



BIGHORN-DESERT VIEW WATER AGENCY

Our Mission - "To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."

Finance/Public Relations/Education and Personnel Standing Committee Meeting Agenda

Committee Members: Director McKenzie & Director Burkhart

**BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92284**

**May 21, 2024
Time – 4:00 P.M.**

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

OR

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89941878549?pwd=cVVIZFJCRzVHemZNeU8vdHJkOWQrZz09>

Passcode: 636537

Or

Dial: 1-669-900-6833

Webinar ID: 899 4187 8549

Passcode: 636537

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

Discussion and Action Items - The Committee Directors and Staff will discuss the following items, and the Committee 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. Public Workshop No. 1: Draft Budget for Fiscal Year 2024/2025 for the Bighorn-Desert View Water Agency

2. 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. FPREP Committee Meeting Minutes **March 19, 2024**
- b. PARS February and March 2024 Statement

Recommended Action:
Approve as presented.

3. 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.

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

1. Committee Members' Comments/Reports
2. General Manager's Report
3. Assistant General Manager Report

5. 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 Thursday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at www.bdvwa.org

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately.

Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.



5 of 18

Bighorn Desert View Water Agency

Proposed Budget Summary

Fiscal Year 2024/25

Schedule A

	A	B	C
	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25
1 Operating Revenues	\$ 1,934,000	\$ 1,973,100	\$ 1,940,900
2 Non-Operating Revenues	340,100	544,100	444,400
3 Total Revenue Available to Fund Operations & Capital	2,274,100	2,517,200	2,385,300
4 Operations	1,038,500	967,300	1,099,800
5 Administrative - Operating	1,093,000	1,011,800	1,318,258
6 Administrative - Non-Operating	27,800	28,400	33,200
7 Board of Directors	47,500	47,300	50,000
8 Total Expense	2,206,800	2,054,800	2,501,258
9 Net Income/(Loss) Before Capital & Trust	67,300	462,400	(115,958)
10 Capital Expenses	(388,000)	(667,500)	(336,190)
11 Pension Trust Contributions	(100,000)	(100,000)	(100,000)
12 Sub-Total: Net Debt Proceeds / Capital	(488,000)	(767,500)	(436,190)
13 Increase (Decrease) in Fund Balance	\$ (420,700)	\$ (305,100)	\$ (552,148)
14 Projected Cash & Investments Beg. Balance - 7/1/23			\$ 5,000,000
15 Projected Cash & Investments End Balance - 6/30/24			\$ 4,447,852



7 of 18
Bighorn Desert View Water Agency
Proposed Budget Detail
Fiscal Year 2024/25

Schedule B

	A	B	C	D	E
	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25	\$ Difference (C - B)	% Difference (D / B)
1 Operating Revenues					
Residential Consumption Tier 1	\$ 429,700	\$ 406,900	\$ 423,200	\$ 16,300	4%
Agriculture Consumption Tier 1	8,300	6,200	6,400	200	3%
Bulk Consumption Tier 1	76,300	61,500	64,000	2,500	4%
Commercial Consumption Tier 1	13,100	11,200	11,600	400	4%
2 Total Metered Water Consumption Tier 1	527,400	485,800	505,200	19,400	4%
Agriculture Consumption Tier 2	5,000	7,400	7,700	300	4%
Residential Consumption Tier 2	212,200	208,400	216,700	8,300	4%
3 Total Metered Water Consumption Tier 2	217,200	215,800	224,400	8,600	4%
4 Basic Service Charge	1,077,000	1,073,200	1,116,100	42,900	4%
5 Johnson Valley Bulk Water Sales	2,500	2,500	2,500	-	0%
6 Service Line Installation Fees	2,400	17,000	2,700	(14,300)	-84%
7 Basic Facilities Charge	14,600	102,500	15,200	(87,300)	-85%
8 Income Other - Operating	96,700	77,800	77,800	-	0%
9 Bad Debt Expense	(2,300)	(1,500)	(1,500)	-	0%
10 Bad Debt - Uncollectable Liens	(1,500)	-	(1,500)	(1,500)	0%
11 Total Operating Revenues	1,934,000	1,973,100	1,940,900	(32,200)	-2%
12 Non-Operating Revenues					
General Tax Levy - Bighorn Imp. Area "A"	86,300	101,500	103,500	2,000	2%
General Tax Levy - Bighorn-Desert View	86,400	98,900	100,900	2,000	2%
General Tax Levy - Improvement District Goat M	41,600	49,000	50,000	1,000	2%
Goat Mtn. Standby/Water Availability Charge	63,900	63,900	63,900	-	0%
Interest Revenue	22,100	204,700	100,000	(104,700)	-51%
Pacific Western Earning Credits	17,500	8,900	8,900	-	0%
Other Revenue	22,300	17,200	17,200	-	0%
20 Total Non-Operating Revenues	340,100	544,100	444,400	(99,700)	-18%
21 Total Revenues	2,274,100	2,517,200	2,385,300	(131,900)	-5%
22 Expenses					
23 Operations					
Operations Salaries	412,200	467,500	499,500	32,000	7%
Power - Wells & Booster	124,700	138,700	145,600	6,900	5%
Water Purchases	129,000	129,000	70,000	(59,000)	-46%
Water System Repairs	78,800	3,100	80,000	76,900	2481%
Field Material & Supplies	78,800	49,700	78,800	29,100	59%
Engineering	60,000	4,100	60,000	55,900	1363%
Vehicle/Tractor/ Equipment Expense	28,800	54,300	35,000	(19,300)	-36%
Vehicle Expense- Fuel	51,600	51,200	53,800	2,600	5%
Building Repair And Maintenance	15,500	15,400	15,500	100	1%
Disinfection Expense	15,700	15,000	15,500	500	3%
Water Testing	12,100	9,500	15,000	5,500	58%
Uniforms	8,000	9,800	10,000	200	2%
Communications Expense	7,700	7,900	8,100	200	3%
Excavation Permit Fees (County of SB)	500	-	500	500	0%
Other Operating Expenses	15,100	12,100	12,500	400	3%
39 Total Operations	1,038,500	967,300	1,099,800	132,500	14%



8 of 18
Bighorn Desert View Water Agency
Proposed Budget Detail
Fiscal Year 2024/25

Schedule B

	A	B	C	D	E
	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25	\$ Difference (C - B)	% Difference (D / B)
40 General & Administration					
41 Operating Expenses					
42 Administrative Salaries	\$ 193,400	\$ 141,100	\$ 272,400	\$ 131,300	93%
43 General Manager Salary	223,600	223,600	230,800	7,200	3%
44 Employee Benefits Insurance	195,600	193,600	286,100	92,500	48%
45 PERS Contribution	117,700	118,800	149,700	30,900	26%
46 Payroll Taxes	19,600	20,000	22,700	2,700	14%
47 Workers Compensation Insurance	14,100	14,300	18,300	4,000	28%
48 Employee Education	16,000	11,700	12,100	400	3%
49 Contractual Services - Auditor	18,800	18,900	18,900	-	0%
50 Contractual Services - Legal	40,000	26,200	35,000	8,800	34%
51 Contractual Services - Other	114,600	118,200	121,700	3,500	3%
52 Property/Liability/Cyber Insurance	77,000	70,500	88,458	17,958	25%
53 Legislative Affairs - CWSA	15,000	9,500	15,000	5,500	58%
54 Dues, Subscriptions & Annual Fees	18,000	18,000	18,500	500	3%
55 Power / Propane - Office & Yards	10,600	11,700	12,300	600	5%
56 Office Supplies/ Printing	10,500	8,500	8,800	300	4%
57 Phone, Fax Lines, Internet	6,800	5,500	5,700	200	4%
58 Mailing Expense	1,700	1,700	1,800	100	6%
59 Total G&A - Operating Expenses	1,093,000	1,011,800	1,318,258	306,458	30%
60 Non-Operating Expenses					
61 Other Administrative Expenses	14,400	11,600	14,400	2,800	24%
62 Office Equipment Expense	7,400	13,700	14,100	400	3%
63 Customer Relations	4,500	3,100	3,200	100	3%
64 Election Expense	1,000	-	1,000	1,000	0%
65 Miscellaneous Expense	500	-	500	500	0%
66 Total G&A Non-Operating Expenses	27,800	28,400	33,200	4,800	17%
67 Total General & Administration	1,120,800	1,040,200	1,351,458	311,258	30%
68 Board of Directors					
69 Director Fees	47,500	47,300	50,000	2,700	6%
70 Total Board of Directors	47,500	47,300	50,000	2,700	6%
71 Total Expenses	2,206,800	2,054,800	2,501,258	1,206,874	59%
72 Net Income/(Loss) Before Capital & Trust Contribution	67,300	462,400	(115,958)	(578,358)	
73 Less: Capital Expenses (Reserve Funded)	(388,000)	(667,500)	(336,190)	331,310	
74 Less: Pension Trust Contributions	(100,000)	(100,000)	(100,000)	-	
75 Less: CalPERS Additional Discretionary Paym	-	-	-	-	
76 Net Increase/(Decrease) To Reserves	\$ (420,700)	\$ (305,100)	\$ (552,148)	\$ (247,048)	



9 of 18
Bighorn Desert View Water Agency
Proposed Budget - Capital Plan
Fiscal Year 2024/25

Schedule C

	A	B	C	D	E = C+D
	Adopted Budget 2023/24	YTD Activity as of 1.31.24	Carryover Budget 2023/24	Budget Addition / (Deletion)	Proposed Budget 2024/25
1 District Projects					
2 Well 4 Rehabilitation	\$ 200,000	\$ -	\$ 200,000	\$ (200,000)	\$ -
3 Goat Mountain Replacement Well/ Well Destruction	500,000	437,400	62,600	200,000	262,600
4 Administration Building Roof Replacement	40,000	-	40,000	-	40,000
5 A-Booster Replacement	65,000	-	65,000	-	65,000
6 Meter Replacements	388,000	197,800	190,200	-	190,200
7 2nd Intertie with High Desert WD	650,000	500	649,500	25,000	674,500
8 Truck - 1500 Chevy	53,000	52,110	890	60,000	60,890
9 Design 3 Projects - Consolidation/Pumpstation/Blendir	250,000	31,400	218,600	150,000	368,600
10 Mini-Excavator	-	-	-	50,000	50,000
11 Dump Trailer	-	-	-	20,000	20,000
12 Total District Projects	2,146,000	719,210	1,426,790	305,000	1,731,790
13 Grant Funding					
14 Prop 1 Round 1: Goat Mountain Replacement Well	(500,000)	(437,400)	(62,600)	-	(62,600)
15 Drought Grant: Meter Replacements	(298,000)	-	(298,000)	-	(298,000)
16 Grant Funding: A-Booster Replacement	(60,000)	-	(60,000)	-	(60,000)
17 Grant Funding: Design/Easements	(300,000)	-	(300,000)	-	(300,000)
18 Prop 1 Round 2: 2nd Intertie with High Desert WD	(650,000)	-	(650,000)	(25,000)	(675,000)
19 Total Grant Funding	(1,808,000)	(437,400)	(1,370,600)	(25,000)	(1,395,600)
20 Total Capital Expenses - Funded by Reserves	\$ 338,000	\$ 281,810	\$ (1,314,410)	\$ 280,000	\$ 336,190



BIGHORN-DESERT VIEW WATER AGENCY

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Finance/Public Relations/Education and Personnel Standing Committee Meeting Agenda

Committee Members: Director McKenzie & Director Burkhart

**BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92284**

**March 19, 2024
Time – 4:00 P.M.**

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

OR

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84580320020?pwd=YmOrL1VoTFhmdkNTYitXNjIHVWZ3Zz09>

Passcode: 690255

Or

Dial: 1-669-900-6833

Webinar ID: 845 8032 0020

Passcode: 690255

CALL TO ORDER

Chair McKenzie called meeting to order at 4:00pm

PLEDGE OF ALLEGIANCE

Led by McKenzie

ROLL CALL

Directors Present: Chairman McKenzie
Director Burkhart

Staff Present: Marina West
Daniel Best

APPROVAL OF AGENDA

Director Burkhart moved to approve the Agenda and Director McKenzie seconded.

Discussion and Action Items - The Committee Directors and Staff will discuss the following items, and the Committee 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 Resolution No. 24R-XX Adopting the Employee Handbook for the Purposes of Establishing the Rules and Procedures for the Conduct of Personnel/Human Resources Matters – Update to Current Best Practices

GM West gave staff report as presented and gave detail on the sick leave language to allow for one cash out annually per IRS. The new language clarifies the cash out details and hours allowed to cash out and to 50% accrual. GM West also updated the normal business hours updated to Monday to Thursday. GM West also noted 4.5 updated the standby language and days due to the new work week. GM West also went over new Laws that handbook now includes. Leibert Cassidy and Whitmore (LCW) did go over the handbook and verify compliance. GM West went over the changes that were called out in the resolution, which included sick leave, cash outs and some minor grammatical errors.

Chair McKenzie noted on page 68 “department managers” (typo) would like to see Supervisors. She also inquired about taking a work vehicle home after a late training and returning it the next business day. McKenzie asked about an agency vehicle policy, to avoid vehicle abuse.

Motion made to take the Handbook with said edits to the full BOD.

2. Discussion Item – Review Social Security Index Cost-of-Living Adjustment (COLA) for 2024 and Discuss Fiscal Year 2024/25 Cost-of-Living Adjustment to the Range and Step Scale for Staff and General Manager

AGM Best gave a presentation on the COLA effects on the budget at 3.2 and 4.0 percent. Went over the details of our current past budget, current budget, and projected 24/25 budget.

GM West clarified the benefits portion of the presentation is Medicare and PERS benefits, not related to healthcare.

McKenzie made mention about large COLA may discourage Employee from earning merit.

Burkhart made motion to move the presentation to the full BOD with 3.2% only. Keep it brief and have the 4.0% only if asked by the full BOD to review.

3. 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. FPREP Committee Meeting Minutes **January 16, 2024**
- b. PARS January 2024 Statement
- c. PRISM Healthcare Market Update

Burkhart motion to accept consent items as presented.

Recommended Action:
Approve as presented.

4. Public Comment Period

Public comment: None.

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

- 1. Committee Members' Comments/Reports – None.
- 2. General Manager's Report – PRISM Healthcare costs update. Employee costs in the healthcare field are increasing premiums.
- 3. Assistant General Manager Report – None

6. Adjournment

Chair McKenzie adjourned the meeting at 4:40pm

Approved by:

JoMarie McKenzie, Committee Chair

Official Seal

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
02/01/2024 to 02/29/2024

Marina West

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Plan Summary

Beginning Plan Value as of 02/01/2024	\$251,789.36
Change in Plan Value	\$877.58
Ending Plan Value as of 02/29/2024	\$252,666.94

Activity Summary by Source

Source	Balance on 02/01/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 02/29/2024
PENSION	\$251,789.36	\$0.00	\$1,000.69	\$(123.11)	\$0.00	\$0.00	\$252,666.94
Totals	\$251,789.36	\$0.00	\$1,000.69	\$(123.11)	\$0.00	\$0.00	\$252,666.94

Transactions for the Period

Source	Date	Description	Amount
PENSION	02/27/2024	ASSET MGMT FEES	\$(70.65)
PENSION	02/28/2024	INTER-ACCOUNT TRANSFER IN	\$52.46
PENSION	02/28/2024	INTER-ACCOUNT TRANSFER OUT	\$(52.46)
PENSION	02/28/2024	TRUST ADMINISTRATOR FEES	\$(52.46)
PENSION	02/29/2024	ACCOUNT GAINS/(LOSSES)	\$1,000.69

Investment Selection

Source	Selected Investment
PENSION	Moderately Conservative - Index

Investment Objective

Selected Investment	Description
Moderately Conservative - Index	The dual goals of the Moderately Conservative - Index Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
PENSION	0.40%	4.54%	8.25%	0.34%	-	-	06/16/2020

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
02/01/2024 to 02/29/2024

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Marina West

Information as provided by US Bank, Trustee for PARS. Investments are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal. Past performance does not guarantee future results. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees if applicable. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Annualized Return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return. Information is deemed reliable but may be subject to change. The plan's Rate of Return may differ from the rate of return in the above linked document. Reasons for the difference may include the timing of transactions into and out of the plan, the duration of time the plan's funds reside in the sweep account and differences in the methodology used to calculate performance.

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
03/01/2024 to 03/31/2024

Marina West

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Plan Summary

Beginning Plan Value as of 03/01/2024	\$252,666.94
Change in Plan Value	\$4,216.97
Ending Plan Value as of 03/31/2024	\$256,883.91

Activity Summary by Source

Source	Balance on 03/01/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 03/31/2024
PENSION	\$252,666.94	\$0.00	\$4,340.43	\$(123.46)	\$0.00	\$0.00	\$256,883.91
Totals	\$252,666.94	\$0.00	\$4,340.43	\$(123.46)	\$0.00	\$0.00	\$256,883.91

Transactions for the Period

Source	Date	Description	Amount
PENSION	03/27/2024	ASSET MGMT FEES	\$(70.82)
PENSION	03/27/2024	INTER-ACCOUNT TRANSFER IN	\$52.64
PENSION	03/27/2024	INTER-ACCOUNT TRANSFER OUT	\$(52.64)
PENSION	03/27/2024	TRUST ADMINISTRATOR FEES	\$(52.64)
PENSION	03/31/2024	ACCOUNT GAINS/(LOSSES)	\$4,340.43

Investment Selection

Source	Selected Investment
PENSION	Moderately Conservative - Index

Investment Objective

Selected Investment	Description
Moderately Conservative - Index	The dual goals of the Moderately Conservative - Index Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
PENSION	1.72%	1.94%	7.87%	0.79%	-	-	06/16/2020

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
03/01/2024 to 03/31/2024

BIGHORN-DESERT WATER
Bighorn-Desert View Water Agency PARS PAPEBT

Marina West

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