

## Bighorn-Desert View Water Agency

### Board of Directors

Terry Burkhart, President  
J. Larry Coulombe, Vice President  
Michael McBride, Director  
David Larson, Director  
Judy Corl-Lorono, Director



Agency Office  
622 S. Jemez Trail  
Yucca Valley, CA 92284-1440

760/364-2315 Phone  
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Marina D West, PG, General Manager

[www.bdvwa.org](http://www.bdvwa.org)

A Public Agency

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## BOARD OF DIRECTORS' REGULAR MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, March 22, 2011 - 6:00 p.m.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PUBLIC PARTICIPATION**

Any person may address the Board on any matter within the Agency's jurisdiction on items not appearing on this agenda.

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's Secretary at 760-364-2315 during Agency business hours.

## **CLOSED SESSION**

The Public is invited to comment on any item on the agenda during discussion of that item.

### **6. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Position title being reviewed: General Manager.

Designated Board Representative: Ad Hoc Committee of Larry Coulombe and Michael McBride.

Pursuant to Government Code Section 54957.

### **7. CONFERENCE WITH LABOR NEGOTIATORS**

Unrepresented Employee: General Manager.

Designated Board Representative: Ad Hoc Committee of Larry Coulombe and Michael McBride.

Pursuant to Government Code Section 54957.6

### **8. CLOSED SESSION REPORTS**

**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.

### **9. PERFORMANCE EVALUATION OF THE GENERAL MANAGER**

Recommended Action:

Board to present the Board's performance evaluation of the General Manager.

### **10. EXTENSION OF GENERAL MANAGER'S EMPLOYMENT AGREEMENT BEYOND THE EXPIRATION DATE OF APRIL 30, 2011**

Recommended Action:

Motion to extend the existing General Manager Employment Agreement beyond April 30, 2011 during the period of active contract negotiations.

### **11. RESOLUTION 11R-XX CONGRATULATING AND SUPPORTING THE 75<sup>TH</sup> ANNIVERSARY OF THE JOSHUA TREE NATIONAL PARK**

Recommended Action:

Adopt Resolution 11R-XX congratulating the Joshua Tree National Park on its 75<sup>th</sup> Anniversary.

### **12. AGENCY BAD DEBT EXPENSES "WRITE-OFF" FOR THE PERIOD OF 2009 TO PRESENT**

Recommended Action:

Approval of Bad Debt expenses "write-off" in the amount of \$3,920.19 for the period 2009 to present.

### **13. DISBURSEMENTS FEBRUARY 2011**

Recommended Action:

Ratify/authorize payment of bills for February 2011.

- 14. 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.

Recommended Action:

Approve as presented (Items a - k):

- a. Corrected Financial Statement (Disbursements Summary page only) January 2011
- b. Financial Statements, February 2011
- c. Corrected Consumption & Billing Comparison Report, January 2011
- d. Consumption & Billing Comparison Report, February 2011
- e. Service Order Report, February 2011
- f. Production Report, February 2011
- g. Special Board Meeting Minutes, February 8, 2011
- h. Regular Board Meeting Minutes, February 22, 2011
- i. Special Board Meeting Minutes, March 1, 2011
- j. Progress Report on the Ames/Reche Recharge Facility Project. Todd Engineers, January 2011
- k. Progress Report on the Ames/Reche Recharge Facility Project. Todd Engineers, February 2011

**15. MATTERS REMOVED FROM CONSENT ITEMS**

- 16. VERBAL REPORTS** - Including Reports on Courses/Conferences/Meetings.

- a. GENERAL MANAGER'S REPORT
- b. DIRECTORS' REPORT
- c. PRESIDENT'S REPORT

**17. ITEMS FOR NEXT AGENDA**

**18. 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](http://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](http://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:** March 22, 2011

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**Funding Source:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Extension of the General Manager's Employment Agreement beyond the expiration date of April 30, 2011

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**SUMMARY**

The Agency has an Employment Agreement with the General Manager which expires April 30, 2011. The Employment Agreement states that "if the parties are in negotiation of arrangements to continue employment of the General Manager beyond the termination date" then the existing contract will continue to be in full force and effect until negotiations are either terminated, the contract is replaced or the terms of this contract are continued.

Staff recommends the Board acknowledge that the parties have begun negotiations for continued employment and because said negotiations may not be completed by the April 26<sup>th</sup> Board meeting that the existing contract will remain in full force and effect.

**RECOMMENDATION**

That the Board take the following action:

1. Motion to extend the existing General Manager Employment Agreement beyond April 30, 2011 during the period of active contract negotiations.

**BACKGROUND/ANALYSIS**

No further analysis provided.

**PRIOR RELEVANT BOARD ACTION(S)**

none

## **EMPLOYMENT AGREEMENT**

This Employment Agreement is entered into as of April 8, 2008, between Bighorn-Desert View Water Agency, a public agency formed pursuant to the Bighorn-Desert View Water Agency Law, Chapter 112 of the Appendix to the California Water Code, hereafter the "Agency," and Marina D. West, P.G., hereafter "General Manager."

### **Recitals**

The Agency now desires to employ Marina D. West, P. G., as its General Manager and General Manager is willing to accept such employment on the terms and conditions set forth below, which have been established by the Board of Directors of the Agency ("Board") following negotiations with General Manager.

### **Agreement**

In consideration of the mutual promises and covenants contained herein, Agency and General Manager agree as follows:

#### **1. Employment.**

Agency hereby employs General Manager as General Manager of the Agency and hereby designates General Manager as the person who shall direct the Agency activities in connection with the development, production, treatment, storage, transmission and distribution of water for potable water uses, bulk water services and fire protection, including operations, maintenance and management in accordance with the directions and policy established by the governing Board of Directors from time to time, and shall do and perform all other services, acts, or things necessary or advisable to manage and conduct the business of the Agency consistent with her best professional judgment and as directed by the Board of Directors, including the approval of all checks but not including the execution of checks, and engaging in other necessary transactions involving Agency funds. General Manager hereby accepts such employment.

#### **2. Duties and Obligations of General Manager.**

During her employment with Agency, General Manager shall devote her full productive time and best efforts to the performance of her duties as may be necessary to fulfill the requirements of her position. The Agency expects that the performance of the duties of the General Manager should require at least 40 hours per week, of which up to 4 hours per week may be allocated to educational purposes.

#### **3. Relationship with Board.**

The Board shall direct the Agency only through the General Manager. Neither the Board nor any Agency Director shall give orders or instructions to any subordinates of the General Manager except for the purpose of inquiry. The General Manager shall take orders and instructions from the Board only when the Board acts in a duly convened meeting of the Board and from an individual Agency Director only when the Board has lawfully delegated its authority to give orders and instructions on that particular topic to that Director.

4. **Term of Employment.**

Subject to the earlier termination as provided in this Agreement, General Manager shall be employed by Agency for a term of 3 years, beginning April 21, 2008 and ending [April 30], 2011.

Provided that, if the parties are in negotiation of arrangements to continue employment of the General Manager beyond the termination date, this contract shall remaining full force and effect until either (a) said negotiations are terminated by either party or (b) this contract is replaced by a new contract, or (c) the parties agree to continue the terms of this contract.

5. **Compensation.**

The Agency shall pay General Manager an annual base salary of One Hundred Thousand Dollars (\$100,000.00), payable bi-weekly in accordance with the Agency's standard payroll procedures. The base salary shall be subject to a merit increase as may be determined by the Board of Directors, at its sole discretion. Agency does not guarantee any such merit increase to General Manager. General Manager shall receive cost of living adjustments to her salary on the same basis as such adjustments are provided to other Agency employees, if any.

6. **Benefits.**

Except as provided herein, the Agency shall provide for the General Manager the same benefits (including, but not limited to, medical, dental plans and other benefits) which the Agency provides other Agency employees and upon the same terms and conditions as to which apply to other employees or officers of the Agency, which fringe benefits are not included in the base salary. Fringe benefits are implemented immediately and as described in Employee handbook.

In addition to the foregoing fringe benefits, the General Manager shall be entitled to a maximum of \$3,000 per year for educational reimbursement, paid in accordance with the terms of the Employee handbook.

7. **Vacation, Holidays, Sick Leave and Administrative Leave.**

The General Manager shall accrue and take vacation days, holidays and sick leave in accordance with the terms of the Employee handbook. The General Manager shall be entitled to forty (40) hours of administrative leave per year.

**8. Automobile.**

The Agency shall provide the General Manager with an automobile allowance of \$500 per month. On all vehicles owned by the General Manager which she intends to use on Agency business, General Manager shall maintain automobile insurance in the amount of not less than \$100,000 per person and \$300,000 per incident, which insurance shall name the Agency as an additional insured.

**9. Business Expenses.**

All business expenses reasonably incurred by the General Manager in conducting Agency business, including expenditures for entertainment, travel, or otherwise, are to be paid for, insofar as possible, by the use of credit cards which may be furnished to the General Manager in the name of the Agency. The Agency shall promptly reimburse the General Manager for all other reasonable business expenses incurred by the General Manager in conjunction with Agency business. Each such expenditure shall be reimbursable only if the General Manager furnishes to the Agency in a timely manner adequate records and other documentary evidence required by federal and state statutes and regulations issued by the appropriate taxing authorities for the substantiation of such expenditures.

**10. Conditions for Termination of Agreement.**

**10.1 Incapacity of General Manager**

This Agreement shall terminate on the death or disability, as defined in Section 11, below, of General Manager.

**10.2 By General Manager**

This Agreement may be terminated by General Manager at any time, without cause, upon no less than sixty (60) days prior written notice to Agency. General Manager shall be entitled to compensation and benefits to the effective date of termination, but shall not be entitled to any additional compensation or benefits thereafter.

**10.3 By Agency With Good Cause**

Upon showing of good cause, Agency may terminate General Manager's employment and thereby terminate this Agreement, at any time, upon not



less than thirty (30) days written notice to General Manager. Good cause is defined as an act of dishonesty, fraud, misrepresentation, other acts of moral turpitude or any illegal, unlawful or improper act committed by General Manager as would prevent the effective performance of her duties or the willful failure of General Manager to comply with lawful directions from the Board. The Board shall state objective findings in connection with any such termination. Upon termination pursuant this paragraph, neither party shall have any further obligation, responsibility or liability after the effective date of termination.

#### **10.4 By Agency Not For Cause**

Agency may terminate General Manager's employment at any time, without cause immediately upon written notice to General Manager and payment to General Manager, in addition to any other amounts that may therein be due pursuant to this Agreement, the following amount: (i) if the remaining term of employment of the General Manager under this Agreement is six months or less, a lump sum payment in an amount equal to six (6) months aggregate gross salary, or (ii) if the remaining term of employment of the General Manager under this Agreement is more than six months, a monthly payment of one-twelfth of her then-current annual base salary, paid until General Manager secures and commences other full-time employment or the expiration of her term of employment, whichever occurs first.

#### **11. Disability.**

In the event that General Manager becomes unable to perform her duties by reason of physical or mental illness or disability, General Manager shall be entitled to her full compensation for the period of thirty (30) days from and after the beginning of such disability and if, at the end of the thirty (30) days she is unable to resume and effectively discharge her duties hereunder, then and in such event, Agency may terminate this Agreement and be relieved of any obligation accruing hereunder after the date of the official action by the Board terminating this Agreement. Compensation and benefits are payable only to the effective date of termination.

#### **12. Annual Review and Consideration of Base Salary Adjustment.**

The Board shall conduct an annual evaluation of the General Manager's performance, either by the full Board or by a committee thereof, at the first regularly scheduled meeting of the Board in September of each year that this Agreement is in effect. At a minimum, said evaluation shall consist of an oral conference with the General Manager to review her performance. In conjunction with the annual review, the Board shall determine the increase in the General Manager's base salary, if any, which shall become effective as of the annual

anniversary date of this Agreement, unless otherwise agreed in writing by the parties. All increases in base salary shall be documented by an addendum or amendment to this Agreement signed by the parties. Every year the Board and General Manager will, in addition, set goals and objectives for the ensuing year.

**13. General Provisions.**

**13.1** This Agreement constitutes the entire agreement between the parties and supersedes all prior oral or written agreements of any kind. No amendments to this Agreement may be made except by a writing signed by both parties.

**13.2** The validity and interpretation, performance and effect of this Agreement shall be construed in accordance with the laws of the State of California.

**13.3** Any notice or communication required or permitted to be given under this Agreement shall be effective when deposited, postage prepaid, with the United States Mail. Any notice to the Agency shall be addressed as follows:

Bighorn-Desert View Water Agency  
622 South Jemez Trail  
Yucca Valley, CA 92284-1440

Notice to General Manager shall be addressed to General Manager at her last known address as reflected in the Agency's records.

**13.4** If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect.

**13.5** The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or time be deemed a waiver or relinquishment of that right or power for all or any other times.

**13.6** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees, costs, and necessary disbursement in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

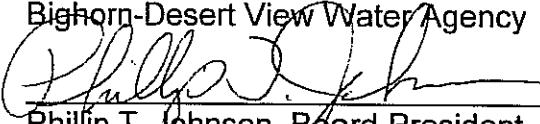
This Agreement is executed by the Agency pursuant to an action of its governing body in session on April 8, 2008, authorizing the same.



Marina D. West, P.G., General Manager  
Bighorn-Desert View Water Agency

4/8/2008

Date



Phillip T. Johnson, Board President  
Bighorn-Desert View Water Agency

4-8-2008

Date

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

**Meeting Date:** March 22, 2011

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**Cost:** \$0

**Funding Source:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Adopt Resolution Congratulating and Supporting the 75<sup>th</sup> Anniversary of the Joshua Tree National Park

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**SUMMARY**

The Board is asked to approve the attached Resolution to congratulate Joshua Tree National Park on its 75<sup>th</sup> Anniversary and to show community support for the schedule of events being planned in 2011 to commemorate the occasion.

**RECOMMENDATION**

That the Board take the following action:

1. Adopt Resolution 11R-XX congratulating the Joshua Tree National Park on its 75<sup>th</sup> Anniversary.

**BACKGROUND/ANALYSIS**

The Board is asked to approve the attached Resolution to congratulate Joshua Tree National Park on its 75<sup>th</sup> Anniversary and to show community support for the schedule of events being planned in 2011 to commemorate the occasion.

**PRIOR RELEVANT BOARD ACTION(S)**

none

## **RESOLUTION NO. 11R-XX**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY CONGRATULATING JOSHUA TREE NATIONAL PARK ON ITS 75<sup>TH</sup> ANNIVERSARY**

**WHEREAS**, humans have occupied the area encompassed by Joshua Tree National Park's nearly 800,000 acres for at least 5,000 years with the Pinto Culture first inhabiting the area followed by the Serrano, the Chemehuevi and the Cahuilla native Americans; and

**WHEREAS**, these native Americans were followed, in the 1800's, by cattlemen who drove their cows into the area for the ample grass available at the time and built water impoundments for them and miners dug tunnels through the earth looking for gold and made tracks across the desert with their trucks; and

**WHEREAS**, homesteaders began filing claims in the 1900s and they built cabins, dug wells, and planted crops; and

**WHEREAS**, each of these groups left their mark upon the land and contributed to the rich cultural history of Joshua Tree National Park; and

**WHEREAS**, the Wilderness Protection Act of 1964 established federally-managed lands where permanent evidence of modern human occupation is not allowed, and where future development is not considered; and

**WHEREAS**, in 1976 about eighty percent of Joshua Tree National Monument was designated wilderness and the 1994 California Desert Protection Act added 163,800 acres of wilderness, bringing the park total to 585,000 acres; and

**WHEREAS**, for the benefit of all visitors the Joshua Tree National Park protects 501 archeological sites, 88 historic structures, 19 cultural landscapes, and houses 123,253 items in its museum collections; and

**WHEREAS**, Joshua Tree National Park provides habitat for 813 higher plant species, 40 reptile species, 41 mammal species, and 240 bird species. The federal register lists one park reptile, the desert tortoise, as threatened and one park plant species, the triple-ribbed milk vetch, as endangered, and one plant species, Parish's daisy as threatened. In addition there are 49 plant species of special concern being protected within the park; and

**WHEREAS**, the area became a national monument in 1936 and as part of the Desert Protection Bill, Joshua Tree National Monument was elevated to park status on October 31, 1994; and

**WHEREAS**, the Joshua Tree National Park encounters more than 1,000,000 visitors annually from around the world; and

**WHEREAS**, this year marks the 75<sup>th</sup> Anniversary of the Joshua Tree National Park.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Agency as follows:

1. That the Joshua Tree National Park be recognized for its contributions to the protection of the natural and cultural resources history of the area; and
2. That the Joshua Tree National Park be recognized for 75 years of continuous service to the community; and
3. That the Joshua Tree National Park be congratulated on the accomplishments during the past 75 years.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 22<sup>nd</sup> day of March, 2011.

By \_\_\_\_\_  
Terry Burkhart, Board President

I, the undersigned, hereby certify that I am the duly-appointed and acting Secretary of the Board of Directors of the Bighorn-Desert View Water Agency, do certify that the foregoing is a full, true, and correct copy of Resolution No. 11R-XX as adopted by said Board at a regular meeting held on March 22, 2011, and has not been rescinded or amended since that date.

\_\_\_\_\_  
Judy Corl-Lorono, Board Secretary

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
BOARD OF DIRECTORS  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 22, 2011

**To:** Board of Directors

**Budgeted:** Yes

**Budgeted Amount:** \$6,000

**Cost:** \$4,237.59

**Funding Source:** line item 01-56022

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Review and approval of Agency Bad Debt expenses "write-off" for the period 2009 to present in the amount of \$3,920.19

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## **SUMMARY**

The established policy for the approval of the expense of bad debt identifies two categories of bad debt. One method involves forwarding the debt to the County of San Bernardino for collections through a property tax lien imposed on the delinquent property. The other method uses a collections agency because the debts cannot clearly be tied to a property (eg. bulk accounts) for a property lien. In addition, the internal policy is to ignore all debts under \$25. The total of bad debt expenses shall be submitted to the Board of Directors for acknowledgement and "write-off". The total amount of bad debt "write-off" for the period 2009 to present is \$3,920.19.

On March 9, 2011 Staff updated the Finance/Public Relations/Education/Personnel Standing Committee (FPREP) on the status of the bad debt expenses and obtained a recommendation that the information be brought to the Board for acknowledgement on March 22, 2011. This action will not include any accounts that will ultimately go through the property tax lien process. Those accounts will be brought to the Board for a public hearing no sooner than May 2011.

Since the FPREP Committee Meeting the bad debt expenses "write-off" has been reduced by approximately \$300 by finding a link between the bad debt account and a property owner.

## **RECOMMENDATION**

That the Board take the following action:

1. Approval of Bad Debt expenses "write-off" in the amount of \$3,920.19 for the period 2009 to present.

## **BACKGROUND/ANALYSIS**

This report concerns the categories of accounts that are being "written-off" because the amount is less than \$25 per account or they cannot be tied to a property lien but can be sent to a collections agency.

In the first category, there are a total of 53 accounts which all had a balance of less than \$25. The total "write-off" for these accounts is \$384.09.

In the second category there are accounts which have closed since 2009. Staff's analysis shows several issues in trying to link these balances to the current owner: 1) properties have turned over ownership several times; 2) properties sold and the old owner failed to pay their closing bill; 3) tenant belonged to an old owner and failed to pay their closing bill or 4) a bulk account which is not tied to a property. Staff feels it is inappropriate to charge the current owner for these reasons. The original debtor has been sent a 30-day notice indicating our intent to forward the debt to a collections agency. We have not received a response to the 30-day notices sent to 37 accounts with a total balance of \$3,536.10. These accounts will be sent to a collection agency subsequent to the Board's approval to expense these accounts to Bad Debt.

This action will not include any accounts that will ultimately go through the property tax lien process. Those accounts will be brought to the Board for a public hearing no sooner than May 2011. However, for reference, the total amount of bad debt currently accrued in that category is \$39,730.25.

On March 9, 2011 Staff updated the Finance/Public Relations/Education/Personnel Standing Committee on the status of the bad debt and obtained a recommendation that the information be brought to the Board for acknowledgement on March 22, 2011. Since that FPREP Committee Meeting, the debt has been reduced by approximately \$300 by discovering a valid link between the bad debt account and the existing property owner.

Staff is recommending that the Board approve the bad debt expenses "write-off" in the amount of \$3,920.19 with a total of \$3,536.10 being sent to the collections agency.

#### **PRIOR RELEVANT BOARD ACTION(S)**

3/9/2011 FPREP Committee review of Bad Debt expenses "write-off" for the period 2009 to present.

6/29/2010 10R-05 Resolution confirming reports of delinquent accounts for water charges, meter charges, bonded indebtedness, and processing fees and authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn Desert View Water Agency

9/6/2009 Board approval of Bad Debt expenses "write-off" in the amount of \$17,831.49 for the period FY05/06 to present; and 09P-03 A Policy Statement of the Board of Directors establishing a policy for the approval of the expense of bad debt.



BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 28, 2011


CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
10886	02/03/11	BARR LUMBER CO INC	
		FIELD MATERIALS & SUPPLIES	49.69
10887	02/03/11	BURRTEC WASTE & RECYLING SVCS	
		TRASH FEES, FEB	72.71
10888	02/03/11	CALIFORNIA PUBLIC EMPLOYEE'S	
		PERS CONT PP 11511-12811	2,653.16
10889	02/03/11	CINTAS CORPORATION #150	
		UNIFORM SVC, JAN	136.48
10890	02/03/11	CLINICAL LABORATORY OF	
		BULK SYS/BAC-T, PLATE COUNT	
		BULK SYS/BAC-T, PLATE COUNT	112.00
10891	02/03/11	COUNTY TREASURER OF S.B.	
		PROP TAX LIENS ADJ	36.00
10892	02/03/11	INLAND WATER WORKS	
		INVENTORY	396.94
10893	02/03/11	JEFF DROZD	
		MAP UPGRADES	1,000.00
10894	02/03/11	MAID TO ORDER	
		C/SVC 1/29/11, JEMEZ	68.00
10895	02/03/11	TODD ENGINEERS	
		PROF SVC, RECHE/DEC 2010	6,839.58
10896	02/03/11	UNDERGROUND SERVICE ALERT	
		DIG ALERTS, 8 TICKETS	12.00
10897	02/03/11	VERIZON CALIFORNIA	
		OFFICE PHONES & AUTO CONTROLS	
		11911-21811	519.94
10898	02/10/11	ACWA-HBA SERVICES CORP.	
		ACWA/HEALTH BENEFITS	277.31
10899	02/10/11	AT&T MOBILITY	
		COMMUNICATIONS EXPENSE	142.70
10900	02/10/11	CLINICAL LABORATORY OF	
		URANIUM, GROSS ALPHA	140.00
10901	02/10/11	DATASTREAM BUSINESS SOLUTIONS	
		HP9000 PROG/DEC	760.00
10902	02/10/11	GOODSPEED DISTRIBUTING INC	
		UNLEADED FUEL	873.09
10903	02/10/11	KRIEGER & STEWART, INC	
		HAHM INTERNATIONAL	1,000.00
10904	02/10/11	PITNEY BOWES GLOBAL FINANCIAL	
		QUARTLY LEASE 21011-51011	234.90
10905	02/10/11	SDRMA	
		SDRMA MEDICAL BENEFITS/MAR	4,070.35
10906	02/10/11	SMITH TRAGER LLP	
		LEGAL FEES, HAHM INT'L/DEC	
		LEGAL FEES, TRAGER/SEP	
		LEGAL FEES, TRAGER/OCT-B	6,631.25
10907	02/15/11	LARRY COULOMBE	
		AD HOC 21411	50.00
10908	02/15/11	BARR LUMBER CO INC	
		FIELD MATERIALS & SUPPLIES	24.38

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 28, 2011

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
10909	02/15/11	BUCKNAM & ASSOCIATES, INC. GRANT CONSULTING FEES	1,952.50
10910	02/15/11	TERRY BURKHART SPECIAL MTNG 20811	100.00
10911	02/15/11	CLINICAL LABORATORY OF BULK SYS/BAC-T, PLATE COUNT BAC-T, GEN PHY BULK SYS/BAC-T, PLATE COUNT	106.00
10912	02/15/11	JUDY CORL-LORONO SPECIAL MTNG 20811	100.00
10913	02/15/11	LARRY COULOMBE SPECIAL MTNG 20811	100.00
10914	02/15/11	U.S. DEPT OF THE INTERIOR/BLM BH MTNS ID1 WATER SYS RIGHT-OF-WAY CACA 005232, LEASE 1/01/2011-12/31/2011	3,157.08
10915	02/15/11	THE HOME DEPOT #6971 BLDG MAINT	681.70
10916	02/15/11	DAVID LARSON SPECIAL MTNG 20811	100.00
10917	02/15/11	MAID TO ORDER C/SVC JEMEZ & CHEROKEE 21311	153.00
10918	02/15/11	MICHAEL MCBRIDE SPECIAL MTNG 20811	100.00
10919	02/15/11	OFFICE DEPOT OFFICE SUPPLIES OFFICE SUPPLIES	146.87
10920	02/15/11	PROTECTION ONE SHOP MO SVC 22611-32511	39.69
10921	02/15/11	SPECIAL DISTRICT AND LOCAL BD APPR 2DAY SEMINAR, COULOMBE BD APPR 2DAY SEMINAR, BURKHART	1,240.00
10922	02/15/11	TODD ENGINEERS PROF SVC, RECHE/JAN 2011	6,465.53
10923	02/15/11	USA BLUEBOOK INJECTION VALVE, GRD	1,281.15
10924	02/15/11	VALLEY INDEPENDENT PRINTING BUS CARDS, NAMEPLATE-TOMPKINS, NAME BADGES-TOMPKINS & WEST	110.27
10936	02/25/11	EB INVESTMENTS BALANCE RFND ACCT# 1107003	84.73
10937	02/25/11	US CITIES REAL ESTATE BALANCE RFND ACCT# 0508001	84.42
10938	02/25/11	AMERICAN WATER WORKS ASSN. ANNUAL DUES 50111-43012	413.00
10939	02/25/11	BARR LUMBER CO INC SUPPLIES	41.90
10940	02/25/11	TERRY BURKHART REG MEETING 22211	100.00
10941	02/25/11	CLINICAL LABORATORY OF BULK SYS/BAC-T, PLATE COUNT	92.00
10942	02/25/11	JUDY CORL-LORONO REG MEETING 22211 AWAC/STANDING CMTE 22311	150.00

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 28, 2011

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
10943	02/25/11	LARRY COULOMBE REG MEETING 22211	100.00
10944	02/25/11	FIRST BANKCARD MISC ITEMS GEN ADVERTISING, BD SEC'Y REIM COMPLIANCE & BD SEC'Y TRAINING SACRAMENTO	1,236.24
10945	02/25/11	INLAND WATER WORKS FIELD SUPPLIES	36.98
10946	02/25/11	KRIEGER & STEWART, INC DISTRICT ENGINEER, December 2010	10,721.55
10947	02/25/11	MICHAEL MCBRIDE REG MEETING 22211	100.00
10948	02/25/11	OFFICE DEPOT OFFICE SUPPLIES	19.56
10949	02/25/11	SMITH TRAGER LLP LEGAL FEES, TRAGER/NOV	2,243.75
10950	02/25/11	SOUTHERN CALIFORNIA EDISON POWER EXP, JAN	5,267.30
10951	02/25/11	USA BLUEBOOK WATER SYSTEM PARTS	865.22
10952	02/25/11	USDA RURAL DEVELOPMENT DV BOND PAYMENT	32,799.42
TOTAL			96,290.34

Prepared By   
Date 3/10/11  
Reviewed By \_\_\_\_\_

UNION BANK OF CALIFORNIA  
DISBURSEMENTS JANUARY 2011

CORRECTED

Datastream Check Register	<u>61,500.34</u>	<u>61,500.34</u>
---------------------------	------------------	------------------

EFT for Vendor Services

Bank Fees	231.89	
Credit Card Fees	699.72	
Internet Access Fee	<u>59.99</u>	
Total EFT for Vendor Services		<u>991.60</u>

Wages for Paydate 01/06/11

Employee Tax Withholdings	1,702.94	
Employer Tax Expenses	183.83	
Wages check # 10797-10806	<u>11,677.96</u>	
		<u>13,564.73</u>

Wages for Paydate 01/20/11

Employee Tax Withholdings	1,579.92	
Employer Tax Expenses	183.99	
Wages check # 10852-10860	<u>9,567.77</u>	
		<u>11,331.68</u>

Transfers to LAIF

<u>45,000.00</u>	<u>45,000.00</u>
------------------	------------------

Total Disbursements

132,388.35

Prepared By

Date 2/23/11

Reviewed By

## GENERAL FUND

## ASSETS

-----

TOTAL CASH & CASH EQUIVALENTS	111,678.54	
TOTAL INVESTMENTS	729,761.68	
TOTAL ACCTS RECEIVABLE, WATER	144,398.35	
TOTAL ACCTS RECEIVABLE, OTHER	1,032.00	
TOTAL INVENTORY	75,208.22	
TOTAL PREPAID EXPENSES	17,405.07	
TOTAL FIXED ASSETS	3,693,559.11	
TOTAL WORK IN PROGRESS (OTHERS)	5,117.77	
TOTAL WORK IN PROGRESS (AGENCY)	649,461.65	
TOTAL DEBT ISSUANCE COST	2,011.24	
 TOTAL ASSETS		5,429,633.63

=====

## LIABILITIES

-----

TOTAL ACCOUNTS PAYABLE	11,687.76	
TOTAL ACCRUED PAYROLL	119,312.08	
TOTAL CUSTOMER DEPOSITS	51,694.00	
TOTAL WORK IN PROGRESS DEPOSIT	11,000.00	
TOTAL LIAB PYBL FRM REST ASSET	6,487.21	
TOTAL LONG TERM DEBT	1,058,977.05	
 TOTAL LIABILITIES		1,259,158.10

## EQUITY

-----

TOTAL EQUITY	4,170,475.53	
 TOTAL LIABILITIES & EQUITY		5,429,633.63

=====

Prepared By

Date 2/10/11

Reviewed By

## GENERAL FUND

## ASSETS

-----

## CASH &amp; CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	110,128.54
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00
		-----
TOTAL CASH & CASH EQUIVALENTS		111,678.54

## INVESTMENTS

01 13303	CASH LAIF-UNRESTRICTED	729,761.68
		-----
TOTAL INVESTMENTS		729,761.68

## ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	144,398.35
		-----
TOTAL ACCTS RECEIVABLE, WATER		144,398.35

## ACCOUNTS RECEIVABLE, OTHER

01 13600	A/R INTEREST EARNINGS	1,032.00
		-----
TOTAL ACCTS RECEIVABLE, OTHER		1,032.00

## INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	71,911.88
01 14302	INVENTORY-DIESEL FUEL	1,861.84
01 14303	INVENTORY-UNLEADED FUEL	1,434.50
		-----
TOTAL INVENTORY		75,208.22

## PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	794.27
01 14402	PREPAYMENTS PL & PD LIAB INS	10,672.73
01 14403	POSTAGE	5,938.07
		-----
TOTAL PREPAID EXPENSES		17,405.07

## 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	7,635,120.41
01 11180	FA SHOP EQUIPMENT	99,211.92
01 11181	FA MOBILE EQUIPMENT	444,996.56
01 11190	FA OFFICE EQUIPMENT	139,079.33
01 11400	ACCUMULATED DEPRECIATION	( 5,334,116.66)
		-----
TOTAL FIXED ASSETS		3,693,559.11

## GENERAL FUND

## WORK IN PROGRESS (FOR OTHERS)

01 12004	WIP BLUCKER ANNEXATION	111.52
01 12038	WIP HAHM INTERNATIONAL	5,006.25
		-----
TOTAL WORK IN PROGRESS(OTHERS)		5,117.77

## WORK IN PROGRESS (AGENCY)

01 12005	WIP EPA GRANT	649,461.65
		-----
TOTAL WORK IN PROGRESS(AGENCY)		649,461.65

## DEBT ISSUANCE COST

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

## TOTAL ASSETS

5,429,633.63

=====

## LIABILITIES

-----

## ACCOUNTS PAYABLE

01 22400	CAPITAL LEASE	( 0.48)
01 22520	ACCRUED INTEREST PAYABLE	3,750.00
01 22700	ACCOUNTS PAYABLE	7,938.24
		-----
TOTAL ACCOUNTS PAYABLE		11,687.76

## ACCRUED PAYROLL

01 22900	ACCRUED PAYROLL LIABILITIES	14,528.08
01 22910	ACCRUED EMPLOYEE COMP BALANCES(	23,425.00)
01 24000	DEFERRED REVENUE	128,209.00
		-----
TOTAL ACCRUED PAYROLL		119,312.08

## CUSTOMER DEPOSITS

01 22550	CUSTOMER DEPOSITS PENDING	2,020.00
01 22600	CUSTOMER DEPOSITS	49,674.00
		-----
TOTAL CUSTOMER DEPOSITS		51,694.00

## WORK IN PROGRESS DEPOSIT

01 23004	WIP-DEP-BLUCKER ANNEXATION	7,500.00
01 23038	WIP DEP HAHM INTERNATIONAL	3,500.00
		-----
TOTAL WORK IN PROGRESS DEPOSIT		11,000.00

## 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

BALANCE SHEET  
PERIOD ENDING 02/28/11

## GENERAL FUND

TOTAL LIAB PYBL FRM REST ASSET		6,487.21
-----		
LONG TERM DEBT		
01 21101	REVENUE BONDS PAYABLE - DV	286,977.05
01 22300	REVENUE BONDS PAYABLE - BH	772,000.00
TOTAL LONG TERM DEBT		1,058,977.05
TOTAL LIABILITIES		1,259,158.10
EQUITY		
-----		
01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88
01 30111	FMHA GRANTS	758,297.76
01 31000	FUND BALANCE	2,329,076.58
01 31001	FUND BALANCE FEMA & OES	427,895.00
01 31111	CURR YEAR NET REVENUE/EXPENSE	364,170.31
TOTAL EQUITY		4,170,475.53
TOTAL LIABILITIES & EQUITY		5,429,633.63
		=====



STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 02/28/11

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
	-----	-----	-----	-----	-----
REVENUE					
-----					
TOTAL OPERATING REVENUE	1,084,296.00	89,726.33	779,193.73	305,102.27	71.86%
TOTAL NON-OPERATING REVENUE	238,600.00	130,210.42	345,453.56	-106,853.56	144.78%
-----					
TOTAL REVENUE	1,322,896.00	219,936.75	1,124,647.29	198,248.71	85.01%
EXPENSE					
-----					
TOTAL OPERATIONS EXPENSE	452,280.00	36,131.89	187,522.61	264,757.39	41.46%
TOTAL BULK SYSTEM EXPENSE	0.00	608.55	8,253.06	0.00	0.00%
TOTAL ADMINISTRATIVE EXPENSE	607,175.00	39,355.54	359,432.99	247,742.01	59.20%
TOTAL OPERATING EXPENSE	1,059,455.00	76,095.98	555,208.66	504,246.34	52.41%
TOTAL NON-OPERATING EXPENSE	137,200.00	27,994.94	205,268.32	-68,068.32	149.61%
-----					
TOTAL EXPENSE	1,196,655.00	104,090.92	760,476.98	436,178.02	63.55%
-----					
NET REV/EXP GENERAL FUND	126,241.00	115,845.83	364,170.31	-237,929.31	288.47%
=====					

Prepared By

Date

Reviewed By



3/10/11



STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 02/28/11

## 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	1,320.00	1,190.00	52.59%
01 41001	BASIC FACILITIES CHARGE	8,196.00	0.00	4,098.00	4,098.00	50.00%
01 41100	INCOME METERED WATER	444,931.00	24,393.96	275,630.85	169,300.15	61.95%
01 41300	BASIC SERVICE CHARGE	559,350.00	49,517.45	397,018.78	162,331.22	70.98%
01 41400	INCOME METERED BULK WATER	0.00	3,597.33	39,073.02	0.00	0.00%
01 41600	INCOME REVENUE BONDS DV FMHA	47,709.00	8,352.77	33,467.71	14,241.29	70.15%
01 41700	INCOME OTHER (OPERATING)	21,600.00	3,864.82	28,585.37	-6,985.37	132.34%
		-----	-----	-----	-----	-----
TOTAL OPERATING REVENUE		1,084,296.00	89,726.33	779,193.73	305,102.27	71.86%
NON-OPERATING REVENUE						
01 49100	INCOME GEN TAX ID A 1% BH GA02	52,100.00	306.45	21,456.56	30,643.44	41.18%
01 49101	INCOME BOND DEBT BH FMHA DA01	125,900.00	1,697.35	56,752.29	69,147.71	45.08%
01 49102	INCOME GENERAL TAX 1% DV GA01	52,100.00	303.81	21,888.91	30,211.09	42.01%
01 49200	INTEREST INCOME	2,000.00	0.00	2,626.18	-626.18	131.31%
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	7,097.53	0.00	0.00%
01 49999	FEDERAL/STATE GRANTS FEMA/OES	0.00	127,902.81	235,632.09	0.00	0.00%
		-----	-----	-----	-----	-----
TOTAL NON-OPERATING REVENUE		238,600.00	130,210.42	345,453.56	-106,853.56	144.78%
		-----	-----	-----	-----	-----
TOTAL REVENUE		1,322,896.00	219,936.75	1,124,647.29	198,248.71	85.01%

## EXPENSE

## OPERATIONS EXPENSE

01 54102	OPERATIONS COMPENSATION	200,000.00	10,974.33	74,793.40	125,206.60	37.40%
01 54103	UNIFORMS	2,650.00	136.48	1,462.30	1,187.70	55.18%
01 54105	AUTO CONTROLS	4,500.00	169.16	1,555.15	2,944.85	34.56%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	9,000.00	0.00	4,381.92	4,618.08	48.69%
01 54107	VEHICLE EXPENSE - FUEL	20,000.00	1,303.75	11,243.43	8,756.57	56.22%
01 54109	FIELD MATERIALS & SUPPLIES	25,000.00	538.21	8,266.83	16,733.17	33.07%
01 54111	WATER TESTING	9,000.00	385.00	8,995.00	5.00	99.94%
01 54112	CONTRACTUAL SERV- ENGINEERING	50,000.00	11,721.55	21,820.60	28,179.40	43.64%
01 54114	WATER SYSTEM REPAIRS	30,000.00	2,146.37	2,178.99	27,821.01	7.26%
01 54115	BUILDING MAINTENANCE/REPAIR	8,680.00	1,015.10	5,472.06	3,207.94	63.04%
01 54117	AMES BASIN MONITORING	9,500.00	0.00	845.00	8,655.00	8.89%
01 54119	COMMUNICATIONS EXPENSE	2,150.00	142.70	1,051.49	1,098.51	48.91%
01 54121	DISINFECTION EXPENSE	4,000.00	0.00	2,894.01	1,105.99	72.35%
01 54125	POWER WELLS & PUMPS	67,000.00	4,442.16	34,385.44	32,614.56	51.32%
01 54130	OTHER OPERATIONS EXPENSES	10,800.00	3,157.08	8,176.99	2,623.01	75.71%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 02/28/11

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
	-----	-----	-----	-----	-----
TOTAL OPERATIONS EXPENSE	452,280.00	36,131.89	187,522.61	264,757.39	41.46%
BULK SYSTEM EXPENSE					
01 55001 PUMPING PLANT EXPENSE	0.00	608.55	6,901.50	0.00	0.00%
01 55002 BULK OPERATIONS & MAINTENANCE	0.00	0.00	1,351.56	0.00	0.00%
TOTAL BULK SYSTEM EXPENSE	0.00	608.55	8,253.06	0.00	0.00%
ADMINISTRATIVE EXPENSE					
01 56001 DIRECTOR FEES	15,000.00	1,000.00	8,000.00	7,000.00	53.33%
01 56002 DIRECTOR MEETING EXPENSES	5,000.00	1,240.00	8,264.21	-3,264.21	165.28%
01 56003 ADMINISTRATIVE COMPENSATION	225,000.00	17,094.68	118,809.18	106,190.82	52.80%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	717.73	1,177.79	-177.79	117.78%
01 56006 CONTRACTUAL SERV-AUDITOR	28,000.00	0.00	24,462.00	3,538.00	87.36%
01 56007 CONTRACTUAL SERV-LEGAL	80,000.00	5,868.75	13,283.21	66,716.79	16.60%
01 56008 PERS CONTRIBUTION	34,675.00	2,067.12	16,915.42	17,759.58	48.78%
01 56009 PAYROLL TAXES	10,000.00	503.30	4,565.52	5,434.48	45.66%
01 56011 TELEPHONE/FAX/INTERNET/WEB	8,500.00	517.33	4,287.28	4,212.72	50.44%
01 56012 MAILING EXPENSES	8,800.00	646.74	4,164.18	4,635.82	47.32%
01 56014 CONTRACTUAL SERV-OTHER	37,400.00	1,684.62	21,543.72	15,856.28	57.60%
01 56016 PROPERTY/LIABILITY EXPENSE	30,600.00	2,543.19	18,302.52	12,297.48	59.81%
01 56017 WORKERS COMP INSURANCE	15,000.00	794.33	8,212.75	6,787.25	54.75%
01 56018 DUES & SUBSCRIPTIONS	8,000.00	444.89	8,927.65	-927.65	111.60%
01 56020 POWER OFFICES & YARDS	5,200.00	286.83	3,213.82	1,986.18	61.80%
01 56022 BAD DEBT EXPENSE	6,000.00	-367.24	32,300.75	-26,300.75	538.35%
01 56025 PROPANE	1,500.00	-2.28	910.30	589.70	60.69%
01 56030 OFFICE SUPPLIES	4,000.00	448.37	3,231.32	768.68	80.78%
01 56100 EMPLOYEE BENEFITS INSURANCE	77,500.00	3,867.18	41,081.69	36,418.31	53.01%
01 56110 EMPLOYEE EDUCATION	6,000.00	0.00	3,182.15	2,817.85	53.04%
01 56134 FLAMINGO HEIGHTS ASSN EXP	0.00	0.00	14,597.53	0.00	0.00%
TOTAL ADMINISTRATIVE EXPENSE	607,175.00	39,355.54	359,432.99	247,742.01	59.20%
TOTAL OPERATING EXPENSE	1,059,455.00	76,095.98	555,208.66	504,246.34	52.41%
NON-OPERATING EXPENSE					
01 56200 OFFICE EQUIPMENT EXPENSE	3,450.00	0.00	5,277.52	-1,827.52	152.97%
01 56300 CUSTOMER RELATIONS	3,000.00	104.88	945.67	2,054.33	31.52%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,000.00	115.59	4,135.16	-1,135.16	137.84%
01 57000 INTEREST EXPENSE - BH BONDS	39,000.00	0.00	19,299.99	19,700.01	49.49%
01 57100 DEPRECIATION EXPENSE	0.00	19,975.05	160,011.14	0.00	0.00%
01 57350 MWA PIPELINE DEBT	73,000.00	0.00	0.00	73,000.00	0.00%
01 59100 INTEREST EXPENSE - DV BONDS	15,750.00	7,799.42	15,598.84	151.16	99.04%
TOTAL NON-OPERATING EXPENSE	137,200.00	27,994.94	205,268.32	-68,068.32	149.61%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 02/28/11

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL EXPENSE	1,196,655.00	104,090.92	760,476.98	436,178.02	63.55%
NET REV/EXP GENERAL FUND	126,241.00	115,845.83	364,170.31	-237,929.31	288.47%
	=====	=====	=====	=====	=====

## GENERAL ACCOUNT (UNION BANK)

Feb-11

## SOURCES OF FUNDS:

SERVICE LINE INSTALLATION FEES	0.00
BAD DEBT EXPENSE	629.69
A/R - WATER	75,060.34
MISCELLANEOUS REVENUE	1,225.57
1% GENERAL TAX	5808.09
BIGHORN AD VALOREM TAX	11350.85
EPA GRANT REIM#18	127902.81
PERS MEMBER CONT	133.60
CUSTOMER DEPOSITS	<u>2,300.00</u>

TOTAL

224,410.95

## USE OF FUNDS:

DEBT SERVICE	32,799.42
CAPITAL PURCHASES	19,263.86
INVENTORY PURCHASES	1,270.03
PREPAYMENTS - INSURANCE & POSTAGE	0.00
PAYMENTS FOR SALARIES & WAGES	26,951.53
ADMINISTRATIVE EXPENSE	19,695.39
OPERATIONS EXPENSES	24,077.10
TRANSFER TO INCREASE LAIF	0.00
MISCELLANEOUS & CUSTOMER REFUNDS	<u>169.15</u>

TOTAL

124,226.48

Prepared By

Date 3/10/11Reviewed By WMS

**UNION BANK OF CALIFORNIA**  
**DISBURSEMENTS FEBRUARY 2011**

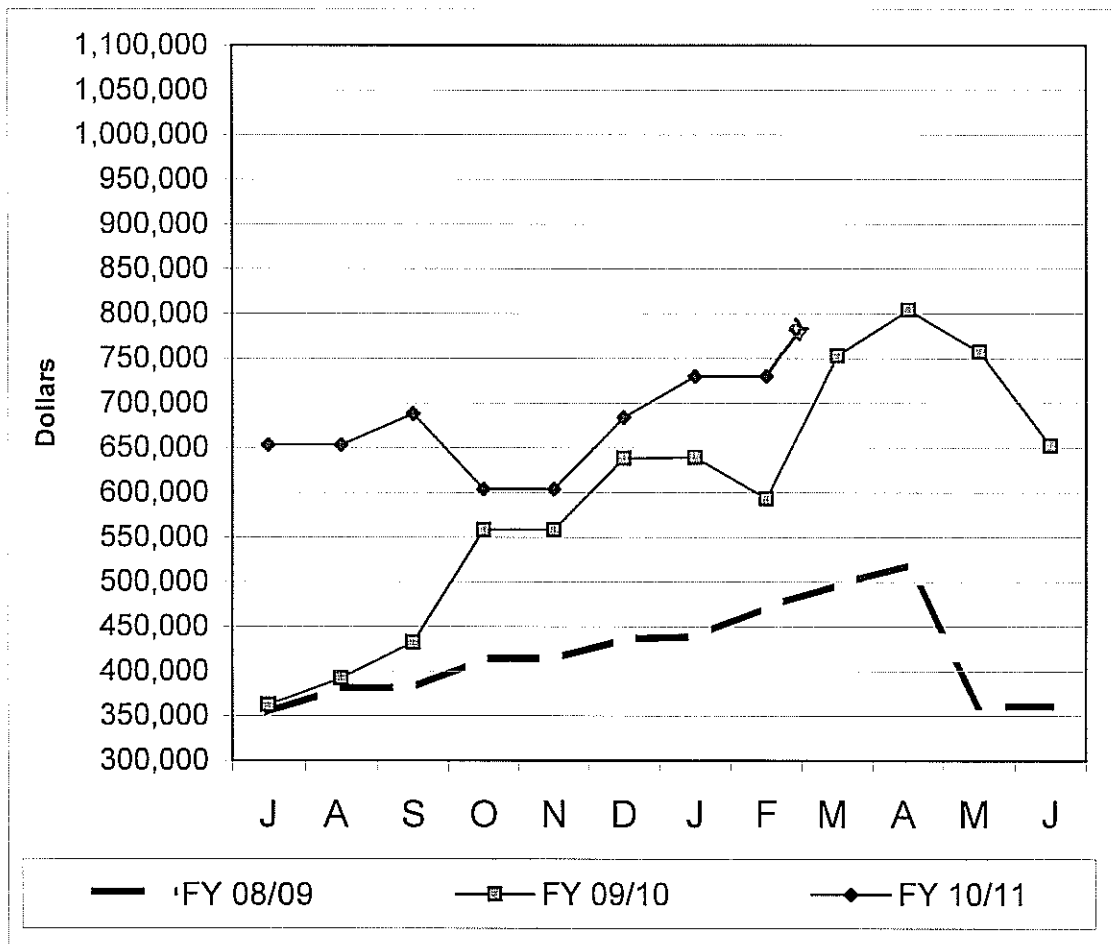
Datastream Check Register	<u>96,290.34</u>	<u>96,290.34</u>	
EFT for Vendor Services			
Bank Fees	231.64		
Credit Card Fees	692.98		
Internet Access Fee	<u>59.99</u>		
Total EFT for Vendor Services		<u>984.61</u>	
Wages for Paydate 02/03/11			
Employee Tax Withholdings	1,919.35		
Employer Tax Expenses	203.63		
Wages check # 10876-10885	<u>10,303.83</u>		
		<u>12,426.81</u>	
Wages for Paydate 02/17/11			
Employee Tax Withholdings	1,696.36		
Employer Tax Expenses	195.42		
Wages check # 10925-10935	<u>12,632.94</u>		
		<u>14,524.72</u>	
Transfers to LAIF	<u>-</u>	<u>-</u>	
Total Disbursements			<u><u>124,226.48</u></u>

Prepared By *Max Cleveland*  
Date 3/10/11  
Reviewed By *Alina*

# Local Agency Investment Fund Balance Timeline

Balance as of February 28, 2011

	FY 08/09	FY 09/10	FY 10/11
July	354,364	362,520	653,168
August	381,364	392,520	653,168
September	381,364	432,520	688,168
October	414,076	558,397	604,025
November	414,076	558,397	604,025
December	436,076	638,397	684,025
January	438,737	639,258	729,762
February	471,737	593,258	729,762
March	496,737	753,258	779,762 3/4/2011 Deposit
April	518,901	804,136	
May	360,901	757,136	
June	360,901	652,136	



Prepared By [Signature]  
 Date 3/10/11  
 Reviewed By [Signature]

DATE: FEBUARY 2011  
TO: LYNI TOMPKINS  
FROM: DESTINY DIAZ  
RE: Consumption & Billing Comparison January 2011

CORRECTED

### Consumption

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	149	268,432
Book 2	183	132,833
Book 3	161	120,113
Book 4	152	324,338
Book 5	129	102,313
Book 6	137	111,017
<b>Total</b>	<b>911</b>	<b>1,059,046</b>

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	41	14,559
Book 31	6	1,093
Book 32	4	10,900
<b>Total</b>	<b>51</b>	<b>26,552</b>

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	45	16,271
<b>Total</b>	<b>45</b>	<b>16,271</b>

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	165	0
Book 8	176	1,246
Book 9	187	0
Book 10	179	0
Book 11	191	0
<b>Total</b>	<b>898</b>	<b>1,246</b>

Construction Meters		
	Meters	Usage (c.f.)
Book 40	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Billed Consumption	1,060,292
Non Billed Usage	8,523
<b>Total Consumption</b>	<b>1,068,815</b>

Active Residential Meters	1,809
Active Bulk Meters	96
<b>Total Active Meters</b>	<b>1,905</b>

### Billing Comparison

	This Year JAN 2011	Last Year JAN 2010	Difference More (Less)
<b>Statistics</b>			
Total Customer Accounts	1007	1011	(4)
Usage in Cubic Feet	1,115,960	828,184	287,776
Percentage Increase/(Decrease)			35%

<b>Revenues</b>			
Water Revenues	25,179.24	28,337.11	(3,157.87)
Basic Service Charge	50,116.91	50,257.15	(140.24)
Miscellaneous	339.59	245.55	94.04
Delinquent Charges	1,567.36	1,647.12	(79.76)
<b>Total Operating Revenues</b>	<b>77,203.10</b>	<b>80,486.93</b>	<b>(3,283.83)</b>

<b>Debt Service Revenues (pass through)</b>			
FMHA **	37.37	23.28	14.09
<b>Total Debt Service Revenues</b>	<b>37.37</b>	<b>23.28</b>	

### **Additional Information Regarding Pass Through Revenues**

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

Total Charges (Proof)	<b>77,240.47</b>	<b>80,510.21</b>	<b>(3,269.74)</b>
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DATE: MARCH 2011  
TO: LYNİ TOMPKINS  
FROM: DESTINY DIAZ  
RE: Consumption & Billing Comparison February 2011

### Consumption

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	149	0
Book 2	183	2,793
Book 3	161	0
Book 4	152	0
Book 5	129	0
Book 6	137	703
<b>Total</b>	<b>911</b>	<b>3,496</b>

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	165	122,737
Book 8	177	178,744
Book 9	188	189,036
Book 10	179	182,134
Book 11	191	168,193
<b>Total</b>	<b>900</b>	<b>840,844</b>

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	41	10,503
Book 31	6	2,524
Book 32	4	11,650
<b>Total</b>	<b>51</b>	<b>24,677</b>

Construction Meters		
	Meters	Usage (c.f.)
Book 40	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
Billed Consumption		889,660
Non Billed Usage		3,206
<b>Total Consumption</b>		<b>892,866</b>

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	45	20,643
<b>Total</b>	<b>45</b>	<b>20,643</b>

Active Residential Meters	1,811
Active Bulk Meters	96
<b>Total Active Meters</b>	<b>1,907</b>

### Billing Comparison

	This Year FEB 2011	Last Year FEB 2010	Difference More (Less)
<b>Statistics</b>			
Total Customer Accounts	996	1002	(6)
Usage in Cubic Feet	889,660	924,132	(34,472)
Percentage Increase/(Decrease)			-4%

<b>Revenues</b>			
Water Revenues	29,182.44	29,615.85	(433.41)
Basic Service Charge	49,516.53	49,528.44	(11.91)
Miscellaneous	305.55	427.40	(121.85)
Delinquent Charges	1,476.34	1,422.61	53.73
<b>Total Operating Revenues</b>	<b>80,480.86</b>	<b>80,994.30</b>	<b>(513.44)</b>

<b>Debt Service Revenues (pass through)</b>			
FMHA **	8,352.61	8,371.15	(18.54)
<b>Total Debt Service Revenues</b>	<b>8,352.61</b>	<b>8,371.15</b>	

#### **Additional Information Regarding Pass Through Revenues**

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

Total Charges (Proof)	<b>88,833.47</b>	<b>80,510.21</b>	<b>8,323.26</b>
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DATE: March 1, 2011  
 TO: Lyni Tompkins  
 FROM: Michelle Corbin  
 SUBJECT: Service Order Report July 2010 through June 2011

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
Mainline Leaks:	0	0	0	0	0	1	1	0					2
Service Line Repairs:	8	6	3	5	4	2	1	3					32
Service Line Replacements:	11	2	0	0	0	1	0	2					16
Service Line Installations:	0	1	0	0	0	0	0	0					1
Water System Operations Concerns:**	2	0	2	0	0	0	0	0					4
48 Hour Tags for NSF Checks:	1	1	2	1	0	1	1	1					8
Lock Offs for Non-Payment:	12	14	5	13	11	6	4	5					70
Unlocks After Payment Made:	4	6	1	9	4	2	3	2					31
Fire Hydrant Maintenance	n/a	n/a	n/a	n/a	18	31	50	0					99
All Other Miscellaneous:	114	207	183	118	89	87	107	139					1044
Total	152	237	196	146	126	131	167	152					1307

Bi-annual Flushing of Deadends and Blowoffs was Completed in October

*Fire Hydrant Maintenance and Overhaul activities began in November 2010*

*\*\* Includes Water Quality (taste, odor, color) as well as high or low pressure concerns.*



DATE: 3/1/2011  
 TO: Board of Directors  
 FROM: Kit Boyd  
 RE: FEBRUARY PRODUCTION

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total Running Time	acre feet
Well 2	0	0	#DIV/0!	0	0.00
Well 3	0	0	#DIV/0!	0	0.00
Well 4	0	0	#DIV/0!	0	0.00
Well 6	458,910	3,432,647	469	121.9	10.54
Well 7	28,110	210,263	389	9	0.65
Well 8	414,000	3,096,720	976	52.9	9.50
Well 9	70,800	529,584	684	12.9	1.63
Well 10	13,760	102,925	46	37.5	0.32
Total	985,580	7,372,138			22.63

Wells 2, 3 and 4 did not run this month

A Boosters	51,470	384,996	67	95.7
C Boosters	112,800	843,744	235	59.8
Total	164,270	1,228,740		

## Bighorn-Desert View Water Agency

### Board of Directors

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J. Larry Coulombe, Vice President  
Michael McBride, Director  
David Larson, Director  
Judy Corl-Lorono, Director



### Agency Office

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Marina D West, P.G., General Manager

A Public Agency

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## BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, February 8, 2011 - 6:00 p.m.

### CALL TO ORDER

Meeting convened by Board President Terry Burkhart at 6:01 p.m.

### PLEDGE OF ALLEGIANCE

Led by Rebecca Unger

President Burkhart asked for a moment of silence for Delmour Maybury and Betty Lawson, former Board members.

### ROLL CALL

Directors Present: Michael McBride  
Judy Corl-Lorono  
Larry Coulombe  
David Larson  
Terry Burkhart

Staff Present: Marina West

### APPROVAL OF AGENDA

President Burkhart requested item 8d be pulled from the agenda.  
Motion to approve the agenda with the removal of item 8d.  
MSC<sup>1</sup> (Corl-Lorono/Larson) unanimously approved.

**PUBLIC PARTICIPATION** - Addressing items not appearing on this agenda.

No public comments.

## **CLOSED SESSION**

General Manager West reported the Board will go into closed session to confer with Legal Counsel for the purpose of deciding whether to initiate litigation (one matter – unidentified).

No public comments.

Adjourned for closed session at 6:06 p.m. – reconvened at 6:34 p.m.

## **CLOSED SESSION REPORT:**

President Burkhart reported the Board has decided not to initiate litigation at this time.

## **AGENCY FINANCIAL AUDIT FOR FISCAL YEAR 2009-2010. CONDUCTED BY THE INDEPENDENT CPA FIRM OF MAYER, HOFFMAN, MCCANN, P.C.**

Ken Al-Iman of Mayer, Hoffman, McCann P.C. gave a presentation on the 2009-2010 Audit for the Bighorn-Desert View Water Agency for fiscal year ending June 30, 2010.

Highlights from the Audit Presentation:

Throughout the fiscal year the Agency operated with a surplus.

All revenues of the Agency (not just tax revenues) are restricted to the geographical areas associated with each of the two predecessor Districts (Bighorn Mountains Water Agency and Desert View Water District).

Each of the two geographical areas has about an even amount of debt assets assigned to it. However, The Bighorn Mountains Water Agency geographical area has more invested in capital facilities which has resulted in a deficit in available resources.

This all came about when Bighorn Mountains Water Agency and Desert View Water District consolidated as an Act of the California State Legislator without a vote of the "people". That brought into play all of the issues and the legal research that are in the audit under note 11.

Auditor listed recommendations for consideration

General Manager West commented there could be one or more options of dealing with the accounting of Bighorn Mountains Water Agency and Desert View Water District; we need to explore those options. The easy answer is the general ledger needed to be "split" for more accurate accounting of the revenue and expenses of the predecessors. That is actually the current written interpretation. There may be other possible avenues which may involve a vote of the constituents to formally consolidate.

The Board directed staff to explore the alternatives regarding the restriction of revenues for Bighorn Mountains Water Agency and Desert View Water District and commented this situation existed in the past, but it appears no previous General Manager looked into it and/or acted on it.

The auditor, Ken Al-Iman, thanked and expressed his appreciation for the support of Marina West. He kept Ms. West very busy with all the analysis she had to do to support the audit. He believes not many agencies this size would have been able to take this

project on in such a short time frame. It took an enormous amount of time and it was amazing all the work was done by Ms. West.

The Board directed staff to implement as many of the five recommendations to approve upon as feasible. The Board thanked and expressed their appreciation for all the hard work done by General Manager West. The list of recommendations given to the agency last year were very long and the list has been cut down to just five; the Agency has made great strides in the past year.

The Board thanked the auditor for his services and a job well done.

No public comments.

**MOTION NO. 11-001**

*After board discussion, Director McBride made a motion to receive and file the Agency Financial Audit for fiscal year 2009-2010. Director Corl-Lorono seconded the motion.*

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

**ELECTION OF OFFICER - VICE PRESIDENT**

No public comments.

**MOTION NO. 11-002**

*Director Corl-Lorono made a motion to nominate Director Coulombe as Vice President of the Board. Director McBride seconded the motion.*

MSC<sup>1</sup> (Corl-Lorono/McBride) unanimously approved.

**COMMITTEE ASSIGNMENTS CALENDAR YEAR 2011**

General Manager West gave the staff report.

No public comments.

President Burkhart with Board consensus appointed Board members to the committees as noted:

Planning/Legislative/Engineering/Grant & Security Committee was assigned to President Burkhart and Director Larson.

Financial/Public Relations/Education & Personnel Committee was assigned to Vice President Coulombe and Director McBride.

Morongo Basin Pipeline Commission was assigned to Director Larson and Vice President Coulombe as alternate.

Mojave Water Agency Technical Advisory Committee was assigned to Vice President Coulombe and Director Larson as alternate.

Ames/Means Ad Hoc Committee was assigned to Director Corl-Lorono and Director McBride.

Alliance for Water Awareness and Conservation (AWAC) was assigned to Director Corl-Lorono and Vice President Coulombe as alternate.

Finance Research Ad Hoc Committee was assigned to President Burkhart and Vice President Coulombe.

President Burkhart with Board consensus dissolved the Legislation Ad Hoc Committee formed on February 24, 2009.

**RESOLUTION NO 11R-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY AUTHORIZING INVESTMENT OF MONIES INTO THE LOCAL AGENCY INVESTMENT FUND (LAIF)**

General Manager West gave the staff report.

No public comments.

**MOTION NO. 11-003**

*Director McBride made a motion to adopt Resolution 11R-01 authorizing investment of monies into the Local Agency Investment Fund. Director Corl-Lorono seconded the motion.*

MSC<sup>1</sup> (McBride/Corl-Lorono) unanimously approved.

**WATER SCIENCE PROJECT**

General Manager West gave the staff report.

No public comments.

**MOTION NO 11-004**

*After brief Board discussion, Director McBride made a motion to approve an agendaized Special Board of Directors' Meeting to start at 4:30 p.m. on April 26, 2011 so the members of the Board can participate as judges for the Water Science Project participants from Landers Elementary School. Director Larson seconded the motion.*

MSC<sup>1</sup> (McBride/Larson) unanimously approved.

**SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI) GOVERNANCE CONFERENCE**

General Manager West gave the staff report.

No public comments.

**MOTION NO 11-005**

*After brief board discussion, Director Corl-Lorono made a motion the Board authorize attendance at the Special District and Local Government Institute (SDI) Governance Conference scheduled for February 17 & 18, 2011 in Anaheim California at an approximate cost of \$1,465.00 per Board member. Director McBride seconded the motion.*

MSC<sup>1</sup> (Corl-Lorono/McBride) unanimously approved.

**CHANGE ORDER NO. 3 TO TODD ENGINEERS FOR PROJECT MANAGEMENT, PERMITTING, HYDROGEOLOGIC FEASIBILITY STUDY AND GROUNDWATER MANAGEMENT PLAN PROJECT**  
General Manager West gave the staff report.

No public comments.

**MOTION NO 11-006**

*Director McBride made a motion to approve change order No. 3 to Todd Engineers for project management, permitting, hydrogeologic feasibility study and groundwater management plan project. Director Cort-Lorono seconded the motion.*

MSC<sup>1</sup> (McBride/Cort-Lorono) unanimously approved.

**CHANGE ORDER NO. 6 TO CANDIDA NEAL, AICP FOR CEQA/NEPA SERVICES RELATED TO THE WATER INFRASTRUCTURE RESTORATION PROGRAM**

General Manager West gave the staff report.

No public comments.

**MOTION NO. 11-007**

*After brief board discussion, Director McBride made a motion to approve change order No. 6 to Candida Neal, AICP for CEQA/NEPA services related to the water infrastructure restoration program. Director Larson seconded the motion.*

MSC<sup>1</sup> (McBride/Larson) unanimously approved.

**DISBURSEMENTS DECEMBER 2010**

No public comments.

*Director Larson made a motion to approve the disbursements for December 2010. Director McBride seconded the motion.*

MSC<sup>1</sup> (Larson/McBride) unanimously approved.

**CONSENT ITEMS**

- a. Financial Statements December 2010
- b. Consumption & Billing Comparison Report December 2010
- c. Service Order Report December 2010
- d. Revised Production Report November 2010
- e. Production Report December 2010
- f. Special Board Meeting Minutes, October 25, 2010
- g. Special Board Meeting Minutes, November 15, 2010
- h. Regular Board Meeting Minutes, December 28, 2010
- i. Progress Report on the Ames/Reche Recharge Facility Project

No public comments.



Director Corl-Lorono made a motion to approve the consent items a through i. Director McBride seconded the motion.

MSC<sup>1</sup> (Corl-Lorono/McBride) unanimously approved.

### **MATTERS REMOVED FROM CONSENT CALENDAR**

Adjourned for a break at 7:29:30 p.m. – Reconvened at 7:37:30 p.m.

### **VERBAL REPORTS**

#### **GENERAL MANAGER'S REPORT:**

General Manager West reported since the Agency is considered longevity members (long term members) of the Special District Risk Management Association, we received a refund of \$1100.00 from our Workers' Compensation account and \$2043.00 from the property liability account.

#### **DIRECTOR'S REPORT:**

None

#### **PRESIDENT'S REPORT:**

President Burkhart reported nominations for the Special District Risk Management Authority (SDRMA) Board of Directors will be announced soon should any directors be interested in being nominated.

### **COMMUNICATION AND PUBLIC INFORMATION ITEMS**

None

### **ITEMS FOR NEXT AGENDA**

Create an Ad Hoc Committee to Evaluate the General Manager's Employment Contract.

Create an Ad Hoc Committee to Negotiate the General Manager's Employment Contract.

Board Secretary.

**ADJOURNMENT** - President Burkhart adjourned the meeting at 7:42 p.m.

Approved by:

---

Judy Corl-Lorono  
Board Secretary

MSC<sup>1</sup> – Motion made, seconded, and carried.

# Bighorn-Desert View Water Agency

## Board of Directors

Terry Burkhart, President  
J. Larry Coulombe, Vice President  
Michael McBride, Director  
David Larson, Director  
Judy Corl-Lorono, Director



## Agency Office

622 S. Jemez Trail  
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Marina D West, P.G., General Manager

A Public Agency

## BOARD OF DIRECTORS' REGULAR MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, February 22, 2011 - 6:00 p.m.

### CALL TO ORDER

Meeting convened by Board President Terry Burkhart at 6:02 p.m.

### PLEDGE OF ALLEGIANCE

Led by Rebecca Unger.

### ROLL CALL

Directors Present: Michael McBride  
Terry Burkhart  
Judy Corl-Lorono  
Larry Coulombe

Directors Absent: David Larson

Staff Present: Marina West  
Lyni Tompkins

### APPROVAL OF AGENDA

President Burkhart requested item 12b be pulled from the agenda.  
Motion to approve the agenda with the removal of item 12b.  
MSC<sup>1</sup> (Corl-Lorono/McBride) unanimously approved.

**PUBLIC PARTICIPATION** - Addressing items not appearing on this agenda.

No public comments.

## **RETENTION OF CPA FIRM MAYER HOFFMAN MCCANN, P.C. AS AUDITOR**

General Manager West gave the staff report.

No public comments.

Board commented the auditors, CPA firm Mayer Hoffman McCann, are professional and have done an excellent job for the agency. They have gone out of their way to be supportive in getting the Agency's problems solved. In addition, there is a misunderstanding of what auditors do. These auditors have not been charged with any wrong doing at the City of Bell, and retaining them is the right thing to do.

### **MOTION NO. 11-008**

*After board discussion, Director Carl-Lorono made a motion to retain CPA firm Mayer Hoffman McCann, P.C. as auditor for a third term. Director McBride seconded the motion.*

MSC<sup>1</sup> (Carl-Lorono/McBride) unanimously approved.

## **CONTRACT SERVICES AGREEMENT WITH ALESHIRE & WYNDER LLP FOR GENERAL AND SPECIAL COUNSEL SERVICES**

General Manager West gave the staff report indicating that the Agency's Legal Counsel Ms. Susan Trager has joined the firm as "of Counsel" and will remain the appointed legal counsel for the time being.

No public comments.

The Board commented they do not see how retaining this law firm would be in conflict with their engagement to the Town of Yucca Valley. They like that Counsel Wesley Miliband has courtroom and water law experience. The Agency cannot go without legal counsel.

### **MOTION NO. 11-009**

*Director McBride made a motion to approve retaining Aleshire and Wynder LLP as our general and special counsel on an interim basis while we proceed with a competitive process to formally appoint an Agency attorney pursuant to section 112-14 of the Bighorn-Desert View Water Agency law. Director Coulombe seconded the motion.*

MSC<sup>1</sup> (McBride/Coulombe) unanimously approved.

## **DEPARTMENT OF PUBLIC HEALTH NOTICE: GROSS ALPHA AND URANIUM CONCENTRATIONS AT WELL NO. 2 AND WELL NO. 3**

General Manager West gave a presentation.

Public comments:

Robert Garcia, of Flamingo Heights, asked if the Agency has any type of filtration system.

General Manager West responded the Agency has several options to treat the water.

Robert Garcia, of Flamingo Heights, asked if the Wells are going back on-line.

General Manager West responded the intention is to put Well No. 2 & Well No. 3 back on-line because they are in compliance.

Board directed staff to send a letter to the California Department of Public Health notifying them of our intention before putting the Wells back on-line.

#### **GENERAL MANAGER PERFORMANCE/COMPENSATION "2-MEMBER" AD HOC COMMITTEE**

No public comments.

President Burkhart with Board consensus created the General Manager Performance/Compensation "2-Member" Ad Hoc Committee. She appointed Director McBride as Chairperson and Vice President Coulombe as member.

#### **REGISTRATION TO ATTEND A PUBLIC FORUM ON "THE IMPACT OF POLITICS" HOSTED BY THE VICTORVILLE CHAMBER OF COMMERCE**

General Manager West gave the staff report.

No public comments.

#### **MOTION NO. 11-010**

*Director Cori-Lorono made a motion that the Directors who want to attend can attend the public forum on "The Impact of Politics" hosted by Victorville Chamber of Commerce. Director McBride seconded the motion.*

MSC<sup>1</sup> (Cori-Lorono/McBride) unanimously approved.

#### **DISBURSEMENTS JANUARY 2011**

No public comments.

*Director Cori-Lorono made a motion to approve the disbursements for January 2011. Director McBride seconded the motion.*

MSC<sup>1</sup> (Cori-Lorono/McBride) unanimously approved.

#### **CONSENT ITEMS**

- a. Financial Statements January 2011
- ~~b. Consumption & Billing Comparison Report January 2011~~
- c. Service Order Report January 2011
- d. Production Report January 2011

No public comments.

*Director Cori-Lorono made a motion to approve consent items a, c, and d. Director McBride seconded the motion.*

MSC<sup>1</sup> (Cori-Lorono/McBride) unanimously approved.

#### **MATTERS REMOVED FROM CONSENT ITEMS**

Item 12b Consumption & Billing Comparison Report January 2011 to be corrected and brought to the next Regular Board meeting for Board approval.

## **VERBAL REPORTS**

### **GENERAL MANAGER'S REPORT:**

General Manager West reported the upcoming SDRMA Board Nominations and Elections.

### **DIRECTORS' REPORT:**

Vice President Coulombe reported attending the Special District and Local Government Institute (SDI) Governance Conference on February 17 & 18, 2011.

### **PRESIDENT'S REPORT:**

President Burkhart reported attending the Special District and Local Government Institute (SDI) Governance Conference on February 17 & 18, 2011.

## **ITEMS FOR NEXT AGENDA**

Board of Directors' Special Meeting will be scheduled March 1, 2011 at 6:00 p.m.  
Bad Debt expenses "write-off".

**ADJOURNMENT** - President Burkhart adjourned the meeting at 7:18 p.m.

Approved by:

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*Judy Corl-Lorono*  
Board Secretary

MSC<sup>1</sup> - Motion made, seconded, and carried.

# Bighorn-Desert View Water Agency

## Board of Directors

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J. Larry Coulombe, Vice President  
Michael McBride, Director  
David Larson, Director  
Judy Corl-Lorono, Director



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Marina D West, P.G., General Manager

A Public Agency

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## BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, March 1, 2011 - 6:00 p.m.

### CALL TO ORDER

Meeting convened by Board President Terry Burkhart at 6:00 p.m.

### PLEDGE OF ALLEGIANCE

Led by David Aleshire

### ROLL CALL

Directors Present: Terry Burkhart  
Larry Coulombe  
Judy Corl-Lorono  
David Larson  
Michael McBride

Staff Present: Marina West  
Lyni Tompkins

### APPROVAL OF AGENDA

Motion to approve the agenda.

MSC<sup>1</sup> (Corl-Lorono/McBride) unanimously approved.

**PUBLIC PARTICIPATION** - Addressing items not appearing on this agenda.

No public comments.

### CLOSED SESSIONS

**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**

Confer with Legal Counsel pursuant to subdivision (c) of Government Code Section 54956.9 and Government Code Section 54954.5 for the purpose of deciding whether to initiate litigation (one matter - unidentified).

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Position being evaluated: General Manager.  
Pursuant to Government Code Section 54957.

**CONFERENCE WITH LABOR NEGOTIATORS:**

Unrepresented Employee: General Manager.  
Designated Board Representative: Ad Hoc Committee of Larry Coulombe and Michael McBride.  
Pursuant to Government Code Section 54957.6

No public comments for all closed session topics.

Adjourned for closed session at 6:03 p.m. – reconvened closed session at 7:37 p.m.

**CLOSED SESSION REPORTS:**

The closed session reports were given by Legal Counsel, David Aleshire.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - There was no reportable action.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - There was a discussion of the evaluation process, and there was no reportable action.

CONFERENCE WITH LABOR NEGOTIATORS - This involved the General Manager Performance/Compensation "2-Member" Ad Hoc Committee which is representing the Board in negotiations with an unrepresented employee, direction was given for negotiations, and there was no reportable action.

**VERBAL REPORTS**

**GENERAL MANAGER'S REPORT:**

None

**DIRECTOR'S REPORTS:**

Director Cori-Lorono reported on attending Alliance for Water Awareness and Conservation (AWAC) quarterly meeting held at Joshua Basin Water District

Director Larson thanked Vice President Coulombe and Director McBride for their work on the General Manager Performance/Compensation "2-Member" Ad Hoc Committee on employee matters and thanked our legal counsel.

**PRESIDENT'S REPORT:**

None

## ITEMS FOR NEXT AGENDA

Performance evaluation upon direction from the General Manager  
Performance/Compensation "2-Member" Ad Hoc Committee.

President Burkhart requested discussing extension of the General Manager's contract while the Board is discussing labor negotiations.

**ADJOURNMENT** - President Burkhart adjourned the meeting at 7:51 p.m.

Approved by:

\_\_\_\_\_  
Judy Cori-Lorono  
Board Secretary

MSC<sup>1</sup> – Motion made, seconded, and carried.



# TODD ENGINEERS

GROUNDWATER · WATER RESOURCES · HYDROGEOLOGY · ENVIRONMENTAL ENGINEERING

February 17, 2011

**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 2011**  
***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 31, 2011.

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

## **Work Completed During January 2011**

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

*Task 3.6 Recharge Feasibility Study Report* – Todd completed internal review edits to the Recharge FS Report and incorporated Agency comments.

*Task 4.1 Groundwater Management Plan* - Todd continued development of the GWMP.

*Task 4.2 Support for MOU and Water Agreement Amendment* - Smith-Trager provided support to the Agency for the MOU/Agreement amendment.

## **Work Planned for February 2011**

*Task 3.6 Recharge Feasibility Study Report* – Todd will produce final copies of the Recharge FS Report.

*Task 4.1 Groundwater Management Plan* - Todd will continue preparation of the GWMP.

*Task 4.2 Support for MOU and Water Agreement Amendment* - Todd will provide support as-needed for the MOU/Agreement amendment.

### **Charges to Date and Budget Summary**

Charges to date and budget remaining (through January 31, 2011) are summarized in the attached tables. Total professional charges for the Period January 1 through 31, 2011 are \$6,465.53, bringing total charges to date to \$455,791.83 out of the approved project budget of \$531,321.50. The remaining budget is \$75,529.67.

Attachments:

Table 1. Charges Details by Task

Table 2. Charges to Date and Budget Remaining



**Todd Engineers and Kennedy/Jenks Consultants**

**Table 1 Charges Details by Task (through January 31, 2011)**

Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan															
Classification	Project Manager	Principal Geologist	Senior Geologist	Senior Geologist	QC	Graphics	Total Labor Hours	Total Labor	Comm Fee	Travel Admin Costs	Subcontractors	Expenses	Subcontractor	Total Costs	
Staff Name	Craig	Stanin	Lin	Abbott	Priestat						Driller, Lab, Other Direct Costs	Fee	Kennedy/Jenks		
2010 Hourly Rates	\$185	\$190	\$180	\$170	\$190	\$95									
Task 1 – Project Management	139	0.25	29.5	4.5	2	12.5	186.75	\$ 32,250.00	\$ 845.00	\$ 1,028.84	\$ 36.16	\$ 5.87	-	\$ 33,968.87	
Task 1 – Project Management	139	0.25	29.5	4.5	2	12.5	186.75	\$ 32,250.00	\$ 845.00	\$ 1,028.84	\$ 36.16	\$ 5.87	-	\$ 33,968.87	
Task 2 – Permitting Support	46.75	0	21.5	0	0	0	71.25	\$ 12,642.75	\$ 232.08	-	-	-	-	\$ 20,674.16	
Task 3 – Hydrogeology Feasibility Studies	143.5	0	24.5	0	0	0	168	\$ 30,467.50	\$ 609.35	\$ 964.57	\$ 79,840.70	\$ 7,594.07	\$ 44,326.71	\$ 154,228.35	
	40.5	0	0	55	0	0	95.5	\$ 16,942.50	\$ 336.85	-	\$ 1,219.30	\$ 123.93	\$ 12.39	\$ 18,554.97	
	26	0	57	0	0	0	83	\$ 13,930.00	\$ 278.60	-	\$ 1,187.50	-	-	\$ 15,396.10	
	303	0	146.75	0	0	0	449.75	\$ 79,535.00	\$ 1,500.70	-	\$ 10.00	-	-	\$ 81,135.70	
	46.5	0	18	0	0	0	67.5	\$ 12,037.50	\$ 240.75	-	\$ 4,055.00	\$ 405.50	\$ 1,326.13	\$ 18,064.89	
	182.5	0	9	0	0	15.5	187	\$ 32,975.00	\$ 658.00	-	-	-	-	\$ 33,634.55	
Task 3 Total	725	0	255.25	55	0	15.5	1050.75	\$ 185,707.50	\$ 3,715.75	\$ 964.57	\$ 88,432.80	\$ 8,523.50	\$ 45,668.21	\$ 231,014.50	
Task 4 – Groundwater Management Plan and Water Agreement Amendment															
	4.1 GWMP	84.5	10.25	51.5	0	5.25	151.5	\$ 26,318.75	\$ 526.38	-	\$ -	\$ -	\$ -	\$ 26,845.13	
	4.2 Agreement Amendment	38	20.75	3.5	0	0	62.25	\$ 11,532.50	\$ 230.05	-	\$ 13,400.00	\$ 1,349.00	\$ 3,760.40	\$ 30,392.55	
Task 4 Total	122.5	31	55	0	0	5.25	213.75	\$ 37,851.25	\$ 757.03	-	\$ 13,400.00	\$ 1,349.00	\$ 3,760.40	\$ 57,237.88	
Task 5 – Support Stakeholder/Public Outreach Support							0	\$ -	\$ -	\$ -					
Total Charges to Date through January 31, 2011	1036.25	31.25	381.25	59.5	2	31.25	1522.5	\$ 208,532.50	\$ 5,370.05	\$ 1,993.41	\$ 99,881.80	\$ 9,874.37	\$ 70,132.79	\$ 455,791.83	



**Todd Engineers and Kennedy/Jenks Consultants**

**Table 2 Charges to Date and Budget Remaining (through January 31, 2011)**

<b>Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan</b>			
<b>Task Name</b>	<b>Task Budget</b>	<b>Charges to Date January 31, 2011)</b>	<b>Remaining Budget</b>
Task 1 – Project Management	\$35,831.60	\$33,960.87	\$2,862.73
Task 2 – Permitting Support	\$39,366.00	\$33,670.79	\$5,785.21
Task 3 – Hydrogeology Feasibility Studies			
3.1 Vadose Zone Investigation and Monitoring Well Installation	\$168,130.55	\$164,228.35	-\$5,097.80
3.2 HDWD Well No. 24 Aquifer Test	\$18,638.40	\$18,554.97	\$83.43
3.3 Perennial Yield Assessment	\$15,381.60	\$15,396.10	-\$14.50
3.4 Groundwater Flow Evaluation	\$91,227.05	\$81,195.70	\$9,931.35
3.5 Water Quality Evaluation	\$18,093.10	\$18,064.88	\$28.22
3.6 Hydrogeology FS Report	\$34,399.60	\$33,634.50	\$765.10
Task 3 Total	\$325,870.30	\$331,014.50	-\$5,144.20
Task 4 – Groundwater Management Plan and Water Agreement Amendment			
4.1 GWMP	\$40,330.80	\$26,845.13	\$13,485.68
4.2 Agreement Amendment	\$74,451.20	\$30,392.55	\$44,058.65
Task 4 Total	\$114,782.00	\$57,237.68	\$57,544.33
Task 6 - Support Stakeholder/Public Outreach Support	\$14,481.60	\$0.00	\$14,481.60
<b>Project Total</b>	<b>\$531,321.50</b>	<b>\$455,791.83</b>	<b>\$75,529.67</b>

# TODD ENGINEERS

GROUNDWATER · WATER RESOURCES · HYDROGEOLOGY · ENVIRONMENTAL ENGINEERING

March 9, 2011

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

**From:** Daniel Craig, Project Manager

**Subject:** **Progress Report – February 2011**  
***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 February 1 through 28, 2011.

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

## **Work Completed During February 2011**

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

*Task 3.6 Recharge Feasibility Study Report* – Todd completed the Recharge FS Report provided copies to the Agency.

*Task 4.1 Groundwater Management Plan* - Todd continued development of the GWMP.

*Task 4.2 Support for MOU and Water Agreement Amendment* - Smith-Trager provided support to the Agency for the MOU/Agreement amendment.

## **Work Planned for March 2011**

*Task 4.1 Groundwater Management Plan* - Todd will continue preparation of the GWMP.

*Task 4.2 Support for MOU and Water Agreement Amendment* - Todd will provide support as-needed for the MOU/Agreement amendment.

## **Charges to Date and Budget Summary**

Charges to date and budget remaining (through February 28, 2011) are summarized in the attached tables. Total professional charges for the Period February 1 through 28, 2011 are \$15,231.21, bringing total charges to date to \$471,023.04 out of the approved project budget of \$531,321.50. The remaining budget is \$60,298.46.

Attachments:

Table 1. Charges Details by Task

Table 2. Charges to Date and Budget Remaining



Todd Engineers and Kennedy/Jenks Consultants  
Accrued Hours by Task

**Table 1 Charges Details by Task (through February 28, 2011)**

Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan

Classification Staff Name 2010 Hourly Rate	Project Manager Craig \$185	Principal Geologist Stamin \$190	Senior Geologist Lin \$180	Senior Geologist Abbott \$170	Senior Geologist Taylor \$180	QC Priestel \$180	Graphics \$95	Total Labor Hours	Total Labor	Comm Fee	Travel Admin Costs	Subcontractors Driller, Lab, Other Direct Costs	Expense Fee	Subcontractor Kennedy/Jenks	Total Costs
<b>Task 1 - Project Management</b>	139.5	0.25	29.5	4.5	2.5	2	12.5	190.75	\$ 32,901.50	\$ 668.06	\$ 1,298.11	\$ 84.92	\$ 8.24		\$ 34,911.82
<b>Task 1 - Project Management</b>	139.5	0.25	29.5	4.5	2.5	2	12.5	190.75	\$ 32,901.50	\$ 668.06	\$ 1,298.11	\$ 84.92	\$ 8.24		\$ 34,911.82
<b>Task 2 - Permitting Support</b>	64.75	0	21.5	0	0	0	0	78.25	\$ 12,648.75	\$ 271.35	\$ -	\$ -	\$ -	\$ 20,674.16	\$ 34,814.29
<b>Task 3 - Hydrogeology Feasibility Studies</b>															
3.1 Vadose Zone Investigation and Monitoring Well Installation	143.5	0	24.5	0	0	0	0	168	\$ 30,467.50	\$ 609.35	\$ 569.66	\$ 70,943.70	\$ 7,994.07	\$ 44,329.71	\$ 163,833.44
3.2 HDWD Well No. 24 Aquifer Test	40.5	0	0	55	0	0	0	85.5	\$ 16,842.50	\$ 335.85	\$ -	\$ 1,239.30	\$ 123.93	\$ 12.39	\$ 18,554.97
3.3 Perennial Yield Assessment	26	0	57	0	0	0	0	83	\$ 13,930.00	\$ 276.60	\$ -	\$ 1,187.50	\$ -	\$ -	\$ 15,396.10
3.4 Groundwater Flow Evaluation	303	0	146.75	0	0.5	0	0	450.25	\$ 79,610.00	\$ 1,592.20	\$ -	\$ 10.00	\$ -	\$ -	\$ 81,212.20
3.5 Water Quality Evaluation	49.5	0	18	0	0	0	0	67.5	\$ 12,037.50	\$ 240.75	\$ -	\$ 4,055.00	\$ 405.50	\$ 1,326.13	\$ 18,064.88
3.6 Hydrogeology FS Report	162.5	0	9	0	0	0	23	194.5	\$ 33,087.50	\$ 673.75	\$ -	\$ -	\$ -	\$ -	\$ 34,361.25
<b>Task 3 Total</b>	725	0	254.25	55	0.5	0	23	1058.75	\$ 196,574.00	\$ 3,721.50	\$ 649.96	\$ 86,432.90	\$ 9,825.80	\$ 46,668.23	\$ 231,422.84
<b>Task 4 - Groundwater Management Plan and Water Agreement Amendment</b>															
4.1 GWMP	84.5	10.25	51.5	0	0	0	29.25	175.5	\$ 28,593.75	\$ 571.68	\$ -	\$ -	\$ -	\$ -	\$ 29,170.73
4.2 Agreement Amendment	38	23.25	42	0	0	0	0	103.25	\$ 18,187.50	\$ 363.35	\$ -	\$ 15,983.75	\$ 1,658.38	\$ 3,790.42	\$ 41,003.38
<b>Task 4 Total</b>	122.5	33.5	93.5	0	0	0	29.25	278.75	\$ 46,781.25	\$ 935.03	\$ -	\$ 15,983.75	\$ 1,658.38	\$ 3,790.42	\$ 70,174.10
<b>Task 5 - Support Stakeholders/Public Outreach Support</b>															
<b>Total Charges to Date through February 28, 2011</b>	1041.75	33.75	398.75	55	0.5	2	64.75	1804.5	\$ 279,812.50	\$ 5,594.25	\$ 1,867.77	\$ 102,471.17	\$ 10,230.11	\$ 75,132.78	\$ 471,023.04



Todd Engineers and Kennedy/Jenks Consultants

**Table 2 Charges to Date and Budget Remaining (through February 28, 2011)**

**Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan**

Task Name	Task Budget	Charges to Date (February 28, 2011)	Remaining Budget
Task 1 – Project Management	\$36,831.60	\$34,911.82	\$1,919.78
Task 2 – Permitting Support	\$39,356.00	\$34,514.29	\$4,841.71
Task 3 – Hydrogeology Feasibility Studies			
3.1 Vadose Zone Investigation and Monitoring Well Installation	\$158,130.55	\$163,833.44	-\$5,702.89
3.2 HDWD Well No. 24 Aquifer Test	\$18,638.40	\$18,554.97	\$83.43
3.3 Perennial Yield Assessment	\$15,361.60	\$15,366.10	-\$4.50
3.4 Groundwater Flow Evaluation	\$81,227.05	\$81,212.20	\$14.85
3.5 Water Quality Evaluation	\$18,093.10	\$18,064.88	\$28.22
3.6 Hydrogeology FS Report	\$34,399.60	\$34,361.25	\$38.35
Task 3 Total	\$325,670.30	\$331,422.84	-\$5,552.54
Task 4 – Groundwater Management Plan and Water Agreement Amendment			
4.1 GWMP	\$40,330.80	\$29,170.73	\$11,160.08
4.2 Agreement Amendment	\$74,451.20	\$41,003.36	\$33,447.83
Task 4 Total	\$114,782.00	\$70,174.10	\$44,607.90
Task 6 - Support Stakeholder/Public Outreach Support	\$14,481.60	\$0.00	\$14,481.60
Project Total	\$631,321.50	\$471,023.04	\$60,298.46