

Bighorn-Desert View Water Agency



Board of Directors

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

Marina D West, PG, General Manager

A Public Agency

Agency Office

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

760/364-2315 Phone

760/364-3412 Fax

www.bdvwa.org

Board of Directors Regular Meeting Agenda

Tuesday, September 27, 2016 - 6:00 p.m.

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**

Discussion and Action Items - The Board of Directors and Staff will discuss the following items, and the Board will consider taking action, if so inclined.

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

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

5. **Request for Billing Adjustment from Owners Located at Assessor Parcel Number 629-161-03**

Board considers taking the following action(s):

1. Board to consider written request by property owner requesting a billing adjustment.

Workshop

6. **Agency Rules and Regulations for Water Service Review Articles 1.0 to 4.0, Article 10.0 and 11.0**
Information item only.

7. Authorize Lease and Fixed Annual Contract for New Xerox Copier

Board considers taking the following action(s):

1. Authorize General Manager to execute a 60-month lease agreement with Image Source for a Xerox WorkCentre 7835PTXF2 copier at a cost of \$198.15 (+tax) per month; and
2. Authorize General Manager to execute a concurrent 60-month fixed cost per copy service agreement for maintenance and supplies which is based on actual copies produced and a monthly base maintenance payment of \$50.00 per month.

8. 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 2016
 1. Balance Sheet
 2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) August 2016
- c. Service Order Report, August 2016
- d. Production Report, August 2016
- e. Goat Mountain Production Report, August 2016
- f. Regular Board Meeting Minutes, August 23, 2016
- g. Receive and File Regular FPREP Committee Meeting Reports, May 18, 2016
- h. Receive and File Regular PLEGS Committee Meeting Reports, June 21, 2016
- i. Authorize the California Environmental Quality Act Class 1 Categorical Exemption for the CSA 70, W-1 Consolidation and HDWD Interconnection at Existing Bighorn-Desert View Water Agency Facilities required for the grant application.

Recommended Action:

Approve as presented (Items a - i):

9. Matters Removed From Consent Items

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 Report
- b. Director Reports
- c. President 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.

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 # 5

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

Meeting Date: September 27, 2016

To: Board of Directors

Budgeted: No

Funding Source: Bad Debt

Cost: To Be Determined

From: Staff

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Request for Billing Adjustment

SUMMARY

The Agency received a request for a billing adjustment from a water bill for approximately \$1,700 on August 15, 2016.

Staff is recommending no billing relief. The customer has not demonstrated a basis for a reduction or waiver of the bill.

RECOMMENDATION

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

1. Board to consider written request by property owner requesting "billing adjustment".

BACKGROUND/ANALYSIS

Following execution of standard procedures to investigate a water bill (i.e. re-read and meter test), the Agency received further correspondence from the property owner again requesting a billing adjustment. Staff responded to the owner, stating there is no basis for a reduction or waiver of the water bill. Attached are the meter test results, owner's request for a billing adjustment and the Agency's response to her request.

PRIOR RELEVANT BOARD ACTION(S)

None

Meter Test Results

McCall's Meter Inc.

Dated May 25, 2016

Meter Serial No. 203785

Bighorn-Desert View Water Agency

Board of Directors

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

Marina D West, P.G., General Manager



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June 6, 2016

Dahli Strayer
PO Box 16599
Seattle, WA 98116

RE: Meter Test Results APN 629-161-03

Dear Ms. Strayer,

Please find enclosed a copy of the meter test results for your meter located at 1131 Old Woman Springs Road in Landers. Within the report are three results: 95.53% accuracy at the low flow, 99.25% accuracy at the mid flow and 99.54% accuracy at the high flow. If the meter was "over-registering" (over-billing), the accuracy numbers would read over 100%. In other words the low flow result of 95.53% is showing the meter is under-registering (under-billing) when water is running through the meter at a low rate. Therefore no bill adjustment is warranted.

Please also find enclosed a copy of the invoice from McCall's Meter Sales and Service. The Agency will pay the invoice and adjust \$48.24 onto your water account.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Corbin".

Michelle Corbin
Customer Service

Enclosures (2)

METER SALES & SERVICE

1498 Mesa View St.
Hemet, CA 92543
951.654.3799

RECEIVED

MAY 31 2016

BY: _____

INVOICE

DATE	INVOICE #
5/25/2016	28203

BILL TO:

BIGHORN-DESERT VIEW WATER AGENCY
622 S. JEMEZ TRAIL
YUCCA VALLEY, CA 92284

SHIP TO:

BIGHORN-DESERT VIEW WATER AGENCY
622 S. JEMEZ TRAIL
YUCCA VALLEY, CA 92284

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
DAVID REWAL	Net 30	DRD	5/25/2016	FEDEX	ORIGIN	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
		1-3/4" HPM HENDEY METER S/N 203785		
	TEST ONLY	CERTIFIED FLOW TEST 3-POINTS	35.00	35.00
		SUBTOTAL		35.00
	FRT	FREIGHT	13.24	13.24
		TAX	8.00%	0.00

Thank you for your business.

TOTAL

\$48.24

3/4" METER TEST PARAMETERS

TEST REQUIREMENTS FOR NEW, REBUILT, AND REPAIRED COLD-WATER METERS												
Maximum Rate (All Meters)				Intermediate Rate (All Meters)				Minimum Rate (New and Rebuilt)				Minimum (Repaired) Accuracy Limits percent (min)
Size in.	Flow Rate gpm	Test Quantity gal ft	Accuracy Limits percent	Flow Rate gpm	Test Quantity gal ft	Accuracy Limits percent	Flow Rate gpm	Test Quantity gal ft	Accuracy Limits percent	Flow Rate gpm	Test Quantity gal ft	Accuracy Limits percent (min)
Displacement Meters (AWWA C700)												
5/8	15	100 10	98.5-101.5	2	10 1	98.5-101.5	1/4	10 1	95-101			90
5/8 X 3/4	15	100 10	98.5-101.5	2	10 1	98.5-101.5	1/4	10 1	95-101			90
3/4	25	100 10	98.5-101.5	3	10 1	98.5-101.5	1/2	10 1	95-101			90
1	40	100 10	98.5-101.5	4	10 1	98.5-101.5	3/4	10 1	95-101			90
1 1/2	60	100 10	98.5-101.5	8	100 10	98.5-101.5	1 1/2	100 10	95-101			90
2	100	100 10	98.5-101.5	15	100 10	98.5-101.5	2	100 10	95-101			90
Multi-Jet Meters (AWWA C708)												
5/8	15	100 10	98.5-101.5	1	10 1	98.5-101.5	1/4	10 1	97-103			90
5/8 X 3/4	15	100 10	98.5-101.5	1	10 1	98.5-101.5	1/4	10 1	97-103			90
3/4	25	100 10	98.5-101.5	2	10 1	98.5-101.5	1/2	10 1	97-103			90
1	35	100 10	98.5-101.5	3	10 1	98.5-101.5	3/4	10 1	97-103			90
1 1/2	70	100 10	98.5-101.5	5	100 10	98.5-101.5	1 1/2	100 10	97-103			90
2	100	100 10	98.5-101.5	8	100 10	98.5-101.5	2	100 10	97-103			90
Class I Turbine Meters (AWWA C701)												
1 1/2	80	200 20	98-102				12	100 10	98-102			
2	120	300 30	98-102				16	100 10	98-102			
3	250	500 50	98-102				24	100 10	98-102			
4	400	1000 100	98-102				40	100 10	98-102			
6	1000	2000 200	98-102				80	1000 100	98-102			
8	1500	3000 300	98-102				140	1000 100	98-102			
10	2200	5000 500	98-102				225	1000 100	98-102			
12	3300	7000 700	98-102				400	1000 100	98-102			
Class II Turbine Meters (AWWA C701)												
2	120	300 30	98.5-101.5				4	100 10	98.5-101.5			
3	275	600 60	98.5-101.5				8	100 10	98.5-101.5			
4	500	1000 100	98.5-101.5				15	100 10	98.5-101.5			
6	1100	2500 250	98.5-101.5				30	1000 100	98.5-101.5			
8	1800	4000 400	98.5-101.5				50	1000 100	98.5-101.5			
10	3000	6000 600	98.5-101.5				75	1000 100	98.5-101.5			
12	4000	8000 800	98.5-101.5				120	1000 100	98.5-101.5			

McCall's Meters Inc.

VOLUMETRIC METER TEST REPORT

Company: BIGHORN-DESERT VIEW WATER AGENCY

1498 Mesa View Street
Hemet, CA 92543
Office Phone# 951-654-3799
Fax # 951-654-3991

CUSTOMER ADDRESS:

P.O. No. DAVID REWAL

N/A

Test Date: 5-25-2016

Technician: WAYNE RICCIARDI

Flow Rates Gpm: AWWA

Low .5
Mid 2
High 25

WEIGHTED ACCURACY

.5	2.00	25.00	Wtd. Acc.
			15-70-15

Weighted Accuracy

98.733%

Serial Number	Meter Size	Meter Make	Meter Units	Meter Multiplier	Low Flow Start	Low Flow Stop	Volume Collected	ACCURACY
203785	3/4	HENDEY	C/F	1	116911.1000	116912.0553	1.000	95.53%
NOTE: MODEL HPM					Mid Flow Start	Mid Flow Stop	Volume Collected	ACCURACY
					116912.0553	116913.0557	1.008	99.25%
					High Flow Start	High Flow Stop	Volume Collected	ACCURACY
					116913.0557	116923.0298	10.02	99.54%

TESTED BY: WAYNE RICCIARDI

Ms. Strayer's
Request for Billing
Adjustment

8/15/2016

To whom it may concern,

I am writing to give you information about my recent dealings with Bighorn Water. Along with this letter, I have emailed the board members directly with a copy.

The main issue is about my first bill of \$1764.86 for the dates between 3/1 - 4/22 at the address of 1141 Old Woman Springs Rd. Yucca Valley, Ca.

It started when I purchased the building in February of this year and I called to have the water turned on. The building is vacant but I was going to be there to clean up the debris left, so I wanted water to be able to use the facilities while I was there.

When I called, they told me that they would not turn the water on until I payed the previous owner's past due bills. I informed them that there must be a mistake because that is all taken care of when the title company does a search for any outstanding bills and liens. They just reiterated that they wouldn't turn on the water until I payed the outstanding bill.

After that, I turned the issue over to my real estate agent, Karen Eckenroth. She explained to them that I could not be held responsible for the past owner's bills and that they should have gone through the proper channels of filing a lien and that way the title company could have been notified and would have taken care of the outstanding fees and that I was not responsible for paying it. After that conversation, Bighorn remained steadfast on not turning the water on. When Karen Eckenroth called one last time and let them know that she would be calling the County Water Commissioner to discuss the issue, they had a change of heart and decided that they would turn my water on. I talked with them on the phone and they told me to send in the application with the usual startup fees and they would get the water turned on for me. That was the extent of our conversation. I sent in everything they asked for and service proceeded.

The day the water was turned on, I went out with my plumber and we went through the entire building to make sure all sinks and toilets were not running so we could watch the meter and make sure there were no leaks. The meter did not move, so we were satisfied that the system was intact. Before we left for the day, we checked one more time to make sure the meter was not running and it wasn't.

In the following two months, I had some (2-3) workers come out periodically to do some clean up on the place. They would use the one bathroom available to them while they were there. The toilet and sink were both in good working order.

Sometime in the beginning of May, my office received a bill from Bighorn for \$1763.86 for the period from the first reading on 3/1 to the most recent reading of 4/22.

Without informing me, my bookkeeper paid the bill.

When I finally learned about it, I called Bighorn to ask them how there could be a bill for \$1764.86 at a vacant building, that it had to be incorrect and if there was indeed a problem, why didn't someone call me and let me know so I could do something about it? I was told that they couldn't discuss it with me and that the person in charge of my account was "out to lunch" and she would call me back when she returned to discuss the issue. Before we ended that call, I asked her if it was standard procedure when they noticed an unusually large water bill, to call the customer and let them know about it and she said yes, that it was a standard practice to do that. I never received a call back that day or the next.

I called again, they asked me my name and then told me that the person who could help me had "just stepped out". During that call, I was told by the person that they had indeed noticed a large increase in usage and they actually had someone go out and test the meter to make sure it was working properly. I asked again why they had not called me when this happened and she said she didn't know. I called one more time and I was told, that the person who could help me with my account was gone for the day and would return my call when she returned. Again, I never received a call back. During this time I also had one of my workman call to try and get info on the amount of water that constituted \$1700 worth of water since there were no signs of leaks anywhere. The person he spoke to said she didn't know how to calculate the amount of water in gallons from the reading she had. He asked for a copy to be mailed but we never received anything. I think it was during that call that the receptionist told him " that it was probably due to a leak because the last owner had the water turned off due to extensive leak issues". If this was common knowledge at Bighorn, I am again greatly perplexed as to why someone did not mention that to us in the beginning when I and my real estate agent had several conversations with them about getting the water turned back on?

After that, tired of getting nowhere, I had my bookkeeper call and try to deal with the situation. She was finally able to get them to email a copy of the reading but nothing beyond that.

After all these phone calls and no response, I finally started making phone calls to other water agencies and government offices regarding water issues in California. I was directed to call the 3rd District Office in Joshua Tree and they recommended that I call Bighorn and ask for Mary Helen or Marina and that they would help me. I told that person that I felt that was useless because I had never once received a call back and the person responsible was obviously avoiding my calls. He assured me this would not be the case.

So, I called, again, and neither Marina nor Mary Helen were available. I left a message to have them call me back. I never received a call back from either of them.

At the end of my rope, I thought that maybe if someone called with a different name, they would speak to us. I waited a couple of days and then had a friend call. Again, neither of those two people were available. He was told they would get back to him later that day. He never received a call back. The next morning he called again and unbelievably, Marina answered the phone. After countless calls from us, we finally had someone on the phone that had the authority to discuss this issue.

After speaking to her, my friend relayed to me that Marina, when asked why I had not been called when they noticed there was an unusually large consumption of water, she replied that I had been called. When he asked when and by whom, she said she didn't know. She also told him that they really didn't have to help us with this and that I would not be getting any money back and basically it was my problem. (I have included my phone records from the dates regarding this issue and you will see that there are no incoming calls from Bighorn).

What this all boils down to is, in the beginning, I was being withheld water service unless I paid someone else's outstanding bill and the only way that got resolved was the threat of bringing it to the attention of the water commissioner.

After that, I am not informed of the previous owner's problem with leaks, a simple courtesy that could have been provided in one of the many conversations held before or after the water was turned on, which would have lead me to have a closer look at the system and repair any problems, thus avoiding this whole thing. Then when Bighorn noticed a large jump in water usage on my account, again, they did not notify me so I could take care of any problem and mitigate the damages.

After that, when I tried to discuss the situation with them, I was ignored, wasting my time and the time of two of my employees.

Any rational person looking at this would know that something is not right with the way all this has been handled. I have never had this kind of problem before in all my years of owning multiple properties and dealing with different water agencies.

I would like an appropriate reduction in my bill to set things straight. After that, I would like to look forward to a long and amicable relationship with Bighorn Water in the future and put this all behind us. I am a good customer, I pay my bills on time and for that, I, like anyone else, would expect honest and courteous service, something I hope we can all agree on.

Sincerely,

A handwritten signature in black ink that reads "Dahli Strayer". The signature is written in a cursive, flowing style. The first name "Dahli" is written with a large, looped 'D' and a small 'h'. The last name "Strayer" is written with a large 'S' and a long, sweeping tail that extends to the right.

Dahli Strayer

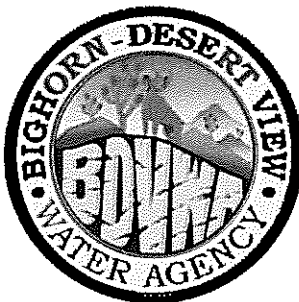
Staff Response to Request for Billing Adjustment

Bighorn-Desert View Water Agency

Board of Directors

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August 30, 2016
Dakli Strayer
PO Box 16599
Seattle, WA 98116

Re: Water account for 1141 Old Woman Springs Road, APN: 629-161-03

Dear Ms. Strayer,

On August 24, 2016 the Agency received your letter dated August 15, 2016, sent via certified mail. The letter provides a narrative of interactions between you or your representative(s) and the Agency staff regarding a water bill for service between March 1 and April 22, 2016 for the vacant commercial property at 1141 Old Woman Springs Road. You offer records dating from February 5 through May 4, 2016 documenting five phone calls made to the Agency.

As I understand you are requesting "an appropriate reduction" in your bill in essence for not already receiving a discount or outright waiver following numerous inquiries with staff by you or your representative(s). While I cannot corroborate all the statements made in your letter I can offer a history of Agency interactions with those inquiring on this account and our justification for denial of your request.

Beginning with the phone records, all the calls noted in the phone records between February 5 and May 4, 2016 were before the first inquiry regarding the water bill on May 17, 2016.

Our records show that your first inquiry into the water bill itself was on May 17, 2016. While we acknowledge you may not have received service immediately, your letter does not mention the personalized service provided nor the protocols followed by Agency staff.

Prior to opening the account, inquiries regarding the prior owner's debt were noted. The Agency took immediate action to amend the then current owner's secured tax lien by \$334.33 and correct the account status.

On Friday March 4, 2016, following receipt of a completed application and payment, the Agency communicated, via email, written directions to the meter location and conveyed that the meter would be unlocked with the customer valve left in the "off" position.

On Monday March 7th the Agency received a call from you asking for a Water Distribution Operator to meet you at the property to show you the location of the meter. The Agency provided a response the same day. Upon more critical inquiry with the Operator I discovered that he met you (or someone claiming to be you), walked with you to the meter location serving the property, turned on the customer valve and together you observed the line downstream of the meter "charge" with water. Typically, after a water supply system is filled and/or reaches full pressure, there will be no more downstream demand and the meter maintains a static position. However, after some time the Operator informed you that downstream demand appeared to continue and that you may have a leak. At your request, the Operator further assisted you by walking over the property searching for an obvious leak. None was discovered but the Operator left indicating his belief that water demand existed for which you had no logical explanation and had been appropriately informed.

The routine by-monthly meter reading occurred in late April 2016. As to notification of a high bill, it is our position that at the moment the meter was read on April 22, 2016 there was no immediately noticeable high demand or visible downstream leak hence no need to shut off the water and notify the customer. Furthermore, since this was the first billing cycle, there was no billing history to show a "high bill" and therefore billing software protocols set to inform customer of an excessive "variance" were not triggered. Regardless, it is the property owners' responsibility to maintain the property downstream of the water meter.

At your request the meter was pulled for testing on May 17, 2016. The meter was shipped to an independent certified testing facility and on June 6, 2016 the results were mailed to the address on account. On June 22, 2016 the Agency received a call from you requesting a status on the meter testing. Having denied receiving our letter of June 6th staff confirmed the mailing address and also emailed the letter to you.

Our records indicate that additional verbal correspondence took place on June 24th and June 25th when staff explained that the meter testing is the final procedure that staff can do to substantiate a water bill and no bill relief would be granted. This conversation occurred again on July 6, 2016.

On July 26, at the Agency's boardroom, I was approached by a gentleman who claimed ownership/partnership in the property and again inquired as to the amount of water demand billed to the property. He asked to speak to the Board and was invited to do so but was unable to stay that evening. We discussed that the staff stands by the water demand as measured and billed but that an appeal can be made to the Board of Directors.

As to some of your other statements about what the Agency should or shouldn't have done to serve you as a customer, please understand that repeated inquiries on an account generally leads to increased personal attention and service as staff initiates a more thorough investigation of the property history. When staff informed you sometime after May 17th that the prior owner had leaks they were merely attempting to explain how such water demand is possible on this property. To be clear, these conversations with staff occurred after you had purchased the property on February 23, 2016.

Your letter states that the building was and remains vacant. Therefore, staff stands by its claim that the downstream water demand measured by the water meter, used specifically for this purpose, had correctly reported the demand. It is the Agency's duty to ensure demand for water is met but clearly we are not responsible for monitoring usage downstream of the meter.

In conclusion, staff disagrees with your claim and has no basis to provide any reduction or waiver of the water bill. We acknowledge your right to appeal staff's decision and will therefore make arrangements for this matter to appear on the September 27, 2016 Board of Directors Agenda. The meeting begins at 6:00 pm and will be held at 1720 N. Cherokee Trail, Landers, CA (Note that this is not the Agency business office off Hondo Avenue). At that time, the Board will consider your testimony and make a final determination on whether or not a reduction or waiver in the bill is warranted.

If you require further information regarding these accommodations please do not hesitate to contact me directly at (760) 364-2315.

Sincerely,

A handwritten signature in black ink, appearing to read "Marina West", with a stylized flourish at the end.

Marina D. West,
General Manager

cc: Board of Directors

PROOF OF SERVICE FORM

PART 1: **Delivery by U.S. Mail:** Proof of Service by Mail.

I, Michelle Corbin, declare that I am over the age of eighteen years and not a party to the action. My address is 622 S. Jemez Trail, Yucca Valley Ca 92284.

On, August 30, 2016, I served the Letter of Response/Denial of Leak Relief, by placing a true copy in the United States mail enclosed in a sealed envelope with postage fully prepaid, addressed as follows:

Dahli Strayer
PO Box 16599
Seattle, WA 98116

PART 2: I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on August 30, 2016, at Landers, California.

Michelle Corbin
Signature

Michelle Corbin
Type or Print Name

AGENDA ITEM # 6

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

Meeting Date: September 27, 2016

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

From: Marina D. West

General Counsel Approval: In Progress

CEQA Compliance: N/A

Subject: WORKSHOP: Agency Rules and Regulations for Water Service
Review Articles 1.0 to 4.0, Article 10.0 and 11.0

SUMMARY

The Agency last updated the Rules and Regulations for Water Service in 2011. Since that time, staff has found deficiencies that require revision and re-adoption of the entire document.

Due to the size of the document, staff will review the changes with the Board of Directors in two phases. Phase 1 will include a review of Article Nos. 1.0 thru 4.0 and Articles 10.0 and 11.0.

RECOMMENDATION

1. Information Item Only. Board to discuss and provide input to staff on proposed changes prior to the development of the final version for Board consideration and possible adoption in the future.

BACKGROUND/ANALYSIS

Staff intends to conduct a Workshop with the Board and public to review and discuss proposed changes to the Rules and Regulations for Water Service. The document has been reviewed previously by legal counsel and the engineering firm, NV5, Inc. as well as staff over the past year. The Planning/Legislative/Grant/Security Standing Committee reviewed the entire document in April 2016.

Due to the size of the document, staff proposes two Workshops. In this first Workshop, staff will review Articles 1.0 thru 4.0 and Articles 10.0 and 11.0. The remaining Articles 5.0 thru 9.0 and Article 12.0 will be reviewed in the second Workshop.

A summary of the proposed changes is as follows:

Article 1.5 - additional clarifying language regarding variances

Article 1.6 - clarification/modification

Article 1.6.1 – new language

Articles 2.1, 2.4, 2.27 and 2.28 - clarification/modification

Articles 3.1 and 3.1.1 - clarification/simplification

Article 3.2 - remove allowance for one (1) delinquent as software can't recognize this exception in analyzing for deposit refund for good payment history.
Articles 3.4, 3.5 and 3.10 - update and clarification
Articles 3.23 and 3.27 – new language
Articles 4.5, 4.7 and 4.8 – clarification/modification
Article 10.0 – clarification of definitions
Article 11.0 – clarification and redefinition of bulk meter inactivity

PRIOR RELEVANT BOARD ACTION(S)

4/19/2016 Planning/Legislative/Grant/Security Standing Committee review of proposed changed to Rules and Regulations for Water Services
10/3/2011 Motion 11-054 Ordinance No. 11O-01, An Ordinance of the Bighorn-Desert View Water Agency Establishing Rules and Regulations for Water Service

Bighorn-Desert View Water Agency

ARTICLE 1.0

General Provisions

1.1 Water System. The Agency will furnish a water system which provides potable water service to the Agency's customers.

1.2 Water Conservation. The Agency fully supports water conservation practices. It is the responsibility of all Agency customers to use water wisely for the purpose of extending the life of the Agency's water supply for the benefit of all Agency customers. The Agency, in times of emergency, shall by Ordinance have the right to limit, restrict, ration or prohibit the use of water for other than sanitary needs.

1.3 Customer Complaints. Customers are welcome to contact the Agency office at any time during normal working hours to ask any question or to file any complaint regarding the operation of the Agency, its rules and regulations, or its policies. The appropriate staff shall address said question or complaint and make every reasonable attempt to arrive at an agreeable understanding with the customer. In the event that the customer is not fully satisfied, they have the right to meet with the manager of the Agency in an effort to resolve the situation. If the manager is unable to resolve the situation, the customer shall have the right to present the issue or situation to the Board of Directors.

1.4 Notices. Unless otherwise required by law, all notices to customers of the Agency shall be mailed to the latest mailing address on file with the Agency. Notice shall be deemed to have been given when deposited in the United States mail with the proper postage affixed. If the urgency of the situation dictates, the Agency may notify customers by telephone, messenger, newspaper, radio or any other media deemed necessary. All notices from a customer to the Agency shall either be hand delivered to the office, faxed or mailed, postage prepaid, to the Agency office at the address listed below:

Bighorn-Desert View Water Agency
Attention: General Manager
622 South Jemez Trail
Yucca Valley, CA 92284

Telephone: (760) 364-2315
Fax: (760) 364-3412

1.5 Variances. A customer shall have the right to request a variance from specific provisions of the Agency's rules and regulations. All requests for a variance shall be submitted in writing to the Agency and the appropriate fee, if any, paid before said request will be considered. It is the sole responsibility of the customer to contact the Agency to request variances or adjustments.

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The customer shall apply to the Agency utilizing the Agency's Variance Application. The application must be completed in full and signed by the property owners of record or by the authorized agent of the property owner(s). If using an authorized agent, an executed Agent Designation Form shall be submitted with the application. A deposit of \$100 is due at the time of application submittal. Additional deposits may be required by the Agency to review the requested variance and its application materials.

Submittal of a completed application represents express permission to Agency staff and to Agency's contractors to enter onto the property to conduct a site visit. When only a piece of a larger parcel is subject to the variance, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the variance. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday, excluding Agency holidays) between the date of submittal of a completed application and the date of the hearing. Denial or refusal to grant such access shall be grounds rejecting the application.

Following a receipt of a complete and executed Variance Application and the deposit, Agency staff shall conduct an initial review of the application. Within ten working days, the Agency shall respond to the applying customer informing the additional information, maps, studies, reviews, and deposits are required to process the application. The Agency may review the additional materials for a period of up to fifteen working days. A hearing will be scheduled no sooner than fifteen calendar days and no later than 60 calendar days of Agency's completion of the review of the additional documentation required by the Agency to properly consider the Variance Application.

1.6 Services Outside Agency Boundaries. Requests for water service to properties located outside the Agency's boundaries will be subject to approval by the Local Agency Formation Commission (LAFCO). Property owners wanting water service outside the Agency boundaries must apply for service in writing and said request shall be investigated by Agency staff for feasibility for annexation into the Agency boundaries. Applicant must pay all fees associated with the annexation process.

1.6.1 Exception: This section does not apply to contracts for the transfer of nonpotable or nontreated water.

Bighorn-Desert View Water Agency

ARTICLE 2.0

Definitions

- 2.1 Agency.** The Bighorn-Desert View Water Agency.
- 2.2 Applicant.** Property owner applying for water service from the Agency (see Article 10.0 for tenants).
- 2.3 AWWA Standards.** Latest Edition of American Water Works Association (AWWA) Standards.
- 2.4 Auxiliary Water Supply.** Any water supply other than that received from a public water system, as further defined by CA Title 17 - Code of Regulations related to drinking water (Title 17).
- 2.5 Board.** The Board of Directors of the Bighorn-Desert View Water Agency.
- 2.6 Backflow Prevention Device.** An approved device designed to prevent a reverse flow of water from an unapproved source into the Agency's water system.
- 2.7 Basic Facilities Capacity Fee ("Buy-in").** A one-time fee levied on each new regular water service that will contribute a prorata share of the costs of the Agency's wells, booster pump stations, storage reservoirs, other sources of supply, major transmission/distribution pipelines and appurtenances, and other facilities making up the basic water system.
- 2.8 Basic Service Charge.** A "monthly system access charge" designed to recover a portion of the fixed costs of the Agency's operation, maintenance, repair and administration of the water system before any water is registered through the property meter. This charge is applied to all properties connected to the water system regardless of actual water usage.
- 2.9 Combination Service Facility.** A single service line from the mainline which is separated at the curb line to provide a customer both a domestic meter service facility and a private fire protection service facility. Separate private pipelines are required from the meter service facility and private fire protection service facility to the places of use.
- 2.10 County.** The County of San Bernardino, California unless otherwise stated by reference in these rules and regulations.
- 2.11 Cross-Connection.** Any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections,

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removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections (From Title 17).

2.12 Customer. Any person or entity connected to the water system and immediately able to receive water service from the Agency under these rules and regulations.

2.13 Customer Service Valve. A valve installed with a service facility for the customers use to control the flow of water supplied through the service facility. This valve is the responsibility of the customer following installation.

2.13.1 2-inch (Commercial) Bulk Meters Customer Service Valve. A valve installed with the service facility for the customers use to control the flow of water supplied through the service facility. A monthly maintenance fee may be applied to these accounts to cover the cost of servicing the customer valve.

2.14 Double Check Detector. . An assembly consisting of a double check valve assembly (DC) and an auxiliary bypass line with a meter to detect unauthorized use of water.

2.15 Double Check Valve Assembly (DC). An assembly of at least two independently acting check valves including tightly closing shut-off valves on each side of the check valve assembly and test cocks available for testing the water tightness of each check valve (from Title 17).

2.16 Developer. A person who plans the development of any property, and builds, finances, and dedicates to the Agency all of the infrastructure needed by the Agency to provide adequate service to that developer, whether residential or commercial, within the Agency boundaries.

2.17 Fire Department. The San Bernardino County Fire Department unless otherwise stated by reference in these rules and regulations.

2.18 General Manager. The person appointed by the Board to have the administrative charge and responsibility for executing all the rules, regulations, and policies that have been established by the Board of Directors.

2.19 Guarantee Deposit. A deposit assessed to new customers to guarantee payment for water service and held, interest free, by the Agency until credit worthiness is established or until the customer's account is closed.

2.20 High Risk Account. An account which has experienced two (2) episodes of Non-sufficient Funds (NSF) payment returns, of any kind ((e.g. check, credit card or Automated Clearing House (ACH)) is defined as a high risk account. Such accounts are subject to refusal of payment by check or ACH (e.g. cash, credit, debit, cashier's check or money order only) basis until credit worthiness can be re-established.

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2.21 Main Line. Pipelines located in highways, streets, alleys, easements or rights-of-way which are used for transmission and distribution of water.

2.22 Meter. A device or combination of devices, which measures the flow of water through a customer service facility.

2.23 Meter Installation Fee (Service Line Installation Fee). The fee levied to recover the cost of installing the meter service facility.

2.24 Meter Service Facility. The pipeline, connecting valves, fittings, metering device and appurtenant materials required to extend domestic water service from a main to a property line for the use of a separate premise. The meter service facility up to the customer's service valve shall be owned, operated and maintained by the Agency.

2.25 Owner. The person, corporation or entity in whose name the ownership or title to a specific property is recorded.

2.26 Permit. A written authorization required by the rules and regulations of the Agency.

2.27 Person. An individual, company, association, partnership, or corporation that is legally entitled to conduct business in their recorded name.

2.28 Premises. A physically separate structure designed for habitation, the conduct of business, commercial application, school, hospital or public affairs. Each separate and identifiable water user is identified as a premise such as a duplex unit, an apartment, a mobile home unit, a condominium unit or a house and each such unit is required to have a separate customer service facility installed.

2.29 Private Fire Protection Service. Water service provided for a private fire protection system. Such private fire systems must be specifically authorized by the Agency and the details of the fire protection system must be on file with the Agency

2.30 Reduced Pressure Detector. An assembly consisting of a reduced pressure principle backflow prevention device (RP) and an auxiliary bypass line with a meter to detect unauthorized use of water.

2.31 Reduced Pressure Principle Backflow Prevention Device (RP). A backflow preventer incorporating not less than two check valves, an automatically operated differential relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly and equipped with necessary test cocks for testing (from Title 17).

2.32 Secretary. See reference in Article 12.4

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2.33 State. The State of California unless otherwise stated.

2.34 Temporary Water Service. Water service rendered for uses of a limited duration.

2.35 Variance. A Board authorized deviation from a specific Agency rule or regulation.

2.36 Water Hauler - Commercial. A private, for-profit, contractor providing water (potable or non-potable) for the benefit of properties not connected to the Agency's water system.

2.37 Water Hauler - Private. A non-commercial person who hauls water (potable or non-potable) water for their own benefit to a property not connected to the Agency's water system.

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ARTICLE 3.0

Basic Water Service Rules and Regulations

3.1 Water Service Application. Persons or entities desiring water service from the Agency shall complete and sign a written application for water service on a form provided by the Agency which shall contain such information as required by the Agency (See Article 10.0 – Tenants). This water service application form may be changed by the Agency from time to time as the Agency finds it necessary to fulfill the requirements of the rules and regulations. The applicant's signature on this water service permit application assures the Agency that the applicant will comply with all Agency rules, regulations, and policies in effect at the time the application is accepted and in the future after an account has been established.

The Agency shall request information from the applicant, which includes but may not be limited to: property owners name or tenant name on account, identification (e.g. driver's license or military identification), mailing address for billing and correspondence, phone number, and service address for all new accounts.

3.1.1 Temporary Water Service Application for Real Estate

Transactions. In the specific case of "interim" water service during the period of time a property is undergoing a real estate transaction, the Agency requires additional information from the Real Estate Company (Real Estate Agent, Real Estate Agency or Real Estate Broker) to process a water service application. These items include but are not limited to:

- A) "Listing Agreement", "authorization to receive and convey information" or similar documentation, signed and dated, granting permission by the Owner of Record (or foreclosing bank) assigning responsibility for utility services to the real estate broker.
 - i) For banked owned (e.g. foreclosed properties) contact information for the bank representative making the assignment to the third party or real estate broker.
- B) Signed "Personal Guarantee for Business Accounts" form provided by the Agency.

3.1.2 Past Due Balances Water service will not be "turned on" at a property unless one of the following has occurred to the satisfaction of the Agency:

- A) Past due balance has been paid in full, or,
- B) Escrow Company has acknowledged receipt of a "demand letter" indicating the past due amount will be forwarded to the Agency upon close of escrow.

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3.2 Guarantee Deposit for Non-Bulk Accounts. All applicants for water service shall deposit with the Agency the required dollar amount set forth in the Agency's current Rate Table. This guarantee deposit shall be held by the Agency until the customer account has established credit worthiness. Credit worthiness is established by having no delinquents, no non-sufficient funds checks (NSF) and no lock offs in the previous 12 billing cycles. Once credit worthiness has been established the customer deposit shall be applied to the customer account during the next regular billing process. Should an account not achieve credit worthiness, the deposit will be held as a guarantee deposit until water service is discontinued. The amount due for water service will be deducted from the deposit held, and the balance will be forwarded to the customer's last known address. If the amount due for water service is more than the guarantee deposit held, the Agency will bill the customer for the balance due after the guarantee deposit is applied.

In lieu of a guarantee deposit, the customer may submit a "letter of credit" showing good payment performance for the most recent twelve (12) billing periods from their former water utility provider. The letter of credit shall show that the customer has been delinquent in payment less than once during that 12 billing cycle period, water service has not been turned off for non-payment, and the customer has not had a check returned for non-sufficient funds.

Guarantee Deposit for Bulk Accounts is outlined in Article 11.0

3.3 Control of Water Delivery. Each meter service facility shall be furnished by the Agency with an angle valve for the exclusive use of the Agency, and a customer service valve for use by the customer.

The angle valve is for the exclusive use of the Agency in controlling the water supply through the meter service facility and it shall not be used by the customer. If the angle valve is damaged by the customer's unauthorized use, repair or replacement shall be done by the Agency at the customer's expense including all applicable costs.

The customer service valve shall be used by the customer to control the water flow to their premises. Agency is authorized to use the customer service valve. If the customer's service valve is at any time found to be inoperable, it shall be replaced or repaired by the customer at their own cost. Customer shall request the Agency to close/open the angle valve to facilitate the replacement of the customer's service valve. In the case of an emergency on the customer's side of the service facility, the customer shall use the customer service valve to control the flow of water. Also see Article 3.8.

3.4 Meter Accuracy. All meters are property of the Agency and shall be tested and certified prior to installation by the manufacturer or certified testing facility and shall meet American Water Works Association (AWWA) standards for accuracy. The same standards shall be acceptable for existing meters. Any customer has the right to have

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their meter examined and tested by the Agency upon completion of a meter test application form and payment of the meter test fee as stated in Exhibit A. (or rate sheet) The Agency may from time to time, or as a matter of policy, institute a periodic meter testing program. The Agency reserves the right to test any customer meter at any time without notification and without charge to the customer.

3.5 Billing Adjustments - Meter Error. If a meter that is tested at the request of a customer is found to be incorrectly recording by greater than 2%, the percentage error shall be applied to the most recent period of record. Any overcharge represented by this meter test will be credited to the customer on his/her next regular billing, or any undercharge shall be added to the customer's next regular billing. Adjustment shall be based on the most recent billing cycle.

If the meter has stopped recording usage or the meter has been removed by other than an Agency employee, the Agency reserves the right to apply the charge equal to a twelve month average rate, or to estimate the consumption for the most recent billing period, and apply the adjustment indicated to the customer's next billing. Such estimates will be made from previous consumption for the same customer for a comparable time period, or by determination of an Agency-wide average for the equal size meter service, whichever yields the lesser consumption estimate.

3.6 Billing Adjustments – Other than Meter Error.

3.6.1 General. Should the customer dispute the accuracy of a bill for water service, he should contact the Agency office prior to the bill becoming delinquent to endeavor to arrive at an understanding as to the agreed-upon correct billing amount.

3.6.2 Complaints. Should a customer be unable to have his complaint satisfied by the Agency's General Manager or Staff, he may submit his complaint in writing with a full and detailed explanation to the Agency's Board of Directors. The decision of the Board shall be final.

3.7 Locked Meters. All meters which are locked by the Agency shall not be tampered with, altered or unlocked by anyone except an authorized agent or employee of the Agency. Unauthorized tampering or unlocking of a meter service facility could result in criminal charges and tampering fees. The determination of the amount of tampering fees shall be based on actual time and materials expenses for repair, as well as overhead for processing. The owner of each separate premises is ultimately responsible for the payment of all tampering fees associated with his property.

3.8 Turn-On and Turn-Off Service. The Agency may turn-off or turn-on water service at the customer's request, given reasonable notice. In the case of an emergency on the customer's side of the service facility, the customer shall use the customer service valve to control the flow of water. If there is no customer service valve or it is not operable, the Agency will provide emergency turn-off service upon request at no

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charge. The Agency will not honor an owner's request to turn-off water service to a residence, duplex, apartment, mobile home or other such dwelling because the occupant has not paid the rent on the property to the owner.

3.9 Turn-Off Meter for Non-Payment. The Agency may turn off service on or after the 15th day after a bill becomes delinquent (see Article 3.17). Applicable charges, such as the basic service charge, will continue to accrue while service is turned off. Water service turned off for non-payment of bills shall not be turned on again until all accrued fees and charges, including turn-off and turn-on charges, have been paid in full and another guarantee deposit made.

At least 48 hours prior to "lock off" the customer will be notified via phone or written notice (hand delivered or mailed). The method of notification will be determined by Agency staff (e.g. verbal or written). A fee will be imposed for such notifications, known as the "48-Hour Notification Fee" applied during the next billing cycle.

See Article 12.0 Collection of Unpaid Bills

3.10 Agency's Right to Refuse Water Service Under Special Circumstances. The Agency may refuse to provide and/or continue water service to any customer for any of the following reasons:

- A) When the water is used, or proposed to be used, in a manner that endangers the public health or disrupt service to other customers.
- B) When there exists a cross-connection in violation of the Agency rules and regulations or any applicable law.
- C) When the customer is in violation of the Agency's rules and regulations.

3.11 Unauthorized Water Use. Any person using water through a meter service facility without having made application and received authorization for water service shall be held liable for payment for the water delivered through that meter service facility from the date of the last recorded meter reading. If water use has been detected, but the meter is not operating, the quantity consumed shall be determined as outlined in Article 3.5, Billing Adjustments - Meter Error. In addition, any person using water in this manner may also face criminal prosecution. The determination of the application of charges shall be based on actual time and materials as well as applicable overhead for processing.

3.12 Damage Caused by Leaking Pipes and Fixtures. The Agency's responsibility ends at the outlet side of the meter and the Agency shall not be liable for damages caused by water running from open or faulty fixtures, or from broken or damaged pipes on the customer's side of the meter.

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3.13 Damage to Service Facility. The customer shall be liable for the cost of all repairs or replacement for any damage caused by the customer to the meter service facility, regardless of whether the damage was intentional or accidental.

3.14 Meter Flow Limits. A customer shall not increase the flow through the meter beyond the flow rate limit corresponding to the meter size as set forth in Article 4.3.

3.15 Billing Period. The billing period shall be solely determined by the Agency and may be changed from time to time.

3.16 Water Rates. The complete current schedule of water rates, fees and charges levied by the Agency is set out in the Rate Table, adopted by Agency. A copy of the Rate Table is maintained in the Agency's office.

As set forth in the Rate Table, the Agency levies a monthly basic service charge and consumption charge. The consumption charge covers the cost of the water delivered to the customer. The basic service charge covers the proportionate cost of operation, maintenance, repair and administration of the Agency's water system and is unrelated to consumption. The basic service charge is levied on all parcels, whether or not any water was used. In order to avoid being billed the basic service charge, an owner must terminate water service. See Article 3.36.

The structure and amount of the Agency's water rates, fees and charges will be revised and updated from time to time as necessary to maintain an adequate income to support the operating activities of the Agency. The Agency reserves the right to establish separate minimum charges and quantity rate schedules as may be necessary for different improvement districts and/or water use classifications, including but not limited to residential, bulk, commercial and agricultural. The Agency may establish such rates, fees and charges so as to equitably spread the cost of service to each improvement district and/or class of user based upon the cost of water service to each.

3.17 Terms of Bill Payment. Bills for water service shall be rendered at the end of each billing period. Bills are due and payable at the office of the Agency. Unpaid bills shall be delinquent twenty (20) days after the date of the billing, and shall be assessed a delinquent charge as set forth in the Rate Sheet.

Opening and closing bills for less than the normal billing period shall have all regular service and surcharges prorated to the actual number of days of service. All actual water use charges shall be billed per the meter readings.

3.17.1 Extensions. The Agency does not provide extensions to the payment due dates.

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3.17.2 Payment Arrangements. Customers may request payment arrangements for unusually high bills only. An unusually high bill shall be defined as at least two times greater than the usual bill for that billing cycle.

Payment arrangements will be made for a maximum of three (3) months at no interest. Customers requesting payment arrangements for a period greater than three (3) months will incur a ten percent (10%) interest charge for the entire duration of the payment plan.

If the customer misses a scheduled payment he will be subject to a 48-hour lock-off notification process (See Article 3.9). If the customer is locked off for non-payment the payment plan will be void and all installments become due and payable prior to restoration of service. In addition, water service turned off for non-payment of bills shall not be turned on again until all accrued fees and charges, including turn-off and turn-on charges, have been paid in full and another guarantee deposit made.

The Agency will grant only one payment arrangement in a twelve (12) month period.

3.17.2.1 Tenant Payment Arrangement. Tenants requesting payment arrangements require the property owner to co-sign for approval.

3.18 Separate Bills for Separate Water Meter Service Facilities. Separate bills shall be rendered for each separate water meter service facility.

3.19 Owner Responsibility See Article 10.

3.20 Failure to Receive Billing. Failure to receive a bill does not relieve the customer of liability for payment of the charges or for delinquent charges assessed because of failure to pay within the specified payment period from invoice date. It is the responsibility of the customer to notify the Agency that he has not received a bill for water service or other applicable charges which he knows or should know to be due. Once notified, the Agency will reissue the billing, investigate the circumstances, and the General Manager has the option to forego the collection of delinquency penalties .

3.21 Customer Vacating Premises. See Article 10.

3.22 Collection of Delinquent Accounts. The Agency will attempt to collect all unpaid charges through mail contact. If this fails, the Agency may choose to pursue the matter in court, employ a collection agency, file a lien against the property, or use any other method allowed by law, currently or in the future, to collect the unpaid charges.

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3.23 Change in Meter Service Facility. A customer who wishes to change the size, character of use, or any part thereof, shall complete the applicable portions of Application for New Customer's Service Facility and pay all applicable fees. The Agency will examine the customer's service facility size criteria as set forth in Article 4.3

The Agency also reserves the right to examine, in detail, the water use activities of any customer at any time.

If the Agency determines that a customer's water use exceeds the flow limits of the meter for an average over three billing cycles, the Agency may upon notification to the customer remove the existing meter and replace it with one of the proper size. Whereupon, the customer shall pay the incremental difference in cost associated with the new meter size.

In no case will a meter of greater size than the size of the customer's service facility be installed. If the customer requests a meter larger than his service facility, and the customer is willing to pay the cost to replace his service facility to support the larger meter size, the Agency will honor the customer's request. No credit will be allowed against the replacement cost for the existing facility.

3.24 Change in Customer Service Facility Location. If a customer requests that his service facility be moved, the move will be done by the Agency and the customer will pay all costs of the relocation and the customer will be responsible to relocate his own water line to the new service facility. The Agency will not be responsible for reconnecting the customer service line.

3.25 Agency's Right of Ingress and Egress. The Agency shall have the right of ingress and egress upon the customer's premises for any purpose in connection with the furnishing of water service.

3.26 Maintenance of Water Pressure, Unplanned Interruption in Service, and Shutting Down for Emergency Repairs. The Agency has the right to shut down the water supply in an emergency situation for repair or to perform normal water system maintenance. The Agency will attempt to notify customers in advance of shutdowns when such notification is practicable, but the Agency will not be responsible for failure to notify or for failure to maintain pressure. The Agency will attempt to maintain service facility pressure under normal conditions within a range of forty (40) to eighty (80) pounds per square inch. However, there may be conditions that will develop where the pressure will fall below or exceed that pressure range. All customers who accept water service to their premises agree as a condition of the acceptance of water service that they will hold the Agency harmless for any damage or loss that may occur as a result of these low or high pressure conditions.

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3.27 Tampering with the Agency Water System. Only Agency staff is authorized to operate the Agency's water system. Anyone tampering with the Agency's water system will be subject to criminal charges.

3.28 Water Conservation. All customers of the Agency accept the responsibility to achieve water conservation practices. The Agency shall, when necessary, use the right of emergency restriction as authorized by Water Code Section 373 and 375. The Agency reserves the right to close curb valves to prevent water loss where leaks are evident, and shall be held harmless for damage to customer's premises and appliances due to such action.

The Agency may adopt, establish and modify water conservation plans and measures, which may affect Agency customers.

3.29 Agency Ownership of Water System Facilities. All water system facilities including the main line and water meter service facility through and including the meter is the property of the Agency and shall be operated by Agency staff. The customer service valve and all other pipelines on the customer's premises are the customer's responsibility to operate and maintain at his own expense.

3.30 Agency's Right of Access. All Agency water facilities located within easements on private property remain the property of the Agency and shall be operated, maintained, repaired, or replaced by Agency staff without the necessity of consent by the property owner. The property owner shall use reasonable care in the protection of the Agency's facilities, and at no time interfere with the Agency in maintaining said facilities. Agency access to Agency water facilities shall be kept clear of fences, structures, concrete or asphalt, or obstructions of any kind which will impair the Agency's access by personnel and equipment for the purpose of operating, maintaining, repairing, replacing facilities, or reading meters. The Agency shall have the right to remove or clear such obstructions without notice and without incurring financial liability.

3.31 Cross-Connection. All customers shall be governed by and subject to the cross-connection requirements of the rules and regulations as set forth in Article 7.0 entitled "Cross-Connection Control".

3.32 Property Divided After Initial Installation of a Meter Service Facility. When a property is divided after a meter service facility has been installed, the existing meter service facility shall be considered to belong to the property which it immediately enters, and a complete new meter service facility will be furnished for the other property upon approval of an application for the same and applicable fees and charges, if any, have been paid in accordance with Article 3.0.

3.33 Construction Water Service. Water needed for construction (e.g. road/lot grading, compaction, or other activities related to building, construction or

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roadway/egress/ingress maintenance) will require a construction meter and construction water source. By application and payment of all applicable fees and deposits, a customer may obtain construction water service from the Agency for a term not to exceed ninety (90) days. If necessary, the customer may request a time extension which may be granted by the General Manager. Only authorized Agency personnel will be allowed to install or move the construction water service facility. The Agency reserves the right to make the final determination on the location of the construction water service facility, but service will normally be allowed from a public fire hydrant as close to the customer's project site as possible.

The customer shall be liable for the cost of all repairs or replacement for any damage caused by the customer to the construction meter or service facility, regardless of whether the damage was intentional or accidental.

3.34 Water Hauler Requirements. Deleted. See Article 11.0.

3.35 Current Agency Charges and Rates. Deleted. See Article 3.16.

3.36 Service Termination. Owners who no longer wish to receive water service from the Agency must complete and sign a water service termination notice on a form provided by the Agency (which shall contain such information as required by the Agency) and pay the termination fees set forth in the Agency's Rate Table. Upon receipt of the notice, the Agency will turn off service to the Property including incapacitation of the meter service facility as the Agency deems appropriate.

Completion of a water service termination notice is the sole means by which a customer and/or owner may terminate the obligation to pay water service charges levied by the Agency. If a customer and/or owner wishes to resume water service from the Agency, the customer and/or owner must complete a new water service application and pay all fees and charges, including connection charges, applicable at that time.

Termination of service does not relieve the property owner from any obligation to debt service including but not limited to property tax assessments and/or revenue bond obligations.

3.37 Ground Wire Attachments. Customers shall not attach, or permit the attachment of, any electrical ground wires to plumbing which is or may be connected to a meter service facility or main belonging to the Agency. Customers are liable for any damage to the Agency's property caused by such wire attachments.

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ARTICLE 4.0

Installation of New and Change in Existing Meter Service Facility

4.1 Design Standards, Standard Construction Drawings and Specifications.

Meter service facility installation shall meet all requirements of the Agency water system design standards and in conformance with Agency standard construction drawings and specifications.

4.2 Customer Options. All residential units must be individually metered; however, master metering may, at the sole discretion of the Agency, be allowed with respect to residential developments, under the following circumstances:

- A) The property served is a single parcel, owned by a single person, entity, or organization and consisting of more than three residential units.
- B) All master meters permitted shall be in the owner's name and all bills shall be the primary responsibility of and shall be paid by said owner. Any agent of the owner shall have their name on file with the Agency.
- C) The master meter shall be located at the property line adjacent to the street or easement.
- D) The Agency reserves the right to require additional meters or to impose conditions in special or unusual circumstances, such as for heavy landscaping or for widely separated buildings on large parcels.
- E) An approved backflow prevention device(s) will be required for all master meters, installed and maintained by the owner, at the owner's expense (as set forth in Article 7.0).

The meter size, as required for any particular development, shall be determined by the Agency, at the Agency's sole discretion, based upon information provided by the applicant and investigation by the Agency. In the case of more than one service to the same development, the total charge shall be the sum of the appropriate individual charges. The Agency reserves the right to require an increase in meter size at any time. The owner-applicant must, at that time, pay any additional fees due.

All commercial, public, industrial, and agricultural units must be individually metered; however, master metering may, at the sole discretion of the Agency, be allowed with respect to commercial, public, industrial, and agricultural developments in circumstances where separate meters would be impractical, such as hotels and motels or facilities of common use such as common bathrooms or washrooms. If master metering is allowed, an approved backflow prevention device(s) must be installed and

Bighorn-Desert View Water Agency

maintained by the owner, at the owner's expense (as set forth in Article 7.0). There shall be at least one separate meter for each separate septic system. There shall be a separate meter to each customer, for which a backflow prevention device is required. There shall be a separate meter for each culinary establishment; each commercial/industrial establishment which uses water as a part of its commercial or industrial business or process; each medical and dental office; each veterinary clinic and animal grooming or boarding or sales establishment; each grocery and food handling or sales establishment; and as otherwise required by the Agency at its sole discretion; whether or not such establishments are in separate freestanding buildings and whether or not such establishments require backflow prevention devices. There shall also be a separate meter for all commercial and industrial establishments that contain fifty or more fixture units per Uniform Plumbing Code.

Applicants/customers may request a larger customer service facility than the Agency minimum size determination requires (subject to Agency approval), but the applicant/customer shall pay all charges and fees applicable to the larger service. Meter service facilities greater than 1" will generally not be allowed for residential customers.

4.3 Meter Service Facility Size Requirements. The Agency will determine the minimum required size of the meter service facility and the size and type of meter required for all types of water service. The size of the meter service facility shall be based on the Agency's evaluation of the applicant's need and use as determined from the data presented by the applicant. The meter service pipeline must be equal to or greater than the size of the meter in all cases.

The meter size shall be based on the range of maximum, minimum, and continuous duty water flow. The customer's flow requirements must be within the range of minimum and maximum flow for the meter size furnished by the Agency, and the average flow rate during the 16 hours of highest daily use shall not exceed the continuous duty flow rate of the meter. Unless the Agency's evaluation of the applicant's needs indicates a special requirement, the meter will be sized in accordance with the Uniform Plumbing Code.

All meter service facilities 2" and larger require a compound type meter.

4.4 Meter Service Facility Location. When a single new meter service facility is to be installed, a specific location may be requested by the applicant to fit in with the piping plans on their premises. Such special location of the meter service facility will be honored by the Agency unless it presents a problem in the installation and/or the reading of the meter. The Agency reserves the right to determine the final location of the facility. Unless unavoidable, the meter service facility shall be located within the public street right-of-way, adjacent to the mainline, and shall not be placed on the applicant's private property or behind a wall or fence or other structures or obstructions which limit the Agency's access to said meter. Large compound meter service facilities shall be located immediately behind the curb or immediately behind the sidewalk within the

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public right-of-way. Large compound meter service facilities shall be located in accordance with the applicant's request unless the Agency determines that such desired location is not the most desirable with respect to construction, operation and maintenance, and meter reading convenience. If any portion of the Agency's meter service facilities must be located on private property, the applicant shall dedicate an easement to the Agency (which shall be recorded with the County) to allow the Agency access to same for the purpose of operating, maintaining, repairing, replacing facilities, and/or reading meters in accordance with Article 3.29 prior to installation of the meter service facilities. The Agency will always have the right to make the final determination on the location of any meter service facility.

4.5 Components of the Meter Service Facility. The meter service facility shall consist of all of the necessary and required components. The meter is the end of the components of the meter service facility maintained by the Agency upon installation. The design, construction, operation and maintenance of the customer's on-site water system shall be solely the customer's responsibility and shall begin with the customer's service valve.

In areas where the static pressure exceeds 80 psi, the meter service facility installation will include a pressure reducing valve downstream of the customer's service valve and this device will thereafter become the responsibility of the customer.

An applicant for service from a main through which prevailing water pressure is lower than the normal operating limit of 40 psi must, if service is granted by the Agency sign a low pressure agreement which shall be recorded with the County. The customer shall be responsible for installation and maintenance of a privately owned hydro pneumatic pressure pump, backflow device and/or other devices, as required to provide adequate pressure to the premises.

4.6 Cross-Connections. The Agency will determine in the process of reviewing the application whether the applicant's use of Agency's water service facility exposes the Agency's water system to a cross connection. If the Agency finds that protection against cross connection is required, it shall be provided in accordance with the requirements of Article 7.0.

4.7 Maximum Length of Meter Service Facility Meter service facility installations shall not be allowed if the applicant's property boundary is more than 700 feet away from an Agency water main unless a variance is granted as per Article 1.5.

If a meter service facility is requested for a property outside of the existing Agency Improvement District (e.g. ID 1, ID GM) boundary (inside or outside the Agency's sphere of influence) and the Agency agrees to provide water service to said property, then applicant shall be required to seek annexation through the San Bernardino Local Agency Formation Commission (LAFCO) and pay all applicable fees and charges for

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annexation proceedings. These fees would be in addition to the Basic Facility Capacity Fee and installation charges indicated in the Agency's current Rate Table.

4.8 Prohibition of Service to Other Premises. Each meter service facility is intended for the sole use of the specific property for which it was installed and shall not provide opportunity of service to neighboring property or premises. Service from a customer's pipeline to other properties or premises, except as approved by the Agency, shall be grounds for immediate termination of all water service.

4.9 County Permitting. Meter service facilities will not be installed until the applicant demonstrates to the Agency's satisfaction that the County of San Bernardino has issued all necessary permits for use of the specific property for which the facility is to be installed. At a minimum the applicant must provide a service address "assignment" for the property which is obtained through the County of San Bernardino. See Article 3.16.

Bighorn-Desert View Water Agency

ARTICLE 10.0

Tenants

10.1 Service to Tenants. The Agency will, upon written request of an owner (i.e. Owner/Tenant Agreement) and receipt of a complete water service application and guarantee deposit from the owner's tenant, open an account in the name of a tenant.

10.1.1 Service to Tenants with Third Party Property Manager. When the property in question is managed by a third party property manager who the owner designates to sign the Owner/Tenant Agreement, the Agency will require from the third party property manager a copy of the service Contract between property owner and management company delegating such authority. The Applicant will also be required to execute a "Personal Guarantee for Business Accounts" form provided by the Agency.

10.2 Owner Responsibility. The owner/landlord of each separate property is ultimately responsible for the payment of all applicable water service charges provided to each separate property. The Agency will use reasonable efforts to provide notice to the owner. It is the responsibility of each owner, however, to provide an accurate mailing address to the Agency.

10.3 Tenants Vacating Premises. Tenants desiring to terminate water service (i.e. close a water account) shall request turn-off of service from the Agency office at least two (2) working days prior to vacating the premises. Until turn-off service is ordered and completed, the tenant shall be responsible for all applicable charges on the account.

Upon completion of turn-off service, any unused guarantee deposit will be refunded. If the guarantee deposit is insufficient, the Agency will submit a final bill to the tenant. If the tenant fails to pay the final closing bill, the Agency will make a one additional attempt to collect the funds through either a delinquent billing process or a written letter of delinquency. Should the tenant fail to pay the final bill the amount owed will be transferred to the owner/landlord for payment.

Charges that accrue following completion of turn-off service, like basic service charges, will be billed to the address of the owner on file at the Agency.

Bighorn-Desert View Water Agency

ARTICLE 11.0

Bulk Water Service

11.1 Water Hauler Requirements. Water haulers shall be subject to the same rules and regulations for water service as any Agency customer. Account billing shall be on a monthly basis and shall include all current applicable regular service charges and surcharges, in addition to charges for water used.

Bulk water is water obtained by the customer from one of the Agency's bulk water station facilities.

It is the responsibility of any applicant who proposes to utilize hauled water as the source of domestic supply to satisfy the requirements of the Agency. Applicants are advised that there may be County Division of Environmental Health Services or State Water Resources Control Board's Division of Drinking Water (DDW) Regulations that applicant may be required to comply with as well.

11.2 Guarantee Deposit: Bulk Accounts. All applicants for bulk water service shall deposit with the Agency the required dollar amount set by Agency resolution. This guarantee deposit shall be held by the Agency until the customer closes the account. The closing amount due for water service will be deducted from the deposit held, and the balance will be forwarded to the customer's last known address. If the closing amount due for water service is more than the guarantee deposit held, the Agency will bill the customer for the balance due.

All bulk water services that are locked off for non-payment will require customer to replenish the full amount of the bulk water service guarantee deposit set by Agency resolution before water service will be restored.

11.3 Service Inactivity. The Agency has a limited number of bulk meters available for use by bulk hauling customers. Preference is given to full time residence, therefore the Agency reserves the right to close a bulk account due to inactivity or low activity. Inactivity shall be defined as no water usage in three (3) billing cycles. Low Activity shall be determined by staff through an evaluation of billing history.

Periodically the Agency will review the usage history of the bulk accounts and will provide a minimum of 5 days' notice of closure to the customer. Any customer whose account was closed due to inactivity will be allowed to restore service on a first come, first served basis through an Agency-maintained waiting list.

AGENDA ITEM # 7

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

Meeting Date: September 27, 2016

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$6300

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Authorize 60-month Lease and Fixed Annual Service Contract with Image Source for a New Xerox Copier

SUMMARY

In 2012 the Agency executed a 60-month lease agreement with Image Source for a Xerox WorkCentre 7535PH copier at a cost of \$199.82 (+tax) per month. Image Source is offering to supply the Agency with a new copier with a renewed lease agreement of 198.15 (+tax) per month. Staff has been very pleased with the level of service Image Source has provided since 2012.

RECOMMENDATION

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

1. Authorize General Manager to execute a 60-month lease agreement with Image Source for a Xerox WorkCentre 7835PTXF2 copier at a cost of \$198.15 (+tax) per month; and
2. Authorize General Manager to execute a concurrent 60-month fixed cost per copy service agreement for maintenance and supplies which is based on actual copies produced and a monthly base maintenance fee of \$50.00 per month.

BACKGROUND/ANALYSIS

In compliance with the Agency purchasing policy, staff solicited quotes to replace the copier under a lease arrangement. Lease is preferred over purchasing since the technology continues to advance leaving little residual value at the end of the useful life of the machine.

Quotes received are summarized in the following table:

Copier			Copies			
Vendor	Fax, Adobe Post Script, Apple Post Script	60 mo. Lease	Maintenance Agreement (based on actual usage)		Monthly Base Maint. Allowing for Fixed Five Year Rate	Total Monthly Cost (est. 4000 B&W, 600 Color Copies)
			Black White Copy	Color Copy		
Image Source Xerox	\$0	\$198/mo.	\$0.0087 each	\$0.054 each	\$50.00	\$316
Valley Office Equipment Sharp	\$25	\$200/mo.	\$0.0079 each	\$0.055 each	\$0	\$290

Essentially the monthly cost difference is rather insignificant however the Xerox copier print resolution is two times that of the Sharp. After consideration of the quality of print/scan resolution, historical copier usage, vendor commitment to service (verified by past experience) and cost staff is recommending the Xerox WorkCentre 7835PTXF2 copier at an annual cost of approximately \$2,376 (\$198/mo.) for 60 months. The maintenance agreement, based on actual copies produced, is estimated at \$2006.40 annually (\$167.20/mo.) for 60 months.

PRIOR RELEVANT BOARD ACTION(S)

none

AGENDA ITEM # 8

General Ledger

Balance Sheet

User: ddiaz
 Printed: 09/23/2016 - 1:45PM
 Fund: All
 Period: 2
 Fiscal Year: 2017



Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131200 - CASH UNION BANK OF CA	28,185.52
01-00-131250 - PACIFIC WESTERN BANK	1,345,343.79
01-00-131300 - CASH DRAWERS BASE FUND	1,000.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	1,375,329.31
INVESTMENTS	
01-00-133030 - LAIF - CASH ACCOUNT	925,778.78
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	925,778.78
ACCOUNTS RECEIVABLE - WATER	
01-00-136000 - A/R OTHER (Non-UB AR)	3,425.17
01-00-137100 - A/R WATER	245,493.14
01-00-137110 - A/R AVAILABILITY- STANDBY	50,780.00
01-00-137130 - A/R UNBILLED	59,680.69
01-00-139499 - W1 PRIOR YR LIEN RECEIV DQ	0.00
01-00-139500 - 2009-10 LIEN-REC \$41976	6,819.77
01-00-139510 - 2010-11 LIEN REC \$33945	6,121.44
01-00-139520 - 2011-12 LIEN REC \$36833	8,808.78
01-00-139530 - 2012-13 LIEN REC \$39364	13,656.40
01-00-139540 - 2013-14 LIEN REC \$29,632	11,131.33
01-00-139541 - 2014-15 LIEN REC \$69,492	41,669.39
01-00-139542 - 2015-16 LIEN REC \$XXXXXX	0.00
01-00-139600 - DUE FOR AMES/RECHE	0.00
01-00-139601 - DUE FOR HAZARD MITIGATION	0.00
01-00-139602 - DUE FROM AWAC1	0.00
01-00-139900 - ALLOWANCE FOR BAD DEBTS-LIENS	(4,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	443,086.11
ACCOUNTS RECEIVABLE - OTHER	
01-00-138000 - A/R PROPERTY TAXES	1,200.00
01-00-138030 - ACCRUED RECEIVABLE	0.00
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139040 - DOLLAR GENERAL	0.00
01-00-139498 - W1 PRIOR YEAR LIEN A/R STANDBY	0.00
Total ACCOUNTS RECEIVABLE - OTHER:	1,200.00
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	158,013.38
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	158,013.38
PREPAID EXPENSES	

Account Type	Amount
01-00-144000 - PREPAYMENTS	0.00
01-00-144010 - PREPAYMENTS W/C INS	10,786.84
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	24,565.10
01-00-144030 - PREPAIDS	0.00
Total PREPAID EXPENSES:	35,351.94
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(125,368.36)
01-00-111350 - FA LAND	80,979.60
01-00-111400 - FA BUILDINGS	251,204.03
01-00-111401 - A/D BUILDINGS	(231,401.07)
01-00-111500 - FA YARDS	61,488.47
01-00-111501 - A/D YARDS	(53,766.47)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(14,777.07)
01-00-111700 - FA WATER SYSTEM	9,365,009.80
01-00-111701 - A/D WATER SYSTEM	(5,518,942.79)
01-00-111800 - FA SHOP EQUIPMENT	41,327.36
01-00-111801 - A/D SHOP EQUIPMENT	(41,226.41)
01-00-111810 - FA MOBILE EQUIPMENT	713,345.19
01-00-111811 - A/D MOBILE EQUIPMENT	(390,421.42)
01-00-111900 - FA OFFICE EQUIPMENT	264,146.10
01-00-111901 - A/D OFFICE EQUIPMENT	(113,349.54)
Total FIXED ASSETS:	4,643,461.46
CONST. IN PROGRESS - OTHER	
01-00-145010 - JV WELL	177,095.85
01-10-120050 - CIP EPA GRANT	0.00
Total CONST. IN PROGRESS - OTHER:	177,095.85
CONSTRUCTION IN PROGRESS	
01-00-120540 - ALTERNATE POWER IMPROVEMENTS	23,720.91
01-00-120541 - 2015 DODGE RAM 1500 VIN3532	0.00
01-00-120542 - 2015 DODGE RAM 1500 VIN3533	0.00
01-00-120543 - SPRINGBROOK SOFTWARE INSTALL	0.00
01-00-120544 - LOOKOUT PIPELINE	763.47
01-00-120545 - HDWD TIE-IN	262.32
01-00-120546 - BDV/GOAT MTN (W1) INTEGRATE	262.33
Total CONSTRUCTION IN PROGRESS:	25,009.03
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	60,987.00
Total PENSION DEFERRED OUTFLOWS:	60,987.00
Total Assets:	7,845,312.86
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	0.00
Total ACCOUNTS PAYABLE:	0.00
ACCRUED PAYROLL	
01-00-229000 - ACCURED PAYROLL LIABILITIES	11,112.84
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCURED EMP COMP BALANCES	57,978.59
Total ACCRUED PAYROLL:	69,091.43

Account Type	Amount
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	(56.69)
01-00-229002 - STATE PR TAX PAYABLE	8.37
01-00-229003 - HEALTH INSURANCE PAYABLE	(2,785.88)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(169.69)
01-00-229005 - CALPERS PAYABLE	2,385.10
Total ACCRUED PR LIABILITIES:	(618.79)
CUSTOMER DEPOSITS	
01-00-225400 - UNCLAIMED FUNDS	320.54
01-00-226000 - CUSTOMER DEPOSITS	77,526.66
Total CUSTOMER DEPOSITS:	77,847.20
CIP DEPOSIT	
01-00-226010 - DOLLAR GENERAL DEPOSIT	0.00
Total CIP DEPOSIT:	0.00
PAYABLE FROM RESTRICTED ASSETS	
01-00-229500 - ACCRUED INT PAYABLE DV ID BNDS	0.00
Total PAYABLE FROM RESTRICTED ASSETS:	0.00
LONG TERM DEBT	
01-00-211010 - REVENUE BONDS PAYABLE - DV	140,977.05
01-00-223000 - REVENUE BONDS PAYABLE - BH	296,000.00
Total LONG TERM DEBT:	436,977.05
PENSION NET PENSION LIABILITY	
01-00-223100 - PENSION NET PENSION LIABILITY	408,884.00
Total PENSION NET PENSION LIABILITY:	408,884.00
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	109,542.00
Total PENSION DEFERRED INFLOW:	109,542.00
Total Liabilities:	1,101,722.89
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	1,429,649.58
01-00-301110 - FMHA GRANTS	758,297.76
01-00-310000 - FUND BALANCE	4,143,404.51
01-00-310010 - FUND BALANCE FEMA & OES	427,895.00
Total FUND BALANCE:	6,759,246.85
Total Fund Balance:	6,759,246.85
Total Liabilities and Fund Balance:	7,860,969.74
Total Retained Earnings:	(15,656.88)
Total Fund Balance and Retained Earnings:	6,743,589.97
Total Liabilities, Fund Balance, and Retained Earnings:	7,845,312.86
Totals for Fund 01 - General Fund:	0.00



General Ledger

Budget Status

User: ddiaz
 Printed: 9/23/2016 - 1:49 PM
 Period: 2, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-00	No Department							
R05	OPERATING REVENUE							
01-00-410000	SERVICE LINE INSTALLATION F	1,785.00	1,785.00	1,785.00	0.00	0.00	0.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	4,500.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00
01-00-411000	INCOME METERED WATER	533,919.00	83,534.23	148,632.79	385,286.21	0.00	385,286.21	72.16
01-00-412000	INCOME STANDBY ID GM	68,000.00	0.00	0.00	68,000.00	0.00	68,000.00	100.00
01-00-413000	BASIC SERVICE CHARGE	809,021.00	72,600.58	135,223.28	673,797.72	0.00	673,797.72	83.29
01-00-417000	INCOME OTHER (OPERATING)	52,000.00	3,459.37	7,421.44	44,578.56	0.00	44,578.56	85.73
01-00-417002	UNRESTRICTED FROM CSA70/W	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-417004	INCOME REIMBURSEMENT (ID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-419000	AMES BASIN WATER TRANSFER	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
R05 Sub Totals:		1,509,225.00	165,879.18	297,562.51	1,211,662.49	0.00	1,211,662.49	80.28
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	53,446.00	0.00	-1,685.69	55,131.69	0.00	55,131.69	103.15
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	175,900.00	0.00	3,058.28	172,841.72	0.00	172,841.72	98.26
01-00-491020	GA01 GENERAL TAX LEVY (BVI	51,873.00	0.00	-1,692.44	53,565.44	0.00	53,565.44	103.26
01-00-491030	INCOME REV BONDS DV FMHA	48,434.00	8,347.10	8,370.51	40,063.49	0.00	40,063.49	82.72
01-00-491040	ID GM GA01 GEN TAX LEVY	23,000.00	0.00	0.00	23,000.00	0.00	23,000.00	100.00
01-00-492000	INTEREST INCOME	4,000.00	0.00	1,257.79	2,742.21	0.00	2,742.21	68.56
01-00-496000	INCOME OTHER (NON OPERATI	25,000.00	75.00	939.03	24,060.97	0.00	24,060.97	96.24
01-00-499990	FUNDS FOR AMES/RECHE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499991	GRANT FOR HAZARD MITIGATI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499993	AWAC GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		381,653.00	8,422.10	10,247.48	371,405.52	0.00	371,405.52	97.31
Revenue Sub Totals:		1,890,878.00	174,301.28	307,809.99	1,583,068.01	0.00	1,583,068.01	83.72
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
01-00-563000	CUSTOMER RELATIONS	2,000.00	352.39	352.39	1,647.61	0.00	1,647.61	82.38
01-00-564000	OTHER ADMINISTRATIVE EXPE	5,000.00	1,672.76	2,502.76	2,497.24	0.00	2,497.24	49.94

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-00-564500	CSA70 COWCAP FEES	13,525.00	-7,047.50	-7,047.50	20,572.50	0.00	20,572.50	152.11
01-00-570000	INTEREST EXPENSE - BH BOND	14,800.00	0.00	-1,604.16	16,404.16	0.00	16,404.16	110.84
01-00-571000	DEPRECIATION EXPENSE	0.00	29,908.37	59,958.72	-59,958.72	0.00	-59,958.72	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-573500	MWA PIPELINE DEBT	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
01-00-573501	GOAT MTN - MWA PIPELINE DE	8,300.00	0.00	0.00	8,300.00	0.00	8,300.00	100.00
01-00-581000	ELECTION COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-591000	INTEREST EXPENSE - DV BOND	7,049.00	3,514.84	1,357.42	5,691.58	0.00	5,691.58	80.74
01-00-593000	EXPENSE MISC	500.00	-0.03	-0.03	500.03	0.00	500.03	100.01
01-00-594000	GAIN (LOSS)/ ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25 Sub Totals:		132,174.00	28,400.83	55,519.60	76,654.40	0.00	76,654.40	58.00
Expense Sub Totals:		132,174.00	28,400.83	55,519.60	76,654.40	0.00	76,654.40	58.00
Dept 00 Sub Totals:		-1,758,704.00	-145,900.45	-252,290.39	1,506,413.61	0.00		
Dept 01-01	Administration							
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	285,274.00	20,366.25	41,258.32	244,015.68	0.00	244,015.68	85.54
01-01-560060	CONTRACTUAL SERV-AUDIT OF	30,650.00	23,300.00	23,300.00	7,350.00	0.00	7,350.00	23.98
01-01-560070	CONTRACTUAL SERV-LEGAL	11,500.00	1,567.50	1,567.50	9,932.50	0.00	9,932.50	86.37
01-01-560080	PERS CONTRIBUTION	61,523.00	2,527.44	31,924.20	29,598.80	0.00	29,598.80	48.11
01-01-560090	PAYROLL TAXES	14,686.00	644.88	1,378.15	13,307.85	0.00	13,307.85	90.62
01-01-560110	TELEPHONE/FAX/INTERNET/WI	8,000.00	1,068.97	1,078.97	6,921.03	0.00	6,921.03	86.51
01-01-560120	MAILING EXPENSE	1,500.00	26.32	526.27	973.73	0.00	973.73	64.92
01-01-560140	CONTRACTUAL SERV-OTHER	65,700.00	4,024.79	20,996.39	44,703.61	0.00	44,703.61	68.04
01-01-560160	PROPERTY/LIABILITY EXPENSE	30,000.00	2,456.51	4,913.02	25,086.98	0.00	25,086.98	83.62
01-01-560170	WORKERS COMP EXPENSE	13,000.00	1,078.68	2,157.36	10,842.64	0.00	10,842.64	83.40
01-01-560180	DUES & SUBSCRIPTIONS	7,000.00	478.00	533.00	6,467.00	0.00	6,467.00	92.39
01-01-560200	POWER/PROPANE OFFICES & Y/	6,000.00	1,389.32	1,089.32	4,910.68	0.00	4,910.68	81.84
01-01-560220	BAD DEBT EXPENSE	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-01-560221	BAD DEBT-LIENS UNCOLLECT/	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-01-560230	LEAK RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560250	PROPANE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560300	OFFICE SUPPLIES/PRINTING	10,000.00	1,128.36	1,895.30	8,104.70	0.00	8,104.70	81.05
01-01-561000	EMPLOYEE BENEFITS INSURAN	175,000.00	10,174.98	19,324.18	155,675.82	0.00	155,675.82	88.96
01-01-561100	EMPLOYEE EDUCATION/TRAIN	3,000.00	1,595.00	1,945.00	1,055.00	0.00	1,055.00	35.17
01-01-561500	PAYROLL FRINGE EXP TO PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15 Sub Totals:		723,233.00	71,827.00	153,886.98	569,346.02	0.00	569,346.02	78.72
Expense Sub Totals:		723,233.00	71,827.00	153,886.98	569,346.02	0.00	569,346.02	78.72

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-05	Dept 01 Sub Totals:	723,233.00	71,827.00	153,886.98	569,346.02	0.00		
E05	Operations							
01-05-541020	OPERATIONS EXPENSE	245,489.00	19,897.68	39,602.69	205,886.31	0.00	205,886.31	83.87
01-05-541030	OPERATIONS COMPENSATION	4,000.00	366.00	366.00	3,634.00	0.00	3,634.00	90.85
01-05-541050	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541060	AUTO CONTROLS	7,000.00	1,979.07	2,277.68	4,722.32	0.00	4,722.32	67.46
01-05-541061	VEHICLE/TRACTOR/EQUIP EXP.	5,000.00	716.28	844.26	4,155.74	0.00	4,155.74	83.11
01-05-541070	GOAT MTN-VEH/EQUIP/TRACT	21,000.00	4,865.17	4,865.17	16,134.83	0.00	16,134.83	76.83
01-05-541090	VEHICLE EXPENSE-FUEL	30,000.00	4,062.41	8,972.24	21,027.76	0.00	21,027.76	70.09
01-05-541091	FIELD MATERIALS & SUPPLIES	20,000.00	2,989.26	4,491.51	15,508.49	0.00	15,508.49	77.54
01-05-541095	GOAT MTN-FIELD MAT/SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541110	SHRINKAGE	6,605.00	423.00	463.00	6,142.00	0.00	6,142.00	92.99
01-05-541120	WATER TESTING	40,000.00	5,210.10	5,210.10	34,789.90	0.00	34,789.90	86.97
01-05-541121	CONTRACTUAL SRV-ENGINEER	20,000.00	1,932.90	1,932.90	18,067.10	0.00	18,067.10	90.34
01-05-541140	GOAT MTN-ENGINEERING	40,000.00	3,770.94	3,770.94	36,229.06	0.00	36,229.06	90.57
01-05-541141	WATER SYSTEM REPAIRS	200.00	0.00	230.00	-30.00	0.00	-30.00	0.00
01-05-541142	EXCAVATION COUNTY OF SB	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-05-541143	GOAT MTN-EXCAVATIONS COSI	30,000.00	1,006.41	12,105.96	17,894.04	0.00	17,894.04	59.65
01-05-541150	GOAT MTN-WATER SYSTEM RE	8,600.00	1,103.70	1,779.03	6,820.97	0.00	6,820.97	79.31
01-05-541190	BUILDING MAINTENANCE/REP.	3,800.00	276.63	276.63	3,523.37	0.00	3,523.37	92.72
01-05-541210	COMMUNICATIONS EXPENSE	7,500.00	569.72	569.72	6,930.28	0.00	6,930.28	92.40
01-05-541250	DISINFECTION EXPENSE	78,500.00	16,977.13	13,977.13	64,522.87	0.00	64,522.87	82.19
01-05-541251	POWER WELLS & PUMPS	27,500.00	3,196.25	2,496.25	25,003.75	0.00	25,003.75	90.92
01-05-541300	GOAT MTN-POWER WELLS/BOC	22,000.00	0.00	1,120.63	20,879.37	0.00	20,879.37	94.91
01-05-541301	OTHER OPERATING EXPENSES	5,350.00	0.00	716.00	4,634.00	0.00	4,634.00	86.62
01-05-541700	GOAT MTN-OTHER OPERATING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	CAPITALIZED LABOR EXPENSE	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
	AMES WATER							
E05 Sub Totals:		657,744.00	69,342.65	106,067.84	551,676.16	0.00	551,676.16	83.87
	Expense Sub Totals:	657,744.00	69,342.65	106,067.84	551,676.16	0.00	551,676.16	83.87
Dept 01-09	Dept 05 Sub Totals:	657,744.00	69,342.65	106,067.84	551,676.16	0.00		
E15	Directors							
01-09-560021	ADMINISTRATIVE EXPENSE	6,500.00	802.53	1,028.29	5,471.71	0.00	5,471.71	84.18
01-09-560022	DIRECTOR MCBRIDE	6,500.00	701.55	1,043.07	5,456.93	0.00	5,456.93	83.95
01-09-560024	DIRECTOR CORL-LORONO	6,500.00	701.55	927.31	5,572.69	0.00	5,572.69	85.73
01-09-560025	DIRECTOR BURKHART	6,500.00	823.10	1,164.62	5,335.38	0.00	5,335.38	82.08
01-09-560026	DIRECTOR STALEY	6,500.00	753.28	979.16	5,520.84	0.00	5,520.84	84.94
01-09-560090	DIRECTOR COULOMBE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYROLL TAXES							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	32,500.00	3,782.01	5,142.45	27,357.55		27,357.55	84.18
	Expense Sub Totals:	32,500.00	3,782.01	5,142.45	27,357.55		27,357.55	84.18
Dept 01-10	Dept 09 Sub Totals:	32,500.00	3,782.01	5,142.45	27,357.55			
E20	CIP							
	CIP EXPENSE							
01-10-056198	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056199	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	OVERHEAD FOR CIP ONLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561901	ALT POWER IMP 12054	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561902	LOOKOUT PIPELINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561904	BDV/IDGM INTEGR & TIE-IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561905	JV WELL 10 PUMP/MOTOR REPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561916	W1-LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561917	ID GM FIXED ASSETS 7.1.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561920	HAZARD MITIGATION PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561921	AWAC GRANT1, WATER ED FES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561922	GMW3 PUMP/MOTOR REPLACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561923	BOARDROOM A/C REPLACEME	5,700.00	2,850.00	2,850.00	2,850.00	0.00	2,850.00	50.00
01-10-561930	AMES RECHE FINAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561940	SHOP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561945	ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561950	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561955	OFFICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561960	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561965	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561970	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561972	DODGE RAM3500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561973	2015 4X4 DODGE RAM 1500 V#3:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561974	2015 DODGE 4X4 RAM 1500 V#3:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561976	2015 TOYOTA TACOMA- GRAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561978	2015 TOYOTA TACOMA - WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561982	FINANCIAL & BILLING SOFTWA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561984	BILLING SOFTWARE-GOAT MT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	5,700.00	2,850.00	2,850.00	2,850.00	0.00	2,850.00	50.00
	Expense Sub Totals:	5,700.00	2,850.00	2,850.00	2,850.00	0.00	2,850.00	50.00
	Dept 10 Sub Totals:	5,700.00	2,850.00	2,850.00	2,850.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,890,878.00	174,301.28	307,809.99	1,583,068.01	0.00	1,583,068.01	83.72
	Fund Expense Sub Totals:	1,551,351.00	176,202.49	323,466.87	1,227,884.13	0.00	1,227,884.13	79.15
	Fund 01 Sub Totals:	-339,527.00	1,901.21	15,656.88	-355,183.88	0.00		
	Revenue Totals:	1,890,878.00	174,301.28	307,809.99	1,583,068.01	0.00	1,583,068.01	83.72
	Expense Totals:	1,551,351.00	176,202.49	323,466.87	1,227,884.13	0.00	1,227,884.13	79.15
	Report Totals:	-339,527.00	1,901.21	15,656.88	-355,183.88	0.00		



Bank Reconciliation

Checks by Date

User: ddiaz
 Printed: 09/23/2016 - 1:53PM
 Cleared and Not Cleared Checks
 Print Void Checks



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
18016	7/25/2016	ACWA/JPIA		AP	Void		720.00
18058	8/5/2016	ACE ALTERNATORS & STARTERS		AP		1/1/1980	233.45
18059	8/5/2016	AUTOZONEPARTS		AP		1/1/1980	92.73
18060	8/5/2016	JAMES BOYD		AP		1/1/1980	150.00
18061	8/5/2016	CLINICAL LABORATORY OF SB, IN		AP		1/1/1980	90.00
18062	8/5/2016	LARRY COULOMBE		AP		1/1/1980	51.73
18063	8/5/2016	EAST VALLEY WATER DISTRICT		AP		1/1/1980	400.00
18064	8/5/2016	FLYERS ENERGY LLC		AP		1/1/1980	2,276.52
18065	8/5/2016	FRONTIER CALIFORNIA, INC		AP		1/1/1980	413.09
18066	8/5/2016	HI-DESERT STAR		AP		1/1/1980	2,310.00
18067	8/5/2016	INFOSEND, INC.		AP		1/1/1980	2,295.46
18068	8/5/2016	INLAND WATER WORKS		AP		1/1/1980	6,924.57
18069	8/5/2016	INTER VALLEY POOL SUPPLY		AP		1/1/1980	569.72
18070	8/5/2016	NV5, INC		AP		1/1/1980	6,443.00
18071	8/5/2016	OFFICE DEPOT		AP		1/1/1980	246.93
18072	8/5/2016	SDRMA		AP		1/1/1980	594.96
18073	8/5/2016	SL PARKER CA, LLC, BUILDERS		AP		1/1/1980	71.84
18074	8/5/2016	DAVID L. WY SOCKI		AP		1/1/1980	1,567.50
18075	8/10/2016	TERRY BURKHART		PR		1/1/1980	112.25
18076	8/10/2016	JUDY CORL-LORONO		PR		1/1/1980	112.25
18077	8/10/2016	J LARRY COULOMBE		PR		1/1/1980	112.25
18078	8/10/2016	MICHAEL MCBRIDE		PR		1/1/1980	108.75
18079	8/10/2016	JAMES STALEY		PR		1/1/1980	224.43
18080	8/11/2016	MICHELLE CORBIN		PR		1/1/1980	1,338.38
18081	8/11/2016	DESTINY DIAZ		PR		1/1/1980	1,057.20
18082	8/11/2016	ROSA SANDOVAL		PR		1/1/1980	977.72
18083	8/11/2016	MARY HELEN TUTTLE		PR			348.96
18084	8/11/2016	MARINA WEST		PR		1/1/1980	3,740.29
18085	8/11/2016	JAMES BOYD		PR		1/1/1980	1,722.17
18086	8/11/2016	MICHAEL CARUSO		PR		1/1/1980	1,144.71
18087	8/11/2016	JARED HUNTZINGER		PR		1/1/1980	1,061.59
18088	8/11/2016	LOGAN NOUNNAN		PR		1/1/1980	1,116.98
18089	8/11/2016	DAVID REWAL		PR		1/1/1980	1,556.18
18090	8/19/2016	APPLE VALLEY COMMUNICATION		AP		1/1/1980	50.00
18091	8/19/2016	CLINICAL LABORATORY OF SB, IN		AP		1/1/1980	150.00
18092	8/19/2016	JEFF DROZD		AP		1/1/1980	700.00
18093	8/19/2016	HOME DEPOT CREDIT SERVICES		AP		1/1/1980	930.76
18094	8/19/2016	Fred Huang		AP			381.67
18095	8/19/2016	IMAGE SOURCE, INC		AP		1/1/1980	204.86
18096	8/19/2016	INFOSEND, INC.		AP		1/1/1980	682.62
18097	8/19/2016	INLAND WATER WORKS		AP		1/1/1980	3,148.85
18098	8/19/2016	J & G GARAGE		AP			181.22
18099	8/19/2016	Angela James		AP			77.23
18100	8/19/2016	Richard Laramore		AP			73.36
18101	8/19/2016	MICHAEL MCBRIDE		AP		1/1/1980	100.98
18102	8/19/2016	Juan Naranjo		AP			1.83

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
18103	8/19/2016	DONALD NORDINE		AP		1/1/1980	61.50
18104	8/19/2016	OFFICE DEPOT		AP		1/1/1980	9.99
18105	8/19/2016	Sharon Scott		AP			1.73
18106	8/19/2016	SDRMA		AP		1/1/1980	10,416.24
18107	8/19/2016	James Shropshire		AP			85.20
18108	8/19/2016	UNDERGROUND SERVICE ALERT		AP		1/1/1980	78.00
18109	8/19/2016	USDA RURAL DEVELOPMENT		AP		1/1/1980	3,514.84
18110	8/19/2016	Thomas Wilhelm		AP		1/1/1980	160.31
18111	8/19/2016	Holly Winston		AP			1.19
18121	8/24/2016	DAVID REWAL		PR		1/1/1980	1,311.00
18112	8/25/2016	MICHELLE CORBIN		PR			1,338.38
18113	8/25/2016	DESTINY DIAZ		PR		1/1/1980	1,052.16
18114	8/25/2016	ROSA SANDOVAL		PR		1/1/1980	977.72
18115	8/25/2016	MARINA WEST		PR		1/1/1980	3,428.19
18116	8/25/2016	JAMES BOYD		PR		1/1/1980	1,249.62
18117	8/25/2016	MICHAEL CARUSO		PR		1/1/1980	798.16
18118	8/25/2016	JARED HUNTZINGER		PR		1/1/1980	1,443.53
18119	8/25/2016	LOGAN NOUNNAN		PR		1/1/1980	1,443.62
18120	8/25/2016	DAVID REWAL		PR		1/1/1980	1,611.58
18122	8/25/2016	NELSON HEATING AND AIR		AP			2,850.00

Total Void Check Count: 1

Total Void Check Amount: 720.00

Total Valid Check Count: 65

Total Valid Check Amount: 77,981.95

Total Check Count: 66

Total Check Amount: 78,701.95





9/12/16

To: Marina West

From: Destiny Diaz

Subject: Service Order Report SEPTEMBER 2016

SERVICE ORDER REPORT FOR FISCAL YEAR 2015-2016

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call Out	1	1											2
AirVac Maintenance	4	0											4
AirVac Replacement	0	1											1
Booster Repair/Maintenance (New Category)	0	0											1
Bulk Stations: Maintenance	1	0											1
Close Account	0	0											0
Customer Requested Asst	8	7											15
Reported Leaks	5	12											17
Destroy Service Line	0	1											1
Exchange Meter	5	19											24
Facility Inspections*	2	0											2
Fire Flow Test	0	0											0
Flush Deadend/Blowoffs	0	1											1
General Maintenance	2	0											2
Hangtag	10	13											23
Hydrant Maint.	78	29											107
Install New Service	0	1											1
Lock-Off's	34	20											54
Miscellaneous	8	2											10
Office Repairs	0	1											1
Open New Service	0	0											0
Pressure Complaint	0	1											1
Pull Meter	1	1											2
Read Meter	13	15											28
Repair Mainline	0	2											2
Repair Service Line	8	15											23
Replace Service Line	14	18											32
Reread Meter	64	72											136
Safety Meeting	0	0											0
Tamper	0	0											0
Tank/Reservoir Maintenance/Repairs	0	0											0
Unlock Service	30	26											56
Valve Maintenance	0	1											1
Verify Meter Locked	7	3											10
Water Quality Issues **	1	0											1
Well Repairs/Maint. And Water Level	0	0											0
TOTAL	296	262	0	0	0	0	0	0	0	0	0	0	558

*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

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

Prepared By _____

Date 9-19-16

Reviewed By DM

DATE: 8/18/2016
TO: Board of Directors
FROM: Kit Boyd
RE: August 2016 Production

	<u>Cubic Feet Pumped</u>	<u>Total Gallons Pumped</u>	<u>Average GPM</u>	<u>Total Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"				
Well 3	195,970	1,465,856	390	62.6	4.50
Well 4	Well is "inactive"				
Well 6	58,840	440,123	384	19.1	1.35
Well 7	345,490	2,584,265	344	130.5	7.93
Well 8	449,500	3,362,260	870	64.4	10.32
Well 9	816,000	6,103,680	645	157.7	18.73
Well 10	37,860	283,193	90 *	52.2	0.87
Total	1,903,660	14,239,377	488	486.5	43.70

*Well Pump replaced and production restored to approx. 90 gpm

A Boosters	114,610	857,283	140	101.8
C Boosters	212,000	1,585,760	311	85
Total	326,610	2,443,043		



DATE: 8/18/2016
TO: Board of Directors
FROM: Kit Boyd
RE: August 2016 Goat Mountain Well 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 GMW1	365,980	2,737,530	202	225.8	8.40
Well GMW2*	328,596	2,457,900	181	226.1	7.54
Well GMW3	0	0	#DIV/0!	0	0.00
Total	694,576	5,195,430	192	451.9	15.95

NO FLOW METER AT G.M. BOOSTERS

Booster # 1	75.1
Booster # 2	63.6

Flow meter repair is being completed.

Bighorn-Desert View Water Agency



Board of Directors

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

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Board of Directors' Regular Meeting Minutes

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92283
Tuesday, August 23, 2016 6:00 p.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 6:00 p.m.

Pledge of Allegiance

Led by John Burkhart

Roll Call

Directors Present:

J. Larry Coulombe
Michael McBride
Judy Corl-Lorono (Dir. Corl-Lorono arrived at 6:13 p.m.)
J. Dennis Staley
Terry Burkhart

Staff Present:

Marina West
Michelle Corbin

Approval of Agenda

Motion to approve the agenda.

MSC¹ (McBride/Staley) unanimously approved.

Morongo Basin Conservation Association 2016 Desert-Wise Landscape Tour Update

As a member of the Morongo Basin Conservation Association (MBCA), Marina West in place of Ruth Riegan gave a brief presentation on the 2016 Desert-Wise Landscape Tour. The Agency participates each year in this event. West stated MBCA would like to thank the Agency for their contribution to the Desert-Wise Living Series. West reported the area of Landers was well represented this year and the next Desert-Wise Landscape tour will be held April 22-23, 2017. West also announced an upcoming lecture being held September 24, 2016 on renewable energy.

No public comments.

Replace Pump and Motor at Improvement District Goat Mtn. Well No. 3.

General Manager West reported the pump and motor went out this past April on Well No. 3. Four bids were collected. Legend Pump and Well Service Inc., which was the lowest and most responsive was awarded the job. West determined that due to the importance of this well, the Agency went ahead and executed the contract. West went on to say this well is the highest producing and youngest well within the Goat Mountain Territory. Lastly West reviewed a breakdown of the costs.

Anonymous commented on what repairs would have cost should County Special Districts handled the same situation.

Anonymous commented on the casing size.

Motion No. 16-037

(After brief Board discussion), Vice President McBride made a motion to retroactively authorize General Manager to execute contract with Legend Pump & Well Service, Inc. in the amount of \$19,548 plus 10% contingency to be paid from the Improvement District Goat Mountain "restricted" funds. The motion was seconded by Director Corl-Lorono.

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

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Bureau of Land Management Lease Update

General Manager West gave a PowerPoint presentation showing a map of the service areas affected by the Bureau of Land Management (BLM) lease costs. West has submitted an amendment to the permit, downsizing the area leased from 32.88 acres to .89 acres and has asked Congressman Cook, Senator Feinstein and State Senator Fuller for their support with this request to the Bureau of Land Management.

Director Staley asked about getting political help on this matter.

Public comment:

Anonymous commented the rents and fees.

Policy Establishing Criteria for Agency Financial Reserves

General Manager West reported the Agency currently has a Policy; however it does need to be updated partially due to the annexation of the Goat Mountain Territory. The Agency has added a new fund called "ID GM Restricted Fund". This fund will track the monies received from the annexation and are only used for capital replacement and expansion. Also, there is no known requirement to retain the Basic Facility Charge "subaccount" and therefore it is being eliminated and the funds have been moved to the "Unencumbered Cash" account. Lastly, West gave a brief update on the changes in banking.

No public comment.

Motion No. 16-038

(After brief Board discussion), Director Cori-Lorono made a motion to adopt Resolution No. 16R-11 a Policy Establishing Criteria for Financial Reserves. Vice President McBride seconded the motion.

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

MSC¹ (Cori-Lorono/McBride) unanimously approved.

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 July 2016
 - 1. Balance Sheet
 - 2. Budget Status
 - 3. Cash Balance Distribution for LAIF and/or Pacific Western Bank.
 - I. Improvement District Goat Mountain Cash Account Summary.
- b. Receive and File Bank Reconciliation (AR Disbursements) July 2016
- c. Service Order Report, July 2016
- d. Production Report, July 2016
- e. Goat Mountain Production Report, July 2016
- f. Regular Board Meeting Minutes, July 26, 2016
- g. Receive and File 2016 Local Agency Biennial Notice reporting “No Amendment is Required”.
- h. Receive and File Improvement District M of the Mojave Water Agency General Obligation Bonds, Rule 15c-12 Certificate (Bighorn-Desert View Water Agency).
- i. Resolution 16R-12 (F4a) Authorizing GM to Cause the Necessary Data to be Prepared and Application to be Signed and Filed with the State of California’s State Water Resources Control Board, Division of Drinking Water for the Project Identified as “Integration of Bighorn-Desert View and Improvement District Goat Mountain and Interconnections with Hi Desert Water District”

No Public comment.

Motion No. 16-039

Vice President McBride made a motion to approve consent items a - i. The motion was seconded by Director Cori-Lorono.

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

MSC¹ (McBride/Cori-Lorono) unanimously approved.

Matters Removed From Consent Calendar

None

Public Comment Period

No public comment.

Verbal Reports

Director Burkhart reported on the San Bernardino Water Conference she attended August 12, 2016.

Director Staley reported on the Technical Advisory Meeting he attended August 4, 2016, the San Bernardino Water Conference held August 12, 2016 and the Homestead Valley Community Council Meeting August 15, 2016.

Director Corl-Lorono gave a report on the San Bernardino Water Conference she attended August 12, 2016.

Vice President McBride reported on the mandated AB1825, Sexual Harassment course he took on August 3, 2016. Director McBride also reported on the San Bernardino Water conference held August 12, 2016.

President Coulombe reported on the mandated AB1825, Sexual Harassment course he took on August 4, 2016, the San Bernardino Water Conference held August 12, 2016 and the Alliance for Water Awareness and Conservation (AWAC) meeting July 27, 2016.

Adjournment – President J. Larry Coulombe adjourned the meeting at 7:19 p.m.

Approved by:

Judy Corl-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.

Bighorn-Desert View Water Agency



Board of Directors

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

Marina D West, P.G., General Manager

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Finance/Public Relations/Education and Personnel Committee Special Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Wednesday, May 18 2016 – 4:30 p.m.

Committee Members: Michael McBride & Larry Coulombe

Call to Order

Director McBride called the meeting to order at 4:30 a.m.

Pledge of Allegiance

Led by Director Staley

Roll Call

Directors: Director McBride
Director Staley (Director Coulombe absent with prior notice.)

Staff: Marina West

Approval of the Agenda

Director McBride and Director Staley approved the agenda as presented.

Review Draft Budget for Fiscal Year 2016/2017

General Manager West gave the staff report beginning with possible rate increases via the Proposition 218 process. West discussed the various outstanding bond debts that will soon retire which may also include an early payoff of the Mojave Water Agency Bond Debt.

West discussed with the Committee a possible projected budget expense increase of 3.5% per year beginning with the fiscal year 2017/2018. West also mentioned the cost

of employee medical expenses that are continuing to rise each year and that the medical insurance rates have not stabilized.

West discussed the standby charges for the Goat Mountain Territory as well as the challenges to enact standby fees for Bighorn and Desert View.

The Committee discussed the percentage increases of the basic service charge and water rates for the rate increase.

Water sales are above budget this year due to construction meters. West said she is uncomfortable including possible construction water sales as part of the future budget income.

Field staff is reducing cost with their service line replacement program and is looking to increase water sales with a meter exchange program.

West also discussed short term water sales to Hi Desert Water District and how a rate increase would benefit the Agency. The Committee considered the various rate increase structures and requested the item be brought to the full Board of Directors.

No public comment.

The Committee directed staff to bring the budget to the next Board of Directors Meeting for possible adoption.

Consent Items

- a. Regular FPREP Meeting Report, January 20, 2016

Public comment:

Director McBride and Director Staley approved the report.

Public Comment Period

No public comment.

Verbal Reports

Committee Member Comments/Reports

No reports.

GENERAL MANAGER'S REPORT

No report.

Adjournment - Director McBride adjourned the meeting at 6:12 p.m.

Bighorn-Desert View Water Agency



Board of Directors

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Michael McBride, Vice President
Judy Corl-Lorono, Secretary
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Terry Burkhart, Director

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Planning/Legislative/Engineering Grant & Security Committee Regular Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, June 21, 2016 - 9:15 a.m.

Committee Members: Director Corl-Lorono & Director Burkhart

Call to Order

Director Corl-Lorono called the meeting to order at 9:15 a.m.

Pledge of Allegiance

Led by Director Corl-Lorono

Roll Call

Directors: Judy Corl-Lorono
Terry Burkhart

Staff: Marina West
Michelle Corbin

Approval of the Agenda

Director Corl-Lorono and Director Burkhart approved the agenda as presented.

Bureau of Land Management (BLM) Lease Update

General Manager West reported the Agency had lost an appeal with the Bureau of Land Management (BLM). The appeal was focused on the 400% increase of the right-a-way grant rental fees for Agency infrastructure running along BLM lands. The Agency then applied for a hardship waiver. West is looking to amend or re-apply for the right-a-way grant application. In doing so West would attempt to reduce the size of the lands the Agency currently pays rent towards.

No public comment.

Conference call with Mojave Water Agency's Legal/Legislative and Public Information Committee

Carolyn Jensen of KP Public Affairs began with an update on the legislative calendar. Ms. Jensen reported on the bills known as "show me the water bills" such as SB 552 which address the needs of drinking water in disadvantaged communities. Other such bills include SB 1263, SB 1262 and SB 1318 which was reported as dropped. Lastly Ms. Jensen reported on the state budget.

Eugene Tatum of Innovative Federal Strategies reported the Title 16 and Water Smart grants. Mr. Tatum also reported on the Energy and Water Appropriations bills and the various drought bills.

No public comment.

Status of Grant Applications

General Manager West reported that of the three remaining planning/funding grants. The Agency has pulled the Lookout Pipeline Replacement grant. Agency staff has decided to replace this pipeline in-house.

The two inter-tie projects involving the newly annexed Goat Mountain Territory and Hi-Desert Water District have been combined into one grant request. West reported she is in the middle of gathering power outage information from Southern California Edison for the Transfer Switch grant.

Lastly West reported on grants that are being made available to property owners in obtaining new wells.

Director Burkhart suggested the Agency hold a Board of Directors Meeting at the Landers Association Building to help bolster public awareness of Agency issues.

Public Comment:

Anonymous commented the public needs to be aware of how a portion of the proposed rate increase is partly due to the rise in land lease fees.

Consent Items

- a. Regular PLEGS Meeting Report, April 19, 2016

No public comment.

Director Corl-Lorono and Director Burkhart approved the report.

Public Participation

Anonymous commented on how future public comments should be handled.

Verbal Reports

Committee Members' Comments/Reports

No reports.

General Manger's Report

GM West reported the Pipeline Commission voted to refinance the Mohave Water Agency Morongo Basin Pipeline General Obligation with the aim of paying off early.

Adjournment - Director Corl-Lorono adjourned the meeting at 10:50 a.m.

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: San Bernardino
222 W. Hospitality Lane, 1st Floor
San Bernardino, CA 92415

From: (Public Agency): Bighorn-Desert View Water Agy.
622 Jemez Trail
Yucca Valley, CA 92284

(Address)

Project Title: CSA 70, W-1 Consolidation and HDWD Interconnection

Project Applicant: Bighorn-Desert View Water Agency

Project Location - Specific:

Service area of Bighorn Desert View Water Agency, including the Goat Mountain water system, formerly known as County Service Area 70 W-1

Project Location - City: Landers

Project Location - County: San Bernardino

Description of Nature, Purpose and Beneficiaries of Project:

The project consists of pre-construction planning, design, and information collection in support of public water system consolidation (Bighorn Desert View Water Agency and Goat Mountain water systems), interconnections with Hi-Desert Water District, and pipelines, wells, and associated infrastructure. The project is proposed by and benefits the Bighorn-Desert View Water Agency and Hi-Desert Water District.

Name of Public Agency Approving Project: Bighorn - Desert View Water Agency

Name of Person or Agency Carrying Out Project: Bighorn - Desert View Water Agency

Exempt Status: **(check one):**

☐ Ministerial (Sec. 21080(b)(1); 15268);

☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));

☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

☒ Categorical Exemption. State type and section number: Information Collection - 15306

☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

This project is categorically exempt from review under CEQA pursuant to 14 California Code of Regulations Section 15306, Information Collection that covers projects that consist of basic data collection, research, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The project includes temporary excavations at each site for geological/geotechnical examination.

Lead Agency

Contact Person: Marina West, General Manager

Area Code/Telephone/Extension: 760-364-2315

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date: _____ Title: General Manager

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.

Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____