

## 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

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A Public Agency

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

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## BOARD OF DIRECTORS' REGULAR MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, March 26, 2013 - 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. **AMES/RECHE GROUNDWATER STORAGE AND RECOVERY PROGRAM  
MEMORANDUM OF UNDERSTANDING BETWEEN BIGHORN-DESERT VIEW WATER  
AGENCY (BIGHORN-DESERT VIEW) AND MOJAVE WATER AGENCY (MOJAVE)**

Board considers taking the following action(s):

1. Authorize the General Manager to execute the Ames/Reche Groundwater Storage and Recovery Program Memorandum of Understanding between Bighorn-Desert View Water Agency and Mojave Water Agency.

6. **RESOLUTION 13R-XX ESTABLISHING A POLICY FOR THE APPROVAL OF THE  
EXPENSE OF BAD DEBT**

Board considers taking the following action(s):

1. Adopt Resolution No. 13R-XX Establishing a Policy for the Approval of the Expense of Bad Debt.

**7. PREPARATION FOR A COST-OF-LIVING ADJUSTMENT (COLA) TO THE BOARD OF DIRECTORS COMPENSATION VIA FUTURE ORDINANCE**

Board considers taking the following action(s):

1. Direct staff to initiate the process for increasing the Board of Directors per diem compensation by five percent (5%) for fiscal year 2013/14.

**8. CONSIDER APPROVING SOCIAL SECURITY ADMINISTRATION 1.7% COST OF LIVING ADJUSTMENT FOR ALL AGENCY EMPLOYEES EFFECTIVE WITH THE FIRST PAYROLL OF FISCAL YEAR 2013/14**

Board considers taking the following action(s):

1. Authorize inclusion of a Cost-Of-Living Adjustment of 1.7% based on the Social Security Administration Cost-Of-Living Adjustment publication for all employees in the Fiscal Year 2013-14 Budget.

**9. CONSIDER PURCHASE OF TRAILER EQUIPPED WITH HYDRAULIC VALVE EXERCISER AND VACUUM-WATER JET SYSTEM**

Board considers taking the following action(s):

1. Authorize General Manager to purchase E.H. Wachs Hydraulic Valve Exerciser and Vacuum-Water Jet System at a price not to exceed \$56,355 including tax.

**10. UPDATE ON SENATE BILL 246 (FULLER)**

Recommended Action:

No Board action requested – information item only.

**11. ASSOCIATION OF CALIFORNIA WATER AGENCIES/ JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA) BOARD OF DIRECTORS MEETING AND SPRING CONFERENCE**

Board considers taking the following action(s):

1. Consider authorizing attendance for appointed ACWA/JPIA Board member Corl-Lorono to the ACWA/JPIA 2013 Spring Conference May 6-7, 2013 at a maximum estimated cost of \$950.00.

**12. DISBURSEMENTS FEBRUARY 2013**

Recommended Action:

Ratify Check Register (payment of bills) for February 2013.

**13. 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 February 2013
  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, February 2013
- c. Service Order Report, February 2013
- d. Production Report, February 2013
- e. Regular Board Meeting Minutes, February 26, 2013

Recommended Action:  
Approve as presented (Items a - e):

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

#### **15. 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.

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

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

#### **17. FUTURE AGENDA ITEMS**

#### **18. ADJOURNMENT**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours 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:** March 26, 2013

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**Cost:** Staff and Legal Counsel Resources

**From:** Marina D. West

**General Counsel Approval:** Obtained

**CEQA Compliance:** N/A

**Subject:** Ames/Reche Groundwater Storage and Recovery Program Memorandum of Understanding Between Bighorn-Desert View Water Agency and Mojave Water Agency

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**SUMMARY**

Attached is the Ames/Reche Groundwater Storage and Recovery Program Memorandum of Understanding Between Bighorn-Desert View Water Agency and Mojave Water Agency to be executed prior to operation of the recharge facilities.

This document has been developed in close coordination with Agency Counsel Aklufi and has been approved by Mojave Water Agency Counsel Brunick and staff. Mojave Water Agency will present the document to their Committee and Board in April.

**RECOMMENDATION**

The Board considers taking the following action(s):

1. Authorize the General Manager to execute the Ames/Reche Groundwater Storage and Recovery Program Memorandum of Understanding between Bighorn-Desert View Water Agency and Mojave Water Agency.

**BACKGROUND/ANALYSIS**

On May 29, 2012, Mojave became a signatory to the Ames/Reche Groundwater Storage and Recovery Program and Management Agreement ("the Agreement") wherein Mojave agreed to employ its best efforts to construct at its sole cost, and then to own, maintain and operate recharge facilities on the land leased by Bighorn-Desert View ("the Recharge Facilities").

Attached is the associated Memorandum of Understanding formalizing this particular aspect of the Agreement between the two parties.

The Ames/Reche Groundwater Storage and Recovery Program been primarily funded by Mojave Water Agency with significant contributions by Bighorn-Desert View Water Agency mostly through its EPA State and Tribal Assistance Grant (STAG). Bighorn-Desert View Water Agency has been the "lead" agency for this project following its introduction in the 2004 Integrated Regional Water Management Plan developed by Mojave Water Agency, a "responsible" agency to this project.

The California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA) and all other required permits have been secured for the project. Close of escrow for purchase and transfer of mitigation lands is imminent as of the date of publication of this staff report. Mojave Water Agency has prepared contract specifications and the project is currently in the bidding phase. Mojave Water Agency expects to award their pipeline and turnout construction project by the end of April 2013. Mojave Water Agency will use "in-house" forces to develop the 5-acre area to be "wetted".

Execution of this MOU is considered essential to the transfer of responsibility of operations and maintenance of the facility. Once the facility is constructed (i.e. operational), BDVWA will proceed with the final administrative step which is filing of the Stipulated Judgment which binds all parties to the groundwater basin management strategy they agreed to adopt.

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

**1/22/2013** Ames/ Reche Groundwater Storage and Recovery Program – Receive and File Executed California Department of Fish and Game Incidental Take Permit No. 2081-2012-020-06.

**11/27/2012 Motion No. 12-081** Receive and File Various Permits and Notices Obtained for the Ames/Reche Groundwater Storage and Recovery Program identified as; a) Letter of "Non-jurisdictional" Authority; County of San Bernardino, Department of Public Works, July 2010. b) Approved Jurisdictional Determination regarding presence/absence of geographic jurisdiction (pertains to Section 404 Streambed Alteration); U.S. Army Corps of Engineers, June 10, 2011. c) Streambed Alteration Agreement (Section 1600); California Department of Fish and Game, August 2, 2011. d) National Environmental Policy Act (NEPA) – Decision Record; U.S. Department of the Interior, Bureau of Land Management, August 2012. e) National Environmental Policy Act (NEPA) – Finding of No Significant Impact (FONSI); U.S. Department of the Interior, Bureau of Land Management, August 2012.

**10/16/2012 Motion No. 12-073** Resolution No. 12R-30 – 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).

**10/16/2012 Motion No. 12-072** 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 Authorize payment of rents for a period of up to 30 years at a cost not to exceed \$20,000, upon receipt of revised document reflecting reduced project dimensions.

**9/13/2012 Motion No. 12-070** 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 of 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.

**1/10/2012 Motion No. 12-004** Approve the Ames/Reche Groundwater Storage and Recovery Program and Management Agreement.

**11-30-2011 Motion No. 11-066** 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.

**6/30/2012 Motion No. 10-045, Resolution No. 10R-04** A Mitigated Negative Declaration for the Water Infrastructure Restoration Program Ames/Reche Groundwater Storage and Recovery Program and Pipeline Installation/Replacement Program

**6/15/2010 Public Hearing:** Notice of Intent to Adopt a Mitigated Negative Declaration (MND) pertaining to the Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project.

**11/8/2001** Ames Valley Water Basin Agreement between Hi Desert Water District and Bighorn-Desert View Water Agency: Court's Ruling and Related Order on Hi Desert Water District's Motion to Reform the Judgment

**2/6/1997 Execution** of Amendment #2 to the Ames Valley Water Basin Agreement between Hi Desert Water District and Bighorn-Desert View Water Agency

**8/3/1993 Execution** of Amendment #1 to the Ames Valley Water Basin Agreement between Hi Desert Water District and Bighorn-Desert View Water Agency

**1/10/1991 Execution** of the Ames Valley Water Basin Agreement between Hi Desert Water District and Bighorn-Desert View Water Agency

**AMES/RECHE GROUNDWATER STORAGE AND  
RECOVERY PROGRAM MEMORANDUM OF UNDERSTANDING  
BETWEEN BIGHORN-DESERT VIEW WATER AGENCY (BIGHORN-DESERT  
VIEW) AND MOJAVE WATER AGENCY (MOJAVE)**

This Agreement is entered into on \_\_\_\_\_, 2013 between Bighorn-Desert View Water ("Bighorn-Desert View") and Mojave Water Agency ("Mojave") and will terminate on December 31, 2041 in conjunction with the expiration of the Right of Way CACA- 50962 issued by the United States Department of Interior.

**A. RECITALS**

- A. On June 29, 2010, Bighorn-Desert View, as lead agency under the California Environmental Quality Act, adopted the Ames/Reche Groundwater Storage and Recovery Program Mitigated Negative Declaration which analyzed the potential environmental impacts of a 15-acre spreading grounds, connecting pipelines and up to three monitoring wells.
- B. On May 29, 2012, Mojave became a signatory to the Ames/Reche Groundwater Storage and Recovery Program and Management Agreement ("the Agreement") wherein Mojave agreed to employ its best efforts to construct at its sole cost, and then to own, maintain and operate recharge facilities on the land leased by Bighorn-Desert View ("the Recharge Facilities"). The Agreement further states that in order to implement the Agreement, Mojave will seek to intervene as a Party by means of a Stipulation to Enter an Amended and Restated Judgment that embodies the terms and conditions of the Agreement. Other signatories to the Agreement are Hi Desert Water District, County of San Bernardino Service Area No. 70 W-1 Landers and County of San Bernardino Service Area No. 70 W-4 Pioneertown and Bighorn-Desert View.
- C. In October, 2012, the project design was further refined reducing the size of the spreading grounds to six acres and reducing the number of monitoring wells to two and Bighorn-Desert View adopted Addendum No. 1 to the Mitigated Negative Declaration. On October 16, 2012, Bighorn-Desert View adopted Addendum No. 2 to the Mitigated Negative Declaration reflecting further changes in the spreading grounds' project design and reflecting modifications to the conditions of approval.
- D. Mojave, as a Responsible Agency, adopted the Mitigated Negative Declaration including Addendum No. 1 and No. 2 on November 15, 2012.
- E. The Bureau of Land Management issued a Decision Record and Finding of No

Significant Impact in August, 2012, in conformance with the National Environmental Policy Act.

- F. In November, 2012, United States Department of the Interior Bureau of Land Management issued to Bighorn-Desert View a Right-of-Way/Temporary Use Permit Serial No. CACA-50962 for construction, operation and maintenance of the Ames/Reche groundwater recharge facility.
- G. The following documents, executed by Bighorn-Desert View, are herein incorporated by reference as though set forth in full (collectively, "the Documents"):
- Bighorn-Desert View Water Agency Mitigated Negative Declaration for Water Infrastructure Restoration Program: Ames/Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project including Addendum No. 1 and Addendum No. 2
  - United States Department of the Interior/ Bureau of Land Management Bighorn-Desert View Water Agency Recharge Project (CA-680-2010-31) (EA) Decision Record, August 2012
  - United States Department of the Interior/ Bureau of Land Management Bighorn-Desert View Water Agency Recharge Project (CA-680-2010-31) Finding of No Significant Impact, August 2012.
  - California Department of Fish and Game Streambed Alteration Agreement Notification No. 1600-2010-0103-R6 Pipes Wash, Bighorn-Desert View Water Agency Ames/Reche Groundwater Storage, August 2011.
  - United States Department of the Interior Bureau of Land Management Right-of-Way/Temporary Use Permit Serial No. CACA-50962, November 2012.
  - California Department of Fish and Game, California Endangered Species Act Incidental Take Permit No. 2081-2012-020-06, Ames/Reche Groundwater Storage and Recovery Project, December 2012.
  - Ames/Reche Groundwater Storage and Recovery Program and Management Agreement, 2012.
  - Ames/Reche Groundwater Storage and Recovery Program and Management Agreement Monitoring Program Plan, 2012

## **B. AGREEMENT**

1. At such time as the recharge facilities described in the Documents are completed and operational, Mojave shall thereupon, and without further notice, assume sole responsibility for operation and maintenance of the Recharge Facilities. Mojave shall also provide, operate and maintain at its sole cost and expense, pipeline and



ancillary structures and equipment necessary to connect the Recharge Facilities to Mojave's "Morongo Basin Pipeline".

2. Mojave shall comply with all of the provisions of the Documents, including the Mitigation Monitoring Program provisions in the Mitigated Declaration and Environmental Assessment, shall comply with all other permits applicable to the construction, operation and maintenance of the recharge facilities, and shall be solely responsible for the payment of any and all fines, penalties and interest thereon resulting from non-compliance.
3. Mojave shall have the right to use lands, including all leased lands by Bighorn-Desert View, including the Right of Way CACA- 50962 issued by the United States Department of Interior. Bighorn-Desert View shall not charge Mojave for said use.
4. From time to time various permits, licenses and leases obtained by Bighorn-Desert View on behalf of the Project will expire. Mojave shall obtain continued renewal of such permits, licenses and leases in its name and at Mojave's sole cost on behalf of the project participants. Costs and expenses that may be incurred by Bighorn-Desert View for any permits, licenses and leases which may be renewed by Bighorn-Desert View on behalf of the signatories of the Agreement shall also be paid for by Mojave.
5. Each Party shall indemnify, hold harmless and assume the defense of the other Parties, their officers, agents, employees, and elective boards, and that Party shall pay all court costs and reasonable attorney's fees relating thereto, in any action, with respect to a claim, loss, damage or injury, asserted by a third Party against any Party entitled to indemnification under this Agreement, and arising out of a negligent act, error or omission, or willful misconduct, of an employee or agent of the Party whose actions under this Judgment gave rise to such third Party claim.
6. Any notice, tender or delivery to be given hereunder by any Party to another Party or Parties shall be effected by personal delivery in writing or by registered or certified mail, postage prepaid, return receipt requested, and shall be deemed communicated as of mailing or in case of personal delivery, as of actual receipt. Mailed notices shall be addressed as set forth below, but each Party may change its address by written notice in accordance with this paragraph 6.

To: Bighorn-Desert View Water Agency  
622 S. Jemez Trail  
Yucca Valley, California 92284  
Attention: General Manager

To: Mojave Water Agency  
13846 Conference Center Drive  
Apple Valley, California 92307  
Attention: General Manager

7. If a dispute arises regarding breach or enforcement of the provisions of this Agreement, a Party who is determined to be a prevailing Party therein shall be entitled to recover all attorney's fees or other costs actually incurred in connection with resolving the dispute, but only to the extent such resolution is achieved by an order or decision of a court of competent jurisdiction.
8. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties.
9. The persons executing this Agreement on behalf of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party and to bind that Party, including its members, agents and assigns, and (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement.
10. Nothing in this Agreement is intended by either Mojave or Bighorn-Desert View to vary, modify or contradict any provision of the Amended and Restated Judgment. In the event of a conflict or inconsistency the Judgment shall control.

BIGHORN-DESERT VIEW WATER  
AGENCY

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By its General Manager, Marina West

MOJAVE WATER AGENCY

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By its General Manager, Kirby Brill

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

**Meeting Date:** March 26, 2013

**To:** Board of Directors

**Budgeted:** N/A  
**Budgeted Amount:** N/A

**From:** Marina D. West

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

**Subject:** Resolution No. 13R-XX Establishing a Policy for the Approval of the Expense of Bad Debt

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**SUMMARY**

Policy No. 09P-03 (2009) requires updating due to changes in Agency Rules and Regulations for Water Service adopted in 2011. The attached resolution conforms to Ordinance No. 11O-01 Agency Rules and Regulations for Water Service.

**RECOMMENDATION**

The Board considers taking the following action(s):

1. Adopt Resolution No. 13R-XX Establishing a Policy for the Approval of the Expense of Bad Debt

**BACKGROUND/ANALYSIS**

Per Article 10.2 of the Agency Rules and Regulations for Water Service, the owner of each separate premises is ultimately responsible for the payment of all applicable water service charges. Throughout the year staff will identify properties that are severely delinquent in their account balances. Account holders (owners or tenants) are notified in writing thirty (30) days following the delinquent date that the account is past due and, if left unpaid, the Owner must assume responsibility for the outstanding balances left by their tenants.

At least once per year, through Resolution of the Board of Directors, all outstanding delinquent accounts are forwarded to the County of San Bernardino for collections through a secured property tax lien imposed on the delinquent property. Should the property tax bill remain unpaid through the County of San Bernardino, the amount of the original lien may be modified and adjusted throughout the tax year as the account balance continues to incur Basic Service Charges monthly. Staff time, recording fees and charges are included in all liens.

Also, throughout the year properties identified as severely delinquent may receive an unsecured property tax lien. Should the Agency decide to record an unsecured property tax lien, the lien will be canceled at the time the Agency performs its regular secured property tax lien, generally beginning in May of each year.

**PRIOR RELEVANT BOARD ACTION(S)**

**9/16/2009 Policy No. 09P-03** Policy Statement of the Board of Directors of the Bighorn-Desert View Water Agency Establishing a Policy for the Approval of the Expense of Bad Debt.

## **RESOLUTION NO. 13R-XX**

### **A POLICY STATEMENT OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY ESTABLISHING A POLICY FOR THE APPROVAL OF THE EXPENSE OF BAD DEBT**

The Board of Directors of the Bighorn-Desert View Water Agency desires to implement a policy for the processing of uncollectible customer debt.

**WHEREAS**, on an annual basis the Agency incurs approximately 0.5% of its total Accounts Receivables in bad debt.

**WHEREAS**, in accordance with Generally Accepted Accounting Practices it is necessary to expense annually a percentage of accounts receivables to bad debt.

**WHEREAS**, this Resolution rescinds and repeals Policy No. 09P-03.

Therefore, the Board of Directors of the Bighorn-Desert View Water Agency hereby establishes the following steps necessary prior to the annual consideration of bad debt expense authorization.

1. Per Article 10.2 of the Agency Rules and Regulations for Water Service, the owner of each separate premises is ultimately responsible for the payment of all applicable water service charges.
2. Delinquent closed accounts under \$25 will be written off to bad debt or continue to follow the owner of title until paid. These amounts are too insignificant to pursue further.
3. Thirty (30) days following the billing delinquent date, the Owner shall be notified in writing that the account is past due and the Owner must assume responsibility for the outstanding balance.
4. At least once per year, all outstanding delinquent accounts will be forwarded to the County of San Bernardino for collections through a secured property tax lien imposed on the delinquent property.

Also, throughout the year properties identified as severely delinquent may receive an unsecured property tax lien. Should the Agency decide to record an unsecured property tax lien, the lien, if unpaid, will be converted at the time the Agency performs its regular secured property tax lien, generally beginning in May of each year.

5. Delinquent account records shall be retained until such time they are deemed to be "bad debt".

6. At least once per year, the total of actual bad debt expense shall be submitted to the Board of Directors for acknowledgement and written off of the bad debt expense.
7. All fees associated with the lien and lien processes are the responsibility of the customer.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 26th day of March 2013.

By \_\_\_\_\_  
Michael McBride, Board President

Attest:

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

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

**Meeting Date:** March 26, 2013

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Preparation for a Cost-of-Living Adjustment (COLA) to Board of Directors Compensation by Ordinance

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**SUMMARY**

Should the Board of Directors wish to pursue the allowable five percent (5%) Cost-of-Living Adjustment (COLA) to their per diem then the procedure for such should be initiated so that the increase can coincide with the new fiscal year beginning July 1, 2013.

**RECOMMENDATION**

The Board considers taking the following action(s):

1. Direct staff to initiate the process for increasing the Board of Directors per diem compensation by five percent (5%) for fiscal year 2013/14.

**BACKGROUND/ANALYSIS**

By law, the Board can authorize an increase in their per diem one time per year. The maximum allowable annual increase is five percent (5 %).

The process of increasing the Board of Directors per diem is done by Ordinance in accordance with Section 20200 - 20207 of the California Water Code and Section 6066 of the California Government Code. The respective codes are attached for reference.

In summary, the Board of Directors can increase their per diem only by Ordinance and if increasing the per diem above one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent. If the Board requests the full 5 percent (5%) adjustment then per diems would effectively increase to one hundred and five dollars (\$105) per day of authorized service.

Staff recommends that if the Board desires to increase their per diem then the process should be initiated now so that the effective date would be in concert with the adoption of the fiscal year 2013/14 budget (our calendar year).

**PRIOR RELEVANT BOARD ACTION(S)**

**2/28/2012 Motion No. 12-019 MOTION FAILED** to proceed with Cost of Living Adjustment of 5% to Director Per Diem.

**10/28/2010 Ordinance No. 10O-02** Providing for compensation of the Board of Directors and establishing procedures related thereto (increased per diem for committee meetings from \$50 to \$100 and increased allowable compensation days from 6 to 10 per month)

**6/15/2010 Resolution No. 10R-02** A resolution establishing a policy for compensation for performance of official duties and reimbursement of actual and necessary expenses ("Official Duties Policy").

**6/15/2010 Ordinance No. 10O-01** Providing for (only) compensation of the Board of Directors and establishing procedures related thereto (excluding reimbursement of expenses guidelines for Directors).

**7/5/2005 Policy No. 05P-01** Policy statement defining the criteria for reimbursement of expenses.

**5/24/2005 Ordinance No. 05O-01** Fixing compensation and setting reimbursement of expenses guidelines for the Directors of the Bighorn-Desert View Water Agency.

## **WATER CODE**

### **SECTION 20200-20207**

20200. As used in this chapter, "water district" means any district or other political subdivision, other than a city or county, a primary function of which is the irrigation, reclamation, or drainage of land or the diversion, storage, management, or distribution of water primarily for domestic, municipal, agricultural, industrial, recreation, fish and wildlife enhancement, flood control, or power production purposes. "Water districts" include, but are not limited to, irrigation districts, county water districts, California water districts, water storage districts, reclamation districts, county waterworks districts, drainage districts, water replenishment districts, levee districts, municipal water districts, water conservation districts, community services districts, water management districts, flood control districts, flood control and floodwater conservation districts, flood control and water conservation districts, water management agencies, water agencies, and public utility districts formed pursuant to Division 7 (commencing with Section 15501) of the Public Utilities Code.

20201. Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

20201.5. Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.

20202. In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.



No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

20203. Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. No ordinance shall be adopted pursuant to this chapter except following a public hearing. Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

20204. An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final passage. The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

20205. If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

20206. If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.

20207. Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

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## GOVERNMENT CODE

### SECTION 6060-6066

6060. Whenever any law provides that publication of notice shall be made pursuant to a designated section of this article, such notice shall be published in a newspaper of general circulation for the period prescribed, the number of times, and in the manner provided in that section. As used in this article, "notice" includes official advertising, resolutions, orders, or other matter of any nature whatsoever that are required by law to be published in a newspaper of general circulation.

6061. Publication of notice pursuant to this section shall be for one time.

6061.3. Publication of notice pursuant to this section shall be for three successive times.

6062. Publication of notice pursuant to this section shall be for 10 days. The period of notice commences upon the first day of publication and terminates at the end of the tenth day, including therein the first day. Publication shall be made on each day on which the newspaper is published during the period.

6062a. Publication of notice pursuant to this section shall be for 10 days in a newspaper regularly published once a week or oftener. Two publications, with at least five days intervening between the dates of first and last publication not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the tenth day, including therein the first day.

6063. Publication of notice pursuant to this section shall be once a week for three successive weeks. Three publications in a newspaper regularly published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the twenty-first day, including therein the first day.

6063a. Publication of notice pursuant to this section shall be for at least 10 days. Three publications in a newspaper published once a week or oftener, with at least five days intervening between the first and last publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates either at the end of the day of the third

publication or at the end of the tenth day, including therein the first day, whichever period is longer.

6064. Publication of notice pursuant to this section shall be once a week for four successive weeks. Four publications in a newspaper regularly published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences with the first day of publication and terminates at the end of the twenty-eighth day, including therein the first day.

6065. Publication of notice pursuant to this section shall be once a week for eight successive weeks. Eight publications in a newspaper regularly published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fifty-sixth day, including therein the first day.

6066. Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.

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

**Meeting Date:** March 26, 2013

**To:** Board of Directors

**Budgeted:** FY 2013/14

**Budgeted Amount:** To Be Determined

**Cost:** approx. \$6,750 (first year)

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Consider Approving Social Security Administration 1.7% Cost of Living Adjustment for All Agency Employees Effective with the First Payroll of Fiscal Year 2013/14

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## **SUMMARY**

Per the Employee Handbook, the Board, at its discretion, may grant a percentage Cost-of-Living Adjustment (COLA) to the Range and Step Scale each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

For calendar year 2013, the Social Security COLA adjustment granted was 1.7%. In preparation for the upcoming budget discussions, staff is seeking direction from the Board as to whether or not they intend to provide the COLA adjustment of up to 1.7%.

Based on the current budget, each 1% increment of the COLA will have a fiscal impact of \$3,970 in the first year. Staff believes that the Agency's financial condition remains "stable", reserves will not be used to fund the upcoming budget and including a COLA in the FY2013/14 budget would not be significant enough to cause a negative impact.

## **RECOMMENDATION**

The Board considers taking the following action(s):

1. Authorize inclusion of a Cost of Living Adjustment of 1.7% based on the Social Security Administration Cost-of-Living Adjustment publication for all employees in the Fiscal Year 2013/14 Budget.

## **BACKGROUND/ANALYSIS**

No further analysis provided.

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

**11/27/2012 Resolution No. 12R-32** Bighorn-Desert View Water Agency Employee Handbook.

**4/3/2012 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.

Cost-Of-Living Adjustment

COLA Home

Cost-of-Living Adjustments  
(Fact sheet)

Prior Cost-Of-Living Adjustments

History of Automatic Cost-Of-Living Adjustments

History Of Automatic Cost-Of-Living Adjustments

Automatic benefit increases, also known as cost-of-living adjustments or COLAs, have been in effect since 1975.

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

COLAs received in 1975-2012 are shown below.

Automatic Cost-Of-Living Adjustments

|                      |                                     |
|----------------------|-------------------------------------|
| July 1975 -- 8.0%    | January 1995 -- 2.8%                |
| July 1976 -- 6.4%    | January 1996 -- 2.6%                |
| July 1977 -- 5.9%    | January 1997 -- 2.9%                |
| July 1978 -- 6.5%    | January 1998 -- 2.1%                |
| July 1979 -- 9.9%    | January 1999 -- 1.3%                |
| July 1980 -- 14.3%   | January 2000 -- 2.5% <sup>(1)</sup> |
| July 1981 -- 11.2%   | January 2001 -- 3.5%                |
| July 1982 -- 7.4%    | January 2002 -- 2.6%                |
| January 1984 -- 3.5% | January 2003 -- 1.4%                |
| January 1985 -- 3.5% | January 2004 -- 2.1%                |
| January 1986 -- 3.1% | January 2005 -- 2.7%                |
| January 1987 -- 1.3% | January 2006 -- 4.1%                |
| January 1988 -- 4.2% | January 2007 -- 3.3%                |
| January 1989 -- 4.0% | January 2008 -- 2.3%                |
| January 1990 -- 4.7% | January 2009 -- 5.8%                |
| January 1991 -- 5.4% | January 2010 -- 0.0%                |
| January 1992 -- 3.7% | January 2011 -- 0.0%                |
| January 1993 -- 3.0% | January 2012 -- 3.6%                |
| January 1994 -- 2.6% | January 2013 -- 1.7%                |

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

Related Information

COLA, tax, benefit and earning amounts for 2013

The Story of COLAs

Actuarial resources

Press Release: Social Security Announces 1.7 Percent Increase For 2013

Effect of COLA on Social Security Benefits

Last reviewed or modified 10/16/2012

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

**Meeting Date:** March 26, 2013

**To:** Board of Directors

**Budgeted:** No, Workshop Goal

**Cost:** \$56,355

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Consider Purchase of Trailer Equipped with Hydraulic Valve Exerciser and Vacuum-Water Jet System

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**SUMMARY**

As a carryover item from the 2012 Board Workshop priorities, staff would like to proceed with the purchase of equipment to be utilized in a preventative maintenance program to “exercise” the water system isolation valves. It should be recognized that such equipment will also become integral to other routine and emergency activities such as leak response, potholing, valve box/can and vault clean-out. Utilizing hydraulic and air powered equipment will maximize the safety and efficiency, especially manpower, in such operations.

Staff has received bids from three manufacturers’ to provide a “packaged” municipal valve exerciser and vacuum excavator system to be utilized in a variety of routine and emergency maintenance activities. While these systems are similar in that they all perform the same “functions” each is somewhat unique in how they operate.

Two of the manufacturers are located in California and performed live demonstrations of their equipment at our site. Staff has also reviewed the features of the equipment, application and answered questions at the March 13, 2013 Finance (FPREP) Committee in preparation for the Board’s for further consideration. Thereafter, staff checked references which were provided by the manufacturers.

The attached table outlines the total cost and summary of the features of each manufacturers system. Staff is recommending the E.H. Wachs Hydraulic Valve Exerciser and Vacuum-Water Jet System for two primary reasons: 1) the valve exerciser is completely automated and can be operated “hands free”, and 2) the data collection features. A third and unique feature of the E.H. Wachs unit is that it is the only system that includes an anti-freeze tank for protecting the pressure washer pump and hoses for the pressure washer when the unit is not in use (ie. overnight in winter).

**RECOMMENDATION**

The Board considers taking the following action(s):

1. Authorize General Manager to purchase E.H. Wachs Hydraulic Valve Exerciser and Vacuum-Water Jet System at a price not to exceed \$56,355 including tax.

**BACKGROUND/ANALYSIS**

As a carryover item from the 2012 Board Workshop priorities, staff would like to proceed with the purchase of equipment to be utilized in a preventative maintenance program to “exercise” the water system isolation valves. It should be recognized that such equipment will also become integral to other routine and emergency activities such as leak response, potholing, valve box/can and vault clean-out. Utilizing hydraulic and air powered equipment will maximize the safety and efficiency, especially manpower, in such operations.

Staff has received bids from three manufacturers’ to provide a “packaged” municipal valve exerciser and vacuum excavator system to be utilized in a variety of routine and emergency maintenance activities. While these systems are similar in that they all perform the same “functions” each is somewhat unique in how they operate.

On a routine basis this equipment will be utilized to initiate a system-wide preventative maintenance valve exercising program. The Agency has approximately 600 mainline valves and 365 fire hydrants valves. Construction standards recommend regularly exercising valves to insure proper operation during emergencies and other activities. In order to maximize the efficiency, especially manpower, in such operations staff recommends proceeding with the purchase of such equipment. Staff is ready to acquire the equipment this fiscal year.

Following initial training and operation, these tools will enable the initiation of a valve “exercise” preventative maintenance program using a single Distribution Operator to maintain the Agency’s approximately 600 mainline valves and 365 fire hydrants valves. The unit will be equipped with the capability for automated data collection including torque/rotational data, time stamps, and GPS location.

With virtually all valves buried in the dirt every valve-can will contain desert sand fill. The vacuum excavator and water jet will be integral to this activity. This system will also be extremely efficient at removing dirt/water from around leaking service lines prior to and during repair under pressure as well as for fast and efficient potholing underground utilities such as water, electric and telephone lines. Conversations with neighboring districts reveal that they all have similar equipment (of differing configurations) and routinely utilize it.

Two of the manufacturers are located in California and performed live demonstrations of their equipment at our site. Staff reviewed the features of the equipment, application and answered questions at the March 13, 2013 Finance (FPREP) Committee in preparation for the Board’s for further consideration. Thereafter, staff checked references which were provided by the manufacturers.

The attached table outlines the total cost and summary of the features of each manufacturers system. Staff is recommending the E.H. Wachs Hydraulic Valve Exerciser and Vacuum-Water Jet System for two primary reasons: 1) the valve exerciser is completely automated and can be operated “hands free”, and 2) the ease of use of the rugged, handheld, data collection unit. A third and unique feature of the E.H. Wachs unit is that it is the only system that includes an anti-freeze tank for protecting the pressure washer pump and hoses for the pressure washer when the unit is not in use (ie. overnight in winter).

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

3/13/2013 Finance Committee reviewed the need, features and applications for the equipment.

2/10/2012 Board Workshop setting goals and priorities for a two-year horizon.

3/23/2004 04P-02 Bighorn-Desert View Water Agency Purchasing Manual.



**Valve Exerciser/Vacuum/Water Jet Tool  
Bid Comparison**

|                           | Pacific-Tec   | E. H. Wachs  | Incline-Vac   |
|---------------------------|---|--|---|
| <b>Power Vacuum Unit</b>  |   |  |   |
| Size                      | 250-gal   | 250-gal  | 230-gal   |
| Power/blower              | 25 HP Kohler/525CFM/15"Hg                                     | 27 HP Kohler/500 CFM/11"Hg   | 30 HP Kohler/500 CFM/12" Hg   |
| Hose/etc.                 | 25 ft of 4-inch hose  | 25 Ft of 3-inch hose   | 30 ft of 3-inch hose  |
| Operation                 | Hydraulic lift to dump/hydraulic hatch                        | Hydraulic lift to dump/hydraulic hatch   | Inclined tank/hinged door (no hydraulic hatch)  |
| <b>Valve Operator</b>     |   |  |   |
| Operator Reach            | 11 ft reach / 300 degree swivel                               | 13 ft reach/270 degree swivel  | 13 ft reach/ 320 degree swivel  |
| Torque                    | 0-800 ft- lbs/5 - 45 RPM/hydraulic brake                      | 0-750 ft-lbs/5-30 RPM/hydraulic brake  | 0-1,000 ft-lbs / 5 - 30 RPM/ hydraulic brake  |
| Features                  | torque/speed control, torque meter, revolution counter        | Hands free operation with Intelligent Automation. Unit controls torque/speed control | torque/speed control, torque meter, revolution counter, auxiliary tool circuit for optional tools |
| <b>Data Collection</b>    |   |  |   |
| equipment                 | datalogger app., GPS locating, tablet computer (excel format) | datalogger app., PDA handheld (Excel format)   | datalogger app., GPS locating, integral to unit (USB download to excel format)                    |
| <b>Water Jet Tool</b>     |   |  |   |
| Features                  | 2.4 GPM @3,000 psi on same 25 HP engine as blower             | 2.5 GPM @3000 psi on same engine as blower   | 4.7 gpm @3,500 psi on same 30 HP engine as blower   |
| Hoses                     | 50 ft hose, wand and trigger gun & interchangeable nozzles    | 45 ft hose, 2 wands (1 digging nozzle and 1 pressure washer)                         | 50 ft hose, 2 wands (1 digging nozzle and 1 pressure washer)                                      |
| Water supply              | 60 gal  | 95 gal w/anti-freeze tank  | 200 gal   |
| <b>Trailer</b>            |   |  |   |
| Description               | Tandem axle, 7,000 lb. GVW, elec. brakes                      | Single axle, 7,000 lb. GVW, elec. Brakes, mounted tool box                           | Single axle or tandem axle, 7,000 lb. GVW, elec. Brakes, mounted tool box                         |
| Traffic control, lighting | Traffic arrowboard, 2 halogen work lights (for night work)    | Traffic arrowboard, 2 halogen work lights (for night work)                           | Traffic arrowboard, 2 halogen work lights (for night work), orange strobe light                   |
| <b>Other</b>              |   |  |   |
| Mfr. Location             | Santa Ana   | Mfr. In Illinois; Chino Hills Local Rep.   | Georgia   |
| On-site Training          | Yes   | Yes  | Yes   |
| DMV tags                  | complete from factory   | BDVWA obtains  | BDVWA obtains   |
| Base Bid                  | \$50,675.00   | \$52,180.00  | \$51,570.00   |
| CA Tax                    | \$4,054.00  | \$4,174.40   | \$4,125.60  |
| Freight                   | inc   | inc.   | \$1,865.00  |
| <b>Total</b>              | <b>\$54,729.00</b>  | <b>\$56,354.40</b>   | <b>\$57,560.60</b>  |

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FOR SANITARY, STORM AND WATER SYSTEM MAINTENANCE PROFESSIONALS

January 2010

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CELEBRATING

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**RECAP OF  
2009 EXPO**  
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## NO VALVE LEFT BEHIND

Proactive valve maintenance  
pays dividends in  
Rutherford County, Tenn.

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Glenn McCarty (right) and Bill Dunnill of the Consolidated Utility District of Rutherford County use an ERV-750 extended-reach valve exerciser from E.H.Wachs as part of the district's comprehensive valve maintenance program. (Photography by Joy Dement)

## FOCUS: WATER

# NO VALVE LEFT BEHIND

A Tennessee utility's proactive valve maintenance program quickly pays dividends in reduced manual labor, reduced leakage, and better asset data

By Jim Force

**T**he water distribution crew at the Consolidated Utility District of Rutherford County, Tenn., is starting to sleep a little easier these nights.

That's because they've launched a comprehensive maintenance program to locate, identify, clean, and exercise over 16,000 valves along the district's 1,300 miles of water mains, and fix those in need of repair. It's a planned, proactive program.

"We want to get to a point where we don't have to send three people out in the middle of the night to find a valve and try to open or close it," says Jennifer Wood, engineer-in-training with the district who is helping develop the program. Assistant general manager Bill Dunnill puts it another way: "We call it 'No Valve Left Behind.'"

### No ordinary district

The Consolidated Utility District

of Rutherford County is not your ordinary water utility. It is one of the later arrivals on the Tennessee scene, created in the 1960s as an amalgamation of several smaller water districts in response to rapid growth in a formerly rural area outside of Nashville.

In 1978, the utility's Board of Commissioners authorized plans for a new water treatment plant, and the K. Thomas Hutchinson plant began operation in 1981, with a capacity of 4 mgd, drawing from the East Fork of the Stones River, which is fed by J. Percy Priest Lake. In 1988, the plant was expanded to 8-mgd capacity, and it has since been expanded to 16 mgd. Plans are in motion to increase capacity to 30 mgd.

The CUDRC is the largest water utility district in Tennessee, and its far-flung network of water mains presents some unique challenges. In some cases, lines extend more than 30 miles from the water treat-

ment plant to customers at the other end of the county. It was becoming common for crews to shut down more and more valves to contain leaks in the system, and that was increasing the number of water customers affected by an outage.

In response, the district has implemented a number of innovative programs to solve problems and continue to serve high-quality water to its more than 130,000 customers.

### Keeping valves in shape

A first step was to establish a sound valve maintenance program built on regular valve exercising. In early 2009, after issuing a Request for Proposals and testing four valve exercise machines, the district purchased a VMT-1 valve maintenance trailer supplied by E.H. Wachs.

"We hadn't had a proactive valve maintenance program in the past, and we knew we needed a valve exercise machine to begin

### PROFILE:

Consolidated Utility District of Rutherford County Tenn.

**POPULATION SERVED:**  
130,000 (44,000 meters)

**SERVICE AREA:**  
Rutherford County in suburban Nashville

**WATER CAPACITY:**  
16 mgd

**INFRASTRUCTURE:**  
1,300 miles of water mains

**EMPLOYEES:**  
88

**ANNUAL BUDGET:**  
\$20 million

**WEB SITE:**  
[www.cudrc.com](http://www.cudrc.com)



## THE VALVE EXERCISER

The Consolidated Utility District of Rutherford County uses a VMT-1 platform-mounted valve exerciser on a single-axle trailer rated at 7,000 pounds.

Supplied by E.H. Wachs, the unit includes the ERV-750 extended-reach valve exerciser, as well as vacuum tools to clean out valve boxes. The exerciser develops up to 750 foot-pounds of torque and operates on a hinged arm that can extend as far as 13 feet.

The arm swivels 270 degrees so that it can reach valves from curbside. An onboard Recon control unit (Trimble) also acts as a data logger and microprocessor. Although the system can include a GPS, the district deferred on that option, choosing to use its existing GPS.

The vacuum apparatus contains a 500-cfm blower, a 2,500-psi/2.5-gpm pressure washer pump, and tanks for water and debris. A water hose reel, two jetting rods, and a hydraulic hose reel for connecting pneumatic tools are also included.

"Startup went very well," says assistant general manager William Dunnill. "There was a learning curve as there is with any equipment, but the process wasn't complicated."



A valve key connected to the district's trailer-mounted valve maintenance system is turned to exercise a valve.

the program," says Dunnill. The utility took delivery of the valve trailer in April, while sending staff members Stanley Beason, Glenn McCarty and George Jones to special training at the Pipe and Valve Institute near Chicago.

Once acclimated to the technology, the district got started checking valves right away, but not in random fashion. "We knew that ultimately we wanted to review our entire valve system, but we didn't want to just start jumping all over the place," Wood says. At her direction, the utility laid out a work plan containing a grid pattern, based on the pressure zones around the water treatment plant, and starting with the zone nearest the plant.

"We located and exercised all valves and hydrants in a particular grid, hundreds of valves in some cases, before moving on to the next grid," she says. "Our plan is to make it through the entire system, as much time as it takes."

Dunnill adds, "We want to locate every valve in the system, box it, turn it, shoot it, and if necessary, fix it, even if it only has pres-

sure on one side." After startup of the exerciser, the district assigned two full-time operators to the task on a 40-hour-per-week schedule.

After six weeks, Dunnill added two summer interns and began operating the unit for six 12-hour shifts per week. This virtually doubled the number of valves exercised in one week, and by the end of the summer, the crew had covered over 1,650 valves, about 10 percent of the total.

And what did they find? Dunnill says almost 30 percent of the valves needed attention. "It wasn't always critical," he explains, "but they needed something — mapping, cleanout or exercising." His records show that 1.5 percent of the valves were closed when they should have been open; 4.1 percent were partially closed, restricting flow; and 5.8 percent were inoperable.

That means that 10 percent had significant problems. On a less critical note, in 2.5 percent of the cases, valve data was errant or the mapping was inaccurate. Another 5 percent of the valves needed other repairs, such as box leveling.

## Seeing the benefits

With a majority of the valves still to be reviewed, Rutherford County is already seeing benefits. Wood recalls one case where an old 30-inch valve required 370 turns to fully open or close it. "In the old days, operators performing so many turns would have thought something was wrong and might not have had the patience to fully exercise it," she says. "With the valve exerciser, we are able not only to exercise the valves but also to add the collected data to the map for future operators."

Dunnill mentions another case where the valve program located a 24-inch valve that was not sealing. "The parts required to rebuild the valve were about \$9,000," he says. "We pulled the lid and looked inside before ordering them. The inspection revealed that the valve was full of tuberculation. We used the pressure washer and vacuum on our new valve exercise machine to clean it out and restored the valve to full service at the cost of labor alone."

There's one other benefit of the valve exercise machine. "Lots of times we have a good chance of washing stuff out of the valve seat by simply operating the valve up and down," says Dunnill. "In most cases we won't have to pull the lid and manually clean the valve to

assure a good seal."

He also sees value in the data being collected. "Data is a critical tool," he says. "This is a great way to gather and store data for future reference." Although the utility uses its own Trimble GPS units for accurate recording of valve locations, "The new machine enables us to interface field data, such as torque curves, the number of turns required to operate, and maintenance history, directly with our GIS system," Dunnill observes.

That makes the system stronger. "When we leave, we know whether that valve is operable," he says. "If

## The district uses an Elster AMCO sonic meter for flow testing.



Mark Lee uses a portable automatic flusher from Kupferle Foundry.



not, a work order is issued and maintenance corrects the problem."

### Finding and fixing leaks

Leaks waste water, cost money, and generally drive water managers crazy. At the CUDRC, leaks were wasting up to 30 percent of the treated water — about 3.0 mgd.

The problem is aggravated by the rock structure that underlies the area: The water simply disappears into underground rock fractures. "That's production capacity we can't sell," says Dunnill. His staff is making an extra effort to find and prevent leaks.

"Once a week on Wednesdays,

**"Data is a critical tool. This is a great way to gather and store data for future reference. The new machine enables us to interface field data such as torque curves, the number of turns required to operate and maintenance history directly with our GIS system."**

Bill Dunnill

We're identifying lines that are no longer needed and abandoning them. We're valving off new lines with no customers, such as in new subdivisions that are sitting idle. We want to eliminate all risks that we don't need to accept."

The leak detection crew is employing several leak detection protocols. Using small portable

unmetered fire lines in its sprawling system. "We recently purchased a strap-on meter manufactured by GE Sensors," says Dunnill. "We use it to occasionally monitor specific sections of large-diameter pipe, but more often fire lines to see if there's any flow where there shouldn't be."

In addition, the newer unmetered fire lines are equipped with double detector checks. In those cases, crews have exchanged the customer's low-flow detection meter with one of the district's Badger Orion AMR meters (Badger Meter Inc.). This allows the district to monitor those lines monthly in conjunction with running normal meter routes.

All of these efforts are paying off. "We've seen a tremendous improvement over this past summer," Dunnill reports. Unaccounted-for water dropped from the high 20s to the low teens. "And, knock on wood, it will be even lower in the future," he says.

### Flushing out old water

Hydrant flushing is another major initiative. It takes time to move water from one side of the system to the other, especially in the farthest reaches where water demand may be low. Chlorine residuals can drop and disinfection byproducts can rise, particularly in summer.

For those reasons, the district has installed some 30 automatic flushing units manufactured by Kupferle Foundry. They turn themselves off and on at night when demand is low to minimize any hydraulic effects. "By flushing, we maintain fresh quality water at the end of the system," Dunnill says.

In addition, the automatic flushing units have been married to the district's automatic meter reading (AMR) system so that water consumed for flushing can be accounted for. "We have an accurate record, and our water-quality personnel can reference this information to ensure the quantity they need to maintain chlorine



A PDA included with the valve maintenance trailer lets Glenn McCarty enter data on a valve.



Forest Hill (left) and Glenn McCarty use the vacuum function on the valve exercising trailer to clean a valve box.

managers and field personnel from all areas — leak technicians, flushing, valve exercise, customer service, disinfection, engineering, construction, maintenance — all get together to discuss problems in the system," Dunnill says.

"We learn from each other, and we're focused on water loss. We're listening for leaks. We're flushing.

mag meters from Elster AMCO Water, they are isolating various portions of the system, and then comparing actual flow rates with calculated flows from the hydraulic modeling software. If the flow is significantly greater than the model, a leak is likely.

The district is becoming meticulous on monitoring the many

residuals is sufficient," he says.

The district's total program, from valve exercising and repair to leak detection and flushing, is designed to be proactive. "Everybody ought to have a proactive maintenance program," says Wood. She reports that the district is experiencing fewer outages, less manual labor, lower leakage, and an increased comfort level.

"It's not just about fixing problems we know about," she says. "It's about avoiding problems in the future." Especially on those dark and rainy nights. ♦

### MORE INFO:

- 218 **Badger Meter Inc.**  
800/456-5023  
[www.badgermeter.com](http://www.badgermeter.com)
- 307 **E.H. Wachs**  
847/537-8800  
[www.ehwachs.com](http://www.ehwachs.com)
- 472 **Elster AMCO Water Inc.**  
800/874-0890  
[www.elsteramcowater.com](http://www.elsteramcowater.com)
- 474 **GE Sensors**  
800/833-9438  
[www.gesensing.com](http://www.gesensing.com)
- 471 **The Kupferle Foundry Company**  
800/231-3990  
[www.hydrants.com](http://www.hydrants.com)
- 263 **Trimble - Mapping & GIS**  
800/874-6253  
[www.trimble.com](http://www.trimble.com)

Preliminary  
**ACWA/JPIA 2013 Spring Conference Schedule**  
**Sheraton Grand Hotel**  
1230 J Street, Sacramento, CA 95814

**Monday – May 6, 2013**

7:30 a.m. – Risk Management Committee meeting  
8:45 a.m.

9:00 a.m. – Employee Benefits Program Committee  
10:15 a.m. meeting

10:30 a.m. – Executive Committee meeting  
11:45 a.m.

1:15 p.m. – Town Hall meeting  
2:30 p.m.

→ 3:00 p.m. – Board of Directors' meeting  
5:00 p.m.

5:00 p.m. – ACWA/JPIA Reception  
6:00 p.m.

**Tuesday – May 7, 2013**

8:30 a.m. – Seminar I  
9:30 a.m.

9:45 a.m. – Seminar II  
10:45 a.m.

11:00 a.m. – Seminar III  
noon

1:00 p.m. – Healthcare Reform Update  
2:15 p.m.

2:30 p.m. – Sexual Harassment Prevention for  
4:30 p.m. Board Members & Managers (AB 1825)

**Wednesday – May 8, 2013**

8:30 a.m. – Exhibit Booth # 224 & 226  
5:00 p.m.

**Thursday – May 9, 2013**

8:00 a.m. – Exhibit Booth # 224 & 226  
12:15 p.m.

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 28, 2013

| CHECK# | DATE     | PAYEE & DESCRIPTION            | AMOUNT   |
|--------|----------|--------------------------------|----------|
| 12859  | 02/13/13 | ACWA/JPIA                      |          |
|        |          | ACWA/JPIA HEALTH BENEFITS      | 1,271.13 |
| 12860  | 02/13/13 | AKLUFU AND WYSOCKI             |          |
|        |          | LEGAL FEES, JAN 2013           | 3,382.50 |
| 12861  | 02/13/13 | AT&T MOBILITY                  |          |
|        |          | COMMUNICATION EXP              | 117.02   |
| 12862  | 02/13/13 | CA RURAL WATER ASSN            |          |
|        |          | 2013 MEMBERSHIP DUES           |          |
|        |          | MARCH 2013-MARCH 2014          | 620.00   |
| 12863  | 02/13/13 | CANDIDA NEAL                   |          |
|        |          | ENVIRO STUDY DEC-JAN 2013      | 225.00   |
| 12864  | 02/13/13 | CLINICAL LABORATORY OF         |          |
|        |          | BACT TEST                      | 50.00    |
| 12865  | 02/13/13 | GOODSPEED DISTRIBUTING INC     |          |
|        |          | UNLEADED FUEL                  | 1,895.16 |
| 12866  | 02/13/13 | HI-DESERT STAR                 |          |
|        |          | NOTICE INVITING BIDS           |          |
|        |          | B3/B4 RESERVOIRS PROJECT       | 322.06   |
| 12867  | 02/13/13 | THE HOME DEPOT #6971           |          |
|        |          | FIELD SUPPLIES                 | 83.91    |
| 12868  | 02/13/13 | INLAND WATER WORKS             |          |
|        |          | FIELD SUPPLIES,                |          |
|        |          | B TANKS - GASKETS & BOLT SET   |          |
|        |          | FIELD SUPPLIES & INVENTORY     |          |
|        |          | A/V REPLACEMENT                |          |
|        |          | CUSTOMER PART                  |          |
|        |          | FIELD MATERIAL, INVENTORY      |          |
|        |          | INVENTORY, FIELD SUPPLIES      |          |
|        |          | INVENTORY                      | 2,087.41 |
| 12869  | 02/13/13 | OASIS OFFICE SUPPLY            |          |
|        |          | SHIPPING CHG FOR METERS        | 61.10    |
| 12870  | 02/13/13 | OFFICE DEPOT                   |          |
|        |          | OFFICE SUPPLIES                |          |
|        |          | OFFICE SUPPLIES                |          |
|        |          | OFFICE SUPPLIES                |          |
|        |          | OFFICE SUPPLIES                |          |
|        |          | OFFICE SUPPLIES                | 308.98   |
| 12871  | 02/13/13 | POWERS ELECTRIC PRODUCTS CO.   |          |
|        |          | ELECTRODE FOR WATER LEVEL      |          |
|        |          | MEASURING TAPE                 | 378.51   |
| 12872  | 02/13/13 | SDRMA                          |          |
|        |          | SDRMA MEDICAL BENEFITS MAR2013 | 7,317.45 |
| 12873  | 02/13/13 | UNDERGROUND SERVICE ALERT      |          |
|        |          | DIG ALERTS, 4 TICKETS          | 6.00     |
| 12874  | 02/13/13 | USA BLUEBOOK                   |          |
|        |          | MONITOR EQUIPMENT              | 53.06    |
| 12875  | 02/13/13 | VERIZON CALIFORNIA             |          |
|        |          | AUTO CONTROLS & PHONES         | 565.09   |
| 12876  | 02/13/13 | YUCCA VALLEY FORD CENTER       |          |
|        |          | RANGER '9127' REPAIR           | 148.05   |



BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 28, 2013

| CHECK#   | DATE     | PAYEE & DESCRIPTION   | AMOUNT           |
|----------|----------|---|------------------|
| 12878    | 02/26/13 | ACE ALTERNATORS-GENERATORS-<br>'95' FORD BATTERIES  | 354.30           |
| 12879    | 02/26/13 | AMERICAN WATER WORKS ASSN.<br>ANNUAL DUES 05/01/13-04/30/14   | 413.00           |
| 12880    | 02/26/13 | CLINICAL LABORATORY OF<br>BACT TEST   | 80.00            |
| 12881    | 02/26/13 | DATASTREAM BUSINESS SOLUTIONS<br>HP 9000 PROG 01/01/13-01/31/13<br>CALPERS UPGRADE                                  | 1,092.50         |
| 12882    | 02/26/13 | EAST VALLEY WATER DISTRICT<br>MEM FEE - ERNIE (EMER RESP)<br>JULY 1, 2012-JUNE 30, 2013                             | 400.00           |
| 12883    | 02/26/13 | ELLESS ELECTRIC<br>REPLACE C-BOOSTER EAST PUMP<br>ELECTRICAL PANEL<br>REPLACE CONTACTOR WELL 10                     | 4,100.00         |
| 12884    | 02/26/13 | GOODSPEED DISTRIBUTING INC<br>OIL FOR PUMPS   | 119.18           |
| 12885    | 02/26/13 | THE HOME DEPOT #6971<br>FIELD MATERIALS<br>HYDRANT BOTKINS/OSGOOD   | 145.82           |
| 12886    | 02/26/13 | IMAGE SOURCE, INC<br>OFFICE SUPPLIES  | 83.97            |
| 12887    | 02/26/13 | INLAND WATER WORKS<br>PARTS FOR BOTKIN/OSGOOD<br>FIELD MATERIALS<br>FIELD MATERIALS<br>FIELD MATERIALS<br>INVENTORY | 570.57           |
| 12888    | 02/26/13 | MYFLEETCENTER.COM<br>'9127' OIL CHNGE, WIPER BLADES<br>AIR FILTER   | 93.17            |
| 12889    | 02/26/13 | MOJAVE DESERT AIR QUALITY<br>PERMIT FEE - FUEL DISPENSING   | 265.70           |
| 12890    | 02/26/13 | MOJAVEWIFI.COM LLC<br>INTERNET  | 95.00            |
| 12891    | 02/26/13 | RICHARDS, WATSON & GERSHON<br>AMES REVISED JUDGMENT   | 390.00           |
| 12892    | 02/26/13 | SOUTHERN CALIFORNIA EDISON<br>POWER EXP JAN 2013  | 6,917.83         |
| 12893    | 02/26/13 | USA BLUEBOOK<br>CHLORINATION SUPPLIES   | 618.73           |
| 12894    | 02/26/13 | USDA RURAL DEVELOPMENT<br>DV BOND PAYMENT   | 34,524.42        |
| 88888888 | 01/31/13 | PAY ONLINE BURRTEC WASTE&RECYC<br>TRASH FEE   | 88888888 02/14/1 |
|          |          | UNIFORM SVC JAN 2013  | 88888888 02/13/1 |
|          |          | POSTAGE FOR FEB 2013  | 894.55           |
|          |          | TOTAL   | 70,051.17        |

83

3/7/13

mmjst



## GENERAL FUND

## ASSETS

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## CASH &amp; CASH EQUIVALENTS

|                               |                             |            |
|-------------------------------|-----------------------------|------------|
| 01 13120                      | CASH UNION BANK OF CA       | 176,471.93 |
| 01 13130                      | CASH CASH DRAWERS BASE FUND | 750.00     |
| 01 13400                      | CASH PETTY CASH FUND        | 800.00     |
|                               |                             | -----      |
| TOTAL CASH & CASH EQUIVALENTS |                             | 178,021.93 |

## INVESTMENTS

|                   |                               |            |
|-------------------|-------------------------------|------------|
| 01 13303          | LAIF UNENCUMBERED CASH FUND   | 463,156.03 |
| 01 13306          | LAIF-BASIC FACILITIES CHGS    | 27,196.00  |
| 01 13307          | LAIF-CUSTOMER DEPOSITS        | 50,000.00  |
| 01 13309          | LAIF EMERGENCY CONTINGENCIES  | 100,000.00 |
| 01 13310          | LAIF REPLACE & REFURBISH FUND | 50,000.00  |
| 01 13311 01       | LAIF B3 & B4 TANK REHAB       | 60,900.00  |
| 01 13312          | LAIF BOND DEBT SERVICE        | 150,000.00 |
|                   |                               | -----      |
| TOTAL INVESTMENTS |                               | 901,252.03 |

## ACCOUNTS RECEIVABLE, WATER

|                               |                           |            |
|-------------------------------|---------------------------|------------|
| 01 12050                      | HYDRANT ON ROCKY ACRES    | 325.75     |
| 01 13710                      | A/R WATER                 | 142,045.15 |
| 01 13903                      | REPAIR 629-342-27         | ( 400.00)  |
| 01 13950                      | 2009-2010 LIEN RECEIVABLE | 21,683.47  |
| 01 13951                      | 2010-2011 LIEN RECEIVABLE | 17,820.68  |
| 01 13952                      | 2011-2012 LIEN RECEIVABLE | 30,406.27  |
|                               |                           | -----      |
| TOTAL ACCTS RECEIVABLE, WATER |                           | 211,881.32 |

## ACCOUNTS RECEIVABLE, OTHER

|                               |      |
|-------------------------------|------|
| TOTAL ACCTS RECEIVABLE, OTHER | 0.00 |
|-------------------------------|------|

## INVENTORIES

|                 |                              |           |
|-----------------|------------------------------|-----------|
| 01 14301        | INVENTORY-WATER SYSTEM PARTS | 62,283.38 |
|                 |                              | -----     |
| TOTAL INVENTORY |                              | 62,283.38 |

## PREPAID EXPENSES

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| 01 14401               | PREPAYMENTS WORKERS COMP INSUR | 1,064.00  |
| 01 14402               | PREPAYMENTS PL & PD LIAB INS   | 11,601.78 |
|                        |                                | -----     |
| TOTAL PREPAID EXPENSES |                                | 12,665.78 |

## FIXED ASSETS

|             |                                |             |
|-------------|--------------------------------|-------------|
| 01 11130    | FA ORGANIZATION                | 336,271.36  |
| 01 11130 01 | ACCUMULATED DEP ORGANIZATION ( | 94,499.70)  |
| 01 11135    | FA LAND                        | 76,611.39   |
| 01 11140    | FA BUILDINGS                   | 230,551.18  |
| 01 11140 01 | ACCUMULATED DEP BUILDINGS (    | 209,985.38) |
| 01 11150    | FA YARDS                       | 52,957.71   |

## GENERAL FUND

|                    |                              |                 |
|--------------------|------------------------------|-----------------|
| 01 11150 01        | ACCUMULATED DEP YARDS        | ( 52,957.71)    |
| 01 11160           | FA FUELS TANKS               | 16,604.30       |
| 01 11160 01        | ACCUMULATED DEP FUEL TANK    | ( 11,899.28)    |
| 01 11170           | FA WATER SYSTEM              | 7,865,319.10    |
| 01 11170 01        | ACCUMULATED DEP WATER SYSTEM | ( 4,707,543.18) |
| 01 11180           | FA SHOP EQUIPMENT            | 41,327.36       |
| 01 11180 01        | ACCUMULATED DEP SHOP EQUIP   | ( 39,026.50)    |
| 01 11181           | FA MOBILE EQUIPMENT          | 450,975.49      |
| 01 11181 01        | ACCUMULATED DEP MOBILE EQUIP | ( 385,150.24)   |
| 01 11190           | FA OFFICE EQUIPMENT          | 118,404.74      |
| 01 11190 01        | ACCUMULATED DEP OFFICE EQUIP | ( 117,137.51)   |
| 01 14501           | JV WELL                      | 177,095.85      |
| TOTAL FIXED ASSETS |                              | 3,747,918.98    |

## WORK IN PROGRESS (FOR OTHERS)

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

## WORK IN PROGRESS (AGENCY)

|                                 |                    |            |
|---------------------------------|--------------------|------------|
| 01 12005                        | WIP EPA GRANT      | 542,638.47 |
| 01 12048                        | FRONT ENCLOSURE    | 4,307.23   |
| 01 12049                        | B3 & B4 TANK REHAB | 25,156.34  |
| 01 12051                        | AIR VAC            | 648.00     |
| TOTAL WORK IN PROGRESS (AGENCY) |                    | 572,750.04 |

## DEBT ISSUANCE COST

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

|              |              |
|--------------|--------------|
| TOTAL ASSETS | 5,686,773.46 |
|--------------|--------------|

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## LIABILITIES

## ACCOUNTS PAYABLE

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

## ACCRUED PAYROLL

|                       |                                |           |
|-----------------------|--------------------------------|-----------|
| 01 22910              | ACCRUED EMPLOYEE COMP BALANCES | 32,464.00 |
| TOTAL ACCRUED PAYROLL |                                | 32,464.00 |

## CUSTOMER DEPOSITS

|                         |                           |           |
|-------------------------|---------------------------|-----------|
| 01 22540                | UNCLAIMED FUNDS           | 192.16    |
| 01 22550                | CUSTOMER DEPOSITS PENDING | 1,800.00  |
| 01 22600                | CUSTOMER DEPOSITS         | 57,236.77 |
| TOTAL CUSTOMER DEPOSITS |                           | 59,228.93 |

## GENERAL FUND

## WORK IN PROGRESS DEPOSIT

|                                |      |
|--------------------------------|------|
| TOTAL WORK IN PROGRESS DEPOSIT | 0.00 |
|--------------------------------|------|

## LIAB PYBL FRM RESTRICTD ASSETS

|                                |      |
|--------------------------------|------|
| TOTAL LIAB PYBL FRM REST ASSET | 0.00 |
|--------------------------------|------|

## LONG TERM DEBT

|                      |                            |            |
|----------------------|----------------------------|------------|
| 01 21101             | REVENUE BONDS PAYABLE - DV | 232,977.05 |
| 01 22300             | REVENUE BONDS PAYABLE - BH | 628,000.00 |
| TOTAL LONG TERM DEBT |                            | 860,977.05 |

|                   |            |
|-------------------|------------|
| TOTAL LIABILITIES | 952,669.98 |
|-------------------|------------|

## EQUITY

|                            |                               |              |
|----------------------------|-------------------------------|--------------|
| 01 30109                   | CONTRIBUTED CAPITAL/HUD       | 291,035.88   |
| 01 30111                   | FMHA GRANTS                   | 758,297.76   |
| 01 31000                   | FUND BALANCE                  | 3,080,243.52 |
| 01 31001                   | FUND BALANCE FEMA & OES       | 427,895.00   |
| 01 31111                   | CURR YEAR NET REVENUE/EXPENSE | 176,631.32   |
| TOTAL EQUITY               |                               | 4,734,103.48 |
| TOTAL LIABILITIES & EQUITY |                               | 5,686,773.46 |

## GENERAL FUND

|                             |                                | BUDGET       | REV OR EXP<br>THIS MONTH | REV OR EXP<br>YEAR TO DATE | AVAILABLE  | YTD % OF<br>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   | 26,781.30                | 286,000.02                 | 86,807.98  | 76.72%             |
| 01 41300                    | BASIC SERVICE CHARGE           | 578,325.00   | 49,013.24                | 396,659.11                 | 181,665.89 | 68.59%             |
| 01 41400                    | INCOME METERED BULK WATER      | 46,318.00    | 2,609.80                 | 31,222.99                  | 15,095.01  | 67.41%             |
| 01 41700                    | INCOME OTHER (OPERATING)       | 37,200.00    | 2,939.98                 | 24,447.34                  | 12,752.66  | 65.72%             |
| TOTAL OPERATING REVENUE     |                                | 1,040,004.00 | 81,344.32                | 743,747.46                 | 296,256.54 | 71.51%             |
| NON-OPERATING REVENUE       |                                |              |                          |                            |            |                    |
| 01 49100                    | GA02 GEN LEVY IMP DIST A BH    | 52,100.00    | 3,218.28                 | 28,079.86                  | 24,020.14  | 53.90%             |
| 01 49101                    | DA01 DEBT SRVC IMP 1 (BH BOND) | 175,900.00   | 14,846.89                | 96,337.43                  | 79,562.57  | 54.77%             |
| 01 49102                    | GA01 GENERAL TAX LEVY (BDV)    | 52,100.00    | 2,556.21                 | 27,203.47                  | 24,896.53  | 52.21%             |
| 01 49103                    | INCOME REVENUE BONDS DV FMHA   | 48,825.00    | 8,283.08                 | 33,288.56                  | 15,536.44  | 68.18%             |
| 01 49200                    | INTEREST INCOME                | 2,800.00     | 730.54                   | 2,318.41                   | 481.59     | 82.80%             |
| TOTAL NON-OPERATING REVENUE |                                | 331,725.00   | 29,635.00                | 187,227.73                 | 144,497.27 | 56.44%             |
| TOTAL REVENUE               |                                | 1,371,729.00 | 110,979.32               | 930,975.19                 | 440,753.81 | 67.87%             |
| EXPENSE                     |                                |              |                          |                            |            |                    |
| -----                       |                                |              |                          |                            |            |                    |
| OPERATIONS EXPENSE          |                                |              |                          |                            |            |                    |
| 01 54102                    | OPERATIONS COMPENSATION        | 151,538.00   | 12,186.06                | 111,111.45                 | 40,426.55  | 73.32%             |
| 01 54103                    | UNIFORMS                       | 2,150.00     | 312.56                   | 2,281.78                   | -131.78    | 106.13%            |
| 01 54105                    | AUTO CONTROLS                  | 2,640.00     | 213.35                   | 1,496.60                   | 1,143.40   | 56.69%             |
| 01 54106                    | VEHICLE/TRACTOR/EQUIP EXPENSE  | 5,000.00     | 447.47                   | 9,522.87                   | -4,522.87  | 190.46%            |
| 01 54107                    | VEHICLE EXPENSE - FUEL         | 18,000.00    | 2,043.21                 | 15,706.93                  | 2,293.07   | 87.26%             |
| 01 54109                    | FIELD MATERIALS & SUPPLIES     | 20,000.00    | 1,756.26                 | 19,259.74                  | 740.26     | 96.30%             |
| 01 54111                    | WATER TESTING                  | 6,850.00     | 120.00                   | 2,625.98                   | 4,224.02   | 38.34%             |
| 01 54112                    | CONTRACTUAL SERV- ENGINEERING  | 65,000.00    | 0.00                     | 6,712.00                   | 58,288.00  | 10.33%             |
| 01 54114                    | WATER SYSTEM REPAIRS           | 25,000.00    | 2,278.51                 | 6,641.66                   | 18,358.34  | 26.57%             |
| 01 54115                    | BUILDING MAINTENANCE/REPAIR    | 7,500.00     | 81.99                    | 5,174.21                   | 2,325.79   | 68.99%             |
| 01 54119                    | COMMUNICATIONS EXPENSE         | 1,500.00     | 102.02                   | 1,254.51                   | 245.49     | 83.63%             |
| 01 54121                    | DISINFECTION EXPENSE           | 4,500.00     | 618.73                   | 3,005.37                   | 1,494.63   | 66.79%             |
| 01 54125                    | POWER WELLS & PUMPS            | 63,000.00    | 6,064.11                 | 34,651.04                  | 28,348.96  | 55.00%             |
| 01 54130                    | OTHER OPERATIONS EXPENSES      | 16,500.00    | 265.70                   | 28,328.46                  | -11,828.46 | 171.69%            |
| 01 54150                    | PAYROLL LABOR TO PROJECTS      | 0.00         | 0.00                     | -56.97                     | 0.00       | 0.00%              |
| 01 54160                    | VEH & EQUIP EXPENSE TO PROJECT | 0.00         | 0.00                     | -36.36                     | 0.00       | 0.00%              |
| 01 54170                    | INVENTORY EXP TO WIP PROJECTS  | 0.00         | 0.00                     | -164.78                    | 0.00       | 0.00%              |
| TOTAL OPERATIONS EXPENSE    |                                | 389,178.00   | 26,489.97                | 247,514.49                 | 141,663.51 | 63.60%             |

## GENERAL FUND

|   | BUDGET     | REV OR EXP<br>THIS MONTH | REV OR EXP<br>YEAR TO DATE | AVAILABLE  | YTD % OF<br>BUDGET |
|---|------------|--------------------------|----------------------------|------------|--------------------|
|   | -----      | -----                    | -----                      | -----      | -----              |
| BULK SYSTEM EXPENSE                     |            |                          |                            |            |                    |
| 01 55001 PUMPING PLANT EXPENSE          | 6,500.00   | 548.42                   | 3,551.47                   | 2,948.53   | 54.64%             |
| 01 55002 BULK OPERATIONS & MAINTENANCE  | 5,000.00   | 2,200.00                 | 2,229.90                   | 2,770.10   | 44.60%             |
|   | -----      | -----                    | -----                      | -----      | -----              |
| TOTAL BULK SYSTEM EXPENSE               | 11,500.00  | 2,748.42                 | 5,781.37                   | 5,718.63   | 50.27%             |
| ADMINISTRATIVE EXPENSE                  |            |                          |                            |            |                    |
| 01 56001 DIRECTOR FEES                  | 16,000.00  | 1,000.00                 | 6,400.00                   | 9,600.00   | 40.00%             |
| 01 56002 01 DIRECTOR MCBRIDE            | 4,200.00   | 0.00                     | 1,937.47                   | 2,262.53   | 46.13%             |
| 01 56002 02 DIRECTOR CORL-LORONO        | 4,200.00   | 0.00                     | 2,231.61                   | 1,968.39   | 53.13%             |
| 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                     | 145.43                     | 4,054.57   | 3.46%              |
| 01 56003 ADMINISTRATIVE COMPENSATION    | 245,494.00 | 17,637.82                | 144,264.43                 | 101,229.57 | 58.76%             |
| 01 56005 ADMINISTRATIVE MEETING EXPENSE | 1,000.00   | 0.00                     | 140.66                     | 859.34     | 14.07%             |
| 01 56006 CONTRACTUAL SERV-AUDITOR       | 30,000.00  | 0.00                     | 27,054.00                  | 2,946.00   | 90.18%             |
| 01 56007 CONTRACTUAL SERV-LEGAL         | 30,000.00  | 3,382.50                 | 9,858.75                   | 20,141.25  | 32.86%             |
| 01 56008 PERS CONTRIBUTION              | 41,000.00  | 3,103.97                 | 27,421.91                  | 13,578.09  | 66.88%             |
| 01 56009 PAYROLL TAXES                  | 12,400.00  | 494.99                   | 5,273.83                   | 7,126.17   | 42.53%             |
| 01 56011 TELEPHONE/FAX/INTERNET/WEB     | 7,500.00   | 440.14                   | 3,968.46                   | 3,531.54   | 52.91%             |
| 01 56012 MAILING EXPENSES               | 11,500.00  | 483.15                   | 4,108.94                   | 7,391.06   | 35.73%             |
| 01 56014 CONTRACTUAL SERV-OTHER         | 19,100.00  | 1,898.39                 | 10,576.86                  | 8,523.14   | 55.38%             |
| 01 56016 PROPERTY/LIABILITY EXPENSE     | 27,000.00  | 0.00                     | 16,212.38                  | 10,787.62  | 60.05%             |
| 01 56017 WORKERS COMP INSURANCE         | 6,500.00   | 0.00                     | 4,069.75                   | 2,430.25   | 62.61%             |
| 01 56018 DUES & SUBSCRIPTIONS           | 9,630.00   | 1,039.00                 | 9,373.52                   | 256.48     | 97.34%             |
| 01 56020 POWER OFFICES & YARDS          | 5,600.00   | 321.90                   | 3,165.97                   | 2,434.03   | 56.54%             |
| 01 56022 BAD DEBT EXPENSE               | 2,000.00   | 0.00                     | 963.68                     | 1,036.32   | 48.18%             |
| 01 56025 PROPANE                        | 1,800.00   | 0.00                     | 1,242.83                   | 557.17     | 69.05%             |
| 01 56030 OFFICE SUPPLIES                | 4,500.00   | 251.88                   | 2,385.39                   | 2,114.61   | 53.01%             |
| 01 56030 01 PAPER & INK                 | 4,000.00   | 141.07                   | 1,443.39                   | 2,556.61   | 36.08%             |
| 01 56100 EMPLOYEE BENEFITS INSURANCE    | 94,090.00  | 7,794.94                 | 60,293.73                  | 33,796.27  | 64.08%             |
| 01 56101 FLEXIBLE SPENDING ACCOUNT      | 0.00       | 19.86                    | -337.86                    | 0.00       | 0.00%              |
| 01 56103 PLAN PARTICIPATION FEE         | 0.00       | 0.00                     | - .11                      | 0.00       | 0.00%              |
| 01 56104 SUPPLEMENTAL LIFE              | 0.00       | 7.99                     | -135.59                    | 0.00       | 0.00%              |
| 01 56105 DISABILITY INS                 | 0.00       | 12.02                    | -203.91                    | 0.00       | 0.00%              |
| 01 56110 EMPLOYEE EDUCATION             | 3,500.00   | 0.00                     | 1,860.34                   | 1,639.66   | 53.15%             |
| 01 56150 PAYROLL FRINGE EXP TO PROJECTS | 0.00       | 0.00                     | -20.51                     | 0.00       | 0.00%              |
| 01 56160 OVERHEAD TO PROJECTS           | 0.00       | 0.00                     | -33.43                     | 0.00       | 0.00%              |
|   | -----      | -----                    | -----                      | -----      | -----              |
| TOTAL ADMINISTRATIVE EXPENSE            | 593,614.00 | 38,029.62                | 343,746.92                 | 249,867.08 | 57.91%             |
|   | -----      | -----                    | -----                      | -----      | -----              |
| TOTAL OPERATING EXPENSE                 | 994,292.00 | 67,268.01                | 597,042.78                 | 397,249.22 | 60.05%             |
| NON-OPERATING EXPENSE                   |            |                          |                            |            |                    |
| 01 56200 OFFICE EQUIPMENT EXPENSE       | 3,500.00   | 0.00                     | 962.83                     | 2,537.17   | 27.51%             |
| 01 56300 CUSTOMER RELATIONS             | 6,000.00   | -12.00                   | 2,565.39                   | 3,434.61   | 42.76%             |
| 01 56300 01 LANDERS POST OFFICE GARDEN  | 0.00       | -220.00                  | -220.00                    | 0.00       | 0.00%              |
| 01 56400 OTHER ADMINISTRATIVE EXPENSES  | 3,500.00   | 0.00                     | 1,327.25                   | 2,172.75   | 37.92%             |

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 02/28/13

## GENERAL FUND

|                                      | BUDGET       | REV OR EXP<br>THIS MONTH | REV OR EXP<br>YEAR TO DATE | AVAILABLE   | YTD % OF<br>BUDGET |
|--------------------------------------|--------------|--------------------------|----------------------------|-------------|--------------------|
| 01 57000 INTEREST EXPENSE - BH BONDS | 0.00         | 0.00                     | 13,082.99                  | 0.00        | 0.00%              |
| 01 57100 DEPRECIATION EXPENSE        | 0.00         | 0.00                     | 128,412.79                 | 0.00        | 0.00%              |
| 01 59100 INTEREST EXPENSE - DV BONDS | 0.00         | 6,524.42                 | 11,044.84                  | 0.00        | 0.00%              |
| 01 59400 GAIN (LOSS) ASSET DISPOSAL  | 0.00         | 0.00                     | 125.00                     | 0.00        | 0.00%              |
| TOTAL NON-OPERATING EXPENSE          | 13,000.00    | 6,292.42                 | 157,301.09                 | -144,301.09 | 1210.01%           |
| TOTAL EXPENSE                        | 1,007,292.00 | 73,560.43                | 754,343.87                 | 252,948.13  | 74.89%             |
| NET REV/EXP GENERAL FUND             | 364,437.00   | 37,418.89                | 176,631.32                 | 187,805.68  | 48.47%             |

Prepared By JB  
 Date 3/7/13  
 Reviewed By mmst

**SOURCES & USES OF FUNDS STATEMENT  
GENERAL ACCOUNT (UNION BANK)  
FEBRUARY 2013**

**SOURCES OF FUNDS:**

|                         |           |                          |
|-------------------------|-----------|--------------------------|
| A/R - WATER             | 76,876.52 |                          |
| MISCELLANEOUS REVENUE   | 1443.77   |                          |
| INCOME FROM TAXES       | 20,621.38 |                          |
| CUSTOMER DEPOSITS       | 1,500.00  |                          |
| DEMO GARDEN             | 220.00    |                          |
| REIMBURSEMENT FROM LIEN | 1,450.04  |                          |
| <br>TOTAL               |           | <u><u>102,111.71</u></u> |

**USE OF FUNDS:**

|                             |           |                          |
|-----------------------------|-----------|--------------------------|
| A/R WATER & OTHER           | 1,360.79  |                          |
| CAPITAL PURCHASES:          |           |                          |
| EPA GRANT                   | 615.00    |                          |
| B3 & B4 TANKS               | 380.38    |                          |
| AIR VAC                     | 648.00    |                          |
| INVENTORY PURCHASES         | 880.83    |                          |
| BONDS: PRINCIPLE & INTEREST | 34,524.42 |                          |
| PAYROLL & BENEFITS          | 33,182.93 |                          |
| OPERATIONS EXPENSES         | 16,462.38 |                          |
| ADMINISTRATIVE EXPENSE      | 16,157.57 |                          |
| <br>TOTAL                   |           | <u><u>104,212.30</u></u> |

Prepared By JB  
Date 3/7/13  
Reviewed By MMK

**UNION BANK OF CALIFORNIA  
DISBURSEMENTS FEB 2013**

|                                  |                  |                          |
|----------------------------------|------------------|--------------------------|
| Datastream Check Register        | <u>70,051.17</u> | <u>70,051.17</u>         |
| EFT for Vendor Services          |                  |                          |
| Bank Fees                        | 405.89           |                          |
| American Fidelity                | <u>572.31</u>    |                          |
| Total EFT for Vendor Services    |                  | <u>978.20</u>            |
| Wages for Paydate 02/14/13       |                  |                          |
| State & Fed Taxes plus PERS Paid | 5,715.51         |                          |
| Payroll checks                   | 10,604.06        |                          |
| Director Per Diem                | <u>184.70</u>    |                          |
|                                  |                  | <u>16,504.27</u>         |
| Wages for Paydate 2/28/13        |                  |                          |
| State & Fed Taxes plus PERS Paid | 5,705.41         |                          |
| Payroll checks                   | 10,234.45        |                          |
| Director Per Diem                | <u>738.80</u>    |                          |
|                                  |                  | <u>16,678.66</u>         |
| Total Disbursements              |                  | <u><u>104,212.30</u></u> |

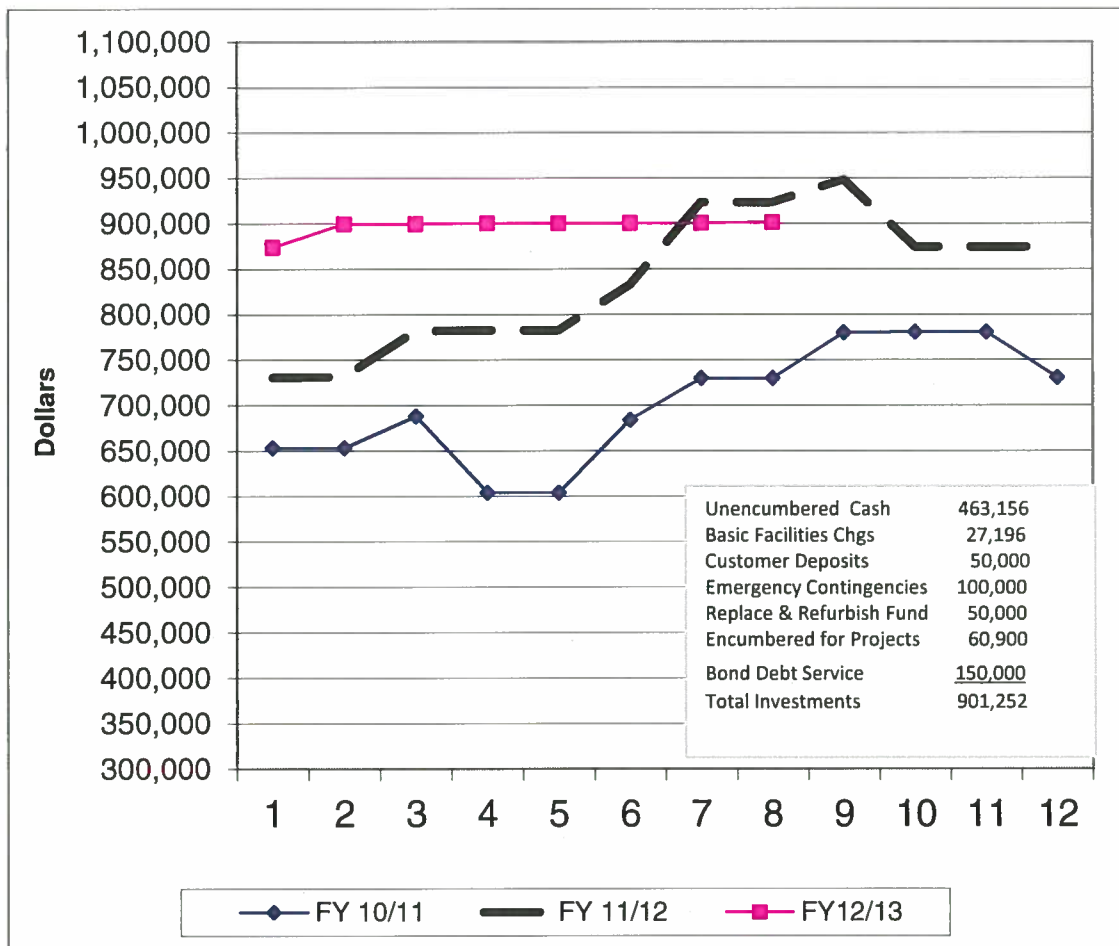
Prepared By JS  
Date 3/7/13  
Reviewed By mmst



## 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  | 900,521  |
| November  | 604,025  | 782,302  | 900,521  |
| December  | 684,025  | 832,302  | 900,521  |
| January   | 729,762  | 923,069  | 900,521  |
| February  | 729,762  | 923,069  | 901,252  |
| March     | 779,762  | 948,069  |          |
| April     | 780,685  | 873,934  |          |
| May       | 780,685  | 873,934  |          |
| June      | 730,685  | 873,934  |          |



# Consumption & Billing Comparison February 2013

## CONSUMPTION

### Residential- North- Bighorn

|              | Meters     | Usage (c.f.) |
|--------------|------------|--------------|
| Book 1       | 148        | 0            |
| Book 2       | 182        | 77           |
| Book 3       | 162        | 48           |
| Book 4       | 152        | 1,125        |
| Book 5       | 128        | 176          |
| Book 6       | 137        | 0            |
| <b>Total</b> | <b>909</b> | <b>1,426</b> |

### Residential- South- Desert View

|              | Meters     | Usage (c.f.)   |
|--------------|------------|----------------|
| Book 7       | 164        | 138,199        |
| Book 8       | 176        | 193,523        |
| Book 9       | 188        | 227,840        |
| Book 10      | 177        | 176,022        |
| Book 11      | 191        | 163,829        |
| <b>Total</b> | <b>896</b> | <b>899,413</b> |

### Construction

| <b>Bulk -Kickapoo, Well 4, Cherokee</b> |           |               |
|---|-----------|---------------|
|   | Meters    | Usage (c.f.)  |
| Book 30                                 | 42        | 8,244         |
| Book 31                                 | 5         | 4,553         |
| Book 32                                 | 4         | 5,350         |
| <b>Total</b>                            | <b>51</b> | <b>18,147</b> |

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

|                          |                |
|--------------------------|----------------|
| Billed Consumption       | 955,088        |
| Non Billed Usage         | 523            |
| <b>Total Consumption</b> | <b>955,611</b> |

### Bulk - Well 10

|              | Meters    | Usage (c.f.)  |
|--------------|-----------|---------------|
| Book 33      | 50        | 36,102        |
| <b>Total</b> | <b>50</b> | <b>36,102</b> |

|                            |              |
|----------------------------|--------------|
| Active Residential Meters  | 1,805        |
| Active Bulk Meters         | 101          |
| <b>Total Active Meters</b> | <b>1,906</b> |

## BILLING COMPARISON

|                                | <b>Current Year<br/>FEB 2013</b> | <b>Last Year<br/>FEB 2012</b> | <b>Difference<br/>FEBRUARY</b> |
|--------------------------------|----------------------------------|-------------------------------|--------------------------------|
| Total Customer Accounts        | 997                              | 996                           | 1                              |
| Usage in Cubic Feet            | 955,088                          | 947,465                       | 7,623                          |
| Percentage Increase/(Decrease) |                                  |                               | 1%                             |

## REVENUES

|                                 |                     |                     |                    |
|---------------------------------|---------------------|---------------------|--------------------|
| Water Revenues                  | 31,630.74           | 30,535.81           | 1,094.93           |
| Basic Service Charge            | 49,384.50           | 49,322.15           | 62.35              |
| Miscellaneous                   | 449.55              | 475.55              | (26.00)            |
| Delinquent Charges              | 2,316.95            | 1,406.13            | 910.82             |
| <b>Total Operating Revenues</b> | <b>\$ 83,781.74</b> | <b>\$ 81,739.64</b> | <b>\$ 2,042.10</b> |

PREPARED BY: LILY SHELTON 3/1/13



Date: March 1, 2013

To: Marina West

From: Lily Shelton

Subject: Service Order Report For February 2013

|  | J   | A   | S   | O   | N   | D   | J   | F   | M | A | M | J | YTD  |
|--|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|---|------|
| After Hours Call                                     | 5   | 4   | 9   | 2   | 5   | 2   | 8   | 2   |   |   |   |   |      |
| AirVac Maintenance (New Category)                    |     |     |     |     |     |     | 2   | 0   |   |   |   |   |      |
| Bulk Stations: Maintenance(New Category)             | 0   | 0   | 0   | 2   | 1   | 4   | 0   | 2   |   |   |   |   |      |
| Close Account  | 12  | 24  | 29  | 14  | 15  | 21  | 11  | 13  |   |   |   |   |      |
| Customer Asst:Leak/Other (Category Changed Jan 12)   | 4   | 7   | 6   | 9   | 2   | 3   | 12  | 7   |   |   |   |   |      |
| Destroy Service Line                                 | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Exchange Meter                                       | 0   | 3   | 4   | 12  | 6   | 4   | 8   | 12  |   |   |   |   |      |
| Fire Flow Test                                       | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Flush Deadend/Blowoffs                               | 0   | 0   | 2   | 0   | 0   | 1   | 0   |     |   |   |   |   |      |
| Hangtag  | 3   | 16  | 6   | 8   | 9   | 11  | 19  | 40  |   |   |   |   |      |
| Hydrant Maint.                                       | 27  | 30  | 0   | 33  | 26  | 14  | 1   | 1   |   |   |   |   |      |
| Inspections (New Category)                           |     |     |     |     | 2   | 1   | 3   | 2   |   |   |   |   |      |
| Install New Service                                  | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Leak Response  | 6   | 9   | 5   | 2   | 4   | 8   | 6   | 1   |   |   |   |   |      |
| Lock-Off Service                                     | 12  | 11  | 31  | 15  | 24  | 25  | 6   | 12  |   |   |   |   |      |
| Lock-Off Service per Customer Request(New Category)  |     |     |     |     |     |     | 1   | 1   |   |   |   |   |      |
| Miscellaneous  | 19  | 12  | 21  | 14  | 6   | 4   | 11  | 10  |   |   |   |   |      |
| Office Repairs                                       | 3   | 1   | 0   | 0   | 2   | 0   | 0   | 1   |   |   |   |   |      |
| Open New Service                                     | 12  | 24  | 29  | 14  | 15  | 21  | 11  | 13  |   |   |   |   |      |
| Pressure Complaint                                   | 0   | 0   | 1   | 0   | 0   | 0   | 2   | 0   |   |   |   |   |      |
| Pull Meter   | 0   | 0   | 0   | 0   | 0   | 1   | 2   | 0   |   |   |   |   |      |
| Read Meter   | 0   | 2   | 3   | 8   | 2   | 0   | 2   | 0   |   |   |   |   |      |
| Repair Mainline                                      | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Repair Service Line                                  | 14  | 9   | 11  | 9   | 2   | 1   | 1   | 0   |   |   |   |   |      |
| Replace Service Line                                 | 0   | 0   | 1   | 1   | 2   | 3   | 0   | 0   |   |   |   |   |      |
| Reread Meter   | 22  | 19  | 12  | 8   | 6   | 7   | 12  | 8   |   |   |   |   |      |
| Safety Meeting                                       | 1   | 1   | 0   | 4   | 3   | 2   | 2   | 2   |   |   |   |   |      |
| Tamper   | 1   | 1   | 0   | 1   | 0   | 0   | 2   | 0   |   |   |   |   |      |
| Tank/Reservoir Maintenance/Repairs (New Category)    |     |     |     |     |     |     | 3   | 2   |   |   |   |   |      |
| Taste/Odor Complaint                                 |     |     |     | 2   | 0   | 0   | 0   | 1   |   |   |   |   |      |
| Turn Off Service per Customer Request (New Category) |     |     |     |     |     |     | 8   | 1   |   |   |   |   |      |
| Unlock Service                                       | 11  | 17  | 14  | 14  | 19  | 17  | 14  | 9   |   |   |   |   |      |
| Valve Maintenance                                    | 1   | 0   |     | 1   | 1   | 0   | 1   | 3   |   |   |   |   |      |
| Verify Meter Locked                                  | 4   | 2   | 10  | 2   | 0   | 6   | 0   | 3   |   |   |   |   |      |
| Water Issues **                                      | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Water Level  |     |     |     |     |     | 0   | 1   | 1   |   |   |   |   |      |
| Water Test   |     | 0   | 4   | 0   | 0   | 0   | 0   | 0   |   |   |   |   |      |
| Well Repairs/Maint.                                  | 0   | 3   | 0   | 1   | 3   | 4   | 8   | 9   |   |   |   |   |      |
| TOTAL  | 159 | 193 | 199 | 175 | 152 | 156 | 157 | 156 |   |   |   |   | 1347 |

Fire Hydrant Maintenance and Overhaul activities began in November 2010

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

\*\*\*Includes Inspections for Fire Extinguishers, Vehicles and Facilities



**DATE:** 3/5/2013  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** FEBUARY 2013

|              | Cubic Feet<br>Pumped | Total Gallons<br>Pumped | Average<br>GPM | Total<br>Running Time | acre feet    |
|--------------|----------------------|-------------------------|----------------|-----------------------|--------------|
| Well 2       | 0                    | 0                       |                | 0                     | 0.00         |
| Well 3       | 10,430               | 78,016                  | 382            | 3.4                   | 0.24         |
| Well 6       | 0                    | 0                       |                | 0                     | 0.00         |
| Well 7       | 414,530              | 3,100,684               | 360            | 143.5                 | 9.52         |
| Well 8       | 355,694              | 2,660,591               | 727            | 61                    | 8.17         |
| Well 9       | 148,700              | 1,112,276               | 682            | 27.2                  | 3.41         |
| Well 10      | 20,370               | 152,368                 | 46             | 55.8                  | 0.47         |
| <b>Total</b> | <b>949,724</b>       | <b>7,103,935</b>        |                |                       | <b>21.80</b> |

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

- \* Well 8 flowmeter out-of-service for repair, production estimated from hour meter
- \* "C"booster flow meter removed for calibration, production is estimated from hour meter

|                   |                |                  |         |      |
|-------------------|----------------|------------------|---------|------|
| <b>A Boosters</b> | 48,780         | 364,874          | 64      | 95.7 |
| <b>C Boosters</b> | 126,358        | 945,158          | unknown | 64.6 |
| <b>Total</b>      | <b>175,138</b> | <b>1,310,032</b> |         |      |

## Bighorn-Desert View Water Agency

### Board of Directors

Michael McBride, President  
Judy Cori-Lorono, Vice President  
David Larson, Secretary  
Terry Burkhardt, 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' REGULAR MEETING MINUTES

### BOARD MEETING OFFICE

1720 N. Cherokee Trail, Landers, CA 92285

Tuesday, February 26, 2013 - 6:01 p.m.

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

Led by President McBride.

### ROLL CALL

Directors Present:

David Larson  
Judy Cori-Lorono  
Michael McBride  
Terry Burkhardt  
J. Dennis Staley

Staff Present:

Marina West  
Michelle Corbin

### APPROVAL OF AGENDA

*Motion to approve the agenda pulling consent items g, h and i.*  
MSC<sup>1</sup> (Cori-Lorono/Burkhardt) unanimously approved.

### LANDERS POST OFFICE WATER-WISE DEMONSTRATION GARDEN

General Manager West gave the staff report beginning with a brief overview of staffs' progress with regards to community outreach and obtaining permission to proceed with the garden from the Yucca Valley Post Office. The Agency's estimated cost is \$4250.00 to complete the Water-Wise Demonstration Garden.

Representing both the Mojave Water Agency and the American Water Awareness Coalition Tamara Alaniz expressed their support of the Landers Post Office Water-Wise Demonstration Garden and announced their decision to donate \$1,000.00 (additional) for the project. It was announced that an additional \$220 has been donated by citizens and members of the Lander's Garden Club.

No public comment.

**MOTION NO. 13-010**

*(After brief Board discussion), Director Corl-Lorono made a motion to Authorize Agency budget estimate of \$4,250, for the installation of a "Water-Wise Demonstration Garden" at the Landers Post Office along Reche Road (at Landers Lane). Director Larson seconded the motion.*

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

**REQUEST FOR BILLING ADJUSTMENT FOR "LEAK RELIEF"**

General Manager West gave the staff report with an overview of the account history noting the property had previously received leak relief in 2004 and 2010. While going through the property history it was also discovered that prior leak relief was granted on leaks that appear to have originated on the irrigation system. West also noted the property is no longer a primary residence of the owner and is left unattended for unknown periods of time. Lastly, West suggested that sometime soon, the Finance Committee may want to review the matter of leak relief and perhaps set up parameters for future leak relief requests.

The owner of the property was present to request an unidentified billing adjustment from the Board.

No public comment.

**MOTION NO. 13-011**

*(After brief Board discussion), Secretary Larson made a motion to reduce the customer's bill by \$650.00 with the declaration that no further relief will be provided for this property.*

Roll Call Vote:

|          |                              |
|----------|------------------------------|
| Ayes:    | Larson, Burkhart             |
| Nayes:   | McBride, Corl-Lorono, Staley |
| Abstain: | None                         |
| Absent:  | None                         |

Motion Failed.

Adjourned for a Break at 6:47 p.m. - Reconvened from Break at 6:59 p.m.

**RESOLUTION NO. 13R-02 EXPRESSING UNQUALIFIED SUPPORT FOR THE ENACTMENT OF SENATE BILL SB 246, AND RESOLUTION 13R-03 EXPRESSING SUPPORT FOR SENATE BILL 246, AN ACT TO AMEND SECTION 33305 OF THE WATER CODE**

General Manager West gave the staff report. Senate Bill 246 has been introduced by Senator Jean Fuller for the purpose of repealing Water Code Section 33305 applicable only to the Agency. The attached resolutions once approved will be forwarded to the Association of California Water Agencies, San Bernardino Local Agency Formation Commission and California Special Districts Association, alerting them to the bill and to ask for their continued support.

No public comment.

**MOTION NO. 13-012**

*(After brief Board discussion), Vice President Corl-Lorono made a motion to a Adopt Resolution No. 13R-02 Expressing Unqualified Support for the Enactment of Senate Bill SB 246, Amending the Bighorn Mountains Water Agency Law (1969 Chapter 1175). Director Burkhart seconded the motion.*

Roll Call Vote:

Ayes: McBride, Corl-Lorono, Larson, Burkhart, Staley  
Nayes: None  
Abstain: None  
Absent: None

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

**MOTION NO. 13-013**

*(After brief Board discussion), Vice President Corl-Lorono made a motion to adopt Resolution No. 13R-03 Expressing Support for Senate Bill 246, an Act to Amend Section 33305 of the Water Code . Director Burkhart seconded the motion.*

Roll Call Vote:

Ayes: McBride, Corl-Lorono, Larson, Burkhart, Staley  
Nayes: None  
Abstain: None  
Absent: None

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

**AUTHORIZE BOARD PRESIDENT AND/OR GENERAL MANAGER TO TRAVEL TO SACRAMENTO TO ATTEND, IF NECESSARY, COMMITTEE HEARING REGARDING SB 246**

General Manager West gave the staff report. Senator Fuller's office is recommending representatives of the Agency be available to attend the Legislative Committee Hearing to testify on behalf of Senate Bill 246.

No public comment.

**MOTION NO. 13-014**

*(After brief Board discussion), Director Larson made a motion to Authorize up to three people to travel to Sacramento to testify of behalf of SB 246 at the appropriate Legislative Committee Hearing, if necessary. Director Burkhart seconded the motion.*

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

**AWARD OF CONTRACT FOR RECOATING OF RESERVOIRS B3 AND B4 AND CLEANING OF THE JOHNSON VALLEY WELL 10 RESERVOIR**

General Manager West gave the staff report briefly describing the work that will be done on Reservoirs B3 and B4 as well as the cleaning of Well 10. West is recommending that both tanks be recoated. West also went over the various bids and the funds available to complete the project.

No public comments.

**MOTION NO. 13-015**

*(After brief Board discussion), After Board discussion, Director Larson made a motion to Waive two minor, correctable irregularities in the bid received from J. Colon Construction; and Award contract for recoating and repainting of Reservoir Nos. B3 and B4 and cleaning of the Johnson Valley Well 10 Reservoir in the amount of \$263,550 to J. Colon Construction; and Authorize construction contingency of \$30,000. The motion was seconded by Director Burkhart.*

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

## **RESOLUTION 13R-04 ESTABLISHING THE GUARANTEE (CASH) DEPOSIT FOR TWO INCH (2-INCH) BULK METER ACCOUNTS**

General Manager West gave the staff report. Currently the agency requires a \$100.00 deposit to open a 2-inch bulk account. Often these accounts are held by commercial water haulers and their monthly water bills may well exceed the amount the agency has on file in the form of a deposit. These accounts are not tied to a property (parcel) and therefore the Agency is unable to file a property tax lien against any outstanding debt, if left unpaid. Staff is recommending the board raise the deposit on 2-inch bulk water accounts to \$500.00 or two times the monthly water bill. Current 2-inch bulk account holders will not have an increase in their deposit unless they become "locked-off" for non-payment and therefore subject to the terms of this Resolution. Each 2-inch bulk account holder was notified via mail explaining the proposed Resolution.

No public comment.

### **MOTION NO. 13-016**

*(After brief Board discussion), Vice President Corl-Lorono made a motion to Adopt Resolution No. 13R-04 establishing the guarantee (cash) deposit for two (2) inch bulk meter accounts. Director Burkhart seconded the motion.*

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

## **DISBURSEMENTS JANUARY 2013**

### **MOTION NO. 13-017**

*Director Burkhart made a motion to approve the Disbursements (Check Register - Payment of Bills) for January 2013. Vice President Corl-Lorono seconded the motion.*

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

## **CONSENT ITEMS**

- a. Financial Statements January 2013
  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, January 2013
- c. Service Order Report, January 2013
- d. Production Report, January 2013
- e. Regular Board Meeting Minutes, January 22, 2013
- f. Special Board Workshop Minutes, February 11, 2013
- g. Work Order 5A: Proposal from Agency Engineer to Prepare Request for Proposal Arc Flash Hazard Study
- h. Work Order 6A: Proposal from Agency Engineer to Prepare Contract Documents for Equipping Selected Pumping Plants with Manual Transfer Switches
- i. Work Order 7A: Proposal from Agency Engineer to Prepare an Engineers Report Recommending Future Operational Configuration for the Production Area Encompassing Well Nos. 2, 3 and 4

No Public comment.



**MOTION NO. 13-018**

*Director Burkhart made a motion to approve consent items a - f. The motion was seconded by Director Larson.*

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

**MATTERS REMOVED FROM CONSENT ITEMS**

- g.** Work Order 5A: Proposal from Agency Engineer to Prepare Request for Proposal Arc Flash Hazard Study
- h.** Work Order 6A: Proposal from Agency Engineer to Prepare Contract Documents for Equipping Selected Pumping Plants with Manual Transfer Switches
- i.** Work Order 7A: Proposal from Agency Engineer to Prepare an Engineers Report Recommending Future Operational Configuration for the Production Area Encompassing Well Nos. 2, 3 and 4

Director Burkhart stated that "for the record" these items have been through the Engineering Committee (PLEGS) and were recommended by the Committee in an open agenda public meeting.

GM West briefly went over each item.

**Public Comments:**

Anonymous asked if Work Order 7A included analysis of moving earth around the tanks in question.

**MOTION NO. 13-019**

*Director Burkhart made a motion to approve consent items g- i. The motion was seconded by Director Larson.*

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

**PUBLIC COMMENT PERIOD**

No public comment.

**VERBAL REPORTS**

General Manager West reported the agency recently hosted an Emergency Response Network of the Inland Empire (ERNIE) meeting. Approximately 12 people attended, many from out of the area.

GM West also reported on the status of the existing property tax liens for unpaid water charges and she reported on a recent theft of checks during a break-in at the Agency office.

Director Staley reported on the Landers Garden Club meeting he had recently attended.

President McBride stated his excitement about the Demonstration Garden the Agency is spearheading at the Landers Post Office.

## **FUTURE AGENDA ITEMS**

No item brought up for future agenda items.

**ADJOURNMENT** - President McBride adjourned the meeting at 7:59 p.m.

Approved by:

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*David Larson, Secretary of the Board*

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

Pending Board Approval