



BIGHORN-DESERT VIEW WATER AGENCY

BOARD OF DIRECTORS' REGULAR MEETING AGENDA

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

FEBRUARY 26, 2008
TUESDAY
6:00 P.M.

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- APPROVAL OF THE AGENDA

Public Participation-Public is invited to comment on any item on the agenda during discussion of that item. You may wish to submit your comments in writing to assure that you are able to express yourself adequately. In giving your public comment please state your name and have your information prepared. Due to time constraints a three minute time limit may be imposed. 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, please contact the Board Secretary during Agency business hours by calling 760-364-2315.

1. **PUBLIC PARTICIPATION**-Any person may address the Board on any matter within the District's jurisdiction on items not appearing on this agenda.
2. **CONSENT ITEMS**-The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that an item be held for discussion or further action.
 - a) Minutes of the November 6, 2007 Personnel Committee Workshop
 - b) Consumption & Billing Comparison Report January 2008
 - c) Financial Statements January 2008
 - d) Production Report January 2008
 - e) Service Order Report January 2008
3. **MATTERS REMOVED FROM CONSENT ITEMS**
4. **CLOSED SESSION**
 - a) Conference with legal Counsel – Anticipated Litigation (Government Code §54956.9(b)(1) (1 case)

5) REPORT ON CLOSED SESSION

Report on any action(s) to be taken as a result of discussions during Closed Session

6. DISCUSSION AND ACTION ITEMS- The following items will be discussed by the Board of Directors and Staff, and the Board will consider taking action if so inclined.

a) Board to consider adopting Resolution No. 08R-01- A Resolution approving a third amendment to Agreement for Construction, Operation and Financing of the Morongo Basin Pipeline Project between Mojave Water Agency and Bighorn-Desert View Water Agency.

b) Written report from Law Offices of Susan Trager on Ames Basin Agreement (Report to be distributed at meeting)-Board to discuss and provide direction to staff.

c) Letter to BLM- Board to direct staff to prepare letter from Agency to the Bureau of Land Management requesting permission to explore underground water supply.

d) Board to discuss approval of reimbursement to Ray Ruppel for booking of flight, hotel accommodations, and car rental in the amount of \$2545.79 for trip to Washington D.C.

e) Board to perform mid-year review of Budget and Budget requests by staff (Information to be distributed at meeting).

f) Board to consider approval of customer Request for Relief of Billing.

g) Board to discuss and review 2008 CSDA's Special District Leadership Academy Class schedule.

h) Board to discuss approval of Protection One's proposal for additional alarm system on warehouse.

7. DISBURSEMENTS JANUARY 2008-Board to approve the check register and non check disbursements, if so inclined.

8. INTERIM GENERAL MANAGER'S REPORT (WRITTEN)

9. DIRECTORS' REPORTS/COMMENTS

10. COMMUNICATION AND INFORMATION ITEMS

11. ITEMS FOR NEXT AGENDA

12. ADJOURNMENT



BIGHORN-DESERT VIEW WATER AGENCY

PERSONNEL COMMITTEE WORKSHOP MINUTES

CUSTOMER OFFICE
622 S. JEMEZ TR
YUCCA VALLEY, CALIFORNIA

NOVEMBER 6, 2007
TUESDAY
2:00 P.M.

- **CALL TO ORDER-**

Meeting convened by Director Corl-Lorono at 2:02 P.M.

- **PLEDGE OF ALLEGIANCE**

Led by Director Corl-Lorono

- **ROLL CALL**

Directors Present: Judy Corl-Lorono, Chairperson
Terry Burkhardt, Member

Staff Present: Don Bartz, General Manager
Kim Heller, Board Secretary
Ray Ruppel, Director of Operations

Public Present: 5 members

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1. **PUBLIC COMMENTS-** Any person may address the Committee on any matter within the Committee's jurisdiction on items not appearing on this agenda.
2. **ORGANIZATIONAL CHART-**Mr. Bartz presented a proposed organizational chart with numerous changes stating the current organizational chart has titles that do not exist at the Agency, such as Assistant Engineer. Other changes Mr. Bartz proposed was to add /Assistant General Manager to Director of Operations title and to have the Administrative

Supervisor report to General Manager or Director of Operations/Assistant General Manager in the General Managers absence and the possibility of adding another employee under Field Supervisor. Mr. Helfand questions the deletion of Production/Treatment Supervisor position. Mr. Bartz explains that would be under the Field Supervisors job description pointing out some of the positions on the current chart would better fit larger agencies and that the employees of BDVWA wear many hats.

3. **FIELD PERSONNEL**-Mr. Ruppel itemizes some of the upcoming projects the field staff will be undertaking (i.e. exercising every valve in the District) that justify hiring additional field representatives. Mr. Bartz adds that there is a lot of maintenance that has, in the past for whatever reason, been neglected and needs to be addressed and additional manpower is needed to do so.
4. **WORK FORCE DEVELOPMENT PROGRAM**-Mr. Bartz explains that although he is a definite proponent of 'work study programs', he feels that with all the changes the staff is currently experiencing, the timing is not right. He suggests looking at this option again the first quarter of 2008.
5. **GENERAL MANAGERS CONTRACT**-Mr. Bartz states he is interested in continuing with the same terms and conditions, with no increase in salary, as the existing contract. Director Cori-Lorono says she wants the contract changed from six months to one year. Director Burkhart agrees. Mr. Hanley and Mr. Helfand agree they would like some of the wording, as it relates to Mr. Bartz' onsite hours, be changed. Mr. Bartz explains that the wording was intentional. Director Burkhart states the Agency is running well and she sees no need to change the contract. Committee directs Mr. Bartz to authorize the attorney to review the contract.
6. **DIRECTORS COMMENTS**-Director Burkhart expresses her confidence in Mr. Bartz, Mr Ruppel, and Ms. Heller in regards to how the Agency is being run.
7. **ADJOURNMENT**-Meeting adjourned at 2:52 P.M.

DATE: February 15, 2008
TO: Don Bartz
FROM: Jean Barragan
RE: Consumption & Billing Comparison January, 2008

Consumption

Residential- North- Bighorn

| | Meters | Jsage (c.f.) |
|--------------|------------|----------------|
| Book 1 | 129 | 126,216 |
| Book 2 | 152 | 128,905 |
| Book 3 | 127 | 130,016 |
| Book 4 | 123 | 102,525 |
| Book 5 | 97 | 96,052 |
| Book 6 | 100 | 170,215 |
| Total | 728 | 753,929 |

Residential- South- Desert View

| | Meters | Usage (c.f.) |
|--------------|------------|--------------|
| Book 7 | 137 | 1,172 |
| Book 8 | 151 | 1,283 |
| Book 9 | 163 | 962 |
| Book 10 | 157 | 379 |
| Book 11 | 169 | 1,760 |
| Total | 777 | 5,556 |

Bulk -Kickapoo, Well 4, Cherokee

| | Meters | Jsage (c.f.) |
|--------------|-----------|---------------|
| Book 30 | 38 | 14,051 |
| Book 31 | 5 | 356 |
| Book 32 | 4 | 8,720 |
| Total | 47 | 23,127 |

Construction Meters

| | Meters | Usage (c.f.) |
|--------------|----------|---------------|
| Book 40 | 1 | 44,790 |
| Total | 1 | 44,790 |

| | |
|---------------------------------|----------------|
| Billed Consumption | 849,469 |
| Non Billed Usage | 4,764 |
| Total Consumption (c.f.) | 854,233 |

Bulk - Well 10

| | Meters | Jsage (c.f.) |
|--------------|-----------|---------------|
| Book 33 | 49 | 22,067 |
| Total | 49 | 22,067 |

| | |
|----------------------------|--------------|
| Active Residential Meters | 1,502 |
| Active Bulk Meters | 97 |
| Total Active Meters | 1,602 |

Billing Comparison

| | This Year JAN 2008 | Last Year JAN 2007 | Difference More (Less) |
|--------------------------------|--------------------------|--------------------------|------------------------------|
| Statistics | | | |
| Total Customer Accounts | 825 | 607 | 18 |
| Usage in Cubic Feet | 849,469 | 1,208,353 | (358,884) |
| Percentage Increase/(Decrease) | | | -30% |

Revenues

| | | | |
|---------------------------------|------------------|------------------|--------------------|
| Water Revenues | 26,366.69 | 37,240.33 | (10,873.64) |
| Basic Service Charge | 30,400.67 | 30,795.99 | (395.32) |
| Miscellaneous | 114.00 | 592.35 | (478.35) |
| Delinquent Charges | 991.72 | - | 991.72 |
| Total Operating Revenues | 57,873.08 | 68,628.67 | (10,755.59) |

Debt Service Revenues (pass through)

| | | | |
|------------------------------------|--------------|-------------|--------------|
| FMHA ** | 66.52 | 9.30 | 57.22 |
| Total Debt Service Revenues | 66.52 | 9.30 | 57.22 |

Additional Information Regarding Pass Through Revenues

** FMHA annual debt service of \$41,150 divided over 6 months equals \$6,858

| | | | |
|-----------------------|-----------|-----------|--|
| Total Charges (Proof) | 57,939.60 | 68,637.97 | |
|-----------------------|-----------|-----------|--|

GENERAL FUND

ASSETS

| | | |
|----------|--------------------------------|-----------------|
| 01 11130 | FA ORGANIZATION | 336,271.36 |
| 01 11140 | FA LAND & BUILDINGS | 298,457.41 |
| 01 11150 | FA YARDS | 57,934.48 |
| 01 11160 | FA FUELS TANKS | 16,604.30 |
| 01 11170 | FA WATER SYSTEM | 7,212,770.01 |
| 01 11180 | FA SHOP EQUIPMENT | 99,124.45 |
| 01 11181 | FA MOBILE EQUIPMENT | 424,831.47 |
| 01 11190 | FA OFFICE EQUIPMENT | 139,079.33 |
| 01 11400 | ACCUMULATED DEPRECIATION | (4,661,547.31) |
| 01 12000 | WORK IN PROGRESS | 187.63 |
| 01 12001 | WORK IN PROGRESS | 179.01 |
| 01 12004 | WORK IN PROGRESS | 111.52 |
| 01 12005 | WORK IN PROGRESS | 10,602.41 |
| 01 12006 | WORK IN PROGRESS | 1,947.73 |
| 01 12008 | WORK IN PROGRESS | 10,777.46 |
| 01 12011 | WORK IN PROGRESS | 2,680.22 |
| 01 12012 | GERIE LANE VALVE REPLACEMENT | 618.82 |
| 01 13120 | CASH UNION BANK OF CA | 41,176.81 |
| 01 13130 | CASH CASH DRAWERS BASE FUND | 750.00 |
| 01 13303 | CASH LAIF | 688,185.90 |
| 01 13400 | CASH PETTY CASH FUND | 800.00 |
| 01 13600 | A/R INTEREST EARNINGS | (8,996.77) |
| 01 13710 | A/R WATER | 67,134.90 |
| 01 13712 | A/R AVAILABILITY-STANDBY IDB | 237.22 |
| 01 13801 | A/R MISCELLANEOUS | 2,301.92 |
| 01 14301 | INVENTORY-WATER SYSTEM PARTS | 115,897.14 |
| 01 14302 | INVENTORY-DIESEL FUEL | 852.84 |
| 01 14303 | INVENTORY-UNLEADED FUEL | 1,299.95 |
| 01 14401 | PREPAYMENTS WORKERS COMP INSUR | 2,710.68 |
| 01 14402 | PREPAYMENTS PL & PD LIAB INS | 19,212.74 |
| 01 14403 | POSTAGE | 1,684.57 |
| 01 15400 | BOND ISSUE COSTS | 6,836.49 |

TOTAL ASSETS 4,890,714.69

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LIABILITIES

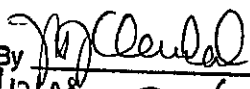

| | | |
|----------|--------------------------------|------------|
| 01 21101 | REVENUE BONDS PAYABLE - DV | 380,977.05 |
| 01 22300 | REVENUE BONDS PAYABLE - BH | 958,000.00 |
| 01 22400 | CAPITAL LEASE | 36,389.94 |
| 01 22550 | CUSTOMER DEPOSITS PENDING | 1,020.00 |
| 01 22600 | CUSTOMER DEPOSITS | 57,312.00 |
| 01 22700 | ACCOUNTS PAYABLE | 1,890.25 |
| 01 22950 | ACCRUED INT PAYABLE DV ID BNDS | 280.00 |
| 01 22951 | ACCRUED BONDS PAYABLE DV ID | 2,000.00 |

TOTAL LIABILITIES 1,437,869.24

GENERAL FUND

EQUITY

| | | |
|----------------------------|---------------------------------|--------------|
| 01 30109 | CONTRIBUTED CAPITAL/HUD | 321,142.96 |
| 01 30111 | FMHA GRANTS | 824,236.81 |
| 01 31000 | FUND BALANCE | 1,946,484.61 |
| 01 31001 | FUND BALANCE FEMA & OES | 445,243.98 |
| 01 31111 | CURR YEAR NET REVENUE/EXPENSE (| 84,262.91) |
| TOTAL EQUITY | | 3,452,845.45 |
| TOTAL LIABILITIES & EQUITY | | 4,890,714.69 |
| | | ===== |

Prepared By 
Date 2/13/08
Reviewed By 

PERIOD ENDING 01/31/08

GENERAL FUND

| | | BUDGET | REV OR EXP THIS MONTH | REV OR EXP YEAR TO DATE | AVAILABLE | YTD %OF BUDGET |
|---------------|--------------------------------|--------------|--------------------------|----------------------------|------------|-------------------|
| REVENUE | | | | | | |
| 01 41000 | SERVICE LINE INSTALLATION FEES | 21,600.00 | 900.00 | 1,800.00 | 19,800.00 | 8.33% |
| 01 41001 | BASIC FACILITIES CHARGE | 45,600.00 | 1,900.00 | 3,800.00 | 41,800.00 | 8.33% |
| 01 41100 | INCOME METERED WATER | 480,079.00 | 26,151.83 | 308,646.98 | 171,432.02 | 64.29% |
| 01 41300 | BASIC SERVICE CHARGE | 375,360.00 | 30,003.33 | 218,522.66 | 156,837.34 | 58.22% |
| 01 41600 | INCOME REVENUE BONDS DV FMHA | 43,915.00 | 2.79 | 21,977.63 | 21,937.37 | 50.05% |
| 01 41700 | INCOME OTHER (OPERATING) | 22,800.00 | 2,359.06 | 14,470.30 | 8,329.70 | 63.47% |
| 01 49100 | INCOME GEN TAX ID A 1% BH GA02 | 49,107.00 | 4,408.95 | 24,600.35 | 24,506.65 | 50.10% |
| 01 49101 | INCOME BOND DEBT BH FMHA DA01 | 76,000.00 | 4,637.91 | 48,541.20 | 27,458.80 | 63.87% |
| 01 49102 | INCOME GENERAL TAX 1% DV GA01 | 49,107.00 | 4,472.59 | 24,860.77 | 24,246.23 | 50.63% |
| 01 49200 | INTEREST INCOME | 24,000.00 | 0.00 | 0.00 | 24,000.00 | 0.00% |
| 01 49600 | INCOME OTHER (NON OPERATING) | 1,000.00 | -2.17 | 1,140.94 | -140.94 | 114.09% |
| TOTAL REVENUE | | 1,188,568.00 | 74,834.29 | 668,360.83 | 520,207.17 | 56.23% |

| | | | | | | |
|----------|--------------------------------|------------|-----------|------------|-----------|---------|
| EXPENSE | | | | | | |
| 01 54102 | OPERATIONS COMPENSATION | 193,000.00 | 19,095.22 | 108,060.14 | 84,939.86 | 55.99% |
| 01 54103 | UNIFORMS | 3,000.00 | 734.32 | 2,141.86 | 858.14 | 71.40% |
| 01 54105 | AUTO CONTROLS | 4,500.00 | 703.98 | 2,462.52 | 2,037.48 | 54.72% |
| 01 54106 | VEHICLE/TRACTOR/EQUIP EXPENSE | 8,000.00 | 747.34 | 2,073.20 | 5,926.80 | 25.92% |
| 01 54107 | VEHICLE EXPENSE - FUEL | 26,000.00 | 2,057.29 | 12,009.06 | 13,990.94 | 46.19% |
| 01 54109 | FIELD MATERIALS & SUPPLIES | 33,000.00 | 1,161.17 | 22,819.56 | 10,180.44 | 69.15% |
| 01 54111 | WATER TESTING | 10,000.00 | 768.00 | 9,360.81 | 639.19 | 93.61% |
| 01 54112 | CONTRACTUAL SERV- ENGINEERING | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00% |
| 01 54114 | WATER SYSTEM REPAIRS | 12,000.00 | 0.00 | 805.93 | 11,194.07 | 6.72% |
| 01 54115 | BUILDING MAINTENANCE/REPAIR | 5,000.00 | 275.49 | 2,466.65 | 2,533.35 | 49.33% |
| 01 54117 | AMES BASIN MONITORING | 3,000.00 | 0.00 | 15.14 | 2,984.86 | 0.50% |
| 01 54119 | COMMUNICATIONS EXPENSE | 2,500.00 | 282.95 | 1,711.91 | 788.09 | 68.48% |
| 01 54121 | DISINFECTION EXPENSE | 4,500.00 | 761.69 | 5,619.85 | -1,119.85 | 124.89% |
| 01 54125 | POWER WELLS & PUMPS | 60,000.00 | 4,081.48 | 30,949.42 | 29,050.58 | 51.58% |
| 01 54130 | OTHER OPERATIONS EXPENSES | 3,000.00 | 145.82 | 1,478.06 | 1,521.94 | 49.27% |
| 01 56001 | DIRECTOR FEES | 8,000.00 | 1,200.00 | 7,200.00 | 800.00 | 90.00% |
| 01 56002 | DIRECTOR MEETING EXPENSES | 3,000.00 | 507.04 | 10,886.11 | -7,886.11 | 362.87% |
| 01 56003 | ADMINISTRATIVE COMPENSATION | 203,000.00 | 18,457.76 | 114,538.87 | 88,461.13 | 56.42% |
| 01 56005 | ADMINISTRATIVE MEETING EXPENSE | 1,000.00 | 18.15 | 734.60 | 265.40 | 73.46% |
| 01 56006 | CONTRACTUAL SERV-AUDITOR | 9,500.00 | 0.00 | 9,346.00 | 154.00 | 98.38% |
| 01 56007 | CONTRACTUAL SERV-LEGAL | 25,000.00 | 10,364.90 | 22,524.05 | 2,475.95 | 90.10% |
| 01 56008 | PERS CONTRIBUTION | 34,000.00 | 1,309.58 | 18,589.71 | 15,410.29 | 54.68% |
| 01 56009 | PAYROLL TAXES | 9,000.00 | 2,409.41 | 4,693.52 | 4,306.48 | 52.15% |
| 01 56011 | TELEPHONE/FAX/INTERNET/WEB | 5,000.00 | 708.08 | 3,096.78 | 1,903.22 | 61.94% |
| 01 56012 | MAILING EXPENSES | 7,500.00 | 644.05 | 3,675.00 | 3,825.00 | 49.00% |
| 01 56014 | CONTRACTUAL SERV-OTHER | 48,500.00 | 8,662.50 | 55,954.79 | -7,454.79 | 115.37% |
| 01 56016 | PROPERTY/LIABILITY EXPENSE | 45,000.00 | 3,742.54 | 26,197.78 | 18,802.22 | 58.22% |
| 01 56017 | WORKERS COMP INSURANCE | 18,500.00 | 1,355.34 | 12,008.59 | 6,491.41 | 64.91% |
| 01 56018 | DUES & SUBSCRIPTIONS | 11,500.00 | 915.40 | 15,240.53 | -3,740.53 | 132.53% |

PERIOD ENDING 01/31/08

GENERAL FUND

| | | BUDGET | REV OR EXP THIS MONTH | REV OR EXP YEAR TO DATE | AVAILABLE | YTD %OF BUDGET |
|--------------------------|-------------------------------|--------------|--------------------------|----------------------------|-------------|-------------------|
| 01 56020 | POWER OFFICES & YARDS | 6,500.00 | 550.24 | 4,098.80 | 2,401.20 | 63.06% |
| 01 56022 | BAD DEBT EXPENSE | 5,000.00 | 0.00 | 97.19 | 4,902.81 | 1.94% |
| 01 56025 | PROPANE | 2,000.00 | 795.98 | 795.98 | 1,204.02 | 39.80% |
| 01 56030 | OFFICE SUPPLIES | 6,000.00 | 295.73 | 6,081.58 | -81.58 | 101.36% |
| 01 56100 | EMPLOYEE BENEFITS INSURANCE | 69,000.00 | 6,180.26 | 46,898.14 | 22,101.86 | 67.97% |
| 01 56110 | EMPLOYEE EDUCATION | 3,000.00 | 563.88 | 3,497.80 | -497.80 | 116.59% |
| 01 56200 | OFFICE EQUIPMENT EXPENSE | 6,000.00 | 483.00 | 1,379.00 | 4,621.00 | 22.98% |
| 01 56300 | CUSTOMER RELATIONS | 1,000.00 | 71.43 | 71.43 | 928.57 | 7.14% |
| 01 56400 | OTHER ADMINISTRATIVE EXPENSES | 4,000.00 | 784.13 | 2,154.25 | 1,845.75 | 53.86% |
| 01 57000 | INTEREST EXPENSE - BH BONDS | 47,900.00 | 0.00 | 19,729.16 | 28,170.84 | 41.19% |
| 01 57100 | DEPRECIATION EXPENSE | 0.00 | 18,318.70 | 128,679.71 | -128,679.71 | 0.00% |
| 01 57350 | MWA PIPELINE DEBT | 72,000.00 | 0.00 | 0.00 | 72,000.00 | 0.00% |
| 01 57360 | MWA PIPELINE FIXED OMP & R | 39,000.00 | 0.00 | 0.00 | 39,000.00 | 0.00% |
| 01 58100 | ELECTION COSTS | 20,000.00 | 0.00 | 20,489.96 | -489.96 | 102.45% |
| 01 59100 | INTEREST EXPENSE - DV BONDS | 20,300.00 | 0.00 | 4,449.42 | 15,850.58 | 21.92% |
| 01 59400 | GAIN (LOSS) ASSET DISPOSAL | 0.00 | 0.00 | 7,540.88 | -7,540.88 | 0.00% |
| TOTAL EXPENSE | | 1,102,700.00 | 109,152.85 | 752,623.74 | 350,076.26 | 68.25% |
| NET REV/EXP GENERAL FUND | | 85,868.00 | -34,318.56 | -84,262.91 | 170,130.91 | -98.13% |

Prepared By *[Signature]*
Date 2/13/08
Reviewed By *[Signature]*

GENERAL ACCOUNT (UNION BANK)

Jan-08

SOURCES OF FUNDS:

| | | |
|--------------------------------|-----------------|-------------------------|
| SERVICE LINE INSTALLATION FEES | 900.00 | |
| BASIC FACILITIES CHARGE | 1,900.00 | |
| A/R - WATER | 72,163.11 | |
| MISCELLANEOUS REVENUE | 985.54 | |
| 1% GENERAL TAX | 8,881.54 | |
| BIGHORN ADVALOREM TAX | 4,637.91 | |
| TRANSFER FROM LAIF | 0.00 | |
| CUSTOMER DEPOSITS | <u>1,500.00</u> | |
| TOTAL | | <u><u>90,968.10</u></u> |

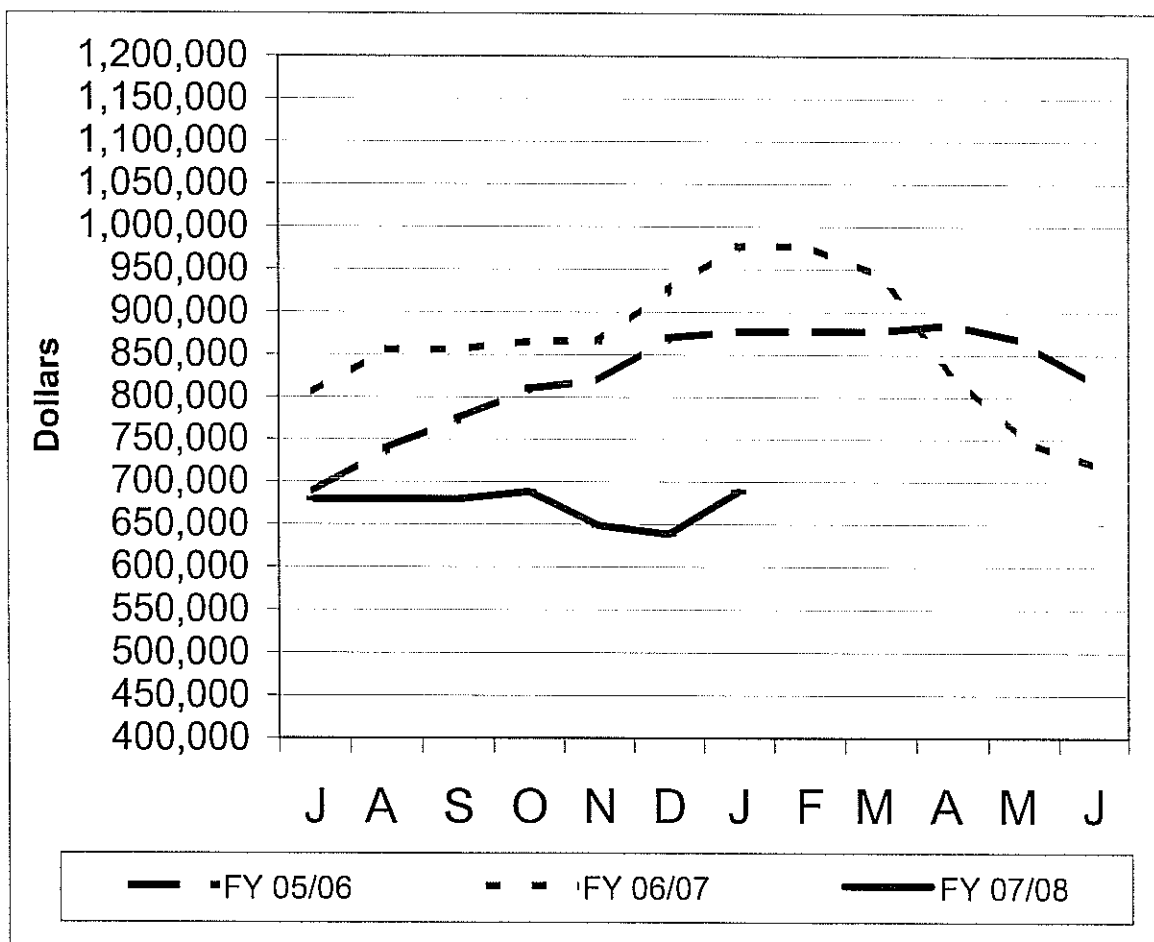
USE OF FUNDS:

| | | |
|-----------------------------------|-------------|--------------------------|
| DEBT SERVICE | 0.00 | |
| CAPITAL PURCHASES | 1,322.11 | |
| CAPITAL LEASE | 1,173.89 | |
| INVENTORY PURCHASES | 3,425.65 | |
| PREPAYMENTS - INSURANCE & POSTAGE | 500.00 | |
| PAYMENTS FOR SALARIES & WAGES | 29,642.77 | |
| ADMINISTRATIVE EXPENSE | 38,982.40 | |
| OPERATIONS EXPENSES | 9,043.19 | |
| TRANSFERS TO INCREASE LAIF | 50,000.00 | |
| MISCELLANEOUS & CUSTOMER REFUNDS | <u>2.17</u> | |
| TOTAL | | <u><u>134,092.18</u></u> |

Prepared By M. Ouellet
Date 2/13/08
Reviewed By Z. Heller

Local Agency Investment Fund Balance Timeline
Balance as of January 31, 2008

| | FY 05/06 | FY 06/07 | FY 07/08 |
|-----------|----------|----------|----------|
| July | 688,699 | 805,315 | 679,189 |
| August | 738,669 | 855,315 | 679,189 |
| September | 773,669 | 855,315 | 679,189 |
| October | 809,489 | 865,621 | 688,186 |
| November | 819,489 | 865,621 | 648,186 |
| December | 869,489 | 925,621 | 638,186 |
| January | 876,919 | 976,800 | 688,186 |
| February | 876,919 | 976,800 | |
| March | 876,919 | 941,800 | |
| April | 885,633 | 829,004 | |
| May | 865,633 | 749,004 | |
| June | 815,633 | 719,004 | |





DATE: 2/1/2008
TO: Board of Directors
FROM: Ray Ruppel
RE: January Production-Wells & Boosters

| | <u>Cubic Feet</u> <u>Pumped</u> | <u>Total Gallons</u> <u>Pumped</u> | <u>Average</u> <u>GPM</u> | <u>Total KWH</u> <u>Used</u> | <u>Total</u> <u>Running Time</u> | <u>Average</u> <u>G/KWH</u> |
|------------|------------------------------------|---------------------------------------|------------------------------|---------------------------------|-------------------------------------|--------------------------------|
| Well 2 | 183,000 | 1,368,840 | 378 | 3724 | 60.4 | 368 |
| Well 3 | 11,440 | 85,571 | 396 | 568 | 3.6 | 151 |
| Well 4 | 316,100 | 2,364,428 | 380 | 5759 | 103.6 | 411 |
| Well 6 | 463,270 | 3,465,260 | 475 | 6813 | 121.5 | 509 |
| Well 7 | 464,060 | 3,471,169 | 435 | 8142 | 133.1 | 426 |
| Well 8 | 15,800 | 118,184 | 1,094 | 280 | 1.8 | 422 |
| Well 9 | 0 | 0 | #DIV/0! | 0 | 0 | #DIV/0! |
| Well 10 | 21,360 | 159,773 | 72 | 1134 | 36.8 | 141 |
| Total | 1,475,030 | 11,033,224 | | | | |
| Rehab. | | | | | | |
| A Boosters | 77,540 | 579,999 | 134 | 458 | 72.4 | 1,266 |
| C Boosters | 404,600 | 3,026,408 | 338 | 4035 | 149.4 | 750 |
| Total | 482,140 | 3,606,407 | | | | |



Today's Date: February 15, 2008
For Month : January/ 08

TO: Don Bartz

FROM: Jean Barragan

SUBJECT: Service Order Report Year to Date Fiscal 07/08

| <u>Months:</u> | <u>J</u> | <u>A</u> | <u>S</u> | <u>O</u> | <u>N</u> | <u>D</u> | <u>J</u> | <u>F</u> | <u>M</u> | <u>A</u> | <u>M</u> | <u>J</u> | <u>YTD</u> |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| Mainline Leaks: | 1 | 0 | 0 | 2 | 0 | 0 | 3 | | | | | | 6 |
| Service Line Repairs: | 1 | 1 | 1 | 2 | 1 | 2 | 5 | | | | | | 13 |
| Service Line Replacements: | 7 | 9 | 4 | 1 | 4 | 4 | 2 | | | | | | 31 |
| Service Line Installations: | 1 | 1 | 0 | 1 | 0 | 0 | 1 | | | | | | 4 |
| Water Quality Complaints*: | 3 | 3 | 1 | 0 | 0 | 2 | 0 | | | | | | 9 |
| 48 Hour Tags for NSF Checks: | 0 | 2 | 4 | 3 | 2 | 2 | 5 | | | | | | 18 |
| Lock Offs for Non-Payment: | 15 | 7 | 10 | 16 | 12 | 18 | 20 | | | | | | 98 |
| Unlocks After Payment Made: | 10 | 7 | 9 | 12 | 9 | 5 | 16 | | | | | | 68 |
| All Other Miscellaneous: | 140 | 122 | 96 | 126 | 116 | 151 | 104 | | | | | | 855 |
| Totals | 178 | 152 | 125 | 163 | 144 | 184 | 156 | 0 | 0 | 0 | 0 | 0 | 1102 |

RESOLUTION NO. 08R-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY, STATE OF CALIFORNIA, APPROVING A THIRD AMENDMENT TO AGREEMENT FOR CONSTRUCTION, OPERATION AND FINANCING OF THE MORONGO BASIN PIPELINE PROJECT BETWEEN MOJAVE WATER AGENCY AND SAID BIGHORN-DESERT VIEW WATER AGENCY

WHEREAS, the Bighorn-Desert View Water Agency (the “Project Participant”) entered into an Agreement for Construction, Operation and Financing of the Morongo Basin Pipeline Project, as amended from time to time (the “Project Agreement”) with the Mojave Water Agency (the “Agency”), to provide for the construction, operation and financing of the Morongo Basin Pipeline Project (the “Project”); and

WHEREAS, the Project Agreement provides revenues to the Agency from the Project Participant used to pay a portion of the debt service on outstanding bonds of the Agency with respect to the Project, and the Project Participant and the Agency wish to enter into the Third Amendment to the Project Agreement for construction, operation and financing of the Project (the “Third Amendment”) to modify the provisions thereof relating to (i) the payments for water purchased from the Agency, (ii) the charges for operation and maintenance and (iii) the funds currently held in the capital replacement fund; and

WHEREAS, the Project Participant is a public agency within the meaning of the Joint Exercise of Powers Act (“Joint Exercise of Powers Act”), commencing with California Government Code Section 6500 and the Joint Exercise of Powers Act authorizes two or more public agencies to exercise any power common to them; and

WHEREAS, there has been submitted to this Board the form of the Third Amendment;

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY HEREBY RESOLVES AS FOLLOWS:

SECTION 1. This Board hereby finds and determines that the foregoing recitals are true.

SECTION 2. The proposed form of the Third Amendment, by and between the Agency and the Project Participant, in substantially the form presented to this meeting and made a part hereof as though set forth in full herein, is hereby approved. The President of this Board and the Secretary, are hereby authorized and directed, for and in the name of and on behalf of the Project Participant, to execute and deliver the Third Amendment, in substantially the form presented to this meeting, with such changes, insertions and omissions as the officers executing the Third Amendment may require or approve, said execution being conclusive evidence of such approval.

SECTION 3. The President of this Board and the General Manager are hereby authorized, each acting independently, to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by the Third Amendment and by this resolution.

SECTION 4. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Bighorn-Desert View Water Agency, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**THIRD AMENDMENT TO
AGREEMENT FOR CONSTRUCTION, OPERATION AND FINANCING
OF THE MORONGO BASIN PIPELINE PROJECT**

This Agreement is dated as of February 1, 2008 (the "Third Amendment to Project Agreement"), by and between the Mojave Water Agency (the "Agency"), a body politic and corporate created pursuant to the Mojave Water Agency Law, California Water Code Appendix Section 97-1 *et seq.*, and Bighorn Desert View Water Agency (the "Project Participant"), a body politic and corporate created pursuant to Act 9099d of the Water Uncodified Acts, Water Code Appendix Section 112-1 and following as modified by the Desert View Water District-Bighorn Mountains Water Agency Consolidation Law, Water Code Section 33300 and following.

WITNESSETH:

WHEREAS, pursuant to Section 25 of the Agreement for Construction, Operation and Financing of the Morongo Basin Pipeline Project (the "Original Project Agreement"), the Agency and the Project Participant are authorized to adopt a Supplemental Project Agreement to the Original Project Agreement without the consent of the owners of the Bonds then Outstanding, to make any modification or change to the provisions of the Project Agreement which does not materially adversely affect the interests of the owners of any Bonds; and

WHEREAS, the Agency and the Project Participant desire to amend the Project Agreement to modify the provisions thereof relating to (i) the payments for water purchased from the Agency, (ii) the charges for operation and maintenance and (iii) the funds currently held in the capital replacement fund;

NOW, THEREFORE, the parties hereto do agree as follows:

Section 1. Authority for Third Amendment to Project Agreement. This Third Amendment to Project Agreement is adopted pursuant to the provisions of Section 25(e) of the Project Agreement.

Section 2. Definitions. Except as provided by the Third Amendment to Project Agreement, all terms which are defined in Section 1 of the Original Project Agreement, as amended by Section 2 of the First Amendment to Project Agreement, dated as of November 1, 2004, by and between the Agency and the Project Participant and by Section 2 of the Second Amendment to Project Agreement, dated as of March 1, 2006, by and between the Agency and the Project Participant (collectively, the Original Project Agreement as so amended by the First Amendment to Project Agreement, the Second Amendment to Project Agreement and the Third Amendment to Project Agreement, the "Project Agreement") shall have the same meanings in the Third Amendment to Project Agreement as such terms are given in said Section 1 of the Original Project Agreement, as amended by Section 2 of the First Amendment to Project Agreement and Section 2 of the Second Amendment to Project Agreement.

Section 3. Amendment of the Original Project Agreement. The Original Project

Agreement is hereby amended by each of the parties hereto as follows:

A. Commencing with Fiscal Year 2007-08, when the Project Participant purchases water from the Agency, the Project Participant shall pay the rate for the water as established by the Agency from time to time. Such payment shall be due at such times and in such manner as established by the Agency.

B. In addition to the payments required under Paragraph A above, regardless of whether the Project Participant purchases any water, the Project Participant shall pay annual charges for Debt Service as established by the Agency in accordance with Section 3 of the Second Amendment to Project Agreement. Section 3 amended Section 5(b) of the Original Project Agreement to provide that "commencing with Fiscal Year 2005-06, and each fiscal year thereafter, the Agency may levy property taxes in the amount per \$100 of assessed value as established by the Agency Board of Directors for payment of Debt Service on the Bonds and each Project Participant shall pay on the preceding June 1 (commencing June 1, 2005) its Project Allotment Percentage of estimated Fixed Project Costs, including an amount sufficient to pay the balance of Debt Service on the Bonds, after taking into account (i) property taxes collected for Debt Service on the Bonds and (ii) any reserves from prior years' property tax collections which the Agency shall allocate to Debt Service." Other costs constituting components of Fixed Project Costs, Fixed O&M Costs and Variable O&M Costs shall be paid by the Agency from lawfully available moneys, including, but not limited to, moneys derived from water charges (whether paid by the Project Participant pursuant to Paragraph A above or by others) and to the extent inconsistent with this Third Amendment to the Project Agreement, the Project Agreement references to such terms shall have no force or effect. The Project Participant shall not otherwise be obligated to pay such costs which had constituted components of Fixed Project Costs (other than the Debt Service component described above), Fixed O&M Costs and Variable O&M Costs after implementation of this Third Amendment to Project Agreement.

C. Accumulated funds currently held in the capital replacement fund will continue to be held by the Agency and said funds will be expended by the Agency as needed for capital replacement or improvements related to the Project. The Agency shall manage the long-term repair and replacement of the Project and shall utilize lawfully available funds for such purposes, including the funds held in the capital replacement fund. If funds are withdrawn by the Agency from the capital replacement fund for capital replacement or improvements to the Project, the Agency may either (i) replenish the capital replacement fund with such amounts as the Agency shall determine to be deposited therein from lawfully available funds of the Agency for such purposes or (ii) utilize other funds held by it and available for capital replacement costs for such purposes. The current charges to the Project Participant for the capital replacement fund shall terminate with the amounts paid with respect to Fiscal Year 2006-07, and any moneys paid by the Project Participant to the Agency with respect to Fiscal Year 2007-08 shall be repaid to the Project Participant, without interest.

Section 4. Rates, Fees and Charges. Notwithstanding anything contained herein, the

Agency may adopt, approve and/or implement such rates, fees and charges as it may impose or charge in accordance with current or future State laws. By way of example, and without limiting the foregoing, (i) the Agency may exercise any power or authority the Agency may have under current or future law to levy or impose a fee, condition, exaction or other requirement (including *ad valorem* taxes for general obligation bonds or special taxes) within the boundaries of the Agency, within the boundaries of the Project Participant, or otherwise; and (ii) the Agency may require, request or cooperate with the County of San Bernardino, any city or any other governmental entity to exercise any power or authority the Agency may have under current or future law whether within the boundaries of the Agency, within the boundaries of the Project Participant or otherwise, to impose a fee, condition, exaction or other requirement (including *ad valorem* taxes for general obligation bonds or special taxes) for the Agency's benefit.

Section 5. Project Agreement to Remain in Effect. Except as amended and supplemented by this Third Amendment to Project Agreement, the Original Project Agreement, as amended by the First Amendment to Project Agreement and the Second Amendment to Project Agreement, shall remain in full force and effect.

Section 6. Interpretation of Ambiguities. This Third Amendment has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Third Amendment. In addition, each party has been represented by experienced and knowledgeable legal counsel. Accordingly, any rule of law (including Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Third Amendment against the party that has drafted it is not applicable and is waived. The provisions of this Third Amendment shall be interpreted in a reasonable manner to effect the purposes of the parties and this Third Amendment. The captions and headings in this Third Amendment are for convenience only and shall not be referred to for purposes of construing the provisions hereof.

Section 7. Execution in Counterparts. This Third Amendment to Project Agreement may be executed in several counterparts, all or any of which shall be regarded for all purposes as one original and shall constitute and be but one and the same instrument.

IN WITNESS WHEREOF, the Project Participant has executed this Third Amendment with the approval of its governing body, and caused its official seal to be affixed and the Agency has executed this Third Amendment in accordance with the authorization of its Board of Directors.

MOJAVE WATER AGENCY

By: _____
Authorized Officer

BIGHORN-DESERT VIEW WATER AGENCY

By: _____
Phil Johnson, Board President

Attest:

By: _____
Kim Heller, Board Secretary



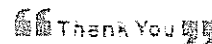
D.C.



Funds

Booked items

ThankYou® account number: **8910 2383 1195 3457** Use a different number



You will earn **2548** ThankYou Points for this trip.

Your points will be credited to your account 4-6 weeks after travel is completed.

Expedia itinerary number: **122725906824**
 Airline ticket number(s): Check back in 24 hours
 US Airways confirmation code: **GGKYS7**
 Car confirmation number: **T0684856**

Main contact: **Raymond P. Ruppel**
 E-mail: **bdvwa5@mindspring.com**
 Home phone: (760) 366-9043
 Work phone: (760) 364-2315

Traveler and cost summary

| | | | |
|------------------------|-------|--------------------------------|-------------------|
| Raymond Ruppel | Adult | Fruit Platter | \$2,235.47 |
| | | Add Frequent Flyer number(s) | |
| Phillip Johnson | Adult | Fruit Platter | |
| | | Add Frequent Flyer number(s) | |
| | | Flight taxes/fees, Hotel taxes | \$310.32 |
| | | Total amount charged | \$2,545.79 |

Note: The flight portion of your trip is charged directly by the airline. This will result in you receiving a separate credit card charge for the flight, but the total charges on your credit card will be equal to the trip price. Car taxes and fees not included.

View payment history.

Flight summary

Please be sure to re-confirm your flight at least 24 hours prior to scheduled departure (72 hours prior for flights to Hawaii and international destinations). You may check your flight status and departure gate online, or contact the airline directly. Seat assignments and meal preferences must be confirmed with the airline; we cannot guarantee that they will be honored.

Mon 3-Mar-08

Ontario (ONT) to **Phoenix (PHX)** 326 mi
 Depart 10:00 am Arrive 12:16 pm (525 km)
 Terminal 4 Terminal 4 Duration: 1hr 16mn



Economy/Coach Class (20D, 20C), Airbus A319, 90% on time

Phoenix (PHX) to **Baltimore (BWI)** 1,995 mi
 Depart 1:13 pm Arrive 7:35 pm (3,211 km)
 Terminal 4 Duration: 4hr 22mn



Economy/Coach Class (24C, 24D), Food For Purchase, Airbus A320, 90% on time

Total distance: 2,321 mi (3,735 km)

Total duration: 5hr 38mn (6hr 35mn with connections)

Fri 7-Mar-08

Baltimore (BWI) to **Phoenix (PHX)** 1,995 mi
 Depart 5:05 pm Arrive 8:19 pm (3,211 km)



Terminal 4

Duration: 5hr 14mn

Economy/Coach Class (20C, 20D), Food For Purchase, Airbus A319, 50% on time**Phoenix (PHX)**to **Ontario (ONT)**

326 mi



Depart 8:54 pm

Arrive 9:11 pm

(525 km)

Flight: **639**

Terminal 4

Terminal 4

Duration: 1hr 17mn

Economy/Coach Class (20C, 20D), Airbus A319, 80% on time

Total distance: 2,321 mi (3,735 km)

Total duration: 6hr 31mn (7hr 6mn with connections)

Hotel & Lodging**Mon Mar-3-2008 (4 nights)****Virginian Suites**1500 Arlington Blvd
Arlington, VA 22209
USA**Check in:** Mon Mar-3-2008**Check out:** Fri Mar-7-2008**Reservation questions:** +1 (800) EXPEDIA**For other information contact the hotel:** Tel: 1 (703) 522-9600 Fax: 1 (703) 525-4462**Hotel class:** 4.5/5 More lodging info

Room description: Studio suite

| | | |
|---------------|---|------------------|
| Room 1 | Contact: Raymond Ruppel | 1 adult / senior |
| Room 2 | Contact: Phillip Johnson | 1 adult / senior |

Unless specified otherwise, **rates are quoted in US dollars.**The price you selected **DOES NOT** include any applicable service fees, charges for optional incidentals (such as minibar snacks or telephone calls) or regulatory surcharges. The lodging facility will assess these fees, charges and surcharges upon check-out.**Car rental summary****Mon Mar-3-2008****Dollar Rent A Car Full Size Car:** Air conditioning, automatic transmission, unlimited mileage.**Pick up:**

Mon Mar-3-2008 8:00 PM

Drop off:

Fri Mar-7-2008 5:00 PM

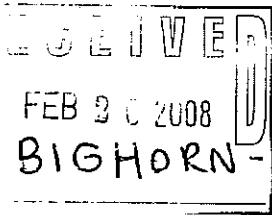
Location: counter in terminal, shuttle to car, Baltimore, MD (BWI)**Hours of operation:** 3/3/2008: Open 24 Hours, 3/7/2008: Open 24 Hours

Car confirmation number: T0684856

Note: If you are under 25 or over 65 you may not be able to rent this car. More rental info**Activities & Services summary****IMPORTANT:** Be sure to bring all vouchers with you on your trip. We cannot guarantee access to your booked Activities & Services without your voucher(s). View and print all vouchers.

| Description | Date | Quantity |
|--|-----------------------------|----------|
| Uncovered Off-Airport Parking with Park 'N Fly near Ontario Intl. (ONT): 5-Day Details | Mon 3-Mar-08 – Fri 7-Mar-08 | 1 Car |

(→) View and print all vouchers. Then bring them with you when you go.



BOARD OF DIRECTORS

2-10-08

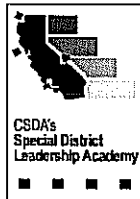
BIGHORN-DESERT VIEW WATER AGENCY

Hello, my NAME is BRAD LACEY. I live at 58562 Applegate Wy. in LANDERS. ON 1-15-08 a BDUWA employee stopped by my house to notify me that your company would be installing a new valve in the AREA on the 17th and that my water would be off that day. Later that day after the water had been restored I noticed that my water pressure was about $\frac{1}{2}$ of normal. I was leaving the AREA that day for about $1\frac{1}{2}$ weeks, otherwise I would have investigated the problem sooner. I had also assumed that it might have something to do with the new valve which was installed. Unfortunately the water ran unchecked for about 9 days in my absence. I only realized the water line had seperated upon my returning. My water line did break a few years ago while I was on vacation. At that time the line had frozen and shattered. When I returned home the bill was around \$1,500.00.

Your office allowed me to make payments and also reduced the bill quite a bit. which was very much appreciated. I have been one of your customers in good standing for about 11 1/2 years. The current balance owed you due to the recent break in my water line is \$2,108.71. Although I do not wish to place any blame where it is not due I have to mention the fact that my water line had been fine untill the day of the recent valve installation. I am self employed and work has been very slow for me these past few months and I am struggling to get by as it is. If there is any way you can help me with this matter I would greatly appreciate it.

Respectfully,

Brad Lacey
ACC# 06-1730-1 ✓



CSDA's Special District Leadership Academy



presented by
California Special Districts Association

Stock photo

Comprehensive training for directors and trustees

- Module 1 - Governance Foundations
- Module 2 - Setting Direction/Community Leadership
- Module 3 - Board's Role in Finance & Fiscal Accountability
- Module 4 - Board's Role in Human Resources



CSDA's Special District Leadership Academy



presented by
California Special
Districts Association

Citizen governance is the backbone of American democracy. The basic assumption of our governance system is that ordinary citizens who are elected or appointed to public boards reflect the beliefs, values and needs of the community. Equally important is that they bring those values to the board table and together, as a unified board, they will set a direction that is responsive to the needs and values of the community.

CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal. If you are a special district professional, you must include this training in your schedule. It is important. It is your responsibility. Completion of the Leadership Academy training program marks a hallmark in your special districts career. This program of training is the signature of professionalism for special district leadership and special district governance.

Program participants attend four six hour modules:

- Module 1 - Governance Foundations**
- Module 2 - Setting Direction and Community Leadership**
- Module 3 - Board's Role in Finance & Fiscal Accountability**
- Module 4 - Board's Role in Human Resources**

General managers are encouraged to enroll in the program as a member of the leadership and team.

- The Leadership Academy in its entirety consists of 24 hours of instruction and participation.
- In order to receive the best value from this education, we recommend you complete the entire Academy.
- Individual module registrations are allowed; however, we strongly recommend taking the Governance Foundations (Module 1) as the prerequisite to the other three modules.
- Program participants who complete the entire program receive a certificate of completion award.
- Completion of all four modules may be used toward the Special District Administrator certification.
- When each member of the board of directors in your district completes all four modules of the Leadership Academy, your district is on its way to qualifying for the CSDA District of Distinction recognition.

Would you like to bring the academy to your area?

With a minimum enrollment of 25 people, CSDA will be happy to bring the Academy to you. This will allow CSDA to provide the classes based on your schedule, at your location and at the participants' pace. This is an excellent opportunity to team up with other districts in your area or even your local chapter of CSDA, to customize your own schedule for completing the Academy. For more information, contact Darcel Harris, education director, at 877.924.CSDA or darcelh@csla.net.

MODULE 1
Governance Foundations

March 21, 2008
Sacramento
California Rural
Water Association
4125 Northgate Blvd
Sacramento, CA
95834-1218
For more information,
call CSDA at
877.924.CSDA (2732)

April 25, 2008
Southern California
San Diego County
Location TBD
For more information,
call CSDA at
877.924.CSDA (2732)

September 24, 2008
Irvine
(CSDA Annual
Conference workshop)
Irvine Hyatt Regency
17900 Jamboree Road
Irvine, CA 92614-6211

*This workshop requires
payment separate from Annual
Conference Registration.*

MODULE 2
**Setting Direction/
Community Leadership**

April 18, 2008
Sacramento
California Rural
Water Association
4125 Northgate Blvd
Sacramento, CA
95834-1218
For more information,
call CSDA at
877.924.CSDA (2732)

May 9, 2008
Camarillo
Camarillo Health
Care District
3639 Las Posas
Road Ste 117
Camarillo, CA
93010-1429
For more information,
call CSDA at
877.924.CSDA (2732)

MODULE 3
**Board's Role in Finance &
Fiscal Accountability**

May 16, 2008
Sacramento
California Rural
Water Association
4125 Northgate Blvd
Sacramento, CA
95834-1218
For more information,
call CSDA at
877.924.CSDA (2732)

August 8, 2008
Ontario
West Valley Mosquito
and Vector Control
District Facility
1295 E Locust Street
Ontario, CA 91761-4566
For more information,
call CSDA at
877.924.CSDA (2732)

MODULE 4
**Board's Role in Human
Resources**

August 22, 2008
Sacramento
California Rural
Water Association
4125 Northgate Blvd
Sacramento, CA
95834-1218
For more information,
call CSDA at
877.924.CSDA (2732)

October 24, 2008
Thousand Oaks
Conejo Recreation
and Park District
403 W Hillcrest Drive
Thousand Oaks,
CA 91360-4223
For more information,
call CSDA at
877.924.CSDA (2732)

**"This was one of the best presentations I have
attended in the seven years I have been a
trustee"**

— Academy attendee

3

2007
Dates and
Locations

MODULE 1

Governance Foundations

As the core of CSDA's Special District Leadership Academy, this module serves as the "**foundation**" for the series on the effective governance of special districts.

This course focuses on the three critical dimensions of governance:

- Special District Trustees as Policy Leaders
- The Effective Special District Board
- The Board's Responsibilities and Roles in Special Districts

The focus of this course, the Effective Special District Board, is on the four essential steps leading to effective governance for special districts. Directors/trustees will learn how to:

- **Develop** a unity of purpose on their board
- **Understand** and work within the board's role in the district
- **Build** a strong, positive operational culture on the board
- **Organize** the formal structure of the board

MODULE 2

Setting Direction/Community Leadership

The second module in the Academy focuses on two critical aspects of governance: the board's role in setting the long-term direction for the special district and the board's role in educating the public on the importance of the agency's agenda.

The **Setting Direction** portion of this class will provide a step-by-step discussion of the board and senior management's roles in establishing the vision, mission, and strategic goals and success indicators for the district. The **Community Leadership** portion of the class will address the importance of the board providing leadership and information to the public on the essential services provided by the special district in their community.

The **Setting Direction** element of this course will teach participants to:

- **Discuss** why the process of setting direction is important and the benefits of the process for your district
- **Learn** to think strategically
- **Value** the importance of being future-oriented
- **Learn** to make the transition from individual board member to a member of a governance team
- **Understand** the sequence of steps in developing a setting-direction process

The **Community Leadership** element of this course will teach participants:

- Why it is important to be **engaged** with the community
- To **interact** with the person who approaches you in public on district business
- To set protocols for the public's **involvement** in board meetings
- To **develop** a board communications plan

March 21 – Sacramento
April 25 – Escondido
September 24 – Irvine (During Annual Conference)

April 18 – Sacramento
May 9 – Camarillo

Module 1
Governance
Foundations

Module 2
Setting
Direction/
Community
Leadership

MODULE 3

Board's Role in Finance & Fiscal Accountability

The third module in the series looks at how the special district board carries out its fiduciary responsibility to the district. The budget is arguably the most significant policy document in a special district. It reflects the short and long-term goals of the district. Boards do more than just adopt budgets. They also monitor budgets, receive audit reports and understand the principles of facility development.

In this time of financial crisis, this course becomes even more important. It is essential that special district boards understand and carry out their fiscal oversight duties in a responsible manner.

Participants will learn how to:

- **Develop** a method for approving the district's annual budget
- **Communicate** budget information to the public
- **Establish** financial goals
- **Review** district finances
- **Develop** a process for capital improvement plans and developing a reserves guideline
- **Link** district finance to:
 - District belief
 - Values
 - Mission
 - Strategic goals

MODULE 4

Board's Role in Human Resources

The fourth and final module in the series focuses on what might be the most difficult area for most special district boards: personnel. The main employee hired by the governing board is the general manager. This module will address the board's ongoing relationship with the manager, the senior staff and other staff in the district. It will address general manager evaluation, the board's role in the evaluation of other staff members, and what to do and not do in human resources.

Participants will learn how to:

- **Develop** guidelines when assessing the performance of the general manager
- **Determine** a protocol for approving personnel policies
- **Create** a process for approving job descriptions and organizational structure
- **Understand** confidentiality and legal liabilities of a district board member

Agenda

Each module follows the same format:

8:30 a.m. to 9 a.m. – Registration

9 a.m. to 4 p.m. – Instruction

12:00 p.m. to 1:00 p.m. – Lunch

Lunch included in registration fees.

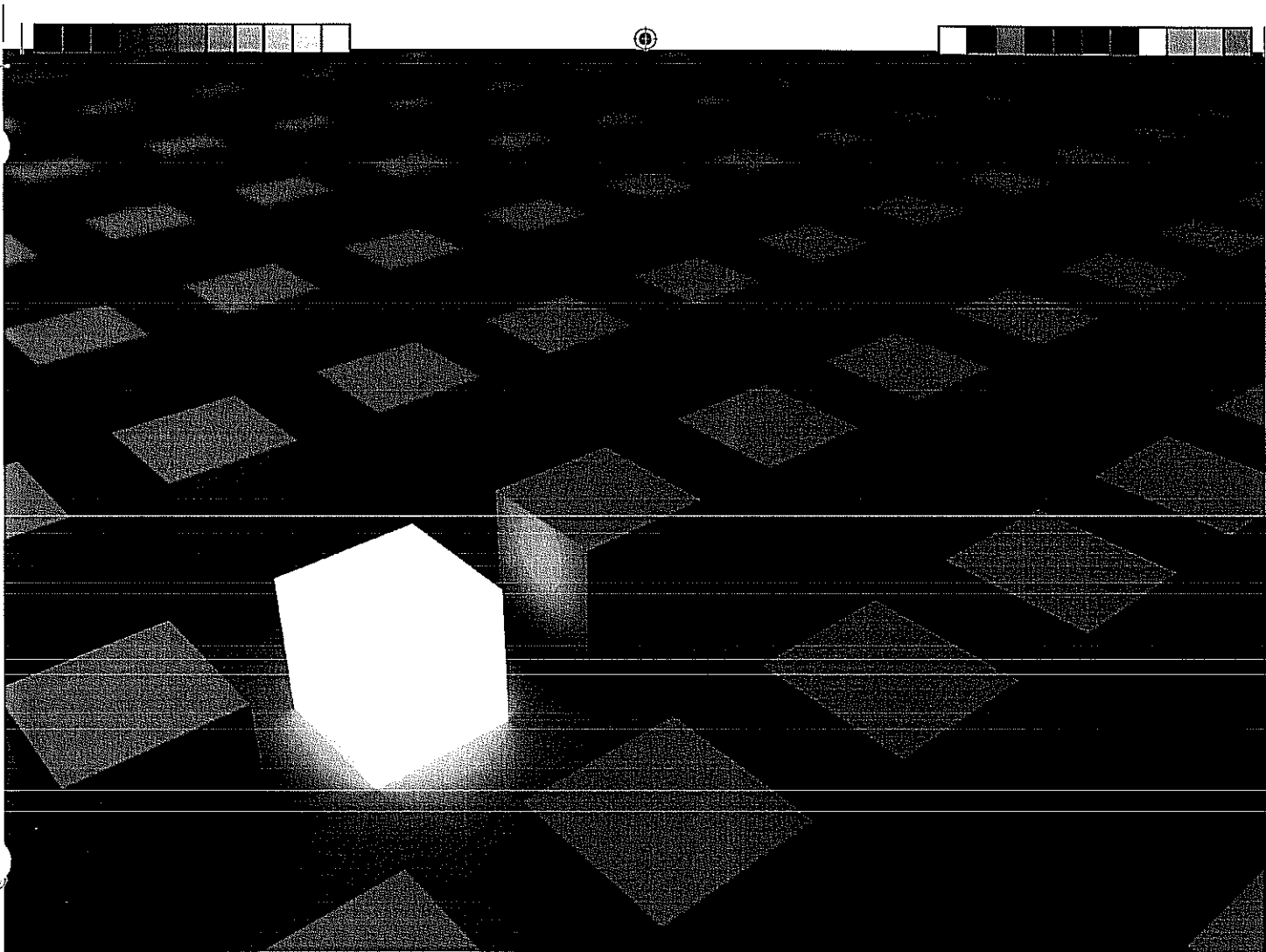
May 16 – Sacramento
August 8 – Ontario

August 3 – Berkeley
November 9 – Ontario

5

Module 3
Board's Role
in Finance
and Fiscal
Accountability

Module 4
Board's Role
in Human
Resources



SDLF Recognition Program

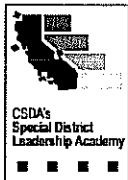
CSDA's Special District Leadership Academy becomes platform of SDLF Recognition Program

CSDA's Special District Leadership Academy certificate of completion is the first step to realizing the *Recognition in Special District Governance* developed by the Special District Leadership Foundation (SDLF). In addition to the Academy, a candidate must also complete 10 hours of elective coursework by one of the Foundation's sponsoring organizations;

- Association of California Water Agencies (ACWA)
- California Association of Public Cemeteries (CAPC)
- California Association of Recreation and Park Districts (CARPD)
- California Association of Sanitation Agencies (CASA)
- California Rural Water Association (CRWA)
- California Special Districts Association (CSDA)
- Fire Districts Association of California (FDAC)
- Mosquito and Vector Control Association of California (MVCAC).

The recognition is designed so that the Academy covers the essentials of good governance, and the electives cover service-specific knowledge. **Districts that are members of one of the sponsoring organizations will receive a significant discount on the price of the Academy.** For further information on SDLF, please contact SDLF Administrator Darcel Harris at 916.442.7887 or darcelh@csla.net.





Registration

Registration must include payment
in order to be processed.

FULL REGISTRATION FOR ALL LEADERSHIP ACADEMY COURSES – BEST VALUE!

Full registration includes registration for all classes in CSDA's Special District Leadership Academy. Simply indicate which classes you would be interested in attending by checking the appropriate box below.

YES! I WOULD LIKE TO SIGN UP FOR THE FULL ACADEMY!

☐ CSDA Member: \$820 | ☐ SDLF Sponsoring Organization Member: \$920 | ☐ Non-member: \$1,180

INDIVIDUAL MODULES Registration fee includes lunch.

☐ CSDA Member: \$225 per course | ☐ SDLF Sponsoring Organization Member: \$250 per course
☐ Non-member: \$325 per course

Module 1: Governance Foundations

- ☐ March 21, 2008 – Sacramento
☐ April 25, 2008 – Escondido
☐ September 24, 2008 – Irvine

Module 3: Board's Role in Finance Fiscal Responsibility

- ☐ May 16, 2008 – Sacramento
☐ August 8, 2008 – Ontario

Module 2: Setting Direction/Community Leadership

- ☐ April 18, 2008 – Sacramento
☐ May 9, 2008 – Camarillo

Module 4: Board's Role in Human Resources

- ☐ August 22, 2008 – Sacramento
☐ October 24, 2008 – Thousand Oaks

PLEASE MAIL/FAX THIS FORM TO:

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814
Toll-free: 877.924.CSDA (2732) | Fax 916.442.7889
Register on-line at www.csdanet

CANCELLATION POLICY

Cancellations **MUST** be made **IN WRITING** no later than three days prior to the event. All cancellations made within the specified time will be refunded, less a \$25 processing fee.

Name/Title: _____

District: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

Payment Method:

☐ Check

☐ Visa

☐ MasterCard

Acct. Name: _____

Acct. Number: _____

Billing Address: _____

City: _____

State: _____

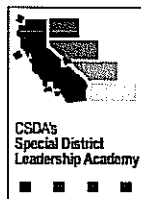
Zip: _____

Exp. Date: _____

Authorized Signature: _____

7

Registration
Fee
Date and
Location



CSDA's Special District Leadership Academy



presented by
California Special Districts Association



Comprehensive training for
directors and trustees



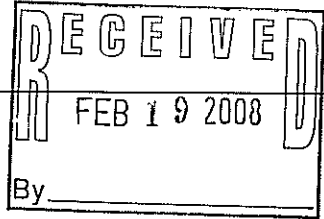
PRSR STD
U.S. Postage
PAID
Permit No. 2472
Sacramento, CA

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814





Proposal



February 19, 2008

Site Information

Customer: Bighorn Desert View Water Agency
Address: Warehouse 622 Jemez Trail
Yucca Valley, CA 92284-1440
Contact: Ray Ruppel
Bus. Phone: (760)364-2315

Billing Information

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

Equipment List

1 Protection One Alpha Keypad
1 Over Head Door Contact
2 Motion Detector, Vplex, PIR with Lookdown Zone
1 Kit, 320P1, Hardwire. Includes: 320P1, WAVE2, IS2535, 620/621, battery, and video.
(kit consists of; 1 – Control Panel, 1 – Motion, 1 – Siren, 2 – Door Contacts)

Total Installation Cost:

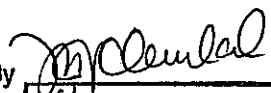

\$497.00

Recurring Services:

\$39.00 - MONTHLY charge

UNION BANK OF CALIFORNIA
DISBURSEMENTS JANUARY 2008

| | | | |
|-------------------------------|------------------|------------------|--------------------------|
| Datastream Check Register | <u>53,674.13</u> | <u>53,674.13</u> | |
| EFT for Vendor Services | | | |
| Payroll Processing Fee | 210.97 | | |
| Bank Fees | 173.69 | | |
| Credit Card Fees | 300.72 | | |
| Internet Access Fee | <u>89.90</u> | | |
| Total EFT for Vendor Services | | <u>775.28</u> | |
| Wages for Paydate 01/10/08 | | | |
| Wages EFT | 5,003.02 | | |
| Employee Tax Withholdings | 2,073.88 | | |
| Employer Tax Expenses | 1,151.64 | | |
| Wages check #1665-1667 | <u>5,942.63</u> | | |
| | | <u>14,171.17</u> | |
| Wages for Paydate 01/24/08 | | | |
| Wages EFT | 5,241.26 | | |
| Employee Tax Withholdings | 2,178.71 | | |
| Employer Tax Expenses | 1,257.77 | | |
| Wages Check #1668-1674 | <u>6,793.86</u> | | |
| | | <u>15,471.60</u> | |
| Transfers to LAIF | <u>50,000.00</u> | <u>50,000.00</u> | |
| Total Disbursements | | | <u><u>134,092.18</u></u> |

Prepared By 
Date 2/13/08
Reviewed By 

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2008

| CHECK# | DATE | PAYEE & DESCRIPTION | AMOUNT |
|--------|----------|---|----------|
| 8155 | 01/11/08 | BARR LUMBER CO INC SUPPLIES & DISINFECTION EXP SUPPLIES | |
| | | INVENTORY & SUPPLIES | 119.15 |
| 8156 | 01/11/08 | BUCKNAM & ASSOCIATES, INC. GRANT CONSULTING FEES | 580.55 |
| 8157 | 01/11/08 | BURRTEC WASTE & RECYLING SVCS TRASH FEES, JAN | 70.37 |
| 8158 | 01/11/08 | CA DEPT OF PUBLIC HEALTH-OCF TI EXAM, BOYD, REWAL & RUPPEL | 165.00 |
| 8159 | 01/11/08 | CA-NV SECTION, AWWA D1&2 CERT REVIEW, CARUSO | 175.00 |
| 8160 | 01/11/08 | CALIFORNIA PUBLIC EMPLOYEE'S PER CONTRIBUTION PPE 1/04/08 | 3,044.58 |
| 8161 | 01/11/08 | CINTAS CORPORATION #150 UNIFORM SVC 1/02/08 | |
| | | UNIFORM SVC 1/02/08 | 256.22 |
| 8162 | 01/11/08 | CLINICAL LABORATORY OF BAC-T BAC-T BAC-T, PLATE COUNT | 52.00 |
| 8163 | 01/11/08 | CNH CAPITAL AMERICA LLC NEW HOLLAND BACKHOE LEASE PYMT | 1,173.89 |
| 8164 | 01/11/08 | COMPUTER MAINTENANCE&CONCEPTS THUMB DRIVE, 4 GIG | 54.31 |
| 8165 | 01/11/08 | DESERT ARC CLEANING SVC, NOV | 127.50 |
| 8166 | 01/11/08 | DISCOUNT TIRE CENTERS #154 05 F/F250 TIRE SVC, WHEEL BAL1 | 415.21 |
| 8167 | 01/11/08 | FERRELLGAS PROPANE, SHOP PROPANE, OFFICE | 795.98 |
| 8168 | 01/11/08 | FLAMINGO HEIGHTS COMMUNITY NEWSLETTER ADVERTISEMENT | 60.00 |
| 8169 | 01/11/08 | HI-DESERT STAR CLASSIFIED EMP AD, BALANCE | 28.20 |
| 8170 | 01/11/08 | MALLANTS CORPORATION TEMP SVC W/E 12/30/07 TEMP SVC W/E 1/06/08 | 3,849.42 |
| 8171 | 01/11/08 | SDRMA PROPERTY DAMAGE DEDUCTIBLE | 500.00 |
| 8172 | 01/11/08 | STEVE'S OFFICE SUPPLY OFFICE SUPPLIES | 18.83 |
| 8173 | 01/11/08 | UNDERGROUND SERVICE ALERT DIG ALERTS, 20 TICKETS | 32.00 |
| 8174 | 01/11/08 | VERIZON CALIFORNIA OFFICE PHONES & AUTO SUPPLIES | 655.75 |
| 175 | 01/18/08 | ACWA-HBA SERVICES CORP. (ASC) ACWA/HEALTH BENEFITS | 6,950.83 |
| 8176 | 01/18/08 | AT&T MOBILITY COMMUNICATIONS EXPENSE | 282.95 |

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2008

| CHECK# | DATE | PAYEE & DESCRIPTION | AMOUNT |
|--------|----------|--|----------|
| 8177 | 01/18/08 | BARR LUMBER CO INC DISINFECTION EXPENSE | 33.62 |
| 8178 | 01/18/08 | TERRY BURKHART SPECIAL MEETING 1/10/08 | 100.00 |
| 8179 | 01/18/08 | CINTAS CORPORATION #150 UNIFORM SVC 1/08/08 UNIFORM SVC 1/09/08 UNIFORM SVC 1/16/08 | 176.00 |
| 8180 | 01/18/08 | CLINICAL LABORATORY OF BAC-T, GEN PHY | 124.00 |
| 8181 | 01/18/08 | COMPUTER MAINTENANCE&CONCEPTS NETWORK REPAIR | 127.50 |
| 8182 | 01/18/08 | JUDY CORL-LORONO SPECIAL MEETING 1/10/08 | 100.00 |
| 8183 | 01/18/08 | GOODSPEED DISTRIBUTING INC UNLEADED FUEL | 1,982.33 |
| 8184 | 01/18/08 | THE HOME DEPOT #6971 FIELD MATERIALS & SUPPLIES | 151.13 |
| 8185 | 01/18/08 | RON JENSEN ACCOUNTING SERVICES | 810.00 |
| 8186 | 01/18/08 | PHILLIP JOHNSON SPECIAL MEETING 1/10/08 | 100.00 |
| 8187 | 01/18/08 | LAW OFFICES OF SUSAN M. TRAGER LEGAL FEES, AUG | 6,828.75 |
| 8188 | 01/18/08 | DUANE LISIEWSKI SPECIAL MEETING 1/10/08 | 100.00 |
| 8189 | 01/18/08 | MALLANTS CORPORATION TEMP SVC W/E 1/13/08 | 760.41 |
| 8190 | 01/18/08 | MICHAEL MCBRIDE SPECIAL MEETING 1/10/08 | 100.00 |
| 8191 | 01/18/08 | POWERS ELECTRIC PRODUCTS CO. BRASS ELECTRODE FOR AMES BASIN | 103.94 |
| 8192 | 01/18/08 | UNDERGROUND SERVICE ALERT DIG ALERTS, 18 TICKETS DIG ALERTS, 36 TICKETS | 86.40 |
| 8193 | 01/18/08 | VALLEY INDEPENDENT PRINTING GM NAMEPLATE, MCBRIDE | 14.28 |
| 8194 | 01/18/08 | WATERLINE TECHNOLOGIES HYPOCHLORITE SOLUTIONS | 670.90 |
| 8195 | 01/25/08 | AMERICAN WATER WORKS ASSN. WEBCAST, RAY & JAMES | 75.00 |
| 8196 | 01/25/08 | TERRY BURKHART ACWA CONFERENCE 11/26-11/29 REG MEETING 1/22/08 | 532.04 |
| 8197 | 01/25/08 | CALIFORNIA PUBLIC EMPLOYEE'S PERS CONTRIBUTION PPE 1/18/08 | 3,375.78 |
| 8198 | 01/25/08 | MICHAEL CARUSO REIM FOR D1 STATE EXAM, CARUSO | 51.63 |
| 8199 | 01/25/08 | CLINICAL LABORATORY OF BAC-T, PLATE COUNT | 122.00 |
| 8200 | 01/25/08 | JUDY CORL-LORONO REG MEETING 1/22/08 | 100.00 |
| 8201 | 01/25/08 | DESERT ARC CLEANING SVC, DEC | 67.50 |

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
JANUARY 31, 2008

| CHECK# | DATE | PAYEE & DESCRIPTION | AMOUNT |
|--------|----------|--|----------|
| 8202 | 01/25/08 | DISCOUNT TIRE CENTERS #154 04 F/RANGER BRAKE PADS & ROTOR | 332.13 |
| 8203 | 01/25/08 | FEDEX MAILING EXPENSES | 48.18 |
| 8204 | 01/25/08 | INLAND WATER WORKS INVENTORY | 1,443.32 |
| 8205 | 01/25/08 | RON JENSEN ACCOUNTING SERVICES | 640.00 |
| 8206 | 01/25/08 | PHILLIP JOHNSON STANDING CMTE MEETING 1/17/08 REG MEETING 1/22/08 | 150.00 |
| 8207 | 01/25/08 | DUANE LISIEWSKI STANDING CMTE MEETING 1/17/08 REG MEETING 1/22/08 | 150.00 |
| 8208 | 01/25/08 | MALLANTS CORPORATION TEMP SVC W/E 1/20/08 | 780.29 |
| 8209 | 01/25/08 | MICHAEL MCBRIDE REG MEETING 1/22/08 | 100.00 |
| 8210 | 01/25/08 | RELIABLE OFFICE SUPPLIES OFFICE SUPPLIES | 153.40 |
| 8211 | 01/25/08 | RUPPEL, RAYMOND P. CMC REGISTRATION FEE | 61.00 |
| 8212 | 01/25/08 | SOUTHERN CALIFORNIA EDISON POWER EXPENSE | 4,631.72 |
| 8213 | 01/25/08 | STEVE'S OFFICE SUPPLY NAME TAG, MCBRIDE | 11.80 |
| 8214 | 01/25/08 | USA BLUEBOOK VOLTAGE HOUR METER | 201.49 |
| 8215 | 01/25/08 | VALLEY INDEPENDENT PRINTING BUSINESS CARDS, MCBRIDE | 63.18 |
| 8216 | 01/25/08 | VOLVO AB COMPRESSOR ACCESSORIES | 122.74 |
| 8217 | 01/31/08 | AMERICAN WATER WORKS ASSN. ANNUAL DUES 5/01/08-4/30/09 | 322.00 |
| 8218 | 01/31/08 | BARR LUMBER CO INC INVENTORY & SUPPLIES DISINFECTION EXPENSE | 23.58 |
| 8219 | 01/31/08 | TERRY BURKHART STANDING COMMITTEE 1/30/08 | 50.00 |
| 8220 | 01/31/08 | CA RURAL WATER ASSN 2008 MEMBERSHIP DUES | 475.00 |
| 8221 | 01/31/08 | CINTAS CORPORATION #150 UNIFORM SVC 12308 & MISC ITEMS UNIFORM SVC 1/23/08 | 302.10 |
| 8222 | 01/31/08 | CLINICAL LABORATORY OF BAC-T, URANIUM | 470.00 |
| 8223 | 01/31/08 | JUDY CORL-LORONO STANDING COMMITTEE 1/30/08 | 50.00 |
| 8224 | 01/31/08 | KIM HELLER MILEAGE REIM 1/09/08-1/22/08 | 55.29 |
| 8225 | 01/31/08 | INLAND WATER WORKS GERIE LANE VALVE REPLACEMENT | 618.82 |
| 8226 | 01/31/08 | RON JENSEN ACCOUNTING SERVICES | 640.00 |

BIGHORN-DESERT VIEW WTR AGENCY

CHECK REGISTER

JANUARY 31, 2008

| CHECK# | DATE | PAYEE & DESCRIPTION | AMOUNT |
|--------|----------|--------------------------------|-----------|
| 8227 | 01/31/08 | LAW OFFICES OF SUSAN M. TRAGER | |
| | | LEGAL FEES, BBK/DEC | 3,536.15 |
| 8228 | 01/31/08 | MALLANTS CORPORATION | |
| | | TEMP SVC 1/27/08 | 497.00 |
| 8229 | 01/31/08 | PETTY CASH | |
| | | MISC PETTY CASH | 592.16 |
| 8230 | 01/31/08 | PITNEY BOWES GLOBAL FINANCIAL | |
| | | QUARTLY LEASE 2/10/08-5/10/08 | 232.74 |
| 8231 | 01/31/08 | RUPPEL, RAYMOND P. | |
| | | BOOKS | 111.25 |
| 8232 | 01/31/08 | STEVE'S OFFICE SUPPLY | |
| | | MAPS | |
| | | MAP COPIES & UPS SERVICE | 41.43 |
| 8233 | 01/31/08 | VERIZON CALIFORNIA | |
| | | OFFICE PHONES & AUTO CONTROLS | 666.41 |
| | | TOTAL | 53,674.13 |

Prepared By MBleull
Date 2/13/08
Reviewed By E. Keller