

## Bighorn-Desert View Water Agency



### Board of Directors

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

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

760/364-2315 Phone  
760/364-3412 Fax

Marina D West, P.G., General Manager  
Lyni Tompkins, Board/Exec. Secretary

A Public Agency

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

---

## FINANCE/PUBLIC RELATIONS/EDUCATION AND PERSONNEL COMMITTEE MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
March 14, 2012 - 4:00 p.m.

### COMMITTEE MEMBERS: Director Larson & Director McBride

The BDVWA Finance/Public Relations/Education & Personnel Committee meeting will be conducted in strict compliance with the Brown Act. Members of the Board not assigned to this Committee who attend may do so only as observers and may not participate in the meeting.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF THE AGENDA

**DISCUSSION AND ACTION ITEMS** - The Committee and Staff will discuss the following items and provide direction to staff, if so inclined.

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

When giving your public comment, please have your information prepared, if you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment.

5. **FY 2011/12 BUDGET REVIEW – Review Status of fiscal year 2011/12 Budget Revenue and Expenses through January 31, 2012**
6. **VEHICLE REPLACEMENT- Consider Replacement of One Vehicle for the Operations and Maintenance Staff**
7. **DESERT WISE LIVING PROGRAM – Request from Morongo Basin Conservation Association for Partnership and Financial Support for the Desert Wise Living Program**
8. **COST OF LIVING ADJUSTMENT – Review Calculated Cost of Living Adjustment for All Employees**
9. **LAIF BALANCE - Review Options for Designating Fund Accounts for Monies Retained in the Local Agency Investment Fund**
10. **CONSENT ITEMS - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.**
  - a. Special FPREP Committee Meeting Report, January 11, 2012

#### **11. PUBLIC COMMENT PERIOD**

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

When giving your public comment, please have your information prepared, if you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment. State Law prohibits the Committee from discussing or taking action on items not included on the agenda.

#### **12. VERBAL REPORTS**

- a. COMMITTEE MEMBERS' COMMENTS/REPORT
- b. GENERAL MANAGER'S REPORT

#### **13. ITEMS FOR NEXT AGENDA**

#### **14. ADJOURNMENT**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above.

As a general rule, agenda reports or other written documentation has been prepared or organized with respect to each item of business listed on the agenda.

Copies of these materials and other discloseable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at [www.bdvwa.org](http://www.bdvwa.org).

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately.

Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 14, 2012

**To:** Financial/PR/Education/Personnel Comm. **Budgeted:** No (Capital Replacement)  
Board of Directors **Budgeted Amount:** To Be Determined  
**Cost:**

**From:** Marina D. West

**General Counsel Approval:** N/A  
**CEQA Compliance:** N/A

**Subject:** Review Status of fiscal year 2011/12 Budget Revenue and Expenses through  
January 31, 2012

---

**SUMMARY**

Staff will summarize the status of the current fiscal year budget revenue and expense trends. Staff intends to bring the draft FY2012/13 budget to the Committee in May prior to Board consideration and final adoption in late June.

**RECOMMENDATION**

Staff is requesting Committee's input and direction for the next fiscal year budget cycle.

**BACKGROUND/ANALYSIS**

Budgets are the organization's operating plan for a fiscal period. In monetary terms, they express the board's and staff's decisions regarding how the organization will fulfill its stated purpose. In summary, the budget charts a direction for allocating and maximizing the use of resources.

The Agency essentially engages in "zero-based" budgeting which involves an evaluation of all elements of revenue and expense each budget cycle. Periodic budget comparison to actual financial performance can reveal problems and should allow the board and staff to respond quickly to changing financial conditions.

The purpose of reviewing the status of the budget at this time is to prepare for presentation of a draft budget at the May Finance Committee meeting so that the full board can consider the Fiscal Year 2012/13 budget prior to the beginning of the next fiscal year beginning July 1, 2012.

**PRIOR RELEVANT BOARD ACTION(S)**

None

## GENERAL FUND

## ASSETS

-----

## CASH &amp; CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	67,385.39
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00
		-----
	TOTAL CASH & CASH EQUIVALENTS	68,935.39

## INVESTMENTS

01 13303	CASH LAIF-UNRESTRICTED	872,302.11
01 13307	LAIF-CUSTOMER DEPOSITS	50,000.00
		-----
	TOTAL INVESTMENTS	922,302.11

## ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	127,432.72
01 13950	2009-2010 LIEN RECEIVABLE	24,309.76
01 13951	2010-2011 LIEN RECEIVABLE	27,659.65
		-----
	TOTAL ACCTS RECEIVABLE, WATER	179,402.13

## 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	62,024.75
		-----
	TOTAL INVENTORY	62,024.75

## PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	688.28
01 14402	PREPAYMENTS PL & PD LIAB INS	11,833.54
		-----
	TOTAL PREPAID EXPENSES	12,521.82

## FIXED ASSETS

01 11130	FA ORGANIZATION	336,271.36
01 11140	FA LAND & BUILDINGS	294,654.63
01 11150	FA YARDS	52,957.71
01 11160	FA FUELS TANKS	16,604.30
01 11170	FA WATER SYSTEM	7,533,872.86
01 11180	FA SHOP EQUIPMENT	43,075.46
01 11181	FA MOBILE EQUIPMENT	444,498.62
01 11190	FA OFFICE EQUIPMENT	129,713.10
01 11400	ACCUMULATED DEPRECIATION	( 5,409,578.69)
		-----
	TOTAL FIXED ASSETS	3,442,069.35

## GENERAL FUND

## WORK IN PROGRESS (FOR OTHERS)

TOTAL WORK IN PROGRESS (OTHERS)	0.00
---------------------------------	------

## WORK IN PROGRESS (AGENCY)

01 12005	WIP EPA GRANT	777,580.36
01 12041	WIP-JVHI LAND	10,214.67
01 12043	WIP - JVHI WELL	5,045.84

TOTAL WORK IN PROGRESS (AGENCY)	792,840.87
---------------------------------	------------

## DEBT ISSUANCE COST

TOTAL DEBT ISSUANCE COST	0.00
--------------------------	------

TOTAL ASSETS	5,481,128.42
--------------	--------------

## LIABILITIES

## ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE	0.00
------------------------	------

## JED PAYROLL

01 22900	ACCRUED PAYROLL LIABILITIES	16,245.16
----------	-----------------------------	-----------

TOTAL ACCRUED PAYROLL	16,245.16
-----------------------	-----------

## CUSTOMER DEPOSITS

01 22550	CUSTOMER DEPOSITS PENDING	1,961.68
01 22600	CUSTOMER DEPOSITS	54,474.00

TOTAL CUSTOMER DEPOSITS	56,435.68
-------------------------	-----------

## WORK IN PROGRESS DEPOSIT

01 23004	WIP-DEP-BLUCKER ANNEXATION	7,388.48
----------	----------------------------	----------

TOTAL WORK IN PROGRESS DEPOSIT	7,388.48
--------------------------------	----------

## LIAB PYBL FRM RESTRICTD ASSETS

01 22951	ACCRUED BONDS PAYABLE DV ID	2,000.00
----------	-----------------------------	----------

TOTAL LIAB PYBL FRM REST ASSET	2,000.00
--------------------------------	----------

## LONG TERM DEBT

01 21101	REVENUE BONDS PAYABLE - DV	261,977.05
01 22300	REVENUE BONDS PAYABLE - BH	702,000.00

TOTAL LONG TERM DEBT	963,977.05
----------------------	------------

BALANCE SHEET  
PERIOD ENDING 01/31/12

GENERAL FUND

TOTAL LIABILITIES 1,046,046.37

EQUITY

01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88
01 30111	FMHA GRANTS	758,297.76
01 31000	FUND BALANCE	2,796,093.48
01 31001	FUND BALANCE FEMA & OES	427,895.00
01 31111	CURR YEAR NET REVENUE/EXPENSE	161,759.93

TOTAL EQUITY 4,435,082.05

TOTAL LIABILITIES & EQUITY 5,481,128.42

=====

Prepared By           g/b            
Date           2/7/12            
Reviewed By           mwest

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 01/31/12

## GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
<b>REVENUE</b>						
<b>OPERATING REVENUE</b>						
01 41000	SERVICE LINE INSTALLATION FEES	1,255.00	0.00	0.00	1,255.00	0.00%
01 41001	BASIC FACILITIES CHARGE	4,098.00	0.00	0.00	4,098.00	0.00%
01 41100	INCOME METERED WATER	439,848.00	19,261.38	241,924.95	197,923.05	55.00%
01 41300	BASIC SERVICE CHARGE	594,000.00	50,105.00	347,649.66	246,350.34	58.53%
01 41400	INCOME METERED BULK WATER	0.00	3,345.40	29,153.24	0.00	0.00%
01 41600	INCOME REVENUE BONDS DV FMHA	49,662.00	33.21	24,985.14	24,676.86	50.31%
01 41700	INCOME OTHER (OPERATING)	34,480.00	3,106.16	22,718.09	11,761.91	65.89%
<b>TOTAL OPERATING REVENUE</b>		<b>1,123,343.00</b>	<b>75,851.15</b>	<b>666,431.08</b>	<b>456,911.92</b>	<b>59.33%</b>
<b>NON-OPERATING REVENUE</b>						
01 49100	INCOME GEN TAX ID A 1% BH GA02	52,100.00	4,986.55	23,827.92	28,272.08	45.73%
01 49101	INCOME BOND DEBT BH FMHA DA01	175,900.00	9,268.53	82,015.73	93,884.27	46.63%
01 49102	INCOME GENERAL TAX 1% DV GA01	52,100.00	4,952.39	23,693.33	28,406.67	45.48%
01 49200	INTEREST INCOME	3,600.00	0.00	694.59	2,905.41	19.29%
01 49999	FEDERAL/STATE GRANTS FEMA/OES	0.00	0.00	3,386.46	0.00	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>		<b>283,700.00</b>	<b>19,207.47</b>	<b>133,618.03</b>	<b>150,081.97</b>	<b>47.10%</b>
<b>TOTAL REVENUE</b>		<b>1,407,043.00</b>	<b>95,058.62</b>	<b>800,049.11</b>	<b>606,993.89</b>	<b>56.86%</b>
<b>EXPENSE</b>						
<b>OPERATIONS EXPENSE</b>						
01 54102	OPERATIONS COMPENSATION	147,640.00	11,613.52	78,470.29	69,169.71	53.15%
01 54103	UNIFORMS	2,525.00	555.21	1,088.41	1,436.59	43.11%
01 54105	AUTO CONTROLS	0.00	211.46	1,521.31	0.00	0.00%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	9,000.00	35.50	1,627.66	7,372.34	18.09%
01 54107	VEHICLE EXPENSE - FUEL	18,000.00	1,128.23	9,359.76	8,640.24	52.00%
01 54109	FIELD MATERIALS & SUPPLIES	25,000.00	1,811.38	10,136.29	14,863.71	40.55%
01 54111	WATER TESTING	5,000.00	-1,294.00	3,845.25	1,154.75	76.91%
01 54112	CONTRACTUAL SERV- ENGINEERING	52,000.00	19,003.27	31,688.23	20,311.77	60.94%
01 54114	WATER SYSTEM REPAIRS	25,000.00	0.00	787.89	24,212.11	3.15%
01 54115	BUILDING MAINTENANCE/REPAIR	11,680.00	438.09	7,779.65	3,900.35	66.61%
01 54117	AMES BASIN MONITORING	0.00	1,510.00	1,510.00	0.00	0.00%
01 54119	COMMUNICATIONS EXPENSE	1,680.00	142.24	859.35	820.65	51.15%
01 54121	DISINFECTION EXPENSE	4,000.00	0.00	1,907.70	2,092.30	47.69%
01 54125	POWER WELLS & PUMPS	59,570.00	4,583.07	30,857.82	28,712.18	51.80%
01 54130	OTHER OPERATIONS EXPENSES	17,000.00	-125.00	11,773.54	5,226.46	69.26%
01 54150	PAYROLL LABOR TO PROJECTS	0.00	-264.43	-2,224.99	0.00	0.00%
01 54160	VEH & EQUIP EXPENSE TO PROJECT	0.00	0.00	-309.06	0.00	0.00%
01 54170	INVENTORY EXP TO WIP PROJECTS	0.00	0.00	-574.37	0.00	0.00%



STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 01/31/12

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL OPERATIONS EXPENSE	378,095.00	39,348.54	190,104.73	187,990.27	50.28%
<b>BULK SYSTEM EXPENSE</b>					
01 55001 PUMPING PLANT EXPENSE	8,935.00	440.84	3,438.97	5,496.03	38.49%
01 55002 BULK OPERATIONS & MAINTENANCE	5,000.00	0.00	278.96	4,721.04	5.58%
TOTAL BULK SYSTEM EXPENSE	13,935.00	440.84	3,717.93	10,217.07	26.68%
<b>ADMINISTRATIVE EXPENSE</b>					
01 56001 DIRECTOR FEES	20,000.00	1,500.00	8,700.00	11,300.00	43.50%
01 56002 DIRECTOR MEETING EXPENSES	11,000.00	-44.84	475.00	10,525.00	4.32%
01 56003 ADMINISTRATIVE COMPENSATION	260,000.00	18,671.71	117,071.60	142,928.40	45.03%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	0.00	105.00	895.00	10.50%
01 56006 CONTRACTUAL SERV-AUDITOR	29,418.00	0.00	26,472.00	2,946.00	89.99%
01 56007 CONTRACTUAL SERV-LEGAL	80,000.00	2,236.43	10,969.03	69,030.97	13.71%
01 56008 PERS CONTRIBUTION	40,450.00	2,998.66	19,266.37	21,183.63	47.63%
01 56009 PAYROLL TAXES	9,375.00	493.32	1,440.24	7,934.76	15.36%
01 56011 TELEPHONE/FAX/INTERNET/WEB	7,420.00	571.88	4,620.17	2,799.83	62.27%
01 56012 MAILING EXPENSES	7,550.00	0.00	2,811.66	4,738.34	37.24%
01 56014 CONTRACTUAL SERV-OTHER	38,660.00	1,986.30	12,762.15	25,897.85	33.01%
01 56016 PROPERTY/LIABILITY EXPENSE	30,000.00	2,356.71	16,496.97	13,503.03	54.99%
01 56017 WORKERS COMP INSURANCE	14,500.00	344.14	1,949.14	12,550.86	13.44%
01 56018 DUES & SUBSCRIPTIONS	7,725.00	6.00	8,444.91	-719.91	109.32%
01 56020 POWER OFFICES & YARDS	5,200.00	304.18	2,531.52	2,668.48	48.68%
01 56022 BAD DEBT EXPENSE	43,000.00	4,859.40	-303.55	43,303.55	-0.71%
01 56025 PROPANE	1,800.00	401.47	656.98	1,143.02	36.50%
01 56030 OFFICE SUPPLIES	5,000.00	511.65	6,174.94	-1,174.94	123.50%
01 56100 EMPLOYEE BENEFITS INSURANCE	70,850.00	6,387.98	41,043.23	29,806.77	57.93%
01 56101 FLEXIBLE SPENDING ACCOUNT	0.00	22.43	22.43	0.00	0.00%
01 56103 PLAN PARTICIPATION FEE	0.00	1.56	1.56	0.00	0.00%
01 56104 SUPPLEMENTAL LIFE	0.00	7.99	7.99	0.00	0.00%
01 56105 DISABILITY INS	0.00	14.37	14.37	0.00	0.00%
01 56110 EMPLOYEE EDUCATION	3,300.00	0.00	2,621.73	678.27	79.45%
01 56150 PAYROLL FRINGE EXP TO PROJECTS	0.00	0.00	-834.22	0.00	0.00%
01 56160 OVERHEAD TO PROJECTS	0.00	0.00	-556.31	0.00	0.00%
TOTAL ADMINISTRATIVE EXPENSE	686,248.00	43,631.34	282,964.91	403,283.09	41.23%
TOTAL OPERATING EXPENSE	1,078,278.00	83,420.72	476,787.57	601,490.43	44.22%
<b>NON-OPERATING EXPENSE</b>					
01 56200 OFFICE EQUIPMENT EXPENSE	4,950.00	47.50	1,673.36	3,276.64	33.81%
01 56300 CUSTOMER RELATIONS	3,000.00	0.00	667.28	2,332.72	22.24%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,000.00	189.98	2,031.02	968.98	67.70%
01 57000 INTEREST EXPENSE - BH BONDS	0.00	0.00	-2,925.00	0.00	0.00%
01 57100 DEPRECIATION EXPENSE	0.00	19,246.74	137,127.75	0.00	0.00%
01 58100 ELECTION COSTS	12,000.00	0.00	0.00	12,000.00	0.00%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 01/31/12

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
01 59100 INTEREST EXPENSE - DV BONDS	0.00	0.00	22,927.20	0.00	0.00%
TOTAL NON-OPERATING EXPENSE	22,950.00	19,484.22	161,501.61	-138,551.61	703.71%
TOTAL EXPENSE	1,101,228.00	102,904.94	638,289.18	462,938.82	57.96%
NET REV/EXP GENERAL FUND	305,815.00	-7,846.32	161,759.93	144,055.07	52.89%

Prepared By SP  
Date 2/7/12  
Reviewed By mmwest

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 14, 2012

**To:** Financial/PR/Education/Personnel Comm. **Budgeted:** No (Capital Replacement)  
Board of Directors **Budgeted Amount:** To Be Determined  
**Cost:** Total Est. \$28,700

**From:** Marina D. West

**General Counsel Approval:** N/A  
**CEQA Compliance:** N/A

**Subject:** Consider Replacement of One Vehicle for the Operations and Maintenance Staff

---

**SUMMARY**

The Agency has just received a repair estimate of around \$5,000 for the 2005 Ford F-150 pickup truck used daily by Mr. Rewal. The truck has more than 140,000 miles. Major maintenance such as timing belt has never been completed on this vehicle. Staff believes that maintenance of the vehicle is beginning to increase. Given the mileage and age of the vehicle staff is recommending it be replaced with a like vehicle.

Staff has solicited quotes from two dealerships and the approximately vehicle cost is \$26,000 plus tax. In addition to the purchase of the vehicle additional funds estimated at \$1,200 will be needed to replace the exterior locking tool box (which has reached the end of its useful life), relocate the communications radio, install necessary safety equipment and provide "spray-on" bed liner/protector.

Staff is seeking direction for the Committee as to whether there is a preference to fix this vehicle (currently \$5,000 estimate) or to proceed to the full Board on April 3<sup>rd</sup> with a request to purchase a new vehicle and surplus the old one.

**RECOMMENDATION**

Staff is requesting Committee's input and direction.

**BACKGROUND/ANALYSIS**

No additional information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

none

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 14, 2012

**To:** Financial/PR/Education/Personnel Comm. **Budgeted:** Yes  
Board of Directors **Budgeted Amount:** To Be Determined  
**Cost:**

**From:** Marina D. West **General Counsel Approval:** N/A  
**CEQA Compliance:** N/A

**Subject:** Request from Morongo Basin Conservation Association for Partnership and Financial Support for the Desert Wise Living Program

---

**SUMMARY**

On April 22, 2012 the Morongo Basin Conservation Association will hold its second annual *Desert-Wise Landscape Tour*. The purpose of the event is to educate the community on using water and energy in the desert responsibly. Last year the tour included 20 private residences throughout the Morongo Basin and 4 commercial gardens.

This year the tour features four homes located within BDVWA's service area in Flamingo Heights.

MBCA is seeking partnership funding to offset the total estimated program cost of \$3,340. They have secured \$1,500 in support from the Alliance for Water Awareness and Conservation (AWAC) and are asking if BDVWA would like to provide partial or full support to cover printing costs of \$900. Last years program is attached to demonstrate the quality of the publication and information provided.

The program demonstrates the benefits of using native landscaping while promoting water conservation. BDVWA benefits from the work of our community partners in "getting the word out". For that reason staff believes a contribution is reasonable and can be accommodated in the current fiscal year budget up to the \$900 request.

**RECOMMENDATION**

Staff is requesting Committee's input and direction.

**BACKGROUND/ANALYSIS**

No additional information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

none

**Marina West**

---

**From:****Sent:** Thursday, March 08, 2012 9:55 AM**To:** marina west**Cc:****Subject:** partnership support for MBCA Desert Wise Living program**Attachments:** MBCA\_GardenTourBookV3\_.CYMK\_MASTER.pdf

Hi Marina,

Four residences in Flamingo Hgts are on this year's Morongo Basin Conservation Assn's Desert-Wise Landscape Tour. AWAC has given \$1500.00 cash in support and is suggesting that we reach out to the local purveyors for partnering support to cover the program's costs. Joshua Basin will be announcing the tour in their newsletter and High Desert may consider a partnership of some kind.

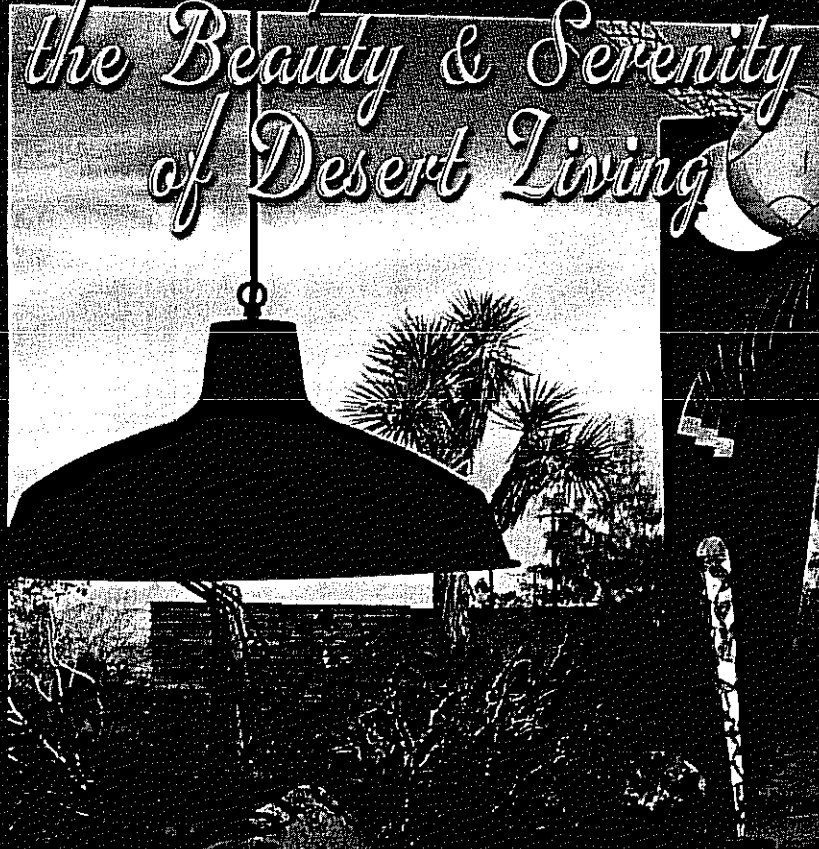
I've attached a PDF of last year's program so you'll have an example of what's in store for this year on April 22, 2012. Let me know if support for this program might be something you and the board would consider. Partial or full support of the printing budget of \$900.00 would be a great help.

Don't hesitate to let me know if I may provide additional information to assist you and the board in considering this request.

Thank you.

<i>April 22, 2012 Desert Wise Landscape Tour</i>		
Advertising: Newspaper, Sunrunner, Radio	1500	
Publication of Program/Map, Flyers, and event materials	540	
Supplies	275	
<b>Printing: Programs-Maps, Flyers, Signs, Posters, Banners, Invitations</b>	<b>900</b>	
Essay Award certifications	125	
Event planning & staffing	0	
Total Expense: Desert-Wise Landscape Tour		\$3340

*Experience  
the Beauty & Serenity  
of Desert Living*



**Desert~Wise Landscape Tour  
Program Guide and Map**



**DESERT~WISE LIVING SERIES**  
*A MBCA Program*



morongo basin conservation association  
www.mbcconservation.org

### Who We Are:

The Morongo Basin Conservation Association is a 501(c)4, community-based, California Non-Profit Corporation. The Directors and members of the MBCA have been educating Morongo Basin residents about issues affecting our economic health since our incorporation in 1969.

MBCA is the oldest collective voice for educating the Morongo Basin's citizens about the unique, natural qualities of which they are stewards, and what is needed to preserve those features.



The Desert-Wise Living Series is a community education program on the responsible use of water and energy in the desert.

This first of the Series, explores the efficiencies of desert-wise landscaping, its sustainability and support of quality desert living.

## Desert-Wise Landscape Tour Program Contents

Morongo Basin Conservation Assn.  
"Who We Are" ..... 1  
A Short Story About Water,  
Site 1 ..... 2  
Sites 2-4 ..... 3  
Sites 5-7 ..... 4  
**Site Map** ..... **5 & 6**  
Sites 8-10 ..... 7  
Sites 11-13 ..... 8  
Sites 14-16 ..... 9  
Sites 17-19 ..... 10  
Site 20  
Commercial Gardens,  
Credits: Partners & Sponsors ..... 11

### Water Usage in Acre Feet

1 acre foot of water = 325,851 gallons  
(often stated as to 326,000 gallons)

<sup>1</sup> Range #1	0.1AF to 0.3AF
<sup>2</sup> Range #2	0.3AF to 0.5AF
<sup>3</sup> Range #3	0.5AF to 0.7AF
<sup>4</sup> Range #4	0.7AF to 0.1AF
<sup>5</sup> Range #5	1.0AF to 2.0AF
<sup>6</sup> Un-metered well #6	Consumption unknown

### Location Codes

MV	Morongo Valley	LAN	Landers
YV	Yucca Valley	PH	Panorama Heights
PT	Pioneertown	JT	Joshua Tree
GG	Gamma Gulch	29P	Twentynine Palms
FH	Flamingo Heights	SF	Sunfair

---

## Desert Wise Landscape Tour

### Q. Why is water conservation important?

With an estimated 60-90% of residential water use in the Mojave Desert region spent on residential landscaping, water is a factor in the region's ongoing overdraft. Therefore, the increased use of water conservation practices in households is the best way for residents to join in the effort to secure a balanced, long-term water supply.

*Excerpts from "A Short Story About Water in the Morongo Basin"*

It is not difficult, in a desert environment, to figure out that the existence of people at any given place requires that there be water available.

The richness and quality of life in the Morongo Basin is incomparable for those who value open spaces, big sky, clean air and one of the most beautiful deserts in the world.

The natural setting is our most precious asset, and water our most precious resource.

For preservation of these things we value, it is our responsibility to use wisely our present water resources and provide for a continued supply based on the needs that allow our growing population to strike a balance with the environment.

Each of us that makes permanent "camp" here can take a lesson from the Serrano Indians. They understood fully the immediate consequences of exploiting and polluting their water sources. The best defense against devaluing our lives here is to individually understand our present water needs and resources so we can make informed decisions about our future needs. Our wise use makes a difference.

*Mojave Water Agency*

---

### Robin Kobaly & Doug Thompson

Songbird Cottage

MV Site #1

"Songbird Cottage" is harmoniously nestled on a half acre, "nearly-native" botanic garden. It was designed with plants that attract songbirds and wildlife and that can be harvested for human use. Pathways connect native, Xeriscape, transition, and mini-oasis gardens with intimate sitting areas throughout. At 2,600', the property is perimetered by a windbreak/privacy screen of drought-tolerant evergreens native to the Basin and surrounding mountains. Inside the perimeter are long-lived indigenous specimens like Mojave yucca, wild plum, and ephedra, all retained during construction; other Southwest, drought-tolerant plants were added. Lush and water-efficient toyon, strawberry tree and holly-leaf cherry flank the dwelling.

49041 Tamarisk Drive, Morongo Valley

Occupancy: 2 adults

<sup>3</sup>Annual water consumption within range #3 (0.5AF to 0.7AF)



---

## Leslie & Gene Rotstein

MV Site #2

With priority given to preservation, this garden paradise thrives undisturbed by the hillside dwelling. The property functions as testing ground for the owner's desert-wise, commercial nursery. Location, growth rates and seasonal heartiness of desert adaptive plants are carefully monitored. Lush, inviting and mature, the landscape features desert plums and almonds, mesquite, ephedra, and buckwheat. Native Sugar Bush has been added. In spring, desert mallow and penstemon blossom and re-seed the hillside; succulents thrive on the patio. Here, the natural order attracts and nurtures birds, bees, butterflies and other wildlife.

49167 Paradise Ave, Morongo Valley

Occupancy: 2 adults with frequent guests

<sup>5</sup>Annual water consumption within range #5 (1.0AF to 2.0AF)

---

## George & Nancy Huntington

Rancho del Vida Dulce

YV Site #3

"Rancho del Vida Dulce" is a 5-acre property dominated by a large Santa Fe style dwelling and detached stable. Yard art adds form and color, highlighting a pond-like saltwater swimming pool. Watering is via seasonally adjusted drip irrigation. The property was developed with attention to preserving natural topography and environment to every extent possible. Most all of the native vegetation was destroyed by fire in June 2005, prior to construction. Since then care has been taken to introduce complementary plants and reintroduce native specimens including Joshua Trees and Yuccas. The property receives an annual broadcast of native plant seeds to assist reestablishment of natural ground cover and foliage.

58265 Santa Barbara Drive, Yucca Valley

Occupancy: 2 adults plus frequent guests

<sup>2</sup>Annual water consumption within range #2 (0.3AF to 0.5AF)

---

## Stanely & Cathy Zarakov

YV Site #4

This one-acre site at 4,000' elevation is within a short walk of Black Rock Canyon Campground at the western edge of the National Park. Native juniper and piñon pine characterize this area. Construction of the adobe style dwelling sought to minimize impact to the landscape, making use of the natural wash and contours free of any grading. The effort is evident in the front and back areas. Along the side and around the back patio, the natural landscape was enhanced with new, drought-tolerant vegetation. A self-contained, interior courtyard features both drought-tolerant and non-traditional desert plants. A seasonally adjusted drip irrigation system further supports the conservation goals.

Zarakovs, 58758 San Marino Dr. Yucca Valley 760-365-8442

Occupancy: 2 adults with frequent guests

<sup>1</sup>Annual water consumption within range #1 (0.1AF to 0.3AF)

Page 3

---

## Eric Mueller

PT Site #5

This Moroccan-Tibetan hideaway sits above Pioneertown. Native oak, pinyon pine, cat claw acacias, juniper and buckwheat have been preserved and enhanced with lavender, sage, and red barrel cactus. A delightful rock path wanders to various meditation spots amid the natural landscape. One such spot is through a rock arch to a spectacular overlook of nearby mesas. Another rock-way leads under a drooping cat claw acacia into a large plaza reminiscent of Old Spain. Tiers of planters are filled with sage, lavender and roses. Beyond the courtyard is a set of step-stones climbing to a petite oasis-pond in the rocks. The water drops into a lower pool and trickles down rocks to a recycling point.

505 Hakataya, Pioneertown. 1.8 miles south on Skyline Ranch Rd., left on Hakataya for about ¼ mile to the end.

Occupancy: 2 adults

Annual water consumption within range #6. Un-metered well; consumption unknown.

---

## Randy & Susanne Smith

PT Site #6

Once the site of a breathtaking 80-acre ancient pinyon-oak-juniper woodland punctuated by boulders and a stone home built by famed local artist Frank Garske, all were destroyed in the 2006 Sawtooth Complex Fire. The owners have since re-built the home, and continue efforts to restore the landscape. Transplanted juniper, Joshua Trees, yucca and cholla are beginning to resemble some of the former beauty. Larger transplants anchor the landscape; drought-tolerant pine have replaced the pinyon pines. Native nursery plants, i.e. buckwheat, ephedra, scrub oak, apache plume, holly-leaf cherry, and sugar bush, augment the open spaces. Nestled among the boulders, a pond once again nurtures wildlife. Water from the private well is not metered, but water usage is up while youngling natives are nursed to sustainability.

55290 Flying Tigers Road, Pioneertown.

Occupancy: 2 adults

Annual water consumption within range #6. Un-metered well; consumption unknown.

---

## Robin Maxwell & Max Thomas

GG Site #7

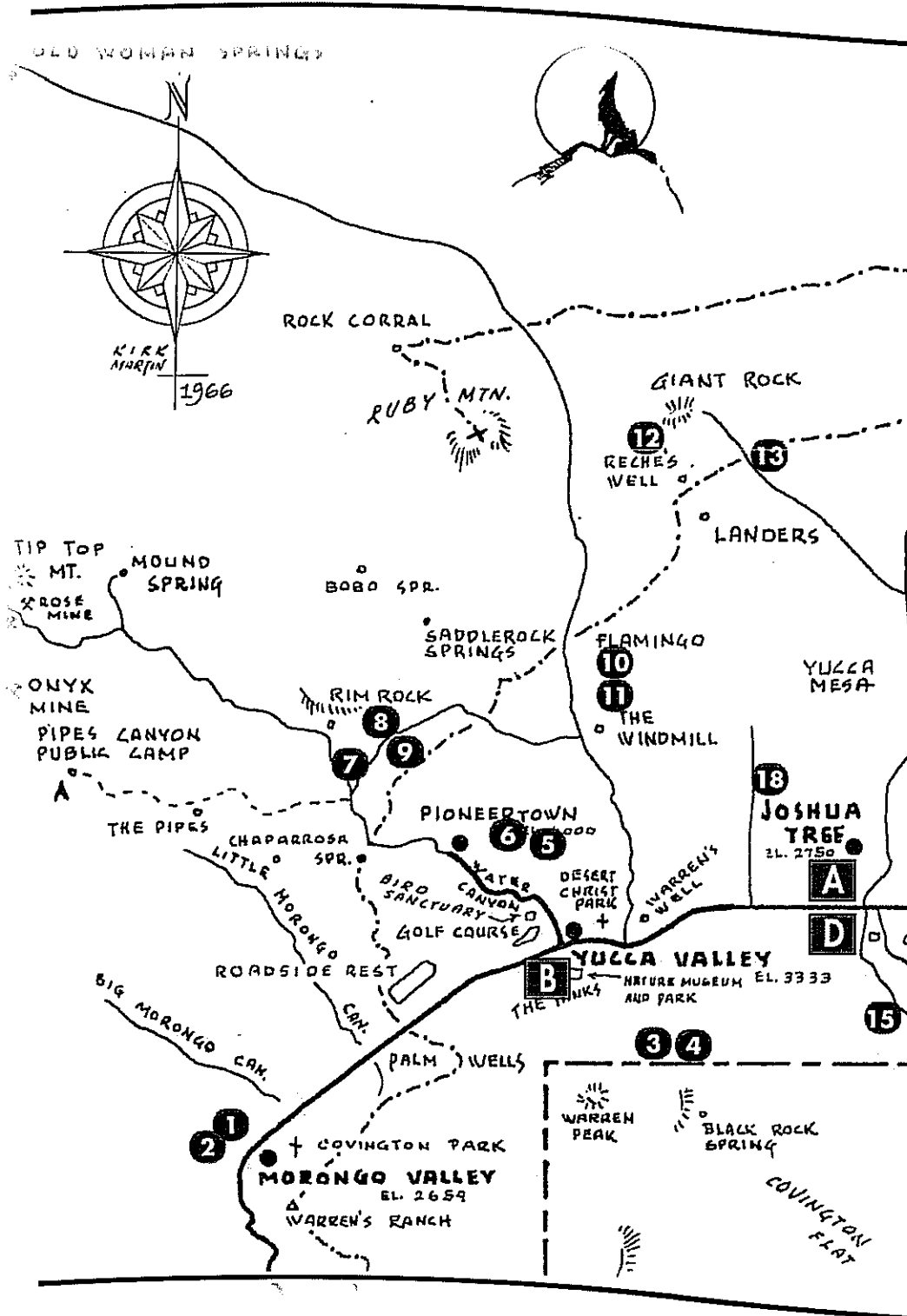
High Desert Eden

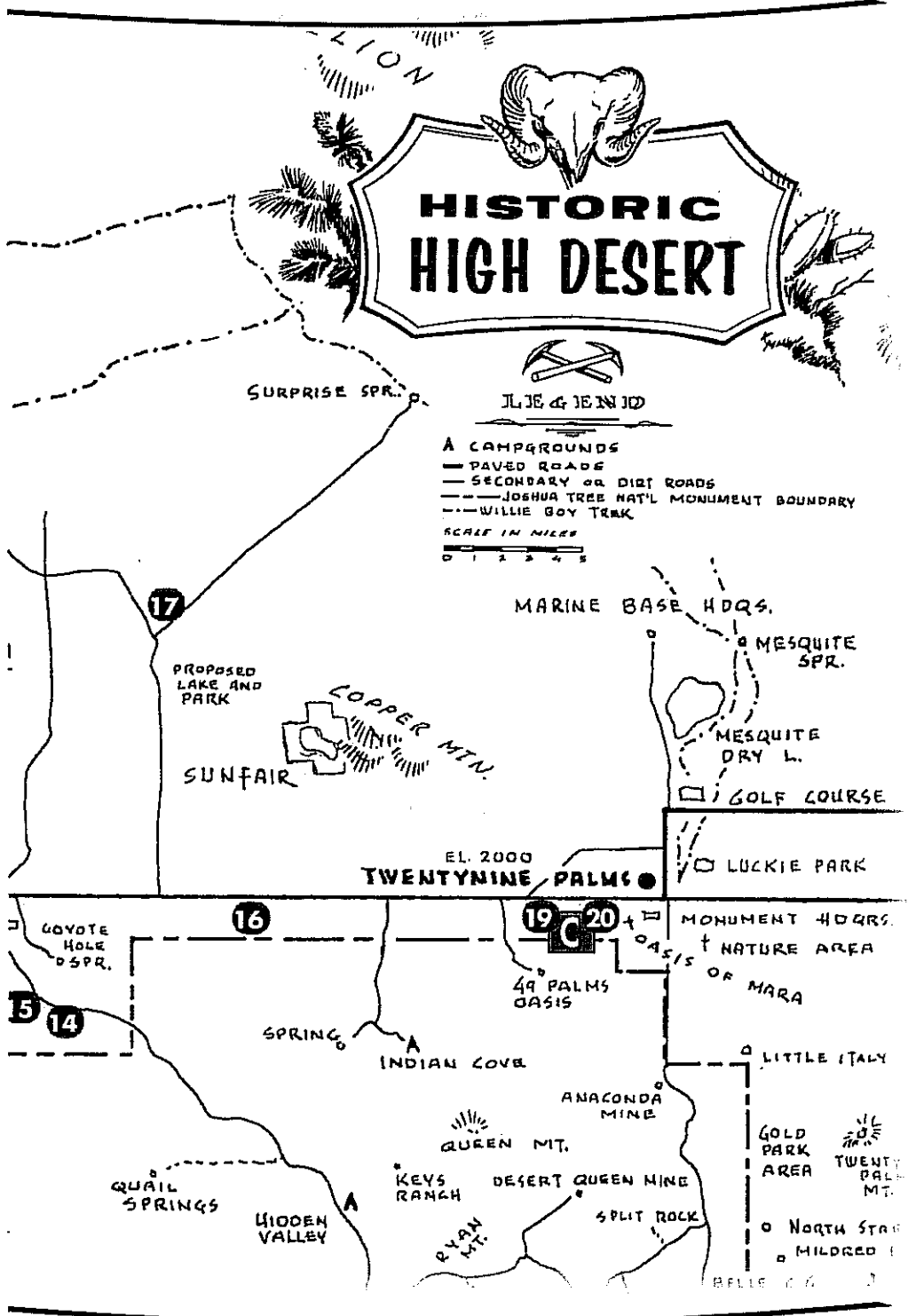
Located on 22 acres at 4,200 feet in Pipes Canyon, "High Desert Eden" is bounded on the south and west by The Wildlands Conservancy. Native vegetation includes scrub oak, cat claw, juniper, desert willow, Joshua trees, Mojave yucca, coyote bush, desert almond, antelope bush, Mormon tea, indigo, paper bag bush, and more. There is a seasonal creek and several streams. Nearer the home and guesthouse are mounds, as well as front and back gardens planted with native and non-native drought-tolerant shrubs and trees. A back garden features a pond with waterfall, home to koi, goldfish and native toads. An abundance of birds enjoy the property as well. Solar and wind power, plus a back-up generator provide all the power.

51760 Campanula Road, Pioneertown

Occupancy: 2 adults plus frequent guests

Annual water consumption within range #6. Un-metered well; consumption unknown.





---

## Steve Bardwell & Sarah Kennington

GG Site #8

The Bunny House

This 5-acre site at 4,500' elevation is in the Gamma Gulch / Pipes Canyon area. A dwelling, affectionately dubbed "Bunny House," plus detached garage and garden areas occupy approximately a ½ acre. Decomposed granite "plazas" and container gardens encircle the home providing outdoor living areas. Boulders and sculpture by regional artists provide landscape highlights. Existing native vegetation is retained and cultivated.

2222 Cottontail Road, Pioneertown (west side road, ¼ mile south of Gamma Gulch)

Occupancy: 2 adults plus frequent guests

<sup>4</sup>Annual water consumption within range #6. Un-metered well; consumption unknown (estimated 300 gallons / month in summer for irrigation).

---

## Tony Angelotti & Paul Goff

GG Site #9

The Gardens at The Olive Adobe

Some 11 years in the making, this garden is constantly evolving. Designed and created by homeowners Tony Angelotti and Paul Goff, the garden contains sage (Chaparral, Lipstick, Russian), rosemary, penstemon, desert mallow, red tip yucca, lavender as well as many varieties of cactus. All are drought and cold tolerant. Also featured are fruit bearing olive trees, grapes and a small, raised bed vegetable garden. Multiple species of birds and insects thrive on the consecutive blooming cycles. Watering is via a soaker hose drip system and by hand from the well for an hour, appropriate to the season and weather conditions; approximately four days per week in the summer months.

3157 Acacia Avenue, Pioneertown

Occupancy: 2 adults

<sup>4</sup>Annual water consumption within range: #6. Un-metered well; consumption unknown.

---

## Steve & Ruth Rieman

FH Site #10

This 10-acre site is perched high above Pipes Wash affording sweeping views of the natural highway from the home, guest studio and garden paths. Native plants have been both preserved and cultivated over the past 32 years. Thriving cacti planted in custom concrete containers, passive solar architectural elements, rough-hewn hardscape and soaring sculpture are integrated within the natural and manmade landscape. To the eye, the result is stunning, seamless and organic.

1188 Tahoe Ave. Yucca Valley (Flamingo Heights). 760-364-3455

Occupancy: 2 adults plus extended stay guests

<sup>1</sup>Annual water consumption within range #1 (0.1AF to 0.3AF)

---

## **Don & Melva Matthews**

FH Site #11

This 3.91-acre site features a passive solar home and bunkhouse surrounded by outdoor patio living spaces defined by elevation changes and partially enclosed with rock berms. The unaltered landscape of native vegetation dominates the site while drought tolerant plants are featured in and around the patio hardscapes. A small swimming pool is tucked into one of the patio areas. A large, 30-year-old Mesquite tree that was started from seed maintains a prominent position in the front island planter.

701 Tahoe Ave., Yucca Valley (Flamingo Heights) 760-364-4235

Occupancy: 2 adults plus frequent guests

<sup>1</sup>Annual water consumption within range #1 (0.1AF to 0.3AF)

---

## **Phillip Mayberry & Scott Walker**

Lan Site #12

This 5-acre site was developed on a sandy outcropping in 2007. A modernist home, ceramic studio and whimsical garden are contained within a 12,500 sq. ft. walled compound. Construction aimed to minimize environmental impact wherever possible. Native plants figure prominently within the walls as do newly introduced drought-tolerant specimens such as cactus, mesquite and agave; a rose bed and desert palms expose an indulgence. Every year the owners attempt to grow some edibles with varying success; presently they're experimenting with a water-wise straw bale vegetable garden technique.

58328 Rocky Acres Road, Landers 760-364-2515

Occupancy: 2 adults

<sup>2</sup>Annual water consumption within range #2 (0.3AF to 0.5AF)

---

## **Mike Lipsitz & Phu Do**

Lan Site #13

This 5-acre site sits at an elevation of 2,800 feet at the base of Goat Mountain and adjacent to nearly 400 acres of BLM wilderness. Half the property is fenced and a seasonally adjusted irrigation system. A domicile and outbuilding are also within the fencing. Since purchasing the site in 2004, the owners have converted extensive beds dominated by roses and other high water use plants to a landscape featuring drought resistant agave, cacti and varieties of yucca in an integrated hardscape. Mature Aleppo pine, palm, olive and pistachio trees, all legacies from prior owners, provide abundant shade and visual appeal.

2237 Yucca Mesa Road, Landers. 760-449-4048

Occupancy: 2 adults & 2 large dogs

<sup>2</sup>Annual water consumption within range #2 (0.3AF to 0.5AF)

---

## Judith Marchyn

JT Site #14

This 2.5-acre site features a newly established garden and modest, contemporary home completed only last year. During construction, the natural desert landscape was minimally disturbed and enhanced with large boulders, and small decks and patios. Native, drought-tolerant plant specimens only were thoughtfully introduced. Pine, eucalyptus and pepper trees were strategically placed for shade and privacy in a landscapes otherwise dominated by desert brush and iconic Joshua Trees.

8744 Star Lane, Joshua Tree. 310-502-1069

Occupancy: 1 adult & 1 cat

<sup>1</sup>Annual water consumption within range #1 (0.1AF to 0.3AF)

---

## Frederick Fulmer & Jim Berg

JT Site #15

Sunset House

This 5-acre site has a home and art studio. Four acres, including a wash, are left undisturbed and preserves a wildlife corridor for coyote, bobcat, tortoise and more. The swimming pool is solar heated with assistance from a solar blanket pool cover. This enables water temperatures to reach the high nineties in summer months. The pool is run by an Intelliflo Eco Select Energy Saving pump.

8215 Sunset Road, Joshua Tree

Occupancy: 2 adults

<sup>2</sup>Annual water consumption within range #2 (0.3AF to 0.5AF)

---

## Luana Lynch & DJ Knowles

PH Site #16

This 10-acre site is adjacent to the National Park. A family home, geodesic dome and studio are nestled among boulders which dominate the landscaping. Native plants, a rock wall vegetable garden, water features, cactus garden and other hardscape elements characterize this property. It is powered through net metering with solar panels.

66075 Foothill Dr., Joshua Tree

Occupancy: 2 adults plus frequent guests

<sup>3</sup>Annual water consumption within #5 (1.0AF to 2.0AF)

---

## George & Bonnie Kopp

SF Site #17

This 5-acre property contains a main residence built in 2009 and an original cabin from 1950. A grid-tied photovoltaic system powers both. The stunning landscaping was done by acclaimed designers Troy Williams and Gino Dreese of Mojave Rock Ranch. They chose only drought resistant, native plant materials, well adapted to the desert climate and they made imaginative use of the scrap found in and around the cabin. A junked truck bed became a fishpond, and rusted cans became mulch for the front cactus garden. An irrigation system runs approximately ten minutes per week.

1776 Sunview Ave. Joshua Tree

Occupancy: 2 adults plus frequent guests

<sup>3</sup>Annual water consumption within range #3 (0.5AF to 0.7AF)

---

## Nora Lousignont & John Lauretig

YV Site #18

This 2.3-acre hilltop site on the Mesa offers 360° views. The landscape is terraced to prevent erosion. It features native and non-native cactus, roses, eucalyptus, pine and fruit trees (pomegranate, fig, peach). Grape arbors shade the south facing windows. Several greenhouse structures protect container plants from winter and wildlife. A gathering of large rocks and raked gravel provide visual appeal, slow evaporation and prevent erosion. Rooftop solar panels generate approximately 90% of the property's electricity.

59735 Sun Mesa Dr., Yucca Valley. 760-228-0996

Occupancy: 2 adults & 3 large dogs

<sup>3</sup>Annual water consumption within range #3 (0.5AF to 0.7AF)

---

## Canyon House

29P Site #19

This site includes the former residence and guesthouse of August and Susan Frugé. Susan was a founding member of the California Native Plant Society. As an editor for the University of California Press, she edited "A California Flora" by noted botanist Philip A Munz. Her love of native desert plants characterizes and reigns supreme on this property. Huge creosote bushes nearly conceal the front entry. The courtyard, created between the two buildings, shelters a solar-heated pool with an Intel-Flow energy pump.

6945 Canyon Road, Twentynine Palms

Occupancy: 4 or more (home and guest house occupied full time)

<sup>3</sup>Annual water consumption within range #3 (0.5AF to 0.7AF)



---

## Benjamin Bottoms

29P Site #20

Situated on Donnell Hill in Twentynine Palms, this 1930's Auto Court known as "Adobe Terrace" and an adjacent parcel with vintage home and pool comprise this 2.5-acre, five-residence compound. An eccentric collection of vintage motel signs dominate the hardscape. Retention basins, berms, winding paths and outdoor "rooms" direct the water, the eye and sound. Efforts over the last three years have focused on training and shaping the native creosote (*larrea tridentata*). Most of the plantings began in 1991; although some of the palms predate that. All watering is done by hand.

Docent-lead tours: 11:00am and 3:00pm

Benjamin Bottoms, 73317 Old Dale Road, Twentynine Palms (corner of Pine)

Occupancy: varies

<sup>3</sup>Annual water consumption within range #5 (1.0AF to 2.0AF)

---

## Commercial Gardens

### **A** Joshua Tree Water~Wise Demonstration Gardens

This 0.6 acre demonstration garden includes five themed gardens (Desert Ranch, Mediterranean, Native Plants & Wildlife, Thornless, and Rock Garden/Slope) designed by award-winning landscape architects, RGA. Visitors can select a garden style and a free booklet of landscape and irrigation plans. This garden is intended to provide inspiration and resources for installing landscapes that will use 1/3 the water of the traditional Southern California landscape.

Joshua Basin Water District  
61750 Chollita Road, Joshua Tree.

<sup>2</sup>Annual water consumption within range #2 (0.3AF to 0.5AF)

### **B** Hi~Desert Water District, 55439 29 Palms Hwy., YV

### **C** 29 Palms Water District, 72401 Hatch Rd., 29 Palms

### **D** Joshua Tree National Park Assoc., Park Blvd., JT

---

### Sponsor:

Alliance for Water Awareness Coalition (AWAC)

### Partners:

Chuck Caplinger

SummerTree Institute [www.summertree.org](http://www.summertree.org)

Unique Nursery

Wind Walkers

Dave Miller, Dream Keeper Ranch

Cactus Mart

**Participate in the "after-Tour" essay contest on our website:  
Gift certificates will be awarded for first, second and third winners.**

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 14, 2012

**To:** Financial/PR/Education/Personnel Comm. **Budgeted:**  
Board of Directors **Budgeted Amount:** To Be Determined  
**Cost:** To Be Determined

**From:** Marina D. West **General Counsel Approval:** N/A  
**CEQA Compliance:** N/A

**Subject:** Review Calculated Cost of Living Adjustment for All Employees

---

### **SUMMARY**

At the February 10, 2012 Board Workshop staff was directed to evaluate a cost of living adjustment (COLA) to the Range and Step Scale referenced in the Employee Handbook. It was noted that the Agency hasn't authorized a COLA since January 2008.

### **RECOMMENDATION**

Staff is requesting Committee's input and direction.

### **BACKGROUND/ANALYSIS**

At the February 10, 2012 Board Workshop staff was directed to evaluate a cost of living adjustment (COLA) to the Range and Step Scale referenced in the Employee Handbook. It was noted that since the approved COLA in January 2008, the BOD has informally adopted a 0% COLA in subsequent years irrespective of the CPI. The BOD is not required to provide the adjustment automatically; setting the adjustment at 0% or something less or something more than the published index is a board decision.

The Employee Handbook states that the Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Scale each year to be effective on or about January 1. In addition, the general manager's contract states she will receive the same COLA when all other Agency employees receive such an increase.

There is no specific guidance in the Employee Handbook on how to calculate the COLA however in 2008 the Bureau of Labor Statistics Consumer Price Index (CPI) data was utilized. This database is used routinely by other agencies for this purpose.

The Board has missed the opportunity to make a cost of living adjustment effective January 1 so staff recommends that if Board wishes to approve the adjustment then it should be at the beginning of the next fiscal year. The first step in using the CPI to propose a percentage increase is to determine the date range. The CPI is reported per month. It was stated in the minutes from 2008, that the COLA was based on a twelve month period ending November 2008 and the increase was approved on January 22<sup>nd</sup>.

The relevant CPI table is attached. Depending on the date range a different result will be calculated. If one uses the "annual" figure then the COLA is calculated at 2.9%. Using any given date range the COLA is calculated between 1.9% and 3.4%.

An alternative index the Board may wish to consider is to follow the COLA given by the Social Security Administration. It is essentially tied to the cost-of-living, though on a national scale. Staff recommends this index since it is an index many constituents can relate to. There is only one figure provided per year (see attached). For January 2012, the adjustment is 3.6%.

Based on the current budget, each 1% increment of the COLA will have a fiscal impact of \$3,850 per year.

Staff seeks input from the Committee on two distinct issues:

1. Which index should be used? If it is CPI, which date range should be used and when should the adjustment take effect (ie. January or July)?
2. What, if any, COLA does the Committee recommend to the full Board for further consideration?

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

**1/22/2008 08R-01 Resolution** authorizing a cost of living percentage adjustment (COLA) to the Range and Step Scale referenced in the Employee Handbook of 4.1%.

**12/14/2007 Personnel Committee** presented with a cost of living increase of 4.6% based on the Bureau of Labor Statistics data for the 12-month time period ending November 2007.

The relevant CPI table is attached. Depending on the date range a different result will be calculated. If one uses the "annual" figure then the COLA is calculated at 2.9%. Using any given date range the COLA is calculated between 1.9% and 3.4%.

An alternative index the Board may wish to consider is to follow the COLA given by the Social Security Administration. It is essentially tied to the cost-of-living, though on a national scale. Staff recommends this index since it is an index many constituents can relate to. There is only one figure provided per year (see attached). For January 2012, the adjustment is 3.6%.

Based on the current budget, each 1% increment of the COLA will have a fiscal impact of \$3,850 per year.

Staff seeks input from the Committee on two distinct issues:

1. Which index should be used? If it is CPI, which date range should be used and when should the adjustment take effect (ie. January or July)?
2. What, if any, COLA does the Committee recommend to the full Board for further consideration?

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

**1/22/2008 08R-01 Resolution** authorizing a cost of living percentage adjustment (COLA) to the Range and Step Scale referenced in the Employee Handbook of 4.1%.

**12/14/2007 Personnel Committee** presented with a cost of living increase of 4.6% based on the Bureau of Labor Statistics data for the 12-month time period ending November 2007.

# Databases, Tables & Calculators by Subject

FONT SIZE: [ - ] [ + ]

Change Output Options:

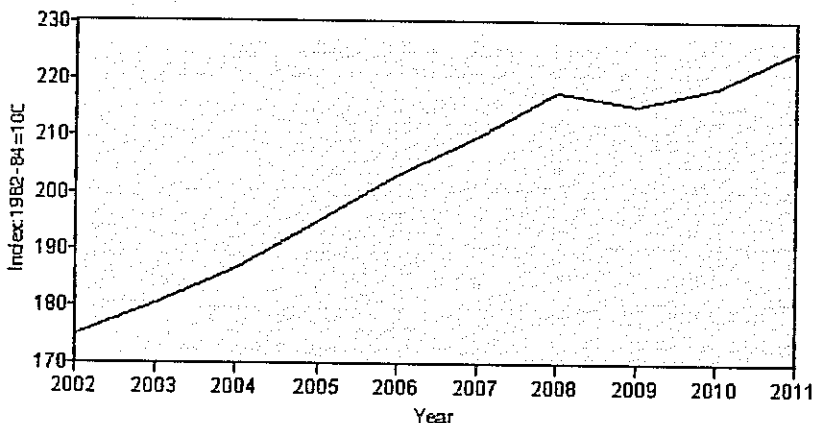
From:  To:

include graphs

[More Formatting Options](#)

## Consumer Price Index - Urban Wage Earners and Clerical Workers

Series Id: CWURA421SA0  
 Not Seasonally Adjusted  
 Area: Los Angeles-Riverside-Orange County, CA  
 Item: All items  
 Base Period: 1982-84=100



Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2002	171.5	172.8	173.8	174.8	175.4	174.7	175.0	175.6	176.3	176.5	177.0	176.7	175.0	173.8	176.2
2003	177.8	179.6	181.6	180.9	179.9	179.6	179.6	180.5	181.9	181.2	180.5	180.2	180.3	179.9	180.7
2004	181.7	183.4	184.9	185.2	186.8	187.4	186.8	186.5	187.8	189.8	190.3	188.5	186.6	184.9	188.3
2005	188.5	190.3	192.1	194.2	194.6	193.7	194.6	196.4	199.0	200.0	198.4	196.5	194.9	192.2	197.5
2006	198.3	199.9	200.8	202.9	205.0	204.2	204.5	205.0	205.3	203.5	203.3	202.9	203.0	201.9	204.1
2007	204.498	206.632	208.929	210.195	211.145	209.614	209.444	209.240	209.849	211.259	212.844	212.282	209.661	208.502	210.820
2008	213.825	214.231	216.493	217.914	219.702	222.435	223.245	221.230	220.285	218.726	214.083	211.007	217.765	217.433	218.096
2009	212.454	213.234	213.013	213.405	214.446	216.145	216.128	216.628	217.302	217.474	216.618	216.233	215.257	213.783	216.730
2010	217.290	217.090	218.157	218.475	218.787	218.222	218.367	218.752	218.427	219.339	218.694	219.619	218.435	218.004	218.866
2011	221.540	222.814	225.770	227.051	226.842	225.461	224.277	224.665	226.096	226.116	225.786	224.444	225.072	224.913	225.231
2012	226.245														

**TOOLS**

- Areas at a Glance
- Industries at a Glance
- Economic Releases
- Databases & Tables
- Maps

**CALCULATORS**

- Inflation
- Location Quotient
- Injury And Illness

**HELP**

- Help & Tutorials
- FAQs
- Glossary
- About BLS
- Contact Us

**INFO**

- What's New
- Careers @ BLS
- Find It! DOL
- Join our Mailing Lists
- Linking & Copyright Info

**RESOURCES**

- Inspector General (OIG)
- Budget and Performance
- No Fear Act
- USA.gov
- Benefits.gov

## History of Automatic Cost-Of-Living Adjustments

The 1975-82 COLAs were effective with Social Security benefits payable for June (received by beneficiaries in July) in each of those years. After 1982, COLAs have been effective with benefits payable for December (received by beneficiaries in January).

COLAs received in 1975-2012 are shown below.

July 1975 -- 8.0%	January 1995 -- 2.8%
July 1976 -- 6.4%	January 1996 -- 2.6%
July 1977 -- 5.9%	January 1997 -- 2.9%
July 1978 -- 6.5%	January 1998 -- 2.1%
July 1979 -- 9.9%	January 1999 -- 1.3%
July 1980 -- 14.3%	January 2000 -- 2.5% <sup>(1)</sup>
July 1981 -- 11.2%	January 2001 -- 3.5%
July 1982 -- 7.4%	January 2002 -- 2.6%
January 1984 -- 3.5%	January 2003 -- 1.4%
January 1985 -- 3.5%	January 2004 -- 2.1%
January 1986 -- 3.1%	January 2005 -- 2.7%
January 1987 -- 1.3%	January 2006 -- 4.1%
January 1988 -- 4.2%	January 2007 -- 3.3%
January 1989 -- 4.0%	January 2008 -- 2.3%
January 1990 -- 4.7%	January 2009 -- 5.8%
January 1991 -- 5.4%	January 2010 -- 0.0%
January 1992 -- 3.7%	January 2011 -- 0.0%
January 1993 -- 3.0%	January 2012 -- 3.6%
January 1994 -- 2.6%	

<sup>(1)</sup> The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

### Related Information

- [COLA, tax, benefit and earning amounts for 2012](#)
- [The Story of COLAs](#)
- [Actuarial resources](#)
- [Press Release: Social Security Announces 3.6 Percent Increase For 2012](#)
- [Effect of COLA on Social Security Benefits](#)

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE  
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 14, 2012

**To:** Financial/PR/Education/Personnel Comm. **Budgeted:** N/A  
Board of Directors **Budgeted Amount:** N/A  
**Cost:** N/A

**From:** Marina D. West **General Counsel Approval:** N/A  
**CEQA Compliance:** N/A

**Subject:** Review Options for Designating Fund Accounts for Monies Retained in the Local Agency Investment Fund

---

### **SUMMARY**

Staff recommends that the board establish designated fund accounts to differentiate the prescribed uses for monies retained in the Local Agency Investment Fund (LAIF).

### **RECOMMENDATION**

Staff is requesting Committee's input and direction.

### **BACKGROUND/ANALYSIS**

Staff recommends that the board establish designated fund accounts to differentiate the prescribed uses for monies retained in the Local Agency Investment Fund (LAIF).

The LAIF account is used to hold monies that are not immediately needed because LAIF pays interest whereas the Union Bank checking account does not.

Staff believes more transparency is needed in financial reporting to demonstrate where the monies in LAIF are expected to be expended. The following general ledger sub-accounts categories are recommended at this time and should be brought to the board in the form of a policy. The purpose of the policy would be to define the sub-accounts and to set goals for reserve funds, clearly describe authorization for the use of the sub-accounts and outline how they will be reported. However, the policy should not be so restrictive that it prohibits flexibility and ease of access. Reserves are there to help the organization operate its programs and services, not create an untouchable bank balance for everyone to admire.

General Ledger Sub-account categories proposed and known current balances:

Total LAIF Account Balance: \$873,000

Customer Deposits (restricted): \$50,000  
Basic Facilities Charges Accumulated: \$27,196  
Encumbered for Approved Projects: \$100,000  
Emergency Contingencies Fund: \$0  
Replacement & Refurbishment Fund: \$0  
Unencumbered Cash: \$695,804

Monies collected from new service connections, known as the Basic Facilities Charge, is restricted for new system improvements (ie. not repairs). Once the Agency determines the projected goals for an emergency contingencies fund and Replacement & Refurbishment Fund then monies can be reallocated from the Unencumbered Cash account. The remaining unencumbered cash can provide for Capital Improvement Projects, budget shortfalls, etc.

Staff seeks input from the Committee on the need for and development of the LAIF sub-accounts prior to a Policy being drafted for full Board consideration.

**PRIOR RELEVANT BOARD ACTION(S)**

none



Bighorn-Desert View Water Agency



**Board of Directors**

Terry Burkhart, President  
Michael McBride, Vice President  
David Larson, Director  
Judy Corl-Lorono, Director  
Director Vacancy

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

760/364-2315 Phone  
760/364-3412 Fax

Marina D West, P.G., General Manager  
Lyni Tompkins, Board/Exec. Secretary

A Public Agency

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

---

**FINANCE/PUBLIC RELATIONS/EDUCATION  
AND PERSONNEL COMMITTEE  
SPECIAL MEETING REPORT**

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Wednesday, January 11, 2012 5:00 p.m.

**COMMITTEE MEMBERS:** Director Vice President McBride & President Burkhart

**CALL TO ORDER**

Vice President McBride called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

Led by John Burkhart

**ROLL CALL**

Directors: Michael McBride  
Terry Burkhart

Staff: Marina West  
Lyni Tompkins

**APPROVAL OF THE AGENDA**

President Burkhart and Vice President McBride approved the agenda as presented.

**REVIEW OPTIONS FOR COMPLIANCE WITH SECTION 33305 OF THE BIGHORN-DESERT VIEW  
WATER AGENCY LAW (CALIFORNIA WATER CODE APPENDIX 112 & RELATED WATER  
CODES)**

General Manager West gave the staff report.

Staff has determined the Agency is not in compliance with Section 33305 of the Bighorn-Desert View Water Agency Law which requires a separation of finances of the former district systems when a consolidation occurs without a vote of the public.

General Manager West also reported there are four options to consider resolving this matter:

- 1) Do nothing,
- 2) Separate the finances such that there are two distinct functioning enterprises,
- 3) Solicit the electorate to either confirm the requirement for a separation of finances or authorize complete consolidation, and
- 4) Approach the California State Legislature to retroactively repeal Section 33305 from the Bighorn-Desert View Water Agency Law.

No public comment.

The Committee directed staff to move this agenda item to the full Board. In addition, the committee recommended Option 4, Approach the California State Legislature to retroactively repeal Section 33305 from the Bighorn-Desert View Water Agency Law.

#### **REVIEW ADDING AB 1825 SEXUAL HARASSMENT PREVENTION TRAINING AS A REQUIREMENT FOR DIRECTORS**

Personnel Administrator Tompkins gave the staff report.

California Law requires supervisors to take AB 1825, Sexual Harassment Prevention Training. The Agency's Property Liability/Workers' Compensation Insurance company, Special District Risk Management Authority (SDRMA), considers the Board as a whole to be supervisors of the General Manager. The Board of Directors has power over the General Manager. They can hire, terminate, and they direct the General Manager. SDRMA strongly recommended directors take this training which reduces the liability of the Agency.

General Manager West reported staff recommends that Bighorn-Desert View Water Agency Directors change Resolution 10R-02 and/or have a policy making it mandatory for Directors to take AB 1825, Sexual Harassment Prevention Training.

No public comment.

The Committee supported the Board mandating this training and directed staff to take this item to the full Board. The Committee also directed staff to investigate what would enforce the Directors to take this training; does the State of California have enforcement measures in place, does the agency have the responsibility to enforce the training, can the Agency hold back per diem, etc.

#### **REVIEW DIRECTORS' PER DIEMS**

General Manager West gave the staff report.

The last ordinance on per diems went into effect early 2011 increasing the per diem for committee meetings from \$50 to \$100. The law allows an annual increase in the per diem but it cannot exceed 5%. Currently committee and board meetings per diems are \$100. The per diem rates have never exceeded \$100.

General Manager West also reported that starting January 2012, the Board per diems are processed through payroll, not accounts payable. The directors are paying Social Security and Medicare taxes from their per diems. Most of the current Board will not see any benefit from paying the Social Security and Medicare taxes as they are currently

collecting these benefits from the government. With these taxes, the Board has effectively reduced their per diem.

She commented now will be the time to explore the annual increase so the new rate can go into effect at the beginning of the 2012/2013 fiscal year.

No public comment.

The Committee directed staff to bring this agenda item to the full Board.

#### **CONSENT ITEMS**

- a. Regular FPREP Meeting Report, September 14, 2011

No public comment.

Vice President McBride and President Burkhart approved the report.

#### **PUBLIC COMMENT PERIOD**

No public comment.

#### **VERBAL REPORTS**

##### **COMMITTEE MEMBERS' COMMENTS/REPORTS**

None

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

General Manager West reported she will be bringing the question of covering adult dependent children to age 26 for dental and vision benefit coverage or not to the next Board of Directors meeting.

#### **ITEMS FOR NEXT AGENDA**

**ADJOURNMENT** – President McBride adjourned the meeting at 6:12 p.m.

Pending Committee Approval