



## BIGHORN-DESERT VIEW WATER AGENCY

*"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

### BOARD OF DIRECTORS' MEETING AGENDA (SPECIAL MEETING)

BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92285

May 2, 2023  
Time – 6:00 P.M.

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE  
PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81531028615?pwd=L3djdWRaa1ArbIF5Lzl1aWNuTUdyZz09>

Passcode: 411942

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 815 3102 8615

Passcode: 411942

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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.

**1. Public Budget Workshop No. 4 – Adopt Resolution No. 23R-XX Fixing and Adopting the Budget for Fiscal Year 2023-2024 for the Bighorn-Desert View Water Agency**

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

1. Adopt Resolution No. 23R-XX Resolution Fixing and Adopting the Budget for Fiscal Year 2023-2024 for the Bighorn-Desert View Water Agency.

**2. Public Hearing: Ordinance No. 23O-01 – 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**

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

1. Verbal staff report;
2. Receive questions from the Board of Directors;
3. Open public hearing;
4. Receive public comments;
5. Close public hearing;
6. Board discussion; and
7. Board to Consider the following proposed actions:
  - (a) Adopt Ordinance 23O-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto; or
  - (b) Amend Ordinance 23O-01 Providing for Lower Compensation of the Board of Directors and Establishing Procedures Related Thereto; or
  - (c) Defer action until a later date; or
  - (d) Decline to adopt Ordinance 23O-01 Providing for Compensation of the Board of Directors and Establishing Procedures Related Thereto.

**3. 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. Board of Directors' Special Meeting Minutes, March 28, 2023
- b. Board of Directors' Regular Meeting Minutes, April 11, 2023
- c. Board of Directors' Workshop Meeting Minutes, April 22, 2023
- d. Financial Statements
  1. Balance Sheet – February 2023
  2. Budget Status – February 2023
  3. Quarterly Investment Report for the period ending Q1/2023
- e. Receive and File Disbursements for March 2023
- f. Service Order Report for February 2023
- g. Receive and File Planning/Engineering (PLEGs) Standing Committee Meeting Minutes for February 21, 2023.
- h. Receive and File Finance (FPREP) Standing Committee Minutes for March 21, 2023.

Recommended Action:

Approve as presented (Item a-h):

**4. Matters Removed from Consent Items**

**5. 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.

**6. Verbal Reports – Including Reports on Courses/Conferences/Meetings.**

1. General Manager Report
2. Director Reports

**7. 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 have 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.

**Calendar Reminder - Upcoming Director Meetings**

- Mojave Water Agency Board of Directors Meeting – Second and Fourth Thursday every month (typical)
- Morongo Basin Pipeline Commission Meeting – June 14, 2023
- ASBCSD Monthly Dinner Meeting – April 17, 2023
- Homestead Valley Community Council Meeting Typically meets Third Monday (location rotates to various Community Centers)
- Landers Association Monthly Meeting – Third Saturday (typical)



**RESOLUTION NO. 23R-07**

**A RESOLUTION FIXING AND ADOPTING THE  
BUDGET FOR THE FISCAL YEAR 2023-2024 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 2023-24 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 2<sup>nd</sup> day of May 2023.

By \_\_\_\_\_  
John R. Burkhart, President of the Board

ATTEST:

\_\_\_\_\_  
Megan Close-Dees, Secretary of the Board

Official Seal





**EXHIBIT "A"**

**BIGHORN-DESERT VIEW WATER AGENCY  
FISCAL YEAR 2023/24 OPERATING BUDGET**

**Approved May 2, 2023**

**Resolution No. 23R-07**







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# Bighorn Desert View Water Agency

## Proposed Budget Summary - FINAL

### Fiscal Year 2023/24

Schedule A

	A	B	C
	Adopted Budget 2022/23	Projected Year-End 2022/23	Proposed Budget 2023/24
1 Operating Revenues	\$ 2,058,700	\$ 1,957,900	\$ 1,934,000
2 Non-Operating Revenues	315,300	335,500	340,100
3 <b>Total Revenue Available to Fund Operations &amp; Capital</b>	<b>2,374,000</b>	<b>2,293,400</b>	<b>2,274,100</b>
4 Operations	975,600	813,600	1,038,500
5 Administrative - Operating	1,025,000	903,900	1,093,000
6 Administrative - Non-Operating	21,400	21,300	27,800
7 Board of Directors	47,500	33,600	47,500
8 <b>Total Expense</b>	<b>2,069,500</b>	<b>1,772,400</b>	<b>2,206,800</b>
9 <b>Net Income/(Loss) Before Capital &amp; Trust Contribution</b>	<b>304,500</b>	<b>521,000</b>	<b>67,300</b>
10 Capital Expenses	(816,500)	(89,800)	(388,000)
11 Pension Trust Contributions	(100,000)	(100,000)	(100,000)
12 <b>Sub-Total: Net Debt Proceeds / Capital</b>	<b>(916,500)</b>	<b>(189,800)</b>	<b>(488,000)</b>
13 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (612,000)</b>	<b>\$ 331,200</b>	<b>\$ (420,700)</b>
14 <b>Projected Cash &amp; Investments Beg. Balance - 7/1/23</b>			\$ 5,191,400
15 <b>Projected Cash &amp; Investments End Balance - 6/30/24</b>			<b>\$ 4,770,700</b>



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# Bighorn Desert View Water Agency

## Proposed Budget Summary V. PY Actuals - FINAL

### Fiscal Year 2023/24

Schedule A-1

	A	B	C	D
	Actual Results 2020/21	Actual Results 2021/22	Projected Year-End 2022/23	Proposed Budget 2023/24
1 Operating Revenues	\$ 2,462,698	\$ 2,187,408	\$ 1,957,900	\$ 1,934,000
2 Non-Operating Revenues	317,483	308,698	335,500	340,100
3 <b>Total Revenue Available to Fund Operations &amp; Capital</b>	<b>2,780,181</b>	<b>2,496,106</b>	<b>2,293,400</b>	<b>2,274,100</b>
4 Operations	656,646	682,226	813,600	1,038,500
5 Administrative - Operating	702,291	876,250	903,900	1,093,000
6 Administrative - Non-Operating	29,433	15,859	21,300	27,800
7 Board of Directors	21,016	28,092	33,600	47,500
8 <b>Total Expense</b>	<b>1,409,387</b>	<b>1,602,426</b>	<b>1,772,400</b>	<b>2,206,800</b>
9 <b>Net Income/(Loss) Before Capital &amp; Trust Contribution</b>	<b>1,370,793</b>	<b>893,680</b>	<b>521,000</b>	<b>67,300</b>
10 Capital Expenses	(106,284)	(42,581)	(89,800)	(388,000)
11 Pension Trust Contributions	-	-	(100,000)	(100,000)
12 <b>Sub-Total: Net Debt Proceeds / Capital</b>	<b>(106,284)</b>	<b>(42,581)</b>	<b>(189,800)</b>	<b>(488,000)</b>
13 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ 1,264,510</b>	<b>\$ 851,099</b>	<b>\$ 331,200</b>	<b>\$ (420,700)</b>



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**Bighorn Desert View Water Agency**  
**Proposed Budget Detail - FINAL**  
**Fiscal Year 2023/24**

Schedule B

	A	B	C	D	E
	Adopted Budget 2022/23	Projected Year-End 2022/23	Proposed Budget 2023/24	\$ Difference (C - B)	% Difference (D / B)
<b>1 Operating Revenues</b>					
Residential Consumption Tier 1	\$ 588,700	\$ 413,200	\$ 429,700	\$ 16,500	4%
Agriculture Consumption Tier 1	10,500	8,000	8,300	300	4%
Bulk Consumption Tier 1	97,900	73,400	76,300	2,900	4%
Commercial Consumption Tier 1	9,000	12,600	13,100	500	4%
<b>2 Total Metered Water Consumption Tier 1</b>	<b>706,100</b>	<b>507,200</b>	<b>527,400</b>	<b>20,200</b>	<b>4%</b>
Agriculture Consumption Tier 2	23,800	4,800	5,000	200	4%
Residential Consumption Tier 2	226,800	204,000	212,200	8,200	4%
<b>3 Total Metered Water Consumption Tier 2</b>	<b>250,600</b>	<b>208,800</b>	<b>217,200</b>	<b>8,400</b>	<b>4%</b>
<b>4 Basic Service Charge</b>	<b>1,021,800</b>	<b>1,035,600</b>	<b>1,077,000</b>	<b>41,400</b>	<b>4%</b>
<b>5 Johnson Valley Bulk Water Sales</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>	<b>0%</b>
<b>6 Service Line Installation Fees</b>	<b>1,500</b>	<b>10,300</b>	<b>2,400</b>	<b>(7,900)</b>	<b>-77%</b>
<b>7 Basic Facilities Charge</b>	<b>14,200</b>	<b>99,100</b>	<b>14,600</b>	<b>(84,500)</b>	<b>-85%</b>
<b>8 Income Other - Operating</b>	<b>65,000</b>	<b>96,700</b>	<b>96,700</b>	<b>-</b>	<b>0%</b>
<b>9 Bad Debt Expense</b>	<b>(1,500)</b>	<b>(2,300)</b>	<b>(2,300)</b>	<b>-</b>	<b>0%</b>
<b>10 Bad Debt - Uncollectable Liens</b>	<b>(1,500)</b>	<b>-</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>0%</b>
<b>11 Total Operating Revenues</b>	<b>2,058,700</b>	<b>1,957,900</b>	<b>1,934,000</b>	<b>(23,900)</b>	<b>-1%</b>
<b>12 Non-Operating Revenues</b>					
<b>13 General Tax Levy - Bighorn Imp. Area "A"</b>	<b>78,300</b>	<b>84,600</b>	<b>86,300</b>	<b>1,700</b>	<b>2%</b>
<b>14 General Tax Levy - Bighorn-Desert View</b>	<b>77,700</b>	<b>84,700</b>	<b>86,400</b>	<b>1,700</b>	<b>2%</b>
<b>15 General Tax Levy - Improvement District Goat Mtn.</b>	<b>36,100</b>	<b>40,800</b>	<b>41,600</b>	<b>800</b>	<b>2%</b>
<b>16 Goat Mtn. Standby/Water Availability Charge</b>	<b>62,000</b>	<b>63,900</b>	<b>63,900</b>	<b>-</b>	<b>0%</b>
<b>17 Interest Revenue</b>	<b>4,800</b>	<b>21,700</b>	<b>22,100</b>	<b>400</b>	<b>2%</b>
<b>18 Pacific Western Earning Credits</b>	<b>18,000</b>	<b>17,500</b>	<b>17,500</b>	<b>-</b>	<b>0%</b>
<b>19 Other Revenue</b>	<b>38,400</b>	<b>22,300</b>	<b>22,300</b>	<b>-</b>	<b>0%</b>
<b>20 Total Non-Operating Revenues</b>	<b>315,300</b>	<b>335,500</b>	<b>340,100</b>	<b>4,600</b>	<b>1%</b>
<b>21 Total Revenues</b>	<b>2,374,000</b>	<b>2,293,400</b>	<b>2,274,100</b>	<b>(19,300)</b>	<b>-1%</b>
<b>22 Expenses</b>					
<b>23 Operations</b>					
<b>24 Operations Salaries</b>	<b>366,700</b>	<b>304,800</b>	<b>412,200</b>	<b>107,400</b>	<b>35%</b>
<b>25 Power - Wells &amp; Booster</b>	<b>137,000</b>	<b>118,800</b>	<b>124,700</b>	<b>5,900</b>	<b>5%</b>
<b>26 Water Purchases</b>	<b>62,300</b>	<b>124,600</b>	<b>129,000</b>	<b>4,400</b>	<b>4%</b>
<b>27 Water System Repairs</b>	<b>78,800</b>	<b>52,700</b>	<b>78,800</b>	<b>26,100</b>	<b>50%</b>
<b>28 Field Material &amp; Supplies</b>	<b>78,800</b>	<b>60,500</b>	<b>78,800</b>	<b>18,300</b>	<b>30%</b>
<b>29 Engineering</b>	<b>60,000</b>	<b>10,000</b>	<b>60,000</b>	<b>50,000</b>	<b>500%</b>
<b>30 Vehicle/Tractor/ Equipment Expense</b>	<b>38,100</b>	<b>27,700</b>	<b>28,800</b>	<b>1,100</b>	<b>4%</b>
<b>31 Vehicle Expense- Fuel</b>	<b>83,000</b>	<b>49,100</b>	<b>51,600</b>	<b>2,500</b>	<b>5%</b>
<b>32 Building Repair And Maintenance</b>	<b>15,500</b>	<b>12,200</b>	<b>15,500</b>	<b>3,300</b>	<b>27%</b>
<b>33 Disinfection Expense</b>	<b>14,600</b>	<b>15,100</b>	<b>15,700</b>	<b>600</b>	<b>4%</b>
<b>34 Water Testing</b>	<b>10,300</b>	<b>11,600</b>	<b>12,100</b>	<b>500</b>	<b>4%</b>
<b>35 Uniforms</b>	<b>8,000</b>	<b>4,600</b>	<b>8,000</b>	<b>3,400</b>	<b>74%</b>
<b>36 Communications Expense</b>	<b>7,500</b>	<b>7,400</b>	<b>7,700</b>	<b>300</b>	<b>4%</b>
<b>37 Excavation Permit Fees (County of SB)</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>0%</b>
<b>38 Other Operating Expenses</b>	<b>14,500</b>	<b>14,500</b>	<b>15,100</b>	<b>600</b>	<b>4%</b>
<b>39 Total Operations</b>	<b>975,600</b>	<b>813,600</b>	<b>1,038,500</b>	<b>224,900</b>	<b>28%</b>



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**Bighorn Desert View Water Agency**  
**Proposed Budget Detail - FINAL**  
**Fiscal Year 2023/24**

Schedule B

	A	B	C	D	E
	Adopted Budget 2022/23	Projected Year-End 2022/23	Proposed Budget 2023/24	\$ Difference (C - B)	% Difference (D / B)
40 <b>General &amp; Administration</b>					
41 <b>Operating Expenses</b>					
42 Administrative Salaries	\$ 171,500	\$ 124,600	\$ 193,400	\$ 68,800	55%
43 General Manager Salary	205,000	205,000	223,600	18,600	9%
44 Employee Benefits Insurance	203,400	147,900	195,600	47,700	32%
45 PERS Contribution	99,700	97,400	117,700	20,300	21%
46 Payroll Taxes	18,300	14,300	19,600	5,300	37%
47 Workers Compensation Insurance	15,300	13,400	14,100	700	5%
48 Employee Education	10,000	15,400	16,000	600	4%
49 Contractual Services - Auditor	18,400	18,800	18,800	-	0%
50 Contractual Services - Legal	40,000	38,400	40,000	1,600	4%
51 Contractual Services - Other	123,200	110,200	114,600	4,400	4%
52 Property/Liability/Cyber Insurance	63,000	62,900	77,000	14,100	22%
53 Legislative Affairs - CWSA	10,000	10,000	15,000	5,000	50%
54 Dues, Subscriptions & Annual Fees	17,300	17,300	18,000	700	4%
55 Power / Propane - Office & Yards	13,400	10,100	10,600	500	5%
56 Office Supplies/ Printing	9,000	10,100	10,500	400	4%
57 Phone, Fax Lines, Internet	5,900	6,500	6,800	300	5%
58 Mailing Expense	1,600	1,600	1,700	100	6%
59 <b>Total G&amp;A - Operating Expenses</b>	<b>1,025,000</b>	<b>903,900</b>	<b>1,093,000</b>	<b>189,100</b>	<b>21%</b>
60 <b>Non-Operating Expenses</b>					
61 Other Administrative Expenses	7,500	9,900	14,400	4,500	45%
62 Office Equipment Expense	7,900	7,100	7,400	300	4%
63 Customer Relations	4,500	4,300	4,500	200	5%
64 Election Expense	1,000	-	1,000	1,000	0%
65 Miscellaneous Expense	500	-	500	500	0%
66 <b>Total G&amp;A Non-Operating Expenses</b>	<b>21,400</b>	<b>21,300</b>	<b>27,800</b>	<b>6,500</b>	<b>31%</b>
67 <b>Total General &amp; Administration</b>	<b>1,046,400</b>	<b>925,200</b>	<b>1,120,800</b>	<b>195,600</b>	<b>21%</b>
68 <b>Board of Directors</b>					
69 Director Fees	47,500	33,600	47,500	13,900	41%
70 <b>Total Board of Directors</b>	<b>47,500</b>	<b>33,600</b>	<b>47,500</b>	<b>13,900</b>	<b>41%</b>
71 <b>Total Expenses</b>	<b>2,069,500</b>	<b>1,772,400</b>	<b>2,206,800</b>	<b>1,078,300</b>	<b>61%</b>
72 <b>Net Income/(Loss) Before Capital &amp; Trust Contribution</b>	<b>304,500</b>	<b>521,000</b>	<b>67,300</b>	<b>(453,700)</b>	
73 Less: Capital Expenses (Reserve Funded)	(816,500)	(89,800)	(388,000)	(298,200)	
74 Less: Pension Trust Contributions	(100,000)	(100,000)	(100,000)	-	
75 Less: CalPERS Additional Discretionary Payments	-	-	-	-	
76 <b>Net Increase/(Decrease) To Reserves</b>	<b>\$ (612,000)</b>	<b>\$ 331,200</b>	<b>\$ (420,700)</b>	<b>\$ (751,900)</b>	



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**Bighorn Desert View Water Agency**  
**Proposed Budget - Capital Plan - FINAL**  
**Fiscal Year 2023/24**

Schedule C

	A	B	C	D	E = C+D
	Adopted Budget 2022/23	Projected Year-End 2022/23	Carryover Budget 2022/23	Budget Addition / (Deletion)	Proposed Budget 2023/24
<b>1 District Projects</b>					
2 2 Trucks, New Transmission Ford Dump Truck	\$ 119,000	\$ 119,000	\$ -	\$ -	\$ -
3 Valve Turner Upgrade (Controller and other tools)	7,500	7,500	-	-	-
4 Well 4 Rehabilitation	200,000	-	200,000	-	200,000
5 Goat Mountain Replacement Well/ Well Destruction	600,000	100,000	500,000	-	500,000
6 Three Exploratory Borings inc. Project Management	300,000	1,900	298,100	(298,100)	-
7 Administration Building Roof Replacement	20,000	-	20,000	20,000	40,000
8 Parking Lot	5,000	6,400	-	-	-
9 A-Booster Replacement	65,000	-	65,000	-	65,000
10 Meter Replacements	313,000	4,300	308,700	79,300	388,000
11 2nd Intertie with High Desert WD	750,000	100,000	650,000	-	650,000
12 Truck - 1500 Chevy	-	-	-	53,000	53,000
13 Design 3 Projects - Consolidation/Pumpstation/Blending	-	-	-	250,000	250,000
14 Acquisition of Easements	-	-	-	50,000	50,000
<b>15 Total District Projects</b>	<b>2,379,500</b>	<b>339,100</b>	<b>2,041,800</b>	<b>154,200</b>	<b>2,196,000</b>
<b>16 Grant Funding</b>					
17 Prop 1 Round 1: Goat Mountain Replacement Well	(500,000)	-	(500,000)	-	(500,000)
18 Drought Grant: Meter Replacements	(313,000)	(15,000)	(298,000)	-	(298,000)
19 Grant Funding: A-Booster Replacement	-	-	-	-	(60,000)
20 Grant Funding: Design/Easements	-	-	-	-	(300,000)
21 Prop 1 Round 2: 2nd Intertie with High Desert WD	(750,000)	(100,000)	(650,000)	-	(650,000)
<b>22 Total Grant Funding</b>	<b>(1,563,000)</b>	<b>(115,000)</b>	<b>(1,448,000)</b>	<b>-</b>	<b>(1,808,000)</b>
<b>23 Total Capital Expenses - Funded by Reserves</b>	<b>\$ 816,500</b>	<b>\$ 224,100</b>	<b>\$ 593,800</b>	<b>\$ 154,200</b>	<b>\$ 388,000</b>



# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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\*The District's fiscal year is July 1<sup>st</sup> to June 30<sup>th</sup>

#### **SCHEDULE A: SUMMARY BUDGET**

This schedule summarizes operating and non-operating revenues, operations expense, administrative operating and non-operating expenses, board of directors' expenses, capital expenses, and pension trust contributions. Line 9 measures the difference between revenues and expenses, which results in net revenues remaining to fund the Agency's capital expenses and pension trust contributions. The Agency is budgeted to have \$67,300 in net revenues available to fund capital projects and pension trust contributions.

Line 13 shows the final increase or decrease in fund balance planned for the year after all previous items are considered. The amount fluctuates year to year, with some years positive and some negative, primarily as the Agency's capital expense fluctuates. In FY 23/24 the proposed capital projects total \$2,196,000 with a projected grant funding of \$1,808,000. The difference, \$388,000 represents the drawdown from reserves to complete the remainder of the planned capital expenses.

#### **SCHEDULE B: DETAIL BUDGET**

This Schedule shows the detail budget for the District. Column (A) is the Adopted Budget for FY 22/23. Column (B) represents projected year-end balances for Fiscal Year 22/23. These amounts are estimates; actual results will vary. Column (C) displays the Final Budget for FY 23/24. Columns (D) and (E) display \$ (dollars) and % (percentages) differences from Projected FY 22/23 results to the FY 23/24 Final Budget.

#### **REVENUES**

**Line 2 Metered Water Consumption Tier 1** – Volumetric water sales in tier 1. Budget for FY 23/24 is based on projected actual results for FY 22/23 and a 4% scheduled rate increase effective January 1<sup>st</sup>.

**Line 3 Metered Water Consumption Tier 2** – Volumetric water sales in tier 1. Budget for FY 23/24 is based on projected actual results for FY 22/23 and a 4% scheduled rate increase effective January 1<sup>st</sup>. Ag Tier 2 sales are projected based on most recent consumption data.

**Line 4 Basic Service Charge** – Includes the fixed charges to All Customer Classifications and varies by water meter size. Budget for FY 23/24 is based on projected actual results for FY 22/23 and a 4% scheduled rate increase effective January 1<sup>st</sup>.

**Line 5 JV Bulk Water Cash Sales** – Includes bulk water “cash” sales at the Johnson Valley water hauling station. Budget for FY 23/24 is based on projected actual results for FY 22/23.

**Line 6 Service Line Installation Fees** – This is the fee charged for new meter and service line installations. This account is budgeted conservatively due to the unpredictable nature of these revenues.

**Line 7 Basic Facilities Charge** – This is the “buy-in” fee charged to new service line connections. This account is budgeted conservatively due to the unpredictable nature of these revenues.

# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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**Line 8 Income Other Operating** – This includes fees such as Late Penalties, Miscellaneous Fees (NSF, Backflow Reminders, Fire Flow Test, Will Serve Letter, etc.), New Account fees, Disconnection and Reconnection related fees.

**Lines 9-10 Bad Debt Expense/Uncollectible Liens** – Estimated uncollectible customer account balances and uncollectible liens.

**Line 13 General Tax Levy - Bighorn Imp. Area "A"** – Property tax revenues, denoted as GA02 (WY08-GA02) on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 2% increase.

**Line 14 General Tax Levy - Bighorn-Desert View** – Property tax revenues, denoted as GA01 (WY08-GA01) on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 2% increase.

**Line 15 General Tax Levy – Goat Mountain Improvement District** – Property tax revenues, denoted as GA03 (WY08-GA03) on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue, previously apportioned to Co Service Area 70/Zone W-1 (coded as UD82-GA01) is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 2% increase.

**Line 16 Goat Mountain 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 and water meter. Budget for FY 23/24 is based on projected actual results for FY 22/23.

**Line 17 Interest Revenue** – Interest revenue is earned primarily on Agency investments in the State of California's Local Agency Investment Fund (LAIF). Interest revenues are conservatively budgeted with a 2% increase.

**Line 18 Pacific Western Earnings Credits** – Includes earning credits on the Pacific Western bank accounts. Earnings credits are used to pay qualifying expenses. Therefore, earnings credits "act" like interest.

**Line 19 Income Other (Non-Operating)** – Includes interest and penalty Tax Apportionments from past due secured property tax liens and any "aged" prior year Tax Apportionments not applicable to an "active" receivable.

## EXPENSES

**Line 23 Operations** – Begins the section of Agency operation's expenses.

**Line 24 Operations Compensation** – Budget for FY 23/24 includes five full-time employees with on-call standby and overtime/standby overtime pay as well. Change from prior fiscal year budget due to actual



# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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hire and resignation dates of employees, vacation payouts at time of accrual caps, accrual payouts at resignation, On-Call overtime (varies), and 8.7% (2023 Social Security Index basis) Cost-of-Living Adjustment authorized by the Board of Directors on April 11, 2023.

**Line 25 Power Wells & Boosters** – Includes energy costs on wells and booster stations. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 5% inflation increase.

**Line 26 Water Purchases** – Includes planned water purchase of 200 AF for FY 23/24. The water is purchased from the Mojave Water Agency who recharges the water at the Ames/Reche Recharge Facility. Once recharged, the value of the water is maintained as Ames Water Inventory. State Water Project delivery to Ames/Reche by Mojave Water Agency are charged on a per Acre-Foot basis.

**Line 27 Water System Repairs** – Includes routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, air-vacuum valves, etc. Budget for FY 23/24 is based on projected actual results for FY 22/23.

**Line 28 Field Materials & Supplies** – Includes all materials and supplies used in the maintenance of the water distribution system, safety/traffic control and small tools. Budget for FY 23/24 is based on projected actual results for FY 22/23.

**Line 29 Engineering** – Includes costs for as-needed engineering consulting services for construction projects as well as AutoCAD drafting services related to maintenance of the Agency water system map. Budget for FY 23/24 is based on FY 22/23 budget.

**Line 30 Vehicle/Tractor/Equipment Expense** – Includes expenses for generators and tractors, repairs, hazardous materials disposal, and routine maintenance. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% inflation increase.

**Line 31 Vehicle Expense - Fuel** – Includes fuel for truck fleet and associated equipment. If fuel is utilized for a new service line installation then it is recovered in the fee paid by the customer. Budget for FY 23/24 is based on projected actual results for FY 22/23 with 5% increase.

**Line 32 Building Repair and Maintenance** – Includes trash and cleaning service, safety supplies, non-routine maintenance. Budget for FY 23/24 is the same as prior fiscal year.

**Line 33 Disinfection Expense** – Includes chlorine, disinfection equipment and maintenance and testing supplies. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% inflation increase.

**Line 34 Water Testing** – Includes water sampling at wells as required by law. Budget for FY 22/23 is based on actual sampling schedule, which varies year-to-year based on assigned frequencies for water quality monitoring. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% inflation increase.

# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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**Line 35 Uniforms** – Includes uniform lease for water operators, safety shoes, winter jackets, and hats. Budget for FY 23/24 is the same as prior fiscal year. Change from prior fiscal year budget due to actual hire and resignation dates of Operations Department employees.

**Line 36 Communications Expense** – Includes cell phones for assigned water operations and administrative staff and cost for SCADA internet link and data. Budget for FY 23/24 is based on projected results for FY 22/23 with a 4% inflation increase.

**Line 37 Excavation Permit Fees** – Includes County fees for excavation in dedicated roads. If the excavation is related to a new service line installation then it is recovered in the fee paid by the customer. Budget for FY 23/24 is based on projected results for FY 22/23.

**Line 38 Other Operating Expenses** – Includes various operational permit fees from Mojave Air Quality Management District (MAQMD), State Water Resources Control Board – Division of Drinking Water (SWRCB-DDW), County of San Bernardino Hazardous Materials and others for the ability to retain generators, fuel storage and waste oil storage prior to its proper disposal. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% inflation increase.

**Line 40 General & Administrative** – Begins the section of Agency Administrative operating and non-operating expenses.

**Line 42 Administrative Compensation** – Budget for FY 23/24 includes salaries for the three authorized full-time administrative staff and 8.7% (2023 Social Security Index basis) Cost-of-Living Adjustment authorized by the Board of Directors on April 11, 2023. This position is currently being held vacant as of start of FY 23/24. Change from prior fiscal year budget due to a vacancy of one authorized full-time position.

**Line 43 GM Compensation** – Includes salary for the Agency general manager based on latest contract amendments and 8.7% (2023 Social Security Index basis) Cost-of-Living Adjustment authorized by the Board of Directors on April 11, 2023.

**Line 44 Employee Benefit Insurance** – Includes health, dental, vision, and life insurance. Change from prior fiscal year based on actual employee count, benefit type selected and number of dependents per employee. Employee turnover makes this line item difficult to track. Fiscal Year premium increase projected at 10%. Actual increase unknown until after budget adoption in most instances. Budget based on actual needs of each employee assessed at budget time.

**Line 45 PERS Contribution** – Includes regular retirement expenses to the California Public Employee Retirement System (CalPERS) for Classic, PEPPRA (Public Employee Pension Reform Act defined pension) members and annual required contributions for the unfunded actuarial liability (UAL). Regular retirement expenses are based on CalPERS Classic rate for FY 23/24 is 11.934% with an Unfunded Accrued Liability

# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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(UAL) payment of \$41,891. CalPERS PEPR rate for FY 23/24 is 7.68% with an Unfunded Accrued Liability (UAL) payment of \$0.00. Employer percentage and UAL requirements are outlined in the CalPERS Actuarial Office Annual Valuation Report as of June 30, 2021. Change from prior fiscal year based on actual employee count and retirement program assigned by CalPERS at budget time.

**Line 46 Payroll Taxes** – Includes state unemployment costs, employee matching Medicare costs, and Board of Director’s matching Social Security and Medicare costs based on actual employee payroll assessed at budget time.

**Line 47 Worker’s Comp Insurance** – Includes premiums to CA Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority (CalMutuals-JPRIMA Insurance) for all employees and directors for Worker’s Compensation insurance. The Worker’s Compensation insurance company is Zenith National Insurance Company. Budget for FY 23/24 is based on the renewal quote received which reflects a 5% increase using payroll projection total of \$808,000. The plan renewal process is initiated in January each year.

**Line 48 Employee Education** – Includes miscellaneous employee training, conferences and college-loan program reimbursements and associated travel, lodging and other reasonable and necessary expenses. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 49 Contractual Services - Auditor** – includes auditor fees, in the 1<sup>st</sup> year of a 5-year contract renewal with C. J. Brown & Company, CPA’s (formerly Fedak & Brown, LLP).

**Line 50 Contractual Services - Legal** – Includes legal fees for both general counsel and special counsel assigned to personnel matters. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 51 Contractual Services - Other** – Includes bank fees, annual Springbrook maintenance fees, CPA assistance, Civic Pay services, IVR messaging, outsourced billing, copier maintenance and Information Technology (IT) Consultant work. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 52 Property/Liability/Cyber Security Insurance** – Includes premiums to JPRIMA for property and liability insurance. Budget for FY 23/24 is based on renewals per JPRIMA. Property and Equipment Breakdown deductible was increased to \$25,000 from \$5,000 and Wrongful Acts and Employment Practices deductible remains at \$50,000. Cyber Security Insurance is a new product from JPRIMA which helps to manage the risk of losses arising from ransomware, malware and data breaches. The estimated policy premium “place holder” is included in the FY 2023/24 budget but a policy has not yet been secured. The Property and Automobile Liability Budget for FY 23/24 is based on the renewal quote received which reflects a 12% increase.

# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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**Line 53 Legislative Affairs - CWSA** – Includes FY 23/24 membership dues for the California Water Systems Alliance and a travel budget for advocacy and outreach as necessary in the post-Covid environment.

**Line 54 Dues, Subscriptions & Annual Fees** – Includes various dues such as AWWA, CSDA, Dig Alert, CRWA, GFOA, Adobe, Wienhoff, Hi-Desert Star, and website hosting. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 55 Power / Propane – Office & Yards** – Includes costs for propane and electricity at Agency sites. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 5% increase.

**Line 56 Office Supplies/Printing** – Includes checks, toner refills, office supplies, boardroom supplies, copier costs, business meeting supplies. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 57 Phone, Fax Lines & Internet** – Includes phone systems, internet, email exchange server, and website maintenance. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 5% increase.

**Line 58 Mailing Expense** – Includes postage and delivery costs. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 6% increase.

**Line 61 Other Admin Expenses** – Includes Notary Fees, filing fees, legal fees, legal notices posted in the newspaper. This expense line item will be partially offset by Revenue Line 19 Other Income (Non-Operating) when a customer ultimately pays the fees directly related to services they receive such as shared cost for execution of the secured liens to the tax collector and release of liens (i.e. document preparation and notary). Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 4% increase.

**Line 62 Office Equipment Expense** – Includes office equipment and software. Budget for FY 23/24 is based on FY 22/23 projected results with a 4% increase.

**Line 63 Customer Relations** – Includes events such as Morongo Basin Conservation District Desert-Wise Landscape Tour, Water Education Festival, free annual calendar and others. Includes refreshments for Board meetings and other relevant events. Budget for FY 22/23 is based on FY 21/22 projected results with a 5% increase.

**Line 64 Election Expenses** – Includes election expenses that occur every other year. FY 23/24 is not a general election cycle for the Agency. Budget for FY 23/24 is place holder.

**Line 65 Miscellaneous Expenses** – Ledger used for minor expenses related to reconciliation of the monthly bank statement or “true-up” of minor adjustments to inventory or water (ie. rounding errors or counterfeit bills discovered by the bank). Also used for voiding stale Utility Billing refund checks or

# Bighorn-Desert View Water Agency

## Budget Schedules & Line Items

### FY 23/24 Final Budget

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reissuing such checks. Budget for FY 23/24 is based on projected actual results for FY 22/23 with a 0% increase.

**Lines 68-70 Board of Directors** – Includes meeting stipends, training, conferences, and travel. No change in FY 23/24 due to projected actual results for FY 22/23.

**Line 72 Net Income/(Loss) Before Capital & Trust Contributions** – measures the difference between revenues and expenses, which results in net revenues remaining to fund the Agency’s capital expenses and pension trust contributions.

**Line 73 Capital Expenses (Reserve Funded)** – Includes use of Agency reserve funds for capital expenses. See Schedule D for more detail.

**Line 74 Pension Trust Contributions** – Includes planned contributions to the PARS Pension trust. Currently, \$100,000 is budgeted for contribution but the Board of Directors’ will analyze this option further prior to submitting the contribution.

**Line 75 CalPERS Additional Discretionary Payments** – Includes any additional discretionary payments made to CalPERS. No payments are budgeted for FY 23/24.

**Line 76 Increase/ (Decrease) to Reserves** - This is the amount that Fund Balance is budgeted to increase or decrease during the fiscal year. Increases and decreases can vary from year to year, mainly due to planned capital spending. The increase/decrease in Fund Balance reflects the Agency’s capital and pension trust expense share totaling \$488,000 for FY 23/24.

## SCHEDULE B: DETAIL BUDGET – ALTERNATE PRESENTATION

Schedule B is being presented alongside two prior years’ actual revenue and expense (audited) for context/comparison.

## SCHEDULE C: CAPITAL/REPAIRS & MAINTENANCE

This schedule shows the anticipated capital projects and expenses for the fiscal year, net of any grant proceeds.

**Line 16 Grant Funds Awarded** – Lines 17 to 21 are proposed projects which are grant funded. The budgets represent the portion of work projected to be completed in the fiscal year and not necessarily the total grant awarded. These grant awards are from various state programs.

**Line 22 Total Grant Funding** – Grant funding directed towards the Capital project program.

**Line 23 Total Capital Expenses Funded by Reserves** – This represents the total capital expense to be paid out of Agency reserves, which is shown on Line 73 of Schedule B.



**ORDINANCE NO. 23O-01**  
**AN ORDINANCE OF THE**  
**BIGHORN-DESERT VIEW WATER AGENCY**  
**SETTING COMPENSATION FOR ITS BOARD OF DIRECTORS**

**WHEREAS**, the Board of Directors of the Bighorn-Desert View Water Agency (“the Agency”) finds as follows:

A. Pursuant to Ordinance No. 21O-01 adopted by the Agency’s Board of Directors (“the Board”) on or about March 9, 2021, each member of the Board is currently entitled to receive compensation in the amount of \$155.13 for each day of service rendered on behalf of the Agency, not exceeding a total of ten (10) compensable days in any calendar month.

B. Pursuant to Water Code Section 20202, the rate of such compensation may be increased by an amount not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment.

C. The Board has not made any adjustment in the amount of compensation paid to a director since its adoption of Ordinance No. 21O-01.

**THEREFORE, THE BOARD OF DIRECTORS** of the Agency does hereby adopt and ordain as follows:

1. Each Board member of the Agency shall be entitled to receive compensation in the amount of \$162.89 for each day of service (as that term is defined in Section B.2. of Resolution No. 18R-02 as may be amended from time to time) rendered on behalf of the Agency, not exceeding a total of ten (10) days in any calendar month, after the effective date of this Ordinance.

2. Compensation shall be paid to a director in accordance with Resolution Nos. 18R-02 and 23R-01 (as may be amended from time to time).

3. This Ordinance shall take effect on July 1, 2023, and shall thereupon supersede Ordinance No. 21O-01.

**ADOPTED** this 2<sup>nd</sup> day of May, 2023.

ROLL CALL:

Ayes:

Noes:

Abstain:

Absent:

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John R. Burkhart  
President, Board of Directors

ATTEST:

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Megan Close-Dees  
Secretary, Board of Directors

**Official Seal**





57675 Twentynine Palms Highway, Suite 103  
Yucca Valley, Ca 92284  
760-365-3315  
Legals@hidesertstar.com

Bighorn Desert View Water Agency  
622 S. Jemez Trail  
Yucca Valley CA 92284

**PROOF OF PUBLICATION  
(2015.5 C.C.C.P.)**

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the:

**HI-DESERT STAR**

a newspaper of general circulation, printed and published BI-WEEKLY in the City of YUCCA VALLEY, County of San Bernardino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, under the date of November 27, 1961.

Case Number 107762: that the notice, of which the annexed is printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of the said newspaper and not in supplement thereof on the following dates, to wit:

Hi-Desert Star: 4/19/2023, 4/26/2023

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at: YUCCA VALLEY, California,  
This day of 4/26/2023

Kimberly Brucks

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Bighorn-Desert View Water Agency ("Agency") will hold a public hearing to consider adoption of an Ordinance that would increase from \$155.13 to \$162.89 the amount of compensation that directors would be entitled to receive for each day of service rendered on behalf of the Agency.

The hearing will be conducted during a special meeting of the Agency's Board of Directors held on May 2, 2023, at 6:00 p.m., at the Board Meeting Office located at 1720 N. Cherokee Trail, Landers, California. All interested persons are invited to review the proposed Ordinance at any time during the Agency's regular business hours and to attend the hearing and submit oral and/or written comments to the Agency's Board of Directors before and/or during the hearing. The hearing on the proposed Ordinance may be continued from time to time.

For more information, you may contact Agency staff at the Agency's offices located at 622 S. Jemez Trail, Yucca Valley, California, or by telephone at (760) 364-2315, during regular business hours.

By: Marina West  
General Manager

Pub: S. 04/19, 04/26/2023





## BIGHORN-DESERT VIEW WATER AGENCY

*"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

### BOARD OF DIRECTORS' MEETING MINUTES

**BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92285**

**April 11, 2023  
Time – 6:00 P.M.**

**MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE  
PUBLIC WISHING TO PARTICIPATE REMOTELY**

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/89107515974?pwd=SlVuVk4wbDJvY3BpcGxta2tHQiFrQT09>

**Passcode: 252761**

**OR**

**TELECONFERENCE LINE THRU ZOOM**

**1-669-900-6833**

**Webinar ID: 891 0751 5974**

**Passcode: 252761**

#### **CALL TO ORDER**

President Burkhart called the meeting to order at 6pm.

#### **PLEDGE OF ALLEGIANCE**

Led by JoMarie McKenzie

#### **ROLL CALL**

Directors present: John R. Burkhart  
JoMarie McKenzie  
Megan Close-Dees  
Craig Dicht  
David Chapman

Staff present: Marina West

Public Present: 2 member(s) of the public indicated they were participating via teleconference.  
2 members of the public were present in the meeting room.

#### **APPROVAL OF AGENDA**

Director McKenzie made a motion to approve the agenda as presented. Director Chapman seconded the motion. Unanimously approved.

**Discussion and Action Items -**

**1. Presentation of Two-Year Special District Leadership Foundation – Transparency Certificate of Excellence and District of Distinction Accreditation by Mr. Chris Palmer, Senior Public Affairs Field Coordinator, CA Special Districts Association**

GM West introduced Mr. Chris Palmer who attended via Zoom.

Mr. Palmer noted he is representing the Special Districts Leadership Foundation to present the recognition awards for governance Best Practice. As to the Transparency in Governance award, there are only 150 Special Districts of the more than 2,000 Special Districts in California. Mr. Palmer summarized the factors considered in the award such as audited financial statements, training, public outreach, website standards, etc.

The second award, District of Distinction, meaning the Agency has gone “above and beyond” noting that it has only been received by 40 of the 2,000 Special Districts in California. Mr. Palmer summarized the factors required to receive this award which includes 3-years of clean audits, additional training for Board and key staff, sound policies concerning governance especially surrounding Board conduct, district finances, transparency and fiscal reserves. Mr. Palmer congratulated the Board of Directors.

President Burkhart thanked Mr. Palmer for presenting the awards.

Director Dicht thanked Mr. Palmer / CSDA noting that he appreciated the governance training that he completed upon joining the Board and for all the other resources CSDA provides to members.

GM West showed a Powerpoint slide with the award logos on the homepage of the Agency website.

**No Motion**

No Action Taken –Ceremonial Only

**2. Request by Owner of Parcel No. 0630-051-36 to Relocate Water Meter Service within the Utility Easement so as not to be Obstructed by a Fence the Owner Recently Installed Which Now Blocks the Meter**

GM West introduced the matter as a request for a variance from Agency Rules and Regulations for Water Service. On December 19, 2022, the Agency sent the first letter directing the customer to move the fence. He had installed a fence so as to put the water meter, shutoff valve and portion of the service line on the private property side of the fence. This notice is standard Agency procedure. GM West showed a copy of the customer provided August 15, 2019 Land Survey which clearly indicates the 33-foot utility easement around the perimeter of the property. The survey doesn’t show the location of the meter but the customer stated that it is about 25-feet so very close to the edge of

the easement. She also showed a Google Earth image for more context. The image shows that the developed portion of the easement is on the south properties which makes it appear that his meter is farther into the property. GM West mentioned the claims in Mr. Britton's letter about other meters. She noted that the reason nearby meters appear closer to the fence line is because they are set at the edge of the easement for the south side parcels.

GM West introduced Mr. Britton, property owner and asked him to proceed with his presentation to the Board of Directors. Mr. Britton addressed the Board of Directors. He stated that he didn't install a fence around the property but he did install a fence on the road to stop people from driving wherever they want. The fence is not all the way around the property and he does not intend to "lock" the gate(s). He stated he didn't install the fence maliciously he just wanted the fence out on his property edge, not 25-feet back where the meter is. He noted that the fence installer, Mr. Mike Price, works at Hi-Desert Water District and that he didn't say anything about the fence installation. On the screen, he pointed to several meters at other locations "across the road" (on Ira Avenue) that he "surveyed" stating that they are "averaging 6.75-feet". He believes the original installation, not that it isn't within the 33-foot easement, but he believes "they lobbed it way back on the property" and was set back too far. In closing, he would like to leave the fence as it is, it's one-sided and we can walk around it or he would like to move the meter out in front of the fence so "it matches my other neighbors".

Director McKenzie asked, Is the meter currently inside the easement? Mr. Britton responded, I assume so, "I understand its 33-feet from the middle of the road". I think it is ok where it is at, he told Vice President McKenzie, but stated "it also puts me at a disadvantage because it was lobbed way back there and it's still within the easement to be in front of my fence, it would match the other guys (neighbors) and I feel like I would be treated more fairly". He further discussed the location of the road, the fence and the meter.

Director Close-Dees noted the meter is where it is because it is an older installation and assuming installed before some of the others were placed closer to the road and will be replaced at some point in the future suggesting it could be moved. GM West pointed out some differences of opinion between the Agency and Mr. Britton and that she had not investigated his allegations due to the time involved.

Director Dicht inquired about permitting for the fence and did he get a permit. Mr. Britton stated that the fence did not require a permit due to the height.

GM West noted that once the fences are erected then the Agency has to follow-up with their demand to move the fence from around the meter. Once the fence is up, the Agency only works to regain access.

Mr. Britton made clear to President Burkhart, if the Board denies the request, he will comply. Additional comments and allegations were made regarding the other meters on the street.

As a result of continued questioning from the Board on the easements, GM West stated that the Agency may have to require property boundary surveys for new meters to make it clearer.

Director Chapman noted that if he was told prior to installing the fence. Mr. Britton interrupted and Director Chapman said it was the owner's responsibility to know where the easements are. Mr. Britton said he could do a "pocket" in his fence. Several directors stated the issue was about this fence, not others. Director Chapman asked him to follow the rules. Mr. Britton continued to interject and asked if "we" could just move the meter.

Mr. Britton said he doesn't have a problem installing a "pocket" in his fence. Director Dicht and Director Chapman requested that Mr. Britton comply with the request. To which Mr. Britton responded, "can't we just move the meter for me, it would still be in the easement".

Mr. Britton interjected, something about "its 25-feet back off the road and he (third party?) also wants to move it in the easement it to match his neighbors". Director Dicht read the wording in the Agency Rules and Regulations regarding this subject. Mr. Britton interrupted Director Dicht's statement and asked what the fee is. GM West stated that the fees is estimated at \$3,485 for time, materials and equipment. Mr. Britton interjected that Hi-Desert Water District would move the meter for \$800.

Director Chapman interjected in reply that it doesn't matter and that he needs to work within the rules.

Director Dicht discussed the Agency's financial structure and how we maintain a lowest cost water structure. Mr. Britton said he understands and then requested that he hire his own contractor. Director Chapman noted that the Board is not really in a position to dictate to the staff and that staff has the experience. He is satisfied following staff's recommendation.

Director McKenzie stated she would like to know if the County objects to the fence being placed in the easement. Mr. Britton interjected while GM West answered that the County will tell you that you cannot obstruct the easement but when it comes to enforcement the County will tell you it is a civil matter and must be litigated. Hence, why BDVWA filed such litigation against Mr. Perry and Mr. Hipsher.

Director Close-Dees commented that she is bothered by the inconsistencies with other meter locations. She sees his point, legal issues aside, there is an inconsistency in the

manner in which his meter was placed with respect to where others are on the street. GM West responded that these are his allegations and if the Board desires that she “research to ground” his allegations then she requests the Board continue the matter. GM West pointed back to the Google Earth coverage and the location of the easements.

Director Close-Dees asked where a new meter would be installed today. GM West stated that a brand new meter would be located 33-feet into the property easement. She urged the members to visualize this in an “urban setting”. Director Close-Dees asked about the other meters that apparently were not located that far into the easement. GM West responded that she would have to research it but that the meter on Landers Lane is scheduled for replacement outside the fence. The Agency believes the meter was installed too far into the easement.

GM West again requested that if the Board of Directors needed additional information and answers to Mr. Britton’s allegations be constructed by staff then a continuance is needed.

GM West concluded by stating that she recommends denying the variance and requiring the customer to relocate the fence as directed. General Counsel Kennedy recommends the same. If the Board would ask that Mr. Britton’s allegations be answered then staff would ask for a continuance to research his claim further.

Public Comment: None

**Motion No. 23-011**

Director Chapman made a motion to continue the item to a future meeting date. Director McKenzie seconded the motion.

Burkhart	N
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Chapman/McKenzie) approved (4/1).**

Following the motion and vote, GM West said she doesn’t know when the issue will come back to the Board and will schedule a closed session with legal counsel so the Board can be fully briefed on the issue. She told Mr. Britton that she would let him know what the timing is.

**3. Fiscal Year 2023/24 Cost-of-Living Adjustment All Staff and General Manager – Resolution No. 23R-06 Authorizing an 8.7% COLA and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook**

GM West gave the staff report as provided in the Agenda packet noting that the Finance Committee and the full Board have reviewed the background information and had recommended the item be moved forward at the March 28, 2023 Special Meeting. GM West asked if there were any questions from the Board.

Public Comment: None

Director Chapman stated that this subject was discussed at Committee and Board level. Director McKenzie asked about it being commensurate with the employee anniversary date. GM West, replied the COLA would be effective with the first full payroll in July 2023 and that this is a budget related item not related to the anniversary date.

**Motion No. 23-012**

Director Chapman made a motion to Adopt Resolution No. 23R-05 Authorizing an 8.7% Cost-of-Living Adjustment for Non-Exempt Employees and General Manager and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook. Director McKenzie seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Chapman/McKenzie) unanimously approved.**

**Adjourned to Break at 7:00 pm --- Returned from Break at 7:05 pm**

**4. Report from the Ad Hoc Committee Formed to Address Succession Planning**

GM West stated the Ad Hoc Committee has met on two occasions and has a formal report for the Board to consider and asked that Chairman Dicht provide the report.

Chairman Dicht's reported that the Committee met with Tamara Alaniz, Aquacrat, and General Manager of the Brookside Trails CSD who has sent a proposal to the Agency for recruitment services. The Committee concurs that bringing on an Assistant General Manager in early 2024 and that this person would support the General Manager and pick-up the duties of the Agency and "hopefully" this person would transition to General Manager and Ms. West would use the time between 2024 and late 2025 retirement to manage our grant projects. The Committee thinks this is a better approach than just waiting until the GM is close to retirement. The Committee expects a job description and Organizational Chart would be brought to the June 20 Board of Directors' meeting for consideration of adoption. Chair Dicht's reviewed the aspects of Ms. Alaniz proposal and cost with the full Board. Director McKenzie noted that the Committee will be involved in



the process. Director Dicht noted that there would be additional costs for advertising and that those funds would be added to the FY2023/24 Budget.

Directors asked various questions about the process and timeline.

Director Dicht summarized the motion before the Board of Directors.

Public Comment: None

**Motion No. 23-013**

Director Close-Dees made a motion to approve the *Ad Hoc Succession Plan* and recruitment strategy for an Assistant General Manager. Director Chapman seconded the motion.

Burkhart	Y
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Close-Dees/Chapman) unanimously approved.**

**5. Consent Items –**

- a.** Board of Directors' Special Meeting Minutes, March 28, 2023.
- b.** Financial Statements
  - 1. Balance Sheet – February 2023
  - 2. Budget Status – February 2023
- c.** Receive and File Disbursements for March 2023
- d.** Service Order Report for February 2023
- e.** BDV Production Report for February 2023
- f.** Goat Mountain Production Report for February 2023

Recommended Action:

Approve as presented (Item a-f):

Public Comment: None

**Motion No. 23-014**

Director Chapman made a motion to adopt Consent Calendar items a to f. Director Dicht seconded the motion.

Burkhart	Y
McKenzie	Y

Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Chapman/Dicht) approved.**

**6. Matters Removed from Consent Items**

None.

**7. Public Comment Period**

None.

**8. Verbal Reports – Including Reports on Courses/Conferences/Meetings.**

1. General Manager Report – GM West noted the upcoming meeting schedule and the Morongo Basin Conservation Association Desert-Wise Landscape Tour on April 23, 2023.

2. Director Reports –

Director Close-Dees: Reported on the Anti-Harassment Training she completed on-line. She noted several things she learned in the training including use of pronouns, protected classes and that a sense of humor can be harassing. The importance of documentation was mentioned as well as being careful in use of slang words.

Director Chapman: Reported on the AWWA CA-NV Conference he attended April 2-5, 2023. He showed several photos from the tours that he took during the conference including the Cuyamaca College Center for Water Studies and their demonstration garden. He also toured a water treatment plant as well.

**9. Adjournment**

President Burkhart Adjourned the meeting at 8:03 pm.

Approved by:

---

Megan Close-Dees, Secretary of the Board

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

**Official Seal**



## BIGHORN-DESERT VIEW WATER AGENCY

*"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

### BOARD OF DIRECTORS' WORKSHOP MEETING MINUTES (SPECIAL MEETING)

BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92285

April 22, 2023  
Time – 10:00 A.M.

NO ZOOM PLATFORM PROVIDED FOR THIS MEETING  
BOARDROOM OPEN TO THE PUBLIC

#### CALL TO ORDER

Vice President McKenzie called the meeting to order at 10:01 am.

#### PLEDGE OF ALLEGIANCE

Led by JoMarie McKenzie.

#### ROLL CALL

Directors present:                      John R. Burkhart – Absent w/prior notice  
   JoMarie McKenzie  
   Megan Close-Dees  
   Craig Dicht  
   David Chapman

Staff present:                              Marina West

Public Present: 1 member of the public arrived at approximately 11:00 am

#### APPROVAL OF AGENDA

Director Close-Dees made a motion to approve the agenda as presented. Director Dicht seconded the motion. Unanimously approved.

#### Workshop Discussion and Action Items –

##### 1. Annual Review of the Board of Directors' Handbook – 2023 Revision

GM West gave the staff report as provided in the Agenda packet. She noted that the Board Handbook was produced in response to the Agency's desire to achieve the District of Distinction accreditation from the Special District Leadership Foundation / CA Special Districts Association. To maintain qualification for that accreditation the Board must review

the Handbook on an annual basis. Today's annual review includes adoption of this 2023 update based on the 2022 review and therefore the Board is asked to adopt the Resolution acknowledging such.

Directors asked questions regarding the updates that were made. GM West summarized the changes made and Directors discussed portions of the handbook.

Director McKenzie asked about a statement concerning "special considerations". She asked if this needed to be changed in light of recent requests for bill relief or allowing fences to "enclose" meters. Director McKenzie feels as it is a shame and waste of time for customers to plead before the Board, if the Board is advised to answer "no" to their request.

Director Close-Dees noted that any member of the public has a right to come and request a special consideration.

GM West reviewed the purpose of the Agency Ordinance as a policy document and explained that members of the public have a right to request redress from the Board of Directors' regarding the application of the Rules and Regulations by staff. GM West explained that seeking administrative remedy from the full Board of Directors is an appropriate step for a customer who disagrees with staff over the application of the rules. Director Dicht stated his understanding is that a customer has the right to "ask for" special consideration. It was further clarified that the Board can allow variances from its Ordinance.

Director Chapman pointed out the statement is aimed at "a director" and not the full Board. Director McKenzie wants to make sure this statement is not contrary to our Rules and Regulations. Director McKenzie requested that General Counsel Kennedy review the paragraph and approve the statement. Director Dicht noted it is a reasonable statement in his opinion.

Public Comment: None.

**Motion No. 23-015**

Director Chapman made a motion to adopt Resolution No. 23R-06 Adopting the Board of Directors' Handbook for the Purposes of Providing a Comprehensive Desktop Reference for Board Members. Director Close-Dees seconded the motion.

Burkhart	Absent
McKenzie	Y
Close-Dees	Y
Dicht	Y
David Chapman	Y

**MSC<sup>1</sup> (Chapman/Close-Dees) approved.**

**2. Presentation and Discussion of Capital Improvement Projects Including Goat Mountain Replacement Well and the “Pipeline Improvements / Consolidation Project” with Director and Public Comments, Questions and Input**

GM West gave a Powerpoint presentation with maps and outlined the major construction components of the Goat Mountain Replacement Well and the “Pipeline Improvements / Consolidation Project”. She then turned the meeting over to the Board and Public to review the maps seeking comments, questions and input.

Comments, questions and input were received and answered.

**3. Public Comment Period**

None.

**4. Adjournment of Board Meeting to Optional Fieldtrip to Visit Capital Improvement Project Locations – Goat Mountain System Interconnection with BDVWA; Goat Mountain replacement wellsite and Uranium blending pipeline alignment at Pipes Wash.**

**This “fieldtrip” opportunity is open to all public. Fieldtrip will begin at 1720 N. Cherokee Trail, Landers, CA, 92285 with a departure time no sooner than 11:30 am. No Agency business shall be conducted during the fieldtrip as it is for informational purposed only.**

Vice President McKenzie Adjourned the Board Workshop meeting at 11:00 am. The Field Trip started at 11:30am and continued until approximately 2:00 pm.

Approved by:

---

Megan Close-Dees, Secretary of the Board

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

**Official Seal**



## General Ledger

## Balance Sheet

User: rsandoval  
 Printed: 04/26/2023 - 12:21PM  
 Fund: All  
 Period: March  
 Fiscal Year: 2023

## Bighorn – Desert View Water Agency

622 S. Jemez Trail (760) 364-2315  
 Yucca Valley, CA 92284-1440

## Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131250 - PACIFIC WESTERN BANK	2,879,192.31
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	2,880,742.31
INVESTMENTS	
01-00-131251 - PACWEST CD (Maturity09.08.23)	1,000,000.00
01-00-131252 - PACWEST CD (Maturity06.09.23)	250,000.00
01-00-131253 - PACWEST CD (Maturity07.20.23)	250,000.00
01-00-132000 - PARS IRS 115 TRUST	234,758.01
01-00-133030 - LAIF - CASH ACCOUNT	543,262.40
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	2,278,020.41
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	230,343.74
01-00-137130 - A/R WATER UNBILLED FYE	75,576.36
01-00-139542 - 2015-16 LIEN REC \$43,270	242.72
01-00-139543 - 2016-17 LIEN REC \$45,364	631.09
01-00-139544 - 2017-18 LIEN REC \$32,464	1,870.31
01-00-139545 - 2018/19 LIEN REC \$52,020	3,146.60
01-00-139546 - 2019/20 LIEN REC \$35,381	5,876.89
01-00-139547 - 2020/21 LIEN REC \$54,761	19,079.50
01-00-139548 - 2021/22 LIEN REC \$84,795	69,716.14
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	404,983.35
ACCOUNTS RECEIVABLE - OTHER	
01-00-136000 - A/R OTHER (Non-UB AR)	0.00
01-00-136500 - INTEREST RECEIVABLE	0.00
01-00-137112 - 2017 IDGM STBY A/R (\$10,353)	2,771.40
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	2,452.40
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	4,798.90
01-00-137116 - 2021 IDGM STBY A/R (\$8,680)	5,341.35
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
01-00-139605 - DUE FROM PROP 1 GRANT	0.00
01-00-139609 - DUE FROM AWAC	0.00
01-00-139610 - DUE FROM GM WELL (Well 13)	12,099.50
01-00-139611 - DUE FROM PROP 1/RND 2- HDWD	0.00
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)

Fund ALFRE

Account Type	Amount
01-00-139902 - ALLOW. DEPOSITS UNPAID	(31,782.31)
Total ACCOUNTS RECEIVABLE - OTHER:	(9,318.76)
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	103,221.34
01-00-143011 - INVENTORY- AMES WATER	356,030.00
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	459,251.34
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	2,142.58
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	10,491.70
01-00-144025 - PREPAID EXPENSES	9,454.40
01-00-144035 - PREPAY CalPERS UAL	15,096.00
Total PREPAID EXPENSES:	37,184.68
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(212,119.06)
01-00-111350 - FA LAND	96,194.53
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(275,403.96)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(50,221.52)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(18,080.88)
01-00-111700 - FA WATER SYSTEM	10,119,467.18
01-00-111701 - A/D WATER SYSTEM	(7,097,531.88)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(24,873.24)
01-00-111810 - FA MOBILE EQUIPMENT	831,657.50
01-00-111811 - A/D MOBILE EQUIPMENT	(643,572.94)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(145,640.16)
Total FIXED ASSETS:	3,531,215.67
LEASE OF EQUIPMENT (LT)	
01-00-160200 - LEASE OF EQUIPMENT (LT)	13,099.95
01-00-160999 - ACCUM. AMORTIZATION-EQUIPMENT	(2,703.22)
Total LEASE OF EQUIPMENT (LT):	10,396.73
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	34,595.59
Total CONSTRUCTION IN PROGRESS:	34,595.59
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
NET PENSION LIABILITY	
01-00-223100 - NET PENSION LIABILITY	(93,861.00)
Total NET PENSION LIABILITY:	(93,861.00)
DEFERRED INFLOWS OF RESOURCES	
01-00-225000 - DIR - PENSION RELATED	(208,060.00)
Total DEFERRED INFLOWS OF RESOURCES:	(208,060.00)
Total Assets:	9,325,150.32
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00



Fund ALFRE

Account Type	Amount
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	1,667.56
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
Total ACCOUNTS PAYABLE:	1,667.56
LEASE LIABILITY-EQUIPMENT (ST)	
01-00-260100 - LEASE LIABILITY-EQUIPMENT (ST)	0.00
Total LEASE LIABILITY-EQUIPMENT (ST):	0.00
LEASE LIABILITY-EQUIPMENT (LT)	
01-00-260200 - LEASE LIABILITY-EQUIPMENT (LT)	10,562.86
Total LEASE LIABILITY-EQUIPMENT (LT):	10,562.86
ACCRUED PAYROLL	
01-00-229000 - ACCRUED PAYROLL LIABILITIES	0.00
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCRUED EMP COMP BALANCES	114,980.59
Total ACCRUED PAYROLL:	114,980.59
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	0.00
01-00-229002 - STATE PR TAX PAYABLE	0.00
01-00-229003 - MEDICAL INSURANCE PAYABLE	(3,190.91)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(440.59)
01-00-229005 - CALPERS PAYABLE	0.00
01-00-229006 - CALPERS SPEC COMP-UNIFORM ALL	0.00
01-00-229007 - BOARD DIRECT DEPOSIT PR	0.00
Total ACCRUED PR LIABILITIES:	(3,631.50)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	177,279.67
01-00-226002 - ANNEX SEC. 35 RoBott Land	3,381.21
01-00-226004 - ANNEX 631-051-28 (550 Landers)	0.00
01-00-226005 - UNEARN REV-UB ACCT CREDITS	0.00
01-00-226007 - ANNEX 0631-071-29 (NAPA@ALTA)	0.00
Total CUSTOMER DEPOSITS:	180,660.88
BLUEFIN CC FEES	
01-00-226001 - BLUEFIN/SB CC FEES thru PORTAL	(4,878.44)
Total BLUEFIN CC FEES:	(4,878.44)
CIP DEPOSIT	
01-00-226006 - CUST METER 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	0.00
01-00-211020 - DA01 CoSB REPAYMENT	24,339.49
01-00-211030 - IDM PIPELINE FUTURE DEBT BAL	0.00
Total LONG TERM DEBT:	24,339.49
DEFERRED OUTFLOWS OF RESOURCE	
01-00-151000 - DOR - PENSION CONTRIBUTIONS	(90,376.00)
01-00-153000 - DOR - PENSION RELATED	(163,495.00)
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	0.00
Total DEFERRED OUTFLOWS OF RESOURCE:	(253,871.00)
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00

Fund ALFRE

## Account Type

Amount

Total PENSION DEFERRED INFLOW:		0.00
Total Liabilities:		69,830.44
Fund Balance		
FUND BALANCE		
01-00-301090 - CONTRIBUTED CAPITAL/HUD		0.00
01-00-301110 - FMHA GRANTS		0.00
01-00-310000 - FUND BALANCE		8,784,615.91
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE		217,299.83
01-00-310010 - FUND BALANCE FEMA & OES		0.00
01-00-310011 - DA01 OVERPAYMENT by CoSB		37,435.08
Total FUND BALANCE:		9,039,350.82
Total Fund Balance:		9,039,350.82
Total Liabilities and Fund Balance:		9,109,181.26
Total Retained Earnings:		215,969.06
Total Fund Balance and Retained Earnings:		9,255,319.88
Total Liabilities, Fund Balance, and Retained Earnings:		9,325,150.32
Totals for Fund 01 - General Fund:		0.00

General Ledger  
Budget Status

User: rsandoval  
Printed: 4/26/2023 - 12:16 PM  
Period: March 2023

Bighorn – Desert View Water Agency  
622 S. Jemez Trail (760) 364-2315  
Yucca Valley, CA 92284-1440

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	1,500.00	10,325.00	10,325.00	-8,825.00	0.00	-8,825.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	14,200.00	99,078.00	99,078.00	-84,878.00	0.00	-84,878.00	0.00
01-00-410015	AG CONS TIER 1	10,500.00	4,558.13	4,558.13	5,941.87	0.00	5,941.87	56.59
01-00-410016	AG CONS TIER 2	23,800.00	3,526.16	3,526.16	20,273.84	0.00	20,273.84	85.18
01-00-410020	BULK CONS TIER 1	97,900.00	48,400.90	48,400.90	49,499.10	0.00	49,499.10	50.56
01-00-410030	COMMERCIAL/INST CONS TIER	9,000.00	8,992.75	8,992.75	7.25	0.00	7.25	0.08
01-00-411000	INCOME METERED WATER	588,700.00	290,658.70	290,658.70	298,041.30	0.00	298,041.30	50.63
01-00-411001	RES CONS TIER 2	226,800.00	139,982.49	139,982.49	86,817.51	0.00	86,817.51	38.28
01-00-412000	GOAT MTN STANDBY INCOME	62,000.00	37,454.85	37,454.85	24,545.15	0.00	24,545.15	59.59
01-00-413000	BASIC SERVICE CHARGE	1,021,800.00	685,819.81	685,819.81	335,980.19	0.00	335,980.19	88.88
01-00-413001	FIRE BSC	0.00	5,299.39	5,299.39	-5,299.39	0.00	-5,299.39	0.00
01-00-414000	INCOME JV BULK WATER SALE	2,500.00	1,084.33	1,084.33	1,415.67	0.00	1,415.67	56.3
01-00-417000	INCOME OTHER (OPERATING)	65,000.00	60,565.00	60,565.00	4,435.00	0.00	4,435.00	8.2
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-419000	AMES BASIN WATER TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-492050	PAC WEST BANK EARNINGS CR	18,000.00	12,503.35	12,503.35	5,496.65	0.00	5,496.65	30.54
R05 Sub Totals:		2,141,700.00	1,408,248.86	1,408,248.86	733,451.14	0.00	733,451.14	34.25
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	78,300.00	47,830.26	47,830.26	30,469.74	0.00	30,469.74	38.91
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	129.62	129.62	-129.62	0.00	-129.62	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	77,700.00	48,311.69	48,311.69	29,388.31	0.00	29,388.31	37.82
01-00-491040	GA03 ID GM GEN TAX LEVY	36,100.00	24,192.62	24,192.62	11,907.38	0.00	11,907.38	32.98
01-00-492000	INTEREST INCOME	4,800.00	15,916.65	15,916.65	-11,116.65	0.00	-11,116.65	0.00
01-00-496000	INCOME OTHER (NON OPERATI	38,400.00	13,474.36	13,474.36	24,925.64	0.00	24,925.64	64.91
01-00-499901	GM WELL REV ACCT	0.00	12,086.98	12,086.98	-12,086.98	0.00	-12,086.98	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499996	PROP 1 REV. ACCT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499999	AWAC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		235,300.00	161,942.18	161,942.18	73,357.82	0.00	73,357.82	31.18

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E25	Revenue Sub Totals:	2,377,000.00	1,570,191.04	1,570,191.04	806,808.96	0.00	806,808.96	33.94
01-00-562000	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	7,900.00	7,438.83	7,438.83	461.17	0.00	461.17	5.84
01-00-563000	CUSTOMER RELATIONS	4,500.00	1,015.65	1,015.65	3,484.35	0.00	3,484.35	77.43
01-00-564000	OTHER ADMINISTRATIVE EXPE	7,500.00	6,925.37	6,925.37	574.63	0.00	574.63	7.66
01-00-571000	DEPRECIATION EXPENSE	0.00	245,764.10	245,764.10	-245,764.10	0.00	-245,764.10	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572100	AMORTIZATION OF LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572200	INTEREST EXPENSE ON LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572300	CONTRA EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	ELECTION COSTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-00-593000	EXPENSE / INCOME MISC	500.00	-2,292.59	-2,292.59	2,792.59	0.00	2,792.59	558.52
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	-4,358.24	-4,358.24	4,358.24	0.00	4,358.24	0.00
01-00-594001	INVESTMENT GAIN/LOSS	0.00	-1,217.30	-1,217.30	1,217.30	0.00	1,217.30	0.00
E25 Sub Totals:		21,400.00	253,275.82	253,275.82	-231,875.82	0.00	-231,875.82	0.00
Expense Sub Totals:		21,400.00	253,275.82	253,275.82	-231,875.82	0.00	-231,875.82	0.00
Dept 00 Sub Totals:		-2,355,600.00	-1,316,915.22	-1,316,915.22	-1,038,684.78	0.00		
Administration								
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	351,561.00	219,750.81	219,750.81	131,810.19	0.00	131,810.19	35.87
01-01-560060	CONTRACTUAL SERV-AUDIT/OF	18,400.00	12,536.00	12,536.00	5,864.00	0.00	5,864.00	31.93
01-01-560070	CONTRACTUAL SERV-LEGAL	40,000.00	25,626.50	25,626.50	14,373.50	0.00	14,373.50	95.01
01-01-560075	LEGISLATIVE AFFAIRS CWSA	10,000.00	499.22	499.22	9,500.78	0.00	9,500.78	34.88
01-01-560080	PERS CONTRIBUTION	99,700.00	64,924.28	64,924.28	34,775.72	0.00	34,775.72	0.00
01-01-560085	GASB 68 EXP (INC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560090	PAYROLL TAXES	18,300.00	7,343.74	7,343.74	10,956.26	0.00	10,956.26	23.60
01-01-560110	TELEPHONE/FAX/INTERNET/WI	5,900.00	4,507.77	4,507.77	1,392.23	0.00	1,392.23	69.69
01-01-560120	MAILING EXPENSE	1,600.00	484.90	484.90	1,115.10	0.00	1,115.10	38.52
01-01-560140	CONTRACTUAL SERV - OTHER	123,200.00	75,748.46	75,748.46	47,451.54	0.00	47,451.54	33.39
01-01-560160	PROPERTY/LIABILITY EXPENSE	63,000.00	41,966.64	41,966.64	21,033.36	0.00	21,033.36	41.39
01-01-560170	WORKERS COMP EXPENSE	15,300.00	8,966.58	8,966.58	6,333.42	0.00	6,333.42	23.00
01-01-560180	DUES & SUBSCRIPTIONS	17,300.00	13,321.81	13,321.81	3,978.19	0.00	3,978.19	44.68
01-01-560200	POWER/PROPANE OFFICES & Yr	13,400.00	7,413.39	7,413.39	5,986.61	0.00	5,986.61	0.00
01-01-560220	BAD DEBT EXPENSE	1,500.00	2,294.57	2,294.57	-794.57	0.00	-794.57	100.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	23.66
01-01-560300	OFFICE SUPPLIES/PRINTING	9,000.00	6,870.24	6,870.24	2,129.76	0.00	2,129.76	51.52
01-01-561000	EMPLOYEE BENEFITS INSURAN	203,400.00	98,605.80	98,605.80	104,794.20	0.00	104,794.20	0.00
01-01-561100	EMPLOYEE EDUCATION/TRAIN	10,000.00	11,250.29	11,250.29	-1,250.29	0.00	-1,250.29	0.00
01-01-561500	PAYROLL FRINGE EXP TO PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561501	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561700	COVID-19 FUND	0.00	101.94	101.94	-101.94	0.00	-101.94	0.00
E15 Sub Totals:		1,003,061.00	602,212.94	602,212.94	400,848.06	0.00	400,848.06	39.96
E25	NON-OPERATING EXPENSE							
01-01-564001	PARS TRUST EXPENSES	0.00	909.10	909.10	-909.10	0.00	-909.10	0.00
E25 Sub Totals:		0.00	909.10	909.10	-909.10	0.00	-909.10	0.00
Expense Sub Totals:		1,003,061.00	603,122.04	603,122.04	399,938.96	0.00	399,938.96	39.87
Dept 01 Sub Totals:		1,003,061.00	603,122.04	603,122.04	399,938.96	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	366,700.00	199,323.52	199,323.52	167,376.48	0.00	167,376.48	45.64
01-05-541030	UNIFORMS	8,000.00	3,081.64	3,081.64	4,918.36	0.00	4,918.36	61.48
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP	38,100.00	18,465.13	18,465.13	19,634.87	0.00	19,634.87	51.54
01-05-541070	VEHICLE EXPENSE-FUEL	83,000.00	27,720.74	27,720.74	55,279.26	0.00	55,279.26	66.60
01-05-541090	FIELD MATERIALS & SUPPLIES	78,800.00	40,331.95	40,331.95	38,468.05	0.00	38,468.05	48.82
01-05-541095	SHRINKAGE	0.00	-103.66	-103.66	103.66	0.00	103.66	100.00
01-05-541110	WATER TESTING	10,300.00	7,707.00	7,707.00	2,593.00	0.00	2,593.00	25.17
01-05-541120	CONTRACTUAL SRV-ENGINEER	60,000.00	3,959.00	3,959.00	56,041.00	0.00	56,041.00	93.40
01-05-541140	WATER SYSTEM REPAIRS	86,300.00	35,118.40	35,118.40	51,181.60	0.00	51,181.60	59.31
01-05-541141	EXCAVATION COUNTY OF SB	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-05-541150	BUILDING MAINTENANCE/REP	15,500.00	11,948.88	11,948.88	3,551.12	0.00	3,551.12	22.91
01-05-541190	COMMUNICATIONS EXPENSE	7,500.00	3,718.93	3,718.93	3,781.07	0.00	3,781.07	50.41
01-05-541210	DISINFECTION EXPENSE	14,600.00	10,051.62	10,051.62	4,548.38	0.00	4,548.38	31.15
01-05-541250	POWER WELLS & PUMPS	137,000.00	61,630.64	61,630.64	75,369.36	0.00	75,369.36	55.01
01-05-541300	OTHER OPERATING EXPENSES	14,500.00	13,711.96	13,711.96	788.04	0.00	788.04	5.43
01-05-541700	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	AMES WATER	62,300.00	0.00	0.00	62,300.00	0.00	62,300.00	100.00
01-05-560080	PERS CONTRIBUTION - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560085	GASB EXP (INC) - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560090	PAYROLL TAXES - OPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-560170	WORKERS COMP EXPENSE - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561000	EMPLOYEE BENEFIT INSUR - OI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-561100	EE EDUCATION/TRAINING - OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05 Sub Totals:		983,100.00	436,665.75	436,665.75	546,434.25	0.00	546,434.25	55.58
Expense Sub Totals:		983,100.00	436,665.75	436,665.75	546,434.25	0.00	546,434.25	55.58
Dept 05 Sub Totals:		983,100.00	436,665.75	436,665.75	546,434.25	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-09	Directors							
E15	ADMINISTRATIVE EXPENSE							
01-09-560027	DIRECTOR J. BURKHART	9,500.00	2,349.85	2,349.85	7,150.15	0.00	7,150.15	75.26
01-09-560028	DIRECTOR McKENZIE	9,500.00	3,843.35	3,843.35	5,656.65	0.00	5,656.65	59.54
01-09-560029	DIRECTOR CLOSE	9,500.00	5,620.94	5,620.94	3,879.06	0.00	3,879.06	40.83
01-09-560030	DIRECTOR DIGHT	9,500.00	4,262.20	4,262.20	5,237.80	0.00	5,237.80	55.13
01-09-560031	DIRECTOR CHAPMAN	9,500.00	5,122.27	5,122.27	4,377.73	0.00	4,377.73	46.08
	E15 Sub Totals:	47,500.00	21,198.61	21,198.61	26,301.39	0.00	26,301.39	55.37
	Expense Sub Totals:	47,500.00	21,198.61	21,198.61	26,301.39	0.00	26,301.39	55.37
Dept 01-10	Dept 09 Sub Totals:	47,500.00	21,198.61	21,198.61	26,301.39	0.00		
E20	CIP							
	CIP EXPENSE							
01-10-056198	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056199	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	OVERHEAD FOR CIP ONLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561904	PROPI BDV/IDGM INTEGR & TII	0.00	5,193.50	5,193.50	-5,193.50	0.00	-5,193.50	0.00
01-10-561919	HDWD#2 INTERTIE	0.00	9,800.56	9,800.56	-9,800.56	0.00	-9,800.56	0.00
01-10-561933	ADMIN SOLAR PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561934	INTERTIE @ LUNA VISTA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561937	GM REPLACEMENT WELL (Well	0.00	12,299.00	12,299.00	-12,299.00	0.00	-12,299.00	0.00
01-10-561938	PARS 115 TRUST ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561939	ANNEX RoBoTt LAND SEC.35	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	5,000.00	6,441.00	6,441.00	-1,441.00	0.00	-1,441.00	0.00
01-10-561960	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561965	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561970	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561975	VEHICLES - MOTOR VEHICLES	119,000.00	0.00	0.00	119,000.00	0.00	119,000.00	100.00
01-10-561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-562003	TEST BORINGS/MONITORING W	0.00	1,909.00	1,909.00	-1,909.00	0.00	-1,909.00	0.00
01-10-562004	METER REPLACEMENT (DWR/E	298,036.00	4,316.70	4,316.70	293,719.30	0.00	293,719.30	98.55
01-10-562005	ANNEX 0631-071-29 (NAPA@AL1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	422,036.00	39,959.76	39,959.76	382,076.24	0.00	382,076.24	90.53
	Expense Sub Totals:	422,036.00	39,959.76	39,959.76	382,076.24	0.00	382,076.24	90.53
	Dept 10 Sub Totals:	422,036.00	39,959.76	39,959.76	382,076.24	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	2,377,000.00	1,570,191.04	1,570,191.04	806,808.96		806,808.96	33.94
	Fund Expense Sub Totals:	2,477,097.00	1,354,221.98	1,354,221.98	1,122,875.02		1,122,875.02	45.33
	Fund 01 Sub Totals:	100,097.00	-215,969.06	-215,969.06	316,066.06			
	Revenue Totals:	2,377,000.00	1,570,191.04	1,570,191.04	806,808.96		806,808.96	33.94
	Expense Totals:	2,477,097.00	1,354,221.98	1,354,221.98	1,122,875.02		1,122,875.02	45.33
	Report Totals:	100,097.00	-215,969.06	-215,969.06	316,066.06			





## BIGHORN-DESERT VIEW WATER AGENCY

To: BOARD OF DIRECTORS

From: ROSA CARRICK

March 31, 2023

Calendar Year 2023 - Q1 - UNAUDITED



## CASH BALANCE DISTRIBUTION PER ADOPTED FINANCIAL RESERVE POLICY (Resolution No. 21R-25)

## LOCAL AGENCY INVESTMENT FUND, PACIFIC WESTERN BANK and PARS 115 INVESTMENT TRUST

## GL ACCOUNT NO.

1	01-00-132000	PARS 115 TRUST (as of 3/31/2023)	\$	239,528
	01-00-131250	PACIFIC WESTERN BANK	\$	2,888,417
	01-00-131251	PACWEST CD (Maturity 9/8/23)	\$	1,000,000
	01-00-131252	PACWEST CD (Maturity 6/9/23)	\$	250,000
	01-00-131253	PACWEST CD (Maturity 7/20/23)	\$	250,000
2	01-00-133030	LAIF CASH ACCOUNT BALANCE	\$	546,924
			TOTAL CASH	\$ 5,174,869

## CASH BALANCE DISTRIBUTION - exact

3	01-00-211020	TAX LIABILITY - Co SanBernardino Overpayment	\$	10,849
	01-00-226000	CUSTOMER DEPOSITS (actual quarterly balance)	\$	174,855
	01-00-229100	COMPENSATED ABSENCES (est. from FY21/22 Audit)	\$	114,981
	01-00-310005	ID GM RESTRICTED FUND (actual quarterly balance)	\$	217,300
4	Fund Goal	OPERATING RESERVE (est. 180 days from FY2022/23 budget)	\$	1,034,750
5	Fund Goal	CAPITAL RESERVE (est. 6% of total assets on 6/30/22)	\$	719,253
4	Fund Goal	RESERVE FOR GRANT FUNDED CAPITAL PROJECTS (5% of expected)	\$	78,150
4	Fund Goal	RATE STABILIZATION RESERVE (est. 25% of FY22/23 Op. Revenue)	\$	514,675
	Fund Goal	EMERGENCY CONTINGENCY FUND (target)	\$	1,000,000
			UNENCUMBERED CASH (All Investments)	\$ 1,310,056
			TOTAL CASH	\$ 5,174,869
	01-00-143011	INVENTORY - VALUE of WATER IN STORAGE at AMES/RECHE	\$	356,030

Date Printed: 4/26/2023

O://OPEN SHARE/BANK and LAIF/LAIF PWB CASH BALANCES

## FOOTNOTES

- 1 PARS Balance thru March 2023
- 2 LAIF Q1 balance thru March 2023 Interest Paid 4/14/2023
- 3 County overpaid BDVWA \$130,183.35 in Unitary Tax Allocations over a ten year period. CoSB approved a 5-year payback plan which began in FY2018/19.
- 4 From FY2022/23 Budget
- 5 From FY2021/22 Audit



# Bighorn Desert View Water Agency

## Check Register

**Check Date Range:** 4/1/2023 thru 4/30/2023

Ck Date	Ck No	Payable To	Void	Check Amt
4/11/2023	32096	CUSTOMER REFUND		54.06
4/11/2023	32097	CUSTOMER REFUND		34.65
4/11/2023	32098	TAMARA ALANIZ		2,750.00
4/11/2023	32099	BEYOND SOFTWARE SOLUTIONS		3,039.90
4/11/2023	32100	C.J. BROWN & COMPANY, CPAs		550.00
4/11/2023	32101	EIDE BAILLY LLP		3,656.00
4/11/2023	32102	FRONTIER CALIFORNIA, INC		210.67
4/11/2023	32103	MELONIE HELLER		97.60
4/11/2023	32104	HI-DESERT PROPANE SALES, INC.		725.32
4/11/2023	32105	INLAND WATER WORKS SUPPLY CO		238.90
4/11/2023	32106	MOJAVE DESERT RESOURCE		197.50
4/11/2023	32107	OFFICE DEPOT		130.57
4/11/2023	32108	PARKER'S BUILDING SUPPLY - US LBM, LLC		86.93
4/11/2023	32109	PROVOST & PRITCHARD ENGINEERING GROUP, INC.		2,419.70
4/11/2023	32110	QUINN COMPANY		975.00
4/11/2023	32111	SBRK FINANCE HOLDING, INC.		581.00
4/11/2023	32112	SDRMA		15,416.72
4/11/2023	32113	UNDERGROUND SERVICE ALERT OF SO CAL		50.25
4/11/2023	32114	CUSTOMER REFUND		100.00
4/11/2023	32115	CUSTOMER REFUND		235.61
4/11/2023	32116	CUSTOMER REFUND		177.15
4/11/2023	32117	CUSTOMER REFUND		686.15
4/11/2023	32118	CUSTOMER REFUND		143.32
4/11/2023	32119	CUSTOMER REFUND		173.56
4/11/2023	32120	CUSTOMER REFUND		52.11
4/11/2023	32121	CUSTOMER REFUND		11.48
4/11/2023	32122	CUSTOMER REFUND		37.27
4/13/2023	0	CALPERS		4,957.64
4/13/2023	0	IRS PAYROLL		412.15
4/13/2023	0	EDD PAYROLL		4.89
4/13/2023	0	EDD PAYROLL		1,128.84
4/13/2023	0	IRS PAYROLL		3,591.35

# Bighorn Desert View Water Agency

## Check Register

Page 52 of 61

**Check Date Range:** 4/1/2023 thru 4/30/2023

Ck Date	Ck No	Payable To	Void	Check Amt
4/13/2023	32088	PAYROLL		2,238.72
4/13/2023	32089	PAYROLL		1,532.89
4/13/2023	32090	PAYROLL		4,895.31
4/13/2023	32091	PAYROLL		2,381.44
4/13/2023	32092	PAYROLL		1,555.08
4/13/2023	32093	PAYROLL		1,654.40
4/13/2023	32094	PAYROLL		1,483.04
4/13/2023	32095	PAYROLL		3,187.97
4/25/2023	32131	ALLIED PUBLIC RISK LLC		70,501.00
4/25/2023	32132	AMS PAVING, INC		7,865.00
4/25/2023	32133	BOB'S AUTOGLASS-N-TINT		239.00
4/25/2023	32134	BRUNICK, McELHANEY & KENNEDY PROF LAW CORP		3,870.00
4/25/2023	32135	CLEAN AIR TESTING		1,647.07
4/25/2023	32136	EIDE BAILLY LLP		3,028.75
4/25/2023	32137	FOMOTOR INC.		5,805.00
4/25/2023	32138	HASA, INC.		925.69
4/25/2023	32139	BRYAN HEVERON		600.00
4/25/2023	32140	HI-DESERT PROPANE SALES, INC.		280.19
4/25/2023	32141	HOME DEPOT CREDIT SERVICES		524.49
4/25/2023	32142	INLAND WATER WORKS SUPPLY CO		5,852.62
4/25/2023	32143	JOHN'S GARAGE,LLC		135.38
4/25/2023	32144	LIEBERT CASSIDY WHITMORE		1,174.90
4/25/2023	32145	MM INTERNET, INC.		112.80
4/25/2023	32146	MOM'S DESERT VALLEY CLEANING		425.00
4/25/2023	32147	PARKER'S BUILDING SUPPLY - US LBM, LLC		98.70
4/25/2023	32148	PROVOST & PRITCHARD ENGINEERING GROUP, INC.		461.99
4/25/2023	32149	QUILL		128.18
4/25/2023	32150	TELECOM SOUTHWEST LLC		1,345.00
4/25/2023	32151	ZENITH INSURANCE COMPANY		13,908.00
4/26/2023	0	AT&T MOBILITY		300.92
4/26/2023	0	BURRTEC WASTE&RECYC		95.62
4/26/2023	0	CINTAS CORPORATION #150		442.23

# Bighorn Desert View Water Agency

## Check Register

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**Check Date Range:** 4/1/2023 thru 4/30/2023

Ck Date	Ck No	Payable To	Void	Check Amt
4/26/2023	0	SOUTHERN CALIFORNIA EDISON COMP		15,051.03
4/26/2023	0	EDD PAYROLL		3,206.89
4/26/2023	0	AMERICAN FIDELITY ASSURANCE COMPANY		1,238.46
4/26/2023	0	FLYERS ENERGY LLC		4,703.93
4/26/2023	0	BLUEFIN PAYMENT SYSTEMS		951.26
4/26/2023	0	SPRINGBROOK ACH		165.93
4/26/2023	0	STAPLES, INC.		226.39
4/27/2023	0	IRS PAYROLL		3,376.11
4/27/2023	0	EDD PAYROLL		1,016.60
4/27/2023	0	CALPERS		4,957.64
4/27/2023	0	IRS PAYROLL		580.33
4/27/2023	0	EDD PAYROLL		14.08
4/27/2023	32123	PAYROLL		1,973.90
4/27/2023	32124	PAYROLL		1,477.89
4/27/2023	32125	PAYROLL		4,840.31
4/27/2023	32126	PAYROLL		1,605.50
4/27/2023	32127	PAYROLL		2,097.60
4/27/2023	32128	PAYROLL		2,213.94
4/27/2023	32129	PAYROLL		1,483.04
4/27/2023	32130	PAYROLL		2,482.99
			<b>Total</b>	<b>235,286.49</b>



## SERVICE ORDER REPORT FOR FISCAL YEAR 2022-2023

SAFETY TRAINING AND INSPECTIONS	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Monthly Safety Training	12	1	1	1	1	1	1	1	1	1				9
Operations "Tail-Gate" Safety Training	12	1	1	1	1	1	1	1	1	1				9
Monthly Inspections - Fire Extinguisher	12	1	1	1	1	1	1	1	1	1				9
Monthly Inspections - Vehicles	12	1	1	1	1	1	1	1	1	1				9
Quarterly Inspections - Facility	4	1			1			1						3
Quarterly Inspections - 90-day BIT	4	1			1			1						3
Monthly/Quarterly Inspections - Tank/Reservoir	4	1					1		1					3
Monthly/Quarterly Inspections - Fuel	12	1	1	1	1	1	1	1	1	1				9
Monthly/Quarterly Inspections - Generators	12	1	1	1	1	1	1	1	1	1				9
<b>TOTAL</b>	<b>84</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63</b>

1853	2058	1855	1998	1874	1925	1921	1877	1786	0	0	0	17147
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## BIGHORN-DESERT VIEW WATER AGENCY

*Our Mission - "To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

### Planning/Legislative/Engineering & Grant Standing Committee Meeting Minutes

Committee Members: President Burkhart & Director Close-Dees

BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92285



Note New Meeting Time

February 21, 2023  
Time – 9:30 A.M.

PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY  
\*\*TELECONFERENCE LINE THRU ZOOM 669-900-6833\*\*  
OR  
Join Zoom Meeting

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/82929026602?pwd=eE5IZ1NONiFCVnNpM2QyV1RHTUp5dz09>  
Passcode: 905089  
Or Dial:  
1-669-900-6833  
Webinar ID: 829 2902 6602  
Passcode: 905089

#### CALL TO ORDER

Chairman Burkhart called the meeting to order at 9:37 am.

#### PLEDGE OF ALLEGIANCE

Led by David Chapman.

#### ROLL CALL

Directors Present: Chair Burkhart  
Director Close-Dees

Staff Present: Marina West

Public Present: 0 member(s) of the public indicated they were participating via teleconference. 0 members of the public were present in the meeting room. Director Chapman attended as an observer.

#### APPROVAL OF AGENDA

The Committee approved the Agenda as presented.

#### Discussion and Action Items -

##### 1. Status Update Goat Mountain Replacement Well, Destruction of GM Well 2

GM West reported that the Board had approved the public works contract PWC22-001 on February 14, 2023 and the Notice of Award is being prepared for review and execution by the contractor and she noted upon further review that the contract was current with their Statement of Information to the CA Secretary of State and the error was on the state side.

The Contractor, upon acceptance of the Agency's Notice of Award, will be required to submit all the necessary documents pertaining to the Contract execution such as insurance and bonds. Once legal counsel reviews and approves execution of a Contract Agreement with Abundant Water Wells, Inc. then a Notice to Proceed will be issued. The project schedule would be submitted thereafter.

She reminded the Committee of the price increases experienced since the application of 2019. GM West discussed a "Letter of Justification" (provided in the Agenda Packet) submitted to the "Grantor" which is the Department of Water Resources (DWR) through our partners at the Mojave Water Agency and its Small Water Systems program. Following submission of our letter, a meeting with the DWR representative was held on February 16, 2023. While the DWR indicated it was open to a change in scope which would remove the requirement to destroy the old Goat Mtn. Well No. 2 and to provide a time extension while still maintaining the primary objective of completing a production well. They indicated that no additional funds would be provided through this grant. The Agency would be allowed to use other grant funds as a match to the \$500,000 to meet the overall project objective.

Staff will continue to evaluate other funding sources. Staff will keep the Committee apprised of the project costs but reminded them that, the Agency Board took action on February 14, 2023 knowing the Agency may have to fund costs beyond the \$500,000 grant award.

GM West answered questions of the Committee.

## **2. Status Update Water Meter Replacement Program (Drought Grant)**

GM West reported on the progress since the last PLEGs meeting. The Agency provided the Engineer, Provost & Pritchard, the site specific inventories to develop more accurate cost projections for this project. As suspected, costs had increased significantly due to inflation, lead times and labor components.

The project specific Categorical Exemption was authorized by the Board of Directors on February 14, 2023 in accordance with the CA Environmental Quality Act (CEQA).

Regarding the cost overruns, staff sent a "Letter of Justification" (provided in the Agenda Packet) to the "Grantor" which is the DWR Disadvantaged Community Involvement (DACI) Group through our partners at the Mojave Water Agency and its Integrated Regional Water Management Plan. The Letter outlines a new strategy to complete the meter replacements using in-house staff in lieu of contracted labor. No additional funds will be sought but a time extension would be necessary. Staff is awaiting a response from DWR which could take several months.

GM West answered questions of the Committee.

**3. Status Report Potable Water Systems Improvements Consolidation of Water Systems**

GM West summarized the status with a PowerPoint presentation stating that the Board of Directors' authorized the execution of the funding Agreement No. D2102065/Project No. 3610009C in the amount of \$11,000,000. Next the Agency submits a Legal Opinion Letter, drafted by General Counsel Kennedy, followed by final execution by the State Water Resources Control Board.

The next steps are to proceed on two tracks: Phase 1 implementation and Phase 2 and 3 property acquisition and final design.

To proceed with Phase 1, staff will solicit proposals for materials to install the A-Booster Station upgrade. The Goat Mountain replacement well project (item 1 herein) will be known at Well No. 13. Phase 1 of this grant includes an enclosure for Well No. 13. This would be pursued once the well construction activities are completed.

For Phases 2 and 3 staff will solicit proposals for acquisition of easements necessary for the pipeline portions (approved at the February 14, 2023 Regular meeting). There are approximately 40 private easements, 2 Cal Trans under crossings and the Federal lands crossing the Pipes Wash. An additional proposal will be solicited from engineers for the final design of the pipelines, a pump station and several pressure reducing stations.

GM West answered questions from the Committee.

**4. Review Status of All Grants Awarded to Bighorn-Desert View Water Agency**

GM West reviewed the Table included in Item 4 which was revised and reposted on Monday, February 20, 2023. GM West explained that the "grant status" report is still being developed for regular inclusion in all agenda packets. As recommended by the Finance Committee (FPREP) the intent is to share this positive news with the community on a more regular basis. GM West sought feedback from the Committee on the current format of the status report.

GM West answered questions from the Committee.

**5. Consent Items –**

- a. PLEGS Committee Special Meeting Minutes, **December 20, 2022.**

Recommended Action:  
Approve as presented (Item a):

Committee approved the Consent Item(s) as presented.

**6. Public Comment Period**

None.

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

1. Committee Members' Comments/Reports – None.
2. General Manager's Report – GM West reported that employment offers have been made to two applicants for Water Distribution positions. GM West anticipates no increase to the overall budget but this transfer's one open position from Administration to Operations for the short-term. This will allow sufficient resources at this time to execute on the meter replacement program and the service line material inventory (unfunded mandate due by October 2024). She concluded by noting that both applicants live locally.

**8. Adjournment**

Chairman Burkhart adjourned the meeting at 11:12 am.

Approved by:

  
John Burkhart, Committee Chair



Official Seal



## BIGHORN-DESERT VIEW WATER AGENCY

*Our Mission - "To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."*

### **Finance/Public Relations/Education and Personnel**

### **Standing Committee Meeting Minutes**

**Committee Members: Director McKenzie & Director Dicht**

**BOARD MEETING OFFICE  
1720 N. CHEROKEE TR.  
LANDERS, CALIFORNIA 92284**

**TUESDAY March 21, 2023  
Time – 4:00 P.M.**

**PUBLIC AND BOARD WISHING TO PARTICIPATE REMOTELY  
\*\*TELECONFERENCE LINE THRU ZOOM 669-900-6833\*\***

**OR**

**Join Zoom Meeting**

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/82327644567?pwd=TOxRd2dPckJzd1NYSU80R09YNE5yUT09>

Passcode: 303015

**Or**

Dial: 1-669-900-6833

Webinar ID: 823 2764 4567

Passcode: 303015

### **CALL TO ORDER**

Chair McKenzie called the meeting to order at 4:03 pm.

### **PLEDGE OF ALLEGIANCE**

Led by Chair McKenzie.

### **ROLL CALL**

Directors Present: Chair McKenzie  
Director Dicht

Staff Present: Marina West

Public Present: 0 member(s) of the public indicated they were participating via teleconference.  
0 members of the Board was present in the meeting room as an observer.

### **APPROVAL OF AGENDA**

Director McKenzie moved to approve the Agenda as presented. Seconded by Director Dicht.

## Discussion and Action Items

### 1. Public Workshop No. 1: Draft Budget for Fiscal Year 2023/2024

GM West introduced this item as the “first blush” at a budget for Fiscal Year 2023/24 and that staff is seeking input from the Committee for inclusion in the 2<sup>nd</sup> Draft Budget. She gave a PowerPoint presentation summarizing the main components of revenue, expenses and capital project line items.

Following the presentation referred back to the following line items in the draft budget:

She noted that some items will be adjusted based on better estimates of year-end expenses (eg. Line 53). Consumption revenue is another area requiring a bit more scrutiny. All indications are that property tax rates will increase by the full 2% allowed.

Staff salaries include the 8.7% Cost-of-Living Adjustment reviewed by the Committee in January 2023. Staffing levels have changed in recent weeks so those costs will be reevaluated.

Property Liability insurance industry and the impacts California wildfires and floods have and will cause. The JPRIMA continues to be a strong product with new members joining regularly.

She further introduced the concept of “cyber security” insurance noting that the federal government appears to lean towards requiring entities to be adequately prepared for such events. The insurance is approximately \$4,000 per year for a \$1M policy with \$5,000 deductible. An additional fee for IT Security services has been estimated at \$3,000 but has not been confirmed.

Prior to finalizing the operations expense budget, staff will review electricity, maintenance and fuel costs will require further scrutiny.

Comments from Committee: Committee members asked for the formal cybersecurity quote and policy details at the next meeting. Chairwoman McKenzie asked for clarification on the capital budget. Director Dicht brought up the issue of Cost-of-Living Adjustment (COLA) for staff. Chairwoman McKenzie believes other agencies are lower in the past than BDVWA. She mentioned the price increases seen by the community for power, water, etc. Committee asked about schedule for final budget approval. GM West noted several aspects that play into salary like benchmarks, Employee Handbook, salary at other agencies, etc.

Director Dicht requests special meeting in April to discuss the salary budget and COLA. Committee members will provide input to the analysis of various options for COLA.

## **2. Review Report on the Status of Agency Grants Awarded**

GM West stated she has made additional changes to the Grant Report since the last Finance Committee meeting in January. She stated that she introduced the report to the Planning Committee (PLEGs). The plan is to provide this report in each Committee's Consent Calendar. She is seeking additional feedback on the layout and information provided noting that the "11 x 17" version is not friendly to the agenda packet publication. She suggested perhaps the "larger" format could be posted on the website with a link in the packet.

Director Dicht and Chairwoman McKenzie provided some input to staff on the table. Director Dicht favored the condensed version and suggested some consolidation of language. Director McKenzie suggested an emphasis on "amount spent to date" rather than "% complete". In terms of narrative the Committee members preferred a look back as well as forward on the progress narrative.

## **3. Consent Items –**

- a. FPREP Committee Meeting Minutes January 17, 2023
- b. PARS Investment Statement December 2022 and January 2023

Recommended Action:

Approve as presented (Items a-b):

***Committee approved the Consent Items a-b.***

## **4. Public Comment Period**

## **5. Verbal Reports - Including Reports on Courses/Conferences/Meetings.**

- 1. Committee Members' Comments/Reports – None.
- 2. General Manager's Report – GM West asked the Committee to choose a date for the next Personnel Succession Planning Ad Hoc Committee offering April 4 or April 5 at 4 pm. Committee selected the Wednesday, April 5 at 4 pm.

GM West also informed the Committee that she is working on a path forward presentation on long-term financial planning as a direct result of the recent banking issues and existing investment instruments.

GM West stated that with respect to Public Relations we have two events coming up. First, April 23, 2023 the Morongo Basin Conservation Association Desert-Wise Living Series Landscape Tour would like to feature the Landers Post Office. I would like volunteers for the booth and booth planning. The Water Education Festival will be held

at La Contenta Middle School on Wednesday, May 31, 2023. For those interested in assisting, a planning meeting needs to be held asap.

**6. Adjournment**

Chair McKenzie adjourned the meeting at 5:32 pm.

Approved by:

  
JoMarie McKenzie, Committee Chair



Official Seal