



## 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

September 14, 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/82689390452?pwd=RkZSMUFzZWNNSlhnejA5VWx2UWWhUdz09>

Passcode: 783358

Or Dial:

1-669-900-6833

Webinar ID: 826 8939 0452

Passcode: 783358

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. Review “True Bad Debt” for Write-Off from Fiscal Year 2020/21**

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

1. Approve “True Bad Debt” for Write-off from Fiscal Year 2020/21.

**2. Report on Bad Debt from Uncollectable Secured Property Tax Liens for Fiscal Year 2013/14: Total Bad Debt \$0**

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

1. Motion to accept the report of Bad Debt from uncollectable secured property tax liens for Fiscal Year 2013/14 and authorize expense “write-off” in the amount of \$0.00 for the Fiscal Year 2020/21 audit.

**3. Proposition 1 Planning Grant Transition Toward Construction: Required Resolution and Declarations Necessary to Complete Application for Construction/Implementation Funding**

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

1. Adopt Resolution No. 21R-XX F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems; and
2. Authorize signing of association certifications and declarations as necessary to complete the application package.

**4. 2021 Review: Code of Conduct for Members of the Agency Board of Directors (Resolution No. 13R-15)**

Information only. Board to review Code of Conduct and sign receipt documenting the review.

**5. Election Ballot for the 2021 Annual Meeting of the California Association of Water Companies Joint Powers Risk and Insurance Management Authority**

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

1. Authorize General Manager to cast the seven (7) Ballots for the 2021 Annual Meeting of the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority “in favor” of the seven (7) incumbent candidates listed therein.

**6. Resolution 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President**

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

1. Adopt Resolution No. 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President.

- 7. 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, August 10, 2021
  - b. Financial Statements August 2021
    - 1. Balance Sheet
    - 2. Budget Sheet
  - c. Receive and File Disbursements for August 2021
  - d. Service Order Report for August 2021
  - e. BDV Production Report for August 2021
  - f. Goat Mountain Production Report for August 2021
  - g. Adopt Resolution No. 21R-XX Establishing the mandatory training for Board members
  - h. Receive and File the Annual Disclosure of Reimbursements for Fiscal Year 2020/21

Recommended Action:

Approve as presented (Item a-h):

## **8. Matters Removed from Consent Items**

## **9. 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.

## **10. Verbal Reports** - Including Reports on Courses/Conferences/Meetings.

- 1. General Manager Report
- 2. Director Reports

## **11. 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](http://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 – September 23, 2021 at 9:30AM – Director Close-Dees.
- Mojave Water Agency Board of Directors Meeting – October 14, 2021 at 9:30AM – Director Dicht.
- ASBCSD Monthly Dinner Meeting (location – Victorville) – September 20, 2021 – Director Close-Dees.
- Homestead Valley Community Council Meeting located (location - Landers Belfield Hall Community Center) – September 20, 2021 at 3:00PM – Director Chapman

## Item # 1

Review “True Bad Debt” for Write-Off  
from Fiscal Year 2020/21



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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** Yes

**Budgeted Amount:** \$1,500

**Cost:** \$1,216.19

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:      Review “True Bad Debt” for Write-off from Fiscal Year 2020/21**

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**SUMMARY**

The “true bad debt” being presented for “write-off” for Fiscal Year 2020/21 is \$1,216.19. For comparison, the amount sent to the 2021 Secured Tax Roll was \$54,761.

**RECOMMENDATION**

Board considers taking the following action(s):

1. Approval of Bad Debt expenses “write-off” in the amount of \$1,216.19 for account balances which cannot be collected thru the property lien process.

**BACKGROUND/ANALYSIS**

Each year the Agency budgets for “true bad debt” for unpaid water bills that cannot be collected for one of the following reasons:

- They cannot be tied to a property for a secured property lien (eg. property ownership changed without our knowledge and without an unsecured lien on the property); and/or
- The amount remaining on the account is less than \$25, and written off per Agency policy (Resolution 13R-05); and/or
- The debt is less than \$125 and therefore not flagged for a secured lien per Agency policy. These could be sent to a collections agency; and/or
- The person is deceased or had obtained bankruptcy judgment relieving them of past water account debt.

The secured tax lien process internally begins February/March each year, at that time the “true bad debt” accounts are segregated from those that will be processed further. These are scheduled for review by the Board of Directors following completion of the secured lien process and the fiscal year-end. The report is typically brought to the Board following completion of the audit fieldwork in August.

At the close of Fiscal Year 2020/21, a total of \$1,216.19 was determined to be the “true bad debt” amount. This is less than the budget line item of \$1,500 for FY2020/21.

Below is a summary of the accounts requested for write-off:

- Total number of accounts..... 19
- Number of accounts under \$25..... 7
- Number of accounts between \$25 and \$125..... 8
- Number of accounts exceeding \$125..... 4 (all properties sold and deposit didn't cover closing bills ranging from \$256.89 to \$163.72)

Staff is bringing this report to the full Board for a motion to approve in accordance with Agency policy outlined in Resolution No. 13R-05.

#### **PRIOR RELEVANT BOARD ACTION(S)**

**08/25/2020 Motion No. 20-056** Motion made to approve the “true bad debt” write-off of \$1,888.50 for fiscal year 2019/20.

**07/23/2019 Motion No. 19-034** Motion to Approval of Bad Debt expenses “write-off” in the amount of \$1,951.16 for account balances which cannot be collected thru the property lien process.

**06/26/2018 Motion No. 18-031** Motion to vote for approval of Bad Debt expenses “write-off” in the amount of \$1,207.57 for account balances which cannot be collected as a property the period August 2015 to present.

**3/26/2013 Motion No. 13-020** Motion to adopt Resolution No. 13R-05 Establishing a Policy for the Approval of the Expense of Bad Debt.



**RESOLUTION NO. 13R-05****A POLICY STATEMENT OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY ESTABLISHING A POLICY FOR THE APPROVAL OF THE EXPENSE OF BAD DEBT**

The Board of Directors of the Bighorn-Desert View Water Agency desires to implement a policy for the processing of uncollectible customer debt.

**WHEREAS**, on an annual basis the Agency incurs approximately 0.5% of its total Accounts Receivables in bad debt.

**WHEREAS**, in accordance with Generally Accepted Accounting Practices it is necessary to expense annually a percentage of accounts receivables to bad debt.

**WHEREAS**, this Resolution rescinds and repeals Policy No. 09P-03.

Therefore, the Board of Directors of the Bighorn-Desert View Water Agency hereby establishes the following steps necessary prior to the annual consideration of bad debt expense authorization.

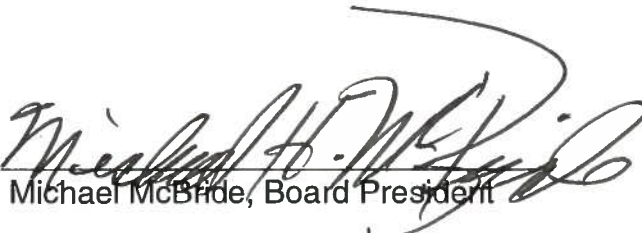
1. Per Article 10.2 of the Agency Rules and Regulations for Water Service, the owner of each separate premises is ultimately responsible for the payment of all applicable water service charges.
2. Delinquent closed accounts under \$25 will be written off to bad debt or continue to follow the owner of title until paid. These amounts are too insignificant to pursue further.
3. Thirty (30) days following the billing delinquent date, the Owner shall be notified in writing that the account is past due and the Owner must assume responsibility for the outstanding balance.
4. At least once per year, all outstanding delinquent accounts will be forwarded to the County of San Bernardino for collections through a secured property tax lien imposed on the delinquent property.

Also, throughout the year properties identified as severely delinquent may receive an unsecured property tax lien. Should the Agency decide to record an unsecured property tax lien, the lien, if unpaid, will be converted at the time the Agency performs its regular secured property tax lien, generally beginning in May of each year.

5. Delinquent account records shall be retained until such time they are deemed to be "bad debt".

6. At least once per year, the total of actual bad debt expense shall be submitted to the Board of Directors for acknowledgement and written off of the bad debt expense.
7. All fees associated with the lien and lien processes are the responsibility of the customer.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 26th day of March 2013.

By   
Michael McBride, Board President

Attest:



David Larson, Board Secretary

## Item # 2

Report on Bad Debt from Uncollectable  
Secured Property Tax Liens for Fiscal Year  
2013/14: Total Bad Debt \$0



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

**Meeting Date:** September 14, 2020

**To:** Board of Directors

**Budgeted:** Yes, \$1,500

**Funding Source:** 01-00-139900

**Cost:** \$0

**From:** Marina West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject: Report on Bad Debt from Uncollectable Secured Property Tax Liens for FY2013/14:  
Total Bad Debt \$0**

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The uncollectable bad debt for secured property tax liens posted in Fiscal Year 2013/14 is \$0 which is lower than the budgeted estimate of \$1,500.

**RECOMMENDATION**

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

1. Motion to accept the report of Bad Debt from uncollectable secured property tax liens for Fiscal Year 2013/14 and authorize expense "write-off" in the amount of \$0.00 for the Fiscal Year 2020/21 audit.

**BACKGROUND/ANALYSIS**

Each May/June the Agency summarizes the report of Bad Debt expenses owed for the prior year period and prepares for the submission of a collections report to the County of San Bernardino for inclusion on the secured tax rolls. The "lien receivable" for any given fiscal year is then managed for a total of seven (7) tax cycles. Thereafter, the remaining balance is written-off as bad debt on the general ledger. However, the secured lien remains on the property and the Agency could still receive the funds in future years or it could actually be lost. If disbursements are distributed, then those funds would be applied to the current year as non-operating income.

Fiscal Year 2013/14 was the fifth year the Agency submitted delinquent water bill amounts to the secured tax roll. The amount sent to the tax roll was \$29,632. As of June 30, 2021 the total amount had been collected from the County of San Bernardino Tax Collector. The balance remaining is \$0 to be written-off as bad debt since this is the 7<sup>th</sup> cycle.

Staff is now requesting the Board acknowledge and authorize bad debt expense "write-off" on June 30, 2021 in the amount of \$0.00 for the fiscal year lien period of 2013/14.

**PRIOR RELEVANT BOARD ACTION(S)**

Annual Action



## Item # 3

Proposition 1 Planning Grant Transition  
Toward Construction: Required  
Resolution and Declarations Necessary to  
Complete Application for Construction/  
Implementation Funding





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

**Meeting Date:** September 8, 2020

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** Obtained

**CEQA Compliance:** N/A

**Subject:      **Proposition 1 Planning Grant Transition Toward Construction: Required Resolutions and Declarations Necessary to Complete Application for Construction /Implementation Funding****

## **SUMMARY**

The Agency was awarded a \$500,000 Planning Grant in 2017. With the adoption of the Mitigated Negative Declaration in compliance with the CA Environmental Quality Act (CEQA) on May 11, 2021 these funds are nearly expended. The project is essentially “shovel ready” as the engineering design efforts are in near final draft form, right-of-way /easements needed have been identified and are being pursued.

The Agency is ready to seek construction funding for the physical consolidation of the Bighorn-Desert View water system with the Improvement District Goat Mountain water system and the Uranium Blending Pipeline, pump station and HDWD Emergency Intertie.

To that end, certain resolutions and authorizations are needed to properly prepare the construction funding application. The Agency has obtained free assistance from the state, through California Rural Water Association to assist in preparing the grant application package.

## **RECOMMENDATION**

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

1. Adopt Resolution No. 21R-XX Attachment F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems; and
2. Authorize signing of association certifications and declarations as necessary to complete the application package.

## **BACKGROUND/ANALYSIS**

The Planning and Engineering Standing Committee (PLEGS) has been receiving regular updates on the project to date as well as previous Board actions outlined below. This is an administrative authorization required to complete the Construction Grant Application Package in an effort to identify grant funding opportunities that could be pursued further.

**PRIOR RELEVANT BOARD ACTION(S)**

**5/11/2021 Motion No. 21-026** Authorize Filing a CEQA Notice of Determination for the Potable Water System Improvements and Consolidation of Water Systems Project (SCH No. 2021020354) and Payment of CA Department of Fish and Wildlife filing fee (\$2,480.25)

**5/11/2021 Motion No. 21-025** Motion made to adopt the Mitigated Negative Declaration (MND) pertaining to the Potable Water System Improvements and Consolidation of Water Systems (SCH 2021020354).

**2/26/2019 Motion NO. 19-008** Authorize General Manager to issue New Task Order to the Master Agreement with NV5 to perform Scope of Services dated February 21, 2109 in connection with the Master Services Agreement integral to the Proposition 1 Planning Grant (Agreement No. 17-02022/3610009-002P); and

Acknowledge that all invoiced costs associated with the execution of the Scope of Services to be paid by the Agency and submitted for reimbursed to the CA Department of Finance.

**8/23/2016 M16-039 Resolution 16R-12 (F4a)** Authorizing GM to Cause the Necessary Data to be Prepared and Application to be Signed and Filed with the State of California's State Water Resources Control Board, Division of Drinking Water for the Project Identified as "Integration of Bighorn-Desert View and Improvement District Goat Mountain and Interconnections with Hi Desert Water District".

## AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: \_\_\_\_\_

WHEREAS \_\_\_\_\_  
(insert appropriate findings)

RESOLVED BY THE \_\_\_\_\_ OF THE  
(insert name of Governing Board of the Entity)  
\_\_\_\_\_ (the "Entity"), AS FOLLOWS:  
(insert Entity name)

The \_\_\_\_\_ (the "Authorized Representative") or designee is  
(insert Title of Authorized Representative)  
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance  
Application for a financing agreement from the State Water Resources Control Board for the planning, design,  
and construction of \_\_\_\_\_ (the "Project").  
(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications,  
and commitments required for the financial assistance application, including executing a financial assistance  
agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the  
Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of  
the Entity and compliance with applicable state and federal laws.

## CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted  
at a meeting of the \_\_\_\_\_ held  
(insert name of Governing Board of the Entity)  
on \_\_\_\_\_.  
(Date)

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(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

2. Attach Certification for Compliance with Water Metering Form (label as **Attachment G10**).

#### IV. ATTACHMENTS


<input checked="" type="checkbox"/>	G1 – Water Supply Permit and Enforcement Orders
<input checked="" type="checkbox"/>	G2 – Ownership Documentation
<input type="checkbox"/>	G3 – CPUC Documentation (if applicable)
<input checked="" type="checkbox"/>	G4 – Organization Chart
<input checked="" type="checkbox"/>	G5 – Pending Litigation (if applicable)
<input type="checkbox"/>	G6 – Lease Agreement (if applicable)
<input checked="" type="checkbox"/>	G7 – Service Area Map
<input type="checkbox"/>	G8 – Operating Agreement
<input type="checkbox"/>	G9 – Urban Water Supplier Conservation Document (if applicable)
<input checked="" type="checkbox"/>	G10 – Certification of Compliance with Water Metering Form (if applicable)
<input checked="" type="checkbox"/>	G11 – Potential DWSRF Flags Worksheet

#### CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative: Marina West

Title: General Manager

Signature of Authorized Representative: 

Date: 9-7-2021

## CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



<b>Funding Agency Name:</b>	<b>State Water Resources Control Board</b>
<b>Funding Program Name:</b>	<b>Drinking Water State Revolving Fund</b>
<b>Applicant (Agency Name):</b>	Bighorn Desert View Water Agency

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant agency, I certify under penalty of perjury that the agency is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant agency, I certify under penalty of perjury that the applicant agency has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative: <u>Marina West</u>	Title: <u>General Manager</u>
Signature of Authorized Representative: <u><i>Marina West</i></u>	Date: <u>9-7-2021</u>

**Bighorn-Desert View Water Agency**

**Board of Directors**

John Burkhart, President  
JoMarie McKenzie, Vice President  
Megan Close-Dees, Secretary  
Craig Dicht, Director  
David Chapman, Director



**Agency Office**

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

760/364-2315 Phone  
760/364-3412 Fax

Marina D West, P.G., General Manager

[www.bdvwa.org](http://www.bdvwa.org)

**A Public Agency**

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TO: Kerri Price, SWRCB  
Division of Financial Assistance

FROM: Marina West / General Manager

DATE: September 7, 2021

SYSTEM: Bighorn-Desert View Water Agency

SUBJECT: Debt and Other Financial Obligations for the Water System

To whom it may concern:

The Bighorn Desert View Water Agency has no outstanding debt or obligations.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marina West".

## Item # 4

2021 Review: Code of Conduct for  
Members of the Agency Board of  
Directors (Resolution No. 13R-15)





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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** Obtained on original Resolution

**CEQA Compliance:** N/A

**Subject: 2021 Review: Code of Conduct for Members of the Agency Board of Directors  
(Resolution No. 13R-15)**

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### **SUMMARY**

In order to assist in the governance of the behavior between and among members of the Board, Staff and Public the Board of Directors have approved Resolution No. 13R-15 A Code of Conduct for the Members of the Board of Directors.

Administratively the Board of Directors shall review the Code of Conduct annually. This annual review assists the Board of Directors in maintaining their required annual training as part of the District of Distinction and Transparency Certificate of Excellence.

There are no recommended changes to the Code therefore, Resolution No. 13R-15 remains in full effect.

### **RECOMMENDATION**

Information only. Board to review Code of Conduct and sign receipt documenting the review.

### **BACKGROUND/ANALYSIS**

No further information provided.

### **PRIOR RELEVANT BOARD ACTION(S)**

**11/19/2013 Motion 13-082** Resolution No. 13R-15 A Code of Conduct for the Members of the Agency Board of Directors

## **RESOLUTION NO.13R-15**

### **A CODE OF CONDUCT FOR THE MEMBERS OF THE AGENCY BOARD OF DIRECTORS**

**WHEREAS**, The members of the Board of Directors of the Bighorn-Desert View Water Agency are committed to providing excellence in legislative leadership that results in the provision of the highest quality of service to its constituents. In order to assist in the governance of the behavior between and among members of the Board, Staff and Public the following rules shall be observed. This policy becomes effective immediately upon adoption.

**WHEREAS**, this Resolution rescinds Policy No. 10P-03 Code of Ethics in its entirety.

**NOW THEREFORE**, the Code of Conduct for the Bighorn-Desert View Water Agency Board of Directors is as follows:

1. The Board of Directors shall be the governing body of the Bighorn-Desert View Water Agency. A majority of the Board of Directors shall constitute a quorum for the transaction of business. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. The Board of Directors shall adopt an annual budget and shall set an annual appropriations limit. The needs of the Agency's constituents should be the priority of the Board of Directors.
2. The General Manager shall have full charge and control of the maintenance, operation and construction of the waterworks of the Agency. The General Manager shall also have full power and authority to employ and discharge all employees and assistants at pleasure; prescribe the duties of employees and assistants; fix and alter compensation of employees and assistants subject to the approval by the board; perform other duties imposed by the Board of Directors. The General Manager shall report to the Board of Directors in accordance with rules and regulations adopted by the Board of Directors.
3. Except as specifically authorized, a Board member will not use or permit the use of Agency owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require an Agency employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any Agency asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard Agency property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the

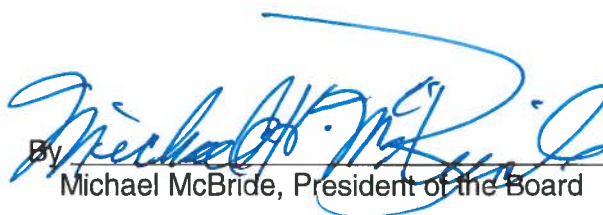
Agency's behalf, in accordance with the Agency policy(s) for reimbursement of actual and necessary expenses of Board members.

4. Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
5. Directors should thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Responsiveness, attentive listening, and communication are encouraged.
6. Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest per applicable regulations. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making process.
7. The dignity, style, values, and opinions of each Director should be respected. Directors should at all times conduct themselves with courtesy to each other, to staff, and to members of the public.
8. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.
9. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
10. In seeking clarification on informational items, Directors may directly approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
11. In handling complaints from Agency customers, residents or property owners, such complaints should be referred directly to the General Manager.
12. In handling items related to water problems (leaks, etc.), concerns for safety or hazards should be reported to the General Manager or to the Agency office.
13. In seeking clarification for policy-related concerns, especially those involving personnel, legal action or financial matters, said concerns should be referred directly to the General Manager.
14. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their

questions through the appropriate channels and to the responsible management personnel.

15. Directors should develop a working relationship with the General Manager wherein current issues, concerns, and Agency projects can be discussed comfortably and openly.
16. Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
17. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
18. Directors are responsible for monitoring the Agency's progress in attaining its goals and objectives, while pursuing its mission.
19. The Board of Directors is the unit of authority within the Agency. Apart from their normal function as a part of this unity, Directors have no individual authority. As individuals, Directors may not commit the Agency to any policy, act or, expenditure.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 19th day of November 2013.

  
By Michael McBride, President of the Board

ATTEST:

  
Terry Burkhart, Secretary

## Item # 5

# Election Ballot for the 2021 Annual Meeting of the California Association of Water Companies Joint Powers Risk and Insurance Management Authority



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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject: Election Ballot for the 2021 Annual Meeting of the California Association of Water Companies Joint Powers Risk and Insurance Management Authority**

**SUMMARY**

Bighorn-Desert View Water Agency (BDVWA) became a member of the Joint Powers Risk and Insurance Management Authority (JPRIMA) and the California Association of Mutual Water Companies (CalMutuals) effective July 1, 2021. To that end, the Agency can participate in the election of the CalMutuals/JPRIMA Board of Directors. The Directors serve two-year terms. At this time there are seven (7) seats and seven (7) incumbents on the attached ballot. Additional nominations can occur at the time of the Annual Meeting to be held October 18 -19, 2021.

The Board of Directors is currently comprised of nine (9) members. The additional directors, not up for election this cycle, are Jim Byerrum (on behalf of California Domestic Water Company, Whittier) as well as Marina West (Bighorn-Desert View Water Agency) appointed to this Board effective July 20, 2021.

Staff recommends the Board vote “for” all of the incumbent candidates rather than vote “quorum only” as no additional nominations are expected.

**RECOMMENDATION**

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

1. Authorize General Manager to cast the seven (7) Ballots for the 2021 Annual Meeting of the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority “in favor” of the seven (7) incumbent candidates listed therein.

**BACKGROUND/ANALYSIS**

No further information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**5/11/2021 Motion No. 21-026** motion to join CalMutuals /JPRIMA-Allied Risk; and to Join CalMutuals as a condition of JPRIMA; and engage Liebert Cassidy Whitmore as Special Counsel to the Agency on Personnel/Human Resource Matters; and to Notify Special Districts Risk Management Authority of the Intent to Withdraw from Coverage Effective 7/1/21



**NOTICE OF ANNUAL MEETING  
To be held Monday and Tuesday - October 18-19, 2021**

To the Members of California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority (CalMutuals JPRIMA):

NOTICE IS HEREBY GIVEN that the Annual Meeting of the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority will be held in person at the Pechanga Resort and Casino, 45000 Pechanga Pkwy, Temecula, CA 92592, on Monday October 18, 2021, 11 AM- 5 PM and Tuesday, October 19, 8 AM - 2 PM.

**The purpose of the Annual Meeting is to consider and act upon the following:**

**The election of Directors**, with the nominee as put forth by the Authority’s Nominating Committee for *two-year term, or until a successor is duly elected and qualified*, as follows.

- |                      |  |
|----------------------|--|
| David Armstrong      | South Mesa Water Company – Yucaipa, CA   |
| Kenneth Bradbury     | Montebello Land and Water Company – Montebello, CA                                   |
| David Michalko       | Valencia Heights Water Company – Covina, CA  |
| Douglas Nunneley     | Oildale Mutual Water Company and North of the River Water District – Bakersfield, CA |
| David Pedersen       | Las Virgenes Municipal Water District – Calabasas, CA                                |
| Kenneth Tcheng       | Sunnyslope Water Company – Pasadena, CA  |
| Lisa Yamashita-Lopez | Rubio Cañon Land & Water Association   |

Another nominee may be put forth as a nomination from the floor during the meeting.

**Such other items as may properly come before the Authority’s membership.**

The meeting will coincide with the Annual meeting of the California Association of Mutual Water Companies.

**The Company’s ballot for the annual meeting is submitted herewith.**

By order of the Board of Directors,

Susan Allen, Managing Director

\*\*\*\*\*

**IMPORTANT**

**YOU ARE URGED TO COMPLETE, SIGN AND PROMPTLY RETURN YOUR BALLOT SO THAT YOUR VOTE WILL BE COUNTED AND SO THAT THE PRESENCE OF A QUORUM MAY BE ASSURED. A POSTAGE-PAID RETURN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE IN RETURNING YOUR BALLOT. BALLOTS MAY ALSO BE RETURNED BY FAX AT 714-398-8819 OR EMAIL AT SUSAN@CALMUTUALS.ORG**





**BALLOT FOR THE 2021 ANNUAL MEETING OF THE  
CALIFORNIA ASSOCIATION OF MUTUAL WATER COMPANIES  
JOINT POWERS RISK AND INSURANCE MANAGEMENT AUTHORITY**

**OCTOBER 18-19, 2021**

\_\_\_\_\_ [insert name  
of member company or district] hereby submits its written ballot for the 2021 Annual Meeting of  
the California Association of Mutual Water Companies, marked as follows:

For Director, for a two-year term:

David Armstrong	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
Kenneth Bradbury	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
David Michalko	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
Douglas Nunneley	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
David Pedersen	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
Kenneth Tcheng	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>
Lisa Yamashita-Lopez	For <input type="checkbox"/>	Against <input type="checkbox"/>	Quorum Only <input type="checkbox"/>

Dated: \_\_\_\_\_, 2021

Name of Member Company or District : \_\_\_\_\_

By \_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Printed Name]

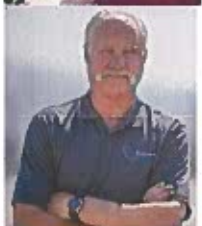
Its: \_\_\_\_\_  
[Authorized Officer – Position Title]



## BOARD OF DIRECTORS CANDIDATE BIOGRAPHIES



**David "Dave" Armstrong** is the General Manager for South Mesa Water Company located in the City of Calimesa. David began his career as a water operator, and quickly learned all aspects of managing a water system. He has served on the CalMutuals Board of Directors since 2014, and was elected as the Association's Vice President in 2016. David is also the Chair of the Legislative Committee, and serves on the boards of both the Beaumont Basin Water Master and the San Geronio Pass Regional Water Alliance.



**Kenneth "Ken" Bradbury** is the General Manager for Montebello Land & Water Company located in the City of Montebello. Ken began his career in water as an operator, serving as General Manager for over 40 years. Ken serves on the Central Basin Water Association Board of Directors and the Central Basin Watermaster Water Rights Panel.



**David "Dave" Michalko** is the General Manager for Valencia Heights Water Company located in the City of West Covina. Dave has over 30 years of experience in the water industry. He has served on the CalMutuals Board of Directors since 2014, and also serves as the Association's Secretary. In addition, Dave serves on the San Gabriel Valley Water Association Board of Directors, and is the Vice Chairman of the Main San Gabriel Basin Watermaster.



**Douglas "Doug" Nunneley** is the General Manager of Oildale Mutual Water Company located in the City of Bakersfield. Doug has worked for Oildale Mutual Water Company, one of the largest mutual water companies in California, for over 40 years. Doug is also the General Manager for North of the River Municipal Water District, Chairman of the Urban Bakersfield Advisory Committee of Kern County Water Agency Improvement District #4, Co-Chairman of the Kern Integrated Regional Water Management Plan, and serves on the Water Association of Kern County Board of Directors.



**David "Dave" Pedersen** is the General Manager of Las Virgenes Municipal Water District in the City of Calabasas. He brings more than 24 years of public service experience focusing on water management, flood control and other public infrastructure. He began his career with Los Angeles County Public Works, subsequently moving to the Irvine Ranch Water District where he was its director of water operations and later executive director of operations. He stays active in the water community, serving on the Scientific Advisory Board of the Association of Environmental Health and Sciences Foundation and the Board of Trustees for both the Southern California Water Coalition and WaterReuse California. Dave has represented special districts on the CalMutuals JPRIMA Board of Directors since 2019.



**Kenneth "Ken" Tcheng** is the General Manager of Sunny Slope Water Company in the City of Pasadena. Ken has worked for Sunny Slope Water Company since 2008, serving on the company's Board of Director for 11 years. Prior to joining the company, Ken worked in the aerospace industry, managing Information Systems/Information Technology Infrastructure Services. Ken is also a Board Member for the San Gabriel Unified School District, and a Board Member and Past President of the Asian Youth Center Nonprofit Organization. He has served on the CalMutuals Board of Directors since 2014, and is Chairman of the Regulatory Affairs Committee.



**Lisa Yamashita-Lopez** is the General Manager for Rubio Cañon Land & Water Association located in the City of Altadena. For the past two decades, Lisa has provided technical and management consulting services to the municipal and water utility sector. She has served on the CalMutuals Board of Directors since 2014, and was elected President of the Association in 2016. In addition, Lisa serves on the board of directors for the Raymond Basin Watermaster, where is an active member of the Executive Committee, and also is chair of the Finance Committee.

## Item # 6

Resolution 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President



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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject: Resolution 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President**

**SUMMARY**

Bighorn-Desert View Water Agency (BDVWA) is not a member of the Association of California Water Agencies any longer but that does not minimize the importance of this organization in advocating for water agencies/districts across the state.

BDVWA is a charter member of the Community Water Systems Alliance (CWSA). General Manager West chairs the Policy Committee of the CWSA. Orange County Water District (OCWD) recently joined the CWSA and as a regional water management authority their jurisdictional territory includes disadvantaged communities as well as small water systems. Thus we have mutual interests as we all review proposed and adopted legislation and regulations which may affect such communities.

Participating agencies and water suppliers in CWSA are an unusual alliance of water systems serving disadvantaged and income limited senior communities stretching from California's Central Valley, the greater Los Angeles Basin, Orange County, Coachella Valley and the high desert's Morongo Basin. CWSA is an initiative in California to provide a voice in Sacramento for water systems serving disadvantaged communities that are reliably and affordably providing water to low income and income limited residents such as seniors.

It is through this relationship that Bighorn-Desert View Water Agency should consider the Resolution in support of OCWD Director Cathy Green for the Office of Association of California Water Agencies (ACWA) Vice President, even though BDVWA is not a member of the ACWA. This action is intended to build relationships and alliances that advance mutual interests of CWSA and ACWA.

**RECOMMENDATION**

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

1. Adopt Resolution No. 21R-XX to Support Orange County Water District First Vice President Cathy Green as a Candidate for the Office of Association of California Water Agencies (ACWA) Vice President.

**BACKGROUND/ANALYSIS**

No further information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**1/22/2019 Motion No. 19-003** - Motion to Participation in Community Water Systems Alliance thru Partnership with California Association of Mutual Water Companies at a Cost of No More than \$10,000 Per Year with an Additional \$10,000 Per Year (est.) for Travel to Sacramento, if Necessary.

**8/23/2011 Motion No. 11-044 Resolution No. 11R-12** to Nominate and Support Michael McBride as a Candidate for the position of ACWA Vice President.

## RESOLUTION NO. 21R-XX

**A RESOLUTION OF BIGHORN-DESERT VIEW WATER AGENCY  
BOARD OF DIRECTORS TO SUPPORT  
ORANGE COUNTY WATER DISTRICT (OCWD)  
FIRST VICE PRESIDENT CATHY GREEN  
AS A CANDIDATE FOR THE OFFICE OF ACWA VICE PRESIDENT**

**WHEREAS**, the Association of California Water Agencies (ACWA) has announced that a Nominating Committee has been formed to develop a slate for the ACWA election of its statewide lead officer positions of President and Vice President; and,

**WHEREAS**, the individual who fills the ACWA Vice President position needs to possess a working knowledge of water industry issues and concerns, connections with water professionals throughout the state, strength of character and leadership capabilities, and experience in matters related to the performance of the duties of the office; and,

**WHEREAS**, this person must be able to provide the dedication of time and energy to effectively serve in this capacity and whereas Director Green has demonstrated such having served on the ACWA Board since 2016, and on the ACWA Board Executive Committee since 2020 and the as ACWA Region 10 Chair (2018-19) and is now serving her second term as ACWA Region 10 Vice Chair (2016-17, 2020-current), and she has served as ACWA Region 10 Board member since 2012; and,

**WHEREAS**, Director Green has serves on the ACWA Water Quality Committee (2012-current) and the ACWA Energy Committee (2019-current), and she previously served on the ACWA State Legislative Committee (2012-15); and,

**WHEREAS**, Bighorn-Desert View Water Agency, while not an active member of ACWA, recognizes the collaboration necessary to achieve shared goals in advocating for common goals concerning water supply, storage, treatment and distribution/delivery; and

**WHEREAS**, Orange County Water District, being a member of the Community Water Systems Alliance alongside Bighorn-Desert View Water Agency, has demonstrated a commitment to meet shared goals when engaging in the development and/or refinement of legislation and regulation that affect the water systems of disadvantaged and income limited communities where our community voices need to be heard; and

**WHEREAS**, it is the view of the Bighorn-Desert View Water Agency Board of Directors that Mrs. Cathy Green possesses all of the qualities and commitment necessary to fulfill the duties of the office of ACWA Vice President.

**NOW, THEREFORE, BE IT RESOLVED**, that Bighorn-Desert View Water Agency Board of Directors does hereby endorse Orange County Water District First Vice President Cathy Green as a candidate for Vice President of the Association of California Water Agencies.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 14<sup>th</sup> day of September 2021.

By \_\_\_\_\_  
John R. Burkhart, President of the Board

ATTEST:

\_\_\_\_\_  
Megan Close-Dees, Secretary of the Board

Official Seal



## Item # 7a

# Regular Meeting Minutes, August 10, 2021





# 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**

**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**

Meeting convened by President Burkhart at 6:00pm.

### **PLEDGE OF ALLEGIANCE**

Led by Jeff McCoy

### **ROLL CALL**

Directors present:            John R. Burkhart  
   JoMarie McKenzie  
   Megan Close-Dees  
   Craig Dicht – Via Teleconference  
   David Chapman

Staff present:                    Marina West

Public Present: 2 member(s) of the public indicated they were participating via teleconference.  
3 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 Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (McKenzie/Chapman) unanimously approved.**

**Discussion and Action Items -**

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

GM West introduced Mr. Samuel Martinez who gave a presentation on the background, goals and purpose of LAFCO. He also discussed the service review completed for the Bighorn-Desert View Water Agency.

Mr. Martinez answered questions of the Board and public.

**Information Only – No Board Action Taken**

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

GM West introduced Mrs. Ruth Rieman who thanked the Board for their participation in the 2021 Desert-Wise Living Series Virtual Tour. One of the videos, Mr. Mike Lipsitz, Landers, was shown to the Board and public.

No Public comment.

**Information Only – No Board Action Taken**

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

GM West gave a brief presentation on the background of general tax assessments and the Appropriations Limit calculated for Fiscal Year 2021/22. She noted that the Finance Committee reviewed the Appropriations Limit Resolution in July and that it had been posted for at least 10-days prior to this meeting in compliance with the law.

Director McKenzie asked about Napa Annexation and whether or not the Agency would receive any tax levy. GM West explained that in order to receive any portion than another

entity would have to give up their tax apportionment voluntarily and so this is never expected to occur.

**Motion No. 21-052**

Director Chapman made a motion to adopt Resolution No. 21R-18 establishing the Agency's appropriation limit for Fiscal Year 2021/22 at \$204,705. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Chapman/ McKenzie) unanimously approved.**

- 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-19 Establishing the Agency's Investment Policy
- i. Adopt Resolution No. 21R-20 Authorizing Investment of Monies into the Local Agency Investment Fund adding new Director David Chapman.
- j. Adopt Resolution No. 21R-21 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).

**Motion No. 21-053**

Director Close-Dees made a motion to adopt the consent calendar items a thru l.  
Director Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Close-Dees/Chapman) unanimously approved.**

**5. Matters Removed from Consent Items**

No items were removed from the Consent Calendar.

**6. Public Comment Period****7. Verbal Reports - Including Reports on Courses/Conferences/Meetings.**

1. General Manager Report – GM West informed the Board of Directors that the Goat Mountain system has been running off generators for some weeks now and the latest estimate is for the system to be reconfigured by Saturday, August 14, 2021.
2. Director Reports –

Director McKenzie reported on the ASBCSD meeting that she recently attended with a presentation by Centrica Business Solutions (Distributed Energy Solutions). The presentation was on alternative energy systems. The title of the presentation was “Funding Infrastructure Improvements with Energy Efficiency and Renewable Technology”.

Director Close-Dees reported on the Homestead Valley Community Council meeting in July where most of the discussion revolved around the Cannabis issue and encouraging the public to write letters to the State and Local leaders.

Director Chapman gave a brief report on the MWA TAC meeting held August 5, 2021 noting the presentation on Water Banking.

Director Dicht reported on several meetings he attended.

MWA Board Meeting which had another update on water consumption estimates for Cannabis. He noted that across the whole Morongo Subarea they estimate 24 acres of total cultivated area.

Attended the Lucerne Valley Economic Development Association (LVEDA) Townhall Meeting on August 3, 2021 where several legislators presented a status report on illegal Cannabis activity in the Mojave Desert Region.

Completed the on-line Defensive Driving course as required.

3. President Burkhart reported on the MWA TAC meeting he attended on August 5, 2021 noting the Water Banking project update; the upcoming Prop. 1/Round 2 Funding Round formula which will guarantee funding as opposed to the competitive model; and Cannabis update.

8. **Adjournment** – President Burkhart adjourned the meeting at 7:57 pm.

Approved by:

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Megan Close-Dees, Secretary of the Board

Official Seal





## Item # 7b1

# Financial Statements, August 2021 Balance Sheet



## General Ledger

## Balance Sheet

User: rsandoval  
 Printed: 09/09/2021 - 4:04PM  
 Fund: All  
 Period: AUGUST 2021  
 Fiscal Year: 2021/22

## 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	3,563,471.95
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	<u>3,565,021.95</u>
INVESTMENTS	
01-00-132000 - PARS IRS 115 TRUST	163,506.18
01-00-133030 - LAIF - CASH ACCOUNT	536,540.89
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	<u>700,047.07</u>
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	303,664.41
01-00-137130 - A/R WATER UNBILLED FYE	92,601.12
01-00-139541 - 2014-15 LIEN REC \$69,492	1,316.36
01-00-139542 - 2015-16 LIEN REC \$43,270	3,608.44
01-00-139543 - 2016-17 LIEN REC \$45,364	5,966.46
01-00-139544 - 2017-18 LIEN REC \$32,464	6,143.95
01-00-139545 - 2018/19 LIEN REC \$52,020	11,726.35
01-00-139546 - 2019/20 LIEN REC \$35,381	16,040.35
01-00-139547 - 2020/21 LIEN REC \$54,761	54,760.99
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	<u>494,328.43</u>
ACCOUNTS RECEIVABLE - OTHER	
01-00-136000 - A/R OTHER (Non-UB AR)	0.00
01-00-136500 - INTEREST RECEIVABLE	(437.71)
01-00-137110 - 2015&16 IDGM STBY A/R(\$27,455)	0.00
01-00-137112 - 2017 IDGM STBY A/R (\$10,353)	4,411.35
01-00-137113 - 2018 IDGM STBY A/R (12,367)	306.10
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	4,648.70
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	8,860.00
01-00-138000 - A/R PROPERTY TAXES	5,949.03
01-00-138030 - ACCRUED RECEIVABLE	0.00
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139605 - DUE FROM PROP 1 GRANT	11,650.65
01-00-139608 - DUE FROM DACI	0.00
01-00-139609 - DUE FROM AWAC	0.00
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)
Total ACCOUNTS RECEIVABLE - OTHER:	<u>30,388.12</u>
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	88,227.81

## Fund ALFRE

Account Type	Amount
01-00-143011 - INVENTORY- AMES WATER	289,830.00
01-00-143012 - INVENTORY CLEARING	(955.08)
Total INVENTORY:	<u>377,102.73</u>
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	10,496.00
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	40,235.00
01-00-144025 - PREPAID EXPENSES	10,375.36
01-00-144035 - PREPAY CalPERS UAL	39,488.00
Total PREPAID EXPENSES:	<u>100,594.36</u>
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(189,705.78)
01-00-111350 - FA LAND	90,005.43
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(256,943.74)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(49,807.64)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(17,834.62)
01-00-111700 - FA WATER SYSTEM	9,985,377.77
01-00-111701 - A/D WATER SYSTEM	(6,627,310.26)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(22,003.32)
01-00-111810 - FA MOBILE EQUIPMENT	768,343.53
01-00-111811 - A/D MOBILE EQUIPMENT	(575,555.33)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(116,358.23)
Total FIXED ASSETS:	<u>3,939,547.91</u>
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	42,949.39
Total CONSTRUCTION IN PROGRESS:	<u>42,949.39</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>8,522,178.96</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	98,305.00
Total ACCRUED PAYROLL:	<u>98,305.00</u>

## Fund ALFRE

Account Type	Amount
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	(58.30)
01-00-229002 - STATE PR TAX PAYABLE	(0.01)
01-00-229003 - MEDICAL INSURANCE PAYABLE	(1,796.82)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(351.96)
01-00-229005 - CALPERS PAYABLE	0.00
01-00-229006 - CALPERS SPEC COMP-UNIFORM ALL	0.00
Total ACCRUED PR LIABILITIES:	(2,207.09)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	124,653.20
01-00-226002 - ANNEX SEC. 35 RoBott Land	3,381.21
01-00-226003 - ANNEX NAPA@KUNA 631-071-12	3,053.72
01-00-226004 - ANNEX 631-051-28 (550 Landers)	3,598.40
01-00-226005 - UNEARN REV-UB ACCT CREDITS	0.00
Total CUSTOMER DEPOSITS:	134,686.53
BLUEFIN CC FEES	
01-00-226001 - PORTAL BLUEFIN/SB CC FEES	501.13
Total BLUEFIN CC FEES:	501.13
CIP DEPOSIT	
01-00-226006 - CUST METER DEPOSIT	63,000.00
Total CIP DEPOSIT:	63,000.00
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	50,461.13
01-00-211030 - IDM PIPELINE FUTURE DEBT BAL	62,814.00
Total LONG TERM DEBT:	113,275.13
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:	185,070.70
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	7,764,167.90
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE	217,299.83
01-00-310010 - FUND BALANCE FEMA & OES	0.00
01-00-310011 - DA01 OVERPAYMENT by CoSB	77,570.03
Total FUND BALANCE:	8,059,037.76
Total Fund Balance:	8,059,037.76
Total Liabilities and Fund Balance:	8,244,108.46

Fund ALFRE

Account Type	Amount
Total Retained Earnings:	278,070.50
Total Fund Balance and Retained Earnings:	8,337,108.26
Total Liabilities, Fund Balance, and Retained Earnings:	8,522,178.96
Totals for Fund 01 - General Fund:	0.00

## Item # 7b2

# Financial Statements, August 2021 Budget Status





# General Ledger

## Budget Status

User: rsandoval  
 Printed: 9/9/2021 - 4:15 PM  
 Period: August 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	19,175.00	19,175.00	-15,585.00	0.00	-15,585.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	18,738.00	64,090.00	64,090.00	-45,352.00	0.00	-45,352.00	0.00
01-00-410015	AG CONS TIER 1	0.00	8,793.33	8,793.33	-8,793.33	0.00	-8,793.33	0.00
01-00-410016	AG CONS TIER 2	104,395.00	59,396.32	59,396.32	44,998.68	0.00	44,998.68	43.10
01-00-410020	BULK CONS TIER 1	0.00	32,694.18	32,694.18	-32,694.18	0.00	-32,694.18	0.00
01-00-410030	COMMERCIAL/INST CONS TIER	0.00	2,076.32	2,076.32	-2,076.32	0.00	-2,076.32	0.00
01-00-411000	INCOME METERED WATER	696,782.00	79,355.62	79,355.62	617,426.38	0.00	617,426.38	88.61
01-00-411001	RES CONS TIER 2	0.00	68,215.24	68,215.24	-68,215.24	0.00	-68,215.24	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	926,835.00	159,954.62	159,954.62	766,880.38	0.00	766,880.38	82.74
01-00-413001	FIRE BSC	0.00	1,264.56	1,264.56	-1,264.56	0.00	-1,264.56	0.00
01-00-414000	INCOME JV BULK WATER SALE	4,500.00	140.00	140.00	4,360.00	0.00	4,360.00	96.89
01-00-417000	INCOME OTHER (OPERATING)	65,000.00	15,164.48	15,164.48	49,835.52	0.00	49,835.52	76.67
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-492050	PAC WEST BANK EARNINGS CR	13,350.00	0.00	0.00	13,350.00	0.00	13,350.00	100.00
	R05 Sub Totals:	1,888,190.00	510,319.67	510,319.67	1,377,870.33	0.00	1,377,870.33	72.97
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	70,000.00	0.00	0.00	70,000.00	0.00	70,000.00	100.00
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	70,000.00	0.00	0.00	70,000.00	0.00	70,000.00	100.00
01-00-491030	INCOME REV BONDS DV FMHA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-491040	GA03 ID GM GEN TAX LEVY	33,000.00	0.00	0.00	33,000.00	0.00	33,000.00	100.00
01-00-492000	INTEREST INCOME	20,000.00	-482.19	-482.19	20,482.19	0.00	20,482.19	102.41
01-00-496000	INCOME OTHER (NON OPERATI	28,500.00	350.00	350.00	28,150.00	0.00	28,150.00	98.77
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	3,027.50	3,027.50	-3,027.50	0.00	-3,027.50	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:		221,500.00	2,895.31	2,895.31	218,604.69	0.00	218,604.69	98.69
Revenue Sub Totals:		2,109,690.00	513,214.98	513,214.98	1,596,475.02	0.00	1,596,475.02	75.67
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	5,000.00	592.52	592.52	4,407.48	0.00	4,407.48	88.15
01-00-563000	CUSTOMER RELATIONS	4,250.00	1,283.87	1,283.87	2,966.13	0.00	2,966.13	69.79
01-00-564000	OTHER ADMINISTRATIVE EXPE	7,500.00	271.26	271.26	7,228.74	0.00	7,228.74	96.38
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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	500.00	0.00	500.00	100.00
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		17,250.00	2,147.65	2,147.65	15,102.35	0.00	15,102.35	87.55
Expense Sub Totals:		17,250.00	2,147.65	2,147.65	15,102.35	0.00	15,102.35	87.55
Dept 00 Sub Totals:		-2,092,440.00	-511,067.33	-511,067.33	-1,581,372.67	0.00		
Administration								
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	351,561.00	45,535.71	45,535.71	306,025.29	0.00	306,025.29	87.05
01-01-560060	CONTRACTUAL SERV-AUDITOF	19,860.00	980.00	980.00	18,880.00	0.00	18,880.00	95.07
01-01-560070	CONTRACTUAL SERV-LEGAL	30,000.00	5,207.50	5,207.50	24,792.50	0.00	24,792.50	82.64
01-01-560075	LEGISLATIVE AFFAIRS CWSA	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
01-01-560080	PERS CONTRIBUTION	93,024.00	54,797.18	54,797.18	38,226.82	0.00	38,226.82	41.09
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	16,732.00	9,354.05	9,354.05	7,377.95	0.00	7,377.95	44.09
01-01-560110	TELEPHONE/FAX/INTERNET/WI	5,650.00	407.34	407.34	5,242.66	0.00	5,242.66	92.79
01-01-560120	MAILING EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-01-560140	CONTRACTUAL SERV - OTHER	95,300.00	28,957.07	28,957.07	66,342.93	0.00	66,342.93	69.61
01-01-560160	PROPERTY/LIABILITY EXPENSE	53,455.00	0.00	0.00	53,455.00	0.00	53,455.00	100.00
01-01-560170	WORKERS COMP EXPENSE	10,500.00	7,149.46	7,149.46	3,350.54	0.00	3,350.54	31.91
01-01-560180	DUES & SUBSCRIPTIONS	16,500.00	6,155.44	6,155.44	10,344.56	0.00	10,344.56	62.69
01-01-560200	POWER/PROPANE OFFICES & Y/	9,500.00	1,556.21	1,556.21	7,943.79	0.00	7,943.79	83.62
01-01-560220	BAD DEBT EXPENSE	1,500.00	2,474.74	2,474.74	-974.74	0.00	-974.74	0.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-01-560300	OFFICE SUPPLIES/PRINTING	9,000.00	433.17	433.17	8,566.83	0.00	8,566.83	95.19
01-01-561000	EMPLOYEE BENEFITS INSURAN	165,000.00	93,120.99	93,120.99	71,879.01	0.00	71,879.01	43.56
01-01-561100	EMPLOYEE EDUCATION/TRAIN	10,000.00	4,852.05	4,852.05	5,147.95	0.00	5,147.95	51.48

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	0.00	0.00	0.00	0.00	0.00	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:		900,582.00	260,980.91	260,980.91	639,601.09	0.00	639,601.09	71.02
E25	NON-OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-564001	PARS TRUST EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		900,582.00	260,980.91	260,980.91	639,601.09	0.00	639,601.09	71.02
Dept 01 Sub Totals:		900,582.00	260,980.91	260,980.91	639,601.09	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	295,545.00	43,298.52	43,298.52	252,246.48	0.00	252,246.48	85.35
01-05-541030	UNIFORMS	7,950.00	642.56	642.56	7,307.44	0.00	7,307.44	91.92
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP1	30,000.00	12,302.52	12,302.52	17,697.48	0.00	17,697.48	58.99
01-05-541070	VEHICLE EXPENSE-FUEL	33,700.00	5,649.97	5,649.97	28,050.03	0.00	28,050.03	83.23
01-05-541090	FIELD MATERIALS & SUPPLIES	75,000.00	9,159.34	9,159.34	65,840.66	0.00	65,840.66	87.79
01-05-541095	SHRINKAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541110	WATER TESTING	10,252.00	1,760.00	1,760.00	8,492.00	0.00	8,492.00	82.83
01-05-541120	CONTRACTUAL SRV-ENGINEER	60,000.00	0.00	0.00	60,000.00	0.00	60,000.00	100.00
01-05-541140	WATER SYSTEM REPAIRS	75,000.00	5,597.49	5,597.49	69,402.51	0.00	69,402.51	92.54
01-05-541141	EXCAVATION COUNTY OF SB	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-05-541150	BUILDING MAINTENANCE/REP,	15,500.00	732.03	732.03	14,767.97	0.00	14,767.97	95.28
01-05-541190	COMMUNICATIONS EXPENSE	7,000.00	536.40	536.40	6,463.60	0.00	6,463.60	92.34
01-05-541210	DISINFECTION EXPENSE	15,000.00	2,173.51	2,173.51	12,826.49	0.00	12,826.49	85.51
01-05-541250	POWER WELLS & PUMPS	90,000.00	16,372.84	16,372.84	73,627.16	0.00	73,627.16	81.81
01-05-541300	OTHER OPERATING EXPENSES	12,000.00	3,595.25	3,595.25	8,404.75	0.00	8,404.75	70.04
01-05-541700	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	AMES WATER	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
01-05-560080	PERS CONTRIBUTION - OPS	0.00	-48,068.27	-48,068.27	48,068.27	0.00	48,068.27	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	-7,819.12	-7,819.12	7,819.12	0.00	7,819.12	0.00
01-05-560170	WORKERS COMP EXPENSE - OP	0.00	-7,149.46	-7,149.46	7,149.46	0.00	7,149.46	0.00
01-05-561000	EMPLOYEE BENEFIT INSUR - OI	0.00	-72,840.07	-72,840.07	72,840.07	0.00	72,840.07	0.00
01-05-561100	EE EDUCATION/TRAINING - OP	0.00	-3,930.16	-3,930.16	3,930.16	0.00	3,930.16	0.00
E05 Sub Totals:		777,447.00	-37,986.65	-37,986.65	815,433.65	0.00	815,433.65	104.89
Expense Sub Totals:		777,447.00	-37,986.65	-37,986.65	815,433.65	0.00	815,433.65	104.89

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-09	Dept 05 Sub Totals:	777,447.00	-37,986.65	-37,986.65	815,433.65	0.00		
E15	Directors							
01-09-560021	ADMINISTRATIVE EXPENSE	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
01-09-560022	DIRECTOR MCBRIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-09-560026	DIRECTOR CORL-LORONO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-09-560027	DIRECTOR COULOMBE	9,000.00	775.65	775.65	8,224.35	0.00	8,224.35	91.38
01-09-560028	DIRECTOR J. BURKHART	9,000.00	1,551.80	1,551.80	7,448.20	0.00	7,448.20	82.76
01-09-560029	DIRECTOR MCKENZIE	9,000.00	775.65	775.65	8,224.35	0.00	8,224.35	91.38
01-09-560030	DIRECTOR CLOSE	9,000.00	1,241.04	1,241.04	7,758.96	0.00	7,758.96	86.21
01-09-560031	DIRECTOR DICHT	0.00	1,761.93	1,761.93	-1,761.93	0.00	-1,761.93	0.00
	DIRECTOR CHAPMAN							
	E15 Sub Totals:	45,000.00	6,106.07	6,106.07	38,893.93	0.00	38,893.93	86.43
	Expense Sub Totals:	45,000.00	6,106.07	6,106.07	38,893.93	0.00	38,893.93	86.43
Dept 01-10	Dept 09 Sub Totals:	45,000.00	6,106.07	6,106.07	38,893.93	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056198	PROPI BDV/IDGM INTEGR & TI	0.00	3,896.50	3,896.50	-3,896.50	0.00	-3,896.50	0.00
01-10-056198	GMW1 PUMP REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561929	SAFETY UPGRADES R1, R2A, R2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561931	C-BOOSTER UPGRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561932	PUMP PROJ (W3, W4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561933	ADMIN SOLAR PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561934	INTERTIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561936	NBS RATE STUDY (non-FA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561937	GM REPLACEMENT WELL (Well	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561938	PARS 115 TRUST ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561939	ANNEX RoBott LAND SEC.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561940	SHOP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561945	ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561950	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561955	OFFICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561960	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561965	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561970	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561975	VEHICLES - MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-0562000	ANNEX 631-071-12 (Napa@Kuna)	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
01-10-562001	ANNEX 631-051-28 (550 Landers)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-562002	AWAC Grant FY2020/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	0.00	3,896.50	3,896.50	-3,896.50	0.00	-3,896.50	0.00
	Expense Sub Totals:	0.00	3,896.50	3,896.50	-3,896.50	0.00	-3,896.50	0.00
	Dept 10 Sub Totals:	0.00	3,896.50	3,896.50	-3,896.50	0.00		
	Fund Revenue Sub Totals:	2,109,690.00	513,214.98	513,214.98	1,596,475.02	0.00	1,596,475.02	75.67
	Fund Expense Sub Totals:	1,740,279.00	235,144.48	235,144.48	1,505,134.52	0.00	1,505,134.52	86.49
	Fund 01 Sub Totals:	-369,411.00	-278,070.50	-278,070.50	-91,340.50	0.00		
	Revenue Totals:	2,109,690.00	513,214.98	513,214.98	1,596,475.02	0.00	1,596,475.02	75.67
	Expense Totals:	1,740,279.00	235,144.48	235,144.48	1,505,134.52	0.00	1,505,134.52	86.49
	Report Totals:	-369,411.00	-278,070.50	-278,070.50	-91,340.50	0.00		



Item # 7c

Receive and File  
Disbursements, August 2021





# Bighorn Desert View Water Agency

## Check Register

**Check Date Range:** 8/1/2021 thru 8/31/2021

Chk Date	Chk No	Payable To	Void	Check Amt
8/4/2021	30730	NV5 , INC		124.00
8/5/2021	0	IRS PAYROLL		160.68
8/5/2021	0	EDD PAYROLL		31.40
8/5/2021	0	CALPERS		193.02
8/5/2021	0	IRS PAYROLL		3,792.30
8/5/2021	0	EDD PAYROLL		1,353.49
8/5/2021	0	CALPERS		4,396.07
8/5/2021	0	IRS PAYROLL		26.64
8/5/2021	0	EDD PAYROLL		11.50
8/5/2021	0	CALPERS		146.80
8/5/2021	0	IRS PAYROLL		174.98
8/5/2021	30715	PAYROLL		720.71
8/5/2021	30717	PAYROLL		1,119.18
8/5/2021	30718	PAYROLL		143.26
8/5/2021	30719	PAYROLL		143.26
8/5/2021	30720	PAYROLL		247.52
8/5/2021	30721	PAYROLL		247.49
8/5/2021	30722	PAYROLL		2,108.98
8/5/2021	30723	PAYROLL		1,397.09
8/5/2021	30724	PAYROLL		4,530.45
8/5/2021	30725	PAYROLL		1,404.55
8/5/2021	30726	PAYROLL		1,428.40
8/5/2021	30727	PAYROLL		1,973.04
8/5/2021	30728	PAYROLL		1,714.49
8/5/2021	30729	PAYROLL		3,802.94
8/6/2021	0	SOUTHERN CALIFORNIA EDISON COMP		11,446.73
8/6/2021	30731	ACE ALTERNATORS & STARTERS		572.84
8/6/2021	30732	AUTOZONEPARTS		347.41
8/6/2021	30733	BEYOND SOFTWARE SOLUTIONS		1,715.00
8/6/2021	30734	CAMERON DUGGER		23.00
8/6/2021	30735	FEDAK & BROWN LLP		980.00
8/6/2021	30736	FRONTIER CALIFORNIA, INC		209.34

# Bighorn Desert View Water Agency

## Check Register

**Check Date Range:** 8/1/2021 thru 8/31/2021

Chk Date	Chk No	Payable To	Void	Check Amt
8/6/2021	30737	JOHN'S GARAGE,LLC		1,113.93
8/6/2021	30738	PATRICK NORDIN		171.81
8/6/2021	30739	NV5 , INC		3,027.50
8/6/2021	30740	OFFICE DEPOT		113.59
8/6/2021	30741	PARKER'S BUILDING SUPPLY - US LBM, LLC		27.11
8/6/2021	30742	SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT		1,954.00
8/6/2021	30743	SBRK FINANCE HOLDING, INC.		18,881.42
8/6/2021	30744	SWRCB-DWOCP		105.00
8/6/2021	30745	UNDERGROUND SERVICE ALERT OF SO CAL		129.96
8/6/2021	30746	DAVID L. WYSOCKI		247.50
8/6/2021	30747	PETTY CASH		224.86
8/9/2021	30748	US DEPT OF THE INTERIOR/BLM		869.00
8/17/2021	0	IRS PAYROLL		58.30
8/17/2021	0	EDD PAYROLL		0.01
8/17/2021	30750	PAYROLL	VOID	779.78
8/18/2021	0	IRS PAYROLL		400.59
8/18/2021	0	EDD PAYROLL		125.32
8/18/2021	30749	PAYROLL		2,205.12
8/19/2021	0	EDD PAYROLL		3.17
8/19/2021	0	IRS PAYROLL		3,363.85
8/19/2021	0	EDD PAYROLL		1,130.39
8/19/2021	0	CALPERS		4,435.60
8/19/2021	0	IRS PAYROLL		293.64
8/19/2021	30751	PAYROLL		426.62
8/19/2021	30752	PAYROLL		143.26
8/19/2021	30753	PAYROLL		143.26
8/19/2021	30754	PAYROLL		534.05
8/19/2021	30755	PAYROLL		247.49
8/19/2021	30756	PAYROLL		1,937.19
8/19/2021	30757	PAYROLL		1,491.25
8/19/2021	30758	PAYROLL		4,475.45
8/19/2021	30759	PAYROLL		2,645.51

# Bighorn Desert View Water Agency

## Check Register

**Check Date Range:** 8/1/2021 thru 8/31/2021

Ck Date	Ck No	Payable To	Void	Check Amt
8/19/2021	30760	PAYROLL		1,962.91
8/19/2021	30761	PAYROLL		1,245.15
8/19/2021	30762	PAYROLL		1,734.44
8/19/2021	30763	PAYROLL		2,190.98
8/19/2021	30764	PAYROLL		839.22
8/19/2021	30765	AUTOZONEPARTS		154.94
8/19/2021	30766	CLINICAL LABORATORY OF SB, INC.		1,760.00
8/19/2021	30767	HASA, INC.		590.90
8/19/2021	30768	HOME DEPOT CREDIT SERVICES		584.14
8/19/2021	30769	INLAND WATER WORKS SUPPLY CO		13,889.23
8/19/2021	30770	JOHN'S GARAGE,LLC		1,228.86
8/19/2021	30771	OFFICE DEPOT		52.43
8/19/2021	30772	PARKER'S BUILDING SUPPLY - US LBM, LLC		35.08
8/19/2021	30773	QUINN COMPANY		6,322.97
8/19/2021	30774	SDRMA		14,912.44
8/19/2021	30775	YUCCA VALLEY AUTO PARTS INC		125.57
8/23/2021	30776	CUSTOMER REFUND		48.78
8/23/2021	30777	CUSTOMER REFUND		97.48
8/23/2021	30778	CUSTOMER REFUND		55.29
8/23/2021	30779	CUSTOMER REFUND		134.28
8/23/2021	30780	CUSTOMER REFUND		88.67
8/23/2021	30781	CUSTOMER REFUND		86.54
8/23/2021	30782	CUSTOMER REFUND		19.13
8/23/2021	30783	CUSTOMER REFUND		9.27
8/23/2021	30784	CUSTOMER REFUND		17.65
8/23/2021	30785	CUSTOMER REFUND		135.43
8/23/2021	30786	CUSTOMER REFUND		38.10
8/23/2021	30787	CUSTOMER REFUND		117.50
8/23/2021	30788	CUSTOMER REFUND		160.70
8/23/2021	30789	CUSTOMER REFUND		100.00
8/23/2021	30790	CUSTOMER REFUND		20.09
8/23/2021	30791	CUSTOMER REFUND		6.14

# Bighorn Desert View Water Agency

## Check Register

68 of 90

Check Date Range: 8/1/2021 thru 8/31/2021

Ck Date	Ck No	Payable To	Void	Check Amt
8/23/2021	30792	CUSTOMER REFUND		8.94
8/23/2021	30793	CUSTOMER REFUND		88.67
8/23/2021	30794	CUSTOMER REFUND		88.67
8/30/2021	0	CARDMEMBER SERVICES		4,708.56
8/31/2021	0	BURRTEC WASTE&RECYC		95.62
8/31/2021	0	CINTAS CORPORATION #150		376.60
8/31/2021	0	SOUTHERN CALIFORNIA EDISON COMP		15,929.25
8/31/2021	0	AMERICAN FIDELITY ASSURANCE COMPANY		1,382.92
8/31/2021	0	CALPERS		700.00
8/31/2021	0	FLYERS ENERGY LLC		5,649.97
8/31/2021	0	BLUEFIN PAYMENT SYSTEMS		1,399.34
			<b>Total</b>	<b>177,584.94</b>

Item # 7d

Service Order Report





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											2
AirVac Maintenance	0	1											1
AirVac Replacement	0	0											0
Backflow (Misc/Lock-off or Un-Lock)	10	8											
Booster Repair/Maintenance	0	0											0
Bulk Stations: Maintenance	1	1											2
Customer Requested Asst	3	3											6
Reported Leaks	2	10											12
Destroy Service Line	0	0											0
Exchange Meter	3	6											9
Facility Inspections*	5	5											10
Fire Flow Test	0	7											7
Flush Deadend/Blowoffs	0	0											0
General Maintenance	1	0											1
Goat Mountain Main Line Repair	0	0											0
Goat Mountain Service Line Replacement	0	1											1
Goat Mountain Service Line Repair	0	3											3
Hangtag	20	20											40
Hydrant Maint.	0	0											0
Install New Service	7	10											17
Lock-Off's	12	17											29
Miscellaneous	13	11											24
Open New Service (New Owner or Tenant)	28	24											52
Pressure Complaint	0	1											1
Pull Meter	0	0											0
Repair Mainline	0	0											0
Repair Service Line	10	10											20
Replace Service Line	1	0											1
Reread Meter/Read Meter	71	73											144
Tamper	0	0											0
Tank/Reservoir Maintenance/Repairs	0	0											0
Unlock Service	12	15											27
Valve Maintenance	13	32											45
Verify Meter Locked	0	2											2
Water Quality Issues **	0	0											0
Well Repairs/Maint. And Water Level	0	0											0
<b>TOTAL</b>	<b>213</b>	<b>261</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>474</b>

\*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

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

**NOTE:** TEN (10) OF THE "INSTALL NEW SERVICE" WERE PURCHASED PRIOR TO JULY 1 BUT NOT INSTALLED UNTIL AFTER JULY 1 (NEW FISCAL YEAR). ALL 17 WERE PURCHASED PRIOR TO THE JULY 12, 2021 RATE CHANGE





Item # 7e

BDV Production Report for  
August 2021





DATE: 9/2/2021  
 TO: Board of Directors  
 FROM: Patrick Nordin  
 RE: August 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	300,280	2,246,094	166	230	224.9	6.89
Well 4	Well is "inactive"					
Well 6	212,810	1,591,819	104	80	255.7	4.89
Well 7	291,220	2,178,326	134	136	270.4	6.69
Well 8	678,800	5,077,424	373	380	226.6	15.58
Well 9	888,200	6,643,736	432	440	256.2	20.39
Well 10	37,500	280,500	77	92	61.1	0.86
<b>Total</b>	2,408,810	18,017,899	232		1294.9	55.30

Well 3 Motor Failed (Non-Warranty): Replaced and Back On-Line in Jul 2021

<b>A Boosters</b>	126,860	948,913	146	150	108.4	
<b>C Boosters</b>	244,700	1,830,356	306	310	99.6	
<b>Total</b>	371,560	2,779,269				



Item # 7f

Goat Mtn. Production Report for  
August 2021





DATE: 9/2/2021`  
 TO: Board of Directors  
 FROM: Patrick Nordin  
 RE: August 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	0	0	#DIV/0!	220	0	0.00
Well GMW2 *	0	0	#DIV/0!		0	0.00
Well GMW3	976,300	7,302,724	282	320	432	22.41
<b>Total</b>	976,300	7,302,724	282		432	22.41

\* GM Well No.2 Failed. Grant awarded for Replacement in FY2020/21 (Well No. 13)

\* July 3, 2021 GM Well No. 1 Pump Failed. Well Video completed, Well casing is in good shape.

New pump and motor installed and well back on-line September 1, 2021

<b>GM booster</b>	356,100	2,663,628	247	222	179.8	
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## Item # 7g

# Resolution No. 21R-XX Establishing Mandatory Training for Board Members



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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:      Resolution 21R-XX A Policy for Mandatory Training for Board Members**

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**SUMMARY**

In 2012 the Board of Directors adopted Resolution No. 12R-28 which acknowledged mandatory Ethics Training in compliance with AB1234 and Sexual Harassment Training in compliance with AB1825.

Resolution No. 21R-XX adds the mandate that mandatory training include prevention of abusive conduct as prescribed by AB2053.

The attached Resolution No. 21R-XX is administrative in nature as it simply memorializes this new requirement which is already incorporated in the training modules assigned to the Board of Directors biennially.

**RECOMMENDATION**

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

1. Adopt Resolution No. 21R-XX Establishing a Policy for Mandatory Training for Board Members.

**BACKGROUND/ANALYSIS**

No further information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**08/28/2012 Motion No. M12-069 Adopting Resolution 12R-28** Establishing a Policy for Mandatory Training for Board Members

**RESOLUTION NO. 21R-XX****A RESOLUTION OF THE BIGHORN-DESERT VIEW WATER AGENCY ESTABLISHING  
A POLICY FOR MANDATORY TRAINING FOR BOARD MEMBERS**

**WHEREAS**, the Bighorn-Desert View Water Agency (“Agency”) Board of Directors acknowledges Ethics Training, in compliance with AB1234, to be mandatory; and

**WHEREAS**, the Agency Board of Directors acknowledges Sexual Harassment and Prevention of Abusive Conduct Training, in compliance with AB 1825 and AB 2053, to be mandatory, and

**WHEREAS**, from time to time the Board of Directors may impose certain training courses so as to conform to a “best practice” in order to minimize Agency exposure to liability; and

**WHEREAS**, the Board of Directors desires to adopt a policy outlining training for which Board participation is mandatory, whether or not it is imposed by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board Of Directors of the Bighorn-Desert View Water Agency as follows:

**A. Ethics Training (AB 1234)**

## 1. Requirement

- a) Service on or After 2007 - Each local agency official who commences service with the Agency on or after January 1, 2007, must receive training in ethics laws no later than one year from the first day of service with the Agency. Thereafter, each local agency official must receive such training at least one every two years.

## 2. Application

- a) Local Agency Official as used in Section A.1 of this Resolution, the term “local agency official” means the following:
  - (i) All Directors; and
  - (ii) All executive staff of the Agency.
- b) Ethics Laws as used in Section A.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:
  - (i) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict of interest laws;

- (ii) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- (iii) Government transparency laws, including but not limited to, financial interest disclosure requirements and open government laws; and
- (iv) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification for participating in decisions affecting family members.

### 3. Agency Responsibilities

- a) Records - The Agency shall maintain records indicating the dates that local agency officials satisfied the requirements of Section A of this Resolution and the entity that provided the training. The Agency shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.
- b) Notice - The Agency is required to provide information on training available to meet the requirements of Section A of this Resolution to its local agency officials at least once every two years.

## **B. Sexual Harassment Training (AB1825) and Prevention of Abusive Conduct (AB 2053)**

### 1. Requirement

- a) That all members of the Board of Directors, through this Resolution, hereby requires all Directors to complete sexual harassment training as prescribed by AB 1825 including prevention of abusive conduct as prescribed by AB 2053.
- b) Training is to be completed every two (2) years.

### 2. Agency Responsibilities

- a) Records - The Agency shall maintain records indicating the dates that local agency officials satisfied the requirements of Section B of this Resolution and the entity that provided the training. The Agency shall maintain these records for at least five years after local agency officials receive the

training. These records are public records subject to disclosure under the California Public Records Act.

- b) Notice - The Agency is required to provide information on training available to meet the requirements of Section B of this Resolution to its local agency officials at least once every two years.

**C. Review of Resolution on Annual Basis**

Each year the Board may review this Resolution to determine its effectiveness and the necessity for its continued operation. The Agency's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

**D. Severability**

If any provision of this Resolution or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution, which can be given effect without the invalid provision, or application, and to this end, the provisions of this Resolution are declared to be severable.

**E. Effective Date**

This Resolution shall become effective immediately upon adoption.

**F. Rescission**

Resolution No. 12R-28 is hereby rescinded in its entirety.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 14th day of September 2021.

By \_\_\_\_\_  
John R. Burkhart, President of the Board

ATTEST:

\_\_\_\_\_  
Megan Close-Dees, Secretary of the Board

Official Seal

## Item # 7h

# Receive and File Annual Disclosure of Reimburements for Fiscal Year 2020/21





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

**Meeting Date:** September 14, 2021

**To:** Board of Directors

**Budgeted:** Yes - Expenses

**Budgeted Amount:** Varies by GL

**Cost:** see table of reimbursement

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Annual Disclosure of Reimbursements per Resolution No. 19R-02

**SUMMARY**

Section 53065.5 of the Government Code of the State of California requires that each special district shall, at least annually, disclose any reimbursements paid by the Agency within the immediately preceding year of at least one hundred dollars (\$100) for each individual charge for services or product received. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body.

The timing of the reporting is scheduled to occur after the fiscal year end audit field work but no later than October 1<sup>st</sup> per the resolution. The report for Fiscal Year 2020/21 is herein presented to the Board of Directors in accordance with Resolution No. 19R-02 Establishment of a Disclosure of Reimbursement(s) Policy (attached).

**RECOMMENDATION**

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

1. Receive and File the annual disclosure of reimbursements for fiscal year 2020/21.

**BACKGROUND/ANALYSIS**

The following table includes all reimbursements exceeding \$100 in fiscal year 2020/21:

Expense Reimbursement			
FY2020/21			
Date	Name	Purpose	Amount
5/21/2021	D. Rewal	Annual Safety Boot Allowance Reimbursement	\$250.00
10/24/2020	M. Caruso	Annual Safety Boot Allowance Reimbursement	\$206.61
1/9/2021	L. Hanson	Annual Safety Boot Allowance Reimbursement	\$206.61
10/22/2020	P. Nordin	Annual Safety Boot Allowance Reimbursement	\$204.71
7/24/2021	P. Nordin	Annual Safety Boot Allowance Reimbursement (early due to wear)	\$171.81

O:\Open Share\B-Month End Reports\Annual Reimbursement Disclosure

**PRIOR RELEVANT BOARD ACTION(S)**

**3/26/2019 Motion No. 19-016** Adopt Resolution No. 19R-02 Establishment of a Disclosure Reimbursement Policy.

**RESOLUTION NO. 19R-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE BIGHORN-DESERT VIEW WATER AGENCY  
ESTABLISHMENT OF A DISCLOSURE OF REIMBURSEMENT POLICY**

**WHEREAS**, Section 53065.5 of the Government Code of the State of California requires that each special district shall, at least annually, disclose any reimbursement paid by the Agency within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received; and

**WHEREAS**, an "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the Agency; and

**WHEREAS**, the disclosure requirement shall be fulfilled by submitting an annual disclosure reimbursement report to the Board of Directors no later than October 1<sup>st</sup> after the end of each fiscal year; and

**WHEREAS**, the annual disclosure reimbursement report will be made available for public inspection; and

**WHEREAS**, the Board of Directors desires to establish a Disclosure of Reimbursement Policy for the annual disclosure of reimbursements in accordance with Section 53065.5 of the Government Code of the State of California.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Bighorn-Desert View Water Agency does hereby Resolve, Determine and Order that the Bighorn-Desert View Water Agency complies with section 53065.5 of the Government Code of the State of California regarding a Disclosure of Reimbursement Policy.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Bighorn-Desert View Water Agency this 26th day of March 2019.

AYES: McBride, Cori-Lorono, Burkhart, Coulombe, McKenzie

NAYS:

ABSTAIN:

ABSENT:

By   
Michael McBride, President

Attest:

  
John R. Burkhart, Board Secretary

