

## Bighorn-Desert View Water Agency

### Board of Directors

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

Marina D West, PG, General Manager



### Agency Office

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

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

A Public Agency

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

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## BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, June 18, 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. **RESOLUTION NO. 13R-XX ESTABLISHING THE AGENCY'S APPROPRIATION LIMIT FOR FISCAL YEAR 2013/2014 AT \$142,384.37**

Board considers taking the following action(s):

1. Adopt Resolution No. 13R-XX establishing the Appropriation Limit of the Agency at \$142,384.37 for fiscal year July 1, 2013 – June 30, 2014 pursuant to Article XIII B of the California Constitution.

6. **RESOLUTION NO. 13R-XX – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY PROVIDING FOR THE LEVY AND COLLECITON OF TAXES (SETTING THE AD VALOREM TAX) WITHIN IMPROVEMENT DISTRICT NO. 1 FOR FISCAL YEAR 2013-2014 AT \$175,900**

Board considers taking the following action(s):

1. Board to review and discuss background for the levy and collection of the taxes (property tax apportionment) within the Improvement District No. 1 (Bighorn Debt Service area) for Fiscal Year 2013/2014 to provide for a total collection of a value to be determined at the board meeting no greater than \$175,900 ; and
2. Board to consider adopting Resolution No. 13R-XX – Providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2013/2014.

**7. REVIEW AND APPROVAL OF AGENCY BAD DEBT EXPENSES “WRITE-OFF” FOR PERIOD OF MARCH 2011 TO PRESENT IN THE AMOUNT OF \$1940.43**

Board considers taking the following action(s):

1. Approval of Bad Debt expenses “write-off” in the amount of \$1940.43 for the period of April 2013 to present.

**8. BOARD TO CHOOSE UP TO FOUR (4) CANDIDATES FOR THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS ELECTION.**

Board considers taking the following action(s):

1. Board to nominate up to four (4) candidates from the SDRMA Board of Directors ballot; and
2. Authorize execution of the Official 2013 Election Ballot for the SDRMA Board of Directors by a roll call vote.

**9. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN (IRWMP) – Project Identification Phase**

Board considers taking the following action(s):

1. Identify and prioritize project concepts and direct staff as to which projects should be submitted for consideration for inclusion in the Mojave Water Agency Integrated Regional Water Management Plan.

**10. UPDATE ON SB 246 INTRODUCED BY SENATOR JEAN FULLER (DISTRICT 18) TO MODERNIZE THE BIGHORN-DESERT VIEW WATER AGENCY LAW- Information Item Only.**

**11. FIRE PROTECTION AND CONSIDERATION OF \$500 SPONSORSHIP FOR THE “THIRD OF JULY” (INDEPENDENCE DAY) COMMUNITY CELEBRATION AT HOMESTEAD VALLEY PARK**

Board considers taking the following action(s):

1. Board to consider authorizing staff to provide for fire protection at the “Third of July” Community celebration at Homestead Valley Park; and
2. Consider “Rocket Sponsorship” in the amount of \$500 for the “Third of July” Community celebration at Homestead Valley Park.

**12. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2013 BOARD OF DIRECTORS ELECTION**

Board considers taking the following action(s):

1. Board to vote for one (1) candidate from the CSDA ballot; and
2. Authorize execution of the Official 2013 Election Ballot for the CSDA Board of Directors by a roll call vote.

### **13. DISBURSEMENTS MAY 2013**

Recommended Action:

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

**14. CONSENT ITEMS** - The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that an item be held for discussion or further action.

- a. Financial Statements May 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, May 2013
- c. Service Order Report, May 2013
- d. Production Report, May 2013
- e. Special Board Meeting Minutes, May 21, 2013
- f. Consider Authorizing Attendance to the 7<sup>th</sup> Annual San Bernardino County Water Conference, August 23, 2013 at a maximum estimated cost of \$300 Per Director.
- g. Rescind Motion Number 13-029 which retroactively authorized Director Burkhardt's attendance at the April 17, 2013 Local Agency Formation Commission for San Bernardino County Meeting in San Bernardino where SB 246 was agendaized after the March 2013 Board of Directors Meeting, at a cost of \$180.23 (per diem and mileage) and requesting reimbursement from Director Burkhardt.
- h. Resolution 13R-XX – A Resolution of the Board of Directors of the Bighorn-Desert View Water Agency Authorizing Agency Credit Cards and Setting Guidelines for the Use of the Same

Recommended Action:

Approve as presented (Items a - h):

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

### **16. 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.

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

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

**18. FUTURE AGENDA ITEMS**

**19. 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:** June 18, 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 the Agency's Appropriations Limit for Fiscal Year 2013/14 at \$142,384.37

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**SUMMARY**

Attached is the report establishing the appropriations limit for Fiscal Year 2013/14. The Board adopts the appropriations limit by resolution. Prior to adoption Government Code Section 7910 requires that the calculations made to determine the Agency's appropriation limit be made available to the public for at least 15 days. The calculations made to determine the Fiscal Year 2013/14 appropriations limit were posted for at least 15 days beginning May 31, 2013.

The calculated Appropriation Limit for Fiscal Year 2013/14 is \$142,384.37.

The FY 2012/13 budget projection for the general property tax levy is \$101,700 which does not exceed the reported appropriations limit.

**RECOMMENDATION**

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

1. Adopt Resolution No. 13R-XX establishing the Appropriations Limit of the Agency at \$142,384.37 for the fiscal year July 1, 2013 – June 30, 2014 pursuant to Article XIIIB of the California Constitution.

**BACKGROUND/ANALYSIS**

Each fiscal year, it is necessary that the Agency calculate the appropriations limit (Gann Limit) as required by Article XIII B of the California Constitution and Section 7910 of the Government Code. The appropriations limit sets the amount of property taxes the Agency can expend.

The factors used to calculate the limit are the percentages for change in population and the per capita personal income as released by the California Department of Finance in May of each year.

Calendar year information is used to determine the percent change in population growth. The Agency's calculated population change for the year of 2012 was -0.89%. Fiscal year information is used to determine the percent change in California personal income. The

percent change for fiscal year 2012/13 was 5.12%. Each of these factors is then converted to a ratio which is then used in the calculation.

The formula, as shown on the next page, used to calculate the appropriations limit is population growth (as a ratio) times the per capita personal income (as a ratio) times the prior year's limit. Based on this formula, Bighorn-Desert View Water Agency's appropriation limit for FY 2013-14 is \$142,384.37. The FY 2013/14 budgeted revenue for property tax is \$101,700 which does not exceed the calculated appropriations limit.

**PRIOR RELEVANT BOARD ACTION(S)**

**5/28/13 Motion No. 13-038** Authorizing posting the Agency Appropriation Limit for Fiscal Year 2013/14.

**Bighorn-Desert View Water Agency  
Fiscal Year 2013-14 Appropriation Limit**

Previous year limit: \$136,671.50

Appropriation factor: 1.0418

New limit: \$142,384.37

Calculation

Price factor: 5.12

Population change: -0.89 %

Per capita converted to a ratio:  $(5.12+100) / 100 =$  1.0512

Population converted to a ratio:  $(-.89+100) / 100 =$  0.9911

Calculation of factor for FY 2013-14:  $1.0418 \times 0.9911 =$  1.0418

**RESOLUTION NO. 13R-XX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BIGHORN-DESERT VIEW WATER AGENCY  
ESTABLISHING THE APPROPRIATION LIMIT OF THE AGENCY  
AT \$142,384.37 FOR THE FISCAL YEAR JULY 1, 2013 – JUNE 30, 2014  
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

**WHEREAS**, the California Constitution and Government Code Section 7900 et seq. requires the Board of Directors to annually calculate and establish, by resolution, the Agency's appropriations limit for each fiscal year; and

**WHEREAS**, the calculations made to determine the appropriations limit has been made available to the public for at least 15 days prior to the date of this Resolution, in accordance with Government Code 7910.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:**

1. That the appropriations limit of Bighorn-Desert View Water Agency for fiscal year July 1, 2013 – June 30, 2014 is \$142,384.37; and
2. That the fiscal year 2013/14 budgeted revenue from property taxes is \$101,700, which does not exceed the calculated appropriation limit.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 18<sup>th</sup> day of June 2013.

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

ATTEST:

\_\_\_\_\_  
David Larson, Secretary of the Board



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

**Meeting Date:** June 18, 2013

**To:** Board of Directors

**Budgeted:** Yes

**Budgeted Amount:** \$175,900

**Funding Source:** Revenue - Ad Valorem

**From:** Marina D. West

**General Counsel Approval:** Obtained

**CEQA Compliance:** N/A

**Subject:** Setting the Ad Valorem Tax Amount for Fiscal Year 2013/2014 for the Property Tax Apportionment of the Bighorn Debt Service Area Improvement Zone 1 at a maximum of \$175,900.00

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**SUMMARY**

Each fiscal year the Agency must notify the County of San Bernardino Auditor/Controller of the Bighorn Mountains Improvement District 1 (BH ID 1) special assessment to the tax rolls. This assessment is necessary to generate the revenue for the annual bond payment and a repair/refurbishment fund to maintain the BH ID 1 water system which was constructed with a fixed interest rate, forty-year bond, purchased by the United States of America acting through the Farmers Home Administration (FMHA).

The Agency must submit a preliminary Notification of Special Assessment by June 30, 2013, with submission due August 10<sup>th</sup>.

The fiscal year 2013/14 budget includes the BH ID 1 Ad Valorem tax levy in the amount of \$175,900.

**RECOMMENDATION**

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

1. Adopt Resolution 13R-XX, providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2013/2014 at \$175,900.

**BACKGROUND/ANALYSIS**

On August 9, 1977, the voters of the Bighorn Mountains Water Agency, a predecessor-in-interest to the Agency, approved a bond proposition to *"issue general obligation bonds for BH ID 1 in the amount of \$2,500,000 for the purpose of acquisition, construction, completion or repair of a waterworks system... for the benefit of Improvement District No. 1"* (Resolution No. 121 adopted June 21, 1977).

The tax rate statement that accompanied the proposition discussed the impact of the bond proposition on property tax rates, and estimated that property tax rates would be about \$4.70 per \$100 of assessed valuation in the first fiscal year after the bond sale and \$0.76 per \$100 of assessed value by the 20<sup>th</sup> year after the bond sale (Exhibit A to Resolution No. 127 adopted June 28, 1977). For comparison the levy imposed in FY2012/13 equated to approximately \$0.36 per \$100 of assessed value. It is the County Assessor who determines the total tax roll value upon which the Ad Valorem will be calculated; in FY2013/14 the requested levy amount remains the same as last year, \$175,900.

Thereafter, on May 21, 1979, the Board of Directors of Bighorn Mountains Water Agency (BMWA) adopted Resolution No. 174, proposing to issue and sell \$1,875,000 of BMWA bonds for the purposes set forth in the BMWA Bond Proposition, in order to incur the BH ID 1 Debt.

Under Section 9 of Resolution No. 174, the Agency Board is charged with setting water rates within BH ID 1 at a level sufficient to collect enough revenue which will pay the operating expenses of the improvement district, provide for repairs and depreciation of works, provide a reasonable surplus for improvements extensions, and enlargement, pay the interest on the bonded debt and provide a sinking fund for the payment of the principal of such debt as it may become due.

Annual principal and interest payments are approximately \$109,000. Payments will be made in FY2011/2012 according to the following schedule: December (interest only approximately \$14,000) and June (interest approximately \$14,000.00 and principal approximately \$81,000) Any additional funds collected, estimated at \$70,000, will be used for needed infrastructure improvements within BH ID 1. The bond payments will conclude in 2019.

Throughout the budgeting process, Staff presumed no change in the total amount of the levy from FY2012/13 and is now seeking Board authority to assess BH ID 1 for a total of \$175,900. The Board has the authority to alter the levy amount or decline to assess a levy. Should the Board opt to reduce or decline to assess the levy then other measures such as a rate increase will be evaluated to close the revenue gap created by such a decision.

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

**6/28/2012 BOD Resolution No. 11R-07** providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2011/12 at \$175,900.

**6/23/2009 Special Board of Directors Meeting:** Receive report from General Counsel Logan reviewing voter approved bond language, bond debt obligations and other alternative means of generating necessary revenues.

**5/21/1979 BOD Resolution No. 174:** Resolution of the Board of Directors of Bighorn Mountains Water Agency providing for the issuance and sale of bonds of said Agency for Improvement District No. 1 thereof in the amount of \$1,875,000 for the acquisition and construction of certain Agency Improvements.

**6/28/1977 BOD Resolution No. 127:** Resolution of the Board of Directors of the Bighorn Mountains Water Agency, Approving the Tax Statement to be mailed to voters within Improvement District No. 1 of the Agency.

**6/21/1977 BOD Resolution No. 121:** Resolution of the Board of Directors of Bighorn Mountains Water Agency, Ordering, Calling, Providing for, and Giving Notice of a Special Election to be held in Improvement District No. 1 of said Agency on August 9, 1977, for the purpose of submitting to the qualified voters of said Improvement District a Proposition of incurring bonded indebtedness and issuing bonds of said Agency for said Improvement District.

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

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY PROVIDING FOR THE LEVY AND COLLECTION OF TAXES (SETTING THE AD VALOREM TAX) WITHIN IMPROVEMENT DISTRICT NO. 1 FOR FISCAL YEAR 2013/2014 AT \$175,900**

**WHEREAS**, the Bighorn-Desert View Water Agency's ("Agency") Law is set forth in the Water Code Appendix, Chapter 112 of the Statutes of the State of California; and

**WHEREAS**, the voters of Improvement District No. 1 of the Bighorn Mountains Water Agency did, on August 9, 1979, authorize said Agency to incur indebtedness by issuing general obligation bonds in the amount of \$2,500,000.00 for the purpose of the acquisition, construction, completion or repair of a water works system within said Improvement District No. 1; and

**WHEREAS**, the Agency has issued to date, general obligation bonds in the amount of \$1,875,000.00 for the express purpose of the acquisition, construction, completion or repair of a water works system within said Improvement District No. 1; and

**WHEREAS**, the Agency is empowered, pursuant to the Water Code Appendix Chapter 112, Sections 112-26 and 112-27, and Resolution No. 174 of the Bighorn Mountains Water Agency, adopted on May 21, 1979, to determine the amount necessary to be collected by taxation to pay for the operating expenses of the Agency, provide for repairs and depreciation of works owned or operated by the Agency, and to meet all obligations of the Agency, including principal of or interest on any bonded debt of the Agency as it becomes due.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency finds that the revenues of the Agency will be inadequate to pay the operating expenses of the Agency, provide for repairs and depreciation of works owned or operated by it and to meet all obligations of the Agency; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency hereby provides for the levy and collection of a tax against all taxable property within the Improvement District No. 1 of the Bighorn-Desert View Water Agency, for Fiscal Year 2013/2014, sufficient to raise \$175,900 in order that the Agency clearly have sufficient funds to pay the operating expenses of the Improvement District, provide for repairs and depreciation of works, provide a reasonable surplus for improvements, extensions, and enlargements, pay the interest on the bonded debt and provide a sinking or other fund for the payment of the principal of such debt as it may become due on said general obligation bonds; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency does hereby request that at the time and in the manner prescribe by law for the Board of Supervisors of San Bernardino County to levy taxes for County purposes, the Board of Supervisors of said County in addition to all other taxes levied, levy a tax upon all taxable property within Improvement District No. 1 of the Bighorn-Desert View Water Agency at the rate necessary to raise the amount of money hereby fixed and determined by this Resolution; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency does hereby direct the Secretary to the Board to deliver a true and correct copy of this Resolution No. 13R-XX to the San Bernardino County Board of Supervisors, County Auditor/Controller, County Tax Assessor, and County Collector.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 18<sup>th</sup> day of June 2013, by the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

\_\_\_\_\_  
David Larson, Secretary of the Board

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

**Meeting Date:** June 18, 2013

**To:** Board of Directors

**Budgeted:** Yes

**Budgeted Amount:** \$2,000

**Cost:** This action: \$1940.43

(FY12/13 total: \$3,535.02)

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

**From:** Marina D. West  
Michelle Corbin

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Review and approval of Agency Bad Debt expenses "write-off" for the period April 2013 to present in the amount of \$1940.43

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**SUMMARY**

The established policy for the approval of the expense of bad debt encompasses several categories of "write-offs". First, a collections agency may be used since the debt cannot clearly be tied to a property (eg. Bulk accounts) for a property lien. Second, the internal policy is to ignore all debts under \$25 and a third form of "write-offs" includes debt that may be recognized under a bankruptcy. In April, to bring all bad debt to current status, staff asked the Board to acknowledge and "write-off" \$4,491.95.

Since April, staff has been identifying accounts for the upcoming property tax lien and discovered 18 additional accounts that should be written off because of their low balances totaling \$252.42. One property debt cannot legally be tied to the new owner therefore the staff would like to also "write off" that debt of \$128.72. Six accounts are to be sent off to collections totaling \$1,559.29. Most of these accounts are tied to older bulk accounts where a property tax lien is not possible. Therefore, the total amount of bad debt "write-off" for the period of April 2013 to present totals \$1,940.43

This action will not include any accounts that will ultimately be processed as a property tax lien. Those accounts will be brought to the Board for a public hearing in the July 2013.

**RECOMMENDATION**

Board considers taking the following action(s):

1. Approval of Bad Debt expenses "write-off" in the amount of \$1,940.43 for the period April 2013 to present.

## **BACKGROUND/ANALYSIS**

This report concerns accounts that are being "written-off" because:

- They cannot be tied to a property for a property lien but can be sent to a collections agency.
- The amount remaining on the account is less than \$25, and written off per Agency policy (Resolution 13R-05).
- The person is deceased or had obtained bankruptcy judgment relieving them of past water account debt.

Staff's analysis shows several issues in trying to link these balances to the current owner: 1) property ownership has turned over several times; 2) properties sold and the old owner failed to pay their closing bill; 3) tenant belonged to an old owner and failed to pay their closing bill or 4) a bulk account which is not tied to a property. Staff and legal counsel advise it is inappropriate to charge the current owner for these reasons.

In all cases the original debtor has been sent a 30-day notice indicating our intent to forward the debt to a collections agency. Payment had not been received in response to the 30-day notices and thereafter six (6) accounts were forwarded to the collections agency. These totaled \$1,559.29. Seventeen (17) accounts have been identified with balances less than \$25. The total "write-off" for these accounts is \$252.42. The final four (4) "write-offs" are \$1,559.29 from older bulk accounts in which the Agency is unable to connect to a parcel for a property lien.

As previously noted this action will not include any accounts that will ultimately go through the property tax lien process. Those accounts will be brought to the Board for a public hearing at the June 25<sup>th</sup>, 2013 Regular Board of Directors meeting. However, for reference, the total amount of bad debt currently accrued in that category is \$47,825.00.

Staff is recommending the Board approve the bad debt expenses "write-off" in the amount of \$1,940.43 with a total of \$1,559.29 being sent to the collections agency.

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

4/23/13 Board approval of Bad Debt expenses "write-off" in the amount of \$4,491.95 for the period of March 2011 through April 2013.

3/26/13 Board Resolution 13R-05 Establishing a Policy for the Approval of the Expense of Bad Debt.

3/22/2011 Board approval of Bad Debt expenses "write-off" in the amount of \$3,920.19 for the period of 2009 through March of 2011.

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

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





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

RECEIVED

MAY 17 2013

BY: \_\_\_\_\_

## 2013 BOARD OF DIRECTORS ELECTION

### OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

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This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to four (4) candidates to the SDRMA Board of Directors.

### ELECTION PACKET ENCLOSURES

- ☐ Official Resolution Ballot (Action Required)
- ☐ Election Instructions
- ☐ Candidate's Statements of Qualifications (7)
- ☐ Self-addressed, Stamped Envelope



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 27, 2013 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

**August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot**

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 - Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Financial Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.



**OFFICIAL 2013 ELECTION BALLOT**  
**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**  
**BOARD OF DIRECTORS**

**VOTE FOR ONLY FOUR (4) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- ☐ **MURIL CLIFT (INCUMBENT)**  
Director, Cambria Community Services District
- ☐ **MIKE SCHEAFER**  
Director/Vice President, Costa Mesa Sanitary District
- ☐ **JOHN WOOLLEY**  
Director/Finance Officer, Manila Community Services District
- ☐ **TIM UNRUH**  
District Manager, Kern County Cemetery District No. 1
- ☐ **JEAN BRACY (INCUMBENT)**  
Director of Administrative Services, Mojave Desert Air Quality Management District
- ☐ **DENNIS MAYO**  
Director/President, McKinleyville Community Services District
- ☐ **DAVID ARANDA (INCUMBENT)**  
General Manager, North of the River Municipal Water District

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013 by the Bighorn-Desert View Water Agency by the following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Bighorn-Desert View Water Agency  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Bighorn-Desert View Water Agency selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate	Muril N. Clift
District/Agency	Cambria Community Services District
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428
Work Phone	805- 927-6223
	Home Phone 805- 927-7124

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

**What is your overall vision for SDRMA? (Response Required)**

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/15/2013

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St., Costa Mesa, CA 92626

Work Phone 714 435-0300

Home Phone 714 549-4961

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me at the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

I continue to be the "go to guy" for risk management advice for various local and state groups.

**What is your overall vision for SDRMA? (Response Required)**

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/15/13



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e. Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

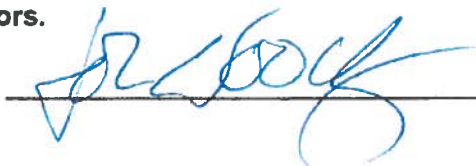
**What is your overall vision for SDRMA? (Response Required)**

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members' assets.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/23/13

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy W. Unruh  
District/Agency Kern County Cemetery District No. 1  
Work Address 18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263  
Work Phone (661) 746-3921 Home Phone (661) 332-3252

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

This is an opportunity to give back to the members of SDRMA; I am especially  
interested in keeping a small district influence on the board. It is important to  
maintain a balanced perspective for the decisions that impact all the members of  
SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been the District Manager for the Kern County Cemetery District for 26 years.  
I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo representation for  
special districts; Kern County Association of Public Cemeteries; 10 years on local  
school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3  
years as a Director, one year as Legislation Committee Chair. While on CSDA I met  
with SDRMA in various joint meetings in an effort to help both organizations in  
their work together. California Association of Public Cemeteries-on board 10 years,  
past president and currently as legislation committee chair.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

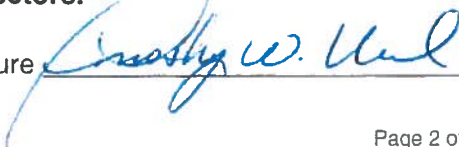
Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-22-2013

# **Special District Risk Management Authority**

## **Board of Directors**

### **Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Jean Bracy, SDA  
District/Agency Mojave Desert Air Quality Management District  
Work Address 14306 Park Ave., Victorville, CA 92392  
Work Phone 760-245-1661

#### **Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

#### **What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

February 12, 2013

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

**Nominee/Candidate** Dennis Mayo

**District/Agency**      **McKinleyville Community Services District**

**Work Address** 1656 Sutter Road, McKinleyville, CA  
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

**What is your overall vision for SDRMA? (Response Required)**

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

5.2.13

**This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

**I would like to be part of a team that continues to make SDRMA the best risk services provider in the State. It is my desire to see SDRMA continue to be responsive to its members and all Special Districts in regard to coverage, education and pricing.**

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

**My Board and Committee experience include the following:**

- **1998- Present: SDRMA Board**
  - **2000-2006: SDRMA Board President**
  - **2010-Present: SDRMA Board President**
- **1999-Present: Special District Leadership Foundation**
  - **1999-Present: Served as SDLF Chair**
- **Other Board of Director Experiences:**
  - **California Special Districts Association Board of Directors**
  - **California Rural Water Board of Directors**



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

**Experience and "thinking outside the box".**

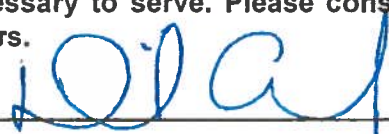
**What is your overall vision for SDRMA? (Response Required)**

**To see the Following:**

- 1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.**
- 2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.**

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

**Candidate Signature**



**Date**

**4-22-13**

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

**Meeting Date:** June 18, 2013

**To:** Board of Directors

**Budgeted:** N/A

**From:** Marina D. West

**Funding Source:** N/A

**Staff Contact:**

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Mojave Water Agency Integrated Regional Water Management Plan (IRWMP) –  
Project Identification Phase

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**SUMMARY**

In January 2013, Mojave Water Agency (MWA) began an 18-month process to prepare an Integrated Regional Water Management Plan (IRWMP) for its region in accordance with California legislation known as the IRWM Planning Act of 2008. IRWM Planning is the process that promotes bringing together and prioritizing water-related efforts in the region in a systematic way to ensure sustainable water uses, reliable water supplies, better water quality, environmental stewardship, efficient urban development, protection of agriculture, and a strong economy.

Administered by the California Department of Water Resources and California State Water Resources Control Board through bond-funded Grant Programs, IRWM encourages the development of integrated regional strategies for management of water resources by providing funding, through competitive grants.

The Morongo Basin Pipeline Commission is one of five members of the Regional Water Management Group as is the Technical Advisory Committee (TAC) to the Mojave Water Agency. The RWMG is charged with developing and implementing the plan. Staff is actively involved in TAC and GM West has been appointed to the Project Team. The responsible for reviewing the contents of the plan.

Bighorn-Desert View Water Agency is a stakeholder in the IRWMP process. As an individual stakeholder BDVWA has been invited to submit projects, on the Project Identification Form, for inclusion in the IRWMP process. Project descriptions are due by August 1, 2013. Essentially, if a project is not included in an IRWMP, then it is less likely to be considered for grant funding from the state.

**RECOMMENDATION**

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

1. Identify and prioritize project concepts and direct staff as to which projects should be submitted for consideration for inclusion in the Mojave Water Agency Integrated Regional Water Management Plan.

## BACKGROUND/ANALYSIS

The Mojave Integrated Regional Water Management Plan (IRWM Plan, Plan) is a product of a long-term collaborative stakeholder process that begun with the development of the first IRWM Plan adopted in 2005. This IRWM Plan updates and expands upon the original IRWM Plan, documents progress towards meeting IRWM Plan goals, identifies current regional water resource management needs and issues, and evaluates strategies for addressing the Region's challenges.

This plan is intended to be a coordinated effort between multiply agencies in the MWA region *for their mutual benefit to achieve improved water supplies (e.g. water quality, water quantity, water supply reliability and flood control management)*. The IRWMP will identify specific regional programs and projects to be implemented in pursuit of this goal.

The IRWMP is important to BDVWA as it positions the region for state grants and shows that the region is a good investment for other funding sources such as federal grants. If not included in a regional plan BDVWA may not qualify for future grant sources. Furthermore, the IRWMP gets people talking about shared issues and concerns. Lastly, the plan results in coordinated regional projects rather than individual projects.

At the March Technical Advisory Committee (TAC) meeting, participants wrote down their ideas for challenges and opportunities that they believe the IRWMP should address, and these were grouped into common themes. The challenges and opportunities were then taken into consideration when developing the Plan Objectives in coordination with the IRWM Planning Act of 2008 requirements. Nine major themes emerged from the synthesis of all challenges and opportunities presented, consisting of the following:

- Coordination
- Disadvantaged Community Needs
- Engagement
- Finance and Affordability
- Judgment and Water Rights
- Project Ideas
- Risk and Uncertainty
- Water Supplies
- Water Quality

The draft Plan Objectives are:

1. Balance average annual future water demands with available supplies to ensure sustainability throughout the Region between now and the 2035 planning horizon and beyond.
2. Continue improving regional water use efficiency toward demand hardening, exceeding State conservation goals.
3. Maintain stability in previously overdrafted groundwater basins and reduce overdraft in groundwater basins experiencing ongoing water table declines.
4. Address the State policy goal of reducing reliance on the Delta by meeting water demands with alternative sources of supply during times when State Water Project

- (SWP) supplies are reduced or unavailable due to droughts, outages, environmental and regulatory restrictions, or other reasons.
5. Optimize the use of the region's assets to maximize available State Water Project supplies to meet projected demands while mitigating against related risks associated with the an increasingly unreliable SWP supply. Assets to be optimized include financial resources, groundwater storage programs, available imported water supplies, transfer and exchange opportunities within the State Water Project Contract, available physical infrastructure, and management policies.
  6. Prevent land subsidence throughout the Region.
  7. Provide tools to disadvantaged communities to facilitate projects and programs that benefit those communities.
  8. Protect and restore sensitive environmental areas in coordination with integrated land use and conservation plans to support stewardship and awareness of environmental resources.
  9. Improve stormwater management throughout the planning area.
  10. Stakeholders work collaboratively with entities that have a stake in water quality to ensure the preservation of local beneficial uses of water supplied by each source, including groundwater, stormwater, surface water, imported water, and recycled water.
  11. Utilize available data and information to assess potential impacts to the Region from climate change and to make planning decisions regarding resource management strategies.
  12. Obtain financial assistance from outside sources to help implement this Plan across a range of project sizes during the planning horizon.
  13. Increase educational opportunities to improve public awareness of water supply, conservation, and water quality issues throughout the planning horizon.
  14. Increase the use of recycled water in the region while maintaining compliance with the Mojave Basin Area Judgment.
  15. Identify reliable funding sources to maintain, improve or replace aging infrastructure systems over time.
  16. Integrate recreation and public education opportunities with environmental stewardship efforts.

All items presented in this staff report are draft and MWA is actively seeking comments and suggestions from all stakeholders. Members of the Board and public are invited to review and submit comments through their website - [www.mywaterplan.com](http://www.mywaterplan.com).

Staff has developed the following projects for consideration for inclusion in the IRWMP process. Staff is requesting feedback from the Board regarding additional projects not on the proposed list. Lastly, staff is requesting the Board discuss and rank the importance of the final project list so that Project Identification Forms can be submitted by the August 1, 2013 deadline.

Proposed projects:

- Uranium treatment (wells near MCL).
- Ames/Reche Expansion including percolation studies on existing project.
- Water Education programs for elementary school children through adult/Public Outreach on watershed protection and awareness (clean-up days), safe drinking water quality, conservation, groundwater systems and sustainability.
- Reorganization of BDVWA with CSA 70/W-1 (Landers).

- Pressurized water system to portions of BDVWA service area currently relying on hauled water (JV refined groundwater assessment, recharge potential).
- Hondo Wash run-off retention basin/percolation basin.
- BDVWA backbone pipeline upsizing for improved pressure, fire protection and public safety (Fire hydrant upgrades, additional isolation valves).
- BDVWA security upgrades including SCADA at all facilities.
- System enhancements including pump stations, well rehabilitation, well replacement, etc.

Should the Board feel that more information is required to make an informed decision; staff recommends a Board workshop be scheduled to focus on this important opportunity.

**PRIOR RELEVANT BOARD ACTION(S)**

none

## Mojave Integrated Regional Water Management Plan

### Project Identification - Short Form

Note: This two page project identification short form gathers the minimum amount of information required to submit a project for consideration in the IRWM Plan. More information may be required at a later date. This form should be submitted via email BY **August 1, 2013** to [comments@mywaterplan.com](mailto:comments@mywaterplan.com).

General Information (Required)				
Project Name:				
Project Sponsor:				
If Joint Project, Other Partners:				
Project Website (if available):				
Project Contact Person:	Phone	FAX	Email	
Project Description				
Project Type (e.g. Conceptual, Design, Feasibility Study, Implementable Project, Implementable Program)				
Project Description (1-2 sentences):				
Project Integration (Describe how the project does or could integrate with other projects in the Region):				
Project Source (Cite Plan(s) to which the project belongs (e.g., Watershed Master Plans, Capital Improvement Plans)):				
Project Location				
Descriptive (Description of property location etc.):				
Latitude/Longitude - info available at: <a href="http://geocoder.us/">http://geocoder.us/</a>		Lat:	Long:	
Estimated Capital Costs: (Note estimated cost, if known OR check rough estimate):				
Estimated Cost:	<\$100K <input type="checkbox"/>	\$100K - \$1M <input type="checkbox"/>	\$1M - \$10M <input type="checkbox"/>	>\$10M <input type="checkbox"/>
Project Status (Check all that apply):	Conceptual <input type="checkbox"/>	In-Design <input type="checkbox"/>	Ready to Implement <input type="checkbox"/>	CEQA Complete N/A <input type="checkbox"/> <input type="checkbox"/>
Estimated Year of Completion:				

Project Benefits			
Water Demand: <i>Water Savings/Demand Reduction (AFY)</i> (Check one)	<input type="checkbox"/>	1-100 AF	<input type="checkbox"/> 100-1000AF <input type="checkbox"/> 1000+ AF
Water Supply: <i>New Supply Created (AFY)</i> (Check one)	<input type="checkbox"/>	1-100 AF	<input type="checkbox"/> 100-1000AF <input type="checkbox"/> 1000+ AF
Recycled Water: <i>New RW Supply created (AFY)</i> (Check one)	<input type="checkbox"/>	1-100 AF	<input type="checkbox"/> 100-1000AF <input type="checkbox"/> 1000+ AF
Groundwater: <i>Reduction in overdraft/increase in recharge (AFY)</i> (Check one)	<input type="checkbox"/>	1-100 AF	<input type="checkbox"/> 100-1000AF <input type="checkbox"/> 1000+ AF
DACs Involvement	Y/N:		
Public Access, Open Space, Habitat, Recreation ( <i>acres created/restored</i> ):			
Stormwater: <i>Reduction in Flood Damage (Y/N):</i>	Multi-benefit Y/N:		
Multi-stakeholder project/regional collaboration	Y/N:		
Climate Change: <i>Helps assess potential impacts (Y/N):</i>			
Environmental Stewardship/Public Awareness	Direct Benefits:		
Other: ( <i>Describe X amount of benefit</i> )			
Project Criteria			
Please review the project against the IRWM Plan Objectives, Statewide Priorities, Program Preferences, and California Water Plan Resource Management Strategies and place a check in the box if the project meets the criteria.			
IRWM Plan Objectives Met			
Prim.	Second.		
<input type="checkbox"/>	<input type="checkbox"/>	Balance average annual future water demands with available supplies throughout the Region between now and the 2035 planning horizon and beyond.	
<input type="checkbox"/>	<input type="checkbox"/>	Continue improving regional water use efficiency toward demand hardening, exceeding State conservation goals.	
<input type="checkbox"/>	<input type="checkbox"/>	Maintain stability in previously overdrafted groundwater basins and reduce overdraft in groundwater basins experiencing ongoing water table declines.	
<input type="checkbox"/>	<input type="checkbox"/>	Address the State policy goal of reducing reliance on the Delta by meeting water demands with alternative sources of supply during times when State Water Project supplies are reduced or unavailable due to droughts, outages, environmental and regulatory restrictions, or other reasons.	
<input type="checkbox"/>	<input type="checkbox"/>	Optimize the use of the region's assets to maximize available State Water Project supplies to meet projected demands while mitigating against related risks associated with an increasingly unreliable SWP supply. Assets to be optimized include financial resources, groundwater storage programs, available imported water supplies, transfer and exchange opportunities within the State Water Project Contract, available physical infrastructure, and management policies.	
<input type="checkbox"/>	<input type="checkbox"/>	Prevent land subsidence throughout the Region.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide tools to disadvantaged communities to facilitate projects and programs that benefit those communities.	
<input type="checkbox"/>	<input type="checkbox"/>	Protect and restore sensitive environmental areas in coordination with integrated land use and conservation plans to support stewardship and awareness of environmental resources.	
<input type="checkbox"/>	<input type="checkbox"/>	Improve stormwater management throughout the Plan area.	
<input type="checkbox"/>	<input type="checkbox"/>	Stakeholders work collaboratively with entities that have a stake in water quality to ensure the preservation of local beneficial uses of water supplied by each source, including groundwater, stormwater, surface water, imported water, and recycled water.	
<input type="checkbox"/>	<input type="checkbox"/>	Utilize available data and information to assess potential impacts to the Region from climate change and to make planning decisions regarding resource management strategies.	
<input type="checkbox"/>	<input type="checkbox"/>	Obtain financial assistance from outside sources to help implement this Plan across a range of project sizes during the planning horizon.	
<input type="checkbox"/>	<input type="checkbox"/>	Increase educational opportunities to improve public awareness of water supply, conservation, and water quality issues throughout the planning horizon.	
<input type="checkbox"/>	<input type="checkbox"/>	Increase the use of recycled water in the region while maintaining compliance with the Mojave Basin Area Judgment.	
<input type="checkbox"/>	<input type="checkbox"/>	Identify reliable funding sources to maintain, improve or replace aging infrastructure systems over time.	
<input type="checkbox"/>	<input type="checkbox"/>	Integrate recreation and public education opportunities with environmental stewardship efforts.	

**Statewide Priorities**

- ☐ Drought Preparedness
- ☐ Use and Reuse Water More Efficiently
- ☐ Climate Change Response Actions (Adaptation to Climate Change, Reduction of Greenhouse Gas Emissions, Reduce Energy Consumption)
- ☐ Expand Environmental Stewardship
- ☐ Practice Integrated Flood Management
- ☐ Protect Surface and Groundwater Quality
- ☐ Improve Tribal Water and Natural Resources
- ☐ Ensure Equitable Distribution of Benefits

**Program Preferences**

- ☐ Include Regional Projects or Programs
- ☐ Effectively Integrate Water Management Programs and Projects within a Hydrologic Region Identified in the CA Water Plan; the RWQCB Region or Subdivision; or Other Region or Sub-Region Specifically Identified by DWR
- ☐ Effectively Resolve Significant Water-Related Conflicts within or between Regions
- ☐ Contribute to Attainment of One or More of the Objectives of the CALFED Bay-Delta Program
- ☐ Address Critical Water Supply or Water Quality Needs of Disadvantaged Communities within the Region
- ☐ Effectively Integrate Water Management with Land Use Planning

**CA Water Plan - Resource Management Strategies**

- |   |   |
|---|---|
| <input type="checkbox"/> Agricultural Lands Stewardship                 | <input type="checkbox"/> Pollution Prevention             |
| <input type="checkbox"/> Agricultural Water Use Efficiency              | <input type="checkbox"/> Precipitation Enhancement        |
| <input type="checkbox"/> Conjunctive Management and Groundwater Storage | <input type="checkbox"/> Recharge Areas Protection        |
| <input type="checkbox"/> Conveyance - Delta, Regional/Local             | <input type="checkbox"/> Recycled Municipal Water         |
| <input type="checkbox"/> Desalination - Brackish & Seawater             | <input type="checkbox"/> Salt & Salinity Management       |
| <input type="checkbox"/> Drinking Water Treatment and Distribution      | <input type="checkbox"/> Surface Storage - CALFED         |
| <input type="checkbox"/> Economic Incentives                            | <input type="checkbox"/> Surface Storage - Regional/Local |
| <input type="checkbox"/> Ecosystem Restoration                          | <input type="checkbox"/> System Reoperation               |
| <input type="checkbox"/> Flood Risk Management                          | <input type="checkbox"/> Urban Runoff Management          |
| <input type="checkbox"/> Forest Management                              | <input type="checkbox"/> Urban Water Use Efficiency       |
| <input type="checkbox"/> Groundwater/Aquifer Remediation                | <input type="checkbox"/> Water Transfers                  |
| <input type="checkbox"/> Land Use Planning & Management                 | <input type="checkbox"/> Water-Dependent Recreation       |
| <input type="checkbox"/> Matching Water Quality to Water Use            | <input type="checkbox"/> Watershed Management             |



## **Mojave Integrated Regional Water Management Plan**

### ***Project Identification – Long Form***

To the extent possible this form should be electronically filled out and e-mailed BY **August 1, 2013** to [comments@mywaterplan.com](mailto:comments@mywaterplan.com). Items denoted with an asterisk are required.

#### ***PART 1: LEAD IMPLEMENTING AGENCY/ORGANIZATIONAL INFORMATION***

---

Please provide the following information regarding the project sponsor and proposed project.

Implementing Agency/ Organization / Individual: \*

Agency / Organization / Individual Address:

Possible Partnering Agencies:

Name:\*

Title:

Telephone:\*

Fax:

Email:\*

Website:

Project Name:\*

Either the latitude/longitude or a location description is required. To determine the latitude/longitude, use the closest address or intersection. If the project is linear, use the furthest upstream latitude/longitude.

Project Latitude:

Project Longitude:

<b>Location Description:</b>	
------------------------------	--

**Project Cooperating Agency(ies)/Organization(s)/Individual(s):**

•
•
•
•

**Project Status (e.g., new, ongoing, expansion, new phase):**

--

**Project Type (e.g., Conceptual, Design, Feasibility Study, Implementable Project, Implementable Program):**

--

## ***PART 2: PROJECT NEED\****

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It is important to understand the need(s) or issue(s) that the proposed project will address and the benefits that it will provide. Information provided in this section defines the need(s) or issue(s) that the proposed project will address and will help to catalog existing need(s) or issue(s) in the Mojave IRWM Region.

Please provide a 1-2 paragraph description of the need(s) or problem(s) that the project will address. As applicable, discuss the water supply need, operational efficiency need, water quality need, or resource stewardship need (e.g. ecosystem restoration, floodplain management) need. Discuss critical impacts that will occur if the proposal is not implemented.

--

### ***PART 3: PROJECT DESCRIPTION\****

---

A general description of the proposed project is needed. This section will provide information associated with the project concept, general project information, and readiness to proceed. It is recognized that much of the requested information may not be available for projects that are at a conceptual level of project development. We appreciate and need your ideas.

Please provide a 1-2 paragraph description of the project including the general project concept, what will be constructed/implemented, how the constructed project will function, and treatment methods, as appropriate.

--

If applicable, list surface water bodies and groundwater basins associated with the proposed project:

•
•
•
•

Please identify up to three available documents which contain information specific to the proposed project and associated benefits (this information helps determine the technical justification and feasibility):

•
•
•

**How do you rate the technical feasibility of the proposed project?**

<input type="checkbox"/> High	The technical feasibility is well-documented and is based on similar successful projects and/or the project uses common and widely accepted technology/practices and/or the project includes or is based on pilot studies or similar results.
<input type="checkbox"/> Medium	The project does not use common or widely accepted technology/practices, but substantial documentation is available on proposed benefits and project success.
<input type="checkbox"/> Low	The project has not been done before and technical feasibility is not adequately documented.

## ***PART 4: IRWM PLAN OBJECTIVES ADDRESSED BY PROJECT \****

Describe how the project meets any of the following Mojave IRWM Plan Objectives:

Mojave IRWM Plan Objective	Contribution			Description
Balance average annual future water demands with available supplies to ensure sustainability throughout the Region between now and the 2035 planning horizon and beyond.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Continue improving regional water use efficiency toward demand hardening, exceeding State conservation goals.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Maintain stability in previously overdrafted groundwater basins and reduce overdraft in groundwater basins experiencing ongoing water table declines.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Address the State policy goal of reducing reliance on the Delta by meeting water demands with alternative sources of supply during times when State Water Project supplies are reduced or unavailable due to droughts, outages, environmental and regulatory restrictions, or other reasons.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Optimize the use of the region's assets to maximize available State Water Project supplies to meet projected demands while mitigating against related risks associated with an increasingly unreliable SWP supply. Assets to be optimized include financial resources, groundwater storage programs, available imported water supplies, transfer and exchange opportunities within the State Water Project Contract, available physical infrastructure, and management policies	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Prevent land subsidence throughout the Region.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Provide tools to disadvantaged communities to facilitate projects and programs that benefit those communities.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Protect and restore sensitive environmental areas in coordination with integrated land use and conservation plans to support stewardship and awareness of environmental resources.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Improve stormwater management throughout the Plan area.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Stakeholders work collaboratively with entities that have a stake in water quality to ensure the preservation of local beneficial uses of water supplied by each source, including groundwater, stormwater, surface water, imported water, and recycled water.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	

Mojave IRWM Plan Objective	Contribution			Description
Utilize available data and information to assess potential impacts to the Region from climate change and to make planning decisions regarding resource management strategies.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Obtain financial assistance from outside sources to help implement this Plan across a range of project sizes during the planning horizon.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Increase educational opportunities to improve public awareness of water supply, conservation, and water quality issues throughout the planning horizon.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Increase the use of recycled water in the region while maintaining compliance with the Mojave Basin Area Judgment.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Identify reliable funding sources to maintain, improve or replace aging infrastructure systems over time.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	
Integrate recreation and public education opportunities with environmental stewardship efforts.	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	

## ***PART 5: RESOURCE MANAGEMENT STRATEGIES\****

Please indicate California Water Plan strategies addressed by the proposed project.  
 (Check all that apply)

<b>Reduce Water Demands</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Agricultural Water Use Efficiency
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Urban Water Use Efficiency
<b>Improve Operational Efficiency and Transfers</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Conveyance – Delta, Regional/Local
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	System Reoperation
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Water Transfers
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Other (Please State): _____
<b>Increase Water Supply</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Conjunctive Management and Groundwater Storage
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Desalination – Brackish/Seawater
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Precipitation Enhancement
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Recycled Municipal Water
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Surface Storage – CALFED or Regional/Local
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Other (Please State): _____
<b>Improve Water Quality</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Drinking Water Treatment and Distribution
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Groundwater/Aquifer Remediation
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Matching Quality to Use
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Pollution Prevention
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Salt and Salinity Management
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Urban Runoff Management
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Other (Please State) _____

<b>Practice Resource Stewardship</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Agricultural Lands Stewardship
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Economic Incentives (loans, grants, water pricing)
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Ecosystem Restoration
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Forest Management
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Land Use Planning and Management
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Recharge Areas Protection
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Water-Dependent Recreation
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Watershed Management
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Other (Please State): _____
<b>Improve Flood Risk Management</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Flood Risk Management
<b>Other Strategies</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> NA	Please State: _____

<b>Is the proposed project an element or phase of a regional or larger program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please identify the program</b>	_____



**PART 6: PROJECT READINESS\***


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Item	Status (e.g., not initiated, in process, complete, N/A)	Date
Conceptual Plans	_____	_____ (mm/dd/yyyy)
Feasibility Study	_____	_____ (mm/dd/yyyy)
Preliminary Design and Cost Estimates	_____	_____ (mm/dd/yyyy)
CEQA/NEPA	_____	_____ (mm/dd/yyyy)
Permits	_____	_____ (mm/dd/yyyy)
Construction Drawings	_____	_____ (mm/dd/yyyy)
Funding	_____	_____ (mm/dd/yyyy)

For projects that do not include construction, please briefly describe the project readiness-to proceed.

Have funding sources been identified for implementation of the project? Please provide a brief explanation.

## ***PART 7: OTHER PROJECT BENEFITS\****

Please provide a 1-2 paragraph description of the benefit(s) that the project will address. Information provided will be used in the assessment of project benefits. Quantify benefits to the extent possible (e.g., project will result in x acre-feet of water savings, project will benefit x acres of habitat)

**Does the project address environmental justice issues (including helping reduce inequitable distribution of environmental burdens and access to environmental goods)?**

☐ Yes

☐ No

☐ Not Sure

**Does the project address critical water issues (including water supply or water quality) of a disadvantaged community?**

☐ Yes

☐ No

☐ Not Sure

**Does the project provide specific benefits to critical water issues for Native American tribal communities?**

☐ Yes

☐ No

☐ Not Sure

**If yes, please identify the tribal community:** \_\_\_\_\_

Please indicate to what extent your project contributes to Climate Change Response Actions.

Adaptation to Climate Change	
<input type="checkbox"/>	Increases Water Supply Reliability
<input type="checkbox"/>	Advances/ Expands Conjunctive Management of Multiple Water Supply Sources
<input type="checkbox"/>	Increases Water Use and/or Reuse Efficiency
<input type="checkbox"/>	Provides Additional Water Supply
<input type="checkbox"/>	Promotes Water Quality Protection
<input type="checkbox"/>	Reduces Water Demand
<input type="checkbox"/>	Advances/Expands Water Recycling
<input type="checkbox"/>	Promotes Urban Runoff Reuse
<input type="checkbox"/>	Addresses Sea Level Rise
<input type="checkbox"/>	Addresses other Anticipated Climate Change Impact (e.g. through water management system modifications) Please State:
<input type="checkbox"/>	Improves Flood Control (e.g. through wetlands restoration, management, protection)
<input type="checkbox"/>	Promotes Habitat Protection
	<input type="checkbox"/> Establishes Migration Corridors
	<input type="checkbox"/> Re-establishes River-Floodplain Hydrologic Continuity
	<input type="checkbox"/> Re-introduces Anadromous Fish Populations to Upper Watersheds
	<input type="checkbox"/> Enhances and Protects Upper Watershed Forests and Meadow Systems
	<input type="checkbox"/> Other (Please State):
<input type="checkbox"/>	Other (Please State): _____
Reduces Greenhouse Gas Emissions and/or Energy Consumption	
<input type="checkbox"/>	Promotes Energy-Efficient Water Demand Reduction or Increases Water Use Efficiency
<input type="checkbox"/>	Improves Water System Energy Efficiency
<input type="checkbox"/>	Advances/Expands Water Recycling
<input type="checkbox"/>	Promotes Urban Runoff Reuse that Leads to Reduced Energy Demand
<input type="checkbox"/>	Promotes Use of Renewable Energy Sources
<input type="checkbox"/>	Contributes to Carbon Sequestration (e.g. through vegetation growth)
<input type="checkbox"/>	Other (Please State):

***PART 8: PROJECT COST ESTIMATE***

---

Project cost information is needed to assist in comparing benefits and costs. Additionally, knowledge of the project type and cost will assist in identifying funding sources for potential projects.

Please indicate the estimated total capital cost for project implementation. These costs include land purchase/easement, planning/design/engineering, construction/implementation, environmental compliance, administration, and contingency.

Lower estimated total capital cost (\$): \_\_\_\_\_

Upper estimated total capital cost (\$): \_\_\_\_\_

Of the total capital cost, please indicate the estimated cost for land purchase / easement (\$):  
\_\_\_\_\_

Annual Operation and Maintenance Cost (\$): \_\_\_\_\_

Design Life of Project (years): \_\_\_\_\_

**Economic Feasibility**

Is the project cost-effective?

☐ Yes

☐ No

☐ Not Sure

Does the project have a positive benefit-cost ratio?

☐ Yes

☐ No

☐ Not Sure



# LOCAL AGENCY FORMATION COMMISSION

215 North "D" Street, Suite 204 • San Bernardino, CA 92415-0490  
(909) 383-9900 • Fax (909) 383-9901  
E-mail: [lafoo@lafoo.sbcounty.gov](mailto:lafoo@lafoo.sbcounty.gov) • [www.sbclafoo.org](http://www.sbclafoo.org)

*Established by the State of California to serve the Citizens, Cities, Special Districts and the County of San Bernardino*

May 31, 2013

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BY: \_\_\_\_\_

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Board of Supervisors  
  
DIANE WILLIAMS  
City Member

## ALTERNATES

JANICE RUTHERFORD  
Board of Supervisors  
  
DAWN ROWE  
City Member  
  
SUNIL SETHI  
Public Member  
  
ROBERT W. SMITH  
Special District

## STAFF

KATHLEEN ROLLINGS-McDONALD  
Executive Officer  
  
SAMUEL MARTINEZ  
Assistant Executive Officer  
  
MICHAEL TUERPE  
Project Manager  
  
REBECCA LOWERY  
Clerk to the Commission  
  
ANGELA M. SCHELL  
Deputy Clerk to the Commission

## LEGAL COUNSEL

CLARK H. ALSOP

The Honorable Jean Fuller  
California State Senate  
State Capitol, Room 3063  
Sacramento, CA 95814-4900

SUBJECT: Support for SB 246

Dear Senator Fuller:

On behalf of the Local Agency Formation Commission for San Bernardino County I am writing to inform you that on May 15, 2013 the Commission unanimously adopted a position of support for SB 246. This legislation will fulfill a request made by this Commission during its service review for the Bighorn-Desert View Water Agency to update its principal act. San Bernardino LAFCO appreciates the work you and your staff, along with the management of the Agency, have put into updating this legislation to meet the future needs of the Agency.

Please contact Kathleen Rollings-McDonald, Executive Officer of San Bernardino LAFCO, at the address listed above, by email at [kmcDonald@lafoo.sbcounty.gov](mailto:kmcDonald@lafoo.sbcounty.gov), or at (909) 383-9900 should you have any questions or if we can be of further assistance in passing this legislation.

Sincerely,

JAMES V. CURATALO  
Chairman

cc: Pamela Miller, Executive Director, CALAFCO  
Josh Candelaria, Director, Legislative Affairs, San Bernardino  
County  
San Bernardino County Legislative Delegation  
Bighorn-Desert View Water Agency



## **Mojave Water Agency**

13846 Conference Center Drive ♦ Apple Valley, California 92307  
Phone (760) 946-7000 ♦ Fax (760) 240-2642 ♦ [www.mojavewater.org](http://www.mojavewater.org)

June 3, 2013

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

Re: SB 246 (Fuller) sponsored by Bighorn-Desert View Water Agency

Dear President McBride:

The Mojave Water Agency (MWA) considers Bighorn-Desert View Water Agency (BDVWA) an important partner in water resource management in the region. This letter serves as MWA's support for SB 246 (Fuller) that will eliminate outdated and irrelevant provisions in Water Agency law, thereby enhancing transparency and accountability to ratepayers in the BDVWA district.

Specifically, MWA supports this legislation for the following reasons:

- The bill reduces confusion by eliminating all references to the "future consolidation" of Bighorn with Desert View as this has already occurred.
- Reorganization of state law will result in a more user-friendly document for public research and greater transparency.
- The bill will eliminate the requirement to maintain separate finances of the pre-consolidation entities resulting in financial savings to BDVWA.

Following review of SB 246 and subsequent amendments, Mojave Water Agency offers its support for the bill and its sponsor, the Bighorn-Desert View Water Agency.

Sincerely,

Kirby Britt  
General Manager  
Mojave Water Agency



**California Special  
Districts Association**  
*Districts Stronger Together*

June 5, 2013

The Honorable Katcho Achadjian  
Chair, Assembly Local Government Committee  
State Capitol  
Sacramento, California 95814

**Re: Senate Bill 246 (Fuller) – Support [As Amended April 23, 2013]**

Dear Assembly Member Achadjian:

The California Special Districts Association (CSDA), representing over 1,000 special districts and affiliate organizations throughout the state, supports Senate Bill 246 (Fuller), which modernizes and reorganizes the enabling act of the Bighorn-Desert View Water District. CSDA represents all types of special districts, which provide millions of Californians with core local services such as water, irrigation, wastewater and more.

Bighorn-Desert View was established by AB 1819 (Woodruff), a consolidation between the Desert View County Water District and the Bighorn Mountains Water Agency in 1990. SB 246 would update the enabling act to improve clarity, functionality and provide greater transparency and accountability to its ratepayers. Additionally, this bill would remedy any legal uncertainty currently presented by the enabling act without affecting any other public agency.

For these reasons, CSDA is pleased to support SB 246 and respectfully requests the committee's favorable consideration when the measure comes before it on June 12. Please feel free to contact me if you have any questions.

Sincerely,

Kyle Packham  
Advocacy and Public Affairs Director

CC: The Honorable Jean Fuller  
Members, Assembly Local Government Committee  
Misa Yokoi-Shelton, Consultant, Assembly Local Government Committee  
William Weber, Consultant, Assembly Republican Caucus  
Martha Guzman-Aceves, Deputy Legislative Secretary, Office of Governor Brown

**California Special Districts Association**

1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free: 877.924.2732  
t: 916.442.7887  
f: 916.442.7889  
[www.csda.net](http://www.csda.net)

*A proud California Special Districts Alliance partner*

Special District Risk Management Authority  
1112 I Street, Suite 300  
Sacramento, CA 95814  
toll-free 800.537.7790  
f 916.231.4111

CSDA Finance Corporation  
1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free 877.924.2732  
f 916.442.7889





# Association of California Water Agencies

Since 1910

Leadership • Advocacy • Information • Service

May 15, 2013

The Honorable Jean Fuller  
California State Senate  
State Capitol, Room 3063  
Sacramento, CA 95814

**Re: SB 246 (Fuller) – SUPPORT**

Dear Senator Fuller:

On behalf of the Association of California Water Agencies (ACWA), I am writing to express our support for Senate Bill 246, relating to the Bighorn-Desert View Water Agency.

SB 246 would make conforming changes related to the consolidated district and would repeal the provisions under which the consolidation was originally completed. The bill would revise various provisions relating to the operation of the district, including, specifying procedures for the repayment of bonded indebtedness incurred prior to the consolidation, and eliminating the misdemeanor for ordinance violations, and making a violation of certain regulations an infraction instead of misdemeanor.

ACWA supports the Bighorn-Desert Water Agency in its efforts to modernize its enabling act. Currently, the act creates burdens for the agency to comply with related but separate accounting requirements that were codified when the agency was created.

SB 246 would completely modernize the agency's enabling act as suggested by the local LAFCO office.

For these reasons, ACWA supports your Senate Bill 246.

Sincerely,

Wendy Ridderbusch  
State Relations Director

WR:aa

Cc: Bighorn-Desert Water Agency



# HI-DESERT WATER DISTRICT

May 13, 2013

RECEIVED

MAY 17 2013

BY: \_\_\_\_\_

Bighorn-Desert View Water Agency  
Attn.: Pres. Michael McBride  
622 S. Jemez Trail  
Yucca Valley, CA 92284

Re: SB 246 (Fuller) sponsored by Bighorn-Desert View Water Agency

Dear Honorable Jean Fuller;

This letter acknowledges Hi Desert Water District's support for SB 246 (Fuller) which was introduced in early February and further amended in April 2013. As of this letter, we understand that SB 246 has unanimously passed through the Senate and will soon be introduced to the Assembly. Congratulations!

As we understand it, this bill does not significantly alter the duties and responsibilities, or the power and authority, of the Bighorn-Desert View Water Agency; rather, this legislation is proposed for the exclusive purpose of eliminating outdated and irrelevant provisions, and reorganizing the Act to assist staff, the agency's officials and the public by making the Act easier to understand, and more transparent.

We support SB 246 for the following reasons:

- The current Water Agency Law is outdated because it does not reflect important additions to the California Constitution, such as Articles 13A, B, C and D, which affect the Board of Director's authority to enact taxes and adopt water rates; and
- The original Law is not well organized, thereby reducing its usefulness as a reference for Agency staff, public officials and the general public; and
- The requirement to keep the two water systems financially separate works against the economic savings that consolidation was expected to bring to the rate payers.

Following review of the April 2013 SB 246 amendment(s) we offer our support for the bill and its sponsor, the Bighorn-Desert View Water Agency.

Sincerely,

Roger Mayes, President of the Board

 COPY





TWENTYNINE PALMS WATER DISTRICT

May 24, 2013

RECEIVED

MAY 29 2013

Ms. Marina West, General Manager  
Bighorn-Desert View Water Agency  
622 S. Jemez Trail  
Yucca Valley, CA 92284-1440

BY: \_\_\_\_\_

RE: "Modernization" of the Bighorn-Desert View Water Agency Law (Senate Bill 246)

Dear Ms. West:

The Twentynine Palms Water District (TPWD) has reviewed the proposed legislative changes to update the Bighorn-Desert View Water Agency (BDVWA) Law and provide greater transparency and economic benefit to the ratepayers of your Agency. Your efforts to increase operating efficiency at the staff and Board level through these revisions are likewise noted.

It is also recognizable that the specific circumstances under which BDVWA Board powers were codified in the obsolete Agency Law language may have created ambiguity in areas where the public needed clarity and understanding. Your efforts to improve communication with your customers are acknowledged.

Therefore, TPWD is pleased to provide this written letter and Board support through minute action for the legislative proposals identified in the draft language of Senate Bill 246 and encourages our State legislators to provide their support through its passage.

Sincerely,

Kerron "Sam" Moore  
Board President

Cc: Senator Jean Fuller  
c/o Todd Moffitt  
State Capitol, Room 3063  
Sacramento, CA 95814



PO BOX 675  
61750 CHOLLITA ROAD  
JOSHUA TREE CA 92252  
PHONE: 760.366.8438  
FAX: 760.366.9528  
JBWD@JBWD.COM

May 24, 2013

Bighorn-Desert View Water Agency  
Attn.: President Michael McBride  
622 S. Jemez Trail  
Yucca Valley, CA 92284

Re: SB 246 (Fuller) sponsored by Bighorn-Desert View Water Agency

Dear President McBride:

This letter acknowledges Joshua Basin Water District's support for SB 246 (Fuller) which was introduced in early February and further amended in April 2013. As of this letter, we understand that SB 246 has unanimously passed through the Senate and will soon be introduced to the Assembly.

As we understand it, this bill does not significantly alter the duties and responsibilities, or the power and authority, of the Bighorn-Desert View Water Agency; rather, this legislation is proposed for the exclusive purpose of eliminating outdated and irrelevant provisions, and reorganizing the Act to assist staff, the agency's officials and the public by making the Act easier to understand, and more transparent.

We support SB 246 for the following reasons:

- The current Water Agency Law is outdated because it does not reflect important additions to the California Constitution, such as Articles 13A, B, C and D, which affect the Board of Director's authority to enact taxes and adopt water rates; and
- The original Law is not well organized, thereby reducing its usefulness as a reference for Agency staff, public officials and the general public; and
- The requirement to keep the two water systems financially separate works against the economic savings that consolidation was expected to bring to the rate payers.

Following review of the April 2013 SB 246 amendment(s) we offer our support for the bill and its sponsor, the Bighorn-Desert View Water Agency.

Sincerely,

Mickey Luckman, President, Board of Directors  
Joshua Basin Water District

RUTH E. RIEMAN

1188 Tahoe Avenue, Yucca Valley, CA 92284 ph: (760)364-3455 email:  
rriemans@riemansculpture.com

May 14, 2013

Bighorn-Desert View Water Agency  
Attn.: Pres. Michael McBride  
622 S. Jemez Trail  
Yucca Valley, CA 92284

Re: SB 246 (Fuller) sponsored by Bighorn-Desert View Water Agency

Dear Pres. McBride;

This letter acknowledges Ruth Rieman's support for SB 246 (Fuller) which was introduced in early February and further amended in April 2013. As of this letter, I understand that SB 246 has unanimously passed through the Senate and will soon be introduced to the Assembly.

As I understand it, this bill does not significantly alter the duties and responsibilities, or the power and authority, of the Bighorn-Desert View Water Agency; rather, this legislation is proposed for the exclusive purpose of eliminating outdated and irrelevant provisions, and reorganizing the Act to assist staff, the agency's officials and the public by making the Act easier to understand, and more transparent.

I support SB 246 for the following reasons:

- The current Water Agency Law is outdated because it does not reflect important additions to the California Constitution, such as Articles 13A, B, C and D, which affect the Board of Director's authority to enact taxes and adopt water rates; and
- The original Law is not well organized, thereby reducing its usefulness as a reference for Agency staff, public officials and the general public; and
- The requirement to keep the two water systems financially separate works against the economic savings that consolidation was expected to bring to the rate payers.

Following review of the April 2013 SB 246 amendment(s) I offer my support for the bill and its sponsor, the Bighorn-Desert View Water Agency.

Sincerely,

*Ruth E. Rieman*

Ruth E. Rieman  
Past Board of Director  
Desert View Water District 1985-1989  
Big Horn Desert View Water Agency 1989-1993

 COPY

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

**Meeting Date:** June 18, 2013

**To:** Board of Directors

**Budgeted:** no

**Funding Source:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**Staff Contact:**

**CEQA Compliance:** N/A

**Subject:** Fire Protection for the Third of July (4<sup>th</sup> of July Community Celebration) at Homestead Valley Park and Consideration of "Rocket Sponsorship" in the Amount of \$500

---

## **SUMMARY**

Board to consider, as in past years, providing water for pre-event fire protection measures in support of the Third of July Community Celebration held at Homestead Valley Park and "Rocket Sponsorship" in the amount of \$500. There was no 3<sup>rd</sup> of July event in 2012 due to lack of funding.

This event will serve as a public relations outreach for the Agency. A portion of the \$500 sponsorship provides the Agency with a "booth" at the event from which staff and members of the Board can interact with members of the community, distribute information regarding the agency, water awareness, conservation items, and educational materials for adults and children who attend. The \$500 sponsorship is not required for the Agency to have a "booth" at the event but does include the Agency in advertising, announcements and the Agency's "welcome" banner will be on display near the stage during the event.

## **RECOMMENDATION**

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

1. Authorize staff to provide water for fire protection at the "Third of July" Community Celebration at Homestead Valley Park; and
2. Consider "Rocket Sponsorship" in the amount of \$500 for the "Third of July" Community celebration at Homestead Valley Park.

## **BACKGROUND/ANALYSIS**

No further analysis provided.

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

5/24/11 M11-022 Motion to provide water for fire protection at the "Third of July" Community celebration at Homestead Valley Park.

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



**Homestead Valley Park  
PO Box 3023  
Landers, CA 92285**

February 20, 2013

It is hard to believe that a year and half the year has gone by. A fireworks show that is free to the public, and at the same time, has become a major fundraiser for the Homestead Valley Park. A true win, win situation.

This fun filled family event attracts people from all over the Morongo Basin. Two years ago, we had the largest crowd in the history of the event. Your support provides your business a unique advertising opportunity, and shows your support to the Homestead Valley. This is the largest event held in this part of the Morongo Basin for the entire year.

We added professional food concessions that donated a percentage of the proceeds back to the Park. The Citizen's Patrol will be handling the traffic control and Parking, and splitting the proceeds with the Park. The Yucca Valley Sunset Rotary will be running the Margarita Booth and beer concessions again this year and sharing the profits with the Park. The Marine Color Guard will be presenting the colors of our great Flag.

This event keeps growing every year since its inception in 1996. The success of this event attributed to the generous support of the business community, and the dedication of the volunteers that make it happen. Directly and indirectly you are supporting over five different volunteer organizations by helping provide the fireworks display. we are asking that this year you will consider a \$1,000.00 sponsorship.

If you have any questions, or suggestions to make this event a better one, feel free to call me at 760.364.2046 or 760.333.2707. Thank you for your consideration.

Sincerely,

Roxanne Shamay  
Homestead Valley Park Fireworks Co-Chair



## **3<sup>RD</sup> OF JULY FIREWORKS SPECTACULAR** **SPONSORSHIP CATEGORIES**

### **SPECTACULAR SPONSOR \$1,000.00 (LIMIT FIVE SPONSORS)**

- ◆ Corporate Banner displayed on Main Stage. (you provide the banner)
- ◆ 4'x8' Display sign or second banner at the entrance to the park (You provide the signs) or a free booth space promoting your business
- ◆ A THANK YOU presentation made on Stage.
- ◆ Sponsor recognition by Master of Ceremonies.
- ◆ Seating for six in VIP section.
- ◆ Six complementary dinners and drinks of your choice.
- ◆ Two Preferred Parking Pass.
- ◆ Name listed in program as a Spectacular sponsor.
- ◆ Feel good for helping our community.

### **ROCKET SPONSOR- \$500.00**

- ◆ Corporate Banner displayed on Main Stage. (you provide the banner)
- ◆ Sponsor recognition by Master of Ceremonies.
- ◆ Seating for four in VIP section.
- ◆ Four complementary dinners and drinks of your choice.
- ◆ One Preferred Parking Pass.
- ◆ Name listed in program as a Rocket sponsor.
- ◆ Feel good for helping our community.

### **FIRECRACKER SPONSOR-\$100.00**

- ◆ One Preferred Parking Pass.
- ◆ Name listed in program as a Firecracker sponsor.
- ◆ Feel good for helping our community.

### **SPARKLER SPONSOR - \$50.00**

- ◆ Name listed in program as a Sparkler sponsor.
- ◆ Feel good for helping our community.

**Please make your checks payable to**

**Homestead Valley Park and Recreation  
PO Box 3023  
Landers, CA 92285**



**California Special  
Districts Association**  
*Districts Stronger Together*

**RECEIVED**  
JUN 10 2013  
BY: \_\_\_\_\_

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2013 BOARD ELECTIONS**

### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2012 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@cda.net](mailto:charlottel@cda.net) with any questions.

**Kathleen Tiegs**  
**For**  
**2014-2016 California Special Districts Association**  
**Region 5, Board of Directors, Seat B**

My Fellow CSDA Member:



I am requesting your support for my bid as the Region 5, Seat B, Board of Directors representative for the California Special Districts Association (CSDA). I currently serve as the Region 5 representative and have done so with great passion and commitment since 2011.

Through my involvement with CSDA I have actively served on the Membership, Legislative, and the By-laws Committees. This past year I had the opportunity to serve on the Regionalization Task Force, which evaluated the effectiveness of our regions and how to better manage the flow of information to strengthen our role as special districts throughout the state.

My experience on the Cucamonga Valley Water District (CVWD) Board of Directors has provided me with a solid foundation of experience. Elected to the CVWD in November 2005, I have served as the Board President and currently serve on the Legislative and Public Affairs and Human Resources/Risk Management Committees. In April 2011, I was honored by State Assembly Member Mike Morrell as the 63<sup>rd</sup> Assembly District Woman of the Year.



I currently serve as the President of the Association of San Bernardino County Special Districts and have done so for the past three years. My participation has allowed me to develop a network of colleagues in a variety of different agencies, with a common goal of serving the needs of our constituents.

There are numerous critical issues that confront special districts; these challenges will require strong and enterprising leadership, as well as a commitment to preserving the model of special district governance.



Thank you for allowing me to share with you my experience, leadership and knowledge. I look forward to serving you and the entire CSDA organization.

With Best Regards,

*Kathleen Tiegs*



**REGION FIVE**

●  
*Seat B - term  
ends 2017*

**CSDA BOARD OF DIRECTORS  
ELECTION 2013**

*All Fields Must Be Completed for ballot to be counted.  
(Please vote for only one.)*

☐ **Kathy Tiegs\***  
*Cucamonga Valley Water District*

*\* incumbent*

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

Member District: \_\_\_\_\_

Must be received by 5pm, August 2, 2013. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
MAY 31, 2013

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
12943	02/19/13	VERIZON CALIFORNIA CK 12943 REJECTED BY BANK	-568.24
13029	05/03/13	AKLUFU AND WY SOCKI LEGAL FEES APR 2013	1,320.00
13030	05/03/13	AUTOZONE, INC LN8000 & L600 FILTERS JV GENERATOR FILTERS L600 & LN8000 LUBRICANTS L600 PWR STEER FLUID LN8000 BULLS EYE LIGHT RED CREDIT TOWARD INV 330745 A/C SUPPLIES FOR ALL VEHICLES LN8000 STRIPS, SCAN GAUGE II FOR ALL VEHICLES CREDIT TOWARD INV 336912 LN8000 CARSCAN	2,140.86
13031	05/03/13	* VOID *	
13032	05/03/13	CLINICAL LABORATORY OF PLATE CT, BACT TEST, GEN PHY	73.00
13033	05/03/13	COUNTY TREASURER OF S.B. FEE TO ADD TO LIEN	25.00
13034	05/03/13	DISCOUNT TIRE CENTERS 2010 RANGER '9091' TRANMISSION CHK 2010 RANGER '9090' OIL CHG, BRAKES, SHOCKS 2010 RANGER '9091' OIL CHG	1,740.60
13035	05/03/13	ELLESS ELECTRIC ELETRICAL REPAIRS WELL 8,9,10, A BOOSTERS	6,257.00
13036	05/03/13	FERRELLGAS PROPANE SHOP PROPANE OFFICE	468.86
13037	05/03/13	HERCULES INDUSTRIES, INC. LOCKS	205.37
13038	05/03/13	INLAND WATER WORKS INVENTORY INVENTORY INVENTORY INVENTORY	1,930.99
13039	05/03/13	JAMES MOORE BALANCE RFND ACCT# 1102960	87.08
13040	05/03/13	MAID TO ORDER SVC JEMEZ & MTG RM 03/09/13 SVC JEMEZ 03/23/13 NFS FEE	246.00
13041	05/03/13	MICHAELS ONE STOP MOBILE DOT INSPECT, CHG OIL & FILTER FLUSH FUEL& COOLANT SYS, AIR BRAKE SYS ADJ-DOT SPEC, TIRES,	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
MAY 31, 2013

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		CHASSIS LUBE, INCAB INSPEC. L600-OIL&FILTERS, COOLANT, FLUID CHK BELTS, REAR DIFF SVC, DOT INSPECT, LUBE JOB. LN8000- RECHG SYS, REPAIR DRIVE SIDE BRAKE	1,739.95
13042	05/03/13	MOJAVEWIFI.COM LLC INTERNET	95.00
13043	05/03/13	OFFICE DEPOT COPY PAPER	22.91
13044	05/03/13	SOUTHERN CALIFORNIA EDISON POWER EXP MAR 2013	6,753.55
13045	05/03/13	UNDERGROUND SERVICE ALERT DIG ALERTS, 12 TICKETS	18.00
13046	05/03/13	VANESSA RAY BALANCE RFND ACCT# 0304601	80.16
13047	05/03/13	VERIZON CALIFORNIA AUTO CONTROLS & PHONES JAN/FEB & MAR/APR 2013	1,143.09
13048	05/03/13	WILLIAM JENSON BALANCE RFND ACCT# 3342131	94.95
13049	05/03/13	WILLIAM KRULL BALANCE RFND ACCT# 0702346	52.67
13050	05/03/13	XEROX CORPORATION LEASE PAYMENT 041313-051213 10 OF 60	215.88
13065	05/15/13	ACWA/JPIA ACWA/JPIA HEALTH BENEFITS	883.14
13066	05/15/13	AT&T MOBILITY COMMUNICATION EXP	103.04
13067	05/15/13	AW ASSOCIATES, INC. PAINT GAS TANK	2,338.38
13068	05/15/13	AW DIRECT 2012 DODGE - LIGHT BAR	165.48
13069	05/15/13	TERRY BURKHART LAFCO MTG - MILEAGE	80.23
13070	05/15/13	CLINICAL LABORATORY OF BACT TEST	60.00
13071	05/15/13	DISCOUNT TIRE CENTERS 2012 DODGE "6959" TIRE 2010 RANGER "9090" - TIRE	320.14
13072	05/15/13	THE HOME DEPOT #6971 SHOP SUPPLIES & HYDRANT REPAIR SHOP SUPPLIES, WELL 6 HOSE ADAPTER	269.72
13073	05/15/13	IMAGE SOURCE, INC XEROX PRINT CHG APR 2013	82.20
13074	05/15/13	INLAND WATER WORKS FILED MATERIAL INVENTORY FIELD MATERIALS	453.15
13075	05/15/13	KRIEGER & STEWART, INC DISTRICT ENGINEER CONSULTING 12/30/12-01/26/13	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
MAY 31, 2013

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		DISTRICT ENGINEER CONSULTING 02/24/13-03/30/13 B3/B4 TANK REHAB MAR 2013 EVAL WELLS 2,3,&4 (ENGINEERING) JAN 27 - MAR 30, 2013	19,603.15
13076	05/15/13	MICHAELS ONE STOP MOBILE LN8000 - REPLACE HAZARD LIGHT, REPAIR PARKING BRAKE LN8000, REPLACE FUEL GOV, SILANIOD, THROTTLE RETURN, REPROG FUEL PUMP HOLDEN/JACOBSON TRAILER DOT INSPECT, WHEEL SEALS, LEAF SPRING	715.00
13077	05/15/13	OFFICE DEPOT GREENBAR PAPER	127.42
13078	05/15/13	SDRMA SDRMA MED BENEFITS JUNE 2013	7,317.45
13079	05/15/13	BRIAN A SMITH OVERPAID CUSTOMER ACCT	74.30
13080	05/15/13	USA BLUEBOOK CLORINATION	330.91
13081	05/15/13	WILLIAM JENSON BULK CUSTOMER REFUND	9.27
13094	05/28/13	CLINICAL LABORATORY OF BACT TEST ROUTINE WELLS 3 & 7, BACT TEST PLATE CT GEN PHYSICAL	756.00
13095	05/28/13	COUNTY OF SAN BERNADINO DUMP FEES DUMP FEES DUMP FEES	267.53
13096	05/28/13	ELLESS ELECTRIC INSTALL SOLAR BATTERY JV GEN	330.00
13097	05/28/13	FATTY'S FENCING 622 JEMEZ ENLARGE/REPAIR FENCE 622 JEMEZ - GATES 622 JEMEZ-INSTALL WROUGHT IRON WELL 8 - ENLARGE FENCING/GATES WELL 9 - ENLARGE FENCE, GATE 1720 CHEROKEE-REPAIR BARBWIRE WELL 2 - REPAIR BARBWIRE WELL 6 - REPAIR FENCING	12,524.75
13098	05/28/13	GOODSPEED DISTRIBUTING INC UNLEADED FUEL	1,839.68
13099	05/28/13	HI-DESERT STAR PUBLIC NOTICE 5/15/13-5/22/13	331.69
13100	05/28/13	INLAND WATER WORKS FIELD MATERIALS FIELD MATERIALS	167.40
13101	05/28/13	J COLON COATINGS, INC B3/B4 TANK REHAB	89,015.00
13102	05/28/13	JOSEPH TIPTON	



BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
MAY 31, 2013

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		BALANCE RFND ACCT# 0802764	72.30
13103	05/28/13	MANUEL VEGA	
		BALANCE RFND ACCT# 0902089	40.03
13104	05/28/13	MICHAEL MCBRIDE	
		CSDA LEGISLATIVE DAYS FOOD & LODGING	432.07
13105	05/28/13	MICHAELS ONE STOP MOBILE	
		L600 SAFETY MIRRORS, REALIGN LEAF SPRINGS	
		L600 NEW SHOCKS	
		L600 APPLIED UNDERCOATING	
		LN8000 SAFETY MIRRORS & REPAIR WIRING	
		GENERATOR - G1 FLUSHED OIL & FUEL SYSTEMS, REPAIRED WIRE & CONNECTORS	
		GENERATOR G-1 COOLANT & LUBE	1,157.99
13106	05/28/13	NAPA AUTO PARTS	
		PARTS FOR CAT GENERATOR - G1	
		PARTS FOR CAT GENERATOR - G1	
		PARTS FOR CAT GENERATOR - G1	
		PARTS FOR CAT GENERATOR - G1	
		PARTS FOR CAT GENERATOR - G1	522.32
13107	05/28/13	PABLO GUILLEN	
		BALANCE RFND ACCT# 0400112	72.50
13108	05/28/13	PATRICK GROVE	
		BALANCE RFND ACCT# 0612402	59.98
13109	05/28/13	RDC JERSON LLC	
		BALANCE RFND ACCT# 0506000	
		BALANCE RFND ACCT# 0506009	162.09
13110	05/28/13	SOUTHERN CALIFORNIA EDISON	
		POWER EXO AOR 2013	6,139.57
13111	05/28/13	STEVEN STELLA	
		BALANCE RFND ACCT# 0801369	114.84
13112	05/28/13	TIFFANY REMINGTON	
		BALANCE RFND ACCT# 0707691	100.00
13113	05/28/13	THE HOME DEPOT #6971	
		GARDEN-IRRIGATION PARTS, SHOP SUPPLIES	
		P.O. GARDEN-IRRIGATION PARTS	
		P.O. GARDEN-IRRIGATION PARTS	
		P.O. GARDEN-IRRIGATION PARTS	
		GARDEN-IRRIGATION PARTS, SHOP SUPPLIES	
		DEPOSIT	
		MINI TRENCHER - DEPOSIT REFUND	
		DEPOSIT	
		TRENCHER - DEPOSIT REFUND	
		P.O. GARDEN-IRRIGATION PARTS	
		WELL 10 PUMPHOUSE, SHOP SUPPLY	
		FIELD MATERIALS	692.91
13114	05/28/13	AUTOZONE, INC	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
MAY 31, 2013

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		CORRECTED INV	
		L600 SHOCKS	
		WRONG PARTS - RETURNED	
		CREDIT FOR 346762	
		WRONG PARTS - RETURNED	
		UNDERCOATING FOR ALL VEHICLES	
		CREDIT FOR 349096	
		LN8000 & L600 MIRRORS	
		CREDIT FOR 351822	
		CREDIT FOR 330745	673.96
88888888	05/15/13	PAY ONLINE BURRTEC WASTE&RECYC	
		TRASH FEE MAY 2013	88888888 05/03/1
		UNIFORM SVC	
		UNIFORM SVC	
		UNIFORM SVC	88888888 05/03/1
		INK CARTRIDGE	
		ICS-400 - GAS	
		OFFICE SUPPLIES, OPEN/CLOSE	
		SIGN	
		FIRE EXTINGUISHER & WARNING	
		SIGNS, HOGS RINGS & PLIERS	
		FIRE EXTINGUISHER SIGNS,	
		PRUNER & BROOM	
		FIRE EXTINGUISHER SIGNS	
		MAY 13 & 15 SHUTTLE,	
		CSDA LEGISLATIVE DAYS	
		MAY 6 & 7TH AIRFARE & SHUTTLE	
		FOR ACWA/JPIA BOD MTG	
		COMMITTEE HEARING SB246	
		GAS, FOOD, LODGING	
		FLOWERS	
		P.O. GARDEN- IRRIGATION SYSTEM	
		PART	
		OFFICE SUPPLIES	
		JV WELL	
		CSDA LEGISLATIVE DAYS-LODGING	
		KIDS PAMPHLETS	
		PROMOTIONAL ITEMS	
		LN8000 FUEL SHUT OFF	
		SUNCAST SHED	
		JPIA/ACWA BOD MTG - LODGING	
		TRANSDUCER	
		AWWA STANDARDS	88888888 05/03/1
		PROPERTY TAX	
		QRTLY 021013-051013	88888888 05/29/1
		POSTAGE FOR MAY 2013	88888888 05/15/1
		SHOP 04/26/13-05/25/13	
		SHOP 05/26/13-06/25/13	9,000.04
		TOTAL	181,548.31

GENERAL FUND

ASSETS

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CASH & CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	69,996.78
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00
		-----
TOTAL CASH & CASH EQUIVALENTS		71,546.78

INVESTMENTS

01 13303	LAIF UNENCUMBERED CASH FUND	241,257.57
01 13306	LAIF-BASIC FACILITIES CHGS	21,794.00
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	309,668.06
01 13311 02	LAIF VALUE MAINT TRAILER	56,160.00
01 13312	LAIF BOND DEBT SERVICE	73,000.00
		-----
TOTAL INVESTMENTS		901,879.63

ACCOUNTS RECEIVABLE, WATER

01 12050	HYDRANT ON ROCKY ACRES	325.75
01 13710	A/R WATER	148,954.03
01 13950	2009-2010 LIEN RECEIVABLE	20,145.44
01 13951	2010-2011 LIEN RECEIVABLE	16,014.59
01 13952	2011-2012 LIEN RECEIVABLE	23,115.98
		-----
TOTAL ACCTS RECEIVABLE, WATER		208,555.79

ACCOUNTS RECEIVABLE, OTHER

		-----
TOTAL ACCTS RECEIVABLE, OTHER		0.00

INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	63,879.67
		-----
TOTAL INVENTORY		63,879.67

PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	532.00
01 14402	PREPAYMENTS PL & PD LIAB INS	2,320.38
		-----
TOTAL PREPAID EXPENSES		2,852.38

FIXED ASSETS

01 11130	FA ORGANIZATION	335,150.45
01 11130 01	ACCUMULATED DEP ORGANIZATION (	97,862.43)
01 11135	FA LAND	76,611.39
01 11140	FA BUILDINGS	237,417.08
01 11140 01	ACCUMULATED DEP BUILDINGS (	210,488.89)
01 11150	FA YARDS	52,957.71

## GENERAL FUND

01 11150 01	ACCUMULATED DEP YARDS	( 52,957.71)
01 11160	FA FUELS TANKS	18,874.89
01 11160 01	ACCUMULATED DEP FUEL TANK	( 12,065.33)
01 11170	FA WATER SYSTEM	7,850,464.74
01 11170 01	ACCUMULATED DEP WATER SYSTEM	( 4,752,106.26)
01 11180	FA SHOP EQUIPMENT	41,231.54
01 11180 01	ACCUMULATED DEP SHOP EQUIP	( 39,313.96)
01 11181	FA MOBILE EQUIPMENT	449,288.05
01 11181 01	ACCUMULATED DEP MOBILE EQUIP	( 390,212.56)
01 11190	FA OFFICE EQUIPMENT	118,382.40
01 11190 01	ACCUMULATED DEP OFFICE EQUIP	( 117,204.53)
01 14501	JV WELL	177,095.85
		-----
TOTAL FIXED ASSETS		3,685,262.43

## WORK IN PROGRESS (FOR OTHERS)

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

## WORK IN PROGRESS (AGENCY)

01 12005	WIP EPA GRANT	543,339.72
01 12049	B3 & B4 TANK REHAB	166,102.95
01 12051	AIR VAC	125.40
01 12052	EVAL OF WELLS 2, 3, & 4 (7A)	6,923.11
01 12055	FENCING	7,084.25
		-----
TOTAL WORK IN PROGRESS(AGENCY)		723,575.43

## DEBT ISSUANCE COST

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

TOTAL ASSETS	5,657,552.11
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## LIABILITIES

## ACCOUNTS PAYABLE

TOTAL ACCOUNTS PAYABLE	0.00
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## ACCRUED PAYROLL

01 22900	ACCRUED PAYROLL LIABILITIES	17,943.00
01 22910	ACCRUED EMPLOYEE COMP BALANCES	32,464.00
		-----
TOTAL ACCRUED PAYROLL		50,407.00

## CUSTOMER DEPOSITS

01 22540	UNCLAIMED FUNDS	292.82
01 22550	CUSTOMER DEPOSITS PENDING	900.00
01 22600	CUSTOMER DEPOSITS	56,021.39

PERIOD ENDING 05/31/13

## GENERAL FUND

TOTAL CUSTOMER DEPOSITS	57,214.21
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	551,000.00
TOTAL LONG TERM DEBT	783,977.05
TOTAL LIABILITIES	891,598.26
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	208,481.69
TOTAL EQUITY	4,765,953.85
TOTAL LIABILITIES & EQUITY	5,657,552.11

Prepared By g  
Date 6/13/13  
Reviewed By mmw

## GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
		-----	-----	-----	-----	-----
REVENUE						
-----						
OPERATING REVENUE						
01 41000	SERVICE LINE INSTALLATION FEES	1,255.00	1,320.00	2,640.00	-1,385.00	210.36%
01 41001	BASIC FACILITIES CHARGE	4,098.00	4,098.00	8,196.00	-4,098.00	200.00%
01 41100	INCOME METERED WATER	372,808.00	33,452.28	374,258.99	-1,450.99	100.39%
01 41300	BASIC SERVICE CHARGE	578,325.00	49,952.81	545,985.02	32,339.98	94.41%
01 41400	INCOME METERED BULK WATER	46,318.00	5,760.05	47,028.14	-710.14	101.53%
01 41700	INCOME OTHER (OPERATING)	37,200.00	533.52	35,442.51	1,757.49	95.28%
		-----	-----	-----	-----	-----
	TOTAL OPERATING REVENUE	1,040,004.00	95,116.66	1,013,550.66	26,453.34	97.46%
NON-OPERATING REVENUE						
01 49100	GA02 GEN LEVY IMP DIST A BH	52,100.00	3,391.72	49,048.56	3,051.44	94.14%
01 49101	DA01 DEBT SRVC IMP 1 (BH BOND)	175,900.00	16,865.86	155,190.05	20,709.95	88.23%
01 49102	GA01 GENERAL TAX LEVY (BDV)	52,100.00	2,742.36	47,387.16	4,712.84	90.95%
01 49103	INCOME REVENUE BONDS DV FMHA	48,825.00	19.87	41,658.38	7,166.62	85.32%
01 49200	INTEREST INCOME	2,800.00	627.60	2,946.01	-146.01	105.21%
		-----	-----	-----	-----	-----
	TOTAL NON-OPERATING REVENUE	331,725.00	23,647.41	296,230.16	35,494.84	89.30%
		-----	-----	-----	-----	-----
	TOTAL REVENUE	1,371,729.00	118,764.07	1,309,780.82	61,948.18	95.48%
EXPENSE						
-----						
OPERATIONS EXPENSE						
01 54102	OPERATIONS COMPENSATION	151,538.00	18,425.40	153,483.79	-1,945.79	101.28%
01 54103	UNIFORMS	2,150.00	75.00	2,581.78	-431.78	120.08%
01 54105	AUTO CONTROLS	2,640.00	426.75	2,136.70	503.30	80.94%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	5,000.00	8,687.00	21,053.87	-16,053.87	421.08%
01 54107	VEHICLE EXPENSE - FUEL	18,000.00	1,889.57	22,314.33	-4,314.33	123.97%
01 54109	FIELD MATERIALS & SUPPLIES	20,000.00	772.20	23,196.40	-3,196.40	115.98%
01 54111	WATER TESTING	6,850.00	800.00	3,925.98	2,924.02	57.31%
01 54112	CONTRACTUAL SERV- ENGINEERING	65,000.00	5,942.50	17,721.85	47,278.15	27.26%
01 54114	WATER SYSTEM REPAIRS	25,000.00	14,481.69	27,091.69	-2,091.69	108.37%
01 54115	BUILDING MAINTENANCE/REPAIR	7,500.00	756.64	8,206.08	-706.08	109.41%
01 54119	COMMUNICATIONS EXPENSE	1,500.00	103.04	1,563.79	-63.79	104.25%
01 54121	DISINFECTION EXPENSE	4,500.00	330.91	3,983.16	516.84	88.51%
01 54125	POWER WELLS & PUMPS	63,000.00	11,001.77	50,816.83	12,183.17	80.66%
01 54130	OTHER OPERATIONS EXPENSES	16,500.00	0.00	30,952.60	-14,452.60	187.59%
01 54150	PAYROLL LABOR TO PROJECTS	0.00	0.00	-817.64	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	-173.63	0.00	0.00%
		-----	-----	-----	-----	-----
	TOTAL OPERATIONS EXPENSE	389,178.00	63,692.47	368,001.22	21,176.78	94.56%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 05/31/13

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
	-----	-----	-----	-----	-----
<b>BULK SYSTEM EXPENSE</b>					
01 55001 PUMPING PLANT EXPENSE	6,500.00	1,192.84	5,466.82	1,033.18	84.10%
01 55002 BULK OPERATIONS & MAINTENANCE	5,000.00	3,459.75	6,213.30	-1,213.30	124.27%
	-----	-----	-----	-----	-----
TOTAL BULK SYSTEM EXPENSE	11,500.00	4,652.59	11,680.12	-180.12	101.57%
<b>ADMINISTRATIVE EXPENSE</b>					
01 56001 DIRECTOR FEES	16,000.00	2,300.00	10,700.00	5,300.00	66.88%
01 56002 01 DIRECTOR MCBRIDE	4,200.00	999.94	3,237.41	962.59	77.08%
01 56002 02 DIRECTOR CORL-LORONO	4,200.00	1,774.53	4,600.74	-400.74	109.54%
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	280.23	365.23	3,834.77	8.70%
01 56002 05 DIRECTOR STALEY	4,200.00	0.00	145.43	4,054.57	3.46%
01 56003 ADMINISTRATIVE COMPENSATION	245,494.00	26,892.46	206,543.57	38,950.43	84.13%
01 56005 ADMINISTRATIVE MEETING EXPENSE	1,000.00	0.00	254.78	745.22	25.48%
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	1,320.00	11,880.00	18,120.00	39.60%
01 56008 PERS CONTRIBUTION	41,000.00	3,118.76	36,723.17	4,276.83	89.57%
01 56009 PAYROLL TAXES	12,400.00	493.68	10,029.04	2,370.96	80.88%
01 56011 TELEPHONE/FAX/INTERNET/WEB	7,500.00	449.85	5,681.73	1,818.27	75.76%
01 56012 MAILING EXPENSES	11,500.00	684.31	5,964.07	5,535.93	51.86%
01 56014 CONTRACTUAL SERV-OTHER	19,100.00	450.64	12,783.27	6,316.73	66.93%
01 56016 PROPERTY/LIABILITY EXPENSE	27,000.00	2,320.35	25,493.78	1,506.22	94.42%
01 56017 WORKERS COMP INSURANCE	6,500.00	532.00	6,197.75	302.25	95.35%
01 56018 DUES & SUBSCRIPTIONS	9,630.00	18.00	9,423.02	206.98	97.85%
01 56020 POWER OFFICES & YARDS	5,600.00	719.57	4,211.72	1,388.28	75.21%
01 56022 BAD DEBT EXPENSE	2,000.00	241.63	1,594.59	405.41	79.73%
01 56025 PROPANE	1,800.00	468.86	1,711.69	88.31	95.09%
01 56030 OFFICE SUPPLIES	4,500.00	391.62	3,567.36	932.64	79.27%
01 56030 01 PAPER & INK	4,000.00	307.22	1,987.16	2,012.84	49.68%
01 56100 EMPLOYEE BENEFITS INSURANCE	94,090.00	7,464.94	82,610.42	11,479.58	87.80%
01 56101 FLEXIBLE SPENDING ACCOUNT	0.00	278.18	-19.96	0.00	0.00%
01 56103 PLAN PARTICIPATION FEE	0.00	0.00	-11	0.00	0.00%
01 56104 SUPPLEMENTAL LIFE	0.00	111.76	-7.87	0.00	0.00%
01 56105 DISABILITY INS	0.00	168.02	-11.85	0.00	0.00%
01 56110 EMPLOYEE EDUCATION	3,500.00	0.00	1,918.34	1,581.66	54.81%
01 56150 PAYROLL FRINGE EXP TO PROJECTS	0.00	0.00	-639.58	0.00	0.00%
01 56160 OVERHEAD TO PROJECTS	0.00	0.00	-403.77	0.00	0.00%
	-----	-----	-----	-----	-----
TOTAL ADMINISTRATIVE EXPENSE	593,614.00	51,786.55	473,595.13	120,018.87	79.78%
	-----	-----	-----	-----	-----
TOTAL OPERATING EXPENSE	994,292.00	120,131.61	853,276.47	141,015.53	85.82%
<b>NON-OPERATING EXPENSE</b>					
01 56200 OFFICE EQUIPMENT EXPENSE	3,500.00	0.00	1,481.77	2,018.23	42.34%
01 56300 CUSTOMER RELATIONS	6,000.00	122.50	2,935.29	3,064.71	48.92%
01 56300 01 LANDERS POST OFFICE GARDEN	0.00	1,013.96	1,359.31	0.00	0.00%
01 56400 OTHER ADMINISTRATIVE EXPENSES	3,500.00	773.57	1,832.90	1,667.10	52.37%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 05/31/13

## GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
01 57000 INTEREST EXPENSE - BH BONDS	0.00	0.00	28,782.98	0.00	0.00%
01 57100 DEPRECIATION EXPENSE	0.00	18,035.61	200,460.57	0.00	0.00%
01 59100 INTEREST EXPENSE - DV BONDS	0.00	0.00	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	19,945.64	248,022.66	-235,022.66	1907.87%
TOTAL EXPENSE	1,007,292.00	140,077.25	1,101,299.13	-94,007.13	109.33%
NET REV/EXP GENERAL FUND	364,437.00	-21,313.18	208,481.69	155,955.31	57.21%

Prepared By JB  
 Date 5/13/13  
 Reviewed By must



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

**SOURCES OF FUNDS:**

A/R - WATER	90,679.20	
NEW SERVICE	5,418.00	
MISCELLANEOUS REVENUE	2243	
INCOME FOR TAXES	22,999.94	
CUSTOMER DEPOSITS	1,800.00	
 TOTAL		<u><u>123,140.14</u></u>

**USE OF FUNDS:**

A/R WATER & OTHER	1,153.02	
CAPITAL PURCHASES:		
FUEL TANK	2,338.38	
B3 & B4 TANKS	95,755.54	
EVAL OF WELLS 2, 3, & 4	6,923.11	
FENCING	7,084.25	
INVENTORY PURCHASES	2,267.50	
PAYROLL & BENEFITS	33,073.45	
OPERATIONS EXPENSES	49,277.96	
ADMINISTRATIVE EXPENSE	17,001.31	
 TOTAL		<u><u>214,874.52</u></u>

Prepared By JB  
Date 6/13/13  
Reviewed By mw

**UNION BANK OF CALIFORNIA**  
**DISBURSEMENT MAY 2013**

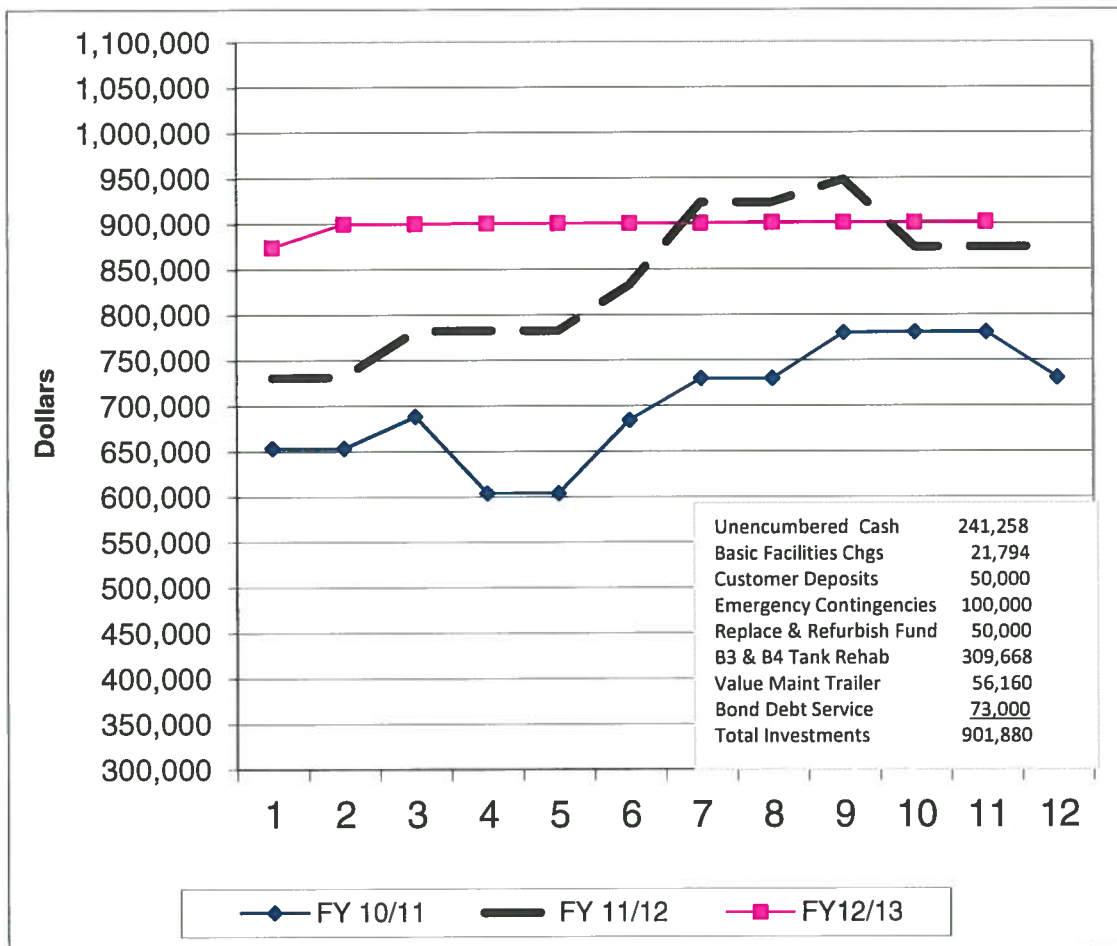
Datastream Check Register	<u>181,548.31</u>	<u>181,548.31</u>
EFT for Vendor Services		
Bank Fees	<u>252.76</u>	
Total EFT for Vendor Services		<u>252.76</u>
Wages for Paydate 05/09/13		
State & Fed Taxes plus PERS Paid	5,774.11	
Payroll checks 13051-13057 & 13063-13064	10,475.46	
Director Per Diem ck 13058-13062	<u>645.88</u>	
		<u>16,895.45</u>
Wages for Paydate 05/2/13		
State & Fed Taxes plus PERS Paid	5,654.95	
Payroll checks 13082-13088 & 13092-13093	10,246.00	
Director Per Diem 13089-13091	<u>277.05</u>	
		<u>16,178.00</u>
Total Disbursements		<u><u>214,874.52</u></u>

Prepared By JB  
Date 6/13/13  
Reviewed By mm

## 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	901,252
April	780,685	873,934	901,252
May	780,685	873,934	901,880
June	730,685	873,934	



# Consumption & Billing Comparison May 2013

CONSUMPTION						
<u>Residential- North- Bighorn</u>				<u>Residential- South- Desert View</u>		
	Meters	Usage (c.f.)			Meters	Usage (c.f.)
Book 1	148	224,421		Book 7	163	0
Book 2	182	187,241		Book 8	176	202
Book 3	162	196,292		Book 9	188	292
Book 4	152	194,442		Book 10	177	20
Book 5	129	152,087		Book 11	191	618
Book 6	136	159,770		<b>Total</b>	<b>895</b>	<b>1,132</b>
<b>Total</b>	<b>909</b>	<b>1,114,253</b>				
<u>Bulk -Kickapoo, Well 4, Cherokee</u>				<u>Construction</u>		
	Meters	Usage (c.f.)			Meters	Usage (c.f.)
Book 30	42	20,725		Book 40	0	0
Book 31	5	5,829		<b>Total</b>	<b>0</b>	<b>0</b>
Book 32	4	13,800				
<b>Total</b>	<b>51</b>	<b>40,354</b>		Billed Consumption		1,183,149
				Non Billed Usage		12,445
				<b>Total Consumption</b>		<b>1,195,594</b>
<u>Bulk - Well 10</u>						
	Meters	Usage (c.f.)		Active Residential Meters		1,804
Book 33	51	27,410		Active Bulk Meters		102
<b>Total</b>	<b>51</b>	<b>27,410</b>		<b>Total Active Meters</b>		<b>1,906</b>
BILLING COMPARISON						
				<b>CURRENT YEAR</b>	<b>LAST YEAR</b>	<b>DIFFERENCE</b>
				<b>MAY 2013</b>	<b>MAY 2012</b>	<b>MAY</b>
Total Customer Accounts				1,011	1,007	4
Usage in Cubic Feet				1,183,149	1,088,674	94,475
Percentage Increase/(Decrease)						9%
REVENUES						
Water Revenues				39,221.60	30,535.81	8,685.79
Basic Service Charge				49,952.81	49,322.15	630.66
Miscellaneous				581.10	475.55	105.55
Delinquent Charges				1,578.58	1,406.13	172.45
<b>Total Operating Revenues</b>				<b>\$ 91,334.09</b>	<b>\$ 81,739.64</b>	<b>\$ 9,594.45</b>



Date: June 1, 2013

To: Marina West

From: Lily Shelton

Subject: Service Order Report for May 2013

## SERVICE ORDER REPORT FOR FISCAL YEAR 2012-2013

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call	5	4	9	2	5	2	8	2	2	2	2		43
AirVac Maintenance							2	0	0	2	0		4
Booster Repair/Maintenance (New Category)									2	1	0		3
Bulk Stations: Maintenance	0	0	0	2	1	4	0	2	1	0	0		10
Close Account	12	24	29	14	15	21	11	13	13	25	22		199
Customer Asst:Leak/Other	4	7	6	9	2	3	12	7	8	5	6		69
Destroy Service Line	1	0	0	0	0	0	0	0	1	1	0		3
Exchange Meter	0	3	4	12	6	4	8	12	3	3	0		55
Fire Flow Test	0	0	0	0	0	0	0	0	0	0	0		0
Flush Deadend/Blowoffs	0	0	2	0	0	1	0		0	0	0		3
Hangtag	3	16	6	8	9	11	19	40	13	9	7		141
Hydrant Maint.****	27	30	0	33	26	14	1	1	8	23	4		167
Inspections					2	1	3	2	3	4	2		17
Install New Service	0	1	0	0	0	0	0	0	1	0	0		2
Leak Response	6	9	5	2	4	8	6	1	4	2	1		48
Lock-Off Service	12	11	31	15	24	25	6	12	18	13	10		177
Lock-Off Service per Customer Request							1	1	2	4	1		9
Miscellaneous	19	12	21	14	6	4	11	10	10	25	20		152
Office Repairs	3	1	0	0	2	0	0	1	0	0	1		8
Open New Service	12	24	29	14	15	21	11	13	13	25	22		199
Pressure Complaint	0	0	1	0	0	0	2	0	1	0	0		4
Pull Meter	0	0	0	0	0	1	2	0	0	0	0		3
Read Meter	0	2	3	8	2	0	2	0	1	0	2		20
Repair Mainline	1	0	1	0	0	0	0	0	0	0	1		3
Repair Service Line	14	9	11	9	2	1	1	0	2	4	3		56
Replace Service Line	0	0	1	1	2	3	0	0	1	3	1		12
Reread Meter	22	19	12	8	6	7	12	8	2	16	11		123
Safety Meeting	1	1	0	4	3	2	2	2	2	2	3		22
Tamper	1	1	0	1	0	0	2	0	0	2	2		9
Tank/Reservoir Maintenance/Repairs							3	2	3	1	0		9
Turn Off Service per Customer Request							8	1	2	0	0		11
Unlock Service	11	17	14	14	19	17	14	9	16	14	12		157
Valve Maintenance	1	0		1	1	0	1	3	2	1	0		10
Verify Meter Locked	4	2	10	2	0	6	0	3	14	4	5		50
Water Quality Issues **	0	0	0	2	0	0	0	1	0	0	0		3
Water Level						0	1	1	1	1	1		5
Water Test		0	4	0	0	0	0	0	0	0	0		4
Well Repairs/Maint.	0	3	0	1	3	4	8	9	4	11	4		47
<b>TOTAL</b>	<b>159</b>	<b>193</b>	<b>199</b>	<b>175</b>	<b>152</b>	<b>156</b>	<b>157</b>	<b>156</b>	<b>153</b>	<b>203</b>	<b>143</b>		<b>1846</b>

\*\* Includes Water Quality (taste, odor, color) as well as high or low pressure concerns as of April 2013

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



**DATE:** 6/10/2013  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** MAY.2013

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total Running Time	acre feet
Well 2	2,680	20,046		0	0.06
Well 3	9,920	74,202	399	3.1	0.23
Well 6	322,370	2,411,328	413	97.2	7.40
Well 7	156,930	1,173,836	354	55.3	3.60
Well 8	355,694	2,660,591	416	106.5	8.17
Well 9	511,600	3,826,768	666	95.7	11.74
Well 10	0	0	- *	54.2	0.00
<b>Total</b>	<b>1,359,194</b>	<b>10,166,771</b>			<b>31.20</b>

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

\* Well 10 suspect flow meter is not accurate. Staff evaluating options for replacement of obsolete meter. meter pulled may 7, 2013

<b>A Boosters</b>	96,160	719,277	125	95.7
<b>C Boosters</b>	165,480	1,237,788	232	88.9
<b>Total</b>	<b>261,640</b>	<b>1,957,065</b>		

## Bighorn-Desert View Water Agency

### Board of Directors

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



### Agency Office

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

760/364-2315 Phone

760/364-3412 Fax

Marina D West, PG, General Manager

A Public Agency

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

## BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, May 21, 2013 - 7:00 p.m.

### CALL TO ORDER

Meeting convened by Board President Michael McBride at 7:04 p.m.

### PLEDGE OF ALLEGIANCE

Led by Lary Callander

### ROLL CALL

Directors Present:

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

Staff Present:

Marina West  
Michelle Corbin

### APPROVAL OF AGENDA

*Motion to approve the agenda.*

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

### PUBLIC COMMENT PERIOD

Elizabeth Karmen, of Yucca Mesa, commented on the performance evaluation of the General Manager. Ms. Karmen stated she feels General Manager Marina West is doing an excellent job, keeping the Agency within budget and maintained. Ms. Karmen commends the Board for hiring West and again praised West's handling of the staff. Ms. Karmen also suggested the Board give her an outstanding performance evaluation and also to reward her for her good work.

Lary Callander, commented on the cost comparison between Bighorn-Desert View Water Agency and San Bernardino County Special District CSA70/W-1. Mr. Callander stated when first meeting West, he was impressed with the scope of her knowledge on issues pertaining to the Agency. He went on to say he is just as impressed with West today as he was a few years ago when he first met her.

Dr. Bob Karmen, of Yucca Mesa, stated what is often overlooked is Wests' technical knowledge of water making her an expert in this industry. He also noted she had recently earned her Master's Degree in (Public) Administration.

#### **CLOSED SESSION**

#### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code Section 54957)**

Position being evaluated: General Manager

Adjourned to closed session at 7:19 p.m. - Reconvened from closed session at 8:20 p.m.

#### **CLOSED SESSION REPORT**

President McBride reported the Board did the performance evaluation of General Manager Marina West.

#### **VERBAL REPORTS**

General Manager West reported on the Integrated Water Management Plan headed by Mojave Water Agency (MWA). MWA will host several workshops throughout the area seeking community input. One meeting will be held in Yucca Valley at the Senior Center.

West thanked the Board for the favorable review stating the Agency has done much to improve itself and she will continue to move forward. West mentioned the continued positive public relations which she attributes to the Customer Service staff.

West commented on the price comparison between the Agency and CSA70 W-1 and that should Agency acquire CSA70 W-1, we would be even more efficient, having less upper management.

West also reported on the Local Agency Formation Commission (LAFCO) meeting wherein the commission unanimously voted to support Senate Bill SB246.

Director Staley reported on the recent Local Agency Formation Commission meeting he had attended as well as the Homestead Valley Community Council meeting.

Director Larson reported on the Joshua Basin Water District meeting he attended with General Manager Marina West securing their support for Senate Bill SB246.

Vice-President Corl-Lorono reported on the Alliance for Water Awareness and Conservation (AWAC) meeting she had attended as well as her trip to Sacramento to attend the Association of California Water Agencies/Joint Powers Insurance Authority Board of Directors meeting. Director Corl-Lorono also reported on the CSDA Legislative Days Conference.

President McBride reported on the CSDA Legislative Days Conference he attended in Sacramento.

#### **FUTURE AGENDA ITEMS**

General Manager Contract including discussion of compensation.

**ADJOURNMENT** - President McBride adjourned the meeting at 8:50 p.m.

Approved by:

---

*David Larson, Secretary of the Board*

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



**When**

Friday August 23, 2013 from 7:30 AM to  
12:00 PM PDT

[Add to Calendar](#)

**Where**

Ontario DoubleTree Hotel  
222 North Vineyard Ave  
Ontario, CA 91764



[Driving Directions](#)

**Contact**

Nicole Desmond  
Desmond & Louis  
(866) 737-4880  
[nicole@dandlpr.com](mailto:nicole@dandlpr.com)

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*Please Join Us...*

for the 7th Annual

## SAN BERNARDINO COUNTY WATER CONFERENCE

Friday, August 23 | 8:30 am - 12:00 pm

(Continental breakfast starting at 7:30 am)

### SERIOUS SOLUTIONS FOR SERIOUS TIMES

Working together to identify long-range solutions that ensure a reliable water supply is a top priority, not only for San Bernardino County, but for the entire region. In order for businesses and residents to continue to have access to water and our local economy to prosper, we need to explore unique ways to meet present and future demand.

**Register Now!**

[Join Our Mailing List!](#)

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

**Meeting Date:** June 18, 2013

**To:** Board of Directors

**Budgeted:** no

**Funding Source:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**Staff Contact:**

**CEQA Compliance:** N/A

**Subject:** Resolution No. 13R-XX Authorizing Agency Credit Cards and Setting Guidelines for the Use of the Same

---

**SUMMARY**

The attached resolution updates the 2011 version by removing reference to the Executive Secretary as a credit card holder since this position was eliminated in late 2012. Rather than specify a person or position, staff recommends giving the authority to assign the second credit card to an employee to the General Manager.

Staff recommends the Board approve the attached Resolution No. 13R-XX.

**RECOMMENDATION**

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

1. Adopt Resolution No. 13R-XX authorizing Agency credit cards and setting guidelines for the use of the same.

**BACKGROUND/ANALYSIS**

No further analysis provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**7/26/2011 Resolution No. 11R-11** Authorizing Agency credit cards and setting the guidelines for the use of the same

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

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY AUTHORIZING AGENCY CREDIT CARDS AND SETTING GUIDELINES FOR THE USE OF THE SAME**

**WHEREAS**, on July 26, 2011 the Board approved Resolution 11R-11 which set forth the terms and conditions for the General Manager to obtain a credit card for Agency with First Bank (Union Bank of California); and

**WHEREAS**, in the course of daily Agency business there are times when the use of a business credit card would be advantageous for the efficiencies provided and cost savings available by using such; and

**WHEREAS**, Resolution No. 11R-11 authorizes two active credit cards through the Agency's current banking institution, Union Bank of California (First Bank Card); and

**WHEREAS**, Resolution No. 11R-11 provides for a credit limit of \$2500 for each active credit card; and

**WHEREAS**, the Agency currently has in effect a Purchasing Manual which sets forth the processes and authorizations necessary for purchasing goods and services; and

**WHEREAS**, Resolution No. 11R-11 authorized the Executive Secretary to possess a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and

**WHEREAS**, the position of Executive Secretary has been eliminated and there is still a need to authorize a second cardholder for the existing account.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Agency do hereby authorize the following:

1. That the General Manager possess and utilize a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and
2. That the one staff member, designated by the General Manager, possess and utilize a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and
3. That the credit limit shall be \$2500.00 for each credit card; and

4. That the credit cards shall only be used as a method of payment for purchases which have been approved in compliance with the existing Purchasing Manual with supporting documentation signed by the party requesting the use of the card, and
5. That Resolution No. 11R-11 is hereby rescinded in their entirety and of no further force and effect.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 18th day of June, 2013.

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

ATTEST:

\_\_\_\_\_  
David Larson, Secretary of the Board