



BIGHORN-DESERT VIEW WATER AGENCY

BOARD OF DIRECTORS' REGULAR MEETING AGENDA

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

JANUARY 22, 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 October 23, 2007 Regular Meeting
 - b) Consumption & Billing Comparison December 2007
 - c) Financial Statements December 2007
 - d) Production Report December 2007
 - e) Service Order Report December 2007
3. **MATTERS REMOVED FROM CONSENT ITEMS**
4. **DISBURSEMENTS DECEMBER 2007**-Board to approve the check register and non check disbursements, if so desired.

5. **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 desired.
- a) Election of Officers- Board to elect a President and Vice President.
 - b) Creation of Committees and Assignments- Creation of committees, appointment of members and establishment of assignments, if so desired, as follows-
 - Citizen Advisory Committee
 - Legislative Committee
 - Planning and Engineering Committee
 - Personnel Committee
 - Finance Committee
 - Public Relations Committee
 - c) Creation of Ad Hoc Committee- Creation and appointment of members to Ad Hoc Committee for the purpose of identifying, screening, interviewing, and ranking potential candidates for the General Manager position.
 - d) Creation of Ad Hoc Committee on Transition- Creation and appointment of members to Ad Hoc Committee for the purpose of providing liaison between Board and senior staff during transition period until a new General Manager is hired.
 - e) Appointment of Interim General Manager- Board to discuss appointment of Interim General Manager.
 - f) Approval of Consulting Contract- Board to discuss retaining Don Bartz as a consultant and to consider authorizing the President to execute the Professional Services Agreement with Don Bartz on behalf of the Agency(Agreement to be distributed at Meeting).
 - g) Planning & Engineering Committee Reports-
 - 1. Board to discuss Committee recommendations regarding implementation of Virtual Card Reader System.
 - 2. Board to review and discuss Committee recommendations regarding the presentation by World Water and Solar Tech Corp.
 - h) Ames Basin Monitoring Program (Hanson)- Board To Review And Discuss Program.
 - i) Resolution No. 08R-01- A Resolution Of The Board Of Directors Authorizing A Cost Of Living Percentage Adjustment To The Range And Step Scale Employee Handbook- Board to discuss and consider applying percentage cost of living adjustment to the Range and Step Scale.
 - j) Customer request for a service line variance of 41 feet- Board to discuss and consider granting customer request.
6. **GENERAL MANAGER'S REPORT**
7. **DIRECTORS' REPORTS/COMMENTS**

8. COMMUNICATION AND INFORMATION ITEMS
9. ITEMS FOR NEXT AGENDA
10. ADJOURNMENT



BIGHORN-DESERT VIEW WATER AGENCY BOARD OF DIRECTORS' REGULAR MEETING MINUTES

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

OCTOBER 23, 2007
TUESDAY
6:00 P.M.

- **CALL TO ORDER**

Meeting convened by Board President Johnson at 6:00 P.M. followed by a moment of silence for the victims of the fires and the firefighters.

- **PLEDGE OF ALLEGIANCE**

Led by Jim Hanley

- **ROLL CALL**

Directors Present: Phil Johnson, President
Judy Corl-Lorono, Vice President
Terry Burkhardt, Director
Duane Lisiewski, Director
Delmour Maybury, Director

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

Public Present: Approximately 16 members

- **APPROVAL OF AGENDA**

Director Burkhardt made **motion to approve agenda** w/removal of item 5h, as requested by Mr. Bartz, **seconded** by Director Corl-Lorono, **5 ayes**, motion carried.

1. CONSENT ITEMS- Director Burkhardt made **motion to accept consent items** as presented, **seconded** by Director Corl-Lorono, **5 ayes**, motion carried.

2. DISBURSEMENTS- Director Corl-Lorono made **motion to accept check register**, **seconded** by Director Burkhardt, **5 ayes**, motion carried.

3. MATTERS REMOVED FROM CONSENT ITEMS- None

4. PUBLIC COMMENTS- Jim Harvey commended Staff on agenda packet and praised Directors Maybury and Johnson on running a good re-election campaign.

Harvey Helfand reminded Board of a previous, public request for Board members to sit facing the audience pointing out that there is room for that to happen. Director Johnson reasoned that seating someone where Mr. Helfand proposed would interfere with Secretary's paperwork.

5. DISCUSSION AND ACTION ITEMS-

a) Meeting dates for November and December 2007 Board Meetings: November's Board Meeting date changed to November 19, December's Board Meeting date changed to December 17. No motion required.

b) Resolution 07R-09 Appointing Chief Engineer: Director Burkhart made **motion to appoint Don Howard Engineers, Inc** as Chief Engineer, **seconded** by Director Corl-Lorono. Discussion began with Harvey Helfand asking how long the appointment was for and was advised by Mr. Bartz advised that appointment was good until Agency decided to change engineers. Mr. Helfand asked if the appointment was result of a bid. Mr. Bartz explained that Don Howard Engineers was hired by the District a couple of years ago and Don Howard Engineers prepared the Master Plan. Mr. Helfand asks if there were problems with certain things in the Master Plan. Mr. Bartz points out that the Master Plan was prepared under the direction of and accepted by the previous Board, now there can be changes as we go into the future. Director Johnson added that when Don Howard prepared the Master Plan, the Basin Conceptual Model was not completed so the Master Plan at the time was based on different data. **5 ayes**, motion carried.

c) Ratify agreement between Bighorn-Desert View Water Agency and Best, Best & Kreiger as Special Counsel for personnel issues and authorize Board President to sign a letter to attorney Neufeld waiving Agency's attorney-client privilege with Lagerlof, Senecal, Bradley, Gosney & Kruse, LLP: Director Lisiewski made **motion to ratify agreement w/Best, Best & Kreiger** and to **authorize President Johnson to sign waiver of attorney-client privilege** w/former attorney, **seconded** by Director Corl-Lorono. Director Burkhart asked for clarification regarding waiver of attorney-client privilege. Mr. Bartz explained the waiver was necessary in order for Mr. Neufeld to speak to Tim Gosney, prior counsel of the District, and for Tim Gosney to be able to answer. Jim Harvey expressed concern regarding waiver. Mr. Harvey wanted to know if it was possible to limit the scope, amount of information that one attorney can give to another. Both Mr. Bartz and Director Johnson replied that the information was limited to a specific issue. **5 ayes**, motion carried.

d) Ratify awarding contract to Candida Neal, AICP for Professional Services for Environmental Studies and Associated Documentation required by CEQA/NEPA for the Agency's Infrastructure Restoration Program: **Motion to approve ratifying agreement between Candida Neal, AICP and Bighorn-Desert View Water Agency**, cost not to exceed \$44,193.24, made by Director Burkhart, **seconded** by Director Lisiewski, **5 Ayes**, motion carried.

e) Scheduling of Citizens Advisory Committee and member selection procedures: Director Lisiewski requests to postpone item until he has an opportunity to read material he had only received today. Mr. Harvey commended Director Lisiewski for his decision on this matter tonight and expresses his confidence in Director Lisiewski to do a fine job with this committee. No motion required.

f) Creation of Ad Hoc Committee to discuss General Managers contract: Director Johnson asks Director Corl-Lorono and Director Burkhardt to be the members of this Ad Hoc. Both Director Corl-Lorono and Director Burkhardt accepted. Director Lisiewski asked if Mr. Bartz currently had a contract with the Agency. Mr. Bartz said he did. No motion required.

g) Board to consider rescinding Resolution 06R-09 Establishing Signature Authority: Director Burkhardt made **motion** to rescind Resolution 06R-09, **seconded** by Director Corl-Lorono and Director Lisiewski. Director Burkhardt asks if there is intention of revising this Resolution any time soon. If the need arises but presently there is no need, was Director Johnsons response. Mr. Harvey wants to know why this issue was not addressed sooner given the fact that this Resolution was established under extenuating circumstances that were clarified rather quickly. Director Johnson explained that to rescind a Resolution requires three votes and three Directors were just recalled (removed). Mr. Harvey asks if there were any other special arrangements made to address the circumstances that were remedied by the hiring of a new General Manager. Director Johnson advised that he was in the process of going through the Ordinances, Resolutions and Policies to make that determination. Mr. Harvey states he was specifically speaking of salary adjustments that were made during this time that should be re-adjusted after the hiring of a General Manager. Mr. Harvey states he think the public would be very interested in that. Director Johnson states that is an issue for the Personnel Committee and that staff is looking into it also. **5 Ayes**, motion carried.

h) Tom Shollenbergers Contract: Moved to a later meeting date, per legal.

10 Min Break @ 6:55 P.M.

Reconvened @ 7:06 P.M.

i) Green Path discussion: Director Johnson explains he asked for this item to be on the Agenda to familiarize his colleagues with proposed route and would like the Planning and Engineering Committee to take a look at how Green Path might affect the Agency. Mr Harvey explains that the power that the DWP are going to put the power lines up through here and expresses thanks to Director Johnson for putting this item on Agenda and asks the Board to consider contacting DWP to get more information on the subject. It is decided Mr. Harvey will get his current information to staff to look into further how Green Path may affect the Agency and the community. Mr. Harvey urges everyone to check out the website. No Motion required.

6. REPORTS/COMMENTS

a) Director's Reports/Comments

Director Burkhardt reports on CSDA Conference-Monterey stating it was very informative and that she and Director Corl-Lorono made some good contacts. A special note of interest to Director Burkhardt was a presentation regarding the Generation Gap in the workplace, in addition to the Governance Class, classes on Public Records, Grants, Personnel and Ethics Training.

Director Lisiewski reports on the Realtors meeting he attended Oct 4, stating it was very interesting. He stated Mr. Cook was there and spoke on several issues such as Green Path, the water even the Lotto. Director Lisiewski advised of the stance Mr. Cook took on these issues, including that he (Mr. Cook) said that we (Bighorn-Desert View Water Agency) were like isolations, hoarding our water.

Director Johnson requests meeting for Planning & Engineering Meeting for Thursday, November 1, 2007 @ 2: 00 P.M. Subject of meeting will be meter change out.

Director Corl-Lorono request to schedule a Personnel & Finance Committee Meeting. It is decided that the Personnel Committee meeting will be on Thursday, November 1, 2007 @ 10:00 A.M. and Tuesday, October 30, 2007 @ 2:00 P.M. for Finance Committee Meeting.

b) General Manager Report

Mr. Bartz addresses the cure & correct regarding a letter from Mr. Harvey dealing with the issue of Mr. Shollenberger's contract. Mr. Harvey extended the request for another 30 days.

Well #9 update. Cla valve failure causing water to be pushed back down into the well & pump had to be pulled. The well is full of sand & clay. The pump and motor will have to be replaced. The cost of repair has not yet been determined. Well was pumping at 569 g.p.m. on October 1, 2007.

ITEMS FOR NEXT AGENDA

General Managers Contract
Shollenberger Contract update
Policy 02P-01

MEETING ADJOURNED AT 7:59

DATE: January 7, 2008
TO: Don Bartz
FROM: Jean Barragan
RE: Consumption & Billing Comparison December 2007

Consumption

Residential- North- Bighorn			Residential- South- Desert View		
	Meters	Usage (c.f.)		Meters	Usage (c.f.)
Book 1	130	469	Book 7	137	159,385
Book 2	152	2	Book 8	151	188,599
Book 3	125	3	Book 9	163	257,121
Book 4	126	276	Book 10	157	183,033
Book 5	99	602	Book 11	169	236,998
Book 6	102	0	Total	777	1,025,136
Total	734	1,352			
Bulk -Kickapoo, Well 4, Cherokee			Construction Meters		
	Meters	Usage (c.f.)		Meters	Usage (c.f.)
Book 30	38	8,928	Book 40	1	0
Book 31	5	229	Total	1	0
Book 32	4	8,600			
Total	47	17,757	Billed Consumption		1,062,524
Bulk - Well 10			Non Billed Usage		34,529
	Meters	Usage (c.f.)	Total Consumption (c.f.)		1,097,053
Book 33	49	18,279	Active Residential Meters		1,511
Total	49	18,279	Active Bulk Meters		97
			Total Active Meters		1,608

Billing Comparison

	This Year DEC 2007	Last Year DEC 2006	Difference More (Less)
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Statistics

Total Customer Accounts	873	883	(10)
Usage in Cubic Feet	1,075,744	1,116,412	(40,668)
Percentage Increase/(Decrease)			-4%

Revenues

Water Revenues	32,988.15	33,763.46	(775.31)
Basic Service Charge	32,636.01	33,273.35	(637.34)
Miscellaneous	200.00	792.93	(592.93)
Delinquent Charges	1,427.32	1,025.96	401.36
Total Operating Revenues	67,251.48	68,855.70	(1,604.22)

Debt Service Revenues (pass through)

FMHA **	7,173.89	9.30	7,164.59
Total Debt Service Revenues	7,173.89	9.30	7,164.59

Additional Information Regarding Pass Through Revenues

** FMHA annual debt service of \$41,150 divided over 6 months equals \$6,858			
Total Charges (Proof)	74,425.37	68,865.00	

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	99,001.71
01 11181	FA MOBILE EQUIPMENT	424,831.47
01 11190	FA OFFICE EQUIPMENT	139,079.33
01 11400	ACCUMULATED DEPRECIATION	(4,643,228.61)
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	10,134.36
01 12006	WORK IN PROGRESS	1,947.73
01 12008	WORK IN PROGRESS	10,664.96
01 12011	WORK IN PROGRESS	2,680.22
01 13120	CASH UNION BANK OF CA	89,282.00
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13303	CASH LAIF	638,185.90
01 13400	CASH PETTY CASH FUND	800.00
01 13600	A/R INTEREST EARNINGS	(8,996.77)
01 13710	A/R WATER	82,744.34
01 13712	A/R AVAILABILITY-STANDBY IDB	237.22
01 13801	A/R MISCELLANEOUS	2,301.92
01 14301	INVENTORY-WATER SYSTEM PARTS	115,072.87
01 14302	INVENTORY-DIESEL FUEL	1,004.64
01 14303	INVENTORY-UNLEADED FUEL	1,223.11
01 14401	PREPAYMENTS WORKERS COMP INSUR	4,066.02
01 14402	PREPAYMENTS PL & PD LIAB INS	22,455.28
01 14403	POSTAGE	1,997.23
01 15400	BOND ISSUE COSTS	6,836.49
TOTAL ASSETS		4,925,587.14

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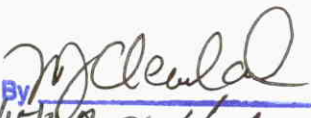

LIABILITIES

01 21101	REVENUE BONDS PAYABLE - DV	380,977.05
01 22300	REVENUE BONDS PAYABLE - BH	958,000.00
01 22400	CAPITAL LEASE	37,563.83
01 22550	CUSTOMER DEPOSITS PENDING	2,140.00
01 22600	CUSTOMER DEPOSITS	55,572.00
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		1,438,423.13

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 (49,944.35)
TOTAL EQUITY		3,487,164.01
TOTAL LIABILITIES & EQUITY		4,925,587.14
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Prepared By 
Date 1/15/08
Reviewed By 

PERIOD ENDING 12/31/07

GENERAL FUND

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD %OF BUDGET
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REVENUE						

01 41000	SERVICE LINE INSTALLATION FEES	21,600.00	0.00	900.00	20,700.00	4.17%
01 41001	BASIC FACILITIES CHARGE	45,600.00	0.00	1,900.00	43,700.00	4.17%
01 41100	INCOME METERED WATER	480,079.00	116,121.09	282,495.15	197,583.85	58.84%
01 41300	BASIC SERVICE CHARGE	375,360.00	95,002.01	188,519.33	186,840.67	50.22%
01 41600	INCOME REVENUE BONDS DV FMHA	43,915.00	14,584.19	21,974.84	21,940.16	50.04%
01 41700	INCOME OTHER (OPERATING)	22,800.00	5,233.77	12,111.24	10,688.76	53.12%
01 49100	INCOME GEN TAX ID A 1% BH GA02	49,107.00	14,415.79	20,191.40	28,915.60	41.12%
01 49101	INCOME BOND DEBT BH FMHA DA01	76,000.00	27,801.78	43,903.29	32,096.71	57.77%
01 49102	INCOME GENERAL TAX 1% DV GA01	49,107.00	14,547.05	20,388.18	28,718.82	41.52%
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	0.00	1,143.11	-143.11	114.31%
TOTAL REVENUE		1,188,568.00	287,705.68	593,526.54	595,041.46	49.94%
EXPENSE						

01 54102	OPERATIONS COMPENSATION	193,000.00	15,646.16	88,964.92	104,035.08	46.10%
01 54103	UNIFORMS	3,000.00	223.31	1,407.54	1,592.46	46.92%
01 54105	AUTO CONTROLS	4,500.00	354.86	1,758.54	2,741.46	39.08%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	8,000.00	896.08	1,325.86	6,674.14	16.57%
01 54107	VEHICLE EXPENSE - FUEL	26,000.00	2,088.10	9,951.77	16,048.23	38.28%
01 54109	FIELD MATERIALS & SUPPLIES	33,000.00	5,455.38	21,658.39	11,341.61	65.63%
01 54111	WATER TESTING	10,000.00	963.00	8,592.81	1,407.19	85.93%
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	359.97	2,191.16	2,808.84	43.82%
01 54117	AMES BASIN MONITORING	3,000.00	0.00	15.14	2,984.86	0.50%
01 54119	COMMUNICATIONS EXPENSE	2,500.00	292.46	1,428.96	1,071.04	57.16%
01 54121	DISINFECTION EXPENSE	4,500.00	14.10	4,858.16	-358.16	107.96%
01 54125	POWER WELLS & PUMPS	60,000.00	4,230.51	26,867.94	33,132.06	44.78%
01 54130	OTHER OPERATIONS EXPENSES	3,000.00	329.79	1,332.24	1,667.76	44.41%
01 56001	DIRECTOR FEES	8,000.00	2,700.00	6,000.00	2,000.00	75.00%
01 56002	DIRECTOR MEETING EXPENSES	3,000.00	1,308.18	10,379.07	-7,379.07	345.97%
01 56003	ADMINISTRATIVE COMPENSATION	203,000.00	14,254.15	96,081.11	106,918.89	47.33%
01 56005	ADMINISTRATIVE MEETING EXPENSE	1,000.00	53.93	716.45	283.55	71.65%
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	11,112.30	12,159.15	12,840.85	48.64%
01 56008	PERS CONTRIBUTION	34,000.00	2,589.73	17,280.13	16,719.87	50.82%
01 56009	PAYROLL TAXES	9,000.00	430.25	2,284.11	6,715.89	25.38%
01 56011	TELEPHONE/FAX/INTERNET/WEB	5,000.00	406.56	2,388.70	2,611.30	47.77%
01 56012	MAILING EXPENSES	7,500.00	570.24	3,030.95	4,469.05	40.41%
01 56014	CONTRACTUAL SERV-OTHER	48,500.00	10,797.36	47,292.29	1,207.71	97.51%
01 56016	PROPERTY/LIABILITY EXPENSE	45,000.00	3,742.54	22,455.24	22,544.76	49.90%
01 56017	WORKERS COMP INSURANCE	18,500.00	1,370.33	10,653.25	7,846.75	57.59%
01 56018	DUES & SUBSCRIPTIONS	11,500.00	250.00	14,325.13	-2,825.13	124.57%

STATEMENT OF REVENUE AND EXPENSE
PERIOD ENDING 12/31/07

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	529.25	3,548.56	2,951.44	54.59%
01 56022	BAD DEBT EXPENSE	5,000.00	0.00	97.19	4,902.81	1.94%
01 56025	PROPANE	2,000.00	0.00	0.00	2,000.00	0.00%
01 56030	OFFICE SUPPLIES	6,000.00	257.07	5,785.85	214.15	96.43%
01 56100	EMPLOYEE BENEFITS INSURANCE	69,000.00	6,341.59	40,717.88	28,282.12	59.01%
01 56110	EMPLOYEE EDUCATION	3,000.00	144.53	2,933.92	66.08	97.80%
01 56200	OFFICE EQUIPMENT EXPENSE	6,000.00	358.50	896.00	5,104.00	14.93%
01 56300	CUSTOMER RELATIONS	1,000.00	0.00	0.00	1,000.00	0.00%
01 56400	OTHER ADMINISTRATIVE EXPENSES	4,000.00	419.12	1,370.12	2,629.88	34.25%
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	18,335.27	110,361.01	-110,361.01	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	106,824.62	643,470.89	459,229.11	58.35%
NET REV/EXP GENERAL FUND		85,868.00	180,881.06	-49,944.35	135,812.35	-58.16%
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Prepared By McLennan
Date 1/15/08
Reviewed By W. Heller

GENERAL ACCOUNT (UNION BANK)

Dec-07

SOURCES OF FUNDS:

SERVICE LINE INSTALLATION FEES	0.00	
BASIC FACILITIES CHARGE	0.00	
A/R - WATER	80,357.27	
MISCELLANEOUS REVENUE	3,821.91	
1% GENERAL TAX	28,962.84	
BIGHORN ADVALOREM TAX	27,801.78	
TRANSFER FROM LAIF	60,000.00	
CUSTOMER DEPOSITS		
TOTAL		<u><u>200,943.80</u></u>

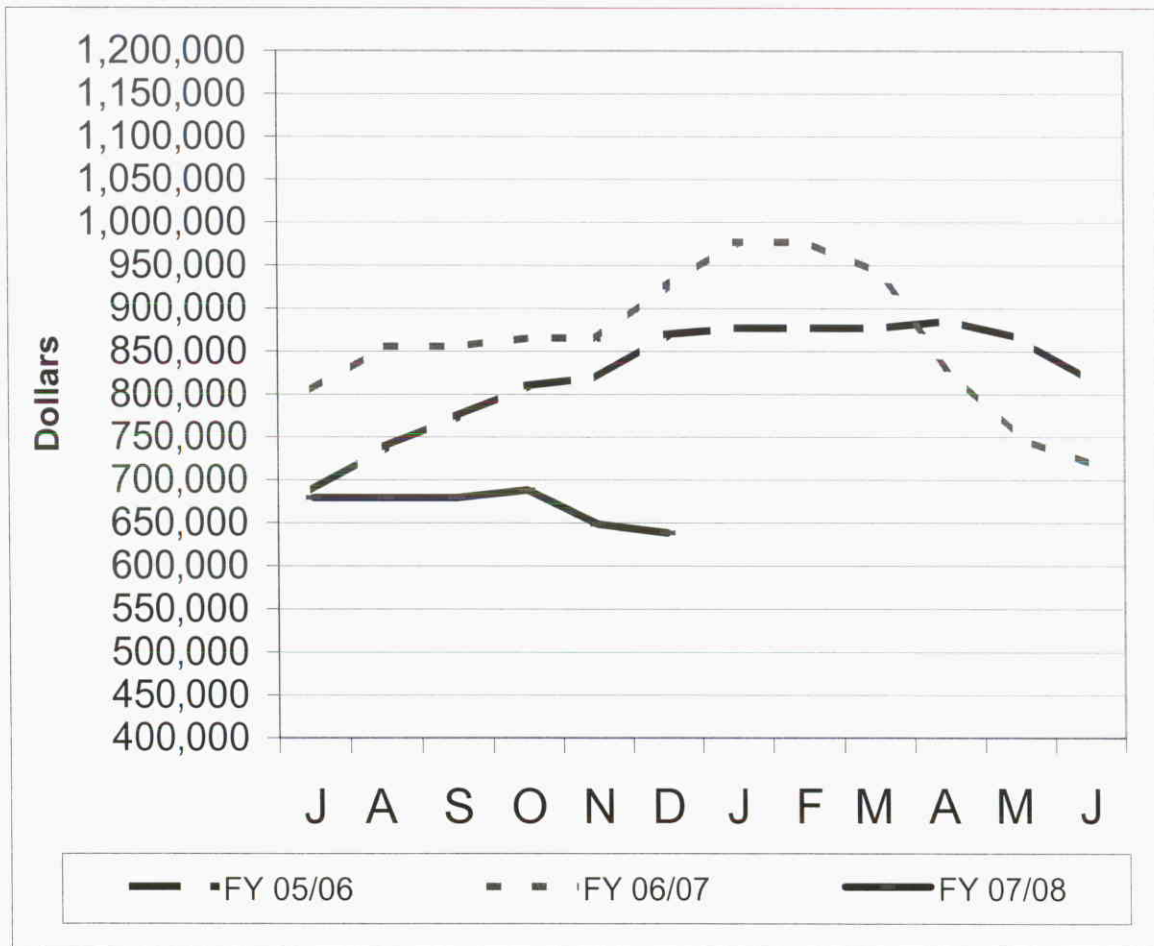
USE OF FUNDS:

DEBT SERVICE	0.00	
CAPITAL PURCHASES	1,857.93	
CAPITAL LEASE	1,173.89	
INVENTORY PURCHASES	2,577.12	
PREPAYMENTS - INSURANCE & POSTAGE	4,066.00	
PAYMENTS FOR SALARIES & WAGES	25,891.89	
ADMINISTRATIVE EXPENSE	41,727.32	
OPERATIONS EXPENSES	12,297.68	
TRANSFERS TO INCREASE LAIF	50,000.00	
MISCELLANEOUS & CUSTOMER REFUNDS	1,031.05	
TOTAL		<u><u>140,622.88</u></u>

Prepared By M. Cleveland
Date 1/15/08
Reviewed By A. Nelson

Local Agency Investment Fund Balance Timeline
Balance as of December 31, 2007

	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	
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	



Prepared By *[Signature]*
Date 11/15/08
Reviewed By *[Signature]*



DATE: 1/3/2008
 TO: Don Bartz
 FROM: Ray Ruppel
 RE: December Production- Wells and Boosters

	Cubic Feet Pumped	Total Gallons Pumped	Average GPM	Total KWH Used	Total Running Time	Average G/KWH
Well 2	201,820	1,509,614	378	3903	66.6	387
Well 3	2,530	18,924	350	8339	0.9	2
Well 4	227,000	1,697,960	382	4123	74	412
Well 6	413,980	3,096,570	473	10328	109.2	300
Well 7	188,870	1,412,748	437	13280	53.9	106
Well 8	145,400	1,087,592	1,112	2440	16.3	446
Well 9	0	0	#DIV/0!	0	0	#DIV/0!
Well 10	20,180	150,946	71	1098	35.3	137
Total	1,199,780	8,974,354				
Rehab						
A Boosters	76,730	573,940	132	73182	72.4	8
C Boosters	231,500	1,731,620	399	20336	72.4	85
Total	308,230	2,305,560				



Today's Date: January 9, 2008

For Month : December/07

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
Service Line Repairs:	1	1	1	2	1	2							8
Service Line Replacements:	7	9	4	1	4	4							29
Service Line Installations:	1	1	0	1	0	0							3
Water Quality Complaints*:	3	3	1	0	0	2							9
48 Hour Tags for NSF Checks:	0	2	4	3	2	2							13
Lock Offs for Non-Payment:	15	7	10	16	12	18							78
Unlocks After Payment Made:	10	7	9	12	9	5							52
All Other Miscellaneous:	140	122	96	126	116	151							751
Totals	178	152	125	163	144	184	0	0	0	0	0	0	946

Total U S A's for the month of December 2007

6

UNION BANK OF CALIFORNIA
DISBURSEMENTS DECEMBER 2007

Datastream Check Register	<u>64,019.31</u>	<u>64,019.31</u>	
EFT for Vendor Services			
Payroll Processing Fee	223.66		
Bank Fees	124.07		
Credit Card Fees	274.05		
Internet Access Fee	<u>89.90</u>		
Total EFT for Vendor Services		<u>711.68</u>	
Wages for Paydate 12/13/07			
Wages EFT	6,344.69		
Employee Tax Withholdings	1,939.76		
Employer Tax Expenses	227.92		
Wages check #1642-1648	<u>5,164.12</u>		
		<u>13,676.49</u>	
Wages for Paydate 12/27/07			
Wages EFT	5,091.48		
Employee Tax Withholdings	1,849.79		
Employer Tax Expenses	202.33		
Wages Check #1650-1655	<u>5,071.80</u>		
		<u>12,215.40</u>	
Transfers to LAIF	<u>50,000.00</u>	<u>50,000.00</u>	
Total Disbursements			<u><u>140,622.88</u></u>

Prepared By 
 Date 11/15/08
 Reviewed By 

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
DECEMBER 31, 2007

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8075	12/07/07	AUTO ZONE	
8076	12/07/07	ANTI FREEZE, MOTOR OIL BARR LUMBER CO INC	112.19
8077	12/07/07	WRAP FOR ALL WELLS BUCKNAM & ASSOCIATES, INC.	101.65
8078	12/07/07	GRANT CONSULTING FEES BURRTEC WASTE & RECYLING SVCS	1,562.00
8079	12/07/07	TRASH FEES, DEC CINTAS CORPORATION #150	70.37
8080	12/07/07	UNIFORM SVC 11/28/07 CLINICAL LABORATORY OF	43.40
8081	12/07/07	BAC-T BAC-T, PLATE COUNT, EPA	633.00
8082	12/07/07	CNH CAPITAL AMERICA LLC NEW HOLLAND BACKHOE LEASE PYMT	1,173.89
8083	12/07/07	KIM HELLER MILEAGE REIM 11/02-11/18	
		MILEAGE REIM 11/29-12/04	144.53
8084	12/07/07	LAW OFFICES OF SUSAN M. TRAGER LEGAL FEES, JULY	81.25
8085	12/07/07	DUANE LISIEWSKI ACWA CONF 11/27-11/30	1,425.48
8086	12/07/07	MALLANTS CORPORATION TEMP SVC W/E 12/02/07	1,773.86
8087	12/07/07	PETTY CASH MISC PETTY CASH	592.22
8088	12/07/07	PROTECTION ONE SECURITY SVC 12/26/07-3/25/07	107.85
8089	12/07/07	RELIABLE OFFICE SUPPLIES OFFICE SUPPLIES	175.09
8090	12/07/07	UNITED GLASS & DOOR WINDOW SCREENS	76.46
8091	12/07/07	USA BLUEBOOK METROTECH LOCATOR KIT	2,827.74
8092	12/07/07	VERIZON CALIFORNIA OFFICE PHONES & AUTO CONTROLS	671.52
8093	12/14/07	YUCCA VALLEY FORD CENTER 05 F/F250 REPAIR	695.20
8094	12/14/07	ACWA-HBA SERVICES CORP. (ASC) ACWA/HEALTH BENEFITS	6,950.83
8095	12/14/07	BARR LUMBER CO INC SUPPLIES	79.45
8096	12/14/07	CALIFORNIA PUBLIC EMPLOYEE'S PERS CONTRIBUTION PPE 120707	3,307.59
8097	12/14/07	CINGULAR WIRELESS COMMUNICATIONS EXPENSE	292.46
8098	12/14/07	CLINICAL LABORATORY OF BAC-T	
		BAC-T, GEN PHY	194.00
		JUDY CORL-LORONO ACWA CONF 11/27-11/30	400.00

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
DECEMBER 31, 2007

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8099	12/14/07	GOODSPEED DISTRIBUTING INC UNLEADED FUEL	1,872.43
8100	12/14/07	HI-DESERT STAR CLASSIFIED EMPLOYMENT AD	90.81
8101	12/14/07	INLAND WATER WORKS INVENTORY	1,317.15
8102	12/14/07	LAW OFFICES OF SUSAN M. TRAGER LEGAL FEES, BBK/OCT	6,996.35
8103	12/14/07	MALLANTS CORPORATION TEMP SVC W/E 12/09/07	2,250.24
8104	12/14/07	SDRMA JAN-MAR WORK COMP PREMIUM	4,066.00
8105	12/14/07	USA BLUEBOOK SHIPPING FEE	9.18
8106	12/14/07	WIENHOFF & ASSOCIATES 2008 CONSORTIUM FEE	250.00
8107	12/21/07	BARR LUMBER CO INC WRAP CLA-VAL WELLS 6&9 SUPPLIES	219.62
8108	12/21/07	TERRY BURKHART ACWA CONF 11/27-11/29 standing cmte 12/14/07 REG MEETING 12/17/07	450.00
8109	12/21/07	CINTAS CORPORATION #150 UNIFORM SVC 12/05/07 UNIFORM SVC 12/12/07 UNIFORM SVC 12/12/07 UNIFORM SVC 12/19/07	121.51
8110	12/21/07	CLINICAL LABORATORY OF BAC-T, PLATE COUNT	122.00
8111	12/21/07	JUDY CORL-LORONO STANDING CMTE 12/14/07 REG MEETING 12/17/07	150.00
8112	12/21/07	FIRST BANKCARD MISC ITEMS	432.57
8113	12/21/07	THE HOME DEPOT #6971 INVENTORY & SUPPLIES	447.33
8114	12/21/07	PHILLIP JOHNSON ACWA CONF, MILEAGE REIM 11/27- 11/29 MWA/TAC, PIPELINE COMMISSION, MILEAGE REIM DEC 5,12,13,17	907.63
8115	12/21/07	LAW OFFICES OF SUSAN M. TRAGER LEGAL FEES, BBK/NOV	4,034.70
8116	12/21/07	DUANE LISIEWSKI REG MEETING 12/17/07	100.00
8117	12/21/07	MALLANTS CORPORATION TEMP SVC W/E 12/16/07	2,540.37
8118	12/21/07	MICHAEL MCBRIDE REG MEETING 12/17/07	100.00
8119	12/21/07	RELIABLE OFFICE SUPPLIES OFFICE SUPPLIES	66.01
8120	12/21/07	VAGABOND WELDING SUPPLY WELDING SUPPLIES	27.47

BIGHORN-DESERT VIEW WTR AGENCY
CHECK REGISTER
DECEMBER 31, 2007

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8121	12/28/07	BUNLY NGAR	
		BALANCE RFND ACCT# 0803000	80.21
8122	12/28/07	CECELIA PIWOWARSKI	
		BALANCE RFND ACCT# 0402702	33.46
8123	12/28/07	DARRELL GUMP	
		BALANCE RFND ACCT# 0703732	31.06
8124	12/28/07	DEREK LUCZYSKI	
		BALANCE RFND ACCT# 0801312	98.36
8125	12/28/07	DIANA JAMES	
		BALANCE RFND ACCT# 1107721	53.15
8126	12/28/07	ERIN R CASTERLIN	
		BALANCE RFND ACCT# 1103211	35.93
8127	12/28/07	GLADYS BONILLA	
		BALANCE RFND ACCT# 0501958	120.97
8128	12/28/07	JESSE LENAHER	
		BALANCE RFND ACCT# 0106771	84.34
8129	12/28/07	JIM RADNICH	
		BALANCE RFND ACCT# 1002001	47.68
8130	12/28/07	JOSE ULLOA	
		BALANCE RFND ACCT# 0617722	0.91
8131	12/28/07	LORI BUSH	
		BALANCE RFND ACCT# 0801094	0.50
8132	12/28/07	MICHELLE BODE	
		BALANCE RFND ACCT# 0801405	65.16
8133	12/28/07	NANCY COTTINI	
		BALANCE RFND ACCT# 0403502	100.00
8134	12/28/07	PHILIP FRANCHINI	
		BALANCE RFND ACCT# 0502006	63.94
8135	12/28/07	ROBERT DEHMER	
		BALANCE RFND ACCT# 0203753	90.61
8136	12/28/07	ROBERT T. FOLSTER	
		BALANCE RFND ACCT# 0320002	47.18
8137	12/28/07	ROBERT THACHER	
		BALANCE RFND ACCT# 0109802	77.59
8138	12/28/07	BARR LUMBER CO INC	
		SUPPLIES	7.54
8139	12/28/07	CALIFORNIA PUBLIC EMPLOYEE'S	
		PERS CONTRIBUTION PPE 12/21/07	2,883.14
8140	12/28/07	CINTAS CORPORATION #150	
		UNIFORM SVC 12/26/07	58.40
8141	12/28/07	CLINICAL LABORATORY OF	
		BAC-T	14.00
8142	12/28/07	COMPUTER MAINTENANCE&CONCEPTS	
		NETWORK REPAIR	134.95
8143	12/28/07	JUDY CORL-LORONO	
		SPECIAL MEETING 12/19/07	100.00
8144	12/28/07	COUNTY OF SAN BERNADINO	
		DUMP FEES	304.71
8145	12/28/07	DATASTREAM BUSINESS SOLUTIONS	
		SOFTWARE MAINTENANCE	
		HP9000/D220 PROGRAMMING, NOV	1,072.50
8146	12/28/07	FEDEX	
		MAILING EXPENSES	161.74
8147	12/28/07	SOUND BILLING	

BIGHORN-DESERT VIEW WTR AGENCY

CHECK REGISTER

DECEMBER 31, 2007

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8148	12/28/07	04 F/RANGER OIL & FILTER PHILLIP JOHNSON	35.70
8149	12/28/07	MILEAGE REIM 12/5 & 12/13 SPECIAL MEETING 12/19/07 DUANE LISIEWSKI	145.74
8150	12/28/07	SPECIAL MEETING 12/19/07 MALLANTS CORPORATION	100.00
8151	12/28/07	TEMP SVC W/E 12/23/07 MICHAEL MCBRIDE	2,538.61
8152	12/28/07	SPECIAL MEETING 12/19/07 SOUTHERN CALIFORNIA EDISON	100.00
8153	12/28/07	POWER EXPENSE USA BLUEBOOK	4,759.76
8154	12/28/07	FIRE HYDRANT ENAMEL VOLVO AB	212.14
		SHOP EQUIPMENT	295.93
		TOTAL	64,019.31

Prepared By

Date

Reviewed By

RESOLUTION NO. 08R-01
RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING A COST OF LIVING PERCENTAGE ADJUSTMENT
TO THE RANGE AND STEP SCALE EMPLOYEE HANDBOOK

WHEREAS, on December 20, 2005 the Board of Directors adopted Ordinance 05O-02 setting forth the Employee Handbook which included Exhibit B Range and Step Scale; and

WHEREAS, Section 4.3 of the Employee Handbook allows for the Board, at its discretion, to grant a percentage cost of living adjustment to Range and Step Exhibit B each year to be effective on or about January 1 with the cost of living index and the overall financial condition of the Agency to be considered when determining any adjustment.

WHEREAS, provisions of the Ordinance allow for the Board of Directors to modify and amend the Employee Handbook, including the Range and Step Scale, at any time and from time to time.

NOW THEREFORE BE IT RESOLVED that a _____% adjustment shall apply equally to the Range and Step Scale effective February 2, 2008

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 22nd day of January, 2008.

Phil Johnson, Board President

I, the undersigned, hereby certify that I am the duly-appointed and acting Secretary of Bighorn-Desert View Water Agency, and that at a Regular Meeting of the Board of Directors of said Agency held on January 22, 2008, the foregoing Resolution No. 08R-01 was duly and regularly adopted by said Board, and that said Resolution has not been rescinded or amended since the date of its adoption, and that it is now in full force and effect.

Kim Heller, Board Secretary

January 2, 2008

Board of Directors
Bighorn - Desert View Water Agency

We would like to be on the agenda for the Board Meeting on January 22, 2008. This request is in regard to receive a variance to include an additional 41 ft. for a customer service line.

Thank You,

Earl & Ethel Stockman
55909 University Blvd
Landers, Ca 92285

Phone # (760) 364-4871

