Collector. The letter addresses the Agency's concerns regarding monies still owed to Bighorn-Desert View Water Agency on behalf of the annexed and dissolved CSA 70/W-1, now known as the Goat Mountain Territory.

No public comment.

Consent Items

- a. Regular FPREP Meeting Report, September 21, 2016

No public comment.

Director McBride and Director Coulombe approved the report.

Public Comment Period

No public comment.

Verbal Reports

Committee Member Comments/Reports

Director Coulombe reported on the October 26, 2016 Alliance for Water Awareness and Conservation (AWAC) meeting he attended. Items discussed during this meeting included a website revamp to include native plant information and state water conservation mandates.

General Manager's Report

General Manager West gave a brief update on the Bureau of Land Management right-of-way rents.

Adjournment - Director McBride adjourned the meeting at 9:39 a.m.