



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' MEETING AGENDA

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

August 10, 2021
Time – 6:00 P.M.

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY
TELECONFERENCE LINE THRU ZOOM 669-900-6833
OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81553643192?pwd=b0c3UW9lWkhTeUVDd3EzeG9WMTFsUT09>

Passcode: 536620

Or Dial:

1-669-900-6833

Webinar ID: 815 5364 3192

Passcode: 536620

Please note that all requirements of the Brown Act requiring the physical presence of the board or staff have been waived per Executive Order N-29-20

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. **Verbal Presentation by Samuel Martinez, Executive Officer Local Agency Formation Commission for San Bernardino County**
2. **Verbal Presentation by Ruth Rieman, Director Morongo Basin Conservation Association –2021 Desert-Wise Living Series Virtual Landscape Tour**
3. **Adopt Resolution No. 21R-XX Establishing the Agency’s Appropriation Limit for Fiscal Year 2021/22 at \$204,705**

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

1. Adopt Resolution No. 21R-XX Establishing the Agency’s Appropriation Limit for Fiscal Year 2021/22 at \$204,705.
4. **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. Regular Board Meeting Minutes, July 13, 2021
 - b. Special Board Meeting Minutes, July 27, 2021
 - c. Financial Statements July 2021
 1. Balance Sheet
 2. Budget Sheet
 - d. Receive and File Disbursements for July 2021
 - e. Service Order Report for July 2021
 - f. BDV Production Report for July 2021
 - g. Goat Mountain Production Report for July 2021
 - h. Adopt Resolution No. 21R-XX Establishing the Agency’s Investment Policy
 - i. Adopt Resolution No. 21R-XX Authorizing Investment of Monies into the Local Agency Investment Fund adding new Director David Chapman.
 - j. Adopt Resolution No. 21R-XX Establishing its Banking Policy with Pacific Western Bank adding new Director David Chapman.
 - k. Approve Director Attendance to CA Special Districts Association Annual Conference August 30 to September 2, 2021 at an estimated cost per Director of \$3,370
 - l. Approve Director Attendance to CA Special Districts Association Leadership Academy Conference September 26 to 29, 2021 at an estimated cost per Director of \$3,015

Recommended Action:

Approve as presented (Item a-l):

5. **Matters Removed from Consent Items**

6. **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.

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

1. General Manager Report
2. Director Reports

8. 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 – August 12, 2021 at 9:30AM – Director Burkhart
- Mojave Water Agency Board of Directors Meeting – August 26, 2021 at 9:30AM – Director McKenzie
- ASBCSD Monthly Dinner Meeting – August 16, 2021 – Director Chapman
- Homestead Valley Community Council Meeting located at the Yucca Mesa Community Center – August 16, 2021 at 3:00PM – Director McKenzie

Item # 1

Verbal Presentation by Samuel
Martinez, Executive Officer, Local
Agency Formation Commission for San
Bernardino County

No Staff Report/No Attachments

Item # 2

Verbal Presentation by Ruth Rieman,
Director, Morongo Basin
Conservation Association – 2021
Desert-Wise Living Series Virtual
Landscape Tour

No Staff Report/No Attachments

Item # 3

Adopt Resolution No. 21R-XX
Establishing the Agency's Appropriation
Limit for Fiscal Year 2021/22 at
\$204,705

**BIGHORN DESERT VIEW WATER AGENCY
BOARD OF DIRECTORS
AGENDA ITEM SUBMITTAL**

Meeting Date: August 10, 2021

To: Board of Directors

Budgeted: AL is a budget procedure

Budgeted Amount: \$173,000

Cost: N/A

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Adopt Resolution No. 21R-XX Establishing the Agency's Appropriation Limit for Fiscal Year 2021/22 at \$204,705

SUMMARY

Attached is the report establishing the Appropriation Limit for Fiscal Year 2021/22. The Appropriation Limit shall be adopted by resolution but prior to adoption Government Code Section 7910 requires that the calculations made to determine the Agency's Appropriation Limit be made available to the public for at least 15 days prior to the date the Board considers adoption of the Resolution.

The calculations were posted in the same locations as a Committee agenda on July 15, 2021 (see attached Appropriation Limit Worksheet).

The calculated Appropriation Limit for Fiscal Year 2021/22 is \$204,705.

The Fiscal Year 2021/22 budget projection for the general property tax levy is \$173,000 which does not exceed the reported Appropriation Limit.

RECOMMENDATION TO BOARD OF DIRECTORS

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

1. Adopt Resolution No. 21R-XX Establishing the Agency's Appropriation Limit for Fiscal Year 2021/22 at \$204,705.

BACKGROUND/ANALYSIS

In November of 1979, California voters approved Proposition 4, an initiative that added Article XIII B to the *California Constitution*. This constitutional amendment, known as the Gann Initiative, placed limits on the growth of expenditures for publicly funded programs. Division 9 or Title 1, beginning with Section 7900 of the *Government Code*, was then added to the law to specify the process for calculating state and local government appropriations limits and appropriation subject to limitation under Article XIII B of the

California Constitution. These constitutional and statutory sections explain and define the appropriations limit and the appropriations subject to limitation as they apply to state and local government, and require that each entity of government formally “adopt” its appropriation limit for a given fiscal year.

The factors used to calculate the limit are the percentages for change in population and the per capita personal income. The per capita personal income change is reported by the California Department of Finance each May (see attached DOF letter). The change in population is calculated by Bighorn-Desert View Water Agency and is based on the number of active service connections, converted to population.

The formula, as shown on the next page, used to calculate the appropriation limit is population growth times the per capita personal income times the prior year’s limit. Based on this formula, Bighorn-Desert View Water Agency’s appropriation limit for FY 2021/22 is \$204,705. The limit is higher than last year due to a “reset” of population as so many meters were sold as well as vacation meters were “opened” adding to the calculation. The FY 2021/22 budgeted (estimated) revenue for the three “1% General Property Tax Levy” increments (Bighorn-Mountains, Desert View, and Imp. Dist. Goat Mtn.) is \$173,000 which does not exceed the appropriation limit.

Staff recommends the Committee recommend the Board adopt the Resolution establishing the Appropriation Limit for fiscal year 2021/22 at the August 10th regular meeting.

PRIOR RELEVANT BOARD ACTION(S)

7/21/2021 Finance (FPREP) Committee - Posting and review of Resolution No. 21R-XX Establishing the Agency’s Appropriation Limit for Fiscal Year 2021/22 at \$204,705

6/23/2021 Motion No. 21-039 Adopted the Fiscal Year 2021/22 Budget Cycle and Resolution No. 21R-14 Fixing and Adopting the Agency Budget for FY2022/22 with a 3.0% Cost-of-Living Increase for Non-Exempt Employees.

7/14/2020 Motion No. 20-050 Motion to adopt Resolution No. 20R-17 Establishing the Agency’s Appropriation Limit for Fiscal Year 2020/21 at \$177,849



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

RESOLUTION NO. 21R-18

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING THE APPROPRIATION LIMIT OF THE AGENCY
AT \$204,705 FOR THE FISCAL YEAR JULY 1, 2021 – JUNE 30, 2022
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

WHEREAS, the California Constitution and Government Code Section 7900 et seq. requires the Board of Directors to annually calculate and establish, by resolution, the Agency’s appropriations limit for each fiscal year; and

WHEREAS, the calculations made to determine the appropriations limit was made available to the public on July 15, 2020 for at least 15 days prior to the date of this Resolution, in accordance with Government Code 7910.

NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:

1. That the Appropriations Limit of Bighorn-Desert View Water Agency for fiscal year July 1, 2021 – June 30, 22 was calculated at \$204,750; and
2. That the fiscal year 2021/22 budgeted revenue from property taxes is \$173,000 which does not exceed the calculated appropriation limit.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 21st day of July 2021.

By _____
John Burkhart, President of the Board

ATTEST:

By _____
Megan Close-Dees, Secretary

Official Seal



**Bighorn-Desert View Water Agency
Fiscal Year 2021-22 Appropriation Limit
POSTED July 15, 2021**

Previous year limit (corrected for population):		\$176,764.26
Appropriation factor:		1.15807
New limit:		<u>\$204,705</u>
Calculation		
Price factor:	5.73	
Population change:	9.53 %	
Per capita converted to a ratio:	$(5.73+100) / 100 =$	1.0573
Population converted to a ratio:	$(9.5306+100) / 100 =$	1.095306
Calculation of factor for FY 2021/22:	1.0573 X 1.095306	1.158067

The APPROVED Fiscal Year 2021/22 Budget includes projections of the General Tax Levy received from the San Bernardino County Auditor/Controller/Tax Collector as follows:

2021/22 Tax Levy Budget (Tax Area WY08)

Bighorn-Desert View WA 1% Gen. Levy Share (GA01)	\$70,000
Bighorn Imp "A" Area 1% General Levy Share (GA02)	\$70,000
ID Goat Mountain 1% General Levy Share (GA03)	\$33,000
	<u>\$173,000</u>

Posted July 15, 2021

Item # 4

Consent tems

a - l

Item # a



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' MEETING MINUTES

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

July 13, 2021
Time – 6:00 P.M.

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY
TELECONFERENCE LINE THRU ZOOM 669-900-6833
OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83110309642?pwd=NXYzT0xOQWl0Vy9TRkxCMDZvcG1pQT09>

Passcode: 289421

Or Dial:

1-669-900-6833

Webinar ID: 831 1030 9642

Passcode: 289421

Please note that all requirements of the Brown Act requiring the physical presence of the board or staff have been waived per Executive Order N-29-20

CALL TO ORDER

Meeting convened by President Burkhart at 6:05 pm

PLEDGE OF ALLEGIANCE

Led by David Chapman

ROLL CALL

Directors present: John R. Burkhart
 JoMarie McKenzie
 Megan Close-Dees
 Craig Dicht
 Vacant Seat

Staff present: Marina West
 James Owens, PE – Agency Engineer with NV5

Public Present: 2 member(s) of the public indicated they were participating via teleconference and 4 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Director McKenzie made a motion to move Item 8 up and present following Item 1 (i.e. recognize as Item 2) and otherwise to approve the agenda as presented. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (McKenzie/Dicht) unanimously approved.

Discussion and Action Items -

- 1. Verbal Presentation by Jim Ventura**, President of Mojave Water Agency Board of Directors, Division 2 – Presentation on “MWA Current and Future Challenges”
Jim Ventura, President of the Mojave Water Agency and Division 2 Representative addressed the Board and Public on MWA “Current and Future Challenges”.

Information Only – No Board Action Taken

Board adjourned to break at 7:17 pm ---- Board resumed at 7:25 pm

- 2. Ad Hoc Committee on Consumption Trends – Status Report**
GM West gave a PowerPoint presentation outlining the water consumption trends and Agency responses to them. The presentation included information on the first billing under the various Customer Classifications.

The Ad Hoc Committee members also reported on the meeting held to date. Comments and questions were made and taken from the Board and Public.

Information Only – No Board Action Taken

- 3. Public Hearing: 2021/22 Tax Bill – Delinquent Water Accounts**
That the Board Considers taking the following actions:

1. Review Staff Report, and note any letters received;
2. Receive questions from the Board of Directors;
3. Open public hearing;
4. Receive public comments;
5. Close public hearing;
6. Board discussion of public comments received;

Board to consider approving Resolution No. 21R-15 - Confirming reports of delinquent accounts for Basic Service Charges, water charges, revenue bond surcharges, delinquent fees and processing fees AND authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn-Desert View Water Agency for Tax Year 2021.

GM West gave the staff report as provided in the Agenda Packet. She further reported that since the publication of the agenda on Friday three customer accounts were paid and removed from the final list submitted to the County of San Bernardino.

President Burkhart opened the Public Hearing at 8:24 pm.

Public Comment:

No public comment received.

President Burkhart closed the Public Hearing at 8:25 pm.

Motion No. 21-042

Following Board discussion on the matter Director McKenzie made a motion to adopt Resolution No. 21R-15 - Confirming reports of delinquent accounts for Basic Service Charges, water charges, revenue bond surcharges, delinquent fees and processing fees AND authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn-Desert View Water Agency for Tax Year 2021. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (McKenzie/Dicht) unanimously approved.

4. Public Hearing: 2021/22 Tax Bill – Water Availability (Standby) Charges Improvement District Goat Mountain

That the Board considers taking the following actions:

1. Review staff report, and note any letters received;
2. Receive questions from the Board of Directors;
3. Open public hearing;
4. Receive public comments;
5. Close public hearing;
6. Board discussion of public comments received;

Board to consider approving Resolution No. 21R-16 – Establishing Stand-By and Availability Fees for Water Service within Bighorn-Desert View Water Agency Improvement District Goat Mountain for Fiscal Year 2021/22 (Tax Year 2021).

GM West gave the staff report as provided in the Agenda Packet noting that Stand-by only applies to the Improvement District Goat Mountain service territory only and that no recommendation is made to change the rate currently set at \$30 per acre.

President Burkhart opened the Public Hearing at 8:30 pm.

Public Comment:

Mr. Chapman commented that the standby charge should stay as set.

President Burkhart closed the Public Hearing at 8:31 pm.

Motion No. 21-043

Following Board discussion on the matter, Director Dicht made a motion to adopt Resolution No. 21R-16 – Establishing Stand-By and Availability Fees for Water Service within Bighorn-Desert View Water Agency Improvement District Goat Mountain for Fiscal Year 2021/22 (Tax Year 2021). Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/McKenzie) unanimously approved.

5. Item consent-k. Review Engineering/Hydrogeological Services Proposal for GM Replacement Well, Destruction of GM Well 2 and Up to Three Additional Borings/Monitoring Wells

Motion No. 21-044

Director Dicht's made a motion to move Item 9k up in the agenda to accommodate James Owens, NV5, to Item 4. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/McKenzie) unanimously approved.

Director Dicht's indicated the reason he pulled the item was to gain a better understanding of how NV5 was selected. James Owens, NV5, answered the questions posed by the Directors.

Motion No. 21-045

Director Dicht made a motion to authorize execution of Task Order No. 9, an amendment to the existing NV5 Master Services Agreement, for engineering and hydrogeological services for the Goat Mountain Replacement Well, destruction of Goat Mountain Well 2 and up to three additional borings/monitoring wells as provided in the proposal dated May 24, 2021. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/McKenzie) unanimously approved.

6. Board to Appoint Director JoMarie McKenzie as Vice President

The Board of Directors to select a Director to be appointed Vice President by a majority roll call vote.

Motion No. 21-046

Director Dicht made a motion to appoint Director JoMarie McKenzie as Vice President. Director Close-Dees seconded the motion.

Public Comment: None

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/Close-Dees) unanimously approved.

7. Board to Appoint Director Megan Close-Dees as Secretary

The Board of Directors to select a Director to be appointed Secretary by a majority roll call vote.

Motion No. 21-047

Director McKenzie made a motion to appoint Director Megan Close-Dees as Secretary. Director Dicht seconded the motion.

Public Comment: None

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (McKenzie/Dicht) unanimously approved.

8. Standing Committees, Ad Hoc Committees and other Meeting Assignments for Calendar Year 2021 – Fill Vacancy on Finance Committee Left by Michael McBride’s Resignation from the Board of Directors

Board considers taking the following actions:

1. President with Board consensus, to appoint Director Craig Dicht’s to the Finance Committee for the remainder of Calendar Year 2021

Motion No. 21-048

Director McKenzie made a motion to appoint Director Craig Dicht’s to the Finance Committee for the remainder of Calendar Year 2021. Director Close-Dees seconded the motion.

Public Comment: None

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (McKenzie/Close-Dees) unanimously approved.

9. Board to Consider Formation of an Ad Hoc Committee to Assist the Agency in the Acquisition of Legal Counsel

Recommended Action: President, with Board consensus, to create an Ad Hoc Committee to assist the Agency in the acquisition of legal counsel through the Request for Qualification (RFQ) competitive process.

GM West gave a brief staff report on the process utilized to appoint the current legal counsel.

Director McKenzie and Director Dicht’s volunteered to this assignment.

Motion No. 21-049

Director Dicht made a motion to create an Ad Hoc Committee with Director McKenzie and Director Dicht, to assist the Agency in the acquisition of legal counsel through the Request for Qualification (RFQ) competitive process. Director Close-Dees seconded the motion.

Public Comment: None

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/Close-Dees) unanimously approved.

10. 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. Regular Board Meeting Minutes, June 8, 2021
- b. Special Board Meeting Minutes, June 23, 2021
- c. Receive and File Special FPREP Committee Meeting Minutes, April 20, 2021
- d. Receive and File PLEGS Committee Meeting Minutes, April 20, 2021
- e. Financial Statements June 2021
 - 1. Balance Sheet
 - 2. Budget Sheet
- f. Receive and File Disbursements for June 2021
- g. Service Order Report for June 2021
- h. BDV Production Report for June 2021
- i. Goat Mountain Production Report for June 2021
- j. Adopt Resolution No. 20R-17 Authorizing a 3.0% Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Non-Exempt Employees of the Bighorn-Desert View Water Agency approved by the Board of Directors on June 23, 2021 and Amending Appendix C of the Employee Handbook as Referenced and Setting the Effective Date of Any Such Adjustment
- k. Review Engineering/Hydrogeological Services Proposal for GM Replacement Well, Destruction of GM Well 2 and Up to Three Additional Borings/Monitoring Wells

Recommended Action:

Approve as presented (Item a-j with the removal of item k for further consideration earlier in the meeting):

Motion No. 21-050

Director Dicht made a motion to adopt the consent calendar excepting item k. Director McKenzie seconded the motion.

Public Comment: none

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Seat	N/A

MSC¹ (Dicht/McKenzie) unanimously approved.

11. Matters Removed from Consent Items

Item k was removed from consent calendar and moved, by motion, in front of Item 5 (see above).

12. Public Comment Period

None

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

1. General Manager Report – None
2. Director Reports

Director Close-Dees gave a report on the MWA meeting she attended in July and noted that Jim Ventura had covered many of the issues relevant to that meeting.

Director Dicht reported on the Board of Supervisors meeting held July 13, 2021. He also commented on the water demand presentation given at a recent MWA meeting.

14. Adjournment

President Burkhart adjourned the meeting at 6:18 pm.

Approved by:

Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

Item # b



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 MINUTES

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

July 27, 2021
Time – 6:00 P.M.

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY
TELECONFERENCE LINE THRU ZOOM 669-900-6833

OR

Please click the link below to join the webinar:

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Passcode: 148753

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1-669-900-6833

Webinar ID: 845 5144 9143

Passcode: 148753

Please note that all requirements of the Brown Act requiring the physical presence of the board or staff have been waived per Executive Order N-29-20

CALL TO ORDER

Meeting convened by President Burkhart at 6:02 pm

PLEDGE OF ALLEGIANCE

Led by Terry Burkhart

ROLL CALL

Directors present: John R. Burkhart
 JoMarie McKenzie
 Megan Close-Dees
 Craig Dicht
 Vacant Seat, Director

Staff present: Marina West

Public Present: 1 member(s) of the public indicated they were participating via teleconference.
6 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Director McKenzie made a motion to approve the agenda as presented. Director Close-Dees seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
Vacant Director Seat	N/A

MSC¹ (McKenzie/Close-Dees) unanimously approved.

Discussion and Action Items -

1. Board of Directors to Complete Selection Process and Appoint a New Board Member to Fill the Current Vacancy

GM West reviewed the instructions that will be followed for appointing a new director to the Board.

First candidate: Josh Holkesvig. Mr. Holkesvig gave his three-minute introduction. Directors asked a few follow-up questions.

Second Candidate: Janelle Honn. Ms. Honn was not present at the time her name was called.

Third Candidate: Kim White. Ms. White reported that she is withdrawing her application due to personal issues which she has not been able now believes would interfere with her ability to serve.

Fourth Candidate: Angelic Terranova-Nakken. Ms. Terranova-Nakken gave her three-minute introduction. The Board asked few follow-up questions.

Fifth Candidate: David Chapman. Mr. Chapman gave his three-minute introduction. The Board asked a few follow-up questions.

Directors cast a first round vote to choose two top candidates eliminating the remainder. The votes were as follows:

Director Burkhart: David Chapman and Josh Holkesvig

Director Close-Dees: Josh Holkesvig and David Chapman

Director Dicht: Josh Holkesvig and David Chapman

Director McKenzie: David Chapman and Josh Holkesvig

Public Comment:

Ms. Burkhart stated that all applicants were well qualified.

Adjourn to Break at 6:27 pm ----- Reconvened from break at 6:36 pm

Directors cast a second vote on the two finalist candidates Mr. David Chapman and Mr. Josh Holkesvig.

Director Burkhart: David Chapman
Director Close-Dees: David Chapman
Director Dicht: Josh Holkesvig
Director McKenzie: David Chapman

Motion No. 21-051

The vote cast by identified paper ballot for David Chapman was as follows:

Burkhart	Y	
McKenzie	Y	
Close-Dees	Y	
Dicht	N	
Vacant Director Seat		N/A

2. Public Comment Period

Ms. White asked about what the Agency is doing to eliminate the Cannabis “grows” in the area. GM West gave a detailed response on actions taken to date.

3. Adjournment – President Burkhart adjourned the meeting at 6:50 pm.

Approved by:

Megan Close-Dees, Secretary of the Board

Official Seal

Item # c
#1 and #2

General Ledger

Balance Sheet

User: mwest
 Printed: 08/03/2021 - 8:27AM
 Fund: All
 Period: July
 Fiscal Year: 2021

Bighorn – Desert View Water Agency

622 S. Jemez Trail (760) 364-2315
 Yucca Valley, CA 92284-1440

Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131250 - PACIFIC WESTERN BANK	2,841,234.04
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	2,842,784.04
INVESTMENTS	
01-00-132000 - PARS IRS 115 TRUST	52,005.75
01-00-133030 - LAIF - CASH ACCOUNT	533,496.05
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	585,501.80
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	239,800.82
01-00-137130 - A/R WATER UNBILLED FYE	0.00
01-00-139540 - 2013-14 LIEN REC \$29,632	0.00
01-00-139541 - 2014-15 LIEN REC \$69,492	9,690.99
01-00-139542 - 2015-16 LIEN REC \$43,270	9,006.60
01-00-139543 - 2016-17 LIEN REC \$45,364	10,101.69
01-00-139544 - 2017-18 LIEN REC \$32,464	11,830.65
01-00-139545 - 2018/19 LIEN REC \$52,020	23,833.89
01-00-139546 - 2019/20 LIEN REC \$35,381	35,380.83
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	338,145.47
ACCOUNTS RECEIVABLE - OTHER	
01-00-136000 - A/R OTHER (Non-UB AR)	0.00
01-00-136500 - INTEREST RECEIVABLE	0.00
01-00-137110 - 2015&16 IDGM STBY A/R(\$27,455)	1,331.43
01-00-137112 - 2017 IDGM STBY A/R (\$10,353)	6,396.75
01-00-137113 - 2018 IDGM STBY A/R (12,367)	4,864.30
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	10,349.00
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	0.00
01-00-138000 - A/R PROPERTY TAXES	0.00
01-00-138030 - ACCRUED RECEIVABLE	0.00
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139605 - DUE FROM PROP 1 GRANT	92,659.70
01-00-139608 - DUE FROM DACI	10,670.00
01-00-139609 - DUE FROM AWAC	0.00
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)
Total ACCOUNTS RECEIVABLE - OTHER:	121,271.18
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	76,256.61

Fund ALFRE

Account Type	Amount
01-00-143011 - INVENTORY- AMES WATER	244,680.00
01-00-143012 - INVENTORY CLEARING	(2,140.25)
Total INVENTORY:	<u>318,796.36</u>
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	10,505.42
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	56,025.08
01-00-144025 - PREPAID EXPENSES	0.00
01-00-144035 - PREPAY CalPERS UAL	37,194.16
Total PREPAID EXPENSES:	<u>103,724.66</u>
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(178,499.28)
01-00-111350 - FA LAND	90,005.43
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(247,677.03)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(49,600.72)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(17,711.52)
01-00-111700 - FA WATER SYSTEM	9,795,517.00
01-00-111701 - A/D WATER SYSTEM	(6,396,441.37)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(20,548.08)
01-00-111810 - FA MOBILE EQUIPMENT	768,343.53
01-00-111811 - A/D MOBILE EQUIPMENT	(515,822.73)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(101,717.25)
Total FIXED ASSETS:	<u>4,077,188.08</u>
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	15,891.40
Total CONSTRUCTION IN PROGRESS:	<u>15,891.40</u>
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	<u>0.00</u>
NET PENSION LIABILITY	
01-00-223100 - NET PENSION LIABILITY	(699,595.00)
Total NET PENSION LIABILITY:	<u>(699,595.00)</u>
DEFERRED INFLOWS OF RESOURCES	
01-00-225000 - DIR - PENSION RELATED	(28,206.00)
Total DEFERRED INFLOWS OF RESOURCES:	<u>(28,206.00)</u>
Total Assets:	<u><u>7,675,501.99</u></u>
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	0.00
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
Total ACCOUNTS PAYABLE:	<u>0.00</u>
ACCRUED PAYROLL	
01-00-229000 - ACCRUED PAYROLL LIABILITIES	0.00
01-00-229100 - ACCRUED EMP COMP BALANCES	96,378.90
Total ACCRUED PAYROLL:	<u>96,378.90</u>

Fund ALFRE

Account Type	Amount
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	0.00
01-00-229002 - STATE PR TAX PAYABLE	0.00
01-00-229003 - MEDICAL INSURANCE PAYABLE	(594.83)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	44.12
01-00-229005 - CALPERS PAYABLE	0.00
01-00-229006 - CALPERS SPEC COMP-UNIFORM ALL	0.00
Total ACCRUED PR LIABILITIES:	(550.71)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	116,117.67
01-00-226002 - ANNEX SEC. 35 RoBott Land	0.00
01-00-226003 - ANNEX NAPA@KUNA 631-071-12	0.00
01-00-226004 - ANNEX 631-051-28 (550 Landers)	0.00
01-00-226005 - UNEARN REV-UB ACCT CREDITS	10.76
Total CUSTOMER DEPOSITS:	116,128.43
BLUEFIN CC FEES	
01-00-226001 - PORTAL BLUEFIN/SB CC FEES	522.59
Total BLUEFIN CC FEES:	522.59
CIP DEPOSIT	
01-00-226006 - CUST METER DEPOSIT	0.00
Total CIP DEPOSIT:	0.00
PAYABLE FROM RESTRICTED ASSETS	
01-00-229500 - ACCRUED INT PAYABLE DV ID BNDS	0.00
Total PAYABLE FROM RESTRICTED ASSETS:	0.00
LONG TERM DEBT	
01-00-211010 - REVENUE BONDS PAYABLE - DV	0.00
01-00-211020 - DA01 CoSB REPAYMENT	104,685.85
01-00-211030 - IDM PIPELINE FUTURE DEBT BAL	62,814.00
Total LONG TERM DEBT:	167,499.85
DEFERRED OUTFLOWS OF RESOURCE	
01-00-151000 - DOR - PENSION CONTRIBUTIONS	(142,936.00)
01-00-153000 - DOR - PENSION RELATED	(79,554.00)
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	0.00
Total DEFERRED OUTFLOWS OF RESOURCE:	(222,490.00)
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW:	0.00
Total Liabilities:	157,489.06
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	6,988,430.87
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE	293,946.48
01-00-310010 - FUND BALANCE FEMA & OES	0.00
01-00-310011 - DA01 OVERPAYMENT by CoSB	130,183.35
Total FUND BALANCE:	7,412,560.70
Total Fund Balance:	7,412,560.70
Total Liabilities and Fund Balance:	7,570,049.76

Fund ALFRE

Account Type

Amount

Total Retained Earnings:	105,452.23
Total Fund Balance and Retained Earnings:	7,518,012.93
Total Liabilities, Fund Balance, and Retained Earnings:	7,675,501.99
<hr/> <hr/>	
Totals for Fund 01 - General Fund:	0.00
<hr/> <hr/>	

General Ledger

Budget Status

User: mwest
 Printed: 8/3/2021 - 8:27 AM
 Period: July, 2021

Bighorn – Desert View Water Agency

622 S. Jemez Trail (760) 364-2315
 Yucca Valley, CA 92284-1440

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-00	No Department							
R05	OPERATING REVENUE							
01-00-410000	SERVICE LINE INSTALLATION F	3,590.00	21,705.00	21,705.00	-18,115.00	0.00	-18,115.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	9,190.00	73,470.00	73,470.00	-64,280.00	0.00	-64,280.00	0.00
01-00-410015	AG CONS TIER 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-410016	AG CONS TIER 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-410020	BULK CONS TIER 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-410030	COMMERCIAL/INST CONS TIER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-411000	INCOME METERED WATER	674,677.00	153,790.82	153,790.82	520,886.18	0.00	520,886.18	77.21
01-00-411001	RES CONS TIER 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-412000	GOAT MTN STANDBY INCOME	55,000.00	0.00	0.00	55,000.00	0.00	55,000.00	100.00
01-00-413000	BASIC SERVICE CHARGE	940,440.00	129,960.99	129,960.99	810,479.01	0.00	810,479.01	86.18
01-00-413001	FIRE BSC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-414000	INCOME JV BULK WATER SALE	3,500.00	1,354.00	1,354.00	2,146.00	0.00	2,146.00	61.31
01-00-417000	INCOME OTHER (OPERATING)	60,000.00	9,860.24	9,860.24	50,139.76	0.00	50,139.76	83.57
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-417004	INCOME REIMBURSEMENT (ID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-419000	AMES BASIN WATER TRANSFER	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-00-492050	PAC WEST BANK EARNINGS CR	0.00	1,520.89	1,520.89	-1,520.89	0.00	-1,520.89	0.00
	R05 Sub Totals:	1,746,398.00	391,661.94	391,661.94	1,354,736.06	0.00	1,354,736.06	77.57
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	56,230.00	0.00	0.00	56,230.00	0.00	56,230.00	100.00
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	55,300.00	0.00	0.00	55,300.00	0.00	55,300.00	100.00
01-00-491030	INCOME REV BONDS DV FMHA	0.00	49.61	49.61	-49.61	0.00	-49.61	0.00
01-00-491040	GA03 ID GM GEN TAX LEVY	24,800.00	-0.95	-0.95	24,800.95	0.00	24,800.95	100.00
01-00-492000	INTEREST INCOME	16,000.00	-7,191.52	-7,191.52	23,191.52	0.00	23,191.52	144.95
01-00-496000	INCOME OTHER (NON OPERATI	28,500.00	-984.93	-984.93	29,484.93	0.00	29,484.93	103.46
01-00-499991	GRANT FOR HAZARD MITIGATI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499996	PROP 1 REV. ACCT.	0.00	60,376.00	60,376.00	-60,376.00	0.00	-60,376.00	0.00
01-00-499997	AWAC GRANT WEF 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499998	DACI REV ACCT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499999	AWAC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R 10 Sub Totals:		180,831.00	52,248.21	52,248.21	128,582.79	0.00	128,582.79	71.11
Revenue Sub Totals:		1,927,229.00	443,910.15	443,910.15	1,483,318.85	0.00	1,483,318.85	76.97
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	10,000.00	1,442.10	1,442.10	8,557.90	0.00	8,557.90	85.58
01-00-563000	CUSTOMER RELATIONS	3,800.00	114.19	114.19	3,685.81	0.00	3,685.81	97.00
01-00-564000	OTHER ADMINISTRATIVE EXPE	7,500.00	3,866.10	3,866.10	3,633.90	0.00	3,633.90	48.45
01-00-570000	INTEREST EXPENSE - BH BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-571000	DEPRECIATION EXPENSE	0.00	103,346.75	103,346.75	-103,346.75	0.00	-103,346.75	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-573500	MWA PIPELINE DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-573501	GOAT MTN - MWA PIPELINE DE]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	ELECTION COSTS	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-00-591000	INTEREST EXPENSE - DV BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-593000	EXPENSE / INCOME MISC	500.00	100.00	100.00	400.00	0.00	400.00	80.00
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		24,300.00	108,869.14	108,869.14	-84,569.14	0.00	-84,569.14	0.00
Expense Sub Totals:		24,300.00	108,869.14	108,869.14	-84,569.14	0.00	-84,569.14	0.00
Dept 00 Sub Totals:		-1,902,929.00	-335,041.01	-335,041.01	-1,567,887.99	0.00		
Dept 01-01	Administration							
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	307,871.00	38,364.09	38,364.09	269,506.91	0.00	269,506.91	87.54
01-01-560060	CONTRACTUAL SERV-AUDITOF	21,165.00	2,195.00	2,195.00	18,970.00	0.00	18,970.00	89.63
01-01-560070	CONTRACTUAL SERV-LEGAL	20,000.00	1,254.38	1,254.38	18,745.62	0.00	18,745.62	93.73
01-01-560075	LEGISLATIVE AFFAIRS CWSA	10,000.00	10,140.70	10,140.70	-140.70	0.00	-140.70	0.00
01-01-560080	PERS CONTRIBUTION	100,000.00	14,063.51	14,063.51	85,936.49	0.00	85,936.49	85.94
01-01-560085	GASB 68 EXP (INC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560090	PAYROLL TAXES	15,703.00	1,247.27	1,247.27	14,455.73	0.00	14,455.73	92.06
01-01-560110	TELEPHONE/FAX/INTERNET/WI	9,085.00	649.88	649.88	8,435.12	0.00	8,435.12	92.85
01-01-560120	MAILING EXPENSE	1,500.00	14.18	14.18	1,485.82	0.00	1,485.82	99.05
01-01-560140	CONTRACTUAL SERV - OTHER	78,500.00	28,270.40	28,270.40	50,229.60	0.00	50,229.60	63.99
01-01-560160	PROPERTY/LIABILITY EXPENSE	67,230.00	11,205.02	11,205.02	56,024.98	0.00	56,024.98	83.33
01-01-560170	WORKERS COMP EXPENSE	12,606.00	2,101.08	2,101.08	10,504.92	0.00	10,504.92	83.33
01-01-560180	DUES & SUBSCRIPTIONS	17,850.00	7,578.27	7,578.27	10,271.73	0.00	10,271.73	57.54
01-01-560200	POWER/PROPANE OFFICES & Y/	8,200.00	1,142.56	1,142.56	7,057.44	0.00	7,057.44	86.07
01-01-560220	BAD DEBT EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	5,000.00	-117.96	-117.96	5,117.96	0.00	5,117.96	102.36
01-01-560300	OFFICE SUPPLIES/PRINTING	8,500.00	2,482.39	2,482.39	6,017.61	0.00	6,017.61	70.80
01-01-561000	EMPLOYEE BENEFITS INSURAN	155,000.00	27,214.83	27,214.83	127,785.17	0.00	127,785.17	82.44
01-01-561100	EMPLOYEE EDUCATION/TRAIN	15,000.00	650.00	650.00	14,350.00	0.00	14,350.00	95.67

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-01-561500	PAYROLL FRINGE EXP TO PROJ1	0.00	-1,363.62	-1,363.62	1,363.62	0.00	1,363.62	0.00
01-01-561501	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561700	COVID-19 FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15 Sub Totals:		854,710.00	147,091.98	147,091.98	707,618.02	0.00	707,618.02	82.79
E25	NON-OPERATING EXPENSE							
01-01-564001	PARS TRUST EXPENSES	0.00	35.11	35.11	-35.11	0.00	-35.11	0.00
E25 Sub Totals:		0.00	35.11	35.11	-35.11	0.00	-35.11	0.00
Expense Sub Totals:		854,710.00	147,127.09	147,127.09	707,582.91	0.00	707,582.91	82.79
Dept 01 Sub Totals:		854,710.00	147,127.09	147,127.09	707,582.91	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	326,155.00	40,713.14	40,713.14	285,441.86	0.00	285,441.86	87.52
01-05-541030	UNIFORMS	6,750.00	517.68	517.68	6,232.32	0.00	6,232.32	92.33
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP1	30,000.00	959.40	959.40	29,040.60	0.00	29,040.60	96.80
01-05-541070	VEHICLE EXPENSE-FUEL	36,750.00	3,348.07	3,348.07	33,401.93	0.00	33,401.93	90.89
01-05-541090	FIELD MATERIALS & SUPPLIES	75,000.00	3,749.84	3,749.84	71,250.16	0.00	71,250.16	95.00
01-05-541095	SHRINKAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541110	WATER TESTING	12,000.00	8,830.00	8,830.00	3,170.00	0.00	3,170.00	26.42
01-05-541120	CONTRACTUAL SRV-ENGINEER	60,000.00	2,041.00	2,041.00	57,959.00	0.00	57,959.00	96.60
01-05-541140	WATER SYSTEM REPAIRS	70,000.00	6,049.69	6,049.69	63,950.31	0.00	63,950.31	91.36
01-05-541141	EXCAVATION COUNTY OF SB	500.00	201.00	201.00	299.00	0.00	299.00	59.80
01-05-541150	BUILDING MAINTENANCE/REP,	15,500.00	869.16	869.16	14,630.84	0.00	14,630.84	94.39
01-05-541190	COMMUNICATIONS EXPENSE	6,700.00	935.90	935.90	5,764.10	0.00	5,764.10	86.03
01-05-541210	DISINFECTION EXPENSE	15,000.00	1,371.43	1,371.43	13,628.57	0.00	13,628.57	90.86
01-05-541250	POWER WELLS & PUMPS	75,000.00	7,648.76	7,648.76	67,351.24	0.00	67,351.24	89.80
01-05-541300	OTHER OPERATING EXPENSES	11,650.00	4,001.95	4,001.95	7,648.05	0.00	7,648.05	65.65
01-05-541700	EQUIPMENT EXP TO CIP	0.00	-4,398.45	-4,398.45	4,398.45	0.00	4,398.45	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	-2,840.99	-2,840.99	2,840.99	0.00	2,840.99	0.00
01-05-542000	AMES WATER	45,000.00	0.00	0.00	45,000.00	0.00	45,000.00	100.00
01-05-560080	PERS CONTRIBUTION - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560085	GASB EXP (INC) - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560090	PAYROLL TAXES - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560170	WORKERS COMP EXPENSE - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561000	EMPLOYEE BENEFIT INSUR - OI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561100	EE EDUCATION/TRAINING - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05 Sub Totals:		786,005.00	73,997.58	73,997.58	712,007.42	0.00	712,007.42	90.59
Expense Sub Totals:		786,005.00	73,997.58	73,997.58	712,007.42	0.00	712,007.42	90.59

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-09	Dept 05 Sub Totals:	786,005.00	73,997.58	73,997.58	712,007.42	0.00		
E15	Directors							
01-09-560021	ADMINISTRATIVE EXPENSE	9,020.00	371.40	371.40	8,648.60	0.00	8,648.60	95.88
01-09-560022	DIRECTOR MCBRIDE	3,000.00	393.44	393.44	2,606.56	0.00	2,606.56	86.89
01-09-560026	DIRECTOR CORL-LORONO	1,020.00	140.70	140.70	879.30	0.00	879.30	86.21
01-09-560027	DIRECTOR COULOMBE	9,020.00	378.44	378.44	8,641.56	0.00	8,641.56	95.80
01-09-560028	DIRECTOR J. BURKHART	9,020.00	346.40	346.40	8,673.60	0.00	8,673.60	96.16
01-09-560029	DIRECTOR MCKENZIE	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
01-09-560030	DIRECTOR CLOSE-DEES	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
	DIRECTOR DICHT							
	E15 Sub Totals:	45,080.00	1,630.38	1,630.38	43,449.62	0.00	43,449.62	96.38
	Expense Sub Totals:	45,080.00	1,630.38	1,630.38	43,449.62	0.00	43,449.62	96.38
Dept 01-10	Dept 09 Sub Totals:	45,080.00	1,630.38	1,630.38	43,449.62	0.00		
E20	CIP							
01-10-056198	CIP EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056199	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056190	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056194	OVERHEAD FOR CIP ONLY	125,557.55	3,098.00	3,098.00	122,459.55	0.00	122,459.55	97.53
01-10-0561929	PROPI BDV/IDGM INTEGR & TII	138,550.00	0.00	0.00	138,550.00	0.00	138,550.00	100.00
01-10-0561931	SAFETY UPGRADES R1, R2A, R2	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
01-10-0561932	C-BOOSTER UPGRADE	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
01-10-0561933	PUMP PROJ (W3, W4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561934	ADMIN SOLAR PROJ	0.00	96.98	96.98	-96.98	0.00	-96.98	0.00
01-10-0561936	INTERTIE	36,432.50	3,638.75	3,638.75	32,793.75	0.00	32,793.75	90.01
01-10-0561937	NBS RATE STUDY (non-FA)	500,000.00	0.00	0.00	500,000.00	0.00	500,000.00	100.00
01-10-0561938	GM REPLACEMENT WELL (Well	314,510.00	0.00	0.00	314,510.00	0.00	314,510.00	100.00
01-10-0561939	PARS 115 TRUST ACCT/PERS AD	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
01-10-0561940	ANNEX RoBot LAND SEC.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561945	SHOP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561950	ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561955	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561960	OFFICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561965	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561970	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561975	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561980	VEHICLES - MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0562000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0562001	ANNEX 631-071-12 (Napa@Kuna)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0562002	ANNEX 631-051-28 (550 Landers)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AWAC Grant FY2020/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E20 Sub Totals:	1,355,050.05	6,833.73	6,833.73	1,348,216.32	0.00	1,348,216.32	99.50
	Expense Sub Totals:	1,355,050.05	6,833.73	6,833.73	1,348,216.32	0.00	1,348,216.32	99.50
	Dept 10 Sub Totals:	1,355,050.05	6,833.73	6,833.73	1,348,216.32	0.00		
	Fund Revenue Sub Totals:	1,927,229.00	443,910.15	443,910.15	1,483,318.85	0.00	1,483,318.85	76.97
	Fund Expense Sub Totals:	3,065,145.05	338,457.92	338,457.92	2,726,687.13	0.00	2,726,687.13	88.96
	Fund 01 Sub Totals:	1,137,916.05	-105,452.23	-105,452.23	1,243,368.28	0.00		
	Revenue Totals:	1,927,229.00	443,910.15	443,910.15	1,483,318.85	0.00	1,483,318.85	76.97
	Expense Totals:	3,065,145.05	338,457.92	338,457.92	2,726,687.13	0.00	2,726,687.13	88.96
	Report Totals:	1,137,916.05	-105,452.23	-105,452.23	1,243,368.28	0.00		

Item # d

Bighorn Desert View Water Agency

Check Register

Check Date Range: 7/1/2021 thru 7/31/2021

Ck Date	Ck No	Payable To	Void	Check Amt
7/7/2021	30647	ACE ALTERNATORS & STARTERS		171.68
7/7/2021	30648	AVALON URGENT CARE INC.		95.00
7/7/2021	30649	BEYOND SOFTWARE SOLUTIONS		130.00
7/7/2021	30650	FEDAK & BROWN LLP		4,880.00
7/7/2021	30651	FOMOTOR INC.		720.00
7/7/2021	30652	FORSHOCK		4,526.05
7/7/2021	30653	FRONTIER CALIFORNIA, INC		211.42
7/7/2021	30654	HASA, INC.		730.71
7/7/2021	30655	HI-DESERT STAR		2,958.00
7/7/2021	30656	HOME DEPOT CREDIT SERVICES		580.49
7/7/2021	30657	INLAND WATER WORKS SUPPLY CO		794.82
7/7/2021	30658	JOHN'S GARAGE,LLC		91.35
7/7/2021	30659	MM INTERNET, INC.		97.85
7/7/2021	30660	OFFICE DEPOT		58.93
7/7/2021	30661	PARKER'S BUILDING SUPPLY - US LBM, LLC		5.64
7/7/2021	30662	STAPLES, INC.		18.17
7/7/2021	30663	TRI COUNTY PUMP CO.		9,284.14
7/7/2021	30664	UNDERGROUND SERVICE ALERT OF SO CAL		129.96
7/7/2021	30665	DAVID L. WYSOCKI		1,278.75
7/8/2021	0	IRS PAYROLL		260.86
7/8/2021	0	EDD PAYROLL		2.93
7/8/2021	0	IRS PAYROLL		3,076.96
7/8/2021	0	EDD PAYROLL		1,064.47
7/8/2021	0	CALPERS		4,251.88
7/8/2021	30633	PAYROLL		136.44
7/8/2021	30634	PAYROLL		406.38
7/8/2021	30635	PAYROLL		370.31
7/8/2021	30636	PAYROLL		136.44
7/8/2021	30637	PAYROLL		247.49
7/8/2021	30638	PAYROLL		1,291.85
7/8/2021	30639	PAYROLL		1,940.04
7/8/2021	30640	PAYROLL		1,016.57

Bighorn Desert View Water Agency

Check Register

Check Date Range: 7/1/2021 thru 7/31/2021

Ck Date	Ck No	Payable To	Void	Check Amt
7/8/2021	30641	PAYROLL		4,274.23
7/8/2021	30642	PAYROLL		1,298.57
7/8/2021	30643	PAYROLL		1,461.68
7/8/2021	30644	PAYROLL		1,086.12
7/8/2021	30645	PAYROLL		1,576.63
7/8/2021	30646	PAYROLL		2,812.06
7/8/2021	30666	ALLIED PUBLIC RISK LLC		40,235.00
7/8/2021	30667	BEYOND SOFTWARE SOLUTIONS		1,000.00
7/8/2021	30668	COUNTY OF SAN BERNARDINO TREASURER		1,856.16
7/8/2021	30669	DESERT FIRE EXTINGUISHER CO, INC		125.79
7/8/2021	30670	ENGINEERING RESOURCES OF SOUTHERN CA, INC.		195.00
7/8/2021	30671	JOHN'S GARAGE,LLC		386.74
7/8/2021	30672	LIEBERT CASSIDY WHITMORE		4,960.00
7/8/2021	30673	SDRMA		13,538.32
7/8/2021	30674	ZENITH INSURANCE COMPANY		10,496.00
7/9/2021	0	EDD PAYROLL		332.81
7/20/2021	30688	C & S ELECTRIC		10.50
7/20/2021	30689	FORSHOCK		4,526.06
7/20/2021	30690	HASA, INC.		1,582.61
7/20/2021	30691	INLAND WATER WORKS SUPPLY CO		4,883.35
7/20/2021	30692	JOHN'S GARAGE,LLC		930.98
7/20/2021	30693	MB CONSERVATION ASSOC		1,000.00
7/20/2021	30694	MOM'S DESERT VALLEY CLEANING		265.00
7/20/2021	30695	PARKER'S BUILDING SUPPLY - US LBM, LLC		19.86
7/20/2021	30696	SDRMA		1,466.46
7/20/2021	30697	CLINICAL LABORATORY OF SB, INC.		410.00
7/20/2021	30698	HOME DEPOT CREDIT SERVICES		649.84
7/20/2021	30699	INLAND WATER WORKS SUPPLY CO		938.59
7/20/2021	30700	SBRK FINANCE HOLDING, INC.		402.00
7/20/2021	30701	CUSTOMER REFUND		156.75
7/20/2021	30702	CUSTOMER REFUND		69.35
7/20/2021	30703	CUSTOMER REFUND		10.80

Bighorn Desert View Water Agency

Check Register

Check Date Range: 7/1/2021 thru 7/31/2021

Ck Date	Ck No	Payable To	Void	Check Amt
7/20/2021	30704	CUSTOMER REFUND		23.07
7/20/2021	30705	CUSTOMER REFUND		61.78
7/20/2021	30706	CUSTOMER REFUND		99.30
7/20/2021	30707	CUSTOMER REFUND		79.87
7/20/2021	30708	CUSTOMER REFUND		96.64
7/20/2021	30709	CUSTOMER REFUND		100.98
7/20/2021	30710	CUSTOMER REFUND		45.43
7/20/2021	30711	CUSTOMER REFUND		101.32
7/20/2021	30712	CUSTOMER REFUND		45.31
7/20/2021	30713	CUSTOMER REFUND		33.80
7/22/2021	0	IRS PAYROLL		201.92
7/22/2021	0	EDD PAYROLL		3.17
7/22/2021	0	IRS PAYROLL		3,369.62
7/22/2021	0	EDD PAYROLL		1,158.76
7/22/2021	0	CALPERS		4,690.56
7/22/2021	30675	PAYROLL		143.26
7/22/2021	30676	PAYROLL		426.62
7/22/2021	30677	PAYROLL		247.52
7/22/2021	30678	PAYROLL		123.75
7/22/2021	30679	PAYROLL		1,492.15
7/22/2021	30680	PAYROLL		1,718.20
7/22/2021	30681	PAYROLL		1,423.99
7/22/2021	30682	PAYROLL		4,475.45
7/22/2021	30683	PAYROLL		2,249.01
7/22/2021	30684	PAYROLL		1,325.06
7/22/2021	30685	PAYROLL		1,296.12
7/22/2021	30686	PAYROLL		2,361.34
7/22/2021	30687	PAYROLL		2,215.75
7/22/2021	30714	EIDE BAILLY LLP		1,046.48
			Total	174,579.07

Item # e



To: Marina West

Subject: Service Order Report

SERVICE ORDER REPORT FOR FISCAL YEAR 2021-2022

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call Out	1												1
AirVac Maintenance	0												0
AirVac Replacement	0												0
Backflow (Misc/Lock-off or Un-Lock)	10												
Booster Repair/Maintenance	0												0
Bulk Stations: Maintenance	0												0
Customer Requested Asst	3												3
Reported Leaks	2												2
Destroy Service Line	0												0
Exchange Meter	2												2
Facility Inspections*	5												5
Fire Flow Test	0												0
Flush Deadend/Blowoffs	0												0
General Maintenance	1												1
Goat Mountain Main Line Repair	0												0
Goat Mountain Service Line Replacement	0												0
Goat Mountain Service Line Repair	0												0
Hangtag	20												20
Hydrant Maint.	0												0
Install New Service	0												0
Lock-Off's	12												12
Miscellaneous	12												12
Open New Service (New Owner or Tenant)	28												28
Pressure Complaint	0												0
Pull Meter	0												0
Repair Mainline	0												0
Repair Service Line	0												0
Replace Service Line	0												0
Reread Meter/Read Meter	70												70
Tamper	0												0
Tank/Reservoir Maintenance/Repairs	0												0
Unlock Service	11												11
Valve Maintenance	13												13
Verify Meter Locked	0												0
Water Quality Issues **	0												0
Well Repairs/Maint. And Water Level	0												0
TOTAL	190	0	0	0	0	0	0	0	0	0	0	0	190

*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

** Includes Water Quality (taste, odor, color)

Item # f

DATE: 8/3/2021
TO: Board of Directors
FROM: Patrick Nordin
RE: JULY 2021 Production

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"					
Well 3	288,290	2,156,409	165	230	217.6	6.62
Well 4	Well is "inactive"					
Well 6	231,430	1,731,096	105	80	274.1	5.31
Well 7	293,970	2,198,896	135	136	271.4	6.75
Well 8	657,200	4,915,856	374	380	218.9	15.09
Well 9	949,200	7,100,016	432	440	274	21.79
Well 10	50,800	379,984	77	92	82.5	1.17
Total	2,470,890	18,482,257	230		1338.5	56.72

Well 3 back online 10/20/20 40hp submerisible

A Boosters	116,410	870,747	132	150	110.1	
C Boosters	254,100	1,900,668	281	310	112.6	
Total	370,510	2,771,415				

Item # g



DATE: 8/3/2021
TO: Board of Directors
FROM: Patrick Nordin
RE: July 2021 Goat Mountain Production

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM from</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well GMW1	36,310	271,599	140	220	32.4	0.83
Well GMW2 *	0	0	#DIV/0!		0	0.00
Well GMW3	914,700	6,841,956	271	320	420.4	21.00
Total	951,010	7,113,555	262		452.8	21.83

* GM Well No. Failed. Grant awarded for Replacement in FY2020/21 (Well No. 13)

GM booster	342,400	2,561,152	238	222	179.6	
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Item # h

**BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL**

Meeting Date: August 10, 2021

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

Cost: N/A

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Adopt Resolution No. 21R-XX Establishing the Agency's Investment Policy

SUMMARY

Annually the Board of Directors reviews its established Investment Policy and updates accordingly.

No statutory updates to the policy are required since last year. Staff recommends the Board adopt the Resolution establishing the Agency's Investment Policy.

RECOMMENDATION

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

1. Adopt Resolution No. 21R-XX Establishing the Agency's Investment Policy.

BACKGROUND/ANALYSIS

No additional analysis provided.

PRIOR RELEVANT BOARD ACTION(S)

5/26/2020 Motion No. 20-042 Resolution No. 20R-15 Annual Review and Adoption of Resolution No. 20R-15 Establishing the Agency's Investment Policy

RESOLUTION NO. 21R-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING ITS INVESTMENT POLICY**

1. POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Section 53600.6); and

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 and 53600; and

WHEREAS, the Treasurer or fiscal officer of the Bighorn-Desert View Water Agency ("Agency") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Agency that it shall be the policy of the Agency to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the Agency's daily cash flow demands and conforming to all statutes governing the investment of Agency funds.

2. SCOPE

This investment policy applies to all financial assets of the Agency. These funds are accounted for in the annual Agency audit.

3. PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4. OBJECTIVES

As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing Agency funds, the primary objectives, in priority order, of the investment activities shall be:

- a. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. Liquidity: The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements which might be reasonably anticipated.
- c. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5. DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who, where appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures as may be established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. The Treasurer shall be limited to investments in LAIF except in instances where specifically authorized by Board action to invest in other areas.

6. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall fully comply with the Agency's Conflict of Interest Code in the execution of this policy, and shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer may maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of

California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Agency shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Agency's account with that firm has reviewed the Agency's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Agency that are appropriate under the terms and conditions of the Investment Policy.

Where all funds of the Agency not placed in FDIC-insured accounts are invested through the Local Agency Investment Fund (LAIF), the Treasurer need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

8. AUTHORIZED AND SUITABLE INVESTMENTS

a. Permitted Investments: Agency funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Section 53601 et. seq.

b. Prohibited Investments: Under the provisions of California Government Code Section 53601.6 and 53631.5, the Agency shall not invest any funds covered by this Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

9. AUTHORIZED SIGNATORIES

Every financial transaction shall require two authorized signatures. Each transaction shall require one Authorized Board Member and one Authorized Agency Staff Member to complete the transaction or two authorized Board Members. The aforementioned are authorized to transfer funds between the Local Agency Investment Fund accounts of the Agency with the approval and signature of any two of them. The Bank is authorized to honor all such transactions.

10. COLLATERALIZATION

All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

11. SAFEKEEPING AND CUSTODY

All security transactions entered into by the Agency shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Agency by book entry, physical delivery or by third party custodial agreement, as required in California Government Code 53601 (i) (2).

12. DIVERSIFICATION

The Agency will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically, if determined necessary to meet Agency goals. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

13. REPORTING

In accordance with California Government Code Section 53646(b)(1), the Treasurer shall submit an investment report to the Board of Directors at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Agency by third party contracted managers. The report will also include the source of the portfolio valuation. If all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Agency will meet its expenditure obligations for the next six months, as required by Government Code Section 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

14. INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Board of Directors. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

15. RESCISSION

This Investment Policy adopted pursuant to Resolution No. 19R-06 is hereby superseded by this Resolution and of no further force and effect.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this XX day of MONTH, 2021.

By _____
John Burkhart, Board President

Attest:

Megan Close-Dees, Board Secretary

Official Seal

<u>Govt. Code Section</u>	<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit (%)</u>	<u>Required Rating</u>
53601(a)	Bonds issued by Bighorn-Desert View Water Agency	5 years	None	None
53601(b)	U.S. Treasury Bills, Notes and Bonds	5 years	None	None
53601(c)	State Warrants or Bonds	5 years	None	None
53601(d)	Local Agency Investment Fund (LAIF)	N/A	None	None
53601(e)	U.S. Agencies or Enterprises	5 years	None	None
53601(f)	Bankers Acceptances	180 days	40% (30% in any one bank)	None
53601(g)	Prime Commercial Paper	270 days	25% (10% in any one entity's paper)	A
53601(h)	Negotiable Certificates of Deposit	5 years	30%	None
53601(i)	Repurchase/Reverse Repurchase Agreements	1 year *	20%	None
53601(j)	Medium-Term Corporate Notes	5 years	30%	A
53601(k)	Money Market Mutual Funds and Mutual Funds **	5 years	20% (10% in any single fund)	***
53601(l)	Bond/COP Funds	N/A	None	None
53601(m)	Collateralized Bank Deposits	5 years	None	None
53601(n)	Mortgage Pass-Through Securities	5 years	20%	AA

* the one year limitation for Repurchase/Reverse Repurchase Agreements is subject to a further limitation set forth in Government Code Section 53601(i)(4), which, if applicable, may limit the maturity to 92 days.

** Mutual Funds maturity may be defined as the weighted average maturity; money market mutual funds must have an average maturity of 90 days or less, per SEC regulations.

*** Highest ratings from two of the top three rating agencies.

Item # i

RESOLUTION NO. 21R-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING INVESTMENT OF MONIES INTO THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Bighorn-Desert View Water Agency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize the deposit and withdrawal of Bighorn-Desert View Water Agency monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED that the following Bighorn-Desert View Water Agency officers in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund -

Authorized Board Members

Director John R. Burkhart

Director David Chapman

Director JoMarie McKenzie

Director Megan Close-Dees

Director Craig Dicht

Authorized Agency Staff Members

Marina West, General Manager

Rosa Carrick, Accountant

BE IT FURTHER RESOLVED that each transaction shall require one Authorized Board Member and one Authorized Agency Staff Member to complete a transaction or two Authorized Board Members.

BE IT FURTHER RESOLVED that Resolutions 21R-06 is hereby rescinded as of August 10, 2021.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the official date of adoption, August 10, 2021.

PASSED, APPROVED AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 10th day of August 2021.

By _____
John R. Burkhart, President of the Board

ATTEST:

Megan Close-Dees, Secretary of the Board

Item # j

**RESOLUTION NO. 21R-XX
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING ITS BANKING POLICY WITH PACIFIC WESTERN BANK**

WHEREAS, the Bighorn-Desert View Water Agency (“Agency”) is establishing Account No. 1001223856 with Pacific Western Bank as the Financial Institution with a general operating account for the Agency; and

WHEREAS, it is necessary to specify those persons who are authorized to take action with regard to any account the Agency has established with Financial Institution or any financial institution; and

NOW, THEREFORE, BE IT RESOLVED that any financial institution is directed to deposit and pay without further inquiry any item bearing the following appropriate number of signatures of signers drawn against the above referenced account or any account held by Agency with the Financial Institution or any financial institution, even if the item so drawn is payable to cash, bearer or an authorized signer of the Agency: **Director John R. Burkhart, Director JoMarie McKenzie, Director Megan Close-Dees, Director Craig Dicht and David Chapman**, any **two** of the foregoing acting together enforced and controlled by Bighorn-Desert View Water Agency.

BE IT FURTHER RESOLVED that authority given to the signers shall remain in full force and effect until written notice of revocation is delivered to and received by the financial institution in question. Any such notice shall not affect items in process at the time the notice is given. An agent of the Agency will notify any such financial institution of any change in the composition, name or any assumed business names or any aspect of organization affecting the deposit relationship between the Agency and any financial institution.

BE IT FURTHER RESOLVED that the Board Secretary is authorized to deliver a certified copy of this resolution to Pacific Western Bank.

BE IT FURTHER RESOLVED that Resolution 21R-07 is rescinded as of August 10, 2021.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the official date of adoption, August 10, 2021.

PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 10th day of August 2021.

By _____
John R. Burkhart, President of the Board

ATTEST:

Megan Close-Dees, Secretary of the Board

Official Seal

Item # k

**BIGHORN DESERT VIEW WATER AGENCY
BOARD OF DIRECTORS
AGENDA ITEM SUBMITTAL**

Meeting Date: August 10, 2021

To: Board of Directors

Budgeted: yes, per Director
Budgeted Amount: \$9,000/yr.
Cost: est.

From: Marina D. West

General Counsel Approval: N/A
CEQA Compliance: N/A

**Subject: Approve Director Attendance to CA Special Districts Association Annual Conference
 August 30 to September 2, 2021 at an estimated cost per Director of \$3,370**

SUMMARY

On behalf of interested Directors, staff is seeking approval from the Board per the *Board's Policy for Reimbursement of Actual and Necessary Expenses (18R-02)* for them to attend CA Special Districts Association annual conference being held in Monterey, CA August 30th thru September 2, 2021. The conference brochure is attached.

The maximum estimated cost per director is \$3,370.

RECOMMENDATION TO BOARD OF DIRECTORS

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

1. Authorize attendance to the CA Special Districts Association Annual Conference August 30 to September 2, 2021 at an estimated cost of \$3,370 per director.

BACKGROUND/ANALYSIS

No further analysis provided. See attached conference brochure for more information.

PRIOR RELEVANT BOARD ACTION(S)

3/7/2018 Motion No. 18-015 Motion to adopt Resolution 18R-02 which establishes a policy for Reimbursement of Actual and Necessary Expenses for Board Members.

**ATTENDEE
BROCHURE**

**LEARN & NETWORK WITH
DISTRICT PEERS**

IN ONE PLACE!



**YOU ARE A...
SPECIAL DISTRICT**

HERO



**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE
AUGUST 30-SEPTEMBER 2 MONTEREY, CA**



ATTENDEE BROCHURE

SPECIAL DISTRICT POWERS **ACTIVATE**

In 2020 and 2021, special district staff and elected officials were called on to be the HEROES of their communities by providing essential services to Californians through difficult times.

Come together with other special district heroes for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to help you and your district in good times and challenging times.

TWO DYNAMIC KEYNOTES



Kevin Brown

Jason Hewlett



**THE CSDA ANNUAL
CONFERENCE & EXHIBITOR
SHOWCASE IS THE ONE
CONFERENCE SPECIAL
DISTRICT LEADERS CAN'T
AFFORD TO MISS!**



Breakout Session Information

Choose from over 35 breakout sessions for your needs and the needs of your district. Topics include: pensions, ethics, harassment prevention, prevailing wage, Brown Act, community outreach and engagement, governance, legislative and legal updates and much, much more!

Check the conference website for full breakout session details.



CSDA will follow all state and local COVID-19 guidelines at the 2021 Annual Conference and Exhibitor Showcase. These may include masking and social distancing at the following locations:

- Monterey Conference Center
- Monterey Marriott
- The Portola Hotel & Spa



Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$214 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.

35
breakout sessions



**THIS YEAR'S CONFERENCE
WILL BE HELD IN AMAZING
MONTEREY!**



HOTELS & CONFERENCE CENTER



Monterey Marriott
350 Calle Principal
Monterey, CA 93940

Portola Hotel & Spa
2 Portola Plaza
Monterey, CA 93940

Conference Center
1 Portola Plaza
Monterey, CA 93940

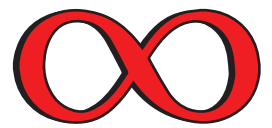


Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



pre-conference events



amount of fun



Kevin Brown

OPENING KEYNOTE

Tuesday, August 31

“The Hero Effect – Being your best when it matters the most!”

In a fresh and entertaining style, Kevin shares ideas, strategies and principles that will inspire and equip participants to show up every day and make a positive difference. At the heart of Kevin’s message is a simple, yet powerful philosophy for life that drives every thought, every action and ultimately every result we achieve both personally and professionally. Your team will be motivated to reach beyond what is required and do something remarkable!

This program is designed to help participants:

- Achieve greater results by eliminating “ordinary” thinking and mastering the habit of excellence.
- Own the moments that matter (and they all matter) by taking responsibility for their attitude, their actions and their results.
- Create meaningful relationships and deliver an extraordinary experience for every “customer” at work and at home.



Jason Hewlett

SDRMA SPONSORED KEYNOTE

Wednesday, September 1

“The Promise – Becoming Legendary Leaders.”

With humor, heart, and absolute clarity, Jason hilariously brings legends of stage, music, and comedy to life to help leaders discover their very own signature moves and redefine their promise and commitment to their teams and organizations.

In 2021 our world is different, but foundational values remain the same: To deliver on our promises, to be accountable to expectations and exceed them, and to always give 100% in every interaction. In Jason’s entertaining and educational presentation, utilizing the legends of stage for establishing what a promise looks like from a performance level, participants will be enlightened, energized, and entertained in a keynote unlike any other. Music, comedy, stories, and powerful insights will leave attendees talking about the promise in their own lives, business, and how everyone can up their game in 2021.

YOU ARE A...
SPECIAL DISTRICT
HERO



PRE-CONFERENCE PROGRAM EVENTS TO HELP YOU POWER UP!



PRE-CONFERENCE PROGRAM EVENTS

MONDAY, AUGUST 30, 2021

9:00 a.m. – 3:30 p.m.

[Pre-Conference Workshops]

Special District Leadership Academy Module 1: Governance Foundations* -

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

So, You Want to Be a General Manager? *

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

Pacific Grove Golf Links

12:30 – 3:30 p.m.

[Pre-Conference Workshop]

The Board and General Manager Working Together to Optimize the District – a 5-Step Program for Assuring Optimal Performance*

Optimizing district performance is always a goal. The five systematic steps that will be presented in detail are:

- a frank assessment of district position, status and outlook
- a realistic look at communications between the board and general manager
- an honest appraisal of the third rails of your organizational model
- policies that support best practices
- clearly setting the organizational vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

1:30 – 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation (Optional)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion (Optional, no fee,
must be attending annual conference)

*Separate registration and payment required. Space is limited and on a first-come, first-served basis.



5:15 - 7:30 P.M. [MONDAY]
CONFERENCE OFFICIALLY

BEGINS



President's
Reception with
the Exhibitors

ALL REGISTERED ATTENDEES WELCOME

NEW CONFERENCE CENTER



MONDAY, AUGUST 30, 2021

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: **SDLA Module 1: Governance Foundations***

Pre-Conference Workshop: **So, You Want to Be a General Manager?***

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

12:30 - 3:30 p.m.

Pre-Conference Workshop: **The Board and GM Working Together to Optimize the District***

1:30 - 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation*

3:45 - 5:15 p.m.

Chapter Roundtable Discussion

5:15 - 7:30 p.m.

**Conference Begins!
President's Reception with the Exhibitors**

TUESDAY, AUGUST 31, 2021

7:30 - 8:30 a.m.

Continental Breakfast with the Exhibitors

8:45 - 10:45 a.m.

Opening General Session: Kevin Brown

11:00 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:30 p.m.

Lunch with the Exhibitors

1:45 - 3:00 p.m.

Breakout Sessions

TUESDAY CONT...

3:45 - 4:45 p.m.

Breakout Sessions

5:00 - 6:30 p.m.

Mix & Mingle in the Exhibit Hall

WEDNESDAY, SEPTEMBER 1, 2021

8:00 - 10:30 a.m.

SDRMA Full Plated Breakfast and Keynote Speaker: Jason Hewlett

10:45 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:45 p.m.

Legislative Update Luncheon

2:00 - 3:15 p.m.

Breakout Sessions

3:30 - 5:00 p.m.

Breakout Sessions

6:00 - 9:00 p.m.

SDLF Taste of the City

THURSDAY, SEPTEMBER 2, 2021

8:00 - 10:00 a.m.

CSDA Closing Breakfast

* = optional, advanced registration, additional fee



2021 CSDA ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

one form per attendee, please print

**PLEASE PRINT & INCLUDE
FORM WITH PAYMENT.**

Three Ways to Register:

1. REGISTER ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
2. REGISTER BY FAX your registration form to 916-520-2465.
All faxed forms must include payment.
3. REGISTER BY MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814.
Check made payable to: California Special Districts Association.

Not sure if you are a member?

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Monday
- » Keynote Sessions
- » Continental Breakfast with the Exhibitors on Tuesday morning
- » Lunch with the Exhibitors on Tuesday
- » Mix and Mingle in the Exhibit Hall on Tuesday
- » SDRMA Full Plated Breakfast on Wednesday
- » Legislative Update Luncheon on Wednesday
- » All Breakout Sessions on Tuesday and Wednesday
- » Taste of the City Reception on Wednesday
- » Closing Breakfast on Thursday

Full conference GUEST registration includes all meal functions.

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Would you prefer to opt out of exhibitor or sponsor emails? <input type="checkbox"/> Yes <input type="checkbox"/> No				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE JULY 30, 2021)	REGULAR (AFTER JULY 30, 2021)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		CSDA MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 30		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to be a General Manager? - Aug. 30		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Aug. 30		\$150.00	\$225.00	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Aug. 30		\$105.00 (includes lunch)		
<input type="checkbox"/> Taste of the City Reception (Guests only) - Aug. 30		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021. Substitutions are acceptable and must be done in writing no later than August 20, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

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ATTENDEE BROCHURE



*GOING TO CONFERENCE
IS ALWAYS AN EXCELLENT
OPPORTUNITY TO NETWORK,
MEET NEW PEOPLE, AND LEARN
MORE ABOUT SO MANY TOPICS.
I NEVER COME WITHOUT
LEARNING SOMETHING NEW
TO BENEFIT MY BOARD OR MY
COMMUNITY.*

- CRYSTAL SMITH, DIRECTOR
EDGEMONT COMMUNITY SERVICES DISTRICT

**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE**

AUGUST 30-SEPTEMBER 2 MONTEREY, CA



Item # 1

**BIGHORN DESERT VIEW WATER AGENCY
BOARD OF DIRECTORS
AGENDA ITEM SUBMITTAL**

Meeting Date: August 10, 2021

To: Board of Directors

Budgeted: yes, per Director
Budgeted Amount: \$9,000/yr.
Cost: est.

From: Marina D. West

General Counsel Approval: N/A
CEQA Compliance: N/A

Subject: Approve Director Attendance to CA Special Districts Association Leadership Academy Conference September 26 to 29, 2021 at an estimated cost per Director of \$3,015

SUMMARY

On behalf of interested Directors, staff is seeking approval from the Board per the *Board's Policy for Reimbursement of Actual and Necessary Expenses (18R-02)* for them to attend CA Special Districts Association Leadership Academy Conference being held in S. Lake Tahoe, CA September 26 -29, 2021. The conference summary information is attached.

The maximum estimated cost per director is \$3,015.

RECOMMENDATION TO BOARD OF DIRECTORS

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

1. Authorize attendance to the CA Special Districts Association Leadership Academy Conference September 26 -29, 2021 at an estimated cost of \$3,015 per director.

BACKGROUND/ANALYSIS

No further analysis provided. See attached conference information.

PRIOR RELEVANT BOARD ACTION(S)

3/7/2018 Motion No. 18-015 Motion to adopt Resolution 18R-02 which establishes a policy for Reimbursement of Actual and Necessary Expenses for Board Members.

ACHIEVING DISTRICT GOALS... TOGETHER.

Two Options – Attend the Conference or sign up for virtual modules

CONFERENCE: September 26 – 29, 2021 – South Lake Tahoe - First Time and Returning Attendee Tracks!



CSDA's 2021
**Special District
Leadership Academy** Conference

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees





BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy in two and a half days.

This conference content is based on groundbreaking, curriculum-based continuing education in CSDA's Special District Leadership Academy (SDLA), recognizing the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the mechanism by which local control remains local. Special districts, and by extension special district boards, are the voices of the community.

The truth is that every elected or appointed public official needs to be guided by knowledge of governance; governance is what boards do. It's what they bring to the table.

Two options for your convenience. **Conference or virtual!**


Early bird discount!



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.

 Printed on recycled paper.



first timer

FIRST-TIME ATTENDEE

Attend for the first-time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

return for more

RETURNING ATTENDEE

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- They're Goin' Rogue: How to Deal With Disruptive Board Members
- What Your General Manager Wishes You Knew
- Communicating Successfully Across Communication Styles
- 2020 Legal and Legislative Update
- Special District Stories and Lessons Learned from the Trenches
- And more!



September 26–29, 2021
Lake Tahoe Resort Hotel
4130 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150



EARLY BIRD DISCOUNT
The early bird discount requires registration on or before Friday, August 27, 2021.

HOTEL ROOM RESERVATIONS

Room reservations are available at the Lake Tahoe Resort Hotel at the rate of \$139 (king standard) or \$159 (two queen) plus tax by calling 530-544-5400 and asking for the CSDA rate or online at www.tahoeresorthotel.com, group code (under more options): CSDA. The room reservation cut-off is September 3, 2021; however, space is limited and may sell out before this date.

Cancellations must be in writing and received by CSDA no later than September 10, 2021 at 5:00 p.m.

All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 10, 2021.

Substitutions are acceptable and must be done in writing no later than September 17, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference. Incentive points reduce SDRMA members' annual contribution amount.

Attend the Academy...Virtually!

Another great option for board members!

The cost to attend each module is:

- \$175 CSDA Member
- \$260 Non-member

Register for all four modules to complete the Special District Leadership Academy!

Module 1 - Governance Foundations

March 24 and 25, 2021 [1:00 – 4:00 p.m. each day]

Module 2 - Fulfilling Your Districts' Mission

April 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

Module 3 - Board's Role in Finance and Fiscal Accountability

May 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

Module 4 - Board's Role in Human Resources

May 26 and 27, 2021 [9:00 a.m. – 12:00 p.m. each day]

SDLA

you'll
Learn

**GOVERNANCE IS TAKING THE WISHES, NEEDS,
AND DESIRES OF THE COMMUNITY AND
TRANSFORMING THEM INTO POLICIES THAT
GOVERN THE DISTRICT.**

**WORKING AS A TEAM: THE ROLES OF THE BOARD
AND STAFF IN YOUR DISTRICT.**

**ATTRIBUTES AND CHARACTERISTICS OF
HIGHLY EFFECTIVE BOARDS.**

**HOW CULTURE, NORMS, VALUES, AND
OPERATING STYLES INFLUENCE THE DISTRICT.**

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

**HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP
TO SHAPE HOW EFFECTIVE BOARDS OPERATE.**

**THE IMPORTANCE OF MOVING FROM "I" TO "WE"
AS THE GOVERNANCE TEAM.**

**THE BOARD'S ROLE
IN SETTING DIRECTION FOR THE DISTRICT.**

**THE BOARD'S ROLE IN FINANCE
AND FISCAL ACCOUNTABILITY.**

AND MUCH MORE!



**FIRST-TIME ATTENDEE -
SCHEDULE OF EVENTS**



Sunday

5:30 – 7:00 p.m.

**REGISTRATION AND
NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

Monday

8:30 a.m. – 12:30 p.m. - *(Break from 10:00 - 10:30 a.m.)*

**BUILDING A FOUNDATION FOR
GOOD GOVERNANCE**

David Aranda, CSDM

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this informational session, the instructor will lay the groundwork for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building



“The training offered new insight and confirmed learned practices. The (bonus) byproduct of this training were the dedicated people I met, who, just like me, were there to learn more about becoming a better, more productive, effective member of their special district.”

– Nancy Mora, Board Member, Groveland Community Services District

MONDAY CONTINUED

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m. - (Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

Brent Ives, BHI Management Consulting

**This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)
Join us for a lively evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

Liebert Cassidy Whitmore

**This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

TUESDAY CONTINUED

1:15 – 4:00 p.m. - (Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

Martin Rauch, Rauch Communication Consultants, Inc.

**This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

David Becker, CPA, James Marta & Company LLP
Certified Public Accountants

**This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission and goals
- Budget process, budget assessment, and communicating budget information to the public
- How to develop and analyze capital improvement plans and reserve guidelines

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Check out these great new sessions for returning attendees!

RETURNING ATTENDEE - SCHEDULE OF EVENTS



Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

Monday

8:30 – 10:00 a.m.

THEY'RE GOIN' ROGUE: HOW TO DEAL WITH DISRUPTIVE BOARD MEMBERS

Sean D. De Burgh, Cole Huber, LLP

Occasionally districts will encounter the rogue board member who disrupts meetings with inappropriate or irrelevant comments, micromanages staff, or disregards long-standing legal principles applicable to special districts. This session will address what can be done to rein in such behavior in a lawful way that assures minimal disruption to the district and effective board governance.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

IS THERE A "RIGHT" AMOUNT OF PUBLIC ENGAGEMENT?

Davenport Institute, Pepperdine School of Public Policy

Sometimes districts can end up in a bit of a Goldilocks situation when it comes to engaging the public. Too little engagement leaves residents confused or suspicious. Too much engagement leads to burnout and frustration when it becomes one more demand

on busy schedules. This workshop draws on peer learning as well as the Davenport Institute's experience working with all shapes and sizes of local agencies (from big cities to tiny districts). Together, participants will develop a framework to help guide internal discussions about whether a particular issue requires reaching beyond the board meeting.

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.

OUTSIDE OVERSIGHT: THE POWERS AND FUNCTIONS OF CIVIL GRAND JURIES AND LAFcos

Gary B. Bell, Colantuono Highsmith & Whatley, PC

Every county has a civil grand jury and a local agency formation commission (LAFCo). Both of these agencies issue reports and analyses of special district operations that shape public perception and sometimes lead to a change of organization. Taught by an attorney with extensive experience with LAFcos and civil grand jury proceedings, this session will provide participants with an understanding of the powers and functions of civil grand juries and LAFcos — including their limitations — to prepare special district leaders to effectively interact with these agencies including what must be done, what may be done, and how to do it.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

WHAT YOUR GM WISHES YOU KNEW

Panel Discussion with experienced General Managers

Communication is critical between a special district board and general manager. Join us for a lively panel discussion with experienced special district general managers to hear about best practices in their districts and ways you can better support your district general manager in their role and vice versa — so that you can both better fulfill the districts mission.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)
Join us for an entertaining evening of networking and refreshments.



“Once again the SDLA Conference was great...very well organized, informative and educational. This was my second conference, and I look forward to more in the future.”

– Diana Towne, Board Member, Rincon del Diablo Municipal Water District

● Tuesday

8:30 – 10:00 a.m.

COMMUNICATING SUCCESSFULLY ACROSS COMMUNICATION STYLES

CPS HR Consulting

Teams benefit from understanding, welcoming, and learning to work with a diversity of communication styles. First, we must each seek to understand and analyze our own communication style to best craft our communication with others. Secondly, to improve collaboration and build ideas and knowledge with others, we must also respect and gain insight into the communication styles of our colleagues and peers. This presentation will help you learn to recognize the various communication styles, leverage your own communication strengths, adjust your communication style when needed, and better understand team members with different communication styles from your own.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:00 p.m.

2021 LEGAL AND LEGISLATIVE UPDATE

Nicholaus Norvell, Best Best & Krieger, LLP

An update on new laws affecting special districts this year and what’s currently brewing in the California Legislature.

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

BOARD MEMBER DO’S AND DON’TS: COMPENSATION AND CONFLICTS OF INTEREST

Meyers Nave

The California Government Code, through principle or special acts, generally provides special districts with the authority to compensate board members. Conflicts-of-interest laws were created with the principle that personal or private financial considerations of government officials should not in any way affect the decision-making process. This session addresses the numerous complex and continually evolving California laws board members and special district executives (general managers, chief executive officers, executive directors) must adhere to, along with guidance to help foresee potential conflicts of interest that could arise in the day-

to-day activities. Understand and learn the limits on board member compensation, health care, expense reimbursements, and other potential perks that special district leadership may be offered, including limits and when gifts and meals must be reported to the California Fair Political Practices Commission.

2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

FRAUD DETECTION & PREVENTION FOR SPECIAL DISTRICTS

David Becker, CPA, James Marta & Company LLP,

Certified Public Accountants

Financial fraud is a reality for many special districts and districts need to develop not only good internal control procedures, but also a culture that says “NO” to fraud and irregularities. This session covers how to assess risk in your organization and develop policies and procedures that will mitigate risk and help prevent fraud. We will also provide resources to help you start exploring your organization through this lens and assessing risk.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES

Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



BOARD MEMBERS AND TRUSTEES

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

SDLF



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

The Certificate in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.



2021 Registration Form

Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free at the number listed above.



Name/Title:			
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee			
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:		
Emergency Contact - Name & Phone:			
OPTION 1: SDLA CONFERENCE - SEPTEMBER 26-29, 2021 - SOUTH LAKE TAHOE			
<input type="checkbox"/> Special District Leadership Academy	EARLY BIRD: AUG 27	<input type="checkbox"/> \$600 - CSDA Member <input type="checkbox"/> \$900 - Non-member	<input type="checkbox"/> \$650 - CSDA Member <input type="checkbox"/> \$975 - Non-member
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!			
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> \$400 - CSDA Member <input type="checkbox"/> \$600 - Non-member		ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> \$450 - CSDA Member <input type="checkbox"/> \$675 - Non-member	
VIRTUAL OPTION: SDLA MODULES 1-4			
Module 1: Governance Foundations	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	Mar 24 and 25, 2021	
Module 2 - Fulfilling Your Districts' Mission	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	Apr 12 and 13, 2021	
Module 3 - Board's Role in Finance and Fiscal Accountability	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	May 12 and 13, 2021	
Module 4 - Board's Role in Human Resources	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	May 26 and 27, 2021	
Payment			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Acct. Name:		Acct. Number:	
Expiration Date:		Authorized Signature:	
Special needs			
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:			

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



California Special Districts Association
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GOVERNANCE LEADERSHIP TRAINING

Early bird discount!

Two options for your convenience. Conference or virtual!

Track for returning attendees.



CSDA's 2021
**Special District
Leadership Academy**

*A Comprehensive Governance Conference
for Elected and Appointed Directors/Trustees.*



*“Another enjoyable
CSDA experience.”*

– P. Dorey, Director, Vista Irrigation District