

# Bighorn-Desert View Water Agency



## Board of Directors

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

Marina D West, PG, General Manager

A Public Agency

## Agency Office

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

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760/364-3412 Fax

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## Board of Directors Regular Meeting Agenda

Tuesday, May 23, 2017 - 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. **Resolution No. 17R-XX Fixing and Adopting the Agency's Budget for Fiscal Year 2017-2018**

Board considers taking the following action(s):

1. Adopt Resolution No. 17R-XX – A Resolution Fixing and Adopting the Agency Budget for Fiscal Year 2017/2018 for the Bighorn-Desert View Water Agency; and
2. Per Resolution No. 16R-09 confirm the 5% increase adjustment to the Monthly Basic Service Charge and 3% increase adjustment to the Water Consumption Charge.

**6. Resolution No. 17R-XX A Resolution of the Board of Directors of the Bighorn-Desert View Water Agency Providing for the Levy and Collection of Taxes (Setting the Ad Valorem Tax) Within Improvement District No. 1 for Fiscal Year 2017-2018 at \$175,900.**

Board considers taking the following action(s):

1. Adoption of Resolution No. 17R-XX – Providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2017/2018 for a total collection of a value to be determined at the board meeting no greater than \$175,900.

**7. Range and Step Scale for all Employees of the Bighorn-Desert View Water Agency**

Board considers taking the following action(s):

1. Adopt as current the Employee May 2017 Range and Step Scale which is incorporated by reference into the Employee Handbook as Appendix B.

**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 April 2017
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Disbursements April 2017
- c. Service Order Report, April 2017
- d. Production Report, April 2017
- e. Goat Mtn. Production Report, April 2017
- f. Regular Board Meeting Minutes, April 25, 2017
- g. Receive and File Regular FPREP Committee Meeting Report, March 15, 2017
- h. Receive and File Regular PLEGS Committee Meeting Report, February 21, 2017
- i. Authorize attendance to the 11<sup>th</sup> Annual San Bernardino Water Conference to be held August 11, 2017 at the Ontario Double Tree Hotel at an estimated cost of \$252.62 per Director.
- j. Tax Collector Contract for FY 2017-18 authorizing staff member Michelle Corbin to sign Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2017-18.

Recommended Action:

Approve as presented (Items a - j):

**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 disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at [www.bdvwa.org](http://www.bdvwa.org).

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately.

Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

## AGENDA ITEM # 5

**RESOLUTION NO.17R-XX**

**A RESOLUTION FIXING AND ADOPTING THE AGENCY  
BUDGET FOR THE FISCAL YEAR 2017-2018 FOR THE  
BIGHORN-DESERT VIEW WATER AGENCY**

**WHEREAS**, annually the Agency Board of Directors adopts an annual budget prior to the beginning of the Fiscal Year.

**BE IT RESOLVED**, by the Board of Directors of the Bighorn-Desert View Water Agency, County of San Bernardino, California, that the budget for the fiscal year 2017-2018 for the Bighorn-Desert View Water Agency is hereby fixed and adopted as shown on Exhibit "A", attached hereto and by reference made a part thereof.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 23rd day of May 2017.

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

ATTEST:

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

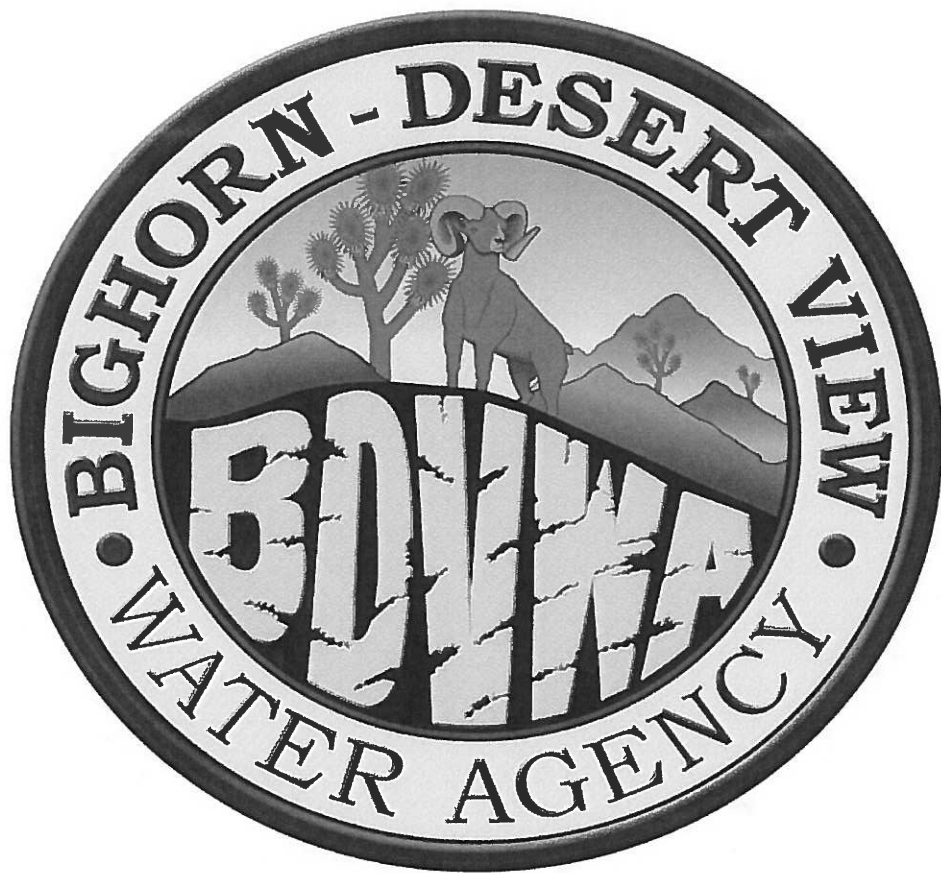


EXHIBIT "A"

FISCAL YEAR

2017/18 OPERATING BUDGET

BIGHORN-DESERT VIEW WATER AGENCY

Approved XX, 2017  
Resolution No. 17R-XX

FISCAL YEAR 2017/18  
FINAL

SUMMARY	
	FY 2016/17
<b>TOTAL REVENUE</b>	<b>\$ 1,946,141</b>
<b>OPERATING REVENUE</b>	<b>\$ 1,504,909</b>
<i>ADMINISTRATION EXPENSE</i>	\$ 766,380
<i>OPERATION EXPENSE</i>	\$ 699,031
<i>DIRECTOR EXPENSE</i>	\$ 33,625
<i>NET Operating Revenue Projection (Gain/Loss)</i>	\$ 5,873
<b>NON-OPERATING REVENUE</b>	<b>\$ 441,232</b>
<i>BDVWA LONG-TERM DEBT EXPENSE *</i>	\$ 231,749
<i>ID GOAT MTN LONG-TERM DEBT EXPENSE **</i>	This Debt Service Collected & Paid by CoSB
<i>NET Non-Operating Revenue Projection (Gain/Loss)</i>	\$ 209,483
<b>FY2017/18 PROJECTED REVENUE (Gain/Loss)</b>	<b>\$ 215,356</b>
<i>Total FY Projected Revenues</i>	<b>\$ 1,946,141</b>
<i>Total FY2017/18 Projected Expenses</i>	<b>\$ 1,730,785</b>
<i>Gain / Loss</i>	\$ 215,356
<i>Percentage Net Revenue after Expenses</i>	11.1%
<b>FY2017/18 CAPITAL IMPROVEMENT PROJECTS</b>	<b>\$ 310,000</b>
<i>FY2017/18 NET GAIN / LOSS PROJECTION</i>	(94,644)
<i>* Bighorn-Mountains Debt Retired June 30, 2019</i> <i>* Desert View Debt Retired June 30, 2020</i> <i>** ID Goat Mtn Debt Retired June 30, 2019</i>	

FISCAL YEAR 2017/18  
FINAL

**REVENUE SUMMARY**

		FY 2017/18
		Includes Rate Increase approve 7/2016
Description		
<b>OPERATING REVENUE</b>		
Metered Water Sales		\$ 601,801
Basic Service Charge		\$ 840,108
Other Operating Income		\$ 45,000
Interest Income Unrestricted		\$ 18,000
Water Sales from Ames		\$ -
Grants and Funding Partners		Two Applications under consideration
	<b>Subtotal</b>	<b>\$ 1,504,909</b>
<b>NON-OPERATING REVENUE</b>		
Stand-By Income W-1		\$ 65,700
Predicted Lien Receipts (DQ, Pen, Int)		\$ 12,500
Debt Service BDVWA ID "1"		\$ 175,900
Debt Service DV		\$ 48,546
Debt Service W-1		Debt Service Collected & Paid by CoSB
General Tax Income (portion of 1%)		\$ 129,396
	<b>Subtotal</b>	<b>\$ 432,042</b>
<b>NON-OPERATING REVENUE - New Connections</b>		
Meter Connect Fees (SL Install Fees)		\$ 3,590
Basic Facilities Charge (Buy In)		\$ 9,190
	<b>Subtotal</b>	<b>\$ 12,780</b>
	<b>Total Revenue</b>	<b>\$ 1,949,731</b>



FISCAL YEAR 2017/18  
FINAL

ADMINISTRATIVE EXPENSE		
GL Account	Description	FY 2017/18
01-01-560030	Administrative Compensation	\$298,980
01-01-560060	Contractual Services- Auditor	\$31,650
01-01-560070	Contractual Services- Legal	\$16,000
01-01-560071	Goat Mtn. Contractual Services-Legal	\$0
01-01-560080	PERS Contribution	\$68,000
01-01-560090	Payroll Tax	\$15,250
01-01-560110	Telephone & Fax	\$8,750
01-01-560120	Mailing Expenses	\$1,500
01-01-560140	Contractual Services- Other	\$65,000
01-01-560160	Property/Liability Insurance	\$34,500
01-01-560170	Workers Comp. Insurance	\$16,700
01-01-560180	Dues & Subscriptions & Annual Fees	\$9,350
01-01-560200	Power/Propane - Office & Yards	\$6,000
01-01-560220	Bad Debt Expense	\$200
01-01-560221	Bad Debt Expense - Uncollected Liens	\$5,000
INACTIVE	Propane	INACTIVE
01-01-560300	Office Supplies/Printing	\$8,000
01-01-561000	Employee Benefits Insurance	\$155,000
01-01-561100	Employee Education	\$9,000
01-00-562000	Office Equipment Expense	\$ 10,500
01-00-563000	Customer Relations	\$ 1,500
01-00-564000	Other Administrative Expenses	\$ 5,000
01-00-564500	CSA70 COWCAP Fees (ID GM)	\$ -
01-00-581000	Elections Costs	N/A
01-00-593000	Misc Expenses	\$ 500
Total Administrative Expense		\$766,380

FISCAL YEAR 2017/18  
FINAL

OPERATIONS EXPENSE		FY 2017/18
GL Account	Description	
01-05-541020	Operations Staff Compensation	\$257,631
01-05-541030	Uniforms	\$4,000
01-05-541050	Auto Controls	INACTIVE
01-05-541060	Vehicle/Tractor/Equip Expense	\$20,000
01-05-541061	Goat Mtn . Vehicle/Tractor/Equip Expense	INACTIVE
01-05-541070	Vehicle Expense- Fuel	\$27,000
01-05-541071	Goat Mtn. Vehicle Expense- Fuel	\$0
01-05-541090	Field Materials and Supplies	\$30,000
01-05-541091	Goat Mtn. Field Materials and Supplies	\$20,000
01-05-541110	Water Testing	\$11,000
01-05-541111	Goat Mtn. Water Testing	\$0
01-05-541120	Engineering	\$40,000
01-05-541121	Goat Mtn. Engineering	\$20,000
01-05-541140	Water System Repairs	\$40,000
01-05-541141	Excavation Permit Fees (CoSB)	\$200
01-05-541142	Goat Mtn. Excavation Permit Fees (CoSB)	\$200
01-05-541143	Goat Mtn. Water System Repairs	\$30,000
01-05-541150	Building Maintenance/Repair	\$15,400
01-05-541151	Goat Mtn. Building Maintenance/Repair	INACTIVE
01-05-541190	Communications Expense	\$3,700
01-05-541210	Disinfection Expense	\$7,500
01-05-541250	Power- Wells/Booster Pumps	\$86,000
01-05-541251	Goat Mtn. Power- Wells/Booster Pumps	\$27,500
01-05-541300	Other Operations Expense	\$14,500
01-05-541301	Goat Mtn Other Operating Expense	\$4,400
01-05-542000	Water Purchases	\$40,000
	<b>Total Operations Expense</b>	<b>\$699,031</b>

**FISCAL YEAR 2017/18  
FINAL**

<b>DIRECTOR EXPENSE</b>		
<b>GL Account                      Description</b>		<b>FY 2016/17</b>
01-09-560010	Directors Fees	INACTIVE
01-09-560011	Director Meeting Expense	INACTIVE
01-09-560021	Director 1 - McBride	\$ 6,725
01-09-560022	Director 2 - Corl-Lorono	\$ 6,725
01-09-560024	Director 3 - Burkhart	\$ 6,725
01-09-560025	Director 4 - Staley	\$ 6,725
01-09-560026	Director 5 - Coulombe	\$ 6,725
<b>TOTAL DIRECTOR EXPENSE</b>		<b>\$ 33,625</b>

FISCAL YEAR 2017/18  
FINAL

DEBT EXPENSE				
GL Account	Description	FY 2017/18 Future per Debt Service Schedule	FY 2018/19 Future per Debt Service Schedule	FY 2019/20 Future per Debt Service Schedule
01-00-223000	BHM ID 1 Debt Principal	\$ 98,000	\$ 104,000	\$ -
01-00-570000	BHM ID 1 Debt Interest Payment	\$ 10,100	\$ 5,200	\$ -
01-00-211010	DV Debt Principal	\$ 35,000	\$ 37,000	\$ 34,977
01-00-591000	DV Debt Interest Payment	\$ 5,349	\$ 3,599	\$ 1,749
01-00-573500	MWA Pipeline Debt	\$ 75,000	\$ 75,000	\$ 75,000
01-00-573501	MWA Pipeline Debt ID GM	\$ 8,300	\$ 8,300	\$ 8,300
	<b>BDVWA Total Debt Expense</b>	<b>\$ 231,749</b>	<b>\$ 233,099</b>	<b>\$ 120,026</b>
N/A	W1 Debt Principal + Interest	Debt Service Collected & Paid by CoSB		
	<b>TOTAL</b>	<b>\$ 231,749</b>	<b>\$ 233,099</b>	<b>\$ 120,026</b>
Notes: <i>Bighorn-Mountains Debt Retired June 30, 2019</i> <i>Desert View Debt Retired June 30, 2020</i> <i>ID Goat Mtn Debt Retired June 30, 2019</i> Morongo Pipeline Debt scheduled to retire in FY2021/22. Probable retirement 2020/21				

FISCAL YEAR 2017/18  
FINAL

EXPENSE DETAILS

GL Account	LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 4/30/2017 (83%)	2017/18 Budget
NON-OPERATING EXPENSES							
01-00-562000	OFFICE EQUIPMENT EXPENSE	phone system repairs \$700, misc computer equipment \$600, Upgrade PC's \$0, office furniture: \$0, software license updates: \$0, security cameras \$4000, upgrade cell phones \$5000	\$ 4,042	\$ 6,950	\$ 6,000	180%	\$ 10,500
01-00-563000	CUSTOMER RELATIONS	Misc customer relations expense: BOD refreshments \$250, Outreach: Events Expenses: Orchid/other: \$500, Desert-wise Tour and Seminars \$500, Water Education Festival (3nd Yr) \$250, Misc: \$0	\$ 4,383	\$ 1,905	\$ 2,000	90%	\$ 1,500
01-00-564000	OTHER ADMIN EXPENSES	BOD Advertising (legal notices, etc.), GFOA COE application for audit, misc. meeting expenses, employment advertising including bid recruitment and legal advertising (DQ and BOD), employee screening, CSDA Certificate Renewal fees, Notary Fees on Lien documents, Staff training/expenses for conferences not considered "education".	\$ 4,723	\$ 9,599	\$ 5,000	97%	\$ 5,000
01-00-564500	CSA70 COWCAP FEES	Fees owed to County of San Bernardino by Improvement District Goat Mountain for "COWCAP" fees paid in arrears. FY2016 / 17 would be second and final year. Fees are estimated.	\$ 13,524	\$ -	\$ 13,525	6%	N/A
01-00-581000	ELECTION COSTS	No regular election in FY2016/17	\$ -	\$ 3,195	\$ -		\$ -
01-00-593000	MISC EXPENSES	Misc expense (some are reimbursed)	\$ 2,145	\$ (2,005)	\$ 500	N/A	\$ 500
see Debt Summary Worksheet for non-operating expenses related to debt service							
ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMP	Three full time office staff & General Manager. Continued utilization of one part time office staff for FY2017/18	\$ 255,311	\$ 283,134	\$285,274	77%	\$ 298,980
01-01-560060	CONTRACTUAL SERVICES- AUDITOR	Auditor \$29918 , Audit reports (GASB 68) \$1700	\$ 29,918	\$ 31,418	\$ 30,650	102%	\$ 31,650
01-01-560070	CONTRACTUAL SERV- LEGAL	Legal Fees	\$ 2,718	\$ 11,393	\$ 16,000	82%	\$ 16,000
01-01-560071	GOAT MTN CONTRACTUAL SERV- LEGAL	Legal Fees incurred directly by ID GM	\$ -	\$ 3,209	\$ -	n/a	
01-01-560080	PERS CONTRIBUTION	All Full Time Equivalent (FTE) Employees Classic \$28542 and PEPRA plans \$6978, UAL = \$32516	\$ 53,164	\$ 57,544	\$ 61,523	87%	\$ 68,000
01-01-560090	PAYROLL TAXES	Unemployment \$4340, Medicare match EE \$8071, Medi BOD \$333, Social Security BOD \$1424, P/T FICA \$1004	\$ 9,073	\$ 16,651	\$ 14,686	80%	\$ 15,250

FISCAL YEAR 2017/18  
FINAL

GL Account		LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 4/30/2017 (83%)	2017/18 Budget
01-01-560110		PHONE, FAX LINES, INTERNET	Main office, BODroom and Goat Mtn phones \$5050, Internet /Static IP \$1560; website hosting \$250, website maint. \$1000, email exchange server \$875	\$ 5,810	\$ 7,347	\$ 8,000	76%	\$ 8,750
01-01-560120		MAILING EXPENSE	Routine Mail postage \$1300 (1-yr.), UPS-FedEx \$200,	\$ 1,021	\$ 1,689	\$ 1,500	63%	\$ 1,500
01-01-560140		CONTRACTUAL SERV- OTHER	Bank Fees \$0, Springbrook Maintenance Contract \$15,000, Copier Maintenance Agreement Est. \$2,900, Outsourced Billing \$15,000, IT work \$7,000, CPA Assistance \$25,000	\$ 19,261	\$ 55,723	\$ 65,700	60%	\$ 65,000
01-01-560160		PROPERTY/LIABILITY EXPENSE	Property and Liability	\$ 28,428	\$ 29,858	\$ 30,000	82%	\$ 34,500
01-01-560170		WORKERS COMP INS	All Employees	\$ 7,253	\$ 8,537	\$ 13,000	100%	\$ 16,700
01-01-560180		DUES & SUBSCRIPTIONS and ANNUAL FEES	AWWA \$420, ACWA \$0, DigAlert \$600, Hi Desert Star \$40, CRWA \$1050, Weinhoff \$280, CSDA \$4500, LAFCO budget allocation \$1370, ERNIE Memb. \$400, GFOA \$175, Misc \$500	\$ 10,487	\$ 6,535	\$ 7,000	99%	\$ 9,350
01-01-560200		POWER/PROPANE - OFFICE & YARDS	Based on current FY trend	\$ 4,451	\$ 6,246	\$ 6,000	93%	\$ 6,000
01-01-560220		BAD DEBT EXPENSE	Bad debt (misc. unable to lien)	\$ 817	\$ 4,506	\$ 200	OB	\$ 200
01-01-560221		BAD DEBT - UNCOLLECTABLE LIENS		\$ 104		\$ 200	100%	\$ 5,000
01-01-560300		OFFICE SUPPLIES/ PRINTING	Printed items such as envelopes, business cards, nameplates, checks. Toner refills for desktop printers, consumable office supplies (paper) and Boardroom supplies and other business meeting supplies. Copier "per print" costs (\$2500) includes Calendars	\$ 6,588	\$ 9,115	\$ 10,000	58%	\$ 8,000
01-01-561000		EMPLOYEE BENEFITS INS	Health, Dental, Vision, Life	\$ 106,150	\$ 121,961	\$ 175,000	66%	\$ 155,000
01-01-561100		EMPLOYEE EDUCATION	Miscellaneous employee education and outside training (inc. safety training) plus expenses	\$ 1,242	\$ 2,181	\$ 3,000	103%	\$ 9,000
OPERATIONS EXPENSE								
01-05-541020	OPERATIONS COMPENSATION		Five field employees with on-call overtime and standby hours	\$ 165,120	\$ 250,915	\$245,489	82%	\$257,631
01-05-541030	UNIFORMS		Shoes \$750, Uniform Lease Service \$2700; jackets/hats \$550	\$ 2,257	\$ 3,534	\$ 4,000	77%	\$ 4,000
01-05-541060	VEHICLE/TRACTOR/ EQUIP EXPENSE		new tires for fleet, routine maintenance, large equipment repairs (increase due to backhoe maintenance needs), BDV Fuel tank vapor compliance testing \$1000 (2 sites) and misc fuel system maintenance \$1000. Haz.Mat. Disposal \$500	\$ 11,560	\$ 5,640	\$ 12,000	152%	\$ 20,000
01-05-541070	VEHICLE EXPENSE- FUEL		Projections based on prior year to date.	\$ 18,872	\$ 18,888	\$ 24,000	76%	\$ 27,000

FISCAL YEAR 2017/18  
FINAL

GL Account		LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 4/30/2017 (83%)	2017/18 Budget
01-05-541090		FIELD MATERIAL & SUPPLIES	All materials and supplies used in the maintenance of the water distribution system, safety/traffic control and small tools.	\$ 15,041	\$ 26,410	\$ 30,000	91%	\$ 30,000
01-05-541091		GOAT MTN FIELD MATERIAL & SUPPLIES	All materials and supplies used in the maintenance of the water distribution system used exclusively in GM	\$ -	\$ 10,175	\$ 20,000	108%	\$ 20,000
01-05-541110		WATER TESTING	Samples as required by Approved Sampling Plan includes but not limited to Bact, Gen. Phy. And Plate Counts, Nitrates all wells, Misc. T22 (EDB/DBCP, Inorganics, Secondary GP, TDS, THM/HAA5), GA/Ur, Lead&Copper	\$ 5,330	\$ 4,691	\$ 9,755	61%	\$ 11,000
01-05-541120		ENGINEERING	Engineering consultant services	\$ 5,871	\$ 29,528	\$ 40,000	43%	\$ 40,000
01-05-541121		GOAT MTN ENGINEERING	Engineering consultant services	\$ -	\$ 11,220	\$ 20,000	27%	\$ 20,000
01-05-541140		WATER SYSTEM REPAIRS	Routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, airvac valves, etc.	\$ 40,514	\$ 32,592	\$ 40,000	44%	\$ 40,000
01-05-541141		EXCAVATION PERMIT FEES (CoSB)	CoSB Excavation Permit fees for BDVWA maintenance	\$ 351	\$ -	\$ 200	0%	\$ 200
01-05-541142		EXCAVATION PERMIT FEES GOAT MTN (CoSB)	CoSB Excavation Permit fees - for ID GM maintenance	\$ -	\$ -	\$ 200	100%	\$ 200
01-05-541143		GOAT MTN WATER SYSTEM REPAIRS	Routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, airvac valves, etc.	\$ -	\$ 44,016	\$ 30,000	58%	\$ 30,000
01-05-541150		BUILDING REPAIR AND MAINT	Trash and dump fee - \$1500, Apple Valley Comm. \$600, Alarm Main/upgrades \$2000, fire extinguisher maintenance - \$800, safety and emergency supplies - \$1500, cleaning service \$5000, landscape main. \$1,000. Non-routine maintenance items (one time expense) - \$3000	\$ 24,429	\$ 10,348	\$ 8,600	79%	\$ 15,400
01-05-541190		COMMUNICATIONS EXP	AT&T Cell phones and SCADA (internet link and data) \$3700	\$ 1,244	\$ 1,204	\$ 3,800	70%	\$ 3,700
01-05-541210		DISINFECTION EXPENSE	Chlorine, disinfection equipment and maintenance and testing supplies	\$ 3,722	\$ 10,585	\$ 7,500	90%	\$ 7,500
01-05-541250		POWER WELLS & BOOSTER	Based onFY2015/16 trends	\$ 62,623	\$ 75,696	\$ 78,500	86%	\$ 86,000
01-05-541251		GOAT MTN POWER WELLS & BOOSTER		\$ -	\$ 27,473	\$ 27,500	51%	\$ 27,500
01-05-541300		OTHER OPERATING EXPENSES	SWRCB GW Extraction filing fee \$400, bee service \$800, DPH (DHS) - \$3800 (est. annual base fee), BLM rent for ID 1 system \$4000, AQMD fuel tanks permit (fuel, generator, est) \$1000, Haz mat permit fees Co Fire \$1500, Misc. \$1,000. Est. for new permits w/new generators \$2000	\$ 6,926	\$ 19,338	\$ 22,000	28%	\$ 14,500
01-05-541301		GOAT MTN OTHER OPERATING EXPENSES	SWRCB GW Extraction filing fee \$150 , DDW (DPH) \$1300 annual, Haz mat permit fees Co Fire \$750, Fuel tank permit \$600, AQMD (fuel & generator) \$600, Misc. \$1000	\$ -	\$ 5,863	\$ 5,350	16%	\$ 4,400

FISCAL YEAR 2017/18  
FINAL

GL Account	LINE ITEM DESCRIPTION	Description	FY2014/15 Actual Expenditures	FY2015/16 Actual Expenditures	BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 4/30/2017 (83%)	2017/18 Budget
01-05-542000	WATER PURCHASES	State Water Project purchases for recharge at AMES / Reche. Expense becomes inventory until used or sold.	N/A	\$ 34,860	\$ 35,000	0%	\$ 40,000
DIRECTOR EXPENSES							
01-09-560010	DIRECTORS FEES	Regular and Special Meetings , Committee/Ad Hoc/Misc Meetings, Seminars per diem & Seminar Expenses. Fees divided by 5 for budgetary purposes.					
01-09-560011	DIRECTOR MEETING EXPENSE						
01-09-560021	DIRECTOR 1 - McBride	Includes Director Payroll and Other Expenses	\$ 6,816	\$ 5,308	\$ 6,500	65%	\$ 6,725
01-09-560022	DIRECTOR 2 - Cori-Lorono	Includes Director Payroll and Other Expenses	\$ 11,786	\$ 6,166	\$ 6,500	62%	\$ 6,725
01-09-560024	DIRECTOR 4 - Burkhart	Includes Director Payroll and Other Expenses	\$ 4,306	\$ 3,014	\$ 6,500	57%	\$ 6,725
01-09-560025	DIRECTOR 5 - Staley	Includes Director Payroll and Other Expenses	\$ 3,656	\$ 7,192	\$ 6,500	82%	\$ 6,725
01-09-560026	DIRECTOR 6 - Coulombe	Includes Director Payroll and Other Expenses	\$ 7,992	\$ 9,732	\$ 6,500	74%	\$ 6,725
01-01-560090	DIRECTOR PAYROLL TAXES	Included in 01-01-560090 line item.		inc. w. staff. Equals MEDICARE and FICA	n/a	n/a	n/a
TOTAL EXPENSES			\$ 971,640	\$ 1,368,934	\$ 1,451,152	n/a	\$ 1,499,036



REVENUE DETAILS									
GL ACCOUNT	DESCRIPTION	ADDITIONAL INFORMATION	FY14/15 Actual Revenue	FY15/16 Actual Revenue		BDVWA Approved Budget 2016/17	FY2016/17 YTD STATUS 4/30/2017 (83%)		Preliminary Budget 2017/18
									w/5% BSC/3% H2O
01-00-410000	SERVICE LINE INSTALLATION FEE- Revenues to cover the actual cost of customer ordered service line installation.	Estimate 1 service line installations with 1-in meter @ \$1785 ea	\$ 3,570	\$ 5,355		\$ 1,785	200.0%	\$ 3,590	
01-00-410010	BASIC FACILITIES CHARGE- This fee is charged to brand new service line customers as a "buy-in" to the system already partially funded by previous and current customers.	Estimate 1 service line installations @ \$4500 ea	\$ 22,500	\$ 13,500		\$ 4,500	200.0%	\$ 9,190	
01-00-411000	METERED WATER CONSUMPTION SALES CHARGES- Total revenues from the sales of water to metered customers routes 01 - 16 (Bighorn, Desert View and ID Goat Mountain Service Areas) and all bulk accounts.	Projected metered sales 97% of prior 12 months sales	\$ 378,521	\$ 552,342		\$ 533,919	94.0%	\$ 601,801	
01-00-412000	STANDBY/ WATER AVAILABILITY CHARGE - Per acre charge for water availability assessed through the annual tax bill on all parcels within Improvement District Goat Mountain which do not have a service connection. Coded on the property tax apportionment schedule as UD82SW01.		N/A	\$ 23,222		\$ 68,000	99.5%	\$ 65,700	
01-00-413000	BASIC SERVICE CHARGE- Bi monthly billing to cover fixed O&M costs plus capital projects (non-specified funds)	Estimate based on actual number of meters paying BSC (e.g. less those that continue to go to property lien)	\$ 594,571	\$ 806,279		\$ 809,021	87.0%	\$ 840,108	
01-00-417000	INCOME OTHER- Delinquent water billing revenues, unlock charges, non sufficient funds check charges, scrap metal sales, customer PIR fee, account setup charges.	Budget based on FY2012/13 monthly average.	\$ 58,584	\$ 83,283		\$ 52,000	88.0%	\$ 45,000	
01-00-419000	AMES BASIN WATER TRANSFERS - Exchange of water in storage to other interested parties.					\$ 40,000	0.0%	\$ -	
01-00-491000	INCOME GENERAL TAX LEVY Bighorn Imp "A" Area 1% General Levy Share- This revenue is the portion of the County 1% tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA02.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$ 51,446	\$ 54,891		\$ 53,446	91.0%	\$ 53,496	
01-00-491010	INCOME BOND DEBT BH FMHA- This revenue is generated through the issuance of an annual advalorem tax and assessed to all properties within the Bighorn (north side of the Agency). Issued in 1979 for \$1,875,000 for the purpose of constructing and maintaining a water system. Term is 40 years, at 5%. Annual payment is approximately \$108,500. Payments are due December (Interest approx. \$11,750) and June (Interest \$11,750 and principal \$85,000). Extra revenue collected is used for replacement & refurbishment. Coded on the property tax apportionment schedule as DA01.	Projection is based on accumulation of an additional \$70,000 for Replacement & Refurbishment of BH water system.	\$ 191,035	\$ 197,770		\$ 175,900	94.0%	\$ 175,900	
01-00-491020	INCOME GENERAL TAX LEVY Bighorn-Desert View WA 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as GA01.	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)	\$ 49,780	\$ 53,344		\$ 51,873	92.0%	\$ 52,900	

FISCAL YEAR 2017/18  
FINAL

01-00-491030	FMHA SURCHARGE-Revenues generated via the bi-monthly billing of the Desert View customers to fund the debt service for the FMHA Revenue Bond. Issued in 1979 for \$700,000 for the purpose of constructing a water system. Term is 40 years at 5%. Annual Payment is approximately \$41,400. Payments due September (Interest approx. \$5,200) and April (Interest approx \$5,200 and principal \$31,000). Extra revenue collected is used for replacement & refurbishment and is tagged as available revenue "restricted" for use in DV.	Based on \$9.30 per customer per billing cycle.	\$	49,949	\$	49,983	\$	48,434	86.0%	\$	48,546
01-00-491040	INCOME GENERAL TAX LEVY Imrovement District Goat Mountain (Formerly CSA70/Zone W-1) 1% General Levy Share- This revenue is the portion of the County 1% General tax which is passed on to special districts for general operating expenses. Coded on the property tax apportionment schedule as UD82GA01 now GA03	General tax projection, property valuation obtained from County Assessor ("Teeter" Letter)		N/A	\$	22,934	\$	23,000	105.0%	\$	23,000
01-00-492000	INTEREST INCOME- Interest revenue from our Local Agency Investment Fund account and bank earnings credit	Interest income Anticipate <1% interest	\$	2,390	\$	3,892	\$	4,000	151.0%	\$	18,000
01-00-496000	INCOME OTHER - Non-operating, including predicted PAST DUE DQ amounts for budget estimates) Used for budgetary purposes only bec. Past Due DQ/Property Tax are "booked" as recievables.	This account offsets expense account no 01-00-593000	\$	4,495	\$	8,562	\$	25,000	158.0%	\$	12,500
TOTAL			\$	1,406,841	\$	1,875,357	\$	1,890,878	n/a	\$	1,949,731

## FISCAL YEAR 2017/18

GL Account	Description	JULY 17	AUG 17	SEP 17	OCT 17	NOV 17	DEC 17	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUNE 18	TOTAL
	<b>METERED WATER SALES</b>													
	Percentage vs previous 12 months BIGHORN 01-06 and 15, 16 Consumption previous 12 mo.		0.97 1,797,695	0.97 2,420,483	0.97 1,831,594	0.97 1,812,263	0.97 1,154,986	0.97 1,213,523	0.97 847,354	0.97 1,051,858	0.97 727,316	0.97 1,367,483	0.97 1,254,838	
01-00-411000	Metered Water @ 95% of prior 12 mo.		55,452	-	56,497	-	35,627	-	26,137	-	22,435	-	38,707	\$234,855
	Percentage vs previous 12 months DESERT VIEW 07-11 & 12, 13, 14 Consumption previous 12 mo.	0.97 1,789,681		0.97 2,420,483	0.97 1,831,594	0.97 1,812,263	0.97 1,154,986	0.97 1,213,523	0.97 847,354	0.97 1,051,858	0.97 727,316	0.97 1,367,483	0.97 1,254,838	
01-00-411000	Metered Water @ 95% of prior 12 mo.	55,205	-	74,662	-	55,901	-	37,432	-	32,446	-	42,181	-	\$297,827
	<b>BASIC SERVICE CHARGE</b>													
	no of meters - BIGHORN 01-06, 15 and 16		1,061		1,061		1,061		1,061		1,061		1,061	
01-00-413000	Basic Svs Charge @ \$30.32/meter per cycle		64,339	-	64,339	-	64,339	-	64,339	-	64,339	-	64,339	\$386,034
	no of meters - DESERT VIEW 07-11, 12-14	1,248		1,248		1,248		1,248		1,248		1,248		
01-00-413000	Basic Svs Charge @ \$30.32/meter per cycle	75,679	-	75,679	-	75,679	-	75,679	-	75,679	-	75,679	-	\$454,074
	<b>BULK WATER</b>													
	percentage of previous 12 months consumption previous 12 mos.	0.97 60,209	0.97 121,562	0.97 59,920	0.97 125,146	0.97 31,401	0.97 73,168	0.97 30,360	0.97 65,075	0.97 17,325	0.97 69,898	0.97 41,691	0.97 94,207	
01-00-411000	Bulk Water @95% of prior 12 mo.	5,268	10,636	5,243	10,950	2,747	6,402	2,656	5,694	1,516	6,116	3,648	8,243	\$69,119
	<b>DEBT REVENUE</b>													
	# of Desert View Accounts	870		870		870		870		870		870		
01-00-491030	FHMA Desert View Revenue Bond @ 9.30	8,091		8,091		8,091		8,091		8,091		8,091		\$48,546
01-00-419000	AMES BASIN WATER TRANSFERS (SALE)						0							\$0
01-00-491010	Prop. Tax Ad Valorem Bighorn ID 1 Debt (DA01)	-	-	-	-	23,000	61,000	8,000	15,000	3,000	45,000	20,000	900	\$175,900
	<b>GENERAL PROPERTY TAX REVENUE</b>													
01-00-491000	Bighorn Imp "A" Area 1% Gen Levy Share (GA02)		-	-	-	5,300	20,000	1,400	3,400	750	17,000	2,823	2,823	\$53,496
01-00-491020	Bighorn-Desert View WA 1% Gen Levy Share (GA01)		-	-	-	5,200	20,000	1,100	2,700	1,700	17,000	5,200		\$52,900
01-00-491040	ID Goat Mountain 1% Gen Levy Share (GA03)	-	-	-	-	-	9,000	2,000	1,500	2,000	6,500		2,000	\$23,000
	<b>STANDBY (WATER AVAILABILITY) PROPERTY TAX REVENUE</b>													
01-00-412000	ID Goat Mountain Standby Assessment SW03)					30,000	30,000				5,700			\$65,700
	<b>OTHER REVENUE</b>													
01-00-417000	Income Other (Operating)													
01-00-492000	Interest Income (Unrestricted-Non-Operating LAIF or Bank)	4000	4000	3500	3000	4000	4000	4000	3500	4000	4000	4000	3000	\$45,000
01-00-496000	Income Other (Non Op) Penalties/Interest on Assessments	1500	-	-	1,500	-	-	1,500	-	-	1,500	-	-	\$6,000
01-00-492050	Earnings Credit from PWB	500				5,000	5,000		500	500	500	500		\$12,500
	<b>METER SALES AND INSTALLATION</b>													
	Estimated # SL Installs	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	\$12,000
01-00-410000	Service Line Installation Fees					1,795	1,795			1,795				\$3,590
01-00-410010	Basic Facilities Charge (Buy In)	-	-	-	-	4,595	-	-	-	4,595	-	-	-	\$9,190
	<b>TOTAL REVENUE</b>													\$1,949,731



## AGENDA ITEM # 6

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

**Meeting Date:** May 23, 2017

**To:** Board of Directors

**Budgeted:** Yes

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

**Funding Source:** Revenue - Ad Valorem

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Setting the Ad Valorem Tax Amount for Fiscal Year 2017/2018 for the Property Tax Apportionment of the Bighorn Debt Service Area Improvement District 1 at \$175,900

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**SUMMARY**

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

The Agency must submit a preliminary Notification of Special Assessment by June 30, 2017, with final submission due August 10<sup>th</sup>.

The fiscal year 2017/18 budget includes the BH ID 1 Ad Valorem tax levy in the amount of \$175,900 unchanged from the prior fiscal year.

**RECOMMENDATION**

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

1. Adopt Resolution 17R-XX, providing for the levy and collection of taxes (setting the Ad Valorem tax) within Improvement District No. 1 for Fiscal Year 2017/2018 at \$175,900.

**BACKGROUND/ANALYSIS**

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

The tax rate statement that accompanied the proposition discussed the impact of the bond proposition on property tax rates, and estimated that property tax rates would be about \$4.70 per \$100 of assessed valuation in the first fiscal year after the bond sale and \$0.76 per \$100 of assessed value by the 20<sup>th</sup> fiscal year after the bond sale (Exhibit A to Resolution No. 127

adopted June 28, 1977). For comparison the levy imposed in FY2016/17 (36<sup>th</sup> fiscal year) equated to approximately \$0.406 per \$100 of assessed value.

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

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

Annual principal and interest payments are approximately \$109,000. Payments will be made in FY2017/2017 according to the following schedule: December (interest only approximately \$5,500) and June (interest approximately \$5,500 and principal approximately \$98,000). Any additional funds collected, estimated at \$66,900, will be used for needed replacement/refurbishment/infrastructure improvements within BH ID 1. The bond payments will conclude in 2019 so there will only be one more year of tax assessment for the Bighorn Mountains General Obligation Bond. It is the County Assessor who determines the total tax roll value upon which the Ad Valorem will be calculated and in FY2017/18 the requested levy amount remains the same as last year, \$175,900.

Throughout the budgeting process, Staff presumed no change in the total amount of the levy from FY2017/18 and is now seeking Board authority to assess BH ID 1 for a total of \$175,900. The Board has the authority to alter the levy amount or decline to assess a levy. Should the Board opt to reduce or decline to assess the levy then other measures will need to be evaluated to close the revenue gap created by such a decision in order to finalize the FY2017/18 budget.

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

**5/17/2017 Finance/Public Relations/Education and Personnel Standing Committee FY2017/18 Budget Workshop:** Committee reviewed FY2017/2018 Draft Budget and recommended the budget and supporting resolutions be brought to the full Board of Directors for possible adoption.

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

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

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

**6/21/1977 BOD Resolution No. 121:** Resolution of the Board of Directors of Bighorn Mountains Water Agency, Ordering, Calling, Providing for, and Giving Notice of a Special

Election to be held in Improvement District No. 1 of said Agency on August 9, 1977, for the purpose of submitting to the qualified voters of said Improvement District a Proposition of incurring bonded indebtedness and issuing bonds of said Agency for said Improvement District.



**RESOLUTION NO. 17R-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE BIGHORN-DESERT VIEW WATER AGENCY  
PROVIDING FOR THE LEVY AND COLLECTION OF TAXES  
(SETTING THE AD VALOREM TAX) WITHIN IMPROVEMENT DISTRICT NO. 1  
FOR FISCAL YEAR 2017-2018 AT \$175,900**

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

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

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

**WHEREAS**, the Agency is empowered, pursuant to the Bighorn-Desert View Water Agency Law, Sections 19 and 20, and Resolution No. 174 of the Bighorn Mountains Water Agency, adopted on May 21, 1979, to determine the amount necessary to be collected by taxation to pay for the operating expenses of the Agency, provide for repairs and depreciation of works owned or operated by the Agency, and to meet all obligations of the Agency, including principal of or interest on any bonded debt of the Agency as it becomes due; and

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

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency hereby provides for levy and collection of a tax against all taxable property within the Improvement District No. 1 of the Bighorn-Desert View Water Agency for Fiscal Year 2017/2018, sufficient to raise \$175,900 in order that the Agency clearly have sufficient funds to pay the operating expenses of the Improvement District, provide for repairs and depreciation of works, provide a reasonable surplus for improvements, extensions, and enlargements, pay the interest on the bonded debt and provide a sinking or other fund for payment of the principle of such debt as it may become due on said general obligation bonds ; and

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

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Bighorn-Desert View Water Agency does hereby direct the Secretary to the Board to deliver a true and correct copy of this Resolution No. 17R-XX to the San Bernardino County Board of Supervisors, County Auditor/Controller, County Tax Assessor, and County Collector.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Bighorn-Desert View Water Agency this 23<sup>rd</sup> day of May 2017, by the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

Attest:

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

## AGENDA ITEM # 7

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

**Meeting Date:** May 23, 2017

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Adoption of the "Range and Step Scale" for All Employees of the Bighorn-Desert View Water Agency and Amending Appendix B of the Employee Handbook as Referenced

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**SUMMARY**

Annually the Board should confirm an Employee Range and Step Scale which is referenced in the Employee Handbook as Appendix B. The Range and Step Scale establishes the Board approved employee pay ranges by job title in conformance with the Board's adopted organizational chart.

Such review and disclosure demonstrates transparency to the public.

**RECOMMENDATION**

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

1. Motion to adopt a Range and Step Scale, incorporated by reference into the Employee Handbook as Appendix B.

**BACKGROUND/ANALYSIS**

Annually the Board should confirm an Employee Range and Step Scale which is referenced in the Employee Handbook as Appendix B. The Range and Step Scale establishes the Board approved employee pay ranges by job title in conformance with the Board's adopted organizational chart.

Such review and disclosure demonstrates transparency to the public.

The Employee Range and Step Scale can undergo modification in any given year due to related decisions by the Board of Directors such as granting of Cost-of-Living Adjustments, modification of the compensation awarded between the performance steps along the scale, amendments to the compensation plan of the general manager and range adjustments adopted by the Board based on compensation study or equal.

During the current Fiscal Year the Board of Directors has approved a cost-of-living adjustment for staff and executed a revised compensation contract with the general manager.

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

**4/25/2017** Adoption of Amended General Manager Employment Contract provisions including compensation, terms of employment and other benefit provisions.

**1/24/2017** Board Adoption of Resolution 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.

**1/17/2017** Finance/Public Relations/Education/Personnel Committee review 2017 Social Security Cost-of-Living Adjustment and recommend adjustment for all employees except General Manager.

BDVWA EMPLOYEE RANGE AND STEP SCALE

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Customer Service Rep/Accounting Tech. I	1													
	Per Hour Rate	13.08	13.41	13.74	14.09	14.44	14.80	15.17	15.55	15.94	16.34	16.74	17.16	17.59
	Monthly	2,267.37	2,324.06	2,382.16	2,441.71	2,502.76	2,565.32	2,628.46	2,695.19	2,762.57	2,831.64	2,902.43	2,974.99	3,049.37
	Annually	27,208.48	27,886.69	28,585.91	29,300.56	30,033.07	30,783.90	31,553.50	32,342.33	33,150.89	33,979.66	34,829.15	35,699.88	36,592.38
Water Distribution Operator II Customer Service Rep/Accounting Tech. II	2													
	Per Hour Rate	13.89	14.24	14.60	14.96	15.34	15.72	16.11	16.52	16.93	17.35	17.79	18.23	18.69
	Monthly	2,408.41	2,468.63	2,530.34	2,593.60	2,658.44	2,724.90	2,793.02	2,862.85	2,934.42	3,007.78	3,082.97	3,160.05	3,239.05
	Annually	28,900.98	29,623.50	30,364.09	31,123.19	31,901.27	32,698.80	33,516.27	34,354.18	35,213.03	36,093.36	36,995.69	37,920.59	38,868.60
Water Distribution Operator III Customer Service Rep/Accounting Tech. III	3													
	Per Hour Rate	17.19	17.62	18.06	18.51	18.98	19.45	19.94	20.43	20.95	21.47	22.01	22.56	23.12
	Monthly	2,979.72	3,054.21	3,130.57	3,208.83	3,289.05	3,371.28	3,455.56	3,541.95	3,630.50	3,721.26	3,814.30	3,909.65	4,007.39
	Annually	35,756.66	36,650.57	37,566.84	38,506.01	39,468.66	40,455.37	41,466.76	42,503.43	43,566.01	44,655.16	45,771.54	46,915.83	48,088.73
Water Distribution Operator IV Customer Service Rep/Accounting Tech. IV	4													
	Per Hour Rate	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.83	27.50	28.18	28.89	29.61	30.35
	Monthly	3,911.67	4,008.46	4,109.69	4,212.44	4,317.75	4,425.69	4,536.33	4,649.74	4,765.98	4,885.13	5,007.26	5,132.44	5,260.75
	Annually	46,939.98	48,113.48	49,316.32	50,549.23	51,812.96	53,108.28	54,435.99	55,796.89	57,191.81	58,621.61	60,087.15	61,589.33	63,129.06
General Manager	5													
	Per Hour Rate	24.18	24.79	25.41	26.04	26.70	27.36	28.05	28.75	29.47	30.20	30.96	31.73	32.53
	Monthly	4,191.96	4,296.76	4,404.18	4,514.29	4,627.14	4,742.82	4,861.39	4,982.93	5,107.50	5,235.19	5,366.07	5,500.22	5,637.72
	Annually	50,303.55	51,561.14	52,850.17	54,171.42	55,525.71	56,913.85	58,336.70	59,795.12	61,289.99	62,822.24	64,392.80	66,002.62	67,652.68
By Contract Adopted 4/25/2017														
Per Hour Rate		N/A												
Monthly		N/A												
Annually		150,000.00												

Resolution No. 17R-03  
Adopted 1/24/2017

# APPENDIX B

BDVWA Employee Handbook

## AGENDA ITEM # 8

# General Ledger

## Balance Sheet

User: mwest  
Printed: 05/19/2017 - 11:39AM  
Fund: All  
Period: 10  
Fiscal Year: 2017

April 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	1,767,196.70
01-00-131300 - CASH DRAWERS BASE FUND	1,000.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	1,768,996.70
INVESTMENTS	
01-00-133030 - LAIF - CASH ACCOUNT	930,541.62
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	930,541.62
ACCOUNTS RECEIVABLE - WATER	
01-00-136000 - A/R OTHER (Non-UB AR)	7,048.00
01-00-137100 - A/R WATER	191,225.50
01-00-137110 - 2015 ID GM STANDBY A/R	28,463.90
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	5,042.28
01-00-139530 - 2012-13 LIEN REC \$39364	8,763.72
01-00-139540 - 2013-14 LIEN REC \$29,632	5,715.97
01-00-139541 - 2014-15 LIEN REC \$69,492	31,388.52
01-00-139542 - 2015-16 LIEN REC \$43,270	28,179.90
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
01-00-139603 - DUE FROM AWAC2 2017	0.00
01-00-139900 - ALLOWANCE FOR BAD DEBTS-LIENS	(4,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	368,197.71
ACCOUNTS RECEIVABLE - OTHER	
01-00-138000 - A/R PROPERTY TAXES	0.00
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:	0.00
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	159,688.11
01-00-143012 - INVENTORY CLEARING	(1,291.69)
Total INVENTORY:	158,396.42
PREPAID EXPENSES	
01-00-144000 - PREPAYMENTS	0.00



## Fund ALFRE

Account Type	Amount
01-00-144010 - PREPAYMENTS W/C INS	2,780.63
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	4,913.02
01-00-144030 - PREPAYMENTS BLM ID 1 LEASE	85,258.54
Total PREPAID EXPENSES:	92,952.19
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(134,153.32)
01-00-111350 - FA LAND	80,979.60
01-00-111400 - FA BUILDINGS	243,304.03
01-00-111401 - A/D BUILDINGS	(219,516.95)
01-00-111500 - FA YARDS	61,488.47
01-00-111501 - A/D YARDS	(53,932.00)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(15,323.07)
01-00-111700 - FA WATER SYSTEM	9,387,259.54
01-00-111701 - A/D WATER SYSTEM	(5,695,405.87)
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	(427,386.08)
01-00-111900 - FA OFFICE EQUIPMENT	264,146.10
01-00-111901 - A/D OFFICE EQUIPMENT	(125,003.34)
Total FIXED ASSETS:	4,435,016.34
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	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
Total Assets:	7,956,205.86
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	620.80
Total ACCOUNTS PAYABLE:	620.80
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
ACCRUED PR LIABILITIES	

## Fund ALFRE

Account Type	Amount
01-00-229001 - FEDERAL PR TAX PAYABLE	(207.49)
01-00-229002 - STATE PR TAX PAYABLE	(21.83)
01-00-229003 - HEALTH INSURANCE PAYABLE	(4,733.82)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	1,060.69
01-00-229005 - CALPERS PAYABLE	2,227.83
Total ACCRUED PR LIABILITIES:	(1,674.62)
CUSTOMER DEPOSITS	
01-00-225400 - UNCLAIMED FUNDS	0.00
01-00-226000 - CUSTOMER DEPOSITS	86,791.67
Total CUSTOMER DEPOSITS:	86,791.67
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	106,977.05
01-00-223000 - REVENUE BONDS PAYABLE - BH	202,000.00
Total LONG TERM DEBT:	308,977.05
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:	880,430.33
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:	7,669,435.23
Total Retained Earnings:	286,770.63
Total Fund Balance and Retained Earnings:	7,075,775.53
Total Liabilities, Fund Balance, and Retained Earnings:	7,956,205.86
Totals for Fund 01 - General Fund:	0.00

# General Ledger

## Budget Status

User: mwest

Printed: 5/19/2017 - 11:48 AM

Period: 1 to 10, 2017

April 30, 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	3,570.00	3,570.00	-1,785.00	0.00	-1,785.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	4,500.00	9,000.00	9,000.00	-4,500.00	0.00	-4,500.00	0.00
01-00-411000	INCOME METERED WATER	533,919.00	502,301.24	502,301.24	31,617.76	0.00	31,617.76	5.92
01-00-412000	INCOME STANDBY ID GM	68,000.00	67,702.05	67,702.05	297.95	0.00	297.95	0.44
01-00-413000	BASIC SERVICE CHARGE	809,021.00	701,283.18	701,283.18	107,737.82	0.00	107,737.82	13.32
01-00-417000	INCOME OTHER (OPERATING)	52,000.00	45,821.85	45,821.85	6,178.15	0.00	6,178.15	11.88
01-00-417002	UNRESTRICTED FROM CSA70/W	0.00	-48,318.22	-48,318.22	48,318.22	0.00	48,318.22	0.00
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	-19,547.64	-19,547.64	19,547.64	0.00	19,547.64	0.00
01-00-417004	INCOME REIMBURSEMENT (ID	0.00	75,140.80	75,140.80	-75,140.80	0.00	-75,140.80	0.00
01-00-419000	AMES BASIN WATER TRANSFER	40,000.00	1,920.75	1,920.75	38,079.25	0.00	38,079.25	95.20
01-00-492050	PAC WEST BANK EARNINGS CR	0.00	1,202.72	1,202.72	-1,202.72	0.00	-1,202.72	0.00
R05 Sub Totals:		1,509,225.00	1,340,076.73	1,340,076.73	169,148.27	0.00	169,148.27	11.21
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	53,446.00	48,509.08	48,509.08	4,936.92	0.00	4,936.92	9.24
01-00-491010	DA01 DEBT SRVC IMP1 (BH BO	175,900.00	164,404.95	164,404.95	11,495.05	0.00	11,495.05	6.53
01-00-491020	GA01 GENERAL TAX LEVY (BVI	51,873.00	47,932.45	47,932.45	3,940.55	0.00	3,940.55	7.60
01-00-491030	INCOME REV BONDS DV FMHA	48,434.00	41,822.98	41,822.98	6,611.02	0.00	6,611.02	13.65
01-00-491040	GA03 ID GM GEN TAX LEVY	23,000.00	22,992.10	22,992.10	7.90	0.00	7.90	0.03
01-00-492000	INTEREST INCOME	4,000.00	6,020.63	6,020.63	-2,020.63	0.00	-2,020.63	0.00
01-00-496000	INCOME OTHER (NON OPERATI	25,000.00	39,392.29	39,392.29	-14,392.29	0.00	-14,392.29	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
01-00-499994	AWAC2 GRANT REV 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		381,653.00	371,074.48	371,074.48	10,578.52	0.00	10,578.52	2.77
Revenue Sub Totals:		1,890,878.00	1,711,151.21	1,711,151.21	179,726.79	0.00	179,726.79	9.50
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	6,000.00	10,777.10	10,777.10	-4,777.10	6,516.61	-11,293.71	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-00-563000	CUSTOMER RELATIONS	2,000.00	1,799.53	1,799.53	200.47	0.00	200.47	10.02
01-00-564000	OTHER ADMINISTRATIVE EXPE	5,000.00	4,859.65	4,859.65	140.35	0.00	140.35	2.81
01-00-564500	CSA/70 COW/CAP FEES	13,525.00	799.17	799.17	12,725.83	0.00	12,725.83	94.09
01-00-570000	INTEREST EXPENSE - BH BOND	14,800.00	5,795.83	5,795.83	9,004.17	0.00	9,004.17	60.84
01-00-571000	DEPRECIATION EXPENSE	0.00	282,753.58	282,753.58	-282,753.58	0.00	-282,753.58	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	73,299.60	73,299.60	1,700.40	0.00	1,700.40	2.27
01-00-573501	GOAT MTN - MWA PIPELINE DE	8,300.00	8,144.40	8,144.40	155.60	0.00	155.60	1.87
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	4,872.26	4,872.26	2,176.74	0.00	2,176.74	30.88
01-00-593000	EXPENSE / INCOME MISC	500.00	-675.60	-675.60	1,175.60	0.00	1,175.60	235.12
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	392,425.52	392,425.52	-260,251.52	6,516.61	-266,768.13	0.00
	Expense Sub Totals:	132,174.00	392,425.52	392,425.52	-260,251.52	6,516.61	-266,768.13	0.00
	Dept 00 Sub Totals:	-1,758,704.00	-1,318,725.69	-1,318,725.69	-439,978.31	6,516.61		
Dept 01-01	Administration							
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	285,274.00	218,519.32	218,519.32	66,754.68	0.00	66,754.68	23.40
01-01-560060	CONTRACTUAL SERV-AUDITOF	30,650.00	31,218.00	31,218.00	-568.00	0.00	-568.00	0.00
01-01-560070	CONTRACTUAL SERV-LEGAL	16,000.00	13,076.25	13,076.25	2,923.75	0.00	2,923.75	18.27
01-01-560071	GOAT MTN - CONTRACT SVS LI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560080	PERS CONTRIBUTION	61,523.00	53,552.20	53,552.20	7,970.80	0.00	7,970.80	12.96
01-01-560090	PAYROLL TAXES	14,686.00	11,711.96	11,711.96	2,974.04	0.00	2,974.04	20.25
01-01-560110	TELEPHONE/FAX/INTERNET/WI	8,000.00	6,052.86	6,052.86	1,947.14	0.00	1,947.14	24.34
01-01-560120	MAILING EXPENSE	1,500.00	944.43	944.43	555.57	0.00	555.57	37.04
01-01-560140	CONTRACTUAL SERV-OTHER	65,700.00	39,702.59	39,702.59	25,997.41	0.00	25,997.41	39.57
01-01-560160	PROPERTY/LIABILITY EXPENSE	30,000.00	24,565.10	24,565.10	5,434.90	0.00	5,434.90	18.12
01-01-560170	WORKERS COMP EXPENSE	13,000.00	12,968.21	12,968.21	31.79	0.00	31.79	0.24
01-01-560180	DUES & SUBSCRIPTIONS	7,000.00	6,962.00	6,962.00	38.00	0.00	38.00	0.54
01-01-560200	POWER/PROPANE OFFICES & Y	6,000.00	5,604.44	5,604.44	395.56	0.00	395.56	6.59
01-01-560220	BAD DEBT EXPENSE	200.00	352.75	352.75	-152.75	0.00	-152.75	0.00
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	5,771.00	5,771.00	4,229.00	0.00	4,229.00	42.29
01-01-561000	EMPLOYEE BENEFITS INSURAN	175,000.00	105,455.06	105,455.06	69,544.94	0.00	69,544.94	39.74
01-01-561100	EMPLOYEE EDUCATION/TRAIN	3,000.00	3,094.76	3,094.76	-94.76	0.00	-94.76	0.00
01-01-561500	PAYROLL FRINGE EXP TO PROJ	0.00	-174.11	-174.11	174.11	0.00	174.11	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:	727,733.00	539,376.82	539,376.82	188,356.18	0.00	188,356.18	25.88

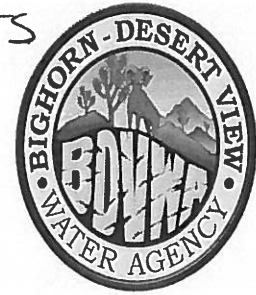
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	727,733.00	539,376.82	539,376.82	188,356.18	0.00	188,356.18	25.88
Dept 01-05	Dept 01 Sub Totals:	727,733.00	539,376.82	539,376.82	188,356.18	0.00		
E05	Operations							
01-05-541020	OPERATIONS EXPENSE	245,489.00	202,291.32	202,291.32	43,197.68	0.00	43,197.68	17.60
01-05-541030	OPERATIONS COMPENSATION	4,000.00	3,071.88	3,071.88	928.12	0.00	928.12	23.20
01-05-541050	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541060	AUTO CONTROLS	11,155.00	16,914.39	16,914.39	-5,759.39	0.00	-5,759.39	0.00
01-05-541061	VEHICLE/TRACTOR/EQUIP EXP.	845.00	844.26	844.26	0.74	0.00	0.74	0.09
01-05-541070	GOAT MTN-VEH/EQUIP/TRACTC	24,000.00	18,195.53	18,195.53	5,804.47	0.00	5,804.47	24.19
01-05-541070	VEHICLE EXPENSE-FUEL	30,000.00	25,995.40	25,995.40	4,004.60	0.00	4,004.60	13.35
01-05-541090	FIELD MATERIALS & SUPPLIES	20,000.00	21,649.79	21,649.79	-1,649.79	0.00	-1,649.79	0.00
01-05-541091	GOAT MTN-FIELD MAT/SUPPLIE	0.00	-59.39	-59.39	59.39	0.00	59.39	0.00
01-05-541095	SHRINKAGE	9,755.00	5,923.50	5,923.50	3,831.50	0.00	3,831.50	39.28
01-05-541110	WATER TESTING	40,000.00	17,116.70	17,116.70	22,883.30	0.00	22,883.30	57.21
01-05-541120	CONTRACTUAL SRV-ENGINEER	20,000.00	5,451.30	5,451.30	14,548.70	0.00	14,548.70	72.74
01-05-541121	GOAT MTN-ENGINEERING	40,000.00	17,419.89	17,419.89	22,580.11	0.00	22,580.11	56.45
01-05-541140	WATER SYSTEM REPAIRS	200.00	230.00	230.00	-30.00	0.00	-30.00	0.00
01-05-541141	EXCAVATION COUNTY OF SB	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-05-541142	GOAT MTN-EXCAVATIONS COSI	30,000.00	27,871.38	27,871.38	2,128.62	0.00	2,128.62	7.10
01-05-541143	GOAT MTN-WATER SYSTEM REJ	8,600.00	6,752.20	6,752.20	1,847.80	0.00	1,847.80	21.49
01-05-541150	BUILDING MAINTENANCE/REP,	3,800.00	2,659.56	2,659.56	1,140.44	0.00	1,140.44	30.01
01-05-541190	COMMUNICATIONS EXPENSE	7,500.00	6,707.47	6,707.47	792.53	0.00	792.53	10.57
01-05-541210	DISINFECTION EXPENSE	78,500.00	67,873.88	67,873.88	10,626.12	0.00	10,626.12	13.54
01-05-541250	POWER WELLS & PUMPS	27,500.00	13,967.32	13,967.32	13,532.68	0.00	13,532.68	49.21
01-05-541251	GOAT MTN-POWER WELLS/BOC	22,000.00	6,207.97	6,207.97	15,792.03	0.00	15,792.03	71.78
01-05-541300	OTHER OPERATING EXPENSES	5,350.00	866.00	866.00	4,484.00	0.00	4,484.00	83.81
01-05-541301	GOAT MTN-OTHER OPERATING	0.00	-610.08	-610.08	610.08	0.00	610.08	0.00
01-05-541700	EQUIPMENT EXP TO CIP	0.00	-483.65	-483.65	483.65	0.00	483.65	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
01-05-542000	AMES WATER							
	E05 Sub Totals:	663,894.00	466,856.62	466,856.62	197,037.38	0.00	197,037.38	29.68
	Expense Sub Totals:	663,894.00	466,856.62	466,856.62	197,037.38	0.00	197,037.38	29.68
Dept 05-09	Dept 05 Sub Totals:	663,894.00	466,856.62	466,856.62	197,037.38	0.00		
E15	Directors							
01-09-560021	ADMINISTRATIVE EXPENSE	6,500.00	4,226.58	4,226.58	2,273.42	0.00	2,273.42	34.98
01-09-560022	DIRECTOR MCBRIDE	6,500.00	4,043.44	4,043.44	2,456.56	0.00	2,456.56	37.79
01-09-560024	DIRECTOR CORL-LORONO	6,500.00	3,704.73	3,704.73	2,795.27	0.00	2,795.27	43.00
01-09-560025	DIRECTOR BURKHART	6,500.00	5,316.28	5,316.28	1,183.72	0.00	1,183.72	18.21

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-09-560026	DIRECTOR COULOMBE	6,500.00	4,793.07	4,793.07	1,706.93	0.00	1,706.93	26.26
01-09-560090	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	32,500.00	22,084.10	22,084.10	10,415.90	0.00	10,415.90	32.05
	Expense Sub Totals:	32,500.00	22,084.10	22,084.10	10,415.90	0.00	10,415.90	32.05
	Dept 09 Sub Totals:	32,500.00	22,084.10	22,084.10	10,415.90	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
01-10-561902	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	419.00	419.00	-419.00	0.00	-419.00	0.00
01-10-561905	JV WELL 10 PUMP/MOTOR REPI	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 GRANT2, WATER ED FEST	5,000.00	3,218.52	3,218.52	1,781.48	0.00	1,781.48	35.63
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	44,502.70	0.00	0.00	44,502.70	0.00	44,502.70	100.00
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:	55,202.70	3,637.52	3,637.52	51,565.18	0.00	51,565.18	93.41
	Expense Sub Totals:	55,202.70	3,637.52	3,637.52	51,565.18	0.00	51,565.18	93.41
	Dept 10 Sub Totals:	55,202.70	3,637.52	3,637.52	51,565.18	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	1,711,151.21	1,711,151.21	179,726.79	0.00	179,726.79	9.50
	Fund Expense Sub Totals:	1,611,503.70	1,424,380.58	1,424,380.58	187,123.12	6,516.61	180,606.51	11.21
	Fund 01 Sub Totals:	-279,374.30	-286,770.63	-286,770.63	7,396.33	6,516.61		
	Revenue Totals:	1,890,878.00	1,711,151.21	1,711,151.21	179,726.79	0.00	179,726.79	9.50
	Expense Totals:	1,611,503.70	1,424,380.58	1,424,380.58	187,123.12	6,516.61	180,606.51	11.21
	Report Totals:	-279,374.30	-286,770.63	-286,770.63	7,396.33	6,516.61		

## Bank Reconciliation

April 2017 Disbursements



User: mwest  
 Printed: 05/19/2017 - 11:51AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	4/6/2017	IRS PAYROLL		AP		4/30/2017	133.47
0	4/6/2017	IRS PAYROLL		AP		4/30/2017	2,464.94
0	4/6/2017	EDD PAYROLL		AP		4/30/2017	668.13
0	4/6/2017	CALPERS		AP		4/30/2017	3,429.43
0	4/6/2017	CASDU		AP		4/30/2017	205.38
18613	4/6/2017	TERRY BURKHART		PR		4/30/2017	112.25
18614	4/6/2017	JUDY CORL-LORONO		PR		4/30/2017	224.51
18615	4/6/2017	J LARRY COULOMBE		PR		4/30/2017	112.25
18616	4/6/2017	MICHAEL MCBRIDE		PR		4/30/2017	108.94
18617	4/6/2017	JAMES STALEY		PR		4/30/2017	224.51
18618	4/6/2017	MICHELLE CORBIN		PR		4/30/2017	1,416.53
18619	4/6/2017	DESTINY DIAZ		PR		4/30/2017	1,029.29
18620	4/6/2017	ROSA SANDOVAL		PR		4/30/2017	967.50
18621	4/6/2017	MARY HELEN TUTTLE		PR		4/30/2017	575.03
18622	4/6/2017	MARINA WEST		PR		4/30/2017	3,747.71
18623	4/6/2017	JAMES BOYD		PR		4/30/2017	1,841.38
18624	4/6/2017	MICHAEL CARUSO		PR		4/30/2017	891.86
18625	4/6/2017	JARED HUNTZINGER		PR		4/30/2017	1,113.57
18626	4/6/2017	LOGAN NOUNNAN		PR		4/30/2017	1,131.62
18627	4/6/2017	DAVID REWAL		PR		4/30/2017	2,012.74
0	4/7/2017	AT&T MOBILITY		AP		4/30/2017	271.91
0	4/7/2017	SOUTHERN CALIFORNIA EDISON (		AP		4/30/2017	8,198.05
18593	4/7/2017	APPLE VALLEY COMMUNICATION		AP		4/30/2017	50.00
18594	4/7/2017	CLINICAL LABORATORY OF SB, IN		AP		4/30/2017	330.00
18595	4/7/2017	Alan Coleman		AP		4/30/2017	86.42
18596	4/7/2017	Juanita Dominguez		AP			12.46
18597	4/7/2017	Mark Dudley		AP			28.68
18598	4/7/2017	FRONTIER CALIFORNIA, INC		AP		4/30/2017	421.82
18599	4/7/2017	Richard Headrick		AP			1.47
18600	4/7/2017	INLAND WATER WORKS SUPPLY C		AP		4/30/2017	6,431.32
18601	4/7/2017	INTER VALLEY POOL SUPPLY		AP		4/30/2017	569.72
18602	4/7/2017	JOHN'S GARAGE,LLC		AP		4/30/2017	93.59
18603	4/7/2017	Alexander Mlikotin		AP			100.00
18604	4/7/2017	OFFICE DEPOT		AP		4/30/2017	177.98
18605	4/7/2017	PETTY CASH		AP		4/30/2017	508.73
18606	4/7/2017	Sandra Puckett		AP		4/30/2017	17.37
18607	4/7/2017	HAMID SALMASI		AP		4/30/2017	65.34
18608	4/7/2017	SDRMA		AP		4/30/2017	676.36
18609	4/7/2017	Sheric Real Estate		AP			69.85
18610	4/7/2017	ST WATER RES CONTROL BRD		AP			550.00
18611	4/7/2017	VAGABOND WELDING SUPPLY		AP		4/30/2017	48.06
18612	4/7/2017	XEROX CORPORATION		AP		4/30/2017	238.51
0	4/20/2017	IRS PAYROLL		AP		4/30/2017	37.20
0	4/20/2017	IRS PAYROLL		AP		4/30/2017	2,172.92
0	4/20/2017	EDD PAYROLL		AP		4/30/2017	564.26
0	4/20/2017	CALPERS		AP		4/30/2017	3,429.43



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	4/20/2017	CASDU		AP		4/30/2017	205.38
18628	4/20/2017	TERRY BURKHART		PR			112.25
18629	4/20/2017	JUDY CORL-LORONO		PR			112.25
18630	4/20/2017	MICHELLE CORBIN		PR		4/30/2017	1,416.53
18631	4/20/2017	DESTINY DIAZ		PR		4/30/2017	1,029.29
18632	4/20/2017	ROSA SANDOVAL		PR		4/30/2017	967.50
18633	4/20/2017	MARY HELEN TUTTLE		PR		4/30/2017	230.02
18634	4/20/2017	MARINA WEST		PR		4/30/2017	3,435.61
18635	4/20/2017	JAMES BOYD		PR		4/30/2017	1,283.08
18636	4/20/2017	MICHAEL CARUSO		PR		4/30/2017	1,393.77
18637	4/20/2017	JARED HUNTZINGER		PR		4/30/2017	1,503.99
18638	4/20/2017	LOGAN NOUNNAN		PR		4/30/2017	1,308.13
18639	4/20/2017	DAVID REWAL		PR		4/30/2017	1,815.34
0	4/21/2017	BURRTEC WASTE&RECYC		AP			85.69
0	4/21/2017	CINTAS CORPORATION #150		AP		4/30/2017	204.40
0	4/21/2017	FIRST NATIONAL BANK		AP		4/30/2017	1,069.27
0	4/21/2017	SOUTHERN CALIFORNIA EDISON (		AP		4/30/2017	9,036.04
0	4/21/2017	PREMIER ACCESS INSURANCE, CC		AP			959.71
18640	4/21/2017	AW ASSOCIATES, INC.		AP			1,325.09
18641	4/21/2017	BEYOND SOFTWARE SOLUTIONS		AP			120.00
18642	4/21/2017	CLINICAL LABORATORY OF SB, IN		AP			150.00
18643	4/21/2017	DAVID L. WY SOCKI		AP			2,970.00
18644	4/21/2017	FRED'S TIRES		AP			52.18
18645	4/21/2017	HD SUPPLY WATERWORKS, LTD		AP			10,322.06
18646	4/21/2017	HI-DESERT STAR		AP			528.00
18647	4/21/2017	HOME DEPOT CREDIT SERVICES		AP			680.05
18648	4/21/2017	INLAND WATER WORKS SUPPLY C		AP			1,091.47
18649	4/21/2017	MOJAVE WATER AGENCY		AP			81,444.00
18650	4/21/2017	NV5 , INC		AP			4,199.00
18651	4/21/2017	O'LINN SECURITY INCORP		AP			275.00
18652	4/21/2017	OFFICE DEPOT		AP			410.93
18653	4/21/2017	SDRMA		AP			10,596.00
18654	4/21/2017	SL PARKER CA, LLC, BUILDERS		AP			116.99
18655	4/21/2017	TAMME INC		AP			1,959.58
18656	4/21/2017	UNDERGROUND SERVICE ALERT (		AP			48.00
18657	4/21/2017	USDA RURAL DEVELOPMENT		AP			101,399.99
18658	4/21/2017	VAGABOND WELDING SUPPLY		AP			226.85
18659	4/21/2017	WELLS TAPPING SERVICE, INC.		AP			750.00
18660	4/21/2017	XEROX CORPORATION		AP			238.51

Total Void Check Count: 0

Total Void Check Amount:

Total Valid Check Count: 85

Total Valid Check Amount: 292,634.44

[illegible]



5/12/17

To: Marina West

From: Destiny Diaz

Subject: Service Order Report April for 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	0	0	0			12
AirVac Maintenance	4	0	0	0	0	1	0	0	0	0			5
AirVac Replacement	0	1	0	0	0	0	0	0	0	0			1
Booster Repair/Maintenance (New Category)	0	0	0	0	0	0	0	0	0	0			1
Bulk Stations: Maintenance	1	0	2	0	1	0	0	0	0	0			4
Close Account	0	0	1	0	0	0	1	0	0	0			2
Customer Requested Asst	8	7	11	11	9	6	16	6	6	5			85
Reported Leaks	5	12	3	3	2	3	1	2	3	5			39
Destroy Service Line	0	1	0	0	0	0	0	0	0	0			1
Exchange Meter	5	19	7	8	15	10	12	15	26	16			133
Facility Inspections*	2	0	0	0	0	2	0	0	2	0			6
Fire Flow Test	0	0	0	0	0	0	0	0	0	0			0
Flush Deadend/Blowoffs	0	1	0	1	0	1	0	0	1	1			5
General Maintenance	2	0	0	1	0	0	0	1	0	0			4
Goat Mountain Main Line Repair													
Goat Mountain Service Line Replacement													
Goat Mountain Service Line Repair													
Hangtag	10	13	6	7	8	5	6	2	7	8			72
Hydrant Maint.	78	29	37	60	28	8	0	0	2	0			242
Install New Service	0	1	1	0	1	0	0	0	0	0			3
Lock-Off's	34	20	20	26	34	24	34	17	34	19			262
Miscellaneous	8	2	4	8	7	8	9	5	5	13			69
Office Repairs	0	1	1	0	0	1	0	0	0	0			3
Open New Service	0	0	0	0	0	0	0	0	2	0			2
Pressure Complaint	0	1	0	1	1	1	0	1	0	0			5
Pull Meter	1	1	0	0	1	0	0	0	0	0			3
Read Meter	13	15	19	9	5	9	3	10	7	13			103
Repair Mainline	0	2	0	0	0	0	1	0	0	0			3
Repair Service Line	8	15	6	7	5	0	0	1	2	7			51
Replace Service Line	14	18	15	13	19	17	10	10	22	5			143
Reread Meter	64	72	28	9	5	7	17	13	10	26			251
Safety Meeting	0	0	0	0	0	0	0	0	0	0			0
Tamper	0	0	0	0	0	1	0	0	0	0			1
Tank/Reservoir Maintenance/Repairs	0	0	0	0	0	0	0	0	0	0			0
Unlock Service	30	26	26	27	28	26	29	16	36	30			274
Valve Maintenance	0	1	1	0	0	0	0	0	0	0			2
Verify Meter Locked	7	3	10	12	14	9	9	1	5	7			77
Water Quality Issues **	1	0	0	0	0	0	1	0	0	0			2
Well Repairs/Maint. And Water Level	0	0	0	1	0	0	0	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>100</b>	<b>170</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>1866</b>

\*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

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

**DATE:** 5/9/2017  
**TO:** Board of Directors **3726480**  
**FROM:** Kit Boyd  
**RE:** APR 2017 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>
<b>Well 2</b>	Well is "inactive"				
<b>Well 3</b>	171,540	1,283,119	385	55.6	3.94
<b>Well 4</b>	Well is "inactive"				
<b>Well 6</b>	60,650	453,662	390	19.4	1.39
<b>Well 7</b>	177,450	1,327,326	344	57.3	4.07
<b>Well 8</b>	411,600	3,078,768	864	59.4	9.45
<b>Well 9</b>	449,500	3,362,260	627	89.4	10.32
<b>Well 10</b>	13,290	99,409	46	36.4	0.31
<b>Total</b>	1,284,030	9,604,544	504	317.5	29.48
<b>A Boosters</b>	72,220	540,206	141	63.7	
<b>C Boosters</b>	215,600	1,612,688	310	86.8	
<b>Total</b>	287,820	2,152,894			



**DATE:** 5/7/2017  
**TO:** Board of Directors  
**FROM:** Kit Boyd  
**RE:** APR.. 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>
<b>Well GMW1</b>	195,540	1,462,639	216	113	4.49
<b>Well GMW2</b>	1,791	13,400	203	1.1	0.04
<b>Well GMW3</b>	229,400	1,715,912	254	112.7	5.27
<b>Total</b>	426,731	3,191,951	235	226.8	9.80
 <b>Booster # 1</b>				58.6	
<b>Booster # 2</b>				15.1	
<b>Booster flow</b>	145,900	1,091,332	247	73.7	

# Bighorn-Desert View Water Agency

## Board of Directors

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

Marina D West, PG, General Manager



A Public Agency

## Agency Office

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

760/364-2315 Phone

760/364-3412 Fax

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

## Board of Directors' Regular Meeting Minutes

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
Tuesday, April 25, 2017 – 6:00 p.m.

### Call to Order

Meeting convened by Board President Michael McBride at 6:00 p.m.

### Pledge of Allegiance

Led by Sharon Conkle

### Roll Call

Directors Present:

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

Staff Present:

Marina West  
Michelle Corbin

### Approval of Agenda

*Motion to approve the agenda.*

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

### Board to Confirm Director for President of the Board of Directors during Remaining Term of 2017

General Manager West reviewed with the Board the purpose and guidelines of the action.

Public comments: No public comments.

### Motion No. 17-017

*(After brief Board discussion), Director Corl-Lorono made a motion to appoint Director McBride to serve as Board President for the remaining term of 2017. Director Staley seconded the motion.*

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

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

### **Board to Appoint a Vice President**

General Manager West reviewed with the Board the guidelines in selecting a new Board Vice President.

Public comments: No public comments.

### **Motion No. 17-018**

*(After brief Board discussion), Director Burkhart made a motion to appoint Director Staley to serve as Board Vice President for the remaining term of 2017. Director Corl-Lorono seconded the motion.*

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

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

### **Discussion and Receive/ File Opinion Letter from Legal Counsel Regarding Application of Standby Charges to Bighorn Mountains and Desert View Service Territories Following Repeal of Initiatives Q S and T in 2003. — Discussion item only.**

General Manager West reported the results of staff and legal counsel's research on the standby charge affected by Measures Q S and T in 1998. Measure S reduced the standby charge to \$0.00 (zero) and although the measure was repealed in 2003 the Board had never reintroduced a resolution to once again resume the standby charge. Staff located memos from Agency legal counsel written in 2002 and 2003 that appear to contradict one another on the legality of how to apply the 2003 repeal to the standby process moving forward. What the Agency now knows is that nothing was brought to the Board after the repeal of Measure S for further discussion.

Agency Attorney, Dave Wysocki has researched the implications of the time lapse between today and 2003 and has determined too many years have gone by to reinstate the standby charge reduced to \$0.00 (zero) in 1998 and repealed in 2003.

Should the Board wish to once again invoke a standby, the Agency would be required to follow the Proposition 218 process beginning with an engineering study. The most difficult hurdle to cross on implementing a new standby is the Proposition 218 rule requiring the standby to receive a favorable fifty percent plus one vote from the affected land owners. West feels the property owners in question would not vote in favor of implementing this tax onto their vacant lands.

Public comment:

Anonymous commented on the handling of the rates and charges by the Board during the 1990's.

Anonymous stated with "Q,S and T you had a former Board Member who was out for revenge and he had a big mouth and he convinced people that they could essentially could get free water and nobody had enough brains to think "how you gonna run the water district without any of those fees". So there wasn't enough of us who saw what was going to happen and to vote against it and he was running for re-election.

### **Agency Meeting Agenda Preparation Policy**

General Manager West reported Agenda Preparation Policy was discussed and moved forward at the April 18, 2017 Planning/Legislative/Engineering Grant and Security Standing Committee Meeting. The Committee discussed the “courtesy” posting locations for all Agency agendas and other required postings. The official posting site will remain at the Agency Administrative Office at 622 Jemez Trail, Yucca Valley. The “courtesy” posting sites are as follows:

1720 North Cherokee Trail- Agency Board Room  
Johnson Valley Well 10 – Bulk Hauling Station  
Landers Community Association- Belfield Hall  
Landers Post Office – MBTA Bus Stop  
C and J Feed Store - Community Bulletin Board

There are no other changes to the Agency Meeting Agenda Preparation Policy.

No public comment.

### **Motion No. 17-019**

*(After brief Board discussion), Director Burkhart made a motion to Adopt Resolution 17R-11 Establishing an Agency Meeting Agenda Preparation Policy. Director Staley seconded the motion.*

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

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

### **Public Hearing: Ordinance 17O-02 – An Ordinance of the Board of Directors of Bighorn-Desert View Water Agency Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto -**

General Manager West reported the Board instructed staff to proceed with the five percent (5%) Per Diem increase at the February 28, 2017 Board Meeting. The Agency posted the pending ordinance in the Hi-Desert Star as required.

Public comments:

Anonymous asked how compensation for Board members at Bighorn-Desert View Water Agency compared to other local water agencies.

### **Motion No. 17-020**

*(After brief Board discussion), Director Burkhart made a motion to adopt Ordinance 17O-02 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto. Director Staley seconded the motion.*

Roll Call Vote:

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



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

**Discuss General Manager's Employment Contract Including Compensation and Other Provisions.**

General Manager West reviewed the actions taken at the February 28, 2017 Special and Regular Board Meetings. During the February 28, 2017 Regular Meeting the Board and General Manager West discussed changes to the General Manager Contract.

The proposed amended contract reflects items negotiated at the February meeting. These items include a salary increase, a renewed five-year contract term, a reduction of the car allowance to zero and the elimination of the automatic COLA.

Public comment:

Anonymous asked if the compensation for General Manager of Bighorn-Desert View Water Agency was "in line" with compensation paid to similar positions at other local agencies.

**Motion No. 17-021**

*(After brief Board discussion), Director Cori-Lorono made a motion to amend General Manager Employment Contract provisions including compensation, terms of employment and other benefit provisions. Director Staley seconded the motion.*

Roll Call Vote:

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

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

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

**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 March 2017
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Disbursements March 2017
- c. Unrestricted and Restricted Goat Mtn. Cash Account Summary
- d. Service Order Report, March 2017
- e. Production Report, March 2017
- f. Goat Mtn. Production Report March 2017
- g. Regular Board Meeting Minutes, March 28, 2017
- h. Approval of Agency Bad Debt Expense "Write-Off" for Commercial Bulk Hauler Ed DeMarie in the amount of \$4504.95 (pre-13R-04).
- i. Receive and file final correspondence from County of San Bernardino Special Districts Department Concluding Dissolution of CSA 70W-1 (Goat Mountain).

No Public comment.

**Motion No. 17-022**

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

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

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

#### **Matters Removed From Consent Calendar – Items h and i.**

Director Staley requested further information on Item H - Approval of Agency Bad Debt Expense "Write-Off" for Commercial Bulk Hauler Ed DeMarie in the amount of \$4504.95 (pre-13R-04) and Item I – Receive and file final correspondence from County of San Bernardino Special Districts Department Concluding Dissolution of CSA 70W-1 (Goat Mountain).

GM West explained the Commercial Bulk Hauler, Ed DeMarie whom left a debt after his account was locked off for non-payment could not be located. The Agency did attempt to sue Mr. DeMarie and were not able to serve court documents. The Agency has since taken steps to help prevent this from happening again such as an increase of the deposit equaling two times the average monthly water bill of each new commercial water hauler.

GM West also explained the final correspondence from the County of San Bernardino Special Districts wrapping up the annexation and dissolution of CSA 70W-1, now known as the Goat Mountain Territory.

#### **Motion No. 17-023**

*Director Corl-Lorono made a motion to approve consent items h and i . The motion was seconded by Director Burkhart.*

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

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

#### **Public Comment Period**

John Burkhart of Johnson Valley announced the passing of local water hauler, Mr. Garry Lindt.

#### **Verbal Reports**

General Manager West reported the Homestead Park will "most likely" move the Third of July Fireworks event to another date later in the year.

Director Burkhart reported on the Technical Advisory Council Meeting she attended April 6, 2017. Items discussed included the "Hide and Seek River" presented by Tony Winkle at the January 2017 TAC meeting.

Vice President Staley reported on the Homestead Valley Community Council Meeting he attended April 17, 2017. Discussion items included off-road trails, the Poker Run and the disposal of old tires.

Director Corl-Lorono reported on the Municipal Advisory Council Meeting she attended April 10, 2017. Director Corl-Lorono also reported on the Alliance for Water Awareness and Conservation (AWAC) Meeting held April 19, 2017.

Director Coulombe reported on the Morongo Basin Conservation Association Landscape Tour.

**Adjournment** – President Michael McBride adjourned the meeting at 7:20 p.m.

Approved by:

\_\_\_\_\_  
Judy Corl-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  
Terry Burkhart, Director  
J. Dennis Staley, Director

## Agency Office

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

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

Marina D West, P.G., General Manager

A Public Agency

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

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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, March 15, 2017 - 9:00 a.m.**

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

### Call to Order

Director McBride called the meeting to order at 9:03 a.m.

### Pledge of Allegiance

Led by John Burkhart

### Roll Call

Directors: Michael McBride  
J. Larry Coulombe

Staff: Marina West  
Michelle Corbin

### Approval of the Agenda

Director McBride and Director Coulombe approved the agenda as presented.

### Mid-Year Budget Review

General Manager West presented the mid-year budget. West reminded the Committee the Agency is at fifty-eight percent (58%) of the fiscal year timeline.

West reviewed new meter sales and discussed how the meter "basic facilities" charge is applied to Agency spending. West also discussed the increase in water sales this fiscal year. West believes the rise in water sales is due to the replacement of old meters within the Goat Mountain Territory. West further explained, how water loss and unaccounted for, has been greatly reduced within the entire Agency because of the service line replacement program.

West reported the Agency is receiving interest, in the form of a credit, through Pacific Western Bank. The Agency is now using these earnings to pay for banking fees, bill processing costs and in-house copies.

The Committee reviewed the Improvement District-Goat Mountain Standby and Water Availability Charge which then led to pending questions about Standby and Water Availability Charges within the Bighorn and Desert View territories.

West detailed the history of the standby charge which was reduced to zero (\$0.00) per acre with the passing of Measures Q S and T in 1998. A subsequent vote in 2003 repealed the measures; however Board Meeting Agendas from 1999 through 2006 do not show a line item discussing the issue. West reviewed the obstacles preventing the reinstatement of the charge. Lastly, West said that after much research and several talks with the Agency Attorney, Dave Wysocki, it appears the Agency would be required to adhere to the Proposition 218 process if it wishes to once again bill the Standby and Availability Charge to the Bighorn and Desert View land owners. West is planning to bring this information to the full Board April 25, 2017.

Administrative expense items reviewed included CalPers contributions, auditor costs, uncollected lien write-offs and employee education.

Lastly, the Committee discussed future energy costs and Director expense.

Public comment: Anonymous commented on the 1998 Measures Q S and T.

Adjourned for a Break at 10:20 a.m. - Reconvened from Break at 10:30 a.m.

### **Review FY 2016/2017 Capital Projects**

General Manager West reviewed the capital projects identified for the fiscal year 2016-2017. At the top of the priority list is the replacement of meters and service lines within the Goat Mountain Territory.

Most recently staff replaced a section of steel mainline and several service lines within the Bighorn and Desert View territories. Pending projects include mainline replacement near Cherokee Road, Cla-Val replacement and eye wash stations at sites where chlorine is mixed.

The Agency is still working on the integration of the Goat Mountain and Bighorn-Desert View Systems.

Public comment: Anonymous asked if the Agency has received any inquiries from Johnson Valley residents requesting a pressurized system.

### **Waterline/Water Meter Easement Encroachment by Private Owners**

General Manager West gave a brief PowerPoint presentation on waterline and meter easement encroachment. Generally the problem begins when a property owner is not adhering to property easement setbacks and/or road easements.

Agency Rules and Regulations address the issue. West explained the Agency will first mail a letter to the customer explaining the Agency's right to access all water infrastructure including meter boxes, followed up with a copy of the Agency Rules and Regulations as it pertains to access.

West brought the issue to the Committee because what was normally an issue every few years has increased to the point that the Agency may need to take the matter up in civil court.

No public comment.

### **Consent Items**

- a. Special FPREP Meeting Report, January 17, 2017

Public comment:

Director McBride and Director Coulombe approved the report.

### **Public Comment Period**

No public comment.

### **Verbal Reports**

Committee Member Comments/Reports – No reports.

### **General Manager Report**

General Manager West announced the upcoming Desert Wise Landscape Tour scheduled for April 22-23, 2017.

**Adjournment** - Director McBride adjourned the meeting at 12:00 p.m.

## 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



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

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285  
**Tuesday, February 21, 2017 - 9:15 a.m.**

**Committee Members: Director Corl-Lorono & Director Burkhart**

### Call to Order

Director Corl-Lorono called the meeting to order at 9:18 a.m.

### Pledge of Allegiance

Led by Michelle Corbin

### Roll Call

Directors: Judy Corl-Lorono  
Terry Burkhart

Staff: Marina West  
Michelle Corbin

### Approval of the Agenda

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

### Update on SB 415 (Hueso) Voter Participation

General Manager West gave the staff report. West reported the Agency is now required to schedule the Board of Directors' elections during even-numbered years. Senate Bill 415 (Hueso) Voter Participation requires all state, county, special and school districts with "odd-numbered year" election cycles, with historically low voter turn-out, move their elections to the "even-numbered year" cycles. West is recommending the Committee move this item to the next Board of Directors' Meeting for possible adoption. The Committee agreed and suggested the Agency begin the process to move all future

elections to the November General Election “even-numbered” year cycles. The Committee also acknowledged that beginning the process at this time will extend both the year-ending 2017 and year-ending 2019 term limits out one additional year for each Director.

Public comment: No public comment.

The Committee requested a resolution proposing the change of election year, be agendized at the next Board of Directors’ Meeting for possible adoption.

#### **Conference Call with Mojave Water Agency’s Legal/Legislative and Public Information Committee**

Carolyn Jensen of KP Pubic Affairs reported on a number of “spot” bills at the California Legislature that are due to the large amount of rainfall within California this season. Ms. Jensen also reported on Assemblyman Olberholte’s two hauled water bills, Senat Bill 366 and Senate Bill 367. The bills have not been assigned to committee at this time. Ms. Jensen stated she will continue to give updates on both bills as they move forward within the legislature.

Ed Manning of KP Public Affairs reported on a reduction of reliance of the Delta Plan. Mr. Manning stated as the Delta language is currently interpreted, the current draft penalizes state contractors like Mojave Water Agency for trying to take more water. Mr. Manning announced they are drafting an agreed upon joint letter to be signed by all the state water contractors. Lastly, Mr. Manning said he will continue to work towards “nudging” the Delta Council to consider looking at the export system as a whole compared to focusing on individual agency allocations.

Carolyn Jensen also reported on legislation relating to Proposition 218 reform and Assembly Bill 401 (Dodd) dealing with implementation and recommendations for Rate Assistance for Low Income Water Users. Legislatures are also considering the creation of a water tax for the Safe Drinking Water Fund.

Letitia White of Innovative Federal Strategies reported the Fiscal Year 2017 Appropriations Bills related to Title 16 funding are almost complete. Congressman Paul Cook may be testifying on behalf of the Title 16 funding. Ms. White also reported water infrastructure may become included with major infrastructure funding. Lastly, Ms. White reported on the “Water of the United States” stating the President is expected to sign an executive order ending this rule.

Public comment: No public comment.

#### **Update on SB 366 (Olberholte) Hauled Water New Construction**

General Manager West reported on Senate Bill 366 (Olberholte). This bill focuses on once again, allowing Californians to build a up to 10 homes on an existing parcel, where the source of water is hauled water. Previous bill, SB 1263 (Wieckowski) prohibited any new building if the source of water is hauled water the only exception being the rebuilding of a home destroyed during a natural disaster. Senator Olberholte’s office is requesting resolutions of support of the bill.

No public comment.



The Committee recommended staff bring a Resolution in Support of Senate Bill 366 (Olbernote) for possible adoption.

**Consent Items**

- a. Regular PLEGS Meeting Report, October 18, 2016

Public comment: No public comment.

Director Corl-Lorono and Director Burkhart approved the report.

**Public Participation**

No public comment.

**Verbal Reports**

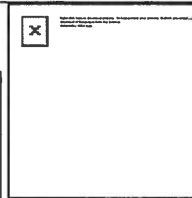
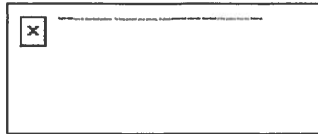
**COMMITTEE MEMBERS' COMMENTS/REPORTS**

No Reports.

**GENERAL MANAGER'S REPORT**

General Manager West reported Kirby Brill of Mojave Water Agency announced his retirement. GM West also gave a brief review and update on the status of a \$50K grant she had applied for. West has requested the grant funds might be used for uranium treatment options. West also reported on the benefits of keeping the Goat Mountain Water System separate from the Bighorn and Desert View Water System.

**Adjournment** - Director Corl-Lorono adjourned the meeting at 11:05 a.m.



## Energy Efficiency Education Sponsor



## Join Us August 11!

### *Managing Water for Extremes: Feast or Famine*

In the midst of a record setting water year and coming off a 5-year drought, Californians are faced with the harsh reality of now trying to manage water supplies for extremes. Gone are the days of average precipitation and snowpack gently melting into our reservoirs to serve our needs through the dry summer months.

This coupled with a stressed infrastructure system only exacerbates the problem.

On August 11, 2017, government officials, premier water experts, business leaders and community stakeholders will attend the 11th Annual San Bernardino County Water Conference to discuss solutions to overcome California's water challenges.

The conference enables the public to engage with business, community and civic leaders to discuss issues such managing supply for extremes, the future of our infrastructure and next steps in dealing with these issues.

We hope you will join us for this solution-driven event!

## *Sponsorships Available*

**Register Now**

### *When*

Friday August 11, 2017

### *Where*

Ontario DoubleTree Hotel

### *What*

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AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR  
AGREEMENT FOR COLLECTION OF SPECIAL  
TAXES, FEES, AND ASSESSMENTS  
FISCAL YEAR 2017-18

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the COUNTY OF SAN BERNARDINO, hereinafter referred to as "County" and  
the \_\_\_\_\_, hereinafter referred to as "District".

WITNESSETH:

WHEREAS, Government Code Sections 29304 and 51800 authorize the County to  
recoup its collection costs when the County collects taxes, fees, or assessments for any school  
district, special district, zone or improvement district thereof; and

WHEREAS, the District and County have determined that it is in the public interest that  
the County, when requested by District, collect on the County tax rolls the special taxes, fees,  
and assessments for District.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. County agrees, when requested by District as hereinafter provided to collect on  
the County tax rolls the special taxes, fees, and assessments of District, and of each zone or  
improvement District thereof.
2. When County is to collect District's special taxes, fees, and assessments, District  
agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4<sup>TH</sup> floor, San  
Bernardino, CA 92415) of the County on or before the 10<sup>th</sup> day of August of each fiscal year of  
the Assessor's parcel numbers and the amount of each special tax, fee, or assessment to be so  
collected. Any such notice, in order to be effective, must be received by the Auditor-Controller by  
said date.
3. County may charge District an amount per parcel for each special tax, fee, or  
assessment that is to be collected on the County tax rolls by the County for the District, not to  
exceed County's actual cost of collection.
4. District warrants that the taxes, fees, or assessments imposed by District and  
collected pursuant to this Agreement comply with all requirements of state law, including but  
not limited to, Articles XIII C and XIII D of the California Constitution (Proposition 218).
5. District hereby releases and forever discharges County and its officers, agents  
and employees from any and all claims, demands, liabilities, costs and expenses, damages,  
causes of action, and judgments, in any manner arising out of District's responsibility under

this agreement, or other action taken by District in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees or assessments as contemplated in this agreement.

6. The County Auditor/Controller has not determined the validity of the taxes or assessments to be collected pursuant to this contract, and the undersigned District hereby assumes any and all responsibility for making such a determination. The undersigned District agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract or the imposition of the taxes or assessments collected pursuant to this contract, and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law. If any judgment is entered against County or any other indemnified party as a result of action taken to implement this Agreement, District agrees that County may offset the amount of any judgment paid by County or by any indemnified party from any monies collected by County on District's behalf, including property taxes, special taxes, fees, or assessments. County may, but is not required to, notify District of its intent to implement any offset authorized by this paragraph.

7. District agrees that its officers, agents and employees will cooperate with County by answering inquiries made to District by any person concerning District's special tax, fee, or assessment, and District agrees that its officers, agents and employees will not refer such individuals making inquiries to County officers or employees for response.

8. District shall not assign or transfer this agreement or any interest herein and any such assignment or transfer or attempted assignment or transfer of this agreement or any interest herein by District shall be void and shall immediately and automatically terminate this agreement

9. This agreement shall be effective for the 20\_\_\_\_ fiscal year.

10. Either party may terminate this agreement for any reason upon thirty days written notice to the other party. The County Auditor/Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.

11. County's waiver of breach of any one term, covenant, or other provision of this agreement, is not a waiver of breach of any other term, nor subsequent breach of the term or provision waived.

12. Each person signing this agreement represents and warrants that he or she has been fully authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

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

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

OSCAR VALDEZ,  
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR  
SAN BERNARDINO COUNTY

By Authorized Deputy: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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