



BIGHORN-DESERT VIEW WATER AGENCY
A PUBLIC AGENCY

**BOARD OF DIRECTORS'
SPECIAL MEETING AGENDA**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, February 16, 2010 - 6:00 PM

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF THE AGENDA**

Public Participation - Public is invited to comment on any item on the agenda during discussion of that item. You may wish to submit your comments in writing to assure that you are able to express yourself adequately. When giving your public comment, please first state your name and have your information prepared. Due to time constraints, a three-minute time limit may be imposed. 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 Secretary at 760-364-2315 during Agency business hours.

- 1. PUBLIC PARTICIPATION-** Any person may address the Board on any matter within the District's jurisdiction on items not appearing on this agenda.
- 2. 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.
 - a. LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOTICE OF COMMENCEMENT/SERVICE REVIEW/SPHERE OF INFLUENCE DEPARTMENT REVIEW COMMITTEE UPDATE**

RECOMMENDATION:

- 1) Provide direction to staff pertaining to Case No. LAFCO 3148
- b. CONSIDER APPROVING THE PROPOSED MODIFIED FORMULA FOR THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) COST APPORTIONMENT FOR AN ESTIMATED COST SAVINGS OF \$3,528 IN FY2010/2011**

RECOMMENDATION:

- 1) Approve the Alternative Funding Formula for the Independent Special Districts' Share of Local Agency Formation Commission (LAFCO) Costs for Fiscal Year 2010-11 and thereafter resulting in an estimated savings in FY2010 of \$3,528.
- c. AUTHORIZE BOARD MEMBERS TO ATTEND THE WATER AND LAND USE POLICY FORUM ON FEBRUARY 18 AND 19, 2010 IN JOSHUA TREE AT AN ESTIMATED COST OF \$250/PER DIRECTOR, WHICH INCLUDES PER DIEM AND REIMBURSEMENT FOR MILEAGE**

RECOMMENDATION:

- 1) Board to authorize Directors paid attendance at the Water and Land Use Policy Forum on February 18 and 19, 2010 in Joshua Tree, CA at an estimated cost of \$250/per director, which includes per diem and reimbursement for mileage.
- d. REFURBISHMENT OF THREE PRESSURE REDUCING/REGULATING STATIONS AT A COST NOT TO EXCEED \$19,500**

RECOMMENDATION:

- 1) Authorize General Manager to refurbish PRV2 (Desert View) at an estimated cost of \$7,500 using funds from the portion of the Desert View Debt Surplus reserved for system improvements; and
 - 2) Authorize General Manager to refurbish PRV5 and PRV11 (Bighorn) at an estimated cost of \$12,000 using funds from the portion of the Bighorn Debt Surplus reserved for system improvements.
 - 3) Review of Bond Audit Schedule of Qualified Expenses.
- e. REVIEW OF EXISTING DIRECTOR'S COMPENSATION AND EXPENSE REIMBURSEMENT**

RECOMMENDATION:

- 1) Discuss existing Ordinance (05O-01) and Policy (05P-01);
- 2) Review survey of neighboring water agency rules and regulations;
- 3) Outline procedures for updating/changing (amounts and guidelines); and
- 4) Provide input and direction to staff

f. BOARD TO CONSIDER FORMATION OF A CITIZENS' ADVISORY COMMITTEE

RECOMMENDATION:

- 1) Following staff presentation, provide direction to staff

**g. LAFCO REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBER
NOMINATION PERIOD (FEBRUARY 9 - MARCH 11, 2010)**

CONSIDERATION:

- 1) If warranted, after discussion and Board vote, nominate potential candidates and submit to LAFCO Special District Selection Committee.

3. DISBURSEMENTS JANUARY 2010

RECOMMENDATION:

- 1) Ratify/authorize payment of bills

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

RECOMMENDATION:

- 1) Approve as presented (Items a - f)

- a. Financial Statements January 2010
- b. Minutes of the January 26, 2010 Regular Meeting
- c. Consumption & Billing Comparison Report January 2010
- d. Production Report January 2010
- e. Service Order Report January 2010
- f. Progress Report on the Ames/Means Reche Recharge Facility Project

END OF THE CONSENT CALENDAR

5. MATTERS REMOVED FROM CONSENT ITEMS

6. VERBAL REPORTS

- PRESIDENT'S REPORT
- GENERAL MANAGER'S REPORT
- DIRECTORS' REPORTS

> Reports on Conferences/Meetings Attended at Agency Expense

7. COMMUNICATION AND PUBLIC INFORMATION ITEMS

8. ITEMS FOR NEXT AGENDA

9. 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 prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Agency Secretary. Backup material for the Agenda is available at the Agency offices for public review and can be viewed online at the Agency's website: www.bdvwa.org.

As a general rule, agenda reports or other written documentation has been prepared or organized with respect to each item of business listed on the agenda, and can be reviewed at www.bdvwa.org. Copies of these materials and other discloseable public records distributed to all or a majority of the members of the Board of Directors 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.

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

Meeting Date: February 16, 2010

To: Board of Directors

Budgeted: yes

Budgeted Amount: \$5,480 FY09/10

Funding Source: Line item 54130

From: Marina D. West

General Counsel Approval: n/a

CEQA Compliance: n/a

Subject: Consider Approving the Proposed Modified Formula for the Local Agency Formation Commission (LAFCO) Cost Apportionment for an Estimated Cost Savings of \$3,528 in FY2010/11

SUMMARY

The Local Agency Formation Commission (LAFCO) has distributed, for the Agency's consideration, an alternative formula for apportioning the costs of LAFCO as required under Government Code Section 56381. LAFCO believes the proposed modification to the current formula will provide for a more equitable distribution of cost.

In order to change the apportionment process, State law requires that a quorum, or 26, of the districts must cast a ballot in support for the change to take place.

Staff recommends the Board vote in favor of the proposed modification as it will result in a savings of approximately \$3,528 in FY2010/11.

RECOMMENDATION

That the Board take the following action by roll call vote:

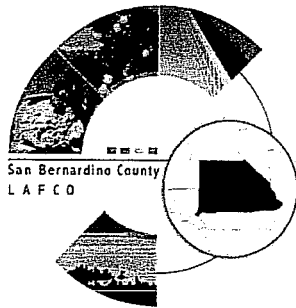
1. Approve the Alternative Funding Formula for the Independent Special Districts' Share of Local Agency Formation Commission (LAFCO) Costs for Fiscal Year 2010-11 and thereafter resulting in an estimated savings in FY2010 of \$3,528.

BACKGROUND/ANALYSIS

No additional analysis provided.

PRIOR RELEVANT BOARD ACTION(S)

none



LOCAL AGENCY FORMATION COMMISSION

215 North "D" Street, Suite 204 • San Bernardino, CA 92415-0490

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KATHLEEN ROLLINGS-McDONALD
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LAFCO Analyst

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Clerk to the Commission

ANGELA M. SCHELL
Deputy Clerk to the Commission

REBECCA LOWERY
Deputy Clerk to the Commission

LEGAL COUNSEL

CLARK H. ALSOP

DATE: JANUARY 26, 2010

RECEIVED
1/27/10

FROM: LAFCO SPECIAL DISTRICT MEMBERS:
Kimberly Cox, Regular Member,
James Curatalo, Regular Member; and
Robert Smith, Alternate Member

TO: ALL INDEPENDENT SPECIAL DISTRICTS IN SAN
BERNARDINO COUNTY

SUBJECT: VOTE ON ALTERNATIVE APPORTIONMENT FORMULA
FOR SPECIAL DISTRICTS FOR FISCAL YEAR 2010-11
AND THEREAFTER

Attached for your consideration is an alternative formula to apportion the costs of LAFCO as required by Government Code Section 56381. Over the past several years many of you have contacted us to discuss the mechanism for annually apportioning these costs and expressing your concern regarding the process.

Attached to this letter is a proposed modification to that formula, which we believe provides for a more equitable distribution of the cost. However, in order to change this apportionment process, State law requires that a quorum of districts which represents a majority of the population of the districts must cast their ballot in support for the change to take place.

By distribution of this letter we are requesting that your district review and vote on the proposed modified formula. Attached is the ballot for that purpose. In order to allow for the use of the modified formula in next year's appropriation process we will need to conduct the balloting expeditiously.

**THE DEADLINE FOR RECEIPT OF THE BALLOTS IN THE LAFCO OFFICE,
BY FAX OR MAIL IS 5:00 P.M. MARCH 1, 2010.**

The voting instructions for this selection are as follows:

BALLOT

ALTERNATIVE FUNDING FORMULA FOR THE INDEPENDENT SPECIAL DISTRICTS' SHARE OF LAFCO COSTS FOR FISCAL YEAR 2010-11 AND THEREAFTER

The _____
(Name of District)

has reviewed and considered the proposed modification in funding formula for the independent districts' share of the LAFCO cost for Fiscal Year 2010-11 and thereafter, and hereby casts its vote as indicated below.

In order for the proposed modification to be successful it must receive affirmative votes from 26 or more independent special districts, which represent a majority of the population within the County. If the change is successful it will remain in effect unless superseded by a different alternative selected by the districts at a future election. In the event there is no quorum reached or support from a majority of the districts representing a majority of the population is not reached, then no change shall be made for the apportionment formula.

Approve the Proposed Modified Formula -- Four Tiers with Caps

YES _____

NO _____

I, _____, do hereby certify that at its ^{special}~~regularly~~

(Name of President or Designee of District)

scheduled meeting of February 16, 2010, the Board of Directors voted to select the alternative marked above by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

District President/Authorized Board Member

Dated: _____

Special Districts Allocation
Plan Year 2009-10

District Name	Total Revenues FY 06-07	PROPOSED		CURRENT	
		Cost Allocation	Allocation Percentage	Cost Allocation	Allocation Percentage
Yucca Valley Airport	\$ 23,251.00	\$ 34.24	0.01%	\$ 96.10	0.03%
Yermo Community Services	\$ 52,891.00	\$ 77.89	0.02%	\$ 218.61	0.06%
Barstow Heights Community Services	\$ 62,773.00	\$ 92.44	0.03%	\$ 259.46	0.08%
Mojave Desert Resource Conservation	\$ 75,950.00	\$ 111.84	0.03%	\$ 313.92	0.09%
Apple Valley Foothill County Water	\$ 128,836.00	\$ 189.72	0.06%	\$ 532.51	0.15%
Twentynine Palms Cemetery	\$ 164,124.00	\$ 241.69	0.07%	\$ 678.36	0.20%
Thunderbird County Water	\$ 180,723.00	\$ 266.13	0.08%	\$ 746.97	0.22%
Big River Community Services	\$ 180,783.00	\$ 266.22	0.08%	\$ 747.22	0.22%
Daggett Community Services	\$ 203,591.00	\$ 299.81	0.09%	\$ 841.49	0.24%
Newberry Community Services	\$ 204,115.00	\$ 300.58	0.09%	\$ 843.65	0.24%
Apple Valley Heights County Water	\$ 253,726.00	\$ 373.64	0.11%	\$ 1,048.71	0.30%
Juniper-Rivera County Water	\$ 302,556.00	\$ 445.54	0.13%	\$ 1,250.53	0.36%
Mariana Ranchos County Water	\$ 429,749.00	\$ 632.85	0.18%	\$ 1,776.25	0.52%
Barstow Cemetery	\$ 435,663.00	\$ 641.55	0.19%	\$ 1,800.70	0.52%
Morongo Valley Community Services	\$ 444,235.00	\$ 654.18	0.19%	\$ 1,836.13	0.53%
Baker Community Services	\$ 586,739.00	\$ 864.03	0.25%	\$ 2,425.13	0.70%
Rim of the World Recreation and Park	\$ 889,032.00	\$ 1,309.18	0.38%	\$ 3,674.58	1.07%
Inland Empire Resource Conservation	\$ 1,262,026.00	\$ 1,858.45	0.54%	\$ 5,216.25	1.51%
Bighorn Desert Veiw Water Agency	\$ 1,325,709.00	\$ 1,952.23	0.57%	\$ 5,479.46	1.59%
Arrowbear Park County Water	\$ 1,385,339.00	\$ 2,040.04	0.59%	\$ 5,725.93	1.66%
Chino Basin Water Conservation	\$ 1,993,775.00	\$ 2,936.02	0.85%	\$ 8,240.73	2.39%
West Valley Vector Control	\$ 2,295,663.00	\$ 3,380.58	0.98%	\$ 9,488.51	2.75%
San Bernardino Valley Water Conservation	\$ 2,394,208.00	\$ 3,525.70	1.02%	\$ 9,895.82	2.87%
Big Bear Airport	\$ 2,523,657.00	\$ 3,716.32	1.08%	\$ 10,000.00	2.90%
Helendale CSD	\$ 2,887,646.00	\$ 4,252.33	1.23%	\$ 10,000.00	2.90%
Barstow Fire Protection	\$ 3,173,852.00	\$ 4,673.80	1.36%	\$ 10,000.00	2.90%
Crestline Village Water	\$ 3,456,254.00	\$ 5,000.00	1.45%	\$ 10,000.00	2.90%
Big Bear Municipal Water	\$ 4,378,679.00	\$ 5,000.00	1.45%	\$ 10,000.00	2.90%
Crest Forest Fire Protection	\$ 4,410,374.00	\$ 5,000.00	1.45%	\$ 10,000.00	2.90%
Joshua Basin Water	\$ 5,065,192.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Running Springs Water	\$ 5,530,887.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Twentynine Palms County Water	\$ 5,741,856.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Crestline Lake Arrowhead Water Agency	\$ 6,593,616.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Apple Valley Fire Protection	\$ 7,147,097.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Hesperia Recreation and Park	\$ 7,645,051.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Phelan Piñon Hills Community Services District	\$ 7,681,841.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Hi-Desert County Water	\$ 10,902,639.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Big Bear City Community Services	\$ 13,176,338.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Monte Vista Water	\$ 14,810,050.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Lake Arrowhead Community Services	\$ 15,476,303.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Bear Valley Community Hospital	\$ 14,537,717.00	\$ 1,500.00	0.44%	\$ 500.00	0.15%
San Bernardino Mountains Community Hospital	\$ 14,735,151.00	\$ 1,500.00	0.44%	\$ 500.00	0.15%
West Valley Water District	\$ 18,429,109.00	\$ 10,000.00	2.90%	\$ 10,000.00	2.90%
Yucaipa Valley Water	\$ 20,615,294.00	\$ 20,000.00	5.80%	\$ 10,000.00	2.90%
East Valley Water	\$ 22,686,179.00	\$ 20,000.00	5.80%	\$ 10,000.00	2.90%
Chino Valley Independent Fire	\$ 25,644,883.00	\$ 20,000.00	5.80%	\$ 10,000.00	2.90%
Mojave Water Agency	\$ 44,808,923.00	\$ 20,000.00	5.80%	\$ 10,000.00	2.90%
Hi-Desert Memorial Hospital	\$ 50,187,212.00	\$ 1,500.00	0.44%	\$ 500.00	0.15%
Cucamonga County Water	\$ 62,861,847.00	\$ 30,000.00	8.70%	\$ 20,000.00	5.80%
San Bernardino Valley Municipal Water	\$ 65,583,666.00	\$ 30,000.00	8.70%	\$ 20,000.00	5.80%
Inland Empire Utilities Agency	\$ 78,050,812.00	\$ 30,000.00	8.70%	\$ 20,000.00	5.80%
Grand Total	\$ 554,017,582.00	\$ 344,637.00	100.00%	\$ 344,637.00	100.00%

Methodology

Hospitals - \$1,500 applied

Revenues above \$50 million - \$30,000 applied and the reported revenues are deducted from the formula

\$20 million to \$50 million - \$20,000 applied and the reported revenues are deducted from the formula

\$5 million to \$20 million - \$10,000 applied and the reported revenues are deducted from the formula

\$2 million to \$5 million - \$5,000 cap and the reported revenues are deducted from the formula

Below \$2 million - proportional balance

Options for a Sustainable Future

Thursday, February 18, 2010 **7-8:30 p.m.**

*Joint Meeting Joshua Basin Water District (JBWD) Board,
JBWD Citizens Advisory Committee and the Joshua Tree
Municipal Advisory Council (MAC)*

Forum introduction and overview

Friday, February 19, 2010 **8 a.m. to 4 p.m.**

Water and Land Use Forum

Hear from experts on how county development code, state laws and court decisions apply to our Joshua Tree community. This event offers an opportunity to understand the process necessary to formulate our water policy for new development.

Continental Breakfast and box lunch served on Friday
Reservations encouraged

Call (760) 366-8438

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

Meeting Date: January 16, 2010

To: Board of Directors

Budgeted: yes

Budgeted Amount: \$20,000 (ID 1)
\$8,000 (DV Surcharge)

Funding Source: Restricted Reserves

From: Marina D. West

General Counsel Approval: n/a

CEQA Compliance: n/a

Subject: Refurbishment of Three Pressure Reducing/Regulating Stations at a cost not to exceed \$19,500

SUMMARY

The Fiscal Year 2009/2010 approved budget contemplated collection of revenues from both the Desert View Debt Surcharge and the Bighorn Debt ID '1' Ad Valorem property tax to pay principal, interest, and to fund system improvements. For the FY2009/10 the projected income available following payment of principal and interest is approximately \$8,000 for Desert View System and \$20,000 for Bighorn ID '1' System. These funds are considered "restricted" for system improvements within those specific service areas. Staff is herein proposing to use these funds in FY2009/10 for refurbishment of three Pressure Regulating/Reducing Stations at a cost of approximately \$7,500 for Desert View PRV2 and \$12,000 for Bighorn PRV5 and PRV11.

RECOMMENDATION

That the Board take the following action:

1. Authorize General Manager to refurbish PRV2 (Desert View) at an estimated cost of \$7,500 using funds from the portion of the Desert View Debt Surplus reserved for system improvements; and
2. Authorize General Manager to refurbish PRV5 and PRV11 (Bighorn) at an estimated cost of \$12,000 using funds from the portion of the Bighorn Debt Surplus reserved for system improvements.

BACKGROUND/ANALYSIS

On June 23, 2009, Agency General Counsel provided a comprehensive overview of their powers and duties enabling the Agency to collect taxes and surcharges to cover system improvements in the services areas known as Desert View and Bighorn ID '1'. This analysis came on the heels of a discovery by staff that the pool of monies residing in the Local Agency Investment Fund (LAIF) belong to several different accounting categories including positive cash variances within the Bighorn Mountains and Desert View debt service accounts and that the total LAIF account balance was lower than the sum of the individual fund balance audit schedules.

General Counsel's review of the Desert View Bond Debt instruments concluded that the Agency has the power, but not the obligation, to set rates and charges at a level which generates a surplus sufficient to pay for extensions and improvements to the Desert View System. In other words, the Agency may set the debt surcharge at a level which generates a surplus to be used for system improvements and the surplus is "restricted" for improvements made to the Desert View System.

General Counsel's review of the Bighorn ID '1' Bond Debt instruments concluded that the Agency may lawfully set the property tax rate within ID '1' at a level which generates funds sufficient to cover repairs, depreciation, extensions and improvements to the ID '1' System in addition to operating expenses and payment of principal and interest, even if the tax is higher than that being levied now. Any surplus revenues generated are "restricted" for improvements made to the Bighorn ID '1' System.

In setting the Fiscal Year 2009/2010 Operating Budget, the Board, in a deliberate and transparent manner, established a policy to use the Board's taxing authority (BH ID 1) and the Board's authority to impose surcharges (DV) for funding replacement and refurbishment projects within those respective service areas.

The Fiscal Year 2009/2010 approved budget indicates the amount of surplus collections estimated from the Desert View Debt Surcharge, approximately \$8,000, and the Bighorn Debt ID '1' Ad Valorem property tax, approximately \$20,000, to fund system improvements.

Staff has identified the following projects which would be funded by these "restricted" revenues.

Bighorn System: Two pressure reducing/regulating valves or PRV stations are in need of refurbishment. The stations are identified as PRV5 and PRV11 both of which reside within the Bighorn water system. The proposed budget to refurbish each station is \$6,000 which includes, but not necessarily limited to, rebuilding/replacing necessary components of the 8-in pressure reducing valve and the 2-inch by-pass pressure reducing valve (Cla-Val brand), new isolation valves, gages, ball valves, vault repairs, and other misc. fittings. Cla-Val is a sole source provider and all other parts come from inventory. The budget request is considered to be a maximum amount as the refurbishment of the Cla-Val PRV valve will not be known until the technician actually dismantles the valve on-site.

Total budget request for release of surplus restricted funds from Bighorn ID '1': \$12,000.

Desert View System: One pressure reducing/regulating valves or PRV stations is in need of major refurbishment. The station identified as PRV2 which resides within the Desert View water system. The proposed budget to refurbish this station is \$7,500 which includes, but not necessarily limited to, rebuilding necessary components of the 8-in and 2-in pressure reducing valves and replacing the 2-inch galvanized by-pass, two new 6-inch isolation valves are also required as well as new pressure gages, ball valves and other misc. fittings. Cla-Val is a sole source provider and all other parts come from inventory. The budget request is considered to be a maximum amount as the refurbishment of the Cla-Val PRV valve will not be known until the technician actually dismantles the valve on-site.

Total budget request for release of funds from the Desert View Water Surplus Fund: \$7,500.

PRIOR RELEVANT BOARD ACTION(S)

7/7/2009 FPREP Committee: Summary of Actual Revenue and Expenses for Fiscal Year 2006/07, 2007/08, 2008/09 against FY2009/10 Budget and Relationship between Capital Improvement Project Costs and LAIF Cash Balances for Restricted and Unrestricted Purposes – Information and discussion only.

6/25/2009 09R-13 Resolution Providing for the Levy and Collection of Taxes within Improvement District No. 1 for FY2009/10.

6/25/2009 09R-12 Resolution Fixing and Adopting the BDVWA Operating Budget for Fiscal Year 2009 - 2010.

6/23/2009 Review of Voter Approved Bond Language, Bond Debt Obligations, and Other Alternative Means of Generating Necessary Reviews – Information and discussion only.

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

Meeting Date: February 16, 2010

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$10,000

Cost: TBD

Funding Source: (line item 56001)

From: Marina D. West, PG

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Review of Directors' Per Diem Compensation and Expense Reimbursement Policy

SUMMARY

Pertaining to the subject of the Agency's payment of per diem compensation to individual Directors, the following information is presented to the Board for their review, discussion, and if appropriate, direction to staff and/or assignment to the Finance, Public Relations, Education and Personnel Standing Committee for further analysis.

RECOMMENDATION:

- Discuss existing Ordinance (05O-01) and Policy (05P-01);
- Review survey of neighboring water agency rules and regulations;
- Outline procedures for updating/changing (amounts and guidelines); and
- Provide input and direction to staff assignment to the Finance, Public Relations, Education and Personnel Standing Committee

BACKGROUND/ANALYSIS

The authority and procedure for establishing compensation for the Board is set, per Section 20200 et seq. of the California Water Code. Attached Ordinance No. 05O-01 is the current guideline for compensation of the Board.

CA Water Code Section 20202 authorizes an increase in the compensation that may be received by the Board members up to an amount equal to five percent (5%) annually from the effective date of the last increase.

Although the Agency's existing Ordinance (No. 05O-01) meets the statutory obligation covering per diem compensation to Board members, staff has identified several aspects that are inadequate and require clarification of the stated language. In addition, current Agency Policy 05P-01 needs refinement to eliminate any discrepancies or confusion regarding intent of the Board, official duties, Agency policies and reimbursement procedures.

Citing one example, Ordinance No. 05O-01, enacted on May 24, 2005, adopted the amount of compensation received by each Board member to be One Hundred Dollars (\$100.00) per day for each day's attendance at meetings of the Board up to a total of six meetings (days of service) in any calendar month. However, the Ordinance lacks a provision that would address the allowable annual increase.

Results from a recent survey substantiated that the Bighorn-Desert View Water Agency Director's compensation amounts are at the lower of those paid to the Directors at other local districts.

2010	BDVWA	HDWD	JBWD	29 PALMS	MWA
Per Diem for Regular and Special Meetings	\$100.00	\$125.00	\$173.63	\$100.00	\$179.57
Per Diem for Standing and Ad Hoc Committee Meetings	\$ 50.00	\$125.00	\$173.63	\$100.00	\$179.57
Annual Adjustment	N/A	Annual Board Review	Ordinance Reviewed Annually	Annual Board Review	Annual Board Review
Service Days Per Month	Six	Ten	Ten	Four	Ten
Fringe Benefits	N/A	Health, Dental, Vision available Director + 1	None Reported	None Reported	None Reported

Steps for Updating Ordinance:

1. Authorize General Manager to agendize item for an upcoming FPREP Committee meeting. During a public session, the Committee will review, discuss, and if agreed, direct staff to prepare draft document for recommendation to full Board for possible action.
2. If a majority of the Board vote to proceed with this action, then an announcement is made during a public session expressing their intent to adopt a new Ordinance. Per Code, the Ordinance shall be adopted following a public hearing. Notice of the hearing must be published in a newspaper of general circulation once a week for two successive weeks pursuant to Section 6066 of the Government Code.
3. If adopted, following a public hearing, the new ordinance will become effective 60 days from the date of its final passage.

Concurrently with the Board's review and discussion of existing Ordinance 05O-01, staff recommends that the Directors consider updating the Agency's current Policy Statement 05P-01 with an "Official Duties Policy".

Under the current guidelines, "days of service" are limited to attendance at a conference or organized educational activity, unless the Agency adopts, in a public meeting, a written "Official Duties Policy", specifying the other types of occasions that constitute the performance of official duties for which a Director may receive per diem.

Possible areas to be covered in such an "Official Duties Policy" should be a Director's attendance at meetings of other agencies or committee thereof, and all other events that are not otherwise covered. Specific types of activities need to be addressed, such as the authorization of a Director to attend meetings of the Morongo Basin Pipeline Commission, Mojave Water Agency Technical Advisory Committee, or Alliance for Water Awareness and Conservation.

In addition, to ending the general confusion surrounding what meetings are eligible for per diem, this revised policy should review any related expense reimbursement (i.e. meals, mileage, etc.) and what process, forms, etc. is required by the Directors in order to obtain payment.

Therefore, it is both timely and warranted that the Board orders a comprehensive review of the Directors' Per Diem Compensation, Ordinance No. 05O-01, and Expense Reimbursement Policy 05P-01, by the Finance, Public Relations, Education and Personnel Standing Committee with the intent purpose of providing direction and advice to the full Board for consideration and possible, future action.

PRIOR RELEVANT BOARD ACTION(S)

- Ordinance 05O-01(2005 Ordinance fixing compensation and setting guidelines for the directors' reimbursement of expenses) - rescinds Ordinance 90-04, Ordinance 90-05, Resolution 90R-20, Resolution 93R-07, Resolution 94R-11
- Policy Statement No. 05P-01 (2005 Policy Statement defining the criteria for reimbursement of expenses incurred by Directors while on Agency business or while attending Board approved seminars and meetings.)
- Policy Statement No. 97P-01 (dated April 12, 1994) - rescinded by 05P-01

ORDINANCE 05O-01

ORDINANCE OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY FIXING COMPENSATION AND SETTING REIMBURSEMENT OF EXPENSES GUIDELINES FOR THE DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY

WHEREAS, Pursuant to section 112-12 of the Bighorn-Desert View Water Agency Law and California Water Code section 20200 et. seq., the Board of Directors of the Bighorn-Desert View Water Agency shall receive compensation for attendance at board meetings, standing committees meeting, ad hoc committee meetings and attendance at other meetings authorized in advance by the Board of Directors and that compensation shall be set by the Board of Directors of Bighorn-Desert View Water Agency by an ordinance.

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

1. Meetings are defined and compensation is set as follows-

Regular/Special Meetings	\$100.00
Standing Committee Meetings	\$50.00
Ad Hoc Committee Meetings	\$50.00
Attendance at meetings as the assigned representative of the Agency Board of Directors, such as the Morongo Basin Pipeline Commission	\$100.00
Other previously Board authorized attendance at seminars and conferences	\$100.00

2. No director shall be paid for more than six meetings (days of service) in any calendar month.
3. Additional expenses incurred by a Director in the performance of his or her duties, required or authorized by the Board of Directors, shall be reimbursed in accordance with Agency policy in addition to the specified fixed compensation amount.
4. All requests for compensation of above referenced fees and reimbursement of expenses shall be submitted to the Agency on the attached form labeled Exhibit "A", following the end of the month for which it is requested. All requests for reimbursement

must be received within 30 days of the end of the month for which requested. Failure to submit a request within this timeframe will constitute forfeiture of reimbursement.

5. Directors shall prepare and present to the Board a written report summarizing what occurred at the non-Agency function attended and/or for the day of service rendered as a member of the Board. A form will be provided upon request. See Exhibit "B".
6. Compensation or reimbursement shall be granted for only one meeting per day if meetings are consecutive or occur at the same location on the same day.
7. This ordinance shall be effective 60 days from the date of its passage and shall be published once, in the Hi Desert Star newspaper, within 10 days from the date of its passage.
8. This ordinance may only be amended or modified by an ordinance duly adopted by a majority vote of the Board of Directors.
9. The following ordinances and resolutions are hereby rescinded in their entirety- Ordinance 90-04, Ordinance 90-05, Resolution 90R-20, Resolution 93R-07, Resolution 94R-11.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 24th day of May, 2005 by a roll call vote as follows- Director Maline- abstain , Director Johnson- aye, Director Williams- aye, Director Edwards- aye, Director Maybury- aye.


Mike Maline, Board President

I, the undersigned, hereby certify that I am the duly-appointed Secretary of the Board of Directors of the Bighorn-Desert View Water Agency, and that at a regular meeting of the Board held on May 24, 2005, the foregoing Ordinance No. 05O-01 was adopted by said Board, and that it has not been rescinded or amended since the date of its adoption, and is now in full force and effect.

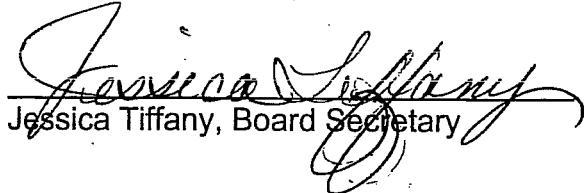

Jessica Tiffany, Board Secretary

Exhibit A
Request for Compensation and Reimbursement

<u>Meeting Type</u>	<u>Fee</u>	<u>Lodging*</u>	<u>Meals*</u>	<u>Mileage**</u>	<u>Misc*</u>
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					

Signature _____

Date _____

*Receipts required for reimbursement

** Number of miles driven

Exhibit B

Director _____

Function of Attendance

Date _____

[illegible]

POLICY STATEMENT 05P-01

POLICY STATEMENT OF THE BIGHORN-DESERT VIEW WATER AGENCY DEFINING THE CRITERIA FOR REIMBURSEMENT OF EXPENSES

The Board of Directors of the Bighorn-Desert View Water Agency has previously established Policies 91P-07 and 97P-01 for the reimbursement of expenses incurred by Directors and Staff while on Agency business or while attending Board approved seminars and meetings. It has been determined there is a need to update this policy based on the current needs of the Agency.

The Board, after due deliberation, now finds and determines, that the following Policy shall become effective immediately:

1. REIMBURSEMENT REQUESTS: All claims for reimbursement must be applied for on the attached form labeled Exhibit "A" and documented with an actual receipt for each expenditure claimed.
2. MEALS: While on Agency business, the actual cost of meals as evidenced by receipts shall be reimbursable not to exceed \$35.00 per day. Gratuities and the purchase of alcoholic beverages are not reimbursable. Discretionary hosting may be covered for meals as evidenced by receipts as long as the maximum daily amount is not exceeded. There shall be no reimbursement for spouses or non-business friends.
3. LODGING: While on Agency business, the actual cost of lodging including telephone and fax calls for Agency business shall be paid for by the Agency. A copy of the lodging bill itemizing each charge shall be provided to the Agency along with all receipts documenting any request for reimbursement.
4. VEHICLE COST REIMBURSEMENT: When employees are authorized to use their personal vehicle in the performance of Agency work or for transportation while on Agency business, they shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

Use of personal vehicles shall not be authorized for the performance of Agency work or for transportation if a suitable Agency vehicle is available and safely operational.

Every attempt shall be made to coordinate work and transportation needs so that Agency vehicles are available for use.

5. AGENCY CREDIT CARD USE: The use of Agency credit card is absolutely restricted to use for Agency business and must always be documented with actual receipts for each use.

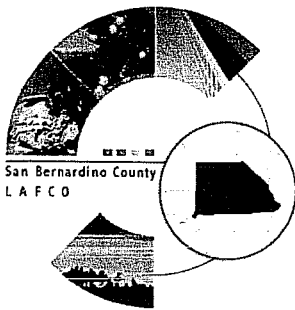
6. OTHER EXPENSES: No other expenses shall be reimbursed, except as otherwise specifically authorized in advance by the Board of Directors.

7. TIMELINE FOR REIMBURSEMENT: All requests for reimbursement must be received within 30 days of the end of the month in which the expense was incurred and is being requested. Failure to submit a request within this timeframe will constitute a forfeiture of reimbursement.

Policy Statement No. 91P-07 and 97P-01 are hereby rescinded in their entirety.

Policy Statement 05P-01 was adopted at a regular Board meeting held on July 5, 2005.


Jessica Tiffany, Board Secretary



LOCAL AGENCY FORMATION COMMISSION

215 North "D" Street, Suite 204 • San Bernardino, CA 92415-0490
(909) 383-9900 • Fax (909) 383-9901
E-mail: lafoo@lafoo.sbcounty.gov • www.sbclafoo.org

Established by the State of California to serve the Citizens, Cities, Special Districts and the County of San Bernardino

February 8, 2010

COMMISSIONERS

PAUL BIANE
Board of Supervisors

KIMBERLY COX
Special District

JAMES V. CURATALO
Special District

LARRY McCALLON
City Member

BRAD MITZELFELT, Vice Chair
Board of Supervisors

MARK NUAIMI, Chair
City Member

RICHARD P. PEARSON
Public Member

ALTERNATES

JIM BAGLEY
Public Member

NEIL DERRY
Board of Supervisors

ROBERT W. SMITH
Special District

DIANE WILLIAMS
City Member

STAFF

KATHLEEN ROLLINGS-McDONALD
Executive Officer

SAMUEL MARTINEZ
Senior LAFCO Analyst

MICHAEL TUERPE
LAFCO Analyst

Vacant
Clerk to the Commission

ANGELA M. SCHELL
Deputy Clerk to the Commission

REBECCA LOWERY
Deputy Clerk to the Commission

LEGAL COUNSEL

CLARK H. ALSOP

TO: Presidents of the Boards of Directors of the Independent
Special Districts in San Bernardino County

SUBJECT: Special Districts Selection Committee

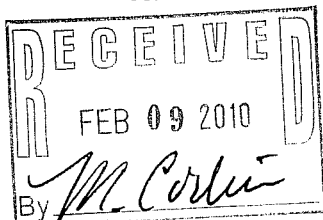
This letter will officially open the nomination period for the position of Regular Special District member and Alternate Special District member on the Local Agency Formation Commission (LAFCO). The regular voting member position is currently held by James V. Curatalo and the alternate member position is currently held by Robert Smith. Their terms of office are scheduled to expire May 3, 2010. The nomination period for this position will be 30 days, opening on Tuesday, February 9, 2010, and ending at the close of business at 5:00 p.m. on Thursday, March 11, 2010.

Nominations for the position will need to be submitted by District Board vote. The signed original nomination form, with the name of each voting Board Member outlined, must be received in the LAFCO office by 5:00 p.m. on **March 11, 2010**. If a faxed copy of the nomination form is provided by the March 11 deadline, the original signed copy must be received by 5:00 p.m. on **March 16, 2010**, or the nomination will be declared invalid.

Enclosed with this letter is a sample nomination form for each position outlining the date of the action and District Board vote. Nominations submitted without a date or Board action will be returned to the District and will need to be re-submitted within the nomination period in order to be considered valid. If only a single candidate is nominated for each position, pursuant to the provisions of Government Code Section 56332(c)(1), that candidate shall be deemed selected with no further vote required.

We have enclosed a copy of the letter of interest submitted previously by the regular member incumbent James V. Curatalo and alternate member incumbent Robert Smith. The submission of these letters of interest does not constitute a nomination. Districts are not restricted to nominating these candidates; any currently-elected member of a Special District Board is eligible to be selected. This is merely an opportunity for the districts to see the individuals who have indicated an interest in the position.

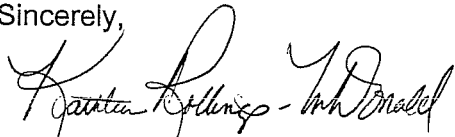
At the end of the nomination period, LAFCO staff will prepare and send, by certified mail, to each independent special district a ballot with the candidates nominated and the voting instructions.



A long-standing policy of the Selection Committee is to encourage balanced geographic representation with valley, desert and mountain districts seated on the Commission as voting or alternate members. The positions under nomination are now represented by the valley and north desert areas and represent a county water district and community services district. A copy of the Policy Statement is attached for your information.

Please let me know if you have any questions concerning the nomination process. You may contact me at the address listed above, by email at lafoo@lafoo.sbcounty.gov, or by phone at (909) 383-9900.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathleen Rollings-McDonald', written in a cursive style.

KATHLEEN ROLLINGS-McDONALD
Executive Officer

KRM/MT

Enclosures:

- 1) Regular Member Nomination Form
- 2) Alternate Member Nomination Form
- 3) Policy Statement
- 4) Letter of Interest Submitted Previously by the Regular Member and Alternate Member Incumbents

**NOMINATION FOR
REGULAR SPECIAL DISTRICT MEMBER
OF THE
LOCAL AGENCY FORMATION COMMISSION**

The _____
(Name of District)

hereby nominates the following person for the position on the Local Agency
Formation Commission

_____ REGULAR SPECIAL DISTRICT MEMBER
(Name of Nominee)

I, _____, do hereby certify that at its regularly
(Name of President or Designee of District)
scheduled meeting of _____, the Board of Directors voted to
nominate the above-identified candidate for the Regular Special District Member
of the Local Agency Formation Commission for San Bernardino County, by the
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

District President/Authorized Board Member

Dated: _____

Attached – Letter of Interest or Resume of Nominee

**NOMINATION FOR
ALTERNATE SPECIAL DISTRICT MEMBER
OF THE
LOCAL AGENCY FORMATION COMMISSION**

The _____
(Name of District)

hereby nominates the following person for the position on the Local Agency
Formation Commission

_____ ALTERNATE SPECIAL DISTRICT MEMBER
(Name of Nominee)

I, _____, do hereby certify that at its regularly
(Name of President or Designee of District)
scheduled meeting of _____, the Board of Directors voted to
nominate the above-identified candidate for the Alternate Special District Member
of the Local Agency Formation Commission of San Bernardino County, by the
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

District President/Authorized Board Member

Dated: _____

Attached – Letter of Interest or Resume of Nominee

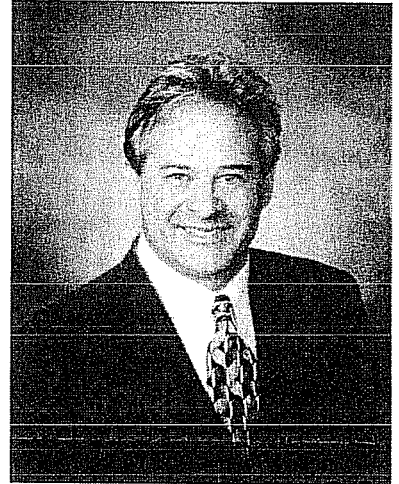
4. SPECIAL DISTRICT REPRESENTATIVES. *(Amendment adopted by Commission April 17, 2002)*

It shall be the policy of LAFCO that special district representatives and alternate should represent districts located in the San Bernardino Valley area, the desert area, and the mountain area. Inasmuch as possible, they should not represent agencies that provide like service, (i.e., they should represent fire protection service, water service, sewer service, cemetery service, etc.). They shall be chosen as provided by the provisions within Government Code Section 56000 et seq.

ELECT
James V. Curatalo, Jr.
For LAFCO Special District Voting Member

Dear Special District Colleges:

My name is Jim Curatalo and I am seeking the Special District Voting Member vacancy on the San Bernardino County Local Agency Formation Commission (LAFCO). For the past six years I have served on LAFCO as the Special District Representative which has provided me with a depth of knowledge and experience in addressing governance issues as it pertains to special districts. As your representative I have worked to ensure the integrity and scope of special district governance is preserved and effective not only for special district organizations, but for the constituents that we serve. I would like to continue my representation of LAFCO by serving as your Special District Voting Member.



I truly believe the special district form of government provides one of the most effective, accessible, and accountable forms of delivery of local services. I have learned a great deal about the governance of San Bernardino County through the evaluation of numerous service reviews of public agencies that have come before the Commission. With this gained knowledge I hope to continue to provide quality representation as a member of the special district community. California's political landscape, and in particular the role LAFCO plays statewide, is changing and requires that the San Bernardino LAFCO have representation that will provide leadership, direction and a common sense approach to managing local government.

My political involvement includes serving on the Board of Directors of the Cucamonga Valley Water District for the past 12 years. I have previously served as President and Vice-President of the Board and I also serve as the Chairman of the Legislative and Public Affairs and Water Resources Committees, as well as a member of the Personnel Committee.

My commitment to community service and local government is demonstrated by my extensive experience as a fire safety employee for the City of Rancho Cucamonga Fire Protection District. While employed I have served as a firefighter/engineer, fire captain and battalion chief. My experience in working with the Fire Protection District has solidified my belief that local self-governance is the cornerstone of democracy and is the most responsive form of government for the people.

From what I have experienced on the job, and through my experience as a policy-maker, I firmly believe in the special district approach to local government and the need to have effective representation on the LAFCO Board. If elected as the Special District Voting Member I want you to know that I will serve the organization to the best of my ability and for the betterment of all special districts. ***I look forward to your support!***

James V. Curatalo, Jr.



Robert W. Smith

Candidate

ALTERNATE SPECIAL DISTRICTS MEMBER OF LAFCO

"He has proven experience and a strong public service background to get the job done"

Brad Mitzelfelt-LAFCO Vice-Chair

P.O. Box 1209, Yermo, CA 92398-1209 Ph: (760) 508-0607 (c)

Email: bobsmith@san.rr.com

Website: <http://electbobsmith.com>

I have enjoyed the privilege of serving as the Special Districts Alternate Commissioner for the San Bernardino LAFCO since May of 2009. I am very aware of the needs and challenges of special districts going into my second term as a Board President for our CSD. I am looking forward to entering this next full term with the experience I have gained in the past year with the goal of tackling some very demanding issues ahead.

Thank you for your district support going into my second term. Please don't hesitate to call my cell: 760-508-0607 or email me: bobsmith@san.rr.com with any questions.

- 27 years with the San Bernardino County Sheriff's Department
 - Deputy / Detective / Watch Commander
- 7 years with San Bernardino County Board of Supervisors
 - Field Representative / Sr. Field Representative / District Director
 - Numerous committees and Boards
 - Morongo Transit Authority
 - Victorville Economic Development
 - Victorville Transit Authority
 - Barstow Police Chief Advisory Board
- 2 years with California State Assembly
 - Field Representative / Sr. Field Representative
 - Specialized Training through California Assembly Capitol Institute:
 - Legislative Services
 - Field Representation
 - Constituent Casework
 - Legislative Process
 - Bill Tracking
 - Budget Process
- Currently: Retired?
- Currently: President of the Yermo Community Service Board

ENDORSEMENT BY LAFCO MEMBERS & SPECIAL DISTRICTS

- **Brad Mitzelfelt**
LAFCO VICE CHAIR
- **Kimberly Cox**
LAFCO SPECIAL DIST
COMMISSIONER
- **Larry McCallon**
LAFCO
COMMISSIONER
- **Richard Pearson**
**LAFCO
COMMISSIONER**
- **Jim Ventura**
Mojave Water Agency
- **Doug Shumway**
Mojave Water Agency
- **Paul A. Courtney**
Barstow Fire Protection
- **Chuck Bell**
Mojave Desert RCD
- **Craig Schneider**
Helendale CSD
- **Art Bishop**
Mojave Water Agency
- **Daryl Schendel**
Barstow Heights CSD
- **Tim Silva**
Odessa Water CSD
- **Pete Lounsbury**
Mojave Desert RCD
- **Geoff Berner**
Yermo CSD
- **Sandy Haas**
Helendale CSD
- **Bob Dunn**
Yucca Valley Airport
- **Julie Hackbarth**
Barstow Mayor Pro-
Tem

**PARTIAL
ENDORSEMENT LIST**

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2010

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
9771	01/08/10	AT&T MOBILITY	
		COMMUNICATIONS EXPENSE	198.92
9772	01/08/10	AUTO ZONE	
		VEHICLE PARTS/EXPENSE	17.36
9773	01/08/10	BUCKNAM & ASSOCIATES, INC.	
		GRANT CONSULTING FEES	455.00
9774	01/08/10	CRISTI BUSH	
		PAYROLL, TAX TABLES, REF FILES	
		1ST PAYROLL FOR 2010	
		DATASTREAM TO SET-UP 9000 ACCT	
		PASSWORD CHANGE	
		PAYROLL, YE CLOSE, SET-UP NEW	
		PRINTER FOR CHECKS & TAX	
		RETURNS	2,682.88
9775	01/08/10	CALIFORNIA PUBLIC EMPLOYEE'S	
		PERS CONTRIBUTION PPE 121809A	
		PERS CONTRIBUTION PPE 121809B	3,215.04
9776	01/08/10	CINTAS CORPORATION #150	
		UNIFORM SVC, DEC	149.80
9777	01/08/10	COMPUTER MAINTENANCE&CONCEPTS	
		NETWORK REPAIR,INSTALL PRINTER	170.00
9778	01/08/10	DATASTREAM BUSINESS SOLUTIONS	
		SOFTWARE MAINT 10110-33110	
		BULK SYS,HP9000/D220 PROG,NOV	1,078.62
9779	01/08/10	DISCOUNT TIRE CENTERS	
		05 F/F250 FRONT & REAR BRAKE	
		PADS, ROTORS	1,526.88
9780	01/08/10	RICHARD ESTRADA	
		T1 CERT RENEWAL, EMP REIM	55.00
9781	01/08/10	GENEIE'S CLEANING SERVICE	
		CLEANING SVC, DEC	170.00
9782	01/08/10	INLAND WATER WORKS	
		INVENTORY	
		INVENTORY	
		FIELD MATERIALS & SUPPLIES	637.82
9783	01/08/10	PROFESSIONAL OUTSOURCING	
		NOTARY SERVICES, NEW DIRECTORS	
		OSWALT, BURKHART, COULOMBE &	
		LARSON	40.00
9784	01/08/10	OFFICE DEPOT	
		OFFICE SUPPLIES	198.66
9785	01/08/10	PROTECTION ONE	
		SHOP MO SEC SVC 12610-22510	39.69
9786	01/08/10	REWAL, DAVID	
		WORKBOOTS, EE REIM	119.61
9787	01/08/10	SOUTHERN CALIFORNIA EDISON	
		POWER EXPENSE, NOV	5,582.68
9788	01/08/10	STEVE'S OFFICE SUPPLY	
		OFFICE SUPPLIES	28.86
9789	01/08/10	UNDERGROUND SERVICE ALERT	

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2010



CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
9790	01/08/10	DIG ALERTS, 28 TICKETS VERIZON CALIFORNIA	42.00
9791	01/08/10	OFFICE PHONES & AUTO CONTROLS 11/20/09-12/20/09 WIENHOFF & ASSOCIATES, INC.	611.96
9792	01/08/10	2010 CONSORTIUM FEE YUCCA VALLEY FORD CENTER	180.00
9793	01/08/10	04 F/RANGER, REPAIR YUCCA VALLEY RENTALS	445.59
9794	01/15/10	BOD MAILBOXES ACWA-HBA SERVICES CORP.	72.00
9795	01/15/10	ACWA HEALTH BENEFITS BURRTEC WASTE & RECYCLING SVCS	659.59
9796	01/15/10	TRASH FEES, JAN CANDIDA NEAL	72.71
9797	01/15/10	ENVIRONMENTAL STUDIES, NOV ENVIRONMENTAL STUDIES, DEC CLINICAL LABORATORY OF	21,042.13
9798	01/15/10	BULK SYS/BAC-T, PLATE COUNT, GEN PHY/MINERAL, GROSS ALPHA CNH CAPITAL AMERICA LLC	734.00
9799	01/15/10	NEW HOLLAND BACKHOE LEASE PYMT CYBERSPIKE	1,173.89
9800	01/15/10	WEBSITE HOSTING, 1 YR & ON-LINE BILL PAY HOSTING	240.00
9801	01/15/10	DISCOUNT TIRE CENTERS 04 F/RANGER OIL & FILTER	30.60
9802	01/15/10	GOODSPEED DISTRIBUTING INC UNLEADED FUEL	1,426.48
9803	01/15/10	THE HOME DEPOT #6971 BLDG MAINT \$ SUPPLIES, BOD MAILBOXES	269.28
9804	01/15/10	INLAND WATER WORKS INVENTORY & FIELD SUPPLIES	123.55
9805	01/15/10	OFFICE DEPOT OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	271.23
9806	01/15/10	SDRMA SDRMA MEDICAL BENEFITS	5,402.32
9807	01/15/10	STEVE'S OFFICE SUPPLY MAILING EXPENSE	11.78
9819	01/20/10	VAGABOND WELDING SUPPLY WELDING SUPPLIES	22.84
9820	01/22/10	U.S. DEPT OF THE INTERIOR/BLM FINANCIAL PLAN, RIGHT-OF-WAY CACA-50962	14,500.00
9821	01/22/10	TERRY BURKHART AMES/AD HOC 11310	50.00
9822	01/22/10	CLINICAL LABORATORY OF BAC-T, PLATE COUNT, GEN MIN	363.00
9823	01/22/10	COUNTY OF SAN BERNADINO DUMP FEES	50.22
		FIRST BANKCARD	

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2010

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		MISC ITEMS	
9824	01/22/10	BOD MAILBOXES, BD SECY TRAIN FLAMINGO HEIGHTS COMMUNITY	434.78
9825	01/22/10	NEWSLETTER AD 2010 LANDERS ASSOCIATION, INC.	60.00
9826	01/22/10	NEWSLETTER AD 2010 MICHAEL MCBRIDE	30.00
9827	01/22/10	AMES/AD HOC 11310 McCALL'S METERS, INC	50.00
9828	01/22/10	CERTIFIED TESTING OFFICE DEPOT	36.93
9829	01/22/10	OFFICE SUPPLIES PITNEY BOWES PURCHASE POWER	70.72
9830	01/22/10	POSTAGE FOR METER STEVE'S OFFICE SUPPLY	1,000.00
9831	01/22/10	OFFICE SUPPLIES TODD ENGINEERS	11.42
9832	01/22/10	PROFESSIONAL SVC RECHE VALLEY INDEPENDENT PRINTING	25,328.75
9833	01/22/10	NAME BADGE, COLOUMBE YUCCA VALLEY RENTALS	20.39
9834	01/29/10	BOD MAILBOX AVALON URGENT CARE INC.	33.00
9835	01/29/10	CLASS A DMV PHY REQUIREMENT BARR LUMBER CO INC	65.00
9836	01/29/10	BLDG MAINTENANCE CAROL CASEY REV TR 72805 HARDY	36.94
9837	01/29/10	BALANCE RFND ACCT# 0802116 CENTURY 21	69.68
9838	01/29/10	BALANCE RFND ACCT# 0502803 CLINICAL LABORATORY OF	95.42
9839	01/29/10	BULK SYS/BAC-T, PLATE COUNT, GEN PHY	129.00
9840	01/29/10	EARTH CONST MINING BALANCE RFND ACCT# 4060002	4,088.34
9841	01/29/10	FERRELLGAS PROPANE SHOP & OFFICE	1,077.19
9842	01/29/10	GENEIE'S CLEANING SERVICE CLEANING SVC, JAN	170.00
9843	01/29/10	INLAND WATER WORKS INVENTORY	
9844	01/29/10	INVENTORY INVENTORY	
9845	01/29/10	IRIS ALAMILLO BALANCE RFND ACCT# 0801495	638.10
9846	01/29/10	J&G ELECTRIC WELL 8 ELEC REPAIRS	186.06
9847	01/29/10	McCALL'S METERS, INC CERTIFIED TESTING	112.50
9848	01/29/10	SOUTHERN CALIFORNIA EDISON POWER EXPENSE, DEC	37.20
		VINCENT M POPOVICH BALANCE RFND ACCT# 0609905	5,185.66
		WATERLINE TECHNOLOGIES	49.17

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2010

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		HYPOCHLORITE SOLUTIONS	654.28
		TOTAL	103,832.52
			=====

Prepared By 
Date 2/10/10
Reviewed By 

GENERAL FUND

ASSETS

CASH & CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	34,788.80
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00

TOTAL CASH & CASH EQUIVALENTS		36,338.80

INVESTMENTS

01 13303	CASH LAIF-UNRESTRICTED	639,258.20

TOTAL INVESTMENTS		639,258.20

ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	146,942.15

TOTAL ACCTS RECEIVABLE, WATER		146,942.15

ACCOUNTS RECEIVABLE, OTHER

TOTAL ACCTS RECEIVABLE, OTHER		0.00

INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	75,313.53
01 14302	INVENTORY-DIESEL FUEL	453.15
01 14303	INVENTORY-UNLEADED FUEL	1,395.39

TOTAL INVENTORY		77,162.07

PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	2,046.61
01 14402	PREPAYMENTS PL & PD LIAB INS	14,471.32
01 14403	POSTAGE	6,417.73

TOTAL PREPAID EXPENSES		22,935.66

FIXED ASSETS

01 11130	FA ORGANIZATION	336,271.36
01 11140	FA LAND & BUILDINGS	298,457.41
01 11150	FA YARDS	57,934.48
01 11160	FA FUELS TANKS	16,604.30
01 11170	FA WATER SYSTEM	7,430,998.27
01 11180	FA SHOP EQUIPMENT	99,211.92
01 11181	FA MOBILE EQUIPMENT	424,831.47
01 11190	FA OFFICE EQUIPMENT	139,079.33
01 11400	ACCUMULATED DEPRECIATION	(5,099,775.94)

TOTAL FIXED ASSETS		3,703,612.60

WORK IN PROGRESS (FOR OTHERS)

01 12004	WIP BLUCKER ANNEXATION	111.52
----------	------------------------	--------

GENERAL FUND

01 12006	WIP FLAMINGO HTS ASSN, SEC35	14,597.53
TOTAL WORK IN PROGRESS (OTHERS)		14,709.05

WORK IN PROGRESS (AGENCY)

01 12005	WIP GRANTS CEQA/NEPA	142,083.47
01 12008	WIP GROUNDWATER MGMT PLANNING	112.50
01 12017	WIP METER REPLACEMENT PROGRAM	262,770.14
TOTAL WORK IN PROGRESS (AGENCY)		404,966.11

DEBT ISSUANCE COST

01 15400	BOND ISSUE COSTS	2,011.24
TOTAL DEBT ISSUANCE COST		2,011.24

TOTAL ASSETS	5,047,935.88
	=====

LIABILITIES

ACCOUNTS PAYABLE

01 22400	CAPITAL LEASE	8,216.58
01 22520	ACCRUED INTEREST PAYABLE	3,750.00
01 22700	ACCOUNTS PAYABLE	7,938.24
TOTAL ACCOUNTS PAYABLE		19,904.82

ACCRUED PAYROLL

01 22900	ACCRUED PAYROLL LIABILITIES	16,637.80
TOTAL ACCRUED PAYROLL		16,637.80

CUSTOMER DEPOSITS

01 22550	CUSTOMER DEPOSITS PENDING	1,120.00
01 22600	CUSTOMER DEPOSITS	50,504.00
TOTAL CUSTOMER DEPOSITS		51,624.00

WORK IN PROGRESS DEPOSIT

01 23004	WIP-DEP-BLUCKER ANNEXATION	7,500.00
01 23006	WIP DEP-FLAMINGO HTS ASSN S35	7,500.00
TOTAL WORK IN PROGRESS DEPOSIT		15,000.00

LIAB PYBL FRM RESTRICTD ASSETS

01 22950	ACCRUED INT PAYABLE DV ID BNDS	4,487.21
01 22951	ACCRUED BONDS PAYABLE DV ID	2,000.00
TOTAL LIAB PYBL FRM REST ASSET		6,487.21

BALANCE SHEET
PERIOD ENDING 01/31/10

GENERAL FUND

LONG TERM DEBT

01 21101	REVENUE BONDS PAYABLE - DV	335,977.05
01 22300	REVENUE BONDS PAYABLE - BH	838,000.00
TOTAL LONG TERM DEBT		1,173,977.05

TOTAL LIABILITIES

1,283,630.88

EQUITY

01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88
01 30111	FMHA GRANTS	758,297.76
01 30113	CONTRIBUTED CAPITAL-WIP	47,441.57
01 31000	FUND BALANCE	1,972,489.29
01 31001	FUND BALANCE FEMA & OES	427,895.00
01 31111	CURR YEAR NET REVENUE/EXPENSE	267,145.50

TOTAL EQUITY

3,764,305.00

TOTAL LIABILITIES & EQUITY

5,047,935.88

=====

Prepared By Date 2/10/10Reviewed By M. West

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 01/31/10

GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
		-----	-----	-----	-----	-----
REVENUE						

OPERATING REVENUE						
01 41000	SERVICE LINE INSTALLATION FEES	2,510.00	0.00	0.00	2,510.00	0.00%
01 41001	BASIC FACILITIES CHARGE	8,196.00	0.00	0.00	8,196.00	0.00%
01 41100	INCOME METERED WATER	485,459.00	24,282.85	312,574.51	172,884.49	64.39%
01 41300	BASIC SERVICE CHARGE	567,930.00	50,166.71	348,992.84	218,937.16	61.45%
01 41400	INCOME METERED BULK WATER	0.00	4,054.26	34,239.58	0.00	0.00%
01 41600	INCOME REVENUE BONDS DV FMHA	48,546.00	23.28	25,223.59	23,322.41	51.96%
01 41700	INCOME OTHER (OPERATING)	21,600.00	1,896.06	19,435.59	2,164.41	89.98%
		-----	-----	-----	-----	-----
TOTAL OPERATING REVENUE		1,134,241.00	80,423.16	740,466.11	393,774.89	65.28%
NON-OPERATING REVENUE						
01 49100	INCOME GEN TAX ID A 1% BH GA02	30,918.00	4,188.41	25,639.27	5,278.73	82.93%
01 49101	INCOME BOND DEBT BH FMHA DA01	125,900.00	3,194.35	45,172.70	80,727.30	35.88%
01 49102	INCOME GENERAL TAX 1% DV GA01	32,027.00	4,187.24	25,627.83	6,399.17	80.02%
01 49200	INTEREST INCOME	2,000.00	860.88	1,356.95	643.05	67.85%
01 49201	INTEREST INCOME BOND FUNDS	6,000.00	0.00	0.00	6,000.00	0.00%
01 49600	INCOME OTHER (NON OPERATING)	500.00	0.00	0.00	500.00	0.00%
01 49601	INCOME-CONT CAPTL WIP(NONOPER)	0.00	0.00	6,391.09	0.00	0.00%
01 49999	FEDERAL/STATE GRANTS FEMA/OES	0.00	0.00	102,800.85	0.00	0.00%
		-----	-----	-----	-----	-----
TOTAL NON-OPERATING REVENUE		197,345.00	12,430.88	206,988.69	-9,643.69	104.89%
		-----	-----	-----	-----	-----
TOTAL REVENUE		1,331,586.00	92,854.04	947,454.80	384,131.20	71.15%
EXPENSE						

OPERATIONS EXPENSE						
01 54102	OPERATIONS COMPENSATION	199,000.00	23,059.67	105,661.27	93,338.73	53.10%
01 54103	UNIFORMS	2,420.00	269.41	1,154.13	1,265.87	47.69%
01 54105	AUTO CONTROLS	4,500.00	240.04	1,977.49	2,522.51	43.94%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	9,000.00	2,020.43	4,540.76	4,459.24	50.45%
01 54107	VEHICLE EXPENSE - FUEL	20,000.00	1,356.49	11,709.82	8,290.18	58.55%
01 54109	FIELD MATERIALS & SUPPLIES	45,000.00	2,368.92	54,818.35	-9,818.35	121.82%
01 54111	WATER TESTING	9,000.00	808.50	3,073.50	5,926.50	34.15%
01 54112	CONTRACTUAL SERV- ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00%
01 54114	WATER SYSTEM REPAIRS	12,000.00	0.00	0.00	12,000.00	0.00%
01 54115	BUILDING MAINTENANCE/REPAIR	6,680.00	489.34	4,431.62	2,248.38	66.34%
01 54117	AMES BASIN MONITORING	9,500.00	475.00	7,693.68	1,806.32	80.99%
01 54119	COMMUNICATIONS EXPENSE	3,200.00	198.92	1,856.31	1,343.69	58.01%
01 54121	DISINFECTION EXPENSE	4,000.00	654.28	3,859.82	140.18	96.50%
01 54125	POWER WELLS & PUMPS	62,000.00	9,105.87	29,348.87	32,651.13	47.34%
01 54130	OTHER OPERATIONS EXPENSES	13,520.00	221.01	13,813.75	-293.75	102.17%
01 54150	PAYROLL LABOR TO PROJECTS	0.00	-1,605.49	-7,819.23	0.00	0.00%

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 01/31/10

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
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01 54160	VEH & EQUIP EXPENSE TO PROJECT	0.00	-969.60	-4,787.40	0.00	0.00%
01 54170	INVENTORY EXP TO WIP PROJECTS	0.00	-9,120.33	-38,786.96	0.00	0.00%
TOTAL OPERATIONS EXPENSE		409,820.00	29,572.46	192,545.78	217,274.22	46.98%

BULK SYSTEM EXPENSE

01 55001	PUMPING PLANT EXPENSE	0.00	1,078.19	4,448.78	0.00	0.00%
01 55002	BULK OPERATIONS & MAINTENANCE	0.00	433.62	1,080.50	0.00	0.00%
TOTAL BULK SYSTEM EXPENSE		0.00	1,511.81	5,529.28	0.00	0.00%

ADMINISTRATIVE EXPENSE

01 56001	DIRECTOR FEES	10,000.00	100.00	6,641.93	3,358.07	66.42%
01 56002	DIRECTOR MEETING EXPENSES	10,000.00	0.00	3,293.23	6,706.77	32.93%
01 56003	ADMINISTRATIVE COMPENSATION	217,000.00	25,379.19	113,009.94	103,990.06	52.08%
01 56005	ADMINISTRATIVE MEETING EXPENSE	1,000.00	33.75	874.57	125.43	87.46%
01 56006	CONTRACTUAL SERV-AUDITOR	28,000.00	0.00	28,000.00	0.00	100.00%
01 56007	CONTRACTUAL SERV-LEGAL	80,000.00	0.00	19,679.90	60,320.10	24.60%
01 56008	PERS CONTRIBUTION	37,000.00	5,721.09	17,388.79	19,611.21	47.00%
01 56009	PAYROLL TAXES	9,300.00	461.10	3,483.67	5,816.33	37.46%
01 56011	TELEPHONE/FAX/INTERNET/WEB	6,250.00	692.47	2,954.28	3,295.72	47.27%
01 56012	MAILING EXPENSES	7,900.00	440.81	3,004.82	4,895.18	38.04%
01 56014	CONTRACTUAL SERV-OTHER	30,600.00	4,663.00	24,646.97	5,953.03	80.55%
01 56016	PROPERTY/LIABILITY EXPENSE	32,600.00	2,794.25	19,559.75	13,040.25	60.00%
01 56017	WORKERS COMP INSURANCE	13,000.00	1,023.33	19,690.04	-6,690.04	151.46%
01 56018	DUES & SUBSCRIPTIONS	7,050.00	222.00	7,856.80	-806.80	111.44%
01 56020	POWER OFFICES & YARDS	5,200.00	647.30	2,688.60	2,511.40	51.70%
01 56022	BAD DEBT EXPENSE	6,000.00	0.00	9,359.13	-3,359.13	155.99%
01 56023	LEAK RELIEF	0.00	0.00	211.41	0.00	0.00%
01 56025	PROPANE	1,000.00	1,077.19	1,245.55	-245.55	124.56%
01 56030	OFFICE SUPPLIES	3,000.00	580.89	3,302.46	-302.46	110.08%
01 56100	EMPLOYEE BENEFITS INSURANCE	86,000.00	5,361.65	46,924.33	39,075.67	54.56%
01 56110	EMPLOYEE EDUCATION	6,000.00	55.00	3,389.00	2,611.00	56.48%
01 56150	PAYROLL FRINGE EXP TO PROJECTS	0.00	-577.98	-2,814.92	0.00	0.00%
01 56160	OVERHEAD TO PROJECTS	0.00	-1,472.81	-7,139.18	0.00	0.00%
TOTAL ADMINISTRATIVE EXPENSE		596,900.00	47,202.23	327,251.07	269,648.93	54.83%

TOTAL OPERATING EXPENSE		1,006,720.00	78,286.50	525,326.13	481,393.87	52.18%
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NON-OPERATING EXPENSE

01 56200	OFFICE EQUIPMENT EXPENSE	3,450.00	170.00	2,298.96	1,151.04	66.64%
01 56300	CUSTOMER RELATIONS	1,000.00	179.26	1,892.73	-892.73	189.27%
01 56400	OTHER ADMINISTRATIVE EXPENSES	2,000.00	406.79	1,138.56	861.44	56.93%
01 57000	INTEREST EXPENSE - BH BONDS	40,000.00	0.00	17,199.99	22,800.01	43.00%
01 57100	DEPRECIATION EXPENSE	0.00	18,321.60	128,540.97	0.00	0.00%
01 57350	MWA PIPELINE DEBT	73,000.00	0.00	0.00	73,000.00	0.00%
01 58100	ELECTION COSTS	15,000.00	0.00	0.00	15,000.00	0.00%

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 01/31/10

PA

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
01 59100 INTEREST EXPENSE - DV BONDS	17,000.00	0.00	3,911.96	13,088.04	23.01%
TOTAL NON-OPERATING EXPENSE	151,450.00	19,077.65	154,983.17	-3,533.17	102.33%
TOTAL EXPENSE	1,158,170.00	97,364.15	680,309.30	477,860.70	58.74%
NET REV/EXP GENERAL FUND	173,416.00	-4,510.11	267,145.50	-93,729.50	154.05%

Prepared By *My Cleveland*
Date 2/10/10
Reviewed By *Miles*

GENERAL ACCOUNT (UNION BANK)

Jan-10

SOURCES OF FUNDS:

SERVICE LINE INSTALLATION FEES	0.00
BASIC FACILITIES CHARGE	0.00
A/R - WATER	85,367.92
MISCELLANEOUS REVENUE	597.59
1% GENERAL TAX	8375.65
BIGHORN AD VALOREM TAX	3194.35
EPA GRANT REIM	0.00
CUSTOMER DEPOSITS	800.00

TOTAL

98,335.51

USE OF FUNDS:

DEBT SERVICE	0.00
CAPITAL PURCHASES (EPA GRANT EXP)	46,600.88
CAPITAL LEASE	1,173.89
INVENTORY PURCHASES	2,678.66
PREPAYMENTS - INSURANCE & POSTAGE	1,000.00
PAYMENTS FOR SALARIES & WAGES	27,026.11
ADMINISTRATIVE EXPENSE	18,098.87
OPERATIONS EXPENSES	30,961.66
TRANSFER TO INCREASE LAIF	0.00
MISCELLANEOUS & CUSTOMER REFUNDS	4,488.67

TOTAL

132,028.74

Prepared By DP Cleveland
Date 2/10/10
Reviewed By [Signature]

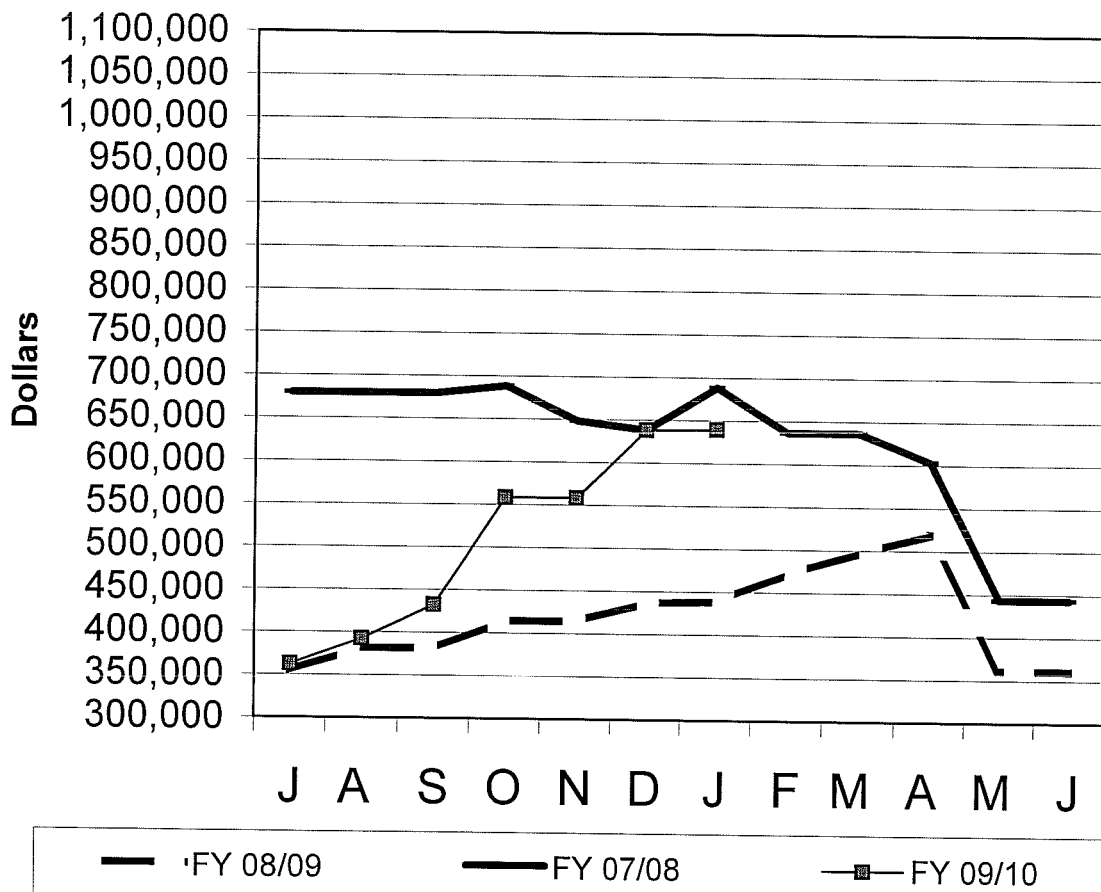
UNION BANK OF CALIFORNIA
DISBURSEMENTS JANUARY 2010

Datastream Check Register	<u>103,832.52</u>	<u>103,832.52</u>
EFT for Vendor Services		
Payroll Processing Fee	193.06	
Bank Fees	219.33	
Credit Card Fees	697.73	
Internet Access Fee	<u>59.99</u>	
Total EFT for Vendor Services		<u>1,170.11</u>
Wages for Paydate 01/07/10		
Employee Tax Withholdings	2,177.58	
Employer Tax Expenses	235.37	
Wages check # 9759-9769	<u>11,440.54</u>	
		<u>13,853.49</u>
Wages for Paydate 01/21/10		
Employee Tax Withholdings	2,013.63	
Employer Tax Expenses	225.75	
Wages check # 9808-9818	<u>10,933.24</u>	
		<u>13,172.62</u>
Transfers to LAIF	<u> </u>	<u>-</u>
Total Disbursements		<u><u>132,028.74</u></u>

Prepared By M Cleveland
Date 2/10/10
Reviewed By [Signature]

Local Agency Investment Fund Balance Timeline
Balance as of January 31.2010

	FY 07/08	FY 08/09	FY 09/10
July	679,189	354,364	362,520
August	679,189	381,364	392,520
September	679,189	381,364	432,520
October	688,186	414,076	558,397
November	648,186	414,076	558,397
December	638,186	436,076	638,397
January	688,186	438,737	639,258
February	636,402	471,737	
March	636,402	496,737	
April	603,292	518,901	
May	443,292	360,901	
June	443,292	360,901	



Prepared By *[Signature]*
Date 2/10/10
Reviewed By *[Signature]*



BIGHORN-DESERT VIEW WATER AGENCY
A PUBLIC AGENCY

**BOARD OF DIRECTORS'
REGULAR MEETING MINUTES**

Tuesday, January 26, 2010, 6:00 PM

- **CALL TO ORDER**

Meeting convened by Interim Board President Michael McBride at 6:01 PM

- **PLEDGE OF ALLEGIANCE**

Led by Director Larson

- **ROLL CALL**

Directors Present: Michael McBride, Interim President
Terry Burkhart, Director
J. Larry Coulombe, Director
David Larson, Director
Martha Oswalt, Director

Staff Present: Marina West, General Manager
Joanne Keiter, Board Secretary

Public Present: 8 noted

- **APPROVAL OF AGENDA - MSC Burkhart/Larson - 5 ayes**

1. PUBLIC PARTICIPATION

Director McBride asked if there were any public comments pertaining to items not on the agenda.

Jerry Kay thanked a Director for finding and returning her keys.

There were no other public comments so the Board continued onto the next agenda item.

2. CLOSED SESSION

Board adjourned at 6:06 PM to enter a closed session and reconvened at 6:26 PM

3. CLOSED SESSION REPORT

Director McBride announced that Special District Risk Management Authority (SDRMA) would defend the case (Maryan Barkley v. Bighorn-Desert View Water Agency) as discussed during the closed session.

4. DISCUSSION AND ACTION ITEMS

ANNUAL REORGANIZATION OF THE BOARD OF DIRECTORS

a. ELECTION OF OFFICERS - PRESIDENT / VICE PRESIDENT

The Board entertained nominations for Board officers. Director Burkhart received a nomination for the office of President. Director Coulombe received a nomination for the office of Vice President. The following actions were taken by vote.

MOTION NO. 10-001 ELECTING TERRY BURKHART PRESIDENT

Upon motion by Director Coulombe, seconded by Director Oswalt and carried (5-0), Director Terry Burkhart is hereby nominated to the office of President of the Bighorn-Desert View Water Agency; Director Burkhart accepted the nomination, thus the nominations are hereby closed and Director Burkhart is elected 2010 President for a one year term.

MOTION NO. 10-002 ELECTING J. LARRY COULOMBE VICE PRESIDENT

Upon motion by Director Larson, seconded by Director Oswalt and carried (5-0), Director J. Larry Coulombe is hereby nominated to the office of Vice President of the Bighorn-Desert View Water Agency; Director Coulombe accepted the nomination, thus the nominations are hereby closed and Director Coulombe is elected 2010 Vice President for a one year term.

Director Burkhart assumed the chair and the meeting proceeded.

b. APPOINTMENT OF TREASURER

Director Larson nominated Director Oswalt, but withdrew his nomination when Director Oswalt proposed another option: combining the Treasurer responsibilities with those of the Board Secretary.

The Directors requested that this action item be opened for further Board discussion.

GM West reviewed a letter provided by Legal Counsel Susan Trager that addressed the Agency requirements, financial provisions, and Treasurer duties. In conclusion, Ms. Trager's recommendation was that GM West be appointed as Treasurer since she was the "most qualified" to hold the office.

Director Oswalt commented that GM West had no "accounting background".

GM West mentioned that if the Board so desired, they had the option to employ a Chief Financial Officer (CFO), but advised that there were no funds budgeted for that position.

Director McBride agreed that GM West should be the Treasurer.

Director Larson believed that the Board should take the recommendation of Counsel and appoint GM West; he added that Director Oswalt's concerns could be addressed at a different time.

Director Oswalt motioned to "table" this action until a later time. (Motioned failed for lack of a second)

Director Burkhart asked for additional remarks from the Board; there were none, so she opened the discussion for public comment.

Judy Corl-Lorono said that GM West is currently handling all of the Treasurer duties and is the one most familiar with the Agency's financial business; therefore, she was in favor of GM West's appointment.

Director Burkhart heard no further public comments.

The following action was taken:

**MOTION NO. 10-003
APPOINTING GENERAL MANAGER MARINA WEST TREASURER**

Upon motion by Director Coulombe, seconded by Director Larson and carried (4-1), with Director Oswalt voting "No", General Manager Marina D. West is hereby appointed as Board Treasurer of the Bighorn-Desert View Water Agency.

c. ASSIGNMENT OF STANDING COMMITTEES AND AGENCY REPRESENTATIVES

Board President Burkhart announced, with Board consensus, the following assignments to the Standing Committees:

- Planning/Legislative/Engineering/Grant & Security Committee

Chairperson: Director Burkhart

Member: Director Larson

- Finance/Public Relations/Education & Personnel Committee

Chairperson: Director McBride

Member: Director Coulombe

- Morongo Basin Pipeline Commission & Mojave Water Agency Technical Advisory Committee (TAC)

Commissioner: Director Burkhart

Alternate: Director Larson

d. ASSIGNMENT OF AD HOC COMMITTEES AND AGENCY REPRESENTATIVES

Board President Burkhart proposed, with Board consensus, three Ad Hoc Committees (two existing and one newly created) and briefly outlined the duties of each.

Director Burkhart next announced the following appointments:

- Ames/Mean

Chairperson: Director Burkhart

Member: Director McBride

- Legislation/Grants

Chairperson: Director Burkhart

Member: Director Coulombe

- Financial Research:

Chairperson: Director Coulombe

Member: Director Oswald

e. AUTHORIZATION OF CHANGE ORDER NO.1 TO TODD ENGINEERS FOR AN AMOUNT NOT TO EXCEED \$53,340.00

GM West gave a brief presentation of the "Principles of Agreement" with Todd Engineers; summarizing the services performed to date, and the additional work required, which resulted in the Change Order pending Board action.

GM remarks noted:

- Mojave Water Agency to approve revised scope of work and authorize 45% match funding;
- Agency responsible for payment of related legal expenses, anticipated to be \$7,425.00;
- CEQA covers first 5 years of Water Master Plan; and
- Provides a new way of managing the basin.

Directors McBride and Burkhart made some favorable comments about the benefits of this project to the Agency, customers, and public.

Director Burkhart added that a vast amount of the project funding came from grant money.

Director Larson voiced no objections and consented with this authorization to proceed.

Director Burkhart asked if the Board had any further comments, there were none. She then opened for public comment, but there also were none.

The following action was taken:

MOTION NO. 10-004
APPROVED ISSUANCE OF CHANGE ORDER NO. 1 FOR TODD ENGINEERS

Director McBride motioned to authorize the General Manager to execute Change Order No. 1 to Todd Engineers in an amount not to exceed \$53,340.00 for additional services related to the Reche Recharge Project with the stipulation that Mojave Water Agency approve the revised scope of work and authorize payment of the 45% match funding required by the EPA STAG Grant, with the exception of the related legal fees, which are the responsibility of the Agency; motioned seconded by Director Coulombe, and carried (5-0).

- f. **AUTHORIZATION FOR BOARD PAID ATTENDANCE AT CALAWARE OPEN GOVERNMENT WORKSHOP ON JANUARY 27, 2010 IN YUCCA VALLEY AT AN ESTIMATED COST OF \$150/PER DIRECTOR, INCLUDING PER DIEM AND REIMBURSEMENT FOR MILEAGE AND LUNCH.**

Director Oswalt commented that the seminar was free for those attending.

Director Larson believed this was a benefit to the Agency and stated that he planned to attend.

Director Burkhart said that she learned there was no reserve seating and no certificates issued for attendance.

GM West said it was her duty to make suggestions to the Board (pertaining to the legitimate method for reimbursement of expenses), but the Directors still had the option not to claim the per diem.

Since there were no further comments by the Board, Director Burkhart asked if there were any public comments, but there were none.

The following action was taken:

MOTION NO. 10-005
APPROVAL OF PAID ATTENDANCE AT CALAWARE OPEN GOVERNMENT WORKSHOP FOR DIRECTORS

Director McBride motioned to authorize the paid attendance at the CalAware Open Government Workshop, January 27, 2010, in Yucca Valley at an estimated cost of \$150/per director, including per diem and reimbursement for mileage and lunch; motioned seconded by Director Larson and carried (5-0).

Board adjourned at 6:56 PM and reconvened at 7:10 PM

g. MID-YEAR REVIEW OF FISCAL YEAR 2009-2010 AGENCY BUDGET

MATTER FOR DISCUSSION AND INFORMATION ONLY; NO BOARD ACTION TAKEN.

GM West gave the Board an overview of the mid-year budget and explained several variances from the original projections.

A few of the specifics were:

- > Increased Revenue -
 - > ECM water sales
 - > "Actual" San Bernardino County tax collections received
- > Changes to Expenses -
 - > Bad Debt - higher due to multiyear write-offs
 - > Credit Card Processing Fees - higher due to increased customer usage
 - > Workers Compensation - higher due to supplemental bill received
 - > Employee Benefits - lower due to reduced premiums from new insurance

In conclusion, GM West advised the Board that there were funds available, which could be used for capital improvements. (Capital Improvement Projects will be discussed at a future PLEGS Committee Meeting and then be presented to the full Board for their approval.)

For Board consideration, she stated the following:

- > Unrestricted Revenue -
 - > \$70,000.00 (after \$54,000 allocated to new vehicles)
- > Restricted Revenue -
 - > \$20,000 for the Bighorn system
 - > \$ 8,000 for the Desert View system

Director Burkhart asked if there were any questions or comments from the Board or public.

Director Larson inquired about fire hydrants within the agency's boundaries.

Jerry Kay asked about "grant funds".

h. OVERVIEW OF AMES VALLEY WATER BASIN AGREEMENT

MATTER FOR DISCUSSION AND INFORMATION ONLY; NO BOARD ACTION TAKEN.

GM West gave a presentation about the 1991 Ames Valley Water Basin Agreement (in the form of a Stipulated Judgment) which focused on the purpose, results, drawbacks,

and opportunities that could be provided by entering into a new agreement. She elaborated that the "spirit" of the Agreement was to better manage the available, safe yield for the local, municipal producers and to protect the Bighorn-Desert View Water Agency from overdraft of the groundwater basin.

GM West summarized that the information being reviewed at this meeting did not fit today's needs, thus an amendment was timely and appropriate. She suggested a regional groundwater management solution that would include Hi-Desert Water District (HDWD), the County Special Districts (W-1 and W-4), and Bighorn-Desert View Water Agency as municipal producers. With the creation of a cooperative, "regional" project, the Agency could benefit by controlled production from the Reche Basin, mitigation of water level and water quality impacts, and an additional source of revenue in the form of "rent" (from water stored by others at the recharge facility).

Board adjourned at 8:28 PM and reconvened at 8:38 PM

5. DISBURSEMENTS DECEMBER 2009

MOTION NO. 10-006 APPROVING CASH DISBURSEMENTS

Director Larson made a motion accepting the December disbursements as presented; seconded by Director Coulombe.

No Board comment; no public comment

Board approved - 5 ayes, motion carried

6. CONSENT ITEMS

MOTION NO. 10-007 APPROVING CONSENT ITEMS

Director McBride made a motion approving items a through h as presented; seconded by Director Larson.

No Board comment; no public comment

Board approved - 5 ayes, motion carried

7. MATTERS REMOVED FROM CONSENT ITEMS - None Received

8. DIRECTORS' REPORTS/COMMENTS

Director Coulombe -

Commented on GM West's presentations saying she did a "terrific" job.

Director Larson -

Expressed his appreciation to the GM West and staff for all their work.

Director Burkhardt -

Reported on a recent Alliance for Water Awareness and Conservation (AWAC) that she attended.

Director McBride -

Thanked GM West for the thorough presentation on the Ames Agreement document.

Director Oswalt -

None

9. GENERAL MANAGER'S VERBAL REPORT

- > Meter vs. Consumption experiment being conducted over the next few months; results to Board as a preliminary report will show water loss calculation.

10. COMMUNICATION AND PUBLIC INFORMATION ITEMS - None

11. ITEMS FOR CONSIDERATION ON NEXT MEETING AGENDA

Director Burkhardt -

Review of Alliance for Water Awareness and Conservation (AWAC) and potential funding of AWAC budget.

Director Oswalt -

Board to consider formation of Citizens Advisory Committee

Director Coulombe -

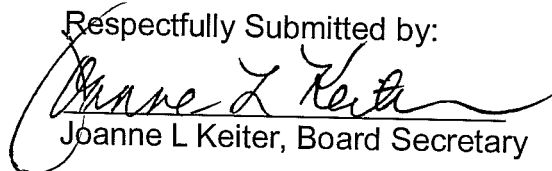
Review of Director's Compensation (per diem)

GM West -

Final Reconciliation of Accounts

- 12. ADJOURNMENT** - There being no further business to come before the Board, Director Burkhardt adjourned the meeting @ 9:02 PM.

Respectfully Submitted by:



Joanne L Keiter, Board Secretary

DATE: FEBUARY 2010
TO: JOANNE KEITER
FROM: MICHELLE CORBIN
RE: Consumption & Billing Comparison January 2010

Consumption

Residential- North- Bighorn

	Meters	Usage (c.f.)
Book 1	149	138,529
Book 2	183	146,343
Book 3	160	146,693
Book 4	153	99,516
Book 5	129	121,970
Book 6	137	112,865
Total	911	765,916

Residential- South- Desert View

	Meters	Usage (c.f.)
Book 7	168	266
Book 8	177	
Book 9	189	0
Book 10	180	57
Book 11	190	0
Total	904	323

Bulk -Kickapoo, Well 4, Cherokee

	Meters	Usage (c.f.)
Book 30	41	14,742
Book 31	5	1,101
Book 32	4	16,460
Total	50	32,303

Construction Meters

	Meters	Usage (c.f.)
Book 40	0	0
Total	0	0

Billed Consumption	828,184
Non Billed Usage	3,137
Total Consumption	831,321

Bulk - Well 10

	Meters	Usage (c.f.)
Book 33	50	15,393
Total	50	15,393

Active Residential Meters	1,815
Active Bulk Meters	100
Total Active Meters	1,915

Billing Comparison

Statistics

Total Customer Accounts

Usage in Cubic Feet

Percentage Increase/(Decrease)

This Year JAN 2010	Last Year JAN 2009	Difference More (Less)
1011	1035	(24)
828,184	1,091,459	(263,275)
		-24%

Revenues

Water Revenues

Basic Service Charge

Miscellaneous

Delinquent Charges

Total Operating Revenues

28,337.11	32,606.78	(4,269.67)
50,257.15	50,609.33	(352.18)
245.55	788.77	(543.22)
1,647.12	1,620.55	26.57
80,486.93	85,625.43	(5,138.50)

Debt Service Revenues (pass through)

FMHA **

Total Debt Service Revenues

23.28	22.33	0.95
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Additional Information Regarding Pass Through Revenues

** FMHA annual debt service of \$41,150 divided over 6 months equals \$6,858

Total Charges (Proof)

80,510.21	85,647.76	-5,137.55
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DATE: 1/6/2010
 TO: Board of Directors
 FROM: Kit Boyd
 RE: January Production

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total Running Time	acre feet
Well 2	0	0	-	10000	0.00
Well 3	397,960	2,976,741	384	129.2	9.14
Well 4	0	0	#DIV/0!	0	0.00
Well 6	407,600	3,048,848	451	112.6	9.36
Well 7	118,760	888,325	407	36.4	2.73
Well 8	137,700	1,029,996	981	17.5	3.16
Well 9	36,200	270,776	684	6.6	0.83
Well 10	17,550	131,274	73	29.9	0.40
Total	1,115,770	8,345,960			25.61

Wells 4 did not run this month

A Boosters	83,940	627,871	109	95.7
C Boosters	110,900	829,532	284	48.7
Total	194,840	1,457,403		



DATE: February 1, 2010
 TO: Joanne Keiter
 FROM: Michelle Corbin
 SUBJECT: Service Order Report July 2009 through June 2010

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
Mainline Leaks:	1	0	0	0	0	0	0						1
Service Line Repairs:	2	6	3	4	2	4	1						22
Service Line Replacements:	8	3	0	1	0	1	0						13
Service Line Installations:	0	0	0	0	0	0	0						0
Meter Changeouts*	110	142	3	18	43	15	2						333
Water Quality Complaints:**	0	0	2	0	1	0	2						5
48 Hour Tags for NSF Checks:	2	1	2	5	1	2	2						15
Lock Offs for Non-Payment:	8	1	8	6	14	7	13						57
Unlocks After Payment Made:	6	2	3	3	4	2	3						23
All Other Miscellaneous:	170	167	151	144	141	125	152						1050
Total	307	322	172	181	206	156	175						1519

*Meter replacement program started 6/18/08 with Route 09. Other meter exchanges included in misc.

** High or low pressure complaints fall within this category.

TODD ENGINEERS

GROUNDWATER · WATER RESOURCES · HYDROGEOLOGY · ENVIRONMENTAL ENGINEERING

February 8, 2010

To: Marina West
Bighorn-Desert View Water Agency
622 S. Jemez Trail
Yucca Valley, California 92284

From: Daniel Craig, Project Manager

Subject: **Progress Report – January 2010**
Project Management, Permitting, Hydrogeologic Feasibility Study and Groundwater Management Plan Project
Bighorn-Desert View Water Agency and Todd Engineers

Todd Engineers (Todd) is pleased to submit this Monthly Progress Report for the *Project Management, Permitting, Hydrogeologic Feasibility Study and Groundwater Management Plan Project* (Project) for the period of January 1 through January 31, 2010.

The following summarizes the work completed during the period, costs for the period and to date, and anticipated activities for the upcoming monthly period.

Work Completed During January 2010

Task 1 Project Management – Todd provided project management support including tracking of project costs, progress, and schedule.

Task 2 Regulatory Permitting – Todd developed a list of Agencies with potential permitting requirements for the Reche Spreading Grounds Project, list of permit fees or range, and reviewed the potential requirements with Candida Neal, AICP for her use in preparation of the Environmental Review documents for the Project.

Task 3.1 Vadose Zone Investigation and Monitoring Well Installation – Todd prepared a field investigation work plan for the drilling and soil sampling tasks.

Task 3.3 Perennial Yield Assessment – Todd collated water budget information for the perennial yield assessment, and evaluated Big Bear and Arrowhead rainfall records to estimate historical recharge for the 1988 through 2009 water years.

Task 3.4 Groundwater Flow Evaluation – Todd continued development and construction of the MODFLOW groundwater flow model of the Pipes and Reche Subbasins. Initial steady-state

simulations and model calibration runs were performed. Bedrock surface and boundary condition parameters were refined. Water level data for calibration were collated and imported into the model. GIS shapefiles and areal photographs were imported.

Task 3.5 Groundwater Quality Evaluation – Todd updated the Project water quality database with recent sampling results for BDVWA, Hi-Desert, and County Service District wells.

Task 4.1 Groundwater Management Plan Report – Todd began development of the GWMP Report.

Task 4.2 Support for MOU and Water Agreement Amendment – Todd provided preliminary technical support for the MOU and Water Agreement Amendment. Todd researched technical issues related to the Amendment, including location and distribution of septic return flows. Todd responded to BDVWA emails regarding the approach and potential elements of the MOU and Amendment.

Work Planned for February 2010

Task 2 Regulatory Permitting – Todd and Kennedy/Jenks Consultants will contact regulatory agencies regarding permits required to construct and operate the recharge facility. Todd and Kennedy/Jenks Consultants will contact the regulatory agencies, verify what permits will be necessary, describe what information (what forms, any special studies) we will need to obtain permits, and describe the process and timelines to get the permits, obtain and complete permit application forms, and remit permit fee

Task 3.4 Groundwater Flow Evaluation – Todd will continue construction and calibration of the MODFLOW model, and simulate historical transient groundwater flow conditions. Todd will develop preliminary estimates of the range of groundwater flow rates through the Pipes Fault Barrier.

Task 3.5 Water Quality Evaluation – Todd will provide analyses of the distribution and trends of water quality parameters including uranium and alpha radiation in support of the groundwater quality evaluations.

Task 4.2 Support for MOU and Water Agreement Amendment - Todd will provide support to Bighorn during upcoming meetings regarding the Todd will develop estimates of basin sustainable yield in support of pumping allocations to be used in the MOU and Amendment.

Charges to Date and Budget Summary

Charges to date and budget remaining (through January 1, 2010) are summarized in the attached tables. Total professional charges for the Period January 1, through January 31, 2010 are \$18,437.61 bring total charges to date to \$43,766.36 out of the approved project budget of \$ \$469,228.45.

Attachments:

Table 1. Charges to Date and Budget Remaining

Table 2. Project Costs to Date



Todd Engineers and Kennedy/Jenks Consultants

Table 1. Charges to Date and Budget Remaining (through January 31, 2010)

Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan			
Task Name	Task Budget	Charges to Date (January 31, 2010)	Remaining Budget
Task 1 – Project Management	\$36,831.60	\$5,575.01	\$31,256.59
Task 2 – Permitting Support	\$39,356.00	\$2,927.40	\$36,428.60
Task 3 – Hydrogeology Feasibility Studies			
3.1 Vadose Zone Investigation and Monitoring Well Installation	\$132,916.25	\$2,269.50	\$130,646.75
3.2 HDWD Well No. 24 Aquifer Test	\$18,638.40	\$0.00	\$18,638.40
3.3 Perennial Yield Assessment	\$15,381.60	\$2,040.00	\$13,341.60
3.4 Groundwater Flow Evaluation	\$79,574.40	\$25,948.80	\$53,625.60
3.5 Water Quality Evaluation	\$15,867.00	\$1,132.20	\$14,734.80
3.6 Hydrogeology FS Report	\$34,399.60	\$566.10	\$33,833.50
Task 3 Total	\$296,777.25	\$31,956.60	\$264,820.65
Task 4 – Groundwater Management Plan and Water Agreement Amendment			
4.1 GWMP	\$40,330.80	\$660.45	\$39,670.35
4.2 Agreement Amendment	\$41,451.20	\$2,646.90	\$38,804.30
Task 4 Total	\$81,782.00	\$3,307.35	\$78,474.65
Task 6 - Support Stakeholder/Public Outreach Support	\$14,481.60	\$0.00	\$14,481.60
Project Total	\$469,228.45	\$43,766.36	\$425,462.09

