

## Bighorn-Desert View Water Agency

### Board of Directors

Michael McBride, President  
Judy Corl-Lorono, Vice President  
David Larson, Secretary  
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, PG, General Manager

A Public Agency

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

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## BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, October 16, 2012 - 6:00 p.m.**

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

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

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

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

### 5. **REQUEST FOR BILLING ADJUSTMENT "LEAK RELIEF" FROM OWNERS LOCATED AT APN 629-281-42**

Board considers taking the following action(s):

1. Board to consider written request by property owner requesting "leak relief".

**6. SDRMA NO PAID WORKERS' COMPENSATION CLAIMS AND NO PAID PROPERTY/LIABILITY CLAIMS IN 2011-12**

Board considers taking the following action(s):

1. Receive and file the letters from SDRMA acknowledging the Agency's efforts that have resulted in no "paid" Workers' Compensation Claims and no "paid" Property/Liability Claims for the program year 2011-2012.

**7. AMES/RECHE GROUNDWATER STORAGE AND RECOVERY PROGRAM – RIGHT OF WAY GRANT CACA-50962, OFFERED BY BUREAU OF LAND MANAGEMENT FOR THE CONSTRUCTION, OPERATION AND MAINTENANCE OF FACILITIES ON FEDERAL LAND**

Board considers taking the following action(s):

1. Upon receipt of revised document reflecting reduced project dimensions, authorize General Manager to execute Right-of-Way Grant/Temporary Use Permit, Serial Number CACA-50962 for construction, operation and maintenance of the Ames/Reche Groundwater Recharge Facilities; and
2. Authorize payment of rents for a period of up to 30 years at a cost not to exceed \$20,000.

**8. AMENDING THE EMPLOYEE HANDBOOK – DISCUSSION ITEM ONLY**

Board considers taking the following action(s):

1. Board to discuss Resolution 12R-XX Amending the Employee Handbook for Purposes of Establishing the Policy/Procedure for Cost of Living Increases, Modifying/Correcting/Adding Job Descriptions and Holiday Provisions.

**9. RESOLUTION 12R-XX – ADOPTING THE WATER INFRASTRUCTURE RESTORATION PROGRAM ADDENDUM NO. 2 IN COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Board considers taking the following action(s):

1. Adopt Resolution No. 12R-XX – Adopting the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project Mitigated Negative Declaration – Addendum Ames/Reche Groundwater Storage and Recovery Program (Addendum No. 2).

**10. DISBURSEMENTS AUGUST AND SEPTEMBER 2012**

Recommended Action:

Ratify Check Register (payment of bills) for August and September 2012.

**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 August and September 2012
  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, August and September 2012
- c. Service Order Report, August and September 2012

- d. Production Report, August and September 2012
- e. Regular Board Meeting Minutes, August 28, 2012
- f. Special Board Meeting Minutes, September 13, 2012
- g. Consider Authorizing Attendance to the 2012 ACWA Fall Conference and Exhibition December 4-7, 2012 at an estimated cost of \$2304.00 per Director (includes December 3 travel day).
- h. Consider Authorizing Attendance to ACWA Regions 9 and 10 Joint Program, "The Future of California Water: What's in Store and How to Prepare" October 19, 2012 in Riverside, California at an estimated cost of \$150.00 per Director.
- i. Approve Final Invoice for Disposal of Asbestos Cement Pipe in the Amount of \$17,273.26 (Increase of \$4,238.26).
- j. Consider Resolution No. 12R-XX Establishing an Agency Injury and Illness Prevention Program (IIPP) recommended by FPREP Committee.
- k. Motion to Cancel December 25, 2012 Regular Board of Director Meeting.

Recommended Action:

Approve as presented (Items a - k):

## **12. MATTERS REMOVED FROM CONSENT ITEMS**

## **13. PUBLIC COMMENT PERIOD**

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

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

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

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

## **15. FUTURE AGENDA ITEMS**

## **16. 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  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** October 16, 2012

**To:** Board of Directors

**Budgeted:** No

**Funding Source:** Bad Debt

**Cost:** To Be Determined

**From:** Staff

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Request for Billing Adjustment for "Leak Relief" from Ms. Latham  
Parcel No. 629-281-42

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**SUMMARY**

The Agency has received a request for relief from a bill for a water leak for approximately \$546 on September 19, 2012.

Staff is recommending no billing relief because the customer had not resolved the problem that caused the high bill until alerted by the Agency during follow-up investigations on October 9, 2012. Furthermore, the customer never followed through to determine if assistance could be obtained through County programs.

Should the Board choose to provide billing relief staff believes the "excessive" portion to be closer to \$462 (lost water) taking into consideration the customers "normal" usage which was extrapolated from their latest water demand at their current residence.

**RECOMMENDATION**

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

1. Board to consider written request by property owner requesting "leak relief".

**BACKGROUND/ANALYSIS**

Upon investigation to prepare for the Board meeting staff determined the following:

1. Customer requested and was provided contact information for the County of San Bernardino Adult Services in an effort to find other funding sources to relieve the high bill. It was determined that the customer never made contact with the County to determine if they qualified for such assistance.
2. In the customers September 19, 2012 letter requesting assistance, they indicated the problem was found to be with the irrigation system. Rather than repair the compromised irrigation system the customer indicated in their attached letter that "they obviously have a non-visible leak or leaks in the irrigation system and will no longer use it for watering".

However, upon site inspection on October 9, 2012, staff found evidence that the irrigation system was still in service. This was evidenced by water runoff from an irrigation bubbler which had breached the "earthen berm" surrounding a bush (photos attached). Therefore, it appears not only that the irrigation system is still in use but that the customer's irrigation water is actually being wasted. When the customer was confronted with this information they denied the fact that the irrigation system could still be in use.

On October 12, 2012 the customer contacted staff indicating they were not aware they had multiple irrigation system controllers, had located the source of the above mentioned runoff and the valves have been shut off.

When the Agency had a program for leak relief, which was dissolved in 2011, the customer was required to show proof of repairs. Since the customer acknowledges they have a compromised irrigation system and they have chosen to simply "not use it" staff is concerned that the problem has not truly been addressed.

Should the Board choose to provide billing relief staff believes the "excessive" portion to be closer to \$462 taking into consideration the customers "normal" usage which was extrapolated from their existing demand at their current residence.

**PRIOR RELEVANT BOARD ACTION(S)**

None

## Customer Service Staff

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**From:** Carole Latham  
**Sent:** Wednesday, September 19, 2012 11:17 AM  
**To:** bdvwa@mindspring.com  
**Subject:** Letter to Board of Directors

### BOARD OF DIRECTORS BIGHORN DESERT VIEW WATER AGENCY

I am requesting a review of our last water bill in the amount of \$611.41. We purchased a \$30,000 foreclosure at 1462 Jemez ( we have not moved in yet) so we could afford to live on our social security income. We paid a handyman to check the irrigation system. We found several leaks which were dug up and repaired. We then turned the auto system on and my husband checked it the next am, he found where it had gushed water, we repaired that and did not find and further evidence of leaking. We are devastated by the amount of the bill, we obviously have a non- visible water leak or leaks in the water irrigation system and will no longer use it for watering. We are only sparingly using the swamp cooler and do not have any household leaks. We are both disabled and would appreciate you waiving the portion of our bill above normal usage. This is a onetime request due to our extenuating circumstances. Thank you for your consideration, Carole and Rocky Latham

9/19/2012







September 5, 2012

Mr. Michael McBride  
President of the Board  
Bighorn-Desert View Water Agency  
622 South Jemez Trail  
Yucca Valley, California 92284-1440

**Re: No Paid Workers' Compensation Claims in 2011-12**

Dear Mr. McBride:

This letter is to formally acknowledge the dedicated efforts of the Bighorn-Desert View Water Agency's Governing Body, management and staff towards proactive loss prevention and workplace safety. Your agency's efforts have resulted in no "paid" workers' compensation claims for program year 2011-12. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. This is a great accomplishment!

It is through the efforts of members such as Bighorn-Desert View Water Agency that SDRMA has been able to continue providing affordable workers' compensation coverage to over 372 public agencies throughout California. In fact, 222 members or 60% in the workers' compensation program had no "paid" claims in program year 2011-12.

In addition to this annual recognition, members with no "paid" claims during 2011-12 earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing work related injuries. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any ideas or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org).

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff of Bighorn-Desert View Water Agency for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink, reading "David Aranda".

David Aranda, President  
Board of Directors

September 5, 2012

Mr. Michael McBride  
President of the Board  
Bighorn-Desert View Water Agency  
622 South Jemez Trail  
Yucca Valley, California 92284-1440

**Re: No Paid Property/Liability Claims in 2011-12**

Dear Mr. McBride:

This letter is to formally acknowledge the dedicated efforts of the Bighorn-Desert View Water Agency's Governing Body, management and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2011-12. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

It is through the efforts of members such as Bighorn-Desert View Water Agency that SDRMA has been able to continue providing affordable property/liability coverage to over 457 public agencies throughout California. In fact, 388 members or 85% in the property/liability program had no "paid" claims in program year 2011-12.

In addition to this annual recognition, members with no "paid" claims during 2011-12 earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org).

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff of Bighorn-Desert View Water Agency for their commitment to proactive risk management and loss prevention training.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink, appearing to read "David Aranda", is placed above the printed name.

David Aranda, President  
Board of Directors

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

**Meeting Date:** October 16, 2012

**To:** Board of Directors

**Budgeted:** No

**Funding Source:** Mojave Water Agency

**Cost:** <\$20,000 (30-yr. term)

**From:** Marina West

**General Counsel Approval:** N/A (MWA review obtained)

**CEQA Compliance:** Completed

**Subject:** Ames/Reche Groundwater Storage and Recovery Program – Right-of-Way Grant CACA-50962, Offered by Bureau of Land Management for the Construction, Operation and Maintenance of Facilities on Federal Land

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**SUMMARY**

Staff has received Right-of-Way Grant/Temporary Use Permit, Serial Number CACA-50962 from the Bureau of Land Management (BLM) which authorizes a right to construct, operate and maintain facilities in conjunction with the Ames/Reche Groundwater Storage and Recovery Program.

BLM has been notified of some discrepancies in the grant document but staff is not certain the document will be resubmitted prior to the October 16<sup>th</sup> Board Meeting. As of October 12, 2012 BLM has acknowledged the discrepancies and a new draft Right-of-Way Grant offering has been prepared and awaits signature by BLM management. The only significant change reduces the permitted area granted from 17.3 to approximately 7 acres. The effect of this change will be to lower the cost of the 30-year rent on the Right-of-Way Grant from the \$50,104.62 specified to \$19,994.28 (verbal conversation with BLM staff).

The right-of-way grant has been reviewed with Mojave Water Agency and staff expects the rents will be paid as part of the project reimbursement agreement.

Staff is recommending that the Board approve the Right-of-Way Grant/Temporary Use Permit, Serial Number CACA-50962 pending receipt of a revised grant that reflects the actual project dimensions rather than delaying approval until the late November meeting.

**RECOMMENDATION**

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

1. Upon receipt of revised document reflecting reduced project dimensions, authorize General Manager to execute Right-of-Way Grant/Temporary Use Permit, Serial Number CACA-50962 for construction, operation and maintenance of the Ames/Reche Groundwater Recharge Facilities; and
2. Authorize payment of rents for a period of up to 30 years at a cost not to exceed \$20,000.

**BACKGROUND/ANALYSIS**

No further analysis provided.

**PRIOR RELEVANT BOARD ACTION(S)**

None





# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Barstow Field Office  
2601 Barstow Road  
Barstow, CA 92311  
[www.ca.blm.gov/barstow](http://www.ca.blm.gov/barstow)



In Reply Refer To:  
2870(P)  
CACA-50962  
CAD08000.35

SEP 28 2012

Bighorn-Desert View Water Agency  
622 S Jemez Trail  
Yucca Valley, CA 92283

Subject: Right-of-Way Grant CACA-50962, Offered  
Monitoring Fee and Rental Due

Dear Ms. West:

Enclosed are two copies of an unsigned right-of-way (ROW) grant (BLM Form 2800-14) for Bighorn-Desert View Water Agency's groundwater reservoir recharge project, serial number CACA-50962. Please review the document and if it meets with your approval, have Bighorn-Desert View Water Agency sign and date both copies and return to the address shown above. Upon our receipt of the signed documents and the fees discussed below, we will issue the ROW grant, absent any other unresolved issues.

You must pay a fee to Bureau of Land Management (BLM) for the costs we will incur in monitoring the operation, maintenance, and termination of your authorized use. These fees are categorized according to the number of work hours necessary to monitor your grant, and are not refundable. We anticipate your use will require a Monitoring Category II, which involves a fee of \$ 760.00. This fee must be paid prior to issuance of the grant.

Rent for use of public lands must be paid in advance of such use and prior to issuance of the ROW grant CACA-50962. Rent for a linear right-of-way is based on a schedule that is adjusted annually based on the Implicit Price Deflator (IPD), an inflation index. You may obtain a copy of the rent schedule from this office.

You have the option of paying the rent in 10-year periods or for the entire term of your ROW grant. Your rent is estimated to be:

\$ 115.29 annually (October/2012) to (December/2012) or <sup>13</sup>  
\$ 15,629.22 for the first 10-year period from (January/2009) to (December/2018) or  
\$ 50,104.62 for the entire term from (January/2009) to (December/2038)

Please return **BOTH** signed copies of the grant, along with the monitoring fees and rent payment, as discussed above by October 15, 2012. If these requirements are not met, your application may be denied.

Please be aware that you may not conduct any activities related to your right-of-way project on public land until you have received an authorized grant from this office. If you have any questions regarding your right-of-way application or the fees connected with it, please contact Birgit Hoover at (760)252-6035 or [bhoover@ca.blm.gov](mailto:bhoover@ca.blm.gov).

Sincerely,



Robert P. Berger  
Field Manager

Enclosures:

Two Unsigned Right-of-Way Grants, CACA-50962  
Monitor Fee Determination  
Form 1842-1

# **ROW Monitoring Fee Category Determination Form for FLPMA and MLA Rights-of-Way**

Application Serial Number: CACA-50962  
 Applicant: Bighorn-Desert View Water Agency  
 Address: 622 S Jemez Trail, Yucca Valley, CA 92284  
 \_\_\_\_\_  
 Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Application For: Reche Canyon Recharge Project  
 Location: Landers Area, San Bernardino County, California

<b>Personnel Needed for Monitoring</b>	<b>Estimated Monitoring Hours</b>
Realty Specialist/Land Law Examiner	<u>24</u>
Cultural/Paleontological Resources	_____
T&E Species	<u>12</u>
Wildlife/Fisheries	_____
Air/Water/Soils	_____
Recreation/Visual	_____
Range	_____
Fluids/Minerals	_____
Manager	_____
Other _____	_____
Other _____	_____
<b>TOTAL HOURS</b>	<u>36</u>

The appropriate Monitoring Category for this action is Category II. The Monitoring fee for this Category is \$ 760.00. Monitoring fees for Categories 1-4 are non-refundable. See enclosed table for Category definitions and fee schedule.

Prepared By: Burgit Hoover Sep 24, 2012  
 Realty Specialist Date  
 Approved By: Robert P. Beyer 9/27/2012  
 Authorized Officer Date

**Calendar Year 2012 Cost Recovery Processing and Monitoring Fee Schedule  
for FLPMA and MLA Rights-of-Way Actions**

<b>Processing Category</b>	<b>Federal Work Hours Involved</b>	<b>Processing and Monitoring fee per application as of January 1, 2012. To be adjusted annually for changes in the IPD-GDP.</b>
1. Applications for new grants, assignments, renewals, and amendments to existing grants.	Estimated Federal work hours are $>1 \leq 8$ .	\$115
2. Applications for new grants, assignments, renewals, and amendments to existing grants.	Estimated Federal work hours are $> 8 \leq 24$ .	\$403
3. Applications for new grants, assignments, renewals, and amendments to existing grants.	Estimated Federal work hours are $> 24 \leq 36$ .	\$760
4. Applications for new grants, assignments, renewals, and amendments to existing grants.	Estimated Federal work hours are $> 36 \leq 50$ .	\$1,089
5. Master agreements.	Varies.	As specified in the agreement.
6. Applications for new grants, assignments, renewals, and amendments to existing grants.	Estimated Federal work hours are $> 50$ .	Full reasonable costs (FLPMA) Full actual costs (MLA)



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

INFORMATION ON TAKING APPEALS TO THE INTERIOR BOARD OF LAND APPEALS

DO NOT APPEAL UNLESS

1. This decision is adverse to you,  
AND
2. You believe it is incorrect

IF YOU APPEAL, THE FOLLOWING PROCEDURES MUST BE FOLLOWED

- |  |  |
|--|--|
| <b>1. NOTICE OF APPEAL.....</b>  | A person served with the decision being appealed must transmit the notice of appeal in time for it to be filed in the office where it is required to be filed within 30 days after the date of service. If a decision is published in the FEDERAL REGISTER, a person not served with the decision must transmit a notice of appeal in time for it to be filed within 30 days after the date of publication (43 CFR 4.411 and 4.413).   |
| <b>2. WHERE TO FILE NOTICE OF APPEAL.....<br/><br/>WITH COPY TO SOLICITOR...</b> | Bureau of Land Management<br>2601 barstow Road<br>Barstow, CA 92311<br>Office of the Solicitor<br>2800 Cottage Way, Suite E-1712, Sacramento, CA 95825-1890  |
| <b>3. STATEMENT OF REASONS<br/><br/>WITH COPY TO SOLICITOR.....</b>              | Within 30 days after filing the Notice of Appeal, File a complete statement of the reasons why you are appealing. This must be filed with the United States Department of the Interior, Office of Hearings and Appeals, Interior Board of Land Appeals, 801 N. Quincy Street, MS 300-QC, Arlington, Virginia 22203. If you fully stated your reasons for appealing when filing the Notice of Appeal, no additional statement is necessary (43 CFR 4.412 and 4.413).<br><br>Office of the Solicitor<br>2800 Cottage Way, Suite E-1712, Sacramento, CA 95825-1890  |
| <b>4. ADVERSE PARTIES.....</b>   | Within 15 days after each document is filed, each adverse party named in the decision and the Regional Solicitor or Field Solicitor having jurisdiction over the State in which the appeal arose must be served with a copy of: (a) the Notice of Appeal, (b) the Statement of Reasons, and (c) any other documents filed (43 CFR 4.413). If the decision concerns the use and disposition of public lands, including land selections under the Alaska Native Claims Settlement Act, as amended, service will be made upon the Associated Solicitor, Division of Land and Water Resources, Office of the Solicitor, U.S. Department of the Interior, Washington, D.C. 20240. If the decision concerns the use and disposition of mineral resources, service will be made upon the Associated Solicitor, Division of Mineral Resources, Office of the Solicitor, U.S. Department of the Interior, Washington, D.C. 20240.   |
| <b>5. PROOF OF SERVICE.....</b>  | Within 15 days after any document is served on an adverse party, file proof of that service with the United States Department of the Interior, Office of Hearings and Appeals, Interior Board of Land Appeals, 801 N. Quincy Street, MS 300-QC, Arlington, Virginia 22203. This may consist of a certified or registered mail "Return Receipt Card" signed by the adverse party (43 CFR 4.401(c)).   |
| <b>6. REQUEST FOR STAY.....</b>  | Except where program-specific regulations place this decision in full force and effect or provide for an automatic stay, the decision becomes effective upon the expiration of the time allowed for filing an appeal unless a petition for a stay is timely filed together with a <i>Notice of Appeal</i> (43 CFR 4.21). If you wish to file a petition for a stay of the effectiveness of this decision during the time that your appeal is being reviewed by the Interior Board of Land Appeals, the petition for a stay must accompany your notice of appeal (43 CFR 4.21 or 43 CFR 2804.1). A petition for a stay is required to show sufficient justification based on the standards listed below. Copies of the <i>Notice of Appeal</i> and Petition for a Stay must also be submitted to each party named in this decision and to the Interior Board of Land Appeals and to the appropriate Office of the Solicitor (43 CFR 4.413) at the same time the original documents are filed with this office. If you request a stay, you have the burden of proof to demonstrate that a stay should be granted.<br><br>Standards for Obtaining a Stay. Except as otherwise provided by law or other pertinent regulations, a petition for a stay of a decision pending appeal shall show sufficient justification based on the following standards: (1) the relative harm to the parties if the stay is granted or denied, (2) the likelihood of the appellant's success on the merits, (3) the likelihood of immediate and irreparable harm if the stay is not granted, and (4) whether the public interest favors granting the stay. |

Unless these procedures are followed your appeal will be subject to dismissal (43 CFR 4.402). Be certain that all communications are identified by serial number of the case being appealed.

**NOTE:** A document is not filed until it is actually received in the proper office (43 CFR 4.401(a)). See 43 CFR Part 4, subpart b for general rules relating to procedures and practice involving appeals.

### 43 CFR SUBPART 1821--GENERAL INFORMATION

Sec. 1821.10 Where are BLM offices located? (a) In addition to the Headquarters Office in Washington, D.C. and seven national level support and service centers, BLM operates 12 State Offices each having several subsidiary offices called Field Offices. The addresses of the State Offices can be found in the most recent edition of 43 CFR 1821.10. The State Office geographical areas of jurisdiction are as follows:

#### STATE OFFICES AND AREAS OF JURISDICTION:

Alaska State Office -----	Alaska
Arizona State Office -----	Arizona
California State Office -----	California
Colorado State Office -----	Colorado
Eastern States Office -----	Arkansas, Iowa, Louisiana, Minnesota, Missouri and, all States east of the Mississippi River
Idaho State Office -----	Idaho
Montana State Office -----	Montana, North Dakota and South Dakota
Nevada State Office -----	Nevada
New Mexico State Office -----	New Mexico, Kansas, Oklahoma and Texas
Oregon State Office -----	Oregon and Washington
Utah State Office -----	Utah
Wyoming State Office -----	Wyoming and Nebraska

(b) A list of the names, addresses, and geographical areas of jurisdiction of all Field Offices of the Bureau of Land Management can be obtained at the above addresses or any office of the Bureau of Land Management, including the Washington Office, Bureau of Land Management, 1849 C Street, NW, Washington, DC 20240.

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(Form 1842-1, September 2005)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
RIGHT-OF-WAY GRANT/TEMPORARY USE PERMIT

SERIAL NUMBER CACA-50962

1. A right-of-way is hereby granted pursuant to Title V of the Federal Land Policy and Management Act of October 21, 1976 (90 Stat. 2776; 43 U.S.C. 1761).

2. Nature of Interest:

- a. By this instrument, the holder:

Bighorn-Desert View Water Agency  
622 S. Jemez Trail  
Yucca Valley, CA 92284

receives a right to construct, operate, maintain, and terminate a pipeline, a concrete basin and earthen berms, two monitoring wells and the use of public land to allow the pumping of water into the wash to percolate and replenish the groundwater as shown on Exhibit "A" on public lands described as follows:

T.2N., R. 5E., SBBM

Sec. 24, NESENE, NWNWSE, SWNESE;

- b. The right-of-way or permit area granted herein is
- Pipeline, 20 feet wide and 3,960 feet long along Winters Road,
  - Concrete basin, 8.5 feet long by 5 feet wide,
  - Two Monitoring Wells, 100 feet by 100 feet,
  - Spreading ground approximately 1,925 feet long and varying in width from 163 feet to 925 feet, total of approximately 15 acres, including the earthen berms, twelve feet wide and between 24 to 36 inches high
  -
- and contains 17.3 acres, more or less.
- c. This instrument shall terminate on December 31, 2041, unless, prior thereto, it is relinquished, abandoned, terminated, or modified pursuant to the terms and conditions of this instrument or of any applicable Federal law or regulation.
- d. This instrument may be renewed. If renewed, the right-of-way or permit shall be subject to the regulations existing at the time of renewal and any other terms and conditions that the authorized officer deems necessary to protect the public interest.
- e. Notwithstanding the expiration of this instrument or any renewal thereof, early relinquishment, abandonment, or termination, the provisions of this instrument, to the extent applicable, shall continue in effect and shall be binding on the holder, its successors, or assigns, until they have fully satisfied the obligations and/or liabilities accruing herein before or on account of the expiration, or prior termination, of the grant.

3. Rental:

For and in consideration of the rights granted, the holder agrees to pay the Bureau of Land Management fair market value rental as determined by the authorized officer unless specifically exempted from such payment by regulation. Provided, however, that the rental may be adjusted by the authorized officer, whenever necessary, to reflect changes in the fair market rental value as determined by the application of sound business management principles, and so far as practicable and feasible, in accordance with comparable commercial practices.

4. Terms and Conditions:

- a. This grant or permit is issued subject to the holder's compliance with all applicable regulations contained in Title 43 Code of Federal Regulations part 2800.
- b. Upon grant termination by the authorized officer, all improvements shall be removed from the public lands within 90 days, or otherwise disposed of as provided in paragraph (4)(d) or as directed by the authorized officer.
- c. Each grant issued for a term of 20 years or more shall, at a minimum, be reviewed by the authorized officer at the end of the 20th year and at regular intervals thereafter not to exceed 10 years. Provided, however, that a right-of-way or permit granted herein may be reviewed at any time deemed necessary by the authorized officer.
- d. The stipulations set forth in Exhibit B, dated January 2012 and the plans set forth in Exhibit A, attached hereto, are incorporated into and made a part of this grant instrument as fully and effectively as if they were set forth herein in their entirety.
- e. Failure of the holder to comply with applicable law or any provision of this right-of-way grant or permit shall constitute grounds for suspension or termination thereof.
- f. The holder shall perform all operations in a good and workmanlike manner so as to ensure protection of the environment and the health and safety of the public.

IN WITNESS WHEREOF, The undersigned agrees to the terms and conditions of this right-of-way grant or permit.

Bighorn-Desert View Water Agency

USDI - BUREAU OF LAND MANAGEMENT

\_\_\_\_\_  
(Signature of Holder)

\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Title)

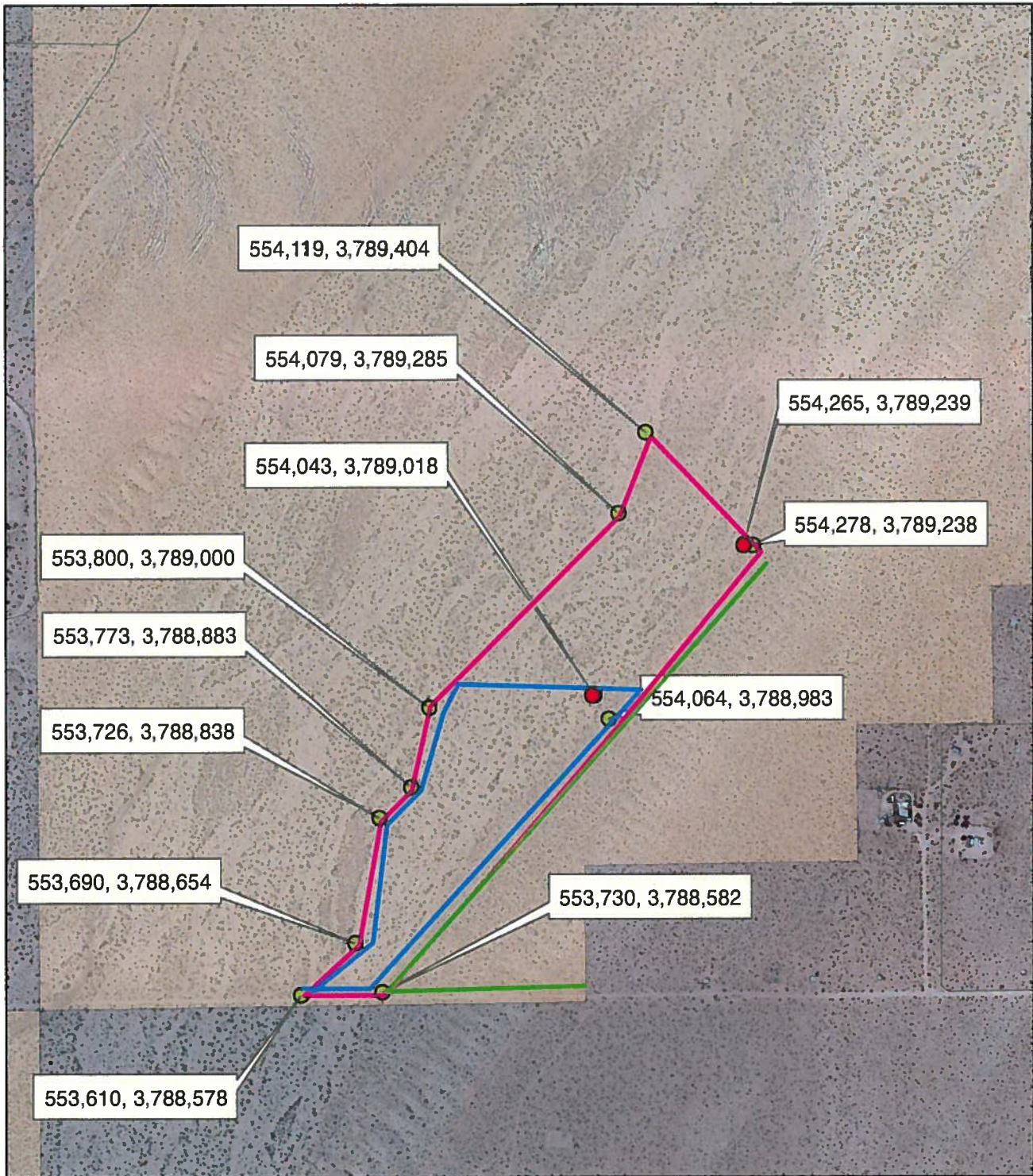
\_\_\_\_\_  
BARSTOW FIELD MANAGER  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Effective Date of Grant)



# CACA-50962



0 Legend 500 1,000 2,000  
Land Status Feet

Bureau of Land Management

Private/Other

NAIP 2010 (Summer)

RGB

Red: Band\_1

Green: Band\_2

Blue: Band\_3

Exhibit A 1  
CACA-50962  
January 2010  
Reche Canyon Recharge Project  
Bighorn-Desert View Water Agency

CEQA Survey area

Proposed Spreading Basin (15 Acres)

Proposed Monitoring Well

Proposed Access Route

## **EXHIBIT B**

Bighorn Mountain Water Agency

CACA-50962

September 2012

### **STIPULATIONS**

#### **Standard Stipulations**

1. The BLM Authorized Officer for the administration of this grant is the Field Manager, Barstow Field Office, 2601 Barstow Road, Barstow, CA, Phone (760) 252-6000.
2. The holder shall not initiate any construction or other surface disturbing activities on the right-of-way without prior written authorization of the authorized officer. Such authorization shall be requested by submission of an application to amend the current authorization.
3. Construction, maintenance, and other than emergency-related traffic shall be restricted to routes approved by the Authorized Officer. New access roads or cross-country vehicle travel will not be permitted unless prior written approval is given by the Authorized Officer. Authorized roads used by the Holder shall be rehabilitated or maintained when construction activities are complete as approved by the Authorized Officer.
4. In the event that the public land underlying the right-of-way (ROW) encompassed in this grant, or a portion thereof, is conveyed out of Federal ownership and administration of the ROW or the land underlying the ROW is not being reserved to the United States in the patent/deed and/or the ROW is not within a ROW corridor being reserved to the United States in the patent/deed, the United States waives any right it has to administer the ROW, or portion thereof, within the conveyed land under Federal laws, statutes, and regulations, including the regulations at 43 CFR Part 2800, including any rights to have the holder apply to BLM for amendments, modifications, or assignments and for BLM to approve or recognize such amendments, modifications, or assignments. At the time of conveyance, the patentee/grantee, and their successors and assigns, shall succeed to the interests of the United States in all matters relating to the ROW, or portion thereof, within the conveyed land and shall be subject to applicable State and local government laws, statutes, and ordinances. After conveyance, any disputes concerning compliance with the use and the terms and conditions of the ROW shall be considered a civil matter between the patentee/grantee and the ROW holder.
5. The proponent(s) will immediately bring to the attention of the Barstow Field Manager (or the designated representative) any cultural resources (prehistoric/historic sites or objects) and/or paleontological resources (fossils) encountered during permitted operations and maintain the integrity of such resources pending subsequent investigation.
6. Any cultural and/or paleontological resource (historic/prehistoric site or object) discovered by the holder, or any person working on their behalf, on public or Federal land shall immediately be reported to the authorized officer. Holder shall suspend all operations in the immediate area of such discovery until written authorization to proceed is issued by the authorized officer. An evaluation of the discovery will be made by the authorized officer to determine appropriate actions to prevent the loss of significant cultural or scientific values. The holder will be

responsible for the cost of evaluation and any decision as to proper mitigation measures will be made by the authorized officer after consulting with the holder.

## 7. Inadvertent Discovery of Human Remains

Upon discovery of human remains in California, all work in the area must cease immediately, nothing disturbed and the area is to be secured. The County Coroner's Office of the county where the remains were located must be called. The Coroner has two working days to examine the remains after notification. The appropriate land manager/owner or the site shall also be called and informed of the discovery.

If the remains are located on federal lands, federal land managers/federal law enforcement/federal archaeologist are to be informed as well because of complementary jurisdiction issues. It is very important that the suspected remains and the area around them remain undisturbed and the proper authorities called to the scene as soon as possible as it could be a crime scene.

The Coroner will determine if the bones are historic/archaeological or a modern legal case.

### Modern Remains

If the Coroner's Office determines the remains are of modern origin, the appropriate law enforcement officials will be called by the Coroner and conduct the required procedures. Work will not resume until law enforcement has released the area.

### Archaeological Remains

If the remains are determined to be archaeological in origin and there is no legal question, the protocol changes depending on whether the discovery site is located on federally or non-federally owned/managed lands.

#### *Remains discovered on federally owned/managed lands*

After the Coroner has determined the remains are archaeological or historic and there is no legal question, the appropriate Field Office Archaeologist must be called. The archaeologist will initiate the proper procedures under ARPA and/or NAGPRA. If the remains can be determined to be Native American, the steps as outlined in NAGPRA, 43 CFR 10.6 *Inadvertent discoveries*, must be followed.

8. Use of pesticides shall comply with applicable Federal and state laws. Pesticides shall be used only in accordance with their registered uses and within limitations imposed by the BLM Barstow Field Office. Prior to the use of pesticides, the holder shall obtain from the authorized officer written approval of a plan showing the type and quantity of material to be used, pest(s) to be controlled, method of application, location of storage and disposal of containers, and any other information deemed necessary by the authorized officer. Emergency use of pesticides shall be approved in writing by the authorized officer prior to such use.
9. The holder shall conduct all activities associated with the construction, operation, and termination of the right-of-way within the authorized limits of the right-of-way.
10. The holder shall maintain the lease in a safe, usable condition, as directed by the authorized officer.

11. The Holder shall protect all survey monuments found within the right-of-way. Survey monuments include, but are not limited to, General Land Office and Bureau of Land Management Cadastral Survey Corners, reference corners, witness points, U.S. Coastal and Geodetic benchmarks and triangulation stations, military control monuments, and recognizable civil (both public and private) survey monuments. In the event of obliteration or disturbance of any of the above, the Holder shall immediately report the incident, in writing, to the Authorized Officer and the respective installing authority if known. Where General Land Office or Bureau of Land Management survey monuments or references are obliterated during operations, the Holder shall secure the services of a registered land surveyor or a Bureau cadastral surveyor to restore the disturbed monuments and references using surveying procedures found in the Manual of Surveying Instructions for the Survey of the Public Lands in the United States, latest edition. The Holder shall record such survey in the appropriate county and send a copy to the Authorized Officer. If the Bureau cadastral surveyors or other Federal surveyors are used to restore the disturbed survey monument, the Holder shall be responsible for the survey cost.
12. No advertising signs or devices shall be placed on the premises or on adjacent public lands, except those posted by or at the direction of the Authorized Officer, or otherwise permitted in the Plan of Development.
13. Construction, operations, and minor repair activities will be conducted according to the Memorandum of Understanding, dated June 2, 1995, between the California Desert District, Bureau of Land Management and Southern California Edison.
14. The holder shall hold harmless the United States against any liability for damages to life, person, or property arising from the use or maintenance of this right-of-way.
15. The holder shall secure rights across private lands with the property owners. All activities must comply with Federal, State, County and other laws, regulations and ordinances which are applicable to the premises.
16. At least ninety (90) days prior to termination of the right-of-way, the holder shall contact the authorized officer to arrange a pre-termination conference. This conference will be held to review the termination provisions of the grant and submission of a rehabilitation site plan.
17. The rehabilitation plan shall address but not limited to the removal and reclamation of the sites, access route and monitoring wells. Reclamation must be done according to Bureau specifications and applicable regulations. Approval of the plan must be in writing by the authorized officer prior to commencement. All structures, equipment and materials shall be removed prior to termination of the grant. The holder is responsible for all costs of removal and restoration of the land.

#### **Biological Stipulations**

**BIO1:** BDVWA will employ authorized biologists, approved by the Service, and desert tortoise monitors to ensure compliance with protective measures for the desert tortoise. Use of authorized biologists and desert tortoise monitors will be in accordance with the most up-to-date Service guidance and will be required for monitoring of any construction, operation, or maintenance activities that may result in adverse effects to the desert tortoise. The



current guidance from 2008 is entitled "Desert Tortoise - Authorized Biologist and Monitor Responsibilities and Qualifications."

**BIO2:** BDVWA will provide the credentials of all individuals seeking approval as authorized biologists to the Bureau. The Bureau will review these and provide the credentials of appropriate individuals to the Service for approval at least 30 days prior to the time they must be in the field.

**BIO3:** BDVWA will designate a field contact representative (FCR) who will oversee compliance with protective measures during construction, operation, and maintenance that may result in adverse effects to desert tortoises. If the FCR identifies a violation of the desert tortoise protective measures, they will halt work until the violation is corrected. At the time of this writing, Ms. Marina West, BDVWA General Manager, is identified as the FCR.

**BIO4:** Individuals approved to handle desert tortoises (i.e., authorized biologists and desert tortoise monitors) will do so in compliance with the most up-to-date guidance from the Service. The Service is currently using the Desert Tortoise Field Manual (Service 2009).

**BIO5:** BDVWA will develop and implement an environmental awareness program for all workers (construction, operation, and maintenance) that will address the following: a) measures for the desert tortoise, c) life history of the desert tortoise relevant to protecting it during project work, d) legal protections and penalties, and e) reporting requirements.

**BIO6:** BDVWA will confine all construction activities, project vehicles, and equipment within the delineated boundaries of construction areas that authorized biologists or desert tortoise monitors have identified and cleared of desert tortoises. BDVWA will confine all work areas to the smallest practical area, considering topography, placement of facilities, location of burrows, public health and safety, and other limiting factors. BDVWA will use previously disturbed areas to the extent feasible.

**BIO7:** Authorized biologists will remove desert tortoises from work areas immediately prior to the onset of construction or maintenance activities. In the event desert tortoises are encountered during construction or maintenance activities, they will be moved in the direction in which they were traveling and be monitored until the authorized biologist is comfortable they are resuming normal activity.

**BIO8:** BDVWA has no plans to install permanent fencing around the 6-acre basin. Rather, within 48 hours of discharge, the affected area will be inspected for desert tortoises and their burrows. If no desert tortoises or burrows are found, discharge would occur in the absence of a monitor. If either a desert tortoise or a burrow is found, the authorized biologist or monitor will remain on-site for a sufficient amount of time during discharge to ensure that the animal and/or burrow are not harmed or lost, respectively. The authorized biologist may determine that the tortoise needs to be relocated outside the inundation area, in which case, the biologist would observe the tortoise until it is determined that the animal is behaving normally. It may be necessary to create an artificial burrow for the desert tortoise or position it at the opening of an existing burrow.

**BIO9:** BDVWA will employ an appropriate number of authorized biologists and desert tortoise monitors to monitor construction, operation, and maintenance that occur in any unfenced work areas. Authorized biologists or desert tortoise monitors will flag all desert tortoise burrows for avoidance in areas adjacent to work areas.

**BIO10:** Any non-emergency expansion of activities into areas outside of the areas considered in the Service's biological opinion will require the Bureau's approval and desert tortoise clearance surveys. These expanded activities may require re-initiation of consultation with the Service.

**BIO11:** BDVWA will prohibit project personnel from driving off road or performing grounddisturbing activities outside of designated areas during construction, operation, or maintenance, except to deal

with emergencies.

**BIO12:** During operation and maintenance activities, BDVWA will confine all vehicle parking, material stockpiles, and construction related materials to areas that have been inspected by the authorized biologists to ensure desert tortoises are absent.

**BIO13:** With the exception of security personnel, BDVWA will prohibit firearms on the project site.

**BIO14:** Construction personnel working outside of fenced areas will check under vehicles or equipment before moving them. If a desert tortoise is present under the vehicle, the personnel will contact an authorized biologist or desert tortoise monitor. The desert tortoise will be allowed to move a safe distance away prior to moving the vehicle.

Alternatively, an authorized biologist or desert tortoise monitor may move the desert tortoise to a safe location to allow for movement of the vehicle.

**BIO15:** An authorized biologist or desert tortoise monitor will inspect all excavations on a regular basis (several times per day) and immediately prior to filling of the excavation. If project personnel discover a desert tortoise in an open trench, an authorized biologist or desert tortoise monitor will move it to a safe location. BDVWA will cover or temporarily fence excavations that are outside of the permanently fenced project areas at the end of each day to prevent entrapment of desert tortoises during non-work hours.

**BIO16:** When outside of fenced project areas, project personnel will not move construction pipes greater than 3 inches in diameter if they are stored less than 8 inches above the ground until they have inspected the pipes to determine the presence of desert tortoises. As an alternative, BDVWA may cap all such structures before storing them outside the fenced area.

**BIO17:** BDVWA will contain all organic and inorganic trash associated with the project in secure, self-closing receptacles to prevent the introduction of subsidized food resources for common ravens.

**BIO18:** If evidence of predation by common ravens on desert tortoises is detected during construction or operation of the recharge facility, BDVWA will contact the Common Raven Management Working Group as soon as possible to determine the feasibility of removing these birds. Staff from Wildlife Services, which is an agency of the U.S. Department of Agriculture, may then visit the site, with BDVWA permission, to remove offending birds.

**BIO19:** BDVWA shall have an authorized biologist surveys the basin within 8 hours of releasing water to remove any desert tortoises that are present.

**BIO20:** BDVWA shall contact the BLM immediately if it becomes aware that a desert tortoise has been killed or injured by project activities.

**BIO21:** If two desert tortoises are killed or injured during the construction, the Bureau must reinitiate consultation, pursuant to the implementing regulations for section 7(a)(2) of the Act at 50 Code of Federal Regulations 402.16, on the proposed action.

**BIO22:** If four desert tortoises are killed or injured during the operation and maintenance, the Bureau must re-initiate consultation, pursuant to the implementing regulations for section 7(a)(2) of the Act at 50 Code of Federal Regulations 402.16, on the proposed action. Because the FWS does not expect that the capture and handling of desert tortoises (e.g., to remove them from the pipeline right-of-way and recharge basin during construction, operation, and maintenance) is likely to result in injury or mortality, FWS is not establishing a criterion for re-initiation of formal consultation for this activity.

**BIO23:** Within 30 days of the completion of construction of the proposed pipeline and basin, the BDVWA shall provide a report to the BLM that provides details on the effects of the action on the

desert tortoise.

**BIO24:** BDVWA shall provide FWS with the names of any monitors who assisted the authorized biologist and an evaluation of the experience they gained on the project. The qualifications form on our website ([http://www.fws.gov/ventura/sppinfo/protocols/deserttortoise\\_monitorqualifications-statement.pdf](http://www.fws.gov/ventura/sppinfo/protocols/deserttortoise_monitorqualifications-statement.pdf)), filled out for this project, along with any appropriate narrative would provide an appropriate level of information. This information would provide the FWS with additional reference material in the event these individuals are submitted as potential authorized biologists for future projects.

**BIO24:** Within 3 days of locating any dead or injured desert tortoises, you shall notify the Ventura Fish and Wildlife Office by telephone (805 644-1766) and by facsimile (805 644-3958) or electronic mail. The report must include the date, time, and location of the carcass, a photograph, cause of death, if known, and any other pertinent information.

BDVWA shall any injured desert tortoises to a qualified veterinarian for treatment. If any injured desert tortoises survive, the Bureau must contact the Service regarding their final disposition.

**BIO25:** BDVWA shall take care in handling dead specimens to preserve biological material in the best possible state for later analysis. If a desert tortoise is killed by project activities, the Service will instruct the Bureau and BDVWA regarding the final disposition of the carcass.

#### **Air Quality Stipulations**

**AQ1** The contractor shall minimize pollutant emissions by maintaining equipment engines in good condition and in proper tune according to manufacturer's specifications and during smog season (May through October) by not allowing construction equipment to be left idling for more than five minutes (per California law).

**AQ2** The contractor shall ensure use of low-sulfur diesel fuel in construction equipment as required by the California Air Resources Board (CARB) (diesel fuel with sulfur content of 15ppm by weight or less).

**AQ3** The contractor shall ensure that all unpaved roads and disturbed areas within the project are watered at least three times daily during dry weather.

**AQ4** The contractor shall ensure that traffic speeds on unpaved roads and project site areas are reduced to 15 miles per hour or less.

**AQ5** The contractor shall schedule the work so that the pipeline and spreading grounds construction are not concurrent.

#### **Water Quality Stipulations**

**HWQ1** Prior to construction of the spreading grounds, two or more monitoring wells shall be in operation. A well at the project site will be used to evaluate unsaturated zone conditions and monitor changes in groundwater quality and groundwater levels following the implementation of the project. A second monitoring well would be located down gradient from the recharge area near a local production well (HDWD No. 24) will provide baseline groundwater data and monitor recharge water as it moves down gradient. This well will also be available as an observation well for aquifer pumping tests in the production well to confirm local aquifer parameters.

**HWQ2** A septic tank survey shall be completed prior to construction of the spreading grounds to better define baseline conditions. The survey area should include all areas within a 1-mile radius from the project site. Results will be used to further assess the risk for nitrate loading in area where groundwater table increases associated with recharge operations is expected.

**HWQ3** Once the spreading grounds are in operation, a monitoring program shall be instituted pursuant Ames/Reche Groundwater Storage and Recovery Program and Management Agreement Monitoring Plan. Data collected from monitoring wells will be compiled in an annual report and distributed to USGS Clearinghouse and BLM.

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

**Meeting Date:** October 16, 2012

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** Obtained

**CEQA Compliance:** N/A

**Subject:** Amending the Employee Handbook for Purposes of Establishing the Policy/Procedure for Cost of Living Increases and Modification of Holiday Provisions Both Previously Approved by the Board of Directors AND Modifying/Correcting/Adding Job Descriptions and Establishing an Organizational Structure

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## **SUMMARY**

The Board of Directors acted previously to establish a written procedure for evaluation and implementation of Cost-of-Living Increases and to substitute the current paid holiday, Columbus Day, for Christmas Eve Day. These actions need to be incorporated into the Employee Handbook.

Prior to amending the Employee Handbook, staff recommends the Board update job descriptions for both field and office staff positions and re-evaluate the organizational structure of the Agency. Staff, working with the Personnel Committee (FPREP Standing Committee), has developed the job descriptions and organizational structure discussed herein. Staff is seeking input from the full Board prior to bringing the revised Employee Handbook forward for additional Board action aimed at its adoption.

To date, all employees have been included in the process of developing the job descriptions and changes to the organizational structure proposed herein. Where appropriate employee comments and concerns have been addressed and incorporated into the attached documents.

## **RECOMMENDATION**

Board to discuss and provide direction to staff as appropriate.

## **BACKGROUND/ANALYSIS**

The parameters for determining employee cost-of-living adjustments and modifications to the established Agency holidays have been incorporated into the attached draft Employee Handbook but there will be no further discussion herein unless a member of the Board seeks further clarification.

The draft Employee Handbook update includes a new job description for field personnel (Water Distribution Operator series) and an updated job description for office personnel

(Accounting Technician/Customer Service Representative series). These descriptions have been reviewed by legal counsel for compliance with applicable labor laws.

In addition to reviewing job descriptions, the Board should establish a new organizational structure, due to the changes proposed in the staff hierarchy (position deletions/additions) and to coincide with the new/revised job descriptions. Furthermore, the Board should establish the number of employees that can be assigned to each position type in the proposed job series (Level I, II or III). Lastly, the Board should also establish a total staff headcount for the organization thus requiring that increases in headcount or changes in organizational structure be reviewed by the Board of Directors.

Staff, utilizing input from the Personnel Committee (FPREP Committee), regarding organizational structure and collectively proposes the following to the full Board for further discussion:

Agency Authorized Staffing Levels (Headcount):

- Water Distribution Operator I, II, III series total headcount = three (3)
  - Dissolve Operations Supervisor position
- Accounting Technician I, II, III series total headcount = three (3)
  - Dissolve Executive Secretary/Personnel Administration position
- General Manager = one (1)
  - Total Agency headcount = Seven (7)

Total Positions Allowable within Series\*:

- Water Distribution II = three (3)
- Water Distribution III = three (3)
- Accounting Technician/CSR II = three (3)
- Accounting Technician/CSR III = three (3)

\* Allows all employees within a series to advance based on their own skills and abilities and not on availability of an open position. Methodology designed to retain our most skilled employees rather than risk losing them due to lack of promotional opportunities.

Staff and the Committee recognize the value in retaining employees skilled in the operation of the Agency. However, in exchange for creating such opportunities and in response to the economic recession the Committee agreed that the Range and Step Scale should be extended and each Step should be reduced from 5% to 2.5% (attached). Each Step of advancement is based on a review of the employee's performance and is separate and distinct from any Cost of Living Adjustment. A comparison of the Agency's salary schedule with other local entities revealed that our salaries are "in line" and salary benchmarking is not warranted at this time.

The Organizational Chart at the end of the Handbook reflects the staffing plan proposed by the staff with concurrence from the Personnel Committee.



Personnel Committee recommendations were reviewed with staff prior to bringing the item to the full Board for further discussion and no objections to the proposed strategy have been received.

**PRIOR RELEVANT BOARD ACTION(S)**

**4/3/12 Motion 12-028** Authorize inclusion of a Cost-of-Living Adjustment of 3.6% based on the Social Security Administration Cost-of-Living Adjustment publication for all employees in the fiscal year 2012/13 budget; direct staff to revise Employee Handbook to define the methodology for determining the Cost-of-Living to be the Social Security Administration Cost-of-Living Adjustment publication in the future; direct staff to revise the Employee Handbook to define the implementation period for any future cost-of-living adjustments to be the first payroll following July 1; bring the revised Employee Handbook Resolution to the Board for formal adoption at a regularly scheduled Board of Directors meeting.

**5/22/12 Motion 12-045** item h) Substituting Columbus Day for Christmas Eve Day as one of the Agency paid holidays.

## **RESOLUTION NO. 12R-XX**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY AMENDING THE EMPLOYEE HANDBOOK FOR PURPOSES OF ESTABLISHING THE POLICY/PROCEDURE FOR COST OF LIVING INCREASES, MODIFICATION OF HOLIDAY PROVISIONS, AND MODIFYING/CORRECTING/ADDING JOB DESCRIPTIONS AND ESTABLISHING AN ORGANIZATIONAL STRUCTURE**

**WHEREAS**, by Resolution No. 11R-03, the Board of Directors of the Bighorn-Desert View Water Agency ("Agency") adopted an updated and corrected Employee Handbook ("Employee Handbook") to govern and control the rules for employment of its employees and to specify the rules and procedures for the conduct of personnel/human resources matter pertaining to the Agency's staff; and

**WHEREAS**, the Employee Handbook previously adopted by Resolution 11R-03 is in need of amending to:

1. Cost of Living Adjustments: Define methodology for calculating the cost of living adjustment to be based on the Social Security Administration COLA publication and to define the date of adjustment implementation previously approved via Motion No. 12-028 and update Appendix B – Range and Step Scale to reflect the approved COLA.
2. Holidays: Remove Columbus Day and add Christmas Eve Day previously approved via Motion No. 12-045.
3. Job Descriptions:
  - a. Update/Modify the existing job description for the Accounting Technician I II II/ Customer Service Representative position (approved with Resolution No. 11R-03) to include the duties and responsibilities relevant to accounts receivable and administrative assistance.
  - b. Update/Modify the existing job descriptions for the "Maintenance Worker" classification; rename the classification to "Water Distribution Operator I/ II/ III; and .
4. Modify/Correct Organization Chart:
  - a. Delete the position of Executive Secretary/Personnel Administration; and
  - b. Delete the position of Field Supervisor
5. Employee Headcount and Position Assignments:
  - a. Establish the Agency's total number of full-time equivalent Accounting Technician/Customer Service Representative I/II/III positions at three (3). Establish total allowable Accounting Technician/Customer Representative Level III assignments at three (3).

- b. Establish the Agency's total number of full-time equivalent Water Distribution Operator I/II/III positions at three (3). Establish total allowable Water Distribution Operator Level III assignments at three (3).

**WHEREAS**, an amended Employee Handbook has been prepared and reviewed by the Board of Directors of the Agency.

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

1. That the appropriate sections regarding cost of living adjustments and holiday provisions be updated/corrected and hereby incorporated into the Employee Handbook by the Board of Directors of the Agency; and
2. That the updated Accounting Technician I II III/ Customer Service job description is hereby incorporated into the Employee Handbook by the Board of Directors of the Agency; and
3. That the updated Water Distribution Operator I/ II/ III job description is hereby incorporated into the Employee Handbook by the Board of Directors of the Agency; and
4. That the Agency reorganize its operational structure by eliminating the position of Executive Secretary/Personnel Administration and the position of Field Supervisor from the Employee Handbook by the Board of Directors of the Agency; and
5. That the Agency hereby establishes a defined organizational structure into the Employee Handbook as follows:
  - a. Establish the Agency's total number of full-time equivalent Accounting Technician/Customer Service Representative I/II/III positions at three (3).
    - i. Establish total allowable Accounting Technician/Customer Representative Level III assignments at three (3).
  - b. Establish the Agency's total number of full-time equivalent Water Distribution Operator I/II/III positions at three (3).
    - i. Establish total allowable Water Distribution Operator Level III assignments at three (3).
6. That the amended Employee Handbook shall apply to all Agency employees; and
7. That the amended Employee Handbook shall become effective immediately upon adoption of the Resolution; and
8. That Resolution No. 11R-03 is hereby rescinded and of no further force and effect; and
9. That the President and Secretary of the Board of Directors, the General Manager, and the Agency staff are hereby authorized and directed to take such further steps as are reasonable necessary and appropriate to implement this Resolution.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this **XX** day of **XX**, 2012.

BY

---

Michael McBride, Board President

ATTEST:

By \_\_\_\_\_  
David Larson, Board Secretary

# BIGHORN-DESERT VIEW WATER AGENCY



## EMPLOYEE HANDBOOK

ADOPTED XX, 2012

## BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK

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## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

### **ARTICLE 1.0 GENERAL STATEMENTS**

#### **1.1 SHORT TITLE**

This Resolution shall be known as "The Bighorn-Desert View Water Agency Employee Handbook".

#### **1.2 WORDS AND PHRASES**

For the purpose of this Resolution, all words used herein in the present tense shall include the future; all words used in the plural shall include the singular; all words used in the singular shall include the plural; and all words used in the masculine gender shall include the feminine.

#### **1.3 SEPARABILITY**

If any section, article, clause, or phrase of this Resolution is for any reason held to be invalid, such a decision shall not affect the validity of the remaining portions of this Resolution.

#### **1.4 EFFECTIVE DATE**

This Resolution shall become effective upon the date of its adoption and supersede all other Resolutions or Policies or Ordinances in conflict there within.

#### **1.5 SUBSEQUENT REVISIONS**

That the Board of Directors of the Agency may, by Resolution duly passed upon the affirmative vote of the majority of the members of the Board of Directors, modify and amend the Employee Handbook at any time and from time to time.

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

### **ARTICLE 2.0 INTRODUCTORY POLICIES**

#### **2.1 INTRODUCTORY STATEMENT**

This Employee Handbook sets forth the terms and conditions of the "at will" employment of all full and part-time employees. Individual written employment contracts may supersede some of the provisions of this handbook. This handbook is designed to familiarize you with our major policies. Your supervisor or manager can answer any questions you may have.

#### **2.2 INTEGRATION CLAUSE AND THE RIGHT TO REVISE**

The Agency reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. All amendments become effective immediately upon their adoption by the Agency Board of Directors. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook. This handbook contains the terms and conditions of your "at will" employment. Nothing in this employee handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

#### **2.3 EQUAL EMPLOYMENT OPPORTUNITY**

This Agency is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Agency policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. The Agency is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Agency and prohibits unlawful discrimination by any employee of the Agency, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, you should provide a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Agency will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the Agency determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination, whatever action is taken will be made known to you and the Agency will take appropriate action to remedy any loss to

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you as a result of the discrimination. The Agency will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

### 2.4 UNLAWFUL HARASSMENT

1. Policy Statement. The Agency strictly prohibits unlawful harassment. This includes harassment on the basis of sex, sexual orientation, race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, gender identity or any other protected class under applicable law.
2. Application.
  - A. This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.
  - B. This policy applies to all officers and employees of the Agency, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, and persons working under contract for the Agency.
3. Harassment Defined.
  - A. Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex and/or membership in one of the above-described protected classifications, and:
    - (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment;
    - (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
    - (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
  - B. Examples of what may constitute prohibited harassment include, but are not limited to, the following:
    - (1) Kidding or joking about sex or membership in one of the protected classifications;
    - (2) Hugs, pats, and similar physical contact;
    - (3) Assault, impeding or blocking movement, or any physical interference with normal work or movement;

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- (4) Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications;
- (5) Threats intended to induce sexual favors;
- (6) Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
- (7) Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;
- (8) Prolonged staring or leering at a person;
- (9) Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity or any other protected classification under applicable law.

### 4. Procedure.

#### A. Internal Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others should immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.
- (2) Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

#### B. External Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others may file a complaint with the California Department of Fair Employment & Housing or the Fair Employment & Housing Commission ("DFEH"). The phone number for DFEH is located in the phone book under government agencies.

### 5. Investigation.

- A. Upon the filing of a complaint with the Agency, the complainant will be provided with a copy of this policy. The General Manager is the person

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designated by the Agency to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors and the Board will assume the role of the General Manager throughout the process.

- B. Charges filed with the DFEH are investigated by the DFEH.

### 6. Internal Documentation Procedure.

- A. When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.
- B. The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the General Manager.
- C. Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager.

- 7. Confidentiality. All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

### 8. Remedies.

- A. Disciplinary Action.

- (1) If the General Manager determines that the complaint of harassment is founded, the General Manager shall take immediate



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and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.

- (2) Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the Agency's operations.

B. In the event a complaint is filed with the DFEH, and the DFEH finds that the complaint has merit, the DFEH will attempt to negotiate a settlement between the parties. If not settled, DFEH may issue a determination on the merits of the case.

- (1) Where a case is not settled and the DFEH finds a violation to exist, it can prosecute the charging party's case before the Fair Employment & Housing Commission ("FEHC"). Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; attorneys' fees; and under appropriate circumstances, actual damages and/or administrative fines.
- (2) In the alternative, DFEH may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

9. Retaliation. Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the Agency, DFEH, or FEHC is strictly prohibited by the Agency and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

10. Employee Obligation.

- A. Employees are not only encouraged to report instances of harassment, they are obligated to report instances of harassment.
- B. Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:
  - (1) Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and

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- (2) Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a Agency investigation of alleged harassment.
- C. Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.

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### **ARTICLE 3.0 EMPLOYMENT POLICIES AND PRACTICES**

#### **3.1 AT-WILL EMPLOYMENT**

Bighorn-Desert View Water Agency personnel are employed on an at-will basis (only employees hired prior to December 20, 2005 are not "at will"). Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency. Nothing in this handbook shall limit the right to terminate at-will employment, with or without cause, or prior notice. No individual Board member, manager, supervisor, or employee of the Agency has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the General Manager of the Bighorn-Desert View Water Agency has the authority to make any such agreement, which is binding only if it is in writing and approved by the Board of Directors.

#### **3.2 NEW HIRES**

After an offer of employment has been made and prior to the commencement of employment duties, each applicant for any position with the Agency must be examined by a medical doctor, designated by the Agency, to determine the applicant's ability to perform the physical activity requirements of the job. Additionally the Agency will require you to pass a drug screening test at the time of your physical examination if you are in a "safety-sensitive" position.

Upon successful completion of the required physical examination the supervisor of each new hire employee will administer an orientation process. The orientation process is the familiarization of the new hire employee with the Agency's practices, policies, and benefit plan. It includes their initial safety training, initial job training, the completion of required forms and documents, and any other job related information. A checklist of the topics covered in the orientation process must be completed by the new hire employee, signed by the employee and their supervisor, and will be maintained as part of the employee's personnel records.

The first ninety (90) days of continuous employment at the Agency is considered a training period. During the training period training employees do not accrue and are not eligible for benefits described in this handbook, unless required by law. During this time you will learn your responsibilities, get acquainted with fellow employees and determine whether you are happy with your job. Also, during this time, your supervisor will closely monitor your performance. Upon completion of the training period, the General Manager will review your performance. Completion of the training period does not entitle you to remain employed by the Agency for any defined period of time as employment is "at will". Both you and the Agency are free, at any time, to end the employment relationship. After completion of the training period, eligible employees will receive the benefits described in this handbook.

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### **3.3 REGULAR EMPLOYEES**

Employees who have completed their training period shall be known as "regular" employees. Such employees may be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours that an employee works.

### **3.4 FULL-TIME EMPLOYEES**

Regular full-time employees are those normally scheduled to work 40 hours per week. Following the completion of the training period, regular full-time employees are eligible for the employee benefits described in this handbook.

### **3.5 PART-TIME EMPLOYEES**

Regular part-time such employees may be assigned a work schedule in advance or may work on an as-needed basis. Regular part-time employees are eligible for employee benefits only as expressly provided for in this handbook.

### **3.6 TEMPORARY EMPLOYEES**

Temporary employees are those employed for short-term assignments. Temporary employees are not eligible for employee benefits except where mandated by applicable law. The physical examination for temporary employees may be waived by the General Manager.

### **3.7 JOB DUTIES**

During the training period, your supervisor will explain your job responsibilities and the performance standards expected of you. (See Appendix A- Job Classification Schedule). Be aware that, within the parameters of your job class, your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the Agency. Your cooperation and assistance in performing such additional work is expected. The Agency reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

### **3.8 WORK SCHEDULES**

The Agency's office is normally open for business between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Your supervisor will assign your work schedule. All employees are expected to be ready to work at the start of their scheduled shifts. If for some reason you are unable to be at work when your shift begins, you are required to notify your supervisor at least one half hour before your scheduled reporting time, failure to do so may result in disciplinary action by the Agency. Exchanging work schedules

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with other employees is discouraged. However, if it is necessary to exchange schedules, notify your supervisor, who may authorize an exchange if possible.

### **3.9 MEAL AND REST PERIODS**

Employees are provided with a meal period, to be taken approximately in the middle of the workday. Employees are allowed ten minute rest periods for every four hours of work or major portion thereof. Your supervisor will schedule your meal and rest periods.

### **3.10 PERSONNEL RECORDS**

You have a right to inspect your personnel file, as provided by law, in the presence of an Agency representative at a mutually convenient time. You may add your version of any disputed item to the file. The Agency will restrict disclosure of your personnel file to authorized individuals within the Agency (i.e., employee, employee supervisor, or General Manager). Any request for information from personnel files must be directed to the General Manager. Only the General Manager or his/her designee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be restricted to cooperation with authorized law enforcement or local, state or federal agencies conducting official investigations.

### **3.11 EMPLOYEE REFERENCES**

All requests for references must be directed to the General Manager or his/her designee. No other manager, supervisor or employee is authorized to release references for current or former employees. The Agency's policy as to references for employees who have left the Agency is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the Agency will also provide a prospective employer with the information on the amount of salary or wage you last earned.

### **3.12 PERFORMANCE EVALUATIONS**

Employees will receive periodic performance reviews. The review will be conducted by your supervisor who will discuss it with you. Your first performance evaluation will be after completion of your training period. After that review, performance evaluations will be conducted annually, on or about the anniversary date of your employment with the Agency. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, initiative, work attitude and attitude toward others. The performance evaluation should help you become aware of your progress, areas for improvement and objectives or goals for future work performance.

Positive performance evaluations do not guarantee increases in salary. Salary increases are solely within the discretion of the Agency, and depend upon many factors in addition

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to performance. After the review you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor, and that you are aware of its contents. Promotions are solely within the discretion of the Agency.

### 3.13 GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide a means by which employee grievances may be considered, discussed and resolved at the closest possible level to the point of origin. A grievance is any dispute concerning the interpretation or application of the rules or regulations governing personnel practices or working conditions, or of the practical consequences of a decision on wages, hours, and other terms and conditions of employment. Grievances shall be waived for all purposes if not presented to the supervisor within ten working days from the date the aggrieved employee knew, or by reasonable diligence could have known, of the occurrence of the act or omission on which the grievance is based. Grievances shall be presented in accordance with the procedures set forth below. The time period for review of the grievance may be extended at any level of the procedure by mutual written consent of both parties.

**INFORMAL PROCEDURE:** An employee with a grievance shall first discuss it with their immediate supervisor without delay. If the problem is not answered to their satisfaction, they shall have the right to discuss it with the supervisor's immediate superior. Every effort shall be made to resolve the problem in this manner.

**FORMAL PROCEDURE:** If informal efforts have not been successful in resolving an employee's problem, they may avail themselves of this formal procedure by submitting their appeal in writing within five working days of the final answer given in the informal procedure. The written appeal shall include a detailed nature of the grievance and their expectations for resolution. The procedure is as follows:

- **FIRST LEVEL OF APPEAL:** The written appeal shall be submitted to the employee's immediate supervisor who shall hold a meeting within five working days and shall render a decision and comments in writing within five working days of the meeting.
- **GENERAL MANAGER REVIEW:** If the employee does not agree with the decision, or if no answer has been received within six working days, he/she may forward the original appeal in writing to the General Manager. Failure of the employee to take further action within ten working days after receipt of the first level decision, or within a total of ten working days if no decision is rendered, will bar further consideration. The General Manager shall discuss the grievance with the employee and with other appropriate persons, if any. The General Manager shall render his/her decision regarding the original appeal and comments in writing and return them to the employee within ten working days after receiving the written appeal. The only appeals that can go beyond the General Manager level are appeals from actions where "punitive discipline" was imposed. "Punitive



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discipline" is defined as termination, suspension without pay of three (3) days or more or demotion. (For employees hired prior to December 20, 2005, "major disciplinary actions," including "punitive discipline," shall be administered as set forth in Section 3.17 and the grievance procedure shall not apply to such actions.) Performance appraisals shall not be appealed beyond the General Manager level.

- **BOARD REVIEW:** If the employee does not agree with the decision made at the General Manager level where punitive discipline was imposed the employee may within five working days, present their appeal in writing to the General Manager requesting a hearing before the Board. All evidence and supporting documents must be submitted with the appeal letter. At the employee's request, this hearing may be in either open or closed session. The decision of the Board of Directors shall be final and binding on all parties.

The grievance is considered resolved at any step in the procedure when the employee is satisfied that the problem has been resolved.

Throughout the duration of the grievance process the employee shall remain in their current classification at their current rate of compensation whether placed on leave status or not. The grievance procedure is the right of every regular employee and no punitive action of any kind shall be assessed against any regular employee for legally and professionally utilizing the grievance process.

### **3.14 EMPLOYMENT OF RELATIVES**

The Agency will not hire relatives where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. "Relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws and step-relatives. If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the Agency unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with the Agency. If this decision is not made in the time allowed, the General Manager of the Agency will make the decision, taking the employment history and job performance of both employees into account.

### **3.15 CONFLICTS OF INTEREST**

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a competitor, supplier or subordinate employee of the Agency, which impairs an employee's ability to exercise good judgment on behalf of the Agency, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

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An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his/her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Agency may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

### **3.16 REDUCTIONS IN FORCE**

Under some circumstances, the Agency may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Agency will attempt to provide reasonable advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

The Agency will abide by any and all labor laws relative to reductions in force. In determining which employees will be subject to layoff, the Agency will take into account, among other things, operation requirements, the skill, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

### **3.17 TERMINATION AND PROGRESSIVE DISCIPLINE**

Violation of Agency policies and/or rules may result in disciplinary action. The Agency may follow a system of progressive discipline which may, but need not, include verbal warnings, written warnings, suspension, and/or termination. All disciplinary action taken shall be recorded in the employee's personnel file.

For employees hired prior to December 20, 2005, the following disciplinary process will apply to "major disciplinary actions" (defined as terminations, demotions or suspensions without pay:

1. Prior to imposing a major disciplinary action, the employee shall be provided with a notice of proposed disciplinary action which shall include the documents upon which the disciplinary action is based. The notice shall indicate that the employee shall have up to seven (7) calendar days to schedule a "Skelly" hearing with the General Manager. Following the Skelly hearing, or seven (7) days if the employee does not choose to schedule one, the General Manager shall issue the employee a notice of disciplinary action. If the disciplinary action is a termination, demotion or suspension without pay for five (5) days or more, the employee shall have seven (7) calendar days to file an appeal. The appeal shall be in writing and delivered to the General Manager. Following receipt of the appeal, a hearing shall be scheduled before the Board of Directors, or its designee(s). Failure to file a request for appeal within the time specified shall be deemed a waiver of all appeal rights. Appeal hearings need not be conducted in

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strict conformity with the Rules of Evidence as applied in a court of law, but all parties shall observe the substance of the Rules of Evidence, to the end that the matter may be fully heard and determined upon evidentiary matter which reasonable people rely on in the conduct of serious business affairs. Following the hearing, the Board or its designee(s) shall issue a written decision upholding, reducing or rejecting the discipline imposed. (If the Board delegates the hearing to a designee(s), the decision shall be advisory only.) The decision of the Board will be final and binding on all parties. The hearing shall be held in Closed Session unless the employee requests otherwise.

2. In cases of suspensions without pay of four (4) days or less, the employee shall be entitled to notice of the suspension and a Skelly hearing with the General Manager either prior to, during or within seven (7) days following the suspension without pay. The decision of the General Manager following the Skelly hearing shall be final and binding and the employee shall have no further appeal rights.

### **3.18 VOLUNTARY TERMINATION**

Any employee may voluntarily terminate their employment with the Agency at their convenience. All Agency owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned immediately upon termination of employment. A Property Return Agreement must be completed and signed by each new employee during the orientation process as Agency equipment is issued.

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### ARTICLE 4.0 SALARY AND WAGE ADJUSTMENTS

#### 4.1 SALARY RANGE AND STEP SCHEDULE

The Board shall adopt a Salary Range and Step Schedule for all positions which shall be identified in Appendix "B" attached.

#### 4.2 SALARY ADJUSTMENTS

All merit salary adjustments shall be made by the General Manager with the aid of the employee's performance review on or about the employee's annual anniversary date. Merit salary adjustments are granted only after a satisfactory period of service, and are not to be considered an automatic annual salary increase.

The Range and Step Salary Schedule, attached as Appendix B, is adopted by the Board of Directors setting forth the salary alignment for regular hourly employees. Each range in the Range and Step Salary Schedule shall have a corresponding job classification description which is attached as Appendix A - Job Classification Schedule.

#### 4.3 OTHER SALARY ADJUSTMENTS

The Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B each year to be effective on or about July 1~~January 1~~. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

#### 4.4 OVERTIME

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute forty (40) hours in a workweek for overtime eligibility, only actual hours worked, the three (3) hour facility inspection pay, paid holidays, pre-approved vacation and reasonable sick leave will be counted. The Agency will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. The Agency provides compensation for all overtime hours worked by hourly employees in accordance with state and federal law as follows:

- a. All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at midnight and ends 24 hours later. A workweek begins each Friday at midnight.
- b. Compensation for hours in excess of 40 for the workweek shall be paid at a rate of 1½ times the employee's regular rate of pay.

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### **4.5 OPERATIONS STANDBY**

**THREE HOUR FACILITY INSPECTION:** The employee on-call shall perform the normal three hour facility inspections on Saturday, Sunday, and all Agency authorized Holidays as required. The "three hour facility inspection" is defined as the daily duties in which the Agency facilities are inspected and production data recorded. Three hours are allotted to perform these duties, and employees will be paid a minimum of three (3) hours.

**ON CALL TIME:** Answer information only calls, carry the pager for the entire shift, and be available for any emergency call-out that may arise during the hours of their on-call shift.

**CALL OUT TIME:** Call-out time refers to the time an employee is called out after regular working hours when that employee has on-call duty. Call-out time does not include the time required to make the three hour facility inspection each day, information only calls or carrying the pager for the entire shift. Call-out time shall be compensated at overtime rates for actual time worked with a minimum of one hour compensation.

Employees on stand-by duty on Monday, Tuesday, Wednesday, Thursday or Friday will be paid one (1) hour of their base pay rate for each day of service. Employees on stand-by duty on Saturday, or Sunday, or Agency authorized Holidays will be paid three (3) hours of their base pay rate.

In addition to the hours paid in the preceding paragraph the employee called out during their on call shift will be paid one and one half (1½) times that employee's regular hourly rate for duties that fall outside of the three hour facility inspection time frame.

### **4.6 COMPENSATORY TIME**

An employee may elect compensatory time in lieu of overtime. Those employees eligible for compensatory time may accrue such time to a maximum of forty (40) hours. Compensatory time shall be calculated at one and one-half (1½) times the number of hours worked over forty (40) hours in a workweek. Compensatory time must be reported on the employee's time card and submitted to the payroll department. (Compensatory time must be elected by the employee prior to performing the work.) Compensatory time used shall also be reported on the employee's time card and submitted to the payroll department. Unused compensatory time shall be paid at termination.

### **4.7 PAYMENT OF WAGES**

All employees of the Agency are paid every other Thursday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, every effort will be made to pay the employees on the preceding workday. Paychecks are normally available by 4:00 p.m. at the Jemez office. If there is an error on your check, please report it immediately to your supervisor and it will be corrected within four working days. All payroll deductions shall be in accordance with applicable laws.

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### **4.8 ADVANCES**

The Agency does not permit advances against unearned wages or against unaccrued vacation.

### **4.9 SPECIAL ASSIGNMENT COMPENSATION**

Special Assignment Compensation is a concept which allows for increases in pay beyond that which is normally allowed when duties performed support such additional pay for special periods of time. The General Manager may grant the Special Assignment Compensation for duties assigned an employee at a rate of compensation at the bottom of range for the new position or five percent (5%) of the employee's pay in their regular position, whichever is greater, of the employee's based pay rate when duties assigned are above and beyond the normal classification of an employee and under other circumstances as determined by the General Manager.

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### ARTICLE 5.0 STANDARDS OF CONDUCT

#### 5.1 PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by the Agency. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the Agency's operations also may be prohibited.

- a. Failure to uphold the Constitution and laws of the United States and the State of California.
- b. Failure to perform employment duties in accordance with all applicable governing authorities and regulations of the Agency including but not limited to the provisions of this handbook.
- c. Falsification of employment records, employment information or other Agency records.
- d. Theft, deliberate or careless damage of Agency property or the property of any employee or customer.
- e. Removing or borrowing Agency property without prior authorization.
- f. Unauthorized use of Agency equipment, time, materials, or facilities.
- g. Provoking a fight or fighting during working hours or on Agency property.
- h. Participating in horseplay or practical jokes on Agency time or on Agency premises.
- i. Using abusive language at any time on Agency premises or in the performance of employment duties.
- j. Engaging in criminal conduct whether or not related to job performance.
- k. Creating or participating in a disruption of any kind which could result in the impedance of the normal work day routine during working hours on Agency property.
- l. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- m. Failure to be punctual in reporting for work and efficient with the use of their time while on duty. All employees are encouraged to live close to the area and employees having on-call responsibilities are required to live within a thirty (30) minute drive of the Agency office.
- n. Failure to notify a supervisor when unable to report to work.
- o. Unreported absences.
- p. Failure to obtain permission to leave work for any reason during normal working hours.
- q. Failure to provide a physician's certificate when requested or required to do so.
- r. Sleeping or malingering on the job.
- s. Making or accepting personal telephone calls during working hours, except in cases of emergency.
- t. Working overtime without authorization, or refusing to work assigned overtime.
- u. Violation of any safety, health, security or Agency policies, rules or procedures.
- v. Committing a fraudulent act or a breach of trust under any circumstances.

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- w. Unlawful harassment or discrimination.
- x. Discourteous treatment of others.
- y. Violation of Agency rules or policies.

### **5.2 DRUG AND ALCOHOL ABUSE/DRUG TESTING PROGRAM**

The Agency is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the Agency. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Agency to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to the Agency.

The following rules and standards of conduct apply to all employees either on Agency property or during the work day (including meals and rest periods). The following are strictly prohibited by the Agency:

- a. Possession or use of alcohol, or being under the influence of alcohol while on the job.
- b. Driving an Agency vehicle while under the influence of alcohol.
- c. Distribution, sale or purchase of an illegal or controlled substance while on the job.
- d. Possession or use of an illegal, or controlled substance or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated. The Agency also may bring the matter to the attention of appropriate law enforcement authorities. Except as prohibited by law, an employee's conviction on a charge of illegal sale or possession of any controlled substance while off Agency property will not be tolerated because such conduct, even though off duty, reflects adversely on the Agency. In addition, the Agency must keep people who sell or possess controlled substances off the Agency's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. (This does not require disclosure of the reason for taking the drug.) The employee may be required to provide a physician's statement confirming their fitness for duty.

The Agency is required to implement a drug testing program for all of its employees whose job classification requires them to have a commercial drivers license and perform



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safety-sensitive functions regulated by Title 49 of the Code of Federal Regulations. The Agency's Drug and Alcohol Testing Policy is for those safety-sensitive positions.

### **5.3 OFF-DUTY CONDUCT**

While the Agency does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Agency's legitimate business interests. For this reason, employees should be aware of the following policies: Employees are expected to conduct their personal affairs in a manner that does not adversely affect the Agency's or their own integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects the Agency's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the Agency, employees are expected to devote their energies to their jobs with the Agency. For this reason, second jobs are discouraged. The following types of outside employment are strictly prohibited:

- a. Employment that conflicts with an employee's work schedule, duties and responsibilities;
- b. Employment that creates a conflict of interest or is incompatible with the employee's employment with the employer;
- c. Employment that impairs or has a detrimental effect on the employee's work performance with the Agency;
- d. Employment that requires the employee to conduct work or related activities on the employer's property during the employer's working hours or using the employer's facilities and/or equipment;
- e. Employment that directly or indirectly competes with the business or the interests of the employer.

### **5.4 PUNCTUALITY AND ATTENDANCE**

As an employee of the Agency, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your workload must be performed by others, just as you must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Agency business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call your supervisor at least one half hour before the time you are scheduled to begin working for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the

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expected duration of any absence. Unless there are extenuating circumstances, you must call in on any day you are scheduled to work that you will be absent or tardy.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated.

If you fail to report for work without notification to your supervisor and absence continues for a period of three consecutive days, the Agency will consider that you have abandoned your employment and have voluntarily terminated.

### **5.5 PERSONAL STANDARDS**

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Field employees shall be issued uniforms which they are required to wear daily. It is the responsibility of the employee to launder their own uniforms.

Field employees are required to wear approved steeltoe safety shoes at all times and will be reimbursed up to \$150 for one pair each year by the Agency. It is the responsibility of the employee to purchase properly fitting foot wear prior to reimbursement.

Employees and visitors are required to wear safety equipment when visiting or working in an area designated as a "hard hat area".

Field employees, when leaving the Agency's employees, shall return all uniforms to the Agency. Violation of the Agency's dress code policy could result in disciplinary action up to and including termination.

### **5.6 CUSTOMER RELATIONS**

We are a service oriented business and we must remember that the customer is our first priority. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concerns as an interruption or an annoyance. Customer inquiries, whether in person or by telephone, must be addressed promptly and professionally. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Employees are expected to be polite, courteous, prompt and attentive to every customer. When a situation arises where the employee does not feel comfortable or capable of handling the problem, the supervisor or General Manager should be called immediately.

### **5.7 CONFIDENTIALITY**

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding the Agency, its suppliers, its customers or perhaps

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even fellow employees. Employees shall not reveal or divulge any such confidential information. This obligation to maintain the confidentiality of information shall continue even after employment with the Agency ends. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Agency.

### 5.8 BUSINESS CONDUCT AND ETHICS

No employee may accept a gift or gratuity from any customer, vendor, supplier or other person doing business with the Agency that may give the appearance of influence regarding their business decision, transaction or service. Please discuss expenses paid by such persons for business meals or trips with the General Manager in advance.

### 5.9 FRAUD IN THE WORKPLACE

#### PURPOSE AND SCOPE

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

#### I. GENERAL

A. The Bighorn-Desert View Water Agency ("Agency") is committed to protecting its assets against the risk of loss or misuse. Accordingly it is the policy of the Bighorn-Desert View Water Agency to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Agency and, when appropriate, to pursue legal remedies available under the law.

#### B. DEFINITIONS

1. Fraud - Fraud and other similar irregularities include, but are not limited to:
  - a. Claim for reimbursement of expenses that are not job-related or authorized by the current Agency policy.
  - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
  - c. Misappropriation of Agency assets (funds, securities, supplies; furniture, equipment, etc.).
  - d. Improprieties in the handling or reporting of money transactions.
  - e. Authorizing or receiving payment for goods not received or services not performed.
  - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Agency-owned software.
  - g. Misrepresentation of information on documents.

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- h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
  - i. Any violation of the Fair Political Practices Act, regulation of the Fair Political Practices Commission, or the Bighorn-Desert View Water Agency Conflict of Interest Code.
- 2. Employee - In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the Bighorn-Desert View Water Agency. The term also includes any volunteer who provides services to the Agency through an arrangement with the Agency.
- 3. Management - In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.
- 4. Personnel Department - In this context, Personnel Department refers to any person or persons assigned by the General Manager to investigate any fraud or similar activity.
- 5. External Auditor - In this context, External Auditor refers to independent audit professionals who perform annual audits of the Agency's financial statements.
- C. It is the Agency's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Agency of any party who might be or become involved in or becomes the subject of such investigation.
- D. Each department of the Agency is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- E. The Personnel Department, in conjunction with the Agency Attorney, has the primary responsibility for the investigation of all activity as defined in this policy.
- F. Throughout the investigation, the Personnel Department will inform the General Manager of pertinent investigative findings.
- G. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Agency nor any person acting on behalf of the Agency shall:
  - 1. Dismiss or threaten to dismiss the employee,
  - 2. Discipline, suspend, or threaten to discipline or suspend the employee,
  - 3. Impose any penalty upon the employee, or
  - 4. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including dismissal.
- H. Upon conclusion of the investigation, the results will be reported to the General Manager.

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- I. The General Manager, following review of investigation results, will take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.
- J. The Agency will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Agency losses from the offender, or other appropriate sources.

## **II. PROCEDURES**

### **A. Board of Directors Responsibilities**

- 1. If a member of the Board of Directors has reason to suspect that a fraud has occurred, he or she shall immediately contact the General Manager (or contact the Agency Attorney if the General Manager is involved).
- 2. The Board member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager or Agency Attorney.
- 3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the General Manager in consultation with the Agency Attorney and the Personnel Department.

### **B. Management Responsibilities**

- 1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
- 3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact the General Manager immediate supervisor (or contact the Agency Attorney if the General Manager is involved).
- 5. Department Directors should inform the General Manager (or contact the Agency Attorney or Personnel Director if the General Manager is involved).
- 6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- 7. Management should support the Agency's responsibilities and cooperate fully with the Personnel Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- 8. Management must give full and unrestricted access to all necessary records and personnel. All Agency furniture and contents, including desks

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and computers, are open to inspection at any time. There is no assumption of privacy.

9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
    - a. Incorrect accusations.
    - b. Alerting suspected individuals that an investigation is underway.
    - c. Treating employees unfairly.
    - d. Making statements that could lead to claims of false accusations or other offenses.
  10. In handling dishonest or fraudulent activities, management has the responsibility to:
    - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
    - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Agency, unless specifically directed to do so by the Agency Attorney.
    - c. Avoid discussing the case with anyone inside the Agency other than employees who have a need to know such as the General Manager, Personnel Department, or Agency Attorney or law enforcement personnel.
    - d. Direct all inquiries from the suspected individual, or his or her representative, to the General Manager or Agency Attorney. All inquiries by an attorney of the suspected individual should be directed to the Agency Attorney. All inquiries from the media should be directed to the General Manager.
    - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Personnel Director, in conformance with the Agency's Personnel Policies and Procedures.
- C. Employee Responsibilities
1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the General Manager.
  2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the General Manager (or contact the Agency Attorney if the next higher level of management and/or the General Manager is involved).
  3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Personnel Department, Agency Attorney or law enforcement personnel.
- D. Personnel Department Responsibilities
1. Upon assignment by the General Manager, the Personnel Department or General Manager's designee will promptly investigate the fraud.

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2. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Personnel Department, in consultation with the Agency Attorney, will contact the County of San Bernardino Sheriff Department.
3. The Personnel Department shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the General Manager or Personnel Department will proceed as follows:
  - a. Discuss the findings with the appropriate management/supervisor and the Department Director.
  - b. Advise management, if the case involves staff members, to meet with the General Manager (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Agency Personnel Rules.
  - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Agency's financial statements.
  - d. Coordinate with the Agency's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - e. Take immediate action, in consultation with the Agency Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
    - 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2) Preventing the individual suspected of committing the fraud from having access to the records.
5. In consultation with the Agency Attorney and the County of San Bernardino Sheriff Department, the Personnel Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
6. If the Personnel Department is contacted by the media regarding an alleged fraud or audit investigation, the Personnel Department will consult with the General Manager and the Agency Attorney, as appropriate, before responding to a media request for information or interview.
7. At the conclusion of the investigation, the Personnel Department will document the results in a confidential memorandum report to the General Manager and the Agency Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the County of San Bernardino Sheriff Department.
8. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Personnel Department no later than seven calendar days after notice is received.

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9. The Personnel Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Personnel Department to that department.

### **III. EXCEPTIONS**

There will be no exceptions to this policy unless provided and approved in writing by the General Manager and the—\_Agency Attorney.



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### **ARTICLE 6.0 OPERATIONAL CONSIDERATIONS**

#### **6.1 EMPLOYER PROPERTY**

Lockers, desks, vehicles and tools are Agency property and must be maintained according to Agency rules and regulations. The Agency reserves the right to search all Agency property. They must be kept clean and are to be used only for work-related purposes. Prior authorization must be obtained before any Agency property may be removed from the premises.

#### **6.2 USE OF ELECTRONIC MEDIA**

The Agency uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, cell phones, & PDAs. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of BDVWA and are to be used only for Agency business and not for any personal use. Employees therefore have no expectation of privacy in their personal use of Agency computers and other electronic communications equipment.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Agency policy, or not in the best interest of the Agency.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Agency computer systems.

All electronic information created by any employee using any means of electronic communication is the property of the Agency and remains the property of the Agency. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Agency's ownership of the electronic information.

The Agency will override all personal passwords if necessary for any reason.

The Agency reserves the right to access, audit and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Agency policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Agency management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the General Manager.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by

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the Agency. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Agency-paid computer access are to be used for Agency-related business only. Any information about the Agency, its products or services, or other types of information that will appear in the electronic media about the Agency must be approved by the General Manager before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to your immediate supervisor.

### **6.3 OFF-DUTY USE OF FACILITIES**

Employees are prohibited from making use of Agency facilities while not on duty. Employees are expressly prohibited from using Agency facilities, Agency property or Agency equipment for personal use.

### **6.4 HEALTH AND SAFETY**

Every employee is responsible for the safety of him or herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the Agency maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the General Manager's office.

In compliance with Proposition 65, the Agency will inform employees of any known exposure to any hazardous material.

### **6.5 HOUSEKEEPING**

All employees are expected to keep their work areas and vehicles clean and organized. Common areas such as lunch rooms, locker rooms and rest-rooms should be kept clean by those using them. Please clean up after meals. Dispose of trash properly.

### **6.6 SOLICITATION AND DISTRIBUTION OF LITERATURE**

In order to ensure efficient operation of the Agency's business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on Agency property. All employees are expected to follow the following rules regarding solicitation or distribution of literature. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor immediately.

- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

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- No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Agency property.

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### ARTICLE 7.0 EMPLOYEE BENEFITS

#### 7.1 HOLIDAYS

The Agency observes the following paid holidays for regular full-time employees:

- January 1 (New Years Day)
- Third Monday in January (Martin Luther King Day)
- Third Monday in February (Presidents Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- ~~Second Monday in October (Columbus Day)~~
- November 11 (Veterans Day)
- Thanksgiving Day
- The Day Following Thanksgiving Day
- December 24 (Christmas Eve Day)
- December 25 (Christmas Day)

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When a holiday falls on a Saturday, the previous Friday will be observed. When a Holiday falls on a Sunday, the following Monday will be observed.

Eligibility for holiday pay begins after completion of the training period, unless otherwise approved by the General Manager.

#### 7.2 VACATIONS

It is the intent of the Agency that paid vacation leave be provided to the Agency's employees to facilitate time for rest and relaxation. Therefore, it is in the best interest of the Agency and the employee for them to use their vacation leave and not be paid for it in lieu of time off.

Regular full-time employees accrue paid vacation time in accordance with the following schedule:

LENGTH OF SERVICE FROM BENEFIT DATE	ANNUAL VACATION ALLOWANCE	ACCRUAL RATE PER STRAIGHT TIME HOUR	MAXIMUM ALLOWED UNUSED BALANCE
Date of hire through 4 <sup>th</sup> year:	80 hours per year	.0385	160 hours
5 <sup>th</sup> year (1461 <sup>st</sup> day) through 10 <sup>th</sup> year (3285 <sup>th</sup> day):	120 hours per year	.0575	240 hours
11 <sup>th</sup> year (3286 <sup>th</sup> day) and thereafter:	160 hours per year	.0770	320 hours

**Vacation Definition:** Vacation is a leave of absence with pay for the recreation and well-being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon special request of the employee and with the written approval of the General Manager.

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As set forth above, vacation shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed ninety (90) days of continuous service.

Temporary and part-time employees do not accrue paid vacation time.

Vacation periods should be taken annually with the approval of the General Manager at such time as will not impair the work schedule or efficiency of the Agency but with consideration given to the well-being of the employee. No employee shall lose earned vacation leave time because of work urgency. If an employee has reached the maximum allowed unused balance and is unable to take vacation leave the employee shall be compensated for up to fifty percent (50%) of the accrued vacation balance with the remaining amount remaining available for use. Otherwise, employees are not allowed to "cash out" vacation.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The General Manager will make final determinations and all vacation leave must be approved two (2) weeks in advance. The General Manager may, at his/her discretion, grant vacation leave in the event of an unforeseen emergency without applying the two (2) week advance notice requirement.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during your vacation period, you will be granted one additional day of vacation, to be taken at a time approved in advance by your supervisor.

An employee whose employment terminates will be paid for accrued unused vacation days.

### 7.3 INSURANCE BENEFITS

**MEDICAL INSURANCE:** The Agency provides a comprehensive medical, vision, dental, and life insurance plan for full and eligible part time employees. Medical insurance for employee dependents is provided on a cost sharing basis. An employee becomes eligible within one (1) month following the successful completion of their training period and at that time the employee and their dependents may begin to take advantage of the insurance benefits. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage.

**DISABILITY INSURANCE:** Each employee contributes to the state of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment. Specific rules and regulations governing disability are available from the Employment Development Department.

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

**UNEMPLOYMENT COMPENSATION:** The Agency contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

**WORKERS COMPENSATION:** At no cost to you, you are protected by the Agency's workers' compensation insurance policy while employed by the Agency. The policy covers you in case of occupational injury or illness.

**RETIREMENT PLAN:** The Agency contracts with the Public Employees Retirement System to provide a plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits and tax status, contact the General Manager. All eligible participants will receive a summary plan description.

### **7.4 SICK LEAVE**

It is the intention of the Agency that sick leave be provided to each regular employee for use in the event of illness. Sick leave shall accrue for all eligible employees at the rate of eight (8) hours per month of service. Accrued sick leave shall be awarded at the end of each accrual period. An employee using sick leave shall, on a daily basis, notify their supervisor that they will be absent from work due to illness at least one half hour before you are scheduled to report for work.

There is no limit on the amount of sick leave that may be accrued. Upon retirement or termination, an employee shall be entitled to payment for any accrued but unused sick leave in excess of 200 hours based on each two (2) hours of accrued sick leave being converted to one (1) hour of vacation leave or upon retirement unused accrued sick leave may be applied to the employee's retirement service credit with the Public Employees Retirement System.

Any employee who has used all their accrued sick leave and is still unable to return to work due to illness must make arrangements with the General Manager for additional time off. All employees shall provide written verification from a physician of sickness or injury if sick leave continues for more than three (3) consecutive days.

The use of sick leave applies to, but may not be limited to the following:

- a. Any bona fide illness or injury.
- b. Quarantine due to exposure to a contagious disease.
- c. Any required treatment or examination for medical, dental or ocular purposes.
- d. Sickness or injury in the immediate family which includes your child, parent, spouse, registered domestic partner or registered domestic partner's child

Sick leave is a benefit provided by the Agency, not a right earned by the employee. Abuse of this benefit will not be tolerated. Excessive abuse of the sick leave benefit could result in disciplinary action up to and including termination.

### **7.5 LEAVES OF ABSENCE**

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The Board shall have the authority to grant leaves to the General Manager. The General Manager shall have the authority to grant leaves to all other Agency employees in accordance with the provisions under which eligible leaves may be granted. All leaves shall be requested on a form provided by the Agency prior to the start of the requested leave. Failure to return promptly from authorized leave without prior authorization from the General Manager may result in disciplinary action up to and including termination.

A leave of absence, not to exceed thirty (30) consecutive days, may be requested in writing by any regular Agency employee. The General Manager may grant the leave provided that the leave is in the best interest of the Agency and the employee. The leave shall be without pay and no benefits shall accrue or be paid during the term of the leave. However, the employee may self-pay the premiums under the provisions of "COBRA." Your supervisor can give you additional information on this subject.

A leave of absence requested for a period longer than thirty (30) consecutive days shall be reviewed by the Agency personnel committee and may or may not be granted by the Board of Directors.

### 7.6 MEDICAL LEAVES

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible. If you are granted a medical leave the Agency will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time previously accrued. If you are a disabled individual pursuant to the Fair Employment and Housing Act and the Agency does not grant the leave of absence, an interactive process meeting will be scheduled.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work based on the essential physical functions of the assigned position.

If returning from a non-work-related medical leave you will be offered the same position held at the time of leaving, if available. If this position is not available due to an "undue hardship," a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related illnesses and injuries. The Agency will fully comply with these laws.

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**



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### 7.7 PREGNANCY-RELATED DISABILITY LEAVE

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any employee on leave.

All female employees should advise their supervisor of their intent to take pregnancy disability leave as soon as possible. The individual should make an appointment with the General Manager to discuss the following conditions:

- a. Employees who need to take pregnancy disability must inform the Agency when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees should provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees should consult with the General Manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Agency. Any such scheduling is subject to the approval of the employee's health care provider.
- b. If 30 days advance notice is not possible, notice must be given as soon as practical.
- c. If requested by the employee and recommended by the employee's physician, the employee's work assignment may be changed as required to protect the health and safety of the employee and her child.
- d. Requests for transfers of job duties will be reasonably accommodated only if the job and security rights of others are not breached.
- e. Temporary transfers due to health considerations will be granted where possible. However, the employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
- f. Pregnancy leave will usually begin when ordered by the employee's physician. Employees must provide the Agency with a certification from a health care provider. The certification indicating disability should contain:
  - The date on which the employee became disabled due to pregnancy;
  - The probable duration of the period or periods of disability; and
  - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- g. Leave returns will be allowed only when the employee's physician sends a release indicating fitness to return to work based on the essential physical functions of the assigned position.
- h. An employee will be allowed to utilize accrued vacation and/or sick leave during a pregnancy disability leave.

Duration of the leave will be determined by the advice of employee's physician, but employees disabled by pregnancy may take up to four months. The four months of leave includes any period of time for actual disability caused by the employee's

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

pregnancy, childbirth or related medical condition. This includes leave for severe morning sickness and for prenatal care. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

An employee returning from a pregnancy disability leave will be offered the same position held at the time of leaving, unless the job no longer exists, or the job has been filled in order to avoid undermining the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities. If your former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or your filling the available position would substantially undermine the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities.

If you are on pregnancy disability leave and are not eligible for continued paid coverage after 12 work weeks, you may continue your group health insurance coverage through the Agency in conjunction with "COBRA" guidelines by making monthly payments to the Agency for the amount of the relevant premium.

### **7.8 BEREAVEMENT LEAVE**

In the event of a death in your immediate family, you may apply for and receive up to a maximum of five (5) days of bereavement leave per incident with pay. The immediate family is defined as your current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

### **7.9 MILITARY LEAVE**

Military leave will be granted in accordance with applicable law.

### **7.10 JURY DUTY LEAVE**

Any employee who is required to serve on jury duty, and has completed their training period, will receive full pay while serving up to ten (10) days of jury duty per calendar year. A leave of absence without pay will be granted if jury duty exceeds the ten (10) day limit. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served. If work time remains after any day of jury duty you will be expected to return to work. Any mileage allowance paid by the court for jury services is to be retained by you.

### **7.11 TIME OFF FOR VOTING**

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the election day without loss of pay. Where possible, the employee shall give his or her supervisor at least two working days' notice that time off to vote is needed.

### **7.12 SCHOOL CONFERENCES INVOLVING SUSPENSION**

If it becomes necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose.

### **7.13 EXTERNAL EMPLOYEE EDUCATION**

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the Agency or the individual employees. Attendance at such activities may be required by the Agency or requested by individual employees. However, attendance will not be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless prior written approval has been issued by the General Manager. To obtain approval, employees wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where attendance is required or authorized by the Agency, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Reimbursement for required or authorized educational classes will be awarded after successful completion of the educational class and the receipt of a passing grade (C or better). Customary and reasonable expenses generally may include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

Employees will also be reimbursed following successful completion of examinations for certificates that are required by their job descriptions. Similarly, renewals for required certificates will be reimbursed by the Agency.

Employee attendance at authorized outside activities, during normal working hours, will be considered hours worked for hourly employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While the Agency generally encourages all employees to improve their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless prior written approval is obtained as discussed above.

## BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK

### 7.14 RECREATIONAL ACTIVITIES AND PROGRAMS

The Agency or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

### 7.15 WORKERS' COMPENSATION

The Agency, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- a. medical care,
- b. cash benefits, tax free, to replace lost wages,
- c. vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- a. Immediately report any work-related injury to your supervisor.
- b. Seek medical treatment and follow-up care if required.
- c. Complete a written Employee's Claim Form (DWC Form 1) and return it to the General Manager.
- d. Employees must provide the Agency with a certification from their health care provider regarding the need for workers' compensation disability leave and the employee's ability to return to work from the leave based on the essential physical function of the assigned position.

The Agency provides for medical treatment for work-related injuries through an Agency designated medical provider.

Employees who are injured in a work-related incident will be referred to the Agency's designated medical treatment provider, unless prior to a work-related injury, the Agency has received from the employee a written notice that the employee wishes to be treated by his/her own physician. Employees who do not designate their own physician will be treated by the Agency's designated medical treatment provider for work-related injuries, for at least 30 days, if required. Employees may seek treatment from their own physician after 30 days, should they so desire.

Upon submission of a medical certification that you are able to return to work, you will be offered the same position held at the time of leaving, unless the job has been filled in order to avoid undermining the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities upon return. If your former position is not available, a substantially similar position will be offered unless there is no

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

substantially similar position available, or filling the available position would substantially undermine the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities.

The law requires that this Agency notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.

## **BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK**

<b>APPENDIX A</b>	<b>JOB CLASSIFICATIONS</b>
<b>APPENDIX B</b>	<b>RANGE AND STEP SCHEDULE</b>
<b>APPENDIX C</b>	<b>ORGANIZATIONAL CHART</b>

# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 Acct Tech I  
03 Acct Tech II  
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE  
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE  
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

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Status: Non-Exempt

### Summary

Supervision of the Accounting Technician/Customer Service Representative (AT/SCR) varies from close to limited with increasing job complexity (AT/CSR Range I to III). Routinely performs a variety of moderately complex and occasionally highly complex accounting duties related to Accounts Payable, Accounts Receivable, Personnel, General Office Administration and Public Relations. Performs Customer Service duties on a daily basis.

### Position Title

Title and salary range of the individual is commensurate with the following factors: skills and abilities as well as education, training and experience level. Regarding internal promotions the overall performance of the individual; demonstrated independent judgment and degree of supervision required will also be considered.

### Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties but may have "lead" and/or training responsibilities.

### Examples of Duties/

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### Accounts Receivable:

- Prepares meter reading "books" for collection of meter readings. Prepares and distributes customer bills for water services, in a timely manner, based on meter usage data and application of approved rate structure.
- Ages accounts, applies delinquent charges, manages delinquent account notifications, and annually conducts processes and procedures for placing liens on property tax rolls for delinquent accounts.
- Maintains accurate customer accounts by posting records that reflect refunds, deposits, voids, customer inquiries and other account activity.
- Coordinates with others to balance monthly accounts receivable records to General Ledger.
- Makes appropriate account adjustments, maintains accounts receivable records/journals and audits the meter reading Exceptions Report and Billing Register journals. Maintains documents.
- Investigates and resolves (or makes recommendations) regarding variances from Rules and Regulations. Issues Service Orders for field investigation and resolution. Closes Service Orders, tracks responses and maintains records; coordinates related office/field correspondence, providing prompt follow-up contact with customers orally or in writing.

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### Accounts Payable:

- Maintains Accounts Payable database and files.
- Gathers, assembles, tabulates, checks, verifies, prepares and inputs all paperwork required to process accounts payable for payment (i.e. review for correctness) against estimates and contracts. Prepares checks, obtains signatures and distributes payments to vendors and others.
- Processes documents involved in financial transactions and financial recordkeeping.
- Provides reconciliation and review of A/P Journals and related General Ledger accounts.
- Prepares and distributes Form 1099 annually.

### Accounting:

- Performs accounting tasks (low to moderately complex depending on position title assigned) including regular analysis and reconciliation of revenue, expenditure and balance sheet accounts. Works with other accounting staff to balance accounts receivable database records and journals to General Ledger.
- Ensures timely and accurate posting to the General Ledger and researches information for adjustments to General Ledger. Makes appropriate periodic journal entries at month-end and year-end closings.
- Reconciles Agency bank accounts monthly.
- Prepares monthly and year-end financial statements including balance sheet, income statement, and supporting ledgers and journals in an accurate and timely manner. Prepares and maintains spreadsheet analyses and reports.
- Monitors and makes recommendations for cash flow requirements.
- Performs periodic internal audits of accounting records to assure adequate controls.
- Prepares special reports for the State of California, management staff and the Board of Directors.
- Performs special analytical studies as directed by the General Manager.
- Provides assistance with annual audit, interfacing with outside auditors and preparing audit schedules as required. Prepares the annual audit binder including reconciliation of all accounts. Assists with analysis, preparation and presentation of the Agency budget and audit.
- Maintains Job Cost accounting database and files.
- Maintains inventory database and files. Assists with field representative to reconcile periodic inventory count. Prepares and inputs all paperwork required to add inventory purchased and remove inventory used.
- Maintains fixed asset database and files. Sets up, calculates and monitors annual fixed asset depreciation; adjusts for new or retired assets as appropriate.
- Maintains and processes Petty Cash disbursements and replenishments.



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### Payroll:

- Gathers, organizes, and prepares a variety of information for the preparation of the Agency's payroll. Prepares and processes payroll for agency employees.
- Audits time records for accuracy and proper distribution of costs.
- Prepares and posts payroll distribution to general ledger. Provides reconciliation and review of journal and related general ledger accounts. Post time-off accruals to the general ledger.
- Audits and reviews payroll data concerning benefits (ie. co-pays, vacation, sick leave balances). Researches and corrects payroll discrepancies. Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for Agency staff.
- Prepares and distributes payments to insurance agencies, CalPers, EDD, garnishments and others receiving monies from payroll withholdings.
- Prepares and distributes Form W-2 annually.

### Customer Service:

- Performs cashier duties: handles cash, accepts and inputs payments. Maintains assigned cash drawer in an accurate and accountable manner. Compiles and verifies accuracy of bank deposits.
- Deals with customers and others in a courteous and professional manner using phone, e-mail, fixed frequency radio and face-to-face interactions with walk-in public.
- Communicates account status and Agency Rules & Regulations to customers.

### Office Administration:

- Administrative support to General Manager and Board of Directors as needed. Read and analyze incoming documents and determine their significance and Plan their distribution/execution. Prepares Public Information Request responses in compliance with the Public Records Act.
- Prepares meetings notices and agendas in compliance with the Brown Act. Assembles staff information for agenda. Attends night meetings; takes and prepares minutes of meetings. Acts a primary point-of-contact for those attending meetings.
- Composes resolutions, ordinances and other agency documents. Maintains/updates Minute, Resolution and Ordinance library, Motion Order Index and other related Board records including Form 700, Conflict of Interest Code and other filings. Prepares typed correspondence, enters data and maintains files as directed.
- Assists with administration of employee benefits programs.
- Researches, prepares reports, and makes presentations and recommendations on special projects as assigned. Compiles and distributes Agency newsletters, and outreach materials to the public. Arranges and attends off-site public relations functions (including after hours functions).

### Other Duties:

- Understands and abides by Agency Rules and Regulations for Water Service.
- Other duties as assigned including outside/field activities (customer water surveys, meter "bench" testing, turn on/off's, off-site Public Relations functions, etc.).
- General office maintenance and cleaning as needed.
- Coordinating travel arrangements for Board of Directors and staff.
- Banking, mail and other miscellaneous errands.

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### Lead Responsibilities:

- Answers technical accounting and customer service questions of staff.
- Directs other staff in proper procedures for accounting.
- Assists in cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other finance staff.
- May organize and coordinate daily accounting functions and assignments of others.

### Safety:

- Coordinates safety training classes; maintains safety training schedules and files.
- Assists with administration of OSHA requirements.
- Follows proper safety practices at all times. Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

## Job Requirements

### Education, Training & Experience:

- Any combination of experience, education and/or training that would provide the required knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities to advance from Level I would be:
  - Level I:
    - Graduation from high school or equivalent.
    - Up to three (3) years accounting or business administration experience.
  - Level II:
    - Accounting emphasis: Three (3) to five (5) years accounting experience. Experience in governmental accounting highly desirable. Administrative emphasis: Three (3) to five (5) years government administrative experience with increasing responsibility in clerical systems and office procedures.
    - College level course work (ie. accounting, business, public administration and/or communications).
  - Level III
    - Accounting emphasis: Minimum 5 years of government accounting experience including familiarity in computerized accounting systems, accounts payable, payroll, and general ledger. Administrative emphasis: Minimum 5 years of government administration experience including thorough knowledge of pertinent federal, state and local codes and regulations as it pertains to the procedures, responsibilities and operations of the Board of Directors. Advanced knowledge of clerical systems and office procedures.
    - AA Degree in Accounting or Bachelor's degree in accounting, business, public administration or communications is highly desirable.

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### Skills and Abilities:

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently and productively when completing work tasks.
- Prioritization, organization, and coordination skills. Use independent judgment and exercise initiative in daily work activities.
- Ability to interpret and apply Agency rules, policies, and procedures governing the accounting process.
- Ability to responsibly and accurately perform semi-skilled to skilled bookkeeping functions and the most skilled financial record keeping functions using independent judgment; including performing confidential administrative and clerical functions.
- Knowledge of principles and practices of accounts payable, accounts receivable, payroll, and general ledger.
- Proficient, effective and accurate at using word processing, presentation and spreadsheet software; using 10-key adding machines by touch; and familiar with governmental accounting software which includes accounts payable, payroll and accounting systems.
- Ability to understand and carry out verbal instructions.
- Knowledge of laws, ordinances, statutes, regulations of the management of a water agency; controlling the preparation of and maintenance of accounting records including issuance of payroll.
- Work with vendors to resolve payment issues.
- Knowledge of general and subsidiary ledger functions and requirements.
- Ability to read and understand water agency terminology.
- Ability to read and understand accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to maintain accurate records.
- Ability to recommend improvements in Accounting Technician job-related policies and procedures.
- Know safety standards and requirements.

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### Physical:

- Subject to reasonable accommodation in accordance with the requirements of applicable law.
- Possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis.
- Ability to bend, twist, turn, push, pull, stoop, kneel, crouch and reach routinely, as well as perform repetitive motion tasks.
- Sits for extended time periods and uses office equipment such as computer keyboards and terminals, telephones, 10-Key adding machine, copiers and fax machines on a regular basis.
- Communicates orally in face-to-face, one-to-one and group settings or utilizing cellular telephones and fixed frequency radios to communicate.
- Requires normal range hearing and vision with or without correction.
- Travels by automobile in conducting Agency Business.

### Other:

- Maintain valid California Class C Driver's License.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, evening meetings, and periodic travel.
- Notary Public Commission beneficial.

# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 WDO I  
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04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I  
WATER DISTRIBUTION OPERATOR II  
WATER DISTRIBUTION OPERATOR III**

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Status: Non-Exempt

### Summary

Under general direction of the General Manager, the Water Distribution Operator (WDO Level I to III) routinely performs a variety of semi-skilled and routine assignments related to installation, maintenance and repair of the Agency's water distribution system as well as install, repair, overhaul, operate and monitor water pumps, controls, recording devices, valves, chlorinators and related parts of the water production system. Performs meter reading, meter maintenance and repair, customer service, building and grounds maintenance and other duties as assigned.

### Position Title

Title and salary range of the individual is commensurate with the following factors: skills and abilities as well as education, training and experience level. Regarding internal promotions the overall performance of the individual; demonstrated independent judgment and degree of supervision required will also be considered.

### Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties but may have "lead" and/or training responsibilities.

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### Water Distribution System:

- Repairs, installs and maintains distribution and transmission pipe networks including but not limited to: water mains, service connections, fire hydrants, air/vacuum valves and meters on a scheduled or emergency basis.
- Operates, repairs and maintains manual and automated valves such as gate, globe, ball, check, and butterfly type valves.
- Digs, backfills and compacts trenches by operating tractors, trucks, rollers, jackhammers, backhoes, compressors, and loaders. Repairs damaged roads.
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting and cement work, using power and hand tools.
- Locates and marks or relays information concerning location of District's facilities for Underground Service Alert (USA) activities.

# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 WDO I  
03 WDO II  
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I  
WATER DISTRIBUTION OPERATOR II  
WATER DISTRIBUTION OPERATOR III**

Page 2 of 5  
Status: Non-Exempt

- Responsible for proper on-site procedure and set-up of traffic control functions.
- Maintains and repairs vehicles as well as all field equipment or makes recommendations and facilitates such repairs.
- Assists in information gathering pertaining to fire flows, will serve letters, facility upgrades and project plans and specifications.
- Ensures proper parts and material are obtained for assigned tasks.

### Water Production System:

- Performs a variety of skilled and/or semi-skilled monitoring, maintenance, installation, testing and repair on water pumps, control systems, recording devices, motors, valves and chlorinators of the water production system on a scheduled or emergency basis.
- Maintains and ensures the adequate supply of water in reservoirs and the Agency water system. Manages energy usage and responsible for compliance with "Time-of-Use" schedules.
- Collects water samples for lab analysis in compliance with state and federal rules, regulations and standards; completes and submits documentation pertaining to water quality regulatory requirements; assesses system water quality and makes appropriate adjustments, including the use of chemicals, to assure public safety. Calculates dosages.
- Operates, maintains and monitors water production equipment such as boosters, wells, reservoirs, and pressure reducing/sustaining stations. Operates equipment necessary for maintaining water production facilities including pumps and emergency generators.
- Adjusts and changes pump and motor lubrication such as, but not limited to, pump packing, motor oil, well shaft oil, and greased bearings and joints.
- Performs water table depth measurements and records findings.
- Works on energized 480 V three phase related equipment.
- Inspects for cross connection and backflow requirements. Administers backflow program.
- Compiles memoranda, data reports, written correspondence, develops written procedures related to departmental needs and requirements. Interprets maps and provides direction to complex problems with multiple variables.
- Operates and maintains telemetry control systems and their associated components.

# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 WDO I  
03 WDO II  
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I  
WATER DISTRIBUTION OPERATOR II  
WATER DISTRIBUTION OPERATOR III**

Page 3 of 5  
Status: Non-Exempt

### Field Services Duties:

- Reads and records residential and commercial meter readings manually or using an electronic recording device.
- Provides customer service; handles, prioritizes and completes Service Orders and interacts with customers regarding water quality, billing, and field service duties, including but not limited to, turn-on/lock-offs, leak repair, pressure checks, taste and odor complaints and meter repair/replacement. Communicates politely with customers.

### Other Duties:

- Coordinates work of outside contractors as related to departmental needs and requirements.
- Understands and abides by Agency Rules and Regulations for Water Service.
- Acquires and records data by hand or through the operation of various data collection devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA) systems; online analyzers; Geographical Information System (GIS); and District atlas maps.
- Performs general housekeeping in shop and yard; facility maintenance and grounds keeping.
- Completes necessary forms and reports and computer data entry. Communicates using written and computerized methods such as email, word processing, spreadsheet or other customized software programs.
- Maintains necessary supplies, tools and equipment in Agency vehicle. Maintains District records.
- Attends meetings and off-site training as required.
- Recommends improvements in job-related policies and procedures.
- Completes regularly on-call duty. Responds to after-hours emergencies.

### Lead Responsibilities (WDO II or WDO III):

- Answers technical questions from staff.
- Assists with cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other field staff.
- May organize and coordinate daily functions and assignments of others.

### Safety:

- Proper knowledge of safety practices and safety gear. Follows proper safety practices at all times. Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 WDO I  
03 WDO II  
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I  
WATER DISTRIBUTION OPERATOR II  
WATER DISTRIBUTION OPERATOR III**

Page 4 of 5  
Status: Non-Exempt

**Education, Training & Experience:** The position of Water Distribution Operator I/ II/ III requires the following knowledge:

- Graduation from high school or equivalent. Advanced course work in water distribution or water treatment science highly desirable.
- Laws, rules, regulations and principles of work safety. Proper work safety standards.
- Proper procedure in the utilization of Underground Service Alert.
- Safe application and handling of chemicals and other hazardous materials.
- Basic (WDO I) to expert (WDO III) knowledge in the operation and maintenance of a water distribution system and water production operations which includes SCADA and RTU programming and troubleshooting.
  - Basic (WDO I) to expert (WDO III) knowledge of state and federal water regulations.
  - Basic (WDO I) to expert (WDO III) knowledge of distribution system parts and materials.
  - Basic (WDO I) to expert (WDO III) knowledge of valve operation, maintenance and repair.
  - Basic (WDO I) to expert (WDO III) knowledge in the operation and transport of heavy equipment.
  - Basic (WDO I) to expert (WDO III) knowledge of operator math and concepts.
- Customer service techniques.
- Satisfactory knowledge in the use and application of common and specialized computer software.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

### **Skills and Abilities:**

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently and productively when completing work tasks.
- Prioritization, organization, and coordination skills. Use independent judgment and exercise initiative in daily work activities.
- Understand and carry out oral and written instructions.
- Safe operation and use of all power tools, hand tools, heavy equipment and motor vehicles.
- Read and interpret plans and drawings. Solve shop and field arithmetic.
- Troubleshoot and repair pump and electrical problems satisfactorily.
- Use computer systems and software packages related to the needs of the Agency.
- Basic (WDO I) to expert (WDO III) knowledge of water distribution system best practices.



# BIGHORN-DESERT VIEW WATER AGENCY

## CLASS DESCRIPTION

Revised: October 2012

Salary Range: 02 WDO I  
03 WDO II  
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I  
WATER DISTRIBUTION OPERATOR II  
WATER DISTRIBUTION OPERATOR III**

Page 5 of 5  
Status: Non-Exempt

- Ability to read basic (WDO I) to complex (WDO III) literature. Compile clear and concise reports of operations, job reports, summary reports and memorandum as directed.
- Maintain accurate records and accurately record data.

Physical Requirements: Subject to reasonable accommodation in accordance with the requirements of applicable law. The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Operates Agency vehicles and equipment in distribution system construction, maintenance and repair work.
- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery or erratically moving surfaces or uneven terrain.
- Works in an environment with exposure to dust, dirt and significant temperature changes between hot and cold.
- Communicates orally in face-to-face, one-to-one and group settings or utilizing cellular telephones and fixed frequency radios.
- Uses office equipment such as computer terminals and software common to the industry, copiers and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision with normal ranges with or without correction.
- Climbs to heights in excess of 40 feet.

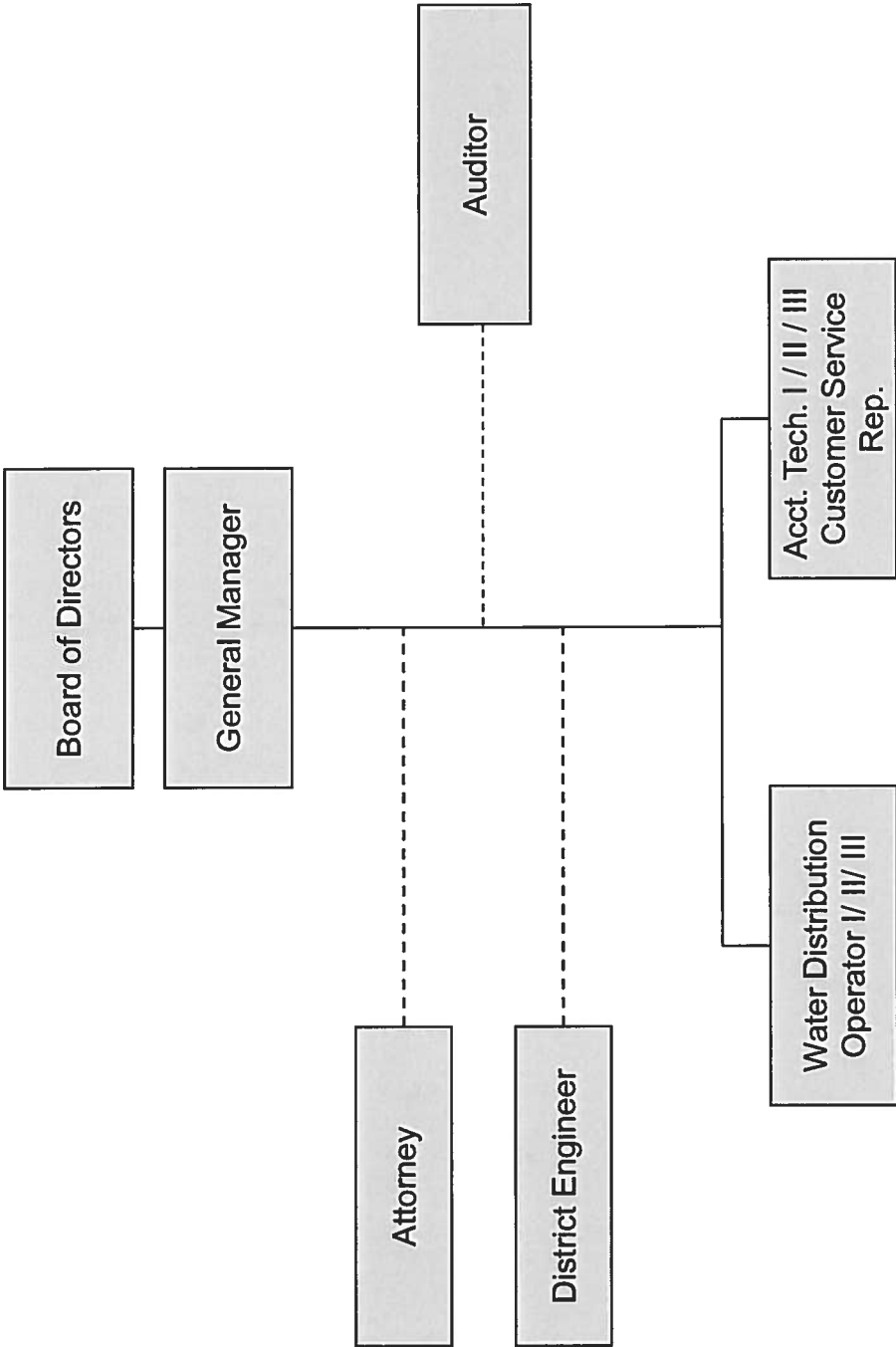
### Special Requirements:

- Water Distribution Operator I requires state certification at level D1 within 18 months of employment. Advancement to Water Distribution Operator II requires state certification level of D2 and treatment certification T1 AND two (2) to three (3) years relevant work experience with increasing responsibilities. Advancement to Water Distribution Operator III requires state certification level of D3 and treatment T2 AND three (3) to five (5) years relevant work experience with increasing responsibilities.
- All Water Distribution Operator classifications require the appropriate Class A Drivers license or, in the case of entry level Water Distribution Operator I, ability to obtain within 18 months.
- Work around and tolerate chlorine and other associated chemicals used in water treatment.
- Work with high voltage electricity.
- This is a Safety-Related position subject to random drug and alcohol testing per Agency policy.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, periodic meetings, and periodic travel.

2012/2013  
BDVWA EMPLOYEE RANGE AND STEP SCALE  
(Oct. 2012 - Proposed)

RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
NO	A	B	C	D	E	F	G	H	J	K	L	M	N						
1																			
Per Hour Rate	12.099	12.402	12.712	13.030	13.356	13.689	14.032	14.382	14.742	15.111	15.488	15.876	16.272						
Monthly	2,097.237	2,149.668	2,203.410	2,258.495	2,314.957	2,372.831	2,432.152	2,492.956	2,555.280	2,619.162	2,684.641	2,751.757	2,820.551						
Annually	25,166.84	25,796.01	26,440.91	27,101.94	27,779.49	28,473.97	29,185.82	29,915.47	30,663.36	31,429.94	32,215.69	33,021.08	33,846.61						
2																			
Per Hour Rate	12.851	13.172	13.501	13.839	14.185	14.539	14.903	15.275	15.657	16.049	16.450	16.861	17.283						
Monthly	2,227.428	2,283.113	2,340.191	2,398.696	2,458.663	2,520.130	2,583.133	2,647.711	2,713.904	2,781.752	2,851.296	2,922.578	2,995.643						
Annually	26,729.132	27,397.360	28,082.294	28,784.351	29,503.960	30,241.559	30,997.598	31,772.538	32,566.851	33,381.023	34,215.548	35,070.937	35,947.710						
3																			
Per Hour Rate	15.902	16.299	16.707	17.124	17.552	17.991	18.441	18.902	19.375	19.859	20.355	20.864	21.386						
Monthly	2,756.271	2,825.178	2,895.807	2,968.203	3,042.408	3,118.468	3,196.429	3,276.340	3,358.249	3,442.205	3,528.260	3,616.467	3,706.878						
Annually	33,075.253	33,902.134	34,749.688	35,618.430	36,508.891	37,421.613	38,357.153	39,316.082	40,298.984	41,306.459	42,339.120	43,397.598	44,482.538						
4																			
Per Hour Rate	20.875	21.397	21.932	22.481	23.043	23.619	24.209	24.814	25.435	26.071	26.722	27.390	28.075						
Monthly	3,618.403	3,708.863	3,801.584	3,896.624	3,994.040	4,093.890	4,196.238	4,301.144	4,408.672	4,518.889	4,631.861	4,747.658	4,866.349						
Annually	43,420.832	44,506.353	45,619.012	46,759.487	47,928.474	49,126.686	50,354.853	51,613.724	52,904.068	54,226.669	55,582.336	56,971.894	58,396.192						
5																			
Per Hour Rate	22.364	22.923	23.496	24.084	24.686	25.303	25.936	26.584	27.249	27.930	28.628	29.344	30.077						
Monthly	3,876.450	3,973.361	4,072.695	4,174.512	4,278.875	4,385.847	4,495.493	4,607.880	4,723.077	4,841.154	4,962.183	5,086.238	5,213.394						
Annually	46,517.395	47,680.329	48,872.338	50,094.146	51,346.500	52,630.162	53,945.916	55,294.564	56,676.928	58,093.852	59,546.198	61,034.853	62,560.724						

Exhibit B



Total positions authorized = 3

- Total allowable Level II = 3
- Total allowable Level III = 3

Total positions authorized = 3

- Total allowable Level II = 3
- Total allowable Level III = 3

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

**Meeting Date:** October 16, 2012

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** N/A

**Cost:** N/A

**From:** Marina West

**General Counsel Approval:** N/A

**CEQA Compliance:** Mitigated Negative  
Declaration adopted 6/29/2010.

**Subject:** Resolution 12R-XX – Adopting the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project Mitigated Negative Declaration – Addendum Ames/Reche Groundwater Storage and Recovery Program (Addendum No. 2)

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**SUMMARY**

The permitting process for the Ames/Reche Groundwater Storage and Recovery Program is nearing completion. At this time an Addendum to the Mitigated Negative Declaration (MND) is necessary due to refinement of the project concept during the engineering design phase which occurred subsequent to adoption of the MND under the California Environmental Quality Act (CEQA). These changes must be reviewed in the context of CEQA to determine if they cause any environmental impacts not previously considered. In this case, the project impacts were reduced when the boundaries of the recharge facility were decreased from 15 acres to 6 acres. Therefore, all environmental issues were adequately analyzed in the previously approved MND and since the impacts have, in fact, diminished then those analyses are still valid.

Staff recommends the Board approve Resolution No. 12R-XX adopting the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program Addendum No. 2.

**RECOMMENDATION**

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

1. Adopt Resolution No. 12R-XX – Adopting the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project Mitigated Negative Declaration – Addendum Ames/Reche Groundwater Storage and Recovery Program (Addendum No. 2).

**BACKGROUND/ANALYSIS**

No further analysis provided.

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

**11/30/2011 Resolution No. 11R-21** Adopting the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project Mitigated Negative Declaration - Addendum 1 Ames/Reche Groundwater Storage and Recovery Program (Addendum No. 1).

**6/29/2010 Resolution No. 10R-04** Approving the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program and Pipeline Installation/Replacement Program.

RESOLUTION TO BE  
DISTRIBUTED UPON RECEIPT

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
AUGUST 31, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
12417	08/13/12	ACWA/JPIA	
		ACWA/JPIA HEALTH BENEFITS 0812	693.04
12418	08/13/12	AKLUFU AND WY SOCKI	
		LEGAL FEES JULY 2012	206.25
12419	08/13/12	AT&T MOBILITY	
		COMMUNICATION EXP	100.13
12420	08/13/12	BURRTEC WASTE & RECYLING SVCS	
		TRASH FEE AUG 2012	79.92
12421	08/13/12	CINTAS CORPORATION #150	
		UNIFORM SVC JULY 2012	125.00
12422	08/13/12	CLINICAL LABORATORY OF	
		PLATE CTD, BACT TEST	
		GENERAL PHYSICAL	
		PLATE CT, BACT TEST	46.00
12423	08/13/12	DEPT OF PUBLIC HEALTH	
		GRADE 5 CERT RENEAL-WEST, M	105.00
12424	08/13/12	DISCOUNT TIRE CENTERS	
		2010 RANGER 9091 REPAIR	31.00
12425	08/13/12	MAYER HOFFMAN MCCANN P.C.	
		AUDIT FINANCIAL STATEMENTS	
		FYE 11/12 - FIRST INSTALLMENT	
		CREDIT FOR EDUCATION 2011-2012	2,881.00
12426	08/13/12	MOJAVEWIFI.COM LLC	
		INTERNET AUG 2012	95.00
12427	08/13/12	OFFICE DEPOT	
		OFFICE SUPPLIES	117.48
12428	08/13/12	PITNEY BOWES PURCHASE POWER	
		POSTAGE FOR AUG 2012	500.00
12429	08/13/12	PROTECTION ONE ALARM MONITORNG	
		SHOP 08/26/12-9/25/12	40.94
12430	08/13/12	UNDERGROUND SERVICE ALERT	
		DIG ALERTS, 18 TICKETS	27.00
12431	08/13/12	XEROX CORPORATION	
		LEASE PAYMENT 07/13-08/12	
		1 OF 60	350.08
12444	08/17/12	BARR LUMBER CO INC	
		FIELD MATERIAL	
		PRV 7	27.12
12445	08/17/12	CANDIDA NEAL	
		ENVIRO STUDY JULY 2012 NON EPA	2,825.00
12446	08/17/12	CLINICAL LABORATORY OF	
		PLATE CT, BACT TEST	73.00
12447	08/17/12	GOODSPEED DISTRIBUTING INC	
		UNLEADED FUEL	1,672.78
12448	08/17/12	THE HOME DEPOT #6971	
		SMALL TOOLS	
		OFFICE SUPPLIES	110.84
12449	08/17/12	INLAND WATER WORKS	
		PRV 13	
		INVENTORY	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
AUGUST 31, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		INVENTORY	
		INVENTORY	
		INVENTORY	1,853.09
12450	08/17/12	OFFICE DEPOT	
		MONITOR	260.70
12451	08/17/12	OFFICIAL PAYMENTS HOLDINGS INC	
		REV CHG - CONFIRMATION 031012	135.00
12452	08/17/12	SDRMA	
		SDRMA MED BENEFITS SEPT 2012	6,274.10
12453	08/17/12	USDA RURAL DEVELOPMENT	
		DV BOND INT PAYMENT	6,524.42
12465	08/30/12	CLINICAL LABORATORY OF	
		PLATE CT, BACT TEST	
		BACT TEST	116.00
12466	08/30/12	JEFF DROZD	
		MAP CHANGES	22.00
12467	08/30/12	FIRST CHOICE REALTY	
		BALANCE RFND ACCT# 0206604	92.67
12468	08/30/12	GOODSPEED DISTRIBUTING INC	
		OIL FOR PUMPS	116.82
12469	08/30/12	HUNTER CONSULTING, INC	
		DISPOSE OF OIL	1,540.00
12470	08/30/12	THE HOME DEPOT #6971	
		SAFETY & SHOP ITEMS	
		FRONT ENCLOSURE - SECURITY	
		FRONT ENCLOSURE - SAFETY	968.09
12471	08/30/12	C & L SERVICE, INC	
		RADIOS - FINAL PAYMENT	445.03
12472	08/30/12	IMAGE SOURCE, INC	
		XEROX PER PRINT CHGS	
		07/03/12-08/02/12	54.27
12473	08/30/12	INLAND WATER WORKS	
		INVENTORY	
		INVENTORY	
		SMALL TOOLS - FIRE HYDRANTS	1,112.25
12474	08/30/12	MOJAVEWIFI.COM LLC	
		INTERNET SEPT 2012	95.00
12475	08/30/12	OFFICE DEPOT	
		OFFICE SUPPLIES & CALCULATOR	
		OFFICE SUPPLIES	
		OFFICE SUPPLIES & INK	347.95
12476	08/30/12	PHONE SOLUTIONS	
		REPAIR FRONT OFFICE PHONE	95.00
12477	08/30/12	SDRMA	
		AUDIT BAL PROGRAM YR 2011-12	345.75
12478	08/30/12	SOUTHERN CALIFORNIA EDISON	
		POWER EXP JUL 2012	6,343.47
12479	08/30/12	STEPHEN A YORK	
		BALANCE RFND ACCT# 1002139	52.96
12480	08/30/12	VERIZON CALIFORNIA	
		AUTO CONTROLS & PHONES	611.17
12481	08/30/12	WATERLINE TECHNOLOGIES	
		HYPOSCORITE SOLUTIONS	633.40
12482	08/30/12	XEROX CORPORATION	



BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
AUGUST 31, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		LEASE PAYMNT 8/13-9/12 2 OF 60	215.39
		TOTAL	38,361.11

Prepared By JB  
Date 9/10/12  
Reviewed By MUST

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
SEPTEMBER 30, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
12497	09/13/12	ACWA/JPIA	
		ACWA/JPIA HEALTH BENEFITS 9/12	693.04
12498	09/13/12	AKLUFU AND WYSOCKI	
		LEGAL AUG 2012	2,021.25
12499	09/13/12	AT&T MOBILITY	
		COMMUNICATIONS EXP	103.05
12500	09/13/12	AVALON URGENT CARE INC.	
		PHYSICAL NEW HIRE - SHELTON	75.00
12501	09/13/12	BURRTEC WASTE & RECYLING SVCS	
		TRASH FEE SEPT 2012	
		REPAY AUG 2012	159.84
12502	09/13/12	CANDIDA NEAL	
		ENVIRO STUDY AUG 2012 NON-EPA	2,100.00
12503	09/13/12	CLINICAL LABORATORY OF	
		PLATE CT, BACT TEST, GEN PHYS	
		PLATE CT, BACT TEST, GEN PHYS	146.00
12504	09/13/12	JEFF DROZD	
		MAP CHANGES	528.00
12505	09/13/12	GOODSPEED DISTRIBUTING INC	
		UNLEADED & DIESEL FUEL	3,235.50
12506	09/13/12	HUNTER CONSULTING, INC	
		OIL DISPOSAL	118.80
12507	09/13/12	HI-DESERT STAR	
		12 MONTH SUBSCRIPTION	37.00
12508	09/13/12	THE HOME DEPOT #6971	
		FRONT ENCLOSURE, SHOP SUPPLIES	
		SHOP EQUIPMENT	
		FRONT ENCLOSURE, SHOP SUPPLIES	
		RETURNS	678.02
12509	09/13/12	INLAND WATER WORKS	
		INVENTORY	32.49
12510	09/13/12	MYFLEETCENTER.COM	
		'10' FORD 9091 - OIL CHANGE	81.34
12511	09/13/12	MAYER HOFFMAN MCCANN P.C.	
		FYE 11/12	9,890.00
12512	09/13/12	PITNEY BOWES PURCHASE POWER	
		MAILING EXPENSES	500.00
12513	09/13/12	RICHARDS, WATSON & GERSHON	
		LEGAL FEES AUG 2012	
		RICHARD, WATSON, GERSHON	
		LEGAL FEES AUG 2012	
		RICHARDS, WATSON, & GERSHON	2,080.00
12514	09/13/12	SDRMA	
		SDRMA MED BENEFITS OCT 2012	
		SDRMA OCT-DEC 2012 W/C	7,870.10
12515	09/13/12	SELECT REALTY SVC	
		BALANCE RFND ACCT# 0902085	34.38
12516	09/13/12	UNDERGROUND SERVICE ALERT	
		DIG ALERTS, 23 TICKETS	34.50
12517	09/21/12	CLINICAL LABORATORY OF	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
SEPTEMBER 30, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		PLATE CT, BACT TEST, GEN PHY INORGANIC CHEM, GEN MINERAL, GEN PHYS	
		PLATE CT, BACT TEST, THM, HALOACETIC ACID	769.00
12518	09/21/12	DATASTREAM BUSINESS SOLUTIONS SOFTWARE MAINT 100112-123112	645.00
12519	09/21/12	DISCOUNT TIRE CENTERS '12' DODGE 6959 OIL&FILTER CHG	29.35
12520	09/21/12	JEFF DROZD SPECS,MAPS,APN-PRINTING & PDF	400.00
12521	09/21/12	INLAND WATER WORKS FIELD SUPPLIES FIELD MATERIALS & INVENTORY FIELD MATERIAL	884.85
12522	09/21/12	MYFLEETCENTER.COM '07' FORD 3807 OIL&FILTER CHG	59.41
12523	09/21/12	MAID TO ORDER SVC JEMEZ & MTG ROOM JUL 2012	221.00
12524	09/21/12	OFFICE DEPOT OFFICE SUPPLIES PAPER - CARD STOCK FOR INVITES PAPER-LEDGER FOR MINUTES	73.53
12525	09/21/12	PLACER TITLE COMPANY OFFSITE REPLACEMENT HABITAT AMES/RECHE PROJECT	30,650.00
12526	09/21/12	DANIEL SHERMAN CLAIM SETTLEMENT-WATER DAMAGE	600.00
12527	09/21/12	SOUTHERN CALIFORNIA EDISON POWER EXP AUG 2012	5,622.60
12541	09/27/12	BDVWA BALANCE REFUND ACCT 1102724 POST TO CUSTOMERS NEW ACCT	22.60
12542	09/27/12	CLINICAL LABORATORY OF BACT TEST, PLATE CT, GEN PHY	83.00
12543	09/27/12	FIRST CHOICE REALTY BALANCE RFND ACCT# 0308004 BALANCE RFND ACCT# 1002652	100.46
12544	09/27/12	GPW I.T. COMPUTER REPAIR & EMAIL SET-UP	50.00
12545	09/27/12	THE HOME DEPOT #6971 SUPPLIES	87.09
12546	09/27/12	IMAGE SOURCE, INC XEROX PER PRINT CHARGES 08/03/12-09/02/12	53.95
12547	09/27/12	KAREN F LIVING TRUST DAT BOYD BALANCE RFND ACCT# 1007700	42.96
12548	09/27/12	MAID TO ORDER SVC JEMEZ & MTG ROOM SEPT 8 & 22, 2012	221.00
12549	09/27/12	MARILYN BATES BALANCE RFND ACCT# 0902334	61.31
12550	09/27/12	MOJAVE DESERT RESOURCE WILDFLOWER SEEDS-ORCHID FEST	110.95

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
SEPTEMBER 30, 2012

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
12551	09/27/12	MOJAVEWIFI.COM LLC	
		INTERNET OCT 2012	95.00
12552	09/27/12	PETTY CASH	
		FIELD MATERIALS	
		OFFICE SUPPLIES	
		DPH EXAM - CARUSO PARKING	
		MTG SNACKS, ORCHIS FEST-KIDS	
		SM CLAIMS, CASHIER ERROR	201.51
12553	09/27/12	ROBERT FOLSTER	
		BALANCE RFND ACCT# 0320004	73.42
		TOTAL	71,576.30

Prepared By JB  
Date 10/8/12  
Reviewed By mlk

## GENERAL FUND

## ASSETS

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## CASH &amp; CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	57,323.21
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00
		-----
TOTAL CASH & CASH EQUIVALENTS		58,873.21

## INVESTMENTS

01 13303	LAIF UNENCUMBERED CASH FUND	636,629.97
01 13306	LAIF-BASIC FACILITIES CHGS	27,196.00
01 13307	LAIF-CUSTOMER DEPOSITS	50,000.00
01 13309	LAIF EMERGENCY CONTINGENCIES	50,000.00
01 13310	LAIF REPLACE & REFURBISH FUND	50,000.00
01 13311	LAIF ENCUMBERED FOR PROJECTS	85,900.00
		-----
TOTAL INVESTMENTS		899,725.97

## ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	143,845.58
01 13950	2009-2010 LIEN RECEIVABLE	23,798.91
01 13951	2010-2011 LIEN RECEIVABLE	20,316.97
01 13952	2011-2012 LIEN RECEIVABLE	36,120.31
		-----
TOTAL ACCTS RECEIVABLE, WATER		224,081.77

## ACCOUNTS RECEIVABLE, OTHER

		-----
TOTAL ACCTS RECEIVABLE, OTHER		0.00

## INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	63,524.60
		-----
TOTAL INVENTORY		63,524.60

## PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	532.00
01 14402	PREPAYMENTS PL & PD LIAB INS	22,986.65
		-----
TOTAL PREPAID EXPENSES		23,518.65

## FIXED ASSETS

01 11130	FA ORGANIZATION	336,271.36
01 11130 01	ACCUMULATED DEP ORGANIZATION (	87,774.24)
01 11135	FA LAND	12,507.94
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	7,710,968.71
01 11180	FA SHOP EQUIPMENT	43,075.46
01 11181	FA MOBILE EQUIPMENT	469,521.19

## GENERAL FUND

01 11190	FA OFFICE EQUIPMENT	129,713.10
01 11400	ACCUMULATED DEPRECIATION	( 5,437,284.61)

TOTAL FIXED ASSETS	3,541,215.55
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## WORK IN PROGRESS (FOR OTHERS)

TOTAL WORK IN PROGRESS (OTHERS)	0.00
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## WORK IN PROGRESS (AGENCY)

01 12005	WIP EPA GRANT	812,005.43
01 12044	PRV 13 REFURBISH	3,873.19
01 12045	PRV 14 REFURBISH	3,327.64
01 12047	C-BOOSTER STATION PUMP REPLACE	6,184.35
01 12048	FRONT ENCLOSURE	2,361.36

TOTAL WORK IN PROGRESS (AGENCY)	827,751.97
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## DEBT ISSUANCE COST

TOTAL DEBT ISSUANCE COST	0.00
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TOTAL ASSETS	5,638,691.72
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## LIABILITIES

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## ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE	0.00
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## ACCRUED PAYROLL

TOTAL ACCRUED PAYROLL	0.00
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## CUSTOMER DEPOSITS

01 22540	UNCLAIMED FUNDS	144.35
01 22550	CUSTOMER DEPOSITS PENDING	3,500.00
01 22600	CUSTOMER DEPOSITS	53,371.39

TOTAL CUSTOMER DEPOSITS	57,015.74
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## WORK IN PROGRESS DEPOSIT

TOTAL WORK IN PROGRESS DEPOSIT	0.00
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## LIAB PYBL FRM RESTRICTD ASSETS

TOTAL LIAB PYBL FRM REST ASSET	0.00
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## LONG TERM DEBT

01 21101	REVENUE BONDS PAYABLE - DV	260,977.05
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## GENERAL FUND

01 22300	REVENUE BONDS PAYABLE - BH	628,000.00	
TOTAL LONG TERM DEBT		888,977.05	
TOTAL LIABILITIES			945,992.79

## EQUITY

01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88	
01 30111	FMHA GRANTS	758,297.76	
01 31000	FUND BALANCE	3,129,297.85	
01 31001	FUND BALANCE FEMA & OES	427,895.00	
01 31111	CURR YEAR NET REVENUE/EXPENSE	86,172.44	
TOTAL EQUITY			4,692,698.93
TOTAL LIABILITIES & EQUITY			5,638,691.72

Prepared By JB  
Date 9/5/12  
Reviewed By mwest

## GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
		-----	-----	-----	-----	-----
REVENUE						
-----						
OPERATING REVENUE						
01 41000	SERVICE LINE INSTALLATION FEES	1,255.00	1,320.00	1,320.00	-65.00	105.18%
01 41001	BASIC FACILITIES CHARGE	4,098.00	4,098.00	4,098.00	0.00	100.00%
01 41100	INCOME METERED WATER	372,808.00	48,531.54	89,656.26	283,151.74	24.05%
01 41300	BASIC SERVICE CHARGE	578,325.00	49,118.69	99,132.94	479,192.06	17.14%
01 41400	INCOME METERED BULK WATER	46,318.00	4,614.69	10,610.18	35,707.82	22.91%
01 41700	INCOME OTHER (OPERATING)	37,200.00	4,938.95	8,491.77	28,708.23	22.83%
		-----	-----	-----	-----	-----
	TOTAL OPERATING REVENUE	1,040,004.00	112,621.87	213,309.15	826,694.85	20.51%
NON-OPERATING REVENUE						
01 49100	GA02 GEN LEVY IMP DIST A BH	52,100.00	0.00	1,542.08	50,557.92	2.96%
01 49101	DA01 DEBT SRVC IMP 1 (BH BOND)	175,900.00	0.00	28,949.39	146,950.61	16.46%
01 49102	GA01 GENERAL TAX LEVY (BDV)	52,100.00	0.00	1,532.16	50,567.84	2.94%
01 49103	INCOME REVENUE BONDS DV FMHA	48,825.00	8,300.31	8,321.41	40,503.59	17.04%
01 49200	INTEREST INCOME	2,800.00	792.35	792.35	2,007.65	28.30%
		-----	-----	-----	-----	-----
	TOTAL NON-OPERATING REVENUE	331,725.00	9,092.66	41,137.39	290,587.61	12.40%
		-----	-----	-----	-----	-----
	TOTAL REVENUE	1,371,729.00	121,714.53	254,446.54	1,117,282.46	18.55%
EXPENSE						
-----						
OPERATIONS EXPENSE						
01 54102	OPERATIONS COMPENSATION	151,538.00	12,572.34	25,564.28	125,973.72	16.87%
01 54103	UNIFORMS	2,150.00	280.53	280.53	1,869.47	13.05%
01 54105	AUTO CONTROLS	2,640.00	220.77	433.06	2,206.94	16.40%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	5,000.00	1,571.00	1,983.04	3,016.96	39.66%
01 54107	VEHICLE EXPENSE - FUEL	18,000.00	1,672.78	3,350.62	14,649.38	18.61%
01 54109	FIELD MATERIALS & SUPPLIES	20,000.00	1,482.18	4,627.38	15,372.62	23.14%
01 54111	WATER TESTING	6,850.00	147.98	357.98	6,492.02	5.23%
01 54112	CONTRACTUAL SERV- ENGINEERING	65,000.00	22.00	22.00	64,978.00	0.03%
01 54114	WATER SYSTEM REPAIRS	25,000.00	0.00	0.00	25,000.00	0.00%
01 54115	BUILDING MAINTENANCE/REPAIR	7,500.00	1,425.70	2,285.40	5,214.60	30.47%
01 54119	COMMUNICATIONS EXPENSE	1,500.00	545.16	544.36	955.64	36.29%
01 54121	DISINFECTION EXPENSE	4,500.00	633.40	1,015.38	3,484.62	22.56%
01 54125	POWER WELLS & PUMPS	63,000.00	5,246.78	4,890.31	58,109.69	7.76%
01 54130	OTHER OPERATIONS EXPENSES	16,500.00	0.00	0.00	16,500.00	0.00%
		-----	-----	-----	-----	-----
	TOTAL OPERATIONS EXPENSE	389,178.00	25,820.62	45,354.34	343,823.66	11.65%
BULK SYSTEM EXPENSE						
01 55001	PUMPING PLANT EXPENSE	6,500.00	562.95	429.06	6,070.94	6.60%
01 55002	BULK OPERATIONS & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00%



## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
	-----	-----	-----	-----	-----
TOTAL BULK SYSTEM EXPENSE	11,500.00	562.95	429.06	11,070.94	3.73%
ADMINISTRATIVE EXPENSE					
01 56001 DIRECTOR FEES	16,000.00	600.00	1,200.00	14,800.00	7.50%
01 56002 DIRECTOR MEETING EXPENSES	0.00	-33.56	-33.56	0.00	0.00%
01 56002 01 DIRECTOR MCBRIDE	4,200.00	0.00	0.00	4,200.00	0.00%
01 56002 02 DIRECTOR CORL-LORONO	4,200.00	91.59	91.59	4,108.41	2.18%
01 56002 03 DIRECTOR LARSON	4,200.00	0.00	0.00	4,200.00	0.00%
01 56002 04 DIRECTOR BURKHART	4,200.00	85.00	85.00	4,115.00	2.02%
01 56002 05 DIRECTOR STALEY	4,200.00	91.59	91.59	4,108.41	2.18%
01 56003 ADMINISTRATIVE COMPENSATION	245,494.00	16,535.67	31,944.89	213,549.11	13.01%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	85.00	85.00	915.00	8.50%
01 56006 CONTRACTUAL SERV-AUDITOR	30,000.00	2,946.00	2,946.00	27,054.00	9.82%
01 56007 CONTRACTUAL SERV-LEGAL	30,000.00	206.25	206.25	29,793.75	0.69%
01 56008 PERS CONTRIBUTION	41,000.00	4,538.30	7,221.39	33,778.61	17.61%
01 56009 PAYROLL TAXES	12,400.00	704.36	1,153.26	11,246.74	9.30%
01 56011 TELEPHONE/FAX/INTERNET/WEB	7,500.00	573.57	1,053.09	6,446.91	14.04%
01 56012 MAILING EXPENSES	11,500.00	500.00	1,174.59	10,325.41	10.21%
01 56014 CONTRACTUAL SERV-OTHER	19,100.00	762.04	1,591.44	17,508.56	8.33%
01 56016 PROPERTY/LIABILITY EXPENSE	27,000.00	2,293.66	4,587.32	22,412.68	16.99%
01 56017 WORKERS COMP INSURANCE	6,500.00	877.75	1,409.75	5,090.25	21.69%
01 56018 DUES & SUBSCRIPTIONS	9,630.00	27.00	616.52	9,013.48	6.40%
01 56020 POWER OFFICES & YARDS	5,600.00	625.57	718.74	4,881.26	12.83%
01 56022 BAD DEBT EXPENSE	2,000.00	419.47	419.47	1,580.53	20.97%
01 56025 PROPANE	1,800.00	0.00	0.00	1,800.00	0.00%
01 56030 OFFICE SUPPLIES	4,500.00	117.35	276.59	4,223.41	6.15%
01 56030 01 PAPER & INK	4,000.00	258.79	258.79	3,741.21	6.47%
01 56100 EMPLOYEE BENEFITS INSURANCE	94,090.00	5,839.77	19,036.31	75,053.69	20.23%
01 56101 FLEXIBLE SPENDING ACCOUNT	0.00	-112.18	-89.75	0.00	0.00%
01 56103 PLAN PARTICIPATION FEE	0.00	-7.91	-6.35	0.00	0.00%
01 56104 SUPPLEMENTAL LIFE	0.00	-39.89	-31.90	0.00	0.00%
01 56105 DISABILITY INS	0.00	-56.36	-45.08	0.00	0.00%
01 56110 EMPLOYEE EDUCATION	3,500.00	105.00	370.00	3,130.00	10.57%
TOTAL ADMINISTRATIVE EXPENSE	593,614.00	38,033.83	76,330.94	517,283.06	12.86%
TOTAL OPERATING EXPENSE	994,292.00	64,417.40	122,114.34	872,177.66	12.28%
NON-OPERATING EXPENSE					
01 56200 OFFICE EQUIPMENT EXPENSE	3,500.00	609.22	609.22	2,890.78	17.41%
01 56300 CUSTOMER RELATIONS	6,000.00	0.00	0.00	6,000.00	0.00%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,500.00	13.17	474.79	3,025.21	13.57%
01 57100 DEPRECIATION EXPENSE	0.00	18,814.82	38,551.33	0.00	0.00%
01 59100 INTEREST EXPENSE - DV BONDS	0.00	6,524.42	6,524.42	0.00	0.00%
TOTAL NON-OPERATING EXPENSE	13,000.00	25,961.63	46,159.76	-33,159.76	355.08%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 08/31/12

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL EXPENSE	1,007,292.00	90,379.03	168,274.10	839,017.90	16.71%
NET REV/EXP GENERAL FUND	364,437.00	31,335.50	86,172.44	278,264.56	23.65%

Prepared By JS  
Date 9/12/12  
Reviewed By Mubet

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

Aug-12

**SOURCES OF FUNDS:**

SERVICE LINE INSTALLATION FEES	1,320.00
BASIC FACILITIES CHARGE	4,098.00
A/R - WATER	92,054.13
MISCELLANEOUS REVENUE	4892.2
1% GENERAL TAX	
BIGHORN AD VALOREM TAX	
CUSTOMER DEPOSITS	1,400.00
AMES REIMBURSEMENT (MWA)	
FIXED ASSET MOBILE EQUIP (OVERPAID)	

TOTAL

103,764.33

**USE OF FUNDS:**

A/R WATER & OTHER	225.63
CAPITAL PURCHASES (EPA GRANT)	2,825.00
CAPITAL PURCHASES (PRV 13)	498.35
FRONT ENCLOSURE	914.47
INVENTORY PURCHASES	1,975.65
INTEREST EXP - DV BONDS	6,524.42
PAYMENTS FOR SALARIES & WAGES	48,028.20
OPERATIONS EXPENSES	11,613.55
ADMINISTRATIVE EXPENSE	13,980.61
TRANSFER FROM LAIF	25,000.00

TOTAL

111,585.88

Prepared By

Date

Reviewed By

JB

9/12/12

MMT

**UNION BANK OF CALIFORNIA**  
**DISBURSEMENTS AUG 2012**

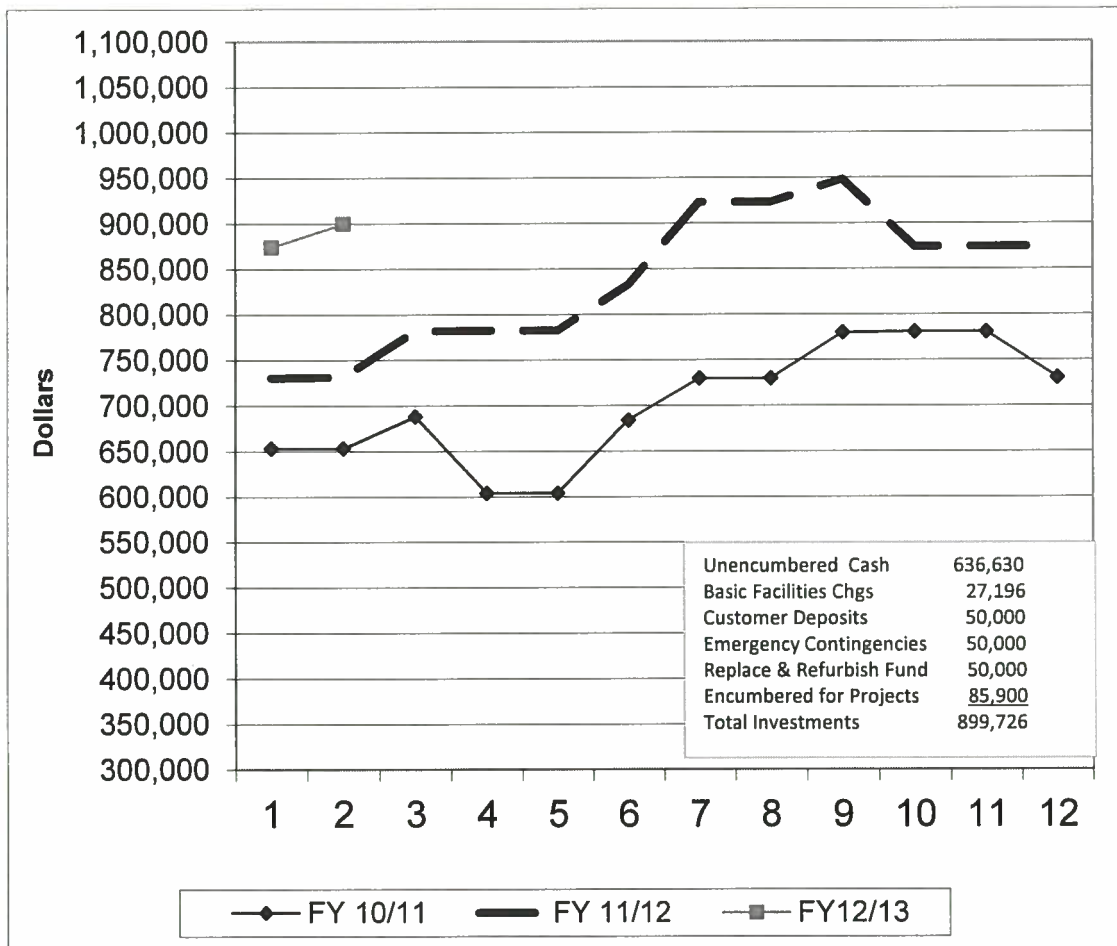
Datastream Check Register	<u>38,361.11</u>	<u>38,361.11</u>
EFT for Vendor Services		
Bank Fees	<u>196.57</u>	
Total EFT for Vendor Services		<u>196.57</u>
Wages for Paydate 08/02/12		
State & Fed Taxes plus PERS Paid	5,452.06	
Payroll checks 12404-12409 & 12415-12416	10,056.89	
Director Per Diem ck 12410-12414	<u>566.10</u>	
		<u>16,075.05</u>
Wages for Paydate 08/16/12		
State & Fed Taxes plus PERS Paid	5,504.70	
Payroll checks 12432-12439 & 12442-12443	10,065.70	
Director Per Diem 12440-12441	<u>283.05</u>	
		<u>15,853.45</u>
Wages for Paydate 08/30/12		
State & Fed Taxes plus PERS Paid	5,649.29	
Payroll checks 12454-12460 & 12463-12464	10,167.36	
Director Per Diem ck 12461-12462	<u>283.05</u>	
		<u>16,099.70</u>
Transfers to LAIF	<u>25,000.00</u>	<u>25,000.00</u>
Total Disbursements		<u><u>111,585.88</u></u>

Prepared By JB  
Date 9/12/12  
Reviewed By MAK

## Local Agency Investment Fund Balance Timeline

Balance as of

	FY 10/11	FY 11/12	FY 12/13
July	653,168	730,685	873,934
August	653,168	731,593	899,726
September	688,168	781,593	
October	604,025	782,302	
November	604,025	782,302	
December	684,025	832,302	
January	729,762	923,069	
February	729,762	923,069	
March	779,762	948,069	
April	780,685	873,934	
May	780,685	873,934	
June	730,685	873,934	



## GENERAL FUND

## ASSETS

-----

## CASH &amp; CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	57,032.58
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00
		-----
TOTAL CASH & CASH EQUIVALENTS		58,582.58

## INVESTMENTS

01 13303	LAIF UNENCUMBERED CASH FUND	636,629.97
01 13306	LAIF-BASIC FACILITIES CHGS	27,196.00
01 13307	LAIF-CUSTOMER DEPOSITS	50,000.00
01 13309	LAIF EMERGENCY CONTINGENCIES	50,000.00
01 13310	LAIF REPLACE & REFURBISH FUND	50,000.00
01 13311	LAIF ENCUMBERED FOR PROJECTS	85,900.00
		-----
TOTAL INVESTMENTS		899,725.97

## ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	134,569.37
01 13950	2009-2010 LIEN RECEIVABLE	23,798.91
01 13951	2010-2011 LIEN RECEIVABLE	20,316.97
01 13952	2011-2012 LIEN RECEIVABLE	36,120.31
		-----
TOTAL ACCTS RECEIVABLE, WATER		214,805.56

## ACCOUNTS RECEIVABLE, OTHER

01 13902	LANDSTROM UPGRADE 629-051-56 (	312.05)
		-----
TOTAL ACCTS RECEIVABLE, OTHER (		312.05)

## INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	62,550.46
		-----
TOTAL INVENTORY		62,550.46

## PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	1,596.00
01 14402	PREPAYMENTS PL & PD LIAB INS	20,692.99
		-----
TOTAL PREPAID EXPENSES		22,288.99

## FIXED ASSETS

01 11130	FA ORGANIZATION	336,271.36
01 11130 01	ACCUMLATED DEP ORGANIZATION (	88,895.15)
01 11135	FA LAND	12,507.94
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	7,710,968.71
01 11180	FA SHOP EQUIPMENT	43,075.46

## GENERAL FUND

01 11181	FA MOBILE EQUIPMENT	469,521.19
01 11190	FA OFFICE EQUIPMENT	129,713.10
01 11400	ACCUMULATED DEPRECIATION	( 5,454,486.57)

TOTAL FIXED ASSETS	3,522,892.68
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## WORK IN PROGRESS (FOR OTHERS)

TOTAL WORK IN PROGRESS (OTHERS)	0.00
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## WORK IN PROGRESS (AGENCY)

01 12005	WIP EPA GRANT	846,835.43
01 12044	PRV 13 REFURBISH	3,873.19
01 12045	PRV 14 REFURBISH	3,327.64
01 12047	C-BOOSTER STATION PUMP REPLACE	6,184.35
01 12048	FRONT ENCLOSURE	2,719.86

TOTAL WORK IN PROGRESS (AGENCY)	862,940.47
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## DEBT ISSUANCE COST

TOTAL DEBT ISSUANCE COST	0.00
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TOTAL ASSETS	5,643,474.66
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## LIABILITIES

## ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE	0.00
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## ACCRUED PAYROLL

TOTAL ACCRUED PAYROLL	0.00
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## CUSTOMER DEPOSITS

01 22540	UNCLAIMED FUNDS	144.35
01 22550	CUSTOMER DEPOSITS PENDING	1,800.00
01 22600	CUSTOMER DEPOSITS	54,291.39

TOTAL CUSTOMER DEPOSITS	56,235.74
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## WORK IN PROGRESS DEPOSIT

TOTAL WORK IN PROGRESS DEPOSIT	0.00
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## LIAB PYBL FRM RESTRICTD ASSETS

TOTAL LIAB PYBL FRM REST ASSET	0.00
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BALANCE SHEET  
PERIOD ENDING 09/30/12

## GENERAL FUND

## LONG TERM DEBT

01 21101	REVENUE BONDS PAYABLE - DV	260,977.05
01 22300	REVENUE BONDS PAYABLE - BH	628,000.00

TOTAL LONG TERM DEBT		888,977.05
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TOTAL LIABILITIES	945,212.79
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## EQUITY

01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88
01 30111	FMHA GRANTS	758,297.76
01 31000	FUND BALANCE	3,129,297.85
01 31001	FUND BALANCE FEMA & OES	427,895.00
01 31111	CURR YEAR NET REVENUE/EXPENSE	91,735.38

TOTAL EQUITY	4,698,261.87
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TOTAL LIABILITIES & EQUITY	5,643,474.66
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Prepared By

Date

Reviewed By



## GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
		-----	-----	-----	-----	-----
REVENUE						
-----						
OPERATING REVENUE						
01 41000	SERVICE LINE INSTALLATION FEES	1,255.00	0.00	1,320.00	-65.00	105.18%
01 41001	BASIC FACILITIES CHARGE	4,098.00	0.00	4,098.00	0.00	100.00%
01 41100	INCOME METERED WATER	372,808.00	39,545.84	129,202.10	243,605.90	34.66%
01 41300	BASIC SERVICE CHARGE	578,325.00	50,046.36	149,179.30	429,145.70	25.80%
01 41400	INCOME METERED BULK WATER	46,318.00	5,029.64	15,639.82	30,678.18	33.77%
01 41700	INCOME OTHER (OPERATING)	37,200.00	3,112.48	11,604.25	25,595.75	31.19%
		-----	-----	-----	-----	-----
	TOTAL OPERATING REVENUE	1,040,004.00	97,734.32	311,043.47	728,960.53	29.91%
NON-OPERATING REVENUE						
01 49100	GA02 GEN LEVY IMP DIST A BH	52,100.00	0.00	1,542.08	50,557.92	2.96%
01 49101	DA01 DEBT SRVC IMP 1 (BH BOND)	175,900.00	0.00	28,949.39	146,950.61	16.46%
01 49102	GA01 GENERAL TAX LEVY (BDV)	52,100.00	0.00	1,532.16	50,567.84	2.94%
01 49103	INCOME REVENUE BONDS DV FMHA	48,825.00	14.92	8,336.33	40,488.67	17.07%
01 49200	INTEREST INCOME	2,800.00	0.00	792.35	2,007.65	28.30%
		-----	-----	-----	-----	-----
	TOTAL NON-OPERATING REVENUE	331,725.00	14.92	41,152.31	290,572.69	12.41%
		-----	-----	-----	-----	-----
	TOTAL REVENUE	1,371,729.00	97,749.24	352,195.78	1,019,533.22	25.68%
EXPENSE						
-----						
OPERATIONS EXPENSE						
01 54102	OPERATIONS COMPENSATION	151,538.00	13,178.16	38,742.44	112,795.56	25.57%
01 54103	UNIFORMS	2,150.00	100.00	380.53	1,769.47	17.70%
01 54105	AUTO CONTROLS	2,640.00	0.00	433.06	2,206.94	16.40%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	5,000.00	288.90	2,271.94	2,728.06	45.44%
01 54107	VEHICLE EXPENSE - FUEL	18,000.00	3,235.50	6,586.12	11,413.88	36.59%
01 54109	FIELD MATERIALS & SUPPLIES	20,000.00	2,052.72	6,680.10	13,319.90	33.40%
01 54111	WATER TESTING	6,850.00	883.00	1,240.98	5,609.02	18.12%
01 54112	CONTRACTUAL SERV- ENGINEERING	65,000.00	928.00	950.00	64,050.00	1.46%
01 54114	WATER SYSTEM REPAIRS	25,000.00	0.00	0.00	25,000.00	0.00%
01 54115	BUILDING MAINTENANCE/REPAIR	7,500.00	604.40	2,889.80	4,610.20	38.53%
01 54119	COMMUNICATIONS EXPENSE	1,500.00	103.05	647.41	852.59	43.16%
01 54121	DISINFECTION EXPENSE	4,500.00	0.00	1,015.38	3,484.62	22.56%
01 54125	POWER WELLS & PUMPS	63,000.00	4,493.86	9,384.17	53,615.83	14.90%
01 54130	OTHER OPERATIONS EXPENSES	16,500.00	600.00	600.00	15,900.00	3.64%
		-----	-----	-----	-----	-----
	TOTAL OPERATIONS EXPENSE	389,178.00	26,467.59	71,821.93	317,356.07	18.45%
BULK SYSTEM EXPENSE						
01 55001	PUMPING PLANT EXPENSE	6,500.00	535.66	964.72	5,535.28	14.84%
01 55002	BULK OPERATIONS & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 09/30/12

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
	-----	-----	-----	-----	-----
TOTAL BULK SYSTEM EXPENSE	11,500.00	535.66	964.72	10,535.28	8.39%
ADMINISTRATIVE EXPENSE					
01 56001 DIRECTOR FEES	16,000.00	1,400.00	2,600.00	13,400.00	16.25%
01 56002 DIRECTOR MEETING EXPENSES	0.00	0.00	-33.56	0.00	0.00%
01 56002 01 DIRECTOR MCBRIDE	4,200.00	0.00	0.00	4,200.00	0.00%
01 56002 02 DIRECTOR CORL-LORONO	4,200.00	0.00	91.59	4,108.41	2.18%
01 56002 03 DIRECTOR LARSON	4,200.00	0.00	0.00	4,200.00	0.00%
01 56002 04 DIRECTOR BURKHART	4,200.00	0.00	85.00	4,115.00	2.02%
01 56002 05 DIRECTOR STALEY	4,200.00	0.00	91.59	4,108.41	2.18%
01 56003 ADMINISTRATIVE COMPENSATION	245,494.00	17,681.27	49,626.16	195,867.84	20.21%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	0.00	85.00	915.00	8.50%
01 56006 CONTRACTUAL SERV-AUDITOR	30,000.00	9,890.00	12,836.00	17,164.00	42.79%
01 56007 CONTRACTUAL SERV-LEGAL	30,000.00	2,021.25	2,227.50	27,772.50	7.43%
01 56008 PERS CONTRIBUTION	41,000.00	3,103.97	10,325.36	30,674.64	25.18%
01 56009 PAYROLL TAXES	12,400.00	540.39	1,693.65	10,706.35	13.66%
01 56011 TELEPHONE/FAX/INTERNET/WEB	7,500.00	145.00	1,198.09	6,301.91	15.97%
01 56012 MAILING EXPENSES	11,500.00	500.00	1,674.59	9,825.41	14.56%
01 56014 CONTRACTUAL SERV-OTHER	19,100.00	1,008.03	2,599.47	16,500.53	13.61%
01 56016 PROPERTY/LIABILITY EXPENSE	27,000.00	2,293.66	6,880.98	20,119.02	25.49%
01 56017 WORKERS COMP INSURANCE	6,500.00	532.00	1,941.75	4,558.25	29.87%
01 56018 DUES & SUBSCRIPTIONS	9,630.00	71.50	688.02	8,941.98	7.14%
01 56020 POWER OFFICES & YARDS	5,600.00	640.98	1,359.72	4,240.28	24.28%
01 56022 BAD DEBT EXPENSE	2,000.00	0.00	419.47	1,580.53	20.97%
01 56025 PROPANE	1,800.00	0.00	0.00	1,800.00	0.00%
01 56030 OFFICE SUPPLIES	4,500.00	156.21	432.80	4,067.20	9.62%
01 56030 01 PAPER & INK	4,000.00	109.81	368.60	3,631.40	9.22%
01 56100 EMPLOYEE BENEFITS INSURANCE	94,090.00	6,231.12	25,267.43	68,822.57	26.85%
01 56101 FLEXIBLE SPENDING ACCOUNT	0.00	22.43	-67.32	0.00	0.00%
01 56103 PLAN PARTICIPATION FEE	0.00	1.56	-4.79	0.00	0.00%
01 56104 SUPPLEMENTAL LIFE	0.00	7.99	-23.91	0.00	0.00%
01 56105 DISABILITY INS	0.00	11.28	-33.80	0.00	0.00%
01 56110 EMPLOYEE EDUCATION	3,500.00	9.00	379.00	3,121.00	10.83%
TOTAL ADMINISTRATIVE EXPENSE	593,614.00	46,377.45	122,708.39	470,905.61	20.67%
TOTAL OPERATING EXPENSE	994,292.00	73,380.70	195,495.04	798,796.96	19.66%
NON-OPERATING EXPENSE					
01 56200 OFFICE EQUIPMENT EXPENSE	3,500.00	247.68	856.90	2,643.10	24.48%
01 56300 CUSTOMER RELATIONS	6,000.00	138.58	138.58	5,861.42	2.31%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,500.00	96.47	571.26	2,928.74	16.32%
01 57100 DEPRECIATION EXPENSE	0.00	18,322.87	56,874.20	0.00	0.00%
01 59100 INTEREST EXPENSE - DV BONDS	0.00	0.00	6,524.42	0.00	0.00%
TOTAL NON-OPERATING EXPENSE	13,000.00	18,805.60	64,965.36	-51,965.36	499.73%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 09/30/12

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL EXPENSE	1,007,292.00	92,186.30	260,460.40	746,831.60	25.86%
NET REV/EXP GENERAL FUND	364,437.00	5,562.94	91,735.38	272,701.62	25.17%

Prepared By

DB

Date

10/8/12

Reviewed By

mwest

**UNION BANK OF CALIFORNIA  
DISBURSEMENTS SEP 2012**

Datastream Check Register	<u>71,576.30</u>	<u>71,576.30</u>
EFT for Vendor Services		
Bank Fees	363.03	
First National Bank of Omaha	1,851.84	
Cintas	100.00	
American Fidelity	562.46	
Total EFT for Vendor Services		<u>2,877.33</u>
Wages for Paydate 09/13/12		
State & Fed Taxes plus PERS Paid	6,087.60	
Payroll checks 12483-12489 & 12495-12496	11,149.90	
Director Per Diem ck 12490-12494	<u>660.45</u>	
		<u>17,897.95</u>
Wages for Paydate 09/27/12		
State & Fed Taxes plus PERS Paid	5,768.94	
Payroll checks 12528-12534 & 12539-12540	10,321.23	
Director Per Diem 12535-12538	<u>660.45</u>	
		<u>16,750.62</u>
Transfers to LAIF	<u>                    </u>	<u>-</u>
Total Disbursements		<u><u>109,102.20</u></u>

Prepared By JB  
Date 10/9/12  
Reviewed By umwest

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

Sep-12

**SOURCES OF FUNDS:**

SERVICE LINE INSTALLATION FEES	
BASIC FACILITIES CHARGE	
A/R - WATER	103,818.58
MISCELLANEOUS REVENUE	927.95
1% GENERAL TAX	
BIGHORN AD VALOREM TAX	
CUSTOMER DEPOSITS	2,512.05
AMES REIMBURSEMENT (MWA)	
FIXED ASSET MOBILE EQUIP (OVERPAID)	
 TOTAL	 <u><u>107,258.58</u></u>

**USE OF FUNDS:**

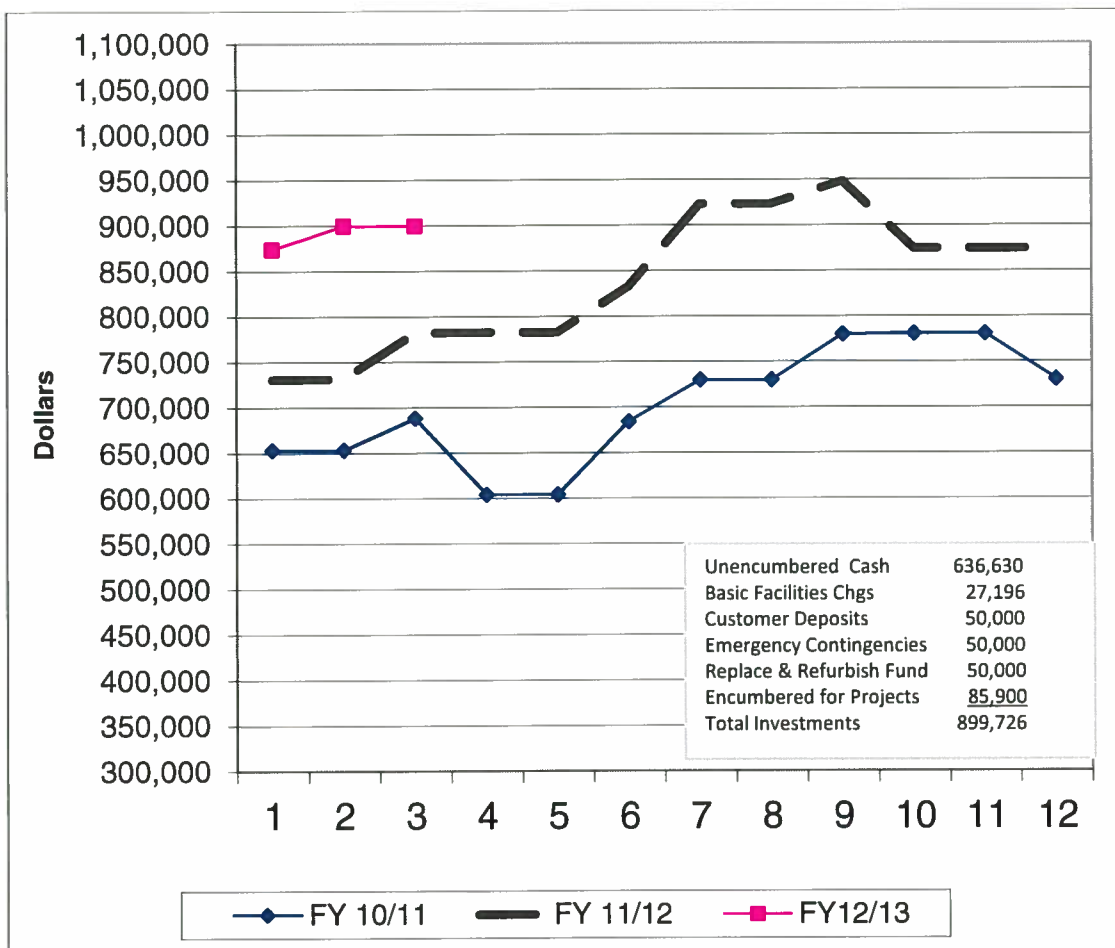
A/R WATER & OTHER	402.23
CAPITAL PURCHASES (EPA GRANT)	34,830.00
FRONT ENCLOSURE	358.50
INVENTORY PURCHASES	578.57
PREPAIDS	1,596.00
INTEREST EXP - DV BONDS	
PAYMENTS FOR SALARIES & WAGES	34,648.57
OPERATIONS EXPENSES	12,172.38
ADMINISTRATIVE EXPENSE	21,638.62
EFT ADMINISTRATIVE EXPENSE	2,877.33
TRANSFER FROM LAIF	
 TOTAL	 <u><u>109,102.20</u></u>

Prepared By GB  
Date 10/9/12  
Reviewed By mmw

## Local Agency Investment Fund Balance Timeline

**Balance as of**

	FY 10/11	FY 11/12	FY 12/13
July	653,168	730,685	873,934
August	653,168	731,593	899,726
September	688,168	781,593	899,726
October	604,025	782,302	
November	604,025	782,302	
December	684,025	832,302	
January	729,762	923,069	
February	729,762	923,069	
March	779,762	948,069	
April	780,685	873,934	
May	780,685	873,934	
June	730,685	873,934	



Prepared By JB  
 Date 10/9/12  
 Reviewed By [Signature]

**DATE:** October 1, 2012  
**TO:** Marina West  
**FROM:** Michelle Corbin  
**RE:** Consumption & Billing Comparison August 2012

### Consumption

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	148	0
Book 2	183	0
Book 3	161	0
Book 4	152	0
Book 5	128	0
Book 6	137	0
<b>Total</b>	<b>909</b>	<b>0</b>

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	41	15,914
Book 31	6	6,057
Book 32	4	10,340
<b>Total</b>	<b>51</b>	<b>32,311</b>

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	51	21,978
<b>Total</b>	<b>51</b>	<b>21,978</b>

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	164	238,380
Book 8	175	319,658
Book 9	187	440,197
Book 10	177	265,377
Book 11	191	354,106
<b>Total</b>	<b>894</b>	<b>1,617,718</b>

Construction Meters		
	Meters	Usage (c.f.)
Book 40	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
Billed Consumption		1,672,007
Non Billed Usage		20,389
<b>Total Consumption</b>		<b>1,692,396</b>

Active Residential Meters	1,806
Active Bulk Meters	98
<b>Total Active Meters</b>	<b>1,904</b>

### Billing Comparison

	This Year AUGUST 2012	Last Year AUGUST 2011	Difference AUGUST (Less)
<b>Statistics</b>			
Total Customer Accounts	995	996	(1)
Usage in Cubic Feet	1,672,007	1,847,631	(175,624)
Percentage Increase/(Decrease)			-10%

#### Revenues

Water Revenues	53,146.23	59,336.06	(6,189.83)
Basic Service Charge	49,118.69	49,547.68	(428.99)
Miscellaneous	366.45	311.62	54.83
Delinquent Charges	1,785.11	1,619.95	165.16
<b>Total Operating Revenues</b>	<b>104,416.48</b>	<b>110,815.31</b>	<b>(6,398.83)</b>

#### Debt Service Revenues (pass through)

FMHA **	8,319.93	8,361.11	(41.18)
<b>Total Debt Service Revenues</b>	<b>8,319.93</b>	<b>8,361.11</b>	<b>(41.18)</b>

#### Additional Information Regarding Pass Through Revenues

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

Total Charges (Proof)	<b>112,736.41</b>	<b>119,176.42</b>	
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**DATE:** October 1, 2012  
**TO:** Marina West  
**FROM:** Michelle Corbin  
**RE:** Consumption & Billing Comparison September 2012

### Consumption

<b>Residential- North- Bighorn</b>		
	Meters	Usage (c.f.)
Book 1	148	264,385
Book 2	181	249,077
Book 3	162	225,368
Book 4	151	195,899
Book 5	128	161,692
Book 6	137	174,880
<b>Total</b>	<b>907</b>	<b>1,435,768</b>

<b>Bulk -Kickapoo, Well 4, Cherokee</b>		
	Meters	Usage (c.f.)
Book 30	41	15,350
Book 31	6	6,179
Book 32	4	13,510
<b>Total</b>	<b>51</b>	<b>35,039</b>

<b>Bulk - Well 10</b>		
	Meters	Usage (c.f.)
Book 33	49	24,132
<b>Total</b>	<b>49</b>	<b>24,132</b>

<b>Residential- South- Desert View</b>		
	Meters	Usage (c.f.)
Book 7	164	0
Book 8	176	0
Book 9	188	468
Book 10	178	54
Book 11	191	30
<b>Total</b>	<b>897</b>	<b>552</b>

<b>Construction Meters</b>		
	Meters	Usage (c.f.)
Book 40	0	30,100
<b>Total</b>	<b>0</b>	<b>30,100</b>
Billed Consumption		1,361,124
Non Billed Usage		17,021
<b>Total Consumption</b>		<b>1,378,145</b>

Active Residential Meters	1,806
Active Bulk Meters	98
<b>Total Active Meters</b>	<b>1,904</b>

### Billing Comparison

#### **Statistics**

	<b>This Year SEPTEMBER 2012</b>	<b>Last Year SEPTEMBER 2011</b>	<b>Difference SEPTEMBER (Less)</b>
Total Customer Accounts	995	1,006	(11)
Usage in Cubic Feet	1,361,124	1,238,124	123,000
Percentage Increase/(Decrease)			10%

#### **Revenues**

Water Revenues	44,539.73	39,850.62	4,689.11
Basic Service Charge	50,046.36	50,007.85	38.51
Miscellaneous	510.00	285.55	224.45
Delinquent Charges	1,732.07	1,935.64	(203.57)
<b>Total Operating Revenues</b>	<b>96,828.16</b>	<b>92,079.66</b>	<b>4,748.50</b>

#### **Debt Service Revenues (pass through)**

FMHA **	14.92	12.43	2.49
<b>Total Debt Service Revenues</b>	<b>14.92</b>	<b>12.43</b>	<b>2.49</b>

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

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

Total Charges (Proof)	<b>96,843.08</b>	<b>92,092.09</b>	
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Date: 10/1/12  
 To: Marina West  
 From: Lily Shelton  
 Subject: Service Order Report For August and September 2012

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call	5	4	9										
Maint. Bulk Station (New	0	0	0										
Close Account	12	24	29										
Customer Service	4	7	5										
Customer Leak	0	0	1										
Destroy Service Line	1	0	0										
Exchange Meter	0	3	4										
Fire Flow Test	0	0	0										
Flush Deadend/Blowoffs	0	0	2										
Hangtag (not 48 hour)	3	16	6										
Install New Service	0	1	0										
Leak Response	6	9	5										
Lock-Off Service	12	11	31										
Repair Mainline	1	0	1										
Miscellaneous	19	12	21										
Office Repairs	3	1	0										
Open New Service	12	24	29										
Pressure Complaint	0	0	1										
Pull Meter	0	0	0										
Read Meter	0	2	3										
Repair Service Line	14	9	11										
Replace Service Line	0	0	1										
Reread Meter	22	19	12										
Safety Meeting (New Cat	1	1	0										
Tamper	1	1	0										
Unlock Service	11	17	14										
Valve Maintenance	1	0											
Verify Meter Locked	4	2	10										
Well Repairs	0	3	0										
Water Issues **	0	0	0										
Hydrant Maint.	27	30	0										
Water Test		0	4										
TOTAL	159	196	199										554

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:** 9/6/2012  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** AUGUST

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total Running Time	acre feet
Well 2	660	4,937	#DIV/0!	0	0.02
Well 3	270,540	2,023,639	374	90.1	6.21
Well 4	0	0	#DIV/0!	0	0.00
Well 6	80,170	599,672	423	23.6	1.84
Well 7	426,340	3,189,023	375	141.8	9.79
Well 8	378,900	2,834,172	924	51.1	8.70
Well 9	788,900	5,900,972	673	146.2	18.11
Well 10	17,210	128,731	46	47	0.40
<b>Total</b>	<b>1,962,720</b>	<b>14,681,146</b>			<b>45.06</b>

Well 2 Bac T sample only, all water discharged to waste after passing through flow meter.

Well 4 is in "inactive" status with the Department of Public Health

New hour clock. Well 7. Add 17,230 C.F.to total C.F well 7

<b>A Boosters</b>	94,680	708,206	123	95.7
<b>C Boosters</b>	435,100	3,254,548	303	180.8
<b>Total</b>	<b>529,780</b>	<b>3,962,754</b>		



**DATE:** 10/1/2012  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** SEPTEMBER

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total Running Time	acre feet
Well 2	660	4,937	#DIV/0!	0	0.02
Well 3	237,250	1,774,630	380	77.8	5.45
Well 4	0	0	#DIV/0!	0	0.00
Well 6	458,570	3,430,104	426	134.3	10.53
Well 7	98,230	734,760	357	34.3	2.26
Well 8	322,400	2,411,552	926	43.4	7.40
Well 9	689,500	5,157,460	669	128.5	15.83
Well 10	11,530	86,244	53	27.3	0.26
<b>Total</b>	<b>1,818,140</b>	<b>13,599,687</b>			<b>41.74</b>

Well 2 Bac T sample only, all water discharged to waste after passing through flow meter.

Well 4 is in "inactive" status with the Department of Public Health

<b>A Boosters</b>	84,200	629,816	110	95.7
<b>C Boosters</b>	452,300	3,383,204	303	180.8
<b>Total</b>	<b>536,500</b>	<b>4,013,020</b>		

## Bighorn-Desert View Water Agency

### Board of Directors

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

Marina D West, PG, General Manager



### Agency Office

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

760/364-2315 Phone

760/364-3412 Fax

A Public Agency

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

## BOARD OF DIRECTORS' REGULAR MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, August 28, 2012 - 6:00 p.m.**

### CALL TO ORDER

Meeting convened by Board President Michael McBride at 6:01 p.m.

### PLEDGE OF ALLEGIANCE

Led by Nell Garcia.

### ROLL CALL

Directors Present:

David Larson  
Judy Corl-Lorono  
Michael McBride  
Terry Burkhart  
J. Dennis Staley

Staff Present:

Marina West  
Michelle Corbin

### APPROVAL OF AGENDA

*Motion to approve the agenda.*

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

### PUBLIC COMMENT PERIOD

Claudia Sall, of Morongo Basin Conservation Association, gave a brief overview of a project in Cadiz, California. She expressed concern about the project and the water exportation out of San Bernardino County. Ms. Sall stated that she is looking for feedback from the BDVWA Board to report to Mojave Water Agency.

Anonymous, commented on a BDVWA lawsuit with regards to the Ames Basin.

**RESOLUTION 12R-26 – A RESOLUTION OF THE BIGHORN-DESERT VIEW WATER AGENCY INCORPORATING BY REFERENCE THE STANDARD CONFLICT OF INTEREST AND DISCLOSURE CODE ADOPTED BY THE FAIR POLITICAL PRACTICES COMMISSION (moved from PLEGS Committee)**

General Manager West gave the staff report.

No Public Comment

**MOTION NO. 12-062**

*(After brief Board discussion), Director Burkhart made a motion to adopt Resolution 12R-26 incorporating by reference the Standard Conflict of Interest and Disclosure Code adopted by the Fair Political Practices Commission.*

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

**RESOLUTION 12R-27 ESTABLISHING STANDING COMMITTEES AND AUTHORIZING THE CREATION OF AD HOC COMMITTEES**

General Manager West gave the staff report.

No Public Comment

**MOTION NO. 12-063**

*(After brief Board discussion), Director Larson made a motion to adopt Resolution 12R-27 Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees. The motion was seconded by Director Burkhart.*

*The motion was amended by Director Staley to include the word "odd" referring to the Finance/Personal/Public Relations and Education Committee- "Meetings of the Bighorn-Desert View Water Agency Finance/ Personnel/Public Relations & Education Committee Shall hereafter be held on the 2<sup>nd</sup> Wednesday of every other odd month, beginning September 2012, at the hour of 4:00 p.m."*

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

President McBride recommended appointment of Director Staley to serve as the alternate for all Standing Committees.

Without Board objection Director Staley was appointed as the alternate for both Standing Committees.

**REQUEST FROM JOINT POWERS INSURANCE AUTHORITY (JPIA) TO APPOINT MEMBER DIRECTOR TO JPIA BOARD OF DIRECTORS**

General Manager West gave the staff report.

Director Burkhart stated that she could not be involved in this decision due to her position with Special Districts Risk Management Authority (SDRMA).

No public comment.

**MOTION NO. 12-064**

*(After brief Board discussion), Director Larson made a motion to appoint a member and alternate to the JPIA Board. Vice President Corl-Lorono seconded the motion.*

MSC<sup>1</sup> (Larson/Corl-Lorono) motion carried. Director Burkhart abstained.

President McBride appointed Vice President Corl-Lorono to serve as member for the JPIA Board and General Manager West to serve as the alternate.

**DISPOSAL OF OBSOLETE ASBESTOS CEMENT PIPE TO A FEDERALLY REGULATED LANDFILL AT AN ESTIMATED COST OF \$13,035 (ESTIMATE BASED ON ACTUAL DISPOSED WEIGHT)**

General Manager West gave the staff report.

Anonymous inquired why the Agency had the pipe to begin with.

Anonymous asked if it could be used for another purpose.

GM West responded that due to its inherent dangers we would not give it away.

**MOTION NO. 12-065**

*(After brief Board discussion), Director Burkhart made a motion to authorize General Manager to enter into a contract with HCI Environmental and Engineering Service to dispose of surplus asbestos cement pipe at a federally regulated landfill at an estimated cost of \$13,035 (estimate based on actual disposed weight); and authorize transfer of funds from the "unencumbered cash" fund to the "Replacement and Refurbishment" fund. Vice President Cori-Lorono seconded the motion.*

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

Adjourned for a Break at 6:54 p.m. - Reconvened from Break at 7:04 p.m.

**RECOMMENDATION FROM PLANNING/ENGINEERING/LEGISLATIVE/GRANT/SECURITY STANDING COMMITTEE REGARDING CAPITAL, REPLACEMENT AND REFURBISHMENT PROJECTS FOR FISCAL YEAR 2012/3**

General Manager West reported that the Replacement and Refurbishment Project for the reservoirs went back to the PLEGS committee. The PLEGS committee discussed the pros and cons and due to costs, decided to recommend to the Board of Directors that the Agency refurbish only two (2) reservoirs as original planned.

The committee noted there are other projects in the future to be looked at.

No public comment.

**MOTION NO. 12-066**

*(After brief Board discussion), After Board discussion, Director Larson made a motion to confirm intention to refurbish up to two (2) reservoirs in fiscal year 2012/2013. The motion was seconded by Director Burkhart.*

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

**DISBURSEMENTS JULY 2012**

No public comment.

**MOTION NO. 12-067**

*Director Burkhart made a motion to approve the Disbursements (Check Register - Payment of Bills) for July 2012. Vice President Cori-Lorono seconded the motion.*

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

## CONSENT ITEMS

- a. Financial Statements July 2012
  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, July 2012
- c. Service Order Report, July 2012
- d. Production Report, July 2012
- e. Regular Board Meeting Minutes, July 24, 2012
- f. Receive and File Ames Valley Water Basin Monitoring Program Report, August 2012.
- g. Consider Authorizing Attendance to the 2012 CSDA Annual Conference and Exhibitor Showcase September 25-27, 2012 at a Maximum Estimated Cost of \$1850.00 Per Director.
- h. Consider Adopting Resolution 12R-28 Establishing a Policy for Mandatory Training for Board Members.
- i. Consider Adopting Resolution 12R-29 Establishing a Policy for Reimbursement of Actual and Necessary Expenses for Board Members.
- j. Motion to Cancel September 25, 2012 and Cancel October 23, 2012 Regular Board of Director Meetings and Call for a Special Board of Directors' Meeting on October 16, 2012.

No Public comment.

### MOTION NO. 12-068

*Vice President Corl-Lorono made a motion to approve consent items a – i. The motion was seconded by Director Burkhart.*

*President McBride rescinded the motion due to questions from Director Larson.*

*Director Larson made a motion to approve consent items a – f and j with the exception of g, h, and i. The motion was seconded by Vice-President Corl-Lorono.*

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

### MATTERS REMOVED FROM CONSENT ITEMS

**Item g,** Consider Authorizing Attendance to the 2012 CSDA Annual Conference and Exhibitor Showcase September 25-27, 2012 at a Maximum Estimated Cost of \$1850.00 Per Director.

**Item h,** Consider Adopting Resolution 12R-28 Establishing a Policy for Mandatory Training for Board Members.

**Item i,** Consider Adopting Resolution 12R-29 Establishing a Policy for Reimbursement of Actual and Necessary Expenses for Board Members.

Director Larson was concerned that Item g, h and i should have been agendaized for discussion.

GM West went over how and why items are put on Consent Calendar and that any item may be pulled and discussed.

## MOTION NO. 12-069

*Vice President Corl-Lorono made a motion to approve consent items g – i. The motion was seconded by Director Larson.*

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

### VERBAL REPORTS

General Manager reported that at this year's Orchid Festival the Agency will sponsor the band sound stage.

Director Corl-Lorono reported she had recently attended the Alliance for Water Awareness and Conservation and a water conference in Ontario. Also she and the General Manager attended the Homestead Valley Community Council meeting.

Director Staley reported that he had attended the San Bernardino Water Conference in Ontario. He spoke to a vendor that sells, for around \$200, a device that delivers instant hot water. The vendor was interested in meeting with the Agency. Director Staley also reported that he had met with the Landers Garden Club regarding the proposed Landers Post Office Landscape project. The Club gave their blessing on the idea.

Director Larson reported that September 29th is National Public Lands Day.

### FUTURE AGENDA ITEMS

Note consent item j, canceling the September and October Regular Board of Director meetings and call for a Special BOD Meeting on October 16, 2012.

Update on Reche Project

**ADJOURNMENT** - President McBride adjourned the meeting at 7:46 p.m.

Approved by:

---

*David Larson, Secretary of the Board*

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



## Bighorn-Desert View Water Agency

### Board of Directors

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

Marina D West, PG, General Manager



A Public Agency

### Agency Office

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

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

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

## BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Thursday, September 13, 2012 - 6:00 p.m.

### CALL TO ORDER

Meeting convened by Board President Michael McBride at 6:03 p.m.

### PLEDGE OF ALLEGIANCE

Led by Lois Johnson.

### ROLL CALL

Directors Present:

David Larson  
Judy Corl-Lorono  
Michael McBride  
Terry Burkhart

Directors Absent:

J. Dennis Staley

Staff Present:

Marina West  
Michelle Corbin

### APPROVAL OF AGENDA

*Motion to approve the agenda.*

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

### PURCHASE OF MITIGATION LANDS FOR AMES/RECHE PROJECT

General Manager West gave the staff report beginning with a brief overview of the permitting process. Through this process it was determined that an incidental "take" permit is required to address impact of the desert tortoise and the native streambed/desert wash habitat. With the "take" permit a qualified biologist is allowed to move tortoise found at the site both during construction and also during the maintenance of the facility. The mitigation will meet requirements of the California Department of Fish and Game and the National Environmental Policy Act documentation.

Public comments:

Anonymous asked if the tortoise can be removed from the site.

Approved XX-XX-2012

- 1121 -

### **MOTION NO. 12-070**

*(After brief Board discussion), Director Larson made a motion to Authorize General Manager to enter into Agreement between Bighorn-Desert View Water Agency and the Desert Tortoise Preserve Committee, Inc. for the purchase of and permanent preservation 6.13 acres of mitigation lands for the Ames/Reche Project for a total of \$30,650.00; and Provide for an estimated \$3,000 for review of title and other documents related to the transfer of compensated lands to the California Department of Fish and Game. Director Burkhart seconded the motion.*

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

### **BALLOT SURVEY REGARDING PROPOSAL TO INCREASE ROAD GRADING TAX IN FLAMINGO HEIGHTS**

General Manager West gave the staff report, pointing out that the Agency doesn't pay property taxes.

### **DIRECTORS' COMMENTS**

Director Larson asked if the Flamingo Heights Association has taken a formal position on this issue.

Director McBride stated that he lives in Flamingo Heights and he likes having the roads graded.

Director Burkhart stated that she does not live in this area and feels that the Agency should stay out of the decision.

Director Larson agreed that the Agency should stay out of the decision.

### **PUBLIC COMMENT PERIOD**

Anonymous commented that the nicer the roads are the faster people drive on them.

### **Failed Due to Lack of Motion.**

### **VERBAL REPORTS**

General Manager reported that the Agency was recently contacted by the Emergency Response Network of the Inland Empire for mutual aid during recent flooding in the lower Coachella Valley. The request was for our water buffalos. While they eventually cancelled the assistance requested she stated that it was nice to know we can provide aid.

West also stated she had attended a San Bernardino Association of Governments County Vision meeting on the water element. She noted the cost of water and how it has been undervalued and underpriced.

Director Cori-Lorono reported on the Pipeline Commission Meeting.

Director Larson reported on the FPREP Committee Meeting and the proposed demonstration garden for the Landers Post Office.

### **FUTURE AGENDA ITEMS**

**ADJOURNMENT** - President McBride adjourned the meeting at 7:04 p.m.

Approved by:

---

*David Larson, Secretary of the Board*

# ACWA's 2012 Fall Conference & Exhibition Pre-registration

Manchester Grand Hyatt, San Diego | December 4 - 7, 2012

ONLINE REGISTRATION NOW AVAILABLE: [WWW.ACWA.COM](http://WWW.ACWA.COM)

## PRE-REGISTRATION & CANCELLATION DEADLINE IS 4:30 P.M. (PST), NOV. 16, 2012

All registration cancellations must be made in writing by Nov. 16. All such requests will receive a refund, minus a \$75 processing charge. No refunds granted after Nov. 16. Submit request to Margie Knight at [margiek@acwa.com](mailto:margiek@acwa.com)

## OFFICE USE ONLY - FC12

ENT \_\_\_\_\_

DATE \_\_\_\_\_

## Conference Attendee Registration (Fill in completely-Please print/type clearly) ☐ My info has changed. Please update it.

\* Required Fields (If bringing a guest, guest's name and e-mail address are required as well.)

\* Name on Badge to Read \_\_\_\_\_

\* Title \_\_\_\_\_

\* Organization \_\_\_\_\_

\* Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip \_\_\_\_\_

\* Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

\* Attendee E-mail: \_\_\_\_\_

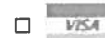
\* Confirmation E-mail: \_\_\_\_\_

If registering on someone's behalf, please be sure to include YOUR e-mail address here and a copy of the confirmation email will be sent to you.

## PAYMENT INFORMATION

☐ Enclosed is my check payable to ACWA

☐ Please charge my fee to my credit card



Credit Card Number: \_\_\_\_\_

\_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Cardholder's Name (as seen on card): \_\_\_\_\_

Please print clearly.

Signature: \_\_\_\_\_

## Guest Registration (22)

\* Guest Name on Badge to Read (\$35 fee if attending) \_\_\_\_\_

Guest E-mail (MUST be different from attendee's e-mail) \_\_\_\_\_

## Preregistration PACKAGE – For ACWA public agency members, affiliates & associates only

(Includes registration & all meals. Does not include guest registration.) **Not available on-site** (20) . . . . . \$635 \$ \_\_\_\_\_

## Conference Registration (21) (Meals not included)

Preregistration On-site Amount

Advantage . . . . . \$465 (\$490) \$ \_\_\_\_\_

Standard . . . . . \$695 (\$720) \$ \_\_\_\_\_

Guest . . . . . \$35 (\$45) \$ \_\_\_\_\_

## 2-Day Conference Registration (Meals not included)

Preregistration On-site Amount  
(Advantage) (Standard) (Advantage) (Standard)

☐ Tues., Dec. 4/Wed., Dec. 5 (23) . . . . . \$250 \$375 \$275 \$400 \$ \_\_\_\_\_

☐ Thurs., Dec. 6/Fri., Dec. 7 (24) . . . . . \$250 \$375 \$275 \$400 \$ \_\_\_\_\_

## MEAL FUNCTIONS

Quantity Preregistration On-site Amount

### Wednesday, December 5

Opening Breakfast (30) . . . . . \$40 (\$42) \$ \_\_\_\_\_

Luncheon (31) . . . . . \$45 (\$47) \$ \_\_\_\_\_

### Thursday, December 6

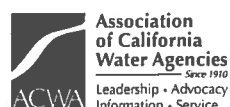
Networking Continental Breakfast (35) . . . . . \$30 (\$35) \$ \_\_\_\_\_

Luncheon (32) . . . . . \$45 (\$47) \$ \_\_\_\_\_

Dinner (33) . . . . . \$65 (\$70) \$ \_\_\_\_\_

### Friday, December 7

Hans Doe Forum Breakfast (34) . . . . . \$40 (\$42) \$ \_\_\_\_\_



Please send completed form with payment to:

ACWA, P.O. Box 2408, Sacramento, CA 95812-2408 or FAX to (916) 325-2316.

If you mail this form, please do not also fax to avoid duplicate registration.

Questions? Contact ACWA toll free (888) 666-2292 or e-mail [events@acwa.com](mailto:events@acwa.com)

TOTAL \$ \_\_\_\_\_

# California Water...

## *The Next Generation*

ACWA'S 2012 Fall  
Conference & Exhibition  
December 4-7, 2012

Manchester Grand Hyatt  
San Diego



Association  
of California  
Water Agencies

Since 1910

Leadership • Advocacy  
Information • Service

### *Inside:*

- New Conference Schedule
- Registration Information
- Hotel Information
- Exhibit & Sponsorship Opportunities

August 2012

# California Water...

## The Next Generation

Butterfly image credit: ©Stockphoto.com/BlackJack3D



Greetings!

I would like to cordially invite you to attend ACWA's 2012 Fall Conference & Exhibition, "California Water ... The Next Generation." Set in San Diego, December 4 - 7, the fall conference will be held at the Manchester Grand Hyatt, located on San Diego Bay.

California is truly entering a new era of both opportunity and challenge. From technological advances to innovative water management strategies to a new crop of industry leaders, the next generation of California water is at our doorstep. ACWA's fall conference will shine the light on this era of change and

explore what it means for water agencies and their customers throughout the state. Many programs and panel discussions on water supply, conservation, groundwater, sustainability, water law, legislation, and economics will be presented.

In response to member feedback, we've developed a new conference schedule that gives you more program options and more bang for the buck. Afternoon programs will take place in shorter time slots, so we can cover more topics and allow busy conference goers to get to more programs and bring even more information back to their agencies.

In addition, we've added two Region Programs, one on Wednesday and one on Thursday, to meet our member requests for more focused discussions on issues specific to our 10 regions. Please refer to pages 4-5 for the preliminary agenda for more details.

ACWA's expert staffers will once again be available to answer your questions. Look for the "Ask the ACWA Experts" program in the Exhibit Hall at specific times on Wednesday and Thursday. This conference feature was offered for the first time last spring, and attendees who used it gave it positive reviews.

Professionals will have many opportunities to receive continuing education credits, including State of California MCLE credits for attorneys and contact hours for water treatment and distribution staff. Water district board members will also have three opportunities to take their AB 1234 ethics training.

The ACWA Exhibit Hall will be filled with a variety of vendors that can assist you and your agency with such things as legal, financial and public relations needs, along with any construction, design and engineering needs and more.

Many of these programs and events at conference would not be possible without the tremendous support of our sponsors!

I look forward to seeing all of you in San Diego!

A handwritten signature in black ink, appearing to read "Randy Record".

Randy Record  
ACWA President

ACWA Fall Conference & Exhibition News, August 2012

## IN THE WORKS:

***There are also many other conference programs being planned at this time.***

They include:

- Meal function  
keynote speakers
- Region Forums
- Statewide Issue Forums
- Federal Issues Forum
- A Town Hall Meeting
- A Water Debate
- Finance Programs
- Energy Programs
- Human Resources Programs
- Water Industry Trends Programs



# Attorneys Programs

*These programs are approved by the State Bar of California for attorneys to receive general MCLE credits.*

## **The Reasonable Use Doctrine in the 21st Century**

**Wednesday, December 5; 10-11:30 a.m.**

*(1.5 hours of general MCLE credit)*

The panelist will discuss how the reasonable use rule of water law will be applied now and in the future. There will be particular attention to the role of the State Water Resources Control Board (SWRCB), including a discussion of the limits of the SWRCB's jurisdiction with regard to making reasonable use determinations. The application and scope of the reasonable use rule may change over time and circumstances, and so it is important for water users to understand this important doctrine.

## **Public Construction Projects – How to Get it Right and R.I.S.C. – Risks in Public Construction**

**Wednesday, December 5; 1:30-2:30 p.m.**

*(1.0 hour of general MCLE credit)*

This program will focus on how every construction project presents a public entity with certain risks: political, pragmatic, and financial. R.I.S.C. (Research, Initiative, Selection, Contracts) is a comprehensive method developed by Bergman & Dacey to achieve fair and economically reasonable results for public entity construction projects.

## **Sewage Discharge, The Pelagic Organism Decline and Human Health: A New Front Line in the Battle for Statewide Water Supply Reliability**

**Thursday, December 6; 9:30-11 a.m.**

*(1.5 hours of general MCLE credit)*

This panel will highlight the key legal and policy issues decided by the State Water Resources Control Board's new order requiring California's largest inland sewage discharger-the Sacramento Regional County Sanitation District-to undertake a potential \$2 billion treatment plant upgrade. They will explore the intersection between water rights and water quality based on perhaps the most significant discharge permit ever issued in California. Best available science on ammonia discharge impacts to the Bay-Delta ecosystem, reasonable potential for receiving water beneficial use impairment, water quality based effluent limits, Antidegradation Policy, the reasonable use doctrine under Article X, section 2 of the California Constitution and other issues will be address by this panel.

## **Workplace Bullying: The Silent Epidemic**

**Thursday, December 6; 1:45-2:45 p.m.**

*(1.0 hour of general MCLE credit)*

A 2010 study found that 35 percent of workers in the United States report being bullied at work, and an additional 15 percent report that they witnessed bullying and felt demoralized by it. Employers sometimes are slow to recognize bullying issues and/or may dismiss them as petty disputes or personality conflicts. Persistent bullying can cause physical and emotional harm to employees, reduce morale, and have a devastating effect on an agency's ability to retain good employees. This workshop will define bullying and distinguish it from simple rudeness, and identify strategies for recognizing when it occurs, including when a supervisor is bullying subordinates (versus merely supervising). The session will also provide pragmatic advice for holding bullies accountable for their conduct and for assisting "targets" of bullying in reporting and responding to bullying conduct.

## **ACWA/JPIA Sexual Harassment Prevention for Board Members & Managers (AB 1825): Building A Respectful Team**

**Tuesday, December 4**

**2:15 - 4:15 p.m.**

The world is changing quickly in many directions and the impact of these changes filters into our workplaces on a daily basis. Have you ever thought about the impact of a sexual harassment lawsuit at your district and its effect on the board, management, staff, and the public? This course will take a "new look" at the issue of sexual harassment, particularly in light of new protected classes, technological advances, acceptable workplace behavior, and the age-old issue of respect for anyone associated with your district's business.

Questions are often asked about how boards should be involved in an investigation, what to do if a claim is filed against a board member or general manager, and when an investigation should take place and the steps to take to resolve the matter. These issues will be addressed in this session.

Other points covered by this course are understanding the California and federal sexual harassment laws, recognizing early signs of sexual harassment, and maintaining open communication in a respectful environment. The program addresses the emotional aspects of harassment and the importance of creating a safe work environment where employees can report sexual harassment violations without fear of shame or retaliation. Specific water district examples are discussed to bring about the understanding of the types of claims that occur not only in the office, but also in the field.

By equipping management and the board with the knowledge they need to prevent and respond to harassment situations, this course helps to prevent and eliminate sexual harassment in the workplace.

***In order to receive credit for this class, attendees must arrive on time and attend the entire two-hour session. Human Relations professionals may count these session hours as electives towards JPIA's Human Resources Certification Program (HRCP).***

*For more information, contact ACWA/JPIA at (916) 786-5742.*

# New Conference Schedule

## *More Bang for Your Buck!*

In response to members' requests, a new conference schedule has been put together for the 2012 Fall Conference & Exhibition. We've developed a new conference schedule that gives you more program options and more bang for the buck. Afternoon programs will take place in shorter time slots, so we can cover more topics and allow busy conference goers to get to more programs and bring even more information back to their agencies. Programs are still in the planning stages, but you can refer to the following pages to see the preliminary agenda.

Some things to look for:

- **ADDITIONAL REGION PROGRAMS**

Members voiced their desire to have more discussions on issues that are specific to regions, so we added two Region Programs, one on Wednesday afternoon and one on Thursday afternoon.

- **THURSDAY DINNER**

We have changed the format of the traditional Thursday evening dinner and lowered the cost.

- **ASK THE EXPERTS**

ACWA's expert staffers will once again be available to answer your questions. Look for the "Ask the ACWA Experts" program which will be scheduled in the Exhibit Hall on Wednesday and Thursday. This conference feature was offered for the first time last spring. Attendees who used it gave it positive reviews.

- **CONTINUING EDUCATION CREDITS**

Professionals continue to have many opportunities to receive continuing education credits, including State of California MCLE credits for attorneys and contact hours for water treatment and distribution staff. Water district board members will also have three opportunities to take their AB 1234 ethics training.

- **NEW VENUE FOR ACWA**

The conference is taking place at a new venue in San Diego – the Manchester Grand Hyatt. This spectacular hotel allows ACWA to hold the entire conference under one roof. And it's located only three miles from the San Diego International airport. See more hotel information on page 8.

# Preliminary

## Monday, December 3

7:30-8:45 a.m.

- ACWA/JPIA Liability Program Committee

9-10:15 a.m.

- Employee Benefits Committee

10:30-11:45 a.m.

- ACWA/JPIA Executive Committee

1:15-2:30 p.m.

- ACWA/JPIA Town Hall

3-5 p.m.

- ACWA/JPIA Board of Directors

5-6 p.m.

- ACWA/JPIA Board of Directors' Reception

## Tuesday, December 4

8 a.m.

- ACWA/MWH Golf Tournament

8 a.m.-6 p.m.

- Registration

9-10 a.m.

- ACWA/JPIA Seminar I *\* Healthcare changes.*

10-11:45 a.m.

- Water Management Committee
- Water Quality Committee

10:15-11:45 a.m.

- \* ACWA/JPIA Seminar II 'transforming board from group to a team'*

11 a.m.-Noon

- Outreach Task Force

Noon-2 p.m.

- ACWA 101 & Luncheon
- Committee Lunch Break

1-2 p.m.

- \* ACWA/JPIA Seminar III 'Winning Employment contracts'*

1-2:45 p.m.

- Finance Committee
- Groundwater Committee
- Scholarship Subcommittee

*\* Schedule Could Change*

# ry Conference Agenda

All conference programs are subject to change without notice.

## 2-4 p.m.

- SDLF Special District Administrator Certification Test

## 2-4:15 p.m.

- Ethics Training (pg. 8)

## 2:15-4:15 p.m.

- ACWA/JPIA Sexual Harassment Prevention (AB 1825) (pg. 3)

## 3-4:45 p.m.

- Communications Committee
- Energy Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee
- Personnel & Benefits Committee

## 5-6:30 p.m. ✱

- Welcome Reception in the Exhibit Hall (pg. 7)

## 6:30-7:30 p.m.

- New General Manager/Director No-Host Happy Hour
- Young Water Professionals No-Host Happy Hour

## Wednesday, December 5

## 7:30 a.m. - 5 p.m.

- Registration

## 8-9:45 a.m.

- Opening Breakfast (Ticket required. No breakfast service after 8:30 a.m.)

## 8:30 a.m. - Noon & 1:30-5 p.m.

- Exhibit Hall

## 10-11:30 a.m.

- Attorneys Program (pg. 3)
- Communications Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

## 10-11:45 a.m.

- "Ask the ACWA Experts" in Exhibit Hall

## 11:30-11:45 a.m.

- Prize Drawing in Exhibit Hall

## 11:45 a.m. - 1:15 p.m.

- General Luncheon (Ticket required. No luncheon service after 12:15 p.m.)

## 1:30-2:30 p.m.

- Attorneys Program (pg. 3)
- Exhibitor Technical Presentation
- Finance Program
- Region Program
- Town Hall

## 2:15-4:30 p.m.

- Ethics Training (pg. 8)

## 2:30-2:50 p.m.

- Dessert Break in Exhibit Hall sponsored by **Krieger & Stewart, Incorporated, Consulting Engineers**

## 3-4 p.m.

- Energy Committee Program
- Exhibitor Technical Presentation
- Human Resources Program
- Water Industry Trends Program

## 4:15-5:15 p.m.

- Anadromous Species Task Force
- Regions 1-5 Membership Meetings

## 4-6 p.m.

- Legal Affairs Committee

## 5:30-7 p.m.

- CH2MHILL Hosted Reception

## Thursday, December 6

## 7:30 a.m. - 4 p.m.

- Registration

## 8 a.m. - 12:15 p.m.

- Exhibit Hall

## 8-9:15 a.m.

- Networking Continental Breakfast in the Exhibit Hall (Ticket required)

## 8-9:30 a.m.

- "Ask the ACWA Experts" in Exhibit Hall

## 9:30-11 a.m.

- Attorneys Program (pg. 3)
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

## 9:30-11:45 a.m.

- Ethics Training (pg. 8)

## 11-11:30 p.m.

- Prize Drawing in the Exhibit Hall

## 11:45 a.m. - 1:15 p.m.

- General Luncheon (Ticket required. No luncheon service after 12:15 p.m.)

## 1:15-1:30 p.m.

- Dessert Break sponsored by **Krieger & Stewart, Incorporated, Consulting Engineers**

## 1:45-2:45 p.m.

- Attorneys Program (pg. 3)
- Exhibitor Technical Presentations
- Region Program
- Water Debate

## 3-4 p.m.

- Exhibitor Technical Presentations
- Federal Issues Forum
- Human Resources Program
- Water Industry Trends Program

## 4:15-5:15 p.m.

- Regions 6-10 Membership Meetings

## 6-7 p.m.

- Outreach Reception

## 7-9 p.m.

- Dinner - "A Taste of Italy" (pg. 8) (Ticket required)

## Friday, December 7

## 8-9:30 a.m.

- Registration

## 8:30-10 a.m.

- Hans Doe Forum Breakfast (Ticket required. No breakfast service after 9 a.m.)



## Special Thanks to our Fall 2012 Conference Sponsors

# Sponsorship Program

*Become an ACWA Sponsor and Reach Top Decision Makers Today!*



Alliant Insurance Services  
Anthem Blue Cross  
Bank of America Merrill Lynch  
Bartle Wells Associates  
Black & Veatch  
Carollo Engineers, Inc.  
CDM Smith  
CH2MHILL  
Contractor Compliance  
& Monitoring, Inc.  
The Covello Group  
Eastern Municipal Water District  
El Dorado Irrigation District  
HDR  
Kleinfelder  
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Layne Christensen Company  
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Nossaman LLP  
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Psomas  
Quad Knopf  
Raymond James  
RMC Water and Environment  
Three Valleys Municipal  
Water District  
Vallecitos Water District  
Wedbush Securities Inc.  
Western Municipal Water District

When you become an ACWA sponsor, you show your loyalty to California's water community. You will develop new relationships, while enhancing your current ones. Your organization will be able to reach a targeted audience of decision makers who are instrumental in the California water community.

California's water decision makers include:

- Directors
- General Managers
- Elected State & Federal Officials
- Attorneys
- Communications Professionals
- Engineers
- Finance Managers
- Human Resource Managers
- Water Quality Specialists
- Other key staff members of public agencies

Additionally, you help ACWA keep costs down on registration fees, subscriptions and more for ACWA members and "Friends of ACWA."

For more information about becoming a sponsor contact Lori Doucette at [lorid@acwa.com](mailto:lorid@acwa.com).

# Exhibit Hall Highlights



## WHAT'S HAPPENING IN THE HALL..

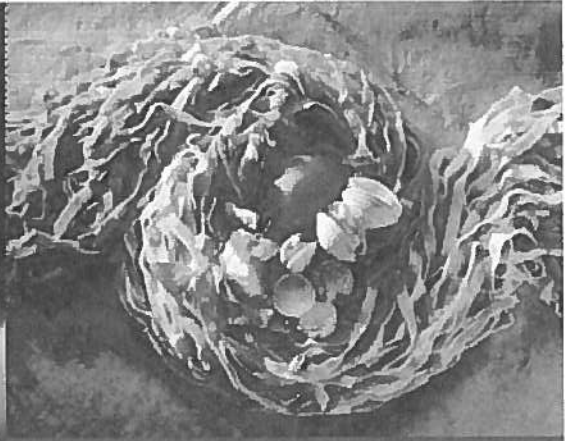
- **Dedicated Exhibit Hall Hours**  
One on one time with vendors from around the United States whose products and services may offer you just the right solutions
- **Popular Tuesday Welcome Reception**  
Connect with the Water Community
- **Thursday Networking Continental Breakfast**  
Hosted in the Exhibit Hall
- **"Ask the ACWA Experts"**  
Connect with ACWA staff experts in the Exhibit Hall
- **Popular Dessert Break**  
Ice cream social hosted in the afternoon in the Exhibit Hall
- **Cash prize drawings & more!**

**WHERE:** Manchester Grand Hyatt / Douglas Pavilion BCD

**WHEN:** See conference program or Guidebook mobile app for details

*Our sincere thanks to Krieger & Stein  
Consulting Engineers, for sponsoring the  
popular dessert break.*





## A Taste of *Italy*

### Continuing Education and Training Opportunities

Many of ACWA's program sessions qualify for credit for professional career development. This conference will offer continuing education credit to Certified Public Accountants, attorneys and legal professionals, human resource administrators, and water treatment and distribution operators.

There will also be three opportunities to receive water agency official ethics training. Public officials in office must receive this training every two years (24 months). Ethics training will be available on:

- Tuesday, December 4, 2-4:15 p.m.
- Wednesday, December 5, 2:15-4:30 p.m.
- Thursday, December 6, 9:30-11:45 a.m.

Board members and managers can attend ACWA/JPIA's course on sexual harassment prevention training as mandated by AB 1825. This course takes place Tuesday, Dec. 4 from 2:15-4:15 p.m. See page 3 for more information.

All programs offered during ACWA's 2012 Fall Conference & Exhibition are valid for SDLF's Special District Administrator Certification Program. For information on the certification program, please visit: [www.sdlf.org](http://www.sdlf.org).

*For more information about ACWA's continuing education programs or ethics training, contact Lori Doucette at (916) 441-4545 or [lorid@acwa.com](mailto:lorid@acwa.com).*

Join us **Thursday evening, from 7-9 p.m.** for "A Taste of Italy." Traditionally the time to relax during conference week and get together with your friends and colleagues – "A Taste of Italy" will bring the perfect blend of relaxation, fun, dining, and conversation to the end of an eventful day.

Tantalize your taste buds as you visit a wide array of Italian food stations while enjoying the music of Italy.

And now that you have pasta on your mind, here are a few fun facts about Italy:

#### Did you know...

- "Pizza" is one of the very few words understood all over the world, but pasta is its national dish.
- The thermometer is an Italian invention.
- The name of the electricity measurement Volt comes from Alessandro Volta who invented the first battery in 1779.
- The piano is an Italian invention, as is cologne and the ice cream cone.
- Italy has over 3,000 museums.
- Italy has three active volcanoes: Vesuvius, Etna, and Stromboli.
- The colors of the Italian flag represent three virtues: hope (green), faith (white), and charity (red).

# San Diego & Hotel *Information*

The Manchester Grand Hyatt is the setting for ACWA's 2012 Fall Conference & Exhibition. Ideally situated on the San Diego Bay, this property offers conference attendees a spectacular waterfront resort-like setting. San Diego's vibrant Gaslamp Quarter is just steps away. The location is perfect for unwinding after a day of conference. Easy to get to, this new venue is just three miles from the San Diego International Airport (Lindbergh Field).

San Diego offers a variety of attractions & activities:



## **Balboa Park**

*America's largest urban cultural park.*

1549 El Prado  
San Diego CA 92101  
(619) 239-0512 Visitors Center



## **Gaslamp Quarter**

*Southern California's premier dining, shopping and entertainment district.*

Across Harbor Drive from the convention center  
San Diego, CA 92101  
(619) 233-5227 Association



## **Maritime Museum of San Diego**

*World's finest collections of historic ships, including the 'Star of India.'*

1492 North Harbor Drive  
San Diego, CA 92101  
(619) 234-9153



## **San Diego Zoo**

*Innovative animal habitats amid 100 lush acres.*

2920 Zoo Drive in Balboa Park  
San Diego CA 92101  
(619) 231-1515



## **Seaport Village**

*San Diego's landmark for waterfront shopping and dining.*

849 W. Harbor Drive, Suite D  
San Diego, CA 92101  
(619) 235-4014



## **SeaWorld**

*189-acre marine life park featuring Shamu® the killer whale, new attractions, marine habitats.*

500 SeaWorld Drive  
San Diego, CA 92109  
(800) 25-SHAMU



## **Hotel Reservation Information**

Conference Special Hotel Rate  
is available Aug. 20 - Nov. 9  
(rooms based on availability)

*You must first be registered for  
the ACWA conference in order  
to receive hotel reservation  
information.*

- **For those registering prior to August 20**, hotel information will be provided via a separate email on August 20.
- **For those registering anytime from August 20 to November 9**, your confirmation email will include hotel reservation information to take advantage of the conference special hotel rate.
- **For those registering November 10-16**, your confirmation email will include hotel contact information to arrange your own accommodations. Any reservation made after November 9 may be subject to the hotel's regular room rate and availability.



# Important Registration Information

**DEADLINE TO PRE-REGISTER IS FRIDAY, NOVEMBER 16, 4:30 p.m. (PST)**

## ON-SITE REGISTRATION HOURS

Tuesday, Dec. 4  
8 a.m.-6 p.m.

Thursday, Dec. 6  
7:30 a.m.-4 p.m.

Wednesday, Dec. 5  
7:30 a.m.-5 p.m.

Friday, Dec. 7  
8-9:30 a.m.

## WHO IS ELIGIBLE FOR ADVANTAGE PRICING?

The following people are eligible for ACWA Advantage pricing:

- Any ACWA member organization's officers/directors. Any employee on an ACWA public agency member, affiliate or associate organization's payroll.
- Any ACWA board member whose fee is paid for by a member agency.
- Any state or federal administrative or legislative personnel in elective, appointive or staffing positions.
- Staff of ACWA/JPIA, Water Education Foundation and California Water Awareness Campaign.
- Any individual or honorary life member of ACWA.

If you are interested in learning more about becoming a part of ACWA, contact a member of ACWA's Member Services Group at (916) 441-4545.

## SAVE WITH A PACKAGE REGISTRATION

- The preregistration package saves each eligible registrant \$95.
- A package registration includes the event registration fee, an opening reception and one ticket to all six meals (3 breakfasts, 2 lunches and 1 dinner).
- The package discount is available until 4:30 p.m. (PST) on November 16, 2012.

## PRE-REGISTRATION DEADLINE

The pre-registration deadline is **November 16, 4:30 p.m. (PST)**. After that date, you must register on-site at the on-site rate. Registration may be paid with a check or charged on your Visa or MasterCard.

## CHANGES & SPECIAL REQUESTS

Submit changes to your registration or a special request in writing to Margie Knight at [margiek@acwa.com](mailto:margiek@acwa.com).

## SUBSTITUTION POLICY

Event registrations are transferable from one participant to another within an organization. A substitution request may be submitted up to the event pre-registration deadline.

Submit request in writing to [margiek@acwa.com](mailto:margiek@acwa.com). After the deadline, they will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (any balance dues) associated with that substitution.

## CANCELLATION POLICY

All registration cancellations must be made in writing by the event pre-registration deadline. All such requests will receive a refund of rate paid, minus a \$75 processing charge. No refunds will be granted after the deadline. Submit request in writing to Margie Knight at [margiek@acwa.com](mailto:margiek@acwa.com).

## REFUND POLICY

Except for the cancellation policy described above, all payments and fees are nonrefundable after the pre-registration deadline.

## MEAL TICKET POLICY

After the event pre-registration deadline, meal tickets are not eligible for exchange, refund or credit.

## NO-SHOWS POLICY

No-shows are not eligible for a refund or credit and will be billed for any balances due.

## SPOUSE/COMPANION REGISTRATION POLICY

Spouse/companion registration is \$35 (\$45 on-site) and is restricted to those who are NOT members (public agencies) and "Friends of ACWA" (affiliates, associates or individuals) and would have no professional reason to attend for purposes of learning or business. This rate includes admission to the Exhibit Hall, the Welcome Reception and the ability to purchase meal tickets and attend meal functions. Spouse/companion registrants are not eligible for cash and/or prize drawing in the Exhibit Hall.

## SPECIAL NEEDS

If you have a disability that may require accommodation to assure your full participation, please contact Margie Knight at [margiek@acwa.com](mailto:margiek@acwa.com) or call toll free at (888) 666-2292 to discuss your needs.

## NAME BADGES

Name badges must be worn to attend all conference events. Information on each badge is taken directly from online registration submissions and conference pre-registration forms. Therefore, please submit complete, accurate and legible information.

Name badges sponsored by **Bartle Wells Associates**.

Name badge holder lanyards sponsored by **Psomas**.

# ACWA's 2012 Fall Conference & Exhibition Pre-registration

Manchester Grand Hyatt, San Diego | December 4 - 7, 2012

ONLINE REGISTRATION NOW AVAILABLE: [WWW.ACWA.COM](http://WWW.ACWA.COM)

## PRE-REGISTRATION & CANCELLATION DEADLINE IS 4:30 P.M. (PST), NOV. 16, 2012

All registration cancellations must be made in writing by Nov. 16. All such requests will receive a refund, minus a \$75 processing charge. No refunds granted after Nov. 16. Submit request to Margie Knight at [margiek@acwa.com](mailto:margiek@acwa.com)

## OFFICE USE ONLY - FC12-1

ENT \_\_\_\_\_  
DATE \_\_\_\_\_

### Conference Attendee Registration (Fill in completely-Please print/type clearly) ☐ My info has changed. Please update it.

\* Required Fields (If bringing a guest, guest's name and e-mail address are required as well.)

\* Name on Badge to Read \_\_\_\_\_

\* Title \_\_\_\_\_

\* Organization \_\_\_\_\_

\* Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip \_\_\_\_\_

\* Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

\* Attendee E-mail: \_\_\_\_\_

\* Confirmation E-mail: \_\_\_\_\_

If registering on someone's behalf, please be sure to include YOUR e-mail address here and a copy of the confirmation email will be sent to you.

## PAYMENT INFORMATION

☐ Enclosed is my check payable to ACWA

☐ Please charge my fee to my credit card



Credit Card Number:

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Exp. Date: \_\_\_\_|\_\_\_\_|\_\_\_\_| Amount: \$ \_\_\_\_\_

Cardholder's Name (as seen on card): \_\_\_\_\_

Please print clearly.

Signature: \_\_\_\_\_

### Guest Registration (22) (Please see spouse/companion registration policy on page 10.)

\* Guest Name on Badge to Read (\$35 fee if attending) \_\_\_\_\_

Guest E-mail (MUST be different from attendee's e-mail) \_\_\_\_\_

### Preregistration PACKAGE – For ACWA public agency members, affiliates & associates only

(Includes registration & all meals. Does not include guest registration.) **Not available on-site** (20) . . . . . \$635 \$ \_\_\_\_\_

### Conference Registration (21) (Meals not included)

Preregistration On-site Amount

Advantage . . . . . \$465 (\$490) \$ \_\_\_\_\_

Standard . . . . . \$695 (\$720) \$ \_\_\_\_\_

Guest . . . . . \$35 (\$45) \$ \_\_\_\_\_

### 2-Day Conference Registration (Meals not included)

Preregistration On-site Amount  
(Advantage) (Standard) (Advantage) (Standard)

☐ Tues., Dec. 4/Wed., Dec. 5 (23) . . . . . \$250 \$375 \$275 \$400 \$ \_\_\_\_\_

☐ Thurs., Dec. 6/Fri., Dec. 7 (24) . . . . . \$250 \$375 \$275 \$400 \$ \_\_\_\_\_

## MEAL FUNCTIONS

Quantity Preregistration On-site Amount

### Wednesday, December 5

Opening Breakfast (30) . . . . . \$40 (\$42) \$ \_\_\_\_\_

Luncheon (31) . . . . . \$45 (\$47) \$ \_\_\_\_\_

### Thursday, December 6

Networking Continental Breakfast (35) . . . . . \$30 (\$35) \$ \_\_\_\_\_

Luncheon (32) . . . . . \$45 (\$47) \$ \_\_\_\_\_

Dinner (33) . . . . . \$65 (\$70) \$ \_\_\_\_\_

### Friday, December 7

Hans Doe Forum Breakfast (34) . . . . . \$40 (\$42) \$ \_\_\_\_\_



Please send completed form with payment to:

ACWA, P.O. Box 2408, Sacramento, CA 95812-2408 or FAX to (916) 325-2316.

**If you mail this form, please do not also fax to avoid duplicate registration.**

Questions? Contact ACWA toll free (888) 666-2292 or e-mail [events@acwa.com](mailto:events@acwa.com)

TOTAL \$ \_\_\_\_\_



Association of  
California Water Agencies

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## All Water Events

- Oct 03** 5th Annual WaterSmart Innovations Conference and Exposition
- Oct 04** ACWA Continuing Legal Education
- Oct 04** Groundwater Resources Association 21st Annual Conference & Meeting
- Oct 08** CA-NV AWWA Annual Fall Conference
- Oct 11** ACWA Region 4 Hosts Tour of the Solano Project

[VIEW MORE](#)

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## Relevant Content

You might also be interested in these...

[ACWA Regional Briefings Held Throughout September](#)

[ACWA Regional Briefings](#)

[Presentations: 6th Annual Joint](#)

[ACWA Regions 8, 9 & 10 Fall Event](#)

[6th Annual Joint ACWA Regions 8, 9 & 10 Fall Event](#)

[2010 ACWA Fall Conference](#)

[Presentations](#)

[Photos: 5th Annual Joint Regions 8, 9 & 10 Fall Program & Tour](#)

[Regions 8, 9 & 10 Joint Event](#)

[Presentations - Thursday,](#)

[September 30, 2010](#)

[Registration Deadline Approaching:](#)

[ACWA Regions 8, 9 & 10 Joint Fall](#)

[Home](#)

## ACWA Regions 9 & 10 Joint Program, "The Future of California Water: What's in Store and How to Prepare"

in [Region 9](#) [Region 10](#) [Regional Event](#)

Fri, 10/19/2012 - 9:00am - 4:00pm

**Location:** Western MWD's Training Facility - Riverside, CA

ACWA Regions 9 & 10 Joint Program

**The Future of California Water:**

**What's In Store and How to Prepare**

ACWA Regions 9 and 10 invite you to a one-day program to discuss the future of California water. Hear from those in the trenches of the Delta fix, learn how agencies are managing more with less, and find out how agencies are creating water supplies for the future. Stick around after the program for a tour of Western MWD's Solar Project and a networking opportunity with attendees and speakers.

**Friday, October 19, 2012**

At

**Western MWD's Training Facility**

16451 El Sobrante Rd, Riverside, CA 92503

9 a.m. to 4 p.m.

At 4 p.m., Western MWD will be offering a 15 minute walking tour of its onsite Solar Project. *Please wear closed-toed shoes while on the tour.*

*Snacks and refreshments will be provided following the program for a networking hour, 4 - 5 p.m.*

**Pre-Registration Fee: \$50**

*(Onsite Registration Fee: \$65 - Space Permitting)*

**Registration deadline is October 11, 2012 or until space is full. Registration is available online only until October 11 or until space is full. Onsite registrations will be accommodated if space is available. Cancellations must be received in writing by October 11 in order to receive a reimbursement.**

[REGISTER HERE](#)

**Attachment**

**Size**

[2012 9&10 Reg Flyer.pdf](#) 536.07 KB

[Calendar](#)

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

**Meeting Date:** October 16, 2012

**To:** Board of Directors

**Budgeted:** N/A

**Funding Source:** Motion No. 12-065  
(8/28/2012) approved for \$13,035 for est. 75 tons.

**Cost:** \$4,238.26 (based on actual weight of 102.92 tons)

**From:** Marina West

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

**Subject:** Approve Final Invoice for Disposal of Asbestos Cement Pipe in the Amount of \$17,273.26 (Increase of \$4,238.26 over prior Board authorization)

---

**SUMMARY**

At the August 28, 2012 Board meeting, staff was authorized to enter into a contract with HCI Environmental to dispose of an estimated 75 tons of asbestos cement (transite) pipe at a cost of \$138 per ton (plus mobilization/demobilization and surcharges). Landfill weigh tickets submitted to the Agency document the total weight to be 102.92 tons. The difference in the final cost is \$4,238.26.

**RECOMMENDATION**

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

1. Authorize change order in the amount of \$4,238.26 to HCI Environmental & Engineering Services for disposal of an additional 27.92 tons of asbestos cement pipe.

**BACKGROUND/ANALYSIS**

No further analysis provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**8/28/2012 Motion No. 12-065** Authorize General Manager to enter into contract with HCI Environmental and Engineering Service to dispose of surplus asbestos cement pipe at a federally regulated landfill at an estimated cost of \$13,035.





HCI Environmental & Engineering  
Service

114 Business Center Drive  
Corona, Ca 92880  
800-988-4424 Office 951-280-0298  
Contractors License No. 788216



# Invoice

DATE	INVOICE #
9/27/12	15466

BILL TO
Bighorn Desert View Water Agency 622 Jemez Trail Yucca Valley CA 92284 Attn: Accounts Payable

SHIP TO:
Bighorn Desert View Water Agency 622 Jemez Trail Yucca Valley, CA 92284 Attn: Marina West 760.364.2315

P.O. NO.	TERMS	DUE DATE	REP	MANIFEST #	WORK ORDER NO.
Contract	Net 30	10/27/12	LL	NH	38265 LL
SERVICED	DESCRIPTION		QUANTITY	RATE	AMOUNT
9/19/12	Mobilization and De-Mobilization of Heavy Equipment		1	1,500.00	1,500.00
	Transportation and Disposal of Non Hazardous, Waste Non-Friable Asbestos Containing Transite Pipe and Couplings to a Federally Regulated Landfill Non Hazardous Manifest , Per Ton		102.92	138.00	14,202.96
	10% Energy, Insurance, and Security Surcharge On \$15,702.96 =			1,570.30	1,570.30

"Committed to Providing Quality Products and Services."

Environmental Engineering & Construction \* Soil Remediation / Excavation \* Asbestos /  
Lead Based Paint Abatement \* Hazardous Waste Transportation & Recycling  
\* 24 Hour / 7 Day a week Emergency Spill Response



<b>Subtotal</b>	\$17,273.26
<b>Sales Tax (7.75%)</b>	\$0.00
<b>Total</b>	\$17,273.26
<b>Balance Due</b>	\$17,273.26

Past due invoices are subject to an 18% per year or 1.5% per month interest rate. It is the responsibility of the waste generator to correctly identify the chemical composition of each pickup. If the disposal site rejects material because chemical contents have been incorrectly identified, the law requires that it be returned to the generator. All transportation charges and testing charges are to be the generator's responsibility. In the event of any litigation arising from this agreement, the prevailing party shall be entitled to reasonable attorney's fees, expenses, and cost.

1411793

LA FOR COUNTY LANDFILL  
 26995 HWY 95, MILE POST 128  
 PARKER AZ 85344

000159  
 HET ENVIRONMENTAL  
 114 BUSINESS CENTER DRIVE  
 CORONA, CA 92880

Contract: #51241210276

SITE 56	TICKET 143220	GRID 0000
WEIGHMASTER DF00048 DEAN P		
DATE IN 21 September 2012		TIME IN 7:59 am
DATE OUT 21 September 2012		TIME OUT 7:59 am
VEHICLE E 331 RED		ROLL OFF
REFERENCE BIGHORN DESERT VIEWSANTBERNARDINO	ORIGIN	

COUNTY

Gross Weight 48,500.00 lb  
 Stored Tare Weight 35,900.00 lb

Inbound - SCALE TICKET

QTY.	UNIT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
6.30	TN	SW-ASBESTOS-NON FRIABLE				

DECEMBER 31, 2012

NET AMOUNT
TENDERED
CHANGE
CHECK NO.



SIGNATURE *Heather Rando*

RS

14117745

LA PAZ COUNTY LANDFILL  
 26979 HWY 95, MILE POST 122  
 PARKER AZ 85344

000155  
 HET ENVIRONMENTAL  
 114 BUSINESS CENTER DRIVE  
 CORONA, CA 92680

Contract: 951241215376

SITE 26	TICKET 143172	GRID 0000
WEIGHMASTER DP00048 DEAN P		
DATE IN 20 September 2012		TIME IN 6:31 am
DATE OUT 20 September 2012		TIME OUT 7:14 am
VEHICLE GENERAL		ROLL OFF
REFERENCE BIGHORN DESERT	ORIGIN SAN BERNARDINO	

CONT

00 Gross Weight 67.160.00 LB  
 Total Weight 68.020.00 LB

Inbound - SCALE TICKET

QTY	UNIT	WEIGHT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
15.57	TN	67.160.00	SW-ASBESTOS-NON FRIABLE				

#2

DECEMBER 31, 2012

NET AMOUNT

TENDERED

CHANGE

CHECK NO.

**REPUBLIC**  
 SERVICES

SIGNATURE

*Jose Lopez*

RS-

V 11/09

14117733

LA PASO COUNTY LANDFILL  
26997 HWY 70, MILE POST 168  
PARKER AZ 85344

000169  
HCI ENVIRONMENTAL  
114 BUSINESS CENTER DRIVE  
CORONA, CA 92620

CONTACT: 4086618074

SITE 66	TICKET 143160	GRID 0000
WEIGHMASTER DP00048 DEAN F		
DATE IN 20 September 2012		TIME IN 6:39 am
DATE OUT 20 September 2012		TIME OUT 6:05 am
VEHICLE E 566 BLUE		ROLL OFF
REFERENCE SIGHORN DESERT	ORIGIN SAN BERNARDIN	

33RTV

Gross Weight 69,860.00 lb  
Tare Weight 36,540.00 lb

Inbound - SCALE TICKET

QTY.	UNIT	WEIGHT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
16.41	TH	69,860.00	SN-ASBESTOS-NON FRIABLE				

#1

DECEMBER 31, 2012



REV 11/09

SIGNATURE

NET AMOU

TENDERE

CHANGE

CHECK NI

1411140

LA PAZ COUNTY LANDFILL  
 24999 HWY 95, MILE POST 122  
 PARKER AZ 85844

000157  
 HCS ENVIRONMENTAL  
 114 BUSINESS CENTER DRIVE  
 CORONA, CA 92880

Contact: #5124121276

SITE 68	TICKET 143167	GRID 0000
WEIGHMASTER DPO0046 DEAN F		
DATE IN 20 September 2012		TIME IN 6:42 am
DATE OUT 20 September 2012		TIME OUT 6:42 am
VEHICLE E 376		ROLL OFF
REFERENCE BIGHORN DESERT	ORIGIN SAN BERNARDINO	

COUNTY

Gross Weight 70,060.00 lb  
 Stored Tare Weight 37,140.00 lb

Inbound - SCALE TICKET

QTY	UNIT	WEIGHT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
16.46	TN		SW-ASBESTOS-NON FRIABLE				

#000

DECEMBER 31, 2012

NET AMOUNT

TENDERED

CHANGE

CHECK NO.

**REPUBLIC**  
 SERVICES

SIGNATURE

*[Signature]*

RS-

V 11/09

14117741

LA PAZ COUNTY LANDFILL  
 26999 HWY 91, MILE POST 198  
 PARKER AZ 85344

000189

H01 ENVIRONMENTAL

114 BUSINESS CENTER DRIVE  
 CORONA, CA 92880

Contract: 8818641818276

SITE 66	TICKET 143168	GRID 0000
WEIGHMASTER DP000045 DEAN F		
DATE IN 20 September 2012		TIME IN 6:45 am
DATE OUT 20 September 2012		TIME OUT 6:45 am
VEHICLE E 530 RED		ROLL OFF
REFERENCE BIGHORN DESERT	ORIGIN SAN BERNARDINO	

Scale Weight 36,840.00 lb  
 Scaled Tare Weight 36,840.00 lb

Inbound - SCALE TICKET

QTY	UNIT	WEIGHT	DESCRIPTION	ID	11.15 TN	RATE	EXTENSION	TAX	TOTAL
11.15	TN		64-ASBESTOS-NON FRIABLE						

#6

DECEMBER 31, 2012

NET AMOUNT

TENDERED

CHANGE

CHECK NO.



EV 11/09

SIGNATURE

RS

14117744

LA PAZ COUNTY LANDFILL  
 26999 HWY 95, MILE POST 128  
 PARKER AZ 85344

000154  
 HSI ENVIRONMENTAL  
 114 BUSINESS CENTER DRIVE  
 CORONA, CA 92880

Contract: #01241212276

SITE 26	TICKET 143171	GRID 0000
WEIGHMASTER DP000048 DEAN F		
DATE IN 20 September 2012		TIME IN 6:47 am
DATE OUT 20 September 2012		TIME OUT 7:06 am
VEHICLE E 547		ROLL OFF
REFERENCE BIGHORN DESERT	ORIGIN SAN BERNARDINO	

000154

10 Gross Weight 76,980.00 lb  
 Tare Weight 58,700.00 lb

Inbound - SCALE TICKET

QTY	UNIT	WEIGHT	DESCRIPTION	RATE	EXTENSION	TAX	TOTAL
17.11	TN		SW-ASBESTOS-NON FFIABLE				

#5

DECEMBER 31, 2012



EV 11/09

SIGNATURE

*[Signature]*

NET AMOUNT

TENDERED

CHANGE

CHECK NO.

14117130

LA PAZ COUNTY LANDFILL  
26999 HWY 95, MILE POST 128  
PARKER AZ 85344

000159  
HCI ENVIRONMENTAL  
114 BUSINESS CENTER DRIVE  
CORONA, CA 92880

Contract: #51241215276

SITE 66	TICKET 143163	GRID 0000
WEIGHMASTER DP00048 DEAN P		
DATE IN 19 September 2012		TIME IN 1:15 pm
DATE OUT 19 September 2012		TIME OUT 1:15 pm
VEHICLE E 527 BLUE		ROLL OFF
REFERENCE DESERT VIEW	ORIGIN SAN BERNARDINE	

COUNTY

Gross Weight 71,540.00 lb  
Stored Tare Weight 35,700.00 lb  
Net Weight 35,840.00 lb 17.92 TN  
Inbound - SCALE TICKET

17.92	TN	SW-ASBESTOS-NON FRIABLE				
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DECEMBER 31, 2012



REV 11/09

SIGNATURE

TENDERED
CHANGE
CHECK NO



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

**Meeting Date:** September 12, 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:** Consulted  
**CEQA Compliance:** N/A

**Subject:** Consider Resolution No. 12R-XX Establishing an Agency Injury and Illness Prevention Program (IIPP)

---

**SUMMARY**

Staff has developed a new Injury and Illness Prevention Program (IIPP) based on templates provided by the Special Districts Risk Management Authority. The Agency's last update was in 1995 (Policy No. 95P-01) so a revision to the IIPP is warranted at this time.

**RECOMMENDATION**

Staff is requesting Committee's input prior to bringing this item to the full board for further consideration.

**BACKGROUND/ANALYSIS**

The California Occupational Health and Safety Administration (CalOSHA) requires that employers establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). The IIPP has several mandatory components involving authority/responsibility, communication and feedback.

An Agency our size is not required to have a written plan but our insurance company, SDRMA, strongly recommends a written program and staff has complied.

The attached plan meets the CalOSHA requirements for an IIPP.

**PRIOR RELEVANT BOARD ACTION(S)**

9/12/1995 Policy No. 95P-05 Establishing an Agency Injury and Illness Prevention Program.

## RESOLUTION NO. 12R-XX

### **A RESOLUTION OF THE BIGHORN-DESERT VIEW WATER AGENCY ESTABLISHING AN AGENCY INJURY AND ILLNESS PREVENTION PROGRAM**

The Board of Directors of the Bighorn-Desert View Water Agency believes that the safety of all Agency personnel and the general public is one of our greatest responsibilities; and

The Board of Directors believes it to be in the best interest of the Agency and the public to fully support the safe operation of the Agency; therefore

It shall be the policy of the Board of Directors of the Bighorn-Desert View Water Agency as follows:

1. Develop and implement a comprehensive safety program throughout the Agency; and
2. To encourage all staff and the general public to fully participate in said comprehensive safety program; and
3. To develop a program that will comply with the safety criteria established and/or suggested by the Special Districts Risk Management Authority; and
4. Policy No. 95P-01 is hereby rescinded.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 16th day of October 2012

By \_\_\_\_\_  
Mike McBride, Board President

Attest:

\_\_\_\_\_  
David Larson, Board Secretary

# BIGHORN-DESERT VIEW WATER AGENCY

## INJURY & ILLNESS PREVENTION PROGRAM

### Safety Policy

**No function at *Bighorn-Desert View Water Agency* is so critical as to require or justify a compromise of safety and health.**

We believe everyone benefits from a safe and healthy work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, the *Bighorn-Desert View Water Agency* has adopted an **Injury & Illness Prevention Program** (the IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies and procedures compromising safety.

To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

Our expectations are everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience here at Bighorn-Desert View Water Agency.

Please join me in striving to achieve our ultimate goal of an injury-free organization.

---

General Manager

---

Date

# **Responsibilities**

## **1. General Manager**

The General Manager is responsible for overseeing the IIPP is implemented.

Duties include, but are not limited to:

- a. Ensuring all employees actively support the IIPP.
- b. Providing the funding necessary to maintain an effective and compliant safety program.

## **2. Department Heads and/or Managers & Supervisors**

Department Heads and/or Managers & Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

## **3. IIPP Administrator**

The IIPP Administrator has the responsibility for the implementation, maintenance, and update of the IIPP.

## **4. Employees**

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

# **Compliance**

## **1. Management Responsibility**

Management is responsible for ensuring organizational safety and health policies are clearly communicated and understood by employees. Department heads and/or managers & supervisors are expected to enforce the rules fairly and uniformly.

## **2. Employee Responsibility**

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

## **3. Performance Evaluations**

- a. As part of department head and/or manager & supervisor regular performance evaluations, they are evaluated on what they have done to ensure a safe workplace for their respective employees. They are also evaluated on their positive or negative loss results.
- b. As part of employee regular performance reviews, they are evaluated on their compliance with safe work practices.

## **4. Recognition**

Department heads, managers & supervisors and employees who make a significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgment maintained in their personnel files.

## **5. Employee Training**

Employees who are unaware of correct safety and health procedures are trained or retrained.

## 6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the organization's personnel-related policies and procedures.

Managers and supervisors correct safety violations in a manner considered appropriate by organizational management.

A suggested pattern for normal correction is as follows.

- a. First Offense - The employee is given verbal counseling.
- b. Second Offense - The employee is given a written warning. The documentation outlines the nature of the offense, what action the employee must take to correct the problem, and warns the employee another violation will result in suspension.
- c. Third Offense - The employee is given a one working day suspension with pay for the purpose of considering whether s/he truly wants to be part of the organization. If yes, upon return, the employee completes an action plan for correcting their behavior and working with the organization within a positive safety culture.
- d. Termination - When an employee is terminated for safety violations, specific and documented communication as outlined above must have occurred.

Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate immediately an employee for a safety violation.

# **Communication**

## **1. Two-Way Communication**

Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

## **2. The Organization's System of Communication**

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form readily understandable.

- a. An orientation program is given to all new employees and includes a review of the IIPP and a discussion of policies and procedures employees are expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form* (or similar documentation).
- c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.
- d. Other methods of communicating pertinent health and safety information are used as they are identified.

## **3. Safety Suggestions and Hazard Reporting**

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing on the *Identified Problem Report Form*. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an *Identified Problem Report Form*, not filling in their name.
- c. **No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.**
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

## **Hazard Identification & Evaluation**

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

### **1. Safety Inspections**

Internal safety inspections are conducted periodically for all shop and maintenance facilities. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections. Inspections are documented on the *Safety Inspection Form/Action Form*.

### **2. Additional Inspections**

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.



- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

## **Injury/Illness Investigation**

### **1. Investigation**

All accidents resulting in injury or property damage, however slight, including *near-hits*, are investigated to determine the primary and contributing causes within seven working days of the initial report. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see this investigation is performed rests with the IIPP Administrator.

### **2. Reporting**

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

## **Correction of Hazards**

When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard. Documentation of hazard corrections is completed on at least one of the following forms:

1. *Identified Problem Report Form*
2. *Investigation Report Form*
3. *Safety Inspection Form/Action Plan*

# Training

## 1. Orientation - New Employees

- a. The IIPP Administrator conducts the initial orientation on general safety within the first two days the new employee is on the job.
- b. The orientation is documented on the *New Employee Safety Orientation Checklist*.
- c. All employees are provided with a copy of the IIPP and sign the *Acknowledgment of Receipt of the Injury & Illness Prevention Program (IIPP)*.
- d. All new hires are also given a copy of the organization's *General Code of Safe Practices*, and sign the *Acknowledgment of Receipt of the General Code Of Safe Practices*.

## 2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager/supervisor conducts this training and documents it on the *Employee Meeting & Training Report Form* (or similar documentation).

## 3. Specific Organization-Wide Training

### a. Disaster Preparedness

This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

b. First Aid, CPR, and Bloodborne Pathogen Training

Designated employees receive first aid, CPR, and bloodborne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training not more than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.

d. Ergonomics

All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

All specific organization-wide training is documented on the *Employee Meeting & Training Report Form* (or similar documentation).

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers, supervisors, and the IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

All retraining is documented on the *Employee Meeting & Training Report Form* (or similar documentation).

## 5. Specialized Training

- a. Supervisors and/or employees are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors and/or employee are trained in the hazards and risks faced by the employees under their immediate direction.

- b. Managers, supervisors and the IIPP Administrator:
  - 1) Determine safety-training needs
  - 2) Implement new training programs.
  - 3) Evaluate the effectiveness of these programs.
- c. In addition, training is provided whenever:
  - 1) New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
  - 2) Management, supervision, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

All specific specialized training is documented on the *Employee Meeting & Training Report Form* (or similar documentation).

## **Recordkeeping Summary**

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP:

1. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained for a minimum of three years, unless otherwise stated.
2. Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:
  - a. Employee Recognition and Correction
  - b. Safety Meetings and Other Safety Communication  
Form – *Employee Meeting & Training Report Form* (or similar documentation).
  - c. Safety Suggestions and Hazard Reporting  
Form – *Identified Problem Report Form*
  - d. Hazard Identification and Correction  
Form – *Safety Inspection Form/Action Plan*
  - e. Occupational Injury & Illness Investigations  
Form – *Investigation Report*
  - f. Safety Meetings and Training  
Form – *New Employee Safety Orientation Checklist* – for each individual employee; filed in personnel file  
Form – *Employee Meeting & Training Report Form* (or similar documentation) – for each meeting and/or training session  
Form – *Record of Training Form* – record of all training received by each employee
  - g. Receipt of IIPP and GCSP  
Form – *Acknowledgement of Receipt of the Injury & Illness Prevention*  
Form – *Acknowledgement of Receipt of the General Code of Safe Practices*

Enclosures (in alphabetical order)

Forms to Implement the IIPP

1. Acknowledgement of Receipt of the General Code of Safe Practices
2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
3. Employee Meeting & Training Report Form
4. Investigation Report
5. New Employee Safety Orientation Checklist
6. Record of Training Form
7. Identified Problem Report Form
8. Safety Inspection Form/Action Plan

# BIGHORN-DESERT VIEW WATER AGENCY

## ACKNOWLEDGMENT OF RECEIPT OF THE *GENERAL CODE OF SAFE PRACTICES*

I understand it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the *General Code of Safe Practices* (GCSP).

I received the BDVWA's GCSP on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), and I acknowledge I understand it.

Name:

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

File: Employee Personnel File

# BIGHORN-DESERT VIEW WATER AGENCY

## ACKNOWLEDGMENT OF RECEIPT OF THE *INJURY & ILLNESS PREVENTION PROGRAM (IIPP)*

I understand it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the *Injury and Illness Prevention Program*.

I received BDVWA's IIPP on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), and I acknowledge I understand it.

Name:

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

File: Employee's Personnel File



# Bighorn-Desert View Water Agency

## EMPLOYEE SAFETY TRAINING AND MEETING REPORT

### Use of this Form

1. All safety training and meetings conducted for organization employees are documented on this form.
2. The completed form is distributed and filed as follows:

#### a. Training

- 1) One copy is filed with the master training file for each course or session in the IIPP Administrator's files. The master file includes this form, the training course curriculum, all training handouts, and anything else pertaining to the training program.

- 2) One copy is maintained in Human Resources where the following information is retrieved and inserted into each attendee's personnel file on the organization's *Record of Training Form*:

- |                          |                                     |
|--------------------------|-------------------------------------|
| a) Employee name         | d) Training subject                 |
| b) Employee's department | e) Whether a certificate was issued |
| c) Date of training      |                                     |

#### b. Safety Meetings

This form is filed with the master meeting file for each safety meeting in the IIPP Administrator's files. The master file includes this form, the safety meeting agenda, all safety meeting handouts and anything else pertaining to the safety meeting.

<b>Check ( ) if the Program was <u>Training</u></b>	<b>Check ( ) if the Program was a <u>Safety Meeting</u></b>
<b>Training/Safety Meeting Subject(s):</b>	
<b>Certificate Issued (circle answer): Yes    No</b>	
<b>Training/Meeting Date:</b>	<b>Training Instructor/Meeting Leader Name(s):</b>
<b>Description of Training Provided or Safety Meeting Topic(s):</b>	
<b>Course or Meeting Handouts (attach to this form):</b>	



## INVESTIGATION REPORT (Occupational Injury or Illness)

**1. WHO**  
**1.a. Name of Injured Employee:** \_\_\_\_\_  
**1.b. Date of Hire:** \_\_\_\_\_

**1.d. Name(s) of Witness(es):**

2.a. Date of Incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

2.b. Time of Incident: \_\_\_\_\_ AM \_\_\_\_\_ PM

2.c. Work Start Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

2.f. Did Employee Leave Work Due to Incident? \_\_\_\_\_ Yes \_\_\_\_\_ No  
2.g. Did Employee Return to Work? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, When (Date and Time): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
AM PM

**4.c. What was employee doing when injured? (Be specific by identifying tools, equipment or materials being used) Use additional paper, if necessary.**

- 5. HOW AND WHY** Did any of the following factors have anything to do with how and why the incident occurred? If you answer YES or PARTLY please provide further information. Do whatever you need to do to determine whether these factors were involved.

Factors	Yes	Partly	No
a. Lack of knowledge or skill			
b. Error			
c. Lack of (or incorrect) policies, procedures, rules			
d. Lack of (or insufficient) safety training			
e. Too many demands and/or pressures			
f. Lack of sufficient number of people to do the work			
g. Hazards			
h. Insufficient, improper, or unrepaired equipment and/or tools			
i. Incorrect design of facilities, equipment, materials			
j. Inattention			
k. In a hurry			
l. Anything else?			

**6. PREVENTABILITY**

In your opinion, was this incident preventable? (Circle your answer): Yes No  
Why?

**7. 7.a. What is the LOSS SEVERITY POTENTIAL? (Circle your answer):**

Major Serious Minor

**7.b. What is the PROBABLE RECURRENCE RATE? (Circle your answer):**

Frequent Occasional Rare

**8. CORRECTIVE ACTION** What actions have or will be taken to prevent a recurrence?

Expected Completion Date

Actual Completion Date

a.

b.

c.

**9. 9.a. Investigator's Name (Print):**

**9.b. Title:**

**9.c. Investigator's Signature:**

**9.d. Date:**

**10. File a copy in the employee's personnel file and any other investigation files.**

Programs-ModelDocuments (IIPP-Form-InvestigationForm-2010.doc)

# BIGHORN-DESERT VIEW WATER AGENCY

## NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

### Use of this Form

1. All new employees receive general safety orientation training. All such safety training is documented on this form.
2. The completed checklist is filed in each new employee's personnel file.
3. Check off when each topic has been covered.
4. Both the person who conducts the orientation and the employee sign and date when the orientation training has been completed.

Safety Orientation Checklist		
	Orientation Topics	Check (✓) When Completed
1.	Review of the BDVWA's <b><i>Injury &amp; Illness Prevention Program</i></b> – The instructor conducts a detailed review of this document with the employee. The employee receives a copy of the IIPP and signs for it using the receipt designed for this purpose.	
2.	Review of the company's <b><i>Code of Safe Practices</i></b> – The instructor conducts a detailed review of this document with the employee. The employee receives a copy and signs for it using the receipt designed for this purpose.	
3.	Reporting unsafe conditions and practices.	
4.	Reporting occupational injuries and illnesses.	
5.	Review of those aspects of the BDVWA's <b><i>Emergency Response Plan</i></b> pertaining to the employee.	
6.	Review of those aspects of the BDVWA's <b><i>Fire Protection Plan</i></b> pertaining to the employee.	
7.	Personal Protective Equipment.	
8.	Review of the employees' <b><i>right-to-know</i></b> about hazardous substances in their work environment and provision of information about the BDVWA's <b><i>Hazard Communication Program</i></b> , available from the IIPP Administrator.	
9.	Confined space safety awareness.	
10.	Excavation safety.	
11.	Safe use of respirators.	
12.	Fall protection requirements – heights.	
13.	Review of <b>specific accident prevention tips</b> on the most common types* of employee accidents to be avoided:	
13.a.	*Lifting, pushing, pulling	
13.b.	*Slip, trip and fall prevention	
13.c.	*Hand safety	
13.d.	*Use of manual and portable power tools	
13.e.	*Electrical safety	
13.f.	*Driving accident prevention	
13.g.	*Ergonomics-related injury/illness prevention	
14.	Summary of information covered.	

\_\_\_\_\_  
Instructor Name (Printed)

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Employee Signature

Date of Orientation: \_\_\_\_\_

# BIGHORN-DESERT VIEW WATER AGENCY

## RECORD OF TRAINING FORM

Employee Name (Print or Type)

### Use of this Form

All training each employee receives is documented on this form.

[illegible]

[illegible]

# BIGHORN-DESERT VIEW WATER AGENCY

## ***IDENTIFIED PROBLEM REPORT FORM***

### **Use of this Form**

Please use this form whenever you have something to report regarding a safety matter. Your report may be based on your observation of an unsafe practice, an unsafe condition, a problem associated with managerial policies and/or procedures or some other matter. *It is the policy of BDVWA that no one will be retaliated against for submitting a safety report.* Our goal is to eliminate accidents and your help is what it is all about. Please feel free to use additional sheets of paper to describe fully your identified problem and suggestion.

### **Identified Problem and Suggestion**

**Name of Person Submitting Suggestion (optional\*):** \_\_\_\_\_

**Telephone Number (optional\*):** \_\_\_\_\_

- \* If you provide your name and telephone number, you will be informed as to the status of your suggestion. Without this information, it will not be possible to let you the status.

**Complete Description of Identified Problem** - If the problem is based upon a specific circumstance, please include the date and time you saw it:

**Description of Suggestion(s)** – What changes do you recommend to correct the problem?

\_\_\_\_\_  
**Signature of Person Reporting the Problem (optional)**

\_\_\_\_\_  
**Date**

\* \* \*

### **Investigative Response**

**Person Submitting Report: Please Do Not Write in this Section.**

**Name of Person Investigating Problem and Suggestion:** \_\_\_\_\_

**Results of Investigation** – What was found?

**Recommended Steps to Correct the Identified Problem** – The recommendations may be the same as the person who submitted this form.

\_\_\_\_\_  
**Signature of Investigator**

\_\_\_\_\_  
**Date**



**BIGHORN-DESERT VIEW WATER AGENCY**  
**Safety Inspection Form/Action Plan – Location (\_\_\_\_\_)**  
*Page 24 of \_\_\_\_\_*

<b>Facility Inspected:</b>	<b>Name of Inspector (s):</b>
<b>Date of Inspection:</b>	<b>Date of Report:</b>
<b># of items corrected from previous inspections:</b>	_____ out of _____
<b># of items uncorrected from previous inspections:</b>	_____
<b># of items uncorrected in this inspection:</b>	_____
<b># of items corrected on the spot in this inspection:</b>	(____)
<b># of total items remaining uncorrected in this report:</b>	_____
<b>Number (%) of total items uncorrected by priority:</b>	_____ (____%)
<b>Priority – Life Threatening</b>	_____ (____%)
<b>Priority – I</b>	_____ (____%)
<b>Priority – II</b>	_____ (____%)
<b>Priority – III</b>	_____ (____%)

**Report Recipients:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**For information regarding this inspection, please contact:**

\_\_\_\_\_

**Key**  
✓C = Check (✓) this column when the action is corrected  
P = Priority (L-T-Life Threatening, I-Urgent, II-Necessary, III-Desirable)  
\$ = Estimated amount to correct (L = \$0 to \$250, M = \$251 to \$1000, H = \$1001 +, T = Time Only)

**BIGHORN-DESERT VIEW WATER AGENCY**

Safety Inspection Form/Action Plan – Location ( )

Page 2 of 2

[illegible]

**End**

**Key**

**✓C = Check (✓) this column when the action is corrected**

**P = Priority (LT-Life Threatening, I-Urgent, II-Necessary, III-Desirable)**

\$ = Estimated amount to correct (L = \$0 to \$250, M = \$251 to \$1000, H = \$1001 +, T = Time Only)

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