

RESOLUTION NO. 24R-08

**A RESOLUTION FIXING AND ADOPTING THE
BUDGET FOR THE FISCAL YEAR 2024-2025 FOR THE
BIGHORN-DESERT VIEW WATER AGENCY**

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

BE IT RESOLVED, by the Board of Directors of the Bighorn-Desert View Water Agency, County of San Bernardino, California, that the budget for the Fiscal Year 2024-25 for the Bighorn-Desert View Water Agency is hereby fixed and adopted as shown on Exhibit "A", attached hereto and by reference made a part thereof.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 11 day of June 2024.

By 
JoMarie McKenzie, President of the Board

ATTEST:


David Chapman, Secretary of the Board



Official Seal



EXHIBIT "A"

BIGHORN-DESERT VIEW WATER AGENCY

FISCAL YEAR 2024/25 OPERATING

BUDGET Approved June 11, 2024

Resolution No. 24R-07



Bighorn Desert View Water Agency

Proposed Budget Summary

Fiscal Year 2024/25

Schedule A

	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25	\$ Difference (C - B)
1 Operating Revenues	\$ 1,934,000	\$ 1,973,100	\$ 1,940,900	\$ (32,200)
2 Non-Operating Revenues	340,100	544,100	444,400	(99,700)
3 Total Revenue Available to Fund Operations & Capital	2,274,100	2,517,200	2,385,300	(131,900)
4 Operations	1,038,500	915,300	1,099,800	184,500
5 Administrative - Operating	1,093,000	1,011,800	1,318,258	306,458
6 Administrative - Non-Operating	27,800	28,400	33,200	4,800
7 Board of Directors	47,500	47,300	50,000	2,700
8 Total Expense	2,206,800	2,002,800	2,501,258	498,458
9 Net Income/(Loss) Before Capital & Trust Contribution	67,300	514,400	(115,958)	(630,358)
10 Capital Expenses	(388,000)	(667,500)	(386,190)	281,310
11 Pension Trust Contributions	(100,000)	(100,000)	(100,000)	-
12 Sub-Total: Net Debt Proceeds / Capital	(488,000)	(767,500)	(486,190)	281,310
13 Increase (Decrease) in Fund Balance	\$ (420,700)	\$ (253,100)	\$ (602,148)	\$ (349,048)
14 Projected Cash & Investments Beg. Balance - 7/1/23			<u>\$ 5,000,000</u>	
15 Projected Cash & Investments End Balance - 6/30/24			<u>\$ 4,397,852</u>	
16 Minimum Reserves Balance Per Policy			<u>4,078,210</u>	
17 Excess / (Deficiency) of Target Reserves			<u>319,642</u>	



Bighorn Desert View Water Agency

Proposed Budget Summary V. PY Actuals

Fiscal Year 2024/25

Schedule A-1

	A	B	C	D
	Actual Results 2021/22	Actual Results 2022/23	Projected Year-End 2023/24	Proposed Budget 2024/25
1 Operating Revenues	\$ 2,187,408	\$ 2,065,975	\$ 1,973,100	\$ 1,940,900
2 Non-Operating Revenues	308,698	364,153	544,100	444,400
3 Total Revenue Available to Fund Operations & Capita	2,496,106	2,430,128	2,517,200	2,385,300
4 Operations	682,226	775,477	915,300	1,099,800
5 Administrative - Operating	876,250	954,828	1,011,800	1,318,258
6 Administrative - Non-Operating	15,859	26,062	28,400	33,200
7 Board of Directors	28,092	40,382	47,300	50,000
8 Total Expense	1,602,426	1,796,749	2,002,800	2,501,258
9 Net Income/(Loss) Before Capital & Trust	893,680	633,379	514,400	(115,958)
10 Capital Expenses	(42,581)	(56,959)	(667,500)	(386,190)
11 Pension Trust Contributions	-	-	(100,000)	(100,000)
12 Sub-Total: Net Debt Proceeds / Capital	(42,581)	(56,959)	(767,500)	(486,190)
13 Increase (Decrease) in Fund Balance	\$ 851,099	\$ 576,420	\$ (253,100)	\$ (602,148)



Bighorn Desert View Water Agency

Proposed Budget Detail

Fiscal Year 2024/25

Schedule B

	A	B	C	D	E
	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25	\$ Difference (C - B)	% Difference (D / B)
1 Operating Revenues					
Residential Consumption Tier 1	\$ 429,700	\$ 406,900	\$ 423,200	\$ 16,300	4%
Agriculture Consumption Tier 1	8,300	6,200	6,400	200	3%
Bulk Consumption Tier 1	76,300	61,500	64,000	2,500	4%
Commercial Consumption Tier 1	13,100	11,200	11,600	400	4%
2 Total Metered Water Consumption Tier 1	527,400	485,800	505,200	19,400	4%
Agriculture Consumption Tier 2	5,000	7,400	7,700	300	4%
Residential Consumption Tier 2	212,200	208,400	216,700	8,300	4%
3 Total Metered Water Consumption Tier 2	217,200	215,800	224,400	8,600	4%
4 Basic Service Charge	1,077,000	1,073,200	1,116,100	42,900	4%
5 Johnson Valley Bulk Water Sales	2,500	2,500	2,500	-	0%
6 Service Line Installation Fees	2,400	17,000	2,700	(14,300)	-84%
7 Basic Facilities Charge	14,600	102,500	15,200	(87,300)	-85%
8 Income Other - Operating	96,700	77,800	77,800	-	0%
9 Bad Debt Expense	(2,300)	(1,500)	(1,500)	-	0%
10 Bad Debt - Uncollectable Liens	(1,500)	-	(1,500)	(1,500)	0%
11 Total Operating Revenues	1,934,000	1,973,100	1,940,900	(32,200)	-2%
12 Non-Operating Revenues					
General Tax Levy - Bighorn Imp. Area "A"	86,300	101,500	103,500	2,000	2%
General Tax Levy - Bighorn-Desert View	86,400	98,900	100,900	2,000	2%
General Tax Levy - Improvement District Goat M	41,600	49,000	50,000	1,000	2%
Goat Mtn. Standby/Water Availability Charge	63,900	63,900	63,900	-	0%
Interest Revenue	22,100	204,700	100,000	(104,700)	-51%
Pacific Western Earning Credits	17,500	8,900	8,900	-	0%
Other Revenue	22,300	17,200	17,200	-	0%
20 Total Non-Operating Revenues	340,100	544,100	444,400	(99,700)	-18%
21 Total Revenues	2,274,100	2,517,200	2,385,300	(131,900)	-5%
22 Expenses					
23 Operations					
Operations Salaries	412,200	415,500	499,500	84,000	20%
Power - Wells & Booster	124,700	138,700	145,600	6,900	5%
Water Purchases	129,000	129,000	70,000	(59,000)	-46%
Water System Repairs	78,800	3,100	80,000	76,900	2481%
Field Material & Supplies	78,800	49,700	78,800	29,100	59%
Engineering	60,000	4,100	60,000	55,900	1363%
Vehicle/Tractor/ Equipment Expense	28,800	54,300	35,000	(19,300)	-36%
Vehicle Expense- Fuel	51,600	51,200	53,800	2,600	5%
Building Repair And Maintenance	15,500	15,400	15,500	100	1%
Disinfection Expense	15,700	15,000	15,500	500	3%
Water Testing	12,100	9,500	15,000	5,500	58%
Uniforms	8,000	9,800	10,000	200	2%
Communications Expense	7,700	7,900	8,100	200	3%
Excavation Permit Fees (County of SB)	500	-	500	500	0%
Other Operating Expenses	15,100	12,100	12,500	400	3%
39 Total Operations	1,038,500	915,300	1,099,800	184,500	20%



Bighorn Desert View Water Agency

Proposed Budget Detail

Fiscal Year 2024/25

Schedule B

	A	B	C	D	E
	Adopted Budget 2023/24	Projected Year-End 2023/24	Proposed Budget 2024/25	\$ Difference (C - B)	% Difference (D / B)
40 General & Administration					
41 Operating Expenses					
42 Administrative Salaries	\$ 193,400	\$ 141,100	\$ 272,400	\$ 131,300	93%
43 General Manager Salary	223,600	223,600	230,800	7,200	3%
44 Employee Benefits Insurance	195,600	193,600	286,100	92,500	48%
45 PERS Contribution	117,700	118,800	149,700	30,900	26%
46 Payroll Taxes	19,600	20,000	22,700	2,700	14%
47 Workers Compensation Insurance	14,100	14,300	18,300	4,000	28%
48 Employee Education	16,000	11,700	12,100	400	3%
49 Contractual Services - Auditor	18,800	18,900	18,900	-	0%
50 Contractual Services - Legal	40,000	26,200	35,000	8,800	34%
51 Contractual Services - Other	114,600	118,200	121,700	3,500	3%
52 Property/Liability/Cyber Insurance	77,000	70,500	88,458	17,958	25%
53 Legislative Affairs - CWSA	15,000	9,500	15,000	5,500	58%
54 Dues, Subscriptions & Annual Fees	18,000	18,000	18,500	500	3%
55 Power / Propane - Office & Yards	10,600	11,700	12,300	600	5%
56 Office Supplies/ Printing	10,500	8,500	8,800	300	4%
57 Phone, Fax Lines, Internet	6,800	5,500	5,700	200	4%
58 Mailing Expense	1,700	1,700	1,800	100	6%
59 Total G&A - Operating Expenses	1,093,000	1,011,800	1,318,258	306,458	30%
60 Non-Operating Expenses					
61 Other Administrative Expenses	14,400	11,600	14,400	2,800	24%
62 Office Equipment Expense	7,400	13,700	14,100	400	3%
63 Customer Relations	4,500	3,100	3,200	100	3%
64 Election Expense	1,000	-	1,000	1,000	0%
65 Miscellaneous Expense	500	-	500	500	0%
66 Total G&A Non-Operating Expenses	27,800	28,400	33,200	4,800	17%
67 Total General & Administration	1,120,800	1,040,200	1,351,458	311,258	30%
68 Board of Directors					
69 Director Fees	47,500	47,300	50,000	2,700	6%
70 Total Board of Directors	47,500	47,300	50,000	2,700	6%
71 Total Expenses	2,206,800	2,002,800	2,501,258	1,310,874	65%
72 Net Income/(Loss) Before Capital & Trust Contribution	67,300	514,400	(115,958)	(630,358)	
73 Less: Capital Expenses (Reserve Funded)	(388,000)	(667,500)	(386,190)	281,310	
74 Less: Pension Trust Contributions	(100,000)	(100,000)	(100,000)	-	
75 Less: CalPERS Additional Discretionary Payr	-	-	-	-	
76 Net Increase/(Decrease) To Reserves	\$ (420,700)	\$ (253,100)	\$ (602,148)	\$ (349,048)	



Bighorn Desert View Water Agency

Proposed Budget - Capital Plan

Fiscal Year 2024/25

Schedule C

	A	B	C	D	E = C+D
	Adopted Budget 2023/24	YTD Activity as of 1.31.24	Carryover Budget 2023/24	Budget Addition / (Deletion)	Proposed Budget 2024/25
1 District Projects					
2 Well 4 Rehabilitation	\$ 200,000	\$ -	\$ 200,000	\$ (200,000)	\$ -
3 Goat Mountain Replacement Well/ Well Destruction	500,000	437,400	62,600	200,000	262,600
4 Administration Building Roof Replacement	40,000	-	40,000	-	40,000
5 A-Booster Replacement	65,000	-	65,000	-	65,000
6 Meter Replacements	388,000	197,800	190,200	-	190,200
7 2nd Intertie with High Desert WD	650,000	500	649,500	25,000	674,500
8 Truck - 1500 Chevy	53,000	52,110	890	60,000	60,890
9 Design 3 Projects - Consolidation/Pumpstation/Blendir	250,000	31,400	218,600	150,000	368,600
10 Mini-Excavator	-	-	-	50,000	50,000
11 Dump Trailer	-	-	-	20,000	20,000
12 Rate Study	-	-	-	-	50,000
13 Total District Projects	2,146,000	719,210	1,426,790	305,000	1,781,790
14 Grant Funding					
15 Prop 1 Round 1: Goat Mountain Replacement Well	(500,000)	(437,400)	(62,600)	-	(62,600)
16 Drought Grant: Meter Replacements	(298,000)	-	(298,000)	-	(298,000)
17 Grant Funding: A-Booster Replacement	(60,000)	-	(60,000)	-	(60,000)
18 Grant Funding: Design/Easements	(300,000)	-	(300,000)	-	(300,000)
19 Prop 1 Round 2: 2nd Intertie with High Desert WD	(650,000)	-	(650,000)	(25,000)	(675,000)
20 Total Grant Funding	(1,808,000)	(437,400)	(1,370,600)	(25,000)	(1,395,600)
21 Total Capital Expenses - Funded by Reserves	\$ 338,000	\$ 281,810	\$ (1,314,410)	\$ 280,000	\$ 386,190

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

*The District's fiscal year is July 1st to June 30th

SCHEDULE A: SUMMARY BUDGET

This schedule summarizes operating and non-operating revenues, operations expense, administrative operating and non-operating expenses, board of directors' expenses, capital expenses, and pension trust contributions. Line 9 measures the difference between revenues and expenses, which results in net revenues remaining to fund the Agency's capital expenses and pension trust contributions. In FY24/25 the budget projects a deficit of \$115,958 in revenues to fund general expenses. However, a deficit in budgeting could be recovered should revenues exceed projections. For instance, interest income projections were suppressed on purpose due to the large variance between FY23/24 budget verses actual earnings of approximately \$180,000.

Line 13 shows the final increase or decrease in fund balance planned for the year after all previous items are considered. The amount fluctuates year to year, with some years positive and some negative, primarily as the Agency's capital expense fluctuates. In FY 24/25 the proposed capital projects total \$1.78M with a projected grant funding of \$1.4M. The difference, \$386,190 represents the drawdown from reserves to complete the remainder of the planned capital expenses. Overall, the budget projects \$319,642 funds in excess of target reserves established in the last rate study.

SCHEDULE B: DETAIL BUDGET

This Schedule shows the detail budget for the District. Column (A) is the Adopted Budget for FY 23/24. Column (B) represents projected year-end balances for Fiscal Year 23/24. These amounts are estimates; actual results will vary. Column (C) displays the Final Budget for FY 24/25. Columns (D) and (E) display \$ and % differences from Projected FY 23/24 results to the FY 24/25 Final Budget.

REVENUES

Line 2 Metered Water Consumption Tier 1 – Volumetric water sales in tier 1. Budget for FY 24/25 is based on projected actual results for FY 23/24 and a 4% scheduled rate increase effective January 1st.

Line 3 Metered Water Consumption Tier 2 – Volumetric water sales in tier 1. Budget for FY 24/25 is based on projected actual results for FY 23/24 and a 4% scheduled rate increase effective January 1st. Ag Tier 2 sales are projected based on most recent consumption data.

Line 4 Basic Service Charge – Includes the fixed charges to All Customer Classifications and varies by water meter size. Budget for FY 24/25 is based on projected actual results for FY 23/24 and a 4% scheduled rate increase effective January 1st.

Line 5 JV Bulk Water Cash Sales – Includes bulk water "cash" sales at the Johnson Valley water hauling station. Budget for FY 24/25 is based on projected actual results for FY 23/24.

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

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

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

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

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

Line 13 General Tax Levy - Bighorn Imp. Area "A" – Property tax revenues, denoted as GA02 on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 24/25 is based on projected FY 23/24 results.

Line 14 General Tax Levy - Bighorn-Desert View – Property tax revenues, denoted as GA01 on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 24/25 is based on projected FY 23/24 results.

Line 15 General Tax Levy – Goat Mountain Improvement District – Property tax revenues, denoted as GA03 on the Tax Apportionment Schedule, related to Bighorn Improvement Area A. This revenue, previously apportioned to Co Service Area 70/Zone W-1 (coded as UD82-GA01) is the portion of the County 1% general property tax, which is passed on to special districts for general operating expenses. Budget for FY 24/25 is based on projected FY 23/24 results.

Line 16 Goat Mountain Standby/Water Availability Charge – Per acre charge for water availability assessed through the annual tax bill on all parcels within Improvement District Goat Mountain, which do not have a service connection and water meter. Budget for FY 24/25 is based on projected FY 23/24 results.

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

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

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

EXPENSES

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

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

Line 24 Operations Compensation – Budget for FY 24/25 includes five full-time employees with on-call standby and overtime/standby overtime pay as well. Change from prior fiscal year budget due to actual hire and resignation dates of employees, vacation payouts at time of accrual caps, accrual payouts at resignation, On-Call overtime (varies), 3.2% Cost-of-Living Adjustment for Fiscal Year 2024/25. The FY24/25 budget contemplates that an approved position in Administration will be shifted to Operations so there is no net increase in total staff positions.

Line 25 Power Wells & Boosters – Includes energy costs on wells and booster stations. Budget for FY 24/25 is based on projected results for FY 23/24 with a 20% inflation increase.

Line 26 Water Purchases – Includes planned water purchase of 100 AF from the FY 24/25. The water is purchased from the Mojave Water Agency who recharges the water at the Ames/Reche Recharge Facility. Once recharged, the value of the water is maintained as Ames Water Inventory.

Line 27 Water System Repairs – Includes routine repairs/maintenance for wells, pumps, boosters, pressure reducing stations, reservoirs, pipelines, air-vacuum valves, etc. Budget for FY 24/25 is based on FY 23/24 budget.

Line 28 Field Materials & Supplies – Includes all materials and supplies used in the maintenance of the water distribution system, safety/traffic control and small tools. Budget for FY 24/25 is based on FY 23/24 budget.

Line 29 Engineering – Includes costs for as-needed engineering consulting services for construction projects as well as AutoCADD drafting services related to maintenance of the Agency water system map. Budget for FY 24/25 is based on FY 23/24 budget.

Line 30 Vehicle/Tractor/Equipment Expense – Includes expenses for generators and tractors, repairs, hazardous materials disposal, and routine maintenance. Budget for FY 24/25 is based on projected results for FY 23/24 with a 5% inflation increase.

Line 31 Vehicle Expense - Fuel – Includes fuel for truck fleet and associated equipment. Budget for FY 24/25 is based on four-year average fuel usage at current fuel cost with 10% inflation increase.

Line 32 Building Repair and Maintenance – Includes trash and cleaning service, safety supplies, non-routine maintenance. Budget for FY 24/25 is based on FY 23/24 budget.

Line 33 Disinfection Expense – Includes chlorine, disinfection equipment and maintenance and testing supplies. Budget for FY 24/25 is based on projected results for FY 23/24 with a 5% inflation increase.

Line 34 Water Testing – Includes water sampling at wells as required by law. Budget for FY 24/25 is based on actual sampling schedule, which varies year-to-year based on assigned frequencies for water quality monitoring.

Line 35 Uniforms – Includes uniform lease for water operators, safety shoes, winter jackets, and hats. Budget for FY 24/25 is based on FY 23/24 budget.

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

Line 36 Communications Expense – Includes cell phones for assigned water operations and administrative staff and cost for SCADA internet link and data. Budget for FY 24/25 is based on projected results for FY 23/24 with a 5% inflation increase.

Line 37 Excavation Permit Fees – Includes County fees for excavation in dedicated roads. Budget for FY 24/25 is based on FY 23/24 budget.

Line 38 Other Operating Expenses – Includes various operational permit fees from Mojave Air Quality Management District (MAQMD), State Water Resources Control Board – Division of Drinking Water (SWRCB-DDW), County of San Bernardino Hazardous Materials and others. Budget for FY 24/25 is based on projected results for FY 23/24 with a 5% inflation increase.

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

Line 42 Administrative Compensation – Budget for FY 24/25 includes salaries for two full time administrative staff. Change from prior fiscal budget due to vacancies during the fiscal year. The FY24/25 budget contemplates that an approved third position in Administration will be shifted to Operations so there is no net increase in total staff positions.

Line 43 GM Compensation – Includes salary for the Agency general manager based on latest contract amendments and Board authorized Cost-of-Living Adjustment.

Line 44 Employee Benefit Insurance – Includes health, dental, vision, and life insurance. Change from prior fiscal year based on actual employee count, benefit type selected and number of dependents per employee. Employee turnover makes this line item difficult to track. Fiscal Year premium increase projected at 10.0%. Actual increase unknown until after budget adoption in most instances. Budget based on actual needs of each employee assessed at budget time.

Line 45 PERS Contribution – Includes regular retirement expenses to the California Public Employee Retirement System (CalPERS) for Classic, PEPR (Public Employee Pension Reform Act defined pension) members and annual required contributions for the unfunded actuarial liability (UAL).

Line 46 Payroll Taxes – Includes state unemployment costs, employee matching Medicare costs, and Board of Director's matching Social Security and Medicare costs.

Line 47 Worker's Comp Insurance – Includes premiums to CA Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority (CalMutuals-JPRIMA Insurance) for all employees for Worker's Compensation insurance. The Worker's Compensation insurance company is Zenith National Insurance Company.

Line 48 Employee Education – Includes miscellaneous employee training, conferences and college-loan program reimbursements.

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

Line 49 Contractual Services - Auditor – includes auditor fees, in the 5th year of a 5-year contract with Fedak & Brown.

Line 50 Contractual Services - Legal – Includes legal fees, which are budgeted to increase due to new legal counsel.

Line 51 Contractual Services - Other – Includes bank fees, annual Springbrook maintenance fees, CPA assistance, Civic Pay services, IVR messaging, outsourced billing, copier maintenance and Information Technology (IT) Consultant work.

Line 52 Property/Liability/Cyber Security Insurance – Includes premiums to JPRIMA for property and liability insurance. Budget for FY 24/25 is based on renewals per JPRIMA. Property and Equipment Breakdown deductible remain at \$25,000 and Wrongful Acts and Employment Practices deductible was lowered to \$25,000. Cyber Security Insurance is a new product from JPRIMA which helps to manage the risk of losses arising from ransomware, malware and data breaches. The property/liability premium increased 21.5% relative to “expiring”. This increase was expected given reinsurance loads for wildfire capacity/exposure, inverse condemnation claims, continued employment practices claims (including rise of social inflation), and inflationary increases for costs/services for first party claims. This is the first year for the Cyber Security Insurance policy as reflected in the overall line item increase of 25% over prior year.

Line 53 Legislative Affairs - CWSA – Includes FY 24/25 membership dues and travel in conjunction with legislative activities of the California Water Systems Alliance.

Line 54 Dues, Subscriptions & Annual Fees – Includes various dues such as AWWA, Dig Alert, CRWA, GFOA, Adobe, Wienhoff, Hi-Desert Star, and website hosting.

Line 55 Power / Propane – Office & Yards – Includes costs for propane and electricity at Agency sites.

Line 56 Office Supplies/Printing – Includes checks, toner refills, office supplies, boardroom supplies, copier costs, business meeting supplies and specialty.

Line 57 Phone, Fax Lines & Internet – Includes phone systems, internet, email exchange server, and website maintenance.

Line 58 Mailing Expense – Includes postage and delivery costs. Budget for FY 24/25 is based on FY 23/24 projected results with a 5% increase.

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

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

Line 62 Office Equipment Expense – Includes office equipment and software. Budget for FY 24/25 is based on FY 23/24 projected results with a 5% increase.

Line 63 Customer Relations – Includes events such as Morongo Basin Conservation District Desert-Wise Landscape tour, Water Education Festival, Free annual Calendar and other miscellaneous items. Budget for FY 24/25 is based on FY 23/24 projected results with a 5% increase.

Line 64 Election Expenses – Includes election expenses that occur every other year. FY 24/25 is a general election cycle for the Agency. Budget for FY 24/25 is based on historical election costs.

Line 65 Miscellaneous Expenses – ledger used for minor expenses related to reconciliation of the monthly bank statement or “true-up” of minor adjustments to inventory or water (ie. rounding errors or counterfeit bills discovered by the bank). Also used for voiding stale Utility Billing refund checks or reissuing such checks. Budget for FY 24/25 is based on PY budget.

Lines 68-70 Board of Directors – Includes meeting stipends, training, conferences, and travel. Budget for FY 24/25 is based on FY 23/24 budget with a 5% increase.

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

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

Line 74 Pension Trust Contributions – Includes planned contributions to the PARS Pension trust.

Line 75 CalPERS Additional Discretionary Payments – Includes any additional discretionary payments made to CalPERS. No payments are budgeted for FY 24/25.

Line 76 Increase/(Decrease) to Reserves - This is the amount that Fund Balance is budgeted to increase or decrease during the fiscal year. Increases and decreases can vary from year to year, mainly due to planned capital spending. The decrease in Fund Balance reflects the Agency’s capital expense share of capital projects, totaling \$386K for FY 24/25. However, the budget summary indicates that there will still be approximately \$320,000 in excess of Target Reserves established in the last rate study.

SCHEDULE B: DETAIL BUDGET – ALTERNATE PRESENTATION

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

SCHEDULE C: CAPITAL/REPAIRS & MAINTENANCE

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

Bighorn-Desert View Water Agency

Budget Schedules & Line Items

FY 24/25 Final Budget

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

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

Line 23 Total Capital Expenses Funded by Reserves – This represents the total capital expense to be paid out of Agency reserves, which is shown on Line 74 of Schedule B.