

## Bighorn-Desert View Water Agency

### Board of Directors

Judy Cori-Lorono, President  
J. Dennis Staley, Vice President  
Terry Burkhart, Secretary  
Michael McBride, Director  
J. Larry Coulombe, 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' REGULAR MEETING AGENDA

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, September 23, 2014 - 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. **Update on Dissolution of CSA 70/W-1 and Annexation to BDVWA**  
Information and Discussion Item Only
6. **Resolution 14R-XX Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees**  
Board considers taking the following action(s):
  1. Adopt Resolution 14R-XX Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees.

7. **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 the item be held for discussion or further action.
- a. Financial Statements August 2014
    1. Balance Sheet
    2. Statement of Revenue and Expense
    3. General Account (Union Bank)
    4. Disbursements
    5. Local Agency Investment Fund Balance Timeline
  - b. Receive and File Disbursements August 2014
  - c. Service Order Report, August 2014
  - d. Production Report, August 2014
  - e. Regular Board Meeting Minutes, August 26, 2014
  - f. Receive and File Statement of “No Amendment Required” for the 2014 Biennial Notice for Conflict of Interest Code.

Recommended Action:

Approve as presented (Items a - f):

8. **Matters Removed From Consent Items**

9. **Communication and Information Items –**

Letter received from the Special District Risk Management Authority (SDRMA) presenting the President’s Special Acknowledgement Award for the Workers’ Compensation Program

10. **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.

11. **Verbal Reports - Including Reports on Courses/Conferences/Meetings.**

- a. General Manager’s Report
- b. Directors’ Reports
- c. President’s Report

12. **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.

AGENDA ITEM # 6

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

**Meeting Date:** September 23, 2014

**To:** Board of Directors

**Budgeted:** No

**Funding Source:** N/A

**Cost:** N/A

**From:** Michelle Corbin

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Resolution No. 14R-XX Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees

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**SUMMARY**

The Planning & Engineering/Legislative/Grant Standing Committee (PLEGS) convenes on the first Wednesday of the even months of the year to synchronize with the Mojave Water Agency's Legal/Legislative and Public Information Committee (LLPI) which is accessed via teleconference.

The Mojave Water Agency's LLPI Committee has announced its meetings will now regularly occur on the third Tuesday of the month. In order for the Committee to continue to participate in the LLPI it is necessary to change the regular PLEGS meetings to the third Tuesday at 9:15 am (even months: February, April, June, August, October, December).

The Board memorializes its regular meeting schedule through resolution. No change is recommended for the Finance/Public Relations/Personnel Standing Committee.

**RECOMMENDATION**

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

1. Adopt Resolution No. 14R-XX Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees.

**BACKGROUND/ANALYSIS**

No further information provided.

**PRIOR RELEVANT BOARD ACTION(S)**

**3/25/2014 BOD** Resolution 14R-03 Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees.

RESOLUTION NO. 14R-XX

POLICY STATEMENT OF THE BOARD OF DIRECTORS OF THE  
BIGHORN-DESERT VIEW WATER AGENCY  
ESTABLISHING STANDING COMMITTEES, OTHER APPOINTMENTS AND  
AUTHORIZING THE CREATION OF AD HOC COMMITTEES

**WHEREAS**, the Board of Directors of the Bighorn-Desert View Water Agency desires to ensure efficient administration of the Bighorn-Desert View Water Agency ("Agency") by the establishment of standing committees of the Board of Directors ("Board"), authorizing appointments to the Morongo Basin Pipeline Commission and the Mojave Water Agency Technical Advisory Committee and the authorization for the creation of ad hoc committees of the Board.

**WHEREAS**, standing committees allow for the productive use of Directors' individual expertise on matters and to work with staff in developing better background information for the full Board's consideration; and

**WHEREAS**, Agency standing committees shall be subject to meeting requirements specified under the Ralph M. Brown Act, California Government code sections 54950 through 54963.

**WHEREAS**, this Resolution rescinds and repeals Resolution No. 14R-03

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

The Board President shall, with board consensus, appoint and publicly announce the members of the standing committees at one of the regularly-scheduled meetings of the Board during the annual Board reorganization proceedings and at other meetings of the Board as circumstances may require.

Each committee shall have a maximum of two (2) members and one (1) alternate. Each standing committee may hold a regularly scheduled meeting six (6) times per year. Special meetings may be called as deemed necessary by either the General Manager or the Committee Chairperson.

All standing committee meetings of the Bighorn-Desert View Water Agency shall hereafter be held at the Bighorn Office located at 1720 N. Cherokee Tr., Landers, CA 92285. All standing committee meetings, adjourned standing committee meetings and special standing committee meetings may be fixed from time to time and by legal public notice at times as determined by the standing committee or Board of Directors.

The Board's standing committees shall be assigned to review Agency functions, activities, and/or operations pertaining to their designated concerns as specified. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report.

The following shall be the Board's standing committees, duties, and meeting schedule:

**Planning & Engineering/Legislative/Grant Committee** - Meetings of the Bighorn-Desert View Water Agency Planning & Engineering/Legislative/Grant Committee shall hereafter be held on the 3<sup>rd</sup> Tuesday of every other month beginning 09:15 a.m. This Committee meets on the even months: February, April, June, August, October, and December.

**Planning & Engineering** - shall be concerned with, but not limited to, the study and development of Agency operational goals, including planning /engineering reviews and proposals for capital improvement projects as well as the development and periodic review of the Agency's general plan, master plan, safety/security plans (i.e. Homeland Security, Vulnerability Assessment and facilities general security), etc.

**Legislative** - shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency. It shall monitor and review legislation or potential legislation which may affect the Agency. The committee shall also annually review existing ordinances, resolutions and/or Agency policies, except those pertaining specifically to personnel matters.

**Grant** - shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an effect on the Agency's grants or grant policies. It shall monitor and review grant legislation or potential grant legislation which may affect the Agency and monitor and review progress of grant funded projects. This committee shall work directly with the General Manager and Grant Consultant(s) in an effort to obtain/secure grants.

**Finance/Personnel/Pubic Relations & Education Committee** - Meetings of the Bighorn-Desert View Water Agency Finance/Personnel/Public Relations & Education Committee shall hereafter be held on the 3<sup>rd</sup> Wednesday of every other month, beginning at 9:00 a.m. This Committee meets on the odd months: January, March, May, July, September, and November.

**Finance** - shall be concerned about, but not limited to the financial management of the Agency, including the preparation of an annual budget, periodic reviews of Agency revenues, Agency investments, expenditures, and audit.

**Personnel** - shall be concerned with the functions, activities, compensation, and welfare of agency staff. This committee shall work directly with the General Manager on personnel related matters.

**Public Relations & Education** - shall be concerned with assuring that information relative to the affairs of the Agency is accurately and appropriately communicated to the public. This committee shall work with staff on the Agency newsletter and website; developing and communicating water education programs for

the public; the development of community, customer, and employee relations programs to enhance Agency/Customer relationships and understanding.

**Ad Hoc Committee Appointments** - The Board President shall, with board consensus, appoint such ad hoc committees as may be deemed necessary by the President or the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following are meetings scheduled by and under the administrative control of the Mojave Water Agency. The Agency shall appoint a maximum of one (1) member and one (1) alternate.

**Morongo Basin Pipeline Commission** – The Mojave Water Agency Morongo Basin Pipeline Commission is comprised of five officials, one from each of the member entities of the Improvement District M, including Mojave Water Agency, County of San Bernardino Service Area 70, Bighorn-Desert View Water Agency, Hi-Desert Water District and Joshua Basin Water District. The Commission addresses issues of interest to the residents in the Morongo Basin and pertinent to the Morongo Basin Pipeline project. The Commission meets quarterly beginning with March, June, September and December on the 2<sup>nd</sup> Wednesday of that month. The meeting location varies each quarter with each member agency hosting meetings on a rotating schedule.

**Mojave Water Agency Technical Advisory Committee** – An independent, voluntary group of water purveyors, pumpers and other interested parties located within Mojave Water Agency (MWA) boundaries. The Technical Advisory Committee (TAC) meets in a public forum to discuss common concerns and acts to assist the MWA in pursuit of its legal objectives. The Committee meets the 1<sup>st</sup> Thursday of even months at 10:00 am at the MWA headquarters in Apple Valley.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 23th day of September 2014.

BY:

\_\_\_\_\_  
Judy Corl-Lorono, Board President

ATTEST:

By \_\_\_\_\_  
Terry Burkhart, Board Secretary



AGENDA ITEM # 7

PERIOD ENDING 08/31/14

## GENERAL FUND

## ASSETS

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## CASH &amp; CASH EQUIVALENTS

01 13120	CASH UNION BANK OF CA	121,943.21
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13400	CASH PETTY CASH FUND	800.00

TOTAL CASH & CASH EQUIVALENTS		123,493.21
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## INVESTMENTS

01 13303	LAIF UNENCUMBERED CASH FUND	343,242.19
01 13306	LAIF-BASIC FACILITIES CHGS	25,892.00
01 13307	LAIF-CUSTOMER DEPOSITS	55,000.00
01 13309	LAIF EMERGENCY CONTINGENCIES	170,000.00
01 13310	LAIF REPLACE & REFURBISH FUND	400,000.00
01 13312	LAIF BOND DEBT SERVICE	25,001.00

TOTAL INVESTMENTS		1,019,135.19
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## ACCOUNTS RECEIVABLE, WATER

01 13710	A/R WATER	180,622.62
01 13713	A/R UNBILLED	46,118.00
01 13904	DOLLAR GENERAL	413.92
01 13950	2009-10 LIEN REC \$41976	15,571.56
01 13951	2010-11 LIEN REC \$33945	11,951.29
01 13952	2011-12 LIEN REC \$36833	16,568.09
01 13953	2012-13 LIEN REC \$39364	22,263.25
01 13960	DUE FOR AMES/RECHE	11,048.45
01 13960 01	DUE FOR HAZARD MITIGATION	7,413.10
01 13990	ALLOWANCE FOR BAD DEBTS	( 4,500.00)

TOTAL ACCTS RECEIVABLE, WATER		307,470.28
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## ACCOUNTS RECEIVABLE, OTHER

01 13800	A/R PROPERTY TAXES	30,796.87
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TOTAL ACCTS RECEIVABLE, OTHER		30,796.87
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## INVENTORIES

01 14301	INVENTORY-WATER SYSTEM PARTS	67,685.34
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TOTAL INVENTORY		67,685.34
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## PREPAID EXPENSES

01 14401	PREPAYMENTS WORKERS COMP INSUR	604.33
01 14402	PREPAYMENTS PL & PD LIAB INS	22,625.58
01 14403	PREPAIDS	1,237.75

TOTAL PREPAID EXPENSES		24,467.66
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## FIXED ASSETS

01 11130	FA ORGANIZATION	335,150.63
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## GENERAL FUND

01 11130 01	ACCUMULATED DEP ORGANIZATION	( 97,729.26)
01 11135	FA LAND	76,611.39
01 11140	FA BUILDINGS	237,417.18
01 11140 01	ACCUMULATED DEP BUILDINGS	( 213,293.24)
01 11150	FA YARDS	61,466.99
01 11150 01	ACCUMULATED DEP YARDS	( 53,247.33)
01 11160	FA FUELS TANKS	18,875.31
01 11160 01	ACCUMULATED DEP FUEL TANK	6,981.37
01 11170	FA WATER SYSTEM	8,192,844.32
01 11170 01	ACCUMULATED DEP WATER SYSTEM	( 5,020,780.44)
01 11180	FA SHOP EQUIPMENT	41,256.54
01 11180 01	ACCUMULATED DEP SHOP EQUIP	( 40,426.26)
01 11181	FA MOBILE EQUIPMENT	506,355.60
01 11181 01	ACCUMULATED DEP MOBILE EQUIP	( 416,157.14)
01 11190	FA OFFICE EQUIPMENT	96,066.64
01 11190 01	ACCUMULATED DEP OFFICE EQUIP	( 95,387.87)
01 14501	JV WELL	177,095.85

TOTAL FIXED ASSETS 3,813,100.28

## CONSTRUCTION IN PROGRESS-OTHER

TOTAL CIP (OTHERS) 0.00

## CONSTRUCTION IN PROGRESS ASSET

01 12054	PUMP PLANTS-MANUAL SWITCHES 6A	21,398.82
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TOTAL CIP ASSET 21,398.82

## DEBT ISSUANCE COST

TOTAL DEBT ISSUANCE COST 0.00

TOTAL ASSETS 5,407,547.65

## LIABILITIES

## ACCOUNTS PAYABLE

01 22520	ACCRUED INTEREST PAYABLE	1,958.00
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01 22700	ACCOUNTS PAYABLE	75,824.00
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TOTAL ACCOUNTS PAYABLE 77,782.00

## ACCRUED PAYROLL

01 22910	ACCRUED EMPLOYEE COMP BALANCES	49,914.78
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TOTAL ACCRUED PAYROLL 49,914.78

## CUSTOMER DEPOSITS

01 22540	UNCLAIMED FUNDS	585.40
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01 22550	CUSTOMER DEPOSITS PENDING	590.48
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GENERAL FUND

01 22600	CUSTOMER DEPOSITS	57,499.99
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	TOTAL CUSTOMER DEPOSITS	58,675.87

CONSTRUCT IN PROGRESS DEPOSIT		
01 22601	DOLLAR GENERAL DEPOSIT	700.70
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	TOTAL CIP DEPOSIT	700.70

LIAB PYBL FRM RESTRICTD ASSETS		
01 22950	ACCRUED INT PAYABLE DV ID BNDS	2,544.00
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	TOTAL LIAB PYBL FRM REST ASSET	2,544.00

LONG TERM DEBT		
01 21101	REVENUE BONDS PAYABLE - DV	203,977.05
01 22300	REVENUE BONDS PAYABLE - BH	470,000.00
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	TOTAL LONG TERM DEBT	673,977.05

TOTAL LIABILITIES	863,594.40
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EQUITY		
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01 30109	CONTRIBUTED CAPITAL/HUD	291,035.88
01 30111	FMHA GRANTS	758,297.76
01 31000	FUND BALANCE	3,061,706.14
01 31001	FUND BALANCE FEMA & OES	427,895.00
01 31111	CURR YEAR NET REVENUE/EXPENSE	5,018.47

TOTAL EQUITY	4,543,953.25
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TOTAL LIABILITIES & EQUITY	5,407,547.65
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Prepared By GB  
Date 9/15/14  
Reviewed By Maint

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 08/31/14

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	YTD % OF AVAILABLE	BUDGET
REVENUE					
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OPERATING REVENUE					
01 41000	SERVICE LINE INSTALLATION FEES	1,255.00	0.00	0.00	0.00%
01 41001	BASIC FACILITIES CHARGE	4,098.00	0.00	0.00	0.00%
01 41100	INCOME METERED WATER	389,631.00	46,423.68	88,976.46	22.84%
01 41300	BASIC SERVICE CHARGE	567,600.00	49,193.83	99,206.24	17.48%
01 41400	INCOME METERED BULK WATER	47,728.00	4,295.06	11,195.72	23.46%
01 41700	INCOME OTHER (OPERATING)	37,950.00	2,751.85	7,856.75	20.70%
TOTAL OPERATING REVENUE		1,048,262.00	102,664.42	207,235.17	19.77%
NON-OPERATING REVENUE					
01 49100	GA02 GEN LEVY IMP DIST A BH	51,100.00	0.00	1,417.51	2.77%
01 49101	DA01 DEBT SRVC IMP 1 (BH BOND)	175,900.00	0.00	26,090.64	14.83%
01 49102	GA01 GENERAL TAX LEVY (BDV)	49,102.00	0.00	1,398.70	2.85%
01 49103	INCOME REVENUE BONDS DV FMHA	48,825.00	8,299.52	8,294.41	16.99%
01 49200	INTEREST INCOME	2,500.00	0.00	428.04	17.12%
01 49600	INCOME OTHER (NON OPERATING)	0.00	894.76	1,541.33	0.00%
01 49999	FUNDS FOR AMES/RECHE	5,000.00	0.00	0.00	0.00%
01 49999 01	GRANT FOR HAZARD MITIGATION	25,000.00	0.00	0.00	0.00%
TOTAL NON-OPERATING REVENUE		357,427.00	9,194.28	39,170.63	10.96%
TOTAL REVENUE		1,405,689.00	111,858.70	246,405.80	17.53%

EXPENSE					
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OPERATIONS EXPENSE					
01 54102	OPERATIONS COMPENSATION	167,833.00	13,844.87	26,632.58	15.87%
01 54103	UNIFORMS	2,650.00	256.38	256.38	9.67%
01 54105	AUTO CONTROLS	2,640.00	212.96	212.96	8.07%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	9,000.00	0.00	454.62	5.05%
01 54107	VEHICLE EXPENSE - FUEL	21,000.00	1,162.02	1,162.02	5.53%
01 54109	FIELD MATERIALS & SUPPLIES	25,000.00	1,913.94	3,775.85	15.10%
01 54111	WATER TESTING	6,300.00	760.00	760.00	12.06%
01 54112	CONTRACTUAL SERV- ENGINEERING	40,000.00	0.00	0.00	0.00%
01 54114	WATER SYSTEM REPAIRS	27,500.00	1,819.81	2,986.57	10.86%
01 54114 01	EXCAVATION COUNTY OF SB	0.00	351.00	351.00	0.00%
01 54115	BUILDING MAINTENANCE/REPAIR	13,000.00	509.18	1,243.55	9.57%
01 54119	COMMUNICATIONS EXPENSE	1,500.00	103.32	103.32	6.89%
01 54121	DISINFECTION EXPENSE	5,000.00	0.00	614.36	12.29%
01 54125	POWER WELLS & PUMPS	68,750.00	4,627.09	4,627.09	6.73%
01 54130	OTHER OPERATIONS EXPENSES	8,000.00	0.00	195.00	2.44%
01 54170	EXP TO CIP PROJECTS	0.00	-3,375.41	-6,835.36	0.00%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 08/31/14

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
TOTAL OPERATIONS EXPENSE	398,173.00	22,185.16	36,539.94	361,633.06	9.18%
BULK SYSTEM EXPENSE					
01 55001 PUMPING PLANT EXPENSE	7,500.00	692.70	692.70	6,807.30	9.24%
01 55002 BULK OPERATIONS & MAINTENANCE	5,000.00	220.00	220.00	4,780.00	4.40%
TOTAL BULK SYSTEM EXPENSE	12,500.00	912.70	912.70	11,587.30	7.30%
ADMINISTRATIVE EXPENSE					
01 56001 DIRECTOR FEES	31,200.00	993.78	3,373.60	27,826.40	10.81%
01 56001 01 DISTRIBUTE TO DIRECTOR ACCTS	0.00	-993.78	-3,373.60	0.00	0.00%
01 56002 01 DIRECTOR MCBRIDE	0.00	0.00	426.58	0.00	0.00%
01 56002 02 DIRECTOR CORL-LORONO	0.00	441.00	1,101.29	0.00	0.00%
01 56002 04 DIRECTOR BURKHART	0.00	0.00	206.08	0.00	0.00%
01 56002 05 DIRECTOR STALEY	0.00	495.32	1,045.36	0.00	0.00%
01 56002 06 DIRECTOR COULOMBE	0.00	57.46	594.29	0.00	0.00%
01 56003 ADMINISTRATIVE COMPENSATION	272,105.00	20,278.49	38,862.79	233,242.21	14.28%
01 56006 CONTRACTUAL SERV-AUDITOR	30,000.00	5,975.00	5,975.00	24,025.00	19.92%
01 56007 CONTRACTUAL SERV-LEGAL	15,000.00	41.25	41.25	14,958.75	0.28%
01 56008 PERS CONTRIBUTION	53,860.00	3,907.33	10,003.44	43,856.56	18.57%
01 56009 PAYROLL TAXES	11,730.00	545.52	794.27	10,935.73	6.77%
01 56011 TELEPHONE/FAX/INTERNET/WEB	6,000.00	450.80	545.80	5,454.20	9.10%
01 56012 MAILING EXPENSES	1,425.00	87.17	84.39	1,340.61	5.92%
01 56014 CONTRACTUAL SERV-OTHER	30,000.00	1,854.01	2,882.27	27,117.73	9.61%
01 56016 PROPERTY/LIABILITY EXPENSE	22,850.00	2,262.56	4,525.12	18,324.88	19.80%
01 56017 WORKERS COMP INSURANCE	7,655.00	604.34	1,208.67	6,446.33	15.79%
01 56018 DUES & SUBSCRIPTIONS	10,600.00	467.50	606.47	9,993.53	5.72%
01 56020 POWER OFFICES & YARDS	6,000.00	524.83	524.83	5,475.17	8.75%
01 56022 BAD DEBT EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00%
01 56025 PROPANE	1,800.00	0.00	0.00	1,800.00	0.00%
01 56030 OFFICE SUPPLIES	6,700.00	547.91	673.04	6,026.96	10.05%
01 56100 EMPLOYEE BENEFITS INSURANCE	101,750.00	8,075.51	24,639.06	77,110.94	24.22%
01 56101 FLEXIBLE SPENDING ACCOUNT	0.00	18.26	-73.10	0.00	0.00%
01 56103 PLAN FEE & OTHER INS	0.00	-9.40	-73.59	0.00	0.00%
01 56104 SUPPLEMENTAL LIFE	0.00	11.79	-47.15	0.00	0.00%
01 56105 DISABILITY INS	0.00	14.08	-56.24	0.00	0.00%
01 56106 CANCER INS	0.00	-2.36	-13.60	0.00	0.00%
01 56110 EMPLOYEE EDUCATION	3,000.00	250.00	250.00	2,750.00	8.33%
TOTAL ADMINISTRATIVE EXPENSE	612,675.00	46,898.37	94,726.32	517,948.68	15.46%
CONSTRUCTION IN PROGRESS EXPNS					
01 56191 CSA 70\W-1 ANNEXATION	1,500.00	8.65	8.65	1,491.35	0.58%
01 56191 01 LAFCO APPLICATION (HOFFMAN)	2,000.00	900.00	900.00	1,100.00	45.00%
01 56191 03 AUDIT SERVICE CSA W1 ANNEX	5,000.00	0.00	0.00	5,000.00	0.00%
01 56191 04 LAFCO COST CSA W1 ANNEX	9,850.00	0.00	-450.00	10,300.00	-4.57%
01 56191 05 LABOR FOR W1 ANNEX	0.00	0.00	2,471.39	0.00	0.00%
01 56192 HAZARD MITIGATION PLAN	22,470.00	7,032.91	7,527.19	14,942.81	33.50%

STATEMENT OF REVENUE AND EXPENSE  
PERIOD ENDING 08/31/14

GENERAL FUND

	BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD % OF BUDGET
01 56193 AMES RECHE FINAL	5,000.00	0.00	98.86	4,901.14	1.98%
01 56194 82 REPLACE VEHICLE	28,750.00	0.00	0.00	28,750.00	0.00%
01 56194 83 F250 UPGRADE	5,000.00	0.00	0.00	5,000.00	0.00%
01 56194 91 COMPUTER EQUIPMENT	4,500.00	0.00	0.00	4,500.00	0.00%
01 56194 92 FINANCIAL & BILLING SOFTWARE	41,400.00	0.00	0.00	41,400.00	0.00%
01 56194 93 1ST YEAR SOFTWARE MAINT	25,984.00	0.00	0.00	25,984.00	0.00%
01 56199 BOND PAYMENTS	116,000.00	0.00	0.00	116,000.00	0.00%
<b>TOTAL CONSTRCTN IN PROG EXPNS</b>	<b>267,454.00</b>	<b>7,941.56</b>	<b>10,556.09</b>	<b>256,897.91</b>	<b>3.95%</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>1,290,802.00</b>	<b>77,937.79</b>	<b>142,735.05</b>	<b>1,148,066.95</b>	<b>11.06%</b>
<b>NON-OPERATING EXPENSE</b>					
01 56200 OFFICE EQUIPMENT EXPENSE	3,300.00	16.52	16.52	3,283.48	0.50%
01 56300 CUSTOMER RELATIONS	5,200.00	18.54	105.10	5,094.90	2.02%
01 56400 OTHER ADMINISTRATIVE EXPENSES	2,000.00	0.00	95.85	1,904.15	4.79%
01 57000 INTEREST EXPENSE - BH BONDS	23,500.00	0.00	0.00	23,500.00	0.00%
01 57100 DEPRECIATION EXPENSE	0.00	0.00	20,063.97	0.00	0.00%
01 57350 MWA PIPELINE DEBT	73,300.00	0.00	73,232.00	68.00	99.91%
01 59100 INTEREST EXPENSE - DV BONDS	10,400.00	5,089.84	5,089.84	5,310.16	48.94%
01 59300 EXPENSE MISC	0.00	49.00	49.00	0.00	0.00%
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>117,700.00</b>	<b>5,173.90</b>	<b>98,652.28</b>	<b>19,047.72</b>	<b>83.82%</b>
<b>TOTAL EXPENSE</b>	<b>1,408,502.00</b>	<b>83,111.69</b>	<b>241,387.33</b>	<b>1,167,114.67</b>	<b>17.14%</b>
<b>NET REV/EXP GENERAL FUND</b>	<b>-2,813.00</b>	<b>28,747.01</b>	<b>5,018.47</b>	<b>-7,831.47</b>	<b>-178.40%</b>

Prepared By           g/b            
Date           9/15/14            
Reviewed By           mmt

**SOURCES & USES OF FUNDS STATEMENT**  
**GENERAL ACCOUNT (UNION BANK)**  
**AUGUST 2014**

**SOURCES OF FUNDS:**

A/R - WATER	82,707.29	
NEW SERVICE LINE		
MISCELLANEOUS REVENUE	945.21	
INCOME FOR TAXES & BOND		
CUSTOMER DEPOSITS	1,400.00	
TOTAL		<u><u>85,052.50</u></u>

**USE OF FUNDS:**

A/R WATER & OTHER	631.14	
DOLLAR GENERAL	46.25	
INVENTORY PURCHASES	1,342.12	
PREPAYMENTS		
HARZARD MITIGATION PLAN		
LAIF INTEREST		
PAYROLL & BENENFITS	38,146.29	
OPERATIONS EXPENSES	10,479.79	
ADMINISTRATIVE EXPENSE	31,544.97	
BOND INTEREST	5,089.84	
TOTAL		<u><u>87,280.40</u></u>

Prepared By JB  
Date 9/15/14  
Reviewed By msk



**UNION BANK OF CALIFORNIA  
DISBURSEMENT AUG 2014**

Datastream Check Register	<u>48,861.56</u>	<u>48,861.56</u>
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EFT for Vendor Services

Bank Fees	<u>272.55</u>	
Total		<u>272.55</u>

Wages for Paydate 07/26/14-08/08/14

State & Fed Taxes plus PERS Paid	6,949.38	
Payroll checks 14001-14007	11,430.93	
Director Per Diem ck 14008-14009	<u>712.71</u>	
		<u>19,093.02</u>

Wages for Paydate 08/09/14-08/22/14

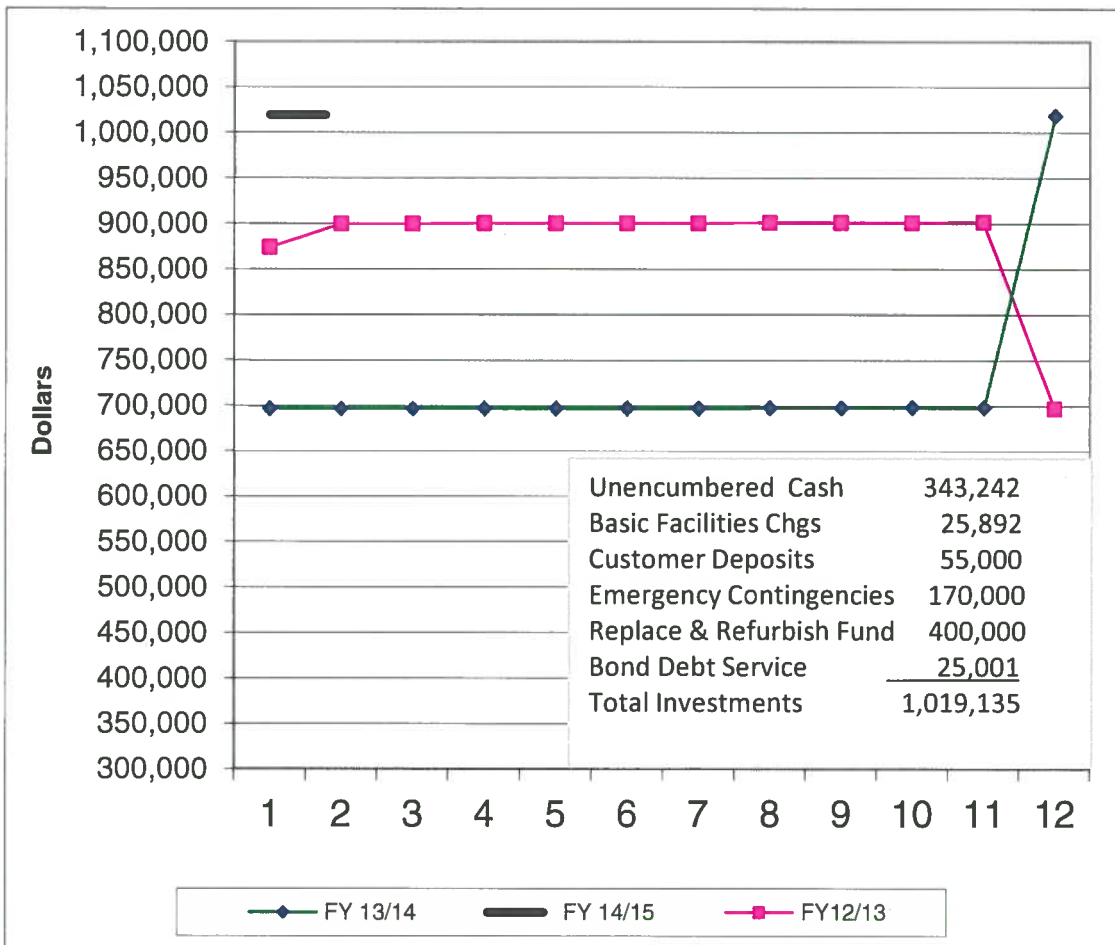
State & Fed Taxes plus PERS Paid	6,806.31	
Payroll checks 14033-14040	12,145.15	
Director Per Diem ck 14041	<u>101.81</u>	
		<u>19,053.27</u>

Total Disbursements	87,280.40
---------------------	-----------

Prepared By JB  
 Date 9/15/14  
 Reviewed By mta

**Local Agency Investment Fund Balance Timeline**  
**Balance as of**

	FY 12/13	FY 13/14	FY 14/15
July	873,934	697,409	1,019,135
August	899,726	697,409	1,019,135
September	899,726	697,409	
October	900,521	697,861	
November	900,521	697,861	
December	900,521	697,861	
January	900,521	697,861	
February	901,252	698,310	
March	901,252	698,310	
April	901,252	698,707	
May	901,880	698,707	
June	696,880	1,018,707	



BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
AUGUST 31, 2014

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
13976	08/01/14	DAVID B LOVE BALANCE RFND ACCT# 0407304	55.80
13977	08/01/14	KELLEY BRUNSON BALANCE RFND ACCT# 0502009	74.73
13978	08/01/14	TIM QUALLS BALANCE RFND ACCT# 0320007	0.91
13979	08/01/14	BILLING TRANSFER INC FILL DIRT FOR HONDO MAIN LINE BREAK	800.00
13980	08/01/14	JAMES BOYD STEEL TOE WORKBOOTS	96.88
13981	08/01/14	CLINICAL LABORATORY OF BACT TEST & GEN PHYS WELL & STATIONS WATER TESTING	890.00
13982	08/01/14	LARRY COULOMBE AWAC MTG - MILEAGE	57.46
13983	08/01/14	DAVID RODRIGUEZ HARZARD MITIGATION MTG/MILEAGE REVIEW REVISED PLANS	176.00
13984	08/01/14	GOODSPEED DISTRIBUTING INC UNLEADED FUEL	1,162.02
13985	08/01/14	THE HOME DEPOT #6971 OFFICE SUPPLIES	17.74
13986	08/01/14	INFOSEND, INC. OUTSOURCE BILLING DQ JULY 2014	159.68
13987	08/01/14	INLAND WATER WORKS FIELD MATERIAL, DIFMJSSBA6 1; DIFMJSSBA8 1; RGPVCPD08 1 FIELD MATERIAL, 50108ERB 2 FIELD MATERIAL CPFX-2 2, CPFX-3 2 FIELD MATERIAL	658.05
13988	08/01/14	MAID TO ORDER SVC JEMEZ & MTG RM 07/12/14 SVC JEMEZ 07/26/14	247.60
13989	08/01/14	MOJAVEWIFI.COM LLC INTERNET AUG 2014	95.00
13990	08/01/14	OFFICE DEPOT OFFICE SUPPLIES OFFICE SUPPLIES	241.41
13991	08/01/14	QUILL GREEN BAR BINDERS	48.49
13992	08/01/14	DAVID SOUTH CPR: MCORBIN, GBLANTON, DREWAL JBOYD AND MCARUSO	250.00
13993	08/01/14	XEROX CORPORATION LEASE PAYMENT 07/03-08/12 25 OF 60	218.15
13994	08/01/14	DAVID RODRIGUEZ HAZARD MITIGATION MTG/MILEAGE	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
AUGUST 31, 2014

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
13995	08/01/14	MTG REGARDING INSPECTION OF DOLLAR GENERAL INFOSEND, INC.	254.75
13996	08/01/14	OUTSOURCE BILLING 06/30/14 2013 CCR MAILING INLAND WATER WORKS	2,197.09
13997	08/01/14	WACHS VALVE TOOLS MAID TO ORDER	260.41
13998	08/01/14	SVC JEMEZ & MTG RM 06/14/14 SVC JEMEZ 06/14/14 RICHARDS, WATSON & GERSHON	247.60
13999	08/05/14	AMES/RECHE - LEGAL JUNE 2014 SIERRA WEST CONSULTANTS, INC.	1,815.00
14000	08/05/14	HAZARD MITIGATION PLAN 4TH PAYMENT SIERRA WEST CONSULTANTS, INC.	3,500.00
14010	08/13/14	HAZARD MITIGATION PLAN 5TH PAYMENT ACWA/JPIA	3,500.00
14011	08/13/14	ACWA/JPIA HEALTH BENEFITS SEPT 2014 AKLUFU AND WY SOCKI	819.71
14012	08/13/14	LEGAL FEES, JULY 2014 BRANDON LOGAN	41.25
14013	08/13/14	BALANCE RFND ACCT# 0805633 CLINICAL LABORATORY OF	76.10
14014	08/13/14	BACT TEST, GEN PHY COUNTY OF SAN BERNARDINO	70.00
14015	08/13/14	T14001998 HONDO ST PERMIT EAST VALLEY WATER DISTRICT	351.00
14016	08/13/14	MEM FEE - ERNIE (EMER RESP) JULY 1, 2013 - JUNE 30, 2015 INFOSEND, INC.	400.00
14017	08/13/14	OUTSOURCE BILLING AUG 1, 2014 INLAND WATER WORKS	574.48
14018	08/13/14	PE-IPS-1 200 JUAN SORIA	518.40
14019	08/13/14	BALANCE RFND ACCT# 0413607 MAYER HOFFMAN MCCANN P.C.	41.64
14020	08/13/14	1ST BILLING - AUDIT 2013/2014 SDRMA	5,975.00
14021	08/13/14	SDRMA MEDICAL BENEFITS SEPT 2014 J DENNIS STALEY	8,134.50
14022	08/13/14	TAC MTG - MILEAGE STANLEY R. HOFFMAN ASSOCIATES	54.32
14023	08/13/14	LAFCO MTG & PHONE CONFERENCE UNDERGROUND SERVICE ALERT	900.00
14024	08/21/14	DIG ALERTS, 45 TICKETS BEYOND SOFTWARE SOLUTIONS	67.50
14025	08/21/14	IT CONSULT CLINICAL LABORATORY OF	420.00
14026	08/21/14	BACT TEST IMAGE SOURCE, INC	60.00

BIGHORN-DESERT VIEW WTR AGENCY  
 CHECK REGISTER  
 AUGUST 31, 2014

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
		COPIES 07/03/14-08/02/14	83.71
14027	08/21/14	INLAND WATER WORKS	
		FIELD MATERIALS, D-040P0-1 3	442.80
14028	08/21/14	JERRY T BRYSON	
		BALANCE RFND ACCT# 0403300	21.45
14029	08/21/14	OFFICE DEPOT	
		OFFICE SUPPLIES	156.56
14030	08/21/14	ROBERT STAFFORD	
		BALANCE RFND ACCT# 0703744	47.96
14031	08/21/14	USDA RURAL DEVELOPMENT	
		DV BOND INTEREST	5,089.84
14032	08/21/14	XEROX CORPORATION	
		LEASE PAY 08/13-09/12 26 OF 60	218.15
80000101	08/01/14	PAY ONLINE-FIRST NATIONAL BANK	
		EVENT SUPPLIES	
		WIDE FORMAT COPIES	27.19
80000102	08/01/14	PAY ONLINE BURRTEC WASTE&RECYC	
		TRASH FEE JULY 2014	
		TRASH FEES AUG 2014	169.86
80000103	08/01/14	PAY-ONLINE---PROTECTION ONE	
		SHOP 7/26/14-8/25/14	45.86
80000104	08/01/14	SO CAL EDISON	
		POWER EXP JUNE/JULY 2014	5,838.03
80000105	08/01/14	PAY ONLINE-FIRST NATIONAL BANK	
		MTG JBWD REP - LUNCH	15.94
80000106	08/01/14	PAY ONLINE-PITNEY BOWES GLOBAL	
		QTRLY MAY 10- AUG 10, 2014	174.99
80000107	08/12/14	PITNEY PURCHASE POWER	
		MAILING EXP AUG 2014	100.00
80000108	08/12/14	VERIZON CALIFORNIA	
		AUTO CONTROLS & PHONES	575.35
80000109	08/12/14	AT&T MOBILITY	
		COMMUNICATION EXP	103.32
80000110	08/20/14	CINTAS CORPORATION #150	
		UNIFORM SVC JULY 2014	159.50
80000111	08/20/14	ONLINE PAY PITNEY BOWES	
		POSTAGE, MACHINE SUPPLIES	16.52
80000112	08/20/14	PAY-ONLINE---PROTECTION ONE	
		SHOP 08/26/14-09/25/14	45.86
80000113	08/20/14	* VOID *	
		TOTAL	48,861.56

Prepared By JSB  
 Date 9/15/14  
 Reviewed By ymust



Date: September 19, 2014  
 To: Marina West  
 From: Destiny Diaz  
 Subject: Service Order Report for AUGUST 2014

## SERVICE ORDER REPORT FOR FISCAL YEAR 2013-2014

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call Out	3	3											6
AirVac Maintenance	0	1											1
AirVac Replacement	3	5											8
Booster Repair/Maintenance (New Category)	0	0											1
Bulk Stations: Maintenance	0	0											0
Close Account	10	16											26
Customer Requested Asst	3	6											9
Reported Leaks	1	0											1
Destroy Service Line	0	0											0
Exchange Meter	2	1											3
Facility Inspections*	4	6											10
Fire Flow Test	0	1											1
Flush Deadend/Blowoffs	0	0											0
General Maintenance	0	0											0
Hangtag	11	8											19
Hydrant Maint.	0	0											0
Install New Service	0	0											0
Lock-Off's	10	11											21
Miscellaneous	19	8											27
Office Repairs	0	0											0
Open New Service	10	16											26
Pressure Complaint	1	0											1
Pull Meter	0	0											0
Read Meter	7	0											7
Repair Mainline	4	0											4
Repair Service Line	1	3											4
Replace Service Line	5	10											15
Reread Meter	23	18											41
Safety Meeting	2	2											4
Tamper	1	2											3
Tank/Reservoir Maintenance/Repairs	0	1											1
Unlock Service	15	15											30
Valve Maintenance	0	0											0
Verify Meter Locked	5	3											8
Water Quality Issues **	2	0											2
Well Repairs/Maint. And Water Level	0	1											1
<b>TOTAL</b>	<b>142</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>279</b>

\*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

\*\* Includes Water Quality (taste, odor, color)



**DATE:** 9/8/2014  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** Aug Production

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>Average</u> <u>GPM</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"				
Well 3	633,400	4,737,832	408	193.7	14.54
Well 4	Well is "inactive"				
Well 6	442,930	3,313,116	406	136.1	10.17
Well 7	41,250	308,550	357	14.4	0.95
Well 8	105,800	791,384	916	14.4	2.43
Well 9	370,100	2,768,348	653	70.7	8.50
Well 10	27,350	204,578	76	44.9	0.63
<b>Total</b>	<b>1,620,830</b>	<b>12,123,808</b>	<b>426</b>	<b>474.2</b>	<b>37.21</b>
<b>A Boosters</b>	99,990	747,925	142	87.9	
<b>C Boosters</b>	188,600	1,410,728	199	118.2	
<b>Total</b>	<b>288,590</b>	<b>2,158,653</b>			

## Bighorn-Desert View Water Agency

### Board of Directors

Judy Cori-Lorono, President  
J. Dennis Staley, Vice President  
Terry Burkhart, Secretary  
Michael McBride, Director  
J. Larry Coulombe, Director

Marina D West, PG, General Manager



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

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

A Public Agency

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

## BOARD OF DIRECTORS' REGULAR MEETING MINUTES

BOARD MEETING OFFICE  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, August 26, 2014 - 6:00 p.m.

### Call to Order

Meeting convened by Board President Judy Cori-Lorono at 6:00 p.m.

### Pledge of Allegiance

Led by Gary Strudivan.

### Roll Call

Directors Present: Judy Cori-Lorono  
J. Dennis Staley  
Terry Burkhart  
Michael McBride  
J. Larry Coulombe

Staff Present: Marina West  
Michelle Corbin

Public Present: Approximately 10

### Approval of Agenda

*Motion to approve the agenda with Item Number Eight (8) Resolution 14R-XX Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees be pulled and Item Number Seven (7) the Financial Utility Billing Software Upgrade be heard first on the agenda. MSC<sup>1</sup> (Burkhart/Staley) unanimously approved.*

### Financial Utility Billing Software Upgrade

Springbrook Senior Partner, Marily Rementeria joined the meeting via conference call. She gave a brief overview of her software company highlighting several of its benefits. General Manager West explained the agency currently uses Datastream for most all of its software purposes. Recently Datastream merged with Springbrook. West stated staff has looked into other options and is recommending the agency remain with DataStream via Springbrook. GM West also reviewed the various payment options.

### Public comments:

Anonymous asked the age of the current system.



Anonymous stated how difficult it was when his company lost its server.  
Anonymous asked if the new system will increase office staff production.

**Motion No. 14-041**

*(After brief Board discussion), Director Coulombe made a motion to authorize General Manager to execute the contract with Springbrook Software, Inc. for 4-Year Cost of Ownership Premise License and first four years of software maintenance in the amount of \$159,993. Director Burkhart seconded the motion.*

MSC<sup>1</sup> (Coulombe/Burkhart)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

**Motion No. 14-042**

*(After brief Board discussion), Director Burkhart made a motion to direct staff on preferred payment option through Springbrook of 100% of Premise costs (\$61,250) in FY2014/15 with funding for Professional Services (\$43,400) deferred to FY2015/16. Director McBride seconded the motion.*

MSC<sup>1</sup> (Burkhart/McBride)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

**Motion No. 14-043**

*(After brief Board discussion), Director McBride made a motion to authorize General Manager to purchase and install hardware and peripheral equipment to accommodate Springbrook Software as well as centralized employee file sharing in an amount not to exceed \$13,313. Director Burkhart seconded the motion.*

MSC<sup>1</sup> (McBride/Burkhart)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

**Motion No. 14-044**

*(After brief Board discussion), Director McBride made a motion to authorize a total project contingency of \$12,500 for unforeseen professional services or software application adjustments identified during the period of conversion as well as any miscellaneous appurtenant hardware and labor services identified during installation. Director Coulombe seconded the motion.*

MSC<sup>1</sup> (McBride/Coulombe)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

### **Hazard Mitigation Plan Status Update and Receive Public Comments**

Gary Strudivan of Sierra West Consulting gave the Board a brief update on the Hazard Mitigation Plan and also introduced the draft version of the written plan that will soon go back to the Board for approval. Once approved by the Bighorn-Desert View Water Agency Board of Directors the plan will go to the State of California and the Federal Emergency Management Agency. Mr. Strudivan also reiterated the purpose of the approved written plan and how it relates to future grant funding.

No public comment.

Anonymous commented the written plan is very informational.

### **Update on Dissolution of CSA 70/W-1 and Annexation to BDVWA**

General Manager West gave a report on the department review committee meeting she attended at San Bernardino County LAFCO (Local Agency Formation Commission) offices. At this meeting West learned LAFCO is the "lead" agency and will be responsible for the preliminary CEQA (California Environmental Quality Act) study. West also stated LAFCO staff will strive to minimize threats of any possible legal challenges to the CEQA study. West reported the agency has secured an attorney that specializes in annexation issues as they pertain to CEQA. West also noted she will be working on the five year revenue and expense projection for the area of CSA 70/W-1.

Public comment:

Anonymous inquired about the timeline of the protest vote.

### **Motion No. 14-045**

*(After brief Board discussion), Director McBride made a motion to authorize budget adjustment of \$3,100 for processing LAFCO 3181: Reorganization to include Annexations to Bighorn-Desert View Water Agency, Dissolution of County Service Area 70 Zone W-1 and Formation of an Improvement District for Bighorn-Desert View Water Agency. Director Burkhart seconded the motion.*

MSC<sup>1</sup> (McBride/Burkhart)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

Adjourned for a Break at 7:07 p.m. - Reconvened from Break at 7:22 p.m.

### **Consent Items**

- a. Financial Statements June 2014
  1. Balance Sheet
  2. Statement of Revenue and Expense
  3. General Account (Union Bank)
  4. Disbursements
  5. Local Agency Investment Fund Balance Timeline
- b. Receive and file Disbursements, June 2014
- c. Financial Statements July 2014
  1. Balance Sheet
  2. Statement of Revenue and Expense
  3. General Account (Union Bank)
  4. Disbursements
  5. Local Agency Investment Fund Balance Timeline
- d. Receive and file Disbursements, July 2014

- e. Service Order Report, July 2014
- f. Production Report, July 2014
- g. Regular Board Meeting Minutes, July 22, 2014

No Public comment.

**Motion No. 14-046**

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

MSC<sup>1</sup> (McBride/Burkhart)

Corl-Lorono: Y  
Staley: Y  
Burkhart: Y  
McBride: Y  
Coulombe: Y

**Matters Removed From Consent Calendar - None**

**Public Comment Period**

No public comments.

**Verbal Reports**

General Manager West went over the revised 2014 Board of Directors calendar and also the board member assignments. West also reported on a refund the agency received from Mojave Water Agency.

Director Burkhart reported on the San Bernardino County Water Conference.

Vice-President Staley reported on meetings he attended at the San Bernardino Local Agency Formation Commission, the San Bernardino County Board of Supervisors Meeting, the Technical Advisory Council and the San Bernardino County Water Conference.

Director Coulombe reported on the San Bernardino County Water Conference.

President Corl-Lorono reported on the Municipal Advisory Council meeting she had attended as well as the San Bernardino County Water Conference.

**Future Agenda Items**

None

**Adjournment** – President Judy Corl-Lorono adjourned the meeting at 8:02 p.m.

Approved by:

\_\_\_\_\_  
*Terry Burkhart, Secretary of the Board*

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

## Bighorn-Desert View Water Agency



### Board of Directors

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

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

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

Marina D West, P.G., General Manager

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A Public Agency

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County of San Bernardino  
Clerk of the Board of Supervisors  
385 North Arrowhead Ave., 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0130

September 17, 2014

To whom it may concern,  
Please find enclosed the 2014 Biennial Notice for Bighorn-Desert View Water Agency. The Agency has determined that no amendment is required. Please contact our office at 760-364-2315 if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Corbin".

Michelle Corbin  
Bighorn-Desert View Water Agency

## 2014 Local Agency Biennial Notice

Name of Agency: Bighorn - Desert View Water Agency  
Mailing Address: 622 S. Jemez Trail, Yucca Valley 92284  
Contact Person: Marina West Phone No: 760 364 2315  
E-Mail: bduwa@mindspring.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

An amendment is required. The following amendments are necessary:

(Mark all that apply.)


- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is more than five years old, amendments may be necessary.)

### Verification

*This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

September 17, 2014  
\_\_\_\_\_  
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)  
SAN BERNARDINO COUNTY CLERK OF THE BOARD  
385 North Arrowhead Avenue, Second Floor  
San Bernardino, CA 92415

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC**

AGENDA ITEM # 9

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August 22, 2014

Ms. Judy Corl-Lorono  
President  
Bighorn-Desert View Water Agency  
622 South Jemez Trail  
Yucca Valley, California 92284-1440

**Re: President's Special Acknowledgement Award - Workers' Compensation Program**

Dear Ms. Corl-Lorono:

This letter is to formally acknowledge the dedicated efforts of the Bighorn-Desert View Water Agency's Governing Body, management and staff towards proactive loss prevention and workplace safety. The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in either the Property/Liability or Workers' Compensation Programs.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior 5 consecutive program years including 2013-14. This is an outstanding accomplishment that serves as an example for all SDRMA members!

It is through the efforts of members such as Bighorn-Desert View Water Agency that SDRMA has been able to continue providing affordable workers' compensation coverage to over 407 public agencies throughout California. While 244 members or 60% in the workers' compensation program had no "paid" claims in program year 2013-14, 115 members or 28% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2013-14 earn 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years will earn 3 additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

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

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink, appearing to read "David Aranda".

David Aranda, President  
Board of Directors



*President's Special Acknowledgement Award*

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
HEREBY GIVES SPECIAL RECOGNITION TO

**Bighorn-Desert View Water Agency**

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!

David Aranda, SDRMA Board President

August 22, 2014

Date