



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' SPECIAL MEETING AGENDA

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

June 27, 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/84082172459?pwd=Z0x5ODh6bXBWQ2hFWVNLUk11M2FmQT09>

Passcode: 345303

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 840 8217 2459

Passcode: 345303

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. Closed Session

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)

One Potential Case

2. Closed Session Report

3. Adopt Resolutions Recommending Changes to Certain User Fees and Charges for Specific Individualized Services

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

1. Adopt Resolution No. 23R-08 Establishing a Schedule of Certain Fees and Charges for Specified Services; and
2. Adopt Resolution No. 23R-09 Establishing a Schedule of Guaranteed Deposits for All Customer Classifications Served; and
3. Adopt Resolution No. 23R-10 Establishing a Termination Fee for Customers Who Voluntarily Terminate an Existing Water Service Connection.

4. Authorize New Organizational Chart Creating Two New Job Positions with Associated Job Descriptions for Assistant General Manager and Water Distribution Supervisor; and Updated Job Descriptions for Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series; and Amending the Range and Step Scale by Resolution 23R-11; and Authorizing a Fiscal Year 2023/24 Budget Adjustment of \$140,000 for the Position of Assistant General Manager

The Board considers taking the following action(s):

1. Authorizing and Amending Appendix D - Agency Organizational Chart adding Assistant General Manager and Water Distribution Supervisor and removing part-time Grant Manager incorporated by reference to the Employee Handbook effectively increasing staff count by one (1) position, Assistant General Manager, and affirming total authorized full-time employee count of nine (9); and
2. Authorizing and Amending Appendix B Job Descriptions to add Assistant General Manager and Water Distribution Supervisor and to Update Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series which are incorporated by reference to the Employee Handbook; and
3. Adopt Resolution No. 23R-11 Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook; and
4. Authorize adjustment to Fiscal Year 2023/24 Budget Line Item 01-01-560030 of \$140,000 commensurate with the Top of Range for Assistant General Manager position.

5. **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, May 2, 2023
 - b. Financial Statements
 - 1. Balance Sheet –April 2023
 - 2. Budget Status –April 2023
 - c. Receive and File Disbursements for May 2023
 - d. BDV Production Reports for April and May 2023
 - e. Goat Mountain Production Reports for April and May 2023
 - f. Service Order Report for April 2023
 - g. Posting of Notice of Intent to Consider Adoption of Resolution No. 23R-XX Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2023-24 (Tax Year 2023).
 - h. Adopt Resolution No. 23R-12 Establishing the Agency's Investment Policy.
 - i. Authorize General Manager to Execute County of San Bernardino Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2023-24.
 - j. Authorize Attendance at So. Cal Water Conference (August 11, 2023), Ontario, CA.
 - k. Authorize Director Attendance/Participation in Agency Sponsored Public Relations Events and Associated Planning Meetings:
 - 1. Water Education Festival (May 31, 2023 – Retroactive Approval); and
 - 2. National Public Lands Day – Giant Rock Clean-Up (September 23, 2023); and
 - 3. Gubler Orchid Festival (October 7-8, 2023).
 - l. Retroactively Authorize Director McKenzie's attendance at the CA Special Districts Association/Special Districts Leadership Foundation Workshop: *So, You Want to Be a General Manager?*, (June 25, 2023), Olympic Valley, CA.
 - m. Authorize Director Attendance at California Special Districts Association (CSDA) Annual Conference (August 28-31), Monterey, CA.

Recommended Action:

Approve as presented (Item a-m):

6. **Matters Removed from Consent Items**

7. **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.

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

1. General Manager Report
2. Director Reports

9. 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

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 (regular schedule)
- Morongo Basin Pipeline Commission Meeting – Quarterly – March, June, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Homestead Valley Community Council Meeting - Third Monday (regular schedule location rotates to various Community Centers)
- Landers Association Monthly Meeting – Third Saturday (regular schedule)

BIGHORN-DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL

Meeting Date: June 27, 2023

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

Cost: N/A

Funding Source: N/A

From: Marina D. West

General Counsel Approval: Procedure Approved

CEQA Compliance: N/A

Subject: Adopt Resolutions Recommending Changes to Certain User Fees and Charges for Specific Individualized Services

SUMMARY

Staff has reviewed with the Finance Standing Committee the estimated cost to provide certain user specific miscellaneous services that are not related to the basic Utility Billing processes and is recommending changes to some fees to bring them in-line with the actual cost of labor and materials to provide the identifiable service(s). These services include new account set-up, fire flow tests, guarantee deposits, service line installation, termination of water service and the like.

The Committee review the draft Resolutions outlining various fees and charges currently in place at the Agency and recommended that they be agendized for the full Board of Directors to consider and possibly adopt.

These resolutions were posted prior to the Finance Standing Committee and re-posted at least 14-days prior to this Board of Directors meeting in accordance with the Mitigated Fee Act processes to which these fees are subject.

As of the posting of the Agenda, no comments have been received regarding the proposed fee changes. These fees would become effective no less than 60-days following their adoption.

RECOMMENDATION

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

1. Adopt Resolution No. 23R-08 Establishing a Schedule of Fees for Specified Services; and
2. Adopt Resolution No. 23R-09 Establishing a Schedule of Guarantee Deposits for All Customer Classifications Served; and
3. Adopt Resolution No. 23R-10 Establishing a Service Line Termination Fee for Customers who Voluntarily Terminate an Existing Water Service.

BACKGROUND/ANALYSIS

Staff has reviewed with the Finance Standing Committee the estimated cost to provide certain specific miscellaneous services that are not related to the basic Utility Billing processes and is recommending changes to some fees to bring them in-line with the actual cost of labor, materials and/or equipment needed to provide the identifiable service(s). The specific fees and proposed changes are outlined in detail below.

Special Districts in California can impose user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. Under Article XIII C, Section 1, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For instance, a request to set-up a new water account, backflow test reminder letters and fire flow tests are specifically requested by the individual/entity. Or, when a check or credit card (disputed or reversed) is returned "Non-Sufficient Funds (NSF) it causes the Agency to perform specific activities related to each individual request.

In this manner, the service or the underlying action causing the Agency to perform the requested service is either discretionary and/or subject to regulation. Therefore, these miscellaneous user fees and regulatory fees fall outside requirements for imposition of taxes, special taxes or fees imposed as incidences of property ownership which would require the Agency to follow the procedures known as "Prop. 218". Prop. 218 is the process used to increase water consumption rates and monthly service charges. Instead these miscellaneous user fees are adopted via the procedure known as the Mitigated Fee Act.

The adoption of these miscellaneous user fees is governed by the Mitigation Fee Act (CA Govt. Code Sec. 66000 et seq.). In accordance with this Act, the Agency, on May 26, 2023, posted and distributed via email, the draft Resolutions which would then be at least 14-days prior to the Board's consideration for adoption.

- 1. RESOLUTION NO. 23R-08 ESTABLISHING A SCHEDULE OF CERTAIN FEES AND CHARGES FOR SPECIFIED SERVICES** - *New Account Set-Up, Delinquent Account Service Charge, Reversing Payments for Non-Negotiable Bank Returns, Public Information Request "Paper" Copy Charge, Backflow Device Installation Notification Letter Fee, Backflow Test Reminder Letter Fee, Release of Unsecured Lien for Delinquent Water Charges, Notary Public Fee, Fire Flow Test Fee, Will Serve Letter Fee, Variance Application Processing Fee, During Business Hours Call-Out Response Fee and After-Hours Call-Out Response Fee.*

This Resolution combines several prior resolutions which defined the following miscellaneous fees and charges:

Previously 21R-13 - *Public Information Request "Paper" Copy Charge, Backflow Test Reminder Letter Fee, Release of Unsecured Lien for Delinquent Utility Billing Water Charges, Notary Public Fee [non-Agency Documents]*

Staff is recommending the following fee(s) be increased via the listed Resolution.

- Increase the “Release of Unsecured Lien for Delinquent Utility Billing Water Charges” from \$25 to \$70 to cover estimated actual cost of labor, materials and/or equipment.

Previously 20R-05 – *Fire Flow Test Fee, Will Serve Letter Fee, Variance Application Processing Fee*

Staff is recommending the following fee(s) be increased or added via the listed Resolution.

- Increase the “Fire Flow Test Fee” from \$190.00 to \$310.00 to cover estimated actual cost of labor, materials and/or equipment.
- ADD new fee: *During Business Hours Call-Out Response Fee for a “Customer-Side issue”*. A minimum fee of \$40.00 for a call-out during business hours which is later determined to be a customer-side issue. The Agency services are not for assisting customers with leaks on their side of the meter or disruption of service not caused by the Agency. This fee would be retroactive to the event and the customer would be warned in advance of technicians dispatch.
- ADD new fee: *After-Hours Call-Out Response Fee for a “Customer-Side issue”*. A minimum fee of \$170.00 for an after-hours call-out. Should the response exceed the minimum 2-hour call-back then the customer will be charged the actual cost of services.
The Agency maintains on-call personnel to respond to emergencies. Our on-call services are not for assisting customers with leaks on their side of the meter or disruption of service not caused by the Agency. This fee would be retroactive to the event and the customer would be warned in advance of after-hours dispatch.

Note that after hours call-out to unlock a locked meter is established by a separate resolution regulated by the SB 998 (Dodd) shut-off law/policy.

Previously 20R-04 – *Establishing New Account Set-Up, Delinquent Account Service Charge and Reversing Payments for Non-Negotiable Bank Returns*

Staff is recommending the following fee(s) be increased via the listed Resolution.

- Increase the New Account Set-up Fee from \$35 to \$40.
- Increase the Non-Sufficient Funds Fee from \$35 to \$40.

2. **RESOLUTION NO. 23R-09 ESTABLISHING A SCHEDULE OF GUARANTEE DEPOSITS FOR ALL CUSTOMER CLASSIFICATIONS SERVED** - *Residential, 1-inch Bulk Hauling and 2-Inch Bulk Hauling, Agricultural, Commercial/Institutional/Industrial/Non-Agricultural, Fire Service and [Temporary] Construction*

Previously 21R-12, staff is recommending the following fee(s) be increased via the listed Resolution.

- Increase the Construction Classification meter deposit from \$900 to \$1,775. This is the cost to replace the construction meter if it is lost, stolen or damaged while a construction meter account remains active.

3. RESOLUTION NO. 23R-10 – ESTABLISHING A TERMINATION FEE FOR CUSTOMERS WHO VOLUNTARILY TERMINATE AN EXISTING WATER SERVICE CONNECTION

Previously 20R-06, staff is recommending the fee be increased via the listed Resolution.

- Increase the meter termination fee from \$660 to \$1,050 to cover estimated actual cost of labor, materials and/or equipment.

Staff and the Finance Standing Committee recommend that the Board of Directors consider adopting these Resolutions which were posted on May 26, 2023 in accordance with the Mitigation Fee Act (CA Govt. Code Sec. 66000 et seq.).

PRIOR RELEVANT BOARD ACTION(S)

06/08/2021 Motion No. 21-033 Resolution No. 21R-13 Establishing certain fees and Charges (*Public Information Request "Paper" Copy Charge, Backflow Installation Notification Fee, Backflow Test Reminder Letter Fee, Release of Unsecured Lien for Delinquent Water Charges, Notary Public Fee for Non-Agency Documents*)

06/08/2021 Motion No. 21-032 Resolution No. 21R-12 Establishing a schedule of guarantee deposits for all customer classifications served (*Residential, 1-inch Bulk Hauling and 2-Inch Bulk Hauling, Agricultural, Commercial/Institutional/Industrial/Non-Agricultural, Fire Service and [Temporary] Construction*)

01/28/2020 Motion No. 20-012 Resolution No. 20R-06 Establishing a Termination Fee for Customers Who Voluntarily Terminate an Existing Water Service Connection.

01/28/2020 Motion No. 20-011 Resolution No. 20R-05 Establishing Certain Fees and Charges: Fire Flow Test Fee, Will Serve Letter Fee, and Variance Application Processing Fee.

01/28/2020 Motion No. 20-010 Resolution No. 20R-04 Establishing Certain Fees and Charges: New Account Set-up, Delinquent Account Service Charge and Reversing Payments for Non- Negotiable Bank Returns.

RESOLUTION NO. 23R-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING A SCHEDULE OF CERTAIN FEES AND CHARGES
FOR SPECIFIED SERVICES**

*(New Account Set-Up, Delinquent Account Service Charge,
Reversing Payments for Non-Negotiable Bank Returns, Public Information Request “Paper” Copy
Charge, Backflow Device Installation Notification Letter Fee, Backflow Test Reminder Letter Fee,
Release of Unsecured Lien for Delinquent Water Charges, Notary Public Fee, Fire Flow Test Fee, Will
Serve Letter Fee, Variance Application Processing Fee, During Business Hours Call-Out Response Fee and
After-Hours Call-Out Response Fee)*

WHEREAS, the Board of Directors of the Bighorn-Desert View Water Agency (“Agency”) is required by law to fix and establish fees and charges which will enable the Agency to operate and maintain its water system, provide for debt service payments, repairs and depreciation plus a reasonable surplus for capital improvements; and

WHEREAS, the Agency Rules and Regulations for Water Service (adopted by Ordinance) provides for the amendment of certain charges by resolution, by majority vote of the Board of Directors; and

WHEREAS, the Board of Directors of the Agency desires to fairly allocate the costs of specified services described herein and list in Exhibit “A” – Schedule of Miscellaneous Fees and Charges for Specified Services in a fair and equitable manner to be paid by those persons who are the actual beneficiaries or recipients of the services; and

WHEREAS, the establishment, modification, structuring, restructuring, and approval of rates and fees is exempt from the requirements of the California Environmental Quality Act as provided by California Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of the fees and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the Agency, and therefore the fees imposed hereby to not qualify as “special taxes” under Government Code Section 50076, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, the fees and charges set forth herein are not levied upon any person as an incident of property ownership, and thus are not subject to the substantive and procedural prerequisites of Article XIID of the California Constitution.

WHEREAS, the New Account Set-up Fee is assessed whenever a new customer sets up water service. The fee covers staff time, materials and equipment to open the account in the billing software and dispatch a Water Distribution Operator to obtain a beginning meter read; and

WHEREAS, the Delinquent Account Service Charge is assessed per the Agency Rules and Regulations on water bills which have remain unpaid for twenty (20) days after the date of the billing and therefore shall be assessed a delinquent charge of a minimum of \$5.00 or 5% of the “past due” amount. Delinquent charges do not compound on future unpaid utility bills; and

WHEREAS, the Reversing Payments for Non-Sufficient Funds Fee is intended to cover the cost of reversing the payment in the utility billing customer account, dispatch a field technician to “hang a tag” to immediately notify the customer and to pay banking fees associated with the transaction. Non-Sufficient Funds result from a variety of banking issues such as an “unidentified account number”, “closed account”, “account with insufficient funds” and any fee returned through the automated payment portal whether made with an electronic check, debit or credit card; and

WHEREAS, the Public Information Request “Paper” Copy Charge (8.5” X 11” paper) is allowed pursuant to the Public Records Act wherein it establishes that the Agency can charge a fee to cover the direct cost of duplication; and

WHEREAS, the Backflow Test Installation Notification Letter Fee is assessed whenever an account fails to exercise its responsibility to install the required backflow prevention device following written notification of said regulatory requirement. The fee would be imposed after the initial notification which occurs either at the time the account is opened upon declaration of the application on the “Water Use Questionnaire” or thereafter upon recognition of a cross connection control hazard (ie. backflow hazard) by the Agency, and

WHEREAS, the Backflow Test Reminder Letter Fee is assessed whenever an account fails to exercise its responsibility to complete the required annual (or as otherwise required) backflow device testing and recertification and therefore must be notified in writing of said regulatory requirement; and

WHEREAS, the Release of an Unsecured Lien for Delinquent Water Charges Fee covers staff time to administratively process, notarize and mail documents to release unsecured liens imposed by the Agency on a private property’s title record. “Unsecured Liens” are filed to protect the Agency from bad debt should a property change hands prior to the imposition of the annual “Secured Lien” process. The fee includes the third-party Notary Public Fee; and

WHEREAS, the Notary Public Fee is levied on all requests for Notary Public signature acknowledgements on any Agency documents. However, state law limits this fee to \$15.00 per document; and

WHEREAS, the Fire Flow Test Fee is assessed whenever the Agency receives a request to perform such Fire Flow Test and produce a Fire Flow Letter certifying the flow results, typically to satisfy requirements of the Fire Marshall during new construction permitting activities. The Agency will assess a fee of \$310.00 to perform each fire flow test and prepare the “Fire Flow Letter” certifying the results. A Fire Flow Letter is valid for a period of 365-days from execution. The Agency will provide an updated Fire Flow Letter if requested within 6-months of the date on the original Fire Flow Letter; and

WHEREAS, the Will Serve Letter Fee is assessed whenever the Agency receives a request to provide said “Will Serve Letter” to a parcel without a water meter, typically to satisfy County of San Bernardino requirements to obtain a building permit prior to construction. A Will Serve Letter is valid for a period of 180-days from execution; and

WHEREAS, the Variance Application Processing Fee covers the cost for staff to analyze customer requests for variances from the Rules and Regulations and to develop staff recommendation to present to the Board of Directors for consideration of the requested variance; and

WHEREAS, the Call-Out Response - During Business Hours Fee covers the cost of a Water Distribution Operator and/or Customer Service Representative who has responded to a Customer’s request for assistance, during business hours, which is later determined to be a “customer-side issue”. A “customer-side issue” is generally defined as response to an incident on the customer-side of the meter and is not related to any other standard service provided by the Agency, as a condition of service. Agency fee is based on an average of 1-hour response time for responding Water Distribution Operator and/or Customer Service Representative; and

WHEREAS, the Call-Out Response - After-Hours Fee covers the cost of a Water Distribution Operator and/or Customer Service Representative who has responded after-hours to a Customer’s request for assistance, which is later, determined to be a “customer-side issue”. A “customer-side issue” is generally defined as response to an incident on the customer-side of the meter and is not related to any other standard service provided by the Agency, as a condition of service. This is not related to an after-hours unlock fee following a lock-off event for non-payment, which is defined elsewhere in Agency policy. Agency on-call policy cites a 2-hour minimum call-back pay for responding Water Distribution Operator and/or Customer Service Representative; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bighorn-Desert View Water Agency, after conducting a public hearing duly noticed pursuant to California Government Code Section 66016, that the public interest and necessity as described in the oral and written testimony and evidence presented during the public hearing on this matter, all of which are incorporated herein by this reference, requires the Board of Directors of the Agency to adopt the following:

EXHIBIT A – SCHEDULE OF MISCELLANEOUS FEES AND CHARGES FOR SPECIFIED SERVICES

BE IT FURTHER RESOLVED, that the General Manager and staff of the Agency are hereby authorized and directed to do such things and to take such actions as may be reasonably required to carry out the purpose and intent of this Resolution and as otherwise required in order to comply with applicable law.

BE IT FURTHER RESOLVED that, pursuant to Government Code Section 66017, this Resolution shall become effective sixty (60) days following adoption thereof and, thereafter, shall supersede any and all prior resolutions.

PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 27th day of June, 2023.

By _____
John R. Burkhardt, President of the Board

ATTEST:

Megan Close-Dees, Secretary

Official Seal

EXHIBIT A – SCHEDULE OF MISCELLANEOUS FEES AND CHARGES FOR SPECIFIED SERVICES

The following schedule of miscellaneous fees and charges for services defined above.

Fee or Charge	Frequency	Amount
<i>New Account Set-up Fee</i>	Per occurrence	\$40
<i>Delinquent Account Service Charge</i>	Bills remaining unpaid 20 days after presentation	5% or \$5 minimum
<i>Reversing Payments for Non-Sufficient Funds Fee</i>	Payment subsequently “NSF” or “Overdraft” or “reversal” of funds	\$40
<i>Public Information Request “Paper” Copy Charge</i>	Per Page	\$0.10
<i>Backflow Test Installation Notification Letter Fee</i>	Per Letter Mailed	\$35
<i>Backflow Test Reminder Letter Fee</i>	Per Letter Mailed	\$35
<i>Release of an Unsecured Lien for Delinquent Water Charges Fee</i>	Per Instrument	\$70
<i>Notary Public Fee</i>	Per Instrument	\$15
<i>Fire Flow Test Fee</i>	One Fire Flow Letter Per APN	\$310
<i>Will Serve Letter Fee</i>	Per Request	\$80
<i>Variance Application Processing Fee</i>	Per Request	\$100
<i>Call-Out Response - During Business Hours Fee</i>	Minimum Call-Out After-Hours Fee or Actual Cost of Response	\$40 Minimum or Actual Costs
<i>Call-Out Response - After-Hours Fee</i>	Minimum Call-Out After-Hours Fee (2-hours) or Actual Cost of Response	\$170 Minimum or Actual Costs

RESOLUTION NO. 23R-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING A SCHEDULE OF GUARANTEE DEPOSITS
FOR ALL CUSTOMER CLASSIFICATIONS SERVED**

*(Residential, 1-inch Bulk Hauling and 2-Inch Bulk Hauling, Agricultural,
Commercial/Institutional/Industrial/Non-Agricultural,
Fire Service and [Temporary] Construction)*

WHEREAS, on June 8, 2021, the Agency established Guarantee Deposits for the various account types then in existence; and

WHEREAS, on April 9, 2021 the Agency Ordinance No. 21O-02 Rules and Regulations for Water Service became effective. The Ordinance provided for various Customer Classes: Residential, 1-inch Bulk Hauling and 2-Inch Bulk Hauling, Agricultural, Commercial/Institutional/Industrial/Non-Agricultural, Fire Service and [Temporary] Construction; and

WHEREAS, the Agency Rules and Regulations for Water Service Article 2.18, Article 3.2 and Article 11.0 provides for a Guarantee Deposit(s) to establish a new service account for various Customer Classifications; and

WHEREAS, the establishment, modification, structuring, restructuring, and approval of rates and fees is exempt from the requirements of the California Environmental Quality Act as provided by California Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of the fees and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the Agency, and therefore the fees imposed hereby to not qualify as “special taxes” under Government Code Section 50076, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, the fees and charges set forth herein are not levied upon any person as an incident of property ownership, and thus are not subject to the substantive and procedural prerequisites of Article XIID of the California Constitution.

WHEREAS, the Agency Rules and Regulations for Water Service Article 3.9 and Article 13.0 provides for an additional Guarantee Deposit to re-establish service following a Lock-Off Event (e.g. Non-Payment or failure to comply with Cross Connection Control program, etc.); and

WHEREAS, the Agency has established a Guarantee Deposit of \$100 for all Residential, Commercial/Institutional/Industrial/Non-Agricultural and Fire Service Customer Classes and meter sizes served with a maximum Guarantee Deposit of \$200; and

WHEREAS, the Agency has established a Guarantee Deposit of \$100 for all 1-inch Bulk Hauling Customer Class with a maximum Guarantee Deposit of \$200; and

WHEREAS, the Agency has established a Guarantee Deposit of \$500 for the 2-inch Bulk Hauling Customer Class with a maximum Guarantee Deposit of two (2) times the highest monthly water bill, whichever is greater; and

WHEREAS, the Agency has established a Guarantee Deposit of \$500 for the Agricultural Customer Class with a maximum Guarantee Deposit of two (2) times the highest monthly water bill, whichever is greater; and

WHEREAS, the Agency has established a Guarantee Deposit for (Temporary) Construction Meter Customer Class (i.e. 3-inch fire hydrant meters) equal to the cost of a replacement meter plus a reasonable amount of water (e.g. five 2,500-gallon tank loads). Based on current costs the Agency established a deposit on construction meters of \$1,775.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bighorn-Desert View Water Agency, after conducting a public hearing duly noticed pursuant to California Government Code Section 66016, that the public interest and necessity as described in the oral and written testimony and evidence presented during the public hearing on this matter, all of which are incorporated herein by this reference, requires the Board of Directors of the Agency to adopt the following:

EXHIBIT A – SCHEDULE OF GUARANTEE DEPOSITS IDENTIFIED BY CUSTOMER CLASSIFICATION

BE IT FURTHER RESOLVED, that the General Manager and staff of the Agency are hereby authorized and directed to do such things and to take such actions as may be reasonably required to carry out the purpose and intent of this Resolution and as otherwise required in order to comply with applicable law.

BE IT FURTHER RESOLVED that, pursuant to Government Code Section 66017, this Resolution shall become effective sixty (60) days following adoption thereof and, thereafter, shall supersede any and all prior resolutions.

PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 27th day of June, 2023.

By _____
John R. Burkhart, President of the Board

ATTEST:

Megan Close-Dees, Secretary

Official Seal

EXHIBIT A – SCHEDULE OF GUARANTEE DEPOSITS IDENTIFIED BY CUSTOMER CLASSIFICATION

The following schedule of guarantee deposit required by Customer Classification to establish a new account with the Agency

Customer Classification	Guarantee Deposit New Account	Re-Establish Service Following “Lock-off” Event
Residential	\$100	\$200 (Maximum)
Commercial/Institutional/Non-Agriculture and Fire Service	\$100	\$200 (Maximum)
1-Inch Bulk Hauling Meter	\$100	\$200 <u>OR</u> Two Times the Highest Bill (whichever is greater)
2-inch Bulk Hauling Meter	\$500	\$500 <u>OR</u> Two Times the Highest Bill (whichever is greater)
Agricultural	\$500	\$500 <u>OR</u> Two Times the Highest Bill (whichever is greater)
Construction Meter (Temporary)	\$1,775	N/A

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING A SERVICE LINE TERMINATION FEE
FOR CUSTOMERS WHO VOLUNTARILY TERMINATE
AN EXISTING WATER SERVICE CONNECTION**

WHEREAS, the Board of Directors of the Bighorn-Desert View Water Agency (“Agency”) is required by law to fix and establish fees and charges which will enable the Agency to operate and maintain its water system, provide for debt service payments, repairs and depreciation plus a reasonable surplus for capital improvements; and

WHEREAS, the Agency Rules and Regulations for Water Service (adopted by Ordinance) provides for the amendment of certain charges by resolution, by majority vote of the Board of Directors; and

WHEREAS, the Board of Directors of the Agency desires to fairly allocate the costs of specified services listed below in a fair and equitable manner to be paid by those persons who are the actual beneficiaries or recipients of the services; and

WHEREAS, the basic service charge is levied on all premises with a service line connection, whether or not any water was used during the billing cycle; and

WHEREAS, the Board of Directors recognizes that in order to avoid being billed the basic service charge, a property owner must terminate water service per applicable Article of the Agency Ordinance concerning Rules and Regulations for Water Service and therefore pay a Service Line Termination Fee to destroy the existing water service line from the mainline to the property; and

WHEREAS, the establishment, modification, structuring, restructuring, and approval of rates and fees is exempt from the requirements of the California Environmental Quality Act as provided by California Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of the fees and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the Agency, and therefore the fees imposed hereby to not qualify as “special taxes” under Government Code Section 50076, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, the fees and charges set forth herein are not levied upon any person as an incident of property ownership, and thus are not subject to the substantive and procedural prerequisites of Article XIID of the California Constitution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bighorn-Desert View Water Agency, after conducting a public hearing duly noticed pursuant to California Government Code Section 66016, that the public interest and necessity as described in the oral and written testimony and evidence presented during the public hearing on this matter, all of which are incorporated herein by this reference, requires the Board of Directors of the Agency to adopt the following Service Line Termination Fee as follows:

Water Service Line Termination Fee **\$1,050.00 per occurrence**

BE IT FURTHER RESOLVED, that the General Manager and staff of the Agency are hereby authorized and directed to do such things and to take such actions as may be reasonably required to carry out the purpose and intent of this Resolution and as otherwise required in order to comply with applicable law.

BE IT FURTHER RESOLVED that, pursuant to Government Code Section 66017, this Resolution shall become effective sixty (60) days following adoption thereof and, thereafter, shall supersede any and all prior resolutions.

PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 27th day of June, 2023.

By _____
John R. Burkhart, President of the Board

ATTEST:

Megan Close-Dees, Secretary

Official Seal

BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL

Meeting Date: June 27, 2023

To: Board of Directors

Budgeted: No- Budget Adj. Request
Budgeted Amount: \$140,000 (high est.)
Cost: N/A

From: Marina West

Legal Counsel Approval: Obtained by
Liebert Cassidy Whitmore (Special Counsel
Personnel Matters)
CEQA Compliance: N/A

Subject: Authorize New Organizational Chart Creating Two New Job Positions with Associated Job Descriptions for Assistant General Manager and Water Distribution Supervisor; and Updated Job Descriptions for Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series; and Amending the Range and Step Scale by Resolution 23R-11; and Authorizing a Fiscal Year 2023/24 Budget Adjustment of \$140,000 for the Position of Assistant General Manager

SUMMARY

The Agency is actively preparing a succession plan in preparation for the retirement of the current General Manager. To that end, a new Organizational Chart is being proposed which creates two new positions. One of these positions results in an increase of one authorized position. One is a reassignment for the Agency's Water Distribution "Lead" Worker.

These two new job positions including job descriptions, range and step scale and organizational chart have been reviewed, approved and recommended for adoption by the Finance (Personnel) Standing Committee and Ad Hoc Committee for Succession Planning.

To that end, the Board of Directors has previously adopted the recommendation to develop an Assistant General Manager position as part of the Agency mid-term succession planning efforts and an Ad Hoc Committee is ready to start advertising for the position once it is fully authorized by the actions recommended herein.

The adoption of the listed recommendations will result in one position reassignment from Water Distribution Operator "Lead" to Water Distribution Supervisor as well as the addition of one new full-time position of Assistant General Manager.

The Agency's Special Counsel for personnel matters, Liebert Cassidy Whitmore, has reviewed all existing as well as these proposed job descriptions for compliance with applicable labor laws. Therefore this action includes approving the updated job descriptions for Water Distribution Operator series and Accounting Technician/Customer Service Representative series.

RECOMMENDATION

The Board considers taking the following action(s):

1. Authorizing and Amending Appendix D - Agency Organizational Chart adding Assistant General Manager and Water Distribution Supervisor and removing part-time Grant Manager incorporated by reference to the Employee Handbook effectively increasing staff count by one (1) position, Assistant General Manager, and affirming total authorized full-time employee count of nine (9); and
2. Authorizing and Amending Appendix B Job Descriptions to add Assistant General Manager and Water Distribution Supervisor and to Update Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series which are Incorporated by Reference to the Employee Handbook; and
3. Adopt Resolution No. 23R-11 Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook; and
4. Authorize adjustment to Fiscal Year 2023/24 Budget Line Item 01-01-560030 of \$140,000 commensurate with the Top of Range for Assistant General Manager position.

BACKGROUND/ANALYSIS

Assistant General Manager

In April 2023, the Board of Directors approved the *Ad Hoc Succession Plan* recommended by the Ad Hoc Committee appointed by the Board for this purpose. This is a new position which requires Board authorization including new job description, modification of the range and step scale and the Agency organizational chart.

The Ad Hoc Committee on Succession Planning has received Board approval for their recommended approach to finding a successor General Manager and that is to begin by developing and recruiting an Assistant General Manager. This Assistant General Manager position is intended to handle the day-to-day routine matters of Agency administration and governance as an alternative to the proposed Accounting/Customer Service Lead position described in the benchmark study.

Water Distribution Supervisor

Staff also brought forth a Water Distribution Supervisor job description to the Finance (Personnel) Standing Committee in May 2023. Staff had previously informed the Board that our “lead” operator needs a new job title and job description which more closely matches the actual duties and responsibilities of the position. This was part of the 2021 *Non-Exempt Salary Benchmark Survey*. This position results in the “re-assignment” of the Water Distribution Operator currently functioning under the title of “lead worker”. This position does not increase the full-time employee count.

Staff has done an informal evaluation of existing supervisory positions at local water agencies and has developed the attached job description. The salary range is based on the current Range and Step Scale logic of 15% change between each range and 2.5% change per each step (attached). There is no measurable effect on the Fiscal Year 2023/24 Operating Budget as the current salary paid is in-line with the range of this position.

PRIOR RELEVANT BOARD ACTION(S)

05/17/2023 Finance/Public Relations/Education/ Personnel Standing Committee (Special Meeting) Recommend new job title and position description of Water Distribution Supervisor.

04/11/2023 Motion No. 23-013 Approve the *Ad Hoc Succession Plan* and recruitment strategy for an Assistant General Manager.

04/11/2023 Motion No. 23-012 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.

06/23/2021 Motion No. 21-037 Receive and File the Final Report titled *Non-Exempt Employee Salary Benchmark Survey*, May 2021; and Adopt recommendations for incorporation into the fiscal year 2021/22 budget for a net increase of \$21,054.

09/19/2017 Motion No. 17-039 Motion authorizing part-time employment with Mr. Gary Sturdivan, Certified Emergency Manager, in a position title of Grant Manager, to develop and submit applications for an update to our Hazard Mitigation Plan and a planning grant for pipeline projects defined in the existing plan; and to authorize an update to the Agency Organizational Chart adding the identified position.

11/27/2012 Motion No. 12-080 Adopt Resolution 12R-32 Amending the Employee Handbook for Purposes of Establishing the Policy/Procedure for Cost-Of-Living Increases, Modification of Holiday Provisions, and Modifying/Correcting/Adding Job Descriptions and Establishing and Organizational Structure.

BIGHORN-DESERT VIEW WATER AGENCY



EMPLOYEE HANDBOOK

ADOPTED OCTOBER 13, 2020

REVISED AUGUST 9, 2022

RESOLUTION NO. 22R-13

Table of Contents

ARTICLE 1.0	GENERAL STATEMENTS	Error! Bookmark not defined.
1.1	SHORT TITLE.....	Error! Bookmark not defined.
1.2	WORDS AND PHRASES	Error! Bookmark not defined.
1.3	SEPARABILITY	Error! Bookmark not defined.
1.4	EFFECTIVE DATE.....	Error! Bookmark not defined.
1.5	SUBSEQUENT REVISIONS	Error! Bookmark not defined.
ARTICLE 2.0	INTRODUCTORY POLICIES	Error! Bookmark not defined.
2.1	INTRODUCTORY STATEMENT	Error! Bookmark not defined.
2.2	INTEGRATION CLAUSE AND THE RIGHT TO REVISE.	Error! Bookmark not defined.
2.3	EQUAL EMPLOYMENT OPPORTUNITY.....	Error! Bookmark not defined.
2.4	EQUAL PAY ACT POLICY.....	Error! Bookmark not defined.
2.5	POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION	Error! Bookmark not defined.
2.6	REASONABLE ACCOMMODATION	Error! Bookmark not defined.
ARTICLE 3.0	EMPLOYMENT POLICIES AND PRACTICES....	Error! Bookmark not defined.
3.1	AT-WILL EMPLOYMENT	Error! Bookmark not defined.
3.2	NEW HIRES	Error! Bookmark not defined.
3.3	REGULAR EMPLOYEES	Error! Bookmark not defined.
3.4	REGULAR FULL-TIME EMPLOYEES	Error! Bookmark not defined.
3.5	REGULAR PART-TIME EMPLOYEES.....	Error! Bookmark not defined.
3.6	TEMPORARY EMPLOYEES	Error! Bookmark not defined.
3.7	JOB DUTIES.....	Error! Bookmark not defined.
3.8	WORK SCHEDULES.....	Error! Bookmark not defined.
3.9	MEAL AND REST PERIODS.....	Error! Bookmark not defined.
3.10	PERSONNEL RECORDS.....	Error! Bookmark not defined.
3.11	EMPLOYEE REFERENCES AND VERIFICATIONS OF EMPLOYMENT	Error! Bookmark not defined.
3.12	PERFORMANCE EVALUATIONS	Error! Bookmark not defined.
3.13	GRIEVANCE PROCEDURE.....	Error! Bookmark not defined.
3.14	EMPLOYMENT OF RELATIVES.....	Error! Bookmark not defined.

3.15	CONFLICTS OF INTEREST	Error! Bookmark not defined.
3.16	REDUCTIONS IN FORCE	Error! Bookmark not defined.
3.17	TERMINATION AND PROGRESSIVE DISCIPLINE	Error! Bookmark not defined.
3.18	VOLUNTARY TERMINATION	Error! Bookmark not defined.
3.19	EXPENSES	Error! Bookmark not defined.
3.20	WEAPONS/ANTI-VIOLENCE	Error! Bookmark not defined.
3.21	NON-EXEMPT EMPLOYEE USE OF COMMUNICATION DEVICES	Error! Bookmark not defined.
3.22	TELEWORKING POLICY	Error! Bookmark not defined.
3.23	REIMBURSABLE EXPENSES FOR CERTAIN TELEWORKING EMPLOYEES	Error! Bookmark not defined.
ARTICLE 4.0	SALARY AND WAGE ADJUSTMENTS	Error! Bookmark not defined.
4.1	SALARY RANGE AND STEP SCHEDULE	Error! Bookmark not defined.
4.2	SALARY ADJUSTMENTS	Error! Bookmark not defined.
4.3	OTHER SALARY ADJUSTMENTS	Error! Bookmark not defined.
4.4	OVERTIME	Error! Bookmark not defined.
4.5	OPERATIONS STANDBY	Error! Bookmark not defined.
4.6	COMPENSATORY TIME	Error! Bookmark not defined.
4.7	PAYMENT OF WAGES	Error! Bookmark not defined.
4.8	ADVANCES	Error! Bookmark not defined.
4.9	SPECIAL ASSIGNMENT COMPENSATION	Error! Bookmark not defined.
ARTICLE 5.0	STANDARDS OF CONDUCT	Error! Bookmark not defined.
5.1	PROHIBITED CONDUCT	Error! Bookmark not defined.
5.2	DRUG AND ALCOHOL POLICY	Error! Bookmark not defined.
5.3	OFF-DUTY CONDUCT	Error! Bookmark not defined.
5.4	OUTSIDE EMPLOYMENT	Error! Bookmark not defined.
5.5	PERSONAL STANDARDS	Error! Bookmark not defined.
5.6	CUSTOMER RELATIONS	Error! Bookmark not defined.
5.7	CONFIDENTIALITY	Error! Bookmark not defined.
5.8	BUSINESS CONDUCT AND ETHICS	Error! Bookmark not defined.
5.9	FRAUD IN THE WORKPLACE	Error! Bookmark not defined.
ARTICLE 6.0	OPERATIONAL CONSIDERATIONS	Error! Bookmark not defined.

6.1	EMPLOYER PROPERTY	Error! Bookmark not defined.
6.2	USE OF AGENCY ELECTRONIC RESOURCES.....	Error! Bookmark not defined.
6.3	OFF-DUTY USE OF AGENCY'S FACILITIES AND PROPERTY	Error! Bookmark not defined.
6.4	HEALTH AND SAFETY	Error! Bookmark not defined.
6.5	HOUSEKEEPING	Error! Bookmark not defined.
6.6	SOLICITATION AND DISTRIBUTION OF LITERATURE	Error! Bookmark not defined.
ARTICLE 7.0	EMPLOYEE LEAVES	Error! Bookmark not defined.
7.1	HOLIDAYS.....	Error! Bookmark not defined.
7.2	VACATIONS	Error! Bookmark not defined.
7.3	SICK LEAVE.....	Error! Bookmark not defined.
7.4	OTHER LEAVES OF ABSENCE	Error! Bookmark not defined.
7.5	CALIFORNIA FAMILY RIGHTS ACT LEAVE POLICY....	Error! Bookmark not defined.
7.6	LEAVE BECAUSE OF PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITION	Error! Bookmark not defined.
7.7	BEREAVEMENT LEAVE.....	Error! Bookmark not defined.
7.8	MILITARY LEAVE	Error! Bookmark not defined.
7.9	JURY DUTY LEAVE.....	Error! Bookmark not defined.
7.10	OTHER COURT OR ADMINISTRATIVE PROCEEDING APPEARANCES	Error! Bookmark not defined.
7.11	LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, OR OTHER CRIMES.....	Error! Bookmark not defined.
7.12	TIME OFF FOR VOTING	Error! Bookmark not defined.
7.13	CHILD SUSPENSION LEAVE.....	Error! Bookmark not defined.
7.14	SCHOOL-RELATED LEAVE: SCHOOL OR LICENSED DAY CARE ACTIVITY LEAVE	Error! Bookmark not defined.
ARTICLE 8.0	EMPLOYEE BENEFITS	Error! Bookmark not defined.
8.1	HEALTH INSURANCE	Error! Bookmark not defined.
8.2	DISABILITY INSURANCE	Error! Bookmark not defined.
8.3	UNEMPLOYMENT COMPENSATION	Error! Bookmark not defined.
8.4	RETIREMENT PLAN	Error! Bookmark not defined.

8.5 SPECIAL COMPENSATION - UNIFORM ALLOWANCE Error! Bookmark not defined.

8.6 EMPLOYEE OUTSIDE ACTIVITIES..... Error! Bookmark not defined.

8.7 STUDENT LOAN ASSISTANCE BENEFIT..... Error! Bookmark not defined.

8.8 RECREATIONAL ACTIVITIES AND PROGRAMS Error! Bookmark not defined.

8.9 WORKERS' COMPENSATION Error! Bookmark not defined.

8.10 DEFINITION OF DOMESTIC PARTNER Error! Bookmark not defined.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF EMPLOYEE HANDBOOK

..... Error! Bookmark not defined.

APPENDICES A - D..... 6

APPENDIX A 7

APPENDIX B 8

APPENDIX C 9

APPENDIX D 10

APPENDICES A - D

**ALL APPENDICES ARE ADOPTED BY SEPARATE BOARD RESOLUTION OR
MOTION AND INCORPORATED BY REFERENCE ONLY**

APPENDIX A DRUG AND ALCOHOL TESTING PROGRAM

APPENDIX B JOB DESCRIPTIONS/CLASSIFICATIONS

APPENDIX C RANGE AND STEP SCHEDULE

APPENDIX D ORGANIZATIONAL CHART

APPENDIX B

JOB DESCRIPTIONS/CLASSIFICATIONS

<u>BIGHORN-DESERT VIEW WATER AGENCY</u> CLASS DESCRIPTION	Revised: Motion No. 23M-XX Salary Range: 6
TITLES: ASSISTANT GENERAL MANAGER	Page 1 of 4 Status: Exempt

A. POSITION OVERVIEW

The Assistant General Manager (AGM) position is responsible for specialized and continuing administrative assignments of a management nature. The position requires leadership experience, exercise of independent judgment, and professional discretion.

B. SUPERVISION / SUPERVISORY DUTIES

The Assistant General Manager receives general direction from the General Manager and the Board of Directors. The Assistant General Manager supervises administrative and operations supervisory staff and coordinates their work processes.

C. ADVANCEMENT

The individual in this position may be eligible to promote to the General Manager of the Agency.

D. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

- Directs and trains administrative staff and consultants on finance and collection procedures, including utility billing, accounts payable, accounts receivable, and general ledger activities, creates and adopts the annual budget, and cooperates with the consultant on the management role in the annual audit of Agency financial statements.
- Supervises and trains operations staff and consultants on operations and maintenance activities on 2 water systems under permit by the State Water Resources Control Board (BDVWA and ID GM until they merge), 160 miles of potable water distribution lines, 8 active wells, 13 tanks, 456 hydrants, 2,566 active meters, 5 hauling stations, and the Agency's entire water system infrastructure.
- Assists with or performs the research, creation, planning and publishing of agenda packets for the Board of Directors and Board Committees and attending and recording those meetings.
- Participates in and stays current on the activities of the Mojave Water Agency Technical Advisory Committee and Morongo Basin Pipeline Commission.
- Ensures timely reporting of regulatory requirements related to state and federal water quality sampling, completion and posting of required Consumer Confidence Reports (currently for 3 water distribution points in the two permitted systems), water rights and water shortage contingency plans, and others as required.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u> CLASS DESCRIPTION	Revised: Motion No. 23M-XX Salary Range: 6
TITLES: ASSISTANT GENERAL MANAGER	Page 2 of 4 Status: Exempt

- In cooperation with general and special counsel, administers the legal responsibilities of the Agency, including contracts, liability, risk management, personnel and payroll, employee training and safety, and information technology.
- Monitors legislation and advocacy that impacts rural water districts and special districts, including participation in the Community Water Systems Alliance or other appropriate and relevant associations.
- Attend and participate in industry conferences, training relevant to Agency and position, and other out-of-town meetings.
- Assists the General Manager in grant administration and consultant oversight, especially current grants associated with capital improvement projects planned and in progress.
- Organizes and maintains Agency records and files, as needed, including searching for information in records and compiling data for the use of others, overseeing preparation of special tax and assessment rolls annually, supporting the accountant and compiling data and other information as requested by the General Manager.
- Maintains Agency policy manual, standard procedures and other government correspondence and compliance including Brown Act and Public Records Act training for the Agency and the Board.
- Formulates and recommends development and implementation of ordinances, resolutions, policies, rules, and practices subject to the review of the General Manager and approval by the Board.
- When needed, performs administrative tasks, including answering the telephone, responding to routine inquiries of the public, interpreting utility bills, and receiving bill payments.

E. QUALIFICATIONS

1. Education, Training, & Experience:

- Five years of progressively responsible experience toward and including a senior administrative position, preferably with a special district or local government.
- College or business school degree in public administration or engineering, or other relevant training in natural sciences or water management.

2. Knowledge:

- Principles of personnel management and public employer responsibilities.
- Firm understanding of budget development, preparation, and expenditure control.
- Asset management, capital improvement planning, and debt service responsibilities.
- Methods for providing high levels of customer service support.
- Exercise of standard and effective office practices.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u> CLASS DESCRIPTION	Revised: Motion No. 23M-XX Salary Range: 6
TITLES: ASSISTANT GENERAL MANAGER	Page 3 of 4 Status: Exempt

- Effective written and oral communication methods, including conflict resolution and emergency incident response.
- Accurate business English, spelling, composition, and math.
- Requirements and implementation of public meeting agenda and Brown Act notification and publication requirements.
- Word processing, database, graphics and spreadsheet programs.
- Public sector record keeping, retention and filing procedures and practices.
- Techniques used to research, evaluate, and analyze scientific and statistical data.

3. **Skills:**

- Develop various complex/confidential reports that require research, information gathering and/or statistical analysis.
- Approve invoices for payment, monitor budget to actual expenditures, prepare and monitor vendor contracts and bid-related documents.
- Assist in or develop administrative policies, procedures, resolutions, ordinances, and notices.
- Prepare and edit Board and Board Committee agendas, packets, minutes, grants, and analytical reports.
- Review, approve or respond to human resources, insurance, and government documents.
- Effectively and quickly grow competence in primary oversight of day-to-day duties at the agency office and in field operations.
- Build positive rapport with agency Board of Directors, employees, and customers.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish priorities for the agency and staff by working effectively on multiple duties.
- Independently organize work priorities, meet critical deadlines, follow-up on assignments and employee direction.
- Select and supervise staff, assigning employee duties and reviewing work for effectiveness and conformance to policies and procedures of the agency.
- Make recommendations to the General Manager and Board when changes to policies or procedures are needed.
- Support the General Manager through the completion of existing grants and their follow-up, reporting and close out.
- Perform other special assignments as determined by the General Manager.

4. **Physical Demands:**

<u>BIGHORN-DESERT VIEW WATER AGENCY</u> CLASS DESCRIPTION	Revised: Motion No. 23M-XX Salary Range: 6
TITLES: ASSISTANT GENERAL MANAGER	Page 4 of 4 Status: Exempt

- Communicates orally with the Board of Directors, other employees, and the public in face-to-face, one-on-one settings.
- Manages employees and their day-to-day employment needs.
- Travels by automobile on Agency business.
- Uses telephone, radio, office equipment, and audio/video devices.
- Sits for extended time periods with hearing, vision, and mobility within normal ranges.
- May be required to work weekends and/or evenings, in emergency situations or at special community events.
- Occasionally required to walk or hike in the field or during presentations or tours.
- Drags, lifts, sets up multiple tables and chairs; carries, sets up and runs video/audio equipment; bends, walks, lifts, moves, measures, and crawls under desks or tables. Visits sites and walks/climbs over/around obstacles to for design and measurement of projects.

5. Licenses and Certifications:

- Possession of a California Class C driver's license with a clean driving record and automobile insurance.
- Civil or Professional Engineering certification desirable.

F. WORK ENVIRONMENT

Agency employees work in both an office and a field environment. The employee is exposed to moderate noise levels and controlled temperature conditions with no direct exposure to hazardous physical substances.

While working in the field, employee may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

G. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u> CLASS DESCRIPTION	Revised: Motion No. 23M-XX Salary Range: 6
TITLES: ASSISTANT GENERAL MANAGER	Page 1 of 4 Status: Exempt

A. POSITION OVERVIEW

The Assistant General Manager (AGM) position is responsible for specialized and continuing administrative assignments of a management nature. The position requires leadership experience, exercise of independent judgment, and professional discretion.

B. SUPERVISION / SUPERVISORY DUTIES

The Assistant General Manager receives general direction from the General Manager and the Board of Directors. The Assistant General Manager supervises administrative and operations supervisory staff and coordinates their work processes.

C. ADVANCEMENT

The individual in this position may be eligible to promote to the General Manager of the Agency.

D. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

- Directs and trains administrative staff and consultants on finance and collection procedures, including utility billing, accounts payable, accounts receivable, and general ledger activities, creates and adopts the annual budget, and cooperates with the consultant on the management role in the annual audit of Agency financial statements.
- Supervises and trains operations staff and consultants on operations and maintenance activities on 2 water systems under permit by the State Water Resources Control Board (BDVWA and ID GM until they merge), 160 miles of potable water distribution lines, 8 active wells, 13 tanks, 456 hydrants, 2,566 active meters, 5 hauling stations, and the Agency's entire water system infrastructure.
- Assists with or performs the research, creation, planning and publishing of agenda packets for the Board of Directors and Board Committees and attending and recording those meetings.
- Participates in and stays current on the activities of the Mojave Water Agency Technical Advisory Committee and Morongo Basin Pipeline Commission.
- Ensures timely reporting of regulatory requirements related to state and federal water quality sampling, completion and posting of required Consumer Confidence Reports (currently for 3 water distribution points in the two permitted systems), water rights and water shortage contingency plans, and others as required.

<p>BIGHORN-DESERT VIEW WATER AGENCY</p> <p>CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 1 of 7</p> <p>Status: Non-Exempt</p>

A. POSITION OVERVIEW

Under general direction, the Water Distribution Supervisor plans, organizes, oversees, and ensures compliance with applicable federal, state and local laws, regulations, ordinances, policies, procedures, and other requirements, and participates in the work of crews responsible for the operation, maintenance, and repair of potable and non-potable water systems, including deep well pumps, booster pumps, storage facilities, pipelines, water treatment systems, and water purification systems. The Water Distribution Supervisor also ensures work quality, water quality compliance, and adherence to established policies and procedures, provides responsible technical assistance to the General Manager and/or Assistant General Manager, and performs related work as assigned.

This is the full supervisory-level class in the Water Distribution Operator series and is responsible for planning, organizing, supervising, reviewing, and evaluating the work of the water operators and the maintenance staff. Performing the duties of the Water Distribution Operator requires comprehensive knowledge of water operations, the ability to organize and oversee the work of staff, the ability to execute various administrative responsibilities, and the use of considerable independence, initiative, and discretion within established guidelines.

B. SUPERVISION / SUPERVISORY DUTIES

Receives general direction from the General Manager and/or the Assistant General Manager. Exercises direct supervision over technical and operations/maintenance staff.

C. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

- Plans, organizes, assigns, trains, directs, and reviews the work of assigned staff; performs and assists in the recruitment, selection and evaluation of staff; ensures the most effective use of staff and materials resources; and trains staff in work procedures and related activities.
- Assists in the development and administration of assigned project/operation/maintenance budgets as part of the Agency's budget, and assists with fiscal forecasting, budget monitoring, and expenditure controls.
- Develops guidelines for water systems operations staff; participates in the development of operations guidelines and procedures; conducts and/or

<p>BIGHORN-DESERT VIEW WATER AGENCY</p> <p>CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 2 of 7</p> <p>Status: Non-Exempt</p>

participates in safety meetings; makes recommendations and implements safe work practices as necessary; and develops and updates standard operational procedures as needed.

- Oversees work activities, projects, and programs, monitors workflow, and reviews and evaluates work product.
- Reviews data and sets up Supervisory Data Acquisition and Control (SCADA) telemetry equipment to operate the water system(s) to ensure an adequate and safe supply of water in the Agency's reservoirs and pipelines.
- May travel to various facilities daily to perform security checks, monitor the condition of structures, equipment, etc., and take and record meter readings.
- Conducts and/or supervises Underground Service Alerts (USA) investigations, including identifying existing facilities from Agency records, inspecting and marking areas for the pipeline ensuring contractors comply with specifications, and filing the appropriate report(s).
- Performs a variety of duties relating to operating and maintaining the water supply and water quality, including measuring well levels, calibrating instrumentation equipment, investigating leaks, cleaning mains, and flushing the water system,
- Monitors, schedules, conducts, samples, and reports water quality and related data as required by federal, state and local agencies.
- Performs spot inspections of Agency operations to determine the proper use of Agency assets.
- Performs programmable logic controller program modifications and works with the integrator to implement changes needed to SCADA.
- Manages compliance reporting for the California Air Resources Board, Department of Toxic Substances, and the Mojave Desert Air Quality Management District, Biennial Inspection Terminal (BIT).
- Manages production reporting.
- Performs the most complex field-related repairs, maintenance, and research.
- Conducts inspections for pipeline fabrication and installation, electrical and control system installation, and mechanical facility installation.
- Works directly with the State Water Resources Control Board (SWRCB) and ensures compliance with applicable federal, state and local rules, policies, and procedures.
- Maintains appropriate work records and documents, including service orders, material and equipment use records, and maintenance logs.

<p align="center">BIGHORN-DESERT VIEW WATER AGENCY</p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 3 of 7</p> <p>Status: Non-Exempt</p>

- Prepares statistical and/or analytical records on operations, as necessary.
- Performs the more difficult and complex maintenance duties of the work unit including supervision of contract services, reviewing plans for new water facilities, developing and maintaining a maintenance/repair/replacement database, and maintaining an inventory/ mapping of the water distribution system.
- Operates heavy equipment, such as a backhoe, skip loader, dozer, etc.
- Reviews and makes recommendations on contractor equipment/material submittals, and makes recommendations for equipment purchases, including pumps, motors, motor control centers, communication systems, and SCADA equipment.
- Prepares cost estimates for supplies and materials necessary to maintain, repair, replace, and expand facilities, orders operations supplies and materials, and manages inventory.
- Orders equipment, parts, and materials related to construction and maintenance functions within established department budget.
- Receives and issues inventory and works with other departments on audits.
- Coordinates operations activities with those of other departments and outside agencies and organizations; provides information and assistance regarding operations programs and services; receives and responds to concerns and questions; and reviews issues and recommends corrective actions.
- Coordinates operations activities with those of other departments and outside agencies and organizations with respect to Cross Connection Control (Backflow) program, Lead and Copper Testing, and the like.
- Participates on a variety of committees and task forces, attends and participates in professional group meetings and internal meetings, and stays abreast of new trends and innovations in the field of water production.
- Participates and attends committee meetings, staff meetings, engineering, and other meetings as assigned.
- Participates in the Agency's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Performs other duties as assigned.

D. QUALIFICATIONS

1. Education, Training, & Experience:

<p align="center">BIGHORN-DESERT VIEW WATER AGENCY</p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 4 of 7</p> <p>Status: Non-Exempt</p>

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the minimum required qualifications would be:

- Equivalent to the completion of a High School diploma or GED
- Five (5) years of increasingly responsible experience in operations and maintenance; including electrical systems, mechanical systems, pumping, and disinfection equipment
- Two (2) years of supervisory or lead experience
- Experience in potable water quality and/or cross-connection specialist and/or electrical systems is highly desirable

2. Knowledge:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of water treatment and water production.
- Advanced operations and maintenance procedures utilized for water treatment, distribution, and maintenance.
- Advanced operations, methods, materials, and equipment used in water production and purification, including modern techniques and equipment for automatic controls and telemetry systems.
- General principles and practices of budget development, preparation, and expenditure control.
- Management practices as applied to the analysis, evaluation, development, and implementation of policies and procedures.
- Occupational hazards and standard safety practices.
- Project management principles and concepts.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.
- The principles and practices of records management.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

<p>BIGHORN-DESERT VIEW WATER AGENCY</p> <p>CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 5 of 7</p> <p>Status: Non-Exempt</p>

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

3. **Skills:**

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively; and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Read and interpret gauges and testing equipment accurately; install, repair, and maintain telemetry/SCADA system equipment; and accurately apply applicable laws, codes, and regulations.
- Make adjustments to standard operating procedures, as appropriate.
- Operate heavy equipment; use a variety of hand and power tools such as a signal generator, welder, and pipeline locator in the performance of daily tasks.
- Read and interpret a variety of documents such as safety rules, operating and maintenance instructions, procedure manuals, maps, charts, pipeline plans, and profile drawings.
- Calculate figures and amounts such as percentages, proportions, areas, and volumes to practical situations, and apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to operations programs and functions.
- Research, analyze, and evaluate service delivery methods, procedures, and techniques.
- Identify and respond to operational issues, concerns, and needs.
- Perform work in accordance with specific safety procedures to minimize the potential for injury.
- Prepare clear, concise, and accurate reports, drawings, maps, notes, correspondence, and other written materials.

<p>BIGHORN-DESERT VIEW WATER AGENCY</p> <p>CLASS DESCRIPTION</p>	<p>Revised: Motion 23R-XX</p> <p>Salary Range: 5</p>
<p>TITLES: WATER DISTRIBUTION SUPERVISOR</p>	<p>Page 6 of 7</p> <p>Status: Non-Exempt</p>

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

4. Physical Demands

- Mobility to work in the field.
- Strength, stamina, and mobility to perform medium to heavy physical work.
- Sit, stand, and walk on level, uneven, or slippery surfaces.
- Frequently reach, twist, turn, kneel, bend, stoop, squat, and crouch.
- Frequently grasp and make repetitive hand movement in the performance of daily duties.
- Operate varied hand and power tools and construction equipment (backhoes, loaders, etc.).
- Operate a motor vehicle (standard passenger or 4-wheel drive) and visit various Agency sites.
- Visually inspect and operate equipment.
- Perform fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires.
- Finger dexterity is needed to operate and repair tools and equipment.
- Lift, carry, push, and pull materials and objects averaging a weight of 60 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Wear and use the proper Personal Protective Equipment (PPE).

5. Licenses & Certifications:

- Valid California Class C driver's license and current automobile insurance.

BIGHORN-DESERT VIEW WATER AGENCY CLASS DESCRIPTION	Revised: Motion 23R-XX Salary Range: 5
TITLES: WATER DISTRIBUTION SUPERVISOR	Page 7 of 7 Status: Non-Exempt

- Valid Class A California Driver's License or attainment within six (6) months of hire.
- SWRCB Water Distribution Certificate Grade II (Grade III desired).
- SWRCB Water Treatment Certificate Grade II.
- Competent Person Certificate for trenching and excavation or attainment within six (6) months of hire.
- First Aid and CPR Training Certification.

6. Other Requirements

This is a safety-sensitive and federally regulated DOT position subject to the Agency's Drug and Alcohol Testing Policy, which is conducted in accordance with Title 49 CFR Part 40.

E. WORK ENVIRONMENT

Agency employees work in an office and a field environment. When working in an office environment the employee is exposed to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

When working in the field employees may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust and air contaminants. Employees may interact with public and private representatives in interpreting and enforcing departmental policies and procedures. Required to be on call for a 24/7 schedule for a one (1) week duration, as directed by the General Manager and/or Assistant General Manager.

F. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M23-XX</p> <p>Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR</p>
<p>TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Page 1 of 6 Status: Non-Exempt</p>

A. POSITION OVERVIEW

Under limited supervision, the Accounting Technician/ Customer Service Representative routinely performs a variety of accounting duties of various complexities related to purchase orders, accounts payable, accounting, job cost, inventory, fixed assets, general ledger, customer service, payroll, clerical, other related duties, and other duties as assigned. This position is characterized by the level of skills required to perform the duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required.

B. SUPERVISION / SUPERVISORY DUTIES

This position reports directly to the Assistant General Manager. This position has no supervisory duties, but may have but may have "lead" and/or training responsibilities.

C. RANGE PLACEMENT / ADVANCEMENT

The title and salary range (*i.e.*, Level I, II, or III) of the individual in this position is commensurate with the following factors as determined by the Agency: degree of supervision required, abilities, skills, training, education level, qualifications, and experience. Regarding internal promotions, the Agency considers factors, which include without limitation, the individual's overall performance.

D. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the work duties are similar, related, or a logical assignment to this class.

1. Purchase Orders:

- Maintains purchase order database and files, providing reconciliation and review of journals and related general ledger accounts.
- Processes all paperwork required for Purchase Orders using computerized system (*i.e.*, inputs, print journals, follow-up).
- Provides purchase orders to authorized personnel.

2. Accounts Payable:

- Maintains Accounts Payable database and files.
- Gathers, assembles, tabulates, checks, verifies, prepares and inputs all paperwork required to process accounts payable for payment (*i.e.*, review for correctness).
- Processes documents involved in financial transactions and financial recordkeeping.
- Responsible for vendor payments and other claims against the Agency.
- Matches invoices with purchase orders to ensure correct billing.
- Makes mathematical calculations.
- Assigns general ledger account numbers.
- Prepares checks.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	Revised: Motion No. M23-XX Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR
TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE	Page 2 of 6 Status: Non-Exempt

- Obtains approval and signatures for distribution of payment.
- Maintains control of all accounts payable checks by monitoring number sequence.
- Provides reconciliation and review of A/P Journals and related General Ledger accounts.
- Prepares disbursements packages.
- Files financial data.

3. **Accounting:**

- Performs accounting tasks (low to moderately complex depending on position title/level assigned) including regular analysis and reconciliation of revenue, expenditure and balance sheet accounts.
- Prepares monthly and year-end financial statements including balance sheet, income statement, and supporting ledgers and journals in an accurate and timely manner.
- Makes appropriate periodic journal entries at month-end and year-end closings.
- Determines appropriate accounts, reconciles, inputs and posts to general ledger.
- Monitors and makes recommendations for cash flow requirements.
- Performs periodic internal audits of accounting records to assure adequate controls.
- Reconciles Agency bank accounts monthly.
- Prepares special reports for the State of California, management staff, and the Board of Directors.
- Performs special analytical studies as directed by the General Manager or Assistant General Manager.
- Assists with cross training of other staff on critical job functions.
- Provides assistance and directs annual audit, interfacing with outside auditors and preparing audit schedules as required (*i.e.*, fixed asset, debt, prepaid).
- Prepares the annual audit binder including reconciliation of all accounts.
- Assists with analysis, preparation, and presentation of the Agency budget and audit.

4. **Job Cost:**

- Maintains Job Cost accounting database and files.
- Provides reconciliation and review of journal and related general ledger accounts.

5. **Inventory:**

- Maintains inventory database and files.
- Assists field representative to reconcile periodic inventory count.
- Prepares and inputs all paperwork required to add inventory purchased and remove inventory used.
- Provides reconciliation and review of journal and related general ledger accounts.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M23-XX</p> <p>Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR</p>
<p>TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Page 3 of 6 Status: Non-Exempt</p>

6. Fixed Assets:

- Maintains fixed asset database and files.
- Sets up, calculates, and monitors annual fixed asset depreciation; adjusts for new or retired assets as appropriate.
- Prepares annual schedule for audit.
- Provides reconciliation and review of journal and related general ledger accounts.

7. General Ledger:

- Makes miscellaneous regular general ledger postings and balances accounts.
- Ensures timely and accurate posting to the general ledger and researches information for adjustments to general ledger.
- Prepare and post payroll journal entries and time-off accruals to the general ledger.
- Responsible for all bank reconciliations.
- Sets up accounts as needed for general ledger posting.
- Prepares month-end journal entries.
- Assists in the preparation of periodic financial reports and statements and prepares and maintains spreadsheet analyses and reports.
- Closes and adjusts journals and ledgers each fiscal year.
- Prepares monthly financial statements.
- Works with other accounting staff to balance accounts receivable database records and journals to the general ledger.

8. Customer Service:

- Performs cashier duties.
- Interacts with customers in a courteous, respectful, and professional manner.
- Maintains assigned cash drawer in an accurate and accountable manner.
- Communicates account status and Agency Rules & Regulations to customers.

9. Payroll:

- Prepares and processes payroll for Agency employees.
- Gathers, organizes, and prepares a variety of information for the preparation of the Agency's payroll.
- Audits time records for accuracy and proper distribution of costs.
- Posts payroll distribution to general ledger.
- Provides reconciliation and review of journal and related general ledger accounts.
- Calculates payroll changes to determine fiscal impact on budgeting.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M23-XX</p> <p>Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR</p>
<p>TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Page 4 of 6 Status: Non-Exempt</p>

- Audits, reviews, and adjusts payroll data concerning vacation, sick leave, and overtime balances.
- Maintains and updates employee payroll records.
- Prepares payroll reports and summaries for retirement systems.
- Prepares and distributes payments to insurance agencies, CalPERS, EDD, garnishments and others receiving monies from payroll withholdings.
- Prepares period reports on wages paid.
- Researches and corrects payroll discrepancies.
- Ensures that Agency payroll and compensation policies are adhered to.
- Uses a computer and appropriate software in processing the Agency's payroll.
- Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for Agency staff.
- Prepares and distributes W-2 forms annually.
- Provides assistance to the Human Resources Department/Personnel Administrator, as needed.

10. Clerical:

- Prepares reports.
- Types correspondence and files.
- Banking and mail errands.

11. Other Duties:

- Compile and verify accuracy of bank deposits.
- Maintain and process Petty Cash disbursements and replenishments.
- Prepares Monthly Disbursements Report and the Monthly Financial Statements Report for agenda deadlines for Board of Directors' meetings.
- Processes customer refunds and voids through credit cards based on utility billing transactions.
- Prepares and distributes 1099's annually.
- Other duties as assigned.

12. Lead:

- Answers technical accounting questions from staff.
- Directs staff in proper procedures for accounting.
- Trains staff.
- Uses independent judgment to solve problems and efficiently lead the work of other finance staff.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M23-XX</p> <p>Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR</p>
<p>TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Page 5 of 6 Status: Non-Exempt</p>

- May organize and coordinate daily accounting functions and assignments.

13. Safety:

- Follows proper safety practices at all times.
- Attends safety meetings.

E. QUALIFICATIONS

1. Education, Training, & Experience:

- Graduation from high school or equivalent.
- Any combination of experience, education, and/or training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
 - ☐ College level course work in accounting.
 - ☐ 3 -5 years of accounting experience, including experience in computerized accounting system, accounts payable, payroll, and general ledger.
 - ☐ Experience in governmental accounting is highly desirable.
 - ☐ AA Degree in Accounting or Bachelor's degree in accounting is highly desirable.

2. Skills:

- Ability to work independently, efficiently, and productively when completing work tasks with little or no supervision.
- Prioritization, organization, and coordination skills.
- Ability to interpret and apply Agency rules, policies, and procedures governing the accounting process.
- Ability to responsibly and accurately perform semi-skilled to skilled bookkeeping functions and the most skilled financial record keeping functions using independent judgment; including performing confidential administrative and clerical functions.
- Knowledge of principles and practices of accounts payable, payroll, and general ledger.
- Knowledge of procedures and requirements for payroll and accounts payable.
- Knowledge of laws, ordinances, statutes, and regulations of the management of a water agency and controlling the preparation of and maintenance of accounting records including issuance of payroll.
- Ability to work with vendors to resolve payment issues.
- Knowledge of general and subsidiary ledger functions and requirements.
- Proficient, effective, and accurate at using word processing, presentation, and spreadsheet software, and at using 10-key adding machines by touch.
- Familiar with governmental accounting software, which includes accounts payable, payroll, and accounting systems.
- Ability to understand and carry out verbal instructions.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M23-XX</p> <p>Salary Range: 02 AT I /CSR 03 AT II /CSR 04 AT III /CSR</p>
<p>TITLES: ACCOUNTING TECHNICIAN I/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN II/ CUSTOMER SERVICE REPRESENTATIVE ACCOUNTING TECHNICIAN III/ CUSTOMER SERVICE REPRESENTATIVE</p>	<p>Page 6 of 6 Status: Non-Exempt</p>

- Ability to read and understand water agency terminology.
- Ability to read and understand accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to maintain accurate records.
- Ability to recommend improvements in Accounting Technician job-related policies and procedures.
- Knowledge of applicable safety standards and requirements.

3. Physical Demands:

- Possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis.
- Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks.
- Ability to stoop, kneel, and crouch routinely.
- Ability to sit for extended time periods and use office equipment, such as computer keyboards and terminals, telephones, 10-Key adding machine, copiers, and fax machines on a regular basis.
- Ability to hear and see within average ranges with or without correction.
- Ability to travel by automobile in conducting Agency Business.

4. Special Requirements:

- Maintain valid California Class C Driver's License.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Position subject to extended work hours, evening meetings, and periodic travel.
- First Aid and CPR Training Certification.

F. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 1 of 7 Status: Non-Exempt</p>

A. POSITION OVERVIEW

Under general direction of the Assistant General Manager, the Water Distribution Operator (WDO Level I to III) routinely performs a variety of semi-skilled and routine assignments related to the Agency's water distribution system and water production system, duties related to inventory and field service, other related duties, and other duties as assigned. This position is characterized by the level of skills required to perform the duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required.

B. SUPERVISION / SUPERVISORY DUTIES

This position reports directly to the Assistant General Manager. This position has no supervisor duties, but may have "lead" and/or training responsibilities.

C. RANGE PLACEMENT / ADVANCEMENT

The title and salary range (*i.e.*, Level I, II, or III) of the individual in this class is commensurate with the following factors as determined by the Agency: skills, abilities, education, training, and experience level. Regarding internal promotions, the Agency considers factors, which include without limitation, the individual's overall performance, demonstrated independent judgment, and degree of supervision required.

D. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

1. Water Distribution System:

- Repairs, installs and maintains distribution and transmission pipe networks, including but not limited to: water mains, service connections, fire hydrants, air/vacuum valves, and meters on a scheduled or emergency basis.
- Operates, repairs, and maintains manual and automated valves such as gate, globe, ball, check, and butterfly type valves.
- Digs, backfills, and compacts trenches by operating tractors, trucks, rollers, jackhammers, backhoes, compressors, and loaders.
- Repairs damaged roads.
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting, and cement work, using power and hand tools.

<p><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p>CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 2 of 7 Status: Non-Exempt</p>

- Locates and marks or relays information concerning location of Agency's facilities for Underground Service Alert (USA) activities.
- Responsible for proper on-site procedure and set-up of traffic control functions.
- Maintains and repairs vehicles as well as all field equipment or makes recommendations and facilitates such repairs.
- Assists in information gathering pertaining to fire flows, will serve letters, facility upgrades, and project plans and specifications.
- Ensures proper parts and material are obtained for assigned tasks.

2. Water Production System:

- Performs a variety of skilled and/or semi-skilled monitoring, maintenance, installation, testing and repair on water pumps, control systems, recording devices, motors, valves and chlorinators of the water production system on a scheduled and an emergency basis.
- Maintains and ensures the adequate supply of water in reservoirs and in the Agency water system.
- Manages energy usage and is responsible for compliance with "Time-of-Use" schedules.
- Collects water samples for lab analysis in compliance with state and federal rules, regulations and standards; completes and submits documentation pertaining to water quality regulatory requirements; assesses system water quality and makes appropriate adjustments, including the use of chemicals, to assure public safety; and calculates dosages.
- Operates, maintains and monitors water production equipment such as boosters, wells, reservoirs, and pressure reducing/sustaining stations. Operates equipment necessary for maintaining water production facilities, including pumps and emergency generators.
- Adjusts and changes pump and motor lubrication, such as, but not limited to, pump packing, motor oil, well shaft oil, and greased bearings and joints.
- Performs water table depth measurements and records findings.
- Works on energized 480 V three phase related equipment.
- Inspects for cross connection and backflow requirements.
- Administers backflow program.
- Compiles memoranda, data reports, written correspondence, and develops written procedures related to departmental needs and requirements.
- Interprets maps and provides direction to complex problems with multiple variables.
- Operates and maintains telemetry control systems and their associated components.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 3 of 7 Status: Non-Exempt</p>

3. Inventory:

- Monitors and maintains adequate inventory of water system parts and supplies, and includes specialty parts and supplies not included in formal inventory counts.
- Obtains quotes and requisitions inventory as needed.
- Makes recommendations on new products and services related to operation and maintenance of water system.
- Assists accounting staff to reconcile periodic inventory count.
- Prepares and submits all paperwork required to add inventory purchased and remove inventory used.

4. Field Services Duties:

- Reads and records residential and commercial meter readings manually or using an electronic recording device.
- Provides customer service; handles, prioritizes and completes Service Orders and interacts with customers regarding water quality, billing, and field service duties, including but not limited to, turn-on/lock-offs, leak repair, pressure checks, taste and odor complaints and meter repair/replacement.
- Communicates politely with customers.

5. Other Duties:

- Coordinates work of outside contractors as related to departmental needs and requirements.
- Understands and abides by Agency Rules and Regulations for Water Service.
- Acquires and records data by hand or through the operation of various data collection devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA) systems; online analyzers; Geographical Information System (GIS); and District atlas maps.
 - ☐ Performs general housekeeping in shop and yard; facility maintenance and grounds keeping.
 - ☐ Completes necessary forms and reports and computer data entry. Communicates using written and computerized methods such as email, word processing, spreadsheet or other customized software programs.
 - ☐ Maintains necessary supplies, tools and equipment in Agency vehicle.
 - ☐ Maintains District records.
- Attends meetings and off-site training as required.

<p><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p>CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 4 of 7 Status: Non-Exempt</p>

- Recommends improvements in job-related policies and procedures.
- Completes regularly on-call duty.
- Responds to after-hours emergencies.

6. Lead Responsibilities (WDO II or WDO III):

- Answers technical questions from staff.
- Assists with cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other field staff.
- May organize and coordinate daily functions and assignments of others.

7. Safety:

- Proper knowledge of safety practices and safety gear.
- Follows proper safety practices at all times.
- Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

E. QUALIFICATIONS

1. Education, Training, & Experience:

- Graduation from high school or equivalent. Advanced course work in water distribution or water treatment science highly desirable.

2. Knowledge:

- Knowledge, training, and experience of laws, rules, regulations, and principles of work safety, and proper work safety standards.
- Knowledge, training, and experience of proper procedure in the utilization of Underground Service Alert.
- Knowledge, training, and experience of safe application and handling of chemicals and other hazardous materials.
- Basic (WDO I) to expert (WDO III) knowledge in the operation and maintenance of a water distribution system and water production operations, which includes SCADA and RTU programming and troubleshooting.
 - Basic (WDO I) to expert (WDO III) knowledge of state and federal water regulations.
 - Basic (WDO I) to expert (WDO III) knowledge of distribution system parts and materials.

<p><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p>CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 5 of 7 Status: Non-Exempt</p>

- Basic (WDO I) to expert (WDO III) knowledge of valve operation, maintenance, and repair.
- Basic (WDO I) to expert (WDO III) knowledge in the operation and transport of heavy equipment.
- Basic (WDO I) to expert (WDO III) knowledge of operator math and concepts.
- Knowledge, training, and experience of customer service techniques.
- Satisfactory knowledge in the use and application of common and specialized computer software.

3. **Skills:**

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, respectful, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently, and productively when completing work tasks.
- Prioritization, organization, and coordination skills.
- Use independent judgment and exercise initiative in daily work activities.
- Understand and carry out oral and/or written instructions accurately and effectively.
- Safe operation and use of all power tools, hand tools, heavy equipment, and motor vehicles.
- Read and interpret plans and drawings.
- Solve shop and field arithmetic.
- Troubleshoot and repair pump and electrical problems satisfactorily.
- Use computer systems and software packages related to the needs of the Agency.
- Ability to read basic (WDO I) to complex (WDO III) literature.
- Compile clear and concise reports of operations, job reports, summary reports, and memoranda, as directed.
- Maintain accurate records and accurately record data.

4. **Physical Demands:**

- Operate Agency vehicles and equipment in distribution system construction, maintenance, and repair work.
- Enter and exit a vehicle multiple times daily.

<p><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p>CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 6 of 7 Status: Non-Exempt</p>

- Must be able to frequently carry, push, pull, reach and lift equipment and parts weighing up to 100 pounds.
- Frequently stoop, kneel, crouch, crawl, and climb throughout the course of the day.
- Walk, stand, and crouch on narrow, slippery, or erratically moving surfaces or uneven terrain.
- Work in an environment with exposure to dust, dirt, and significant temperature changes between hot and cold.
- Communicate orally in face-to-face, one-to-one, and group settings or utilizing cellular telephones and fixed frequency radios.
- Use office equipment such as computer terminals and software common to the industry, copiers and FAX machines.
- Stand and walk for extended time periods.
- Ability to hear and see within average ranges with or without correction.
- Climb to heights in excess of 40 feet.

5. Licenses & Certifications:

- Water Distribution Operator I requires state certification at level D1 within 18 months of employment. Advancement to Water Distribution Operator II requires state certification level of D2 and treatment certification T1 AND two (2) to three (3) years relevant work experience with increasing responsibilities. Advancement to Water Distribution Operator III requires state certification level of D3 and treatment T2 AND three (3) to five (5) years relevant work experience with increasing responsibilities.
- All Water Distribution Operator classifications require the appropriate Class A driver's license or, in the case of entry level Water Distribution Operator I, ability to obtain such license within 18 months.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- First Aid and CPR Training Certification.

6. Other Requirements

- This is a safety-sensitive and federally regulated DOT position subject to the Agency's Drug and Alcohol Testing Policy, which is conducted in accordance with Title 49 CFR Part 40.

<p><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p>CLASS DESCRIPTION</p>	<p>Revised: Resolution No. 12R-32</p> <p>Salary Range: 02 WDO I 03 WDO II 04 WDO III</p>
<p>TITLES: WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II WATER DISTRIBUTION OPERATOR III</p>	<p>Page 7 of 7 Status: Non-Exempt</p>

F. WORK ENVIRONMENT

- Agency employees work in an office and a field environment. When working in an office environment the employee is exposed to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

When working in the field employees may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust and air contaminants. Employees may interact with public and private representatives in interpreting and enforcing departmental policies and procedures. Required to be on call for a 24/7 schedule for a one (1) week duration, as directed by the General Manager and/or Water Distribution Supervisor.

- Ability to travel by automobile in conducting Agency Business.
- Work around and tolerate chlorine and other associated chemicals used in water treatment.
- Work with high voltage electricity.
- Position subject to extended work hours, periodic meetings, and periodic travel.

G. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

APPENDIX C

RANGE AND STEP SCALE

RESOLUTION NO. 23R-11

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING CLASSIFICATION RANGE AND STEP FOR
ASSISTANT GENERAL MANAGER AND WATER DISTRIBUTION SUPERVISOR
AND
AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on April 12, 2022 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 22R-03 setting forth the Employee Handbook which included Appendix C - Range and Step Scale; and

WHEREAS, on June 27, 2023 the Board of Directors authorized the addition of two new job descriptions: Assistant General Manager and Water Distribution Supervisor; and

WHEREAS, on June 27, 2023 the Board of Directors set the Range and Step scale for the Assistant General Manager and Water Distribution Supervisor; and

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby authorize the modification of the Employee Handbook Appendix C – Range and Step Scale to include the position Assistant General Manager and Water Distribution Supervisor with an effective date of June 27, 2023.

BE IT FURTHER RESOLVED that the updated Employee Handbook Appendix C – Range and Step Scale is hereby incorporated into this Resolution as Attachment A.

BE IT FURTHER RESOLVED that Resolution No. 23R-05 is hereby rescinded and of no further force and effect.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 27th day of June 2023.

By _____
John Burkhart, President of the Board

ATTEST,

By _____
Megan Close-Dees, Secretary of the Board

Attachment A – 2023/24 Range and Step Scale Adding Assistant General Manager and Water Distribution Supervisor Positions

Official Seal

DRAFT RESOLUTION NO. 23R-11
BDVWA EMPLOYEE RANGE AND STEPSCALE
NEW AGM and WDS POSITIONS

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Accounting Tech. I / Customer Service Rep	1													
	Per Hour Rate	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82	31.59	32.38	33.19
	Monthly	4,278	4,385	4,495	4,607	4,722	4,840	4,961	5,086	5,212	5,342	5,476	5,613	5,753
	Annually	51,334	52,824	53,934	55,286	56,659	58,074	59,530	61,027	62,546	64,106	65,707	67,350	69,035
Water Distribution Operator II Accounting Tech. II / Customer Service Rep	2													
	Per Hour Rate	28.38	29.09	29.82	30.57	31.33	32.11	32.91	33.73	34.57	35.43	36.32	37.23	38.16
	Monthly	4,919	5,042	5,169	5,299	5,431	5,566	5,704	5,847	5,992	6,141	6,296	6,453	6,614
	Annually	59,030	60,507	62,026	63,586	65,166	66,789	68,453	70,158	71,906	73,694	75,546	77,438	79,373
Water Distribution Operator III Accounting Tech. III / Customer Service Rep	3													
	Per Hour Rate	32.64	33.46	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.77	41.79	42.83	43.90
	Monthly	5,658	5,800	5,945	6,094	6,247	6,403	6,562	6,727	6,895	7,067	7,244	7,424	7,609
	Annually	67,891	69,597	71,344	73,133	74,963	76,835	78,749	80,725	82,742	84,802	86,923	89,086	91,312
Water Distribution Lead Accounting Lead	4													
	Per Hour Rate	37.53	38.47	39.43	40.42	41.43	42.47	43.53	44.62	45.74	46.88	48.05	49.25	50.48
	Monthly	6,505	6,668	6,835	7,006	7,181	7,362	7,545	7,734	7,928	8,126	8,329	8,537	8,750
	Annually	78,062	80,018	82,014	84,074	86,174	88,338	90,542	92,810	95,139	97,510	99,944	102,440	104,988
Water Distribution Supervisor	5													
	Per Hour Rate	43.16	44.24	45.35	46.48	47.64	48.83	50.05	51.30	52.58	53.89	55.24	56.62	58.04
	Monthly	7,481	7,668	7,861	8,057	8,258	8,464	8,675	8,892	9,114	9,341	9,575	9,814	10,060
	Annually	89,773	92,019	94,328	96,678	99,091	101,566	104,104	106,704	109,366	112,091	114,899	117,770	120,723
Assistant General Manager	6													
	Per Hour Rate	49.64	50.88	52.15	53.45	54.79	56.16	57.56	59.00	60.48	61.99	63.54	65.13	66.76
	Monthly	8,604	8,819	9,039	9,265	9,497	9,734	9,977	10,227	10,483	10,745	11,014	11,289	11,572
	Annually	103,251	105,830	108,472	111,176	113,963	116,813	119,725	122,720	125,798	128,939	132,163	135,470	138,861

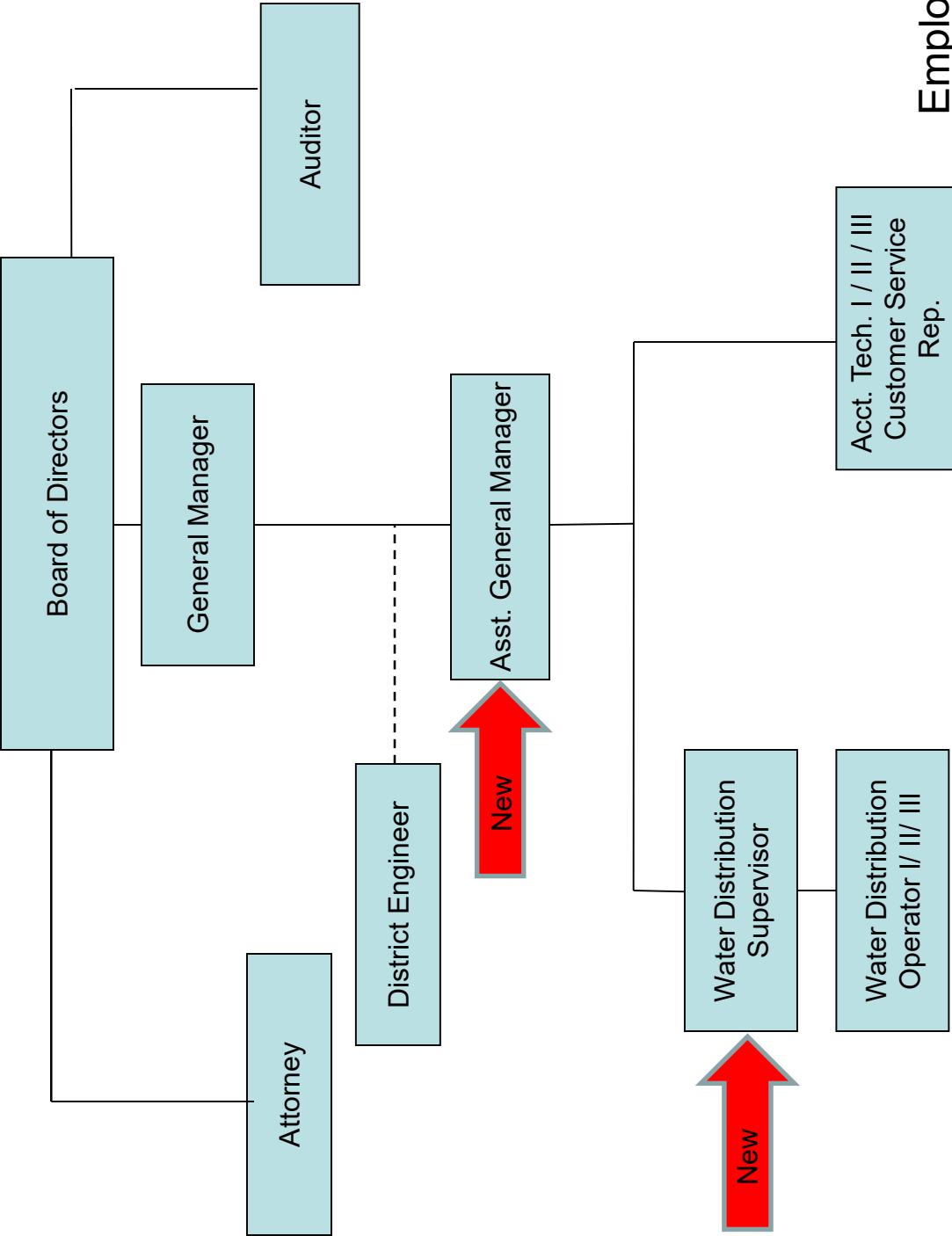
APPENDIX C

Range & Step Scale Adopted by Resolution No. 23R-11 June 27, 2023

BDVWA Employee Handbook

APPENDIX D

ORGANIZATIONAL CHART



Employee Handbook
Appendix D

Authorized Staff Count = 9
Current Staff Distribution
Asst. General Manager = 1
Water Distribution Operator = 6
Accounting Tech/Customer Service = 2



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**

**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=L3djdWRaa1ArblF5Lzl1aWNuTUdyZz09>

Passcode: 411942

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 815 3102 8615

Passcode: 411942

CALL TO ORDER

President Burkhart called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

Led by David Chapman

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

Staff present: Marina West

Public Present: Following Roll Call, 0 member(s) of the public indicated they were participating via teleconference. 0 members of the public were present in the meeting room.

APPROVAL OF AGENDA

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

Discussion and Action Items -

- 1. Public Budget Workshop No. 4 – Adopt Resolution No. 23R-07 Fixing and Adopting the Budget for Fiscal Year 2023-2024 for the Bighorn-Desert View Water Agency**

GM West gave the staff report with a Powerpoint presentation noting that only minute changes had been made to the budget since the 3rd Public Budget Workshop. One was the addition of Schedule A-1 depicting two years prior actual revenue and projected current year-end against the proposed final budget for Fiscal Year 2023/24.

GM West stated that no comments have been received through the Budget Workshops.

Director McKenzie asked if the pie charts can be created at any time during the year. GM West reviewed how the -10 accounts are expensed and how the “Due from” account is populated. GM West said that she will look at using the Project Manager report for monitoring the grant expenses.

Director Dicht made some comments about the budgeting process.

Public Comment: None

Motion No. 23-016

Director Dicht made a motion to Adopt Resolution No. 23R-07 Resolution Fixing and Adopting the Budget for Fiscal Year 2023-2024 for the Bighorn-Desert View Water Agency. Director Chapman seconded the motion.

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

MSC¹ (Dicht/Chapman) approved.

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

GM West gave a brief staff report noting that the Board of Directors’ requested, by majority motion, for staff to proceed with the process of increasing the Board’s Per Diem amount by 5% to \$162.89 per day of service. She further reported the appropriate legal notice has been published for the prescribed period and that the notice and Ordinance have been posted at the Agency posting boards since April 19th as well.

She noted that no letters of protest, either verbally or in writing, have been received prior to the Public Hearing tonight.

Director Chapman noted the increase was approximately \$7. Director Dicht inquired on the cost of the legal publication. GM West stated that she was not sure.

GM West answered questions from the Board.

President Burkhart opened the Public Hearing at 6:23 pm.

No Public Comments were received.

President Burkhart closed the Public Hearing at 6:24 pm.

Director Dicht made comments about the logic behind seeking a Per Diem increase at this time given the inflation we have experienced as individuals. President Burkhart agreed that it necessary to maintain interest from the public in joining the Board of Directors in the future.

Motion No. 23-017

Director Chapman made a motion to Adopt Ordinance 23O-01 Providing for the Compensation of the Board of Directors and Establishing Procedures Related Thereto. Director Close-Dees seconded the motion.

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

MSC¹ (Chapman/Close-Dees) approved.

3. Consent Items -

- 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 – March 2023
 2. Budget Status – March 2023
 3. Quarterly Investment Report for the period ending Q1/2023
- e. Receive and File Disbursements for April 2023
- f. Service Order Report for March 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):

Director McKenzie asked about several checks on the disbursement list.

Director Close-Dees inquired about the April 11, 2023 meeting minutes.

Public Comment: None

Motion No. 23-018

Director Dicht made a motion to adopt Consent Calendar items a to h. Director Close-Dees seconded the motion.

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

MSC¹ (Dicht/Close-Dees) approved.

4. Matters Removed from Consent Items

None.

5. Public Comment Period

None.

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

1. General Manager Report – GM West reported that Pacific Western Bank stocks fell sharply today and to the point that stock trading was halted several times. As a result of this news, GM West is transferring money out of Pacific Western Bank into LAIF. The goal is \$2.9M but we have a \$1M wire transfer limit. GM West thinks it would be a safe hedge to open another checking account just in case things go south. Ms. Byerrum has suggested Five Star Bank and so GM West has reached out to them.

Director Dicht's asked about FrontWave Credit Union in Yucca Valley, CA. Some thought they don't do commercial banking but GM West said she would check into it. She further noted that US Bank is the holder of the PWB collateral funds.

Given that the Board had no objections to proceeding with the plan to move money to a new checking account and opening a CLASS account and moving money into those two plans.

2. Director Reports –

Director Chapman reported on the Post Office Garden public relations event as part of the Morongo Basin Conservation Association Desert-Wise Landscape Tour. It was noted that there were approximately 45 attendees.

Director McKenzie reported on the Homestead Valley Community Council meeting she attended in April. The Glamping Project was appealed but no word on when the appeal will go before the Board of Supervisors. The County Third District also held an Open House in Joshua Tree. May 20th is the Disaster Prevention event at Walmart. She summarized some ideas presented for an emergency preparedness kit. She gave some information on CHP and Sheriff's Department activities. She also reported on closures at the Johnson Valley Shared Use Area in August 2023 and February 2024. In closing she summarized activities at the local community associations.

Director Dicht reported on the Association of San Bernardino County Special Districts monthly dinner meeting (April 17th) on *Water Wise Programs* presented by Chino Basin Water Conservation District. A place where "lawns are still a thing" but they are working to educate the public on reducing water use on lawns. They are doing a Native Plant Certification for landscape contractors. He noted they have on-line resources for planning your landscape as well. He noted the next meeting is an "Open Mic Night" where attendees can speak about their own agencies.

7. **Adjournment**

President Burkhart adjourned the meeting at 7:13 pm.

Approved by:

Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

General Ledger

Balance Sheet

User: rsandoval
 Printed: 06/08/2023 - 2:45PM
 Fund: All
 Period: April
 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	2,882,217.46
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-131350 - FIVE STAR BANK	0.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	2,883,767.46
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
01-00-131255 - FIVE STAR BANK MONEY MARKET	0.00
01-00-132000 - PARS IRS 115 TRUST	241,006.88
01-00-133030 - LAIF - CASH ACCOUNT	546,923.90
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	2,287,930.78
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	232,755.44
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	54,589.61
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	392,268.52
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)	4,663.45
01-00-137116 - 2021 IDGM STBY A/R (\$8,680)	5,266.20
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 PLANNING GRANT	29,367.67
01-00-139609 - DUE FROM AWAC	0.00
01-00-139610 - DUE FROM GM WELL (Well 13)	8,363.00

Fund ALFRE

Account Type

Amount

01-00-139611 - DUE FROM PROP 1/RND 2- HDWD	0.00
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)
01-00-139902 - ALLOW. DEPOSITS UNPAID	(31,782.31)
Total ACCOUNTS RECEIVABLE - OTHER:	16,101.81
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	102,301.63
01-00-143011 - INVENTORY- AMES WATER	356,030.00
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	458,331.63
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	13,908.00
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	70,501.00
01-00-144025 - PREPAID EXPENSES	9,454.40
01-00-144035 - PREPAY CalPERS UAL	7,548.00
Total PREPAID EXPENSES:	101,411.40
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(214,360.38)
01-00-111350 - FA LAND	96,194.53
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(277,251.63)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(50,262.90)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(18,105.50)
01-00-111700 - FA WATER SYSTEM	10,119,467.18
01-00-111701 - A/D WATER SYSTEM	(7,143,305.06)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(25,159.97)
01-00-111810 - FA MOBILE EQUIPMENT	831,657.50
01-00-111811 - A/D MOBILE EQUIPMENT	(651,903.07)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(148,568.36)
Total FIXED ASSETS:	3,469,742.44
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:	9,352,625.36

Liabilities

Fund ALFRE

Account Type	Amount
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	0.00
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
Total ACCOUNTS PAYABLE:	0.00
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	(4,074.79)
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(473.21)
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:	(4,548.00)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	173,055.39
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)	3,000.00
Total CUSTOMER DEPOSITS:	179,436.60
BLUEFIN CC FEES	
01-00-226001 - BLUEFIN/SB CC FEES thru PORTAL	(6,849.71)
Total BLUEFIN CC FEES:	(6,849.71)
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	10,849.16
01-00-211030 - IDM PIPELINE FUTURE DEBT BAL	0.00
Total LONG TERM DEBT:	10,849.16
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	

Fund ALFRE

Account Type	Amount
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW:	0.00
Total Liabilities:	50,560.50
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	8,811,783.66
01-00-310005 - IMP DIST GOAT MTN FUND BALANCE	190,132.08
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:	9,089,911.32
Total Retained Earnings:	262,714.04
Total Fund Balance and Retained Earnings:	9,302,064.86
Total Liabilities, Fund Balance, and Retained Earnings:	9,352,625.36
Totals for Fund 01 - General Fund:	0.00

General Ledger
Budget Status

User: rsandoval
Printed: 6/8/2023 - 2:44 PM
Period: April 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	12,760.00	12,760.00	-11,260.00	0.00	-11,260.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	14,200.00	113,719.00	113,719.00	-99,519.00	0.00	-99,519.00	0.00
01-00-410015	AG CONS TIER 1	10,500.00	5,851.81	5,851.81	4,648.19	0.00	4,648.19	44.27
01-00-410016	AG CONS TIER 2	23,800.00	5,998.02	5,998.02	17,801.98	0.00	17,801.98	74.80
01-00-410020	BULK CONS TIER 1	97,900.00	57,176.35	57,176.35	40,723.65	0.00	40,723.65	41.60
01-00-410030	COMMERCIAL/INST CONS TIER	9,000.00	8,860.02	8,860.02	139.98	0.00	139.98	1.56
01-00-411000	INCOME METERED WATER	588,700.00	345,342.90	345,342.90	243,357.10	0.00	243,357.10	41.34
01-00-411001	RES CONS TIER 2	226,800.00	157,767.04	157,767.04	69,032.96	0.00	69,032.96	30.44
01-00-412000	GOAT MTN STANDBY INCOME	62,000.00	48,745.95	48,745.95	13,254.05	0.00	13,254.05	24.38
01-00-413000	BASIC SERVICE CHARGE	1,021,800.00	862,434.91	862,434.91	159,365.09	0.00	159,365.09	16.60
01-00-413001	FIRE BSC	0.00	6,667.13	6,667.13	-6,667.13	0.00	-6,667.13	0.00
01-00-414000	INCOME JV BULK WATER SALE	2,500.00	1,271.31	1,271.31	1,228.69	0.00	1,228.69	49.15
01-00-417000	INCOME OTHER (OPERATING)	65,000.00	69,253.10	69,253.10	-4,253.10	0.00	-4,253.10	0.00
01-00-417003	RESTRICTED FROM CSA70/W1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-419000	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	16,538.82	16,538.82	1,461.18	0.00	1,461.18	8.12
R05 Sub Totals:		2,141,700.00	1,712,386.36	1,712,386.36	429,313.64	0.00	429,313.64	20.05
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	78,300.00	84,966.46	84,966.46	-6,666.46	0.00	-6,666.46	0.00
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	132.91	132.91	-132.91	0.00	-132.91	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	77,700.00	85,082.15	85,082.15	-7,382.15	0.00	-7,382.15	0.00
01-00-491040	GA03 ID GM GEN TAX LEVY	36,100.00	41,974.92	41,974.92	-5,874.92	0.00	-5,874.92	0.00
01-00-492000	INTEREST INCOME	4,800.00	22,815.41	22,815.41	-18,015.41	0.00	-18,015.41	0.00
01-00-496000	INCOME OTHER (NON OPERATI	38,400.00	13,770.10	13,770.10	24,629.90	0.00	24,629.90	64.14
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	29,367.67	29,367.67	-29,367.67	0.00	-29,367.67	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	290,196.60	290,196.60	-54,896.60	0.00	-54,896.60	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E25	Revenue Sub Totals:	2,377,000.00	2,002,582.96	2,002,582.96	374,417.04		374,417.04	15.75
01-00-562000	NON-OPERATING EXPENSE							
01-00-563000	OFFICE EQUIPMENT EXPENSE	7,900.00	10,332.20	10,332.20	-2,432.20	0.00	-2,432.20	0.00
01-00-564000	CUSTOMER RELATIONS	4,500.00	1,213.15	1,213.15	3,286.85	0.00	3,286.85	73.04
01-00-571000	OTHER ADMINISTRATIVE EXPE	7,500.00	9,961.00	9,961.00	-2,461.00	0.00	-2,461.00	0.00
01-00-571100	DEPRECIATION EXPENSE	0.00	307,237.33	307,237.33	-307,237.33	0.00	-307,237.33	0.00
01-00-572100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572200	AMORTIZATION OF LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572300	INTEREST EXPENSE ON LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	CONTRA EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-593000	ELECTION COSTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-00-594000	EXPENSE / INCOME MISC	500.00	-2,666.21	-2,666.21	3,166.21	0.00	3,166.21	633.24
01-00-594001	GAIN (LOSS) ASSET DISPOSAL	0.00	-4,358.24	-4,358.24	4,358.24	0.00	4,358.24	0.00
	INVESTMENT GAIN/LOSS	0.00	-7,697.35	-7,697.35	7,697.35	0.00	7,697.35	0.00
E25 Sub Totals:		21,400.00	314,021.88	314,021.88	-292,621.88	0.00	-292,621.88	0.00
Expense Sub Totals:		21,400.00	314,021.88	314,021.88	-292,621.88	0.00	-292,621.88	0.00
Dept 00 Sub Totals:		-2,355,600.00	-1,688,561.08	-1,688,561.08	-667,038.92	0.00		
Administration								
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	351,561.00	283,906.25	283,906.25	67,654.75	0.00	67,654.75	19.24
01-01-560060	CONTRACTUAL SERV-AUDIT/OF	18,400.00	13,086.00	13,086.00	5,314.00	0.00	5,314.00	28.88
01-01-560070	CONTRACTUAL SERV-LEGAL	40,000.00	34,203.90	34,203.90	5,796.10	0.00	5,796.10	14.49
01-01-560075	LEGISLATIVE AFFAIRS CWSA	10,000.00	10,499.22	10,499.22	-499.22	0.00	-499.22	0.00
01-01-560080	PERS CONTRIBUTION	99,700.00	83,446.04	83,446.04	16,253.96	0.00	16,253.96	16.30
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	12,966.74	12,966.74	5,333.26	0.00	5,333.26	29.14
01-01-560110	TELEPHONE/FAX/INTERNET/WI	5,900.00	5,142.04	5,142.04	757.96	0.00	757.96	12.85
01-01-560120	MAILING EXPENSE	1,600.00	776.90	776.90	823.10	0.00	823.10	51.44
01-01-560140	CONTRACTUAL SERV - OTHER	123,200.00	92,677.42	92,677.42	30,522.58	0.00	30,522.58	24.77
01-01-560160	PROPERTY/LIABILITY EXPENSE	63,000.00	52,458.34	52,458.34	10,541.66	0.00	10,541.66	16.73
01-01-560170	WORKERS COMP EXPENSE	15,300.00	11,109.16	11,109.16	4,190.84	0.00	4,190.84	27.39
01-01-560180	DUES & SUBSCRIPTIONS	17,300.00	13,904.81	13,904.81	3,395.19	0.00	3,395.19	19.63
01-01-560200	POWER/PROPANE OFFICES & Y/	13,400.00	10,380.30	10,380.30	3,019.70	0.00	3,019.70	22.54
01-01-560220	BAD DEBT EXPENSE	1,500.00	2,294.57	2,294.57	-794.57	0.00	-794.57	0.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-01-560300	OFFICE SUPPLIES/PRINTING	9,000.00	8,634.00	8,634.00	366.00	0.00	366.00	4.07
01-01-561000	EMPLOYEE BENEFITS INSURAN	203,400.00	124,849.40	124,849.40	78,550.60	0.00	78,550.60	38.62
01-01-561100	EMPLOYEE EDUCATION/TRAIN	10,000.00	12,575.29	12,575.29	-2,575.29	0.00	-2,575.29	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	773,012.32	773,012.32	230,048.68	0.00	230,048.68	22.93
E25	NON-OPERATING EXPENSE							
01-01-564001	PARS TRUST EXPENSES	0.00	1,140.28	1,140.28	-1,140.28	0.00	-1,140.28	0.00
E25 Sub Totals:		0.00	1,140.28	1,140.28	-1,140.28	0.00	-1,140.28	0.00
Expense Sub Totals:		1,003,061.00	774,152.60	774,152.60	228,908.40	0.00	228,908.40	22.82
Dept 01 Sub Totals:		1,003,061.00	774,152.60	774,152.60	228,908.40	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	366,700.00	265,249.67	265,249.67	101,450.33	0.00	101,450.33	27.67
01-05-541030	UNIFORMS	8,000.00	3,871.87	3,871.87	4,128.13	0.00	4,128.13	51.60
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP	38,100.00	28,985.93	28,985.93	9,114.07	0.00	9,114.07	23.92
01-05-541070	VEHICLE EXPENSE-FUEL	83,000.00	32,424.67	32,424.67	50,575.33	0.00	50,575.33	60.93
01-05-541090	FIELD MATERIALS & SUPPLIES	78,800.00	50,015.70	50,015.70	28,784.30	0.00	28,784.30	35.53
01-05-541095	SHRINKAGE	0.00	-103.66	-103.66	103.66	0.00	103.66	0.00
01-05-541110	WATER TESTING	10,300.00	8,071.00	8,071.00	2,229.00	0.00	2,229.00	21.64
01-05-541120	CONTRACTUAL SRV-ENGINEER	60,000.00	11,109.00	11,109.00	48,891.00	0.00	48,891.00	81.49
01-05-541140	WATER SYSTEM REPAIRS	86,300.00	38,242.18	38,242.18	48,057.82	0.00	48,057.82	55.69
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	13,922.29	13,922.29	1,577.71	0.00	1,577.71	10.18
01-05-541190	COMMUNICATIONS EXPENSE	7,500.00	4,776.76	4,776.76	2,723.24	0.00	2,723.24	36.31
01-05-541210	DISINFECTION EXPENSE	14,600.00	15,891.83	15,891.83	-1,291.83	0.00	-1,291.83	0.00
01-05-541250	POWER WELLS & PUMPS	137,000.00	81,794.31	81,794.31	55,205.69	0.00	55,205.69	40.30
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	567,963.51	567,963.51	415,136.49	0.00	415,136.49	42.23
Expense Sub Totals:		983,100.00	567,963.51	567,963.51	415,136.49	0.00	415,136.49	42.23
Dept 05 Sub Totals:		983,100.00	567,963.51	567,963.51	415,136.49	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	3,280.63	3,280.63	6,219.37	0.00	6,219.37	65.47
01-09-560028	DIRECTOR McKENZIE	9,500.00	5,373.52	5,373.52	4,126.48	0.00	4,126.48	43.44
01-09-560029	DIRECTOR CLOSE	9,500.00	7,241.67	7,241.67	2,258.33	0.00	2,258.33	23.77
01-09-560030	DIRECTOR DIGHT	9,500.00	5,658.37	5,658.37	3,841.63	0.00	3,841.63	40.44
01-09-560031	DIRECTOR CHAPMAN	9,500.00	8,129.99	8,129.99	1,370.01	0.00	1,370.01	14.42
	E15 Sub Totals:	47,500.00	29,684.18	29,684.18	17,815.82	0.00	17,815.82	37.51
	Expense Sub Totals:	47,500.00	29,684.18	29,684.18	17,815.82	0.00	17,815.82	37.51
Dept 01-10	Dept 09 Sub Totals:	47,500.00	29,684.18	29,684.18	17,815.82	0.00		
E20	CIP							
01-10-056198	CIP EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-056199	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561904	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 PLAT	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
01-10-561934	INTERTIE @ LUNA VISTA (HDW	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	14,306.00	14,306.00	-9,306.00	0.00	-9,306.00	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	10,538.69	10,538.69	287,497.31	0.00	287,497.31	96.46
01-10-562005	ANNEX 0631-071-29 (NAPA@AL1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-562006	PI/C PROJECT- PIPELINES/CONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	422,036.00	54,046.75	54,046.75	367,989.25	0.00	367,989.25	87.19
	Expense Sub Totals:	422,036.00	54,046.75	54,046.75	367,989.25	0.00	367,989.25	87.19
	Dept 10 Sub Totals:	422,036.00	54,046.75	54,046.75	367,989.25	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	2,002,582.96	2,002,582.96	374,417.04	0.00	374,417.04	15.75
	Fund Expense Sub Totals:	2,477,097.00	1,739,868.92	1,739,868.92	737,228.08	0.00	737,228.08	29.76
	Fund 01 Sub Totals:	100,097.00	-262,714.04	-262,714.04	362,811.04	0.00		
	Revenue Totals:	2,377,000.00	2,002,582.96	2,002,582.96	374,417.04	0.00	374,417.04	15.75
	Expense Totals:	2,477,097.00	1,739,868.92	1,739,868.92	737,228.08	0.00	737,228.08	29.76
	Report Totals:	100,097.00	-262,714.04	-262,714.04	362,811.04	0.00		

Bighorn Desert View Water Agency

Check Register

PAGE 89 of 128

Check Date Range: 5/1/2023 thru 5/31/2023

Ck Date	Ck No	Payable To	Void	Check Amt
5/5/2023	0	IRS PAYROLL		3,741.95
5/5/2023	0	EDD PAYROLL		1,193.05
5/5/2023	0	CALPERS		4,957.64
5/5/2023	32153	PAYROLL		2,472.14
5/5/2023	32154	PAYROLL		1,501.17
5/5/2023	32155	PAYROLL		4,895.31
5/5/2023	32156	PAYROLL		2,403.93
5/5/2023	32157	PAYROLL		1,577.60
5/5/2023	32158	PAYROLL		1,599.52
5/5/2023	32159	PAYROLL		1,483.04
5/5/2023	32160	PAYROLL		3,350.03
5/8/2023	32161	CUSTOMER REFUND		120.05
5/8/2023	32162	CUSTOMER REFUND		251.22
5/8/2023	32163	CUSTOMER REFUND		118.62
5/8/2023	32164	CUSTOMER REFUND		33.54
5/8/2023	32165	CUSTOMER REFUND		44.14
5/8/2023	32166	CUSTOMER REFUND		43.28
5/8/2023	32167	CUSTOMER REFUND		277.79
5/8/2023	32168	CUSTOMER REFUND		35.37
5/8/2023	32169	CUSTOMER REFUND		100.00
5/8/2023	32170	CUSTOMER REFUND		225.46
5/8/2023	32171	CUSTOMER REFUND		133.50
5/8/2023	32172	CUSTOMER REFUND		23.39
5/8/2023	32173	CUSTOMER REFUND		100.00
5/10/2023	32174	BEYOND SOFTWARE SOLUTIONS		1,154.90
5/10/2023	32175	CLINICAL LABORATORY OF SB, INC.		660.00
5/10/2023	32176	CRAIG DIGHT		120.52
5/10/2023	32177	EIDE BAILLY LLP		1,827.50
5/10/2023	32178	FRONTIER CALIFORNIA, INC		205.63
5/10/2023	32179	MELONIE HELLER		123.14
5/10/2023	32180	JOHN'S GARAGE,LLC		563.40
5/10/2023	32181	PARKER'S BUILDING SUPPLY - US LBM, LLC		47.81

Bighorn Desert View Water Agency

Check Register

PAGE 90 of 128

Check Date Range: 5/1/2023 thru 5/31/2023

Ck Date	Ck No	Payable To	Void	Check Amt
5/10/2023	32182	SBRK FINANCE HOLDING, INC.		539.00
5/10/2023	32183	SDRMA		15,416.72
5/10/2023	32184	UNDERGROUND SERVICE ALERT OF SO CAL		123.75
5/10/2023	32185	WIENHOFF & ASSOCIATES, INC.		85.00
5/11/2023	0	IRS PAYROLL		205.18
5/23/2023	32195	CORE & MAIN LP		2,127.70
5/23/2023	32196	COUNTY OF SAN BERNARDINO REGISTRAR OF VOTERS		197.00
5/23/2023	32197	HI-DESERT STAR		314.50
5/23/2023	32198	HOME DEPOT CREDIT SERVICES		349.48
5/23/2023	32199	INLAND WATER WORKS SUPPLY CO		676.29
5/23/2023	32200	JOHN'S GARAGE,LLC		396.06
5/23/2023	32201	MOJAVE WATER AGENCY		9,345.00
5/23/2023	32202	PARKER'S BUILDING SUPPLY - US LBM, LLC		241.89
5/23/2023	32203	PROVOST & PRITCHARD ENGINEERING GROUP, INC.		6,804.70
5/23/2023	32204	BLANCA RODRIGUEZ		550.00
5/23/2023	32205	MARINA WEST		2,113.40
5/23/2023	32206	WINNER CHEVROLET, INC		43,526.20
5/23/2023	32207	CUSTOMER REFUND		2.91
5/23/2023	32208	CUSTOMER REFUND		86.34
5/23/2023	32209	CUSTOMER REFUND	VOID	205.04
5/23/2023	32210	CUSTOMER REFUND		407.60
5/23/2023	32211	CUSTOMER REFUND		56.36
5/23/2023	32212	CUSTOMER REFUND		502.51
5/23/2023	32213	CUSTOMER REFUND		11.14
5/23/2023	32214	CUSTOMER REFUND		120.13
5/23/2023	32215	CUSTOMER REFUND		61.44
5/23/2023	32216	CUSTOMER REFUND		54.73
5/23/2023	32217	CUSTOMER REFUND		200.00
5/23/2023	32218	CUSTOMER REFUND		108.04
5/23/2023	32219	CUSTOMER REFUND		100.00
5/25/2023	0	IRS PAYROLL		3,455.63
5/25/2023	0	EDD PAYROLL		1,042.66

Bighorn Desert View Water Agency

Check Register

PAGE 91 of 128

Check Date Range: 5/1/2023 thru 5/31/2023

Ck Date	Ck No	Payable To	Void	Check Amt
5/25/2023	0	CALPERS		5,104.93
5/25/2023	0	IRS PAYROLL		133.96
5/25/2023	32186	PAYROLL		2,161.31
5/25/2023	32187	PAYROLL		1,438.24
5/25/2023	32188	PAYROLL		4,840.31
5/25/2023	32189	PAYROLL		1,605.50
5/25/2023	32190	PAYROLL		943.07
5/25/2023	32191	PAYROLL		2,103.09
5/25/2023	32192	PAYROLL		2,256.88
5/25/2023	32193	PAYROLL		1,483.04
5/25/2023	32194	PAYROLL		2,427.70
5/30/2023	0	AT&T MOBILITY		307.57
5/30/2023	0	BURRTEC WASTE&RECYC		95.62
5/30/2023	0	CINTAS CORPORATION #150		986.20
5/30/2023	0	SOUTHERN CALIFORNIA EDISON COMP		21,402.68
5/30/2023	0	EDD PAYROLL		4.13
5/30/2023	0	AMERICAN FIDELITY ASSURANCE COMPANY		1,238.46
5/30/2023	0	CARDMEMBER SERVICES		2,650.89
5/30/2023	0	BLUEFIN PAYMENT SYSTEMS		890.74
5/30/2023	0	SPRINGBROOK ACH		142.56
5/30/2023	32220	OCEAN HOUSE		205.04
			Total	177,232.96



DATE: 5/2/2023
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Bighorn-Desert View Production APRIL 2023

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"					
Well 3	160,450	1,200,166	136	166	147.5	3.68
Well 4	Well is "inactive"					
Well 6	67,050	501,534	96	80	86.9	1.54
Well 7	117,580	879,498	122	136	120.6	2.70
Well 8	422,900	3,163,292	358	380	147.1	9.71
Well 9	536,900	4,016,012	429	440	156	12.33
Well 10	30,550	228,514	76	92	49.8	0.70
Total	1,335,430	9,989,016			707.9	30.66

Maximum Day Demand

Date 4/27/2023

Total Production (Gallons) 546563.6

A Boosters	77,920	582,842	149	150	65
C Boosters	113,100	845,988	174	175	81.2
Total	191,020	1,428,830			



DATE: 6/2/2023
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Bighorn-Desert View Production MAY 2023

	Cubic Feet Pumped	Total Gallons Pumped	GPM from Hour Meter	GPM Flowmeter	Total Running Time	acre feet
Well 2	Well is "inactive"					
Well 3	189,280	1,415,814	134	166	176.4	4.35
Well 4	Well is "inactive"					
Well 6	83,190	622,261	93	80	111.5	1.91
Well 7	121,790	910,989	122	136	124	2.80
Well 8	512,300	3,832,004	361	380	177.1	11.76
Well 9	666,500	4,985,420	430	440	193.4	15.30
Well 10	32,890	246,017	78	92	52.6	0.76
Total	1,605,950	12,012,506			835	36.87

Maximum Day Demand

Date 5/22/2023

Total Production (Gallons) 577007.2

A Boosters	92,550	692,274	139	150	83.3
C Boosters	137,500	1,028,500	175	175	98.1
Total	230,050	1,720,774			



DATE: 5/2/2023
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Goat Mountain Production APRIL 2023

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM from</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well GMW1	147,190	1,100,981	188	220	97.7	3.38
Well GMW3	243,400	1,820,632	294	320	103.2	5.59
Total	390,590	2,921,613			200.9	8.97

Maximum Day Demand

Date 4/24/2023

Total Production (Gallons) 192011.6

GM booster	142,900	1,068,892	254	222	70.2
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DATE: 6/2/2023
 TO: Board of Directors
 FROM: Laun Hanson
 RE: Goat Mountain Production MAY 2023

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>GPM from</u> <u>Hour Meter</u>	<u>GPM from</u> <u>Flowmeter</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well GMW1	183,280	1,370,934	187	220	122	4.21
Well GMW3	294,300	2,201,364	387	320	94.8	6.76
Total	477,580	3,572,298			216.8	10.96

Maximum Day Demand

Date 5/19/2023

Total Production (Gallons) 268083.2

GM booster	161,900	1,211,012	245	222	82.4
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Restated 6-2-23



To: Marina West
 From: Rosa Carrick
 Subject: Service Order Report April 2023

SERVICE ORDER REPORT FOR FISCAL YEAR 2022-2023

UTILITY BILLING SERVICE ORDERS	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
After Hours Call Out	12	5	4	4	3	0	2	1	5	0	2			26
Backflow (Misc/Lock-off or Un-Lock)	47	0	6	3	0	6	3	2	0	3	6			29
Customer Requested Asst	107	8	13	15	16	13	7	12	3	2	1			90
Reported Leaks	67	10	6	9	5	7	7	4	5	3	4			60
Destroy Service Line	0	0	0	0	0	0	0	0	0	0	0			0
Exchange Meter	89	5	6	6	6	4	2	3	5	7	7			51
Fire Flow Test	30	3	5	0	4	4	2	4	2	0	1			25
Hangtag	219	5	11	17	12	6	9	11	10	6	11			98
Install New Service	34	1	2	0	2	0	2	0	0	0	0			7
Miscellaneous	131	10	6	9	14	8	23	14	10	8	16			118
Open New Service (New Owner or Tenant)	245	41	30	32	29	23	18	12	22	18	17			242
Pull Meter	37	0	0	2	0	0	0	1	0	0	0			3
Reread Meter/Read Meter	488	16	32	14	36	18	13	8	17	17	22			193
Tamper	8	2	4	3	1	0	0	0	1	0	2			13
Unlock Service	127	8	28	12	25	9	10	33	18	3	15			161
Verify Meter Locked	75	2	34	7	6	16	7	12	14	6	8			112
TOTAL	1716	116	187	133	159	114	105	117	112	73	112	0	0	1228

UTILITY BILLING INFORMATION	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Active Residential Accounts Billed	9748	993	1186	1001	1197	1005	1194	1003	1194	1006	1196			10975
Inactive Residential Accounts Billed	1394	165	143	160	133	157	137	161	140	163	138			1497
Active Agricultural Accounts Billed	375	34	20	32	21	31	18	30	17	28	18			249
Inactive Agricultural Accounts Billed	156	18	20	18	19	18	22	18	20	15	20			188
Active Commercial Accounts Billed	64	3	14	3	14	4	14	4	14	4	13			87
Active Bulk Accounts Billed - 1-inch Meter	248	59	0	55	0	59	0	64	0	61	0			298
Active Bulk Accounts Billed - 2-inch Meter	131	16	16	13	16	17	16	15	16	15	13			153
Active Number of JV Cash Sales Accounts	507	66	58	56	64	64	63	63	56	57	57			604
Active Fire Accounts Billed	16	3	1	3	1	3	1	3	1	3	1			20
Active Construction Meter Accounts Billed	16	3	3	3	4	4	4	3	3	3	2			32
TOTAL	12655	1360	1461	1344	1469	1362	1469	1364	1461	1355	1458	0	0	14103

DELINQUENT ACCOUNT BILLING	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts - DQ	2382	305	272	312	291	307	288	295	243	284	262			2859
Agricultural Accounts - DQ	239	31	24	25	27	26	23	29	18	22	23			248
Commercial Accounts - DQ	18	4	0	3	0	2	1	1	0	0	2			13
Bulk Accounts - DQ	56	5	6	2	10	3	12	3	9	1	8			59
TOTAL	2695	345	302	342	328	338	324	328	270	307	295	0	0	3179

LOCK-OFF SERVICE - NON-PAYMENT	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts L/O	35	0	52	0	20	44	0	52	13	0	12			193
Residential Payment Plans - Initiated	1	1	1	0	0	2	1	2	4	4	2			17
Residential Payment Plans - Failed	0	0	0	1	0	0	0	0	0	1	0			2
Agricultural Accounts L/O	53	0	6	0	1	3	0	5	0	0	0			15
Commercial Account L/O	0	0	0	0	0	0	0	0	0	0	0			0
Bulk Accounts L/O	1	0	0	0	0	0	0	1	0	0	1			2
TOTAL	90	1	59	1	21	49	1	60	17	5	15	0	0	229

OPERATIONS/MAINTENANCE SERVICE ORDERS	2021/22	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
AirVac Maintenance	1	0	0	0	0	0	0	0	0	0	1			1
AirVac Replacement	2	0	0	0	0	0	0	0	0	0	0			0
Bulk Stations Maintenance	7	0	0	2	0	0	1	0	0	0	1			4
Flush Deadend/Blowoffs	8	0	0	0	1	0	0	0	0	0	0			1
Goat Mountain Main Line Repair	0	0	0	0	0	0	0	0	0	0	0			0
Goat Mountain Service Line Replacement	3	1	2	0	1	1	0	0	0	1	1			7
Goat Mountain Service Line Repair	7	2	3	2	1	0	1	1	1	0	0			11
Hydrant Maint.	1	2	1	0	0	0	0	0	0	1	0			4
Pressure Complaint	11	2	3	0	0	2	3	1	0	1	1			13
Repair Mainline	1	0	0	0	0	0	0	1	0	0	0			1
Repair Service Line	79	11	8	11	6	2	1	3	5	5	3			55
Replace Service Line	47	3	4	1	3	0	0	1	2	11	11			36
Valve Maintenance	194	0	21	13	0	0	13	36	2	21	18			124
Water Quality Issues Customer Reported (taste, Odor, Color)	4	0	1	0	0	0	0	0	0	0	0			1
Well Water Level	4	1			1			1			1			4
TOTAL	369	22	43	29	13	5	19	44	10	40	37	0	0	262

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	1			10
Operations "Tail-Gate" Safety Training	12	1	1	1	1	1	1	1	1	1	1			10
Monthly Inspections - Fire Extinguisher	12	1	1	1	1	1	1	1	1	1	1			10
Monthly Inspections - Vehicles	12	1	1	1	1	1	1	1	1	1	1			10
Quarterly Inspections - Facility	4	1			1			1			1			4
Quarterly Inspections - 90-day BIT	4	1						1			1			4
Monthly/Quarterly Inspections - Tank/Reservoir	4	1					1		1		1			4
Monthly/Quarterly Inspections - Fuel	12	1	1	1	1	1	1	1	1	1	1			10
Monthly/Quarterly Inspections - Generators	12	1	1	1	1	1	1	1	1	1	1			10
TOTAL	84	9	6	6	8	6	7	8	7	6	9	0	0	72
		1853	2058	1855	1998	1874	1925	1921	1877	1786	1926	0	0	19073

BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL

Meeting Date: June 27, 2023

To: Board of Directors

Budgeted: Yes

From: Rosa Carrick
Marina D. West

Budgeted Amount: \$63,900 to be assessed

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: POSTING OF NOTICE OF INTENT to Consider Adoption of Resolution No. 23R-XX Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2023-24 (Tax Year 2023) to be estimated at \$61,470

SUMMARY

Improvement District Goat Mountain (ID “GM”) was annexed by the Bighorn-Desert View Water Agency in 2015 when the predecessor entity, County of San Bernardino Special Districts Community Service Area 70/Zone W-1 Landers, was dissolved by the Local Area Formation Commission of San Bernardino County.

Those parcels within ID “GM” that are not yet served by a water meter must pay a Stand-By and Availability Fee approved and assessed annually by the Board of Directors through the property tax rolls.

At least 15 days prior to the scheduled Public Hearing on the matter, the Agency must post a Notice of Intent by the Board of Directors to consider adopting a Resolution establishing Stand-By and Availability Fees for Water Services in Improvement District “Goat Mountain” (ID “GM”). To adhere to this requirement, the attached draft Notice of Intent was posted publically on June 23, 2023 and agendized for discussion and information purposes only for the June 27, 2023 meeting.

On July 11, 2023 the Board will hold a Public Hearing on the matter and following the conclusion of the Public Hearing consider adopting Resolution No. 23R-XX Establishing Stand-By and Availability Fees for Water Services In Improvement District Goat Mountain for Fiscal Year 2023-24 (Tax Year 2023). This fee applies to vacant unmetered parcels within the annexed Improvement District Goat Mountain only. As of June 23, 2023, the total amount of the stand-by fees to be assessed is \$61,470, staff will reevaluate after June 30, 2023 for the final amount. The assessed amount is down \$390 from prior year due to three new meters installed in current year. Due to timing of the posting and County of San Bernardino deadline for submission of assessments, this figure could change if new meters are purchased in the ID “GM” before the end of 2022/23 Fiscal Year.

The Fiscal Year 2023/24 Budget estimated non-operating revenue collected from the stand-by assessment to be \$63,900. All delinquent stand-by assessments will be received in the coming years as properties change hands and outstanding tax debts are paid. Eventually, the Agency will receive nearly 100% of the assessments.

The exact assessment will be provided in the July 11, 2023 Public Hearing staff report.

RECOMMENDATION

Information, Discussion and Public Notice Purpose Only – No Action Required

BACKGROUND/ANALYSIS

Improvement District Goat Mountain (ID “GM”) was annexed by the Bighorn-Desert View Water Agency in 2015 when the predecessor entity, County of San Bernardino Special Districts Community Service Area 70/Zone W-1 Landers, was dissolved by the Local Area Formation Commission of San Bernardino County.

The annexation of Improvement District Goat Mountain (ID GM) into Bighorn-Desert View Water Agency requires that the Agency assume responsibility for proper collection of revenues through fees, charges and assessments which are necessary to operate and maintain the water system.

Therefore, those parcels within ID “GM” that are not yet served by a water meter must pay a Stand-By and Availability Fee approved and assessed annually by the Board of Directors through the property tax rolls.

Stand-by assessments are considered the vacant land owners “fair share” of maintaining the water system until such time as the owner wishes to purchase service at the property. In other words, it is the “fair share” for having the water system “stand-by” until the owner is ready to be served. For land owners that have a private water well there is a perceived benefit in having access to fire hydrants along the public right-of-way.

PRIOR RELEVANT BOARD ACTION(S)

Assessment of Stand-By Fees is an annual action first adopted following the annexation of Improvement District Goat Mountain

07/28/2015 Motion No. 15-033 Resolution No. 15R-20 A Resolution of the Board of Directors of the Bighorn-Desert View Water Agency Establishing Stand-By and Availability Fees for Water Service in Improvement District “Goat Mountain” (ID “GM”).

4/25/2017 Motion No. 17-023 Receive and file final correspondence from County of San Bernardino Special Districts Department Concluding Dissolution of CSA 70W-1 (Goat Mountain).

*****ANNOUNCEMENT OF PUBLIC HEARING*****

**JULY 11, 2023 AT 6:00 PM
BIGHORN-DESERT VIEW WATER AGENCY
BOARD MEETING OFFICE
1720 N. CHEROKEE TRAIL, LANDERS, CA 92285**

**NOTICE OF INTENT BY THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW
WATER AGENCY TO CONSIDER ADOPTING A RESOLUTION
OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING STAND-BY AND AVAILABILITY FEES FOR WATER SERVICES IN
IMPROVEMENT DISTRICT "GOAT MOUNTAIN" (ID "GM")
FOR FISCAL YEAR 2023/24 (TAX YEAR 2023)**

RESOLUTION NO. 23R-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING STAND-BY AND AVAILABILITY FEES FOR WATER SERVICES IN
IMPROVEMENT DISTRICT "GOAT MOUNTAIN" (ID "GM")
FOR FISCAL YEAR 2023/24 (TAX YEAR 2023)**

WHEREAS, the Board of Directors of Bighorn-Desert View Water Agency ("Agency"), acting in its capacity as the governing body of the Agency's Improvement District Goat Mountain (ID "GM"), hereby finds and determines:

- (a) That this Board of Directors finds that the water availability and standby charges in Improvement District Goat Mountain (ID "GM") were previously established by the County of San Bernardino pursuant to procedures set forth in former Section 25210.77b; and
- (b) That this Board of Directors may, by this Resolution, continue the water availability and standby charges pursuant to Section 54984.2 of the Government Code now and in successive years at the same rate.

NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:

1. That, in accordance with Government Code, Section 54984.7, there are hereby fixed and continued without change and the charges shall be thirty dollars (\$30.00) per full acre in a parcel; and

2. That for parcels of less than one (1) acre total, the charges continued herein for Improvement District Goat Mountain (ID "GM") shall be thirty dollars (\$30.00) ; and
3. That water availability and standby charges shall apply to each parcel of real property within the Improvement District Goat Mountain (ID "GM") which is within six hundred sixty (660) feet of a water main from which water service is furnished by the Agency; and
4. That the water availability and standby charges were previously established and fixed by the County of San Bernardino and that the Agency, as the successor-in-interest to the County by virtue of the completed annexation and conversion of the County's service area into the Agency's Improvement District pursuant to the LAFCO Reorganization Resolution No. 3197, adopted March 26, 2015, is hereby continuing such charges without change as permitted by Government Code, Section 54984.7; and
5. That the charges fixed and established herein shall be effective on and after the date of July 1, 2023, and shall be operative during Fiscal Year 2023/24, tax year 2023.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 11th day of July 2023.

By _____
John Burkhart, President of the Board

Attest,

By _____
Megan Close-Dees, Secretary of the Board

Official Seal

California

PROPERTY TAX INFORMATION



"Any local agency that provides water or sewer service may impose a standby charge on all or part of the properties within the district."

www.californiataxdata.com

100 Pacifica, Suite 470
Irvine, California 92618
Tel 949-789-0660
Fax 949-788-0280

What is a Standby Charge?

Background:

The Uniform Standby Charge Procedures Act authorizes any local agency that provides water or sewer services to impose a standby charge in connection with the provision of that service. A standby charge is essentially an assessment that is charged to unimproved properties to ensure that adequate water or sewer service will be available for that parcel when needed. Standby charges normally appear on property tax bills, although they may be billed directly by the local agency.

What Properties are Subject to a Standby Charge?

Normally standby charges are assessed on undeveloped properties that currently are not using the services. These standby charges provide equity between existing ratepayers and future customers by spreading the cost to maintain water and sewer systems to owners of unimproved property who may eventually develop. However, standby charges may also be imposed on developed properties as well to finance water and sewer service expansions, recycling projects and conservation programs.

Who Authorizes the Standby Charge?

Standby charges must be authorized each year for collection on the county property tax bills and are subject to public notice and hearing requirements. For ongoing standby charges, if more than 40% of property owners protest, the charge must be put on hold until the following year, or put out to a vote of affected property owners.

Special Requirements for New or Increased Charges

Prior to imposing a new standby charge, or increasing the amount or the properties affected by an existing charge, the agency is required to give written notice to all affected property owners prior to the public hearing and include a ballot for voting. A majority vote of the affected property owners is required to approve the standby charge or the rate increase.

Alternatively, the agency may put the vote out to the electorate residing in that area at its option. In that case, a two-thirds vote is required to apply the charge.

How is the Annual Charge Determined?

The charge may be imposed on an area, frontage, or parcel basis, or a combination of these. The formula will be established by an engineer and be specified in original documents on file at the agency.

How Long Will the Charge Continue?

As long as it continues to be authorized each year, standby charges normally are assessed every year on unimproved properties. Once the property is developed, the charge will cease, and normal service rates will apply. Or, if developed properties are assessed a standby charge to finance growth or special projects, the standby charge normally continues until the project is fully funded.

BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL

Meeting Date: June 27, 2023

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

Cost: N/A

From: Marina D. West

General Counsel Approval: Obtained

CEQA Compliance: N/A

Subject: Adopt Resolution No. 23R-12 Establishing the Agency's Investment Policy

SUMMARY

Annually the Board of Directors reviews its established Investment Policy and updates accordingly.

There were statutory updates in 2022 which require our policy to be updated. Legal counsel has provided the Resolution No. 23R-12 establishing the Agency's Investment Policy for Board consideration and possible adoption.

RECOMMENDATION

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

1. Adopt Resolution No. 23R-12 Establishing the Agency's Investment Policy.

BACKGROUND/ANALYSIS

General Counsel Kennedy has provided the updated Resolution for 2023 with the following comments and one edit.

This policy resolution was reviewed by the Finance Standing Committee on May 17, 2023 and was recommended to be forwarded to the Board of Directors for further consideration and possible adoption.

Comment (not written in the policy):

The primary statutory changes regarding this matter that were enacted by the State Legislature in 2022 involve Senate Bill 1489, which amended an investment's term or remaining maturity to be measured from the settlement-forward date to final maturity. A security purchased pursuant to Government Code Section 53601 is prohibited from having a settlement date exceeding 45 days from the time of investment. In addition, Government Code Section 53646 was amended to extend the time that the treasurer or chief fiscal officer has to render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency by 15 days, from 30 to 45, following the end of the quarter.

Edits to Policy:

The following statement was removed from the policy to allow more flexibility in investing across the various financial institutions where the Agency has funds currently.

5. DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who, where appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures as may be established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. ~~The Treasurer shall be limited to investments in the Local Agency Investment Fund (LAIF) except in instances where specifically authorized by Board action to invest in other areas.~~

Staff recommends the Committee approve the modification and recommend that the full Board adopt the annual resolution as presented.

PRIOR RELEVANT BOARD ACTION(S)

Annual Action.

05/17/2023 Finance Standing Committee review and moved to full Board of Directors.

06/21/2022 Motion No. 22-025 Resolution No. 22R-08 Establishing the Agency Investment Policy.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BIGHORN-DESERT VIEW WATER AGENCY
ESTABLISHING ITS INVESTMENT POLICY**

1. POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Section 53600.6); and

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 and 53600; and

WHEREAS, the Treasurer or fiscal officer of the Bighorn-Desert View Water Agency ("Agency") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Agency that it shall be the policy of the Agency to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the Agency's daily cash flow demands and conforming to all statutes governing the investment of Agency funds.

2. SCOPE

This investment policy applies to all financial assets of the Agency. These funds are accounted for in the annual Agency audit.

3. PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4. OBJECTIVES

As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing Agency funds, the primary objectives, in priority order, of the investment activities shall be:

- a. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. Liquidity: The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements which might be reasonably anticipated.
- c. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5. DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who, where appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures as may be established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

6. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall fully comply with the Agency's Conflict of Interest Code in the execution of this policy, and shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer may maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Agency shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Agency's account with that firm has reviewed the Agency's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Agency that are appropriate under the terms and conditions of the Investment Policy.

8. AUTHORIZED AND SUITABLE INVESTMENTS

a. Permitted Investments: Agency funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Section 53601 et. seq.

b. Prohibited Investments: Under the provisions of California Government Code Section 53601.6 and 53631.5, the Agency shall not invest any funds covered by this Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools, options and futures, or any investment that may result in a zero interest accrual if held to maturity. Also prohibited is trading securities for the sole purpose of speculating on the future direction of interest rates, purchasing or selling securities on margin, securities lending or any form of borrowing or leverage, and the purchase of foreign currency denominated securities.

9. AUTHORIZED SIGNATORIES

Every financial transaction shall require two authorized signatures. Each transaction shall require one Authorized Board Member and one Authorized Agency Staff Member to complete the transaction or two Authorized Board Members. The aforementioned are authorized to transfer funds between any account of the Agency (ie. Local Agency Investment Fund [LAIF], California Cooperative Liquid Assets Securities System [CLASS]) with the approval and signature of any two of them. The Bank is authorized to honor all such transactions.

10. COLLATERALIZATION

All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

11. SAFEKEEPING AND CUSTODY

All security transactions entered into by the Agency shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Agency by book entry, physical delivery or by third party custodial agreement, as may be required under applicable law.

12. DIVERSIFICATION

The Agency will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically, if determined necessary to meet Agency goals. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

13. REPORTING

In accordance with California Government Code Section 53646(b)(1), the Treasurer shall submit an investment report to the Agency's Board of Directors at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Agency by third party contracted managers. The report will also include the source of the portfolio valuation. If all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool and/or JPA Investment Pools, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the Agency will meet its expenditure obligations for the next six months, as required by Government Code Section 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

14. INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the Agency's Board of Directors. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Agency's Board of Directors.

15. RESCISSION

This Investment Policy adopted pursuant to Resolution No. 22R-08 is hereby superseded by this Resolution and of no further force and effect.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 27th day of June 2023.

By _____
John Burkhart, Board President

Attest:

Megan Close-Dees, Board Secretary

Official Seal

BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL

Meeting Date: June 27, 2023

To: Board of Directors

Budgeted: N/A

Budgeted Amount: N/A

Cost: N/A

From: Marina D. West

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: *Authorize General Manager to Execute County of San Bernardino Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2023-24*

SUMMARY

Each May/June the Agency summarizes the report of Bad Debt expenses owed for the prior year period and prepares for the submission of a collections report to the County of San Bernardino for inclusion on the secured tax rolls. The "lien process" concludes with a Public Hearing on July 11, 2023 and is finalized in August when the totals are submitted to the County of San Bernardino.

The Board of Directors is authorized by law, including, without limitation, pursuant to Bighorn-Desert View Water Agency Law (CA Water Code Appendix Section 112-1 et seq) to place such delinquencies on the secured tax rolls.

The Agency must execute the attached County of San Bernardino Auditor-Controller/Treasurer/Tax Collector Agreement for Collection of Special Taxes, Fees and Assessments Fiscal Year 2023-24.

RECOMMENDATION

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

1. Authorize General Manager to execute the County of San Bernardino Auditor-Controller/Treasurer/Tax Collector Agreement for "District" for Collection of Special Taxes, Fees and Assessments Fiscal Year 2023-24.

BACKGROUND/ANALYSIS

Staff has mailed final notices for payment demand of outstanding delinquent balances which allowed sufficient notice to avoid inclusion in the Public Hearing on July 11, 2023 concerning the 2023/24 Tax Bill for Delinquent Water Accounts.

Annually the Agency must authorize execution of *County of San Bernardino Auditor-Controller-Treasurer-Tax Collector Agreement for Collection of Special Taxes, Fees, and Assessments Fiscal Year 2023-24*.

PRIOR RELEVANT BOARD ACTION(S)

Annual Administrative Action



AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
AGREEMENT FOR COLLECTION OF SPECIAL
TAXES, FEES, AND ASSESSMENTS
FISCAL YEAR 2023-24

THIS AGREEMENT is made and entered into this _____ day of _____, 2023,
by and between the COUNTY OF SAN BERNARDINO, hereinafter referred to as "County"
and the _____, hereinafter referred to as "District".

WITNESSETH:

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

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

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

1. County agrees, when requested by District as hereinafter provided to collect on
the County tax rolls the special taxes, fees, and assessments of District, and of each zone or
improvement District thereof.

2. When County is to collect District's special taxes, fees, and assessments,
District agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4TH floor,
San Bernardino, CA 92415) of the County on or before the 10th day of August of each fiscal
year of the Assessor's parcel numbers and the amount of each special tax, fee, or assessment
to be so collected. Any such notice, in order to be effective, must be received by the Auditor-
Controller by said date.

3. County may charge District an amount per parcel for each special tax, fee, or
assessment that is to be collected on the County tax rolls by the County for the District, not to
exceed County's actual cost of collection.

4. District warrants that the taxes, fees, or assessments imposed by District and
collected pursuant to this Agreement comply with all requirements of state law, including but
not limited to, Articles XIIC and XIID of the California Constitution (Proposition 218).

5. District hereby releases and forever discharges County and its officers, agents,
and employees from any and all claims, demands, liabilities, costs and expenses, damages,
causes of action, and judgments, in any manner arising out of District's responsibility under

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

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

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

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

9. This agreement shall be effective for the 2023-24 fiscal year.

10. Either party may terminate this agreement for any reason upon 30 days written notice to the other party. The County Auditor-Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.

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

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

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

District: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

ENSEN MASON CPA, CFA,
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
SAN BERNARDINO COUNTY

By Authorized Deputy: _____

Printed Name: Franciliza Zyss

Title: Interim Chief Deputy, Property Tax

Date: _____

Join us August 11 at the DoubleTree Hotel in Ontario



Southern California Water Conference

Friday, August 11, 2023 | 8:00 AM - 1:00 PM

(Networking & Continental Breakfast at 7:00 AM)

RESPONDING TO WATER EXTREMES

Partial Program

Californians can continue to expect periods of extremely dry conditions followed by severe winter storms. In the face of this weather whiplash, how can we meet our demand for water and solve our housing crisis? Join us as we tackle tough questions like:

How important is density and what role does it play in addressing the water/housing crisis?



Can we conserve our way out of a drought?



Are we really using what nature gives us?



Keynote Speaker: Dr. Marty Ralph

Scripps Institution of Oceanography at UC San Diego

Director, Center for Western Weather and Water Extremes

WATER EDUCATION FESTIVAL

MAY 31, 2023



HELD AT



La Contenta
Middle School

National Public Lands Day – September 23, 2023

Giant Rock Location ----- 8-noon



**#storiesandstewardship2023 at Giant Rock -
Clean Up & Chronicles**

bit.ly

Organizer

Karyl Newman

Blightsites.org

POSITIONALprojects.org



Yucca Valley Sunset Rotary Club

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Get Directions

26th Annual Morongo Basin Orchid Festival 2023



click on map to get precise directions

When: Saturday October 7th, 2023 10 am – 5 pm
Sunday October 8th, 2023 10 am – 3 pm



**California Special
Districts Association**
Districts Stronger Together

SIGN OUT 

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Workshop: So, You Want to Be a General Manager?

Part of the SDLF Essential Leadership Skills Certificate Program
Sponsored by Special District Leadership Foundation

Presenter: Scott Carroll, CSDM

A practical career development workshop for senior executives and emerging leaders in special districts. This action oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices. Registration fee includes continental breakfast and lunch. Limited class size, register early!

Attendee Pricing:

\$100 CSDA member or Non-member, includes continental breakfast and lunch

Price 100.00

When 6/25/2023 8:30 AM - 4:00 PM

Where

Everline Resort & Spa
Formerly Resort at Squaw Creek a Hyatt
Property
Olympic Valley, CA 96146
UNITED STATES

REGISTER MYSELF

REGISTER SOMEONE ELSE

My registration status: Not registered



CSDA

California Special
Districts Association

Districts Stronger Together

2023 CSDA annual conference & exhibitor showcase

The Leadership Conference
for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California



Attendee Registration Form

Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

Full Conference Registration Fees Include:

- President's Reception with the Exhibitors
- Keynote Sessions
- Continental Breakfast with the Exhibitors
- Lunch with the Exhibitors
- Mix and Mingle in the Exhibit Hall
- SDRMA Full Plated Breakfast
- Legislative Update Luncheon
- All Breakout Sessions
- "Taste of the City" Reception
- Closing Breakfast

Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
- 2** FAX your registration form to 916-520-2465. (All faxed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

Name:		Title:	
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email:	Website:		
Special Needs (include dietary):			
Emergency Contact:			
Conference Registration Fees		Early Bird (on/before August 5, 2023)	Regular (after August 5, 2023)
<input type="checkbox"/> CSDA Member - Full Conference		\$ 675.00	\$750.00
<input type="checkbox"/> Non-member - Full Conference		\$ 1,010.00	\$ 1,125.00
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 350.00	\$ 425.00
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 525.00	\$ 635.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 375.00 each day	\$ 400.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 560.00 each day	\$ 600.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28		\$ 250.00	\$ 375.00
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28		\$ 100.00 CSDA Member/Non-member	
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28		\$ 110.00 (includes lunch)	
<input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28		\$ 50.00 CSDA Member/Non-member	
<input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28		\$ 90.00 CSDA Member/Non-member	
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30		\$ 80.00	\$ 120.00
<input type="checkbox"/> Karaoke After Party - Aug. 30		\$ 25.00 CSDA Member/Non-member	
		TOTAL	
Payment Information			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:	CVC:	Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to jennifers@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.