



# 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' REGULAR MEETING AGENDA

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

MAY 12, 2026  
TIME – 6:00 p.m.

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. **WELL 14 CONSTRUCTION PROJECT: AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH TKE ENGINEERING INC. FOR WELL 14 DESIGN, BIDDING AND CONSTRUCTION MANAGEMENT SERVICES FOR AN AMOUNT NOT TO EXCEED \$798,600.**
2. **BUDGET 2026/27 WORKSHOP #3**
3. **QUARTERLY INVESTMENT REPORT – CALENDAR YEAR 2025 Q4**
4. **ANNUAL REVIEW OF INVESTMENT POLICY (RESOLUTION NO. R25-06)**
5. **ADOPT RESOLUTION NO. R26-XX AUTHORIZING A 2.8% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR STAFF EXCLUDING THE GENERAL MANAGER AND DISTRICT ENGINEER, AMENDING APPENDIX C – RANGE AND STEP SCALE INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

**6. ADOPT RESOLUTION NO. R26-XX DECLARING SUPPORT FOR THE SAN BERNARDINO COUNTY SPECIAL TAX MEASURE TO INCREASE FUNDING FOR ROAD MAINTENANCE IN LANDERS.**

**7. CONSENT CALENDAR** - 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 Meeting Minutes
  - 1. April 14, 2026 Regular Meeting
  - 2. May 2, 2026 Workshop Special Meeting
- b. Financial Statements
  - 1. Balance Sheet(s) – March 2026
  - 2. Budget Sheet(s) – March 2026
- c. Receive and File Disbursements – April 2026
- d. Service Order Report – February – March 2026
- e. BDV Production Report – April 2026
- f. Goat Mountain Production Report – April 2026
- g. Resolution No. 26R-XX Amending Signers for Local Agency Investment Fund (LAIF)
- h. Receive and File Committee Meeting Minutes
  - 1. Planning/Legislative/Engineering/Grants Standing Committee
    - No minutes from past meeting to approve.
    - Next Meeting June 16, 2026 at 4 p.m.
  - 2. Finance/Public Relations/Education/Personnel Standing Committee
    - No minutes from past meeting to approve.
    - Next Meeting May 19, 2026 at 4 p.m.

**8. MATTERS REMOVED FROM CONSENT CALENDAR**

**9. PUBLIC COMMENT**

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.

**10. ITEMS FOR NEXT OR FUTURE AGENDA**

**11. VERBAL REPORTS** – Including Reports on Courses/Conferences/Meetings.

- a. General Manager’s Report
- b. Chief Engineer’s Report
- c. Directors’ Reports

**12. ADJOURNMENT**

May 12, 2026 Board of Directors Regular Meeting Agenda

Posted May 8, 2026

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In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above. As a general rule, agenda reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

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

**Public Comments:** You may wish to submit your comments in writing to assure that you are able to express yourself adequately. Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

#### **Calendar Reminder - Upcoming Director Meetings**

- Regular Board Meeting – second Tuesday every month at 6 p.m.
- FREP Committee – third Tuesday of odd months at 4 p.m.
- PLEGS Committee – third Tuesday of even months at 4 p.m.
- Mojave Water Agency Board of Directors Meeting – second and fourth Thursday every month (regular schedule)
- Landers Homestead Valley Community Association Meeting – second Monday at 5 p.m. every month
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)

**BIGHORN-DESERT VIEW WATER AGENCY  
BOARD OF DIRECTORS'  
AGENDA ITEM SUBMITTAL – WELL 14 DESIGN AWARD**

**Meeting Date:** May 12, 2026

**To:** Board of Directors

**From:** Thomas R. Holliman, PE

**Agenda Topic:** **Authorize Professional Services Agreement with TKE Engineering Inc. for Well 14 Design, Bidding and Construction Management Services**

**Requested Action:**

That the Board considers taking the following action:

1. Authorize Professional Services Agreement with TKE Engineering, Inc. to complete a Preliminary Engineering Report focused on well siting, plans, specifications, contract documents, to provide Bidding assistance and construction management/inspection services for the construction of Well 14 in the amount of \$726,000 and authorize a contingency of \$72,600 to be approved by the General Manager.

**Project:** **Well 14 Construction Project**

**Funding Source:** USDA Loan or Grant

**Contract:** Agency and consultant will execute a Professional Services Agreement.

**Funds Requested:** \$726,000 + \$72,600 for total of \$798,600

**Agency Cost Share:** At this time, the Agency is responsible for all costs associated with this award. However, it is presumed that USDA will reimburse the Agency once the project is awarded for construction.

**General Counsel Approval for this Action:** Counsel will be consulted on the execution of the Professional Services Agreement for this work.

**Summary:**

The Well 14 Project is intended as a new well in the Bighorn-Desert View Zone B to replace Well 3. Well No. 3 which is nearing the end of its useful life and has elevated uranium. The construction of the new well will increase reliability in BDV Zone B and allow for less reliance on Well 3.

Staff contacted the United States Department of Agriculture (USDA) regarding low interest loan financing or the potential for grant funding. The Agency received a positive response from the USDA staff. However, while staff had understood grant funds were available USDA recently confirmed there are no grant funds available in the current fiscal year appropriations funding to USDA.

Per USDA staff the cost of developing a Preliminary Engineering Report (PER) which would include the design of Well 14 Project (Project) would be reimbursed to BDVWA upon award of a construction contract for the Project. The Fiscal Year 2025/26 and Fiscal year 2026/27 budgets include a total of \$650,000 for the Project.

In preparing the Request for Proposals (RFP) for the design of the Project a key provision, and selection criteria for the design consultant, was that the design work would be done in compliance with the requirements of the USDA loan/grant application processes and the consultant had previous experience

on USDA funded projects. The USDA has assigned a staff engineer to work with the BDVWA team to ensure that the Project will be compliance with USDA requirements and therefore eligible for USDA grant or loan interest loan financing.

SCOPE OF WORK - The project scope includes project coordination which will consist of monthly coordination meetings, design review meetings, and staff presentations, at key milestones such as 30%, 60% and 100% design phases. The work will also include final well-site selection and preparation of the Preliminary Engineering Report (PER) which will be prepared per USDA requirements. Final design including CEQA documentation will follow, then bidding support such as answering questions from bidders and preparing addendums if needed.

During construction TKE will support the project by providing construction support services such as reviewing shop drawings and changes orders, final technical support during the drilling and well head construction, field inspection, and final project close out work including as-built drawings.

SELECTION PROCESS - Eleven consultants were sent the RFP for the Project. Four proposals were received from TKE Engineers, Wood-Rogers, West and Associates, and SUSP Engineering. After reviewing the proposals, and follow-up interviews with two shortlisted consultants (TKE and SUSP), staff is recommending award to TKE Engineering, Inc., and authorizing \$726,000 for the design work with an additional \$72,600 reserved for contingencies to be approved by the General Manager. TKE’s proposal in the amount of \$726,000 is attached, the cost breakdown and comparison between TKE and SUSP Engineering is shown in the table below.

		<b>TKE Engineering</b>	<b>SUSP Engineering</b>
Task 0	Project Coordination and Management	\$ 19,200	\$ 62,485
Task 1.1	Well Site Selection and Preliminary Engineering Report	\$ 44,460	\$ 102,550
Task 1.3	CEQA	\$ 75,640	\$ 26,370
Task 2.1	Preparation of Plans and Specifications for Construction of New Water Well	\$ 215,040	\$ 282,659
Task 2.2	Services During Bidding	\$ 12,560	\$ 25,030
Task 2.3	Engineering Services During Construction	\$ 81,660	\$ 69,310
Task 2.4	Field Technical Support	\$ 99,000	\$ 150,278
Task 2.5	Construction Inspection and Close-out	\$ 156,960	\$ 231,449
	<b>TOTAL FEE</b>	<b>\$ 704,520</b>	<b>\$ 950,131</b>

**Grant Background:**

A funding Agreement with the USDA will be pursued at the completion of preliminary design report. USDA will provide funding either as a low interest loan or direct grant when a construction contract is awarded by the Board.

**CEQA Action:** A Mitigated Negative Declarations Notice of Determination will be filed for the project upon completion of the design.

**Prior Board Action(s) Relevant to this Request:**

**6/24/2025 Motion No. M25-030** Motion to authorize Change Orders to Professional Services Agreement

with T. R. Holliman & Associates for General Engineering Services for Fiscal Year 2025/26 related to construction of one new production well and one new water storage reservoir.

**1/14/2025 Motion No. M25-001** Authorize Professional Services Agreement with T.R. Holliman for general engineering services in support of Agency operations and grant funded projects.

ADDENDUM TO REQUEST FOR PROPOSALS (RFP)  
FOR  
DESIGN AND ENGINEERING SERVICES  
FOR WATER WELL NO. 14



BIGHORN DESERT VIEW WATER AGENCY  
Attn: Marina West, General Manager  
622 Jemez Trail  
Yucca Valley, CA 92284  
mwest@bdvwa.org

**KEY RFP DATES - Subject to change at discretion of the Bighorn Desert View Water Agency (BDVWA):**

Addendum Issue Date:	March 23, 2026 (Revised RFP)
Revised Proposal Due Date:	April 10, 2026
Anticipated Projected Award Date:	May 12, 2026

**ATTENTION: CONTRACTORS AND SUBCONTRACTORS MANDATORY  
REQUIREMENT for  
[DEPARTMENT OF INDUSTRIAL RELATIONS REGISTRATION](#)**

**Contractors and subcontractors are required to be registered with the Department of Industrial Relations in order to 1) submit a bid or be listed on a bid for a public works project, or 2) work on a public works project awarded on or after April 1, 2015.**

**Application Process**

Registration and renewal costs with DIR are \$400 and covers the fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). Credit card payments can be processed within 24 hours, while other forms of payment may delay registration for up to eight weeks.

It is the Contractors responsibility to keep registration current with DIR.

- [Activate or renew your contractor registration](#)
  - [Instructions for completing the contractor registration and renewal application](#)
  - [Contractor registration training video](#)

**Frequently Asked Questions**

***Who is required to register?*** Any Contractor or Subcontractor who bids on or performs work that requires the payment of prevailing wages under state law must be registered with DIR. This includes not only work performed by the building and construction trades, but also other types of work, including trucking, surveying, and testing, if that work is subject to prevailing wage requirements.

To be eligible Contractors and Subcontractors must:

- Be in good legal standing with no outstanding judgments or liens owed to workers or to the State of California.
- Not be [disbarred from doing public works](#) by the United States Department of Labor or any state that has public works disbarment laws.
- Have a California Contractors State License, if one is required (non-construction contractors must provide their professional license number if one exists for their profession).

To learn more about Public Works Contractor Registration, please read the [Public Works Reforms \(SB 854\) fact sheet](#) and the [frequently asked questions](#). If you have additional questions about contractor registration, please [contact DIR](#) for assistance.



## NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that proposals will be received from qualified firms for Design and Engineering Services for a new Water Well No. 14.

Responses to this Request for Proposal (RFP) will be accepted until February 16, 2026 at 3:00 p.m. Proposals received after this date/time will not be considered and will be returned unopened. It is the responsibility of the Consultant to ensure that any proposals submitted have sufficient time to be received by the Bighorn Desert View Water Agency (Agency) prior to this proposal due date and time.

Proposals shall be delivered BY USPS **mail**. Proposals shall NOT be sent via email, hand delivered, or sent by courier service.

REQUEST FOR PROPOSALS (RFP)  
FOR  
DESIGN AND ENGINEERING SERVICES FOR  
WATER WELL NO. 14  
(REVISED 3-18-2026)

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Section III – Scope of Work and Technical Specifications ..... Pages 12-15

**FIGURES**

- Figure 1 – Agency Boundary
- Figure 2 – Potential Well Location Map No. 1
- Figure 3 – Potential Well Location Map No. 2

**EXHIBITS**

- Exhibit A – References
- Exhibit B – List of Subcontractors
- Exhibit C – Consultant’s Business Information
- Exhibit D – Additions, Deletions, and/or Exceptions
- Exhibit E – Sample Agreement
- Exhibit F – Basin Conceptual Model and Assessment of Water Supply and Demand,  
April 2007, Kennedy/Jenks/Todd LLC
- Exhibit G - United States Department of Agriculture – Rural Utilities Service, BULLETIN 1780-2 (January 2019-CA) Preliminary Engineering Report (PER)

**BIGHORN DESERT VIEW WATER AGENCY**

**REQUEST FOR PROPOSAL  
DESIGN AND HYDROGEOLOGIC/ENGINEERING  
SERVICES FOR NEW WATER WELL NO. 14**

**NOTICE TO CONSULTANTS / PROPOSAL SUBMITTAL INSTRUCTIONS**

1. **DUE DATE AND TIME:** Proposals for design and hydrogeologic/engineering services for construction of new Water Well No. 14, as described herein, will be received by the Agency until date and time shown below.

Issue Date:	March 23, 2026 (Revised RFP)
BDVWA Project Manager:	Thomas Holliman, PE
Revised Proposal Due Date:	April 3, 2026
Anticipated Projected Award Date:	April 14, 2026

Any changes to this RFP are invalid unless specifically modified by Agency and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the Agency's copy shall prevail. It is the Consultant's sole responsibility to ensure that their proposal, inclusive of any or all addenda, is received by the Agency at the stated time and place. Any proposal received after the scheduled closing time for receipt of proposals will not be considered and will remain unopened.

Proposals must be submitted to the Agency as set forth in this Request for Proposal document. Unless otherwise specified, proposals submitted by any other method than that set forth herein will be disqualified.

## SECTION I – PROJECT INTRODUCTION AND OVERVIEW

### A. General Overview:

The Bighorn-Desert View Water Agency is a consolidated independent special district, formed in 1990, operating pursuant to the provisions of the Bighorn-Desert View Water Agency Law, California Water Code Appendix, Sections 112-1 et. Seq. The Agency is governed by a five-member Board of Directors, elected at-large from within the Agency's service area. The General Manager administers the day-to-day operations of the Agency in accordance with policies and procedures established by the Board of Directors. In addition to the General Manager, the Agency employs ten (10) full-time employees organized in two departments: Administration and Operations.

The Agency provides water service to approximately 1,977 active residential customers, 507 infrequent/inactive customers, and 102 bulk-hauling customers within its nearly fifty-two (52) square-mile service area, located in the eastern desert of San Bernardino County. The Agency encompasses the unincorporated communities in the county known as Flamingo Heights, Landers, and Johnson Valley.

The Agency operates eight deep wells and ten above-ground reservoir tanks, and maintains about 600 fire hydrants and 130 miles of water main pipelines. The Agency produces groundwater for its customers from the Ames-Means Valley and Johnson Valley Groundwater Basins. For reference, the "Basin Conceptual Model and Assessment of Water Supply and Demand for the Ames Valley, Johnson Valley, and Means Valley Groundwater Basins, April 2007", is attached as **Exhibit F**.

### B. Purpose Of Request For Proposal:

The Agency is currently seeking proposals from qualified engineering and/or geological consulting firms for design and environmental services required for this project. The services would include the work described hereafter and detailed in Section III: Scope of Work and Technical Specifications.

The Agency has currently budgeted for a new well and the intent of this proposal is to provide hydrogeologic services related to one new budgeted well. Based upon the Agency's production wells in the area; Agency staff is expecting that the new well yield could produce sustainable flow rates ranging from 347 to 376 gallons per minute (GPM) which are currently being obtained from Well 8 and Well 9. Based upon Agency production wells in the area, the Agency staff identified that the water quality constituent concentrations are typically within the limits of acceptable California Drinking Water Standards.

The proposed new well that is the subject of this Request for Proposal (RFP) will be designed for use a production well to supplement the Agency's water supply. It is anticipated to be located either on Agency property near:

- the corner of Hondo Street and Highway 247 (see Figure 2), or
- near the intersection of Mira Street and Cherokee Trail (see Figure 3).

Based on the potential groundwater production, the Consultant will evaluate the Agency owned properties and provide an analysis of which is the preferred site for the new well. All work required to develop the recommended site will be included in the proposal. One of the

key deciding factors on selecting the Consultant will be the scope of work developed to achieve the Agency's objective. As such, the Consultant should not assume that the scope of work in this proposal is adequate to complete the project and should include all required work items for both office engineering, field investigations, and pilot well construction and testing for quantity and quality of potential well flows.

The Agency will select a qualified firm to perform the required services for the new well design generally based upon their qualified expertise, project understanding, and price and in accordance with the requirements set forth within this Request for Proposal.

It is the intent of the Agency to receive responses to the RFP and, if appropriate, conduct individual interviews in order to select a firm which, in the opinion of the Agency, is best suited to perform the required services. The purpose of this RFP, therefore, is to provide the Agency with the information necessary to select the most qualified firm while obtaining the best price for the requested services. It should be noted that the Agency reserves the right to award the contract for engineering services without interviews.

### **C. Selection Criteria:**

The Criteria for firm selection will be based on, but not limited to, the following:

1. Firm's Qualifications and Experience with design of municipal production wells of the size and configuration specified herein.
2. Experience and qualifications of personnel assigned to perform the work.
3. Technical approach and understanding, preparation of project specific plans and specifications for construction of municipal production **and/or monitoring** wells in accordance to State of California Requirements as well as Agency Standard Specifications.
4. Fee and Payment Terms.
5. Exceptions Taken to RFP and Sample Agreement (attached).
6. Location of Consultant (i.e., proximity to Agency Sphere of Influence).

### **D. Evaluation And Selection Process:**

1. Submittal Review: A committee will review and evaluate each submittal to determine if it meets the RFP requirements. Failure to meet the requirements set forth in the RFP will be cause for eliminating the Consultant from further consideration.
2. The technical proposals will be evaluated and ranked by a selection committee. The selection committee will establish the ranking order. The Agency will negotiate with the top-ranked firm, if deemed necessary by the selection committee. If agreement cannot be reached with the number one ranked firm, then the negotiations will be terminated, and the firm will be informed in writing. The number two ranked firm will then be invited to enter into the negotiations process.
3. The committee may interview the top-ranking Consultants. The Agency reserves the right to begin negotiations and enter into an agreement without interview or further discussions.

Description of Work	Weight of Score
Past performance and qualifications of the team members on similar projects	25%
Familiarity with capacity to handle all aspects of the work	20%
Ability to complete the project within the proposed time frame	15%
The proposed project approach, scope, manner, and thoroughness in which it is presented in the proposal	20%
Firm's experience, staff availability, stability, financial responsibility, and past performance on similar projects	20%

4. Short List: The selected candidates may be short listed to further refine the selection process.
5. The Agency reserves the right to, at their sole discretion, qualify and select the most qualified firm during the selection process or alternatively through the short-list process, conduct interviews to determine the most suitable candidate.

## SECTION II – PROPOSAL REQUIREMENTS

The emphasis of the proposal should be on responding to the requirements set forth herein. In addition, Consultants need to demonstrate their capabilities, background, expertise, etc. in order for the Agency to effectively evaluate the proposals, and award to the company that provides the best value to the Agency based on the selection criteria in Section I. The Proposal should include, at a minimum, the following information:

### A. Cover Letter

**B. Executive Summary:** to include a brief summary of the firm's origin, background, and size of the company, an organizational chart, the overall capabilities of the organization, appropriate licenses and certifications, and proximity of company's resources to the Agency's offices and facilities.

### C. General Requirements:

The proposal should include the following:

1. An understanding of the project and approach to accomplish the work in a timely and acceptable manner.
2. A detailed description of the services to be provided based on the consultant's understanding of the project scope, including the permits which will be required for the project, ~~including but not limited to, CEQA, county permits, environmental permits with associated studies (i.e. bird, animal, plant).~~
3. A detailed work schedule for all work and time frame for items of work.
4. The individual who will have overall responsibility for the project shall be a Registered Hydrogeologist or Civil Engineer in the State of California.
5. A resume of the key people who will be working on this project, including specifics of experience on similar projects.
6. The proposal shall have a page limit of 25 pages, 8-1/2 X 11, 11 pt font, 1-inch margins, excluding appendices, tabs, and cover.
7. A not-to-exceed fee based on the services outlined in the Scope of Work MUST be submitted as a separate email submittal.
8. One (1) hard copy via USPS mail of the proposal shall be submitted to the Agency. It will be the Consultant's responsibility to verify that the proposal has been submitted and received by the Agency by the required due date. The Agency will not be responsible for lost or delayed submittals.

### D. Statement of Qualifications:

1. Qualifications and Experience (Firm and Personnel) – a description of the company's expertise related to services requested and a full discussion of the company's recent experience directly related to providing Hydrogeological Services for Wells. For the size and scope herein provide resumes of key people to address experience and qualifications, educational background, and skills.

2. Knowledge and experience of hydro-geologic conditions within the Ames-Means Valley and the Johnson Valley Groundwater Basins.
3. Experience in working with USDA funding requirements for rural water projects.
4. Availability – Briefly describe your firm’s and personnel’s ability to meet the Agency’s needs in a consistent and timely manner.
5. References (Exhibit A) – list three (3) former municipal (preferred) or private clients for whom comparable services have been performed within the last five years. Include the name, mailing address, telephone number, and email address of each client’s principal representative.
6. List of Subcontractors (Exhibit B) – a description of any subcontract arrangements that would be utilized for this discipline of work. Include a full description of the subcontractor’s experience and personnel.

**E. Consultant Business Information (Exhibit C)**

**F. Additions, Deletions, and/or Exceptions (Exhibit D):** compliance with the Agency’s contractual terms and/or RFP requirements. The Consultant shall note any additions, deletions and/or exceptions to the contractual terms and/or RFP requirements. If there are no exceptions taken, please note in the form: “There are none.”

**G. Project Fee Proposal (Included in a separate submittal titled “Project Fee Proposal – Bighorn Desert View Water Agency New Water Well No. 14”):** said fee schedule shall include hourly rates; rates for all sub-consultants, and percentage markup of reimbursable expenses, if any shall be included. The rates shall be valid for the term of the contract. In the Project Fee Proposal, include the following information:

1. A detailed man-hour estimate by personnel classification for the major portions of the work broken down through each of the task, milestone reports and/or plans. The fee breakdown with identify all costs of the preliminary design report (PER) per USDA requirements, see Exhibit G for the USDA, and the balance of the design services and construction support services. If selected, the Consultant will be authorized to complete the PER. Then upon approval of the PER the remaining fee will be authorized.
2. Fees for any subcontractors.
3. A total not-to-exceed fee estimate based on services outlined in Scope of Work.
4. The method of compensation shall be based on a time and expense basis subject to a not- to-exceed amount for the effort to complete the project.

The Agency reserves the right to withhold award of contract for a period of ninety (90) days following RFP opening. All proposals received are considered firm for that 90-day period.

A contract incorporating the terms and conditions contained herein will be sent to the successful Consultant. Any additional terms and conditions requested or comments by Consultant must be submitted with the proposal (**Section F: Additions, Deletions, and/or Exceptions**) and will be considered as part of the selection/negotiation process.

Any questions as to the meaning of the scope of work and/or technical specifications or other pre-proposal documents must be submitted in writing and shall be directed to Thomas Holliman, Agency Representative Engineer, at (909) 573-6802, [tomh@trholliman.com](mailto:tomh@trholliman.com) who will provide instructions for submitting requests. Any and all such interpretations and any supplemental instructions will be sent to all prospective Consultants not later than that date set forth in Notice to Consultants. All addenda so issued shall become part of the contract documents. Under no circumstances may the Consultant contact any other department or individual for clarification or interpretation of any requirements herein.

The Agency reserves the right to reject any or all proposals, either separately or as a whole and to waive any informality in a proposal or to accept any proposal presented which it deems best suited to the interest of the Agency and is not to be bound to accept the lowest price.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Agency. If any pages are deemed as classified or proprietary those pages should be individually marked confidential or proprietary.

At the time of the opening of proposals each Consultant shall be presumed to have read and be thoroughly familiar with the RFP and proposal requirements (including all Addenda).

Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act.

#### **H. Additional Information:**

The Agency shall not be liable for any pre-contractual expense incurred by the Consultant. The Consultant shall have and maintain throughout the contract period, insurance as required by the sample agreement attached acceptable to the Agency.

The Agency reserves the right to withdraw this Request for Proposal at any time and makes no representations to this Request for Proposal. The Agency reserves the right to postpone consideration of the proposals and to reject any and all proposals without indicating any reasons, therefore.

## SECTION III – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The project will consist of two phases. Phase 1 will evaluate the two proposed well sites, recommend one for the water well and complete a Preliminary Engineering Report (PER) per USDA requirements, then prepare final design plans and specifications and construct a pilot test well to obtain data for the production well. Phase 2 will include the final well design including above ground facilities, and construction management of the new production well.

### I. Project Coordination:

1. Project kick-off meeting with Agency.
2. Monthly coordination meetings with Agency.
3. Monthly report summarizing project budget and schedule. Provide one (1) electronic copy (smart pdf).
4. Presentations to Agency staff at the 30% PER, 60% and 100% design phases to discuss the project, construction schedule, costs, and constraints.

### J. Phase 1 – Well Site Selection and Construction of Pilot Well

**Task 1.1 - Well Site Selection:** Consultant shall review suitability of two sites currently owned by the Agency for a new water well including access for drilling, laydown, and testing. The Consultant shall identify the need for sound attention. The location of the two potential well sites are as follows:

- Site 1 - Located approximately 280 feet east of Hondo Street and Highway 247. The site is adjacent to a commercial parcel with an existing business. (see Figure 2).
- Site 2 - Located on Mira Street approximately 450 feet east of Cherokee Trail (see Figure 3).

Consultant shall provide a PER technical memorandum comparing the two potential well sites with a recommendation for which site should be used by the Agency for the new well. The BDVWA will be pursuing grant and/or loan funding for the project through the USDA, Rural Development, Rural Utilities Service. As a result the Preliminary Engineering Report (PER) for the project must strictly follow the requirements as shown in Exhibit G. Because of the project parameters it is expected that the Well 14 project will require that the PER for the project follow Option 2 – WEP Specific Per Template. The Consultant will include in the description of their experience any past projects which included USDA funding.

Deliverable: Preliminary Design Report Technical memorandum identifying recommended well site with justification.

~~Task 1.2 – Construction of Pilot Well: Upon approval from the Agency for the selected site, the Consultant will:~~

~~a. Design and construct 4 inch pilot well. Determine potential production capacity.~~

~~b. Perform well draw down study. The study to include water quality testing. The Consultant shall make all arrangements for the testing and the Agency will pay for the~~

~~cost of the testing.~~

~~c. Identify recommended location for new well.~~

~~d. Site Security~~

~~e. Site Drainage~~

~~f. SCADA~~

~~g. Groundwater Treatment – if required.~~

~~Deliverables: Completed pilot well with all associated test and production data necessary to complete final design of the new water well. Data from pilot well construction and testing will be provided to the Agency as a technical memorandum.~~

### **Task 1.3 - Environmental:**

The Consultant shall identify and obtain any and all permits that will be required for the project on the Agency's behalf to the permitting agencies. Consultant shall incorporate comments from the permitting agencies and revise the contract Documents, as necessary. Anticipated permits that the Consultant shall obtain for construction of the new water well may include, but not be limited to, the following:

a. California Environmental Quality Act (CEQA) – Agency Staff identified that a Mitigated Negative Declaration (MND) and an Initial Study is required and that said MND and associated Initial Study shall be prepared and filed by the Consultant. Beyond the MND and Initial Study BDVWA will be responsible for the balance of the CEQA compliance.

b. Air Quality Management Agency (AQMD).

c. Drilling permit for San Bernardino County Division of Drinking Water.

d. Western Joshua Tree Census and Incidental Take Permit.

e. Conduct bird, plant, and animal surveys as well as any other requirements.

## **K. Phase 2 – Design of Well and Pumping Facilities**

### **Task 2.1 Preparation of plans and specifications for construction of new water well**

- i. **Scope of Work:** Subsequent to the approval of the USDA, consultant shall prepare complete bidding plans and specifications for the construction of the well, pumping facilities, surface items such as sun shade, electrical panel, access roadway or driveway, security fencing, SCADA controls, noise attenuation, storage, and all other work required for a final complete groundwater production well in accordance with Agency and applicable regulatory agency requirements.. This will also include:
- Conduct preliminary engineering and field investigations, including background data review and geotechnical investigation.
  - Complete a Basis of Design technical memorandum with preliminary site layout and positioning of facilities.

- Complete a set of improvement plans for equipping the newly constructed well and a complete set of written construction specifications in Construction Specification Institute (CSI) format for equipping the well and all above-ground appurtenances. The Consultant shall utilize the Agency's existing "front-end" bidding documents and supplement the Agency's existing technical specifications as required. Specifications shall include the Agency's current technical provisions. Include at a minimum the following:
  - Cover Sheet
  - Bid forms including insurance and bond forms
  - General Provisions
  - Special Provisions
  - Copies of all permits
  - Grading and drainage (including existing and proposed elevations extending 25 feet beyond the property boundaries)
  - Site development plan
  - Architectural and Structural - plans and details
  - Security fencing
  - Shade structure
  - Access road or driveway from roadway to well site
  - Mechanical - plans and details
  - Electrical - plans and details
  - Instrumentation and controls (SCADA) integration. Consultant will be required to work with the Agency's SCADA contractor, Forshock, to complete integration with existing SCADA system.
  - Operation memorandum and schematic diagram
  
- ii. The Consultant shall submit contract documents to SWRCB DDW and San Bernardino County Department of Environmental Health for review at the 70% design level. Comments from all jurisdictional agencies shall be addressed and/or incorporated into the 100% design submittal.
  
- iii. The Consultant shall submit three (3) sets of the plans and specifications and two (2) sets of the construction cost estimate and calculations at the 70%, 90% and 100% design levels and additional sets to other agencies as required. Also, one (1) electronic copy of all documents shall be submitted along with the required hard copies at each design level. Comments from the 100% design submittal shall be incorporated into the final design submittal consisting of one set of specifications and associated figures and/or plans signed by a licensed hydrogeologist or civil engineer. One (1) set of the final cost estimate, calculations and design and specification files shall also be provided electronically (AutoCAD, smart pdf, word, and excel) to the Agency.

### **Task 2.2 Services during bidding:**

The Consultant shall perform the following services during bidding:

1. Assist the Agency with questions and Requests for Information from qualified contractors. Prepare Bid Addendums, if necessary.
2. The Consultant shall attend the construction pre-bid meeting and provide technical support to Agency staff related to immediate contractor questions during the pre-bid meeting.
3. Respond to any questions from contractors during the bidding period.
4. Be present at bid opening, tabulate bids, evaluate bids and provide a recommendation for award.

### **Task 2.3 Support services for construction:**

1. The Consultant shall assist the Contractor with questions related to Bid Documents and Specifications.
2. The Consultant shall support the Agency in accordance with specifications during construction.
3. Prepare up to two (2) addenda which will be distributed by the Agency.
4. **Shop Drawings:** Consultant shall review shop drawings submitted by the Contractor. Assume ten (10) shop drawings will be submitted for review. Assume five (5) shop drawings will require a second review. Provide a unit price for each shop drawing review.
5. **Request for Information:** Consultant shall review and respond to Request for Information (RFI). Assume ten (10) RFI's will be submitted. Provide a unit price of each RFI review.
6. **Change Orders:** Consultant shall review and provide input regarding change orders received from the contractor. Assume three (3) change orders will be submitted for consideration. Provide a unit price for each change order review.

### **Task 2.4 Field technical support:**

Provide hydrogeological field technician support for well drilling activities including;

1. Formation sampling and logging.
2. Well bore hole and ream hole electronic logs and caliper and deviation logs observation.
3. Well casing installation and gravel packing.
4. Well disinfection activities.
5. Well mechanical development observation.

6. Well video observation and comments.
7. Well development and test pumping.

**Task 2.5 Construction Inspection and Close-out:**

1. Provide Construction Management, Inspection, and oversight of testing of equipping of surface facilities.
2. Complete final as-built drawings and a written operations and maintenance manual for the newly equipped well. (Word and .pdf)
3. Finalization of the Drinking Water Source Assessment.

Figure 1

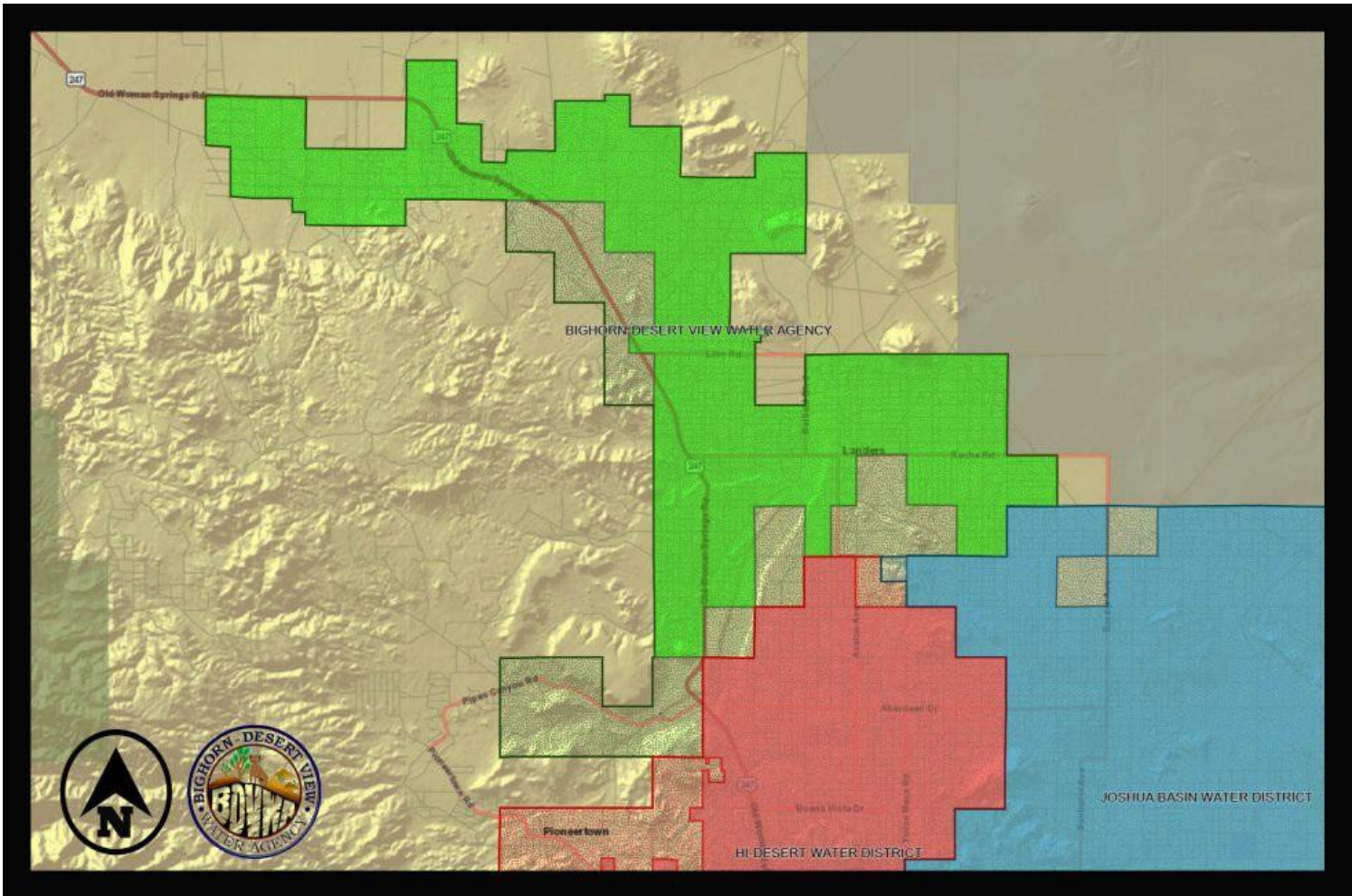


Figure 2: Potential Well Location Map



Figure 3: Potential Well Location Map



## EXHIBIT A: REFERENCES

**Consultant shall provide a minimum of six (6) Customer References with two (2) or more years' experience with the Consultant. Local and similar size contract references are preferred.**

<b>REFERENCE #1</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #2</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #3</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	

<b>REFERENCE #4</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #5</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #6</b>	
NAME OF FIRM	
ADDRESS	
AGENCY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	



**EXHIBIT C: CONSULTANT'S BUSINESS INFORMATION**

All Consultants shall submit the information as requested below.

1. Length of time your firm has been in business: \_\_\_\_\_

2. Length of time at current location: \_\_\_\_\_

3. List types and business license number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. California State Contractor's License number: \_\_\_\_\_

5. Names and titles of all officers of the firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is your firm a sole proprietorship doing business under a different name?  
YES  or NO

7. If yes, please indicate sole proprietorship name and the name you are doing  
business under: \_\_\_\_\_  
\_\_\_\_\_

8. Please indicate your Federal Tax Number: \_\_\_\_\_

9. Is your firm incorporated? YES  or NO

10. Name and remittance address that will appear on invoices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Price(s) shall include **all** labor, equipment, materials, transportation, overhead, travel, profit, insurance, sales and other taxes, licenses, incidentals, and all other related costs necessary to meet the work requirements.

Your signature on this document, should you be awarded the contract as defined in this RFP, signifies that you have fully read and understood this proposal and will comply with all specifications, conditions, unit prices, terms, and delivery of the proposal unless otherwise

noted in the "exceptions" portion of the proposal.

Name of Consultant (Firm): \_\_\_\_\_

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

Authorized  
Signature: \_\_\_\_\_

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

Printed/Typed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

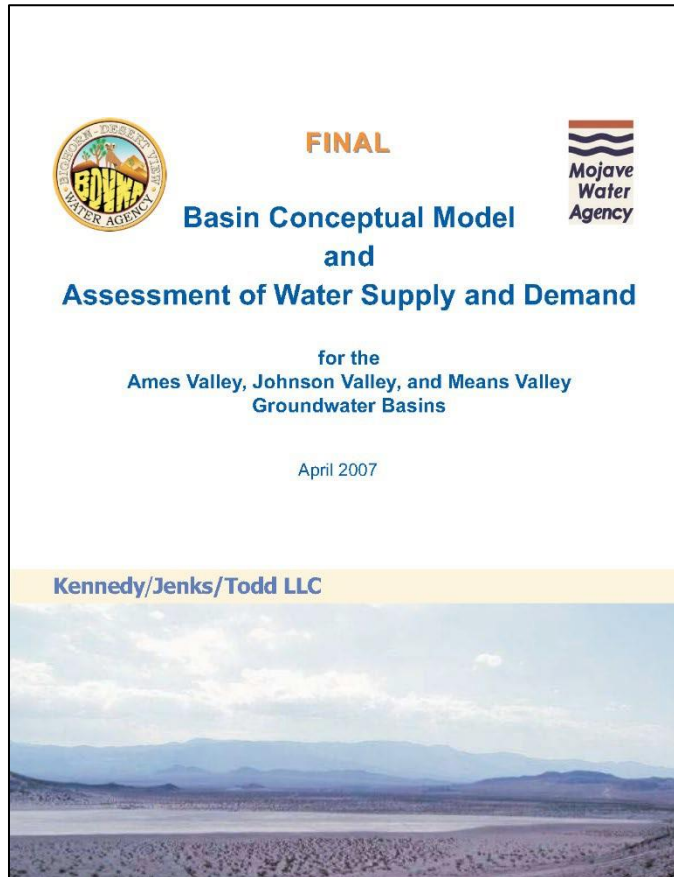


EXHIBIT E: STANDARD AGREEMENT

EXHIBIT F: HYDROLOGIC REPORT

The report can be found here:

<https://bdvwa.org/wp-content/uploads/BDVWA%20Basin%20Conceptual%20Model%20and%20Supply%20&%20Demand%20Assessment.pdf>



For more information see: <https://bdvwa.org/document-library/technical-report/amesreche/>

EXHIBIT G: UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Utilities Service

BULLETIN 1780-2  
(January 2019-CA)

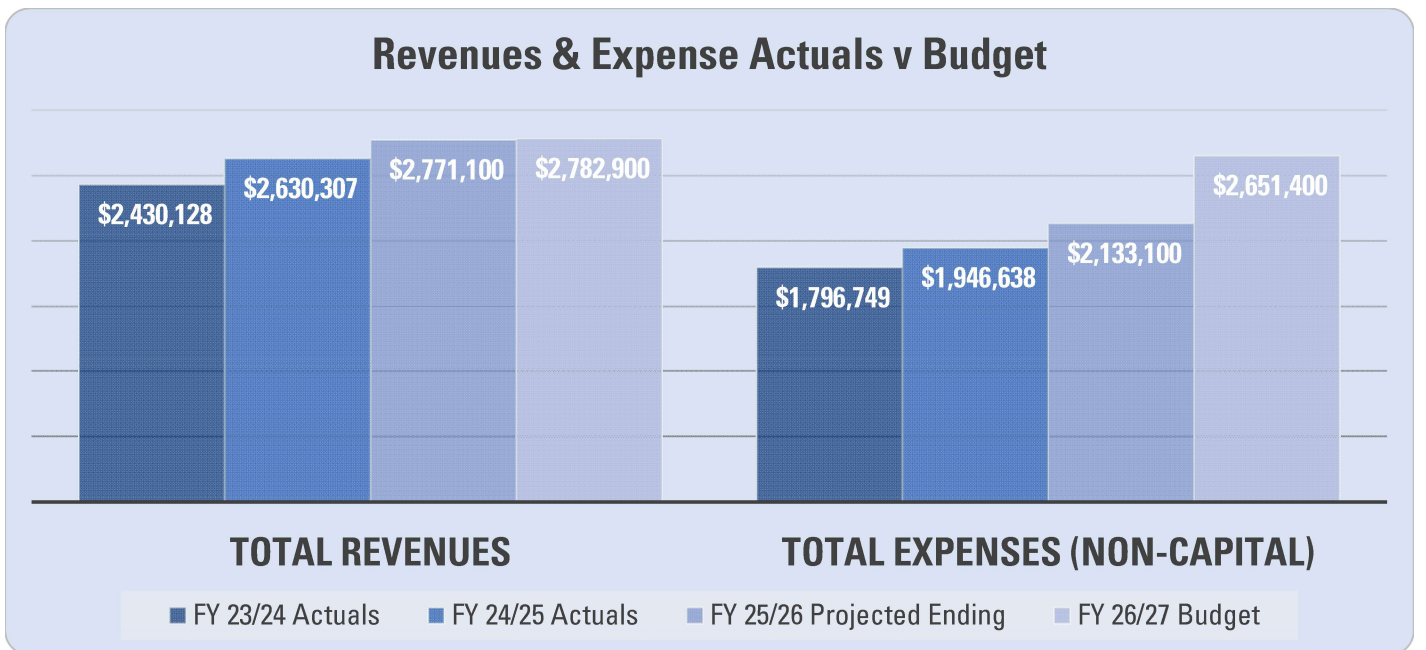
Preliminary Engineering Report (PER)



# Bighorn Desert View Water Agency Proposed Budget Summary V. PY Actuals Fiscal Year 2026/27

	A	B	C	D
	Actual Results 2023/24	Actual Results 2024/25	Projected Year-End 2025/26	Proposed Budget 2026/27
1 Operating Revenues	\$ 2,065,975	\$ 2,050,753	\$ 2,175,500	\$ 2,235,800
2 Non-Operating Revenues	364,153	579,554	595,600	547,100
<b>3 Total Revenue Available to Fund Operations &amp; Capital</b>	<b>2,430,128</b>	<b>2,630,307</b>	<b>2,771,100</b>	<b>2,782,900</b>
4 Operations	775,477	810,749	877,500	1,048,000
5 Administrative - Operating	954,828	1,065,679	1,131,300	1,500,200
6 Administrative - Non-Operating	26,062	26,251	54,300	33,200
7 Board of Directors	40,382	43,960	70,000	70,000
<b>8 Total Expense</b>	<b>1,796,749</b>	<b>1,946,638</b>	<b>2,133,100</b>	<b>2,651,400</b>
<b>9 Net Income/(Loss) Before Capital &amp; Trust Contribution</b>	<b>633,379</b>	<b>683,668</b>	<b>638,000</b>	<b>131,500</b>
10 Less: Capital Expenses (Reserve Funded)	(56,959)	(338,558)	(672,300)	(604,500)
11 Less: Pension Trust Contributions	-	-	-	-
<b>12 Sub-Total: Net Capital / Trust Contribution</b>	<b>(56,959)</b>	<b>(338,558)</b>	<b>(672,300)</b>	<b>(604,500)</b>
<b>13 Increase (Decrease) in Fund Balance</b>	<b>\$ 576,420</b>	<b>\$ 345,110</b>	<b>\$ (34,300)</b>	<b>\$ (473,000)</b>

<b>Projected Cash &amp; Investments Beg. Balance - 7/1/25</b>	\$ 5,703,000
<b>Projected Cash &amp; Investments End Balance - 6/30/26</b>	<b>\$ 5,230,000</b>
<b>Minimum Reserves Balance Per Policy</b>	
	\$ 3,651,400
<b>Excess / (Deficiency) of Target Reserves</b>	<b>\$ 1,578,600</b>





# Bighorn Desert View Water Agency Proposed Budget Detail Fiscal Year 2026/27

Schedule B

	A	B	C	D	E
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
<b>1 Operating Revenues</b>					
2 Total Metered Water Consumption (Uniform)	580,500	594,800	875,500	280,700	47%
3 Total Metered Water Consumption Tier 2 (Discontinued)	312,100	249,300	-	(249,300)	-100%
4 Basic Service Charge	1,206,800	1,169,800	1,271,200	101,400	9%
5 Johnson Valley Bulk Water Sales	3,800	2,700	2,700	-	0%
6 Service Line Installation Fees	2,700	13,400	3,000	(10,400)	-78%
7 Basic Facilities Charge	15,200	78,400	17,200	(61,200)	-78%
8 Income Other - Operating	66,900	69,200	69,200	-	0%
9 Bad Debt Expense	(1,500)	(2,100)	(1,500)	600	-29%
10 Bad Debt - Uncollectable Liens	(1,500)	-	(1,500)	(1,500)	0%
<b>11 Total Operating Revenues</b>	<b>2,185,000</b>	<b>2,175,500</b>	<b>2,235,800</b>	<b>60,300</b>	<b>3%</b>
<b>12 Non-Operating Revenues</b>					
13 General Tax Levy - Bighorn Imp. Area "A"	122,400	131,700	134,300	2,600	2%
14 General Tax Levy - Bighorn-Desert View	117,100	125,800	128,300	2,500	2%
15 General Tax Levy - Improvement District Goat Mtn.	60,200	65,000	66,300	1,300	2%
16 Goat Mtn. Standby/Water Availability Charge	63,900	64,600	64,600	-	0%
17 Interest Revenue	182,600	185,500	130,600	(54,900)	-30%
18 Income Other - Non-Operating	21,300	23,000	23,000	-	0%
<b>19 Total Non-Operating Revenues</b>	<b>567,500</b>	<b>595,600</b>	<b>547,100</b>	<b>(48,500)</b>	<b>-8%</b>
<b>20 Total Revenues</b>	<b>2,752,500</b>	<b>2,771,100</b>	<b>2,782,900</b>	<b>11,800</b>	<b>0%</b>
<b>21 Expenses</b>					
<b>22 Operations</b>					
23 Operations Compensation	498,800	459,400	501,200	41,800	9%
24 Power - Wells & Booster	148,400	136,500	143,300	6,800	5%
25 Water Purchases	-	-	-	-	0%
26 Water System Repairs	60,000	28,300	60,000	31,700	112%
27 Field Material & Supplies	78,800	39,500	78,800	39,300	99%
28 Engineering	100,000	57,900	100,000	42,100	73%
29 Vehicle/Tractor/ Equipment Expense	35,000	32,900	35,000	2,100	6%
30 Vehicle Expense - Fuel	49,200	47,800	50,200	2,400	5%
31 Building Repair And Maintenance	15,500	17,800	18,300	500	3%
32 Disinfection Expense	13,400	18,500	19,100	600	3%
33 Water Testing	15,000	9,900	10,200	300	3%
34 Uniforms	10,000	7,700	10,000	2,300	30%
35 Communications Expense	7,900	7,700	7,900	200	3%
36 Permit / System Fees (Ops Other)	12,100	13,600	14,000	400	3%
<b>36 Total Operations</b>	<b>\$ 1,044,100</b>	<b>\$ 877,500</b>	<b>\$ 1,048,000</b>	<b>\$ 170,500</b>	<b>19%</b>



# Bighorn Desert View Water Agency Proposed Budget Detail Fiscal Year 2026/27

	A	B	C	D	E
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
38	<b>General &amp; Administration</b>				
39	<b>Operating Expenses</b>				
40	\$ 282,300	\$ 273,500	\$ 470,400	\$ 196,900	72%
41	238,800	181,000	229,600	48,600	27%
42	(179,100)	(97,600)	(127,500)	(29,900)	31%
43	229,300	187,200	280,800	93,600	50%
44	161,700	155,900	195,500	39,600	25%
45	24,000	16,700	22,800	6,100	37%
46	18,300	15,100	16,900	1,800	12%
47	5,700	2,400	5,700	3,300	138%
48	18,900	21,600	21,600	-	0%
49	40,000	59,200	61,000	1,800	3%
50	150,000	131,600	150,000	18,400	14%
51	102,000	114,600	103,100	(11,500)	-10%
52	15,000	14,000	15,000	1,000	7%
53	21,100	25,200	22,200	(3,000)	-12%
54	11,700	10,200	11,700	1,500	15%
55	12,200	9,900	10,200	300	3%
56	9,000	9,600	9,900	300	3%
57	1,900	1,200	1,300	100	8%
58	<b>1,162,800</b>	<b>1,131,300</b>	<b>1,500,200</b>	<b>368,900</b>	<b>33%</b>
59	<b>Non-Operating Expenses</b>				
60	14,400	13,700	14,400	700	5%
61	14,100	36,700	14,100	(22,600)	-62%
62	3,200	2,800	3,200	400	14%
63	1,000	-	1,000	1,000	0%
64	500	1,100	500	(600)	-55%
65	<b>33,200</b>	<b>54,300</b>	<b>33,200</b>	<b>(21,100)</b>	<b>-39%</b>
66	<b>1,196,000</b>	<b>1,185,600</b>	<b>1,533,400</b>	<b>347,800</b>	<b>29%</b>
67	<b>Board of Directors</b>				
68	70,000	70,000	70,000	-	0%
69	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>0%</b>
70	<b>2,310,100</b>	<b>2,133,100</b>	<b>2,651,400</b>	<b>518,300</b>	<b>24%</b>
71	<b>442,400</b>	<b>638,000</b>	<b>131,500</b>	<b>(506,500)</b>	
72	(1,102,000)	(672,300)	(604,500)	67,800	
73	-	-	-	-	
74	<b>\$ (659,600)</b>	<b>\$ (34,300)</b>	<b>\$ (473,000)</b>	<b>\$ (438,700)</b>	



# Bighorn Desert View Water Agency

## Budget - Capital Plan

### Fiscal Year 2026/27

	A	B	C
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27
<b>1 District Projects</b>			
2 Goat Mountain Replacement Well/ Well Destruction	392,000	420,800	-
3 Administration Building Roof Replacement	50,000	-	50,000
4 A-Booster Replacement	40,000	57,200	-
5 Meter Replacements	10,000	11,200	-
6 Rate Study	40,000	43,800	-
7 Vac/Valve Trailer Replacement	65,000	-	-
8 Operations Well/Pump Emergency Contingency	100,000	-	-
9 New Well Zone B	150,000	20,000	630,000
10 New Storage Tank R1	300,000	75,000	525,000
11 GM Transitional Support	30,000	30,000	-
12 Water Storage Tank Recoating (B1, B2)	739,000	739,000	-
13 PI/C Project - Pipelines/Consol.	6,935,000	703,500	9,245,800
14 Well 10 Rehab	-	-	200,000
15 Pump Well 10	-	-	100,000
<b>16 Total District Projects</b>	<b>8,851,000</b>	<b>2,100,500</b>	<b>10,750,800</b>
<b>17 Grant/Debt Funding</b>			
18 Prop 1 Round 1: Goat Mountain Replacement Well	(75,000)	-	(75,000)
19 Grant Funding: PI/C Project	(6,935,000)	(689,200)	(9,245,800)
20 Water Storage Tank Recoating (B1, B2)	(739,000)	(739,000)	-
21 USDA Loan Proceeds (\$2M Total in Rate Study)	-	-	(825,500)
<b>22 Total Grant/Debt Funding</b>	<b>(7,749,000)</b>	<b>(1,428,200)</b>	<b>(10,146,300)</b>
<b>23 Total Capital Expenses - Funded by Reserves</b>	<b>\$ 1,102,000</b>	<b>\$ 672,300</b>	<b>\$ 604,500</b>



# Bighorn Desert View Water Agency Proposed Personnel Budget Fiscal Year 2026/27

	A	B	C	D	E
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
<b>1 Salary and Wages</b>					
2 Operations	\$ 498,800	\$ 459,400	\$ 501,200 <sup>1</sup>	\$ 41,800	9%
3 Administration	282,300	273,500	470,400 <sup>2</sup>	196,900	72%
4 General Manager	238,800	181,000	229,600	48,600	27%
<b>5 Total Salary and Wages</b>	<b>1,019,900</b>	<b>913,900</b>	<b>1,201,200</b>	<b>287,300</b>	<b>31%</b>
<b>6 Benefits/Taxes</b>					
7 Employee Benefits Insurance	229,300	187,200	280,800	93,600	50%
8 CalPERS UAL Payment (Required)	69,500	69,500	80,400	10,900	16%
9 CalPERS Pension Payments	92,200	86,400	115,100	28,700	33%
10 Social Security & Payroll Taxes	24,000	16,700	22,800	6,100	37%
11 Worker's Compensation Insurance	18,300	15,100	16,900	1,800	12%
<b>12 Total Employee Benefits</b>	<b>433,300</b>	<b>374,900</b>	<b>516,000</b>	<b>141,100</b>	<b>38%</b>
<b>13 Salaries/Fringe Allocated to Projects</b>	<b>(179,100)</b>	<b>(97,600)</b>	<b>(127,500)</b>	<b>(29,900)</b>	<b>31%</b>
<b>14 Total Salary and Benefits</b>	<b>\$ 1,274,100</b>	<b>\$ 1,191,200</b>	<b>\$ 1,589,700</b>	<b>\$ 398,500</b>	<b>33%</b>

<sup>1</sup>Projected Budget for FY27 includes full staffing per District Org Chart with superintendent & four water distribution operators

<sup>2</sup>Projected Budget for FY27 includes one accounting tech, engineer, and currently vacant finance manager position



# Fiscal Year 2027 Proposed Budget Draft

Board of Directors Meeting May 12, 2026



# Changes from April Draft Budget:

- **Revenues**
  - Service Line Install Fees & Basic Facilities Charges updated to current rates
    - Increase to revenue budget of \$2,200
  - Property Tax Revenues updates based on March actual receipts
    - Net increase to revenue budget of \$6,500
- **Expenses**
  - Vehicle Expense – Fuel increase based on March actual results
    - Expense increase of \$4,300
  - G&A Operating Expenses increase based on March actual results
    - Net increase to expense of \$1,200 between office supplies, utility, mailing expense
    - Other – small expenses changes based on updated projections - ~\$100 net
- **Overall** – Positive Change of \$3,100 increase to reserve from prior draft budget



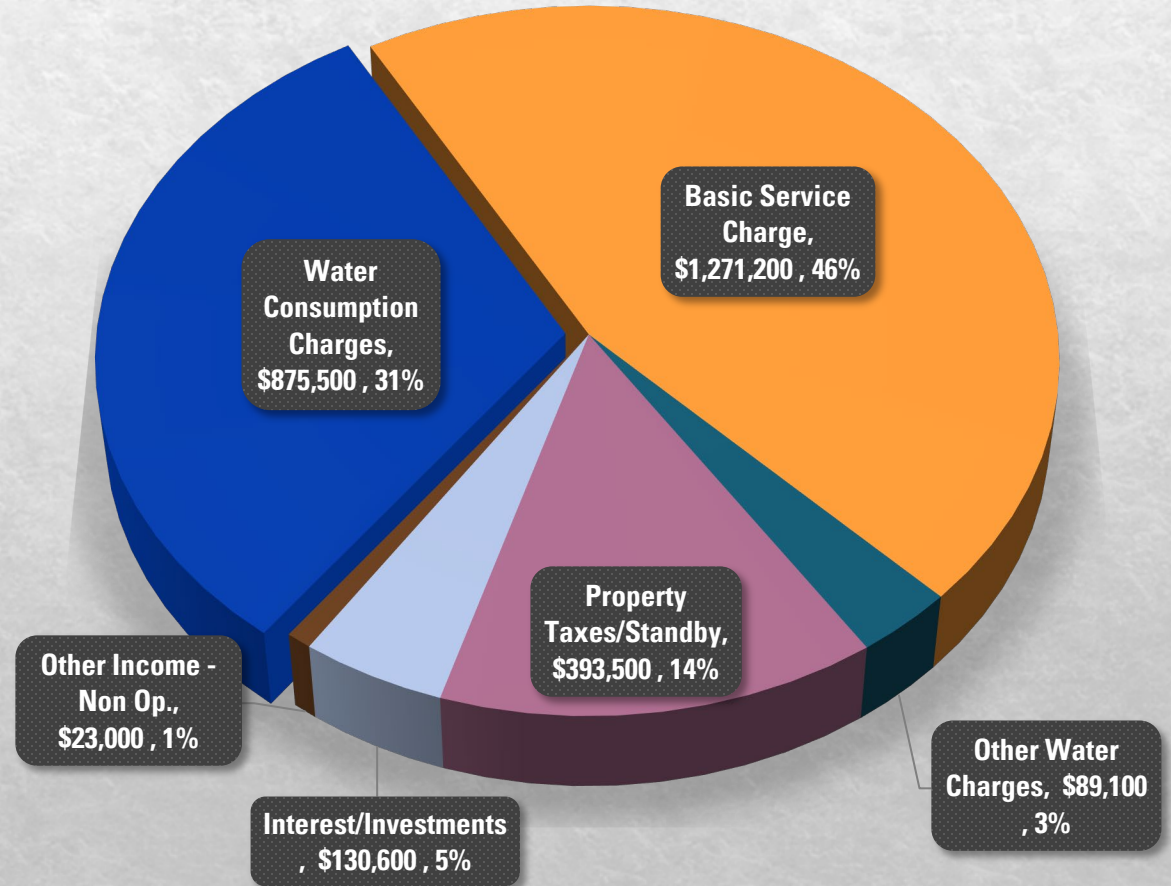
# FY 2027 Budget Summary

Total Revenue Budget \$2.78 m

## Revenues

- **Rate adjustments 1/1/2027**
  - 4.4% in line with approved rate study
  - Budget reflect shift to uniform rate, removing tiers
- **Property Tax Receipts**
  - +2% on projected year end
- **Service Installs / Basic Facilities Charge**
  - Conservative estimate of one new connection
- **Interest Revenue**
  - Budgeted based on anticipated account balances during FY27, assuming 2.5% rate of return

### FY 25/26 Budgeted Revenues by Source

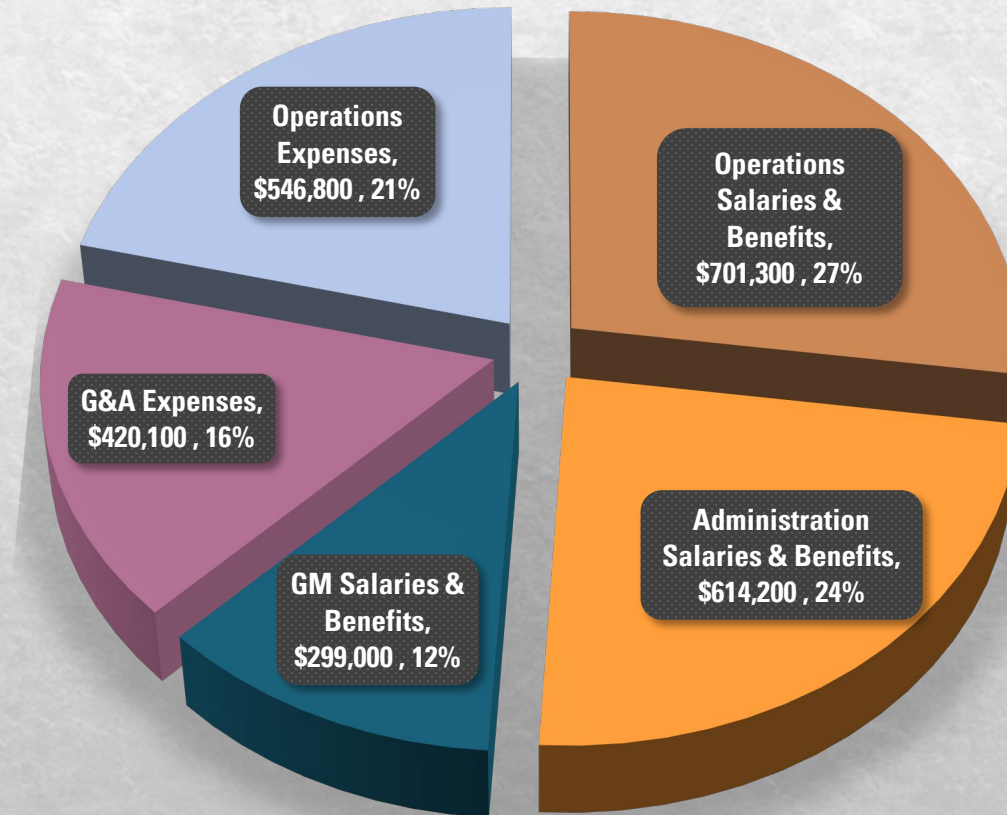


Total Expense Budget \$2.65M

## Expenses

- **Inflation Assumptions:**
  - 3% General Inflation
  - 5% Fuel & Energy
- **Staffing Assumptions:**
  - +2.8% Cost of Living Adjustment
    - Excluding engineer & GM
  - +10% health insurance
  - Assumed full staffing including vacant admin position

### FY 25/26 Budgeted Expense by Category



# Operating Summary Schedule A

- ❑ \$131,500 net income from operations in FY 27
- ❑ Funds are then applied towards:
  - ❑ Reserve Funded CIP

		<b>Proposed Budget 2026/27</b>
1	Operating Revenues	\$ 2,235,800
2	Non-Operating Revenues	547,100
<b>3</b>	<b>Total Revenue Available to Fund Operations &amp; Capital</b>	<b>2,782,900</b>
4	Operations	1,048,000
5	Administrative - Operating	1,500,200
6	Administrative - Non-Operating	33,200
7	Board of Directors	70,000
<b>8</b>	<b>Total Expense</b>	<b>2,651,400</b>
<b>9</b>	<b>Net Income/(Loss) Before Capital &amp; Trust Contribution</b>	<b>131,500</b>
10	Less: Capital Expenses (Reserve Funded)	(604,500)
11	Less: Pension Trust Contributions	-
<b>12</b>	<b>Sub-Total: Net Capital / Trust Contribution</b>	<b>(604,500)</b>
<b>13</b>	<b>Increase (Decrease) in Fund Balance</b>	<b>\$ (473,000)</b>



# Schedule B: Budget Detail

	A	B	C	D	E
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
<b>1 Operating Revenues</b>					
2 Total Metered Water Consumption (Uniform)	580,500	594,800	875,500	280,700	47%
3 Total Metered Water Consumption Tier 2 (Discontinued)	312,100	249,300	-	(249,300)	-100%
4 Basic Service Charge	1,206,800	1,169,800	1,271,200	101,400	9%
5 Johnson Valley Bulk Water Sales	3,800	2,700	2,700	-	0%
6 Service Line Installation Fees	2,700	13,400	3,000	(10,400)	-78%
7 Basic Facilities Charge	15,200	78,400	17,200	(61,200)	-78%
8 Income Other - Operating	66,900	69,200	69,200	-	0%
9 Bad Debt Expense	(1,500)	(2,100)	(1,500)	600	-29%
10 Bad Debt - Uncollectable Liens	(1,500)	-	(1,500)	(1,500)	0%
<b>11 Total Operating Revenues</b>	<b>2,185,000</b>	<b>2,175,500</b>	<b>2,235,800</b>	<b>60,300</b>	<b>3%</b>
<b>12 Non-Operating Revenues</b>					
13 General Tax Levy - Bighorn Imp. Area "A"	122,400	131,700	134,300	2,600	2%
14 General Tax Levy - Bighorn-Desert View	117,100	125,800	128,300	2,500	2%
15 General Tax Levy - Improvement District Goat Mtn.	60,200	65,000	66,300	1,300	2%
16 Goat Mtn. Standby/Water Availability Charge	63,900	64,600	64,600	-	0%
17 Interest Revenue	182,600	185,500	130,600	(54,900)	-30%
18 Income Other - Non-Operating	21,300	23,000	23,000	-	0%
<b>19 Total Non-Operating Revenues</b>	<b>567,500</b>	<b>595,600</b>	<b>547,100</b>	<b>(48,500)</b>	<b>-8%</b>
<b>20 Total Revenues</b>	<b>2,752,500</b>	<b>2,771,100</b>	<b>2,782,900</b>	<b>11,800</b>	<b>0%</b>



	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
<b>21 Expenses</b>					
<b>22 Operations</b>					
23 Operations Compensation	498,800	459,400	501,200	41,800	9%
24 Power - Wells & Booster	148,400	136,500	143,300	6,800	5%
25 Water Purchases	-	-	-	-	0%
26 Water System Repairs	60,000	28,300	60,000	31,700	112%
27 Field Material & Supplies	78,800	39,500	78,800	39,300	99%
28 Engineering	100,000	57,900	100,000	42,100	73%
29 Vehicle/Tractor/ Equipment Expense	35,000	32,900	35,000	2,100	6%
30 Vehicle Expense - Fuel	49,200	47,800	50,200	2,400	5%
31 Building Repair And Maintenance	15,500	17,800	18,300	500	3%
32 Disinfection Expense	13,400	18,500	19,100	600	3%
33 Water Testing	15,000	9,900	10,200	300	3%
34 Uniforms	10,000	7,700	10,000	2,300	30%
35 Communications Expense	7,900	7,700	7,900	200	3%
36 Permit / System Fees (Ops Other)	12,100	13,600	14,000	400	3%
<b>36 Total Operations</b>	<b>\$ 1,044,100</b>	<b>\$ 877,500</b>	<b>\$ 1,048,000</b>	<b>\$ 170,500</b>	<b>19%</b>



	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
38	<b>General &amp; Administration</b>				
39	<b>Operating Expenses</b>				
40	\$ 282,300	\$ 273,500	\$ 470,400	\$ 196,900	72%
41	238,800	181,000	229,600	48,600	27%
42	(179,100)	(97,600)	(127,500)	(29,900)	31%
43	229,300	187,200	280,800	93,600	50%
44	161,700	155,900	195,500	39,600	25%
45	24,000	16,700	22,800	6,100	37%
46	18,300	15,100	16,900	1,800	12%
47	5,700	2,400	5,700	3,300	138%
48	18,900	21,600	21,600	-	0%
49	40,000	59,200	61,000	1,800	3%
50	150,000	131,600	150,000	18,400	14%
51	102,000	114,600	103,100	(11,500)	-10%
52	15,000	14,000	15,000	1,000	7%
53	21,100	25,200	22,200	(3,000)	-12%
54	11,700	10,200	11,700	1,500	15%
55	12,200	9,900	10,200	300	3%
56	9,000	9,600	9,900	300	3%
57	1,900	1,200	1,300	100	8%
58	<b>1,162,800</b>	<b>1,131,300</b>	<b>1,500,200</b>	<b>368,900</b>	<b>33%</b>



	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
59	<b>Non-Operating Expenses</b>				
60	14,400	13,700	14,400	700	5%
61	14,100	36,700	14,100	(22,600)	-62%
62	3,200	2,800	3,200	400	14%
63	1,000	-	1,000	1,000	0%
64	500	1,100	500	(600)	-55%
65	<b>33,200</b>	<b>54,300</b>	<b>33,200</b>	<b>(21,100)</b>	<b>-39%</b>
66	<b>1,196,000</b>	<b>1,185,600</b>	<b>1,533,400</b>	<b>347,800</b>	<b>29%</b>
67	<b>Board of Directors</b>				
68	70,000	70,000	70,000	-	0%
69	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>0%</b>
70	<b>2,310,100</b>	<b>2,133,100</b>	<b>2,651,400</b>	<b>518,300</b>	<b>24%</b>
71	<b>442,400</b>	<b>638,000</b>	<b>131,500</b>	<b>(506,500)</b>	
72	(1,102,000)	(672,300)	(604,500)	67,800	
73	-	-	-	-	
74	<b>\$ (659,600)</b>	<b>\$ (34,300)</b>	<b>\$ (473,000)</b>	<b>\$ (438,700)</b>	



# Schedule C – Capital Plan Budget

	A	B	C
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27
<b>1 District Projects</b>			
2 Goat Mountain Replacement Well/ Well Destruction	392,000	420,800	-
3 Administration Building Roof Replacement	50,000	-	50,000
4 A-Booster Replacement	40,000	57,200	-
5 Meter Replacements	10,000	11,200	-
6 Rate Study	40,000	43,800	-
7 Vac/Valve Trailer Replacement	65,000	-	-
8 Operations Well/Pump Emergency Contingency	100,000	-	-
9 New Well Zone B	150,000	20,000	630,000
10 New Storage Tank R1	300,000	75,000	525,000
11 GM Transitional Support	30,000	30,000	-
12 Water Storage Tank Recoating (B1, B2)	739,000	739,000	-
13 PI/C Project - Pipelines/Consol.	6,935,000	703,500	9,245,800
14 Well 10 Rehab	-	-	200,000
15 Pump Well 10	-	-	100,000
<b>16 Total District Projects</b>	<b>8,851,000</b>	<b>2,100,500</b>	<b>10,750,800</b>
<b>17 Grant/Debt Funding</b>			
18 Prop 1 Round 1: Goat Mountain Replacement Well	(75,000)	-	(75,000)
19 Grant Funding: PI/C Project	(6,935,000)	(689,200)	(9,245,800)
20 Water Storage Tank Recoating (B1, B2)	(739,000)	(739,000)	-
21 USDA Loan Proceeds (\$2M Total in Rate Study)	-	-	(825,500)
<b>22 Total Grant/Debt Funding</b>	<b>(7,749,000)</b>	<b>(1,428,200)</b>	<b>(10,146,300)</b>
<b>23 Total Capital Expenses - Funded by Reserves</b>	<b>\$ 1,102,000</b>	<b>\$ 672,300</b>	<b>\$ 604,500</b>



# Schedule D – Personnel Budget

	A	B	C	D	E
	Adopted Budget 2025/26	Projected Year-End 2025/26	Proposed Budget 2026/27	\$ Difference (C - B)	% Difference (D / B)
<b>1 Salary and Wages</b>					
2 Operations	\$ 498,800	\$ 459,400	\$ 501,200 <sup>1</sup>	\$ 41,800	9%
3 Administration	282,300	273,500	470,400 <sup>2</sup>	196,900	72%
4 General Manager	238,800	181,000	229,600	48,600	27%
<b>5 Total Salary and Wages</b>	<b>1,019,900</b>	<b>913,900</b>	<b>1,201,200</b>	<b>287,300</b>	<b>31%</b>
<b>6 Benefits/Taxes</b>					
7 Employee Benefits Insurance	229,300	187,200	280,800	93,600	50%
8 CalPERS UAL Payment (Required)	69,500	69,500	80,400	10,900	16%
9 CalPERS Pension Payments	92,200	86,400	115,100	28,700	33%
10 Social Security & Payroll Taxes	24,000	16,700	22,800	6,100	37%
11 Worker's Compensation Insurance	18,300	15,100	16,900	1,800	12%
<b>12 Total Employee Benefits</b>	<b>433,300</b>	<b>374,900</b>	<b>516,000</b>	<b>141,100</b>	<b>38%</b>
<b>13 Salaries/Fringe Allocated to Projects</b>	<b>(179,100)</b>	<b>(97,600)</b>	<b>(127,500)</b>	<b>(29,900)</b>	<b>31%</b>
<b>14 Total Salary and Benefits</b>	<b>\$ 1,274,100</b>	<b>\$ 1,191,200</b>	<b>\$ 1,589,700</b>	<b>\$ 398,500</b>	<b>33%</b>

<sup>1</sup>Projected Budget for FY27 includes full staffing per District Org Chart with superintendent & four water distribution operators

<sup>2</sup>Projected Budget for FY27 includes one accounting tech, engineer, and currently vacant finance manager position



# Discussion



**BIGHORN-DESERT VIEW WATER AGENCY**



To: BOARD OF DIRECTORS  
 From: Administration  
 January 31, 2026 Calendar Year 2025 - Q4

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

LOCAL AGENCY INVESTMENT FUND, PACIFIC WESTERN BANK, FIVE STAR BANK, CALIFORNIA CLASS and PARS 115 INVESTMENT TRUST

**GL ACCOUNT NO.**

01-00-132000	PARS 115 TRUST	\$	294,741
01-00-131250	BANC of CALIFORNIA (PACIFIC WESTERN BANK)	\$	190,762
01-00-131255	FIVE STAR BANK MONEY MARKET	\$	800,904
01-00-131350	FIVE STAR BANK	\$	162,926
01-00-131251	PACWEST HIGH YIELD SAVINGS	\$	921,378
01-00-133030	LAIF CASH ACCOUNT BALANCE	\$	17,474
01-00-133111	CALIFORNIA CLASS	\$	3,375,986
<b>TOTAL CASH</b>		<b>\$</b>	<b>5,764,171</b>

**CASH BALANCE DISTRIBUTION - exact**

01-00-226000	CUSTOMER DEPOSITS (actual quarterly balance)	\$	159,902
2 01-00-229100	ACCRUED EMP COMP BALANCES (est. from FY24/25 Audit)	\$	211,419
1 Fund Goal	OPERATING RESERVE (est. 90 days from FY2025/26 budget)	\$	579,477
2 Fund Goal	CAPITAL RESERVE (est. 6% of total assets on 6/30/25)	\$	793,650
1 Fund Goal	RESERVE FOR GRANT FUNDED CAPITAL PROJECTS (5% of expected)	\$	387,450
1 Fund Goal	RATE STABILIZATION RESERVE (est. 25% of FY25/26 Op. Revenue)	\$	546,250
Fund Goal	EMERGENCY CONTINGENCY FUND (target)	\$	1,000,000
	UNENCUMBERED CASH (All Investments)	\$	2,086,023
<b>TOTAL CASH</b>		<b>\$</b>	<b>5,764,171</b>

01-00-143011	INVENTORY - VALUE of WATER IN STORAGE at AMES/RECHE	INVENTORY	\$	548,210
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Date Printed: 5/8/2026

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

**FOOTNOTES**

- 1 From FY2025/26 Budget
- 2 From FY2024/25 Audit

RESOLUTION NO. 25R-06

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.

In accordance with Government Code Section 53601.5, institutions eligible to transact business with the Agency include:

- a. Institutions licensed by the State as a broker-dealer, as defined in Section 25004 of the Corporations Code, with proof of Financial Industry Regulatory Authority certification.
- b. Institutions that are members of a federally regulated securities exchange.
- c. Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- d. Nationally or state-chartered banks.
- e. Savings association or federal association (as defined in Section 5102 of the Financial Code).
- f. The Federal Reserve Bank.
- g. Direct issuers of securities eligible for purchase.

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. The purchase of a security with a forward settlement date exceeding 45 days from the time of the investment is also prohibited.

#### 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. 24R-14 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 10<sup>th</sup> day of June, 2025.

By   
JoMarie McKenzie, Board President

Attest:

  
John R. Burkhardt  
Board Secretary



Official Seal

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

**Meeting Date:** May 12, 2026

**To:** Board of Directors

**Budgeted:** Yes, Fiscal Year 2026/27  
**Budgeted Amount:** 2.8% COLA for Staff,  
excluding Chief Engineer and General  
Manager

**Cost:** Est. \$20,900

**From:** Jennifer Cusack, General Manager

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject: Fiscal Year 2026/27 Cost-of-Living Adjustment to the Range and Step Scale for Staff – Resolution No. R 26R-XX Authorizing a 2.8% COLA and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook**

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**SUMMARY**

At the April 14, 2026 regular meeting, the Board of Directors took action to bring this item back for the Board for consideration and adoption. In determining any adjustment, the Board considers the Social Security Cost-of-Living Index and the overall financial condition of the Agency. This index tracks changes in the prices of goods and services (like food, housing, transportation, and medical care) for a particular group of workers. The 2026 Social Security Cost-of-Living Adjustment is 2.8%.

**RECOMMENDATION**

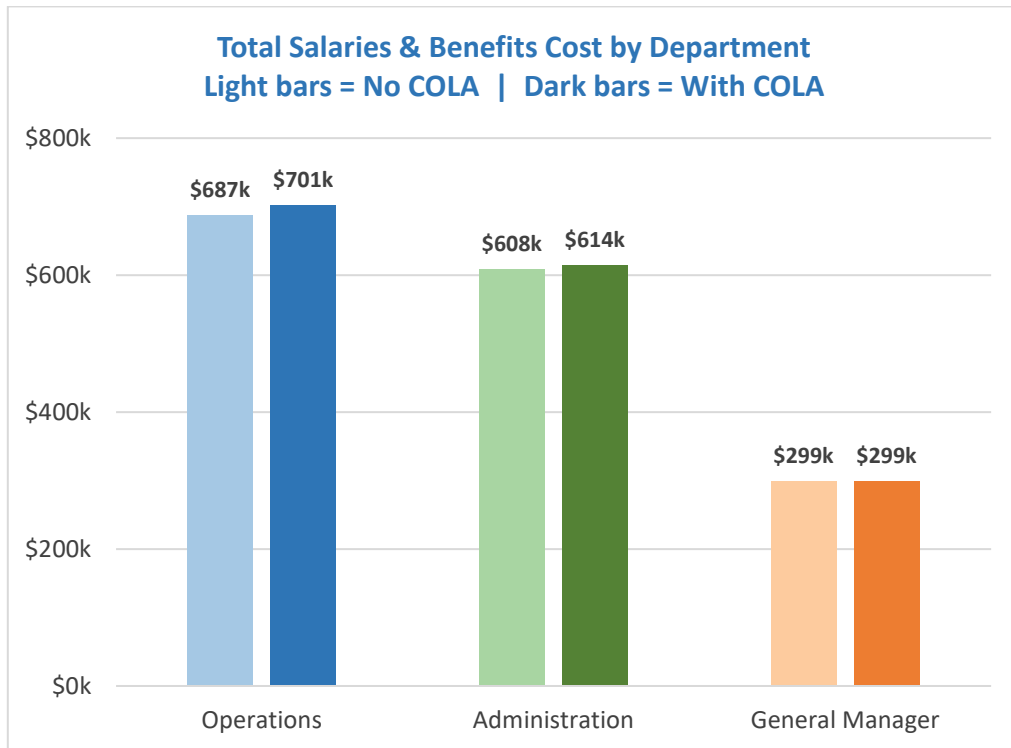
Board adopt Resolution 26R-XX Authorizing a 2.8% Cost-of-Living Percentage Adjustment for Staff, excluding the General Manager and Chief Engineer, amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook.

**BACKGROUND / ANALYSIS**

Pursuant to the Employee Handbook, the Board of Directors may, at its discretion, grant a percentage Cost-of-Living Adjustment (COLA) to the Range and Step Scale on an annual basis, effective on or about July 1. In determining any adjustment, the Board considers the Social Security Cost-of-Living Index and the overall financial condition of the Agency.

Historically, the Agency has referenced the Social Security COLA when adopting annual cost-of-living adjustments. For calendar year 2026, the Social Security Administration announced a 2.8% COLA. Staff evaluated this benchmark and the projected Fiscal Year 2026/27 budget and recommends adoption of a 2.8% COLA for staff excluding the Chief Engineer and General Manager.

The estimated cost of implementing the proposed 2.8% COLA is approximately \$20,900, representing an increase of about 1.3% to total salary and benefit costs. The proposed adjustment has been included in the Draft Fiscal Year 2026/27 budget.



DEPARTMENT TOTALS	No COLA	2.8% COLA	\$ Difference	% Difference
<b>Operations</b>	\$686,800	\$701,400	\$14,600	2.1%
<b>Administration</b>	\$607,800	\$614,100	\$6,300	1.0%
<b>General Manager</b>	\$299,100	\$0	\$0	0%
<b>GRAND TOTAL</b>	<b>\$1,593,700</b>	<b>\$1,614,600</b>	<b>\$20,900</b>	<b>1.3%</b>

**PRIOR RELEVANT BOARD ACTION(S)**

**4/14/2026 Motion No. M26-017** Authorize Cost-of-Living Adjustment for all staff except General Manager and Chief Engineer of 2.8% to be included in the budget and directing staff to return with a Resolution amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.

**12/16/2025 Motion No. M25-062** Adopt Resolution No. 25R-17 Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook Related to the Administrative & Finance Manager.

**06/24/2025 Motion No. M25-027** Motion to adopt Resolution No. 25R-07 Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.

**4/8/2025 Motion No. M25-014** Adopt Resolution No. 25R-03 Authorizing a 3.5% 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.

**4/9/2024 Motion No. M24-020** Adopt Resolution No. 24R-05 Authorizing a 3.2% 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.

**6/27/2023 Motion No. M23-020** Motion to 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

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

Adopt Resolution No. 23R-11 Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook; and

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.

**4/11/2023 Motion No. M23-012** 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.

**4/12/2022 Motion No. M22-016** Motion to Adopt Resolution No. 22R-03 authorizing a 7.9% Cost-of-Living percentage adjustment to the “Range and Step Scale” for all non-exempt employees of the Bighorn-Desert View Water Agency and amending Appendix C of the Employee Handbook as referenced and authorizing Cost-of-Living Adjustment of 5.9% to the General Manager’s salary. The Resolution was amended to state that the effective date of the increase for non-exempt employees will be for the payroll period ending April 22, 2022 and with an effective date of July 2, 2022 for the general manager.

**7/23/2021 Motion No. M21-050** Adopt Resolution No. 21R-17 Authorizing a 3.0% Cost-of-Living Percentage Adjustment to the “Range and Step Scale” for All Non-Exempt Employees of the Bighorn-Desert View Water Agency approved by the Board of Directors on June 23, 2021 and Amending Appendix C of the Employee Handbook as Referenced and Setting the Effective Date of Any Such Adjustment

**6/23/2021 Motion No. M21-038** Adopt Resolution No. 21R-17 Authorizing a 3.0% Cost-of-Living Percentage Adjustment and Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook and to be incorporated into the Fiscal Year 2021/22 Operating Budget.

**5/26/2020 Motion No. M20-037** Motion to adopt Resolution No. 20R-13 Authorizing a Cost-of-Living Adjustment to the Range and Step Scale for All Employees of the Bighorn-Desert View Water Agency (3.0% all staff/1.6% general manager) and Amending Appendix C of the Employee Handbook as Reference and Setting the Effective Date as July 4, 2020.

**4/30/2019 Motion No. M19-019** Motion to adopt the “Range and Step Scale”, incorporated by reference into the Employee Handbook as Appendix C.

**3/26/2019 Motion No. M19-15** Motion to Determine the amount of Cost-of-Living percentage adjustment to the Range and Step Scale for staff and the General Manager; and Adopt Resolution No. 19R-01 authorizing the Cost-of-Living percentage adjustments of 2.8% to all staff but the general manager approved for 2.0% and modification to the Range and Step Scale (incorporated by reference as Appendix B of the Employee Handbook) effective July 6, 2019.

**RESOLUTION NO. 26R-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIGHORN-DESERT VIEW WATER AGENCY  
AUTHORIZING A 2.8% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR  
STAFF EXCLUDING THE GENERAL MANAGER AND CHIEF ENGINEER,  
AMENDING APPENDIX C – RANGE AND STEP SCALE  
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, on April 8, 2025, the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 25R-03, authorizing a Cost-of-Living Adjustment for staff and the General Manager and amending Appendix C – Range and Step Scale of the Employee Handbook; and

**WHEREAS**, Section 4.3 of the Employee Handbook allows for the Board, at its discretion, to grant a percentage cost-of-living adjustment to the Range and Step Scale each year to be effective on or about July 1 with the Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency to be considered when determining any adjustment; and

**WHEREAS**, on October 24, 2025 the Social Security Administration announced a 2.8% benefit increase for 2026; and

**WHEREAS**, on April 14, 2026 the Board of Directors’ recommended the Fiscal Year 2026/27 adjustment of 2.8% be authorized for all non-exempt employees except for the Chief Engineer and General Manager;

**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 a 2.8% Cost-of-Living adjustment, excluding the General Manager and Chief Engineer, effective July 1, 2026.

**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. 25R-03 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 12<sup>th</sup> day of May 2026.

By \_\_\_\_\_  
Rodney Miller-Boyer, President of the Board

ATTEST,

By \_\_\_\_\_  
Megan Close-Dees, Board Secretary

**Official Seal**

**RESOLUTION NO. 26-XX  
BDVWA EMPLOYEE RANGE AND STEP SCALE**

JOB TITLE	RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	NO	A	B	C	D	E	F	G	H	J	K	L	M	N
Water Distribution Operator I Accounting Tech. I / Customer Service Rep	1													
	Per Hour Rate	27.10	27.78	28.47	29.18	29.91	30.66	31.43	32.22	33.03	33.86	34.71	35.58	36.47
	Monthly	4,697	4,815	4,935	5,058	5,184	5,314	5,448	5,585	5,725	5,869	6,016	6,167	6,322
	Annually	56,368	57,782	59,218	60,694	62,213	63,773	65,374	67,018	68,702	70,429	72,197	74,006	75,858
Water Distribution Operator II Accounting Tech. II / Customer Service Rep	2													
	Per Hour Rate	31.38	32.16	32.96	33.78	34.62	35.49	36.38	37.29	38.22	39.18	40.16	41.16	42.19
	Monthly	5,439	5,574	5,713	5,855	6,001	6,152	6,306	6,464	6,625	6,791	6,961	7,134	7,313
	Annually	65,270	66,893	68,557	70,262	72,010	73,819	75,670	77,563	79,498	81,494	83,533	85,613	87,755
Water Distribution Operator III Accounting Tech. III / Customer Service Rep	3													
	Per Hour Rate	36.08	36.98	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06	46.19	47.34	48.52
	Monthly	6,254	6,410	6,569	6,734	6,902	7,076	7,252	7,434	7,620	7,810	8,006	8,206	8,410
	Annually	75,046	76,918	78,832	80,808	82,826	84,906	87,027	89,211	91,437	93,725	96,075	98,467	100,922
Accounting Tech / Customer Service Lead	4													
	Per Hour Rate	41.49	42.53	43.59	44.68	45.80	46.95	48.12	49.32	50.55	51.81	53.11	54.44	55.80
	Monthly	7,192	7,372	7,556	7,745	7,939	8,138	8,341	8,549	8,762	8,980	9,206	9,436	9,672
	Annually	86,299	88,462	90,667	92,934	95,264	97,656	100,090	102,586	105,144	107,765	110,469	113,235	116,064
Water Distribution Supervisor Administration & Finance Supervisor	5													
	Per Hour Rate	47.71	48.90	50.12	51.37	52.65	53.97	55.32	56.70	58.12	59.57	61.06	62.59	64.15
	Monthly	8,270	8,476	8,688	8,904	9,126	9,355	9,589	9,828	10,074	10,326	10,584	10,849	11,119
	Annually	99,237	101,712	104,250	106,850	109,512	112,258	115,066	117,936	120,890	123,906	127,005	130,187	133,432
Assistant General Manager	6													
	Per Hour Rate	54.88	56.25	57.66	59.10	60.58	62.09	63.64	65.23	66.86	68.53	70.24	72.00	73.80
	Monthly	9,513	9,750	9,994	10,244	10,501	10,762	11,031	11,307	11,589	11,879	12,175	12,480	12,792
	Annually	114,150	117,000	119,933	122,928	126,006	129,147	132,371	135,678	139,069	142,542	146,099	149,760	153,504
Chief Engineer General Manager	Contract													
	Contract	220,000.00												

PROPOSED Range & Step Scale with 2.8% COLA added to the current scale Adopted by Resolution No. 25R-17 December 16, 2025

## APPENDIX C

BDVWA Employee Handbook

## **RESOLUTION 26R-XX**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY SUPPORTING THE CONTINUATION AND IMPROVEMENT OF ROAD MAINTENANCE SERVICES WITHIN SAN BERNARDINO COUNTY SERVICE AREA 70, ZONE R-15 (LANDERS ROAD DISTRICT), AND EXPRESSING SUPPORT FOR APPROVAL OF THE PROPOSED MEASURE BY THE SAN BERNARDINO COUNTY BOARD OF SUPERVISORS**

WHEREAS, San Bernardino County Service Area 70, Zone R-15 (“CSA 70 R-15”) was established by the San Bernardino County Board of Supervisors on July 9, 1984, for the purpose of maintaining approximately 163.54 miles of unpaved roads within the community of Landers; and

WHEREAS, CSA 70 R-15 currently receives an annual service charge of \$20 per parcel on approximately 3,497 parcels, generating approximately \$70,000 annually after delinquencies to fund road grading and maintenance services; and

WHEREAS, the service charge has remained unchanged since 1984 despite substantial increases in labor, fuel, equipment, materials, maintenance, and contractor costs over the past four decades; and

WHEREAS, due to insufficient funding, road maintenance services have been reduced over time from monthly grading of primary roads to significantly reduced maintenance schedules, including reliance on limited contractor services and emergency repairs; and

WHEREAS, the deteriorating condition of unpaved roads within the Landers community contributes to erosion, washouts, dust, unsafe travel conditions, increased wear and tear on public and private vehicles and equipment, and impacts the efficient operation and maintenance of critical public infrastructure systems; and

WHEREAS, the Bighorn-Desert View Water Agency relies upon safe and accessible roads for the operation, maintenance, inspection, repair, and replacement of water infrastructure and facilities serving the residents and customers of the Morongo Basin region; and

WHEREAS, inadequate road maintenance can negatively affect emergency response access, increase operating and maintenance costs for public agencies, and hinder the ability to efficiently maintain essential public services and infrastructure; and

WHEREAS, maintaining and improving local roads is an important public infrastructure investment that supports community safety, protects public assets, reduces erosion impacts, and assists in preserving reliable access to water system facilities and operations; and

WHEREAS, the Board of Directors of the Bighorn-Desert View Water Agency finds that continued and enhanced road maintenance services within CSA 70 R-15 are in the public interest and beneficial to the residents, agencies, and infrastructure systems serving the Landers community.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bighorn-Desert View Water Agency as follows:

The Board hereby expresses its support for efforts to maintain and improve road maintenance services within San Bernardino County Service Area 70, Zone R-15 serving the Landers community.

The Board finds that improved road maintenance is important to:

- Protect public infrastructure from erosion and storm-related damage;
- Reduce wear and tear on public agency vehicles, equipment, and infrastructure assets;
- Improve access for water system operations, maintenance, emergency response, and public safety;
- Support reliable delivery of essential public services; and
- Promote the overall health, safety, and welfare of the community.

The Board hereby respectfully encourages the San Bernardino County Board of Supervisors to vote “AYE” on the proposed measure authorizing the continuation and advancement of the CSA 70 R-15 funding and maintenance proposal.

The General Manager is authorized to transmit a copy of this Resolution to the San Bernardino County Board of Supervisors and other appropriate agencies or interested parties.

PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Rodney Miller-Boyer  
President, Board of Directors  
Bighorn-Desert View Water Agency

ATTEST:

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Megan Close-Dees, Secretary of the Board



## CSA 70 R-15 (LANDERS)

**DECEMBER 10, 2025**



**Department of Public Works  
Special Districts**

Henry Mac  
Rudy Guerrero

# WHAT IS A SPECIAL DISTRICT?

- A Special District is a form of local government created by a community to provide a specific service (or set of services) that the city or county does not directly provide.

## Key Characteristics

**Single-purpose focus:** Unlike cities or counties, which handle many different responsibilities, special districts are usually formed for one or a few specific services such as water, sewer, parks, fire protection, lighting, or road maintenance.

**Defined boundaries:** Each district serves a particular geographic area. The boundaries may include a small neighborhood, a rural community, or multiple communities.

**Funding:** They are funded through property taxes, special assessments, service fees, or grants. The residents who benefit from the services pay for them, rather than spreading costs across the entire county or state.

## Why do Special Districts Exist?

Special districts exist because some areas, especially unincorporated communities, don't have access to full municipal services. They allow residents to organize and pay for the specific services they need without having to form a new city or rely solely on the county.



# SPECIAL DISTRICTS

Helping residents access municipal services



Road Maintenance



Parks & Rec



Landscape Maintenance



Water & Sanitation



Street Lights



Storm Drains



Snow Plowing



Zoo



Community Centers



Road Grading



Refuse Site



# WHAT HAPPENED TO GAS TAX?

Gas tax dollars can only be spent on roads that are part of the **County Maintained Road System (CMRS)**.

If a road is **not officially accepted into the CMRS**, it **does not qualify** for gas tax funding.

This means most dirt roads, private roads, or some mountain roads are not eligible.

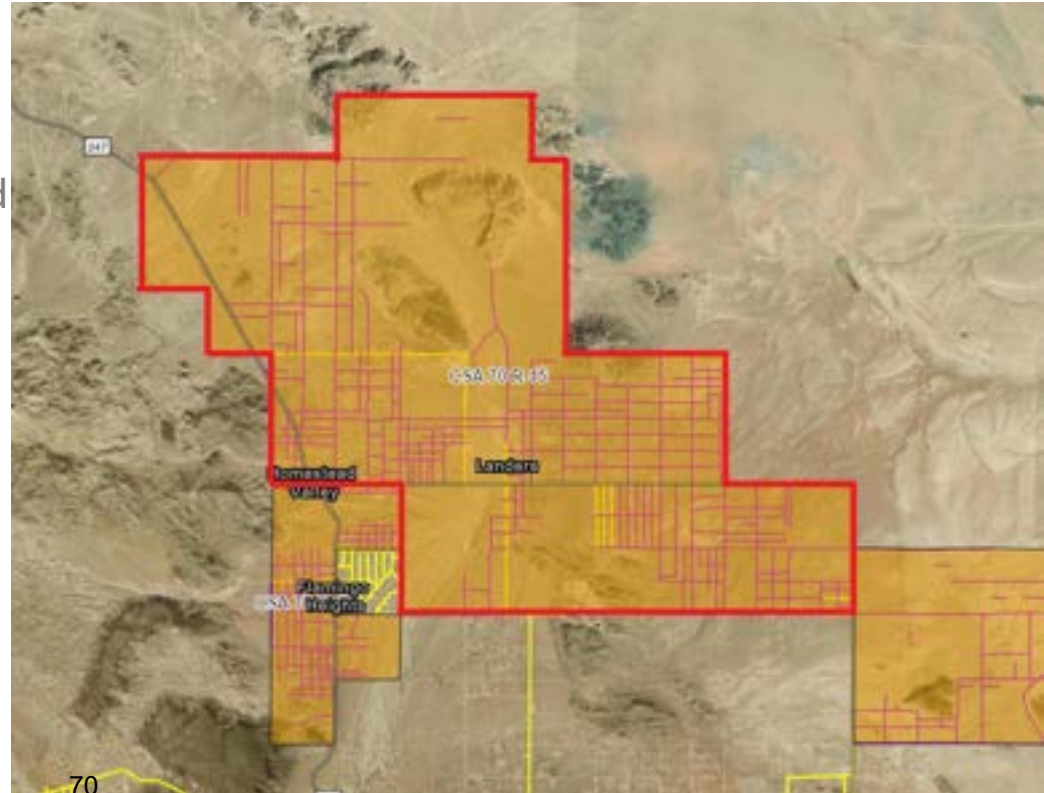
Gas tax money is restricted by law and must be used only on eligible, paved public roads accepted into the CMRS.



# DISTRICT INFORMATION



- 3,469 Parcels
- District was formed in 1984
- Annual service charge per parcel:
  - \$20 per year per parcel (Has not changed in 41 years)
- Proposed annual service charge per parcel
  - \$75 per parcel per year
  - Subject to annual inflationary increases of up to 3.0%
- Current Revenue: \$69,380/yr
- Projected Revenue: \$260,175/yr



## OPERATION AND MAINTENANCE

- O&M service charge is currently expected to cover:
  - Quarterly visits and road issues (erosions, wash outs)
  - Road grading 2-4 times per year



## NEXT STEPS

- Proposition 218 notices will be sent to all property owners with information and date and time of a Public Protest Hearing.
- A mailed-ballot election will follow if no majority protest exists.
- **If the election passes:** The new annual service charge will be adopted and collection will begin on the next property tax roll to fund ongoing road maintenance and operations.
- **If the election fails:** The annual service charge increase cannot be adopted. As a result, road maintenance and services will be reduced, delayed, or discontinued, and the district will be considered for dissolution.





**Public Works**  
Special Districts

# THANK YOU

Questions?



## BIGHORN-DESERT VIEW WATER AGENCY

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

### BOARD OF DIRECTORS' MEETING MINUTES

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

**April 14, 2026**  
**Time – 6:00 P.M.**

#### CALL TO ORDER

President Miller-Boyer called the meeting to order at 6:05 pm.

#### PLEDGE OF ALLEGIANCE

Led by Director Miller-Boyer.

#### ROLL CALL

Directors present: Rodney Miller-Boyer  
William Aldridge  
Megan Close-Dees  
JoMarie McKenzie  
Jose Martinez

Staff present: Jennifer Cusack, General Manager  
Marina West, Chief Engineer  
Scott Nelson, Starting Line Advisory, Accounting Consultant

Public Present: Following Roll Call 1 member(s) of the public were present in the meeting room. There was no Zoom platform available to view this meeting remotely.

#### APPROVAL OF AGENDA

Director Martinez made motion to approve the agenda as presented. Director Aldridge seconded. Unanimously approved.

#### Discussion and Action Items

##### 1. Public Comment Period

None.

**2. PARS 115 TRUST Annual Update with Advisory Team**

Ms. Barnes of PARS gave a PowerPoint presentation summarizing the annual update on our 115 Program. Ms. Barnes noted that this fund is strictly for payment of pension obligations. Ms. Baires shared a summary of the plan history. Ms. Baires also reviewed the current status of the Agency’s pension liability noting that the Agency is currently well funded if the PARS 115 Trust balance is included in the analysis. Mr. Stribling investment manager reviewed the asset strategy.

Questions from the Board were asked and answered.

**No Motion – Information Only**

**3. Consider Initiation Procedure to Implement a Cost-of-Living Adjustment (COLA) to the Board of Directors Per Diem Effective no sooner than July 1, 2026**

GM Cusack and CE West provided input on the process in addition to the information provided in the staff report.

Questions from the Board were asked and answered.

**Public Comment:**

None.

**Motion No. 26-016** - Motion to authorize staff to proceed with the procedure to hold a Public Hearing on an Ordinance adjusting the compensation of the Board.

Rodney Miller-Boyer	N
William Aldridge	Y
Megan Close-Dees	N
JoMarie McKenzie	N
Jose Martinez	N

**MSC<sup>1</sup> (Miller-Boyer/Martinez) Motion Failed.**

**4. Review of Fiscal Year 2026/27 Proposed Cost-of-Living-Adjustment for All Staff**

Agency accounting consultant, Mr. Nelson, Starting Line Advisory, provided a PowerPoint presentation on the proposed cost of living adjustment noting that the General Manager and Chief Engineer have indicated their desire to decline the COLA adjustment for Fiscal Year 2026/27. Mr. Nelson provided a brief presentation on the total cost of the COLA to the Fiscal Year 2026/27 Budget.

Questions from the Board were asked and answered.

**Public Comment:**

None.

**Motion No. 26-017** - Motion to authorize Cost-of-Living Adjustment for all staff except General Manager and Chief Engineer of 2.8% to be included in the budget and directing staff to return with a Resolution

amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

**MSC<sup>1</sup> (Aldridge/Miller-Boyer) unanimously approved.**

**5. Public Workshop #2 - Fiscal Year 2026/27 Budget Review Detailed Revenues and Expenses**

Agency accounting consultant, Mr. Nelson, Starting Line Advisory, gave the Public Workshop #2 presentation providing detail on revenue, expenses and capital expenditures projected.

Questions from the Board were asked and answered.

**No Motion – Information Only**

**6. SWRCB Grant Agreement No. D2102065: Authorize Task Order to CA Rural Water Association for Construction Management Services Related to the Construction of the Zone B Transmission Mainline, Zone B and Zone D Pump Stations, HDWD#2 Intertie and Consolidation of Improvement District Goat Mountain with Bighorn-Desert View.**

Chief Engineer West gave an introductory PowerPoint presentation regarding the status of the project elements. CE West then introduced Ms. Cook and Mr. Carey with CA Rural Water Resources to provide a PowerPoint presentation on the proposal for Construction Management Services.

Questions from the Board were asked and answered.

**Public Comment:**

None.

**Motion No. 26-018** - Motion to authorize Task Order to CA Rural Water Association for Construction Management Services Related to the Construction of the Zone B Transmission Mainline, Zone B and Zone D Pump Stations, HDWD#2 Intertie and Consolidation of Improvement District Goat Mountain with Bighorn-Desert View (SWRCB Grant Agreement No. D2102065).

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

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

**7. DWR Grant Agreement No. 4600013807: Authorize Change Order to South West Pump and Drilling for Equipping the Goat Mountain Well No. 13**

April 14, 2026 Board of Directors' Meeting Minutes

Approved May 12, 2026

Page 3 of 6

**CE West gave the staff report as provided in the agenda packet.**

Questions from the Board were asked and answered.

**Public Comment:**

None.

- 1. Motion No. 26-019** - Motion to authorize Change Order No 1 to South West Pump and Drilling for Equipping the Goat Mountain Well No. 13 (DWR Grant Agreement No. 4600013807).

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

**MSC<sup>1</sup> (Martinez/Aldridge) unanimously approved.**

- 2. SWRCB Grant Agreement No. D2102065: Contract PWC25-01 Accept Completion of Work, Authorize Filing of Notice of Completion and Release of Retention Amounts Held to J. Colon Coatings, Inc. for Phase 4 B-Tank Rehabilitation.**

Questions from the Board were asked and answered.

**Public Comment:**

None.

- 3. Motion No. 26-020** - Motion to Accept Completion of Work, Authorize Filing of Notice of Completion and Release of Retention Amounts Held to J. Colon Coatings, Inc. for Phase 4 B-Tank Rehabilitation (SWRCB Grant Agreement No. D2102065: Contract PWC25-01).

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

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

- 4. Schedule Annual Board Workshop and Proposed Agenda Topics**

President Miller-Boyer led the discussion on scheduling the Workshop and asked the directors for input on the Agenda. Expectations for the general manager performance and a review of the Organizational Chart. The Board selected May 2, 2026 at 9:30am for the Workshop.

## 5. Consent Items

- a. Board Meeting Minutes
  - 1. March 10, 2026 Regular Meeting
- b. Financial Statements
  - 1. Balance Sheet(s) – February 2026
  - 2. Budget Sheet(s) – February 2026
- c. Receive and File Disbursements – March 2026
- d. Service Order Report – December 2025 and January 2026
- e. BDV Production Report – March 2026
- f. Goat Mountain Production Report – March 2026
- g. Ratify Amendment No. 1 to Employment Contract with Jennifer Cusack changing effective date to April 6, 2026
- h. Resolution No. 26R-XX Establishing its Banking Policy with Banc of CA
- i. Receive and File Committee Meeting Minutes
  - 1. Planning/Legislative/Engineering/Grants Standing Committee
    - Committee Meetings on-hold
  - 2. Finance/Public Relations/Education/Personnel Standing Committee
    - Committee Meetings on-hold

### Public Comment:

None.

**Motion No. 26-021** - Motion to adopt Consent Calendar items a-i as presented.

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

**MSC<sup>1</sup> (Martinez/Aldridge) unanimously approved.**

## 6. Matters Removed from Consent Items

None.

## 7. Items for Next or Future Agenda

Dir. McKenzie requested a review of the Dues and Subscriptions.

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

- a. General Manager Report – Ms. Cusack thanked the Board for their support in selecting her as the new General Manager. She mentioned she is traveling to Sacramento next week to testify on behalf of Sen. Ochoa Bogh’s bills regarding the Western Joshua tree.

- b. Director Reports -  
Dir. McKenzie reported on the Landers Association meeting she attended on April 13, 2026 summarizing the topic of the road maintenance.  
Dir. Martinez reported on the Landers Association meeting he attended on April 13, 2026 summarizing the topic of the road maintenance.

**9. Adjournment**

President Miller-Boyer adjourned the meeting at 9:00 pm.

Approved by:

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Megan Close-Dees, Secretary of the Board

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

**Official Seal**



# BIGHORN-DESERT VIEW WATER AGENCY

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

## BOARD OF DIRECTORS' SPECIAL MEETING - WORKSHOP MINUTES

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

**May 2, 2026**  
**Time – 9:30 a.m.**

### CALL TO ORDER

President Miller-Boyer called the meeting to order at 9:33 a.m.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Directors present:

Rodney Miller-Boyer  
William Aldridge  
Megan Close-Dees  
JoMarie McKenzie  
Jose Martinez

Staff present:

Jennifer Cusack, General Manager  
Marina West, Chief Engineer  
Susan Allen, Ortega Strategies Group  
Yasmeen Nubani, Ortega Strategies Group

### APPROVAL OF AGENDA

Vice President Aldridge made a motion to approve the agenda and Director Martinez seconded the motion. Motion carried unanimously.

### 1. PUBLIC COMMENT

*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.*

### 2. WORKSHOP PURPOSE & OPENING REMARKS

President Miller-Boyer delivered opening remarks and went over the purpose of the workshop. The purpose is for the board to reflect on the mission and purpose of the Agency

and provide strategic input to the staff for the development of a strategic plan.

### **3. BOARD HANDBOOK REVIEW**

Agency Legal Counsel Jim Ciampa went through the Board Notebook and over the Brown Act. A full copy of the Brown Act was included in the Board Workshop packet and as such meets the criteria of AB707 to provide it to the Board annually. Mr. Ciampa went over mandatory training, the role and purpose of the board and key policies the handbook and supplemental to including the Employee Handbook, Procurement Policy, Investment Policy, and Reserve Policy. The role of the Board represent the community as it relates to the Governance of the District including setting policy, pass a budget, hire the General Manager, auditor and legal counsel.

### **4. CURRENT STATE OF THE AGENCY**

Staff presented an overview of the Agency including the current organizational structure approved by the board and current staffing levels. The overview continued with the finances, infrastructure overview, capital projects, and compliance requirements. A PowerPoint was presented during the meeting and made available to the board and public at the meeting and online.

### **5. GENERAL MANAGER BRIEFING**

Jennifer Cusack shared her initial observations and first 30 days on the job. Overall the staff has been receptive, and the organization is well run. There is need for another person in the office to cover key tasks including accounting, administrative tasks and customer service. Recruitment has begun for another Accounting Technician/Customer Service Representative I/II/III either part or full time depending on the candidate. The bare minimum is a part-time position to provide minimum coverage. This position has been open since December 2025.

Short-term priorities include filling this position, training the new operations staff member, transitioning work from Marina to Jennifer, working with the Board of Directors, and continue to be present daily to support staff and learn the work and needs of the Agency, while complying with all compliance deadlines, and moving key projects forward.

### **6. BOARD PRIORITIES & IDEA SHARING SESSION**

The Board shared their individual ideas and Susan Allen with Ortega Strategies captured the ideas on big white tablets into categories (aka buckets), as follows:

#### ***Board***

- *Direct Board to resources and guidance in running for re-election.*
- *Review and potentially realign and rename Committees. Potential names – Infrastructure & Development and Finance and Communications*
- *Schedule regular 1-1 meetings for board members with General Manager*
  - *Share responses to questions and requests with full Board*
- *Support required Board training*
- *Engage in planning for the Agency's future*

## **Customers & Community**

- *Assess cost-benefit/impact of community newsletter (\* required for CSDA District of Distinction)*
- *Commit to regular attendance at community meetings by General Manager and Board*
- *Identify and review community association memberships (e.g. Basin wide Foundation, Chamber of Commerce, Morongo Basin Historical Association, Yucca Valley Association)*
- *Identify and review industry associations including ACWA, CWSA, AWWA, etc.*
- *Consider enhanced engagement with sister water districts*
- *Coordinate with Board of Supervisors and Special Roads District*
  - *Address challenge of exposed water infrastructure in course of road maintenance*

## **Finance**

- *Explore opportunities for reducing the cost of power (e.g. solar, pumps, conservation, etc.)*
- *Identify potential income generating opportunities*
- *Develop a list of consultants and contractors and ensure regular board review of terms of engagement and performance. Contractors provide support with the audit, engineering, finances, outreach, public relations, organizational transition and technology.*
- *Continue efforts to identify grant opportunities to address Agency needs*
- *Continue to explore potential shared service agreements with regional water districts*
- *Clarify impact of consultant error in rate study and alternatives for applying proposed rate increases*
- *Automate processes and reduce printing paper to improve efficiency and save money.*

## **General Manager**

- *Create shared calendar for Board to help with tracking meetings*
- *Maintain CSDA District of Distinction*
- *Solicit feedback and suggestions from staff and facilitate staff engagement*
- *Update short-wave radios in Agency trucks to ensure redundant field communications*
- *Explore purchase of software to support geolocation of infrastructure (GIS)*

- *Identify and review Agency’s professional association memberships and clarify the benefits of each*
- *Schedule rotating visits/presentations from Mojave Water Agency and regional water agencies to share updates*
- *Provide the Board with a quarterly report with an update on operations and critical incidents*
- *Share legislative updates and invite participation in legislative process*

**Projects**

- *Develop system assessment and maintenance plan*
- *Develop guide/resource for Board to help with Project management – potential elements may include project fact sheet, photographs and chart to track milestones and status*
- *Explore opportunities for water banking*

**7. STRATEGIC PRIORITIES DISCUSSION**

The Board will prioritize at a future board meeting once the information is compiled. Cost considerations were added to the ideas to be a factor to consider when setting priorities.

Lunch break 11:15 a.m. to 12:03 p.m.

**8. DIRECTION TO GENERAL MANAGER**

The Board would like General Manager to compile the information and bring it back to future board meetings. The General Manager will work on items that can be easily implemented as a matter of daily work and normal duties. The Board would like to have more time to discuss the ideas once a draft Strategic Plan document is available. The Board would like to have the committees start meeting again. Communications regarding matters pertaining to the District should be directed to the General Manager. If there are concerns in the community, please share them right away by calling or texting the General Manager. The General Manager will be a resource to the Board members and will help to set up training and meetings.

**9. NEXT STEPS & FOLLOW-UP**

Notes will be compiled and brought to the May 12, 2026, the General Manager will work on a draft Strategic Plan document for board discussion at regular board meetings. The next workshop will be scheduled no later than January 2027 at the mid-year budget. The Board would like more training and opportunities to discuss.

**10. ITEMS FOR NEXT OR FUTURE AGENDA**

**11. VERBAL REPORTS – Including Reports on Courses/Conferences/Meetings.**

- General Manager Report – no report.
- Directors’ Reports – JoMarie McKenzie reported on her attendance at the

SBCSDA Dinner in April and the topic of Ai in Special Districts.

## **12. ADJOURNMENT – 1:41 p.m.**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above. As a general rule, agenda reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

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

**Public Comments:** You may wish to submit your comments in writing to assure that you are able to express yourself adequately. Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

### **Calendar Reminder - Upcoming Director Meetings**

- Regular Board Meeting – second Tuesday every month at 6 p.m.
- Mojave Water Agency Board of Directors Meeting – second and fourth Thursday every month (regular schedule)
- Landers Homestead Valley Community Association Meeting – second Monday at 5 p.m. every month
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)

# General Ledger

## Balance Sheet

User: mwest  
 Printed: 05/07/2026 - 9:02PM  
 Fund: All  
 Period: 9  
 Fiscal Year: 2026

# 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 - BANC OF CALIFORNIA (PWB)	126,643.67
01-00-131300 - CASH DRAWERS BASE FUND	750.00
01-00-131350 - FIVE STAR BANK	180,205.34
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	308,399.01
INVESTMENTS	
01-00-131251 - BANCofCA High Yield Savings	374,614.26
01-00-131255 - FIVE STAR BANK MONEY MARKET	708,733.57
01-00-132000 - PARS IRS 115 TRUST	293,043.48
01-00-133030 - LAIF - CASH ACCOUNT	17,474.07
01-00-133111 - CALIFORNIA CLASS	3,407,215.05
Total INVESTMENTS:	4,801,080.43
ACCOUNTS RECEIVABLE - WATER	
01-00-137100 - A/R WATER	240,228.25
01-00-137130 - A/R WATER UNBILLED FYE	105,471.43
01-00-139544 - 2017-18 LIEN-DQ WATER \$32,464	136.89
01-00-139546 - 2019-20 LIEN-DQ WATER \$35,381	2,646.21
01-00-139547 - 2020-21 LIEN-DQ WATER \$54,761	10,337.88
01-00-139548 - 2021-22 LIEN-DQ WATER \$84,795	23,369.46
01-00-139549 - 2022-23 LIEN-DQ WATER \$46,814	21,566.20
01-00-139550 - 2023-24 LIEN-DQ WATER \$49,919	20,064.76
01-00-139551 - 2024-25 LIEN-DQ WATER \$56,440	40,289.91
01-00-139900 - ALLOW. FOR BAD DEBTS-H2O LIENS	(1,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	462,610.99
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)	1,763.54
01-00-137114 - 2019 IDGM STBY A/R (\$10,349)	1,113.35
01-00-137115 - 2020 IDGM STBY A/R (\$8,860)	2,225.95
01-00-137116 - 2021 IDGM STBY A/R (\$8,680)	1,746.00
01-00-137117 - 2022 IDGM STBY A/R (\$9,037)	2,750.85
01-00-137118 - 2023 IDGM STBY A/R (\$8,228)	4,167.60
01-00-137119 - 2024 IDGM STBY A/R (\$8,869)	5,666.20
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
01-00-139608 - DUE FROM DACI-METER REPLACEMEN	89,415.60
01-00-139609 - DUE FROM STRATEGIC PARTNERS	0.00
01-00-139610 - DUE FROM GM WELL (Well 13)	25,619.31

Fund ALFRE

Account Type	Amount
01-00-139611 - DUE FROM PROP 1/RND 2- HDWD	0.00
01-00-139612 - DUE FROM PI/C PIPE/CONSOLIDATI	818,503.55
01-00-139901 - ALLOWANCE BAD DEBT - STANDBY	(5,000.00)
Total ACCOUNTS RECEIVABLE - OTHER:	<u>947,971.95</u>
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	110,193.82
01-00-143011 - INVENTORY- AMES WATER	548,210.00
01-00-143012 - INVENTORY CLEARING	0.00
Total INVENTORY:	<u>658,403.82</u>
PREPAID EXPENSES	
01-00-144010 - PREPAYMENTS W/C INS	1,416.63
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	97,133.38
01-00-144025 - PREPAID EXPENSES	30,439.58
01-00-144035 - PREPAY CalPERS UAL	17,364.75
Total PREPAID EXPENSES:	<u>146,354.34</u>
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(243,498.38)
01-00-111350 - FA LAND	107,132.53
01-00-111400 - FA BUILDINGS	327,592.81
01-00-111401 - A/D BUILDINGS	(300,259.47)
01-00-111500 - FA YARDS	56,330.15
01-00-111501 - A/D YARDS	(50,800.90)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(18,425.73)
01-00-111700 - FA WATER SYSTEM	10,169,557.71
01-00-111701 - A/D WATER SYSTEM	(7,712,909.75)
01-00-111800 - FA SHOP EQUIPMENT	29,960.60
01-00-111801 - A/D SHOP EQUIPMENT	(28,781.14)
01-00-111810 - FA MOBILE EQUIPMENT	916,751.49
01-00-111811 - A/D MOBILE EQUIPMENT	(650,292.18)
01-00-111900 - FA OFFICE EQUIPMENT	182,242.50
01-00-111901 - A/D OFFICE EQUIPMENT	(182,242.55)
Total FIXED ASSETS:	<u>2,957,571.73</u>
LEASE OF EQUIPMENT (LT)	
01-00-160200 - LEASE OF EQUIPMENT (LT)	13,099.95
01-00-160999 - ACCUM. AMORTIZATION-EQUIPMENT	(10,189.06)
Total LEASE OF EQUIPMENT (LT):	<u>2,910.89</u>
CONSTRUCTION IN PROGRESS	
01-00-120051 - CIP - MISC	2,437,174.93
Total CONSTRUCTION IN PROGRESS:	<u>2,437,174.93</u>
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	<u>0.00</u>
NET PENSION LIABILITY-AUDIT	
01-00-223100 - NET PENSION LIABILITY	(714,589.00)
Total NET PENSION LIABILITY-AUDIT:	<u>(714,589.00)</u>
DEFERR INFLOWS OF RESOUR-AUDIT	
01-00-225000 - DIR - PENSION RELATED	(52,787.00)
Total DEFERR INFLOWS OF RESOUR-AUDIT:	<u>(52,787.00)</u>
Total Assets:	<u><u>11,955,102.09</u></u>

Liabilities

Fund ALFRE

Account Type	Amount
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	142,045.63
01-00-227000 - ACCOUNTS PAYABLE	0.00
01-00-227001 - AP PROP 1 ACC.EXP.	0.00
01-00-227011 - RETENTION ABUNDANT WATER WELL	0.00
Total ACCOUNTS PAYABLE:	142,045.63
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)	3,091.70
Total LEASE LIABILITY-EQUIPMENT (LT):	3,091.70
ACCRUED PAYROLL	
01-00-229000 - ACCRUED PAYROLL LIABILITIES	57,314.52
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCRUED EMP COMP BALANCES	211,418.75
Total ACCRUED PAYROLL:	268,733.27
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	(5,520.37)
01-00-229002 - STATE PR TAX PAYABLE	(2,089.15)
01-00-229003 - MEDICAL INSURANCE PAYABLE	4,187.24
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	0.00
01-00-229005 - CALPERS PAYABLE	(6,530.89)
01-00-229006 - CALPERS SPEC COMP-UNIFORM ALL	(16.39)
01-00-229007 - BOARD DIRECT DEPOSIT PR	0.00
Total ACCRUED PR LIABILITIES:	(9,969.56)
CUSTOMER DEPOSITS	
01-00-226000 - CUSTOMER DEPOSITS	160,726.86
01-00-226005 - UNEARN REV-UB ACCT CREDITS	0.00
01-00-226007 - ANNEX 0631-071-29 (NAPA@ALTA)	0.00
Total CUSTOMER DEPOSITS:	160,726.86
BLUEFIN CC FEES	
01-00-226001 - BLUEFIN/SB CC FEES thru PORTAL	(11,184.80)
Total BLUEFIN CC FEES:	(11,184.80)
DEFER OUTFLOWS OF RESOU-AUDIT	
01-00-151000 - DOR - PENSION CONTRIB-AUDIT	(144,706.00)
01-00-153000 - DOR - PENSION RELATED-AUDIT	(190,355.00)
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	0.00
Total DEFER OUTFLOWS OF RESOU-AUDIT:	(335,061.00)
PENSION DEFERRED INFLOW-AUDIT	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW-AUDIT:	0.00
Total Liabilities:	218,382.10
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	0.00
01-00-301110 - FMHA GRANTS	0.00
01-00-310000 - FUND BALANCE	10,236,558.97
01-00-310010 - FUND BALANCE FEMA & OES	0.00
Total FUND BALANCE:	10,236,558.97

**Fund ALFRE**

<u>Account Type</u>	<u>Amount</u>
Total Fund Balance:	10,236,558.97
Total Liabilities and Fund Balance:	10,454,941.07
Total Retained Earnings:	1,500,161.02
Total Fund Balance and Retained Earnings:	11,736,719.99
Total Liabilities, Fund Balance, and Retained Earnings:	11,955,102.09
Totals for Fund 01 - General Fund:	0.00

# General Ledger

## Budget Status

User: mwest  
 Printed: 5/7/2026 - 9:04 PM  
 Period: 1 to 9, 2026

# 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	2,700.00	13,425.00	13,425.00	-10,725.00	0.00	-10,725.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	15,200.00	78,425.00	78,425.00	-63,225.00	0.00	-63,225.00	0.00
01-00-410015	AG CONS TIER 1	5,500.00	2,029.13	2,029.13	3,470.87	0.00	3,470.87	63.11
01-00-410016	AG CONS TIER 2	5,400.00	204.56	204.56	5,195.44	0.00	5,195.44	96.21
01-00-410020	BULK CONS TIER 1	71,800.00	52,166.69	52,166.69	19,633.31	0.00	19,633.31	27.34
01-00-410030	COMMERCIAL/INST CONS TIER	17,200.00	9,050.91	9,050.91	8,149.09	0.00	8,149.09	47.38
01-00-411000	INCOME METERED WATER	486,000.00	345,611.42	345,611.42	140,388.58	0.00	140,388.58	28.89
01-00-411001	RES CONS TIER 2	306,700.00	189,124.21	189,124.21	117,575.79	0.00	117,575.79	38.34
01-00-412000	GOAT MTN STANDBY INCOME	63,900.00	40,854.45	40,854.45	23,045.55	0.00	23,045.55	36.07
01-00-413000	BASIC SERVICE CHARGE	1,197,500.00	862,225.85	862,225.85	335,274.15	0.00	335,274.15	28.00
01-00-413001	FIRE BSC	9,300.00	7,155.98	7,155.98	2,144.02	0.00	2,144.02	23.05
01-00-414000	INCOME JV BULK WATER SALE	3,800.00	2,229.25	2,229.25	1,570.75	0.00	1,570.75	41.34
01-00-417000	INCOME OTHER (OPERATING)	66,900.00	54,740.65	54,740.65	12,159.35	0.00	12,159.35	18.18
01-00-419000	AMES BASIN WATER TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>R05 Sub Totals:</b>	<b>2,251,900.00</b>	<b>1,657,243.10</b>	<b>1,657,243.10</b>	<b>594,656.90</b>	<b>0.00</b>	<b>594,656.90</b>	<b>26.41</b>
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	122,400.00	81,238.41	81,238.41	41,161.59	0.00	41,161.59	33.63
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	0.00	86.22	86.22	-86.22	0.00	-86.22	0.00
01-00-491020	GA01 GENERAL TAX LEVY (BVI	117,100.00	77,675.68	77,675.68	39,424.32	0.00	39,424.32	33.67
01-00-491040	GA03 ID GM GEN TAX LEVY	60,200.00	40,357.16	40,357.16	19,842.84	0.00	19,842.84	32.96
01-00-492000	INTEREST INCOME	177,800.00	146,225.38	146,225.38	31,574.62	0.00	31,574.62	17.76
01-00-496000	INCOME OTHER (NON OPERATI	21,300.00	13,427.36	13,427.36	7,872.64	0.00	7,872.64	36.96
01-00-499901	GM WELL REV ACCT	0.00	25,619.31	25,619.31	-25,619.31	0.00	-25,619.31	0.00
01-00-499902	PI/C REV. ACCT.	0.00	1,158,220.72	1,158,220.72	-1,158,220.72	0.00	-1,158,220.72	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499998	DACI REV ACCT.-METER REPLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499999	AWAC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>R10 Sub Totals:</b>	<b>498,800.00</b>	<b>1,542,850.24</b>	<b>1,542,850.24</b>	<b>-1,044,050.24</b>	<b>0.00</b>	<b>-1,044,050.24</b>	<b>0.00</b>
	<b>Revenue Sub Totals:</b>	<b>2,750,700.00</b>	<b>3,200,093.34</b>	<b>3,200,093.34</b>	<b>-449,393.34</b>	<b>0.00</b>	<b>-449,393.34</b>	<b>0.00</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	14,100.00	42,549.69	42,549.69	-28,449.69	0.00	-28,449.69	0.00
01-00-563000	CUSTOMER RELATIONS	3,200.00	2,083.35	2,083.35	1,116.65	0.00	1,116.65	34.90
01-00-564000	OTHER ADMINISTRATIVE EXPE	14,400.00	5,970.91	5,970.91	8,429.09	0.00	8,429.09	58.54
01-00-571000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572100	AMORTIZATION OF LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572200	INTEREST EXPENSE ON LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-572300	CONTRA EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-581000	ELECTION COSTS	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-00-593000	EXPENSE / INCOME MISC	500.00	1,097.58	1,097.58	-597.58	0.00	-597.58	0.00
01-00-593999	PRIOR YEARS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-594001	INVESTMENT GAIN/LOSS	0.00	-13,162.98	-13,162.98	13,162.98	0.00	13,162.98	0.00
	E25 Sub Totals:	33,200.00	38,538.55	38,538.55	-5,338.55	0.00	-5,338.55	0.00
	Expense Sub Totals:	33,200.00	38,538.55	38,538.55	-5,338.55	0.00	-5,338.55	0.00
	Dept 00 Sub Totals:	-2,717,500.00	-3,161,554.79	-3,161,554.79	444,054.79	0.00		
Dept 01-01	Administration							
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	521,100.00	290,754.54	290,754.54	230,345.46	0.00	230,345.46	44.20
01-01-560060	CONTRACTUAL SERV-AUDITOF	18,900.00	17,428.00	17,428.00	1,472.00	0.00	1,472.00	7.79
01-01-560070	CONTRACTUAL SERV-LEGAL	40,000.00	51,888.50	51,888.50	-11,888.50	0.00	-11,888.50	0.00
01-01-560075	LEGISLATIVE AFFAIRS CWSA	15,000.00	13,116.32	13,116.32	1,883.68	0.00	1,883.68	12.56
01-01-560080	CalPERS CONTRIBUTION	161,700.00	114,409.24	114,409.24	47,290.76	0.00	47,290.76	29.25
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	24,000.00	12,828.31	12,828.31	11,171.69	0.00	11,171.69	46.55
01-01-560110	TELEPHONE/FAX/INTERNET/WI	9,000.00	7,170.54	7,170.54	1,829.46	0.00	1,829.46	20.33
01-01-560120	MAILING EXPENSE	1,900.00	766.70	766.70	1,133.30	0.00	1,133.30	59.65
01-01-560140	CONTRACTUAL SERV - OTHER	150,000.00	98,700.06	98,700.06	51,299.94	0.00	51,299.94	34.20
01-01-560160	PROPERTY/LIABILITY EXPENSE	102,000.00	85,924.13	85,924.13	16,075.87	0.00	16,075.87	15.76
01-01-560170	WORKERS COMP EXPENSE	18,300.00	11,362.03	11,362.03	6,937.97	0.00	6,937.97	37.91
01-01-560180	DUES & SUBSCRIPTIONS	21,100.00	25,181.97	25,181.97	-4,081.97	0.00	-4,081.97	0.00
01-01-560200	POWER/PROPANE OFFICES & Y/	11,700.00	7,646.50	7,646.50	4,053.50	0.00	4,053.50	34.65
01-01-560220	BAD DEBT EXPENSE	1,500.00	2,145.76	2,145.76	-645.76	0.00	-645.76	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	12,200.00	6,913.04	6,913.04	5,286.96	0.00	5,286.96	43.34
01-01-561000	EMPLOYEE BENEFITS INSURAN	229,300.00	140,415.16	140,415.16	88,884.84	0.00	88,884.84	38.76
01-01-561100	EMPLOYEE EDUCATION/TRAIN	5,700.00	1,789.70	1,789.70	3,910.30	0.00	3,910.30	68.60
01-01-561500	PAYROLL FRINGE EXP TO PROJ	179,100.00	-21,914.58	-21,914.58	201,014.58	0.00	201,014.58	112.24
01-01-561501	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	1,524,000.00	866,525.92	866,525.92	657,474.08	0.00	657,474.08	43.14
E25	NON-OPERATING EXPENSE							
01-01-564001	PARS TRUST EXPENSES	0.00	1,280.19	1,280.19	-1,280.19	0.00	-1,280.19	0.00
	E25 Sub Totals:	0.00	1,280.19	1,280.19	-1,280.19	0.00	-1,280.19	0.00
	Expense Sub Totals:	1,524,000.00	867,806.11	867,806.11	656,193.89	0.00	656,193.89	43.06
	Dept 01 Sub Totals:	1,524,000.00	867,806.11	867,806.11	656,193.89	0.00		
Dept 01-05	Operations							
E05	OPERATIONS EXPENSE							
01-05-541020	OPERATIONS COMPENSATION	498,800.00	355,790.65	355,790.65	143,009.35	0.00	143,009.35	28.67
01-05-541030	UNIFORMS	10,000.00	5,749.52	5,749.52	4,250.48	0.00	4,250.48	42.50
01-05-541060	VEHICLE/TRACTOR/EQUIP EXP	35,000.00	25,091.91	25,091.91	9,908.09	0.00	9,908.09	28.31
01-05-541070	VEHICLE EXPENSE-FUEL	49,200.00	25,958.26	25,958.26	23,241.74	0.00	23,241.74	47.24
01-05-541090	FIELD MATERIALS & SUPPLIES	78,800.00	29,637.15	29,637.15	49,162.85	0.00	49,162.85	62.39
01-05-541095	SHRINKAGE	0.00	40.28	40.28	-40.28	0.00	-40.28	0.00
01-05-541110	WATER TESTING	15,000.00	7,400.00	7,400.00	7,600.00	0.00	7,600.00	50.67
01-05-541120	CONTRACTUAL SRV-ENGINEER	100,000.00	43,460.00	43,460.00	56,540.00	0.00	56,540.00	56.54
01-05-541140	WATER SYSTEM REPAIRS	60,000.00	17,733.46	17,733.46	42,266.54	0.00	42,266.54	70.44
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	13,348.22	13,348.22	2,151.78	0.00	2,151.78	13.88
01-05-541190	COMMUNICATIONS EXPENSE	7,900.00	5,559.73	5,559.73	2,340.27	0.00	2,340.27	29.62
01-05-541210	DISINFECTION EXPENSE	13,400.00	17,359.93	17,359.93	-3,959.93	0.00	-3,959.93	0.00
01-05-541250	POWER WELLS & PUMPS	148,400.00	103,582.81	103,582.81	44,817.19	0.00	44,817.19	30.20
01-05-541300	OTHER OPERATING EXPENSES	11,600.00	13,683.14	13,683.14	-2,083.14	0.00	-2,083.14	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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:	1,044,100.00	664,395.06	664,395.06	379,704.94	0.00	379,704.94	36.37
	Expense Sub Totals:	1,044,100.00	664,395.06	664,395.06	379,704.94	0.00	379,704.94	36.37
	Dept 05 Sub Totals:	1,044,100.00	664,395.06	664,395.06	379,704.94	0.00		
Dept 01-09	Directors							
E15	ADMINISTRATIVE EXPENSE							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-09-560027	DIRECTOR J. BURKHART	1,787.25	1,787.25	1,787.25	0.00	0.00	0.00	0.00
01-09-560028	DIRECTOR McKENZIE	14,000.00	8,444.82	8,444.82	5,555.18	0.00	5,555.18	39.68
01-09-560029	DIRECTOR CLOSE	14,000.00	4,428.57	4,428.57	9,571.43	0.00	9,571.43	68.37
01-09-560032	DIRECTOR ALDRIDGE	14,000.00	7,914.41	7,914.41	6,085.59	0.00	6,085.59	43.47
01-09-560033	DIRECTOR MILLER-BOYER	14,000.00	8,018.62	8,018.62	5,981.38	0.00	5,981.38	42.72
01-09-560034	DIRECTOR MARTINEZ	12,212.75	1,795.80	1,795.80	10,416.95	0.00	10,416.95	85.30
	E15 Sub Totals:	70,000.00	32,389.47	32,389.47	37,610.53	0.00	37,610.53	53.73
	Expense Sub Totals:	70,000.00	32,389.47	32,389.47	37,610.53	0.00	37,610.53	53.73
	Dept 09 Sub Totals:	70,000.00	32,389.47	32,389.47	37,610.53	0.00		
Dept 01-10	CIP							
E15	ADMINISTRATIVE EXPENSE							
01-10-562005	PI/C NON-FIXED ASSET COSTS	0.00	14,396.66	14,396.66	-14,396.66	0.00	-14,396.66	0.00
01-10-562010	GM TRANSITIONAL SUPPORT	30,000.00	22,979.21	22,979.21	7,020.79	0.00	7,020.79	23.40
	E15 Sub Totals:	30,000.00	37,375.87	37,375.87	-7,375.87	0.00	-7,375.87	0.00
E20	CIP EXPENSE							
01-10-056198	LABOR APPLIED TO CIP PROJEC	0.00	229.64	229.64	-229.64	0.00	-229.64	0.00
01-10-056199	LABOR APPLIED TO WIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	OVERHEAD FOR CIP ONLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561905	A-BOOSTER STATION CONSTRU	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
01-10-561906	PRV FLOWMETER CONSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561918	GMW13 PHASE2 - NON-FIXED A	150,000.00	3,562.50	3,562.50	146,437.50	0.00	146,437.50	97.63
01-10-561919	HDWD#2 INTERTIE @ WINTERS	0.00	245.20	245.20	-245.20	0.00	-245.20	0.00
01-10-561934	HDWD #2 INTERTIE ADMIN NON	0.00	88.41	88.41	-88.41	0.00	-88.41	0.00
01-10-561936	NBS RATE STUDY (non-FA)	40,000.00	43,758.29	43,758.29	-3,758.29	0.00	-3,758.29	0.00
01-10-561937	GM REPLACEMENT WELL (Well	242,000.00	0.00	0.00	242,000.00	0.00	242,000.00	100.00
01-10-561938	PARS 115 TRUST ACCT	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	-900.00	-900.00	900.00	0.00	900.00	0.00
01-10-561955	OFFICE BUILDING	50,000.00	50.52	50.52	49,949.48	0.00	49,949.48	99.90
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	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
01-10-561975	VEHICLES - MOTOR VEHICLES	65,000.00	0.00	0.00	65,000.00	0.00	65,000.00	100.00
01-10-561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561982	FINANCIAL & BILLING SOFTWA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-562004	METER REPLACEMENT (DWR/E	10,000.00	11,228.00	11,228.00	-1,228.00	0.00	-1,228.00	0.00
01-10-562006	PI/C PROJECT- FIXED ASSET CO	6,935,000.00	1,164.70	1,164.70	6,933,835.30	0.00	6,933,835.30	99.98
01-10-562007	B1/B2 TANK REHAB (PI/C Phase4	739,000.00	0.00	0.00	739,000.00	0.00	739,000.00	100.00
01-10-562008	R1 TANK REP DESIGN/ENV/PM (	300,000.00	0.00	0.00	300,000.00	0.00	300,000.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-10-562009	WELL#14 DESIGN/ENV/PM (FA)	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
	E20 Sub Totals:	8,821,000.00	59,427.26	59,427.26	8,761,572.74	0.00	8,761,572.74	99.33
	Expense Sub Totals:	8,851,000.00	96,803.13	96,803.13	8,754,196.87	0.00	8,754,196.87	98.91
	Dept 10 Sub Totals:	8,851,000.00	96,803.13	96,803.13	8,754,196.87	0.00		
	Fund Revenue Sub Totals:	2,750,700.00	3,200,093.34	3,200,093.34	-449,393.34	0.00	-449,393.34	0.00
	Fund Expense Sub Totals:	11,522,300.00	1,699,932.32	1,699,932.32	9,822,367.68	0.00	9,822,367.68	85.25
	Fund 01 Sub Totals:	8,771,600.00	-1,500,161.02	-1,500,161.02	10,271,761.02	0.00		
	Revenue Totals:	2,750,700.00	3,200,093.34	3,200,093.34	-449,393.34	0.00	-449,393.34	0.00
	Expense Totals:	11,522,300.00	1,699,932.32	1,699,932.32	9,822,367.68	0.00	9,822,367.68	85.25
	Report Totals:	8,771,600.00	-1,500,161.02	-1,500,161.02	10,271,761.02	0.00		

# Bighorn Desert View Water Agency

## Check Register

Check Date Range: 4/1/2026 thru 4/30/2026

Ck Date	Ck No	Payable To	Void	Check Amt
4/9/2026	0	IRS PAYROLL		54.92
4/9/2026	0	IRS PAYROLL		4,427.75
4/9/2026	0	EDD PAYROLL		1,504.77
4/9/2026	0	CALPERS		6,061.32
4/9/2026	33383	PAYROLL		2,525.37
4/9/2026	33384	PAYROLL		5,857.58
4/9/2026	33385	PAYROLL		2,938.15
4/9/2026	33386	PAYROLL		2,771.88
4/9/2026	33387	PAYROLL		2,179.84
4/9/2026	33388	PAYROLL		2,863.17
4/9/2026	33389	PAYROLL		3,095.24
4/14/2026	0	CARDMEMBER SERVICES		1,325.04
4/15/2026	2435	BEYOND SOFTWARE SOLUTIONS		3,234.90
4/15/2026	2436	CLINICAL LABORATORY OF SB INC.		1,300.00
4/15/2026	2437	GRISWOLD INDUSTRIES		9,541.83
4/15/2026	2438	INFOSEND INC.		1,398.67
4/15/2026	2439	OFFICE DEPOT		42.87
4/15/2026	2440	SDRMA		16,482.75
4/15/2026	2441	HOME DEPOT CREDIT SERVICES		1,485.67
4/15/2026	2442	UNDERGROUND SERVICE ALERT OF SO CAL		46.55
4/15/2026	2443	HD SUPPLY INC.		1,046.83
4/15/2026	2444	XEROX CORPORATION		826.75
4/15/2026	2445	HASA INC.		1,028.64
4/15/2026	2446	SBRK FINANCE HOLDING INC.		1,379.00
4/15/2026	2447	HI-DESERT PROPANE SALES INC.		331.68
4/15/2026	2448	ORTEGA ASSOCIATES INC.		2,666.75
4/15/2026	2449	GENESIS CLEANING SERVICE INC.		930.00
4/15/2026	2450	US LBM OPERATING CO. 3009 LLC		67.48
4/15/2026	2451	ORANGE COUNTY WINWATER WORKS		1,921.57
4/15/2026	2452	LAGERLOF LLP		3,412.50
4/15/2026	2453	STARTING LINE ADVISORY		7,473.75
4/15/2026	2454	T.R. HOLLIMAN AND ASSOCIATES INC		17,530.00

# Bighorn Desert View Water Agency

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Ck Date	Ck No	Payable To	Void	Check Amt
4/15/2026	2455	CARL OTTESON'S CERTIFIED BACKFLOW TESTING & REPAIR		500.00
4/15/2026	33390	CA RURAL WATER ASSN		95,236.25
4/15/2026	33391	ENGINEERING RESOURCES OF SOUTHERN CA, INC.		575.00
4/15/2026	33392	MONUMENT ROW		1,597.20
4/17/2026	33393	ROSALIE LUYBEN		3,000.00
4/23/2026	0	IRS PAYROLL		164.80
4/23/2026	0	IRS PAYROLL		5,472.03
4/23/2026	0	EDD PAYROLL		2,306.41
4/23/2026	0	CALPERS		8,210.65
4/23/2026	33394	PAYROLL		5,589.29
4/23/2026	33395	PAYROLL		2,297.85
4/23/2026	33396	PAYROLL		5,702.58
4/23/2026	33397	PAYROLL		2,124.40
4/23/2026	33398	PAYROLL		2,104.26
4/23/2026	33399	PAYROLL		2,856.06
4/23/2026	33400	PAYROLL		4,142.38
4/23/2026	33401	PAYROLL		3,020.39
4/28/2026	0	AT&T MOBILITY		339.88
4/28/2026	0	BURRTEC WASTE&RECYC		106.75
4/28/2026	0	CINTAS CORPORATION #150		644.90
4/28/2026	0	SOUTHERN CALIFORNIA EDISON COMP		12,098.60
4/28/2026	0	EDD PAYROLL		3,190.79
4/28/2026	0	AMERICAN FIDELITY		1,005.52
4/28/2026	0	BLUEFIN PAYMENT SYSTEMS		1,359.06
4/28/2026	0	SPRINGBROOK ACH		151.72
4/28/2026	2456	CUSTOMER REFUND		39.40
4/28/2026	2457	CUSTOMER REFUND		79.16
4/28/2026	2458	CUSTOMER REFUND		16.27
4/28/2026	2459	CUSTOMER REFUND		100.00
4/28/2026	2460	CUSTOMER REFUND		58.10
4/28/2026	2461	CUSTOMER REFUND		86.65
4/28/2026	2462	EAGLE PUMP SERVICES, INC.		4,351.39

# Bighorn Desert View Water Agency

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<b>Ck Date</b>	<b>Ck No</b>	<b>Payable To</b>	<b>Void</b>	<b>Check Amt</b>
4/28/2026	2463	FRED'S TIRES		2,000.00
4/28/2026	2464	FRONTIER CALIFORNIA INC		376.10
4/28/2026	2465	MM INTERNET INC.		112.80
4/28/2026	2466	NELSON MOBILE SERVICES INCORPORATED		516.00
4/28/2026	2467	NVB EQUIPMENT INC		11,290.20
4/28/2026	2468	OFFICE DEPOT		77.84
4/28/2026	2469	TAYLOR GARAGE DOORS & GATES INC		7,180.00
4/28/2026	33402	ENGINEERING RESOURCES OF SOUTHERN CA, INC.		1,087.50
4/28/2026	33403	MONUMENT ROW		7,573.95
4/28/2026	33404	SPHEROS ENVIRONMENTAL GROUP PARENT INC		5,564.50
			<b>Total</b>	<b>312,059.85</b>



To: Jennifer Cusack  
 From: Rosalind Paulino  
 Subject: Service Order Report

### SERVICE ORDER REPORT FOR FISCAL YEAR 2025/26

UTILITY BILLING SERVICE ORDERS	2025/26	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
After Hours Call Out	24	6	9	10	4	6	7	4	3	4				53
Backflow (Misc/Lock-off or Un-Lock)	31	2	2	1	-	2	-	3	2	-				12
Customer Requested Asst	81	6	9	5	4	6	7	7	8	6				58
Reported Leaks	59	7	3	6	6	4	4	2	4	3				39
Destroy Service Line	0	-	-	-	-	-	-	-	-	-				0
Exchange Meter	300	2	1	2	1	1	1	1	2	4				15
Fire Flow Test	19	1	-	5	-	2	2	2	1	1				14
Hangtag	118	17	17	8	8	5	9	5	5	9				83
Install New Service	12	-	1	2	1	1	1	-	-	-				6
Miscellaneous	106	10	14	13	8	6	7	3	5	4				70
Open New Service (New Owner or Tenant)	152	1	10	4	2	1	2	7	4	4				35
Pull Meter	2	-	-	-	-	-	1	-	-	1				2
Reread Meter/Read Meter	267	41	59	30	32	17	21	18	19	21				258
Tamper	5	1	-	-	-	4	1	-	-	1				7
Unlock Service	139	11	13	18	24	16	23	14	14	19				152
Verify Meter Locked	96	11	4	7	7	7	8	11	7	12				74
<b>TOTAL</b>	<b>1411</b>	<b>116</b>	<b>142</b>	<b>111</b>	<b>97</b>	<b>78</b>	<b>94</b>	<b>77</b>	<b>74</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>878</b>
UTILITY BILLING INFORMATION	TOTAL	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Active Residential Accounts Billed	13361	1031	1229	1034	1230	1046	1231	1043	1229	1043				10116
Inactive Residential Accounts Billed	1783	164	133	164	132	160	137	164	139	164				1357
Active Agricultural Accounts Billed	255	20	12	19	12	13	9	11	8	11				115
Inactive Agricultural Accounts Billed	138	7	13	8	13	7	11	7	12	7				85
Active Commercial Accounts Billed	116	2	12	2	12	2	12	2	12	2				58
Active Bulk Accounts Billed - 1-inch Meter	358	60	-	61	-	62	-	57	-	57				297
Active Bulk Accounts Billed - 2-inch Meter	135	10	10	11	10	10	9	11	9	9				89
Active Number of JV Cash Sales Accounts	753	66	66	66	66	75	75	74	76	76				640
Active Fire Accounts Billed	24	3	1	3	1	3	1	3	1	3				19
Active Construction Meter Accounts Billed	15	1	1	1	1	-	-	2	-	-				6
<b>TOTAL</b>	<b>17483</b>	<b>1364</b>	<b>1477</b>	<b>1369</b>	<b>1477</b>	<b>1378</b>	<b>1485</b>	<b>1374</b>	<b>1486</b>	<b>1372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12782</b>
DELINQUENT ACCOUNT BILLING	TOTAL	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts - DQ	3355	277	289	292	292	308	292	315	291	301				2657
Agricultural Accounts - DQ	181	14	18	-	14	11	13	13	12	13				108
Commercial Accounts - DQ	19	-	-	-	1	1	1	1	1	3				8
Bulk Accounts - DQ	57	-	14	1	10	3	8	-	5	-				41
<b>TOTAL</b>	<b>3612</b>	<b>291</b>	<b>321</b>	<b>293</b>	<b>317</b>	<b>323</b>	<b>314</b>	<b>329</b>	<b>309</b>	<b>317</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2814</b>
LOCK-OFF SERVICE - NON-PAYMENT	TOTAL	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Residential Accounts L/O	239	12	9	12	17	17	28	20	18	19				152
Residential Payment Plans - Initiated	34	1	-	6	1	1	3	-	3	-				15
Residential Payment Plans - Failed	0	-	1	-	-	1	-	-	-	-				2
Agricultural Accounts L/O	6	1	-	-	-	-	-	-	1	1				3
Commercial Account L/O	0	-	-	-	-	-	-	-	-	-				0
Bulk Accounts L/O	2	1	-	-	-	1	-	1	-	-				3
<b>TOTAL</b>	<b>281</b>	<b>15</b>	<b>10</b>	<b>18</b>	<b>18</b>	<b>20</b>	<b>31</b>	<b>21</b>	<b>22</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175</b>
OPERATIONS/MAINTENANCE SERVICE ORDERS	TOTAL	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
AirVac Maintenance	66	1	-	-	-	-	-	-	-	-				1
AirVac Replacement	1	-	-	-	-	-	-	-	-	-				0
Bulk Stations Maintenance	10	1	-	-	-	-	1	-	-	-				2
Flush Deadend/Blowoffs	2	-	-	-	1	-	-	-	-	-				1
Goat Mountain Mainline Repair	0	-	-	-	-	-	-	-	-	-				0
Goat Mountain Service Line Replacement	9	-	1	2	-	-	-	1	1	-				5
Goat Mountain Service Line Repair	4	1	-	2	-	-	-	1	-	-				4
Hydrant Maint.	1	-	-	-	-	-	1	-	-	-				1
Pressure Complaint	2	-	1	1	-	2	3	1	-	-				8
BDV Mainline Repair	1	-	-	-	-	-	-	-	-	-				0
BDV Service Line Repair	45	3	6	7	3	6	2	-	2	7				36
BDV Service Line Replace	53	5	-	2	3	2	2	-	2	4				20
Valve Maintenance	10	-	-	-	-	-	-	-	-	-				0
Water Quality Issues Customer Reported (taste, Odor, Color)	3	-	1	1	1	-	-	-	-	-				3
Well Water Level	4	1	-	-	1	-	-	1	-	-				3
<b>TOTAL</b>	<b>211</b>	<b>12</b>	<b>9</b>	<b>15</b>	<b>9</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>5</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84</b>
SAFETY TRAINING AND INSPECTIONS	TOTAL	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
Monthly Safety Training	12	1	1	1	1	1	1	1	1	1				9
Operations "Tail-Gate" Safety Training	25	3	2	2	2	2	2	3	2	2				20
Monthly Inspections - Fire Extinguisher	12	1	1	1	1	1	1	1	1	1				9
Monthly Inspections - Vehicles	12	1	1	1	1	1	1	1	1	1				9
Quarterly Inspections - Facility	4	1	-	-	1	-	-	1	-	-				3
Quarterly Inspections - 90-day BIT	4	1	-	-	1	-	-	1	-	-				3
Monthly/Quarterly Inspections - Tank/Reservoir	4	1	-	-	1	-	-	1	-	-				3
Monthly/Quarterly Inspections - Fuel	12	1	1	1	1	1	1	1	1	1				9
Monthly/Quarterly Inspections - Generators	12	1	1	1	1	1	1	1	1	1				9
Monthly Safety Class Review	11	1	1	1	1	1	1	1	1	1				9
<b>TOTAL</b>	<b>97</b>	<b>12</b>	<b>7</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>

23095	1810	1966	1813	1929	1816	1940	1817	1903	1816	0	0	0	16807
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**DATE:** 5/1/2026  
**TO:** Board of Directors  
**FROM:** Laun Hanson  
**RE:** Bighorn-Desert View Production APRIL 2026

	<u>Cubic Feet Pumped</u>	<u>Total Gallons Pumped</u>	<u>GPM from Hour Meter</u>	<u>GPM Flowmeter</u>	<u>Total Running Time</u>	<u>acre feet</u>
<b>Well 2</b>	Well is "inactive"					
<b>Well 3</b>	216,430	1,618,896	179	166	150.5	4.97
<b>Well 4</b>	Well is "inactive"					
<b>Well 6</b>	80,700	603,636	87	80	115.7	1.85
<b>Well 7</b>	103,600	774,928	112	136	115.3	2.38
<b>Well 8</b>	438,500	3,279,980	365	380	149.7	10.07
<b>Well 9</b>	512,100	3,830,508	428	440	149.1	11.76
<b>Well 10</b>	30,850	230,758	73	92	52.8	0.71
<b>Total</b>	1,382,180	10,338,706			733.1	31.73

Maximum Day Demand

Date 4/20/2026

Total Production (Gallons) 653228.4

<b>A Boosters</b>	81,100	606,628	157	150	64.5	
<b>C Boosters</b>	108,000	807,840	170	175	79.2	
<b>Total</b>	189,100	1,414,468				



**DATE:** 5/1/2026  
**TO:** Board of Directors  
**FROM:** Laun Hanson  
**RE:** Goat Mountain Production APRIL 2026

	<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>
<b>Well GMW1</b>	184,910	1,383,127	188	220	122.9	4.24
<b>Well GMW3</b>	257,700	1,927,596	291	320	110.4	5.92
<b>Total</b>	442,610	3,310,723			233.3	10.16

Maximum Day Demand

Date 4/20/2026

Total Production (Gallons) 219837.20

<b>GM booster</b>	158,500	1,185,580	255	222	77.6	
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**RESOLUTION NO. 26R-XX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BIGHORN-DESERT VIEW WATER AGENCY  
AUTHORIZING INVESTMENT OF MONIES INTO THE  
LOCAL AGENCY INVESTMENT FUND AND UPDATING  
AUTHORIZED BOARD MEMBERS AND STAFF**

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Bighorn-Desert View Water Agency.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors does hereby authorize the deposit and withdrawal of Bighorn-Desert View Water Agency monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer’s Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED** that the following Bighorn-Desert View Water Agency officers in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund -

**Authorized Board Members**

\_\_\_\_\_  
Director Rodney Miller-Boyer

\_\_\_\_\_  
Director Jose R. Martinez

\_\_\_\_\_  
Director JoMarie McKenzie

\_\_\_\_\_  
Director Megan Close-Dees

\_\_\_\_\_  
Director William Aldridge

**Authorized Agency Staff Members**

\_\_\_\_\_  
Jennifer Cusack, General Manager

\_\_\_\_\_  
Marina West, District Engineer

**BE IT FURTHER RESOLVED** that each transaction shall require one Authorized Board Member and one Authorized Agency Staff Member to complete a transaction or two Authorized Board Members.

**BE IT FURTHER RESOLVED** that Resolutions 24R-06 is hereby rescinded as of May 12, 2026.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective on the official date of adoption, May 12, 2026.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors to Bighorn-Desert View Water Agency this 12th day of May 2026.

By \_\_\_\_\_  
Rodney Miller-Boyer, President of the Board

ATTEST:

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

**Official Seal**