



BIGHORN-DESERT VIEW WATER AGENCY

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

BOARD OF DIRECTORS' MEETING AGENDA

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

September 9, 2025
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/83786475154?pwd=MifBP51efPfrUnVFPsv2XXNBWWayqi.1>

Passcode: 347470

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 837 8647 5154

Passcode: 347470

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. **Public Workshop No. 3 – 2025 Rate Study (5-year period commencing 2026)**

1. **Closed Session**

a. PUBLIC EMPLOYMENT

[Government Code Section 54957(b)]

Title: General Manager

- b. CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)
Agency Designated Representative: Steven M. Kennedy, General Counsel
Unrepresented Employee: General Manager

2. **Closed session report.**
3. **Approve “True Bad Debt” Write-off through June 30, 2025 of \$2,144.76**
4. **Receive and File Report on Bad Debt from Uncollectable Secured Property Tax Liens for FY2017/18 at \$0**
5. **Authorize Issuance of Professional Services Agreement to Carl Otteson’s Certified Backflow in Support of Agency Cross Connection Control Plans**
6. **SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 2 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in Support of the Pipes Wash Jurisdictional Permitting Related to the Project**
7. **SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 2 to Professional Services Agreement with Fomotor Engineering for Survey Services Related to the Project**
8. **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. August 12, 2025 Regular Meeting
 - b. Financial Statements
 1. Balance Sheet(s) – July 2025
 2. Budget Sheet(s) – July 2025
 - c. Receive and File Disbursements – August 2025
 - d. Service Order Report – July 2025
 - e. BDV Production Report – August 2025
 - f. Goat Mountain Production Report – August 2025
 - g. Receive and File Committee Meeting Minutes
 1. Planning/Legislative/Engineering/Grants Standing Committee
 - April 15, 2025 – Cancelled
 - June 17, 2025 – Cancelled
 - August 19, 2025 – Cancelled
 2. Finance/Public Relations/Education/Personnel Standing Committee
 - June 3, 2025
 - July 15, 2025 - Cancelled

Recommended Action: Approve as presented.

9. Matters Removed from Consent Items

10. 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.

11. Items for Next or Future Agenda

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

- a. General Manager Report
- b. Director Reports

13. 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 12, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Landers Homestead Valley Community Association Monthly Meeting – Second Monday at 5pm

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

Meeting Date: September 9, 2025

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$50,000

Cost: \$44,880

From: Marina West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Public Workshop No. 3 – Rate Study (5-year period commencing 2026)

SUMMARY

This is the third public workshop on the 2025 Rate Study being compiled by NBS Government Finance Group.

Staff will review the presentations provided at the Finance Committee meeting of September 2 and the Special Board of Directors meeting of September 4, 2025. Staff will seek input from the Board of Directors as well as answer questions regarding the fee structure being proposed.

RECOMMENDATION

Information and Discussion Purposes Only.

BACKGROUND/ANALYSIS

In addition to reviewing information previously presented, staff has included a copy of the current Financial Reserves Policy (Resolution No. 21R-25) and the latest Quarterly Investment Report (Q2/2025) for discussion purposes as it pertains to the rate study and long-term financial reserve outlook.

PRIOR RELEVANT BOARD ACTION(S)

9/4/2025 Special Board of Directors Meeting: Public Workshop No. 2 2025 Rate Study

09/02/2025 Special Finance Committee Meeting: Public Workshop No. 1 2025 Rate Study

1/14/2025 Motion No. 25-004 Authorize Professional Services Agreement with NBS Government Financial Group to conduct a *Water Rate and Capacity Fee Study* for the Agency at a proposed cost not to exceed \$44,880.

4/13/2021 Motion No. 21-022 Motion made to adopt Resolution No. 21R-08 adjusting the basic service charge and water consumption charges for specific customer classes for a 5 year period

2/9/2021 Motion No. 21-013 Motion to authorize filing of Categorical Exemption for a Public Hearing on April 13, 2021 at 6:00 pm during which the Board of Directors Will Consider Adopting Water Rates, Fees and Charges; and Receive and file final Water Rate Study Report February 2021 along with the

Proposition 218 Public Hearing Notice to be distributed in accordance with Article XIII C and D of the California Constitution.

1/12/2021 Motion No. 21-005 Adopt Resolution No. 21R-01 Capacity fees (Basic Facilities Charge) as presented in the Draft Resolution for meter sizes $\frac{3}{4}$ -inch to 10-inch.

The background of the slide features a dynamic water splash. On the left, a stream of water falls into a pool, creating a large, frothy splash that fills the center and right portions of the frame. The water is depicted with various shades of blue and white, capturing the movement and texture of the liquid. The overall composition is clean and modern, with a professional feel.

Bighorn Desert View Water Agency Water Rate Study September 4, 2025

Rate Study Purpose & Methodology

Why Prepare a Rate Study?

1. Required to comply with Prop 218
2. Typically prepared every 5 years
3. They demonstrate the fairness & equity of customer rates

General Rate Study Methodology:



Water Utility Rate Study Summary

Factors Affecting Water Rates

What Factors Affect the Rates?

- Since the 2021 rate study, Residential and Commercial connections have increase slightly while Agricultural connections have decreased significantly
- Water consumption across all customer classes has decreased

2021

Customer Classes	Number of Meters ¹	Water Consumption (hcf/yr.) ¹
Residential	2,434	187,488
Agriculture	138	48,529
Bulk Water	104	17,941
Commercial	7	1,074
Commercial + Backflow	7	701
Fire Meter	4	0
Institutional - Fire Dept.	1	1
Institutional + Backflow	3	1,220
Total	2,698	256,954

2025

Customer Classes	Number of Meters ¹	Water Consumption (hcf/yr.) ¹
Residential	2,717	176,959
Non-Residential		
Agriculture	30	2,367
Commercial	24	8,747
Fire Meter	<u>7</u>	<u>47</u>
Total (Excluding Bulk)	2,778	188,120
Bulk Water (Collected from Vol. Rates)	87	2,191
Total	2,865	190,311

Factors Affecting Water Rates

What Factors Affect the Rates?

- Recent case law (Patz v San Diego, Coziahr v Otay Water District) provide precedent related to tiered rate setting – residential and agricultural tiers have been removed
- Current reserve policies
- Overall inflation

Summary of Water Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Budget	Projected				
	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Sources of Water Funds						
Rate Revenue Under Prevailing Rates	\$ 1,845,700	\$ 2,099,400	\$ 2,099,400	\$ 2,099,400	\$ 2,099,400	\$ 2,099,400
Additional Revenue from Rate Increases ¹	-	36,740	74,122	112,159	150,861	190,240
Non-Rate Revenues	422,500	457,400	460,400	460,400	460,400	460,400
Interest Earnings	100,000	177,800	95,216	100,784	103,065	95,279
Total Sources of Funds	\$ 2,368,200	\$ 2,771,340	\$ 2,729,137	\$ 2,772,742	\$ 2,813,726	\$ 2,845,319
Uses of Water Funds						
Operating Expenses	\$ 2,501,258	\$ 2,348,600	\$ 2,418,800	\$ 2,491,300	\$ 2,566,600	\$ 2,644,600
Debt Service	-	-	-	167,359	167,359	167,359
Rate-Funded Capital Expenses	-	-	-	-	-	-
Total Use of Funds	\$ 2,501,258	\$ 2,348,600	\$ 2,418,800	\$ 2,658,659	\$ 2,733,959	\$ 2,811,959
Surplus (Deficiency) after Rate Increase	\$ (133,058)	\$ 422,740	\$ 310,337	\$ 114,084	\$ 79,767	\$ 33,361
Projected Annual Rate Revenue Increase	0.00%	3.50%	3.50%	3.50%	3.50%	3.50%
Cumulative Rate Increases	0.00%	3.50%	7.12%	10.87%	14.75%	18.77%
Surplus (Deficiency) before Rate Increase	\$ (133,058)	\$ 386,000	\$ 236,216	\$ 1,925	\$ (71,093)	\$ (156,880)
Net Revenue Requirement²	\$ 1,978,758	\$ 1,713,400	\$ 1,863,184	\$ 2,097,475	\$ 2,170,493	\$ 2,256,280

1. Revenue from rate increases assume an implementation date of January 1, 2026 and each January 1st thereafter.

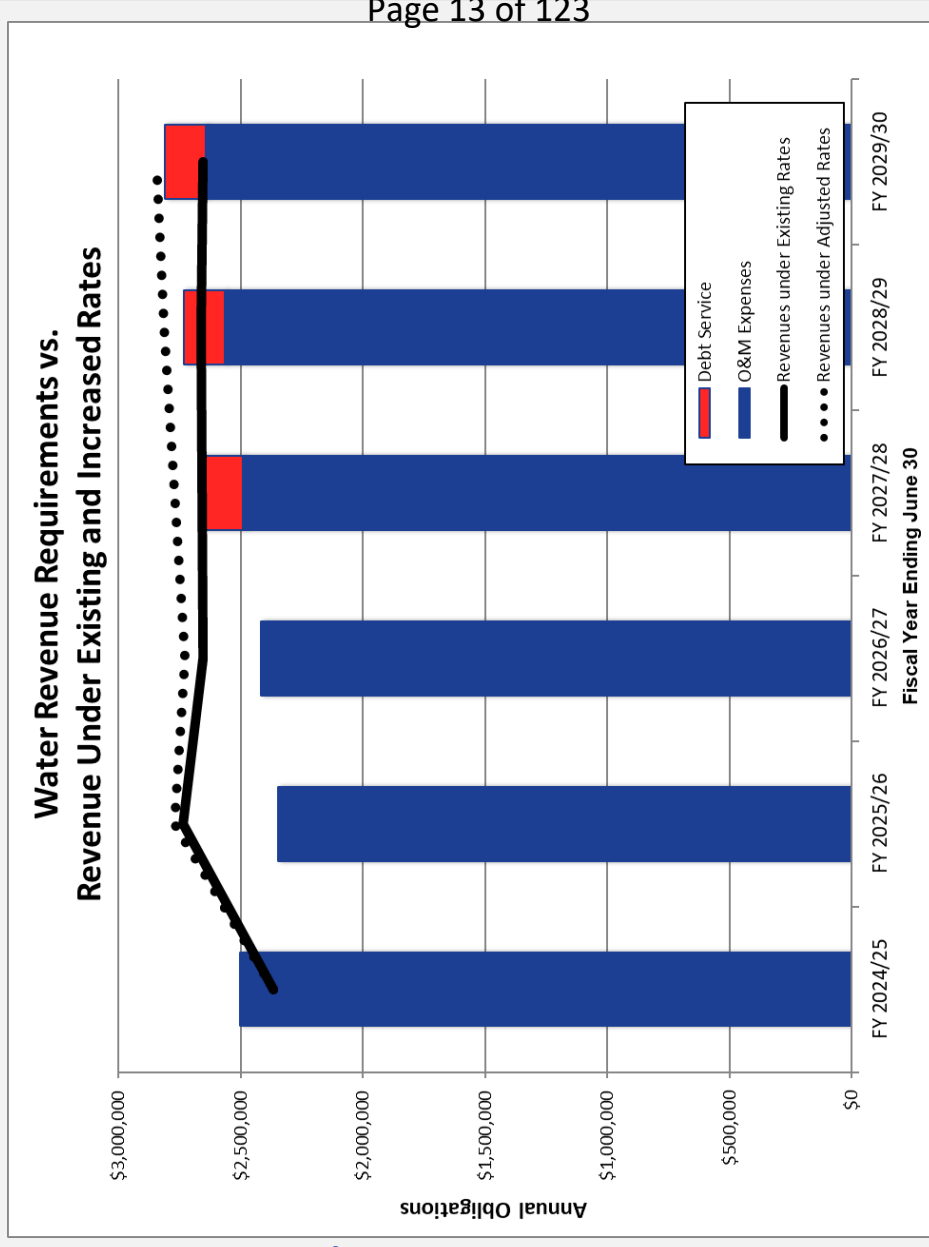
2. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from water rates.

- A 3.5% rate revenue adjustment per year is necessary to keep pace with inflation and maintain reserve funds.

Water Rate Study – Financial Plan

Graphical Picture of Water Financial Plan:

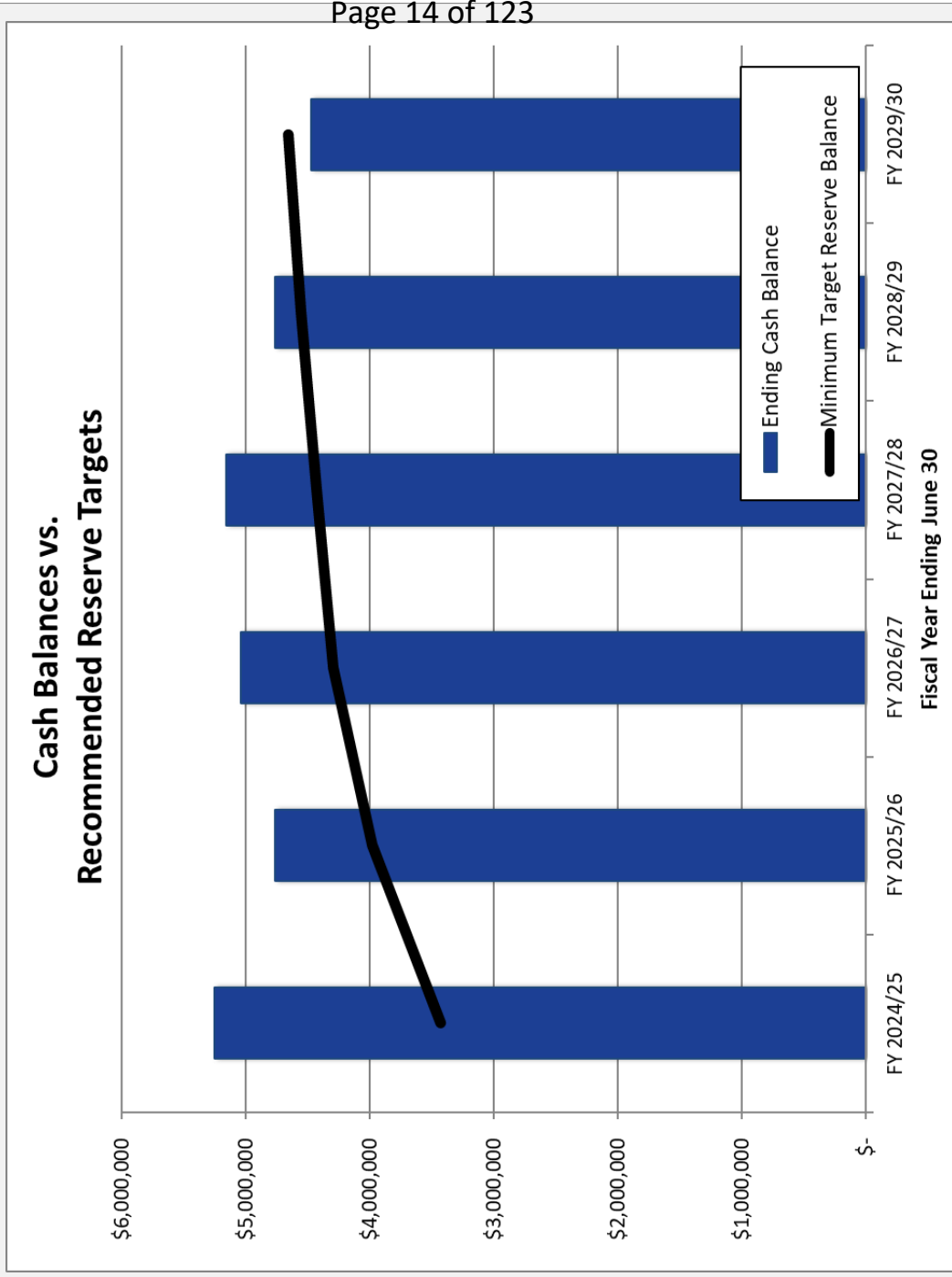
Revenues under increased rates
will be used to pay for expenses
as well as replenish reserve
levels (shown on next slide)



Note: No rate-funded capital expenditures are depicted as capital projects are funded by a combination of grants, reserve funds and debt financing

Reserve Fund Levels

Water Reserves
Under Proposed
Water Rates &
Financial Plan:



Proposed Draft Water Rate Schedule

Water Rate Schedule		Current Rates	Proposed 1/1/2026
Fixed Meter Charges			
Bi-Monthly Fixed Service Charges:			
3/4 inch		\$72.27	\$81.96
1 inch		\$72.27	\$81.96
1.5 inch		\$130.27	\$151.58
2 inch		\$199.88	\$235.11
3 inch		\$385.51	\$457.88
4 inch		\$594.32	\$708.49
6 inch		\$1,174.38	\$1,404.63
Bi-Monthly Fire Service Charges:			
3/4 inch		\$35.81	\$47.45
1 inch		\$35.81	\$47.45
2 inch		\$83.23	\$124.75
3 inch		\$165.12	\$258.25
4 inch		\$315.97	\$504.19
6 inch		\$703.86	\$1,136.60
8 inch		\$1,221.05	\$1,979.81
Commodity Charges			
Rate per hcf of Water Consumed:			
Tiered Rate - Residential Customers ¹			
		Proposed Break	
Tier 1	0-25 hcf	\$3.55	\$4.00
Tier 2	26+ hcf	\$5.40	NA
Commercial, Ag, Institutional, Fire & Other		\$4.18	\$4.00
Bulk Meters		\$9.16	\$12.92

1. Includes Ag + Residence class.

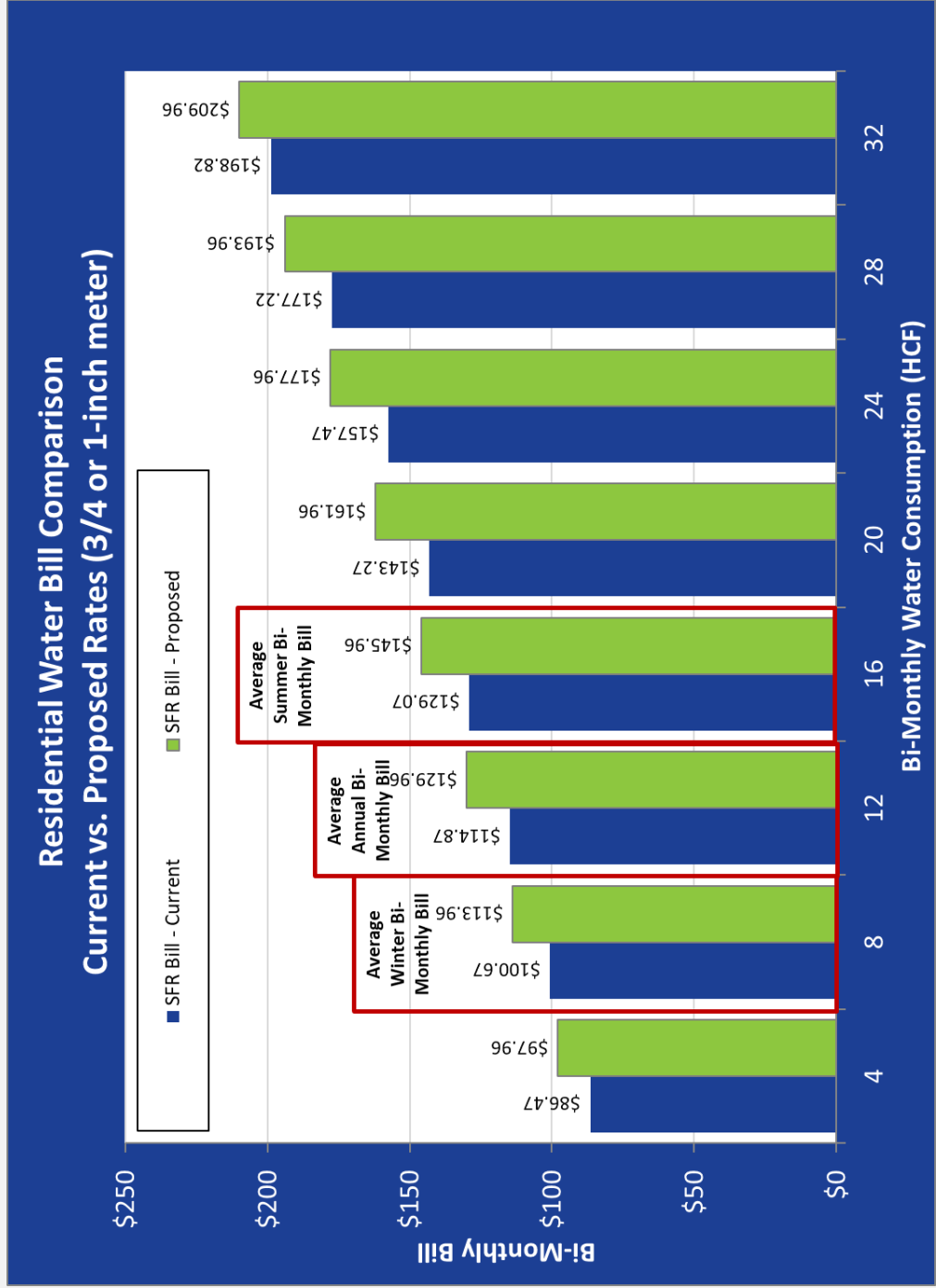
Proposed Draft Water Rate Schedule

Water Rate Schedule		Current Rates	Proposed				1/1/2030
Percent Change in Rates for 3/4 inch/1 inch meter			1/1/2026	1/1/2027	1/1/2028	1/1/2029	1/1/2030
Fixed Meter Charges			13.40%	3.50%	3.50%	3.50%	3.50%
Bi-Monthly Fixed Service Charges:							
3/4 inch		\$72.27	\$81.96	\$84.83	\$87.80	\$90.87	\$94.05
1 inch		\$72.27	\$81.96	\$84.83	\$87.80	\$90.87	\$94.05
1.5 inch		\$130.27	\$151.58	\$156.89	\$162.38	\$168.06	\$173.94
2 inch		\$199.88	\$235.11	\$243.34	\$251.86	\$260.68	\$269.80
3 inch		\$385.51	\$457.88	\$473.91	\$490.50	\$507.67	\$525.44
4 inch		\$594.32	\$708.49	\$733.29	\$758.96	\$785.52	\$813.01
6 inch		\$1,174.38	\$1,404.63	\$1,453.79	\$1,504.67	\$1,557.33	\$1,611.84
Bi-Monthly Fire Service Charges:							
3/4 inch		\$35.81	\$47.45	\$49.11	\$50.83	\$52.61	\$54.45
1 inch		\$35.81	\$47.45	\$49.11	\$50.83	\$52.61	\$54.45
2 inch		\$83.23	\$124.75	\$129.11	\$133.63	\$138.31	\$143.15
3 inch		\$165.12	\$258.25	\$267.29	\$276.65	\$286.33	\$296.35
4 inch		\$315.97	\$504.19	\$521.84	\$540.10	\$559.00	\$578.57
6 inch		\$703.86	\$1,136.60	\$1,176.38	\$1,217.55	\$1,260.16	\$1,304.27
8 inch		\$1,221.05	\$1,979.81	\$2,049.10	\$2,120.82	\$2,195.05	\$2,271.88
Commodity Charges							
Rate per hcf of Water Consumed:							
Tiered Rate - Residential Customers ¹							
Proposed Break							
Tier 1	0-25 hcf	\$3.55	\$4.00	\$4.14	\$4.28	\$4.43	\$4.59
Tier 2	26+ hcf	\$5.40	NA	NA	NA	NA	NA
Commercial, Ag, Institutional, Fire & Other		\$4.18	\$4.00	\$4.14	\$4.28	\$4.43	\$4.59
Bulk Meters		\$9.16	\$12.92	\$13.37	\$13.84	\$14.32	\$14.82

1. Includes Ag + Residence class.

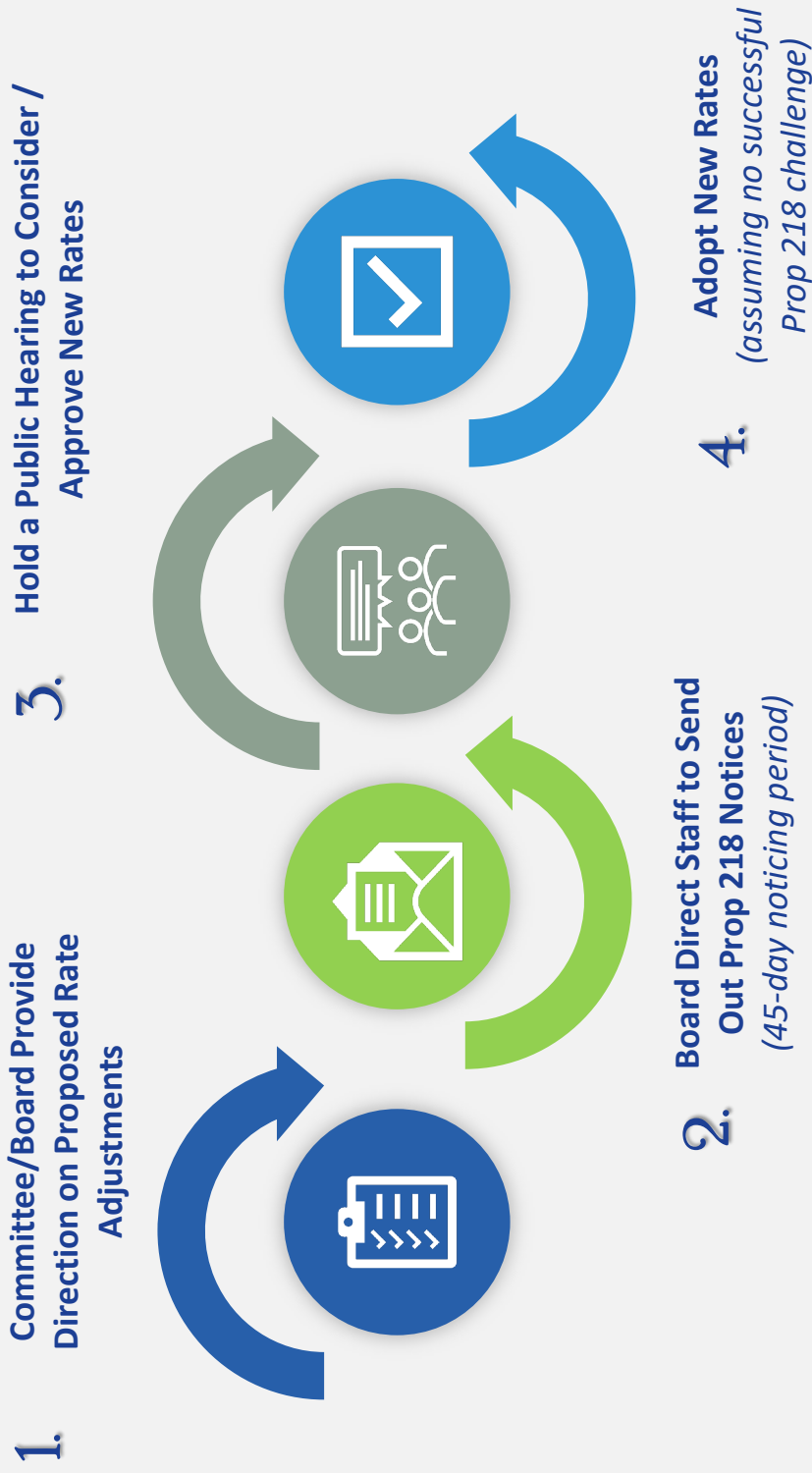
3.5% Annual Increase

Proposed Water Rate Residential Comparison



Water Utility Rate Approval Process

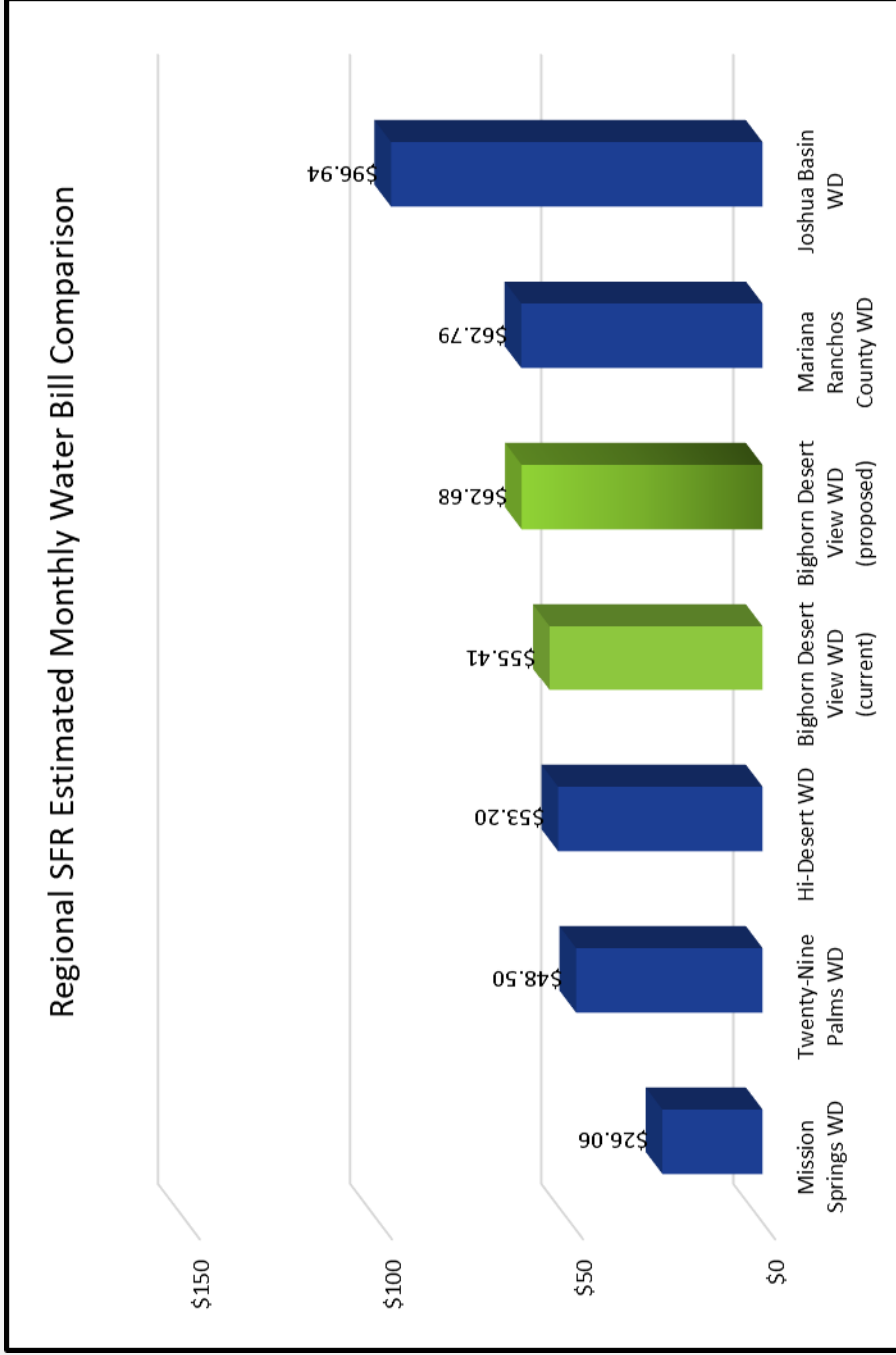
Prop 218 Process for Utility Rates



Questions & Discussion



Proposed Water Rate Regional Comparison



BIGHORN-DESERT VIEW WATER AGENCY



To: BOARD OF DIRECTORS
 From: Administration
 August 12, 2025 Calendar Year 2025 - Q2

CASH BALANCE DISTRIBUTION PER ADOPTED FINANCIAL RESERVE POLICY (Resolution No. 21R-25)

LOCAL AGENCY INVESTMENT FUND, PACIFIC WESTERN BANK, FIVE STAR BANK, CALIFORNIA CLASS and PARS 115 INVESTMENT TRUST

GL ACCOUNT NO.

01-00-132000	PARS 115 TRUST	\$	281,161
01-00-131250	BANC of CALIFORNIA (PACIFIC WESTERN BANK)	\$	102,541
01-00-131255	FIVE STAR BANK MONEY MARKET	\$	784,082
01-00-131350	FIVE STAR BANK	\$	204,925
01-00-131251	PACWEST HIGH YIELD SAVINGS	\$	1,007,678
01-00-133030	LAIF CASH ACCOUNT BALANCE	\$	16,939
01-00-133111	CALIFORNIA CLASS	\$	3,305,751
TOTAL CASH		\$	5,703,077

CASH BALANCE DISTRIBUTION - exact

01-00-226000	CUSTOMER DEPOSITS (actual quarterly balance)	\$	157,102
2 01-00-229100	ACCRUED EMP COMP BALANCES (est. from FY23/24 Audit)	\$	184,665
01-00-310005	ID GM RESTRICTED FUND (actual quarterly balance)	\$	158,254
1 Fund Goal	OPERATING RESERVE (est. 180 days from FY2024/25 budget)	\$	1,250,629
2 Fund Goal	CAPITAL RESERVE (est. 6% of total assets on 6/30/24)	\$	763,309
2 Fund Goal	RESERVE FOR GRANT FUNDED CAPITAL PROJECTS (5% of expected)	\$	69,780
1 Fund Goal	RATE STABILIZATION RESERVE (est. 25% of FY24/25 Op. Revenue)	\$	485,225
Fund Goal	EMERGENCY CONTINGENCY FUND (target)	\$	1,000,000
UNENCUMBERED CASH (All Investments)		\$	1,634,113
TOTAL CASH		\$	5,703,077
01-00-143011	INVENTORY - VALUE of WATER IN STORAGE at AMES/RECHE	INVENTORY	\$ 548,210

Date Printed: 8/5/2025

O://OPEN SHARE/BANK and LAIF/LAIF PWB CASH BALANCES

FOOTNOTES

- 1 From FY2023/24 Budget
- 2 From FY2023/24 Audit

RESOLUTION NO. 21R-25

**A POLICY OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING CRITERIA FOR AGENCY FINANCIAL RESERVES**

WHEREAS, the Board of Directors of the Bighorn-Desert View Water Agency, acting as the elected legislative body of the 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 the repairs and depreciation and a reasonable surplus for improvements pursuant to California State Water Code Appendix, Section 112-25.; and

WHEREAS, in order to fulfill the fiduciary responsibilities of the Agency, the financial reserve account shall be established, maintained and updated periodically.

WHEREAS, a properly designed and Board adopted reserve policy sends a positive signal to the community of ratepayers, bondholders, rating agencies, and regulatory agencies that the Board is committed to the Agency's long-term financial health and viability.

WHEREAS, the objectives of a reserve policy are:

- Establish sound formal fiscal reserve policies, which will be the foundation that ensures strong fiscal management and policies that guide future Agency decisions.
- Build adequate reserves over time. This action will provide the Agency with resources to help stabilize the agency's finances and position it to easily absorb economic downturns or large-scale emergencies.
- The funding and subsequent uses of reserves helps smooth rates from year to year and promotes equity over the years to ratepayers.
- Help the Agency to meet its short-term and long-term obligations and ensure that the Agency maintains the highest possible credit rating.

WHEREAS, the main areas of risk the Government Finance Officers Association (GFOA) recommend reviewing for determining appropriate Reserve levels are:

1. Revenue Source Stability:

Risks to revenue instability can occur as a result of voluntary and mandated water conservation and in times of economic downturn. The Agency could also become subject to minimum per capita usage mandates, changing fees from the State, and/or changing regulations regarding water quality, all which can cause lower net revenues to the Agency.

2. Infrastructure:

Aging infrastructure presents a higher risk that an expected failure will require the use of Operating Reserves to repair or replace. Water Agencies are infrastructure intensive and are subject to the risk of unplanned failure and related costs in many parts of the distribution system.

3. Vulnerability to Extreme Event and Public Safety Concern:

The Agency is also subject to the risk an extreme event such as an earthquake which could seriously damage infrastructure that will need to be repaired or replaced immediately to protect the public health and safety. Even though such damage might be subject to reimbursement from the Federal Emergency Management Agency (FEMA), the Agency would need to have ample cash on hand for needed repairs.

NOW THEREFORE, it shall be the Policy of the Agency to manage financial reserves according to the following criteria.

Financial reserves consist of the funds retained in the Agency's account with the Local Agency Investment Fund (LAIF), Pacific Western Bank or other authorized financial institution.

The existing financial reserve accounts are:

Account No. 01-00-131250 – Pacific Western Bank Cash Account; and/or
Account No. 01-00-133030 – LAIF Cash Account

The Reserve Policy will include the following categories:

- 1) Operating Reserve
- 2) Capital Reserve
- 3) Rate Stabilization Reserve
- 4) Compensated Absences
- 5) Current Customer Deposits
- 6) ID GM Restricted Reserve Fund
- 7) Repayment Obligation to County of San Bernardino Tax Collector
- 8) Emergency Contingencies Fund
- 9) Reserve for Grant Funded Capital Projects
- 10) Unrestricted Reserves

Authorization for use of funds within the financial reserve sub-accounts shall be as follows:

1. Operating Reserve: An Operating Reserve can be used as working capital to manage cash throughout the year. Based on the analysis of the Agency's risk factors, Staff recommends an Operating Reserve of 180 days of budgeted Agency operating expenses.

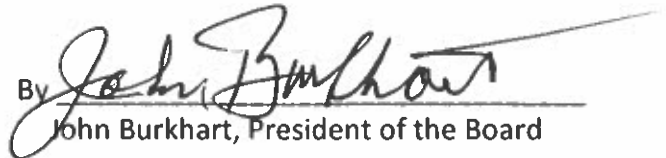
2. Capital Reserve: A Capital Reserve is used to fund the Agency's future Capital Improvement Program. Standard reserve levels for routine capital reserves can vary from 2-5% of total capital assets, or a set flat amount equal to one to five years of the Capital Improvement Plan. Staff recommends a 6% reserve to ensure adequate funding is on hand for emergency repairs.
3. Rate Stabilization Reserve: A Rate Stabilization Reserve can be used in the event of a large decline in revenues or increase in expenses. Based on the risk of revenue reductions due to water conservation, staff recommends a reserve of 25% of the next fiscal year's Operating Revenues.
4. Compensated Absences: As The balance in this fund represents the approximate balance of accrued vacation owed to employees. Amounts are adjusted annually when the financial statement audit is complete.
5. Current Customer Deposits: The balance in this fund represents the approximate balance of customer deposits held by the Agency and refunded per the current Rules and Regulations for Water Service. Amounts are adjusted annually when the financial statement audit is complete.
6. ID GM Restricted Reserve Fund: Represents the balance remaining of cash transferred from CSA 70/W-1 (Landers) that is to be held for the benefit of the ratepayers and property owners with the dissolved district. This fund is also "restricted" for use on "Capital Replacement and Capital Expansion" per San Bernardino Local Agency Formation Commission (LAFCO) Resolution No. 3197 dated March 26, 2015.
7. Repayment Obligation to County of San Bernardino Tax Collector: This amount represents the amount owed to the County of San Bernardino for its overpayment of certain property taxes to the Agency. It will be repaid over the next couple of years.
8. Emergency Contingencies Fund: Expenditures from this fund shall be authorized by the Board of Directors upon presentation of evidence that unencumbered cash is not available to meet an immediate need such as water system repairs or in response to an unforeseen circumstance (e.g. water quality issue or natural disaster).
9. Reserve for Grant Funded Capital Projects: Expenditures from this fund shall be pay in the advance on projects the Agency is going to grant funding for but needs to apply for the funds on a reimbursement basis.

10. Unrestricted Reserves: This represents the amount of reserves left over after meeting the target level on all of the other reserve funds. This amount may fluctuate between positive and negative depending on if there is enough excess net income to fully fund the reserves or not.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bighorn-Desert View Water Agency that this Resolution establishes the criteria for Agency Financial Reserves and the basis for each reserve level;

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 that Resolution No. 16R-11 is hereby rescinded in its entirety.

PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 7th day of December 2021.

By 
John Burkhart, President of the Board

ATTEST:


Megan Close-Dees, Secretary of the Board



Official Seal

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

Meeting Date: September 9, 2025

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$1,500

Cost: \$2,144.76

From: Rosie Carrick
Marina West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Approve “True Bad Debt” Write-off through June 30, 2025 of \$2,144.76

SUMMARY

The “true bad debt” being presented for “write-off” through June 30, 2025 is \$2,144.76 (17 accounts). For comparison, the amount sent to the 2025 Secured Tax Roll was \$56,440.

RECOMMENDATION

The Board considers taking the following action(s):

1. Approve true bad debt expenses “write-off” in the amount of \$2,144.76 for account balances which cannot be collected through the secured property lien process through June 30, 2025.

BACKGROUND/ANALYSIS

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

- They cannot be tied to a property for a secured property lien (eg. property ownership changed without our knowledge and without an unsecured lien on the property); and/or
- The amount remaining on the account is less than \$25, and written off per Agency policy (Resolution 13R-05); and/or
- The customer did not pay their final bill and by that time, it is too late to put an unsecured lien on property.
- The person is deceased or had obtained bankruptcy judgment relieving them of past water account debt.

The secured tax lien process internally begins May of each year, at that time the “true bad debt” accounts are segregated from those that will be processed further. These are scheduled to be received by the Board of Directors following completion of the secured lien process and the fiscal year-end audit (est. Sept).

Therefore, the total true bad debt to be received and filed is \$2,144.76.

At the close of Fiscal Year 2024/25, a total of \$2,144.76 was determined to be the “true bad debt” amount. The amount does exceed the budget line item of \$1,500 for FY2024/25 but still a very small percentage of overall expenses and far less than the amount sent to secured lien, which the Agency expects to eventually collect over time.

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

- Total number of accounts..... 17
- Number of accounts under \$25..... 5
- Number of accounts between \$25 and \$125..... 6
- Number of accounts exceeding \$125..... 6

With respect to the four (5) accounts shown above with a balance exceeding \$125:

1. One account had a balance of \$327.94; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.
2. One account had a balance of \$262.15; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.
3. One account had a balance of \$236.92; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.
4. One account had a balance of \$199.49; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.
5. One account had a balance of \$184.47; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.
6. One account had a balance of \$374.26; this was always an account in good standing. This debt represents a final bill, which the customer did not pay. Numerous attempts have been made.

Therefore, these six accounts represent \$1,323.08 or approximately 62% of the total bad debt. Since the standard \$100 deposit doesn’t appear to sufficiently cover final bills, perhaps the Board should consider increasing the customer deposit amount. Staff will bring this discussion forward to a future Finance Committee meeting for further consideration.

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

PRIOR RELEVANT BOARD ACTION(S)

2024 – Unclear if Board received the report of True Bad Debt expenses in 2024.

9/12/2023 Motion No. 23-031 motion to approve True Bad Debt expenses “write-off” in the amount of \$1,509.80 for account balances which cannot be collected through the secured property lien process for the period July 2022 through June 2023 of \$1,509.80.

9/13/2022 Motion No. 22-038 motion to approve True Bad Debt expenses “write-off” in the amount of \$4,859.50 for account balances which cannot be collected through the secured property lien process and for the period February 25, 2021 through July 18, 2022.

09/14/2021 Motion No. 21-054 Motion made to approve the “true bad debt” write-off of \$1,216.19 for fiscal year 2020/21 through February 24, 2021.

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

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

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

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

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

Meeting Date: September 9, 2025

To: Board of Directors

Budgeted: Yes, \$1,500

Funding Source: 01-00-139900 (Allowance for Bad Debt)

Cost: \$0 – No outstanding receivables for FY2017/18

From: Marina West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Receive and File Report on Bad Debt from Uncollectable Secured Property Tax Liens for FY2017/18

SUMMARY

The remaining uncollected bad debt for secured property tax liens posted in Fiscal Year 2017/18 is \$0.00, which is lower than the budgeted estimate of \$1,500.

RECOMMENDATION

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

1. Receive and File the report of Bad Debt from uncollectable secured property tax liens for Fiscal Year 2017/18 and authorize expense “write-off” in the amount of \$0.00 for the Fiscal Year 2024/25 audit.

BACKGROUND/ANALYSIS

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

In Fiscal Year 2017/18 the amount sent to the tax roll was \$32,464. As of June 30, 2025, the total had been collected (\$32,464) from the County of San Bernardino Tax Collector. The balance remaining is \$0.00 to be written-off as bad debt since this is the 7th cycle.

Staff is now requesting the Board acknowledge and authorize bad debt expense “write-off” on June 30, 2025 in the amount of \$0.00 for the fiscal year lien period of 2017/18.

PRIOR RELEVANT BOARD ACTION(S)

Annual Action

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

Meeting Date: September 9, 2025

To: Board of Directors

Budgeted: No (New Mandate)

Budgeted Amount: \$0

Cost: \$6,000/yr. (FY2025/26)

From: Marina West

General Counsel Approval: Required on
Professional Services Agreement

CEQA Compliance: N/A

Subject: Authorize Issuance of Professional Services Agreement with Carl Otteson's Certified Backflow in Support of Agency Cross-Connection Control Plans

SUMMARY

By July 1, 2025, all California water systems were required to submit a Cross-Connection Control Plan to the State Water Resources Control Board Division of Drinking Water in conformance with an updated Cross-Connection Control Policy Handbook (July 1, 2024). A "Frequently Asked Questions" (FAQ) sheet is attached.

The Agency operates two water systems, Bighorn-Desert View Water Agency (Permit No. 36-10-009) and Improvement District Goat Mountain (Permit No. 36-10-060) and draft Cross-Connection Control Plans (attached) were submitted by the July 1, 2025 deadline. However, the Board of Directors has not approved any Cross-Connection Control Plans (Plan). Furthermore, staff has determined that this new mandate requires an update to the Agency's Ordinance regarding Rules and Regulations for Water Service to conform to the new Plans (relevant Ordinance 210-02 Article 7.0 attached). These processes are scheduled for discussion and action at future Committee and/or Board meetings.

Staff is working to bring the final Cross-Connection Control Plans for the Board of Directors adoption by resolution once a required designated Cross-Connection Control Specialist is identified. Since there is no staff member currently certified an outside contractor will be needed. The primary contact must possess a valid certificate as a "Cross-Connection Control Specialist". The Agency has been working with Carl Otteson's Certified Backflow for many years to assist with compliance under the existing Cross-Connection Control Program. Therefore, staff feels very confident in recommending Mr. Otteson as the designated Cross-Connection Control Specialist in the Plans and desires to retain his services for up to three fiscal years.

Mr. Otteson has proposed a fee based on a monthly retainer of \$500 and hourly fee for additional services related to execution of the Plan (attached). Staff recommends the Board authorize staff to enter into a Professional Services Agreement with Carl Otteson Certified Backflow to perform Cross-Connection Control Specialist related activities in support of the Agency's Cross-Connection Control Program for Fiscal Year 2025/26. The cost, while not specifically noted in the Fiscal Year 2025/26 budget, will be absorbed by the operating budget and in future years, the costs are expected to be borne through direct charges to the customer.

RECOMMENDATION

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

1. Authorize issuance of Professional Services Agreement to Carl Otteson's Certified Backflow for Fiscal Year 2025/26 and up to three additional fiscal years to perform activities in support of the Agency's Cross-Connection Control Plan as its designated Cross-Connection Control Specialist.

BACKGROUND/ANALYSIS

By July 1, 2025 all water systems were required to submit a Cross-Connection Control Plan to the State Water Resources Control Board Division of Drinking Water in conformance with updated Cross-Connection Control Policy Handbook (July 1, 2024). An FAQ sheet is attached.

The Agency currently oversees the operation and testing of 155 properties where backflow devices have been installed at the water meter due to one or more perceived hazards existing at the property. This program expanded significantly during the "cannabis conflicts" but the management of the program remained reactive and not proactive. A reactive program requires the customer to stay in compliance with the annual requirement to test a backflow device. When the customer fails to submit the required test, the Agency "reacts" by notifying the customer in writing (a fee is charged to recover staff time).

Since the Agency operates two water systems then two Cross-Connection Control Plans (Plan) were submitted by July 1, 2025. While the draft Plans were submitted on-time to the Division of Drinking Water they are still incomplete.

Under the new Cross-Connection Control Plan (CCCP) the Agency will need to modify its approach to be more proactive. This will require a change in the Rules and Regulations for Water Service as well as modification of the fee schedule. Furthermore, the Agency must conduct a system-wide survey focused on backflow hazards. The survey will undoubtedly identify numerous properties where a backflow device will now be required. In addition, all new water services and new builds on "vacation meters" will require a backflow device. Focused discussion of the draft Plan, Final-Draft Plan, proposed operational changes, cost calculations (impact to customer) and final-draft Rules and Regulations for Water Service will be brought to the Planning/Engineering Committee soon.

Staff is working to bring the final Cross-Connection Control Plans for the Board of Directors adoption by resolution once a designated Cross-Connection Control Specialist is identified. Since there is no staff member currently certified an outside contractor will be needed.

At this time, the Agency needs to engage with a Cross-Connection Control Specialist who can collaborate with staff on the program changes and administrative details of implementation. For many years, Mr. Carl Otteson and Carl Otteson's Certified Backflow, has been working as the Agency's primary Cross-Connection Control specialist as well as backflow device tester for many of the Agency's existing customers.

Mr. Otteson has proposed a fee based on a monthly retainer of \$500 and hourly fee for additional services related to execution of the Plan (attached). Staff recommends the Board authorize staff to

enter into a Professional Services Agreement with Carl Otteson Certified Backflow to perform Cross-Connection Control Specialist related activities in support of the Agency's Cross-Connection Control Program for Fiscal Year 2025/26. The cost, while not specifically noted in the Fiscal Year 2025/26 budget, will be absorbed by the operating budget and in future years, the costs are expected to be borne through direct charges to the customer.

PRIOR RELEVANT BOARD ACTION(S)

3/9/2021 Motion No. M21-020 Motion to adopt Ordinance 21O-02 Agency Proposed Rules and Regulations for Water Service to Include Language Defining Customer Class for Billing Purposes.



Frequently Asked Questions

Water System FAQ for the Cross-Connection Control Policy Handbook (CCCPH)

Who do Public Water Systems (PWSs) submit Cross-Connection Control Plans (Plans) to?

PWSs must submit Plans to their local Division of Drinking Water (DDW) District Office or Local Primacy Agency (LPA).

Contact information for DDW District offices can be found on the DDW Website:

https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf

Contact information for LPAs can also be found on the DDW website:

https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf

Who do PWSs submit Plan deadline extensions to?

PWSs must submit deadline extension requests to their local DDW District office or LPA.

What if a PWS cannot adopt operating rules, ordinances, by-laws, or a resolution for implementation of the cross-connection control program by July 1, 2025?

The CCCPH does not require the legal authority to be adopted prior to Plan submission. The PWS may submit a Plan with a draft version of its legal authority by the July 1, 2025, deadline. If the legal authority cannot be finalized by the Plan deadline, the PWS must provide a description of the process and timeframe for finalizing its legal authority in the Plan. If the PWS feels it cannot submit its Plan without adoption or approval by its governing board, it should reach out to its local DDW District office or LPA for guidance or direction.

What if the PWS cannot submit a plan by July 1, 2025?

You may request an extension for the plan submittal date which may be granted upon review by the local DDW District office or LPA. In your request for extension, you must specify the reasons for the extension request and should propose a timeline for plan submittal.





Frequently Asked Questions

Where can I find information regarding training courses and/or applications for tester/specialist certifications?

Contact one of the certifying organizations for information regarding training courses and applying for a tester or specialist certification.

Which organizations can testers and specialists obtain certifications with?

A list of state-recognized certifying tester organizations is posted on the CCCPH website:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/2025/testers.pdf

A list of state-recognized certifying specialist organizations is also posted on the CCCPH website:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/2025/specialist.pdf

Is a specialist's designee required to have a certification?

The CCCPH does not require that the specialist's designee have a certification, but the designee should be familiar with the water quality and emergency response for the water system. The State Water Board recommends the designee is only used for short-term absences of the specialist.

Certifying Organizations – When do they need to have ANSI accreditation?

Certifying organizations, which certify backflow prevention assembly testers and cross-connection control specialists, do not need to have a certification from an ANSI accredited organization until July 1, 2027. While they can have a certification from an organization with ANSI accreditation before then, it is not a requirement. Between July 1, 2026, and July 1, 2027 (when ANSI Accreditation is required), the State Water Board will recognize organizations that plan to have ANSI accreditation but do not yet have it and which meet the requirements listed in the CCCPH.

What is the deadline for the initial hazard assessment for community water systems?

Community water systems do not have a set deadline for completing the initial hazard assessment. Community water systems are required to propose a timeframe and deadline for completing this in the Cross-Connection Control Plan.



Frequently Asked Questions

Do PWSs have to perform in-person hazard assessments on residential connections?

Community water systems must perform hazard assessments on all user premises in their service area, while noncommunity systems must perform hazard assessments of their water distribution systems. A distribution system includes pipes, tanks, pumps, and other components that deliver water from source or treatment to the consumer, which includes residential connections in a noncommunity system's service area.

While a hazard assessment is required for residential connections, a physical, in-person assessment does not need to be performed at every residential connection. Hazard assessments can be conducted using alternative methods such as GIS, building records, and customer surveys. However, if the findings from an alternative method are inconclusive or show a potential hazard, then a physical hazard assessment may be necessary.

How long do PWSs have to complete initial hazard assessment? What duration is allowed between hazard assessments?

Due to the vast size variations in water systems across the state, except for noncommunity systems, the CCCPH does not specify an exact completion date for initial hazard assessments for community water systems. Community water systems must determine their ability to complete hazard assessments in a timely manner based on their available resources, number of connections, and complexity within their service area.

Some may be able to complete them in a manner of months, while other systems will need a number of years to complete the hazard assessment, but each community water system will need to determine and justify their proposed timeline. Noncommunity water systems must complete their initial hazard assessment no later than July 1, 2027.

Similarly, the CCCPH does not specify a time between hazard assessments but does specify criteria under which another hazard assessment must be completed. These criteria are listed in the CCCPH in section 3.2.1(e), which includes periodically, meaning for service connections that have not had another hazard assessment triggered by one of the criteria listed in 3.2.1(e), then the water system must state a frequency in their plan.



Frequently Asked Questions

Is there a template available for conducting hazard assessments?

The State Water Board does not have a template for hazard assessments. Cross-connection survey forms can be used for hazard assessments. Example forms or a description for conducting a hazard assessment or a cross-connection survey can be found in some industry guidance manuals, such as USC's Manual of Cross-Connection Control, 10th Edition, AWWA M-14 Manual, IAPMO Backflow Prevention Manual, 3rd Edition, and the EPA Cross-Connection Control Manual (2003).

Is there a format or style for Cross-Connection Control (CCC) Plans that PWS need to follow or can use?

There are no format or style requirements in the CCCPH, just content requirements. A CCC Plan may be a collection of documents, files, or plans that water systems already have, are yet to be developed, or a combination of both. However, the CCC Plan needs to be presented in a clear and organized format. Given the various size, complexity, and legal structure of water systems across the state, DDW has not developed a functional template for community water system plans.

What are the CCCPH plan requirements for a new PWS?

Upon the effective date of the CCCPH, which was July 1, 2024, DDW and LPAs cannot issue a permit for a new PWS, until the PWS has submitted and received approval of its CCC Plan by their local DDW District office or LPA.

Additional Resources

More information on this can be found on the CCCPH website.

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/cccp.html

(This FAQ was last updated on June 27, 2025)



Cross-Connection Control Plan

Adopted by the Board of Directors on: XX XX, 2025

Resolution No. 25R-XX

Effective Date: July 1, 2025

**DRAFT FOR SUBMISSION TO
STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER
DISTRICT 27 – MOJAVE
JUNE 29, 2025**



Public Water System (PWS) Information	
System Name:	Bighorn-Desert View Water Agency
Water System Number:	CA3610009
System Type:	Community Water System
Physical Location:	622 Jemez Trail, Yucca Valley, CA 29984
Division of Drinking Water District:	District 27 – Mojave
Service Connections (1/1/2025):	Residential: 2,330 Commercial: 18
Governing Body:	Board of Directors
Primary Contact:	XXXXXXXXXX, Cross-Connection Control Specialist
	AWWA: XXXXX or Other Cert which currently qualifies

Introduction

The Bighorn-Desert View Water Agency (BDVWA/Agency) Cross-Connection Control Plan has been developed in accordance with the March 2025 edition of the State Water Resources Control Board's Cross-Connection Control Policy Handbook (CCCPH). This plan draws directly from the Agency's Rules & Regulations for Water Service (current version Ordinance No. 21O-02), specifically the Articles governing Cross- Connection Control, and serves as an operational and legal framework for maintaining compliance with State standards. It outlines the procedures, standards, and responsibilities BDVWA has implemented to protect its public water system from backflow and cross-connection hazards.

This document is submitted to demonstrate the Agency's regulatory compliance, operational readiness, and legal authority to enforce cross-connection control measures across its service area. The contents of this plan demonstrate BDVWA's commitment to regulatory compliance and the protection of public health through the implementation of a documented Cross-Connection Control Program that meets or exceeds all applicable standards outlined in the CCCPH.

Program Oversight

The Cross-Connection Control Program is administered by a certified Cross-Connection Control Specialist who also serves as the Program Coordinator. Responsibilities include oversight of hazard assessments, compliance tracking, data management, and enforcement activities. The Program Coordinator works closely with internal departments—including operations, customer service, and construction—and coordinates with external entities such as county health officials, fire authorities, and building and permitting agencies to ensure comprehensive implementation. The Coordinator or their designee can be contacted to assist the Agency, as required under CCCPH Section 3.1.3(c).

Legal Authority

Legal authority for the Cross-Connection Control Program is established under Article 7 of the Bighorn-Desert View Water Agency (BDVWA/Agency) Rules & Regulations for Water Service, last adopted by the Board of Directors on March 9, 2021. This Article grants the Agency the authority to identify cross- connection hazards and require appropriate backflow protection.

It also sets forth installation and testing standards, ensuring consistent compliance with recognized technical and safety criteria. Enforcement provisions—including the disconnection ("Lock-Off" or "destruction") of water service and assessment of administrative fees—are authorized. Additionally, Article 7 affirms the requirement for the Agency to maintain properly certified personnel. Article 7 establishes procedures for records retention.

Hazard Assessment Program

Bighorn-Desert View Water Agency (BDVWA/Agency) conducts hazard assessments in accordance with Section 3.2.1 of the Cross-Connection Control Policy Handbook (CCCPH) and Article 7 of the Agency's Rules & Regulations. A one-time, system-wide hazard assessment was completed around 2020-2021 when illegal cannabis cultivation swept through the Agency service area. Each and every month, Water Distribution Operators assigned to meter reading made notations on meter reading sheets for any properties that could possess a backflow hazard. Staff continues to assess properties daily through various routine activities such as meter reading, high usage response and customer account set-up procedures. As part of this 2025 CCCP update, the Agency will consult the Cross Connection Control Specialist on how to proceed. This evaluation will consider the existence of cross-connections, materials used on-site, piping complexity, auxiliary water sources, backflow risks due to distribution system conditions, accessibility, prior incidents, irrigation or fire systems, and other criteria listed in CCCPH Section 3.2.1(a). Identified corrective actions must be prioritized and completed within 180 days, with immediate threats to public health addressed without delay, including possible suspension of water service.

Parcel-specific hazard assessments are also required when a new service connection is installed, a material change occurs on the property (such as plumbing or irrigation modifications), a backflow incident is reported, or upon request by the State Water Resources Control Board or BDVWA. All new water customers are required to submit a cross-connection questionnaire, which is reviewed by the Program Coordinator to determine if further investigation is needed. Periodic reassessment of parcels is also conducted in accordance with CCCPH and Agency Policy.

Hazard assessments may be conducted on-site by a certified Cross-Connection Control Specialist or authorized Agency representative. On-site evaluations may be triggered by changes in use, installation of new equipment, non-responsiveness to Agency inquiries, or other risk factors outlined in CCCPH. In lieu of an on-site inspection, the Agency may use alternative assessment methods such as remote review of aerial imagery, GIS data, permit records, or customer-provided questionnaires. If these tools indicate a potential hazard, the Agency reserves the right to require on-site inspection and to assign a high hazard classification when access is denied, or data is incomplete.

Backflow Protection Requirements

Backflow protection within the Bighorn-Desert View Water Agency (BDVWA/Agency) is implemented in accordance with Section 3.2.2 of the Cross-Connection Control Policy Handbook (CCCPH) and Article 7 of the Agency's Rules & Regulations for Water Service. Any newly installed backflow prevention assemblies (BPAs) providing service connection protection, must utilize either reduced pressure principal assembly (RP) or a reduced pressure principal detector assembly (RPDA) or Air-Gap assembly (AG). These assemblies represent the highest level of protection available to the public water system. Only BPAs currently approved by the University of Southern California (USC) Foundation for Cross-

Connection Control and Hydraulic Research may be installed. Any assembly that does not meet these requirements or is not installed in accordance with Agency standards will be classified as noncompliant and must be replaced at the property owner's expense.

Any deviation from the Agency's requirement to install an RP or RPDA or AG must receive prior written approval from the Agency and will be evaluated based on the degree of hazard associated with the specific service connection. Additionally, all fire protection systems must comply with backflow protection requirements, as outlined in Article 8.0, Fire Sprinkler Systems.

Installation, Testing, and Maintenance

The installation, testing, and maintenance of backflow prevention assemblies (BPAs) within the Bighorn-Desert View Water Agency are conducted in accordance with Sections 3.3.2 and 3.3.3 of the Cross-Connection Control Policy Handbook (CCCPH), as well as Article 7.0 of the Agency's Rules & Regulations. All BPAs must be installed above ground in an accessible location, in full compliance with CCCPH Section 3.3.2, the California Plumbing Code, manufacturer specifications, and BDVWA standard drawings. Field testing is required upon installation and must be repeated at least annually to verify continued functionality. Air gap (AG) separations must be installed in accordance with CCCPH Section 3.3.2(a) and are subject to annual visual inspection. BDVWA owns a limited number of non-testable devices (e.g., blow-off assemblies). These devices will be visually inspected at least annually.

Any device that fails a field test must be repaired or replaced within 30 days of notification. If a backflow hazard presents an immediate threat to public health, the Agency may suspend water service without prior notice until the hazard has been corrected, and compliance is verified.

Tester and Specialist Requirements

All backflow prevention assembly testers (BPATs) operating within Bighorn-Desert View Agency must meet the requirements specified in Article 7.0 of the Agency's Rules & Regulations. Testers must be certified by an organization recognized by the State Water Resources Control Board. Tester credentials and field test reports are submitted to BDVWA data integrity, and regulatory compliance. Testers are also required to submit annual gauge calibration reports to BDVWA to ensure the accuracy and reliability of test results.

BDVWA expects certified testers will comply with interim State Water Board requirements.

Beginning July 1, 2027, only testers certified by ANSI-accredited organizations under ISO/IEC 17024 will be accepted; at present, only the AWWA California-Nevada Section meets this standard.

Cross-Connection Control Specialists must also meet the qualifications outlined in CCCPH

Section 3.4.2, ensuring that program oversight is conducted by fully certified personnel.

Recordkeeping and Data Management

Bighorn-Desert View Water Agency (BDVWA/Agency) maintains comprehensive records to ensure full compliance with CCCPH and Article 7.0 of its Rules & Regulations for Water Service. For each service connection, the Agency retains the two most recent hazard assessments, an up-to-date inventory of installed backflow prevention assemblies (including device type, location, model, serial number, and installation date), and a minimum of three years of testing and repair history. Additional documentation includes air-gap as-built plans, public outreach materials, backflow incident reports, and current service contracts. Records are stored in both hardcopy and digital formats on the customer's utility billing account. All records are readily accessible and available to the State Water Resources Control Board upon request.

Backflow Incident Response

In the event of a known or suspected backflow incident, Bighorn-Desert View Water Agency (BDVWA/Agency) will respond immediately in accordance with CCCPH Section 3.5.2 and 3.5.3. Noting that the current Ordinance requires amendment to include written response guidelines. The incident will be promptly investigated to determine the source and extent of the hazard, and if a threat to public health is confirmed or suspected, the State Water Resources Control Board (SWRCB) is notified within 24 hours. Should the SWB direct the Agency to issue a Tier 1 public notification, BDVWA will do so in accordance with California Code of Regulations, Title 22, Section 64463.1, using appropriate communication channels to ensure timely public awareness. Following the initial response, BDVWA submits a detailed incident report, including corrective actions taken, water quality monitoring results (if applicable), and procedural changes to prevent recurrence.

Public Education and Local Coordination

Bighorn-Desert View Water Agency (BDVWA/Agency) actively engages in public education and interagency coordination to support the goals of its Cross-Connection Control Program. Public outreach is conducted through a variety of channels, including direct customer mailings, bill inserts, and informational materials provided to new account holders. Additionally, the Agency is developing dedicated website content to further enhance customer awareness regarding backflow prevention and cross-connection control. Internally the Agency will add Cross Connection Control Awareness and System-Wide Hazard Assessment Procedures annually with all Agency staff. In accordance with Article 5.0 (Application, Review Procedure and Construction of Water System Facility Extensions) 7.0 (Cross-Connection Control) and 8.0 Private Fire Protection Service of the Rules & Regulations for Water Service, BDVWA also coordinates closely with external agencies such as local fire departments, San Bernardino County health officials, and municipal building

and permitting departments to ensure consistent application of cross-connection control policies and prompt identification of potential hazards.

Enforcement

Bighorn-Desert View Water Agency enforces compliance with its Cross-Connection Control Program under the authority of Article 7.0 of the Rules & Regulations for Water Service. When a customer fails to install, maintain, or test a required backflow prevention assembly, the Agency may issue formal violation notices and assess administrative fees for non-compliance. If compliance is not achieved within the specified timeframe, water service may be suspended pursuant to Article 7.8 (Water Service Disconnection).

In cases where an imminent threat to public health is identified—such as an unprotected or malfunctioning high-hazard connection, the Agency reserves the right to immediately discontinue water service without prior notice. Additionally, the Agency may apply liens against properties to recover unpaid water access, water use and CCCP compliance-related charges, as authorized by Article 12.0 (Collection of Unpaid Bills). These enforcement tools ensure that BDVWA can act decisively to protect the integrity of the public water system.

Plan Maintenance

In accordance with CCCPH Section 3.1.4(d), Bighorn-Desert View Water Agency (BDVWA/Agency) must always adhere to its Cross-Connection Control Plan (CCCP) accurately. BDVWA will conduct a review of its Cross-Connection Control Rules & Regulations at least once per year to assess program effectiveness, regulatory compliance, and operational needs. Revisions will be made as necessary to incorporate changes in State policy, Agency operations, or any identified deficiencies.

Any substantive updates to the CCCP will be submitted to the State Water Resources Control Board for review, as required. This document has been developed and submitted in full compliance with the Cross-Connection Control Policy Handbook (March 2025) and the governing policies of Bighorn-Desert View Water Agency. The CCCP includes all Rules & Regulations adopted by the Agency that pertain to Cross-Connection Control and shall serve as the comprehensive, enforceable framework for program implementation.

Certification Statement

I certify under penalty of perjury under the laws of the State of California that the information provided in this Cross-Connection Control Plan is true and correct to the best of my knowledge, and that this plan has been prepared in accordance with the requirements of the Cross-Connection Control Policy Handbook and the Bighorn-Desert View Water Agency Rules & Regulations for Water Service (current version Ordinance No. 21O-02.

Executed on this 29 day of June, 2025, at Yucca Valley, California.

TBD

XXXXXXXXXXXX

Cross-Connection Control Specialist



Marina D. West, PG

General Manager

Bighorn-Desert View Water Agency

DRAFT for SWRCB REVIEW



Cross-Connection Control Plan

Adopted by the Board of Directors on: XX XX, 2025

Resolution No. 25R-XX

Effective Date: July 1, 2025

**DRAFT FOR SUBMISSION TO
STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER
DISTRICT 27 – MOJAVE
JUNE 29, 2025**



Public Water System (PWS) Information	
System Name:	Bighorn-Desert View Water Agency
Water System Number:	CA3610060 – ID Goat Mtn.
System Type:	Community Water System
Physical Location:	622 Jemez Trail, Yucca Valley, CA 29984
Division of Drinking Water District:	District 27 – Mojave
Service Connections:	Residential: N/A Commercial: N/A (see 3610009)
Governing Body:	Board of Directors
Primary Contact:	XXXXXXXXXX, Cross-Connection Control Specialist
	AWWA: XXXXX or Other Cert which currently qualifies

Introduction

The Bighorn-Desert View Water Agency (BDVWA/Agency) Cross-Connection Control Plan has been developed in accordance with the March 2025 edition of the State Water Resources Control Board's Cross-Connection Control Policy Handbook (CCCPH). This plan draws directly from the Agency's Rules & Regulations for Water Service (current version Ordinance No. 21O-02), specifically the Articles governing Cross- Connection Control, and serves as an operational and legal framework for maintaining compliance with State standards. It outlines the procedures, standards, and responsibilities BDVWA has implemented to protect its public water system from backflow and cross-connection hazards.

This document is submitted to demonstrate the Agency's regulatory compliance, operational readiness, and legal authority to enforce cross-connection control measures across its service area. The contents of this plan demonstrate BDVWA's commitment to regulatory compliance and the protection of public health through the implementation of a documented Cross-Connection Control Program that meets or exceeds all applicable standards outlined in the CCCPH.

Program Oversight

The Cross-Connection Control Program is administered by a certified Cross-Connection Control Specialist who also serves as the Program Coordinator. Responsibilities include oversight of hazard assessments, compliance tracking, data management, and enforcement activities. The Program Coordinator works closely with internal departments—including operations, customer service, and construction—and coordinates with external entities such as county health officials, fire authorities, and building and permitting agencies to ensure comprehensive implementation. The Coordinator or their designee can be contacted to assist the Agency, as required under CCCPH Section 3.1.3(c).

Legal Authority

Legal authority for the Cross-Connection Control Program is established under Article 7 of the Bighorn-Desert View Water Agency (BDVWA/Agency) Rules & Regulations for Water Service, last adopted by the Board of Directors on March 9, 2021. This Article grants the Agency the authority to identify cross- connection hazards and require appropriate backflow protection.

It also sets forth installation and testing standards, ensuring consistent compliance with recognized technical and safety criteria. Enforcement provisions—including the disconnection ("Lock-Off" or "destruction") of water service and assessment of administrative fees—are authorized. Additionally, Article 7 affirms the requirement for the Agency to maintain properly certified personnel. Article 7 establishes procedures for records retention.

Hazard Assessment Program

Bighorn-Desert View Water Agency (BDVWA/Agency) conducts hazard assessments in accordance with Section 3.2.1 of the Cross-Connection Control Policy Handbook (CCCPH) and Article 7 of the Agency's Rules & Regulations. A one-time, system-wide hazard assessment was completed around 2020-2021 when illegal cannabis cultivation swept through the Agency service area. Each and every month, Water Distribution Operators assigned to meter reading made notations on meter reading sheets for any properties that could possess a backflow hazard. Staff continues to assess properties daily through various routine activities such as meter reading, high usage response and customer account set-up procedures. As part of this 2025 CCCP update, the Agency will consult the Cross Connection Control Specialist on how to proceed. This evaluation will consider the existence of cross-connections, materials used on-site, piping complexity, auxiliary water sources, backflow risks due to distribution system conditions, accessibility, prior incidents, irrigation or fire systems, and other criteria listed in CCCPH Section 3.2.1(a). Identified corrective actions must be prioritized and completed within 180 days, with immediate threats to public health addressed without delay, including possible suspension of water service.

Parcel-specific hazard assessments are also required when a new service connection is installed, a material change occurs on the property (such as plumbing or irrigation modifications), a backflow incident is reported, or upon request by the State Water Resources Control Board or BDVWA. All new water customers are required to submit a cross-connection questionnaire, which is reviewed by the Program Coordinator to determine if further investigation is needed. Periodic reassessment of parcels is also conducted in accordance with CCCPH and Agency Policy.

Hazard assessments may be conducted on-site by a certified Cross-Connection Control Specialist or authorized Agency representative. On-site evaluations may be triggered by changes in use, installation of new equipment, non-responsiveness to Agency inquiries, or other risk factors outlined in CCCPH. In lieu of an on-site inspection, the Agency may use alternative assessment methods such as remote review of aerial imagery, GIS data, permit records, or customer-provided questionnaires. If these tools indicate a potential hazard, the Agency reserves the right to require on-site inspection and to assign a high hazard classification when access is denied, or data is incomplete.

Backflow Protection Requirements

Backflow protection within the Bighorn-Desert View Water Agency (BDVWA/Agency) is implemented in accordance with Section 3.2.2 of the Cross-Connection Control Policy Handbook (CCCPH) and Article 7 of the Agency's Rules & Regulations for Water Service. Any newly installed backflow prevention assemblies (BPAs) providing service connection protection, must utilize either reduced pressure principal assembly (RP) or a reduced pressure principal detector assembly (RPDA) or Air-Gap assembly (AG). These assemblies represent the highest level of protection available to the public water system. Only BPAs currently approved by the University of Southern California (USC) Foundation for Cross-

Connection Control and Hydraulic Research may be installed. Any assembly that does not meet these requirements or is not installed in accordance with Agency standards will be classified as noncompliant and must be replaced at the property owner's expense.

Any deviation from the Agency's requirement to install an RP or RPDA or AG must receive prior written approval from the Agency and will be evaluated based on the degree of hazard associated with the specific service connection. Additionally, all fire protection systems must comply with backflow protection requirements, as outlined in Article 8.0, Fire Sprinkler Systems.

Installation, Testing, and Maintenance

The installation, testing, and maintenance of backflow prevention assemblies (BPAs) within the Bighorn-Desert View Water Agency are conducted in accordance with Sections 3.3.2 and 3.3.3 of the Cross-Connection Control Policy Handbook (CCCPH), as well as Article 7.0 of the Agency's Rules & Regulations. All BPAs must be installed above ground in an accessible location, in full compliance with CCCPH Section 3.3.2, the California Plumbing Code, manufacturer specifications, and BDVWA standard drawings. Field testing is required upon installation and must be repeated at least annually to verify continued functionality. Air gap (AG) separations must be installed in accordance with CCCPH Section 3.3.2(a) and are subject to annual visual inspection. BDVWA owns a limited number of non-testable devices (e.g., blow-off assemblies). These devices will be visually inspected at least annually.

Any device that fails a field test must be repaired or replaced within 30 days of notification. If a backflow hazard presents an immediate threat to public health, the Agency may suspend water service without prior notice until the hazard has been corrected, and compliance is verified.

Tester and Specialist Requirements

All backflow prevention assembly testers (BPATs) operating within Bighorn-Desert View Agency must meet the requirements specified in Article 7.0 of the Agency's Rules & Regulations. Testers must be certified by an organization recognized by the State Water Resources Control Board. Tester credentials and field test reports are submitted to BDVWA data integrity, and regulatory compliance. Testers are also required to submit annual gauge calibration reports to BDVWA to ensure the accuracy and reliability of test results.

BDVWA expects certified testers will comply with interim State Water Board requirements.

Beginning July 1, 2027, only testers certified by ANSI-accredited organizations under ISO/IEC 17024 will be accepted; at present, only the AWWA California-Nevada Section meets this standard.

Cross-Connection Control Specialists must also meet the qualifications outlined in CCCPH

Section 3.4.2, ensuring that program oversight is conducted by fully certified personnel.

Recordkeeping and Data Management

Bighorn-Desert View Water Agency (BDVWA/Agency) maintains comprehensive records to ensure full compliance with CCCPH and Article 7.0 of its Rules & Regulations for Water Service. For each service connection, the Agency retains the two most recent hazard assessments, an up-to-date inventory of installed backflow prevention assemblies (including device type, location, model, serial number, and installation date), and a minimum of three years of testing and repair history. Additional documentation includes air-gap as-built plans, public outreach materials, backflow incident reports, and current service contracts. Records are stored in both hardcopy and digital formats on the customer's utility billing account. All records are readily accessible and available to the State Water Resources Control Board upon request.

Backflow Incident Response

In the event of a known or suspected backflow incident, Bighorn-Desert View Water Agency (BDVWA/Agency) will respond immediately in accordance with CCCPH Section 3.5.2 and 3.5.3. Noting that the current Ordinance requires amendment to include written response guidelines. The incident will be promptly investigated to determine the source and extent of the hazard, and if a threat to public health is confirmed or suspected, the State Water Resources Control Board (SWRCB) is notified within 24 hours. Should the SWB direct the Agency to issue a Tier 1 public notification, BDVWA will do so in accordance with California Code of Regulations, Title 22, Section 64463.1, using appropriate communication channels to ensure timely public awareness. Following the initial response, BDVWA submits a detailed incident report, including corrective actions taken, water quality monitoring results (if applicable), and procedural changes to prevent recurrence.

Public Education and Local Coordination

Bighorn-Desert View Water Agency (BDVWA/Agency) actively engages in public education and interagency coordination to support the goals of its Cross-Connection Control Program. Public outreach is conducted through a variety of channels, including direct customer mailings, bill inserts, and informational materials provided to new account holders. Additionally, the Agency is developing dedicated website content to further enhance customer awareness regarding backflow prevention and cross-connection control. Internally the Agency will add Cross Connection Control Awareness and System-Wide Hazard Assessment Procedures annually with all Agency staff. In accordance with Article 5.0 (Application, Review Procedure and Construction of Water System Facility Extensions) 7.0 (Cross-Connection Control) and 8.0 Private Fire Protection Service of the Rules & Regulations for Water Service, BDVWA also coordinates closely with external agencies such as local fire departments, San Bernardino County health officials, and municipal building

and permitting departments to ensure consistent application of cross-connection control policies and prompt identification of potential hazards.

Enforcement

Bighorn-Desert View Water Agency enforces compliance with its Cross-Connection Control Program under the authority of Article 7.0 of the Rules & Regulations for Water Service. When a customer fails to install, maintain, or test a required backflow prevention assembly, the Agency may issue formal violation notices and assess administrative fees for non-compliance. If compliance is not achieved within the specified timeframe, water service may be suspended pursuant to Article 7.8 (Water Service Disconnection).

In cases where an imminent threat to public health is identified—such as an unprotected or malfunctioning high-hazard connection, the Agency reserves the right to immediately discontinue water service without prior notice. Additionally, the Agency may apply liens against properties to recover unpaid water access, water use and CCCP compliance-related charges, as authorized by Article 12.0 (Collection of Unpaid Bills). These enforcement tools ensure that BDVWA can act decisively to protect the integrity of the public water system.

Plan Maintenance

In accordance with CCCPH Section 3.1.4(d), Bighorn-Desert View Water Agency (BDVWA/Agency) must always adhere to its Cross-Connection Control Plan (CCCP) accurately. BDVWA will conduct a review of its Cross-Connection Control Rules & Regulations at least once per year to assess program effectiveness, regulatory compliance, and operational needs. Revisions will be made as necessary to incorporate changes in State policy, Agency operations, or any identified deficiencies.

Any substantive updates to the CCCP will be submitted to the State Water Resources Control Board for review, as required. This document has been developed and submitted in full compliance with the Cross-Connection Control Policy Handbook (March 2025) and the governing policies of Bighorn-Desert View Water Agency. The CCCP includes all Rules & Regulations adopted by the Agency that pertain to Cross-Connection Control and shall serve as the comprehensive, enforceable framework for program implementation.

Certification Statement

I certify under penalty of perjury under the laws of the State of California that the information provided in this Cross-Connection Control Plan is true and correct to the best of my knowledge, and that this plan has been prepared in accordance with the requirements of the Cross-Connection Control Policy Handbook and the Bighorn-Desert View Water Agency Rules & Regulations for Water Service (current version Ordinance No. 210-02).

Executed on this 29 day of June, 2025, at Yucca Valley, California.

TBD

XXXXXXXXXXXX

Cross-Connection Control Specialist



Marina D. West, PG

General Manager

Bighorn-Desert View Water Agency

DRAFT for SWRCB REVIEW

**AN ORDINANCE ESTABLISHING
RULES AND REGULATIONS FOR WATER SERVICE
ORDINANCE NO. 210-02
AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING RULES AND REGULATIONS FOR WATER SERVICE**

WHEREAS, the objective of these rules and regulations is to provide the most efficient and economical water service possible to the public and support a fair and equitable manner in which to plan for the present and future customers of the Agency; and

WHEREAS, these rules and regulations set forth, in detail, those procedures which insure similar treatment to all present and future customers of the Agency, and define the obligations, rights, privileges and prohibitions for both the customer and the Agency

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

1. That the referenced document is hereby adopted and designated as the Bighorn-Desert View Water Agency Rules and Regulations for Water Service, ("Rules and Regulations"); and
2. That the Rules and Regulations shall apply equally to all Agency customers, present and future; and
3. That the Rules and Regulations are hereby modified to define five (5) distinct "customer classes" served by the Agency: Residential; Bulk; Commercial/Institutional; Agricultural; and Fire; and
4. That the Rules and Regulations comply with Senate Bill 998 Dodd. 2018. Discontinuation of residential water service: urban and community water systems; and
5. Que las Reglas y Regulaciones cumplan con el Proyecto de Ley del Senado 998 Dodd. 2018. Interrupción del servicio de agua residencial: sistemas de agua urbanos y comunitarios; and
6. 該規則與條例符合參議院998號多德法案。 2018.停止供水服務：城市和社區供水系統；and
7. Na ang Mga Tuntunin at Regulasyon ay alinsunod sa Panukalang-batas ng Senado 998 Dodd. 2018. Pagtigil sa residensyal na serbisyo ng tubig: mga sistema ng tubig sa lungsod at komunidad; and
8. 규칙과 규정은 상원법안 998, 다드 법을 준수한다. 2018. 주거용 수도공급 중단: 도시 및 커뮤니티 수도 시설; and
9. Rằng các Luật Lệ và Quy Định tuân theo Dự Luật Thượng Viện 998 Dodd. 2018. Sự gián đoạn dịch vụ cung cấp nước cho dân cư: những hệ thống nước dành cho đô thị và cộng đồng; and
10. That the Rules and Regulations provide enforcement remedies in the event that a customer violates any of the Rules and Regulations set forth in this Ordinance; and

11. That the Rules and Regulations shall become effective and be in full force and effect no sooner than April 10, 2021 following its final passage and adoption and shall supersede all other prior Agency Rules and Regulations for water service by the Agency; and
12. That the prior Ordinance No. 200-01 is hereby rescinded in its entirety; and
13. That the Rules and Regulations may be amended or modified at any time, from time to time, by Ordinance, by a majority vote of the Board of Directors.

Adopted this 9th day of March 2021

Bighorn-Desert View Water Agency

By John R. Burkhart
John R. Burkhart, Board President

CERTIFICATION

I hereby certify that this Ordinance was duly adopted by the Board of Directors at its regularly scheduled meeting on March 9, 2021 by the following ROLL CALL vote:

AYES: Burkhart, McBride, McKenzie, Close-Dees

NOES:

ABSTENTION: Dicht

ABSENT:

Attest:

By

JoMarie McKenzie
JoMarie McKenzie, Board Secretary



Official Seal

Article 7.0 - Cross-Connection Control Only

Ordinance No. 210-02

**Agency Rules & Regulations
for Water Service**



Ordinance adopted March 9, 2021
Ordinance effective April 9, 2021

Bighorn-Desert View Water Agency
622 South Jemez Trail
Yucca Valley CA 92284
(760) 364-2315

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ARTICLE 7.0

Cross-Connection Control

7.1 Authority and Purpose. Regulations relating to cross-connection are set forth in the California Department of Public Health, Title 17 Code of Regulations, Division 1, Chapter 5 and California Health and Safety Code, Section 116800 et. seq. Said regulations and this Article have as their purpose to protect the public water supply against any contamination or pollution that may occur because of some undiscovered or unauthorized cross-connection on the premises.

The Agency shall be responsible for the implementation of the provisions of these regulations and the State regulations in cooperation with, and under the guidance of, the State Water Resources Control Board Division of Drinking Water (DDW).

The Agency will designate a properly trained and certified cross-connection control officer. Said officer shall be supported by other Agency staff as the General Manager deems necessary.

Appeals of implementation and control decisions shall be first submitted to the DDW for a health ruling and then through Agency staff for an administrative decision.

7.2 Definition. Cross-connection is a connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that would allow such substances to enter the potable water system.

7.2.1 Definition of Commercial Construction for Backflow Prevention.

Whenever more than two residential units are served by one service line connection to the public main, such units shall be considered commercial construction and a backflow device will be required. If this condition is discovered following installation of the water service line a backflow device will be required immediately.

Any non-residential building is also considered commercial construction for these purposes and a backflow prevention device will be required as a condition of new service or continued service, if applicable.

7.3 Reference Manual. The "Manual of Cross-Connection Control" published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, latest edition, shall be used as a technical supplement to these regulations.

7.4 Cross-Connection Protection Requirements. The Agency proposes to protect the public water system by requiring the installation of a reduced pressure backflow

assembly at the point of service to all existing and proposed facilities that represent a health or non-health hazard. The type of assembly to be installed and maintained shall be in accordance with the requirements of this Article at the customers' sole expense. Compliance is an express condition of continued water service or establishment of a new water service connection.

Backflow prevention devices shall be required as follows:

- A) Each meter service facility from the Agency's water system for supplying water to any commercial building, or commercial construction as defined in 7.2.1, shall be protected against backflow of water from the premises into the public water system.
- B) Each meter service facility from the Agency's water system for supplying water to premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the Agency, and is approved by the public health agency having jurisdiction.
- C) Each meter service facility from the Agency's water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of process waters and waters originating from the Agency's water system which have been subjected to deterioration in sanitary quality.
- D) Backflow prevention assemblies shall be installed on the meter service facility to any premises having (a) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the DDW, or (b) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not cross-connections exist.
- E) Backflow prevention assemblies shall be installed on the meter service facility to all premises zoned as "Commercial" or "Industrial" use by the County planning authority.

The type of protection that shall be provided to prevent backflow into the Agency's water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the customer's premises.

The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: air-gap separation (AG) and reduced pressure principle backflow prevention assembly (RP).

The customer may choose a higher level of protection than required by the Agency. The minimum backflow protection required to protect the Agency's water supply based on varying degrees of hazard are listed in Table 1 of the California Department of Public Health, Code of Regulations, Title 17, Division 1, Chapter 5, Section 7604. Situations which are not covered in said Table shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the Agency or public health agency having jurisdiction.

Two or more metered service facilities supplying water from different street mains to the same building, structure, or premises through which an inter-street main flow may occur, shall have at least an approved reduced pressure principle backflow prevention assembly on each meter service facility to be located adjacent to and on the property side of the respective meters.

7.5 Backflow Prevention Assemblies. Only backflow prevention assemblies which have been approved by the Agency shall be acceptable for installation by a customer. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in the California Department of Public Health, Code of Regulations, Title 17, Division 1, Chapter 5, Sections 7601 through 7605, inclusive. Location of the assemblies shall be as close as practical to the meter service facility. The Agency shall have the final authority in determining the location of a backflow prevention assembly. Unless directed otherwise by the Agency, backflow prevention assemblies shall be located as follows:

A) Air-Gap Separation (AG)

The air-gap separation shall be located on the customer's side of and as close to the meter service facility as is practical. All piping from the meter service facility to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the meter service facility and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters of the supply inlet, but in no case less than one (1) inch above the overflow rim of the receiving tank.

B) Reduced Pressure Principle Backflow Prevention Assembly (RP)

The approved reduced pressure principle backflow prevention assembly shall be installed on the customer's side of and as close to the meter service facility as is practical. The assembly shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the meter service facility and the RP assembly shall be protected in a manner approved by the Agency.

C) It shall be the responsibility of the customer to install all required assemblies in accordance with the Agency's adopted construction specifications (AWWA Standard, Latest Revisions) and the Agency's Standard Drawings. Initial

certification of all devices shall be performed only by qualified testers on behalf of the customer. Thereafter, it shall be the duty of the customer at any premises where backflow prevention assemblies requiring annual testing are installed to have certified inspections and operational tests made at least once per year. In those instances, where the Agency deems the hazard to be great enough, it may require certified inspections at more frequent intervals. These inspections and tests shall be at the expense of the customer, and shall be performed by an approved certified tester. It shall be the duty of the customer to see that these timely tests are made. These devices shall be repaired, overhauled, or replaced at the expense of the customer whenever said devices are found to be defective. Records of such tests, repairs, and overhaul shall be submitted to the Agency in an industry standard format. No assembly shall be placed in service unless it is functioning as required. Any approved backflow prevention assembly shall be the property of the customer and Agency shall have no responsibility or liability for the cost of operation, maintenance, testing, repair, or replacement thereof.

The Agency will maintain a list of persons and firms acceptable to the Agency to test backflow prevention assemblies. The Agency will make this list available upon request.

The Agency will notify affected customers if they are out of compliance with annual testing requirements and may charge a fee associated with such efforts to gain compliance. The fee, if imposed, for such notifications, will be known as the "Backflow Test Reminder Letter Fee" applied during the next billing cycle.

Approval must be obtained from the Agency before a backflow prevention assembly is removed, relocated repaired or replaced.

- A) Removal: The use of an assembly may be discontinued and the assembly removed from service only upon determination by the Agency that a hazard no longer exists or is not likely to be created in the future.
- B) Relocation: An assembly may be relocated following confirmation by the Agency that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the assembly.
- C) Repair: An assembly may be removed for repair, provided the water use is either discontinued until repair is completed and the assembly is returned to service, or the service connection is equipped with other backflow protection approved by the Agency. A retest will be required following the repair of the assembly.
- D) Replacement: An assembly may be removed and replaced provided the water use is discontinued until the replacement assembly is installed. All replacement assemblies must be in compliance with this Article.

The General Manager may require the customer to upgrade an existing backflow prevention assembly which, in the opinion of the General Manager, is a type that does not provide adequate protection for the degree of potential hazard which exists on the customer's premises. The upgrade shall be at customer's expense and may include complete replacement and relocation of the backflow prevention assembly, and/or the installation of additional devices.

7.6 Backflow Supervisor. At each facility where it is necessary, in the opinion of the Agency, a Backflow Supervisor shall be designated by and at the expense of the customer. The Backflow Supervisor shall be responsible for the monitoring of the backflow prevention assemblies and for avoidance of cross-connections. In the event of contamination or pollution of the drinking water system due to a cross-connection at the facility, the Agency shall be promptly notified by the Backflow Supervisor so that appropriate measures may be taken to overcome the contamination. The customer shall inform the Agency of the Backflow Supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.

7.7 Administration. The cross-connection control program shall be administered by the Agency. The Agency shall conduct necessary surveys of customer premises to evaluate the degree of potential health hazards. The Agency shall notify affected customers when an assembly needs to be installed.

The customer shall have devices tested and, if necessary, repaired annually by a certified tester/installer to assure that they are maintained in satisfactory operating condition and such annual test shall be reported to the Agency as a condition of continued water service. In those installations where successive inspections indicate defective operation of the device(s) the Agency may require inspections and testing more often and/or may require replacement of the device(s). Records of such tests, repairs and overhauling shall be continuously kept by the customer for a period of three years.

The customer shall not remove any backflow device or install piping or other arrangements for the purpose of by-passing backflow devices.

A) New Water Service System Inspection

- 1) Whenever more than two residential units are served by one service line connection to the public main, such units shall be considered commercial construction and a backflow device will be required immediately upon discovery of the condition (See Article 7.2.1) or purposes of determining whether a backflow device will be required. Any non-residential building is also considered commercial construction for these purposes and a backflow prevention device will be required as a condition of new service or continued service, if applicable.

For all single residential units, the Agency shall review all requests for new services to determine if backflow protection is needed. Plans and specifications must be submitted to the Agency upon request for review of

possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention assembly is necessary to protect the public water system, the required assembly must be installed and tested before water service will be provided.

- 2) The Agency may require an on-premises inspection to evaluate cross-connection hazards. The Agency will notify the affected customer of the need for inspection. If, in the judgment of the General Manager following on-site inspection, an approved backflow prevention device is required at any metered service facility for the safety of the Agency system, the General Manager shall give notice in writing to the affected customer to install an approved backflow prevention device at each of such customer's metered service facilities. Within the time prescribed by the General Manager, the customer shall install such approved device or devices at the customer's own expense; and failure, refusal or inability on the part of the customer to install said device or devices shall immediately constitute a ground for discontinuing water service to such meter service facility until such device or devices have been properly installed.
- 3) The Agency may, at its discretion, require a re-inspection for cross-connection hazards of any premises to which it serves water. The Agency will notify the affected customer of the need for re-inspection. Any customer who cannot or will not allow an on-premises inspection of his piping system shall be required to install the backflow prevention assembly the Agency considers necessary at their expense; and failure, refusal or inability on the part of the customer to install said device or devices shall immediately constitute a ground for discontinuing water service to such meter service facility until such device or devices have been properly installed.
- 4) All customer systems shall be open for inspection at all reasonable times to authorized representatives of the Agency to enable the Agency to ascertain the existence of cross-connection or other structural or sanitary hazards, including violations of this Article. When such a condition becomes known, the General Manager may deny or immediately "lock off" service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with State laws and Agency ordinances relating to plumbing and water supplies, and with regulations adopted pursuant thereto.

B) Customer Notification - Cross Connection Corrective Actions

- 1) The Agency will notify the customer of the inspection findings, listing the corrective actions to be taken if any are required. A period of thirty (30) days will be given to complete all corrective actions required, including installation of backflow prevention assemblies.

- 2) A second notice will be sent to each customer who does not take the required corrective actions prescribed in the first notice within the thirty-day period allowed. The second notice will give the customer fifteen (15) days to take the corrective action and shall state the Agency will “lock off” water service to the affected customer until the required corrective actions are taken.

C) Maintenance of Records

The Agency shall maintain records to effectively manage the cross-connection control program. The records shall include the following information for each backflow prevention assembly in the water system:

- 1) Identification information:
 - Name
 - Address
 - Account number (or other identification number)
 - Property Owner
 - Type of business
- 2) The date of the most recent cross-connection premises inspection performed at this location.
- 3) Type of hazard(s).
- 4) Location of assembly.
- 5) Type of assembly; including make, model, size, serial number, recommended frequency of testing.
- 6) Record of testing and repairs. Record of testing and repairs will be maintained for a minimum of one year.
- 7) Comments, notes on any problems with the assembly.

Records shall also be kept on surveys made of premises where no backflow protection was required.

7.8 Water Service Disconnection. When the Agency encounters water uses that represent a perceived cross-connection violation, water service may be immediately disconnected (i.e. “locked off”). Conditions which constitute the basis for immediate water service disconnection shall include, but are not limited to, the following:

- A) Refusal to install and/or to test a Backflow Prevention Assembly, or to repair or replace a faulty Backflow Prevention Assembly.

- B) Direct or indirect connection between the public water system and a sewer line or any other non-potable utility (e.g. agriculture line, MWA line).
- C) Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
- D) Unprotected direct or indirect connection between the public water system and an auxiliary water system.
- E) Refusal to supply the Agency with copies of all required test results before the deadline.
- F) Removal or bypass of a required backflow prevention assembly.

The Agency will discontinue water service immediately and “lock-off” the service valve or, if necessary, the mainline corporation-stop. The water service shall remain inactive until the violations are corrected and the corrections are approved by the Agency.

If the customer files with the Agency a written protest of the degree of hazard involved and the commensurate degree of protection required to be provided, the matter shall be referred by the Agency to the DDW. If the protest involves a new meter service facility installation, the Agency shall not activate said facility until after the DDW has delivered its written decision to the Agency. The written decision of the DDW shall be final.

7.9 Charges. The Board of Directors shall establish, and may from time to time alter, a schedule of fees and charges to offset the Agency's costs incurred under this Article. It is the policy of the Agency that the customer whose premises cause the need to protect the Agency water supply shall be responsible for paying the cost of the protection, including the Agency's costs, including, but not limited to:

- A) The cost to initially determine the need for protection and the type of backflow assembly required.
- B) The cost to annually review compliance with this Article, including any costs of inspection, testing, and certification conducted by the Agency on behalf of the customer due to non-compliance.
- C) The cost to disconnect and/or reconnect water service because of noncompliance with this Article.

CARL OTTESON'S CERTIFIED BACKF
58743 Sun Via Dr
Yucca Valley, CA 92284 US
7604016552
carlotteson@yahoo.com

Estimate

ADDRESS
Bighorn/ Desert View Water

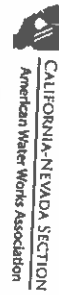
SHIP TO
Bighorn/ Desert View Water

ESTIMATE #	DATE	
1300	08/29/2025	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Cross Connection	Monthly service agreement for CCC certification, includes 5 hrs consultation/labor . additional hours will be billed at 50.00 per hr.	1	500.00	500.00

***Please send check or you may zelle carl otteson
7604016552, be sure to reference service address or invoice number
***please send text with address for payment confirmation as zelle has not
been sending reference info

TOTAL \$500.00



File with your certificate

Cross-connection Control Specialist

Cert No. 10525

Exp. Date

03/31/2026

[Signature]
Certification Director

Effective Date:

01/11/2024



CALIFORNIA-NEVADA SECTION
American Water Works Association

Cross-connection Control Specialist

Carl D. Otteson
58743 Sun Via Drive
Yucca Valley, CA 92284

Effective Date:

01/11/2024

Cert. No.

10525

[Signature]
Certification Director

Exp. Date

03/31/2026

Carry in your wallet



Attach the upper portion of this card to your certificate.

For grade information, exam location and dates, address changes or payment information, contact:

CA-NV Section, AWWA
10435 Ashford St.
Rancho Cucamonga, CA 91730
Off.: 909-481-7200
Fax: 909-481-4688

Form 1002 (5-96)

13729

**BIGHORN-DESERT VIEW WATER AGENCY
BOARD OF DIRECTORS'
AGENDA ITEM SUBMITTAL – GRANT FUNDED PROJECT**

Meeting Date: September 9, 2025

To: Board of Directors

From: Marina D. West

Agenda Topic: **SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 2 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in Support of the Pipes Wash Jurisdictional Permitting Related to the Project.**

Requested Action:

That the Board considers taking the following action:

1. Authorize Change Order to Professional Services Agreement with Compass Consulting Enterprises, Inc. for environmental services in support of the Pipes Wash Jurisdictional Permitting Related to the Project in the amount of \$27,420.

Project: **Pipeline Improvements and Consolidation Project (PI/C)**

Funding Source: SWRCB PI/C Grant Agreement No. D2102065/ Proj. No. 3610009-002C

Contract: Yes, Counsel approved existing Professional Services Agreement.

Funds Allocated: \$341,000 Total requested for revised planning+ROW phase in Amendment Request. Total encumbered in planning+ROW phase is \$299,840. Total spent as of August 31, 2025 is \$140,643.

Agency Cost Share: Current estimate \$0 but all costs exceeding grant allocated funds will be the responsibility of the Agency.

General Counsel Approval for this Action: Yes, Counsel approved existing Professional Services Agreement.

Summary:

This action concerns the Agency's obligation to implement necessary environmental mitigation measures in compliance with the California Environmental Quality Act (CEQA) specifically related to completing studies and obtaining permits. The scope of work is summarized below.

1. Kick-off Meeting/Literature Review/Refine Project Description: The project description has changed from the original Initial Study/Mitigated Negative Declaration due to the removal of the Uranium blending pipeline and related Uranium blending operations. The project was further amended to remove any enhancements to the existing intertie with Hi-Desert Water District (HDWD#1). The current plan is to transmit water across Pipes Wash that originates from wells in the Goat Mountain System (GM Well Nos. 1, 3 and 13) or Wells in the D-zone of the Bighorn system (Well Nos. 6, 7, or 9) or via a new intertie with Hi-Desert Water District (HDWD#2) thus augmenting the B-zone production (Well Nos. 3 and 8). For long-term sustainability of the groundwater supply, this new grant funded transmission line alongside consolidation of the Landers and Bighorn Water Systems will allow access

to recharged State Water Project water brought through the Morongo Basin Pipeline by the Mojave Water Agency. Wells 2 and 4 have elevated Uranium and will not be reactivated. Well No. 3 will soon reach the end of its useful life, being in the B-Zone, planning for a replacement (redundant) supply well that has no Uranium is currently underway.

2. Technical Studies: A Biological/Jurisdictional Delineation Report is required by the permitting agencies to delineate the acreages of impact to Pipes Wash.
3. Colorado Regional Water Quality Control Board – Dredge and Fill Permit: When proposed to waters outside federal jurisdiction Water Boards regulate discharges under the Porter-Cologne Water Quality Control Act (1972) through the issuance of Water Discharge Requirements.
4. CA Department of Fish and Wildlife Streambed Alteration Agreement: Permit required by CA Fish and Wildlife due to disturbance of a stream channel.
5. Habitat Mitigation Monitoring Plan: A Habitat Mitigation Monitoring Plan will be prepared as part of the Streambed Alteration Agreement. Implementation of the HMMP occurs following construction activities. Examples include relocated plants (cactus), vertical mulch to hide trench scars or monitoring for invasive species for a period of time.

Compass Consulting Enterprises has provided the attached Scope-of-Work and cost estimate dated August 19, 2025. Staff is recommending the Board authorize a Change Order No 2 to Compass Consulting Enterprises for \$27,420.00.

Grant Background

A funding Agreement with the State Water Resources Control Board (SWRCB) for some projects defined within the Preliminary Engineers Report (PER) completed in 2022. Agreement executed April 20, 2023. Projects included in the funding Agreement are outlined in Phases as follows:

Phase 1:

- Install new pump in the existing R-1 Booster Station
- Replace the BDVWA A-Booster Station, reconfiguring the pipeline between the A-Booster Station and B reservoirs, and install a metered supply from BDVWA's Zone B to Zone C with necessary pressure reducing valves (PRV's).
- Construct Zone B Pump Station; and
- Construct a block wall building to enclose the proposed GM Well No. 2 replacement (proposed BDVWA Well No. 13).

Phase 2:

- Construct approximately 9,300 feet of 6-inch distribution pipeline and necessary pressure reducing station to consolidate BDVWA with GM.

Phase 3:

- Construct approximately 21,500 feet of 6-inch transmission and distribution pipeline to convey water from the proposed Zone B Pump Station to BDVWA's B reservoir site and install distribution pipelines to convey water from BDVWA's D Zone to the proposed Zone B Pump Station; and

- Construct approximately 9,900 feet of transmission pipeline (approximately 4,100 feet of 6-inch and 5,800 feet of 8-inch pipe) necessary to blend water from the Zone B Pump Station, BDVWA's active wells (Nos. 3 and 8), and if permitted by DDW, BDVWA's currently inactive wells (Nos. 2 and well 4).

Phase 4:

- Recoat and rehabilitate BDVWA Reservoirs B1, B2; and
- Recoat and rehabilitate GM Reservoir R1.

CEQA Action: Mitigated Negative Declarations Notice of Determination filed May 2021 (SCH No. 2021020354)

Prior Board Action(s) Relevant to this Grant Funded Project

7/8/2025 Motion No. 25-037 Authorize Change Order No. 1 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in support of the Incidental Take Permit for Western Joshua tree Related to Compliance with the Mitigation and Monitoring Plan Related to the Project in the amount of \$11,810. (Phase 2)

6/10/2025 Motion No. 25-025 Motion to approve Change Order No. 2 Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with California Rural Water Association (CRWA) for \$3,940 to provide additional engineering and mapping services associated with the environmental compliance for the Project. (Phase 1, 2, 3)

6/10/2025 Motion No. 25-023 Motion to receive and file the Notice Inviting Bids, Ratify issuance of Addendum No. 1 and award Public Works Contract No. PWC25-01 Reservoirs 81 and 82 Rehabilitation and Recoating Project to J. Colon Coatings, Inc. in the amount of \$539,000 pending approval by the State Water Resources Control Board Division of Financial Assistance in accordance with Agreement No. D2102065 and Authorize construction contingency of 10% or \$53,900. (Phase 4)

4/8/2025 Motion No. 25-016 Approve SWRCB Grant Agreement No. D2102065: Authorize Professional Services Agreement with Compass Consulting Enterprises, Inc. for Phase 4 Environmental Services in the Amount of \$10,000. (Phase 4)

3/11/2025 Motion No. 25-008 Approve SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 1 to Professional Services Agreement with California Rural Water Association for \$386,425 to Provide Additional Engineering Design Services Associated with the Project. (Phase 1 and 2)

12/10/2024 Motion No. 24-050 Authorize Professional Services Agreement with Engineering Resources of Southern California to complete plans, specifications, contract documents, to provide Bidding assistance and construction management/inspection services for rehabilitation of Reservoirs B1, B2 and R-1 for the Pipeline Improvements and Consolidation Project Phase 4; and Authorize publication of Notice Inviting Bids for a Contract to perform the work. (Phase 4)

12/10/2024 Motion No. 24-049 Authorize engagement with Special Counsel and execution of Attorney Services Agreement with Lagerlof, LLP to Provide Legal Opinion Letter Relevant to Property Rights for the Construction of the Pipeline Improvements and Consolidation Project. (Phase 1, 2, 3 and 4)

10/8/2024 Motion No. 24-045 Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with Monument ROW - Authorize Change Order No. 1 for \$20,000 to Obtain Land Patent Records to Complete Phase 1 – Strategy for Acquisition of R/W for the Pipeline Improvement and Consolidation Project Summary Report; and Change Order No. 2 for \$144,000 to Provide Services to Pursue Fourteen (14) Private Easement Deeds. (Phase 2 and 3)

10/8/2024 Motion No. 24-044 Improvements and Consolidation Project (PI/C) Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with Fomotor Engineering - Authorize Change Order No. 1 to Professional Services Agreement with Fomotor Engineering for \$22,000 to Provide 14 Plat Maps and Legal Descriptions for Identified Private Easements and \$10,000 for Unspecified "On-Call Services" for the Pipeline Improvements and Consolidation Project (PI/C). (Phase 2 and 3)

7/9/2024 Motion No. 24-034 Authorize issuance of Professional Services Agreement with Fomotor Engineering for Ground and Aerial Survey Work Associated with the Final Design of the Pipeline Improvements and Consolidation Project (PI/C Project) Transmission and Blending Pipeline Design in the Amount of \$28,800 plus a 10% Contingency. (Phase 3)

3/12/2024 Motion No. 24-016 Authorize Issuance of Professional Services Agreement to Fomotor Engineering for Pipeline Improvement and Consolidation Project "On-Call and as-needed" Land Survey Support Services. (Phase 1,2, 3 and 4 as needed)

3/12/2024 Motion No. 24-015 Authorize issuance of Professional Services Agreement to California Rural Water Association (CRWA) for Pipeline Improvement and Consolidation (PI/C) Project design services at a cost of \$257,075. (Phase 3)

10/10/2023 Motion No. 23-036 Authorize issuance of Professional Service Agreement to Monument Right-of-Way for the

Pipeline Improvement and Consolidation Project Right-of-Way Acquisition Services at an initial contract cost of \$458,075. (Phase 2 and 3)

2/14/2023 Motion No. 23-006 Adopt Resolution No. 23R-03 (F5a) 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.

12/10/2024 Motion No. 24-050 Authorize Professional Services Agreement with Engineering Resources of Southern California to complete plans, specifications, contract documents, to provide Bidding assistance and construction management/inspection services for rehabilitation of Reservoirs B1, B2 and R-1 for the Pipeline Improvements and Consolidation Project Phase 4; and Authorize publication of Notice Inviting Bids for a Contract to perform the work.

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.



PO Box 2627
Avalon, CA 90704
(909) 496-5960

August 19, 2025

Marina West, General Manager
Bighorn Desert View Water Agency
622 Jemez Trail
Yucca Valley, CA 92284

**RE: Response to Request for Proposals
Pipes Wash Jurisdictional Waters Permitting
SWRCB Grant Agreement No. D2102065 – PI/C Infrastructure**

Dear Marina:

Compass Consulting Enterprises, Inc (Compass) is pleased to present this response your request to provide jurisdictional waters permitting to facilitate the project that is the subject of SWRCB Grant Agreement No. D2102065 to install pipelines and well sites.

Compass Principal Julie Gilbert has been serving the Mojave Water District as an environmental consultant for the past five years and is pleased to extend the same rates and services to the Bighorn Desert View Water Agency (BDVWA). For this contract, Compass would utilize the services of Jennings Environmental, a qualified biologist and GIS specialist to provide the census and assist with the biological permits associated with the project.

PROJECT UNDERSTANDING

In 2021, the BDVWA prepared an Initial Study to assess the potential environmental impacts of various potable water improvements and the consolidation of the BDVWA and Goat Mountain water systems. While most improvements would occur on properties of existing facilities and wells where environmental sensitivities are expected to be low, except for water transmission facilities and new well sites.

Improvements include pipeline installation beneath Pipes Wash along Winters Road/Tracy Blvd to connect the proposed transmission pipeline to deliver water from BDVWA system Well Nos. 2, 3, 4, and 8, and from the existing interconnection with HDWD directly to the B Reservoir site, following permitted resumption of operation of Well Nos. 2 and 4 for potable purposes.

The Corps of Engineers has determined that it would not regulate Pipes Wash under Section 404 of the Clean Water Act. However, impacts to Pipes Wash would be regulated by the California Department of Fish and Wildlife (CDFW) and the Colorado River Regional Water Quality Control Board.

SCOPE OF WORK

Task 1 – Kick-off, Design/Literature Reviews and Project Description

The Project Description serves as the basis for all of permitting documentation. A thorough Project Description helps the project proceed smoothly and will ensure that the permits are properly assessing the.

Deliverable: The deliverable for this task includes one draft Project Description, and one set of consolidated revisions. Compass understands that the Project Description may change slightly as more engineering is completed, and that the Project Description deliverable would be slightly revised during the environmental document preparation process.

Task 2: Technical Studies

Task 2.1 – Biological/Jurisdictional Delineation Report. The 2021 CEQA document would be used to support the permit application. However, the permit agencies will require that a project-specific Biological Resources Assessment/Jurisdictional Delineation (BRA/JD) be prepared to support the permitting effort that identifies the acreages of impacts to Pipes Wash. The BRA/JD would be prepared by Jennings Environmental (JE), a biologist experienced in identifying impacts to streams.

Deliverable: A draft BRA/JD for review and approval, assuming one round of consolidated revisions.

Task 3 Jurisdictional Waters Permitting

Task 3.1: Colorado Regional Water Quality Control Board (CRRWQCB) – Dredge and Fill permit. When a discharge is proposed to waters outside of federal jurisdiction, the Water Boards regulate the discharge under Porter Cologne through the issuance of Waste Discharge Requirements (WDRs). Compass will prepare the application in collaboration with the JE. Required tasks include holding a pre-application meeting with the CRRWQCB at least 30 days prior to the application submittal (required by CRRWQCB), preparation of the application, and continued liaison support between the agency and BDVWA through permit issuance.

Engineering Support Note: It is anticipated that as part of the application, the CRRWQCB may require an Alternatives Analysis (AA) to be prepared consistent with the requirements of section 230.10 of the State Supplemental Dredge or Fill Guidelines to determine whether the proposed project is the Least Environmentally Damaging Practicable Alternative (LEDPA). However, Compass will first evaluate the design for an exemption to the AA requirement. This alternatives analysis, and or the exemption justification, is generally prepared by an engineering firm, in collaboration with Compass. Compass would discuss this with the CRRWQCB during the pre-application meeting and work with BDVWA once more is known.

The Guidelines are located at:

https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/dredge_fill/revised_guidance.pdf

Task 3.2: California Department of Fish and Wildlife Streambed Alteration Agreement (CDFW SAA). Compass will prepare the Streambed Alteration Agreement application and arrange for a pre-application meeting with the CDFW to discuss the application. Compass will submit the application and continue to provide liaison support between the agency and the BDVWA until permit issuance.

Task 3.3: Preparation of Habitat Mitigation Monitoring Plan (HMMP). The CDFW will require a HMMP as part of the Streambed Alteration Agreement. This task is to prepare the HMMP, and work with CDFW and the BDVWA through successful acceptance of the HMMP.

Task 4 Project Management, Meetings

This task includes meeting attendance, project management, project schedule, subconsultant management and contract management.

COST ESTIMATE

The base cost for our services is identified in Table 1. Costs for time and services not rendered will not be charged. The hourly rate for Compass' services is \$185/hour which is the same rate as charged for on-call work for the Mojave Water Agency. Subconsultant cost will be a flat rate. It is assumed that the BDVWA will pay the agency permit fees directly.

Table 1 – Cost Estimate

Task/ Subtask	Description	Compass Project Manager	Compass Cost	Jennings Environ (Biologist)	Subtotal Subconsul Cost	Total Cost
	Labor Rates	\$185.00				
Task 1	Reviews, Project Description	20	\$3,700		\$0	\$3,700
Task 2	Technical Studies					
Task 2.1	Biological Resources			\$4,750	\$4,750	\$4,750
Task 3	Jurisdictional Waters Permitting/Reg Support					
3.1	CRRWQCB Dredge/Fill	15	\$2,775	\$1,000	\$1,000	\$3,775
3.2	CDFW Streambed Alteration Agreement	15	\$2,775	\$1,000	\$1,000	\$3,775
3.3	CDFW-HMMP	4	\$740	\$5,870	\$5,870	\$6,610
Task 4	Project Management, Meetings (T&M)					
4.1	Project Management, Meetings	16	\$2,960		\$0	\$2,960
4.2	Subconsultant Coordination QA/QC	10	\$1,850		\$0	\$1,850
TOTAL COST		\$14,800	\$14,800	\$12,620	\$12,620	\$27,420

ESTIMATED SCHEDULE

Compass will first need to have a kick off meeting with the BDVWA prior to beginning work. We will work with a "time is of the essence" attitude.

Marina West
Proposal for Jurisdictional Waters Permitting
August 19, 2025
Page 4

Please feel free to contact me at (909) 496-5960 if you have any questions or need more information. I look forward to working with you.

Sincerely,

A handwritten signature in dark ink, reading "Julie A. Gilbert". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Julie A. Gilbert
President

**BIGHORN-DESERT VIEW WATER AGENCY
BOARD OF DIRECTORS'
AGENDA ITEM SUBMITTAL – GRANT FUNDED PROJECT**

Meeting Date: September 9, 2025

To: Board of Directors
From: Marina D. West

Agenda Topic: **SWRCB Grant Agreement No. D2102065: Authorize Change Order to Professional Services Agreement with Fomotor Engineering for Survey Services Related to the Project.**

Requested Action:

That the Board considers taking the following action:

1. Authorize Change Order No. 2 to Professional Services Agreement with Fomotor Engineering Compass Consulting Enterprises, Inc. for ground and aerial survey services related to the Project in the amount of \$8,670.

Project: **Pipeline Improvements and Consolidation Project (PI/C)**
Funding Source: SWRCB PI/C Grant Agreement No. D2102065/ Proj. No. 3610009-002C
Contract: Agency will execute Professional Services Agreement with Fomotor Engineering
Funds Allocated: \$341,000 total requested for revised planning+ROW phase in Amendment Request. Total encumbered in planning+ROW phase is \$299,840. Total spent as of August 31, 2025 is \$140,643.
Agency Cost Share: Current estimate \$0 but all costs exceeding grant allocated funds will be the responsibility of the Agency.

General Counsel Approval for this Action: Yes, Counsel approved existing Professional Services Agreement.

Summary:

This action concerns the Agency's need for ground and aerial surveying services to in support of pipeline design (Phase 2 Landers consolidation) and acquisition of private easements (property boundary staking).

The scope of work is summarized below.

Task 1: Control survey, aerial topography survey, survey basemap preparation, ground field survey and additional basemap item preparation. This work supports the realignment of the R1/D1 Booster Station Transmission line (Phase 1). The design change reduces project costs by eliminating pavement in Landers Lane. This is a design related task.

Task 2: Pot Hole Survey. This work was deemed necessary to pinpoint the location and depth of the various "tie-ins" within the Landers Consolidation project (Phase 2). Staff located the tie-in locations for the surveyor to map. This is a design related task.

Task 3. Boundary Survey of certain southern lot corners and proposed easement lines and staking. Several of the private property owners for which private easements are being negotiated have requested the area be surveyed. This was not an unrealistic request given the terrain and lack of definitive property markers along this segment of the transmission pipeline route (Phase 3). This is a planning related task.

Fomotor Engineering has provided the attached Scope-of-Work and cost estimate dated July 30, 2025. Staff is recommending the Board authorize Change Order No. 2 to Fomotor Engineering for \$8,670.00. Staff authorized the work to proceed due to time constraints and is therefore asking for the authorization retroactively.

Grant Background

A funding Agreement with the State Water Resources Control Board (SWRCB) for some projects defined within the Preliminary Engineers Report (PER) completed in 2022. Agreement executed April 20, 2023. Projects included in the funding Agreement are outlined in Phases as follows:

Phase 1:

- Install new pump in the existing R-1 Booster Station
- Replace the BDVWA A-Booster Station, reconfiguring the pipeline between the A-Booster Station and B reservoirs, and install a metered supply from BDVWA's Zone B to Zone C with necessary pressure reducing valves (PRV's).
- Construct Zone B Pump Station; and
- Construct a block wall building to enclose the proposed GM Well No. 2 replacement (proposed BDVWA Well No. 13).

Phase 2:

- Construct approximately 9,300 feet of 6-inch distribution pipeline and necessary pressure reducing station to consolidate BDVWA with GM.

Phase 3:

- Construct approximately 21,500 feet of 6-inch transmission and distribution pipeline to convey water from the proposed Zone B Pump Station to BDVWA's B reservoir site and install distribution pipelines to convey water from BDVWA's D Zone to the proposed Zone B Pump Station; and
- Construct approximately 9,900 feet of transmission pipeline (approximately 4,100 feet of 6-inch and 5,800 feet of 8-inch pipe) necessary to blend water from the Zone B Pump Station, BDVWA's active wells (Nos. 3 and 8), and if permitted by DDW, BDVWA's currently inactive wells (Nos. 2 and well 4).

Phase 4:

- Recoat and rehabilitate BDVWA Reservoirs B1, B2; and
- Recoat and rehabilitate GM Reservoir R1.

CEQA Action: Mitigated Negative Declarations Notice of Determination filed May 2021 (SCH No. 2021020354)

Prior Board Action(s) Relevant to this Request:

7/8/2025 Motion No. 25-037 Authorize Change Order No. 1 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in support of the Incidental Take Permit for Western Joshua tree Related to Compliance with the Mitigation and Monitoring Plan Related to the Project in the amount of \$11,810. (Phase 2)

6/10/2025 Motion No. 25-025 Motion to approve Change Order No. 2 Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with California Rural Water Association (CRWA) for \$3,940 to provide additional engineering and mapping services associated with the environmental compliance for the Project. (Phase 1, 2, 3)

6/10/2025 Motion No. 25-023 Motion to receive and file the Notice Inviting Bids, Ratify issuance of Addendum No. 1 and award Public Works Contract No. PWC25-01 Reservoirs 81 and 82 Rehabilitation and Recoating Project to J. Colon Coatings, Inc. in the amount of \$539,000 pending approval by the State Water Resources Control Board Division of Financial Assistance in accordance with Agreement No. D2102065 and Authorize construction contingency of 10% or \$53,900. (Phase 4)

4/8/2025 Motion No. 25-016 Approve SWRCB Grant Agreement No. D2102065: Authorize Professional Services Agreement with Compass Consulting Enterprises, Inc. for Phase 4 Environmental Services in the Amount of \$10,000. (Phase 4)

3/11/2025 Motion No. 25-008 Approve SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 1 to Professional Services Agreement with California Rural Water Association for \$386,425 to Provide Additional Engineering Design Services Associated with the Project. (Phase 1 and 2)

12/10/2024 Motion No. 24-050 Authorize Professional Services Agreement with Engineering Resources of Southern California to complete plans, specifications, contract documents, to provide Bidding assistance and construction management/inspection services for rehabilitation of Reservoirs B1, B2 and R-1 for the Pipeline Improvements and Consolidation Project Phase 4; and Authorize publication of Notice Inviting Bids for a Contract to perform the work. (Phase 4)

12/10/2024 Motion No. 24-049 Authorize engagement with Special Counsel and execution of Attorney Services Agreement with Lagerlof, LLP to Provide Legal Opinion Letter Relevant to Property Rights for the Construction of the Pipeline Improvements and Consolidation Project. (Phase 1, 2, 3 and 4)

10/8/2024 Motion No. 24-045 Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with Monument ROW - Authorize Change Order No. 1 for \$20,000 to Obtain Land Patent Records to Complete Phase 1 – Strategy for Acquisition of R/W for the Pipeline Improvement and Consolidation Project Summary Report; and Change Order No. 2 for \$144,000 to Provide Services to Pursue Fourteen (14) Private Easement Deeds. (Phase 2 and 3)

10/8/2024 Motion No. 24-044 Improvements and Consolidation Project (PI/C) Pipeline Improvements and Consolidation Project (PI/C) Professional Services Agreement with Fomotor Engineering - Authorize Change Order No. 1 to Professional Services Agreement with Fomotor Engineering for \$22,000 to Provide 14 Plat Maps and Legal Descriptions for Identified Private Easements and \$10,000 for Unspecified “On-Call Services” for the Pipeline Improvements and Consolidation Project (PI/C). (Phase 2 and 3)

7/9/2024 Motion No. 24-034 Authorize issuance of Professional Services Agreement with Fomotor Engineering for Ground and Aerial Survey Work Associated with the Final Design of the Pipeline Improvements and Consolidation Project (PI/C Project) Transmission and Blending Pipeline Design in the Amount of \$28,800 plus a 10% Contingency. (Phase 3)

3/12/2024 Motion No. 24-016 Authorize Issuance of Professional Services Agreement to Fomotor Engineering for Pipeline Improvement and Consolidation Project “On-Call and as-needed” Land Survey Support Services. (Phase 1,2, 3 and 4 as needed)

3/12/2024 Motion No. 24-015 Authorize issuance of Professional Services Agreement to California Rural Water Association (CRWA) for Pipeline Improvement and Consolidation (PI/C) Project design services at a cost of \$257,075. (Phase 3)

10/10/2023 Motion No. 23-036 Authorize issuance of Professional Service Agreement to Monument Right-of-Way for the Pipeline Improvement and Consolidation Project Right-of-Way Acquisition Services at an initial contract cost of \$458,075. (Phase 2 and 3)

2/14/2023 Motion No. 23-006 Adopt Resolution No. 23R-03 (F5a) 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.

12/10/2024 Motion No. 24-050 Authorize Professional Services Agreement with Engineering Resources of Southern California to complete plans, specifications, contract documents, to provide Bidding assistance and construction management/inspection services for rehabilitation of Reservoirs B1, B2 and R-1 for the Pipeline Improvements and Consolidation Project Phase 4; and Authorize publication of Notice Inviting Bids for a Contract to perform the work.

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 S. Civic Drive, Suite 1-5
Palm Springs, CA 92262
Office (760) 323-1842 Fax (760) 323-1742

Civil Engineering

Land Surveying

Land Planning

July 30, 2025

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

Dear Marina,

Pursuant to your request we are pleased to present the following surveying services for the waterline project located in Landers, San Bernardino County, California.

Scope of Services

Task 1

(Portion of APN 0630-021-12, 0630-021-50, 0630-021-66, and 0630-021-67 along the proposed water line)

Control Survey

- Research record maps within the survey area and review patent and other documents provided by client.
- Prepare for field survey; calculate anticipated existing monument and property corner coordinates based upon record data.
- Perform field survey of existing survey monuments for survey control purposes.
- Set a minimum of two project specific temporary control points near the intersection of Reche Road and Landers Lane.

Aerial Topography Survey

- Perform aerial control survey placing and locating ground aerial control targets.
- Fly site with unmanned drone obtaining high resolution aerial photography.
- Tie elevation into established USGS/County benchmark system.

Survey Basemap Preparation

- Process orthographic aerial photo.
- Process surface model based on aerial photography and filed survey.
- Prepare Topographical Site Base Sheet plotting plot one-foot contours, notable spot elevations, and site improvements visible in the aerial photo.

- Plot street centerlines/section lines and right of way lines based on found monuments. Plot adjacent parcel sidelines per record data.
- Plot client provided easements documents and patent right of ways.
- Provide Client High resolution aerial photo (split up into less than 1 gigabyte files if required), .PDF and CAD file as requested.

Ground Field Survey and Basemap Preparation

- Perform field survey locating the 12" water line potholed by Big Horn Water District.
- Perform field survey locating *visible* utilities (telephone pedestals, utility poles, water valves, etc.) within proposed pipeline area..
- Plot additional items above onto the Survey Basemap.

Utility Research and Plotting (Optional)

- Contact local public utility purveyors requesting as built plans and plats of existing public utilities in the subject area. Plot utilities based on received documentation together with visible utilities observed per the topographical survey noted above.

Task 2

Pot Hole Survey

- At approximately 10 locations perform field survey of surface markings of previously pothole utilities.
- Provide exhibit or table noting the pipe depths, location, and additional information provided by Big Horn Water District.

Task 3

Boundary Survey of Southerly Lot Corners and Proposed Easement Line Staking (APN 0629-102-16, 0629-103-01, 0629-151-12, 0629-152-14, 0629-152-13, 0629-152-14, 0629-152-03, and 0629-152-12)

- 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.
- If property corners are missing and no material discrepancies with record are found and sufficient monumentation is recovered to precisely relocate the record corner positions (Section 8765d of the PLSA) a corner record will be submitted to the county for review and recordation. Upon request, a copy will be sent to client.
- Set corner monumentation at un-monumented property corner locations.
- Set hub and lathe at proposed waterline easement locations.

II. Assumptions

We have made the following assumptions in the preparation of this proposal. Should any of these assumptions prove to be inaccurate, an adjustment in the Scope of Services and associated compensation may be required.

1. Client to provide all Right of Way, Patent, and easement documents to plotted.
2. Documents or deeds acquired by Fomotor Engineering will accrue a documentation fee of \$18.00 per document.
3. The following rare events are not part of the below estimate: During the Control Survey it is discovered that (1) street centerline or sectional control monuments in the area have been destroyed or lost such as due to large scale road work, or (2) gaps or overlaps are found within adjacent parcel deeds.
4. If applicable, Joshua Trees that are clearly identifiable will be surveyed via a ground or aerial survey. While our survey crew members are very familiar with Joshua Trees identification, they are not certified plant specialists. A certified plant specialist may be required to locate all Joshua Trees including saplings to satisfy County requirements.
5. All City, County, or other Agency fees, including any Record of Survey or Corner Record fees are to be paid by the client.
6. Expenses for reproduction, postage, and delivery are reimbursable.

Compensation

We propose to perform the services outlined above for the following fee schedule.

Task 1

Control Survey

Aerial Topography Survey

Survey Basemap Preparation

Ground Field Survey and Additional Basemap Item Preparation

Lump sum Fee of \$4,480.00

Utility Research and Plotting (Optional)

Additional Lump sum Fee of \$750.00

Task 2

Pot Hole Survey

Lump sum Fee of \$1,240.00

Task 3

Boundary Survey of Southerly Lot Corners and Proposed Easement Line

Staking (APN 0629-102-16, 0629-103-01, 0629-151-12, 0629-152-14, 0629-152-13, 0629-152-14, 0629-152-03, and 0629-152-12)

Lump sum Fee of \$2,950.00

\$8,670.00 Total Cost for all Tasks

\$9,420.00 Total Cost for all Tasks and Options

Our work will be governed by the enclosed Conditions of Service.

If this proposal meets with your approval, please sign below and return one copy.

I would like to thank you for this opportunity to be of service and am looking forward to working with you on this project.

2025 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	Cost
Travel time	Hourly rate
Monumentation material and installation	Cost
Record Document/ Deed	\$18.00 per document



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

August 12, 2025
Time – 6:00 P.M.

CALL TO ORDER

President McKenzie called the meeting to order at 6:07 pm.

PLEDGE OF ALLEGIANCE

Led by Director Burkhart.

ROLL CALL

Directors present: JoMarie McKenzie
Megan Close-Dees
John Burkhart
William Aldridge
Rodney Miller-Boyer

Directors Absent: None

Staff present: Marina West

Public Present: Following Roll Call, no zoom platform was provided for this meeting. 3 members of the public were present in the meeting room.

APPROVAL OF AGENDA

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

Discussion and Action Items -

1. Closed Session

- a. PUBLIC EMPLOYMENT
[Government Code Section 54957(b)]
Title: General Manager
- b. CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)
Agency Designated Representative: Steven M. Kennedy, General Counsel
Unrepresented Employee: General Manager

Public Comment: None.

The Board adjourned to Closed Session at 6:10 pm.

The Board returned from Closed Session at 7:19 pm.

2. Closed session report

President McKenzie stated there was no reportable action from Closed Session.

3. Consider Adoption of Resolution No. 25R-12 Establishing a Banking Policy with Banc of CA (previously Pacific Western Bank)

GM West gave the staff report noting that the action is routine and triggered by the resignation of one director and appointment on another.

Public Comment: None.

Motion No. 25-041 Motion to adopt Resolution No. 25R-12 establishing a banking policy with Banc of California (previously Pacific Western Bank).

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Rodney Miller-Boyer Y

MSC¹ (Aldridge/Burkhart) unanimously approved.

4. Consider Adoption of Resolution No. 25R-13 Authorizing Investment of Monies into the Local Agency Investment Fund (LAIF)

GM West gave the staff report noting that the action is routine and triggered by the resignation of one director and appointment on another.

Motion No. 25-042 Motion adopt Resolution No. 25R-13 authorizing investment of monies into the Local Agency Investment Fund (LAIF).

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Rodney Miller-Boyer Y

MSC¹ (Close-Dees/Burkhart) unanimously approved.

Public Comment: None.

5. Annual Disclosure of Reimbursements Per Resolution No. 19R-02

GM West gave the staff report as provided in the Agenda packet.

Public Comment: None.

Motion No. 25-043 Motion to receive and file the Annual Disclosure of Reimbursements in accordance with Resolution No. 19R-02.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Rodney Miller-Boyer Y

MSC¹ (Burkhart/Aldridge) unanimously approved.

6. Consent Items -

a. Board Meeting Minutes

1. July 8, 2025 – Regular Meeting
2. July 9, 2025 – Special Meeting
3. July 16, 2025 – Special Meeting

b. Financial Statements

1. Balance Sheet(s) – June 2025
2. Budget Sheet(s) – June 2025

c. Receive and File Disbursements – July 2025

d. Quarterly Investment Report – June 2025 (Q2/2025)

e. Service Order Report – June 2025

f. BDV Production Report – June 2025 and July 2025

g. Goat Mountain Production Report – June 2025 and July 2025

h. Receive and File Committee Meeting Minutes

1. Planning/Legislative/Engineering/Grants Standing Committee
 - None
2. Finance/Public Relations/Education/Personnel Standing Committee
 - None

Public Comment: None.

Motion No. 25-044 Motion to approve consent calendar items a through h, as presented.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Rodney Miller-Boyer Y

MSC¹ (Miller-Boyer/Burkhart) unanimously approved.

7. Matters Removed from Consent Items

None.

8. Public Comment Period

None.

9. Items for Next or Future Agenda

None.

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

a. General Manager Report – GM West reminded the Board that she has scheduled two special Finance Meetings, September 2nd and September 4th. GM West further reported that Ortega Strategies Group would like to present their findings at a special Board Workshop to be scheduled either September 12th at 10am.

b. Director Reports

Director Miller-Boyer: Director Miller-Boyer reported on the BIA Water Conference he attended on August 8, 2025. He summarized the various presentations that occurred. He also completed the Ethics training on the FPPC webportal.

Director McKenzie: President McKenzie reported on the BIA Water Conference he attended on August 8, 2025. He summarized the various presentations that occurred. She further reported on the Landers Homestead Valley Community Association meeting she attended in July 2025.

Director Close-Dees: Director Close-Dees reported on the BIA Water Conference he attended on August 8, 2025. He summarized the various presentations that occurred. She repeated a quote she heard which was “water is the forever business”.

Director Aldridge: Director Aldridge reported on the July 24th Mojave Water Agency Board of Directors meeting he attended.

11. Adjournment:

President McKenzie adjourned the meeting at 8:03pm.

Approved by:

John R. Burkhart, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

General Ledger

Balance Sheet

User: mwest
 Printed: 09/01/2025 - 11:27AM
 Fund: All
 Period: July
 Fiscal Year: 2026

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)	191,212.65
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-131350 - FIVE STAR BANK	56,400.44
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	249,163.09
INVESTMENTS	
01-00-131251 - BANCofCA High Yield Savings	857,678.42
01-00-131255 - FIVE STAR BANK MONEY MARKET	784,082.29
01-00-132000 - PARS IRS 115 TRUST	281,160.69
01-00-133030 - LAIF - CASH ACCOUNT	17,124.66
01-00-133111 - CALIFORNIA CLASS	3,305,750.63
Total INVESTMENTS:	5,245,796.69
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	307,116.76
01-00-137130 - A/R WATER UNBILLED FYE	105,471.43
01-00-139544 - 2017-18 LIEN-DQ WATER \$32,464	(350.16)
01-00-139546 - 2019-20 LIEN-DQ WATER \$35,381	2,059.81
01-00-139547 - 2020-21 LIEN-DQ WATER \$54,761	8,418.64
01-00-139548 - 2021-22 LIEN-DQ WATER \$84,795	22,624.84
01-00-139549 - 2022-23 LIEN-DQ WATER \$46,814	23,078.37
01-00-139550 - 2023-24 LIEN-DQ WATER \$49,919	21,896.00
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	488,815.69
ACCOUNTS RECEIVABLE - OTHER	
01-00-136000 - A/R OTHER (Non-UB AR)	0.00
01-00-136500 - INTEREST RECEIVABLE	0.00
01-00-137112 - 2017 IDGM STBY A/R (\$10,353)	1,763.54
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	977.90
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	1,955.05
01-00-137116 - 2021 IDGM STBY A/R (\$8,680)	1,760.85
01-00-137117 - 2022 IDGM STBY A/R (\$9,037)	3,066.60
01-00-137118 - 2023 IDGM STBY A/R (\$8,228)	4,603.65
01-00-137119 - 2024 IDGM STBY A/R (\$8,869)	8,869.15
01-00-138000 - A/R PROPERTY TAXES	26,103.12
01-00-138030 - ACCRUED RECEIVABLE	3,116.32
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139551 - 2024-25 LIEN-DQ WATER (\$56440)	0.00
01-00-139608 - DUE FROM DACI-METER REPLACEMEN	89,415.60
01-00-139609 - DUE FROM STRATEGIC PARTNERS	0.00
01-00-139610 - DUE FROM GM WELL (Well 13)	0.00

Fund ALFRE

Account Type	Amount
01-00-139611 - DUE FROM PROP 1/RND 2- HDWD	0.00
01-00-139612 - DUE FROM PI/C PIPE/CONSOLIDATI	112,094.83
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)
Total ACCOUNTS RECEIVABLE - OTHER:	248,726.61
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	103,119.63
01-00-143011 - INVENTORY- AMES WATER	548,210.00
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	651,329.63
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	12,778.66
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	77,093.82
01-00-144025 - PREPAID EXPENSES	30,439.58
01-00-144035 - PREPAY CalPERS UAL	69,459.00
Total PREPAID EXPENSES:	189,771.06
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(243,498.38)
01-00-111350 - FA LAND	100,994.53
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(300,259.47)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(50,800.90)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(18,425.73)
01-00-111700 - FA WATER SYSTEM	10,155,847.71
01-00-111701 - A/D WATER SYSTEM	(7,712,909.75)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(28,781.14)
01-00-111810 - FA MOBILE EQUIPMENT	916,751.49
01-00-111811 - A/D MOBILE EQUIPMENT	(650,292.18)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(182,242.55)
Total FIXED ASSETS:	2,937,723.73
LEASE OF EQUIPMENT (LT)	
01-00-160200 - LEASE OF EQUIPMENT (LT)	13,099.95
01-00-160999 - ACCUM. AMORTIZATION-EQUIPMENT	(10,189.06)
Total LEASE OF EQUIPMENT (LT):	2,910.89
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	1,015,492.92
Total CONSTRUCTION IN PROGRESS:	1,015,492.92
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
NET PENSION LIABILITY-AUDIT	
01-00-223100 - NET PENSION LIABILITY	(726,686.00)
Total NET PENSION LIABILITY-AUDIT:	(726,686.00)
DEFERR INFLOWS OF RESOUR-AUDIT	
01-00-225000 - DIR - PENSION RELATED	(26,684.00)
Total DEFERR INFLOWS OF RESOUR-AUDIT:	(26,684.00)
Total Assets:	10,276,360.31
Liabilities	

Fund ALFRE

Account Type	Amount
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	57,530.63
01-00-227000 - ACCOUNTS PAYABLE	0.00
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
01-00-227011 - RETENTION ABUNDANT WATER WELL	0.00
Total ACCOUNTS PAYABLE:	57,530.63
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)	3,091.70
Total LEASE LIABILITY-EQUIPMENT (LT):	3,091.70
ACCRUED PAYROLL	
01-00-229000 - ACCRUED PAYROLL LIABILITIES	57,314.52
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCRUED EMP COMP BALANCES	211,418.75
Total ACCRUED PAYROLL:	268,733.27
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	(41.53)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(62.49)
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:	(104.02)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	157,701.86
01-00-226005 - UNEARN REV-UB ACCT CREDITS	24,440.69
01-00-226007 - ANNEX 0631-071-29 (NAPA@ALTA)	0.00
Total CUSTOMER DEPOSITS:	182,142.55
BLUEFIN CC FEES	
01-00-226001 - BLUEFIN/SB CC FEES thru PORTAL	(1,139.07)
Total BLUEFIN CC FEES:	(1,139.07)
LONG TERM DEBT	
01-00-211020 - DA01 CoSB REPAYMENT	0.00
Total LONG TERM DEBT:	0.00
DEFFER OUTFLOWS OF RESOU-AUDIT	
01-00-151000 - DOR - PENSION CONTRIB-AUDIT	(121,978.00)
01-00-153000 - DOR - PENSION RELATED-AUDIT	(259,182.00)
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	0.00
Total DEFFER OUTFLOWS OF RESOU-AUDIT:	(381,160.00)
PENSION DEFERRED INFLOW-AUDIT	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW-AUDIT:	0.00
Total Liabilities:	129,095.06
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	10,307,206.47

Fund ALFRE

Account Type	Amount
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE	0.00
01-00-310010 - FUND BALANCE FEMA & OES	0.00
01-00-310011 - DA01 OVERPAYMENT by CoSB	0.00
Total FUND BALANCE:	10,307,206.47
Total Fund Balance:	10,307,206.47
Total Liabilities and Fund Balance:	10,436,301.53
Total Retained Earnings:	(159,941.22)
Total Fund Balance and Retained Earnings:	10,147,265.25
Total Liabilities, Fund Balance, and Retained Earnings:	10,276,360.31
Totals for Fund 01 - General Fund:	0.00

General Ledger

Budget Status

User: mwest
Printed: 9/1/2025 - 12:01 PM
Period: 1, 2026

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	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
01-00-410010	BASIC FACILITIES CHARGE	15,200.00	0.00	0.00	15,200.00	0.00	15,200.00	100.00
01-00-410015	AG CONS TIER 1	5,500.00	10.40	10.40	5,489.60	0.00	5,489.60	99.81
01-00-410016	AG CONS TIER 2	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00	100.00
01-00-410020	BULK CONS TIER 1	71,800.00	10,888.03	10,888.03	60,911.97	0.00	60,911.97	84.84
01-00-410030	COMMERCIAL/INST CONS TIER	17,200.00	656.67	656.67	16,543.33	0.00	16,543.33	96.18
01-00-410000	INCOME METERED WATER	486,000.00	42,335.93	42,335.93	443,664.07	0.00	443,664.07	91.29
01-00-411001	RES CONS TIER 2	306,700.00	27,115.63	27,115.63	279,584.37	0.00	279,584.37	91.16
01-00-412000	GOAT MTN STANDBY INCOME	63,900.00	2,226.00	2,226.00	61,674.00	0.00	61,674.00	96.52
01-00-413000	BASIC SERVICE CHARGE	1,197,500.00	89,459.10	89,459.10	1,108,040.90	0.00	1,108,040.90	92.53
01-00-413001	FIRE BSC	9,300.00	775.48	775.48	8,524.52	0.00	8,524.52	91.66
01-00-414000	INCOME JV BULK WATER SALE	3,800.00	215.00	215.00	3,585.00	0.00	3,585.00	94.34
01-00-417000	INCOME OTHER (OPERATING)	66,900.00	4,427.09	4,427.09	62,472.91	0.00	62,472.91	93.38
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	4,800.00	0.00	0.00	4,800.00	0.00	4,800.00	100.00
R05 Sub Totals:		2,256,700.00	178,109.33	178,109.33	2,078,590.67	0.00	2,078,590.67	92.11
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	122,400.00	3,080.62	3,080.62	119,319.38	0.00	119,319.38	97.48
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	117,100.00	2,977.32	2,977.32	114,122.68	0.00	114,122.68	97.46
01-00-491040	GA03 ID GM GEN TAX LEVY	60,200.00	1,566.87	1,566.87	58,633.13	0.00	58,633.13	97.40
01-00-492000	INTEREST INCOME	177,800.00	0.00	0.00	177,800.00	0.00	177,800.00	100.00
01-00-496000	INCOME OTHER (NON OPERATI	21,300.00	11,405.23	11,405.23	9,894.77	0.00	9,894.77	46.45
01-00-499901	GM WELL REV ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499902	PI/C REV. ACCT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499998	DACI REV ACCT.-METER REPLA	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:		498,800.00	19,030.04	19,030.04	479,769.96	0.00	479,769.96	96.18

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E25	Revenue Sub Totals:	2,755,500.00	197,139.37	197,139.37	2,558,360.63	0.00	2,558,360.63	92.85
01-00-562000	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	14,100.00	5,898.16	5,898.16	8,201.84	0.00	8,201.84	58.17
01-00-563000	CUSTOMER RELATIONS	3,200.00	0.00	0.00	3,200.00	0.00	3,200.00	100.00
01-00-564000	OTHER ADMINISTRATIVE EXPE	14,400.00	1,766.05	1,766.05	12,633.95	0.00	12,633.95	87.74
01-00-571000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572100	AMORTIZATION OF LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572200	INTEREST EXPENSE ON LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572300	CONTRA EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	ELECTION COSTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-00-593000	EXPENSE / INCOME MISC	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-00-593999	PRIOR YEARS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-594001	INVESTMENT GAIN/LOSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		33,200.00	7,664.21	7,664.21	25,535.79	0.00	25,535.79	76.92
Expense Sub Totals:		33,200.00	7,664.21	7,664.21	25,535.79	0.00	25,535.79	76.92
Dept 00 Sub Totals:		-2,722,300.00	-189,475.16	-189,475.16	-2,532,824.84	0.00		
Administration								
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	521,100.00	43,754.25	43,754.25	477,345.75	0.00	477,345.75	91.60
01-01-560060	CONTRACTUAL SERV-AUDITOR	18,900.00	6,994.00	6,994.00	11,906.00	0.00	11,906.00	62.99
01-01-560070	CONTRACTUAL SERV-LEGAL	40,000.00	7,395.00	7,395.00	32,605.00	0.00	32,605.00	81.51
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	CalPERS CONTRIBUTION	161,700.00	10,223.36	10,223.36	151,476.64	0.00	151,476.64	93.68
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	24,000.00	2,349.30	2,349.30	21,650.70	0.00	21,650.70	90.21
01-01-560110	TELEPHONE/FAX/INTERNET/WI	9,000.00	1,128.86	1,128.86	7,871.14	0.00	7,871.14	87.46
01-01-560120	MAILING EXPENSE	1,900.00	32.20	32.20	1,867.80	0.00	1,867.80	98.31
01-01-560140	CONTRACTUAL SERV - OTHER	150,000.00	29,569.62	29,569.62	120,430.38	0.00	120,430.38	80.29
01-01-560160	PROPERTY/LIABILITY EXPENSE	102,000.00	0.00	0.00	102,000.00	0.00	102,000.00	100.00
01-01-560170	WORKERS COMP EXPENSE	18,300.00	0.00	0.00	18,300.00	0.00	18,300.00	100.00
01-01-560180	DUES & SUBSCRIPTIONS	21,100.00	5,559.40	5,559.40	15,540.60	0.00	15,540.60	73.65
01-01-560200	POWER/PROPANE OFFICES & Y/	11,700.00	1,099.74	1,099.74	10,600.26	0.00	10,600.26	90.60
01-01-560220	BAD DEBT EXPENSE	-1,500.00	0.00	0.00	-1,500.00	0.00	-1,500.00	0.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	-1,500.00	0.00	0.00	-1,500.00	0.00	-1,500.00	0.00
01-01-560300	OFFICE SUPPLIES/PRINTING	12,200.00	338.26	338.26	11,861.74	0.00	11,861.74	97.23
01-01-561000	EMPLOYEE BENEFITS INSURAN	229,300.00	18,276.43	18,276.43	211,023.57	0.00	211,023.57	92.03
01-01-561100	EMPLOYEE EDUCATION/TRAIN	5,700.00	215.00	215.00	5,485.00	0.00	5,485.00	96.23
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
E15 Sub Totals:		1,338,900.00	126,935.42	126,935.42	1,211,964.58	0.00	1,211,964.58	90.52
E25	NON-OPERATING EXPENSE							
01-01-564001	PARS TRUST EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		1,338,900.00	126,935.42	126,935.42	1,211,964.58	0.00	1,211,964.58	90.52
Dept 01 Sub Totals:		1,338,900.00	126,935.42	126,935.42	1,211,964.58	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	498,800.00	50,199.58	50,199.58	448,600.42	0.00	448,600.42	89.94
01-05-541030	UNIFORMS	10,000.00	982.00	982.00	9,018.00	0.00	9,018.00	90.18
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP	35,000.00	15,328.07	15,328.07	19,671.93	0.00	19,671.93	56.21
01-05-541070	VEHICLE EXPENSE-FUEL	49,200.00	0.00	0.00	49,200.00	0.00	49,200.00	100.00
01-05-541090	FIELD MATERIALS & SUPPLIES	78,800.00	3,352.75	3,352.75	75,447.25	0.00	75,447.25	95.75
01-05-541095	SHRINKAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541110	WATER TESTING	15,000.00	880.00	880.00	14,120.00	0.00	14,120.00	94.13
01-05-541120	CONTRACTUAL SRV-ENGINEER	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
01-05-541140	WATER SYSTEM REPAIRS	60,000.00	427.00	427.00	59,573.00	0.00	59,573.00	99.29
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	1,186.75	1,186.75	14,313.25	0.00	14,313.25	92.34
01-05-541190	COMMUNICATIONS EXPENSE	7,900.00	719.86	719.86	7,180.14	0.00	7,180.14	90.89
01-05-541210	DISINFECTION EXPENSE	13,400.00	2,057.29	2,057.29	11,342.71	0.00	11,342.71	84.65
01-05-541250	POWER WELLS & PUMPS	148,400.00	12,490.79	12,490.79	135,909.21	0.00	135,909.21	91.58
01-05-541300	OTHER OPERATING EXPENSES	11,600.00	2,057.00	2,057.00	9,543.00	0.00	9,543.00	82.27
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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:		1,044,100.00	89,681.09	89,681.09	954,418.91	0.00	954,418.91	91.41
Expense Sub Totals:		1,044,100.00	89,681.09	89,681.09	954,418.91	0.00	954,418.91	91.41
Dept 05 Sub Totals:		1,044,100.00	89,681.09	89,681.09	954,418.91	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-09	Directors							
E15	ADMINISTRATIVE EXPENSE							
01-09-560027	DIRECTOR J. BURKHART	14,000.00	889.35	889.35	13,110.65	0.00	13,110.65	93.65
01-09-560028	DIRECTOR MCKENZIE	14,000.00	1,779.35	1,779.35	12,220.65	0.00	12,220.65	87.29
01-09-560029	DIRECTOR CLOSE	14,000.00	891.55	891.55	13,108.45	0.00	13,108.45	93.63
01-09-560032	DIRECTOR ALDRIDGE	14,000.00	1,068.93	1,068.93	12,931.07	0.00	12,931.07	92.36
01-09-560033	DIRECTOR MILLER-BOYER	14,000.00	1,249.16	1,249.16	12,750.84	0.00	12,750.84	91.08
	E15 Sub Totals:	70,000.00	5,878.34	5,878.34	64,121.66	0.00	64,121.66	91.60
	Expense Sub Totals:	70,000.00	5,878.34	5,878.34	64,121.66	0.00	64,121.66	91.60
Dept 01-10	Dept 09 Sub Totals:	70,000.00	5,878.34	5,878.34	64,121.66	0.00		
E15	CIP							
	ADMINISTRATIVE EXPENSE							
01-10-562005	PI/C NON-FIXED ASSET COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20	CIP EXPENSE							
01-10-056198	LABOR APPLIED TO CIP PROJEC	0.00	229.64	229.64	-229.64	0.00	-229.64	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
01-10-561905	A-BOOSTER STATION CONSTRU	40,000.00	12,993.22	12,993.22	27,006.78	0.00	27,006.78	52.52
01-10-561906	PRV FLOWMETER CONSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561918	GMW13 PHASE2 - NON-FIXED A	0.00	1,387.50	1,387.50	-1,387.50	0.00	-1,387.50	0.00
01-10-561919	HDWD#2 INTERTIE @ WINTERS	0.00	13,824.82	13,824.82	-13,824.82	0.00	-13,824.82	0.00
01-10-561934	HDWD #1 INTERTIE @ LUNA VI	0.00	24.03	24.03	-24.03	0.00	-24.03	0.00
01-10-561936	NBS RATE STUDY (non-FA)	40,000.00	10,962.50	10,962.50	29,037.50	0.00	29,037.50	72.59
01-10-561937	GM REPLACEMENT WELL (Well	150,000.00	6,943.28	6,943.28	143,056.72	0.00	143,056.72	95.37
01-10-561938	PARS 115 TRUST ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561939	ANNEX RoBot LAND SEC.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561940	SHOE 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	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
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	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
01-10-561975	VEHICLES - MOTOR VEHICLES	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-562004	METER REPLACEMENT (DWR/E	10,000.00	6,291.28	6,291.28	3,708.72	0.00	3,708.72	37.09
01-10-562006	PI/C PROJECT- DESIGN PIPELIN	6,935,000.00	67,155.26	67,155.26	6,867,844.74	0.00	6,867,844.74	99.03
01-10-562007	B1/B2 TANK REHAB (PI/C Phase4	739,000.00	7,110.00	7,110.00	731,890.00	0.00	731,890.00	99.04

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-10-562008	R1 TANK REPLACEMENT FA	300,000.00	0.00	0.00	300,000.00	0.00	300,000.00	100.00
01-10-562009	NEW PROD WELL (WELL No. XX	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
	E20 Sub Totals:	8,579,000.00	126,921.53	126,921.53	8,452,078.47	0.00	8,452,078.47	98.52
	Expense Sub Totals:	8,579,000.00	126,921.53	126,921.53	8,452,078.47	0.00	8,452,078.47	98.52
	Dept 10 Sub Totals:	8,579,000.00	126,921.53	126,921.53	8,452,078.47	0.00		
	Fund Revenue Sub Totals:	2,755,500.00	197,139.37	197,139.37	2,558,360.63	0.00	2,558,360.63	92.85
	Fund Expense Sub Totals:	11,065,200.00	357,080.59	357,080.59	10,708,119.41	0.00	10,708,119.41	96.77
	Fund 01 Sub Totals:	8,309,700.00	159,941.22	159,941.22	8,149,758.78	0.00		
	Revenue Totals:	2,755,500.00	197,139.37	197,139.37	2,558,360.63	0.00	2,558,360.63	92.85
	Expense Totals:	11,065,200.00	357,080.59	357,080.59	10,708,119.41	0.00	10,708,119.41	96.77
	Report Totals:	8,309,700.00	159,941.22	159,941.22	8,149,758.78	0.00		

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Check Register

Check Date Range: 8/1/2025 thru 8/31/2025

Ck Date	Ck No	Payable To	Void	Check Amt
8/5/2025	33205	BRANDON FISHER		5,014.40
8/12/2025	2090	LAGERLOF, LLP		1,050.00
8/13/2025	2091	AUTOZONEPARTS		177.63
8/13/2025	2092	BEYOND SOFTWARE SOLUTIONS		2,519.90
8/13/2025	2093	HI-DESERT STAR		651.25
8/13/2025	2094	INFOSEND, INC.		274.60
8/13/2025	2095	MB CONSERVATION ASSOC		1,250.00
8/13/2025	2096	OFFICE DEPOT		451.16
8/13/2025	2097	SDRMA		20,939.11
8/13/2025	2098	HOME DEPOT CREDIT SERVICES		108.59
8/13/2025	2099	UNDERGROUND SERVICE ALERT OF SO CAL		32.00
8/13/2025	2100	HD SUPPLY, INC.		900.31
8/13/2025	2101	BAY CITY EQUIPMENT INDUSTRIES, INC.		455.16
8/13/2025	2102	CARB/PERP		735.00
8/13/2025	2103	SBRK FINANCE HOLDING, INC.		689.00
8/13/2025	2104	MELONIE HELLER		62.30
8/13/2025	2105	GENESIS CLEANING SERVICE INC.		1,290.00
8/13/2025	2106	VISUAL EDGE IT, INC.		561.49
8/13/2025	2107	US LBM OPERATING CO. 3009, LLC		390.45
8/13/2025	2108	NELSON MOBILE SERVICES INCORPORATED		2,262.16
8/13/2025	2109	LAGERLOF, LLP		300.00
8/13/2025	2110	STARTING LINE ADVISORY		3,235.05
8/13/2025	2111	ROBERT DALE McCOLERY		900.00
8/14/2025	0	IRS PAYROLL		27.46
8/14/2025	0	IRS PAYROLL		4,802.39
8/14/2025	0	EDD PAYROLL		1,695.33
8/14/2025	0	CALPERS		6,590.19
8/14/2025	33206	PAYROLL		1,637.40
8/14/2025	33207	PAYROLL		2,308.38
8/14/2025	33208	PAYROLL		2,259.34
8/14/2025	33209	PAYROLL		5,586.71
8/14/2025	33210	PAYROLL		2,171.01

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Bighorn Desert View Water Agency
Check Register

Check Date Range: 8/1/2025 thru 8/31/2025

Ck Date	Ck No	Payable To	Void	Check Amt
8/14/2025	33211	PAYROLL		2,120.07
8/14/2025	33212	PAYROLL		3,598.69
8/14/2025	33213	PAYROLL		4,054.22
8/28/2025	0	IRS PAYROLL		439.00
8/28/2025	0	EDD PAYROLL		10.75
8/28/2025	0	AT&T MOBILITY		334.89
8/28/2025	0	BURRTEC WASTE&RECYC		106.75
8/28/2025	0	CINTAS CORPORATION #150		476.36
8/28/2025	0	IRS PAYROLL		4,593.91
8/28/2025	0	EDD PAYROLL		1,544.51
8/28/2025	0	CALPERS		6,671.27
8/28/2025	0	SOUTHERN CALIFORNIA EDISON COMP		14,290.89
8/28/2025	0	AMERICAN FIDELITY		1,227.11
8/28/2025	0	FLYERS ENERGY LLC		5,609.71
8/28/2025	0	BLUEFIN PAYMENT SYSTEMS		1,320.78
8/28/2025	0	SPRINGBROOK ACH		167.40
8/28/2025	2112	AUTOZONEPARTS		32.45
8/28/2025	2113	CLINICAL LABORATORY OF SB, INC.		2,100.00
8/28/2025	2114	ANDONIAN ENTERPRISES, INC		879.16
8/28/2025	2115	INFOSEND, INC.		2,495.55
8/28/2025	2116	OFFICE DEPOT		231.05
8/28/2025	2117	ULINE, INC		92.60
8/28/2025	2118	XEROX CORPORATION		244.69
8/28/2025	2119	HASA, INC.		2,247.24
8/28/2025	2120	CA ASSOC OF MUTUAL WATER COMPANIES		3,116.32
8/28/2025	2121	NBS GOVERNMENT FINANCE GROUP		11,350.00
8/28/2025	2122	LAUN HANSON		250.00
8/28/2025	2123	US LBM OPERATING CO. 3009, LLC		48.68
8/28/2025	2124	ORANGE COUNTY WINWATER WORKS		1,442.86
8/28/2025	2125	DELL MARKETING LP		5,692.20
8/28/2025	2126	CUSTOMER REFUND		182.66
8/28/2025	2127	CUSTOMER REFUND		50.31

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Bighorn Desert View Water Agency
Check Register

Check Date Range: 8/1/2025 thru 8/31/2025

Ck Date	Ck No	Payable To	Void	Check Amt
8/28/2025	2128	CUSTOMER REFUND		75.04
8/28/2025	2129	CUSTOMER REFUND		100.32
8/28/2025	2130	CUSTOMER REFUND		70.16
8/28/2025	2131	CUSTOMER REFUND		107.77
8/28/2025	2132	CUSTOMER REFUND		100.00
8/28/2025	2133	CUSTOMER REFUND		77.27
8/28/2025	2134	CUSTOMER REFUND		217.08
8/28/2025	2135	CUSTOMER REFUND		99.57
8/28/2025	33214	PAYROLL		1,706.31
8/28/2025	33215	PAYROLL		2,253.39
8/28/2025	33216	PAYROLL		2,204.34
8/28/2025	33217	PAYROLL		5,531.70
8/28/2025	33218	PAYROLL		2,778.53
8/28/2025	33219	PAYROLL		2,953.11
8/28/2025	33220	PAYROLL		2,698.99
8/28/2025	33221	PAYROLL		2,965.44
8/28/2025	33222	CA RURAL WATER ASSN		31,820.00
8/28/2025	33223	ENGINEERING RESOURCES OF SOUTHERN CA, INC.		2,665.00
8/28/2025	33224	MONUMENT ROW		6,789.30
8/28/2025	33225	T.R. HOLLIMAN AND ASSOCIATES, INC		2,280.00
			Total	215,843.17

SERVICE ORDER REPORT FOR FISCAL YEAR 2024-2025

[illegible]



DATE: 9/2/2025
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Bighorn-Desert View Production AUGUST 2025

	<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	293,460	2,195,081	180	166	202.7	6.74
Well 4	Well is "inactive"					
Well 6	142,360	1,064,853	90	80	197.7	3.27
Well 7	170,940	1,278,631	116	136	183.6	3.92
Well 8	601,900	4,502,212	371	380	202.1	13.82
Well 9	691,000	5,168,680	429	440	201	15.86
Well 10	37,010	276,835	77	92	60.1	0.85
Total	1,936,670	14,486,292			1047.2	44.46

Maximum Day Demand

Date 8/10/2025

Total Production (Gallons) 963723.2

A Boosters	161,080	1,204,878	142	150	141.3
C Boosters	179,100	1,339,668	170	175	131.0
Total	340,180	2,544,546			



DATE: 9/2/2025
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Goat Mountain Production AUGUST 2025

	<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	278,370	2,082,208	185	220	187.2	6.39
Well GMW3	356,200	2,664,376	289	320	153.4	8.18
Total	634,570	4,746,584			340.6	14.57

Maximum Day Demand

Date 8/10/2025

Total Production (Gallons) 358815.6

GM booster	211,900	1,585,012	251	222	105.1
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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 Burkhart

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

June 3, 2025
Time – 4:00 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/87181356574?pwd=7lI3Q4tXkek1fqYCisIWxuDzuR2icf.1>

OR

TELECONFERENCE LINE THRU ZOOM

1-869-900-6833

Webinar ID: 871 8135 6574

Passcode: 022238

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Led by John Burkhart.

ROLL CALL

Directors present: JoMarie McKenzie
John Burkhart

Staff present: Marina West
David Chapman

Public Present: Following Roll Call, 0 member(s) of the public indicated they were participating via teleconference. 0 members of the public were present in the meeting room. Director Aldridge was present in the meeting room as observers only.

APPROVAL OF AGENDA

Director Burkhart moved and Chair McKenzie seconded.

Discussion and Action Items -

1. Public Workshop No. 1 – Adopt Resolution No. 25R-XX Fixing and Adopting the Budget for Fiscal Year 2025-2026 for the Bighorn-Desert View Water Agency.

GM West introduced Mr. Scott Nelson, CPA with Starting Line Advisory who has prepared the draft budget. Mr. Nelson gave a PowerPoint presentation and invited questions from the Committee.

Mr. Nelson began his presentation by reviewing key revenue and expenses. The total revenue budget is \$2.75M with assumption that charges for water will be 3%. The rate study is not finished so we used same rate of increase from prior rate study. Property taxes presumed a 2% increase. The budget only presumes one meter installation per year. Interest revenue projects a decrease of about 20% based on planned capital spending and lowering interest rates. Next Mr. Nelson reviewed expense projections with a 3% general inflation and 10% health care and 5% for fuel and energy. The approved 3.5% Cost-of-Living Adjustment and the vacant "third" Customer Service position will be unfunded in FY2025/26. Mr. Nelson's reviewed the net income gained from budget is expected to be \$423,900.

Mr. Nelson reviewed the cash reserves balance expected at the end of FY2025/26. Mr. Nelson answered questions of the Committee.

GM West reviewed the capital schedule and grant contributions. Noting that a few changes will be made to the final budget. First, the capital budgets for both the B1/B2 Tank Rehabilitation and the Goat Mtn. Well 13 Development and Testing will be adjusted down to reflect actual bids received. Second, the GMW3 Pump Replacement on the capital schedule is actually for Goat Mtn. Well No. 13.

Public Comment:
None.

2. Update on 2025 Rate Study

GM West gave the update stating that the consultant, NBS, has been provided three calendar years of consumption data as well as a revised schedule of capital projects through 2036 that will be input to the long-term financial model.

Public Comment:
None.

3. Status of Delinquent Accounts and Property Tax Lien Process for Tax Year 2025

AGM Chapman gave the staff report as provided in the agenda packet as well as a Powerpoint presentation. He reported that there are 123 accounts with a total balance of \$70,366.06. He next reviewed the schedule for the 2025 lien processes.

Public Comment:
None.

4. Consent Items –

- a. FPREP Committee Meeting Minutes **March 18, 2025**
- b. FPREP Cancellation Notice May 6, 2025
- c. PARS February, March and April 2025 Statements

Recommended Action:

Approve as presented.

Director Burkhart moved to and Chair McKenzie seconded approval of consent calendar as presented.

5. Public Comment Period

None.

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

- 1. Committee Members' Comments/Reports –
 - a. Dir. McKenzie attended and reported on *The Pelican Club* dinner on June 2, 2025.
- 2. General Manager's Report – GM West reported that she will be attending the Landers Association Meeting on Monday, June 9, 2025.
- 3. Assistant General Manager Report – AGM Chapman reported on a course he attended regarding Artificial Intelligence.

7. Items for Next or Future Agenda

None.

8. Adjournment

Chair McKenzie adjourned the meeting at 5:47 pm.

Approved by:


JoMarie McKenzie, Committee Chair

