

Bighorn-Desert View Water Agency

Board of Directors

Terry Burkhardt, 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
760/364-3412 Fax

Marina D West, PG, General Manager

www.bdvwa.org

A Public Agency

BOARD OF DIRECTORS' REGULAR MEETING AGENDA

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, May 24, 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.

DISCUSSION AND ACTION ITEMS - The Board of Directors and Staff will discuss the following items, and the Board will consider taking action, if so inclined.

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

6. FIRE PROTECTION FOR THE "THIRD OF JULY" (INDEPENDENCE DAY) COMMUNITY CELEBRATION AT HOMESTEAD VALLEY PARK

Recommended Action:

Board to consider authorizing staff to provide water for fire protection at the "Third of July" Community celebration at Homestead Valley Park.

7. PROTECTION ONE SECURITY ENHANCEMENTS FOR AGENCY OPERATIONS YARD AT AN ESTIMATED COST OF \$4,450.48

Recommended Action:

Board to consider authorizing the General Manager to proceed with the installation of security enhancements through the Agency's existing security provider, Protection One, at an estimated cost of \$4,450.48

8. CHANGE CREDIT CARD PROCESSING PROVIDERS FROM ELAVON TO OFFICIAL PAYMENTS WITH A PROJECTED COST SAVINGS TO THE AGENCY OF \$9,000.00 PER YEAR (YEAR ONE)

Recommended Action:

1. Board to provide direction to the General Manager on whether to change credit card service providers or not; and
2. Board to direct staff to agendize approval of the change in service providers and to present the charge (processing fee) in an open public meeting prior to commencement of the new charge.

9. FISCAL YEAR 2011/2012 DRAFT BUDGET OVERVIEW - REVIEW AND DISCUSS ONLY

Recommended Action:

Board to discuss FY2011/2012 budget. No Board action requested - Informational item only.

10. DISBURSEMENTS APRIL 2011

Recommended Action:

Ratify Check Register (payment of bills) for April 2011.

11. 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.

- a. Financial Statements April 2011
 1. Balance Sheet
 2. Statement of Revenue and Expense
 3. General Account (Union Bank)
 4. Disbursements
 5. Local Agency Investment Fund Balance Timeline
- b. Consumption & Billing Comparison Report, March 2011 (not approved from the 4/26/11 Board Meeting)
- c. Consumption & Billing Comparison Report, April 2011
- d. Service Order Report, April 2011
- e. Production Report, April 2011
- f. Regular Board Meeting Minutes, April 26, 2011
- g. Progress Report on the Ames/Reche Recharge Facility Project, Todd Engineers, April 2011

Recommended Action:

Approve as presented (Items a - g):

12. MATTERS REMOVED FROM CONSENT ITEMS

CLOSED SESSION

13. CONFERENCE WITH LABOR NEGOTIATORS IF NEEDED

Unrepresented Employee: General Manager.

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

Pursuant to Government Code Section 54957.6

14. CLOSED SESSION REPORT

15. VERBAL REPORTS - Including Reports on Courses/Conferences/Meetings.

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

16. ITEMS FOR NEXT AGENDA

17. 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: May 24, 2011

To: Board of Directors

Budgeted: no

Funding Source: N/A

From: Marina D. West

General Counsel Approval: N/A

Staff Contact:

CEQA Compliance: N/A

Subject: Fire Protection for the Third of July (4th of July Community Celebration) at Homestead Valley Park

SUMMARY

Board to consider, as in past years, providing water for pre-event fire protection measures such as dust mitigation for the Third of July Community Celebration held at Homestead Valley Park. Although this could be construed as a "gift of public funds", providing such service is not biased towards any customer in particular since the event is open to the whole community and is free of charge.

RECOMMENDATION

That the Board take the following action;

1. Authorize staff to provide water for fire protection at the "Third of July" Community Celebration at Homestead Valley Park.

BACKGROUND/ANALYSIS

No further analysis provided.

PRIOR RELEVANT BOARD ACTION(S)

6/15/10 M10-041 Motion to provide water for fire protection at the Fourth of July festivities at Homestead Valley Park.

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

Meeting Date: May 24, 2011

To: Board of Directors

Budgeted: Yes, partial

Budgeted Amount: \$2,000 (short:
\$2,450.48)

Funding Source: 54115 (shortfall to come
from 54106)

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Protection One Security Enhancements for Agency Operations Yard at an estimated cost of \$4,450.48

SUMMARY

Staff has received a quote from Protection One to provide for outdoor security enhancements specifically around the fuel pump to guard against future break-ins. This is a sole-source quote because staff is not seeking an entirely new security system.

The estimated cost is \$4,450.48. Costs could only increase if the labor to complete the installation exceeds the estimated four (4) hours. The labor rate is \$124/hr.

RECOMMENDATION

That the Board take the following action:

Authorize the General Manager to proceed with the installation of security enhancements through the Agency's existing security provider, Protection One, at an estimated cost of \$4,450.48.

BACKGROUND/ANALYSIS

Staff has received a quote from Protection One to provide for outdoor security enhancements specifically around the fuel pump to guard against future damage and theft or spilling of fuel. This is a sole-source quote because staff is not seeking an entirely new security system.

The estimated cost is \$4,450.48. Costs could only increase if the labor to complete the installation exceeds the estimated four (4) hours. The labor rate is \$124/hr. While staff originally budgeted \$2,000 for security enhancements under the building maintenance line item (54115), there is sufficient funding remaining in the equipment expense line item (01-54106) to make up the difference. Staff recommends that the Board approve the installation of the security enhancements.

PRIOR RELEVANT BOARD ACTION(S)

none

Name: Big Horn Resort View Limited Telephone: 760-364-3172
 Address: 622 Jemez Trail
 City: Yucca Valley State: CA Zip Code: 92284

QTY	DEVICE		LOCATION
	<input type="checkbox"/> Hardwired	<input checked="" type="checkbox"/> Wireless	
1	RV0407N H Receiver		153.30
3	AL0014N TRANSMITTERS		90.00 EA 270.00
3	AX-TR Wireless Outdoor Beams		1071.00 EA 3213.00
			<u>3636.30 PARTS</u>
			<u>318.18 TAX</u>
			<u>3954.48</u>
			EA Prod
			72.00 FIRST 1/2 hour
			31.00 EATB 1/2 hour Prod
			124.00 1/2 hour
			Possible 1/2 hour time
			• No monthly fees est. labor \$496

Installation Investment \$ 3954.48 (Includes material & labor) + TAX
 Quarterly Investment \$ _____ (\$ _____ monthly) **Total: \$4,450.48**

Services included in customer's quarterly investment:

<input type="checkbox"/> 24-hour monitoring	<input type="checkbox"/> 24-hour fire monitoring	<input type="checkbox"/> SafetyNet
<input type="checkbox"/> 24-hour customer service	<input type="checkbox"/> Extended warranty	<input type="checkbox"/> Cellular back-up
<input type="checkbox"/> 24-hour technical support	<input type="checkbox"/> Free system move	<input type="checkbox"/> _____
<input type="checkbox"/> Peace-of-mind 24 hours a day 365 days a year!		

Security Consultant: Bryce Telephone: 951-782-6959

Date: 5/1/11 Proposal valid for 30 days.

This is a non-binding proposal. any agreement regarding security services will be contained in a separate written agreement between the parties.

PROTECTION ONE ALARM MONITORING, INC.
LICENSE NUMBERS:
 AL: Electronic Security Board of Licensure, 7956 Vaughn Road, Suite 392, Montgomery, AL 36116, Telephone 334-264-9388. AL: 643, 533, 744, 1018; AZ: ROC190246 (K-67); AR: Arkansas Board of Private Investigators and Private Security Agencies, 1 State Police Plaza Drive, Little Rock, AR 72209, 501-618-8600, AR: E97-122; CA: Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, California 95814. CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT REGARDING A PATENT ACT OR OMISSION IS FILED WITHIN FOUR YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS STATE LICENSE BOARD, P.O. BOX 260000, SACRAMENTO, CALIFORNIA 95826, CA: ACO 3717, 626615; CT: 185782; DE: 1998200138, 97-54, CSRSL-0029; FL: EF20000524; GA: LVA205837; IA: AI-0310, AC-0082, ID: SC21391; IL: 127-001000, 128-000113, 128-000151, 128-000115; KY: 161; LA: F 713; ME: MC60018702; MD: 107-1498, 03322228; MA: 7066 C; MI: 3601 205122, 3602 203841, 5103229; MN: TS00502; MS 15007478, 15007925; MT: 162, 299FPC; NV: 0031688A, F189; NJ: P01008; NM: 58345, 08-0040; NY: Licensed by the NYS Department of State, NY: 12000261120; NC: 24466-SP-LV, 1285-CSA; OH: 53-18-1493; OK: 621; OR: CCB116325, 34-42BCLE; PA: PA 003926; RI: 9775; SC: BAC5097, FAC3162, BAC5097; TN: 641, 642, 697, 638; TX: Complaints can be filed in Texas with the Texas Commission on Private Security, 5805 Lamar Blvd., Austin, Texas 78752. TX: ACR-1637, B08690; UT: 330634-6501; VA: 11-2533; WA: PROTE0022K2, PROTEAO033BP, UBI 601 354 926; WY: #LV A 17.

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

Meeting Date: May 24, 2011

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$9,000

Funding Source: 56014

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Change Credit Card Processing Providers from Elavon to Official Payments with a projected cost savings to the Agency of \$9,000 per year (year one)

SUMMARY

At the March 9, 2011 Finance/Public Relations/ Education/ Personnel Standing Committee staff presented a report on the rising cost of credit card transaction fees. These "swipe" fees have doubled in the last few years with the FY 2011/2012 budget currently set at \$9,000. Staff has found a third party provider who will handle all credit card transactions at no cost to the Agency passing the transaction fee onto the individual. Staff is seeking approval from the full Board to proceed with the change.

RECOMMENDATION

That the Board take the following action:

- 1) Provide direction to the General Manager on whether to change credit card service providers or not; and
- 2) Direct staff to agendize approval of the change in service providers and to present the charge (processing fee) in an open public meeting prior to commencement of the new charge.

BACKGROUND/ANALYSIS

At the March 9, 2011 Finance/Public Relations/ Education/ Personnel Standing Committee staff presented a report on the rising cost of credit card transaction fees. These "swipe" fees have doubled in the last few years with the FY 2011/2012 budget set at \$9,000.

The Agency is prohibited from charging the customers directly for these "swipe" fees. This means the fees have to be accommodated by the overall water rates, fees and charges which effectively results in a decreased water bill for those using a credit card as the fees must be paid first. This situation does not meet the "fair and equitable" test for rates, fees and charges.

Staff has found a third-party provider which will not charge the Agency for credit card or electronic check transactions and will pass the processing fees onto the individual using those

payment methods. The Committee approved the change in concept and asked that it be brought to the full Board for further consideration.

Staff is requesting direction from the Board on whether or not to change service providers from Elavon to Official Payments which will result in the fees being passed directly to the individual. If the Board wishes to proceed, then the approval of the change and recognition of the fees will be brought back to the Board in June in order to comply with the provisions of the Mitigated Fee Act. If the Board approves such a change it will result in a cost savings to the Agency of approximately \$9,000 in the first year plus staff processing time.

PRIOR RELEVANT BOARD ACTION(S)

none

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
APRIL 30, 2011

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
11053	04/11/11	AT&T MOBILITY COMMUNICATIONS EXPENSE	147.97
11054	04/11/11	BUCKNAM & ASSOCIATES, INC. GRANT CONSULTING FEES	535.00
11055	04/11/11	BURRTEC WASTE & RECYLING SVCS TRASH FEES, APR	72.71
11056	04/11/11	CLINICAL LABORATORY OF URANIUM, GROSS ALPHA, BACT T BULK SYS, PLATE CT, BACT T	303.00
11057	04/11/11	HI-DESERT STAR CLASSIFIED EMPLOY AD	148.60
11058	04/11/11	KRIEGER & STEWART, INC DISTRICT ENGINEER	15,236.25
11059	04/11/11	PETTY CASH PETTY CASH RECONCILIATION	453.61
11060	04/11/11	PROTECTION ONE SHOP MO SVC 4/26/11 TO 5/25/11	39.69
11061	04/11/11	QUILL OFFICE SUPPLIES OFFICE SUPPIES	51.37
11062	04/11/11	SDRMA SDRMA MEDICAL BENEFITS/MAY	5,292.76
11063	04/11/11	UNDERGROUND SERVICE ALERT DIG ALERT, 7 TICKETS	10.50
11064	04/11/11	VERIZON CALIFORNIA OFFICE PHONES & AUTO CONTROLS 3/19/11 - 4/18/11	520.87
11078	04/15/11	ACWA-HBA SERVICES CORP. ACWA/HEALTH BENEFITS	581.69
11079	04/15/11	CRISTI BUSH TAX RETURNS, BAL LEDGER, LOCATE FILES, AUDIT FILES FOR YR END	856.78
11080	04/15/11	CINTAS CORPORATION #150 UNIFORM SVC, MAR	170.60
11081	04/15/11	CLINICAL LABORATORY OF GYN PHYSICAL	20.00
11082	04/15/11	INLAND WATER WORKS FIELD SUPPLIES	114.18
11083	04/15/11	PITNEY BOWES INK CARTRIDGES	199.63
11084	04/22/11	CRISTI BUSH BAL LEDGER, JOURNAL ENTRIES, INVENTORY PROG, PAYROLL	771.78
11085	04/22/11	LARRY COULOMBE TAC MTG AT MWA	100.00
11086	04/22/11	DESERT RATZ GRAFIX/SIGNS EVENT BANNERS	135.94
11087	04/22/11	FIRST BANKCARD	

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
APRIL 30, 2011

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
11088	04/22/11	BOOK ROBERTS RULES MAID TO ORDER	68.03
11089	04/22/11	C/SVC 41511 JEMEZ & CHEROKEE MICHAEL MCBRIDE	153.00
11090	04/22/11	AD HOC GM NEGOTIATIONS SMITH TRAGER LLP	200.00
11091	04/22/11	LEGAL FEES GRESHAM/ FEB LEGAL FEES GRESHAM/MAR TODD ENGINEERS	257.60
11102	04/29/11	PROF SVC, RECHE MAR CANDIDA NEAL	19,255.35
11103	04/29/11	ENVIOR ASSES, CEQA DOC, MONITOR REPORT, EPA REIMBURSEMENT BIOLOGICAL MONITORING/ MWA FUNDING CLINICAL LABORATORY OF BACT TEST, PLATE COUNT BACT TEST, PLATE COUNT GYN PHYSICAL	12,366.08
11104	04/29/11	BACT TEST, PLATE COUNT GOODSPEED DISTRIBUTING INC	241.00
11105	04/29/11	UNLEADED FUEL INLAND WATER WORKS	1,066.47
11106	04/29/11	FIELD SUPPLIES MAID TO ORDER	76.13
11107	04/29/11	C/SVC, JEMEZ SOUTHERN CALIFORNIA EDISON	68.00
11108	04/29/11	POWER EXP MAR VERIZON CALIFORNIA	5,652.03
11127	05/13/11	OFFICE PHONES & AUTO CONTROL BEVERLY HILLIS	43.60
11128	05/13/11	BALANCE RFND ACCT# 0403202 CHARLENE TIMM	135.84
11129	05/13/11	BALANCE RFND ACCT# 0905504 DECO REALTY/DEBORAH ANDERSEN	53.21
11130	05/13/11	BALANCE RFND ACCT# 1107891 KELLY DESSELLE	64.21
11131	05/13/11	BALANCE RFND ACCT# 0905206 REALHOME SERV & SOLUTIONS	52.07
11132	05/13/11	BALANCE RFND ACCT# 0805903 ROBERT GILES	51.75
11133	05/13/11	BALANCE RFND ACCT# 0703894 TERRY LANGFORD	62.27
		BALANCE RFND ACCT# 1000993	44.12
TOTAL			65,673.69

GENERAL FUND

ASSETS

CASH & CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	53,391.18
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00

	TOTAL CASH & CASH EQUIVALENTS	54,941.18

INVESTMENTS

01 13303	CASH LAIF-UNRESTRICTED	780,684.60

	TOTAL INVESTMENTS	780,684.60

ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	153,949.49

	TOTAL ACCTS RECEIVABLE, WATER	153,949.49

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	71,715.55
01 14302	INVENTORY-DIESEL FUEL	2,214.08
01 14303	INVENTORY-UNLEADED FUEL	1,653.75

	TOTAL INVENTORY	75,583.38

PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	1,606.60
01 14402	PREPAYMENTS PL & PD LIAB INS	5,586.37
01 14403	POSTAGE	6,107.18

	TOTAL PREPAID EXPENSES	13,300.15

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	(5,374,015.80)

	TOTAL FIXED ASSETS	3,653,659.97

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	697,539.29

TOTAL WORK IN PROGRESS (AGENCY)		697,539.29

DEBT ISSUANCE COST

01 15400	BOND ISSUE COSTS	2,011.24

TOTAL DEBT ISSUANCE COST		2,011.24

TOTAL ASSETS 5,437,819.07
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LIABILITIES

ACCOUNTS PAYABLE

01 22400	CAPITAL LEASE	(0.48)
01 22520	ACCRUED INTEREST PAYABLE	3,750.00
01 22700	ACCOUNTS PAYABLE	14,367.43

TOTAL ACCOUNTS PAYABLE		18,116.95

ACCRUED PAYROLL

01 22900	ACCRUED PAYROLL LIABILITIES	(64.10)
01 22910	ACCRUED EMPLOYEE COMP BALANCES	(23,425.00)
01 24000	DEFERRED REVENUE	128,209.00

TOTAL ACCRUED PAYROLL		104,719.90

CUSTOMER DEPOSITS

01 22550	CUSTOMER DEPOSITS PENDING	1,520.00
01 22600	CUSTOMER DEPOSITS	50,774.00

TOTAL CUSTOMER DEPOSITS		52,294.00

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 04/30/11

GENERAL FUND

TOTAL LIAB PYBL FRM REST ASSET	-----	6,487.21
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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
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TOTAL LIABILITIES		1,251,595.11
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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	379,918.74

TOTAL EQUITY		4,186,223.96
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TOTAL LIABILITIES & EQUITY		5,437,819.07
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GENERAL FUND

ASSETS

CASH & CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	53,391.18
01 13130	CASH CASH DRAWERS BASE FUND	750.00
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01 13303	CASH LAIF-UNRESTRICTED	780,684.60

	TOTAL INVESTMENTS	780,684.60

ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	153,949.49

	TOTAL ACCTS RECEIVABLE, WATER	153,949.49

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	71,715.55
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01 14402	PREPAYMENTS PL & PD LIAB INS	5,586.37
01 14403	POSTAGE	6,107.18

	TOTAL PREPAID EXPENSES	13,300.15

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	(5,374,015.80)

	TOTAL FIXED ASSETS	3,653,659.97

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

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 04/30/11

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
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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	35,699.07	332,090.25	112,840.75 74.64%
01 41300	BASIC SERVICE CHARGE	559,350.00	49,456.01	496,568.79	62,781.21 88.78%
01 41400	INCOME METERED BULK WATER	0.00	4,105.44	46,674.71	0.00 0.00%
01 41600	INCOME REVENUE BONDS DV FMHA	47,709.00	8,352.12	41,849.63	5,859.37 87.72%
01 41700	INCOME OTHER (OPERATING)	21,600.00	3,087.59	33,811.10	-12,211.10 156.53%
	TOTAL OPERATING REVENUE	1,064,296.00	100,700.23	956,412.48	127,883.52 88.21%
NON-OPERATING REVENUE					
01 49100	INCOME GEN TAX ID A 1% BH GA02	52,100.00	6,002.03	31,558.68	20,541.32 60.57%
01 49101	INCOME BOND DEBT BH FMHA DA01	125,900.00	10,604.09	82,255.26	43,644.74 65.33%
01 49102	INCOME GENERAL TAX 1% DV GA01	52,100.00	5,948.55	31,258.07	20,841.93 60.00%
01 49200	INTEREST INCOME	2,000.00	922.92	3,549.10	-1,549.10 177.46%
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	0.00	235,632.09	0.00 0.00%
	TOTAL NON-OPERATING REVENUE	238,600.00	23,477.59	391,350.73	-152,750.73 164.02%
	TOTAL REVENUE	1,322,896.00	124,177.82	1,347,763.21	-24,867.21 101.88%
EXPENSE					

OPERATIONS EXPENSE					
01 54102	OPERATIONS COMPENSATION	200,000.00	12,749.83	99,547.21	100,452.79 49.77%
01 54103	UNIFORMS	2,650.00	170.60	1,769.38	880.62 66.77%
01 54105	AUTO CONTROLS	4,500.00	380.63	2,140.01	2,359.99 47.56%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	9,000.00	0.00	5,059.20	3,940.80 56.21%
01 54107	VEHICLE EXPENSE - FUEL	20,000.00	1,980.20	13,711.69	6,288.31 68.56%
01 54109	FIELD MATERIALS & SUPPLIES	25,000.00	1,566.71	9,989.36	15,010.64 39.96%
01 54111	WATER TESTING	9,000.00	499.00	10,037.00	-1,037.00 111.52%
01 54112	CONTRACTUAL SERV- ENGINEERING	50,000.00	15,236.25	40,192.50	9,807.50 80.39%
01 54114	WATER SYSTEM REPAIRS	30,000.00	0.00	2,178.99	27,821.01 7.26%
01 54115	BUILDING MAINTENANCE/REPAIR	8,680.00	406.11	6,415.70	2,264.30 73.91%
01 54117	AMES BASIN MONITORING	9,500.00	0.00	565.00	8,935.00 5.95%
01 54119	COMMUNICATIONS EXPENSE	2,150.00	294.98	1,489.37	660.63 69.27%
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	4,776.86	43,802.36	23,197.64 65.38%
01 54130	OTHER OPERATIONS EXPENSES	10,800.00	400.00	11,983.71	-1,183.71 110.96%

STATEMENT OF REVENUE AND EXPENSE
 PERIOD ENDING 04/30/11

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL OPERATIONS EXPENSE	452,280.00	38,461.17	251,775.49	200,504.51	55.67%
BULK SYSTEM EXPENSE					
01 55001 PUMPING PLANT EXPENSE	0.00	639.55	8,216.76	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	639.55	9,568.32	0.00	0.00%
ADMINISTRATIVE EXPENSE					
01 56001 DIRECTOR FEES	15,000.00	1,500.00	11,600.00	3,400.00	77.33%
01 56002 DIRECTOR MEETING EXPENSES	5,000.00	0.00	9,116.37	-4,116.37	182.33%
01 56003 ADMINISTRATIVE COMPENSATION	225,000.00	20,178.71	156,994.62	68,005.38	69.78%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	45.66	1,490.64	-490.64	149.06%
01 56006 CONTRACTUAL SERV-AUDITOR	28,000.00	0.00	28,700.00	-700.00	102.50%
01 56007 CONTRACTUAL SERV-LEGAL	80,000.00	257.60	24,300.81	55,699.19	30.38%
01 56008 PERS CONTRIBUTION	34,675.00	2,172.34	22,464.75	12,210.25	64.79%
01 56009 PAYROLL TAXES	10,000.00	593.30	5,991.35	4,008.65	59.91%
01 56011 TELEPHONE/FAX/INTERNET/WEB	8,500.00	756.24	5,458.86	3,041.14	64.22%
01 56012 MAILING EXPENSES	8,800.00	645.80	5,414.97	3,385.03	61.53%
01 56014 CONTRACTUAL SERV-OTHER	37,400.00	4,874.25	30,166.81	7,233.19	80.66%
01 56016 PROPERTY/LIABILITY EXPENSE	30,600.00	2,543.18	23,388.88	7,211.12	76.43%
01 56017 WORKERS COMP INSURANCE	15,000.00	803.34	9,810.42	5,189.58	65.40%
01 56018 DUES & SUBSCRIPTIONS	8,000.00	27.00	8,974.15	-974.15	112.18%
01 56020 POWER OFFICES & YARDS	5,200.00	325.39	3,850.00	1,350.00	74.04%
01 56022 BAD DEBT EXPENSE	6,000.00	-74.80	34,204.80	-28,204.80	570.08%
01 56025 PROPANE	1,500.00	0.00	1,741.07	-241.07	116.07%
01 56030 OFFICE SUPPLIES	4,000.00	725.33	4,605.17	-605.17	115.13%
01 56100 EMPLOYEE BENEFITS INSURANCE	77,500.00	5,280.19	52,900.03	24,599.97	68.26%
01 56110 EMPLOYEE EDUCATION	6,000.00	49.00	4,714.15	1,285.85	78.57%
01 56134 FLAMINGO HEIGHTS ASSN EXP	0.00	0.00	14,597.53	0.00	0.00%
TOTAL ADMINISTRATIVE EXPENSE	607,175.00	40,702.53	460,485.38	146,689.62	75.84%
TOTAL OPERATING EXPENSE	1,059,455.00	79,803.25	721,829.19	337,625.81	68.13%
NON-OPERATING EXPENSE					
01 56200 OFFICE EQUIPMENT EXPENSE	3,450.00	331.73	5,694.25	-2,244.25	165.05%
01 56300 CUSTOMER RELATIONS	3,000.00	0.00	1,045.67	1,954.33	34.86%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,000.00	204.85	4,466.25	-1,466.25	148.88%
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	19,949.57	199,910.28	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	0.00	15,598.84	151.16	99.04%
TOTAL NON-OPERATING EXPENSE	137,200.00	20,486.15	246,015.28	-108,815.28	179.31%

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 04/30/11

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL EXPENSE	1,196,655.00	100,289.40	967,844.47	228,810.53	80.88%
NET REV/EXP GENERAL FUND	126,241.00	23,888.42	379,918.74	-253,677.74	300.95%

**SOURCES & USES OF FUNDS STATEMENT
GENERAL ACCOUNT (UNION BANK)**

Apr-11

SOURCES OF FUNDS:

SERVICE LINE INSTALLATION FEES	0.00
BAD DEBT EXPENSE	1,441.61
A/R - WATER	78,547.30
MISCELLANEOUS REVENUE	621.39
1% GENERAL TAX	11950.58
BIGHORN AD VALOREM TAX	10604.09
WORKFORCE DEVELOPMENT GRANT	0.00
PERS CONTRIBUTION	1.86
CUSTOMER DEPOSITS	<u>1,500.00</u>

TOTAL

104,666.83

USE OF FUNDS:

DEBT SERVICE	0.00
CAPITAL PURCHASES (EPA GRANT)	32,156.43
INVENTORY PURCHASES	1,256.78
PREPAYMENTS - INSURANCE & POSTAGE	0.00
PAYMENTS FOR SALARIES & WAGES	35,463.88
ADMINISTRATIVE EXPENSE	10,825.83
OPERATIONS EXPENSES	21,996.86
MISCELLANEOUS & CUSTOMER REFUNDS	<u>463.47</u>

TOTAL

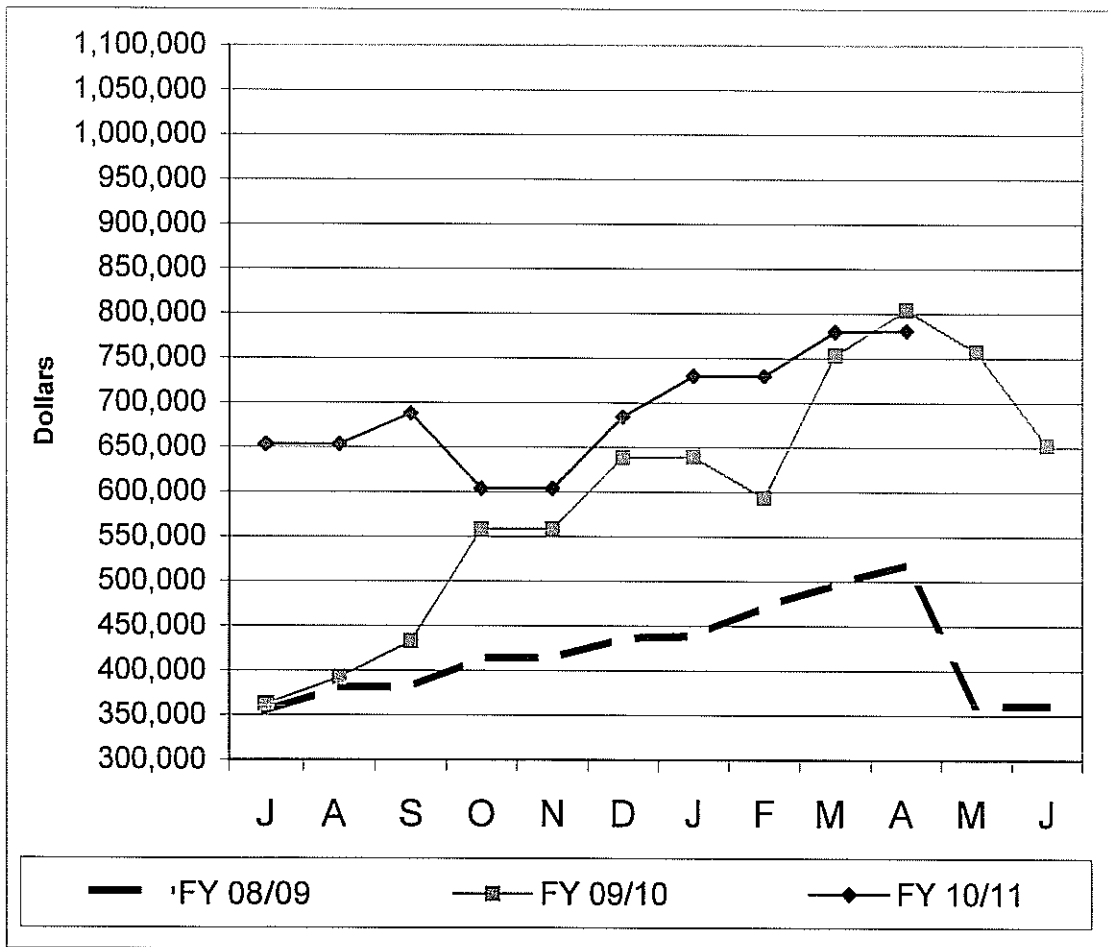
102,163.25

**UNION BANK OF CALIFORNIA
DISBURSEMENTS APRIL 2011**

Datastream Check Register	<u>65,673.69</u>	<u>65,673.69</u>	
EFT for Vendor Services			
Bank Fees	216.76		
Credit Card Fees	748.93		
Internet Access Fee	<u>59.99</u>		
Total EFT for Vendor Services		<u>1,025.68</u>	
Wages for Paydate 04/14/2011			
Employee Tax Withholdings	2,483.31		
Employer Tax Expenses	267.47		
Wages check # 11065 - 11077	<u>16,802.35</u>		
		<u>19,553.13</u>	
Wages for Paydate 04/28/11			
Employee Tax Withholdings	2,464.68		
Employer Tax Expenses	420.01		
Wages check # 11092 - 11101	<u>13,026.06</u>		
		<u>15,910.75</u>	
Transfers to LAIF	<u>-</u>	<u>-</u>	
Total Disbursements			<u><u>102,163.25</u></u>

Local Agency Investment Fund Balance Timeline Balance as of April 30, 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
April	518,901	804,136	780,685
May	360,901	757,136	
June	360,901	652,136	



DATE: APRIL 2011
 TO: LYN I TOMPKINS
 FROM: DESTINY DIAZ
 RE: Consumption & Billing Comparison March 2011

Consumption

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	149	109,839
Book 2	183	123,801
Book 3	160	125,862
Book 4	152	113,191
Book 5	129	137,935
Book 6	137	81,466
Total	910	692,094

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	165	0
Book 8	177	15
Book 9	188	51
Book 10	179	0
Book 11	191	25
Total	900	91

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	41	9,831
Book 31	6	1,726
Book 32	4	14,300
Total	51	25,857

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

Billed Consumption	692,185
Non Billed Usage	592
Total Consumption	692,777

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	45	15,274
Total	45	15,274

Active Residential Meters	1,810
Active Bulk Meters	96
Total Active Meters	1,906

Billing Comparison

	This Year MAR 2011	Last Year MAR 2010	Difference More (Less)
Statistics			
Total Customer Accounts	1006	1004	2
Usage in Cubic Feet	731,571	617,434	114,137
Percentage Increase/(Decrease)			18%

	This Year	Last Year	Difference
Revenues			
Water Revenues	24,261.98	21,039.36	3,222.62
Basic Service Charge	50,094.00	50,018.84	75.16
Miscellaneous	190.00	301.10	(111.10)
Delinquent Charges	1,385.15	1,486.20	(101.05)
Total Operating Revenues	75,931.13	72,845.50	3,085.63

Debt Service Revenues (pass through)			
FMHA **	29.80	7.91	21.89
Total Debt Service Revenues	29.80	7.91	

Additional Information Regarding Pass Through Revenues

** FMHA annual debt service of \$41,150 divided over 6 months equals \$6,858			
Total Charges (Proof)	75,960.93	72,853.41	3,107.52

DATE: MAY 2011
 TO: LYNI TOMPKINS
 FROM: DESTINY DIAZ
 RE: Consumption & Billing Comparison APRIL 2011

Consumption

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	149	109
Book 2	183	0
Book 3	160	0
Book 4	152	135
Book 5	129	0
Book 6	137	0
Total	910	244

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	164	125,124
Book 8	177	175,086
Book 9	188	243,266
Book 10	179	207,880
Book 11	191	427,414
Total	899	1,178,770

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	41	13,399
Book 31	6	5,081
Book 32	4	10,970
Total	51	29,450

Construction Meters		
	Meters	Usage (c.f.)
Book 40	0	0
Total	0	0
Billed Consumption		1,179,014
Non Billed Usage		16,400
Total Consumption		1,195,414

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	45	18,848
Total	45	18,848

Active Residential Meters	1,809
Active Bulk Meters	96
Total Active Meters	1,905

Billing Comparison

	This Year APR 2011	Last Year APR 2010	Difference More (Less)
Statistics			
Total Customer Accounts	995	998	(3)
Usage in Cubic Feet	1,227,068	989,756	237,312
Percentage Increase/(Decrease)			24%

Revenues			
Water Revenues	39,468.54	32,945.11	6,523.43
Basic Service Charge	48,672.25	48,878.60	(206.35)
Miscellaneous	235.55	396.65	(161.10)
Delinquent Charges	1,345.66	1,478.14	(132.48)
Total Operating Revenues	89,722.00	83,698.50	6,023.50

Debt Service Revenues (pass through)			
FMHA **	8,355.38	7.91	8,347.47
Total Debt Service Revenues	8,355.38	7.91	

Additional Information Regarding Pass Through Revenues

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

Total Charges (Proof)	98,077.38	83,706.41	14,370.97
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DATE: May 2, 2011
 TO: Lyni Tompkins
 FROM: Destiny Diaz
 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	0	0			2
Service Line Repairs:	8	6	3	5	4	2	1	3	2	0			34
Service Line Replacements:	11	2	0	0	0	1	0	2	0	0			16
Service Line Installations:	0	1	0	0	0	0	0	0	0	0			1
Water System Operations Concerns:**	2	0	2	0	0	0	0	0	3	3			10
48 Hour Tags for NSF Checks:	1	1	2	1	0	1	1	1	3	0			11
Lock Offs for Non-Payment:	12	14	5	13	11	6	4	5	7	6			83
Unlocks After Payment Made:	4	6	1	9	4	2	3	2	3	1			35
Fire Hydrant Maintenance	n/a	n/a	n/a	n/a	18	31	50	0	0	0			99
All Other Miscellaneous:	114	207	183	118	89	87	107	139	159	141			1344
Total	152	237	196	146	126	131	167	152	177	151			1635

Bi-annual Flushing of Deadends and Blowoffs was 90% complete in April

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: 4/4/2011
 TO: Board of Directors
 FROM: Kit Boyd
 RE: APRIL PRODUCTION

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>Average</u> <u>GPM</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
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	199,650	1,493,382	0	201289.5	4.58
Well 7	433,710	3,244,151	386	140.1	9.96
Well 8	669,800	5,010,104	977	85.5	15.38
Well 9	201,000	1,503,480	683	36.7	4.61
Well 10	15,900	118,932	57	34.6	0.37
Total	1,520,060	11,370,049			34.90

Wells 2, 3 and 4 did not run this month

A Boosters	73,390	548,957	96	95.7	
C Boosters	270,300	2,021,844	249	135.4	
Total	343,690	2,570,801			

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
760/364-3412 Fax

Marina D West, PG, General Manager

www.bdvwa.org

A Public Agency

**BOARD OF DIRECTORS'
REGULAR MEETING MINUTES**

BOARD MEETING OFFICE
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, April 26, 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 Michael McBride.

ROLL CALL

Directors Present:

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

Staff Present:

Marina West
Lyni Tompkins

APPROVAL OF AGENDA

President Burkhart requested items 17 and 18 be pulled from the agenda.
Motion to approve the agenda with the removal of items 17 & 18.
MSC¹ (Corl-Lorono/Larson) unanimously approved.

PUBLIC PARTICIPATION

No public comments.

AUDITORS RECOMMENDATION FOR CONSIDERATION: "LOCKBOX"

General Manager West gave the staff report.

Public comment:

Duane Lisiewski, of Flamingo Heights, questioned who suggested the "Lockbox".

The Board commented our auditors suggested the "Lockbox".

MOTION NO. 11-014

After Board discussion, Director McBride made a motion to decline the use of the "lockbox" for handling check payments received through the mail. Director Corl-Lorono seconded the motion.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

RESOLUTION NO. 11R-03 - A RESOLUTION OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY AMENDING THE EMPLOYEE HANDBOOK

General Manager West gave the staff report.

The Resolution includes 3 specific changes to the handbook.

- 1) Enclosure of a Fraud in the Workplace Policy for the employees, which was recommended by our auditors. It is a new section to the handbook.
- 2) Corrections (mostly typos) to an existing job description for the Executive Secretary/Personnel Administration position.
- 3) Addition of a new job description of Accounting Technician I, II, & III. The Agency required this item as a result of losing an employee which created a new vacancy for this position.

Public comment:

Duane Lisiewski, of Flamingo Heights, commented on the number of operational meters, and the modification of the Employee Handbook.

MOTION NO. 11-015

After Board discussion, Director McBride made a motion to approve Resolution No. 11R-03 amending the employee handbook for purposes of establishing the policy/procedure for Fraud in the Workplace, modifying/correcting/adding job descriptions and authorizing the modification of the employee handbook. Vice President Coulombe seconded the motion.

MSC¹ (McBride/Coulombe) unanimously approved.

RESOLUTION NO. 11R-04 OF THE BIGHORN-DESERT VIEW WATER AGENCY BOARD OF DIRECTORS NOMINATING TERRY BURKHART AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

President Burkhart requested the Board nominate her as a candidate for election to the Special District Risk Management Authority Board of Directors.

No public comment.

MOTION NO. 11-016

Director Corl-Lorono made a motion to adopt Resolution 11R-04 nominating Terry Burkhart as a candidate for election to the Special District Risk Management Authority Board of Directors. The motion was seconded by Director McBride.

Roll call vote:

Ayes: Larson, Corl-Lorono, McBride, Burkhart, Coulombe
Nays: None
Abstain: None
Absent: None

MSC¹ (Corl-Lorono/McBride) unanimously approved.

BOARD TO CONSIDER FORMATION OF AN AD HOC COMMITTEE TO ASSIST THE AGENCY IN THE ACQUISITION OF LEGAL COUNSEL

General Manager Marina West gave the staff report.

Public Comment:

Duane Lisiewski, of Flamingo Heights, questioned why we would change attorneys.

Board commented the current legal counsel is considered interim.

General Manager commented when the Board took the action to hire Aleshire & Wynder, LLP, it did so with the condition that they would enter an R. F. Q. process.

President Burkhart appointed Director Corl-Lorono as Chair, and Director Larson as member of the Acquisition of Legal Counsel Ad Hoc Committee.

MOTION NO. 11-017

Director Corl-Lorono made a motion to create an Ad Hoc Committee to assist the Agency in the Acquisition of Legal Counsel. Director Larson seconded the motion.

MSC¹ (Corl-Lorono/Larson) unanimously approved.

CHANGE ORDER NO. 7 TO CANDIDA NEAL, AICP FOR CEQA/NEPA SERVICES RELATED TO THE WATER INFRASTRUCTURE RESTORATION PROGRAM

General Manager Marina West gave the staff report.

Public Comment:

Duane Lisiewski, of Flamingo Heights, questioned about desert tortoises and the existing road to the Spreading Grounds site.

MOTION NO. 11-018

After Board discussion, Director Corl-Lorono made a motion to authorize Change Order No. 7 Candida Neal, AICP for CEQA/NEPA Services related to the Water Infrastructure Restoration Program, specifically the Ames/Reche Spreading Grounds, in the amount of \$29,400.00. Director Larson seconded the motion.

MSC¹ (Corl-Lorono/Larson) unanimously approved.

JOHNSON VALLEY HYDROGEOLOGIC INVESTIGATION: PROPERTY ACQUISITION OPTIONS FOR CONSTRUCTION OF A MONITORING WELL IN JOHNSON VALLEY

General Manager Marina West reported our EPA Grant has a balance that is available for a task identified in the Work Plan (since the beginning, 2006 when it was awarded) called the Johnson Valley Hydrogeologic Investigation. The project is defined as a monitoring well and some geophysical surveys.

Todd Engineers and the Agency agreed we are not in need of any geophysical data, and also agreed where the monitoring well needs to be located. The purposes of the monitoring well is very long term planning for recharge potential for surface spreading facilities into the Johnson Valley Aquifer, and to look at the production potential of a well. The conceptual model tells us there is a surplus of water in that basin that flows out of the basin into the dry lakes where the water is lost to beneficial use.

Locating an alternate water supply is important for several reasons including challenged water quality parameters very near exceedance in the Flamingo Heights area.

The next step is to locate a place for a well in the Johnson Valley area. Following this step, the General Manager would come back to the Board with a request to award the Request for Proposal for services to construct a well and provide the feasibility report.

General Manager West reported on the choices, outlined in the Agenda, to acquire a location for the well.

General Manager West also reported on an email from a Johnson Valley resident who would like Bighorn-Desert View Water Agency to supply water in that area, but does not believe the Agency is moving fast enough with the project.

No public Comment.

MOTION NO. 11-019

After Board discussion, Director Cori-Lorono made a motion to authorize the General Manager to begin process of acquiring real property for the Johnson Valley Hydrogeologic Investigation, authorize the General Manager to execute a MAI (Member of the Appraisal Institute) appraisal, and authorize the General Manager to make an offer, including negotiate price and terms, subject to Board approval. Director Larson seconded the motion.

MSCI (Cori-Lorono/Larson) unanimously approved.

CRISIS COMMUNICATIONS AND DISASTER PREPAREDNESS WORKSHOP HOSTED BY JOSHUA BASIN WATER DISTRICT

General Manager Marina West gave the staff report.

Public comment:

Duane Lisiewski, of Flamingo Heights, commented on available water from Well No. 4 in the 1992 earthquake.

MOTION NO. 11-020

After Board discussion, Director McBride made a motion to approve the Board's attendance at a Workshop for California's Public Officials, "Crisis Communications and Disaster Preparedness, hosted by Joshua Basin Water District on May 23, 2011. Director Cori-Lorono seconded the motion.

MSC¹ (McBride/Cori-Lorono) unanimously approved.

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI) GOVERNANCE CONFERENCE JUNE 9 - 11, 2011

General Manager Marina West gave the staff report.

Public comment:

Duane Lisiewski, of Flamingo Heights, commented on the directors' budget for education and travel.

MOTION NO. 11-021

After Board discussion, Director McBride made a motion to authorize the Board's attendance at the Special District and Local Government Institute Conference, which includes a Brown Act Workshop, scheduled for June 9 - 11, 2011 in San Diego CA. Director Cori-Lorono seconded the motion.

MSC¹ (McBride/Cori-Lorono) unanimously approved.

DISBURSEMENTS MARCH 2011

No public comment.

Director Cori-Lorono made a motion to approve the disbursements from March 2011. Director McBride seconded the motion.

MSC¹ (Cori-Lorono/McBride) unanimously approved.

CONSENT ITEMS

- a. Financial Statements March 2011
 - 1. Balance Sheet
 - 2. Statement of Revenue and Expense
 - 3. General Account (Union Bank)
 - 4. Disbursements
 - 5. Local Agency Investment Fund Balance Timeline
- ~~b. Consumption & Billing Comparison Report, March 2011~~
- c. Service Order Report, March 2011
- d. Production Report, March 2011
- e. Regular Board Meeting Minutes, February 22, 2011
- f. Special Board Meeting Minutes, March 1, 2011
- g. Regular Board Meeting Minutes, March 22, 2011
- h. Progress Report on the Ames/Reche Recharge Facility Project, Todd Engineers, March 2011

- i. Receive and File the 2010 Ames Valley Water Basin Monitoring Program Report.

No public comments.

General Manager West requested to pull consent item 15b for further discussion.

Director McBride made a motion to approve consent items a and c through i. The motion was seconded by Director Corl-Lorono.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

MATTERS REMOVED FROM CONSENT ITEMS

Item 15b - Consumption & Billing Comparison Report, March 2011

General Manager commented about the Agency's 1900 service connections that come from this report.

No public comments.

Board did not make a motion to accept item (15b). This item to be put onto the next Agenda for approval.

VERBAL REPORTS

GENERAL MANAGER'S REPORT

General Manager West discussed the Johnson Valley Hydrogeologic Investigation possibilities of well production, discussed reform needed to the Brown Act, and due to scheduling conflicts; the Agency's Finance meeting scheduled for May 11, 2011 will be canceled. We may have a special board meeting at 9:00 a.m. on May 20, 2011.

DIRECTORS' REPORT

Director Corl-Lorono reported on her attendance at an AWAC meeting on April 25, 2011.

Adjourned for a break at 7:42:30 p.m. - Reconvened from break at 7:57:30 p.m.

ITEMS FOR NEXT AGENDA

Director McBride would like staff to update the Board on the Ames Reche project

ADJOURNMENT - President Burkhart adjourned the meeting at 8:02 p.m.

Approved by:

Judy Corl-Lorono
Board Secretary

MSC¹ – Motion made, seconded, and carried.

TODD ENGINEERS

GROUNDWATER · WATER RESOURCES · HYDROGEOLOGY · ENVIRONMENTAL ENGINEERING

May 18, 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 – April 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 April 1 through 30, 2011.

The following summarizes the work completed during the period, costs for the period and to date, and anticipated activities for the upcoming May 2011 monthly period.

Work Completed During April 2011

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

Task 2 Permitting Support – Kennedy/Jenks contacted California Fish & Game and provided additional information requested by the Agency regarding permitting requirements. Kennedy/Jenks also contacted USACOE regarding their Jurisdictional Determination which was completed April 7. The USACOE passed their determination on to the USEPA who is conducting an additional review, which should be completed by the end of April.

Task 4.1 Groundwater Management Plan - Todd completed the Draft GWMP and provided the Draft to BDVWA for Agency review.

Task 4.2 Support for MOU and Water Agreement Amendment - Todd and Richards, Watson & Gershon additional provided support to the Agency for the MOU/Agreement amendment. Pumping and recharge allocations for each water agency were documented in the GWMP.

Work Planned for May 2011

Task 2 Permitting Support - Todd and Kennedy/Jenks will contact USACOE and California Fish & Game Agencies to determine final regulatory requirements for the Reche spreading grounds.

Task 4.1 Groundwater Management Plan - Todd incorporate BDVWA and MWA comments on the draft and prepare the final GWMP.

Task 4.2 Support for MOU and Water Agreement Amendment - Todd and Richards, Watson & Gershon will provide support as-needed for the MOU/Agreement amendment.

Charges to Date and Budget Summary

Charges to date and budget remaining (through April 30, 2011) are summarized in the attached tables. Total professional charges for the Period April 1 through 30, 2011 are \$22,295.21, bringing total charges to date to \$512,573.60 out of the approved project budget of \$531,321.50. The remaining budget is \$18,747.90.

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 April 30, 2011)

Classification Staff Name	Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan										Total Labor Hours	Total Labor Costs			
	Project Manager Crilig \$195	Principal Geologist Stanlin \$190	Senior Geologist Lin \$160	Senior Geologist Abbott \$170	Senior Geologist Taylor \$150	QC Priestel \$180	Onplices \$35	Total Labor Hours	Total Labor Costs	Subcontractors Driller, Lab, Other Direct Costs			Expense Fee Kennedy/Jenks		
Task 1 - Project Management	149	0.25	29.5	4.5	2.5	2	12.5	200.25	\$ 34,660.00	\$ 651.20	\$ 1,281.25	\$ 54.02	\$ 8.24	\$ -	\$ 36,699.51
Task 2 - Permitting Support	66.75	0	21.5	0	0	0	0	88.25	\$ 15,788.75	\$ 315.76	\$ -	\$ -	\$ -	\$ 21,701.41	\$ 37,865.94
Task 3 - Hydrogeology Feasibility Studies															
3.1 Vadose Zone Investigation and Monitoring Well Installation	143.5	0	74.5	0	0	0	0	168	\$ 30,467.50	\$ 609.35	\$ 569.86	\$ 79,840.70	\$ 7,994.07	\$ 44,320.71	\$ 103,893.44
3.2 HBWD Well No. 24 Aquifer Test	40.5	0	0	55	0	0	0	95.5	\$ 16,842.50	\$ 399.85	\$ -	\$ 1,239.30	\$ 123.83	\$ 12.39	\$ 18,554.97
3.3 Perennial Yield Assessment	26	0	57	0	0	0	0	83	\$ 13,930.00	\$ 278.60	\$ -	\$ 1,167.50	\$ -	\$ -	\$ 15,366.10
3.4 Groundwater Flow Evaluation	300	0	148.75	0	0.5	0	0	450.25	\$ 79,610.00	\$ 1,592.20	\$ -	\$ 10.00	\$ -	\$ -	\$ 81,212.20
3.5 Water Quality Evaluation	40.5	0	18	0	0	0	0	67.5	\$ 12,037.50	\$ 240.75	\$ -	\$ 4,055.00	\$ 405.50	\$ 1,326.13	\$ 18,064.69
3.6 Hydrogeology FS Report	162.5	0	8	0	0	0	23	194.5	\$ 39,687.50	\$ 673.75	\$ -	\$ 21.09	\$ 2.11	\$ 0.21	\$ 40,394.66
Task 3 Total	725	0	255.25	55	0.5	0	23	1058.75	\$ 186,575.00	\$ 3,731.50	\$ 569.66	\$ 88,453.50	\$ 8,525.61	\$ 45,806.44	\$ 331,448.24
Task 4 - Groundwater Management Plan and Water Agreement Amendment															
4.1 QWMP	86.5	10.25	99.5	0	0	0	52.75	251	\$ 39,251.25	\$ 765.03	\$ -	\$ -	\$ -	\$ -	\$ 40,039.78
4.2 Agreement Amendment	54	27.5	69	0	0	0	0	100.5	\$ 31,655.00	\$ 631.10	\$ -	\$ 28,217.30	\$ 2,821.73	\$ 3,799.40	\$ 66,505.53
Task 4 Total	142.5	37.75	108.5	0	0	0	52.75	431.5	\$ 70,906.25	\$ 1,406.13	\$ -	\$ 28,217.30	\$ 2,821.73	\$ 3,799.40	\$ 108,541.81
Task 6 - Support Stakeholder/Public Outreach Support															
Total Charges to Date through April 30, 2011	1033.25	38	564.75	59.5	3	2	88.25	1778.75	\$ 307,330.00	\$ 6,146.60	\$ 1,852.91	\$ 114,728.81	\$ 11,356.58	\$ 71,240.25	\$ 512,573.60



Table 2 Charges to Date and Budget Remaining (through April 30, 2011)

Project Management, Permitting, Hydrogeologic Feasibility Study, and Groundwater Management Plan			
Task Name	Task Budget	Charges to Date March 31, 2011)	Remaining Budget
Task 1 – Project Management	\$36,831.60	\$36,899.61	\$131.99
Task 2 – Permitting Support	\$39,356.00	\$37,885.94	\$1,470.06
Task 3 – Hydrogeology Feasibility Studies			
3.1 Vadose Zone Investigation and Monitoring Well Installation	\$199,130.55	\$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	\$15,381.60	\$15,398.10	-\$14.50
3.4 Groundwater Flow Evaluation	\$91,227.05	\$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	\$34,384.65	\$14.94
Task 3 Total	\$326,870.30	\$331,446.24	-\$5,676.94
Task 4 – Groundwater Management Plan and Water Agreement Amendment			
4.1 GWMP	\$40,330.80	\$40,036.28	\$294.53
4.2 Agreement Amendment	\$74,451.20	\$66,505.53	\$7,945.67
Task 4 Total	\$114,782.00	\$106,541.81	\$8,240.20
Task 6 - Support Stakeholder/Public Outreach Support	\$14,481.60	\$0.00	\$14,481.60
Project Total	\$631,321.50	\$612,573.60	\$18,747.90