



BIGHORN-DESERT VIEW WATER AGENCY

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

BOARD OF DIRECTORS' MEETING AGENDA

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

March 12, 2024
Time – 6:00 P.M.

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87192985763?pwd=ZGh5T01uUjFqUDJJeHhLaUF4Z2hjdz09>

Passcode: 197494

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 841805503

Passcode: 197494

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. **HDWD #2 Intertie (Grant No. 4600014979): Authorize Issuance of Professional Services Agreement to California Rural Water Association (CRWA) for Intertie No. 2 (BDVWA to HDWD) Pipeline Design Services at a Cost of \$50,892.**

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement with California Rural Water Association (CRWA) for engineering design services for Intertie No. 2 (BDVWA to HDWD) Pipeline at a cost of \$50,892.
2. **Review Recommendation to Authorize Issuance of Professional Services Agreement to California Rural Water Association (CWRA) for Pipeline Improvement and Consolidation (PI/C) Project Pipeline Design Services**
That the Board considers taking the following action(s):

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement to California Rural Water Association (CWRA) for engineering design services for “transmission and blending pipeline” portion of the Potable Water System Improvements & Consolidation of Water Systems (PI/C) Project at a cost of \$257,075.
3. **Review Recommendation to Authorize Issuance of Professional Services Agreement to Fomotor Engineering for Pipeline Improvement and Consolidation Project “On-Call and as-needed” Land Survey Support Services.**

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement to Fomotor Engineering for “on-call and as-needed” land survey services to support the Pipeline Improvements and Consolidation (PI/C) Project.
4. **Adopt Draft Resolution No. 24R-004 Setting the Service Line Installation Fee for Water Meter Size Ranges from 3/4-inch to 10-inch to \$2684.00**

RECOMMENDATION

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

1. Adopt Resolution No. 24R-004 Setting the Service Line Installation fee for water meter size ranges ¾-inch to 10-inch to \$2684.00

5. Consider Initiating Procedure to Implement a Cost-of-Living Adjustment (COLA) to the Board of Directors Per Diem Effective no sooner than July 1, 2024

The Board considers taking the following action(s):

1. Direct staff on whether or not to initiate the process for increasing the Board of Directors per diem compensation, via Ordinance, by five percent (5%) for fiscal year 2024/25.

6. Discussion Item – Possible Dates for Board of Directors Workshop

No Action – Information and Discussion Only

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

- a. Board Meeting Minutes
 1. February 13 2024
 2. February 27 2024
- b. Financial Statements
 1. Balance Sheet(s) – January 2024
 2. Budget Sheet(s) – January 2024
- c. Receive and File Disbursements – February 2024
- d. Service Order Report – January 2024
- e. BDV Production Report for – February 2024
- f. Goat Mountain Production Report for – February 2024
- g. Receive and File Finance (FPREP) Standing Committee Minutes for September 9, 2023.
- h. Receive and File Engineering (PLEGs) Standing Committee Minutes for October 17, 2023.

Recommended Action:
Approve as presented.

8. Matters Removed from Consent Items

9. Public Comment Period

Any person may address the Board on any matter within the Agency's jurisdiction on items not appearing on this agenda. When giving your public comment, please have your information prepared. If you wish to be identified for the record, then please state your name. Due to time constraints, each member of the public will be allotted three minutes to provide their public comment. State Law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

10. Verbal Reports – Including Reports on Courses/Conferences/Meetings.

1. General Manager Report
2. Assistant General Manager Report
3. Director Reports

11. Adjournment

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

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

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 – Second and Fourth Thursday every month (regular schedule)
- Morongo Basin Pipeline Commission Meeting – Quarterly – March, June, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Landers Association Monthly Meeting – January 8th, April 8th, July 8th, October 7th, at 5pm.

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

Meeting Date: March 12, 2024

To: Board of Directors

Budgeted: Funded thru Dept. of Water
Resources Grant No. 4600014979 (4/2023)

Cost:

Grant Budget: \$37,000

Agency Share: \$14,000 (est.)

From: Marina D. West

General Counsel Approval: Required on
Professional Services Agreement

CEQA Compliance: Notice of Determination
filed May 2021 (SCH No. 2021020354)

Subject: HDWD #2 Intertie (Grant No. 4600014979): Authorize Issuance of Professional Services Agreement to California Rural Water Association (CWRA) for Intertie No. 2 (BDVWA to HDWD) Pipeline Design Services at a Cost of \$50,892.

SUMMARY

As a Small Water System (SWS), Bighorn-Desert View Water Agency receives assistance from California Rural Water Association (CRWA) through the Mojave Water Agency Small Water Systems Program. CRWA was selected by MWA through a competitive professional service proposal process for Fiscal Year 2023/24. CWRA has been working with the SWS for many years and BDVWA has been the recipient of numerous services through CWRA Program with MWA at no cost or minimal cost.

Staff received a proposal from CRWA to advance the design of the HDWD Intertie No. 2. The proposed cost to complete the design drawings is \$50,892.

At this time, the cost liability to the Agency for the design effort would be approximately \$14,000 as the grant budgeted \$37,000 for the engineering design services. However, these costs could be covered by the grant should the overall project come in under its total budget of \$675,000 or other funds are identified.

Staff is recommending the Board authorize issuance of a Professional Services Agreement with California Rural Water Association for engineering design services for Intertie No. 2 (BDVWA to HDWD) Pipeline at a cost of \$50,892.

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement with California Rural Water Association (CRWA) for engineering design services for Intertie No. 2 (BDVWA to HDWD) Pipeline at a cost of \$50,892.

BACKGROUND/ANALYSIS

The Agency was awarded a Proposition 1/Round 2 Integrated Regional Water Management Implementation grant from the Department of Water Resources in the amount of \$675,000 to design and construct a second emergency water supply intertie with Hi-Desert Water District. This project was originally part of the overall grant application for the project known as the Potable Water Systems Improvements and Consolidation of Water Systems. However, it was not awarded under that program because the State Water Resources Control Board rejected this particular project from that grant at the time of award. However, Mojave Water Agency, through the Department of Water Resources funding pool was able to procure a grant to advance this project.

The Agency accepted the grant and this project became “Project 3: System Interconnection at Winters Road and Rainbow Road – Zone B Pumping Station on April 11, 2023.

The Board approved a contract with Monument Right-of-Way to secure easements for the larger \$11M Potable Water Systems Improvements and Consolidation of Water Systems (PI/C) Project. This Intertie No. 2 (HDWD #2) pipeline construction will be located within an easement needed for the PI/C Project. Therefore, no additional right-of-way is needed to construct this project beyond what will be secured under the Monument ROW contract.

Staff is ready to proceed with engineering design of this project and has received a proposal from California Rural Water Association for this effort. CRWA has been selected by Mojave Water Agency under a competitive process to provide such services to MWA Small Water Systems, like BDVWA, and even though BDVWA will pay the costs associated with the scope of work, we are essentially “piggy backing” onto MWA’s preferred vendor. This eliminates the need for the Agency to develop “request for proposal” documents and review and vet submitted proposals, a skill-set that a SWS doesn’t typically possess.

Due to the established working relationship with CWRA over many years now, either directly or via the Mojave Water Agency SWS Program, staff is recommending proceeding with CRWA in the design effort.

The Grant budget table currently indicates a design budget of \$37,000, therefore, the Agency’s out-of-pocket share is estimated at \$14,000. This could eventually be reimbursed should the project come under the total grant award or additional funds be secured.

Staff brought this item to the Planning/Engineering Committee meeting on February 20, 2024 with the Committee moving the item to the full Board of Directors. Staff is therefore recommending the Board authorize issuance of a Professional Services Agreement with California Rural Water Association for engineering design services for Intertie No. 2 (BDVWA to HDWD) Pipeline at a cost of \$50,892.

PRIOR RELEVANT BOARD ACTION(S)

2/20/2024 Planning /Engineering/Legislative/Grant Standing Committee – Review item and recommend agendaizing for full Board of Directors consideration.

8/9/2022 Motion No. 22-034 Resolution No. 22R-15 Attachment F5a Authorizing Resolution to apply for construction grant funding for the project identified as Potable Water Systems Improvements and Consolidation of Water Systems.

Bighorn Task 2: HDWD Intertie No. 2 Design

Project Understanding:

The Bighorn Desert View Water Agency (BDVWA) operates two public water systems that provide potable water to approximately 2,480 service connections. Prior work was completed “by others” to prioritize necessary improvements. This scope of work is focused on designing the necessary intertie pipeline from the High Desert Water District (HDWD) Intertie No. 2.

Project Approach:

CRWA’s intent is to retain the value of the previous engineering services provided to the BDVWA by adopting the 30% CADD files. Figure 1 on the following page presents the location of each alignment per phase as presented in the Zone B Blending and Transmission drawing set. CRWA has assumed that the designs of Project 2 Phase A and Project 1 may be incorporated within this drawing set to avoid the production of the additional sheets associated with presenting these designs as independent drawing sets.

The scope of work for each task is described on the following page. Production of the design drawings and specifications would follow the general milestones outlined below which consists of three submittals:

70% Design

The 70% design will include plan profile sheets using AutoCAD Civil3D presenting the basic alignment with the profile included based on additional survey work provided by BDVWA as needed and as defined by the CRWA under Task 2 below. Outline specifications will be included with this submittal.

90% Design

The 90% Design will include a substantially complete set of drawings with additional utilities shown within the plan and profile based on Utility Service Alert markings surveyed and ready for a detailed final review prior to the 100% submittal. Draft technical specifications and anticipated front end (contract) documents (to be provided by BDVWA) will be included. An engineer’s estimate of probable construction cost will be submitted with the 90% design.

100% Design

The 100% submittal will include a “bid ready” set of plans and specifications that incorporates all final comments received from BDVWA. An engineer’s estimate of probable construction cost will be submitted with the 100% design.

SCOPE OF WORK:Task 1 – Project Management

Project work will be overseen, coordinated, and directed by a designated project manager. This task will include various project management tasks including miscellaneous correspondence and related follow-up, coordination with team members, monthly invoicing, and budget tracking.

As part of the project management task CRWA will provide right-of-way (ROW) coordination with the ROW consultant contracted by BDVWA. This scope of work is limited to 10 hours of coordination by a Senior Engineer and 10 hours of coordination by an Associate Engineer for this task. Project delays or redesigns based on the ROW consultant's needs may result in additional coordination time which would be charged on a time and materials basis.

Task 2 – Data Review, Meetings, and Site Visits

Prior to commencing design work, the CRWA team will review available information, including the PER, prepared by others to develop a more intimate understanding of the long-term project objectives, identify missing information, verify right of way requirements, and determine possible additional work needed to fully comply with the grant requirements and develop a complete project. During this time, the preliminary schedule included herein will be verified and updated if necessary.

Task Deliverables:

Updated schedule and a summary memo documenting existing information and outstanding data requirements followed by an in-person kickoff meeting to discuss the memo and review the design intent of the project.

Task 3 – Project 1 HDWD Intertie No. 2 Design

This task includes preparing the design of pipeline plan and profile sheets from the BDVWA Zone B pump station site at Rainbow Road to the HDWD stub-out at Warren Vista Drive (approximately 2,200 feet along Winters Rd. from Rainbow/Surry to Warren Vista) as depicted under HDWD in the key map above. Review of the initial drawings prepared by NV5 indicate that this design has not yet been initiated.

Details regarding tie-ins at each location will be confirmed under Task 2 above.

The following is a preliminary understanding of the details concerning this design, along with a sheet list and related commentary:

Previous design efforts by NV5 present an alignment for the transmission main from the future Zone B Pump Station to Zone B (Mesa Vista X Wamego Trail) within the Zone B Blending and Transmission Pipelines drawings but do not include any draft sheets for the interconnection between the existing HDWD stub-out on Warren Vista Avenue and the future Zone B Pump Station. Only partial topographic data was found for this portion of Winters Rd.

Task Deliverables:

Completion of this design will consist of preparing at least (3) plan and profile sheets and (2) point of connection details. This proposal assumes the design may be incorporated into the Zone B Blending and Transmission Pipelines drawings.

Task 4 – 90% Submittal Meeting

After BDVWA has had time to review the 90% submittal CRWA will conduct a meeting, in person or virtual, to review and discuss BDVWAs comments and concerns regarding the design and prepare meeting minutes to document BDVWAs expectations for the 100% bid set drawings. This meeting will also serve as CRWAs final opportunity visit the site and document any relevant existing condition if necessary.

EXCEPTIONS/EXCLUSIONS

1. The scope of work described herein is focused on the necessary conveyance facilities. Additional tasks may be added pending a more detailed review of work by others to date, necessary ancillary components that may include additional tie-in needs, pressure reducing valves, flow monitoring and control features, along with other components that may be identified pending a more detailed review and completion of the initial pipeline design and related plan and profile sheets.
2. Bidding Services if required, are not included in this scope of work. CRWA can provide a subsequent task order if this support is requested by BDVWA.
3. Construction Services if required, are not included in this scope of work. CRWA can provide a subsequent task order if this support is requested by BDVWA.

SCHEDULE:

The estimated schedule of the Project is as follows:

Task No.	Task Name	Completion Date
Task 1	Project Management	Ongoing Task
Task 2	Data Review, Meetings, and Site Visits	Ongoing Task
Task 3	Project 1 HDWD Intertie No. 2 Design	11/15/2024
Task 4	90% Submittal Meeting	10/1/2024

BUDGET:

CRWA may, as the project requires, move budgets across line items without prior approval from BDVWA. The budget is based on time and materials, not to exceed \$50,892 based on the following task budgets:

Task No.	Task Name	Budget
Task 1	Project Management	\$10,502
Task 2	Data Review, Meetings, and Site Visits	\$5,500
Task 3	Project 1 HDWD Intertie No. 2 Design	\$34,220
Task 4	90% Submittal Meeting	\$670
	Task Order Total	\$50,892

For CRWA:
California Rural Water Association

By: _____

Date: _____

For Client:
Bighorn Desert View Water Agency

By: _____

Date: _____

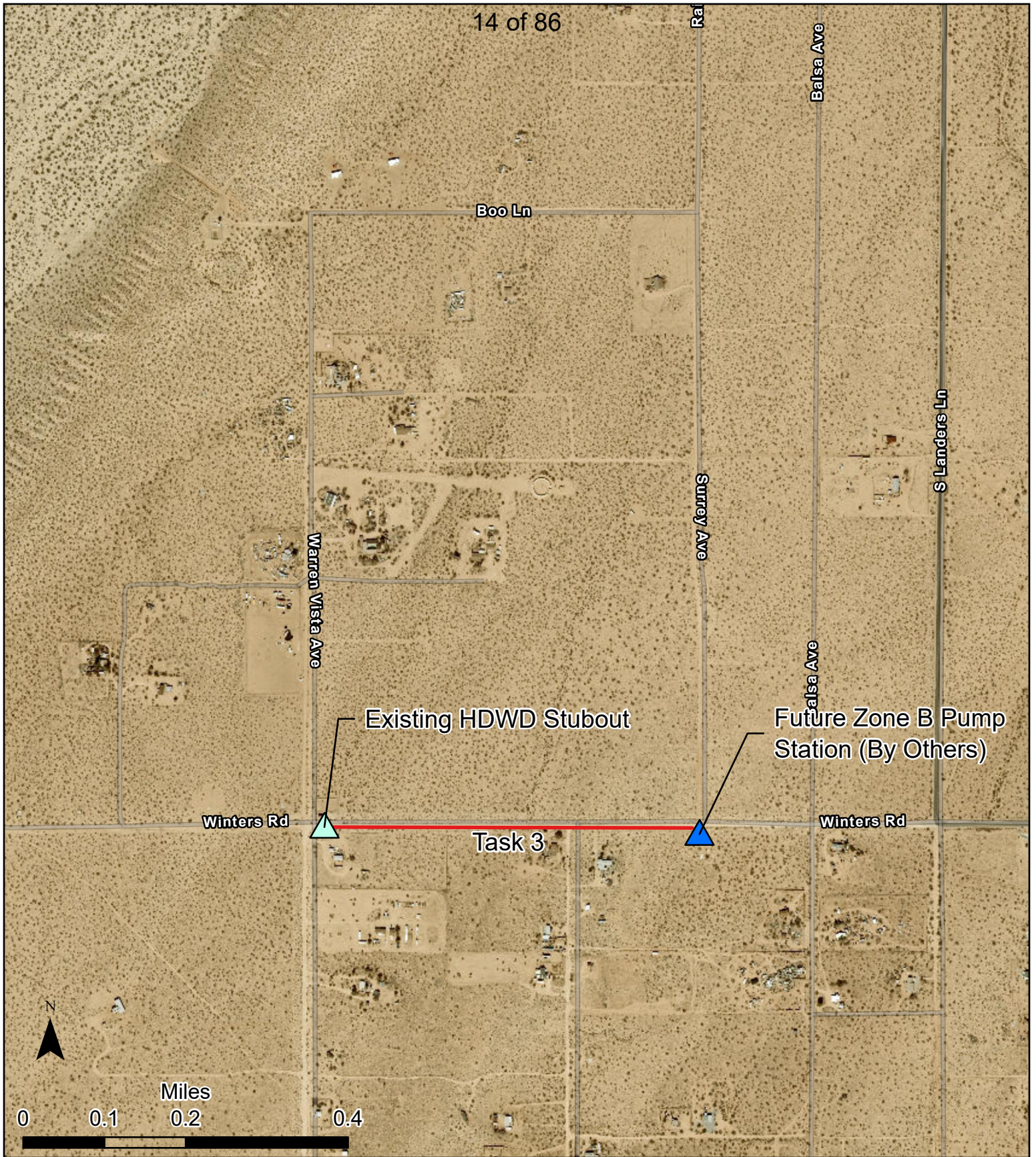
By: _____

Date: _____

Bighorn 02 - FEE (HDWD Intertie No 2 Design)											
		LC	NC	AE	PE	SPE	DH				
	2023/2024 MWA Billing Rates	\$46	\$130	\$135	\$160	\$200	\$200	Subconsultant	Expenses	Labor Sub Total	Task Sub Totals
Task 1	Project Management										
1.1	Meetings and Coordination, invoices	12	8	8	8	12	4			\$7,152	\$7,152
1.2	ROW Coordination			10		10		\$0		\$3,350	\$3,350
										\$0	\$0
		12	8	18	8	22	4	\$0	\$0	\$10,502	\$10,502
Task 2	Data Review, Kick off Meeting										
2.1	Data Review, Kick off Meeting			12	8	8			\$1,000	\$4,500	\$5,500
		0	0	12	8	8	0	\$0	\$1,000	\$4,500	\$5,500
Task 3	HDWD Intertie No 2 Design										
3.1	70% Design			56	18	6				\$11,640	\$11,640
3.2	90% Design + Cost Estimate			40	30	12				\$12,600	\$12,600
3.3	100% Design + Cost Estimate			20	38	6				\$9,980	\$9,980
										\$0	
		0	0	116	86	24	0	\$0	\$0	\$34,220	\$34,220
Task 4	90% Submittal Meeting										
5.1	90% Submittal Meeting			2		2			\$0	\$670	\$670
										\$0	\$0
		0	0	2	0	2	0	\$0	\$0	\$670	\$670
Total Hours =		12	8	148	102	56	4	\$	-	\$1,000	Subtotal =
											\$50,892

\$0

Task Order Budget: **\$50,892**



Bighorn-Desert View Water Agency Project 1

- Task 3 - HDWD Intertie Transmission Main
- ▲ Existing HDWD Stubout
- ▲ Future Zone B Pump Station (By Others)

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

Meeting Date: March 12, 2024

To: Board of Directors

Budgeted: Funded thru SWRCB PI/C Grant Agreement No. D2102065/ Proj. No. 3610009-002C

Cost: \$257,075

From: Marina D. West

General Counsel Approval: Required on Professional Services Agreement

CEQA Compliance: Notice of Determination filed May 2021 (SCH No. 2021020354)

Subject: **Review Recommendation to Authorize Issuance of Professional Services Agreement to California Rural Water Association (CWRA) for Pipeline Improvement and Consolidation (PI/C) Project Pipeline Design Services**

SUMMARY

As a Small Water System (SWS), Bighorn-Desert View Water Agency receives assistance from California Rural Water Association (CRWA) through the Mojave Water Agency Small Water Systems Program. CRWA was selected by MWA through a competitive professional service proposal process for Fiscal Year 2023/24. CWRA has been working with the SWS for many years and BDVWA has been the recipient of numerous services through CWRA Program with MWA at no cost or minimal cost. In fact, CRWA completed the grant application for the Potable Water System Improvements & Consolidation of Water Systems (PI/C) Project which led to the award of this \$11M grant.

Staff received a proposal from CRWA to advance the design of the Pipeline Improvement and Consolidation (PI/C) Project. Following review by the grantor, State Water Resources Control Board, the proposal was modified to remove two elements that had been rejected in the grant award but overlooked by staff. The proposed cost to complete the design drawings has been reduced from \$279,040 to \$257,075 with these scope reductions. The engineering design services are covered in the grant Agreement therefore there are no expected Agency out-of-pocket costs at this time.

At this time, staff anticipates the grant will cover the full cost of the proposed engineering design services which are focused on the “transmission and blending pipeline” as well as some ancillary pipeline to eliminate dead-ends in the vicinity of the booster station feeding the transmission pipeline.

Staff is recommending the Board authorize issuance of a Professional Services Agreement with the California Rural Water Association for engineering design services for the “transmission and blending pipeline” portion of project at a cost of \$257,075.

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement to California Rural Water Association (CWRA) for engineering design services for “transmission and blending pipeline” portion of the

Potable Water System Improvements & Consolidation of Water Systems (PI/C) Project at a cost of \$257,075.

BACKGROUND/ANALYSIS

The Agency was awarded an \$11M construction grant to advance specific system improvements envisioned in the Agency Preliminary Engineering Report (PER) completed in October 2021.

Staff is ready to proceed with engineering design of the finalization of pipeline designs for the “transmission and blending pipeline” portion as well as some ancillary pipeline to eliminate dead-ends in the vicinity of the booster station feeding the transmission pipeline.

Staff is ready to proceed with engineering design of this project and has received a proposal from California Rural Water Association for this effort. CRWA has been selected by Mojave Water Agency under a competitive process to provide such services to MWA Small Water Systems, like BDVWA, and even though BDVWA will pay the costs associated with the scope of work, we are essentially “piggy backing” onto MWA’s preferred vendor. This eliminates the need for the Agency to develop “request for proposal” documents and review and vet submitted proposals, a skill-set that a SWS doesn’t typically possess.

Due to the established working relationship with CWRA over many years now either directly or via the Mojave Water Agency SWS, staff is recommending proceeding forward to engaging CRWA in the design effort.

Staff brought this item to the Planning/Engineering Committee meeting on February 20, 2024 with the Committee moving the item to the full Board of Directors. Subsequently, the proposal was reviewed by the grantor, State Water Resources Control Board (SWRCB) and the proposal was modified to remove two elements that had been rejected in the grant award but overlooked by staff. Staff understood that the HDWD#2 Intertie had been removed from the PI/C Project but was not aware that the connection to HDWD#1 Intertie at Luna Vista and HWY 247 was also eliminated. Staff has verified that during the finalization of the grant Agreement the budget for this interconnection to HDWD#1 was removed but the design engineer never updated the drawings to reflect this last minute deletion. The CRWA proposal has been modified to remove this additional effort which reduced the original cost as well. Staff is presenting the Board the revised cost estimate.

Staff is therefore recommending the Board authorize issuance of a Professional Services Agreement with California Rural Water Association for engineering design services for the “transmission and blending pipeline” portion of project at a cost of \$257,075.

PRIOR RELEVANT BOARD ACTION(S)

2/20/2024 Planning /Engineering/Legislative/Grant Standing Committee – Review item and recommend agendaing for full Board of Directors consideration.

2/14/2023 Motion No. 23-006 Adopt Resolution No. 23R-03 Authorize execution of \$11,000,000 Funding Agreement No. D2102065 with the State Water Resources Control Board for the Purpose of the Potable Water Supply Systems Improvements Consolidation of Water Systems Project No. 3610009-002C.

Bighorn 1: Pipeline Design for Bighorn Desert View Water Agency

Project Understanding:

The Bighorn Desert View Water Agency (BDVWA) operates two public water systems that provide potable water to approximately 2,480 service connections. The proposed DWR grant funded project will increase system reliability through interconnections, provide consolidation of an isolated portion of the system, replace aging infrastructure, and improve energy efficiency. Prior work was completed “by others” to prioritize necessary improvements to achieve the above goals. This scope of work is focused on designing the necessary conveyance facilities for the intertie pipelines, transmission and distribution mains, and pipelines for blending with supplies from the High Desert Water District (HDWD) to reduce the concentrations of uranium to within the State mandated maximum contaminant levels as determined and recommended by others.

The following excerpt from the related preliminary engineering report provides context for the proposed improvements:

“BDVWA is a special district of the state of California formed in 1969 to provide potable water service to its customers. BDVWA currently serves approximately 1,977 active residential customers, 507 infrequent/inactive customers, and 102 bulk-hauling customers within its service area. BDVWA serves two separate potable water systems within its service area: the BDVWA system (Public Water System (PWS) No. CA3610009), and the Goat Mountain system (PWS No. CA3610060). The State Water Resources Control Board’s Division of Drinking Water, District 13 (DDW), is the regulatory agency for both water systems.

The Goat Mountain system was added to BDVWA’s service area in 2015 when BDVWA annexed County Service Area 70, Zone W1 (CSA 70-W1), which bordered BDVWA to the east (San Bernardino LAFCo Resolution No. 3194, January 2015). CSA 70 W-1 was composed of four separate areas, three of which were service ‘islands’ within BDVWA’s existing service area that were already served by BDVWA through a contract with the County of San Bernardino. The fourth and largest area of CSA 70-W1 was an approximately 5,624-acre area that was served entirely by CSA 70-W1 facilities and is now referred to as the Goat Mountain system. At the time of the annexation, BDVWA and CSA 70-W1 did not have any interconnecting facilities. BDVWA continues to operate the Goat Mountain system as a separate system from the rest of BDVWA’s service area. Significant infrastructure improvements will be required to integrate the two systems due to the lack of connecting pipelines and to the incompatibility of the two systems’ adjacent pressure zones with existing facilities. Furthermore, each system contains deteriorated facilities, hydraulic deficiencies, infrastructure vulnerabilities, and the potential for significant energy savings.”

Work was initiated by others that included a preliminary engineering report along with a percentage of the pipeline design work, various pump station design work, surveying, and geotechnical engineering. Right of way acquisition is also being conducted by others under direct contract with BDVWA.

The previous design work by NV5 as referenced within the RFP includes three distinct sets of drawings:

1. Consolidation of BDVWA and GM Systems
This set of drawings contains nearly 13 plan and profile sheets at a completion of 90% for various piping improvements north of Reche Road between Landers Lane and N. Kuna Avenue. CRWA's review of the RFP indicates that completion of this drawing set is not within the scope of requested engineering services.
2. Zones B and D1 Pump Station Improvements
This drawing set consists of 7 sheets of site civil and mechanical drawings at 70% completion for the retrofit of a new pump at the existing R-1 booster pump station and a new Zone B booster pump station. CRWA's review of the RFP indicates that completion of this drawing set is not within the scope of requested engineering services.
3. Zone B Blending and Transmission Pipelines
This drawing set contains a total of 35 plan and profile sheets for Project 2 Phases B, C, and D as described in the RFP. The drawings are labelled as 50% complete but lacks the topographic information necessary to generate a profile view of the pipeline. As with any pipeline design, significant time and effort is required in preparing a detailed profile view which clearly depicts all known existing utilities. Since the existing drawings do not feature any topographic information (with exception of Reservoir B site, and Zone B Pump Station) or initial profile views, CRWA considers these drawings at 30% completion.

Project Approach:

CRWA's intent is to retain the value of the previous engineering services provided to the BDVWA by adopting the 30% CADD files. With this in mind, it has been assumed that the design drawings for Phases B, C, and D will be left within this Zone B Blending and Transmission drawing set and the alignment designations for Phases B, C, and D will be referred to as presented in these drawings. Figure 1 on the following page presents the location of each alignment per phase as presented in the Zone B Blending and Transmission drawing set. CRWA's has assumed that the designs of Project 2 Phase A and Project 1 may be incorporated within this drawing set to avoid the production of the additional sheets associated with presenting these designs as independent drawing sets.

For the purpose of this proposal, the work has been divided into two main tasks which include the system intertie (Task 3) and the related transmission, distribution, and blending pipelines (Task 4). Figure 1 presents the pipelines in terms of both task and planning phase. The scope of work for each task is described on the following page. Production of the design drawings and specifications would follow the general milestones outlined below which consists of three submittals:

70% Design

The 70% design will include plan profile sheets using AutoCAD Civil3D presenting the basic alignment with the profile included based on additional survey work provided by BDVWA as needed and as defined by the CRWA under Task 2 below. Outline specifications will be included with this submittal.

90% Design

The 90% Design will include a substantially complete set of drawings with additional utilities shown within the plan and profile based on Utility Service Alert markings surveyed and ready for a detailed final review prior to the 100% submittal. Draft technical specifications and anticipated front end (contract) documents (to be provided by BDVWA) will be included. An engineer's estimate of probable construction cost will be submitted with the 90% design.

100% Design

The 100% submittal will include a "bid ready" set of plans and specifications that incorporates all final comments received from BDVWA. An engineer's estimate of probable construction cost will be submitted with the 100% design.

SCOPE OF WORK:Task 1 – Project Management

Project work will be overseen, coordinated, and directed by a designated project manager. This task will include various project management tasks including miscellaneous correspondence and related follow-up, coordination with team members, monthly invoicing, and budget tracking.

As part of the project management task CRWA will provide right-of-way (ROW) coordination with the ROW consultant contracted by BDVWA. This scope of work is limited to 20 hours of coordination by a Senior Engineer and 20 hours of coordination by an Associate Engineer for this task. Project delays or redesigns based on the ROW consultant's needs may result in additional coordination time which would be charged on a time and materials basis.

Task 2 – Data Review, Meetings, and Site Visits

Prior to commencing design work, the CRWA team will review available information, including the PER, prepared by others to develop a more intimate understanding of the long-term project objectives, identify missing information, verify right of way requirements, and determine possible additional work needed to fully comply with the grant requirements and develop a complete project. During this time, the preliminary schedule included herein will be verified and updated if necessary.

➤ ***Task Deliverables:***

Updated schedule and a summary memo documenting existing information and outstanding data requirements followed by an in-person kickoff meeting to discuss the memo and review the design intent of the project. This task also includes budgeting for up to three additional site visits by the Project Team to conduct site walks as necessary during production of the design drawings.

Task 3 – Blending and Consolidation Pipelines Design

This task includes several new transmission and distribution pipeline designs as depicted in the key map above under sections B, C, and D. The design includes one bore and jack section under Highway 247/Old Woman Springs Road. Previous design efforts by NV5 have presented these improvements within the *Zone B Blending and Transmission Pipelines* drawing set. Each respective design package will include 3 submittals one each at the 70%, 90%, and 100% phase. This proposal assumes the design may be incorporated into the Zone B Blending and Transmission Pipelines drawings.

Task 3A, Caltrans Crossing Permit Support and Design

This task includes design and support for obtaining a Caltrans encroachment permit for the interconnection of the BDVWA and HDWD systems located at Tracy Blvd. and Highway 247. The following is a preliminary understanding of the details concerning this design, along with a preliminary sheet list and related commentary:

This design will consist of developing a relatively small-scale drawing of the crossing to show detailed features of the existing roadway and utilities in plan and profile for submission to Caltrans in addition serving as a detail to the transmission pipeline plan and profile sheets. Design tasks will also include preparing a site-specific jack and bore technical specification. It is expected that additional survey work will be required to accurately present the location of Caltrans ROW.

➤ **Task Deliverables:**

(1) Drawing featuring (1) plan and profile for submittal to Caltrans ROW. It has been assumed that this drawing will be incorporated into the Zone B Blending and Transmission Pipelines drawing set.

Task 3B, Bighorn Desert View Distribution System Pipeline Design

This design component includes new distribution lines in Boo Lane, Lanes End, Rainbow loop totaling approximately 7,300 feet as presented in the schematic as “Engineering Design Phase B”. This design phase would include appropriate placement of fire hydrants, replacement or relocated water meter service connections, system sample taps, air-vacuum valves and blow-offs as needed.

The following is a preliminary understanding of the details concerning this design, along with a preliminary sheet list and related commentary:

Preliminary design efforts by NV5 presents (5) plan and profile sheets within the Zone B Blending and Transmission Pipelines Drawings which includes Winters Road, Warren Vista Avenue, and Lanes End. While NV5 has setup sheets for this alignment the design is less than 50% since no profile design has been initiated due to the lack of

topographic survey. The limited parcel and utility data that is presented within these sheets would also need to be verified and reviewed. It is expected that at least (2) additional plan and profile sheets would be required to account for Rainbow Loop which does not currently appear to be included within the NV5 drawings.

➤ ***Task Deliverables:***

Development and design of 5 plan and profile drawings from 30% to 100% completion with the addition of one plan and profile drawing which has not yet been drafted.

Task 3C, Transmission Pipeline Design

The transmission pipeline design crosses the “Pipes” wash and conveys water from the future Zone B pump station near Rainbow Drive and Winters to the BDVWA Zone B system. Review of the NV5 drawings indicate that the transmission pipeline starts on Winters Road outside the future Zone B Pump Station and terminates near Mesa Vista and Wamego Trail. More recently, BDVWA has indicated that this pipeline would be defined such that the alignment would terminate at the Zone B reservoir site. The proposed design includes approximately 19,500 feet of 6” PVC main. Pressure requirements and final pipe material selection will be included in the 70% design submittal. It is assumed that all flows and operating pressures, including anticipated surge pressures, have been determined by others or will be provided by BDVWA. This design phase would include sample taps, air-vacuum valves and blow-offs as needed but there would be no fire hydrants or water service meter connections on this transmission pipeline.

Currently no topographic data is available for any portion of this alignment except for a brief portion on Winters Road near the future Zone B Pump Station. While NV5 has setup sheets for this alignment the design is less than 50% since no profile design has been initiated due to the lack of topographic survey. The limited parcel and utility data that is presented within these sheets would also need to be verified and reviewed. At most, previous design efforts constitute a 30% draft.

➤ ***Task Deliverables:***

Development and design of 17 plan and profile drawings from 30% to 100% completion.

Task 3D, Blending Pipelines Design

This design includes two blending pipeline alignments: one which connects Well 8 to the proposed transmission main at the intersection of Mesa Vista and Wamego Trail

(approximately 2,700 feet) and one from the intersection at Tracy Blvd and Wamego Trail to Well 4 (approximately 5,900 feet).

Recently, BDVWA has indicated that a portion of this alignment between Well 3 and Well 4 may not be grant fundable; until confirmation by DDW. This portion of the alignment will be designed with separate stationing such that it can be readily removed from the drawing set or be designated as a bid alternative item if desired. This design phase would include sample taps, air-vacuum valves and blow-offs as needed but there would be no fire hydrants or water service meter connections on this transmission pipeline.

Optional Task 3D

The pipeline alignment that runs from Well 3 (Citrine and Cherokee) to Well 4 (Cherokee and Luna Vista) which is an est. of 1,400 ft is considered an optional task that is included in the scope of work herein but could be removed based on the direction of BDVWA, removal of this optional task would reduce \$4,400 from the budget. Removal of this optional task would result in 1 less plan and profile sheet for the task 3 deliverable below.

Currently no topographic data is available for any portion of these alignments except for the Reservoir B site. While NV5 has setup sheets for these alignments the design is less than 50% since no profile design has been initiated due to the lack of topographic survey and is representative of a 30% design effort. The limited parcel and utility data that is presented within these sheets would also need to be verified and reviewed. It is assumed that all details regarding blending needs, flow control strategies, and operating conditions have either been determined by others or will be verified in subsequent phases.

➤ **Task Deliverables:**

Development and design of 13 plan and profile drawings from 30% to 100% completion.

Task 4 – 90% Submittal Meeting

After BDVWA has had time to review the 90% submittal CRWA will conduct a meeting, in person or virtual, to review and discuss BDVWAs comments and concerns regarding the design and prepare meeting minutes to document BDVWAs expectations for the 100% bid set drawings. This meeting will also serve as CRWAs final opportunity visit the site and document any relevant existing condition if necessary.

EXCEPTIONS/EXCLUSIONS

1. The scope of work described herein is focused on the necessary conveyance facilities. Additional tasks may be added pending a more detailed review of work by others to date, necessary ancillary components that may include additional tie-in needs, pressure reducing valves, flow monitoring and control features, along with other components that may be identified pending a more detailed review and completion of the initial pipeline design and related plan and profile sheets.
2. Bidding Services if required, are not included in this scope of work. CRWA can provide a subsequent task order if this support is requested by BDVWA.
3. Construction Services if required, are not included in this scope of work. CRWA can provide a subsequent task order if this support is requested by BDVWA.

SCHEDULE:

The estimated schedule of the Project is as follows:

Task No.	Task Name	Completion Date
Task 1	Project Management	Ongoing Task
Task 2	Data Review, Meetings, and Site Visits	Ongoing Task
Task 3	Blending and Consolidation Pipelines Design	11/15/2024
Task 4	90% Submittal Meeting	10/1/2024

BUDGET:

CRWA may, as the project requires, move budgets across line items without prior approval from BDVWA. The budget is based on time and materials, not to exceed \$257,075 based on the following task budgets:

Task No.	Task Name	Budget
Task 1	Project Management	\$21,804
Task 2	Data Review, Meetings, and Site Visits	\$11,384
Task 3	Blending and Consolidation Pipelines Design	\$220,355
Task 4	90% Submittal Meeting	\$3,532
	Task Order Total	\$257,075

For CRWA:
California Rural Water Association

For Client:
Big Horn Desert View Water Agency

By: _____

By: _____

Date: _____

Date: _____

Bighorn 01 - FEE (Pipeline Design)											
		LC	NC	AE	PE	SPE	DH				
	2023/2024 MWA Billing Rates	\$46	\$130	\$135	\$160	\$200	\$200	Subconsultant	Expenses	Labor Sub Total	Task Sub Totals
Task 1	Project Management										
1.1	Meetings and Coordination, invoices	24	16	16	16	28	8			\$15,104	\$15,104
1.2	ROW Coordination			20		20		\$0		\$6,700	\$6,700
										\$0	\$0
		24	16	36	16	48	8	\$0	\$0	\$21,804	\$21,804
Task 2	Data Review, Kick off Meeting										
2.1	Data Review, Kick off Meeting	4	2	28	16	16	2		\$1,000	\$10,384	\$11,384
		4	2	28	16	16	2	\$0	\$1,000	\$10,384	\$11,384
Task 3	Blending and Consolidation Pipelines Design										
3A	Cal Trans Crossing										
	70% Design			28	12	4				\$6,500	\$6,500
	90% Design + Cost Estimate			20	15	6				\$6,300	\$6,300
	100% Design + Cost Estimate			10	17	4	2			\$5,270	\$5,270
3B	Bighorn Distribution Design										
	70% Design			100	34	6				\$20,140	\$20,140
	90% Design + Cost Estimate			70	54	12				\$20,490	\$20,490
	100% Design + Cost Estimate			34	70	6	2			\$17,390	\$17,390
3C	Winter Road/Tracy Blvd Design										
	70% Design			185	60	10				\$36,575	\$36,575
	90% Design + Cost Estimate			120	100	14				\$35,000	\$35,000
	100% Design + Cost Estimate			60	125	10	2			\$30,500	\$30,500
3D	Blending Pipeline Design										
	70% Design			75	26	4				\$15,085	\$15,085
	90% Design + Cost Estimate			46	40	8				\$14,210	\$14,210
	100% Design + Cost Estimate			25	52	4	2			\$12,895	\$12,895
		0	0	773	605	88	8	\$0	\$0	\$220,355	\$220,355
Task 4	90% Submittal Meeting										
5.1	90% Submittal Meeting	2	2	8		6	2		\$500	\$3,032	\$3,532
										\$0	\$0
		2	2	8	0	6	2	\$0	\$500	\$3,032	\$3,532
Total Hours =		30	20	845	637	158	20	\$	-	\$1,500	Subtotal = \$257,075

\$0

Task Order Budget: \$257,075

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

Meeting Date: February 12, 2024

To: Board of Directors

Budgeted: Funded thru SWRCB PI/C Grant Agreement No. D2102065/ Proj. No. 3610009-002C

Cost: TBD based on need

From: Marina D. West

General Counsel Approval: Required on Professional Services Agreement

CEQA Compliance: Notice of Determination filed May 2021 (SCH No. 2021020354)

Subject: Review Recommendation to Authorize Issuance of Professional Services Agreement to Fomotor Engineering for Pipeline Improvement and Consolidation Project “On-Call and as-needed” Land Survey Support Services.

SUMMARY

The Agency was awarded an \$11M construction grant to advance pipeline improvements envisioned in the Agency Preliminary Engineering Report (PER) completed in October 2021.

Staff is seeking support for any land survey work that may be identified in the engineering design phase. Since staff cannot wholly predict the totality of land survey needs to prepare a full Request for Proposal, it seems the best approach is to contract with a land survey firm on an “on-call and as-needed” basis.

Staff has received a proposal from Fomotor Engineering for on-call as-needed land survey services. The Agency has been utilizing Fomotor Engineering for small projects since 2020 as they have been the only firm responsive to staff’s requests for services.

RECOMMENDATION

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

1. Authorize issuance of a Professional Services Agreement to Fomotor Engineering for “on-call and as-needed” land survey services to support the Pipeline Improvements and Consolidation (PI/C) Project.

BACKGROUND/ANALYSIS

The Agency was awarded an \$11M construction grant to advance pipeline improvements envisioned in the Agency Preliminary Engineering Report (PER) completed in October 2021.

The services of a land surveyor will be needed but have not been completely identified. However, the Agency has completed three single-parcel annexations over the past few years and Fomotor Engineering has completed the survey work for those projects. They were originally selected to provide these

services in 2020 and were the only responsive firm to our request. Since that time Fomotor has always been very responsive, charge a reasonable fee and their land surveyor lives locally. Furthermore, no other local surveyor has been identified to provide services other than NV5. NV5 of late has been unresponsive or very slow to respond to staff's inquiries on this project.

Staff is seeking support for the land survey needs required to complete the pipeline design services and given the excellent support service history of Fomotor Engineering, on various projects, a "time and materials" cost proposal was solicited. The engineering firm selected for design, California Rural Water Association (CRWA), will assist staff in determining survey needs, draft written proposals to be submitted to Fomotor Engineering for an exact cost proposal.

Staff brought this item to the Planning/Engineering Committee meeting on February 20, 2024 with the Committee moving the item to the full Board of Directors. Staff is therefore recommending the Board authorize issuance of a Professional Services Agreement with Fomotor Engineering for "on-call and as-needed" land survey services. These services are reimbursable through the grant.

PRIOR RELEVANT BOARD ACTION(S)

2/20/2024 Planning /Engineering/Legislative/Grant Standing Committee – Review item and recommend agendaizing for full Board of Directors consideration.

2/14/2023 Motion No. 23-006 Adopt Resolution No. 23R-03 Authorize execution of \$11,000,000 Funding Agreement No. D2102065 with the State Water Resources Control Board for the Purpose of the Potable Water Supply Systems Improvements Consolidation of Water Systems Project No. 3610009-002C.

Fomotor Engineering

225 South Civic Drive, Suite 1-5 ♦ Palm Springs, California 92262

Office: (760) 323-1842 ♦ Facsimile: (760) 323-1742

Email: phillip@fomotor.com

Civil Engineering

Land Surveying

Land Planning

January 30, 2024

Bighorn-Desert View Water Agency
Attn: Marina D. West, General Manager
622 S Jemez Trail
Yucca Valley, California 92253
Tel: (760) 364-2315
Email: mwest@bdvwa.org

COVER LETTER

Dear Marina,

Pursuant to your request, we are pleased to present the following proposal for On-Call Survey Services for the Bighorn-Desert View Water Agency. Having served as the on-call surveyor for several Coachella Valley cities during our nearly 30-year history in the valley and high desert, we understand the importance of providing reliable, accurate, and expediated surveys for public municipalities and agencies while making use of modern technologies including UAV's, GPS, robotic total stations, digital leveling equipment, and related software.

Best regards,

FOMOTOR ENGINEERING

(Fomotor, Inc.)



PHILLIP K. FOMOTOR, P.E., P.L.S.

CEO

Civil # 47284

QSD / QSP # 23078

Land Survey # 7070

PWCR Number: 1000578820

1. Firm's Background, Qualifications, and Experience

Background

Fomotor Engineering (Taxpayer identification number 61-1587938) is a full-service, multi-discipline civil engineering, planning and surveying firm founded 29 years ago in 1994. Company founder and owner, Phillip Fomotor, has over 37 years of professional engineering experience. Phillip holds licenses in the State of California. Fomotor Engineering has an extensive background in all phases of civil design, field surveying, environmental document preparation and project management. Our clients are from the private sector and public agencies in the Coachella Valley, the High Desert, and throughout Southern California.

The following planning, construction, and design services have been provided to the Coachella Valley throughout our 29-year history:

Land Surveying Services include: property surveying, topographical surveying, ALTA's, construction surveying, construction staking, preparation of lot line adjustments, subdivision maps, easement legal descriptions, corner records and Records of Survey.

Civil Engineering Services include: land planning, site plan preparation, rough and precise grading plans, drainage plans, street improvement plans, utility improvement plans and hydrology studies.

Environmental Services include: Preparation of Water Quality Control Plans (WQMP), State Storm Water Pollution Prevention Plans (SWPPP), and Fugitive Dust Control Plans (PM10).

Project Manager and Key Personal Abbreviated Resumes

PHILLIP FOMOTOR, P.E., P.L.S., Office Manager

President and Principal of Fomotor Engineering, Phillip is licensed in the State of California as a Civil Engineer and Land Surveyor with over 37 years of extensive experience in all aspects of civil engineering, land planning, surveying, environmental document preparation and project management.

Education:

Bachelor of Science in Engineering (with honors), University of Canterbury, Christchurch, New Zealand, 1982

Licenses/Certifications:

State of California – Licensed Civil Engineer No. 47284;

State of California – Licensed Land Surveyor No. 7070,

State of California – Qualified SWPPP Developer & Practitioner
 Certificate # 23078

JONATHAN GUZMAN, P.L.S., Survey Department Manager

Jonathan has over eleven years' experience as Survey Department Manager and over 22 years' experience in the land survey industry. Jonathan prepares estimates, oversees project management of all field, topographical and construction surveys. He also supervises the preparation of base sheets, tract maps, parcel maps, lot line adjustments and ALTA surveys. Registrations/Certifications: California – **Licensed Land Surveyor No. 8652.**

Education:

Associate of Science, Kirkwood College, Cedar Rapids, Iowa

MATTHEW HANNAH, L.S.I.T., Survey Party Chief / Senior Survey Technician

Mathew has over sixteen years' experience in land surveying and has a State **Land Surveyor in Training Certificate, (LST 7950)**. He is proficient in supervising and performing field surveys including boundary, topographical, aerial control, ALTA, precision leveling (up to second order class 1 NGS standards), construction control, and construction staking.

EDDIE HERNANDEZ, L.S.I.T, Senior Survey Technician

Eddie has over twenty-four years' experience in land surveying and has a State **Land Surveyor in Training Certificate, (LST 8761)** and is a Certified Survey Technician, #0318-5922, CST IV Office Manager, National Society of Professional Surveyors. He is proficient in mapping, supervising and performing field surveys including boundary, topographical, aerial control, ALTA, precision leveling (up to second order class 1 NGS standards), construction control, and construction staking.

Danny Hannah., Licensed Drone Remote Pilot, Survey Rod Person / Survey Technician

Abraham has five years' experience in land surveying and is a **Licensed Drone Remote Pilot**. He is proficient in assisting with field surveys including boundary, topographical, aerial control, ALTA, precision leveling (up to second order class 1 NGS standards), construction control, and construction staking. Danny has AQMD PM-10 Certification

ZACHARY STEIN, Engineering/Survey technician

Zach has over two years of engineering and survey assistance and drafting experience.

Firm Ownership

Fomotor Engineering is a California S Corporation. (Fomotor Engineering is not a subsidiary of a parent company.)

Fomotor Engineering (Fomotor, Inc.) is a Registered Public Works Contractor with the Department of Industrial Relations. PW-LR- Number: 1000578820

Project Understanding, Approach, and Scheduling

1. Upon a written or digital request for surveying services received our Survey Department Manager will review the request, contact Agency staff for additional information if needed, and schedule a field survey when applicable.
2. When expediency is not required, the field survey will typically be performed within one week of the request. When expediency is required or when the survey will be providing staking for an active construction project, our staff will reschedule existing projects, as needed, to ensure the field survey will be performed in 1 to 3 business days.
3. In the case of construction staking, cut sheets and staking plats or the digital copy thereof will be provided in 1 or 2 business days or as requested by Bighorn-Desert View Water Agency.
4. In the case of Topographic Survey and Base Mapping, the completed base sheet files will typically be provided one week after the survey or as required by Bighorn-Desert View Water Agency. Base sheet files typically include:
 - a. PDF of survey base sheet
 - b. PDF of survey base sheet with aerial overlay
 - c. CAD file of base sheet (Civil 3d, AutoCAD, or MicroStation format)
 - d. CAD file of aerial photo alignment drawing (Civil 3d, AutoCAD, or MicroStation format)
 - e. UAV aerial photo file

- f. digital terrain model file (if requested)
 - g. reference maps and deeds (if requested)
 - h. utility research (if requested)
 - i. video of a 360-camera walkthrough of site similar to google street view (if requested)
 - j. site photos (if requested)
5. As directed by client, following base sheet provision a Corner Record of Record of Survey will be prepared to note any boundary corners set during the survey.
 6. The Survey Department Manager or specific project manager will be available during the length of the project to address any questions, concerns, or request for additional staking or survey.

Available Scope of Work

1. Record Map Research
 - Research current available record maps on file with Riverside County. Identify control monumentation to be used as onsite horizontal control.
 - Identify monumentation of record that may be impacted due to project construction.
 - Coordinate with client on pending projects impacting current right-of-way boundaries.
2. Utility Plat & Record Drawing Research
 - Contact local public utility companies to obtain currently available utility plats and record as built drawings.
3. Site Survey Control
 - Using redundant GPS site surveys, establish horizontal alignment control, including street centerlines and intersections.
 - Using Digital Survey Levels tie into County, USGS or City Benchmark Network and set temporary benchmarks for control purposes.
 - Perform a survey of the existing boundary monuments and benchmarks to establish or verify horizontal and vertical control.
 - Existing control and placement of control stakes to be surveyed using either RTK GPS, Static GPS readings and processing, Robotic or Manual Total Station traverse, or via a differential leveling loop using a digital level and invar rod where high precision is needed Survey all tie points on curb, walls, and visible utilities to ensure accurate visible improvement tie points.
 - Place one set of construction control stakes and prepare Staking Control Exhibit for use by survey crews and Construction Inspector when requested.
 - Control and staking tolerances to conform to Staking tolerances as noted in section 12.3 of the CALTRANS survey Manual.
4. Survey Monumentation Impact Assessment (Survey Control)
 - Per the above Record Map Research, survey any existing onsite survey monuments and existing benchmarks.
 - Access if replacement or protection of monument will be required during construction.
5. Monument Ties and Replacement
 - Perform field survey creating or recovering ties to existing survey monuments of record which may have been lost due to new construction for the preservation of monuments as pursuant to California State Law.
 - Prepare and file with Riverside County Surveyor's Office the necessary documentation (Corner Record or Record of Survey) required in association with preserving and replacing any destroyed survey monuments.

6. Right of Way / Legal and Plat Preparation

- As required by project, perform filed survey or use existing site survey to locate critical improvements to be used as control along with the above boundary survey to establish necessary control for the preparation of proposed easements, quitclaim deeds, lot line adjustments, certificate of compliance, lot descriptions, or parcel descriptions and the accompanying plat.
- Provide in house review prior to submittal to Agency for review and comment.

7. Boundary Survey

- Research Record Maps within the survey area and review title report documents provided by client.
- Prepare for field survey; calculate anticipated existing monument and property corner coordinates based upon record data.
- Perform field survey, search area for existing property corner monuments and other Street corner monuments that may be needed for survey control purposes.
- Perform boundary traverse or GPS survey of existing found monuments.
- Perform survey calculations and reduce field data to compare the relative locations of the found monuments with record data.
- Prepare Record Map (e.g. Corner Record, Record of Survey) for submittal to client and San Bernardino County for technical review. Revise Record Map per provided comments and resubmit as required.
- Set corner monumentation at un-monumented property corner locations.

8. Topographic Survey and Base Mapping

- Perform control survey placing and locating required aerial control targets.
- Fly sight with unmanned drone obtaining high resolution aerial photography.
- Perform horizontal and vertical field survey locating visible improvements (Survey data will include, but not be limited to, trees over 2-inches in diameter, buildings, walkways, sidewalks, access ramps, driveways, curbs, gutters, cross gutters, edge of pavement, asphalt berms, fire hydrants, water valves, manholes, water meters, signs, streetlights, power poles, mailboxes, walls, fences, structures, traffic signal poles, and all other visible features) to supplement the aerial survey.
- For street cross sections all centerline monuments shall be located, and survey information shall extend a minimum of 10-feet beyond the street right-of-way.
- Tie elevation into established City/County benchmark system.
- Process orthographic aerial photo.
- Process surface model based on aerial photography and filed survey.
- Prepare Topographical Site Base Sheet plotting the above and plot one-foot contours and notable spot elevations.
- Review Client provided Title Report and referenced record documents and plot easements as noted therein onto the Topographical Base Sheet.

9. Clearing/Removals

- One set of reference stakes or marks at 200-foot intervals on tangent line and 100 feet on curves will be set along the limits of the construction area or Right-of-Way for clearing purposes.

10. Rough Grade

- One set of grid stakes at 50-foot intervals. Stakes will indicate cut or fill to finish grade as shown on approved mass grading plan.
- One set of stakes at 25-foot intervals and all angle points with appropriate cut or fill.
- Provide one set of offset stakes for sidewalks at 25-foot intervals, grade breaks and angle points with cut or fill to finish surface.

11. Finish Grade

- Provide one set of stakes to delineate at 25-foot intervals and all angle points with appropriate cut or fill.
- Provide one set of offset stakes for sidewalk at 25-foot intervals, grade breaks and angle points with grades to finish surface.
- Provide one Blue Top for building pad. Stake to be set at pad grade.
- Pad Certifications – prior to construction of improvements, provide inspection services necessary to provide certification of pad grade as shown on the approved grading plan.

12. Retaining/Garden Wall

- Provide one set of offset, line and grade stakes for wall construction set at 50-foot intervals with appropriate cut or fill to top of footing.

13. Bridge Structure

- Provide one set of stakes for foundation layout and deck grades.

14. Entrance Structures

- Provide one set of stakes with appropriate cut or fill for the construction of entrance structures.

15. Building Foundations

- Provide one set of stakes at an offset of 10' x 10' to the building corners, one stake per corner with grades to the finish pad.

16. Water, Sewer, Storm Drain, or Irrigation Lines

- Provide one set of offset stakes at 50-foot intervals with grades to finish surface.

17. Drainage Boxes

- Provide one set of stakes at a 5-foot offset to centerline of box with grades to top of grate.

18. Tree Locations

- Provide one stake at centerline of each tree location.

19. Project Administration

- The Surveyor of Work shall be available during the length of the project to address any questions or concerns which may arise. Cut sheets shall be prepared and submitted when requested.

20. Office Calculations

- Calculations as necessary to provide the field survey crews with data as needed for staking and supervision as required.

-

21. Independent Field Checks Of Contractor Staking Work

- Perform control field survey to assure the integrity of the control stakes. Using verified control stakes, perform field survey to assure stakeout set-up points. Perform field survey to verify all positions staked in the field shall be checked against the computed positions as requested.
- Prepare electronic stakeout reports of findings for using by Construction Administrator, City Construction Inspector, and/or other Agency Staff.

2. References of California government agencies

City of Cathedral City

John Corella PE
Director of Engineering / Public Works
P. (760) 770-0327
E. JCorella@cathedralcity.gov

Dave Faessel PE
Engineer
P. (760) 770-0327
DFaessel@cathedralcity.gov

We have provided City of Cathedral City Engineering Department On-call Comprehensive Plan Checking Services for about 5 years from 2018, with John Corella.

We provided City of Cathedral City on-call Land Survey Services for about 4 years, from 2018 through 2022.

We have provided City of Cathedral City surveying services over the years, including:

- Field survey and base sheet preparation of approximately 11,200 linear feet of Date Palm Drive at 30th Avenue and between Ramon Road and Gerald Ford Drive. (2022)
- Field survey and base sheet preparation of approximately 4,200 linear feet of the westerly side of Date Palm Drive south of Dinah Shore. (2018)
- Field survey and base sheet preparation of approximately 5,600 linear feet of street cross sections along Dinah Shore Drive, Date Palm Drive and Cathedral Canyon Drive. (2018)
- Field survey and base sheet preparation of approximately 1,700 lineal feet of Street cross-sections along Via De Anza. (2021)
- Boundary survey in Cathedral City along Highway 111, between Date Palm Drive and the City limits with Rancho Mirage (2019)
- Field survey and base sheet preparation at Shifting Sands Trail and Ramon Road. (2019)
- Field survey and base sheet preparation of approximately 800 linear feet of Vega Road and 900 linear feet of Avenida Ximino cross-sections. (2017)
- Field survey, base sheet preparation and design for the East Palm Canyon Drive widening into hillside (approx 500 lineal feet for Tract 33668 at the southwest corner of East Palm Canyon Drive and the West Cathedral Canyon Flood Control Channel in the City of Cathedral City.)

City of Rancho Mirage

Leland Cole
City Engineer
P. 760-770-3224
Cel. 760-902-2782

Civil Engineering Design and Land Survey assistance with miscellaneous Street and Drainage Improvement projects including:

- Mirage Cove Drive, Stellar Drive, Nebulae Way, Venus Drive & Saturn Circle monument tie outs
- Field survey and base sheet preparation of approximately 4,000 lineal feet of Monterey Avenue for the street widening project (Dinah Shore Drive to Gerald Ford Drive).
- Frank Sinatra Street improvements at 'The Springs' Frank Sinatra Drive north entrance, street widening, sidewalk improvements and curb modification.
- Clancy Lane / Monterey Ave. right turn pockets improvements, survey assistance
- Frank Sinatra street improvement design between Bob Hope and Monterey
- Magnesia Falls Drive, Cholla Lane and Verbina Road land survey and design.
- Follansbee Road Street Improvements survey and design.
- Monterey and Clancy Lane right turn pocket survey and design.
- Storm Drain Master Plan, and City Storm Drain Main Line Improvement Design

City of Desert Hot Springs

Jonathan Hoy, former City Engineer
65950 Pierson Boulevard
Desert Hot Springs, CA 92240
(760) 238-1540 cell

We have provided City of Desert Hot Springs surveying services over the years, including:

- Field survey and base sheet preparation for the intersection of Indian Avenue and Mission Creek Wash in the City of Desert Hot Springs, CA.
- Boundary and Topographical Surveys and Base Sheet preparation for Mission Springs Park (portion of APN 656-050-005), Wardman Park (APNs 639-072-017, -018 & -019) and Coyote Park (APN 644-210-006) in the City of Desert Hot Springs, CA.
- Field survey and preparation of a survey base sheet for the Palm Drive and Pierson Boulevard Intersection Improvements for City Center in the City of Desert Hot Springs, CA
- Indian Avenue Intersection Geometric Designs for Tract 34306.

City of Indio

We have provided surveying services over the years in City of Indio including:

- Street widening design for 50th Avenue (arterial) 1 mile, Monroe Street (arterial) approx. 1 mile and Jackson Street (arterial) approx. 1 mile, around 640+/- acre Indian Palms Country Club - Lead project engineer and land surveyor for a gated residential community consisting of 1,200 residential units, two 18-hole golf courses, a 6,000 square foot clubhouse, a 6,000 square foot conferencing facility, hotel and park lot expansion, maintenance yard, a hotel golf clubhouse cart barn and miscellaneous common area amenities, approximately 5 miles on-site street, water and sewer main improvement plans and approximately 3.0 miles offsite street, water and sewer main improvements, City of Indio.
- Designed, bid and construction managed recent storm drain improvements in Indian Palms.
- Street widening design for approx. 1,400 lineal feet of Golf Center Drive for the Golf Center Parkway project (PM 30118), with Caltrans approvals also.
- Preparation of street improvement plans on State Highway 111 with Caltrans review and approval for Shifin Medical Center, City of Indio
- Jefferson street improvement plans at the N.E. corner of Hwy 111 for a proposed veterinary clinic, City of Indio

A Sampling of Private Projects

GHA Companies

Mario Gonzales, President CEO,
 P. 760-969-1400 ext 1420 Office,
 Cel. 760-250-8611

Various residential subdivision projects, including Sunny Lane Tract 36623, Rancho Mirage, and the District Project Tract 36747, Cathedral City
 Complete Civil Design, Land Surveying, Mapping and Construction Staking assistance.

Rio Del Sol

Jared Dusha 360-949-0685

Ongoing complete Civil Design, Land Surveying, Mapping and Construction Staking assistance.

Dream Hotel, Palm Springs CA.

Lauri Kibby
 310-877-3110 cell

7.5 acre Hotel Project in Palm Springs CAo

Ongoing complete Civil Engineering and Land Surveying and Mapping assistance.

3. Fee Schedule

We propose to perform 'On-call Surveying Services per our "Schedule of Hourly Rates (Prevailing Wage)" or "Schedule of Hourly Rates (Non Prevailing Wage)" below.

2024 Schedule of Hourly Rates (Prevailing Wage)

Registered Engineer/Land Surveyor/Project Manager	\$140.00
Senior Designer	\$125.00
Designer/CAD Operator with Computer Workstation	\$110.00
Senior Planner	\$125.00
Planning Technician	\$110.00
Senior Survey/ Mapping Technician	\$120.00
Survey/ Mapping Technician	\$100.00
One Man Survey Crew	\$195.00
Two Man Survey Crew	\$300.00
One Man Survey Crew (Overtime – Daily)	\$230.00
Two Man Survey Crew (Overtime – Daily)	\$375.00
One Man Survey Crew (Overtime – Saturday)	\$235.00
Two Man Survey Crew (Overtime – Saturday)	\$380.00

Reimbursable Expenses

Reproduction, printing, delivery service, and other sub consultants	Cost
Travel time	Hourly rate
Monumentation material and installation	Cost

Schedule of Hourly Rates (Non Prevailing Wage)

Registered Engineer/Land Surveyor/Project Manager	\$140.00
Senior Designer	\$125.00
Designer/CAD Operator with Computer Workstation	\$110.00
Senior Planner	\$125.00
Planner Technician	\$110.00
Senior Survey/ Mapping Technician	\$120.00
Survey/ Mapping Technician	\$100.00
One Man Survey Crew	\$140.00
Two Man Survey Crew	\$200.00

Reimbursable Expenses

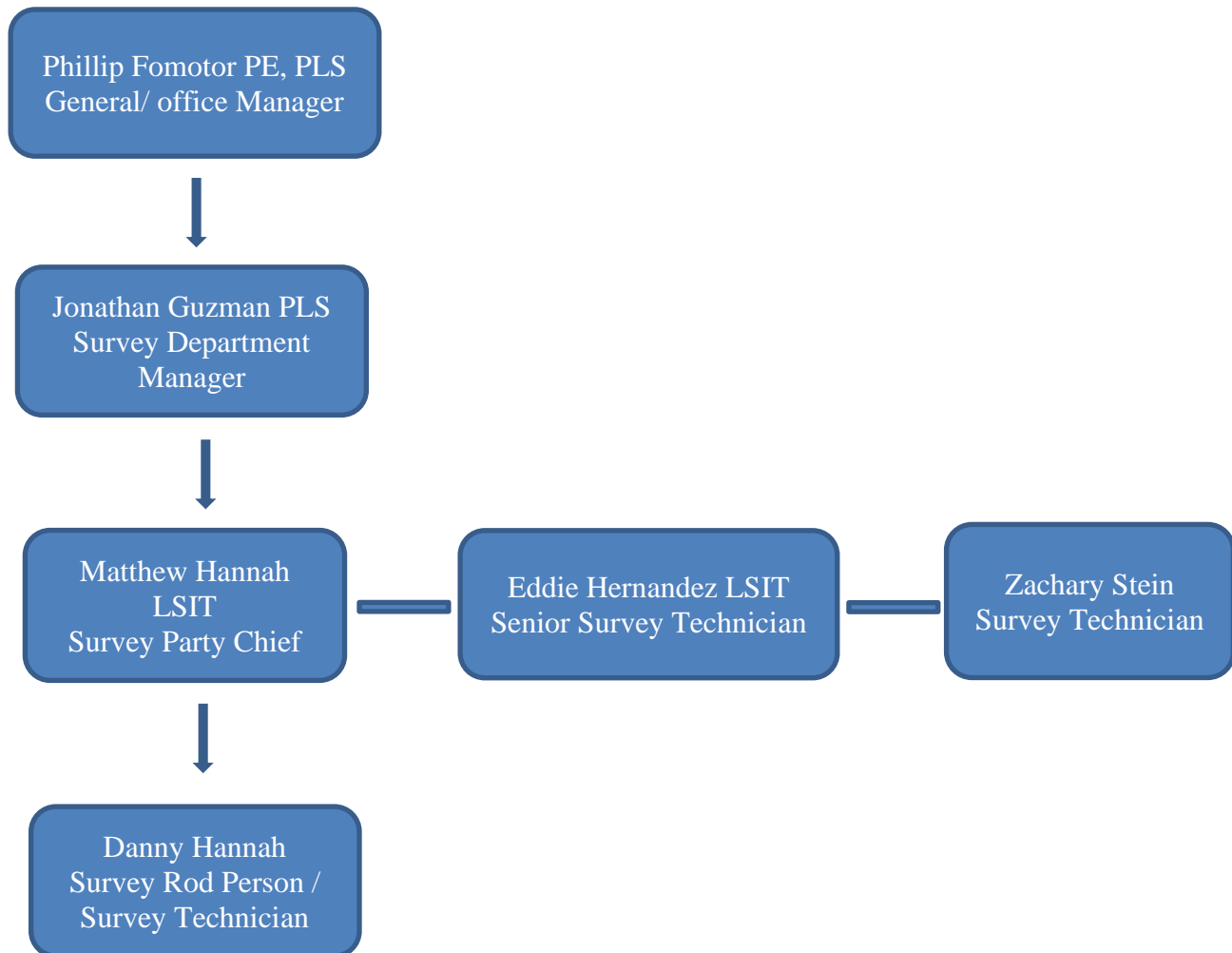
Reproduction, printing, delivery service, and other sub consultants	Cost
Travel time	Hourly rate
Monumentation material and installation	Cost

4. List of Complementary Services Offered

Engineering and Planning Services as noted on the previous Schedule of Hourly Rates

5. Staffing and Project Organization

Staff is structured as below. Direction is given descending and quality control and inhouse review is perform ascending as portions of the project are completed.



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

Meeting Date: March 12, 2024

To: Board of Directors

Budgeted: Developer Paid Costs

Budgeted Amount: N/A

Cost: TBD by Board Action

Funding Source: New Meter Sales

From: Daniel Best

General Counsel Approval: Obtained

CEQA Compliance: N/A

Subject: Adopt Draft Resolution No. 24R-004 Setting the Service Line Installation Fee for Water Meter Size Ranges from 3/4-inch to 10-inch to \$2684.00

SUMMARY

Annually staff evaluates the estimated cost to install a service line and meter to a parcel. Due to the rapid rise in costs over the last 12-months, staff has calculated a Service Line Installation fee of \$2,685 and continues to recommend that requests for meters larger than 1-inch be charged based on the actual time and materials with a deposit charged at the time of application.

The adoption of a Service Line Installation fee is governed by the Mitigation Fee Act (CA Govt. Code Sec. 66000 et seq.). In accordance with this Act, the Agency, on February 9, 2024, posted and distributed via email, draft Resolution No. 24R-004 Setting the Service Line Installation Fee for Water Meter Sizes ¾-inch to 10-inch at least 14-days prior to the Board's consideration for adoption.

Staff is recommending that the Board of Directors` adopt Resolution No. 24R-004 Setting the Service Line Installation Fee for Water Meter Size Ranges from 3/4-inch to 10-inch.

RECOMMENDATION

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

1. Adopt Resolution No. 24R-004 Setting the Service Line Installation fee for water meter size ranges ¾-inch to 10-inch to \$2684.00

BACKGROUND/ANALYSIS

Staff has evaluated the actual cost of service line installations over the prior year and finds the average cost of materials has increased significantly. Staff is therefore recommending the service line installation cost for ¾-inch and 1-inch meters be set at \$2,685.

The resolution for service line installation has never considered the cost of meters larger than 1-inch as such a request has never been made. Nevertheless, the Water Capacity Fee Study, adopted by the Board includes meter sizes up to 10-inch and thus an installation cost should also be set for such meters. At this time, staff is recommending that for any request for a meter greater than 1-inch that the Agency use the actual cost of installation. In such cases, staff would prepare a cost estimate at the time of request and

the customer would be required to place a cash deposit on file. At the conclusion of the installation, the customer would be presented with a refund or a bill depending on the actual calculated cost.

The adoption of a Service Line Installation fee is governed by the Mitigation Fee Act (CA Govt. Code Sec. 66000 et seq.). In accordance with this Act, the Agency, on February 9, 2024, posted and distributed via email, draft Resolution No. 24R-004 Setting the Service Line Installation Fee for Water Meter Sizes ¾-inch to 10-inch at least 14-days prior to the Board's consideration for adoption. Agendizing this as a draft resolution for review on February 13, 2024 providing additional opportunity for public comment.

PRIOR RELEVANT BOARD ACTION(S)

02/13/2024 Motion No. 24-011 Review DRAFT Resolution No. 24R-004 Setting the Service Line Installation fee for water meter size ranges ¾-inch to 10-inch at 1-inch at \$2,685 and Agendize for 3/12/24 Board of Directors Meeting.

02/14/2023 Motion No. 23-007 Adopt Resolution No. 23R-04 Setting the Service Line Installation fee for water meter size ranges ¾-inch to 10-inch at 1-inch at \$2,435.

01/17/2023 Finance Committee (FPREP) - Motion to recommend the Board of Directors adopt Resolution No. 23R-XX Setting the Service Line Installation Fee for Water Meter Size Ranges Size ¾-inch to 10-inch.

10/11/2022 Motion No. M22-042 Motion to adopt Resolution No. 22R-18 Setting the Service Line Installation Fee for Water Meter Size Ranges from 3/4-inch to 10-inch.

09/13/2022 Motion No. M22-036 Motion to agendize for the October 11, 2022 Regular Board of Directors' Meeting to adopt Resolution No. 22R-XX Setting the Service Line Installation Fee for Water Meter Size Ranges ¾-inch to 10-inch.

03/09/2021 Motion No. M21-018 Motion to Resolution No. 21R-05 Setting the Service Line Installation Fee for Water Meter Size Ranges from 3/4-inch to 10-inch

2/09/2021 Motion No. M21-016 Receive and file BDVWA Final Capacity Fee Study Report dated February 3, 2021 and BDVWA Capacity Fee Appendix.

02/09/2021 Motion No. M21-009 Motion to agendize Resolution No. 21R-XX Setting the Service Line Installation Fee for Water Meter Size Ranges from ¾-inch to 10-inch for consideration and possible adoption at the March 9, 2021 regular meeting.

7/14/2020 Motion No. M20-051 Motion to adopt Resolution No. 20R-18 Modifying the Basic Facilities Charge and the Service Line Installation Fee for 1-inch Residential Meters.

7/26/2016 Motion No. M16-034 Adoption of Resolution No. 16R-09 – Adjusting the Basic Service Charge and Water Consumption Charges thru Prop. 218 process.

10/28/2008 Resolution No. 08R-10 Modifying Basic Facilities Charge and Service-line Installation Charge.

RESOLUTION NO. 24R-004

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
SETTING THE SERVICE LINE INSTALLATION FEE FOR
WATER METER SIZE RANGES SIZE 3/4-INCH TO 10-INCH**

WHEREAS, Bighorn-Desert View Water Agency (“Agency”) is required by law to fix and establish rates, fees and charges which will enable the Agency to cover its debt service payments, operate and maintain its water system, provide for repairs and depreciation, and a reasonable surplus for improvements; and

WHEREAS, under California Government Code Section 66000 et seq., the Agency is authorized to adopt water and sewer connection fees; and

WHEREAS, California Government Code Section 66013(a) states that “[n]otwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed

WHEREAS, on April 28, 2020 the Board of Directors authorized completion of a *Rate and Capacity Fee Study* by an outside financial consulting firm, NBS Government Finance, who has developed a long-term financial model for development of the Capacity Fee or Basic Facilities Charge for new water meters with sizes ranging from ¾-inch to 10-inch based on the value of existing assets and an assessment of future infrastructure needed for the entire distribution system; and

WHEREAS, by Resolution No. 23R-04 adopted by the Board of Directors on February 14, 2023 the Board set a flat fee of \$2,435.00 per Service Line and ¾-inch or 1-inch meter installation; and

WHEREAS, a recent review of the actual cost incurred to install a service line for a ¾-inch or 1-inch meter was determined to be closer to an average cost is \$2,685 per Service Line and ¾-inch or 1-inch meter installation; and

WHEREAS, the cost to install service lines greater than 1-inch cannot reasonably be calculated and therefore should be based on actual time and materials costs incurred with a customer deposit required in advance.

WHEREAS, the establishment, modification, structuring, restructuring, and approval of rates and fees is exempt from the requirements of the California Environmental Quality Act as provided by California Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of the fees and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the Agency, and therefore the fees imposed hereby to not qualify as “special taxes” under Government Code Section 50076, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, the fees and charges set forth herein are not levied upon any person as an incident of property ownership, and thus are not subject to the substantive and procedural prerequisites of Article XIID of the California Constitution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bighorn-Desert View Water Agency, after conducting a public hearing duly noticed pursuant to California Government Code Section 66016, that the public interest and necessity as described in the oral and written testimony and evidence presented during the public hearing on this matter, all of which are incorporated herein by this reference, requires the Board of Directors of the Agency to adopt the following Service Line Installation fees, which includes the water meter be charged by the Agency, as follows:

Meter Size Requested	Service Line Installation Fee
¾-inch or 1-inch	\$2,685
1 ½-inch to 10-inch	Actual Cost Time and Materials – Customer Deposit Required in Advance

BE IT FURTHER RESOLVED, that the General Manager and staff of the Agency are hereby authorized and directed to do such things and to take such actions as may be reasonably required to carry out the purpose and intent of this Resolution and as otherwise required in order to comply with applicable law.

BE IT FURTHER RESOLVED that, pursuant to Government Code Section 66017, this Resolution shall become effective sixty (60) days following adoption thereof and, thereafter, shall supersede any and all prior resolutions.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 12th day of March 2024.

By _____
JoMarie McKenzie, President of the Board

ATTEST,

David Chapman, Board Secretary

Official Seal

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

Meeting Date: March 12, 2024

To: Board of Directors

Budgeted: TBD

Budgeted Amount: Annual Director Budget

Cost: Adds \$8.14/day OR \$171.03/ day

Funding Source: GL 01-09 Director Account

From: Marina West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Consider Initiating Procedure to Implement a Cost-of-Living Adjustment (COLA) to the Board of Directors Per Diem Effective no sooner than July 1, 2024

SUMMARY

Should the Board of Directors wish to pursue the annual allowable five percent (5%) Cost-of-Living Adjustment (COLA) to their per diem then the procedure for such should be initiated so that the increase can coincide with the new fiscal year beginning July 1, 2024.

RECOMMENDATION

The Board considers taking the following action(s):

1. Direct staff on whether or not to initiate the process for increasing the Board of Directors per diem compensation, via Ordinance, by five percent (5%) for fiscal year 2024/25.

BACKGROUND/ANALYSIS

By law, the Board can authorize an increase in their per diem one time per year. The maximum allowable annual increase is five percent (5%). The process of increasing the Board of Directors per diem is done by Ordinance in accordance with Section 20200 - 20207 of the California Water Code and Section 6066 of the California Government Code.

In summary, the Board of Directors can increase their per diem only by Ordinance and the increase may not exceed an amount equal to 5 percent (5%) per year. If the Board requests the full 5% adjustment then per diems would effectively increase to one hundred and seventy-two dollars and three cents (\$171.03) per day of authorized service. Staff recommends that if the Board desires to increase their per diem then the process should be initiated now so that the effective date would coincide with the adoption of the fiscal year 2024/25 budget.

PRIOR RELEVANT BOARD ACTION(S)

3/28/2023 Ordinance No. 230-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$140.70.

3/9/2021 Ordinance No. 210-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$155.13.

02/08/2022 Motion/Seconded - Failed 3/2: M22-007 motion to direct staff to initiate the procedure to implement a Cost-of-Living Adjustment (COLA) to the Board of Directors per diem to be effective no sooner than July 1, 2022.

4/30/2020 Ordinance No. 190-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$140.70.

05/01/2018 Ordinance No. 180-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$134.00.

04/25/2017 Ordinance No. 170-02 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$127.62.

05/24/2016 Ordinance No. 160-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$121.55.

04/28/2015 Ordinance No. 150-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$115.76.

4/22/2014 Ordinance No. 140-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Adjusting Per Diem compensation to \$110.25.

3/25/2014 Motion No. 140-18 Direct staff to initiate the process for increasing the Board of Directors per diem compensation by five percent (5%) for fiscal year 2014/15.



BIGHORN-DESERT VIEW WATER AGENCY

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

BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

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

**February 27, 2024
Time – 6:00 P.M.**

**MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE
PUBLIC WISHING TO PARTICIPATE REMOTELY**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87601143607?pwd=b01CLzRJejZoUWIRUk5zU3ZaYWl1QT09>

Passcode: 246521

Or Dial:

1-669-900-6833

Webinar ID: 87601143607

Passcode: 246521

CALL TO ORDER

President McKenzie called the meeting to order at 6:00pm

PLEDGE OF ALLEGIANCE

Randy West Led the Pledge of Allegiance

ROLL CALL

Directors present:

John R. Burkhart

JoMarie McKenzie

Megan Close-Dees

John Burkhart

Directors Absent:

Director Chapman

Staff present:

Marina West

Daniel Best

Public Present:

Following Roll Call, 1 member(s) of the public indicated they were participating via teleconference. 4 members of the public were present in the meeting room

APPROVAL OF AGENDA

Director Burkhart made a motion to approve the agenda as presented. Director Close-Dees seconded the motion. Unanimously approved.

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

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

1. Conduct candidate interview(s) while in a public, open session; and Candidate who receives a majority of three (3) votes will be appointed. Subsequently, Candidate will be sworn in and officially seated as a Board member.

GM West presented the staff report and discussed previous Board actions and that this would be a "short" term as he is up for election in November 2024 for a 2 year term. Staff received 1 application by the deadline and no further inquiries regarding vacancies. Introduced William Aldridge and verified his voter status.

President McKenzie called Aldridge up and asked to tell us about himself. Long time plumber carpenter and wants to give back to his community and mentioned his plumbing background would make him a good fit for the Board. Pres MC made sure he has the time to attend BOD meetings and make himself available to be an involved member of the board. Aldridge mentioned that he is experienced in water systems and maintenance related tasks, drip irrigation systems and relevant experience of family members who served on other Agencies' Boards.

President McKenzie asked if he has any questions for the board. Aldridge asked that he would ask for advice to get up to speed and become familiar with how things work. He is willing to travel and be an engaged Director. He mentioned he has knowledge of water banking and aquifers and utilizing additional recharge to keep a healthy water table. Aldridge also mentioned being prepared for natural disasters.

Director Close-Dees mentioned the importance to learn and attend conferences and gain knowledge education, especially on politics. She has enjoyed her time as a Board Member.

Public Comment: Tom Floen made comment on Mr. Aldridge's ability to problem solve and has been a great person in the community to help out and assist community members. Mr. Floen mentioned Brown Act, Senate Bills, changing regulations and there is a steep learning curve, but he is confident that Mr. Aldridge will be a wonderful candidate.

Motion No. 24-009

Director Close-Dees made motion to appoint William Aldridge and Director Burkhart seconded.

Roll Call:	John Burkhart	Y
	Megan Close-Dees	Y
	JoMarie McKenzie	Y
	Vacant Seat	

MSC¹ (Close-Dees/Burkhart) unanimously approved.

GM West swore in William Aldridge following the unanimous vote.

2. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)

One potential case

President McKenzie adjourned to closed session at 6:22

3. Closed Session Report

6:50 back in session.

No Reportable Action

4. Public Comment Period

None

5. Adjournment

President McKenzie adjourned the meeting at 6:51pm.

Approved by:

John Burkhart, Committee Chair

Official Seal



BIGHORN-DESERT VIEW WATER AGENCY

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

BOARD OF DIRECTORS' MEETING MINUTES

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

**February 13, 2024
Time – 6:00 P.M.**

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84180575503?pwd=VzIYT1R3QU5sQXRXK0JGQUxYN3QxUT09>

Passcode: 057827

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 841805503

Passcode: 057827

CALL TO ORDER

President McKenzie called the meeting to order at 6:02pm.

PLEDGE OF ALLEGIANCE

Led by Director Chapman

ROLL CALL

Directors present: JoMarie McKenzie
Megan Close-Dees
David Chapman
John R. Burkhart

Staff present: Marina West
Daniel Best

Public Present: Following Roll Call, 0 member(s) of the public indicated they were participating via teleconference. 1 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Director Burkhart made a motion to approve the agenda as presented. Director Chapman seconded the motion. Unanimously approved.

Discussion and Action Items –**1. Resolution No. 24R-003 Bighorn-Desert View Expressing Appreciation for Outstanding Public Service by Director Craig Dicht**

GM West stated in keeping with tradition the Board should adopt a resolution of appreciation to be presented to Mr. Dicht. GM West noted she made formatting changes to the Resolution in place of that which was published in the packet.

Motion No. 24-009

Director Close-Dees made a motion to adopt Resolution No. 24R-003 Expressing Appreciation for Outstanding Public Service by Director Craig Dicht. Director Burkhart seconded the motion.

McKenzie	Y
Close-Dees	Y
David Chapman	Y
Burkhart	Y
Vacant Seat	

MSC¹ (Close-Dees/Burkhart) unanimously approved.

2. Modify Agency Business Hours to Monday through Thursday and Modify Employee Work Schedule to a “4/10 Workweek”

AGM Best gave the staff report as presented in the Agenda Packet. He emphasized the benefits to both staff and Agency providing time before and after the office hours to complete daily tasks uninterrupted. AGM Best noted the fiscal impact from increased holiday pay from 8 to 10 hours resulting in approximately \$11,000 per year.

AGM Best answered questions of the Board regarding implementation, outreach methods to the public and other impacts. Director Burkhart asked about traffic coming into the office and the impacts from that. GM West noted that staff levels have decreased due to decreased traffic. AGM Best clarified the manner in which the “emergency on-call” process.

Motion No. 24-010

Director Chapman made a motion Modify Agency Business Hours to Monday through Thursday and Modify Employee Work Schedule to a “4/10 Workweek”. Director Burkhart seconded the motion.

McKenzie	Y
Close-Dees	Y
David Chapman	Y
Burkhart	Y
Vacant Seat	

MSC¹ (Chapman/Burkhart) unanimously approved.

3. Review Draft Resolution No. 24R-XX Setting the Service Line Installation Fee for Water Meter Sizes 3/4 –inch to 10-inch

AGM Best introduced the subject of setting the service line installation fee that is an annual administrative action of the Board. The fee continues to increase due to increases in the cost of parts, not necessarily labor or equipment. AGM Best answered questions of the Board. GM West noted that the fee is before the Board tonight as a manner of formally posting the notice in compliance with the Mitigated Fee Act and for maximum transparency.

Motion No. 24-011

Director Chapman made a motion to agendaize for March 12, 2024 Resolution No. 24R-XX Setting the Service Line Installation Fee for Water Meter Sizes 3/4 –inch to 10-inch. Director Close-Dees seconded the motion.

McKenzie	Y
Close-Dees	Y
David Chapman	Y
Burkhart	Y
Vacant Seat	Y

MSC¹ (Chapman/Close-Dees) unanimously approved.

4. Discussion Item – Board of Directors` Reports

No Action – Information and Discussion Only

Discussion of Directors` report format as described in Resolution No. 18R-02 Policy for Reimbursement of Actual and Necessary Expenses.

Directors discussed amongst themselves their reports for conferences and seminars attended. It was noted that several directors are engaged in conferences and may have similar reports. However, it was noted that they try to attend different sessions based on individual interests. There was discussion about publishing written reports in the Agenda and staff requested if that the Board be cognizant of the agenda publication schedule.

5. Consent Items –

- a.** Board Meeting Minutes, January 09, 2024 and Special Board Meeting Minutes, January 23, 2024
- b.** Financial Statements
 1. Balance Sheet(s) – December 2023
 2. Budget Sheet(s) – December 2023

3. Quarterly Investment Report for period ending Q4 2023
- c. Receive and File Disbursements – January 2024
- d. Service Order Report – December 2023
- e. BDV Production Report for – January 2024
- f. Goat Mountain Production Report for – January 2024

Recommended Action:
Approve as presented.

Motion No. 24-012

Director Burkhart made a motion to approve consent calendar items a to f. Director Chapman seconded the motion.

McKenzie	Y
Close-Dees	Y
David Chapman	Y
Burkhart	Y
Vacant Seat	Y

MSC¹ (Burkhart/Chapman) unanimously approved.

6. Matters Removed from Consent Items

None.

7. Public Comment Period

None.

8. Verbal Reports – Including Reports on Courses/Conferences/Meetings.

1. General Manager Report – none.
2. Assistant General Manager Report – none.
3. Director Reports -
Director Chapman reported on the Mojave Water Agency Technical Advisory Committee meeting he attended February 1, 2024 and summarized the presentation on the Big Bear Reclamation Project Environmental Impact Report. He further summarized the webinar presented by California Public Employee Retirement System on January 17, 2024 where they talked about the California Public Employee Pension Reform Act of 2014 (PEPRA). PEPRA was designed to get the California pension system to “net zero” by 2050. This means they won’t be in the hole every year but basically we pay for “professional gamblers to carefully lose money”. He noted they are limited to very conservative investment strategies but that they are using “private equities” as well. Private equities being monies managed by private individuals that may have higher yield but more risk. It was

like trying to slice fog. He also attended the Association of San Bernardino County Special Districts (ASBCSD) dinner meeting he attended on January 22, 2024. Sheriff-Coroner Shannon Dicus was the speaker who summarized testimony at the state Public Safety Committee and a new concept to utilize a vacant detention facility in Adelanto to house homeless in the future. The Sheriff summarized Concealed Carry Permits, the need for increasing some crimes to felony level, as there are no repercussions for many crimes where he feels they are warranted.

Director Close-Dees reported on the ASBCSD dinner meeting she attended January 22, 2024. She summarized the report from Sheriff Dicus where he discussed the reason traffic stops for minor offenses typically leads to a larger discovery; that the “drug court” has been eliminated; and the need for more mental health care. She further reported on the MWA TAC meeting of February 1, 2024 where it was reported on the Delta Conveyance Project; a presentation on the prospects for an wet or dry year and a report on MWA outreach activities.

President McKenzie reported on the ASBCSD Victorville was number 5 in California for confiscating illegal guns; growing concerns for “printed guns” (“ghost gun” parts) and the Sheriff stating that the State Legislature seems to favor the criminal over the victim. She further reported on the CalPERS retirement webinar she attended on January 17, 2024. She noted that for the last 20-years CalPERS has received \$0.56 on investment strategy, \$0.11 from the employee and \$0.33 from employer. In 2022/23 CalPERS took in \$27B from investments, \$5.7B from employees (members) and \$24.2B from employers. Last year they lost \$8.3B from the investment portfolio, they paid out \$29.1B to retiree members. PEPR, instituted in 2014, represents about 60% of active employee members now but expect that to increase to 85% in the next 10-years. Employer savings over last 10 years was \$4.4B but in the next 10-years expect employers to save \$24B as a result of the PEPR reforms. One-year return on investments at 5.8% which requires CalPERS to monitor more closely their returns and if it falls below 5.8% they would have to take action to correct their funds.

9. Adjournment

President McKenzie adjourned at 7:11 pm.

Approved by:

David Chapman, Secretary of the Board

Official Seal

General Ledger

Balance Sheet

User: dbest
 Printed: 03/04/2024 - 11:13AM
 Fund: All
 Period: January
 Fiscal Year: 2024

Bighorn – Desert View Water Agency

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

Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131250 - BANC OF CALIFORNIA (PWB)	563,050.08
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-131350 - FIVE STAR BANK	43,056.96
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	607,657.04
INVESTMENTS	
01-00-131255 - FIVE STAR BANK MONEY MARKET	1,122,319.47
01-00-132000 - PARS IRS 115 TRUST	251,789.36
01-00-133030 - LAIF - CASH ACCOUNT	15,995.05
01-00-133111 - CALIFORNIA CLASS	3,083,728.31
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	4,473,832.19
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	209,974.21
01-00-137130 - A/R WATER UNBILLED FYE	0.00
01-00-139543 - 2016-17 LIEN REC \$45,364	0.00
01-00-139544 - 2017-18 LIEN REC \$32,464	1,154.43
01-00-139545 - 2018/19 LIEN REC \$52,020	2,045.75
01-00-139546 - 2019/20 LIEN REC \$35,381	5,257.52
01-00-139547 - 2020/21 LIEN REC \$54,761	14,877.40
01-00-139548 - 2021/22 LIEN REC \$84,795	43,725.74
01-00-139549 - 2022/23 LIEN REC \$46,814	38,830.75
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	314,365.80
ACCOUNTS RECEIVABLE - OTHER	
01-00-136000 - A/R OTHER (Non-UB AR)	0.00
01-00-136500 - INTEREST RECEIVABLE	5,445.20
01-00-137112 - 2017 IDGM STBY A/R (\$10,353)	2,260.20
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	1,866.05
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	3,279.55
01-00-137116 - 2021 IDGM STBY A/R (\$8,680)	2,904.45
01-00-137117 - 2022 IDGM STBY A/R (\$9,037)	5,037.15
01-00-138000 - A/R PROPERTY TAXES	0.00
01-00-138030 - ACCRUED RECEIVABLE	0.00
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139609 - DUE FROM AWAC	0.00
01-00-139610 - DUE FROM GM WELL (Well 13)	0.00
01-00-139611 - DUE FROM PROP 1/RND 2- HDWD	0.00
01-00-139612 - DUE FROM PI/C PIPE/CONSOLIDATI	9,146.00
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)

Fund ALFRE

Account Type

Amount

01-00-139902 - ALLOW. DEPOSITS UNPAID	(31,782.31)
Total ACCOUNTS RECEIVABLE - OTHER:	(6,843.71)
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	105,948.01
01-00-143011 - INVENTORY- AMES WATER	464,360.00
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	570,308.01
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	3,727.20
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	11,750.19
01-00-144025 - PREPAID EXPENSES	0.00
01-00-144035 - PREPAY CalPERS UAL	16,889.56
Total PREPAID EXPENSES:	32,366.95
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(222,205.01)
01-00-111350 - FA LAND	96,194.53
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(283,713.53)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(50,407.74)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(18,191.67)
01-00-111700 - FA WATER SYSTEM	10,119,467.18
01-00-111701 - A/D WATER SYSTEM	(7,300,476.38)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(26,159.11)
01-00-111810 - FA MOBILE EQUIPMENT	927,293.26
01-00-111811 - A/D MOBILE EQUIPMENT	(679,189.08)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(158,817.03)
Total FIXED ASSETS:	3,355,135.52
LEASE OF EQUIPMENT (LT)	
01-00-160200 - LEASE OF EQUIPMENT (LT)	13,099.95
01-00-160999 - ACCUM. AMORTIZATION-EQUIPMENT	(5,198.50)
Total LEASE OF EQUIPMENT (LT):	7,901.45
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	38,265.69
Total CONSTRUCTION IN PROGRESS:	38,265.69
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
NET PENSION LIABILITY	
01-00-223100 - NET PENSION LIABILITY	(617,891.00)
Total NET PENSION LIABILITY:	(617,891.00)
DEFERRED INFLOWS OF RESOURCES	
01-00-225000 - DIR - PENSION RELATED	0.00
Total DEFERRED INFLOWS OF RESOURCES:	0.00
Total Assets:	8,775,097.94
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00

Fund ALFRE

Account Type

Amount

01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	0.00
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
01-00-227011 - RETENTION ABUNDANT WATER WELL	12,577.63
Total ACCOUNTS PAYABLE:	12,577.63
LEASE LIABILITY-EQUIPMENT (ST)	
01-00-260100 - LEASE LIABILITY-EQUIPMENT (ST)	0.00
Total LEASE LIABILITY-EQUIPMENT (ST):	0.00
LEASE LIABILITY-EQUIPMENT (LT)	
01-00-260200 - LEASE LIABILITY-EQUIPMENT (LT)	8,146.70
Total LEASE LIABILITY-EQUIPMENT (LT):	8,146.70
ACCRUED PAYROLL	
01-00-229000 - ACCRUED PAYROLL LIABILITIES	0.00
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCRUED EMP COMP BALANCES	144,380.02
Total ACCRUED PAYROLL:	144,380.02
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	0.00
01-00-229002 - STATE PR TAX PAYABLE	0.00
01-00-229003 - MEDICAL INSURANCE PAYABLE	(20,585.67)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(461.07)
01-00-229005 - CALPERS PAYABLE	0.00
01-00-229006 - CALPERS SPEC COMP-UNIFORM ALL	0.00
01-00-229007 - BOARD DIRECT DEPOSIT PR	0.00
Total ACCRUED PR LIABILITIES:	(21,046.74)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	151,461.60
01-00-226002 - ANNEX SEC. 35 RoBott Land	3,381.21
01-00-226005 - UNEARN REV-UB ACCT CREDITS	0.00
01-00-226007 - ANNEX 0631-071-29 (NAPA@ALTA)	822.55
Total CUSTOMER DEPOSITS:	155,665.36
BLUEFIN CC FEES	
01-00-226001 - BLUEFIN/SB CC FEES thru PORTAL	(4,799.87)
Total BLUEFIN CC FEES:	(4,799.87)
CIP DEPOSIT	
01-00-226006 - CUST METER DEPOSIT	0.00
Total CIP DEPOSIT:	0.00
PAYABLE FROM RESTRICTED ASSETS	
01-00-229500 - ACCRUED INT PAYABLE DV ID BNDS	0.00
Total PAYABLE FROM RESTRICTED ASSETS:	0.00
LONG TERM DEBT	
01-00-211020 - DA01 CoSB REPAYMENT	26,036.70
01-00-211030 - IDM PIPELINE FUTURE DEBT BAL	0.00
Total LONG TERM DEBT:	26,036.70
DEFERRED OUTFLOWS OF RESOURCE	
01-00-151000 - DOR - PENSION CONTRIBUTIONS	(104,560.00)
01-00-153000 - DOR - PENSION RELATED	(247,605.00)
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	0.00
Total DEFERRED OUTFLOWS OF RESOURCE:	(352,165.00)
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW:	0.00

Fund ALFRE

Account Type	Amount
Total Liabilities:	(31,205.20)
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	8,846,857.91
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE	158,253.50
01-00-310010 - FUND BALANCE FEMA & OES	0.00
01-00-310011 - DA01 OVERPAYMENT by CoSB	10,849.16
Total FUND BALANCE:	9,015,960.57
Total Fund Balance:	9,015,960.57
Total Liabilities and Fund Balance:	8,984,755.37
Total Retained Earnings:	(209,657.43)
Total Fund Balance and Retained Earnings:	8,806,303.14
Total Liabilities, Fund Balance, and Retained Earnings:	8,775,097.94
Totals for Fund 01 - General Fund:	0.00

General Ledger

Budget Status

User: dbest
Printed: 3/4/2024 - 10:33 AM
Period: January 2024

Bighorn – Desert View Water Agency
622 S. Jemez Trail (760) 364-2315
Yucca Valley, CA 92284-1440

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-00	No Department							
R05	OPERATING REVENUE							
01-00-410000	SERVICE LINE INSTALLATION F	2,400.00	0.00	17,045.00	-14,645.00	0.00	-14,645.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	14,600.00	0.00	102,487.00	-87,887.00	0.00	-87,887.00	0.00
01-00-410015	AG CONS TIER 1	8,300.00	295.26	3,228.37	5,071.63	0.00	5,071.63	61.10
01-00-410016	AG CONS TIER 2	5,000.00	0.00	2,539.96	2,460.04	0.00	2,460.04	49.20
01-00-410020	BULK CONS TIER 1	76,300.00	4,786.32	35,360.30	40,939.70	0.00	40,939.70	53.66
01-00-410030	COMMERCIAL/INST CONS TIER	13,100.00	1,179.56	5,958.73	7,141.27	0.00	7,141.27	54.51
01-00-411000	INCOME METERED WATER	429,700.00	23,648.25	224,896.41	204,803.59	0.00	204,803.59	47.66
01-00-411001	RES CONS TIER 2	212,200.00	14,786.01	134,377.09	77,822.91	0.00	77,822.91	36.67
01-00-412000	GOAT MTN STANDBY INCOME	61,470.00	3,082.05	35,919.15	25,550.85	0.00	25,550.85	41.57
01-00-413000	BASIC SERVICE CHARGE	1,077,000.00	84,201.59	573,633.33	503,366.67	0.00	503,366.67	46.74
01-00-413001	FIRE BSC	8,200.00	731.34	4,476.07	3,723.93	0.00	3,723.93	45.41
01-00-414000	INCOME JV BULK WATER SALE	2,500.00	50.00	1,595.00	905.00	0.00	905.00	36.20
01-00-417000	INCOME OTHER (OPERATING)	96,700.00	9,963.02	52,576.39	44,123.61	0.00	44,123.61	45.63
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-419000	AMES BASIN WATER TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-492050	PAC WEST BANK EARNINGS CR	17,500.00	0.00	5,911.86	11,588.14	0.00	11,588.14	66.22
R05 Sub Totals:		2,024,970.00	142,723.40	1,200,004.66	824,965.34	0.00	824,965.34	40.74
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	86,300.00	1,729.81	57,828.76	28,471.24	0.00	28,471.24	32.99
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	0.00	-2.94	2.94	0.00	2.94	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	86,400.00	1,682.26	56,208.97	30,191.03	0.00	30,191.03	34.94
01-00-491040	GA03 ID GM GEN TAX LEVY	41,600.00	863.51	28,866.78	12,733.22	0.00	12,733.22	30.61
01-00-492000	INTEREST INCOME	22,100.00	18,815.73	136,436.70	-114,336.70	0.00	-114,336.70	0.00
01-00-496000	INCOME OTHER (NON OPERATI	22,300.00	2,433.24	14,859.32	7,440.68	0.00	7,440.68	33.37
01-00-499901	GM WELL REV ACCT	0.00	0.00	-6,821.69	6,821.69	0.00	6,821.69	0.00
01-00-499902	PI/C REV. ACCT.	0.00	0.00	9,146.00	-9,146.00	0.00	-9,146.00	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499999	AWAC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		258,700.00	25,524.55	296,521.90	-37,821.90	0.00	-37,821.90	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E25	Revenue Sub Totals:	2,283,670.00	168,247.95	1,496,526.56	787,143.44	0.00	787,143.44	34.47
01-00-562000	NON-OPERATING EXPENSE							
01-00-563000	OFFICE EQUIPMENT EXPENSE	7,400.00	161.61	4,411.05	2,988.95	0.00	2,988.95	40.39
01-00-564000	CUSTOMER RELATIONS	4,500.00	0.00	217.22	4,282.78	0.00	4,282.78	95.17
01-00-571000	OTHER ADMINISTRATIVE EXPE	14,400.00	1,015.68	7,439.04	6,960.96	0.00	6,960.96	48.34
01-00-571100	DEPRECIATION EXPENSE	0.00	0.00	148,686.75	-148,686.75	0.00	-148,686.75	0.00
01-00-572100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572200	AMORTIZATION OF LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572300	INTEREST EXPENSE ON LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	CONTRA EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-593000	ELECTION COSTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-00-593999	EXPENSE / INCOME MISC	500.00	-24.76	-2,209.87	2,709.87	0.00	2,709.87	541.97
01-00-594000	PRIOR YEARS EXPENSE	0.00	28,205.89	28,205.89	-28,205.89	0.00	-28,205.89	0.00
01-00-594001	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	INVESTMENT GAIN/LOSS	0.00	444.07	-10,372.94	10,372.94	0.00	10,372.94	0.00
E25 Sub Totals:		27,800.00	29,802.49	176,377.14	-148,577.14	0.00	-148,577.14	0.00
	Expense Sub Totals:	27,800.00	29,802.49	176,377.14	-148,577.14	0.00	-148,577.14	0.00
Dept 00 Sub Totals:		-2,255,870.00	-138,445.46	-1,320,149.42	-935,720.58	0.00		64 of 86
Administration								
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	417,000.00	32,953.32	191,355.23	225,644.77	0.00	225,644.77	54.11
01-01-560060	CONTRACTUAL SERV-AUDITOR	18,800.00	0.00	12,007.00	6,793.00	0.00	6,793.00	36.13
01-01-560070	CONTRACTUAL SERV-LEGAL	40,000.00	3,765.00	17,497.50	22,502.50	0.00	22,502.50	56.26
01-01-560075	LEGISLATIVE AFFAIRS CWSA	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
01-01-560080	PERS CONTRIBUTION	117,700.00	9,932.78	66,097.72	51,602.28	0.00	51,602.28	43.84
01-01-560085	GASB 68 EXP (INC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560090	PAYROLL TAXES	19,600.00	1,478.33	8,537.75	11,062.25	0.00	11,062.25	56.44
01-01-560110	TELEPHONE/FAX/INTERNET/WI	6,800.00	788.27	3,363.25	3,436.75	0.00	3,436.75	50.54
01-01-560120	MAILING EXPENSE	1,700.00	0.00	298.36	1,401.64	0.00	1,401.64	82.45
01-01-560140	CONTRACTUAL SERV - OTHER	114,600.00	5,824.79	66,615.89	47,984.11	0.00	47,984.11	41.87
01-01-560160	PROPERTY/LIABILITY EXPENSE	77,000.00	5,875.08	41,125.56	35,874.44	0.00	35,874.44	46.59
01-01-560170	WORKERS COMP EXPENSE	14,100.00	1,242.40	8,279.80	5,820.20	0.00	5,820.20	41.28
01-01-560180	DUES & SUBSCRIPTIONS	18,000.00	606.13	13,810.33	4,189.67	0.00	4,189.67	23.28
01-01-560200	POWER/PROPANE OFFICES & Y/	10,600.00	2,282.42	6,804.99	3,795.01	0.00	3,795.01	35.80
01-01-560220	BAD DEBT EXPENSE	2,300.00	0.00	1,509.80	790.20	0.00	790.20	34.36
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-01-560300	OFFICE SUPPLIES/PRINTING	10,500.00	681.28	4,978.31	5,521.69	0.00	5,521.69	52.59
01-01-561000	EMPLOYEE BENEFITS INSURAN	195,600.00	18,431.02	107,940.16	87,659.84	0.00	87,659.84	44.82
01-01-561100	EMPLOYEE EDUCATION/TRAIN	16,000.00	1,144.17	6,865.94	9,134.06	0.00	9,134.06	57.09
01-01-561500	PAYROLL FRINGE EXP TO PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-01-561501	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561700	COVID-19 FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15 Sub Totals:		1,096,800.00	85,004.99	557,087.59	539,712.41	0.00	539,712.41	49.21
NON-OPERATING EXPENSE								
01-01-564001	PARS TRUST EXPENSES	0.00	120.11	815.75	-815.75	0.00	-815.75	0.00
E25 Sub Totals:		0.00	120.11	815.75	-815.75	0.00	-815.75	0.00
Expense Sub Totals:		1,096,800.00	85,125.10	557,903.34	538,896.66	0.00	538,896.66	49.13
Dept 01 Sub Totals:		1,096,800.00	85,125.10	557,903.34	538,896.66	0.00		
Operations								
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	412,200.00	29,498.65	240,820.37	171,379.63	0.00	171,379.63	41.58
01-05-541030	UNIFORMS	8,000.00	601.85	5,953.84	2,046.16	0.00	2,046.16	25.58
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP	28,800.00	1,872.67	32,772.67	-3,972.67	0.00	-3,972.67	0.00
01-05-541070	VEHICLE EXPENSE-FUEL	51,600.00	0.00	23,204.36	28,395.64	0.00	28,395.64	55.03
01-05-541090	FIELD MATERIALS & SUPPLIES	78,800.00	673.89	33,114.73	45,685.27	0.00	45,685.27	57.98
01-05-541095	SHRINKAGE	0.00	0.00	-10.21	10.21	0.00	10.21	0.00
01-05-541110	WATER TESTING	12,100.00	808.00	5,353.00	6,747.00	0.00	6,747.00	55.76
01-05-541120	CONTRACTUAL SRV-ENGINEER	60,000.00	0.00	0.00	60,000.00	0.00	60,000.00	100.00
01-05-541140	WATER SYSTEM REPAIRS	78,800.00	60.34	1,383.08	77,416.92	0.00	77,416.92	98.24
01-05-541141	EXCAVATION COUNTY OF SB	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-05-541150	BUILDING MAINTENANCE/REP	15,500.00	845.62	8,793.33	6,706.67	0.00	6,706.67	43.27
01-05-541190	COMMUNICATIONS EXPENSE	7,700.00	685.30	3,447.20	4,252.80	0.00	4,252.80	55.23
01-05-541210	DISINFECTION EXPENSE	15,700.00	979.79	9,291.27	6,408.73	0.00	6,408.73	40.82
01-05-541250	POWER WELLS & PUMPS	124,700.00	19,244.31	68,742.87	55,957.13	0.00	55,957.13	44.87
01-05-541300	OTHER OPERATING EXPENSES	15,100.00	7,736.24	11,507.09	3,592.91	0.00	3,592.91	23.79
01-05-541700	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	AMES WATER	129,000.00	0.00	0.00	129,000.00	0.00	129,000.00	100.00
01-05-560080	PERS CONTRIBUTION - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560085	GASB EXP (INC) - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560090	PAYROLL TAXES - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560170	WORKERS COMP EXPENSE - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561000	EMPLOYEE BENEFIT INSUR - OI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561100	EE EDUCATION/TRAINING - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05 Sub Totals:		1,038,500.00	63,006.66	444,373.60	594,126.40	0.00	594,126.40	57.21
Expense Sub Totals:		1,038,500.00	63,006.66	444,373.60	594,126.40	0.00	594,126.40	57.21

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-09	Dept 05 Sub Totals:	1,038,500.00	63,006.66	444,373.60	594,126.40	0.00		
E15	Directors							
	ADMINISTRATIVE EXPENSE							
01-09-560027	DIRECTOR J. BURKHART	9,500.00	0.00	1,814.55	7,685.45	0.00	7,685.45	80.90
01-09-560028	DIRECTOR McKENZIE	9,500.00	379.78	7,655.85	1,844.15	0.00	1,844.15	19.41
01-09-560029	DIRECTOR CLOSE	9,500.00	850.51	7,197.99	2,302.01	0.00	2,302.01	24.23
01-09-560030	DIRECTOR DIGHT	9,500.00	162.89	2,769.13	6,730.87	0.00	6,730.87	70.85
01-09-560031	DIRECTOR CHAPMAN	9,500.00	743.59	6,310.58	3,189.42	0.00	3,189.42	33.57
	E15 Sub Totals:	47,500.00	2,136.77	25,748.10	21,751.90	0.00	21,751.90	45.79
	Expense Sub Totals:	47,500.00	2,136.77	25,748.10	21,751.90	0.00	21,751.90	45.79
Dept 01-10	Dept 09 Sub Totals:	47,500.00	2,136.77	25,748.10	21,751.90	0.00		
E20	CIP							
	CIP EXPENSE							
01-10-056198	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056199	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	OVERHEAD FOR CIP ONLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561919	HDWD#2 INTERTIE	0.00	53.75	268.75	-268.75	0.00	-268.75	0.00
01-10-561934	INTERTIE @ LUNA VISTA (HDW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561937	GM REPLACEMENT WELL (Well	779,140.00	10,288.78	288,705.02	490,434.98	0.00	490,434.98	63.09
01-10-561938	PARS 115 TRUST ACCT	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
01-10-561939	ANNEX RoBott LAND SEC.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561940	SHOP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561945	ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561950	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561955	OFFICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561960	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561965	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561970	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561975	VEHICLES - MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561982	FINANCIAL & BILLING SOFTWA	22,600.00	0.00	0.00	22,600.00	0.00	22,600.00	100.00
01-10-562004	METER REPLACEMENT (DWR/E	298,036.00	3,077.08	193,341.88	104,694.12	0.00	104,694.12	35.13
01-10-562005	ANNEX 0631-071-29 (NAPA@ALI	2,140.00	0.00	1,075.00	1,065.00	0.00	1,065.00	49.77
01-10-562006	PI/C PROJECT- PIPELINES/CONS	0.00	645.00	19,708.61	-19,708.61	0.00	-19,708.61	0.00
	E20 Sub Totals:	1,201,916.00	14,064.61	503,099.26	698,816.74	0.00	698,816.74	58.14
	Expense Sub Totals:	1,201,916.00	14,064.61	503,099.26	698,816.74	0.00	698,816.74	58.14
	Dept 10 Sub Totals:	1,201,916.00	14,064.61	503,099.26	698,816.74	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,283,670.00	168,247.95	1,496,526.56	787,143.44	0.00	787,143.44	34.47
	Fund Expense Sub Totals:	3,412,516.00	194,135.63	1,707,501.44	1,705,014.56	0.00	1,705,014.56	49.96
	Fund 01 Sub Totals:	1,128,846.00	25,887.68	210,974.88	917,871.12	0.00		
	Revenue Totals:	2,283,670.00	168,247.95	1,496,526.56	787,143.44	0.00	787,143.44	34.47
	Expense Totals:	3,412,516.00	194,135.63	1,707,501.44	1,705,014.56	0.00	1,705,014.56	49.96
	Report Totals:	1,128,846.00	25,887.68	210,974.88	917,871.12	0.00		

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Ck Date	Ck No	Payable To	Void	Check Amt
2/1/2024	0	IRS PAYROLL		149.52
2/1/2024	0	EDD PAYROLL		1,481.37
2/1/2024	0	CALPERS		6,819.16
2/1/2024	0	IRS PAYROLL		4,205.51
2/1/2024	32740	PAYROLL		4,286.21
2/1/2024	32741	PAYROLL		2,495.57
2/1/2024	32742	PAYROLL		1,670.67
2/1/2024	32743	PAYROLL		5,241.93
2/1/2024	32744	PAYROLL		1,801.28
2/1/2024	32745	PAYROLL		1,801.19
2/1/2024	32746	PAYROLL		2,598.14
2/1/2024	32747	PAYROLL		2,509.29
2/1/2024	32748	PAYROLL		2,729.06
2/6/2024	1299	CUSTOMER REFUND		94.01
2/7/2024	32749	ABUNDANT WATER WELLS, INC.		124,583.00
2/15/2024	0	IRS PAYROLL		49.84
2/15/2024	0	IRS PAYROLL		4,339.08
2/15/2024	0	EDD PAYROLL		1,622.32
2/15/2024	0	CALPERS		6,601.06
2/15/2024	0	IRS PAYROLL		555.30
2/15/2024	0	EDD PAYROLL		157.05
2/15/2024	1300	ACE ALTERNATORS & STARTERS		69.49
2/15/2024	1301	AUTOZONEPARTS		43.26
2/15/2024	1302	BEYOND SOFTWARE SOLUTIONS		1,658.90
2/15/2024	1303	BOB'S AUTOGLASS-N-TINT		339.00
2/15/2024	1304	CA RURAL WATER ASSN		1,364.00
2/15/2024	1305	GENESIS CLEANING SERVICE INC.		1,050.00
2/15/2024	1306	HASA, INC.		725.69
2/15/2024	1307	MELONIE HELLER		106.53
2/15/2024	1308	HI-DESERT PROPANE SALES, INC.		323.49
2/15/2024	1309	INFOSEND, INC.		1,028.16
2/15/2024	1310	ITRON, INC.		1,516.08

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Ck Date	Ck No	Payable To	Void	Check Amt
2/15/2024	1311	MONUMENT ROW		9,522.50
2/15/2024	1312	NELSON MOBILE SERVICES INCORPORATED		2,048.90
2/15/2024	1313	ORANGE COUNTY WINWATER WORKS		4,368.05
2/15/2024	1314	SBRK FINANCE HOLDING, INC.		4,650.00
2/15/2024	1315	SDRMA		27,450.15
2/15/2024	1316	ST WATER RES CONTROL BRD		300.00
2/15/2024	1317	UNDERGROUND SERVICE ALERT OF SO CAL		95.75
2/15/2024	1318	US LBM OPERATING CO. 3009, LLC		159.35
2/15/2024	32750	PAYROLL		3,721.45
2/15/2024	32751	PAYROLL		987.06
2/15/2024	32752	PAYROLL		1,769.35
2/15/2024	32753	PAYROLL		5,186.93
2/15/2024	32754	PAYROLL		1,776.07
2/15/2024	32755	PAYROLL		2,306.39
2/15/2024	32756	PAYROLL		1,723.35
2/15/2024	32757	PAYROLL		1,742.84
2/15/2024	32758	PAYROLL		3,661.60
2/15/2024	32759	PAYROLL		2,491.31
2/15/2024	32760	PAYROLL		1,171.12
2/20/2024	1319	CUSTOMER REFUND		38.39
2/20/2024	1320	CUSTOMER REFUND		180.82
2/20/2024	1321	CUSTOMER REFUND		946.96
2/20/2024	1322	CUSTOMER REFUND		375.70
2/20/2024	1323	CUSTOMER REFUND		41.30
2/20/2024	1324	CUSTOMER REFUND		78.43
2/20/2024	1325	CUSTOMER REFUND		175.00
2/20/2024	1326	CUSTOMER REFUND		115.72
2/20/2024	1327	CUSTOMER REFUND		3.49
2/28/2024	0	AT&T MOBILITY		355.42
2/28/2024	0	CINTAS CORPORATION #150		589.84
2/28/2024	0	SOUTHERN CALIFORNIA EDISON COMP		9,153.29
2/28/2024	0	AMERICAN FIDELITY ASSURANCE COMPANY		1,132.92

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Ck Date	Ck No	Payable To	Void	Check Amt
2/28/2024	0	FLYERS ENERGY LLC		5,961.08
2/28/2024	0	BLUEFIN PAYMENT SYSTEMS		1,177.96
2/28/2024	0	SPRINGBROOK ACH		158.41
2/28/2024	0	CARDMEMBER SERVICES		2,061.48
2/28/2024	1328	C.J. BROWN & COMPANY, CPAs		625.00
2/28/2024	1329	CDW GOVERNMENT, LLC		3,065.87
2/28/2024	1330	CLINICAL LABORATORY OF SB, INC.		2,742.00
2/28/2024	1331	CORE & MAIN LP	VOID	157.40
2/28/2024	1332	EIDE BAILLY LLP		525.00
2/28/2024	1333	HI-DESERT STAR		49.00
2/28/2024	1334	MM INTERNET, INC.		112.80
2/28/2024	1335	MOJAVE DESERT AIR QUALITY		2,087.66
2/28/2024	1336	NELSON MOBILE SERVICES INCORPORATED		982.55
2/28/2024	1337	ORANGE COUNTY WINWATER WORKS		286.78
2/28/2024	1338	SIGNS FOR LESS		225.00
2/28/2024	1339	US LBM OPERATING CO. 3009, LLC		76.08
2/28/2024	1340	VISUAL EDGE IT, INC.		210.91
2/28/2024	1341	MARINA WEST		102.39
2/28/2024	1342	WIENHOFF & ASSOCIATES, INC.		85.00
2/28/2024	1343	XEROX CORPORATION		244.69
2/28/2024	1344	CORE & MAIN LP		24.82
2/28/2024	1345	SBRK FINANCE HOLDING, INC.		4,500.00
2/29/2024	0	CALPERS		6,801.39
2/29/2024	0	IRS PAYROLL		324.64
2/29/2024	0	EDD PAYROLL		5.74
2/29/2024	0	IRS PAYROLL		4,638.24
2/29/2024	0	EDD PAYROLL		1,661.57
2/29/2024	32761	PAYROLL		3,870.09
2/29/2024	32762	PAYROLL		2,007.45
2/29/2024	32763	PAYROLL		5,408.69
2/29/2024	32764	PAYROLL		2,763.06
2/29/2024	32765	PAYROLL		2,368.42

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Ck Date	Ck No	Payable To	Void	Check Amt
2/29/2024	32766	PAYROLL		1,899.17
2/29/2024	32767	PAYROLL		2,989.35
2/29/2024	32768	PAYROLL		1,978.29
2/29/2024	32769	PAYROLL		2,791.97
			Total	337,304.56

SERVICE ORDER REPORT FOR FISCAL YEAR 2023-2024

UTILITY BILLING SERVICE ORDERS	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
After Hours Call Out	37	1	2	1	4	5	5	-						18
Backflow (Misc/Lock-off or Un-Lock)	32	5	1	3	2	2	1	1						15
Customer Requested Asst	102	8	10	11	8	8	7	6						58
Reported Leaks	73	9	6	4	10	5	2	4						40
Destroy Service Line	0	-	-	-	-	-	-	-						0
Exchange Meter	65	12	5	8	4	6	43	53						131
Fire Flow Test	29	4	3	2	3	-	-	3						15
Hangtag	122	10	13	9	10	8	15	11						76
Install New Service	10	-	1	-	1	1	1	2						6
Miscellaneous	147	12	6	14	6	9	5	8						60
Open New Service (New Owner or Tenant)	298	39	9	15	13	17	18	4						115
Pull Meter	5	-	1	-	-	-	-	-						1
Reread Meter/Read Meter	249	26	42	9	32	22	29	23						183
Tamper	17	-	-	5	-	-	-	-						5
Unlock Service	202	8	16	11	20	9	15	20						99
Verify Meter Locked	133	5	4	9	19	6	11	7						61
TOTAL	1521	139	119	101	132	98	152	142	0	0	0	0	0	883
UTILITY BILLING INFORMATION	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Active Residential Accounts Billed	13198	1015	1221	1014	1208	1012	1208	1192						7870
Inactive Residential Accounts Billed	1787	161	121	163	133	167	135	191						1071
Active Agricultural Accounts Billed	293	27	17	27	18	26	17	21						153
Inactive Agricultural Accounts Billed	216	9	15	9	14	9	15	8						79
Active Commercial Accounts Billed	105	5	13	5	13	5	13	13						67
Active Bulk Accounts Billed - 1-inch Meter	367	63	-	51	-	63	0	0						177
Active Bulk Accounts Billed - 2-inch Meter	179	13	13	13	12	12	11	11						85
Active Number of JV Cash Sales Accounts	722	60	60	60	61	61	63	64						429
Active Fire Accounts Billed	24	3	1	3	1	3	1	1						13
Active Construction Meter Accounts Billed	36	2	2	2	2	2	1	1						12
TOTAL	16927	1358	1463	1347	1462	1360	1464	1502	0	0	0	0	0	9956
DELINQUENT ACCOUNT BILLING	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts - DQ	3392	310	288	327	254	291	304	274						2048
Agricultural Accounts - DQ	283	18	12	19	17	17	18	18						119
Commercial Accounts - DQ	14	3	1	-	1	-	3	3						11
Bulk Accounts - DQ	69	2	8	3	9	1	12	4						39
TOTAL	3758	333	309	349	281	309	337	299	0	0	0	0	0	2217
LOCK-OFF SERVICE - NON-PAYMENT	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts L/O	237	10	12	13	45	-	22	55						157
Residential Payment Plans - Initiated	19	5	3	6	3	2	3	3						25
Residential Payment Plans - Failed	3	-	-	-	-	-	-	-						0
Agricultural Accounts L/O	16	-	1	1	1	-	1	-						4
Commercial Account L/O	0	-	-	-	-	-	-	-						0
Bulk Accounts L/O	2	-	-	-	-	-	-	-						0
TOTAL	277	15	16	20	49	2	26	58	0	0	0	0	0	186
OPERATIONS/MAINTENANCE SERVICE ORDERS	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
AirVac Maintenance	1	12	2	-	-	-	21	2						37
AirVac Replacement	1	-	-	-	-	-	-	-						0
Bulk Stations Maintenance	9	1	2	3	-	-	-	-						6
Flush Deadend/Blowoffs	2				1									1
Goat Mountain Mainline Repair	0	-	-	-	-	-	-	-						0
Goat Mountain Service Line Replacement	8	-	1	-	-	4	-	-						5
Goat Mountain Service Line Repair	15	1	-	-	-	-	-	1						2
Hydrant Maint.	6	-	-	-	-	1	-	-						1
Pressure Complaint	16	-	-	-	-	1	-	-						1
BDV Mainline Repair	1	-	-	-	-	-	-	-						0
BDV Service Line Repair	65	5	8	6	3	7	2	4						35
BDV Service Line Replace	57	11	7	6	2	5	4	4						39
Valve Maintenance	136	-	-	-	-	-	-	-						0
Water Quality Issues Customer Reported (taste, Odor, Color)	1	-	-	-	-	-	-	-						0
Well Water Level	4	1			1			-						2
TOTAL	322	31	20	15	7	18	27	11	0	0	0	0	0	129
SAFETY TRAINING AND INSPECTIONS	2022/23	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Monthly Safety Training	12	1	1	1	1	1	1	1						7
Operations "Tail-Gate" Safety Training	12	2	3	2	2	2	2	2						15
Monthly Inspections - Fire Extinguisher	12	1	1	1	1	1	1	1						7
Monthly Inspections - Vehicles	12	1	1	1	1	1	1	1						7
Quarterly Inspections - Facility	4	1			1			1						3
Quarterly Inspections - 90-day BIT	4	1			1			1						3
Monthly/Quarterly Inspections - Tank/Reservoir	4	1			1			1						3
Monthly/Quarterly Inspections - Fuel	12	1	1	1	1	1	1	1						7
Monthly/Quarterly Inspections - Generators	12	1	1	1	1	1	1	1						7
Monthly Safety Class Review	0	-	1	1	1	1	1	1						6
TOTAL	84	10	8	7	11	7	7	10	0	0	0	0	0	59
		1886	1935	1839	1942	1794	2013	2022	0	0	0	0	0	13430



DATE: 2/29/2024
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Bighorn-Desert View Production FEBRUARY 2024

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"					
Well 3	126,180	943,826	185	166	85.1	2.90
Well 4	Well is "inactive"					
Well 6	49,540	370,559	94	80	65.6	1.14
Well 7	84,200	629,816	113	136	92.6	1.93
Well 8	231,400	1,730,872	349	380	82.7	5.31
Well 9	375,700	2,810,236	427	440	109.6	8.62
Well 10	25,870	193,508	77	92	41.7	0.59
Total	892,890	6,678,817			477.3	20.50

Maximum Day Demand

Date 2/24/2024

Total Production (Gallons) 439898.8

A Boosters	55,990	418,805	149	150	46.8	
C Boosters	89,300	667,964	169	175	65.9	
Total	145,290	1,086,769				



DATE: 2/29/2024
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Goat Mountain Production FEBRUARY 2024

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM from</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well GMW1	4,210	31,491	159	220	3.3	0.10
Well GMW3	260,600	1,949,288	290	320	112.1	5.98
Total	264,810	1,980,779			115.4	6.08

Maximum Day Demand

Date 2/21/2024

Total Production (Gallons) 124916

GM booster	107,500	804,100	255	222	52.6
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BIGHORN-DESERT VIEW WATER AGENCY

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

Finance/Public Relations/Education and Personnel

Standing Committee Meeting Minutes

Committee Members: Director McKenzie & Director Dicht

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

September 19, 2023
Time – 4:00 P.M.

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

OR

Join Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85707878455?pwd=YkhZclZ3L3pPbidEWHpuZjFBcFkwQT09>

Passcode: 734244

Or

Dial: 1-669-900-6833

Webinar ID: 857 0787 8455

Passcode: 734244

CALL TO ORDER

Chair McKenzie called the meeting to order at 4:00 pm.

PLEDGE OF ALLEGIANCE

Led by Chair McKenzie.

ROLL CALL

Directors Present: Chair McKenzie
Director Dicht

Staff Present: Marina West

Public Present: 1 member(s) of the public indicated they were participating via teleconference. 0 members of the public were present in the meeting room. 1 member(s) of the Board was present in the meeting room as an observer only.

APPROVAL OF AGENDA

Director Dicht moved to approve the Agenda as presented. Seconded by Director McKenzie.

Discussion and Action Items -

1. Review Resolution No. 23R-XX Adopting the Employee Handbook for the Purposes of Establishing the Rules and Procedures for the Conduct of Personnel/Human Resources Matters

GM West gave the staff report as presented in the Agenda packet. She noted that she recently worked with special counsel for personnel matters, Liebert Cassidy Whitmore, to clarify the language specifically relate to a discrepancy in vacation accruals, vacation accrual caps based on tenure and the manner in which the Agency will annually manage accrual payouts exceeding the individual caps. GM West then reviewed the old language, current language to show the discrepancies and then the recommended revised language.

GM West clarified that the prior policy allowed for vacation payouts upon reaching the cap. The payout was up to 50% of the balance. In the new version, LCW advised staff of the IRS "rule" as it related to the prior language. At the final review stage, staff then failed to notice the discrepancy between the two paragraphs. The first stating that, "the employee shall cease earning paid vacation leave". Furthermore, staff needed clarification on how much leave was to be paid out. In other words, to what level is the accrual reduced to at October 1st. The revisions address both these discrepancies and have been provided by LCW.

GM West answered questions of the Committee which led to discovery of additional sections that need further scrutiny. Director McKenzie inquired about sections that direct the employee to seek input from Agency General Counsel (legal counsel). She stated while the employee could go to the Board of Equalization or legal counsel and inquired how they would find the information to reach legal counsel. GM West explained that one Article of the handbook is called "Fraud in the Workplace". She noted that annually, during an all staff safety meeting, this section is reviewed and they are directed to find the information in the lunchroom where the Employee Handbook is kept and counsel's name and phone number is located in the front of the binder. Director McKenzie was inquiring if the employee should contact a Board member rather than legal counsel. In other words, is a member of the Board of Directors a contact for reporting wrongdoing? GM West stated that she would have to research that further to provide an adequate response.

Chair McKenzie called attention to the language in Article 7.3 Sick Leave, sections G and H. noting what she thought was conflicting language on "sick leave" payouts. GM West stated that she would have to research that further to provide an adequate response.

Director McKenzie inquired about Article 3.21 Non-Exempt Employee Use of Communication Devices but it doesn't mention anything about an employee using their own personal devices while working and was inquiring if this relates to this section. GM West initially responded that the Article is really dealing with working afterhours for which the Agency must compensate. In other words, if using a company supplied phone you would know about said

usage, but if using a personal device to do work afterhours. GM West noted she doesn't currently conduct that level of review of the phone records. GM West's basic response is that the employees are being warned that if they do work, they need to be compensated for it. She believed the language is in there so the employee does not presume the employer knows they have done so. Chair McKenzie asked about employees using company devices after work for personal use. GM West wasn't sure she could know that an employee used a laptop, for instance, for personal use to access the internet afterhours. Chair McKenzie further inquired about a requirement for "protection" on the phone preventing unauthorized access to confidential information. GM West stated that their emails might be on their phone but it has a password. Also, no employee has a Virtual Private Network to access the Agency's server.

GM West suggested that she research the questions and then bring answers and necessary revisions to the next Finance/Personnel Standing Committee Meeting.

Public Comment: None.

2. Consent Items –

- a. FPREP Committee Meeting Minutes **July 18, 2023**
- b. PARS Investment Statement **June and July, 2023**
- c. CLASS (CA Cooperative Liquid Assets Securities System) "Pool Fact Sheet"

Recommended Action:
Approve as presented.

Committee approved the Consent Item(s) a to c.

3. Public Comment Period

None.

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

1. Committee Members' Comments/Reports –

Chair McKenzie asked for a PARS representative to give a report to at an upcoming FPREP Committee meeting.

Director Dicht noted the Giant Rock Clean-Up is September 23, 2023 and he plans to reach-out to the organizers for more information.

- 2. General Manager's Report – Giant Rock Clean-up this Saturday at 9 am noting she had not received any communication from the event organizers but staff will be

bringing a water tank for the pressure washing machines. She also noted that planning has begun for the Orchid Festival, October 7-8, 2023 and that the 2024 calendar will be available.

5. Adjournment

Chair McKenzie adjourned the meeting at 4:35 pm.

Approved by:



JoMarie McKenzie, Committee Chair

Official Seal



BIGHORN-DESERT VIEW WATER AGENCY

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

Planning/Legislative/Engineering & Grant Standing

Committee SPECIAL Meeting Minutes

Committee Members: President Burkhart & Director Close-Dees

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

NOTE MEETING TIME



October 17, 2023
Time – 4:00 PM

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY

****TELECONFERENCE LINE THRU ZOOM 669-900-6833****

OR

[Join Zoom Meeting](#)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81729170815?pwd=WkxpTGNSN1pTRVpnaUE0VTE5R3F0Zz09>

Passcode: 385918

Or Dial:

1-669-900-6833

Webinar ID: 817 2917 0815

Passcode: 385918

CALL TO ORDER

Chair Burkhart called the meeting to order at 4:03 pm

PLEDGE OF ALLEGIANCE

Led by David Chapman.

ROLL CALL

Directors Present: Chair Burkhart
Director Close-Dees

Staff Present: Marina West

Public Present: At the start of the meeting, 1 member(s) of the public indicated they were participating via teleconference. 1 members of the public were present in the meeting room. 2 member(s) of the Board was present in the meeting room as an observer only.

APPROVAL OF AGENDA

The Committee approved the Agenda as presented.

Discussion and Action Items -**1. Review Ames-Reche Management Area Annual Report for Fiscal Year 2022/23**

GM West gave a verbal staff report and PowerPoint presentation.

Directors asked questions regarding various aspects of the reported information. A brief discussion ensued regarding the pros and cons of reducing the Annual Baseline Allocation of the water supply and other ideas for balancing the basin. It was noted that Agency production has been reduced from 677 AF to 522 AF post-cannabis and 680 AF have been stored, some transferred from Mojave Water Agency pre-store accounts. All the while, for the past 4 years Hi-Desert Water District has increased production to take carry-over water from a year when the well was down for repairs. Hi-Desert Water District has not recharged any State Water Project water into the Ames-Reche basin.

Public Comment: None.

2. Status Report of Activities of the Community Water Systems Alliance

GM West gave a verbal staff report summarizing the actions of the Alliance at its annual planning meeting held October 16, 2023. This being the second year of the “two year” session the CWSA is following those bills that advanced in year two. She mentioned the One Water Econ report on the affordability of Chromium-6 treatment. Lastly, there will be opportunities to travel to Sacramento to advocate for legislation affecting the Agency and the CWSA members.

Public Comment: None.

3. Status Report Goat Mountain Replacement Well (Prop. 1/ Rnd. 1 Grant)

GM West gave a verbal staff report. GM West reported that the borehole target depth was 600 feet with a final well depth of 500 feet. Bedrock was actually encountered at 400 feet. Not unexpected but staff was more hopeful for a deeper installation. The well screen will be placed from 300 to 380 feet below ground surface with a deep ‘sump’ should the pump need to be lowered to bottom in the future.

Public Comment: None.

4. Status Report Water Meter Replacement Program (Drought Grant)

GM West gave a verbal staff report noting that all materials for the project have been received and staff is preparing to execute a strategy for successful completion. GM West stated that 45 meters have been exchanged to date and third quarter report to the grantor does have labor reimbursement. Fourth quarter will have the meters and meter materials reimbursement from deliveries made in September.

Public Comment: None.

5. Status Report System Interconnection at Winters & Rainbow Road (Prop. 1/Rnd 2 Grant)

GM West gave a verbal staff report noting that the next step is acquisition of right-of-way and this alignment is within an alignment of the Pipeline Improvements/Consolidation Project.

Public Comment: None.

6. Status Report Potable Water Systems Improvements Consolidation of Water Systems (\$11M PI/C Project Grant)

GM West reported that the Professional Services Agreement with Monument ROW is near finalization. The next goal is to solicit engineering services to advance design of project elements. GM West hopes to finalize that process by the end of the year.

a. Discuss proposal for grant administrative services from Landstedt Consulting Services

GM West reached out to Landstedt Consulting for a proposal to assist with grant administration. GM West works with Ms. Landstedt on the meter replacement grant and she has shown herself to be extremely helpful and knowledgeable about grant reporting processes. GM West would like to retain Landstedt Consulting Services on somewhat of an “on-call services basis”. The project administration is not so much in need of the services in the proposal but she is more interested in how to set-up the grant administration tracking which would lead to streamlined quarterly reporting. GM West would like to present this proposal to the full Board of Directors in November for consideration of approval.

Public Comment: None.

7. Consent Items –

a. PLEGS Committee Meeting Minutes, August 16, 2023.

Recommended Action:

Approve as presented:

Public Comment: None.

Committee approved the Consent Item(s) as presented.

8. Public Comment Period

None.

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

1. Committee Members' Comments/Reports – None.
2. General Manager's Report – None.

10. Adjournment

Chair Burkhart adjourned the meeting at 5:13 pm.

Approved by:

John Burkhart, Committee Chair

Official Seal