



BIGHORN-DESERT VIEW WATER AGENCY

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

BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

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

June 23, 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/82137066064?pwd=V0Zxd1haTjdNZXhXRGkxRytFR3FhQT09>

Passcode: 198148

Or Dial:

1-669-900-6833

Webinar ID: 821 3706 6064

Passcode: 198148

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. **Final Report *Non-Exempt Employee Salary Benchmark Survey*: Adopt Recommendations for Incorporation into the Fiscal Year 2021/22 Budget for a Net Increase of \$21,054**
2. **Consider Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Non-Exempt Employees in the Range of 1.3% to 3.0% to be Incorporated into the Fiscal Year 2021/22 Operating Budget**
3. **Public Budget Workshop – Fiscal Year 2021/22 Budget Cycle and Resolution No. 21R-XX Fixing and Adopting the Agency Budget for FY2022/22**
4. **Resignation of Director McBride and Process for Filing Vacant Board Seat**
5. **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.

6. **Verbal Reports** - Including Reports on Courses/Conferences/Meetings.
 1. General Manager Report
 2. Director Reports

7. **Adjournment**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above. As a general rule, agenda reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

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

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately. Per Government Code Section 54954.2, any person with a

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

Calendar Reminder - Upcoming Director Meetings

- Mojave Water Agency Board of Directors Meeting – June 24, 2021 at 9:30AM – Director Close-Dees
- Mojave Water Agency Board of Directors Meeting – July 8, 2021 at 9:30AM – Director Close-Dees
- ASBCSD Monthly Meeting – July 19, 2021 at 6:00PM – Director McKenzie
- Homestead Valley Community Council Meeting located at the Flamingo Heights Community Center – July 19, 2021 at 3:00PM – President Burkhart

Item # 1

Final Report Non-Exempt Employee Salary
Benchmark Survey: Adopt
Recommendations for Incorporation into
the Fiscal Year 2021/22 Budget for a Net
Increase of \$21,054

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

Meeting Date: June 23, 2021

To: Board of Directors

Budgeted: Yes, Included in draft budget

Budgeted Amount: Benchmark adjustments w/out COLA - Net Increase of \$21,054 to FY2021/22 Budget

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Final Report *Non-Exempt Employee Salary Benchmark Survey*: Adopt Recommendations for Incorporation into the Fiscal Year 2021/22 Budget for a Net Increase of \$21,054

SUMMARY

Attached is the Final Report titled *Non-Exempt Employee Salary Benchmark Survey*, May 2021. The recommendations for range and step adjustments as well as financial impacts are included in the report.

The benchmark adjustments proposed result in a net increase of \$21,054. The increase would result in a ratio of salary+benefits vs. total expenses of 35.2% with 26.7% attributed to non-exempt employees share.

Staff recommends and the Finance Committee concurred that the Board of Directors should receive and file the report and authorize the benchmark adjustments to be included in the final Fiscal Year 2021/22 Operating Budget.

RECOMMENDATION

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

1. Receive and File the Final Report titled *Non-Exempt Employee Salary Benchmark Survey*, May 2021; and
2. Authorize benchmark adjustments to salary range and step scales as recommended in the report for a net base salary increase of \$21,054 plus associated payroll tax (ie. Medicare) and retirement contributions (i.e. CalPERS) of approximately \$3,200 be included in the Fiscal Year 2021/22 Operating Budget.

BACKGROUND/ANALYSIS

See attached Final Report *Non-Exempt Employee Salary Benchmark Survey*, May 2021.

PRIOR RELEVANT BOARD ACTION(S)

May 19, 2021 Finance Committee Workshop No. 3: Draft Report *Non-Exempt Employee Salary Benchmark Survey* and Recommendations for Incorporation into the Fiscal Year 2021/22 Budget

April 20, 2021 Finance Committee Workshop No. 2: 2021 Staff Benchmark Salary Survey and Recommendations for Incorporation into the Fiscal Year 2021/22 Budget

March 17, 2021 Finance Committee Workshop No. 1: 2021 Staff Salary Survey and Recommendations for Fiscal Year 2021/22 Budget



Final Non-Exempt Employee Salary Benchmark Survey

May 2021

Prepared by Marina D. West, PG

Bighorn-Desert View Water Agency

622 Jemez Trail, Yucca Valley, CA 92284

INTRODUCTION

The Agency's staff has completed a non-exempt employee salary survey of neighboring public water agencies to determine if the Agency's current salary structure was competitive with other agencies. The survey was conducted in February 2021. The salary schedules used in the benchmark were effective July 1, 2020 via Resolution of the Board of Directors.

The public water agencies surveyed were:

- Hi-Desert Water District, Yucca Valley, CA
- Joshua Basin Water District, Joshua Tree, CA
- Twenty-nine Palms Water District, Twenty-nine Palms, CA

These agencies were chosen because of their proximity to Landers and because they are Agency competitors in the sense that if there is staff turnover it may be to one of these neighboring agencies.

The survey looked at the pay and benefits of eight (8) entry level positions. These entry level positions have one or more commensurate duties and responsibilities which make certain that the comparisons were valid. The survey compared against the Agency's current range and step salary scale adopted for Fiscal Year 2020/21 (Figure 1, Figure 2 and Appendix Item A).

In most cases the neighboring agencies benefits were similar to BDVWA's benefits, with the exception of social security participation at all three entities. BDVWA employees do not participate in social security but they also will not receive this benefit in the future so it is considered moot.

The goal of the survey was to determine the average salary of the agencies and calculate what the cost would be the Agency to increase salary ranges to be more competitive and reflect market conditions.

FINDINGS

The survey results found the entry level positions at Bighorn were not competitive and had the most potential for adjustments to the salary ranges. The higher-level positions, in most cases, were closer to average ranges and had less adjustments needed.

It was determined that one Agency offers a longevity bonus to employees who have reached the top range and step in an effort to retain them without continuing to adjust the top of range (TOR) of the scales.

RECOMMENDATIONS

Due to the timing of the benchmark to coincide with the Fiscal Year 2021/22 Budget, the recommendations herein include a projected Cost-of-Living Adjustment (COLA). The COLA is reviewed annually and per the Employee Handbook is based on the Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency. For calendar year 2021, the Social Security COLA provided was 1.3%. As of the date of this report, the Board of Directors have not formally determined the amount of COLA for Fiscal Year 2021/22. Therefore, this report and the financial impacts analyzed include only the 1.3% COLA. The report does not analyze the financial impact of an alternative COLA formula and this report does not obligate the Board of Directors to any COLA or benchmark adjustments in and of itself. This report is for information purposes only.

The recommendation from the benchmark survey is to create a new range and step scale that sets the bottom of range (BOR) for the entry level positions, Water Distribution Operator I and Accounting Technician/Customer Service Representative I, at the median salary calculated from the benchmark (Figure 1 and 2) plus the 1.3% COLA. The BOR for these positions would be \$20.70/hour or \$43,056 annually.

Advancement along the new salary range and step scale (Figure 3) would maintain the Agency and industry wide practice of a 35% range advancing from the starting salary (BOR) to the maximum salary (TOR), meaning a starting employee's pay rate has the potential to increase 35% over time. The difference in the base pay of each successive Range is 15%. In other words, Step A for a Water Distribution Operator II is 15% higher than the Step A for a Water Distribution Operator I. The proposed range and step scale is provided herein as Figure 3.

Each employee already above Range 1/Step 1 on the new salary scale will be placed closest to their existing pay level. While this results in differing increases in immediate salary, the new ranges create more opportunity for salary advancement and maximums for all employees in the Agency.

The recommended range and step scale also includes the breakout of "lead" positions for both Water Operations and Accounting/Customer Service. This organizational structure has been introduced to adjust to reality in both the Operations and Accounting/Customer Service departments. The lead position is distinguished from the others by actually supervising associate employees and being responsible for their annual performance reviews, daily work routines, training and safety. The current and proposed organizational charts plus the existing job descriptions are included as Appendix A to this report. The Organizational Chart and associated job descriptions for the lead positions would need to be developed and approved by the Board of Directors.

The last thing being recommended is to consider is a "longevity bonus" for long-term employees who have reached maximum top of range. The longevity bonus would be tied to the annual performance review. A program at 29 Palms Water District was discovered which provides for

up to one step on the scale or 2.5% based on a performance review where a merit increase would be warranted but not for being at TOR.

Serious consideration should be giving to developing a longevity bonus or similar program that encourages long-term employees to stay while still maintaining the range and step scale structure.

FINANCIAL IMPACTS

The budget for all salaries and benefits (medical, payroll taxes and CalPERS contributions) in any given year is based on current actual salary plus projected COLA and a projected step increase of 2.5% for all non-exempt employees during the year. The General Manager's Employment Agreement dictates the salary and benefit parameters and may not include a COLA or an annual "step increase".

For Fiscal Year 2021/22 the approximate impact of the COLA at 1.3% and the benchmark can be expressed in dollars or as a percentage of total operating expenses including depreciation and grant expenses.

Figure 4 depicts the ratios of all employee costs to total expenses when evaluating the addition of 1.3% COLA only to the estimated salary budget. That ratio is 26% for non-exempt employees and 8.6% for the general manager contracted salary. Total salary and benefits are estimated at 34.6% of the total expenses projected for Fiscal Year 2021/22.

Figure 5 illustrates the ratios when both the COLA of 1.3% and the benchmark adjustments are included. The results show that the ratio of "non-exempt salary + benefits" vs. total expenses was estimated to be 26.7% for non-exempt employees and 8.5% for the general manager with the remaining expenses totaling 64.8%. Total salary and benefits make up approximately 35.2% of the total expenses projected for Fiscal Year 2021/22.

Figure 6 shows the dollar amounts of the proposed non-exempt salary adjustments, benchmark adjustments, to be \$29,449. The proposed 1.3% COLA component is \$5,039. The CalPERS component of \$2,923 was calculated using both COLA and benchmark adjustments and is an overestimate based on the highest employer contribution (eg. Classic Members) rate which is not applicable to all employees but does represent the "highest" cost. It is worth noting that during the finalization of the benchmark survey there was a retirement. This results in a Net Cost Increase of \$21,054 from the benchmark plus the COLA of \$5,039. The difference is from the reduction in salary between the outgoing employee at TOR and the incoming employee at BOR. A reduction from the original analysis of \$11,318.

The Agency completed a long-term financial model as part of the 2021 Water Rate and Capacity Fee Study received by the Board of Directors in February 2021. The model was based on salary and benefit inputs from Fiscal Year 2020/21 budget and it included percentage adjustments annually for inflation but did not contemplate a benchmark adjustment. Therefore, the model was re-calibrated using a draft Fiscal Year 2021/22 budget including the 1.3% COLA and the final

benchmark adjustments with latest estimates for “benefits”. Figure 7 shows that for the next five (5) fiscal years, Agency expense projections remain below revenue reserve targets.

In five (5) years the Agency will need to reevaluate water rates and fees through in-depth analysis for the subsequent period based on then current conditions. To further support this low impact on long term financial reserve growth, the Agency is on track to realize insurance expenditure savings (\$30,000) and increased property tax revenues (\$35,000) in the coming fiscal year that were not included in the dataset behind Figure 7.

The financial impact of a longevity bonus would not occur until an employee met the requirements once the TOR is achieved. As COLA’s change the range and step scale annually, the amount can only be stated as a maximum of 2.5% of the TOR at that time. In today’s dollars it would be approximately \$2,200 per qualifying employee.

CONCLUSIONS

In the event the totality of the recommendations is not adopted, it is concluded that the development of “lead” positions for Operations and Accounting/Customer Service are necessary and should be developed including job descriptions, an updated Organizational Chart and an appropriate salary schedule. This includes a salary schedule which is not disproportionate to the remaining non-exempt employees’ range and step schedules.

This organizational structure has been introduced to adjust to reality in both the Operations and Accounting/Customer Service departments. The lead position is distinguished from the others by actually supervising associate employees and being responsible for their annual performance reviews, daily work routines, training and safety.

APPENDIXES INCLUDED WITH THIS REPORT:

- Item A: Current Adopted Range and Step Scale
- Item B: Existing Job Descriptions
- Item C: Current Adopted Organizational Chart
- Item D: Recommended Organizational Chart

Figure 1
Water Distribution I
Top and Bottom

Comparator Agency	Class Title	Bottom Salary	Mid	Top Salary	Date	Steps	Range
Bighorn_DVWA	WDO I	\$ 15.15	\$ 17.77	\$ 20.39	7/1/2020	13	35%
HDWD	WDO I	\$ 22.53	\$ 26.80	\$ 31.07	7/1/2020	16	38%
HDWD	Field Svs. Tech I	\$ 19.25	\$ 22.90	\$ 26.54			38%
JBWD	Const/Main. I	\$ 21.98	\$ 25.41	\$ 28.84	7/1/2020	12	31%
JBWD	Water Prod. I	\$ 23.09	\$ 26.70	\$ 30.30	7/1/2020	12	31%
JBWD	CIRP I	\$ 21.44	\$ 24.79	\$ 28.14	7/1/2020	12	31%
JBWD	Field Svs Tech	\$ 23.09	\$ 26.70	\$ 30.30	7/1/2020	12	31%
29Palms	Svs. Worker I	\$ 16.93	\$ 18.57	\$ 20.20	7/1/2020 ?		19%
Average of all agencies		\$ 20.43	\$ 23.70	\$ 26.97			
% increase if went to the average		35%	33%	32%			
Annual Starting Salary Now		\$ 31,512	\$ 36,962	\$ 42,411			
Annual Starting Salary Average		\$ 42,500	\$ 49,301	\$ 56,103			
Difference		\$ 10,988	\$ 12,340	\$ 13,692			

low lowest in the category (BOR/TOR)
 high highest in the category (BOR/TOR)

Figure 2
Acct/CSR I
Top and Bottom

Comparator Agency	Class Title	Bottom Salary	Mid	Top Salary	Date	Steps	Range
Bighorn_DVWA	AT I/CSR	\$ 15.15	\$ 17.77	\$ 20.39	7/1/2020	13	35%
HDWD	CSR	\$ 19.25	\$ 22.90	\$ 26.54	7/1/2020	16	38%
HDWD	Admin/Accting Asst	\$ 22.53	\$ 26.80	\$ 31.07			38%
HDWD	Billing Tech	\$ 22.53	\$ 26.80	\$ 31.07			38%
HDWD	Acct. Tech. I	\$ 23.51	\$ 27.97	\$ 32.42			38%
JBWD	CSR	\$ 20.41	\$ 23.60	\$ 26.78	7/1/2020	12	31%
JBWD	Accounts Receivable Tech	\$ 21.44	\$ 24.79	\$ 28.14	7/1/2020	12	31%
29Palms	CSR	\$ 16.93	\$ 18.57	\$ 20.20	7/1/2020 ?		19%
Average of all agencies		\$ 20.22	\$ 23.65	\$ 27.08			
% increase if went to the average		33%	33%	33%			
Annual Starting Salary Now		\$ 31,512	\$ 36,962	\$ 42,411			
Annual Starting Salary Average		\$ 42,055	\$ 49,187	\$ 56,319			
Difference		\$ 10,543	\$ 12,225	\$ 13,907			

low
high

lowest in the category (BOR/TOR)
highest in the category (BOR/TOR)

**FIGURE 3
BENCHMARK PROPOSED
BDVVA NON-EXEMPT EMPLOYEE RANGE AND STEP SCALE
INCLUDES 1.3% COLA**

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Customer Service Rep/Accounting Tech. I	1													
	Per Hour Rate	20.70	21.22	21.75	22.29	22.85	23.42	24.01	24.61	25.23	25.86	26.51	27.17	27.85
	Monthly	3,588.00	3,678.13	3,770.00	3,863.60	3,960.67	4,059.47	4,161.73	4,265.73	4,373.20	4,482.40	4,595.07	4,709.47	4,827.33
Annually	43,056.00	44,137.60	45,240.00	46,363.20	47,528.00	48,713.60	49,940.80	51,188.80	52,478.40	53,788.80	55,140.80	56,513.60	57,928.00	
Water Distribution Operator II Customer Service Rep/Accounting Tech. II	2													
	Per Hour Rate	23.81	24.41	25.02	25.65	26.29	26.95	27.62	28.31	29.02	29.75	30.49	31.25	32.03
	Monthly	4,127.07	4,231.07	4,336.80	4,445.00	4,556.93	4,671.33	4,787.47	4,907.07	5,030.13	5,156.67	5,284.93	5,416.67	5,551.87
Annually	49,524.80	50,772.80	52,041.60	53,352.00	54,683.20	56,056.00	57,449.60	58,884.80	60,361.60	61,880.00	63,419.20	65,000.00	66,622.40	
Water Distribution Operator III Customer Service Rep/Accounting Tech. III	3													
	Per Hour Rate	27.36	28.04	28.74	29.46	30.20	30.96	31.73	32.52	33.33	34.16	35.01	35.89	36.79
	Monthly	4,742.40	4,860.27	4,981.60	5,106.40	5,234.67	5,366.40	5,499.87	5,636.80	5,777.20	5,921.07	6,066.40	6,220.93	6,376.93
Annually	56,908.80	58,323.20	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,641.60	69,326.40	71,052.80	72,820.80	74,651.20	76,523.20	
Water Distribution Lead Accounting Lead	4													
	Per Hour Rate	31.49	32.28	33.09	33.92	34.77	35.64	36.53	37.44	38.38	39.34	40.32	41.33	42.36
	Monthly	5,458.27	5,595.20	5,735.60	5,879.47	6,026.80	6,177.60	6,331.87	6,489.60	6,652.53	6,818.93	6,988.80	7,163.87	7,342.40
Annually	65,499.20	67,142.40	68,827.20	70,553.60	72,321.60	74,131.20	75,982.40	77,875.20	79,830.40	81,827.20	83,865.60	85,966.40	88,108.80	

FY19-20 Total Expenses

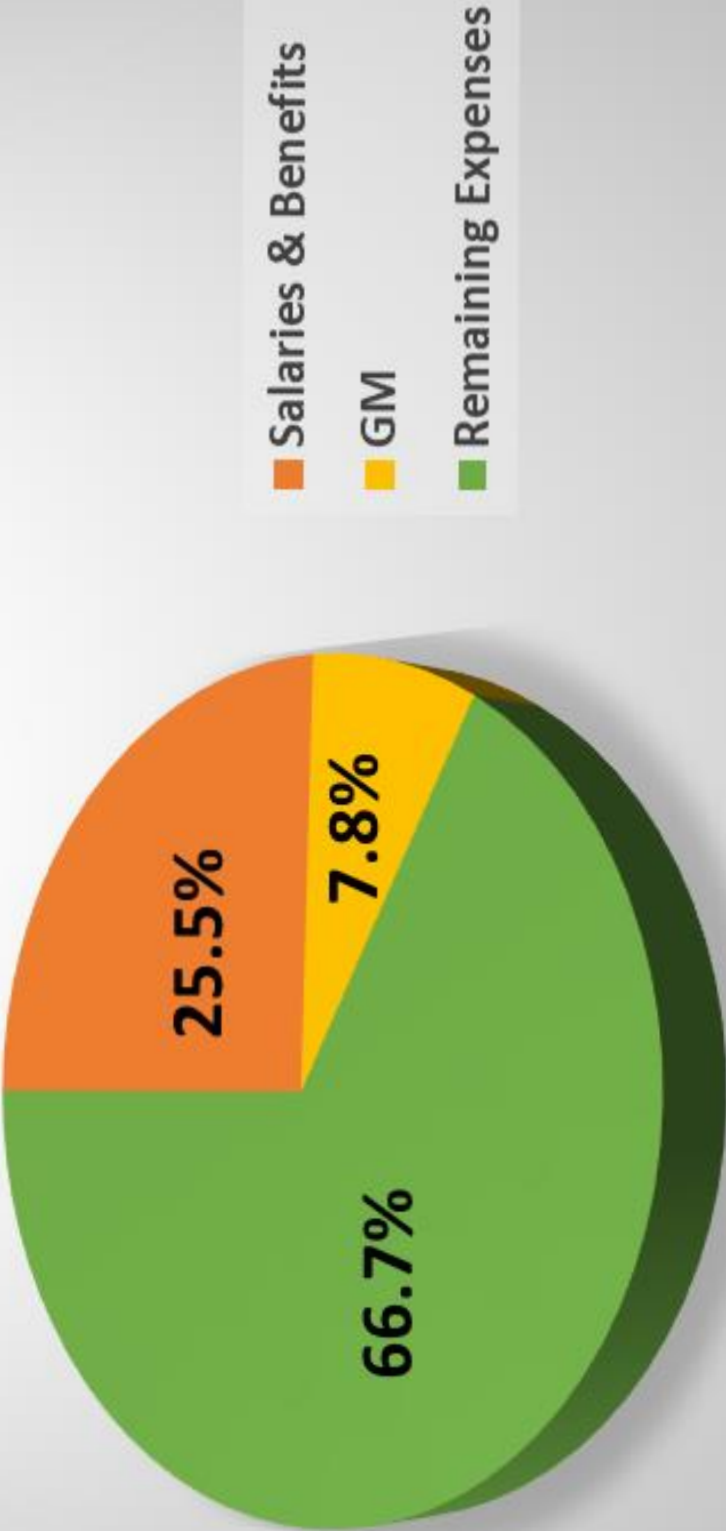


Figure 4

Total Expenses w/ 1.3% COLA & Benchmark Adjustment

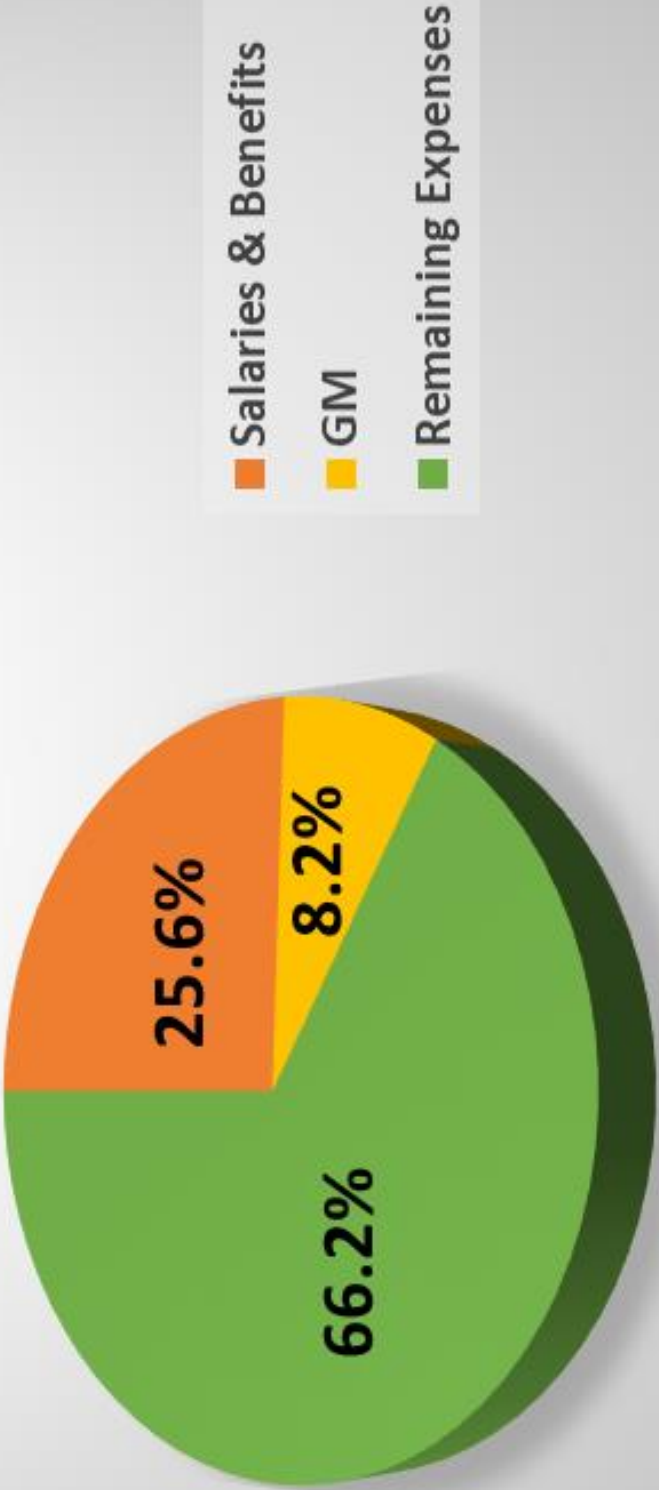


Figure 5

Figure 6
BDVWA
Salary Survey Median
Range Including
COLA 7/1/21

A **B** **C** **D** **E** **F** **G** **H** **I**

Position	C-B		D		E		F		G		H		I	
	Current Annual Salary	Current Annual Salary w/ COLA	Median Annual Salary	Increase in Salary Excluding Cola	Current PERS costs	Current PERS costs w/ COLA	Median PERS Costs	Increase in PERS	Total Cost Increase					
WDO I	\$ 36,566	\$ 36,982	\$ 43,056	\$ 6,074	\$ 3,629	\$ 3,670	\$ 4,273	\$ 603	\$ 6,677					
WDO I	35,672	36,088	43,056	6,968	3,540	3,581	4,273	692	7,660					
WDO II	46,384	46,987	49,525	2,538	4,603	4,663	4,915	252	2,790					
WDO III	56,534	57,262	58,365	1,103	5,610	5,683	5,792	109	1,212					
WDO Lead	75,650	76,633	77,875	1,242	7,508	7,605	7,728	123	1,365					
AT I/CSR	36,982	37,523	43,056	5,533	3,670	3,724	4,273	549	6,082					
AT II/CSR	44,158	44,720	49,525	4,805	4,382	4,438	4,915	477	5,282					
AT III/CSR	60,882	61,672	62,858	1,186	6,042	6,120	6,238	118	1,304					
	\$ 392,828	\$ 397,867	\$ 427,316	\$ 29,449	\$ 38,984	\$ 39,484	\$ 42,407	\$ 2,923	\$ 32,372					

Per Prior Scenario w/ WDO II 437,612
 Cost Savings Salary \$ 10,296

Per Prior Scenario w/ WDO II 43,429
 Cost Savings PERS \$ 1,022

Total Cost Increase	\$ 32,372
Less Total Cost Savings (Salary+PERS)	(11,318)
Net Cost Increase	\$ 21,054

CHART 1

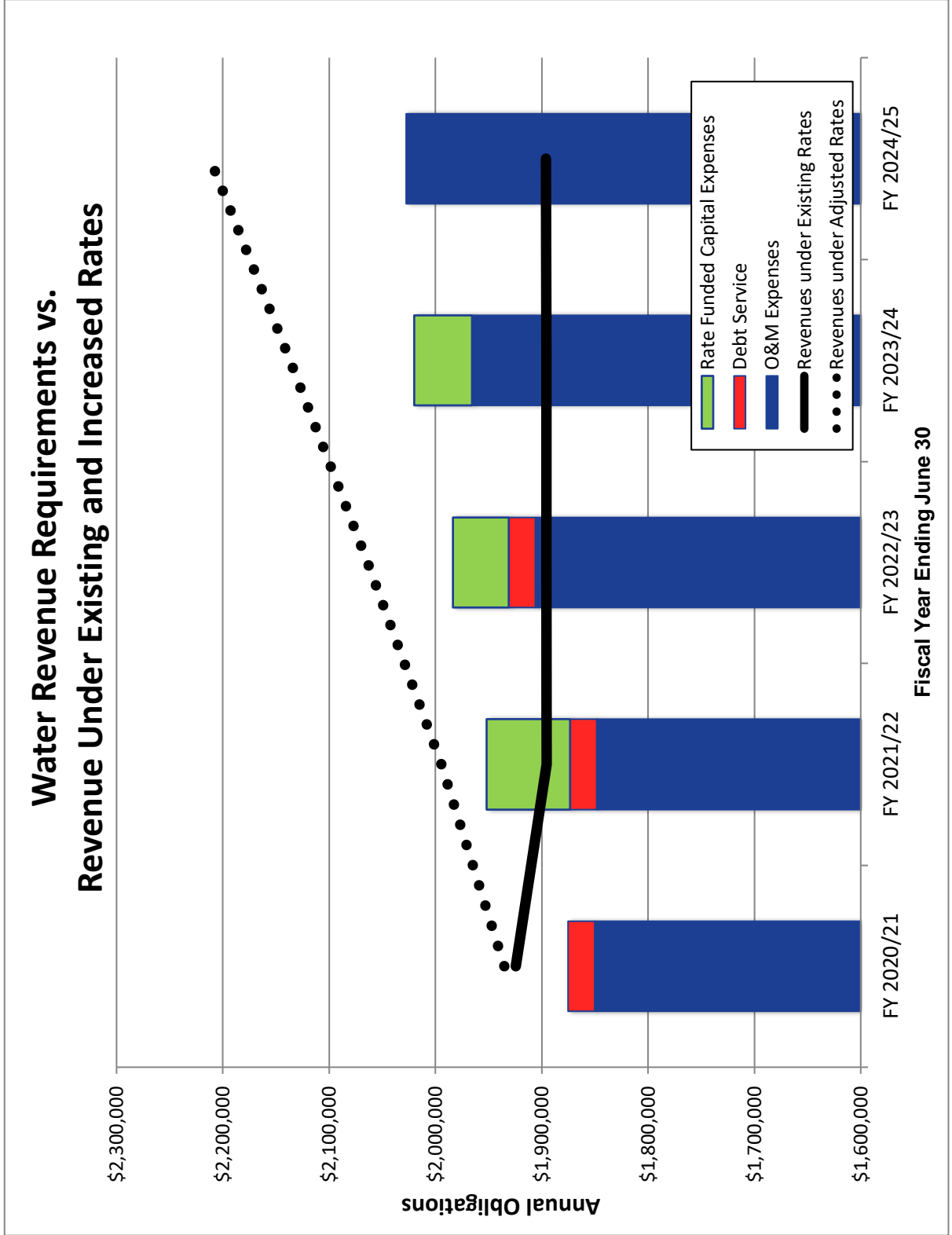
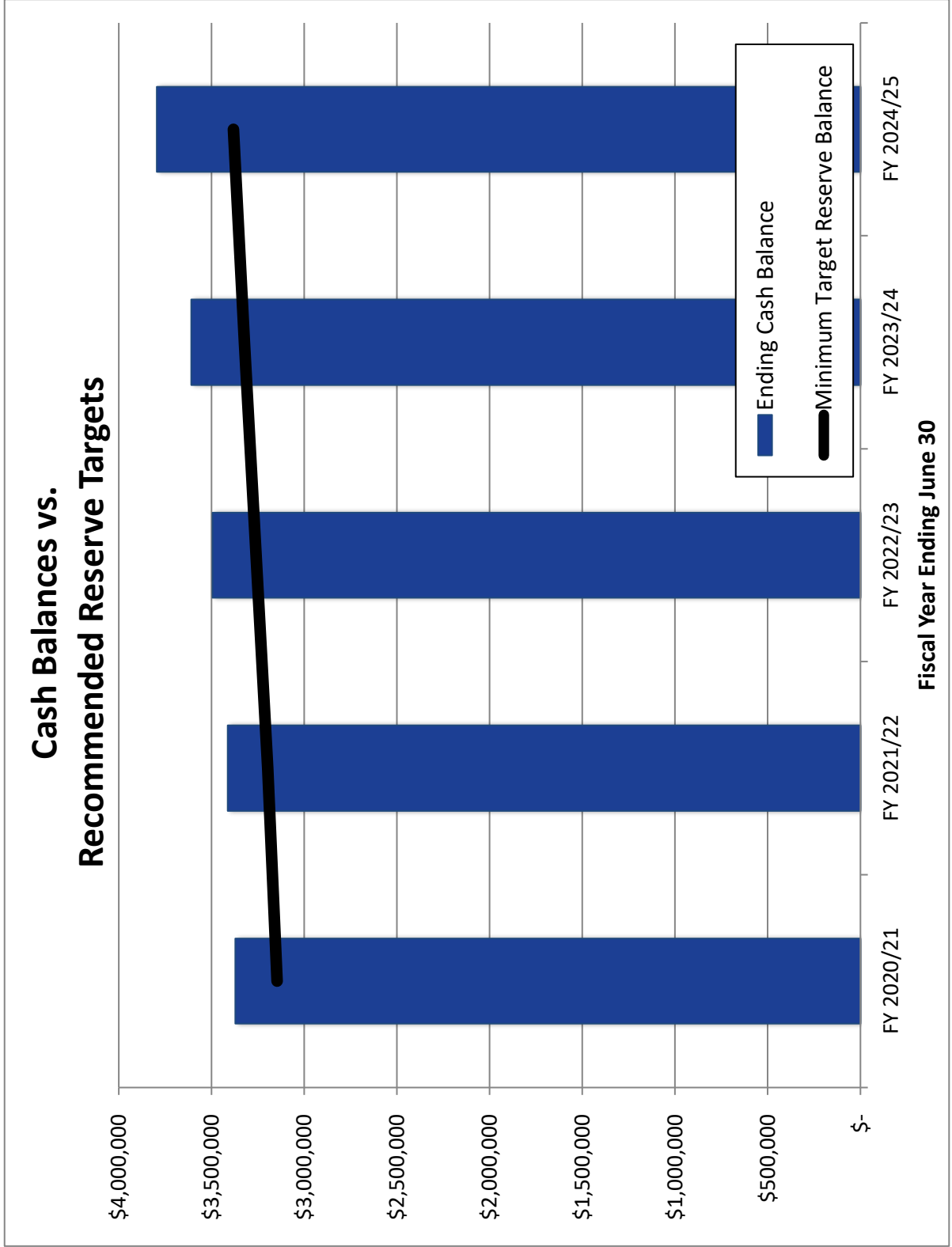
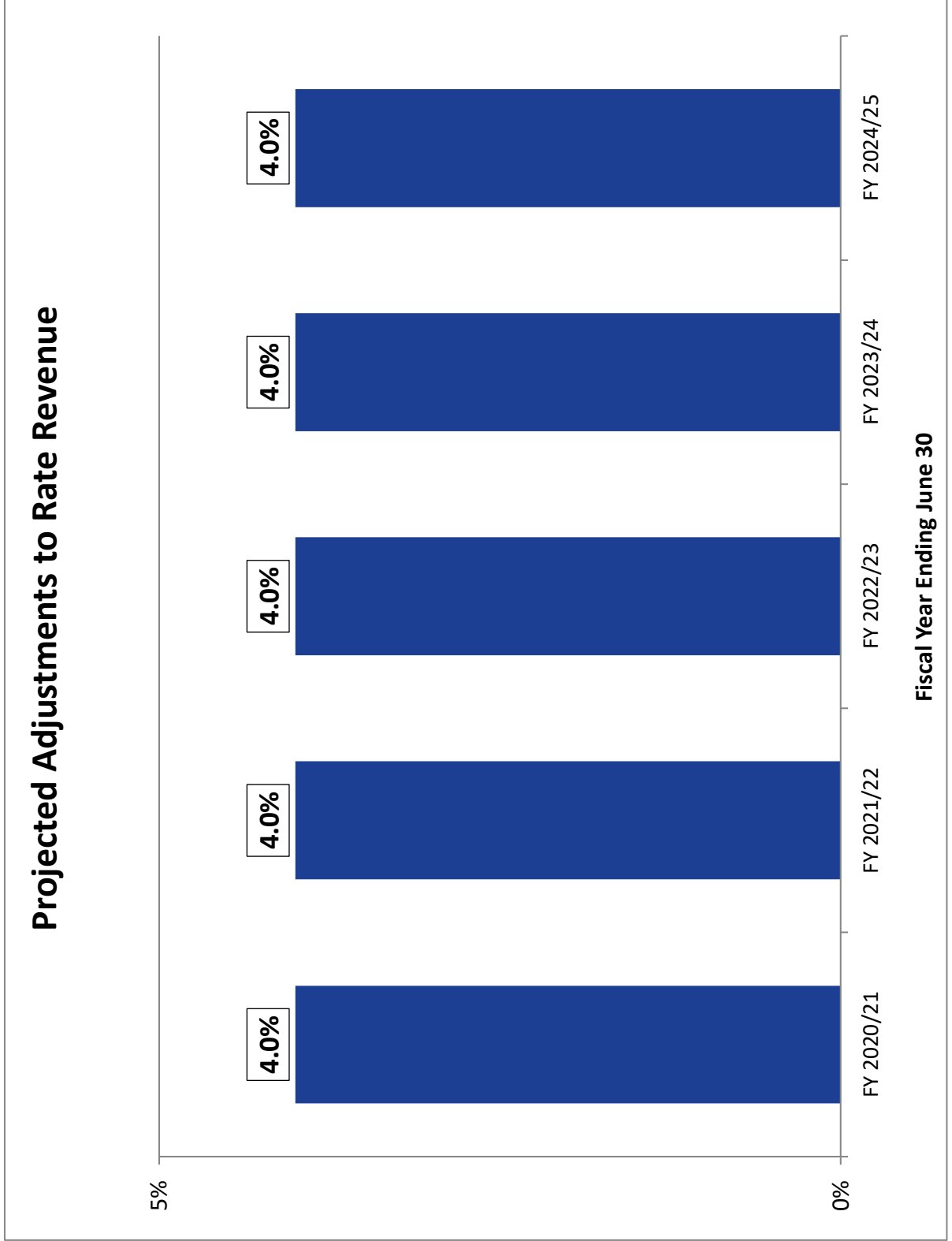


CHART 2



**BIGHORN DESERT WATER AGENCY
WATER RATE STUDY
Rate Adjustment Charts and Report Tables**

CHART 3



**ATTACHMENT A
FISCAL YEAR 2020/21
BDVWA EMPLOYEE RANGE AND STEP SCALE
3.0% COLA STAFF/ 1.6% COLA GENERAL MANAGER**

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
1	Per Hour Rate	14.27	14.63	15.00	15.38	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19
	Monthly	2,473.47	2,535.87	2,600.00	2,665.87	2,731.73	2,799.33	2,868.67	2,939.73	3,012.53	3,087.07	3,165.07	3,244.80	3,326.27
	Annually	29,681.60	30,430.40	31,200.00	31,990.40	32,780.80	33,592.00	34,424.00	35,276.80	36,150.40	37,044.80	37,980.80	38,937.60	39,915.20
2	Per Hour Rate	15.15	15.53	15.92	16.32	16.73	17.15	17.58	18.02	18.47	18.93	19.40	19.89	20.39
	Monthly	2,626.00	2,691.87	2,759.47	2,828.80	2,899.87	2,972.67	3,047.20	3,123.47	3,201.47	3,281.20	3,362.67	3,444.60	3,528.27
	Annually	31,512.00	32,302.40	33,113.60	33,945.60	34,798.40	35,672.00	36,566.40	37,481.60	38,417.60	39,374.40	40,352.00	41,371.20	42,411.20
3	Per Hour Rate	18.76	19.23	19.71	20.20	20.71	21.23	21.76	22.30	22.86	23.43	24.02	24.62	25.24
	Monthly	3,251.73	3,333.20	3,416.40	3,501.33	3,589.73	3,679.87	3,771.73	3,865.33	3,962.40	4,061.20	4,163.47	4,267.47	4,374.93
	Annually	39,020.80	39,998.40	40,996.80	42,016.00	43,076.80	44,158.40	45,260.80	46,384.00	47,548.80	48,734.40	49,961.60	51,209.60	52,499.20
4	Per Hour Rate	24.62	25.24	25.87	26.52	27.18	27.86	28.56	29.27	30.00	30.75	31.52	32.31	33.12
	Monthly	4,267.47	4,374.93	4,484.13	4,595.80	4,711.20	4,829.07	4,950.40	5,073.47	5,200.00	5,330.00	5,463.47	5,600.40	5,740.80
	Annually	51,209.60	52,499.20	53,809.60	55,161.60	56,534.40	57,948.80	59,404.80	60,881.60	62,400.00	63,960.00	65,561.60	67,204.80	68,889.60
5	Per Hour Rate	26.38	27.04	27.72	28.41	29.12	29.85	30.60	31.37	32.15	32.95	33.77	34.61	35.48
	Monthly	4,572.53	4,686.93	4,804.80	4,924.40	5,047.47	5,174.00	5,304.00	5,437.47	5,572.67	5,711.33	5,853.47	5,999.07	6,149.87
	Annually	54,870.40	56,243.20	57,657.60	59,092.80	60,569.60	62,088.00	63,648.00	65,249.60	66,872.00	68,536.00	70,241.60	71,988.80	73,798.40

General Manager
By Contract w/provisions for COLA
Per Hour Rate N/A
Monthly N/A
Annually 158,567.12
adopted 4/25/2017

APPENDIX C
BDVWA Employee Handbook

COLA and Range & Step Scale Adopted by Resolution No. 20R-13 May 26, 2020

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

Page 1 of 5
Status: Non-Exempt

Summary

Under general direction of the General Manager, the Water Distribution Operator (WDO Level I to III) routinely performs a variety of semi-skilled and routine assignments related to installation, maintenance and repair of the Agency's water distribution system as well as install, repair, overhaul, operate and monitor water pumps, controls, recording devices, valves, chlorinators and related parts of the water production system. Performs meter reading, meter maintenance and repair, customer service, facilities and grounds maintenance and other duties as assigned.

Position Title

Title and salary range of the individual is commensurate with the following factors: skills and abilities as well as education, training and experience level. Regarding internal promotions the overall performance of the individual; demonstrated independent judgment and degree of supervision required will also be considered.

Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties but may have "lead" and/or training responsibilities.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Water Distribution System:

- Repairs, installs and maintains distribution and transmission pipe networks including but not limited to: water mains, service connections, fire hydrants, air/vacuum valves and meters on a scheduled or emergency basis.
- Operates, repairs and maintains manual and automated valves such as gate, globe, ball, check, and butterfly type valves.
- Digs, backfills and compacts trenches by operating tractors, trucks, rollers, jackhammers, backhoes, compressors, and loaders. Repairs damaged roads.
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting and cement work, using power and hand tools.
- Locates and marks or relays information concerning location of District's facilities for Underground Service Alert (USA) activities.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
11-25-17

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 1 of 6
Status: Non-Exempt

Summary

Supervision of the Accounting Technician/Customer Service Representative (AT/SCR) varies from close to limited with increasing job complexity (AT/CSR Range I to III). Routinely performs a variety of moderately complex and occasionally highly complex accounting duties related to Accounts Payable, Accounts Receivable, Personnel, General Office Administration and Public Relations. Performs Customer Service duties on a daily basis. Performs confidential customer service, administrative and clerical functions.

Position Title

Title and salary range of the individual is commensurate with the following factors: skills and abilities as well as education, training and experience level. Regarding internal promotions the overall performance of the individual; demonstrated independent judgment and degree of supervision required will also be considered.

Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties but may have "lead" and/or training responsibilities.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Accounts Receivable:

- Prepares meter reading "books" for collection of meter readings. Prepares and distributes customer bills for water services, in a timely manner, based on meter usage data and application of approved rate structure.
- Ages accounts, applies delinquent charges, manages delinquent account notifications, and annually conducts processes and procedures for placing liens on property tax rolls for delinquent accounts.
- Maintains accurate customer accounts by posting records that reflect refunds, deposits, voids, customer inquiries and other account activity.
- Coordinates with others to balance monthly accounts receivable records to General Ledger.
- Makes appropriate account adjustments, maintains accounts receivable records/journals and audits the meter reading Exceptions Report and Billing Register journals. Maintains documents.
- Investigates and resolves (or makes recommendations) regarding variances from Rules and Regulations. Issues Service Orders for field investigation and resolution. Closes Service Orders, tracks responses and maintains records; coordinates related office/field correspondence, providing prompt follow-up contact with customers orally or in writing.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
Page 2 of 6

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 2 of 6
Status: Non-Exempt

Accounts Payable:

- Maintains Accounts Payable database and files.
- Gathers, assembles, tabulates, checks, verifies, prepares and inputs all paperwork required to process accounts payable for payment (i.e. review for correctness) against estimates and contracts. Prepares checks, obtains signatures and distributes payments to vendors and others.
- Processes documents involved in financial transactions and financial recordkeeping.
- Provides reconciliation and review of A/P Journals and related General Ledger accounts.
- Prepares and distributes Form 1099 annually.

Accounting:

- Performs accounting tasks (low to moderately complex depending on position title assigned) including regular analysis and reconciliation of revenue, expenditure and balance sheet accounts. Works with other accounting staff to balance accounts receivable database records and journals to General Ledger.
- Ensures timely and accurate posting to the General Ledger and researches information for adjustments to General Ledger. Makes appropriate periodic journal entries at month-end and year-end closings.
- Reconciles Agency bank accounts monthly.
- Prepares monthly and year-end financial statements including balance sheet, income statement, and supporting ledgers and journals in an accurate and timely manner. Prepares and maintains spreadsheet analyses and reports.
- Monitors and makes recommendations for cash flow requirements.
- Performs periodic internal audits of accounting records to assure adequate controls.
- Prepares special reports for the State of California, management staff and the Board of Directors.
- Performs special analytical studies as directed by the General Manager.
- Provides assistance with annual audit, interfacing with outside auditors and preparing audit schedules as required. Prepares the annual audit binder including reconciliation of all accounts. Assists with analysis, preparation and presentation of the Agency budget and audit.
- Maintains Job Cost accounting database and files.
- Maintains inventory database and files. Assists field representative to reconcile periodic inventory count. Prepares and inputs all paperwork required to add inventory purchased and remove inventory used.
- Maintains fixed asset database and files. Sets up, calculates and monitors annual fixed asset depreciation; adjusts for new or retired assets as appropriate.
- Maintains and processes Petty Cash disbursements and replenishments.

Purchasing:

- Monitors and maintains adequate inventory of general office and field supplies. Includes specialty items or services.
- Obtains quotes and requisitions supplies and services as needed. Makes recommendations on new products and services related to Agency operations.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
Page 3 of 6

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 3 of 6
Status: Non-Exempt

Payroll:

- Gathers, organizes, and prepares a variety of information for the preparation of the Agency's payroll. Prepares and processes payroll for agency employees.
- Audits time records for accuracy and proper distribution of costs.
- Prepares and posts payroll distribution to general ledger. Provides reconciliation and review of journal and related general ledger accounts. Post time-off accruals to the general ledger.
- Audits and reviews payroll data concerning benefits (ie. co-pays, vacation, sick leave balances). Researches and corrects payroll discrepancies. Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for Agency staff.
- Prepares and distributes payments to insurance agencies, CalPers, EDD, garnishments and others receiving monies from payroll withholdings.
- Prepares and distributes Form W-2 annually.

Customer Service:

- Performs cashier duties: handles cash, accepts and inputs payments. Maintains assigned cash drawer in an accurate and accountable manner. Compiles and verifies accuracy of bank deposits.
- Deals with customers and others in a courteous and professional manner using phone, e-mail, fixed frequency radio and face-to-face interactions with walk-in public.
- Communicates account status and Agency Rules & Regulations to customers.

Office Administration:

- Administrative support to General Manager and Board of Directors as needed. Read and analyze incoming documents and determine their significance and Plan their distribution/execution. Prepares Public Information Request responses in compliance with the Public Records Act.
- Prepares meetings notices and agendas in compliance with the Brown Act. Assembles staff information for agenda. Attends night meetings; takes and prepares minutes of meetings. Acts a primary point-of-contact for those attending meetings.
- Composes resolutions, ordinances and other agency documents. Maintains/updates Minute, Resolution and Ordinance library, Motion Order Index and other related Board records including Form 700, Conflict of Interest Code and other filings. Prepares typed correspondence, enters data and maintains files as directed.
- Assists with administration of employee benefits programs.
- Researches, prepares reports, and makes presentations and recommendations on special projects as assigned. Compiles and distributes Agency newsletters, and outreach materials to the public. Arranges and attends off-site public relations functions (including after hours functions).

Other Duties:

- Understands and abides by Agency Rules and Regulations for Water Service.
- Other duties as assigned including outside/field activities (customer water surveys, meter "bench" testing, turn on/off's, off-site Public Relations functions, etc.).
- General office maintenance and cleaning as needed.
- Coordinating travel arrangements for Board of Directors and staff.
- Banking, mail and other miscellaneous errands.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
Page 38 of 71

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 4 of 6
Status: Non-Exempt

Lead Responsibilities:

- Answers technical accounting and customer service questions of staff.
- Directs other staff in proper procedures for accounting.
- Assists in cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other finance staff.
- May organize and coordinate daily accounting functions and assignments of others.

Safety:

- Coordinates safety training classes; maintains safety training schedules and files.
- Assists with administration of OSHA requirements.
- Follows proper safety practices at all times. Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

Job Requirements

Education, Training & Experience:

- Any combination of experience, education and/or training that would provide the required knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities to advance from Level I would be:
 - Level I:
 - Graduation from high school or equivalent.
 - Up to three (3) years accounting or business administration experience.
 - Level II:
 - Accounting emphasis: Three (3) to five (5) years accounting experience. Experience in governmental accounting highly desirable. Administrative emphasis: Three (3) to five (5) years government administrative experience with increasing responsibility in clerical systems and office procedures.
 - College level course work (ie. accounting, business, public administration and/or communications).
 - Level III
 - Accounting emphasis: Minimum 5 years of government accounting experience including familiarity in computerized accounting systems, accounts payable, payroll, and general ledger. Administrative emphasis: Minimum 5 years of government administration experience including thorough knowledge of pertinent federal, state and local codes and regulations as it pertains to the procedures, responsibilities and operations of the Board of Directors. Advanced knowledge of clerical systems and office procedures.
 - AA Degree in Accounting or Bachelor's degree in accounting, business, public administration or communications is highly desirable.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
Page 28 of 71

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 5 of 6
Status: Non-Exempt

Skills and Abilities:

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently and productively when completing work tasks.
- Prioritization, organization, and coordination skills. Use independent judgment and exercise initiative in daily work activities.
- Ability to interpret and apply Agency rules, policies, and procedures governing the accounting process.
- Ability to responsibly and accurately perform semi-skilled to skilled bookkeeping functions and the most skilled financial record keeping functions using independent judgment.
- Responsible for safeguarding confidential information (customer, personnel, administrative records) obtained in connection with his or her employment.
- Knowledge of principles and practices of accounts payable, accounts receivable, payroll, and general ledger.
- Proficient, effective and accurate at using word processing, presentation and spreadsheet software; using 10-key adding machines by touch; and familiar with governmental accounting software which includes accounts payable, payroll and accounting systems.
- Ability to understand and carry out verbal instructions.
- Knowledge of laws, ordinances, statutes, regulations of the management of a water agency; controlling the preparation of and maintenance of accounting records including issuance of payroll.
- Work with vendors to resolve payment issues.
- Knowledge of general and subsidiary ledger functions and requirements.
- Ability to read and understand water agency terminology.
- Ability to read and understand accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to maintain accurate records.
- Ability to recommend improvements in Accounting Technician job-related policies and procedures.
- Know safety standards and requirements.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32
Page 3 of 6

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 6 of 6
Status: Non-Exempt

Physical:

- Subject to reasonable accommodation in accordance with the requirements of applicable law.
- Possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis.
- Ability to bend, twist, turn, push, pull, stoop, kneel, crouch and reach routinely, as well as perform repetitive motion tasks.
- Sits for extended time periods and uses office equipment such as computer keyboards and terminals, telephones, 10-Key adding machine, copiers and fax machines on a regular basis.
- Communicates orally in face-to-face, one-to-one and group settings or utilizing cellular telephones and fixed frequency radios to communicate.
- Requires normal range hearing and vision with or without correction.
- Travels by automobile in conducting Agency Business.

Other:

- Maintain valid California Class C Driver's License.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, evening meetings, and periodic travel.
- Notary Public Commission beneficial.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

Page 2 of 5
Status: Non-Exempt

- Responsible for proper on-site procedure and set-up of traffic control functions.
- Maintains and repairs vehicles as well as all field equipment or makes recommendations and facilitates such repairs.
- Assists in information gathering pertaining to fire flows, will serve letters, facility upgrades and project plans and specifications.
- Ensures proper parts and material are obtained for assigned tasks.

Water Production System:

- Performs a variety of skilled and/or semi-skilled monitoring, maintenance, installation, testing and repair on water pumps, control systems, recording devices, motors, valves and chlorinators of the water production system on a scheduled or emergency basis.
- Maintains and ensures the adequate supply of water in reservoirs and the Agency water system. Manages energy usage and responsible for compliance with "Time-of-Use" schedules.
- Collects water samples for lab analysis in compliance with state and federal rules, regulations and standards; completes and submits documentation pertaining to water quality regulatory requirements; assesses system water quality and makes appropriate adjustments, including the use of chemicals, to assure public safety. Calculates dosages.
- Operates, maintains and monitors water production equipment such as boosters, wells, reservoirs, and pressure reducing/sustaining stations. Operates equipment necessary for maintaining water production facilities including pumps and emergency generators.
- Adjusts and changes pump and motor lubrication such as, but not limited to, pump packing, motor oil, well shaft oil, and greased bearings and joints.
- Performs water table depth measurements and records findings.
- Works on energized 480 V three phase related equipment.
- Inspects for cross connection and backflow requirements. Administers backflow program.
- Compiles memoranda, data reports, written correspondence, develops written procedures related to departmental needs and requirements. Interprets maps and provides direction to complex problems with multiple variables.
- Operates and maintains telemetry control systems and their associated components.

Inventory:

- Monitors and maintains adequate inventory of water system parts and supplies. Includes specialty parts and supplies not included in formal inventory counts.
- Obtains quotes and requisitions inventory as needed. Makes recommendations on new products and services related to operation and maintenance of water system.
- Assists accounting staff to reconcile periodic inventory count. Prepares and submits all paperwork required to add inventory purchased and remove inventory used.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

Page 3 of 5
Status: Non-Exempt

Field Services Duties:

- Reads and records residential and commercial meter readings manually or using an electronic recording device.
- Provides customer service; handles, prioritizes and completes Service Orders and interacts with customers regarding water quality, billing, and field service duties, including but not limited to, turn-on/lock-offs, leak repair, pressure checks, taste and odor complaints and meter repair/replacement. Communicates politely with customers.

Other Duties:

- Coordinates work of outside contractors as related to departmental needs and requirements.
- Understands and abides by Agency Rules and Regulations for Water Service.
- Acquires and records data by hand or through the operation of various data collection devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA) systems; online analyzers; Geographical Information System (GIS); and District atlas maps.
- Performs general housekeeping in shop and yard; facility maintenance and grounds keeping.
- Completes necessary forms and reports and computer data entry. Communicates using written and computerized methods such as email, word processing, spreadsheet or other customized software programs.
- Maintains necessary supplies, tools and equipment in Agency vehicle. Maintains District records.
- Attends meetings and off-site training as required.
- Recommends improvements in job-related policies and procedures.
- Completes regularly on-call duty. Responds to after-hours emergencies.

Lead Responsibilities (WDO II or WDO III):

- Answers technical questions from staff.
- Assists with cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other field staff.
- May organize and coordinate daily functions and assignments of others.

Safety:

- Proper knowledge of safety practices and safety gear. Follows proper safety practices at all times. Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

Page 4 of 5
Status: Non-Exempt

Education, Training & Experience: The position of Water Distribution Operator I/ II/ III requires the following knowledge:

- Graduation from high school or equivalent. Advanced course work in water distribution or water treatment science highly desirable.
- Laws, rules, regulations and principles of work safety. Proper work safety standards.
- Proper procedure in the utilization of Underground Service Alert.
- Safe application and handling of chemicals and other hazardous materials.
- Basic (WDO I) to expert (WDO III) knowledge in the operation and maintenance of a water distribution system and water production operations which includes SCADA and RTU programming and troubleshooting.
 - Basic (WDO I) to expert (WDO III) knowledge of state and federal water regulations.
 - Basic (WDO I) to expert (WDO III) knowledge of distribution system parts and materials.
 - Basic (WDO I) to expert (WDO III) knowledge of valve operation, maintenance and repair.
 - Basic (WDO I) to expert (WDO III) knowledge in the operation and transport of heavy equipment.
 - Basic (WDO I) to expert (WDO III) knowledge of operator math and concepts.
- Customer service techniques.
- Satisfactory knowledge in the use and application of common and specialized computer software.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Skills and Abilities:

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently and productively when completing work tasks.
- Prioritization, organization, and coordination skills. Use independent judgment and exercise initiative in daily work activities.
- Understand and carry out oral and written instructions.
- Safe operation and use of all power tools, hand tools, heavy equipment and motor vehicles.
- Read and interpret plans and drawings. Solve shop and field arithmetic.
- Troubleshoot and repair pump and electrical problems satisfactorily.
- Use computer systems and software packages related to the needs of the Agency.
- Basic (WDO I) to expert (WDO III) knowledge of water distribution system best practices.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

Page 5 of 5
Status: Non-Exempt

- Ability to read basic (WDO I) to complex (WDO III) literature. Compile clear and concise reports of operations, job reports, summary reports and memorandum as directed.
- Maintain accurate records and accurately record data.

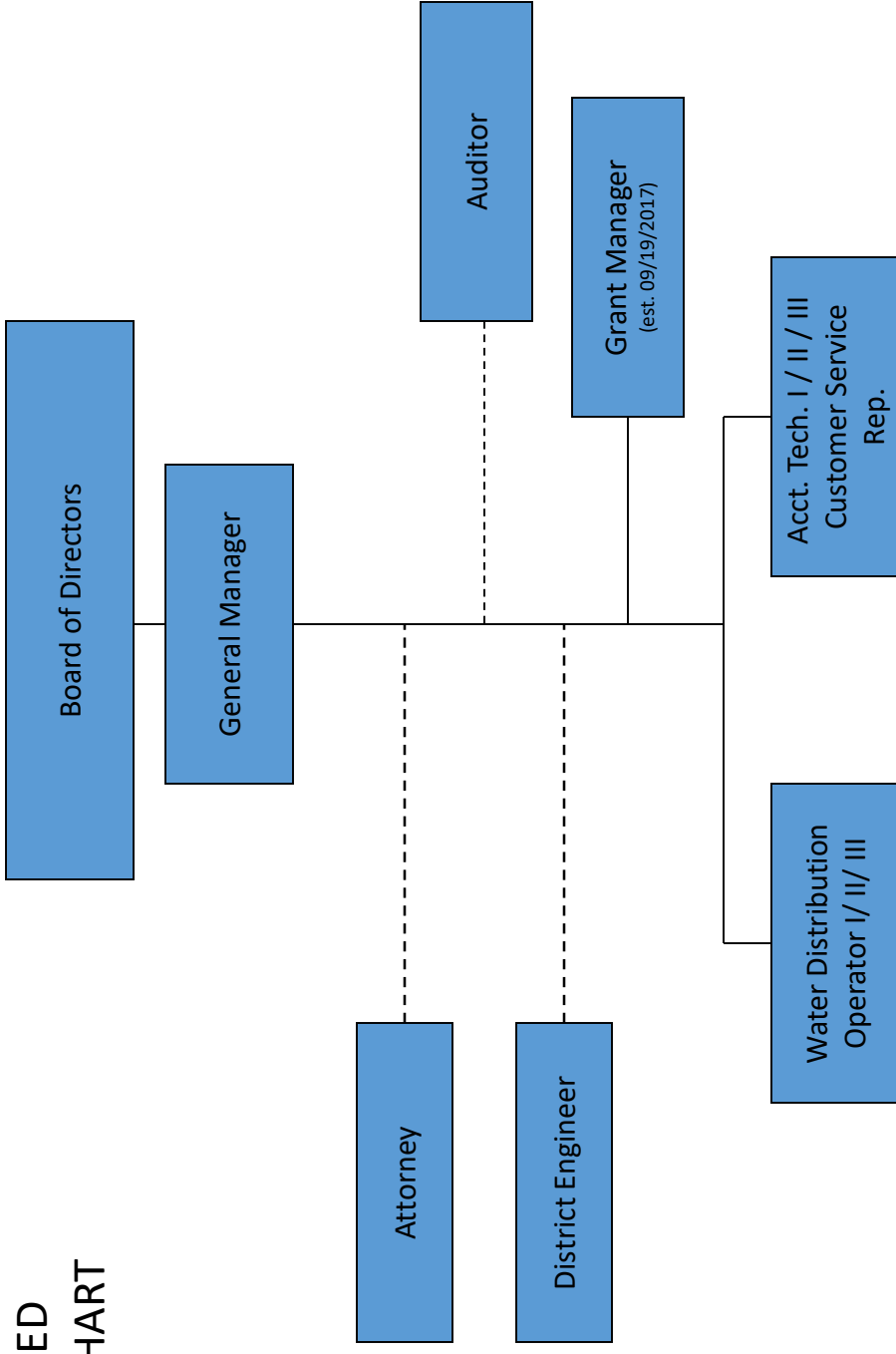
Physical Requirements: Subject to reasonable accommodation in accordance with the requirements of applicable law. The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Operates Agency vehicles and equipment in distribution system construction, maintenance and repair work.
- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery or erratically moving surfaces or uneven terrain.
- Works in an environment with exposure to dust, dirt and significant temperature changes between hot and cold.
- Communicates orally in face-to-face, one-to-one and group settings or utilizing cellular telephones and fixed frequency radios.
- Uses office equipment such as computer terminals and software common to the industry, copiers and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision with normal ranges with or without correction.
- Climbs to heights in excess of 40 feet.

Special Requirements:

- Water Distribution Operator I requires state certification at level D1 within 18 months of employment. Advancement to Water Distribution Operator II requires state certification level of D2 and treatment certification T1 AND two (2) to three (3) years relevant work experience with increasing responsibilities. Advancement to Water Distribution Operator III requires state certification level of D3 and treatment T2 AND three (3) to five (5) years relevant work experience with increasing responsibilities.
- All Water Distribution Operator classifications require the appropriate Class A driver's license or, in the case of entry level Water Distribution Operator I, ability to obtain within 18 months.
- Work around and tolerate chlorine and other associated chemicals used in water treatment.
- Work with high voltage electricity.
- This is a Safety-Related position subject to random drug and alcohol testing per Agency policy.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, periodic meetings, and periodic travel.

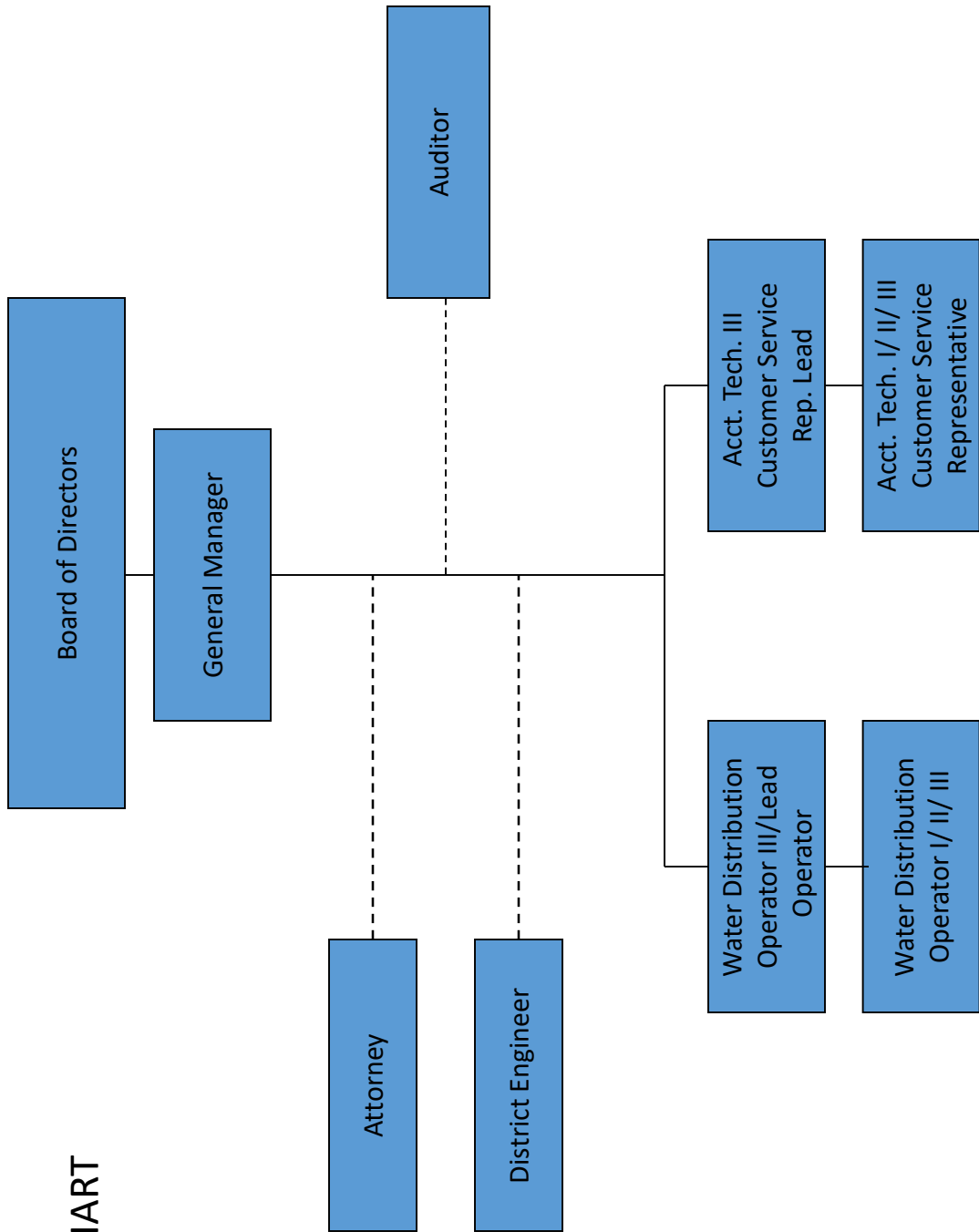
**CURRENTLY APPROVED
ORGANIZATIONAL CHART**



Total positions authorized = 3
 • Total allowable Level II = 3
 • Total allowable Level III = 3

Total positions authorized = 3
 • Total allowable Level II = 3
 • Total allowable Level III = 3

PROPOSED ORGANIZATIONAL CHART



Total positions authorized = 5

Total positions authorized = 3

Item # 2

Consider Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Non-Exempt Employees in the Range of 1.3% to 3.0% to be Incorporated into the Fiscal Year 2021/22 Operating Budget

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

Meeting Date: June 23, 2021

To: Board of Directors

Budgeted: TBD by this action

Budgeted Amount: 1.3% COLA est.

\$5,350/3.0% COLA est. \$11,800

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Consider Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Non-Exempt Employees in the Range of 1.3% to 3.0% to be Incorporated into the Fiscal Year 2021/22 Operating Budget

SUMMARY

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment (COLA) to the adopted “Range and Step Scale” each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

For calendar year 2020, the Board of Directors approved a Cost-of-Living Adjustment of 3.0% for staff and 1.6% for the General Manager. For comparison, the 2019 Social Security Cost-of-Living Adjustment was 2.8%.

The 2021 Social Security Cost-of-Living Adjustment is 1.3% (Notice attached). A 1.3% COLA would lead to a projected increase in total non-exempt salary of approximately \$5,350 in fiscal year 2021/22. A 3.0% COLA is estimated at \$11,800 for Fiscal Year 2021/22.

Prior to adopting the final Fiscal Year 2021/22 Operating Budget staff is looking for direction from the Board on the percentage Cost-of-Living adjustment. Per the Employee Handbook the proposed increase would be 1.3% for all non-exempt staff. The General Manager is excluded from this decision.

Since the Finance Committee did not concur on a recommendation for the COLA, staff is seeking final direction from the full Board prior to adopting the final budget for Fiscal Year 2021/22.

Based on the Board’s decision on June 23rd the official Resolution adopting the approved COLA will be brought back to the Board for approval along with the appropriate Range and Step Scale made part of the action.

RECOMMENDATION

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

1. Motion to Adopt Resolution No. 21R-XX Authorizing a Cost-of-Living percentage adjustment to the “Range and Step Scale” for all non-exempt employees of the Bighorn-Desert View Water Agency and amending Appendix C of the Employee Handbook as referenced and setting the effective date of any such adjustment to July 3, 2021.

BACKGROUND/ANALYSIS

Per the Employee Handbook,

the Board, at its discretion, may grant a percentage cost of living adjustment (COLA) to the Range and Step Appendix B each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

The 2021 Social Security Cost-of-Living Adjustment is 1.3% (attached). Therefore, per the Employee Handbook the proposed increase would be 1.3% for all non-exempt staff. However, Director McBride has asked staff to present a 3.0% option to the full Board. Director McKenzie did not concur with the 3.0% recommendation. Therefore, this item is before the Board without unanimous consensus of the Finance Committee.

For calendar year 2020, the Board of Directors approved a Cost-of-Living Adjustment of 3.0% for staff and 1.6% for the General Manager. For comparison, the 2019 Social Security Cost-of-Living Adjustment was 2.8%.

As part of the same action, the Board is authorizing the publication of the Range and Step Scale (Appendix C of the Employee Handbook). This action then complies with the California Code of Regulations Section 570.5 and the California Public Employees Retirement System (CalPERS) require that, annually, the Board adopt a “Publically Available Pay Schedule”.

PRIOR RELEVANT BOARD ACTION(S)

5/19/2021 Finance Committee: Draft report *Non-Exempt Employee Salary Benchmark Survey*, including Cost-of-Living Adjustment and Recommendations for Incorporation into the Fiscal Year 2021/22 Budget.

5/26/2020 Motion No. 20-038 Motion to adopt Resolution No. 20R-13 Authorizing a Cost-of-Living Adjustment to the Range and Step Scale for All Employees of the Bighorn-Desert View Water Agency (3.0% all staff/1.6% general manager) and Amending Appendix C of the Employee Handbook as Reference and Setting the Effective Date as July 4, 2020.

4/28/2020 Motion No. 20-030 Motion to approve a Cost-of-Living Adjustment for regular staff in the amount of 3.0% and the General Manager in the amount of 1.6%. West was directed to return to the Board with a Resolution authorizing a Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Employees of the Bighorn-Desert View Water Agency and Amending Appendix C of the Employee Handbook as Referenced and Setting the Effective Date of Any Such Adjustment

3/26/2019 Motion No. M19-015 Board authorized a Cost-of-Living adjustment of 2.8% for staff and 2% for General Manager and **M19-015 Resolution No. 19R-01** Authorizing the Cost-of-Living percentage adjustments to the Range and Step Scale (incorporated by reference as Appendix C of the Employee Handbook) effective July 6, 2019.

Press Release

Tuesday, October 13, 2020
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 1.3 Percent Benefit Increase for 2021

Social Security and Supplemental Security Income (SSI) benefits for approximately 70 million Americans will increase 1.3 percent in 2021, the Social Security Administration announced today.

The 1.3 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 64 million Social Security beneficiaries in January 2021. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2020. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$142,800 from \$137,700.

Social Security and SSI beneficiaries are normally notified by mail starting in early December about their new benefit amount. Most people who receive Social Security payments will be able to view their COLA notice online through their personal *my* Social Security account. People may create or access their *my* Social Security account online at www.socialsecurity.gov/myaccount.

Information about Medicare changes for 2021, when announced, will be available at www.medicare.gov. For Social Security beneficiaries receiving Medicare, Social Security will not be able to compute their new benefit amount until after the Medicare premium amounts for 2021 are announced. Final 2021 benefit amounts will be communicated to beneficiaries in December through the mailed COLA notice and *my* Social Security's Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola.

Item # 3

Public Budget Workshop – Fiscal Year
2021/22 Budget Cycle and Resolution No.
21R-XX Fixing and Adopting the Agency
Budget for FY2022/22

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

Meeting Date: June 23, 2021

To: Board of Directors

Budgeted: FY2021/22 Budget Approval Requested

Budgeted Amount: See Attached

Cost: N/A

Funding Source: Operating Budget

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

**Subject: Public Budget Workshop – Fiscal Year 2021/22 Budget Cycle and Resolution No. 21R-XX
Fixing and Adopting the Agency Budget for FY2022/22**

SUMMARY

Staff recognizes that the Board will be considering action on the benchmark survey and the final COLA just prior to the adoption of the budget so attached is a full budget document based on the concurrence of the Finance Committee to recommend the *Non-Exempt Employee Salary Benchmark Survey* (May 2021) conclusions for Range and Scale adjustments and a Cost-of-Living Adjustment (COLA) of at least 1.3%.

There is second budget summary based on a COLA of 3.0%. Vice President McBride requests the Board consider an additional adjustment of 1.7% to the COLA based on current trends on inflation and the current projection for the 2022 Social Security COLA of 4.7%.

The overall difference between these two budgets is 0.4%.

Staff is suggesting there is sufficient information being provided for the Board to adopt a budget but this item could also be deferred to the next meeting should a different recommendation be preferred.

RECOMMENDATION

That the Board take the following action:

1. Close Public Budget Workshop and adopt Resolution No. 21R-XX Fixing and Adopting the Agency Budget for FY2021/22.

BACKGROUND/ANALYSIS

Full Budget document and alternative budget summary attached.

PRIOR RELEVANT BOARD ACTION(S)

Annual Action of the Board

RESOLUTION NO. 21R-XX

**A RESOLUTION FIXING AND ADOPTING THE AGENCY
BUDGET FOR THE FISCAL YEAR 2021-2022 FOR THE
BIGHORN-DESERT VIEW WATER AGENCY**

WHEREAS, annually the Agency Board of Directors adopts an annual budget prior to the beginning of the Fiscal Year.

BE IT RESOLVED, by the Board of Directors of the Bighorn-Desert View Water Agency, County of San Bernardino, California, that the budget for the Fiscal Year 2021-22 for the Bighorn-Desert View Water Agency is hereby fixed and adopted as shown on Exhibit "A", attached hereto and by reference made a part thereof.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 23rd day of June 2021.

By _____
John Burkhart, President of the Board

ATTEST:

JoMarie McKenzie, Secretary of the Board

Official Seal



EXHIBIT "A"

DRAFT FISCAL YEAR

2021/22 OPERATING BUDGET

W/ BENCHMARK ADJUSTMENTS TO NON-EXEMPT EMPLOYEE SALARY
W/ 1.3% COST-OF-LIVING ADJUSTMENTS TO NON-EXEMPT EMPLOYEE SALARY

BIGHORN-DESERT VIEW WATER AGENCY

Approved XXXXX
Resolution No. XXXXXX

FISCAL YEAR 2021/22
DRAFT

SUMMARY	
	FY 2021/22
TOTAL REVENUE	\$ 2,106,100
OPERATING REVENUE	\$ 1,830,862
<i>ADMINISTRATION EXPENSE</i>	\$ 914,311
<i>OPERATION EXPENSE</i>	\$ 772,504
<i>DIRECTOR EXPENSE</i>	\$ 45,000
<i>NET Operating Revenue Projection (Gain/Loss)</i>	\$ 99,047
NON-OPERATING REVENUE - Property Tax/Standby/ Basic Facilities Charge	\$ 275,238
<i>NET Non-Operating Revenue Projection (Gain/Loss)</i>	\$ 275,238
FY2021/22 PROJECTED REVENUE (Gain/Loss)	\$ 374,285
<i>Total FY Projected Revenues</i>	\$ 2,106,100
<i>Total FY2021/22 Projected Expenses</i>	\$ 1,731,815
<i>Gain / Loss</i>	\$ 374,285
<i>Percentage Net Revenue after Expenses</i>	17.8%
FY2021/22 CAPITAL IMPROVEMENT PROJECTS/ INVESTMENTs	\$ 922,500
<i>FY2021/22 NET GAIN / LOSS PROJECTION</i>	(448,215)

REVENUE SUMMARY	
	FY 2021/22
Description	Includes Rate Increase approved 4/2021
OPERATING REVENUE	
Metered Water Sales - Tier 1	\$ 701,282
Metered Water Sales - Tier 2	\$ 104,395
Basic Service Charge	\$ 926,835
Other Operating Income	\$ 33,350
Interest Income Unrestricted	\$ 65,000
Water Sales from Ames	\$ -
Grants and Funding Partners	Prop. 1 and Colo. DAC (see CIP Worksheet)
Subtotal	\$ 1,830,862
NON-OPERATING REVENUE	
Stand-By Income W-1	\$ 55,000
Predicted Lien Receipts (DQ, Pen, Int)	\$ 28,500
General Tax Income (portion of 1%)	\$ 173,000
Subtotal	\$ 256,500
NON-OPERATING REVENUE - New Connections	
Meter Connect Fees (SL Install Fees - pass thru)	\$ 3,590
Basic Facilities Charge (Capacity Fee)	\$ 18,738
Subtotal	\$ 22,328
Total Revenue	\$ 2,109,690

FISCAL YEAR 2021/22
DRAFT

ADMINISTRATIVE EXPENSE		
GL Account	Description	FY 2020/21
Operating Administrative Expenses		
01-01-560030	Administrative Compensation	\$ 348,743.00
01-01-560060	Contractual Services- Auditor	\$ 19,860.00
01-01-560070	Contractual Services- Legal	\$ 30,000.00
01-01-560075	Legislative Affairs	\$ -
01-01-560080	PERS Contribution	\$ 92,433.00
01-01-560090	Payroll Tax	\$ 16,620.00
01-01-560110	Telephone & Fax	\$ 5,650.00
01-01-560120	Mailing Expenses	\$ 1,500.00
01-01-560140	Contractual Services- Other	\$ 95,300.00
01-01-560160	Property/Liability Insurance	\$ 53,455.00
01-01-560170	Workers Comp. Insurance	\$ 10,500.00
01-01-560180	Dues & Subscriptions & Annual Fees	\$ 16,500.00
01-01-560200	Power/Propane - Office & Yards	\$ 9,500.00
01-01-560220	Bad Debt Expense	\$ 1,500.00
01-01-560221	Bad Debt Expense - Uncollected Liens	\$ 1,500.00
01-01-560300	Office Supplies/Printing	\$ 9,000.00
01-01-561000	Employee Benefits Insurance	\$ 165,000.00
01-01-561100	Employee Education	\$ 10,000.00
Non-Operating Administrative Expenses		
01-00-562000	Office Equipment Expense	\$ 5,000
01-00-563000	Customer Relations	\$ 4,250
01-00-564000	Other Administrative Expenses	\$ 7,500
01-00-581000	Elections Costs	\$ -
01-00-593000	Misc Expenses	\$ 500
Total Administrative Expense		\$914,311

FISCAL YEAR 2021/22
DRAFT

OPERATIONS EXPENSE		
		FY 2021/22
GL Account	Description	
01-05-541020	Operations Staff Compensation	\$290,602
01-05-541030	Uniforms	\$7,950
01-05-541060	Vehicle/Tractor/Equip Expense	\$30,000
01-05-541070	Vehicle Expense- Fuel	\$33,700
01-05-541090	Field Materials and Supplies	\$75,000
01-05-541110	Water Testing	\$10,252
01-05-541120	Engineering	\$60,000
01-05-541140	Water System Repairs	\$75,000
01-05-541141	Excavation Permit Fees (CoSB)	\$500
01-05-541150	Building Maintenance/Repair	\$15,500
01-05-541190	Communications Expense	\$7,000
01-05-541210	Disinfection Expense	\$15,000
01-05-541250	Power- Wells/Booster Pumps	\$90,000
01-05-541300	Other Operations Expense	\$12,000
01-05-542000	Water Purchases	\$50,000
	Total Operations Expense	\$772,504

DIRECTOR EXPENSE		
GL Account	Description	FY 2022/22
01-09-560021	Director - McBride	\$ 9,000
01-09-560027	Director - J. Burkhart	\$ 9,000
01-09-560028	Director - McKenzie	\$ 9,000
01-09-560029	Director - Close-Dees	\$ 9,000
01-09-560030	Director - Dicht	\$ 9,000
TOTAL DIRECTOR EXPENSE		\$ 45,000

FISCAL YEAR 2021/22
DRAFT

DEBT EXPENSE			
GL Account	Description	FY 2020/21 Future per Debt Service Schedule	Possible Payment Future per Debt Service Schedule
01-00-223000	BHM ID 1 Debt Principal	\$ -	\$ -
01-00-570000	BHM ID 1 Debt Interest Payment	\$ -	\$ -
01-00-211010	DV Debt Principal	\$ -	\$ -
01-00-591000	DV Debt Interest Payment	\$ -	\$ -
01-00-573500	MWA Pipeline Debt	\$ -	\$ 75,000
01-00-573501	MWA Pipeline Debt ID GM	\$ -	\$ -
BDVWA Total Debt Expense		\$ -	\$ 75,000
N/A	W1 Debt Principal + Interest	Debt Service Collected & Paid by CoSB	
TOTAL		\$ -	\$ 75,000
<p>Notes:</p> <p><i>Bighorn-Mountains Debt Retired June 30, 2019</i></p> <p><i>Desert View Debt Retired June 30, 2020</i></p> <p><i>ID Goat Mtn Debt Retired June 30, 2019</i></p> <p>Morongo Pipeline Debt payments scheduled to end June 30, 2019. MWA stops collection in favor of Property Tax Assessment. May see final due in 22/23 if undercollected.</p>			

EXPENSE DETAILS

GL Account	LINE ITEM DESCRIPTION	BUDGET DETAILS FROM FY019/20 BUDGET (Not yet updated)					2021/22 Proposed Budget	Budget Notes
		2019/20 Actual Expenditures	2020/21 Approved Budget	current YTD amount 5/31/2021 (92%)	current 2020/21 YTD status 5/31/21 (92%)			
NON-OPERATING EXPENSES								
01-00-562000	OFFICE EQUIPMENT EXPENSE	\$ 13,407	\$ 10,000	\$ 11,113	111%	\$ 5,000.00	Reduce budget as no anticipated hardware upgrades needed. Windows 10 office furniture: \$0, software license updates: Itron Software annual \$1500, Anti-virus - security multiyear) \$1000, misc: \$\$ added	
01-00-563000	CUSTOMER RELATIONS	\$ 3,951	\$ 3,800	\$ 686	18%	\$ 4,250.00	FY 2020/21 Budget not met due to COVID. Expect more participation in FY2021/22	
01-00-564000	OTHER ADMIN EXPENSES	\$ 12,098	\$ 7,500	\$ 10,974	146%	\$ 7,500.00	Some fees recoverable from the Lien Process. Staff pursuing Notary Public certification to reduce offsite notary services	
01-00-581000	ELECTION COSTS	\$ -	\$ 2,500	\$ 262	10%	\$ -	no election in FY2021/22	
01-00-593000	MISC EXPENSES	\$ (1,218)	\$ 500	\$ (309)	-62%	\$ 500.00	Acct used for unclaimed funds to Agency and other misc expenses/rev & unreconciled BR transactions	

see Debt Summary Worksheet for non-operating expenses related to debt service

ADMINISTRATIVE EXPENSES

01-01-560030	ADMINISTRATIVE COMP	\$ 312,661	\$ 307,871	\$ 277,603	90%	\$ 348,743.00	includes 1.3 % Staff COLA, Benchmark adjustments and any projected merit increases for staff and projected OT, GM contract approved 11/2020, Fifth year of 5-year contract w/Fedak & Brown Line inc. CalPERS GASB68 Report
01-01-560060	CONTRACTUAL SERVICES- AUDITOR	\$ 23,070	\$ 21,165	\$ 12,523	59%	\$ 19,860.00	
01-01-560070	CONTRACTUAL SERV- LEGAL	\$ 41,856	\$ 20,000	\$ 14,184	71%	\$ 30,000.00	Increased budget based on change in legal counsel in FY2021/22
01-01-560075	LEGISLATIVE AFFAIRS - Community Water Systems Alliance	\$ 1,337	\$ 10,000	\$ 10,141	101%	\$ 10,000.00	Membership for FY2021/22
01-01-560080	PERS CONTRIBUTION	\$ 95,154	\$ 100,000	\$ 86,927	87%	\$ 92,433.00	based on # EE per program and the CalPERS Valuation Report of June 15, 2021 response to Add'l Discretionary Payment of \$214,510 authorized by the BOD on June 8, 2021. \$100,000 deposit PARS 115 Trust and Additional \$100,000 ADP put in CIP
01-01-560090	PAYROLL TAXES	\$ 8,323	\$ 15,703	\$ 14,187	90%	\$ 16,620.00	Based on projected salary
01-01-560110	PHONE, FAX LINES, INTERNET	\$ 7,794	\$ 9,085	\$ 6,868	76%	\$ 5,650.00	New VOIP phone system reduced Frontier costs
01-01-560120	MAILING EXPENSE	\$ 1,477	\$ 1,500	\$ 1,062	71%	\$ 1,500.00	rolling the same Budget

GL Account	LINE ITEM DESCRIPTION	2019/20 Actual Expenditures	2020/21 Approved Budget	current YTD amount 5/31/2021 (92%)	current 2020/21 YTD status 5/31/21 (92%)	2021/22 Proposed Budget	Budget Notes
	BUDGET DETAILS FROM FY019/20 BUDGET (Not yet updated)						
01-01-560140	CONTRACTUAL SERV- OTHER	\$ 87,815	\$ 78,500	\$ 87,727	112%	\$ 95,300.00	Estimated costs w/bank fees and outsourced billing budgets offset by revenue from earnings credits (in lieu of cash interest)
01-01-560160	PROPERTY/LIABILITY EXPENSE	\$ 148,628	\$ 67,230	\$ 61,628	92%	\$ 53,455.00	JPRIMA insurance 12-month premium, FY2021/22 would be prorated at \$40,174 b/c April 1 is renewal date. Savings is approximately \$27,000 over SDRMA
01-01-560170	WORKERS COMP INS	\$ 6,422	\$ 12,606	\$ 12,875	102%	\$ 10,500.00	JPRIMA insurance lower premium than SDRMA. Savings is approx. \$2,500
01-01-560180	DUES & SUBSCRIPTIONS and ANNUAL FEES	\$ 12,989	\$ 17,850	\$ 17,191	96%	\$ 16,500.00	Adjust budget based on actual trends.
01-01-560200	POWER / PROPANE - OFFICE & YARDS	\$ 8,038	\$ 8,200	\$ 7,141	87%	\$ 9,500.00	project from increasing SCE costs
01-01-560220	BAD DEBT EXPENSE	\$ 1,888	\$ 1,500	\$ 1,216	81%	\$ 1,500.00	This is the true bad debt, lost receipts. A roll-up of deleted accounts under \$125, etc.
01-01-560221	BAD DEBT - UNCOLLECTABLE LIENS	\$ 593	\$ 5,000	\$ -	0%	\$ 1,500.00	Adjust down based on trends
01-01-560300	OFFICE SUPPLIES/ PRINTING	\$ 10,630	\$ 8,500	\$ 9,526	112%	\$ 9,000.00	Current year increased spending on COVID supply stocks. Increase based on actual prior year expenses. Copies cost offset by earnings credits revenue
01-01-561000	EMPLOYEE BENEFITS INS	\$ 142,938	\$ 155,000	\$ 131,199	85%	\$ 165,000.00	Based on projected staffing census and est. 10% increase 1/1/2022,
01-01-561100	EMPLOYEE EDUCATION	\$ 18,543	\$ 15,000	\$ 7,235	48%	\$ 10,000.00	includes 1 EE projected college reimbursement, planned non-routine Emergency Response and safety training for staff, staff training/conferences

OPERATIONS EXPENSES

01-05-541020	OPERATIONS COMPENSATION	\$ 314,002	\$ 326,155	\$ 288,583	88%	\$ 290,602.00	includes 1.3 % Staff COLA and Benchmark adjustments plus any projected merit increases per EE, Standby and OT at avg. hourly rate.
01-05-541030	UNIFORMS	\$ 6,366	\$ 6,750	\$ 5,236	78%	\$ 7,950.00	Based on Staff and current costs,
01-05-541060	VEHICLE/TRACTOR/ EQUIP EXPENSE	\$ 17,682	\$ 30,000	\$ 23,968	80%	\$ 30,000.00	roll same budget, expect non-routine main. For generators and tractor.
01-05-541070	VEHICLE EXPENSE- FUEL	\$ 35,304	\$ 36,750	\$ 27,970	76%	\$ 33,700.00	Based on prior year actual with 12%

GL Account	LINE ITEM DESCRIPTION	BUDGET DETAILS FROM FY019/20 BUDGET (Not yet updated)	2019/20 Actual Expenditures	2020/21 Approved Budget	current YTD amount 5/31/2021 (92%)	current 2020/21 YTD status 5/31/21 (92%)	2021/22 Proposed Budget	Budget Notes
01-05-541090	FIELD MATERIAL & SUPPLIES	All materials and supplies used in the maintenance of the water distribution system, safety/traffic control and small tools.	\$ 55,580	\$ 75,000	\$ 43,159	58%	\$ 75,000.00	Increase \$5,000 for projected increased costs of supplies, and labor
01-05-541110	WATER TESTING	Samples as required by Approved Sampling Plan includes but not limited to BacT, Gen. Phy. And Plate Counts, Nitrates all wells, Misc. T22 (EDB/DBCP, Inorganics, Secondary GP, TDS, THM/HAA5), GA/Ur, Lead&Copper, 1,2,3-TCP	\$ 10,787	\$ 12,000	\$ 19,730	164%	\$ 10,252.00	based on long-term sampling schedule which varies year to year
01-05-541120	ENGINEERING	Engineering consultant services	\$ 24,455	\$ 60,000	\$ 2,866	5%	\$ 60,000.00	
01-05-541140	WATER SYSTEM REPAIRS	Routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, airvac valves, etc.	\$ 97,036	\$ 70,000	\$ 54,717	78%	\$ 75,000.00	Increase \$5,000 for projected increased costs of supplies, and labor
01-05-541141	EXCAVATION PERMIT FEES (CoSB)	CoSB Excavation Permit fees for BDVWA maintenance	\$ 201	\$ 500	\$ 201	40%	\$ 500.00	rolling the same budget
01-05-541150	BUILDING REPAIR AND MAINT	Trash and dump fee \$1500, Apple Valley Comm. \$600, Alarm Main/upgrades \$2000, fire extinguisher maintenance \$800, safety and emergency supplies \$1500, cleaning service \$3500, landscape main. \$1,000. Non-routine maintenance items (one time expense) \$2500; Asphalt crack repair \$5000	\$ 11,401	\$ 15,500	\$ 10,668	69%	\$ 15,500.00	roll same budget
01-05-541190	COMMUNICATIONS EXP	AT&T Cell phones or EE cell phone stiepend and SCADA (internet link and data) - JV Well 10 MSM	\$ 6,083	\$ 6,700	\$ 5,806	87%	\$ 7,000.00	project slight increase in costs of service
01-05-541210	DISINFECTION EXPENSE	Chlorine, disinfection equipment and maintenance and testing supplies	\$ 9,543	\$ 15,000	\$ 11,095	74%	\$ 15,000.00	rolling the same budget
01-05-541250	POWER WELLS & BOOSTER	Based on FY2020/21 trends and motor replacement project.	\$ 84,606	\$ 75,000	\$ 73,131	98%	\$ 90,000.00	Based on trends
01-05-541300	OTHER OPERATING EXPENSES	SWRCB GW Extraction filing fee \$550, bee service \$800, DPH (DHS) - \$4500 (est. annual base fee), AQMD fuel tanks permit (fuel, generator, etc) \$2000, Haz mat permit fees Co Fire \$2000, Misc. \$800	\$ 8,554	\$ 11,650	\$ 11,115	95%	\$ 12,000.00	Anticipate increased DPH annual fee for increased active meters.
01-05-542000	WATER PURCHASES	State Water Project purchases for recharge at AMES / Reche. Expense becomes inventory until used or sold.	\$ 44,240	\$ 45,000	\$ 45,150	100%	\$ 50,000.00	Expense goes to Inventory on Balance Sheet. FY2020/21 water price \$645 water price will continue to rise.

DIRECTOR EXPENSES

01-09-560021	DIRECTOR - McBride	Includes Director Payroll and Other Expenses	\$ 5,253	\$ 9,020	\$ 4,169	46%	\$ 9,000.00	use same budget
01-09-560022	DIRECTOR - Cori-Lorono	Includes Director Payroll and Other Expenses	\$ 7,371	\$ 3,000	\$ 2,698	90%	\$ -	Director Resigned
01-09-560026	DIRECTOR - Coulombe	Includes Director Payroll and Other Expenses	\$ 5,086	\$ 1,020	\$ 732	72%	\$ -	Director Resigned
01-09-560027	DIRECTOR - J. Burkhardt	Includes Director Payroll and Other Expenses	\$ 6,700	\$ 9,020	\$ 5,580	62%	\$ 9,000.00	use same budget
01-09-560028	DIRECTOR - McKenzie	Includes Director Payroll and Other Expenses	\$ 5,720	\$ 9,020	\$ 3,891	43%	\$ 9,000.00	use same budget
01-09-560029	DIRECTOR - Close-Dees		n/a	\$ 7,000	\$ 1,923	27%	\$ 9,000.00	use same budget
01-09-560030	DIRECTOR - Dicht		n/a	\$ 7,000	\$ 1,434	20%	\$ 9,000.00	use same budget

GL Account	LINE ITEM DESCRIPTION	BUDGET DETAILS FROM FY019/20 BUDGET (Not yet updated)	2019/20 Actual Expenditures	2020/21 Approved Budget	current YTD amount 5/31/2021 (92%)	current 2020/21 YTD status 5/31/21 (92%)	2021/22 Proposed Budget	Budget Notes
01-01-560090	DIRECTOR PAYROLL TAXES	Included in 01-01-560090 line item.		n/a				Director Payroll Taxes are in 01-01-560090 (Payroll Taxes)
TOTAL EXPENSES			\$ 1,719,195	\$ 1,710,095	\$ 1,425,781		\$ 1,731,815	

REVENUE DETAILS						
GL ACCOUNT	DESCRIPTION	ADDITIONAL INFORMATION	2017/18 Actual Revenue	2018/19 Actual Revenue	2019/20 Actual Revenue	Final Budget 2020/21
						No rate increase approved
01-00-410000	SERVICE LINE INSTALLATION FEE- Revenues to cover the actual cost of customer ordered service line installation.	Estimate 1 service line installations with 1-in meter @ \$1370 ea	\$ 17,850	\$ 14,280	\$ 35,620	\$ 3,590
01-00-410010	BASIC FACILITIES CHARGE- This fee is charged to brand new service line customers as a "buy-in" to the system already partially funded by previous and current customers.	\$14,143 from July 12 forward	\$ 45,950	\$ 36,760	\$ 125,060	\$ 9,190
01-00-411000	METERED WATER CONSUMPTION SALES CHARGES- Total revenues from the sales of water to metered customers routes 01 - 16 (Bighorn, Desert View and ID Goat Mountain Service Areas) and all bulk accounts.	Projected metered sales 97% of prior 12 months sales	\$ 659,000	\$ 660,378	\$ 722,672	\$ 674,677
NEW GL	METERED WATER CONSUPTION TIER 2: Represents the estimated portion of consumption sales that is related to the additional cost of supply. In other words to supplement purchases of SWP from MWA for recharge at Ames/Reche	see Water Rate Study Report Received/Filed February 2021 . First year est.				
01-00-412000	GOAT MTN. STANDBY/ WATER AVAILABILTY CHARGE - Per acre charge for water availability assessed through the annual tax bill on all parcels within Improvement District Goat Mountain which do not have a service connection. Coded on the property tax apportionment schedule as UD82-SW01.		\$ 55,347	\$ 59,233	\$ 61,288	\$ 55,000
01-00-413000	BASIC SERVICE CHARGE- Bi monthly billing to cover fixed O&M costs plus capital projects (non-specified funds)	Estimate based on actual number of meters paying BSC (e.g. less those that continue to go to property lien)	\$ 901,047	\$ 949,380	\$ 1,000,103	\$ 940,440
01-00-414000	INCOME JV BULK WATER SALES: money from cash sales at JV metering station		\$ 453	\$ 2,497	\$ 5,181	\$ 3,500
01-00-417000	INCOME OTHER- Delinquent water billing revenues, unlock charges, non sufficient funds check charges, scrap metal sales, customer PIR fee, account setup charges. NEW SB 998 FEES. (Hang Tags, Lock Fees)	COVID halted lockoffs, it was unknown revenue projection prior as well.	\$ 58,015	\$ 61,121	\$ 55,754	\$ 60,000
01-00-419000	AMES BASIN WATER TRANSFERS - Exchange of water in storage to other interested parties.		\$ -		\$ 1	\$ 1
01-00-492050	PACIFIC WESTERN BANK EARNINGS CREDITS Earnings credits are recorded in Interest Income as Earnings Credits are not booked to this account any longer.	FY2021/20 Agency started using Earnings Credits again and moved cash from LAIF bec. lower interest rate	\$ 16,636	\$ 8,611	\$ 1	\$ -
01-00-491000	INCOME GENERAL TAX LEVY Bighorn Imp "A" Area 1% General Levy Share- This revenue is the portion of the County 1% tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA02.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter).	\$ 55,649	\$ 59,088	\$ 63,166	\$ 56,230
01-00-491010	INCOME BOND DEBT BH FMHA- This revenue is generated through the issuance of an annual advalorem tax and assessed to all properties within the Bighorn (north side of the Agency). Issued in 1979 for \$1,875,000 for the purpose of constructing and maintaining a water system. The 40 year term has expired and the debt has been paid. The assessments were ended but receipts are still being transmitted due to back tax payments, etc. Receipts go to General Fund for system maintenance. Coded on the property tax apportionment schedule as DA01.		\$ 188,884	\$ 13,944	\$ 1,201	\$ 1
01-00-491020	INCOME GENERAL TAX LEVY Bighorn-Desert View WA 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA01.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$ 55,284	\$ 59,356	\$ 63,637	\$ 55,300
01-00-491030	FMHA SURCHARGE-Revenues generated via the bi-monthly billing of the Desert View customers to fund the debt service for the FMHA Revenue Bond. Issued in 1979 for \$700,000 for the purpose of constructing a water system. The 40 year term expired and the debt has been paid.		\$ 50,134	\$ 50,093	\$ 50,031	\$ -
01-00-491040	INCOME GENERAL TAX LEVY Improvement District Goat Mountain (Formerly CSA70/Zone W-1) 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as UD82GA01 now GA03	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$ 25,153	\$ 26,370	\$ 28,619	\$ 24,800
01-00-492000	INTEREST INCOME- Interest revenue from our Local Agency Investment Fund account and bank earnings credit and PARS interest earnings	Interest rates down	\$ 10,997	\$ 26,370	\$ 58,287	\$ 16,000
01-00-496000	INCOME OTHER - Non-operating, including predicted PAST DUE DQ amounts for budget estimates) Used for budgetary purposes only bec. Past Due DQ/Property Tax are "booked" as receivables.	This account offsets expense account no 01-00-593000	\$ 39,521	\$ 46,940	\$ 42,379	\$ 28,500
		TOTAL w/out INSTALL	\$ 2,179,920	\$ 2,074,421	\$ 2,152,320	\$ 1,914,449

BIGHORN-DESERT VIEW WATER AGENCY			
CAPITAL AND OTHER IMPROVEMENT PROJECTS BY TYPE			
Project GL	Project Description	Funding	Amount Grant Funding
<u>OPERATIONS</u>			
	2 Trucks (Replace 2015 Tacoma and 2015 Dodge), New Transmission Ford Dump Truck		\$85,000
	C-Booster Station Upgrades		\$20,000
	Valve Turner Upgrade (Controller and other tools)		\$7,500
	Well 4 Rehabilitation		\$200,000
	Prop. 1 Planning Grant (Balance Remaining from \$500,000 Award)		\$30,000
	Goat Mountain Replacement Well/ Well Destruction - In case we go overbudget		\$100,000
	Three Exploratory Borings inc. Project Management		\$300,000
	Administration Building Roof Replacement		\$10,000
	PARS TRUST FY2020/21 Contribution (No. 3) - (Approved April 2020) Goal \$700,000. Could be reduced by 50% to account for payment to CalPERS bases in FY2020/21		\$100,000
	PERS Additional Payment (ADP) to reduce Unfunded Accrued Liability (TBD by BOD in approx. May 2022)		\$100,000
	TOTAL EXPENSE		\$922,500
	TOTAL EXPENSE (NET)		\$530,000
<u>ADMINISTRATION</u>			



EXHIBIT "A"

DRAFT FISCAL YEAR

2021/22 OPERATING BUDGET

W/ BENCHMARK ADJUSTMENTS TO NON-EXEMPT EMPLOYEE SALARY
W/ 3.0% COST-OF-LIVING ADJUSTMENTS TO NON-EXEMPT EMPLOYEE SALARY

BIGHORN-DESERT VIEW WATER AGENCY

Approved XXXXX
Resolution No. XXXXXX

SUMMARY	
	FY 2021/22
TOTAL REVENUE	\$ 2,106,100
OPERATING REVENUE	\$ 1,830,862
<i>ADMINISTRATION EXPENSE</i>	\$ 917,832
<i>OPERATION EXPENSE</i>	\$ 777,447
<i>DIRECTOR EXPENSE</i>	\$ 45,000
<i>NET Operating Revenue Projection (Gain/Loss)</i>	\$ 90,583
NON-OPERATING REVENUE - Property Tax/Standby/ Basic Facilities Charge	\$ 275,238
<i>NET Non-Operating Revenue Projection (Gain/Loss)</i>	\$ 275,238
FY2021/22 PROJECTED REVENUE (Gain/Loss)	\$ 365,821
<i>Total FY Projected Revenues</i>	\$ 2,106,100
<i>Total FY2021/22 Projected Expenses</i>	\$ 1,740,279
<i>Gain / Loss</i>	\$ 365,821
<i>Percentage Net Revenue after Expenses</i>	17.4%
FY2021/22 CAPITAL IMPROVEMENT PROJECTS/ INVESTMENTs	\$ 922,500
<i>FY2021/22 NET GAIN / LOSS PROJECTION</i>	(456,679)

Item # 4

Resignation of Director McBride and Process for Filing Vacant Board Seat

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

Meeting Date: June 23, 2021

To: Board of Directors

Budgeted: No

Budgeted Amount: \$0

Cost: \$0 (if no special election requested)

Funding Source: Operating Budget

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Resignation of Director McBride and Process for Filing Vacant Board Seat

SUMMARY

Director McBride has resigned from the Agency Board of Directors effective June 23, 2021 effective at the adjournment of the regularly scheduled January Board of Directors meeting. Her correspondence is attached.

The Board should “receive and file” the notice of resignation.

The vacancy is filled according to the procedure set forth in Government Code Section 1780.

RECOMMENDATION

That the Board take the following action:

1. Receive and file letter of resignation from Director McBride; and
2. Direct staff on one of the following procedures for filling a vacancy on the Board of Directors within sixty (60) days of the date notified of the resignation;
 - a. Direct staff to call for an election; OR
 - b. Determine to fill the vacancy by appointment; OR
 - c. Do nothing, thereby leaving decision to San Bernardino County Board of Supervisors, either to appoint or to order the agency to call an election, within ninety (90) days of the date on the notice of resignation.

BACKGROUND/ANALYSIS

The process for filling a vacancy on the Board of Directors is outlined in Government Code section 1780, which states that the Board can fill by appointment, call for an election or do nothing. In either event, the Board must make a decision within 60 days of the date on which the Agency was notified. The effective date of resignation is June 13, 2021. Sixty days thereafter falls on August 22, 2021.

“Do Nothing”:

The “do nothing” option results in the decision about which process to follow being forfeited to the Board of Supervisors. Should the Board not take action within 60 days of the resignation, then the Board of Supervisors has 90 days from the date of resignation to either appoint a person to fill the

vacancy or order the Agency to call an election. If the County Board takes no action, the Agency Board must thereafter call an election.

Staff has not investigated the date that such a Special Election would have to occur.

Call for Election:

A candidate selected mid-term for a vacancy filled by (a call for) election shall hold office for the unexpired balance of the term of office. In this case the “special” election would be called in 2021 with the term then expiring in 2022 when the next general election occurs.

Staff has not investigated the date that such a Special Election would have to occur nor has the cost of a Special Election been verified.

Appointment to Vacancy:

Filling the vacancy by appointment is the final choice. Should the Board decide that it should proceed with an appointment then staff recommends the following course of action be taken:

- Post a “Notice of Vacancy of Directorship” at the Agency routine posting locations
 - Accept applications from interested members of the community with the Board Secretary verifying candidate requirements such as residency and voter registration.
- Final candidate selection following oral interviews at a full Board meeting prior to the March 13, 2021 deadline to appoint.

A candidate appointed by the remaining Board in 2021 shall hold office until the next general election which is scheduled for November 8, 2022.

1780. (a) If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

If no applications are submitted or the Board fails to reach a majority decision on the appointment of one particular candidate then the Board can revert back to the other two choices as long as its decision is made by the August 22, 2021 deadline. In order to prevent any misunderstanding, under the appointment option, it is the Board’s sole discretion as to whether a candidate is appointed or not. In other words, if only one candidate applies the Board still has to cast a majority vote for that person to actually be appointed.

Attached is a copy of Government Code Section 1750-1752 and 1770-1782.

PRIOR RELEVANT BOARD ACTION(S)

The Board of Directors experienced mid-term vacancies in 2008, 2010, 2011, 2013 and 2021, in all cases opted to fill the vacancy by appointment.

Marina West and President Burkhart;

I am submitting my resignation as a member of the Bighorn-Desert View Water Agency Board of Directors. This Board has been a source of pride for over 14 years.

However, for health reasons, I must not live by myself.

Thank You for, what I consider, a job well done.

Michael H. McBride

June 23, 2021