

## AGENDA ITEM # 8

## California Voter Participation Rights Act

Prohibits a political subdivision (including special districts) from holding a regular election on a date other than on a statewide primary or general election date in even numbered years, if holding a regular election on a non-statewide election date has previously resulted in a “significant decrease in voter turnout”, which defined by SB 415 as at least 25% less voter turnout than the average voter turnout within the District for previous four statewide general elections.

1

Staff proposes the Board adopt a resolution by March 12, 2017. The timing of this resolution would extend the next two odd cycle elections one year. In other words, the election scheduled for November of 2017 will move to November of **2018** and the election scheduled for November of 2019 will be moved to November of **2020**.

The deadline of March 12, 2017 is at least 240 days before the next Agency regular election date. Also, the resolution must be approved by the Board of Supervisors in order to change the Agency’s election date.

2

The Board may hold off on the decision to adopt this resolution, however either way, a resolution, to move forward on this mandate must be completed by the end of the year. Adopting a resolution after March 12, 2017 will -

- Keep this year’s election on tract and the Agency will participate in the November 2017 election.
- The November 2019 election will be moved to November 2020.
- The November 2021 election will be moved to November 2022.
- The Agency’s cost for the 2015 election was \$3,200. The registrar of voters stated there could be a 300 to 400 percent increase in the cost of the 2017 election. This is due to the fact that several odd-numbered entities have already begun the process to move their elections to the even-numbered years.

3

The Board could choose to “do nothing” and keep the odd year cycle election dates. Senate Bill No. 415 requires a court to implement appropriate remedies upon a violation of this prohibition. The bill authorizes a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it allows a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney’s fee and litigation expenses as provided.



## Senate Bill No. 415

### CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 1, 2015. Filed with  
Secretary of State September 1, 2015.]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

*The people of the State of California do enact as follows:*

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

#### CHAPTER 1.7. VOTER PARTICIPATION

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited

to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) “Significant decrease in voter turnout” means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) “Voter turnout” means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney’s fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

## **RESOLUTION NO. 17R-XX**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY CHANGING THE REGULAR ELECTION FOR THE GOVERNING BOARD OF DIRECTORS FROM NOVEMBER OF ODD-NUMBERED YEARS TO THE STATEWIDE GENERAL ELECTION IN NOVEMBER OF EVEN-NUMBERED YEARS**

**WHEREAS**, Bighorn-Desert View Water Agency ("Agency") Law is set forth in California Water Code-Uncodified Acts; and

**WHEREAS**, Section 3 of the Bighorn-Desert View Water Agency (BDVWA) Law expressly states that BDVWA's Board of Directors ("the Board") "shall consist of five members" and "all successors of the first board shall be elected or chosen at the time and manner provided in the Uniform District Election Law (Part 4 (commencing with Section 10500) of Division 10 of the Elections Code); and

**WHEREAS**, by operation of Sections 10505 and 10507 of the Elections Code, special districts such as BDVWA that are formed in an even-numbered year are required to hold their Board elections on the first Tuesday after the first Monday in November in each odd-numbered year; and

**WHEREAS**, the current date for election of the Board is every two (2) years on the first Tuesday after the first Monday in November of odd years (e.g. the next election is scheduled for November 7, 2017); and

**WHEREAS**, the California Voter Participation Rights Act (SB 415) becomes effective January 1, 2018 and prohibits a political subdivision (e.g. BDVWA) from holding a regular election on a date other than on a statewide primary or general election date in even-numbered years, if holding a regular election on a non-statewide election date has previously resulted in a "significant decrease in voter turnout", which is defined by SB 415 as at least 25% less voter turnout than the average voter turnout within the District for the previous four statewide general elections; and

**WHEREAS**, the Agency's regular election date is not a statewide election date and the 2015 Agency regular election resulted in approximately 20 percent of eligible voter participation as shown in Exhibit A; and

**WHEREAS**, elections held in odd-numbered years have historically resulted in lower participation and higher expenses to the Agency; and

**WHEREAS**, in order to change its regular election date to comply with SB 415, Elections Code Section 1303(b) authorizes the Agency to adopt a resolution changing

its regular election date from November of odd-numbered years to the statewide general election in November of even-numbered years; and

**WHEREAS**, the resolution must then be submitted to the County of San Bernardino Board of Supervisors by no later than March 12, 2017, which is at least 240 days before the next Agency regular election date, and the resolution must be approved by the Board of Supervisors in order to change the Agency's election date; and

**WHEREAS**, it is the intent and desire of the Agency's Board to change its regular election date for Directors from November of odd-numbered years to the statewide general election in November of even-numbered years; and

**WHEREAS**, state law allows an Agency to extend the terms of current Directors until their successors are elected and qualified in order to match their terms with a changed regular election date (Elections Code Section 10404(i)); and

**WHEREAS**, it is also the intent and desire of the Agency's Governing Board of Directors to extend the terms of office for current Directors by one year (to November, 2018 and November 2020, respectfully) in order to match their terms with the changed regular election dates.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bighorn-Desert View Water Agency that the above recitals are true and correct and that the Board hereby adopts this Resolution to consolidate the election date for members of the Board with California state general election in November in even numbered years (Election Code Section 1001) pursuant to Elections Code Section 10404(b).

**BE IT FURTHER RESOLVED** by the Board of Directors of Bighorn-Desert View Water Agency that the General Manager or designee will notify the San Bernardino County Elections Office that BDVWA is prepared to pay the expenses of mailing notice of approval of the change in election date by the San Bernardino County Board of Supervisors as required by Elections Code 10404(g).

**BE IT FURTHER RESOLVED** by the Board of Directors of Bighorn-Desert View Water Agency that the San Bernardino County Board of Supervisors is hereby requested to consolidate all future elections for the Board of Directors of Bighorn-Desert View Water Agency with the statewide general elections to be held in even-numbered years, beginning on November 6, 2018.

**BE IT FURTHER RESOLVED** by the Board of Directors of Bighorn-Desert View Water Agency that if the consolidation is approved, the term of office of current Board members expiring in November 2017 will be extended to November 2018 and the term of Board members expiring in November 2019 will be extended as set forth in Exhibit B.

**BE IT FURTHER RESOLVED** by the Board of Directors of Bighorn-Desert View Water Agency that, upon consolidation with the statewide general election, all such future elections for the Board of Directors of the Bighorn-Desert View Water Agency shall be conducted in accordance with, including dates that are consistent with, the primary or general election with respect to nominations, notices, canvass of votes, certification of election, and all other procedural requirements of the California Elections Code pertaining to the primary or general elections.

**BE IT FURTHER RESOLVED** by the Board of Directors of Bighorn-Desert View Water Agency that the Agency's General Manager or designee is authorized to take such actions and execute such agreements and documentation necessary to implement the intent of this Resolution.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 28<sup>th</sup> day of February 2017, by the following roll call vote:

Ayes:  
Noes;  
Abstain:  
Absent:

By \_\_\_\_\_  
J. Larry Coulombe, President of the Board

ATTEST:

\_\_\_\_\_  
Judy Cori-Lorono, Secretary of the Board

# Exhibit A

November 3, 2015

## CONSOLIDATED ELECTION

100018	BIGHORN-DESERT VIEW WATER AGENCY									
	Registration	Ballots Cast	Turnout (%)		DAVID RILEY RAY	MICHAEL H. MCBRIDE	J. LARRY COULOMBE			
UN10104 - 104	142	0	0.00		0	0	0			
UN10104 - Vote by Mail	142	39	27.46		25	22	12			
UN10101 - 101	29	0	0.00		0	0	0			
UN10101 - Vote by Mail	29	7	24.14		1	6	3			
UN10102 - 102	0	0	0.00		0	0	0			
UN10102 - Vote by Mail	0	0	0.00		0	0	0			
UN10240 - 240	0	0	0.00		0	0	0			
UN10240 - Vote by Mail	0	0	0.00		0	0	0			
UN10241 - 241	7	0	0.00		0	0	0			
UN10241 - Vote by Mail	7	4	57.14			*****		Insufficient Turnout to Pr		
UN10244 - 244	0	0	0.00		0	0	0			
UN10244 - Vote by Mail	0	0	0.00		0	0	0			
UN10245 - 245	491	7	1.43		0	7	0			
UN10245 - Vote by Mail	491	92	18.74		27	88	85			
UN10249 - 249	488	11	2.26		1	11	9			
UN10249 - Vote by Mail	488	84	17.28		27	60	56			
UN10251 - 251	271	3	1.11			*****		Insufficient Turnout to Pr		
UN10251 - Vote by Mail	271	44	16.24		16	32	21			
UN10282 - 282	6	0	0.00		0	0	0			
UN10282 - Vote by Mail	6	0	0.00		0	0	0			
UN10283 - 283	2	0	0.00		0	0	0			
UN10283 - Vote by Mail	2	1	50.00			*****		Insufficient Turnout to Pr		
UN10284 - 284	0	0	0.00		0	0	0			
UN10284 - Vote by Mail	0	0	0.00		0	0	0			
Precinct Totals	1434	21	1.48		1	21	18			
Vote by Mail Totals	1434	271	18.90		97	160	161			
Grand Totals	1434	292	20.36		98	211	179			
California	1434	292	20.36		98	211	179			
San Bernardino County	1434	292	20.36		98	211	179			
State Bd of Equal 1	142	39	27.46		25	22	12			
State Bd of Equal 4	1292	253	19.58		73	189	167			
U. S. Representative District 8	1434	292	20.36		98	211	179			
Senatorial District 16	1434	292	20.36		98	211	179			
State Assembly District 33	171	46	26.90		28	28	15			
State Assembly District 42	1283	248	19.48		72	183	164			
Supervisory District 3	1434	292	20.36		98	211	179			
Unincorporated Area	1434	292	20.36		98	211	179			

Exhibit A

November 5, 2013

CONSOLIDATED ELECTION

100006	BIGHORN-DESERT VIEW WA									
	Registration	Ballots Cast	Turnout (%)		J. LARRY COULOMBE	JUDY K. CORL-LORONO	J. DENNIS STALEY	TERRY BURKHART		
UNI0164 - 164	171	0	0.00		0	0	0	0		
UNI0164 - Vote by Mail	171	51	29.82		25	18	22	13		
UNI0191 - 191	37	0	0.00		0	0	0	0		
UNI0191 - Vote by Mail	37	11	29.73		2	8	10	11		
UNI0192 - 192	0	0	0.00		0	0	0	0		
UNI0192 - Vote by Mail	0	0	0.00		0	0	0	0		
UNI0240 - 240	0	0	0.00		0	0	0	0		
UNI0240 - Vote by Mail	0	0	0.00		0	0	0	0		
UNI0241 - 241	8	0	0.00		0	0	0	0		
UNI0241 - Vote by Mail	8	4	50.00							
UNI0244 - 244	0	0	0.00		0	0	0	0		
UNI0244 - Vote by Mail	0	0	0.00		0	0	0	0		
UNI0245 - 245	632	12	1.90		6	6	8	8		
UNI0245 - Vote by Mail	632	86	13.61		50	42	54	50		
UNI0249 - 249	596	12	2.01		0	9	9	10		
UNI0249 - Vote by Mail	596	85	14.26		41	48	48	55		
Precinct Totals	1444	24	1.66		6	15	17	18		
Vote by Mail Totals	1444	237	16.41		119	115	136	133		
Grand Totals	1444	261	18.07		125	130	153	151		
CALIFORNIA	1444	261	18.07		125	130	153	151		
San Bernardino County	1444	261	18.07		125	130	153	151		
State Bd of Equal 1	171	51	29.82		25	18	22	13		
State Bd of Equal 4	1273	210	16.50		100	114	131	138		
Congressional District 8	1444	261	18.07		125	130	153	151		
Senatorial District 16	1444	261	18.07		125	130	153	151		
Assembly District 33	208	62	29.81		27	24	32	24		
Assembly District 42	1236	199	16.10		98	106	121	127		
Supervisory District 3	1444	261	18.07		125	130	153	151		
Unincorporated Area	1444	261	18.07		125	130	153	151		

November 8,2011

## CONSOLIDATED ELECTION

100013	DIRECTOR - ST, BIGHORN-DESERT VIEW WATER									
	Registration	Ballots Cast	Turnout (%)		JUDY CORL-LORONO	RICK CURRY	DUANE D. LISIEWSKI	PAUL L. DOSSEY		
FLAMINGO HEIGHTS 1 0141	400	25	6.25		17	10	5	10		
FLAMINGO HEIGHTS 1 - Vote By	400	78	19.50		40	28	23	20		
JOHNSON VALLEY 0295	171	82	36.28		14	4	43	48		
JOHNSON VALLEY - Vote By Ma	171	2	1.17				*****	Insufficient Turnout to Pr		
LANDERS 1 0297	852	32	3.76		16	11	9	11		
LANDERS 1 - Vote By Mail	852	152	17.84		72	38	60	63		
LANDERS 2 0298	45	16	35.56		9	4	4	4		
LANDERS 2 - Vote By Mail	45	0	0.00		0	0	0	0		
Precinct Totals	1468	135	9.20		56	29	61	73		
Vote By Mail Totals	1468	232	15.80		112	65	83	83		
Grand Totals	1468	367	25.00		168	94	144	156		
San Bernardino County	1468	367	25.00		168	94	144	156		
State Bd of Equal 3	1468	367	25.00		168	94	144	156		
Congressional District 41	1468	367	25.00		168	94	144	156		
Senate District 18	1468	367	25.00		168	94	144	156		
Assembly District 34	1068	284	24.72		111	58	116	128		
Assembly District 65	400	103	25.75		57	36	28	30		
Supervisory District 3	1468	367	25.00		168	94	144	156		
Unincorporated Area	1468	367	25.00		168	94	144	156		

November 3, 2009

## CONSOLIDATED ELECTION

100013	BIGHORN-DESERT VIEW WATER AGENCY										
	Registration	Ballots Cast	Turnout (%)	DIRECTOR - BIGHORN-DESE VIEW WA - FT JUDY CORL-LORONO	J. LARRY COULOMBE	MARTHA E. OSWALT	BARBARA RENTON	TERRY BURKHART		DIRECTOR - BIGHORN-DESE VIEW WA - ST DAVID A. LARSON	WARREN N. STRODEL
FLAMINGO HEIGHTS 1 130	400	23	5.75	13	17	12	11	12		14	8
FLAMINGO HEIGHTS 1 - Vote By	400	66	16.50	32	43	19	19	37		26	34
JOHNSON VALLEY 255	188	81	43.09	14	41	61	54	21		58	17
JOHNSON VALLEY - Vote By Mail	188	0	0.00	0	0	0	0	0		0	0
LANDERS 1 257	642	44	6.85	21	28	18	23	25		27	14
LANDERS 1 - Vote By Mail	642	105	16.32	51	64	51	52	62		67	34
LANDERS 2 258	46	18	39.13	7	11	5	11	11		9	8
LANDERS 2 - Vote By Mail	46	0	0.00	0	0	0	0	0		0	0
LANDERS 6 259	241	15	6.22	5	12	0	8	10		8	7
LANDERS 6 - Vote By Mail	241	38	14.94	19	19	14	9	18		13	18
LANDERS 12 260	0	0	0.00	0	0	0	0	0		0	0
LANDERS 12 - Vote By Mail	0	0	0.00	0	0	0	0	0		0	0
YUCCA MESA 8 785	37	17	45.95	12	11	6	7	13		7	9
YUCCA MESA 8 - Vote By Mail	37	0	0.00	0	0	0	0	0		0	0
Precinct Totals	1554	195	12.74	72	120	111	114	92		126	63
Vote By Mail Totals	1554	210	13.51	102	126	84	90	117		106	86
Grand Totals	1554	408	26.25	174	246	195	194	209		226	149
SAN BERNARDINO COUNTY	1554	408	26.25	174	246	195	194	209		226	149
STATE BOE DISTRICT 3	1554	408	26.25	174	246	195	194	209		226	149
41st CONGRESS	1554	408	26.25	174	246	195	194	209		226	149
18th SENATE	1554	408	26.25	174	246	195	194	209		226	149
34th ASSEMBLY	1117	302	27.04	117	175	158	157	147		179	98
65th ASSEMBLY	437	108	24.26	57	71	37	37	62		47	51
Supervisory District 3	1554	408	26.25	174	246	195	194	209		226	149
Unincorporated Area	1554	408	26.25	174	246	195	194	209		226	149

Exhibit B

Board Member	Current Election Year	New Election Year
Judy Corl-Lorono	2017	2018
Terry Burkhart	2017	2018
J. Dennis Staley	2017	2018
J. Larry Coulombe	2019	2020
Michael McBride	2019	2020

## AGENDA ITEM # 9

## RESOLUTION NO. 17R-XX

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY ADOPTING A REVISED PURCHASING AUTHORITY POLICY

**WHEREAS**, the Agency previously adopted Policy Statement No. 04P-02 which established a purchasing authority policy which sets forth the authority and restrictions on the procurement of goods and services; and

**WHEREAS**, it is in the best interests of this Agency that it maintain limits, restrictions and procedures in a purchasing authority policy; and

**WHEREAS**, the guidelines set forth within the Purchasing Policy are not intended to address every issue, exception, or contingency may arise in the course of purchasing activities; and

**WHEREAS**, the basic standard that should always prevail is to exercise good judgement in the use and stewardship of Agency resources, including keeping within the budget authorized by the Board of Directors; and

**WHEREAS**, the Board desires to update and revise the Agency's purchasing authority policy.

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

1. Adoption of Purchasing Authority Policy. The Board of Directors does hereby adopt a policy of authority, limits, restrictions, and procedures regarding the purchase of goods, services and public works projects by the District as set forth in that certain Purchasing Authority Policy ("Policy") attached hereto as Exhibit "A" and incorporated herein by this reference.

2. Purchases Subject to Budgetary Amounts and Authorization. The authority, limits, restrictions and procedures set forth in said Policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.

3. Policy Shall Be Controlling Over Previous Policies. As of the effective date of this Resolution, the Policy shall be deemed to be controlling over, and shall otherwise supersede, the policy adopted by way of Policy Statement No. 04P-02 and any and all other previous purchasing authority policies that may conflict with, or be contrary to, the Policy. As of the effective date of this Resolution, the policy adopted by way of Policy Statement 04P-02 shall be of no further force or effect.

4. Severability. If any provision in this Resolution or Policy, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Resolution and Policy, or the application of such provisions to other

persons or circumstances shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and Policy and each provision thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

5. Effective Date. This Resolution shall become effective upon the date of adoption as set forth herein.

6. Incorporation of Recitals. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 28th day of February 2017.

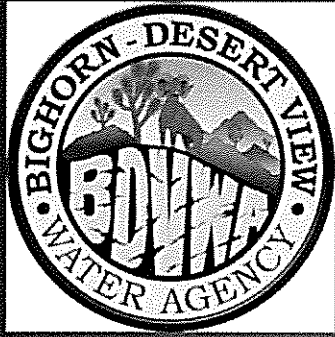
By \_\_\_\_\_

J. Larry Coulombe, Board President

Attest:

\_\_\_\_\_

Judy Corl-Lorono, Board Secretary



# Purchasing Policy

Resolution 17R-XX Exhibit "A"

Bighorn-Desert View  
Water Agency

622 S. Jemez Trail, Yucca  
Valley CA 92284

760-364-2315

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

Resolution 17R-XX Exhibit "A"

Table of Contents

No table of contents entries found.

## **1.0 Purpose:**

1.1 The purpose of this policy is to establish uniform procedures for bidding, contracting, and the procurement of all goods and services, while receiving the best possible value for the agency. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of agency resources, including keeping within the budget authorized by the Board of Directors. To ensure that Bighorn-Desert View Water Agency receives the best possible value for all goods and services purchased, the Agency's General Manager will perform all purchasing activity, the only exception being where an outside consultant prepares bid packages.

## **2.0 Definitions:**

2.1 "General Manager," unless otherwise specified in this policy, shall be deemed to include the General Manager and his/her designee.

## **3.0 Responsibilities**

3.1 The General Manager is authorized to negotiate and execute contracts for all operating, capital improvement and emergency purchases made in conformance with this purchasing policy. The policy outline herein is to be adhered to by all departments when procuring supplies, services and equipment. The General Manager will establish written administrative procedures and update them as needed to conform to this policy and applicable laws.

## **4.0 Signatory Authority**

4.1 All physical checks require two (2) "wet" signatures of the Board of Directors.

4.2 Where the General Manager has determined it to be in the best interest of the Agency, or where required by other entities, to pay invoices electronically then two "wet" (2) signatures from the Board of Directors shall be required on the invoice or related documentation in support of the payment. Such signature will constitute the authority for the General Manager to execute such payments. This excludes payroll obligations described in section 4.3 herein.

4.3 Payroll checks are executed using an electronic signature created from two (2) "wet" signatures of the Board of Directors. All other payroll obligations shall be transacted by the General Manager without the obligation of further approval by signature of the Board of Directors. This includes all necessary payments related to payroll including but not

limited to payments for federal withholding tax, state withholding tax, pension, ancillary benefits, and garnishments.

4.4 All disbursements, physical checks and/or electronic payments, are presented to the Board of Directors in an agenda meeting as soon as possible following bank reconciliation for transparency to the public-at-large.

## **5.0 Conflict of Interest**

5.1 Agency staff and representatives shall conduct all dealings with vendors and contractors in a professional manner. The agency shall provide equal opportunity and demonstrate fairness, integrity and courtesy in all vendor relations.

5.2 No Agency employee or elected official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the Agency is a party and which comes before said official or employee for recommendation or action. Any purchase, contract, sale, or transaction in which any employee or official is financially interested shall become void at the election of the Agency. No employee or elected official shall realize any personal gain from any purchase, contract, sale, or transaction involving the Agency. When any staff member is in doubt as to whether there exists a conflict of interest, that employee shall consult with the General Counsel, and another employee may be assigned to facilitate the purchase.

## **6.0 Local Business Preference**

6.1 When feasible, local businesses within the Morongo Basin may be allowed a preference margin where items are available from multiple sources.

## **7.0 Purchase Approval**

7.1 Any purchase which requires expenditure in excess of \$25,000 shall be approved by the Board of Directors.

7.2 The Board of Directors is guided by the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*.

## **8.0 Employee Travel Expenses**

8.1 Employee Travel: Employees must obtain their immediate supervisor's approval for their expenses such as seminars, travel, and mileage reimbursement. The Board of Directors is guided by the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*.

## **9.0 Quotes/Proposals/Bids for Materials, Goods and Supplies**

9.1 Materials, Goods and Supply Purchases <\$1,000: Purchases of materials, goods and supplies of \$1,000 or less may be made by any method that serves the Agency's best interests.

9.2 Materials, Goods and Supply Purchases > \$1,000: At least two written vendor quotations shall be obtained on purchases of materials, goods and supplies of more than \$1,000. Award shall be made to the vendor whose quote serves the Agency's best interests.

9.2.1 Vehicle purchases: Vehicles should be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively by competitive quotation bids.

9.3 Unable to Obtain Written Quotes: When written quotes cannot be obtained, documentation will be prepared describing who, what, where, when and why written quotation could not be obtained.

## **10.0 Personal/Non-Professional Services**

10.0 Definition: Personal/non-professional services (electricians, pump installers, welders, etc.) are those services that do not fall within the category of professional services, as defined below, or public works project (>\$25,000) and may include, without limitation, general maintenance services, janitorial services, security guard services and landscaping services not requiring a contractor's license to perform.

10.1 Personal/Non-Professional <\$25,000: At least two written vendor quotations shall be obtained on procurements of contracts for personal/non-professional services of \$25,000 or less prior to the award of the contract. Award shall be made to the contractor whose bid serves the Agency's best interests.

10.2 Personal/Non-Professional > \$25,000: At least two written vendor quotations shall be obtained on procurements of contracts for personal/non-professional services in excess of \$25,000 prior to purchase. An analysis of bids received and a staff recommendation for award shall be presented to the Board of Directors for their consideration. Award shall be made to the contractor whose bid serves the Agency's best interests.

10.3 Unable to Obtain Written Quotes: When written quotes cannot be obtained, documentation will be prepared describing who, what, where, when and why written quotation could not be obtained.

## 11.0 Professional Services

11.1 Definition: Professional services means all services performed by persons in a professional occupation, including, but not limited to, consulting and performance services for accounting, auditing, computer hardware and software support, engineering, architectural, planning, environmental, redevelopment, financial, economic, personnel, social services, animal control, legal, management, cable television, communication and other similar professional functions which may be necessary for the operation of the Agency.

11.2 Professional Services <\$25,000: A minimum of two proposals shall be obtained on procurements of contracts for professional services prior to the award of the contract. Award shall be made to the consultant whose proposal serves the Agency's best interests provided that the award of a contract for any professional service specified in Government Code section 4526 (i.e., professional architectural, landscape architectural, engineering, environmental, land surveying, and construction management services) shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

11.2.2 An analysis of proposals received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for professional services contracts in excess of \$25,000.

## 13.0 Public Works Project

For "public works projects" exceeding \$25,000 the Agency is bound by the following:

13.1 PUBLIC CONTRACT CODE - PCC  
DIVISION 2. GENERAL PROVISIONS [1100 - 22355]  
( *Division 2 enacted by Stats. 1981, Ch. 306.*  )  
PART 3. CONTRACTING BY LOCAL AGENCIES [20100 - 22178]  
( *Part 3 added by Stats. 1982, Ch. 465, Sec. 11.*  )  
CHAPTER 1.5. Water District Acts [20930 - 21641]  
( *Chapter 1.5 added by Stats. 1984, Ch. 1128, Sec. 69.*  )

ARTICLE 124. Bighorn Mountains Water Agency [21590 - 21591]  
( *Article 124 added by Stats. 1984, Ch. 1128, Sec. 69.*  )  
21590.

The provisions of this article shall apply to contracts by the Bighorn Mountains Water Agency, as provided for in Chapter 1175 of the Statutes of 1969.

(*Added by Stats. 1984, Ch. 1128, Sec. 69.*)  
21591.

(a) Any improvement or unit of work, when the cost, according to the estimate of the engineer will exceed twenty-five thousand dollars (\$25,000), shall be done by contract and shall be let to the lowest responsible bidder or bidders as provided in this article. The Board shall first determine whether the contract shall be let as a single unit or divided into severable parts. The Board shall advertise for bids by three insertions in a daily newspaper of general circulation or by two insertions in a weekly newspaper of general circulation printed and published in the agency, if there is a newspaper printed and published in the agency, inviting sealed proposals for the construction or performance of the improvement or work. The call for bids shall state whether the work shall be performed in one unit or divided into parts. The work may be let under a single contract or several contracts, as stated in the call. The Board shall require the successful bidders to file with the Board good and sufficient bonds to be approved by the Board conditioned upon the faithful performance of the contract and upon the payment of their claims for labor and material. The bonds shall comply with Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code. The Board may reject any and all bids and readvertise, or by a two-thirds vote may elect to undertake work by force account.

(b) If no proposals are received, or the estimated cost of the work does not exceed twenty-five thousand dollars (\$25,000), or the work consists of channel protection, maintenance work, or emergency work, the Board may have the work done by force account without advertising for bids. In case of an emergency, if notice for bids to let contracts will not be given, the Board shall comply with Chapter 2.5 (commencing with Section 22050).

(c) The agency may purchase in the open market without advertising for bids, materials and supplies for use in any work, either under contract or by force account; provided, however, that materials and supplies for use in any new construction work or improvement, except work referred to in subdivision (b), may not be purchased if the cost exceeds twenty-five thousand dollars (\$25,000), without advertising for bids and awarding the contract to the lowest responsible bidder.

*(Amended by Stats. 2010, Ch. 697, Sec. 100. Effective January 1, 2011. Operative July 1, 2012, by Sec. 105 of Ch. 697.)*

## **14.0 Prevailing Wage Requirements**

14.1 Prevailing wage may be required on all public works projects, defined in CA Labor Code section 1720, exceeding \$1,000 in accordance with CA Labor Code section 1773.3. Therefore the call for bids and contract documents must include the following information:

*No contractor or subcontractor may be listed on a bid proposal for a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].*

*No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.*

*Prevailing wage as defined by Davis-Bacon (29 Code of Federal Regulations Section 5.2 (j) and (k)) may be required should federal funds be secured for the construction, alteration or repair, including painting and decorating, of public buildings or public works. Davis-Bacon also requires specific prevailing wage clauses to be incorporated into contracts, subcontracts, contract termination, compliance with the Davis –Bacon Act, disputes and certification of eligibility.*

## **15.0 Rejection of Quotes, Bids and Proposals; Waiver of Errors**

15.1 In its sole discretion, the Agency may elect to reject any or all quotes, bids and proposals presented and may waive any errors in the same.

## **16.0 Inventory/Supplied/Services/Capital Asset Purchases in Accordance with the Currently Approved Budget**

16.0 Materials which are primarily stored as inventory and/or consumed as supplies are to be considered inventory/supplies. Purchases of these items will be classified as a signature purchase, a general purchase, a petty cash purchase or a credit card purchase.

## **17.0 Types of Purchases**

17.1 Signature Purchases: Restricted to "immediate need" and defined as situations where a necessary inventory or supply item is not on hand and the time delay created by ordering and delivery of the required item would seriously diminish productivity. Signature purchases are limited to \$500 per day or less as may be dictated by the vendor and may be made only upon approval of the General Manager, and only where accounts have been established for purposes such as small hardware, supplies or auto parts. Quotes will not be required for signature purchases. Purchase orders, or other applicable documentation, can be utilized for signature purchases. Receipts, or other

applicable documentation, must be submitted to the General Manager in a timely manner.

17.2 General Purchases: Those purchases made on a regular basis. General purchases may be made by the designated employee (limited to \$500 per day) or General Manager. All general purchases require a purchase order, or other applicable documentation.

17.3 Petty Cash Purchases: Those inventory/supplies/services which are purchased from retailers who require cash payment. Such purchases are restricted to situations where a necessary inventory/supply/service is an immediate need item which is obtainable only from a vendor requiring cash payment. The General Manager may make or approve such purchases limited to \$500 daily. All such purchases must have appropriately signed receipts.

17.4 Credit Card Purchases: Credit card purchases may be made by the General Manager in accordance with this Purchasing Policy and resolution of the Board of Directors authorizing their use. All receipts for credit card purchases must be forwarded to the General Manager as soon as possible after the transaction has been completed.

17.4.1 Credit card purchases may be made by the members of the Board of Directors in accordance with this purchasing policy and the current adopted *Policy for Reimbursement of Actual and Necessary Expenses for Board Members*. Members of the Board of Directors shall be required to comply with all applicable laws, rules and regulations regarding expenditures and reimbursements including, but not limited to, laws regarding conflicts of interest and ethical requirements.

## **18.0 Exceptions**

### **18.1 Emergency Exception**

In the event of an emergency, excepting any public works project exceeding \$25,000, if a quorum of the Board of Directors cannot be attained, the General Manager or his/her designee may make, without restrictions, any purchase(s) necessary to alleviate the situation. An emergency is defined as any occurrence or situation which is posing a real and immediate hazard to public health or safety. Any purchase of this type will be fully disclosed at the next scheduled meeting of the Board of Directors.

### **18.2 Board Election**

On a case by case basis, the Board of Directors may waive any and all purchasing requirements set forth in this purchasing policy as may be necessary to serve the

Agency's best interests and those of its ratepayers so as to minimize the cost to the Agency.

**19.0 Purchasing Procedures**

The General Manager shall have authority to establish written management procedures in order to implement this purchasing policy.

## AGENDA ITEM # 10

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

**Meeting Date:** February 28, 2017

**To:** Board of Directors

**Budgeted:** no

**From:** Marina D. West

**Funding Source:** N/A

**Staff Contact:**

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Resolution No. 17R-XX Authorizing Agency Credit Cards for Staff and Setting Guidelines for the Use of the Same

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**SUMMARY**

The Finance Committee has reviewed an updated purchasing policy and presented it for the Board's consideration and approval at the February 28, 2017 meeting. The Policy sets forth spending guidelines and approval limits. In order to implement the policy as written, the attached resolution will need to be approved by the Board. The resolution authorizes a total of three (3) credit cards, increases the credit card limits and indicates the current banking institution, Pacific Western Bank.

Staff recommends the Board approve the attached Resolution No. 17R-XX as it conforms to the current Purchasing Policy.

**RECOMMENDATION**

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

1. Adopt Resolution No. 17R-XX authorizing Agency credit cards for staff and setting guidelines for the use of the same.

**BACKGROUND/ANALYSIS**

The Finance Committee has reviewed an updated purchasing policy and presented it for the Board's consideration and approval at the February 28, 2017 meeting. The Policy sets forth spending guidelines and approval limits. In order to implement the policy as written, the attached resolution will need to be approved by the Board. The resolution authorizes a total of three (3) credit cards, increases the credit card limits and indicates the current banking institution, Pacific Western Bank.

The Board had previously authorized a credit card limit of \$2,500. However, through the course of one month staff can spend more than \$2,500 on multiple transactions within the spending limits. For instance, due to infrequent use, vendors do not want to set up accounts for invoices and thus require a credit card. Recently we had to repair the tractor and once the field service technician was finished the job exceeded \$4,000 and our credit card limit. Under the new policy, staff's spending limit has been raised and it is recommended that the credit card limit be adjusted as well.

The Finance Committee agreed that an additional credit card is warranted and it will be assigned to the Water Distribution III position (i.e. lead position). The Committee also agreed that the credit card limit should not be based on the "per transaction" spending limit set forth in the policy but should allow for maximum flexibility to assist the Agency during an emergency or disaster. In other words, the Agency should request that the card assigned to the General Manager have a limit set by the lending institution based on our ability to obtain credit.

Staff recommends the Board adopt the attached resolution so that the credit cards, the credit card limits and assigned staff all conform to the approved purchasing policy.

**PRIOR RELEVANT BOARD ACTION(S)**

**6/18/2013 Resolution No. 13R-10** Authorizing Agency Credit Cards and Setting the Guidelines for the Use of Same.

**7/26/2011 Resolution No. 11R-11** Authorizing Agency Credit Cards and Setting the Guidelines for the Use of the Same.

## **RESOLUTION NO. 17R-XX**

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

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

**WHEREAS**, Resolution No. 13R-10 authorized the General Manager and one designee to obtain a credit card through the Agency's then current banking institution, Union Bank of California (First Bank Card); and

**WHEREAS**, the current banking institution is Pacific Western Bank and existing credit cards were obtained through Union Bank of California (First Bank Card); and

**WHEREAS**, Resolution No 13R-10 provides for a credit limit of \$2500 for each active credit card; and

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

**WHEREAS**, the credit card limit of \$2500 has shown to be insufficient as it doesn't conform to the purchasing authority of the General Manager; and

**WHEREAS**, the credit card limit of \$2,500 for the General Manager doesn't allow purchasing flexibility in the event of a disaster; and

**WHEREAS**, the General Manager recommends that there are three (3) active credit cards issued to the General Manager and staff.

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

1. That the General Manager possess and utilize a credit card; and
2. That up to two (2) staff members, designated by the General Manager, possess and utilize a credit card; and
3. That General Manager credit limit shall be set by the lending institution based on the Agency's credit rating to maximize flexibility in the event of an emergency (e.g. disaster); and

4. That the credit limit shall be \$5,000.00 for all other staff credit cards;  
and
5. That the staff credit cards shall only be used as a method of payment  
for purchases which have been approved in compliance with the  
existing Purchasing Policy with supporting documentation signed by  
the party requesting the use of the card, and
6. That Resolution No. 13R-10 is hereby rescinded in its entirety and of  
no further force and effect.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of  
Bighorn-Desert View Water Agency this 28th day of February, 2017.

By \_\_\_\_\_  
J. Larry Coulombe, Board President

ATTEST:

By \_\_\_\_\_  
Judy Corl-Lorono, Board Secretary

## AGENDA ITEM # 11

# General Ledger

## Balance Sheet

User: ddiaz

Printed: 02/24/2017 - 2:11PM

Fund: All

Period: 7 - January 2017

Fiscal Year: 2017



### Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131200 - CASH UNION BANK OF CA	0.00
01-00-131250 - PACIFIC WESTERN BANK	1,886,002.30
01-00-131300 - CASH DRAWERS BASE FUND	1,000.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	1,887,802.30
INVESTMENTS	
01-00-133030 - LAIF - CASH ACCOUNT	928,764.76
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	928,764.76
ACCOUNTS RECEIVABLE - WATER	
01-00-136000 - A/R OTHER (Non-UB AR)	7,048.00
01-00-137100 - A/R WATER	164,553.27
01-00-137110 - 2015 ID GM STANDBY A/R	38,326.70
01-00-137130 - A/R UNBILLED	59,680.69
01-00-139500 - 2009-10 LIEN-REC \$41976	4,097.79
01-00-139510 - 2010-11 LIEN REC \$33945	3,091.44
01-00-139520 - 2011-12 LIEN REC \$36833	5,485.28
01-00-139530 - 2012-13 LIEN REC \$39364	11,253.38
01-00-139540 - 2013-14 LIEN REC \$29,632	6,456.72
01-00-139541 - 2014-15 LIEN REC \$69,492	35,245.94
01-00-139542 - 2015-16 LIEN REC \$43,270	35,646.26
01-00-139600 - DUE FOR AMES/RECHE	0.00
01-00-139601 - DUE FOR HAZARD MITIGATION	0.00
01-00-139602 - DUE FROM AWACI	0.00
01-00-139900 - ALLOWANCE FOR BAD DEBTS-LIENS	(4,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	366,385.47
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
Total ACCOUNTS RECEIVABLE - OTHER:	1,200.00
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	158,414.45
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	158,414.45
PREPAID EXPENSES	
01-00-144000 - PREPAYMENTS	0.00
01-00-144010 - PREPAYMENTS W/C INS	6,951.56

## Fund ALFRE

Account Type	Amount
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	12,282.55
01-00-144030 - PREPAIDS	0.00
Total PREPAID EXPENSES:	19,234.11
<b>FIXED ASSETS</b>	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(130,858.19)
01-00-111350 - FA LAND	80,979.60
01-00-111400 - FA BUILDINGS	243,304.03
01-00-111401 - A/D BUILDINGS	(218,873.50)
01-00-111500 - FA YARDS	61,488.47
01-00-111501 - A/D YARDS	(53,869.93)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(15,118.34)
01-00-111700 - FA WATER SYSTEM	9,384,557.44
01-00-111701 - A/D WATER SYSTEM	(5,629,484.41)
01-00-111800 - FA SHOP EQUIPMENT	41,327.36
01-00-111801 - A/D SHOP EQUIPMENT	(41,327.36)
01-00-111810 - FA MOBILE EQUIPMENT	713,345.19
01-00-111811 - A/D MOBILE EQUIPMENT	(413,524.33)
01-00-111900 - FA OFFICE EQUIPMENT	264,146.10
01-00-111901 - A/D OFFICE EQUIPMENT	(120,611.04)
Total FIXED ASSETS:	4,520,695.13
<b>CONST. IN PROGRESS - OTHER</b>	
01-00-145010 - JV WELL	177,095.85
01-10-120050 - CIP EPA GRANT	0.00
Total CONST. IN PROGRESS - OTHER:	177,095.85
<b>CONSTRUCTION IN PROGRESS</b>	
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
<b>PENSION DEFERRED OUTFLOWS</b>	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
Total Assets:	8,084,601.10
<b>Liabilities</b>	
<b>ACCOUNTS PAYABLE</b>	
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
<b>ACCRUED PAYROLL</b>	
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
<b>ACCRUED PR LIABILITIES</b>	
01-00-229001 - FEDERAL PR TAX PAYABLE	(207.49)

## Fund ALFRE

Account Type	Amount
01-00-229002 - STATE PR TAX PAYABLE	(21.83)
01-00-229003 - HEALTH INSURANCE PAYABLE	30,730.81
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(495.77)
01-00-229005 - CALPERS PAYABLE	2,227.83
Total ACCRUED PR LIABILITIES:	32,233.55
CUSTOMER DEPOSITS	
01-00-225400 - UNCLAIMED FUNDS	0.00
01-00-226000 - CUSTOMER DEPOSITS	82,716.67
Total CUSTOMER DEPOSITS:	82,716.67
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	
01-00-151000 - DEFERRED OUTFLOWS-PENS CONTRIB	(52,457.00)
01-00-153000 - DEFERRED OUTFLOW - ACTUARIAL	(20,103.00)
01-00-223100 - PENSION NET PENSION LIABILITY	450,309.00
01-00-225000 - DEFERRE INFLOW - ACTUARIAL	32,106.00
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	6,769.00
Total PENSION NET PENSION LIABILITY:	416,624.00
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW:	0.00
Total Liabilities:	1,037,642.70
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	291,094.58
01-00-301110 - FMHA GRANTS	758,297.76
01-00-310000 - FUND BALANCE	5,311,717.56
01-00-310010 - FUND BALANCE FEMA & OES	427,895.00
Total FUND BALANCE:	6,789,004.90
Total Fund Balance:	6,789,004.90
Total Liabilities and Fund Balance:	7,826,647.60
Total Retained Earnings:	257,953.50
Total Fund Balance and Retained Earnings:	7,046,958.40
Total Liabilities, Fund Balance, and Retained Earnings:	8,084,601.10
Totals for Fund 01 - General Fund:	0.00

# General Ledger

## Budget Status

User: ddiaz

Printed: 2/24/2017 - 2:08 PM

Period: 7, 2017

JANUARY 2017 (58%)



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	0.00	3,570.00	-1,785.00	0.00	-1,785.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	4,500.00	0.00	9,000.00	-4,500.00	0.00	-4,500.00	0.00
01-00-411000	INCOME METERED WATER	533,919.00	31,453.53	394,916.02	139,002.98	0.00	139,002.98	26.03
01-00-412000	INCOME STANDBY ID GM	68,000.00	4,481.10	50,896.05	17,103.95	0.00	17,103.95	25.15
01-00-413000	BASIC SERVICE CHARGE	809,021.00	65,607.31	481,678.02	327,342.98	0.00	327,342.98	40.46
01-00-417000	INCOME OTHER (OPERATING)	52,000.00	3,777.68	34,781.71	17,218.29	0.00	17,218.29	33.11
01-00-417002	UNRESTRICTED FROM CSA70/W	0.00	0.00	-36,334.00	36,334.00	0.00	36,334.00	0.00
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	-19,547.64	19,547.64	0.00	19,547.64	0.00
01-00-417004	INCOME REIMBURSEMENT (ID	0.00	0.00	62,511.58	-62,511.58	0.00	-62,511.58	0.00
01-00-419000	AMES BASIN WATER TRANSFER	40,000.00	0.00	1,920.75	38,079.25	0.00	38,079.25	95.20
R05 Sub Totals:		1,509,225.00	105,319.62	983,392.49	525,832.51	0.00	525,832.51	34.84
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	53,446.00	1,855.39	26,098.82	27,347.18	0.00	27,347.18	51.17
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	175,900.00	9,549.86	91,878.52	84,021.48	0.00	84,021.48	47.77
01-00-491020	GA01 GENERAL TAX LEVY (BVI	51,873.00	1,857.79	26,127.43	25,745.57	0.00	25,745.57	49.63
01-00-491030	INCOME REV BONDS DV FMHA	48,434.00	0.00	25,090.84	23,343.16	0.00	23,343.16	48.20
01-00-491040	GA03 ID GM GEN TAX LEVY	23,000.00	770.58	14,525.59	8,474.41	0.00	8,474.41	36.85
01-00-492000	INTEREST INCOME	4,000.00	1,579.31	4,243.77	-243.77	0.00	-243.77	0.00
01-00-496000	INCOME OTHER (NON OPERATI	25,000.00	83.57	34,438.43	-9,438.43	0.00	-9,438.43	0.00
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	15,696.50	222,403.40	159,249.60	0.00	159,249.60	41.73
Revenue Sub Totals:		1,890,878.00	121,016.12	1,205,795.89	685,082.11	0.00	685,082.11	36.23
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	6,000.00	1,708.76	11,287.04	-5,287.04	6,516.61	-11,803.65	0.00
01-00-563000	CUSTOMER RELATIONS	2,000.00	500.00	1,652.97	347.03	0.00	347.03	17.35
01-00-564000	OTHER ADMINISTRATIVE EXPE	5,000.00	370.00	3,172.76	1,827.24	0.00	1,827.24	36.54

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-00-564500	CSA 70 COWCAP FEES	13,525.00	0.00	799.17	12,725.83		12,725.83	94.09
01-00-570000	INTEREST EXPENSE - BH BOND	14,800.00	0.00	-1,604.16	16,404.16		16,404.16	110.84
01-00-571000	DEPRECIATION EXPENSE	0.00	29,675.38	194,372.69	-194,372.69		-194,372.69	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00		0.00	0.00
01-00-573500	MVA PIPELINE DEBT	75,000.00	0.00	0.00	75,000.00		75,000.00	100.00
01-00-573501	GOAT MTN - MVA PIPELINE DEBT	8,300.00	0.00	0.00	8,300.00		8,300.00	100.00
01-00-581000	ELECTION COSTS	0.00	0.00	0.00	0.00		0.00	0.00
01-00-591000	INTEREST EXPENSE - DV BOND	7,049.00	0.00	1,357.42	5,691.58		5,691.58	80.74
01-00-593000	EXPENSE / INCOME MISC	500.00	-320.54	8.10	491.90		491.90	98.38
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00		0.00	0.00
E25 Sub Totals:		132,174.00	31,933.60	211,045.99	-78,871.99	6,516.61	-85,388.60	0.00
Expense Sub Totals:		132,174.00	31,933.60	211,045.99	-78,871.99	6,516.61	-85,388.60	0.00
Dept 00 Sub Totals:		-1,758,704.00	-89,082.52	-994,749.90	-763,954.10	6,516.61		
Dept 01-01 E15	Administration							
01-01-560030	ADMINISTRATIVE EXPENSE							
01-01-560060	ADMINISTRATIVE COMPENSAT	285,274.00	20,826.63	155,026.25	130,247.75	0.00	130,247.75	45.66
01-01-560070	CONTRACTUAL SERV-AUDIT OF	30,650.00	7,918.00	31,218.00	-568.00	0.00	-568.00	0.00
01-01-560080	CONTRACTUAL SERV-LEGAL	11,500.00	1,320.00	6,435.00	5,065.00	0.00	5,065.00	44.04
01-01-560090	PERS CONTRIBUTION	61,523.00	2,527.30	45,822.55	15,700.45	0.00	15,700.45	25.52
01-01-560110	PAYROLL TAXES	14,686.00	637.79	5,354.77	9,331.23	0.00	9,331.23	63.54
01-01-560120	TELEPHONE/FAX/INTERNET/WI	8,000.00	737.42	4,211.60	3,788.40	0.00	3,788.40	47.36
01-01-560140	MAILING EXPENSE	1,500.00	0.00	944.43	555.57	0.00	555.57	37.04
01-01-560160	CONTRACTUAL SERV-OTHER	65,700.00	4,975.56	36,450.96	29,249.04	0.00	29,249.04	44.52
01-01-560170	PROPERTY/LIABILITY EXPENSE	30,000.00	2,456.51	17,195.57	12,804.43	0.00	12,804.43	42.68
01-01-560180	WORKERS COMP EXPENSE	13,000.00	1,390.31	8,797.28	4,202.72	0.00	4,202.72	32.33
01-01-560200	DUES & SUBSCRIPTIONS	7,000.00	27.00	5,711.50	1,288.50	0.00	1,288.50	18.41
01-01-560220	POWER/PROPANE OFFICES & Y:	6,000.00	1,264.09	4,211.09	1,788.91	0.00	1,788.91	29.82
01-01-560230	BAD DEBT EXPENSE	200.00	112.72	352.75	-152.75	0.00	-152.75	0.00
01-01-560250	BAD DEBT-LIENS/UNCOLLECT/	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-01-560300	LEAK RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561000	PROFANE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561100	OFFICE SUPPLIES/PRINTING	10,000.00	279.81	4,124.57	5,875.43	0.00	5,875.43	58.75
01-01-561500	EMPLOYEE BENEFITS INSURAN	175,000.00	10,203.93	74,196.75	100,803.25	0.00	100,803.25	57.60
01-01-561600	EMPLOYEE EDUCATION/TRAIN	3,000.00	0.00	2,346.00	654.00	0.00	654.00	21.80
01-01-561600	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	54,677.07	402,399.07	320,833.93	0.00	320,833.93	44.36
Expense Sub Totals:		723,233.00	54,677.07	402,399.07	320,833.93	0.00	320,833.93	44.36

OVER BUDGET  
< 42%

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	54,677.07	402,399.07	320,833.93	0.00		
E05	Operations							
	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	245,489.00	18,935.17	143,112.87	102,376.13	0.00	102,376.13	41.70
01-05-541030	UNIFORMS	4,000.00	354.40	1,831.94	2,168.06	0.00	2,168.06	54.20
01-05-541050	AUTO CONTROLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP.	11,155.00	297.86	7,267.65	3,887.35	0.00	3,887.35	34.85
01-05-541061	GOAT MTN-VEH/EQUIP/TRACTC	845.00	0.00	844.26	0.74	0.00	0.74	0.09
01-05-541070	VEHICLE EXPENSE-FUEL	21,000.00	2,891.43	14,492.90	6,507.10	0.00	6,507.10	30.99
01-05-541090	FIELD MATERIALS & SUPPLIES	30,000.00	1,724.56	18,536.52	11,463.48	0.00	11,463.48	38.21
01-05-541091	GOAT MTN-FIELD MAT/SUPPLIF	20,000.00	2,150.33	15,227.87	4,772.13	0.00	4,772.13	23.86
01-05-541095	SHRINKAGE	0.00	-59.39	-59.39	59.39	0.00	59.39	0.00
01-05-541110	WATER TESTING	6,605.00	1,445.00	3,816.00	2,789.00	0.00	2,789.00	42.23
01-05-541120	CONTRACTUAL SRV-ENGINEER	40,000.00	-1,622.00	11,997.70	28,002.30	0.00	28,002.30	70.01
01-05-541121	GOAT MTN-ENGINEERING	20,000.00	0.00	5,451.30	14,548.70	0.00	14,548.70	72.74
01-05-541140	WATER SYSTEM REPAIRS	40,000.00	662.09	12,083.46	27,916.54	0.00	27,916.54	69.79
01-05-541141	EXCAVATION COUNTY OF SB	200.00	0.00	230.00	-30.00	0.00	-30.00	0.00
01-05-541142	GOAT MTN-EXCAVATIONS COSI	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-05-541143	GOAT MTN-WATER SYSTEM RE	30,000.00	245.05	16,711.45	13,288.55	0.00	13,288.55	44.30
01-05-541150	BUILDING MAINTENANCE/REP,	8,600.00	135.69	4,842.76	3,757.24	0.00	3,757.24	43.69
01-05-541190	COMMUNICATIONS EXPENSE	3,800.00	269.15	1,849.91	1,950.09	0.00	1,950.09	51.32
01-05-541210	DISINFECTION EXPENSE	7,500.00	569.72	5,871.11	1,628.89	0.00	1,628.89	21.72
01-05-541250	POWER WELLS & PUMPS	78,500.00	0.00	40,080.39	38,419.61	0.00	38,419.61	48.94
01-05-541251	GOAT MTN-POWER WELLS/BOC	27,500.00	0.00	7,927.00	19,573.00	0.00	19,573.00	71.17
01-05-541300	OTHER OPERATING EXPENSES	22,000.00	0.00	4,065.77	17,934.23	0.00	17,934.23	81.52
01-05-541301	GOAT MTN-OTHER OPERATING	5,350.00	0.00	716.00	4,634.00	0.00	4,634.00	86.62
01-05-541700	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	AMES WATER	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
	E05 Sub Totals:	657,744.00	27,999.06	316,897.47	340,846.53	0.00	340,846.53	51.82
	Expense Sub Totals:	657,744.00	27,999.06	316,897.47	340,846.53	0.00	340,846.53	51.82
Dept 01-09	Dept 05 Sub Totals:	657,744.00	27,999.06	316,897.47	340,846.53	0.00		
E15	Directors							
	ADMINISTRATIVE EXPENSE							
01-09-560021	DIRECTOR MCHRIDE	6,500.00	121.55	3,618.83	2,881.17	0.00	2,881.17	44.33
01-09-560022	DIRECTOR CORL-LORONO	6,500.00	0.00	2,827.94	3,672.06	0.00	3,672.06	56.49
01-09-560024	DIRECTOR BURKHART	6,500.00	0.00	2,853.88	3,646.12	0.00	3,646.12	56.09
01-09-560025	DIRECTOR STALEY	6,500.00	0.00	4,100.78	2,399.22	0.00	2,399.22	36.91
01-09-560026	DIRECTOR COULOMBE	6,500.00	121.55	3,679.43	2,820.57	0.00	2,820.57	43.39
01-09-560090	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	32,500.00	243.10	17,080.86	15,419.14	0.00	15,419.14	47.44
	Expense Sub Totals:	32,500.00	243.10	17,080.86	15,419.14	0.00	15,419.14	47.44
	Dept 09 Sub Totals:	32,500.00	243.10	17,080.86	15,419.14	0.00		
Dept 01-10	CIP							
E20	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	419.00	-419.00	0.00	-419.00	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	0.00	0.00	5,700.00	0.00	5,700.00	100.00
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 MTN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	5,700.00	0.00	419.00	5,281.00	0.00	5,281.00	92.65
	Expense Sub Totals:	5,700.00	0.00	419.00	5,281.00	0.00	5,281.00	92.65
	Dept 10 Sub Totals:	5,700.00	0.00	419.00	5,281.00	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	121,016.12	1,205,795.89	685,082.11	0.00	685,082.11	36.23
	Fund Expense Sub Totals:	1,551,351.00	114,852.83	947,842.39	603,508.61	6,516.61	596,992.00	38.48
	Fund 01 Sub Totals:	-339,527.00	-6,163.29	-257,953.50	-81,573.50	6,516.61		
	Revenue Totals:	1,890,878.00	121,016.12	1,205,795.89	685,082.11	0.00	685,082.11	36.23
	Expense Totals:	1,551,351.00	114,852.83	947,842.39	603,508.61	6,516.61	596,992.00	38.48
	Report Totals:	-339,527.00	-6,163.29	-257,953.50	-81,573.50	6,516.61		

# Bank Reconciliation

## Checks by Date

User: ddiaz  
 Printed: 02/22/2017 - 3:19PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

January Check Disbursements



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	1/6/2017	BURTEC WASTE&RECYC		AP		1/31/2017	85.69
0	1/6/2017	AMERICAN FIDELITY ASSURANCE		AP		1/31/2017	608.97
18413	1/6/2017	APPLE VALLEY COMMUNICATION		AP		1/31/2017	50.00
18414	1/6/2017	CDW GOVERNMENT		AP		1/31/2017	75.15
18415	1/6/2017	CLINICAL LABORATORY OF SB, IN		AP		1/31/2017	1,205.00
18416	1/6/2017	CYBERSPIKE		AP		1/31/2017	120.00
18417	1/6/2017	DAVID L. WY SOCKI		AP		1/31/2017	1,320.00
18418	1/6/2017	DAVIS FARR LLP		AP		1/31/2017	7,918.00
18419	1/6/2017	EH WACHS		AP		1/31/2017	197.28
18420	1/6/2017	FRONTIER CALIFORNIA, INC		AP		1/31/2017	415.42
18421	1/6/2017	INLAND WATER WORKS		AP		1/31/2017	345.19
18422	1/6/2017	INTER VALLEY POOL SUPPLY		AP		1/31/2017	569.72
18423	1/6/2017	PREMIER ACCESS INSURANCE, CC		AP		1/31/2017	959.71
18424	1/6/2017	SDRMA		AP		1/31/2017	669.33
0	1/12/2017	IRS PAYROLL		AP		1/31/2017	2,278.56
0	1/12/2017	EDD PAYROLL		AP		1/31/2017	575.57
0	1/12/2017	CALPERS		AP		1/31/2017	3,352.58
0	1/12/2017	CASDU		AP		1/31/2017	205.38
18425	1/12/2017	MICHELLE CORBIN		PR		1/31/2017	1,334.24
18426	1/12/2017	DESTINY DIAZ		PR		1/31/2017	1,015.96
18427	1/12/2017	ROSA SANDOVAL		PR		1/31/2017	940.57
18428	1/12/2017	MARY HELEN TUTTLE		PR		1/31/2017	446.57
18429	1/12/2017	MARINA WEST		PR		1/31/2017	3,747.71
18430	1/12/2017	JAMES BOYD		PR		1/31/2017	1,246.21
18431	1/12/2017	MICHAEL CARUSO		PR		1/31/2017	803.03
18432	1/12/2017	JARED HUNTZINGER		PR		1/31/2017	1,523.43
18433	1/12/2017	LOGAN NOUNNAN		PR		1/31/2017	1,522.73
18434	1/12/2017	DAVID REWAL		PR		1/31/2017	1,548.07
0	1/18/2017	AT&T MOBILITY		AP		1/31/2017	269.15
0	1/18/2017	CINTAS CORPORATION #150		AP		1/31/2017	204.40
0	1/18/2017	FIRST NATIONAL BANK		AP		1/31/2017	625.21
0	1/18/2017	AMERICAN FIDELITY ASSURANCE		AP		1/31/2017	608.97
18435	1/18/2017	BEYOND SOFTWARE SOLUTIONS		AP		1/31/2017	2,580.00
18436	1/18/2017	CDW GOVERNMENT		AP		1/31/2017	1,633.61
18437	1/18/2017	CENTRO BUSINESS FORMS INC		AP		1/31/2017	103.10
18438	1/18/2017	CLINICAL LABORATORY OF SB, IN		AP		1/31/2017	240.00
18439	1/18/2017	EH WACHS		AP		1/31/2017	100.58
18440	1/18/2017	FERRELLGAS		AP		1/31/2017	1,264.09
18441	1/18/2017	FLYERS ENERGY LLC		AP		1/31/2017	3,100.03
18442	1/18/2017	HOME DEPOT CREDIT SERVICES		AP		1/31/2017	848.38
18443	1/18/2017	INFOSEND, INC.		AP		1/31/2017	1,679.31
18444	1/18/2017	INLAND WATER WORKS		AP		1/31/2017	201.01
18445	1/18/2017	MB CONSERVATION ASSOC		AP		1/31/2017	500.00
18446	1/18/2017	OFFICE DEPOT		AP		1/31/2017	123.50
18447	1/18/2017	PLATINUM CONSULTING GROUP L		AP		1/31/2017	716.25
18448	1/18/2017	DAVID REWAL		AP		1/31/2017	150.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
18449	1/18/2017	SL PARKER CA, LLC, BUILDERS		AP		1/31/2017	40.66
18450	1/18/2017	UNDERGROUND SERVICE ALERT		AP		1/31/2017	27.00
0	1/26/2017	IRS PAYROLL		AP		1/31/2017	40.51
0	1/26/2017	IRS PAYROLL		AP		1/31/2017	2,330.79
0	1/26/2017	EDD PAYROLL		AP		1/31/2017	605.31
0	1/26/2017	CALPERS		AP		1/31/2017	3,352.58
0	1/26/2017	CASDU		AP		1/31/2017	205.38
0	1/26/2017	AMERICAN FIDELITY ASSURANCE		AP		1/31/2017	270.81
18451	1/26/2017	J LARRY COULOMBE		PR		1/31/2017	112.25
18452	1/26/2017	MICHAEL MCBRIDE		PR		1/31/2017	108.94
18453	1/26/2017	MICHELLE CORBIN		PR			1,334.24
18454	1/26/2017	DESTINY DIAZ		PR		1/31/2017	989.98
18455	1/26/2017	ROSA SANDOVAL		PR		1/31/2017	940.57
18456	1/26/2017	MARY HELEN TUTTLE		PR		1/31/2017	446.57
18457	1/26/2017	MARINA WEST		PR		1/31/2017	3,435.61
18458	1/26/2017	JAMES BOYD		PR		1/31/2017	1,969.65
18459	1/26/2017	MICHAEL CARUSO		PR		1/31/2017	818.54
18460	1/26/2017	JARED HUNTZINGER		PR		1/31/2017	1,066.76
18461	1/26/2017	LOGAN NOUNNAN		PR		1/31/2017	1,101.44
18462	1/26/2017	DAVID REWAL		PR		1/31/2017	1,962.88
Total Void Check Count:							0
Total Void Check Amount:							
Total Valid Check Count:							66
Total Valid Check Amount:							71,188.13
Total Check Count:							66
Total Check Amount:							71,188.13



2/16/17  
 To: Marina West  
 From: Destiny Diaz  
 Subject: Service Order Report January 2017

## SERVICE ORDER REPORT FOR FISCAL YEAR 2016-2017

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call Out	1	1	4	2	4	0	0						12
AirVac Maintenance	4	0	0	0	0	1	0						5
AirVac Replacement	0	1	0	0	0	0	0						1
Booster Repair/Maintenance (New Category)	0	0	0	0	0	0	0						1
Bulk Stations: Maintenance	1	0	2	0	1	0	0						4
Close Account	0	0	1	0	0	0	1						2
Customer Requested Asst	8	7	11	11	9	6	16						68
Reported Leaks	5	12	3	3	2	3	1						29
Destroy Service Line	0	1	0	0	0	0	0						1
Exchange Meter	5	19	7	8	15	10	12						76
Facility Inspections*	2	0	0	0	0	2	0						4
Fire Flow Test	0	0	0	0	0	0	0						0
Flush Deadend/Blowoffs	0	1	0	1	0	1	0						3
General Maintenance	2	0	0	1	0	0	0						3
Hangtag	10	13	6	7	8	5	6						55
Hydrant Maint.	78	29	37	60	28	8	0						240
Install New Service	0	1	1	0	1	0	0						3
Lock-Off's	34	20	20	26	34	24	34						192
Miscellaneous	8	2	4	8	7	8	9						46
Office Repairs	0	1	1	0	0	1	0						3
Open New Service	0	0	0	0	0	0	0						0
Pressure Complaint	0	1	0	1	1	1	0						4
Pull Meter	1	1	0	0	1	0	0						3
Read Meter	13	15	19	9	5	9	3						73
Repair Mainline	0	2	0	0	0	0	1						3
Repair Service Line	8	15	6	7	5	0	0						41
Replace Service Line	14	18	15	13	19	17	10						106
Reread Meter	64	72	28	9	5	7	17						202
Safety Meeting	0	0	0	0	0	0	0						0
Tamper	0	0	0	0	0	1	0						1
Tank/Reservoir Maintenance/Repairs	0	0	0	0	0	0	0						0
Unlock Service	30	26	26	27	28	26	29						192
Valve Maintenance	0	1	1	0	0	0	0						2
Verify Meter Locked	7	3	10	12	14	9	9						64
Water Quality Issues **	1	0	0	0	0	0	1						2
Well Repairs/Maint. And Water Level	0	0	0	1	0	0	0						1
<b>TOTAL</b>	<b>296</b>	<b>262</b>	<b>202</b>	<b>206</b>	<b>187</b>	<b>139</b>	<b>149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1441</b>

\*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

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

**DATE:** 2/22/2017  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** JAN. 2017 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	94,610	707,683	359	32.9	2.17
Well 4	Well is "inactive"				
Well 6	142,780	1,067,994	389	45.8	3.28
Well 7	37,640	281,547	344	14.4	0.86
Well 8	285,400	2,134,792	870	40.9	6.55
Well 9	307,500	2,300,100	621	61.7	7.06
Well 10	16,250	121,550	67	30.1	0.37
<b>Total</b>	884,180	6,613,666	488	225.8	20.30
<b>A Boosters</b>	47,360	354,253	141	41.8	
<b>C Boosters</b>	101,300	757,724	310	40.7	
<b>Total</b>	148,660	1,111,977			



**DATE:** 2/23/2017  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** JAN. 2017 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	37,400	279,752	214	21.8	0.86
Well GMW2	87,139	651,800	183	59.3	2.00
Well GMW3	199,690	1,493,681	316	78.9	4.58
<b>Total</b>	<b>324,229</b>	<b>2,425,233</b>	<b>253</b>	<b>160</b>	<b>7.44</b>
 Booster # 1				65.1	
Booster # 2				0	
Booster flow	129,200	966,416	247	65.1	

## 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 Burkhardt, Director

Marina D West, PG, General Manager

### Agency Office

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

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

A Public Agency

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

## Board of Directors' Regular Meeting Minutes

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92283  
Tuesday, January 24, 2017 - 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 Burkhardt

### Roll Call

Directors Present:

J. Larry Coulombe  
Michael McBride  
Judy Cori-Lorono  
J. Dennis Staley  
Terry Burkhardt

Staff Present:

Marina West  
Michelle Corbin

### Approval of Agenda

Motion to approve the agenda.

MSC<sup>1</sup> (McBride/Staley) unanimously approved.

### Public Hearing: Ordinance 17O-01- An Ordinance of the Bighorn-Desert View Water Agency Updating Rules and Regulations for Water Service of the Bighorn-Desert View Water Agency

General Manager West gave the staff report. West stated the proposed changes to the Agency Rules and Regulations were reviewed during previous Board Meetings in 2016. West also stated that no letters of protest were received. President Coulombe received questions from the Board Members. President Coulombe then opened the public hearing and requested public comment. There were no public comments. President Coulombe closed the public hearing.

### Motion No. 17-001

(After brief Board discussion), Vice President McBride made a motion to adopt Ordinance No. 17O-01 – Agency Rules and Regulations for Water Service. Director Staley seconded the motion.

Roll Call Vote:

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

MSC<sup>1</sup> (McBride/Staley) unanimously approved.

**Resolutions Modifying Fees and Charges for Miscellaneous Services**

General Manager West reviewed the fees and charges within the proposed resolutions. West stated the “unlock fee” cost is not changing. This cost is being restated in order to include it with the pending resolution regarding other fees and charges. Fees remaining the same include the Variance Application Processing Fee, the Non-Sufficient Funds (NSF) Fee and the Service-Line Installation Charge. West also reviewed the Mitigated Fee Act of which these fee types fall under.

No public comment.

**Motion No. 17-002**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt Resolution No. 17R-01, Modifying Basic Facilities Charge and Restating the Service-Line Installation Charge. The motion was seconded by Director Burkhart.*

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

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

**Motion No. 17-003**

*(After brief Board discussion), Director Corl-Lorono made a motion to adopt Resolution No. 17R-02 Establishing Certain Fees and Charges (Variance Processing Fee, Backflow Test Reminder Letter Fee, Unsecured Liens, Non-Sufficient Funds and Unlock Fee). The motion was seconded by Director Burkhart.*

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

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

**Resolution No. 17R-03 Authorizing a Cost-of-Living (COLA) Percentage Adjustment to the Range and Step Scale**

General Manager West reported the Finance/Public Relations/Education and Personnel Standing Committee requested the proposed cost-of-living percentage adjustment be brought to the full Board to determine the percentage range of 2.0 to 3.0 percent. West also included the financial impact per year for each increase.

**Public comment:**

Anonymous inquired as to the number of employees the Agency currently has.

Anonymous stated the types of costs the Agency should be concerned with is the increased Bureau of Land Management Right-of-Way Rents and healthcare costs.

#### **Motion No. 17-004**

*(After brief Board discussion), Director Cori-Lorono made a motion to adopt Resolution No. 17R-03 Authorizing a 3% Cost-of-Living Percentage Adjustment to the Range and Step Scale (incorporated by reference as Appendix B of the Employee Handbook) and setting the effective date of February 5, 2017. Director Burkhart seconded the motion.*

#### **Roll Call Vote:**

Ayes:	Cori-Lorono, Burkhart, Staley, Coulombe, McBride
Nayes:	None
Abstain:	None
Absent:	None

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

#### **Standing Committees, Ad Hoc Committees and other Meeting Assignments 2017**

General Manager West gave a brief overview of how the standing committees and ad hoc committee members are determined. Director Burkhart stated she felt the positions should be changed to reflect a more even distribution amongst board members. The Directors went through each assignment and determined the following:

#### **Planning/Legislative/Engineering/Grant & Security Committee**

Chairperson: Director Cori-Lorono, Member: Director Burkhart, Alternate: Director Staley

#### **Finance/Public Relations/Education & Personnel Committee**

Chairperson: Director McBride, Member: Director Coulombe, Alternate: Director Staley

#### **Morongo Basin Pipeline Commission Representative**

Member: Director Coulombe and Alternate: Director McBride

#### **Mojave Water Agency Technical Advisory Committee Representative**

Member: Director Burkhart and Alternate: Director Coulombe

#### **Alliance for Water Awareness and Conservation (AWAC) Representative**

Member: Director Cori-Lorono and Alternate: Director Coulombe

#### **Homestead Valley Community Council**

Member: Director Staley and Alternate: Director Coulombe

#### **Solar Ad Hoc Committee**

Member: Director McBride and Member: Director Coulombe

#### **MAC Meeting—Joshua Tree**

Member: Director Cori-Lorono and Alternate: Director Coulombe

No public comment.

#### **Motion No. 17-005**

*(After brief Board discussion), Director Cori-Lorono made a motion to approve the Committee and Meeting Assignments as assigned. Vice President McBride seconded the motion.*

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

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

Adjourned for a Break at 6:49 p.m. - Reconvened from Break at 6:59 p.m.

**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 September 2016.
  - 1. Balance Sheet.
  - 2. Budget Status.
- b. Receive and File Bank Reconciliation (Check Disbursements) September 2016.
- c. Financial Statements October 2016.
  - 1. Balance Sheet.
  - 2. Budget Status.
- d. Receive and File Bank Reconciliation (Check Disbursements) October 2016.
- e. Financial Statements November 2016.
  - 1. Balance Sheet.
  - 2. Budget Status.
- f. Receive and File Bank Reconciliation (Check Disbursements) November 2016.
- g. Financial Statements December 2016.
  - 1. Balance Sheet
  - 2. Budget Status
- h. Receive and File Bank Reconciliation (Check Disbursements) December 2016.
- i. Unrestricted and Restricted Goat Mtn. Cash Account Summary
- j. Service Order Reports, September, October, November and December 2016
- k. Production Reports, September, October, November and December 2016
- l. Goat Mtn. Production Reports, September, October, November and December 2016
- m. Regular Board Meeting Minutes, October 25, 2016
- n. Special Board Meeting Minutes, October 25, 2016
- o. Receive and File Regular FPREP Committee Meeting Reports, September 21, 2016
- p. Receive and File Special PLEGS Committee Meeting Reports, September 20, 2016

No Public comment.

**Motion No. 17-006**

*Director Corl-Lorono made a motion to approve consent items a - p. The motion was seconded by Vice President McBride.*

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

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

**Matters Removed From Consent Calendar – No items removed from Consent Calendar**

**Public Comment Period – No Public Comment**

**Verbal Reports**

General Manager West reported on the Morongo Basin Conservation Association Annual Meeting which will host a symposium on the topic "What About My Water?". West also reported on new state regulations that require the Agency to test for lead at our local school, Landers Elementary. West also noted the requirement has been put on all water agencies/districts to carry out and pay for the testing of all schools within their service areas.

Lastly West reported on the law that prohibits new building on hauled water, stating it is too soon to report on what Assemblyman Olberholte plans to put forward for changes to this law.

Director Cori-Lorono reported on the Municipal Advisory Council Meeting she attended on January 18, 2017. Director Cori-Lorono also reported on the Local Agency Formation Commission (LAFCO) Governance Training she attended on December 8, 2016. Items discussed included the new laws pertaining to prevailing wage on public works projects.

Director Burkhart reported on the Local Agency Formation Commission (LAFCO) Governance Training she attended on December 8, 2016.

Director Staley reported on the Local Agency Formation Commission (LAFCO) Governance Training he attended on December 8, 2016, the Technical Advisory Committee Meeting he attended on December 15, 2016 and both Homestead Valley Community Council Meetings he also attended on January 16, 2017 and November 21, 2016.

President Coulombe reported on the Local Agency Formation Commission (LAFCO) Governance Training he attended on December 8, 2016. President Coulombe also reported on the Alliance for Water Awareness and Conservation Meeting he attended October 26, 2016.

**Adjournment** – President J. Larry Coulombe adjourned the meeting at 7:45 p.m.

Approved by:

\_\_\_\_\_  
Judy Cori-Lorono, Secretary of the Board

MSC<sup>1</sup> – 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 Burkhart, Director

Marina D West, P.G., General Manager

A Public Agency

### Agency Office

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## Finance/Public Relations/Education and Personnel Committee Regular Meeting Report

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
**Wednesday, November 16, 2016 - 9:00 a.m.**

**Committee Members: Michael McBride & Larry Coulombe**

### Call to Order

Director McBride called the meeting to order at 9:00 a.m.

### Pledge of Allegiance

Led by Terry Burkhart

### Roll Call

Directors: Director McBride  
Director Coulombe

Staff: Marina West  
Michelle Corbin

### Approval of the Agenda

Director McBride and Director Coulombe approved the agenda as presented.

### Review Recommended Fees and Charges for Miscellaneous Services

General Manager West reviewed the proposed fees and charges. West discussed with the Committee the proposed fees intended to cover staff time such as the Variance Processing Fee and Backflow Test Reminder Letter Fee. West explained the process for unsecured liens and the need for the \$25.00 fee to cover notary costs.

Based on the consumer price index, West is recommending the Agency raise the cost of the Basic Facilities Charge \$95.00. Lastly, West is recommending the Agency set the

Non-Sufficient Funds (NSF) regarding returned check payments to \$25.00 per each incident.

No public comment.

The Committee directed staff to bring the proposed changes to the Board of Directors at the next board meeting.

**Final Correspondence from County of San Bernardino Special Districts Department Concluding Dissolution of CSA 70/W-1 (Goat Mountain)**

General Manager West reviewed with the Committee, the latest letter from the San Bernardino County Auditor-Controller/Treasurer/Tax Collector. The letter addresses the Agency's concerns regarding monies still owed to Bighorn-Desert View Water Agency on behalf of the annexed and dissolved CSA 70/W-1, now known as the Goat Mountain Territory.

No public comment.

**Consent Items**

- a. Regular FPREP Meeting Report, September 21, 2016

No public comment.

Director McBride and Director Coulombe approved the report.

**Public Comment Period**

No public comment.

**Verbal Reports**

**Committee Member Comments/Reports**

Director Coulombe reported on the October 26, 2016 Alliance for Water Awareness and Conservation (AWAC) meeting he attended. Items discussed during this meeting included a website revamp to include native plant information and state water conservation mandates.

**General Manager's Report**

General Manager West gave a brief update on the Bureau of Land Management right-of-way rents.

**Adjournment** - Director McBride adjourned the meeting at 9:39 a.m.

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

**Meeting Date:** February 28, 2017

**To:** Board of Directors

**Budgeted:** N/A

**From:** Marina D. West

**Funding Source:** N/A

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Agency Credit Cards for Directors: Update to Existing Authorization

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**SUMMARY**

The attached resolution updates the 2013 version by changing banking institution from Union Bank (First Bank Card) to Pacific Western Bank. Pacific Western Bank is the Agency's current banking institution.

Staff recommends the Board approve the attached Resolution No. 17R-XX authorizing Agency credit cards for Directors from the current banking institution and setting guidelines for the use of the same.

**RECOMMENDATION**

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

1. Adopt Resolution No. 17R-XX authorizing Agency credit cards for Directors and setting guidelines for the use of the same.

**BACKGROUND/ANALYSIS**

No further analysis provided. The updated Resolution reflects the current banking institution and authorizes staff to pursue credit cards through the current banking institution, Pacific Western Bank.

**PRIOR RELEVANT BOARD ACTION(S)**

**6/18/2013 Resolution No. 13R-10** Authorizing Agency Credit Cards and Setting the Guidelines for the Use of Same.

**7/26/2011 Resolution No. 11R-11** Authorizing Agency Credit Cards and Setting the Guidelines for the Use of the Same.

## **RESOLUTION NO. 17R-XX**

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

**WHEREAS**, in the course of attendance to conferences or other authorized events there are times when the use of a business credit card would be advantageous for the efficiencies provided and cost savings available by using such; and

**WHEREAS**, the Bighorn-Desert View Water Agency desires to authorize credit cards through the Agency's banking institution in the name of individual directors for charging of expenses and establishing identity in conjunction with conferences and other authorized travel; and

**WHEREAS**, Resolution No. 15R-10 authorized each Director to obtain a credit card through the Agency's then current banking institution, Union Bank of California (First Bank Card) with a credit limit of \$2,500 for each credit card; and

**WHEREAS**, the current banking institution is Pacific Western Bank and existing credit cards were obtained through Union Bank of California (First Bank Card); and

**WHEREAS**, members of the Board of Directors are limited to credit card purchases for travel or travel related expenses while in the performance of agency duties or in attendance at agency related training or seminars; and

**WHEREAS**, Director travel expenses shall be handled in accordance with the Policy for Reimbursement of Actual and Necessary Expenses for Board Members; and

**WHEREAS**, notwithstanding the foregoing, members of the Board of Directors shall be required to comply with all applicable, laws, rules and regulations regarding expenditures and reimbursements including, but not limited to, laws regarding conflicts of interest and ethical requirements; and

**WHEREAS**, no personal expenses are to be charged to the credit card at any time or for any reason whatsoever; and

**WHEREAS**, the General Manager will house said credit cards and distribute to Directors prior to attendance at agency related training or seminars.

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

1. That each Director be assigned and utilize a credit card through the Agency's current banking institution, Pacific Western Bank; and
2. That the credit limit shall be \$2500 for each credit card; and

3. That the credit cards shall only be used as a method of payment for purchases which have been approved in compliance with the existing Policy for Reimbursement of Actual and Necessary Expenses for Board Members.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 28th day of February 2017.

By \_\_\_\_\_

J. Larry Coulombe, Board President

Attest:

\_\_\_\_\_

Judy Corl-Lorono, Board Secretary