



# BIGHORN-DESERT VIEW WATER AGENCY

## BOARD OF DIRECTORS' REGULAR MEETING AGENDA

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

MARCH 25, 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) Consumption & Billing Comparison Report February 2008
  - b) Financial Statements February 2008
  - c) Production Report February 2008
  - d) Service Order Report February 2008
3. **MATTERS REMOVED FROM CONSENT ITEMS**
4. **DISBURSEMENTS FEBRUARY 2008**-Board to approve the check register and non-check disbursements, if so inclined.
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 inclined.

a) **GENERAL MANAGER AD HOC COMMITTEE RECOMMENDATION OF GENERAL MANAGER CANDIDATE**-Ad Hoc Committee members recommendation of candidate for General Manager position.

Requested by: Ad Hoc Committee

b) **DON BARTZ' PROFESSIONAL SERVICE AGREEMENT**- Board to consider directing staff to finalize the Professional Service Agreement with Consultant, Don Bartz.

Requested by: Ad Hoc Committee

c) **CREATION AND APPOINTMENT OF AD HOC CITIZEN OUTREACH COMMITTEE**-

Requested by: Director Lisiewski

d) **NOMINATION FOR REGULAR SPECIAL DISTRICT MEMBER OF LAFCO**-Board to consider nomination of Kimberly Cox for the position of Regular Special District Member of the Local Agency Formation Commission.

Requested by: Staff

e) **RELIEF OF BILLING REQUEST**-Board to consider approval of customer request for relief of billing.

Requested by: Staff

f) **ORDINANCE O50-01- AN ORDINANCE OF THE BOARD OF DIRECTORS OF BIGHORN-DESERT VIEW WATER AGENCY FIXING COMPENSTATION AND SETTING REIMBURSEMENT OF EXPENSES GUIDELINES FOR THE DIRECTORS OF THE BIGHORN-DESERT VIEW AGENCY**-Board to review and discuss Ordinance O50-01 for possible update and revision.

Requested by: Director Johnson

g) **APPROVAL OF ATTENDANCE**-Board to consider authorizing attendance of Directors to Mojave Water Agency's 2008 Water Issues Briefing in Victorville on April 09, 2008.

Requested by: Director Johnson & Staff

h) **APPROVAL OF MILEAGE COMPENSATION**-Board to consider authorizing mileage compensation to Directors attending, as volunteers, Victorville's 10<sup>th</sup> Annual Garden Party at the San Bernardino County Fairgrounds on April 5, 2008 and the Barstow Desert Discovery Center Garden Party in Barstow on April 26, 2008.

Requested by: Director Corl-Lorono & Director Burkhart

i) **APPROVAL OF ATTENDANCE**-Board to consider authorizing attendance of Directors to 2008 CSDA's Special District Leadership Academy training program held throughout the 2008 calendar year.

Requested by: Director Burkhart

6. **INTERIM GENERAL MANAGER'S REPORT (WRITTEN/ORAL)**

7. **DIRECTORS' REPORTS/COMMENTS**

8. **COMMUNICATION AND INFORMATION ITEMS**

a) Letter from Jim Harvey Dated 03/21/08

9. **ITEMS FOR NEXT AGENDA**

**10. ADJOURNMENT**

DATE: March 14, 2008  
 TO: Ray Ruppel (Interim G M)  
 FROM: Jean Barragan  
 RE: Consumption & Billing Comparison February, 2008

**Consumption**

Residential- North- Bighorn		
	Meters	Usage (c.f.)
Book 1	129	0
Book 2	152	0
Book 3	127	0
Book 4	123	0
Book 5	97	0
Book 6	100	100
<b>Total</b>	<b>728</b>	<b>100</b>

Residential- South- Desert View		
	Meters	Usage (c.f.)
Book 7	131	189,343
Book 8	154	184,891
Book 9	161	211,648
Book 10	157	170,312
Book 11	171	205,077
<b>Total</b>	<b>774</b>	<b>961,271</b>

Bulk -Kickapoo, Well 4, Cherokee		
	Meters	Usage (c.f.)
Book 30	38	13,858
Book 31	5	522
Book 32	4	9,170
<b>Total</b>	<b>47</b>	<b>23,550</b>

Construction Meters		
	Meters	Usage (c.f.)
Book 40	1	0
<b>Total</b>	<b>1</b>	<b>0</b>

Bulk - Well 10		
	Meters	Usage (c.f.)
Book 33	48	29,648
<b>Total</b>	<b>48</b>	<b>29,648</b>

Billed Consumption	1,014,569
Non Billed Usage	6,287
<b>Total Consumption (c.f.)</b>	<b>1,020,856</b>
Active Residential Meters	1,502
Active Bulk Meters	96
<b>Total Active Meters</b>	<b>1,598</b>

**Billing Comparison**

	This Year FEB 2008	Last Year FEB 2007	Difference More (Less)
<b>Statistics</b>			
Total Customer Accounts	869	876	(7)
Usage in Cubic Feet	1,014,569	1,286,370	(271,801)
Percentage Increase/(Decrease)			-21%
<b>Revenues</b>			
Water Revenues	30,620.48	37,240.33	(6,619.85)
Basic Service Charge	31,590.01	30,795.99	794.02
Miscellaneous	114.00	592.35	(478.35)
Delinquent Charges	825.08	-	825.08
<b>Total Operating Revenues</b>	<b>63,149.57</b>	<b>68,628.67</b>	<b>(5,479.10)</b>
<b>Debt Service Revenues (pass through)</b>			
FMHA **	7,126.16	7,175.90	(49.74)
<b>Total Debt Service Revenues</b>	<b>7,126.16</b>	<b>7,175.90</b>	<b>(49.74)</b>
<b>Additional Information Regarding Pass Through Revenues</b>			
** FMHA annual debt service of \$41,150 divided over 6 months equals \$6,858			
Total Charges (Proof)	<b>70,275.73</b>	<b>75,804.57</b>	

## 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	7,215,245.86
01 11180	FA SHOP EQUIPMENT	99,168.08
01 11181	FA MOBILE EQUIPMENT	424,831.47
01 11190	FA OFFICE EQUIPMENT	139,079.33
01 11400	ACCUMULATED DEPRECIATION	( 4,679,865.65)
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	14,350.06
01 12006	WORK IN PROGRESS	1,947.73
01 12008	WORK IN PROGRESS	13,208.04
01 12011	WORK IN PROGRESS	39,917.22
01 13120	CASH UNION BANK OF CA	59,782.70
01 13130	CASH CASH DRAWERS BASE FUND	750.00
01 13303	CASH LATP	636,401.55
01 13400	CASH PETTY CASH FUND	800.00
01 13600	A/R INTEREST EARNINGS	( 17,212.42)
01 13710	A/R WATER	78,436.74
01 13712	A/R AVAILABILITY-STANDBY IDB	237.22
01 13801	A/R MISCELLANEOUS	2,301.92
01 14301	INVENTORY-WATER SYSTEM PARTS	115,149.71
01 14302	INVENTORY-DIESEL FUEL	2,759.43
01 14303	INVENTORY-UNLEADED FUEL	1,679.87
01 14401	PREPAYMENTS WORKERS COMP INSUR	1,355.34
01 14402	PREPAYMENTS PL & PD LIAB INS	15,470.20
01 14403	POSTAGE	6,865.73
01 15400	BOND ISSUE COSTS	6,836.49
TOTAL ASSETS		4,889,242.33

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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	35,216.05
01 22550	CUSTOMER DEPOSITS PENDING	3,580.00
01 22600	CUSTOMER DEPOSITS	53,720.00
01 22700	ACCOUNTS PAYABLE	7,390.25
01 22950	ACCRUED INT PAYABLE DV ID BNDS	280.00
01 22951	ACCRUED BONDS PAYABLE DV ID	2,000.00
TOTAL LIABILITIES		1,441,163.35

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 (	59,029.38)
TOTAL EQUITY		3,448,078.98
TOTAL LIABILITIES & EQUITY		4,889,242.33
		=====

Prepared By *[Signature]*  
Date 3/17/08  
Reviewed By *[Signature]*

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	0.00	1,800.00	19,800.00	8.33%
01 41001	BASIC FACILITIES CHARGE	45,600.00	0.00	3,800.00	41,800.00	8.33%
01 41100	INCOME METERED WATER	480,079.00	29,473.76	338,120.74	141,958.26	70.43%
01 41300	BASIC SERVICE CHARGE	375,360.00	32,392.02	250,914.68	124,445.32	66.85%
01 41600	INCOME REVENUE BONDS DV FMHA	43,915.00	7,255.15	29,232.78	14,682.22	66.57%
01 41700	INCOME OTHER (OPERATING)	22,800.00	4,230.00	18,700.30	4,099.70	82.02%
01 49100	INCOME GEN TAX ID A 1% BH GA02	49,107.00	4,053.71	28,654.06	20,452.94	58.35%
01 49101	INCOME BOND DEBT BH FMHA DA01	76,000.00	13,639.64	62,180.84	13,819.16	81.82%
01 49102	INCOME GENERAL TAX 1% DV GA01	49,107.00	3,302.67	28,163.44	20,943.56	57.35%
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	1,140.94	-140.94	114.09%
TOTAL REVENUE		1,188,568.00	94,346.95	762,707.78	425,860.22	64.17%

		BUDGET	REV OR EXP THIS MONTH	REV OR EXP YEAR TO DATE	AVAILABLE	YTD %OF BUDGET
EXPENSE						
01 54102	OPERATIONS COMPENSATION	193,000.00	19,487.16	127,547.30	65,452.70	66.09%
01 54103	UNIFORMS	3,000.00	334.38	2,476.24	523.76	82.54%
01 54105	AUTO CONTROLS	4,500.00	0.00	2,462.52	2,037.48	54.72%
01 54106	VEHICLE/TRACTOR/EQUIP EXPENSE	8,000.00	74.43	2,147.63	5,852.37	26.65%
01 54107	VEHICLE EXPENSE - FUEL	26,000.00	2,011.89	14,020.95	11,979.05	53.93%
01 54109	FIELD MATERIALS & SUPPLIES	33,000.00	3,870.56	26,690.12	6,309.88	80.88%
01 54111	WATER TESTING	10,000.00	1,438.00	10,798.81	798.81	107.99%
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	209.74	1,015.67	10,984.33	8.46%
01 54115	BUILDING MAINTENANCE/REPAIR	5,000.00	827.60	3,294.25	1,705.75	65.89%
01 54117	AMES BASIN MONITORING	3,000.00	0.00	15.14	2,984.86	0.50%
01 54119	COMMUNICATIONS EXPENSE	2,500.00	236.48	1,948.39	551.61	77.94%
01 54121	DISINFECTION EXPENSE	4,500.00	0.00	5,619.85	-1,119.85	124.89%
01 54125	POWER WELLS & PUMPS	60,000.00	4,337.70	35,287.12	24,712.88	58.81%
01 54130	OTHER OPERATIONS EXPENSES	3,000.00	0.00	1,478.06	1,521.94	49.27%
01 56001	DIRECTOR FEES	8,000.00	1,700.00	8,900.00	-900.00	111.25%
01 56002	DIRECTOR MEETING EXPENSES	3,000.00	1,362.79	12,248.90	-9,248.90	408.30%
01 56003	ADMINISTRATIVE COMPENSATION	203,000.00	14,887.58	129,426.45	73,573.55	63.76%
01 56005	ADMINISTRATIVE MEETING EXPENSE	1,000.00	1,284.19	2,018.79	-1,018.79	201.88%
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	3,303.65	25,827.70	-827.70	103.31%
01 56008	PERS CONTRIBUTION	34,000.00	2,638.40	21,228.11	12,771.89	62.44%
01 56009	PAYROLL TAXES	9,000.00	1,480.37	6,173.89	2,826.11	68.60%
01 56011	TELEPHONE/FAX/INTERNET/WEB	5,000.00	89.90	3,186.68	1,813.32	63.73%
01 56012	MAILING EXPENSES	7,500.00	572.08	4,247.08	3,252.92	56.63%
01 56014	CONTRACTUAL SERV-OTHER	48,500.00	6,309.57	62,264.36	-13,764.36	128.38%
01 56016	PROPERTY/LIABILITY EXPENSE	45,000.00	3,742.54	29,940.32	15,059.68	66.53%
01 56017	WORKERS COMP INSURANCE	18,500.00	1,355.34	13,363.93	5,136.07	72.24%
01 56018	DUES & SUBSCRIPTIONS	11,500.00	27.00	15,267.53	-3,767.53	132.76%

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	508.61	4,607.41	1,892.59	70.88%
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	795.98	1,204.02	39.80%
01 56030	OFFICE SUPPLIES	6,000.00	578.27	6,659.85	-659.85	111.00%
01 56100	EMPLOYEE BENEFITS INSURANCE	69,000.00	7,489.28	54,387.42	14,612.58	78.82%
01 56110	EMPLOYEE EDUCATION	3,000.00	375.00	3,872.80	-872.80	129.09%
01 56200	OFFICE EQUIPMENT EXPENSE	6,000.00	104.39	1,483.39	4,516.61	24.72%
01 56300	CUSTOMER RELATIONS	1,000.00	0.00	71.43	928.57	7.14%
01 56400	OTHER ADMINISTRATIVE EXPENSES	4,000.00	158.18	2,312.43	1,687.57	57.81%
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	18,318.34	146,998.05	-146,998.05	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	99,113.42	851,737.16	250,962.84	77.24%
NET REV/EXP GENERAL FUND		85,866.00	-4,766.47	-89,029.38	174,897.38	-103.68%

Prepared By M. C. Couillard  
 Date 3/17/08  
 Reviewed By J. S. Miller

GENERAL ACCOUNT (UNION BANK)

Feb-08

SOURCES OF FUNDS:

SERVICE LINE INSTALLATION FEES	0.00	
BASIC FACILITIES CHARGE	0.00	
A/R - WATER	56,779.46	
MISCELLANEOUS REVENUE	2,538.94	
1% GENERAL TAX	7,356.38	
BIGHORN ADVALOREM TAX	13,639.64	
TRANSFER FROM LAIF	0.00	
CUSTOMER DEPOSITS	<u>2,660.50</u>	
TOTAL		<u><u>82,974.92</u></u>

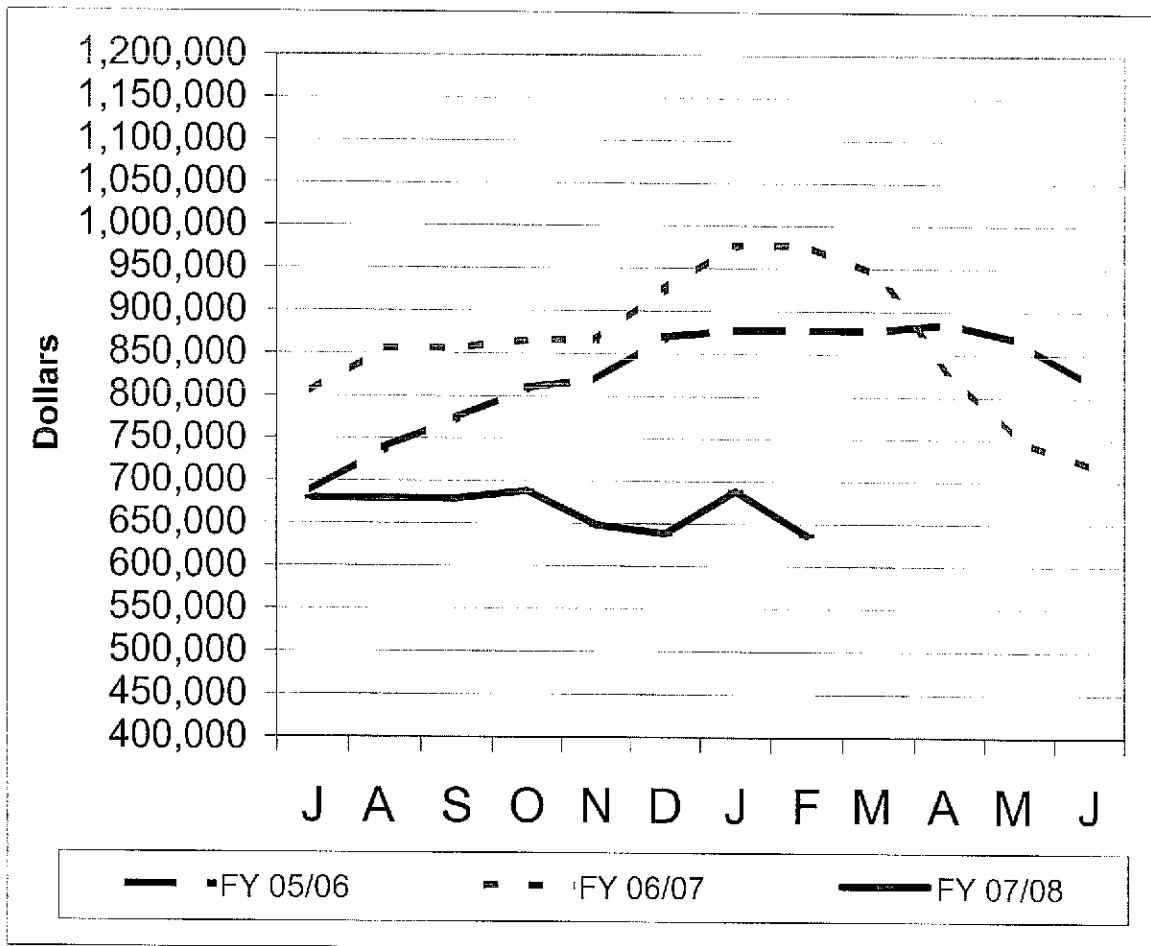
USE OF FUNDS:

DEBT SERVICE	0.00	
CAPITAL PURCHASES	43,458.86	
CAPITAL LEASE	1,173.89	
INVENTORY PURCHASES	5,105.59	
PREPAYMENTS - INSURANCE & POSTAGE	0.00	
PAYMENTS FOR SALARIES & WAGES	28,422.73	
ADMINISTRATIVE EXPENSE	34,765.30	
OPERATIONS EXPENSES	10,429.03	
TRANSFERS TO INCREASE LAIF	0.00	
MISCELLANEOUS & CUSTOMER REFUNDS	<u>913.63</u>	
TOTAL		<u><u>124,269.03</u></u>

Prepared By *M. Leulad*  
Date 3/12/08  
Reviewed By *J. Kelly*

**Local Agency Investment Fund Balance Timeline**  
**Balance as of February 29, 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	636,402
March	876,919	941,800	
April	885,633	829,004	
May	865,633	749,004	
June	815,633	719,004	



Prepared By *[Signature]*  
 Date 3/1/08  
 Reviewed By *[Signature]*



**DATE:** 3/1/2008  
**TO:** Board of Directors  
**FROM:** Ray Ruppel  
**RE:** February Production- Wells and 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	179,980	1,346,250	376	4640	59.7	290
Well 3	61,230	458,000	391	5653	19.5	81
Well 4	165,700	1,239,436	379	3030	54.5	409
Well 6	623,110	4,660,863	469	19122	165.5	244
Well 7	72,400	541,552	428	19964	21.1	27
Well 8	73,000	546,040	1,110	1200	8.2	455
Well 9	0	0	#DIV/0!	0	0	#DIV/0!
Well 10	23,340	174,583	72	1224	40.4	143
<b>Total</b>	1,198,760	8,966,725				
Rehab						
<b>A Boosters</b>	73,520	549,930	127	434	72.4	1,267
<b>C Boosters</b>	559,600	4,185,808	467	5671	149.4	738
<b>Total</b>	633,120	4,735,738				



Today's Date: March 15, 2008

For Month : February/ 08

TO: Ray Ruppel (Interim G M)

FROM: Jean Barragan

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

<b><u>Months:</u></b>	<b><u>J</u></b>	<b><u>A</u></b>	<b><u>S</u></b>	<b><u>O</u></b>	<b><u>N</u></b>	<b><u>D</u></b>	<b><u>J</u></b>	<b><u>F</u></b>	<b><u>M</u></b>	<b><u>A</u></b>	<b><u>M</u></b>	<b><u>J</u></b>	<b><u>YTD</u></b>
Mainline Leaks:	1	0	0	2	0	0	3	2					8
Service Line Repairs:	1	1	1	2	1	2	5	1					14
Service Line Replacements:	7	9	4	1	4	4	2	2					33
Service Line Installations:	1	1	0	1	0	0	1	1					5
Water Quality Complaints*:	3	3	1	0	0	2	0	0					9
48 Hour Tags for NSF Checks:	0	2	4	3	2	2	5	4					22
Lock Offs for Non-Payment:	15	7	10	16	12	18	20	19					117
Unlocks After Payment Made:	10	7	9	12	9	5	16	19					87
All Other Miscellaneous:	140	122	96	126	116	151	104	147					1002
<b>Totals</b>	178	152	125	163	144	184	156	195	0	0	0	0	1297

**Total U S A's for the month of February 2008**

**4**

**UNION BANK OF CALIFORNIA  
DISBURSEMENTS FEBRUARY 2008**

Datastream Check Register	<u>95,027.43</u>	<u>95,027.43</u>
EFT for Vendor Services		
Payroll Processing Fee	363.05	
Bank Fees	149.21	
Credit Card Fees	216.71	
Internet Access Fee	<u>89.90</u>	
Total EFT for Vendor Services		<u>818.87</u>
Wages for Paydate 02/01/08		
Wages EFT	5,023.26	
Employee Tax Withholdings	2,009.95	
Employer Tax Expenses	948.21	
Wages check #1676-1682	<u>6,566.48</u>	
		<u>14,547.90</u>
Wages for Paydate 02/15/08		
Wages EFT	3,121.73	
Employee Tax Withholdings	1,877.62	
Employer Tax Expenses	712.50	
Wages Check #1684-1691	<u>8,162.98</u>	
		<u>13,874.83</u>
Transfers to LAIF	<u>                    </u>	<u>-</u>
Total Disbursements		<u><u>124,269.03</u></u>

Prepared By *[Signature]*  
Date 3/11/08  
Reviewed By *[Signature]*

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 29, 2008

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8234	02/08/08	AT&T MOBILITY COMMUNICATIONS EXPENSE	236.48
8235	02/08/08	BARR LUMBER CO INC BRASS PLUG WELLS 4,6&8 INVENTORY	76.63
8236	02/08/08	BUCKNAM & ASSOCIATES, INC. GRANT CONSULTING FEES	3,650.15
8237	02/08/08	TERRY BURKHART SPECIAL MEETING 2/05/08	100.00
8238	02/08/08	BURRTEC WASTE & RECYCLING SVCS TRASH FEES, FEB	70.37
8239	02/08/08	CALIFORNIA PUBLIC EMPLOYEE'S PERS CONTRIBUTION PPE 2/01/08	3,229.36
8240	02/08/08	CHAMPION ELECTRIC, INC. WELL 7 REPAIR, INSULATION	372.66
8241	02/08/08	CINTAS CORPORATION #150 UNIFORM SVC 1/30/08 WORKBOOTS, CARUSO	169.07
8242	02/08/08	CLINICAL LABORATORY OF BAC-T	14.00
8243	02/08/08	CNH CAPITAL AMERICA LLC NEW HOLLAND BACKHOE LEASE PYMT	1,173.89
8244	02/08/08	JUDY CORL-LORONO SPECIAL MEETING 2/05/08	100.00
8245	02/08/08	DATASTREAM BUSINESS SOLUTIONS HP9000/D220 PROGRAMMING, DEC	475.00
8246	02/08/08	INLAND WATER WORKS INVENTORY	118.53
8247	02/08/08	RON JENSEN ACCOUNTING SERVICES	640.00
8248	02/08/08	PHILLIP JOHNSON SPECIAL MEETING 2/05/08	100.00
8249	02/08/08	DUANE LISIEWSKI SPECIAL MEETING 2/05/08	100.00
8250	02/08/08	MALLANTS CORPORATION TEMP SVC W/E 2/03/08	785.26
8251	02/08/08	MICHAEL MCBRIDE SPECIAL MEETING 2/05/08	100.00
8252	02/08/08	PITNEY BOWES TAPE SHEETS	50.08
8253	02/08/08	UNDERGROUND SERVICE ALERT DIG ALERTS, 18 TICKETS	27.00
8254	02/15/08	BOBBY JOHNSON BALANCE RFND ACCT# 0505053	100.00
8255	02/15/08	BRAD GUERRERO BALANCE RFND ACCT# 0413404	69.00
8256	02/15/08	DANIEL ROSALES BALANCE RFND ACCT# 1103001	38.33
8257	02/15/08	DOUGLAS WILKS BALANCE RFND ACCT# 0802123	68.73
8258	02/15/08	GERALD REID	

BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 29, 2008

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8259	02/15/08	BALANCE RFND ACCT# 0308200 JAMES LANDREE	52.68
8260	02/15/08	BALANCE RFND ACCT# 0501600 JENNIFER REMNET	69.37
8261	02/15/08	BALANCE RFND ACCT# 1103074 JOYCE WOHLER	18.51
8262	02/15/08	BALANCE RFND ACCT# 1003106 LYDIA S SANCHEZ	220.82
8263	02/15/08	BALANCE RFND ACCT# 0500200 MICHAEL JOSIAH	49.43
8264	02/15/08	BALANCE RFND ACCT# 0704742 NATOSHA GARCIA	10.36
8265	02/15/08	BALANCE RFND ACCT# 0800949 PETER SPURR	23.91
8266	02/15/08	BALANCE RFND ACCT# 1002135 REBECCA MARTIN	25.78
8267	02/15/08	BALANCE RFND ACCT# 0200805 SUZANNE HARVEY	51.36
8268	02/15/08	BALANCE RFND ACCT# 0804432 TONI MARINO	28.68
8269	02/15/08	BALANCE RFND ACCT# 0618102 ACWA-HBA SERVICES CORP. (ASC)	26.36
8270	02/15/08	ACWA/HEALTH BENEFITS AUTO ZONE	6,950.83
8271	02/15/08	CLEANER/DEGREASER FOR WELLS BARR LUMBER CO INC	33.14
8272	02/15/08	PRV#10 SYSTEM REPAIRS TERRY BURKHART	16.82
8273	02/15/08	SPECIAL MEETING 2/09/08 CINTAS CORPORATION #150	100.00
8274	02/15/08	UNIFORM SVC 2/06/08 UNIFORM SVC 2/13/08 CLINICAL LABORATORY OF GEN MINERAL	109.54
8275	02/15/08	BAC-T, GEN PHY, URANIUM BAC-T, PLATE COUNT COMPUTER MAINTENANCE&CONCEPTS	1,302.00
8276	02/15/08	THUMB DRIVE, 4 GIG, RAY JUDY CORL-LORONO	54.31
8277	02/15/08	SPECIAL MEETING 2/09/08 D & B TOOL REPAIR	100.00
8278	02/15/08	FIELD MATERIALS & SUPPLIES DON HOWARD ENGINEERS, INC.	80.00
8279	02/15/08	BASIN MGMT MEETINGS FEDEX	1,193.08
8280	02/15/08	MAILING EXPENSES INLAND WATER WORKS	52.22
8281	02/15/08	INVENTORY RON JENSEN	1,852.55
3282	02/15/08	ACCOUNTING SERVICES PHILLIP JOHNSON	640.00
8283	02/15/08	MWA/TAC & AWAC 2/06/08 SPECIAL MEETING 2/09/08 DUANE LISIEWSKI	200.00

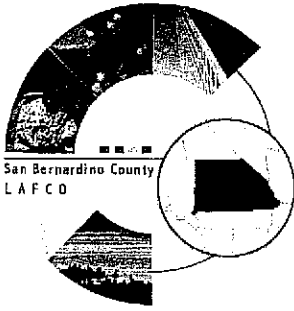
BIGHORN-DESERT VIEW WTR AGENCY  
CHECK REGISTER  
FEBRUARY 29, 2008

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8284	02/15/08	SPECIAL MEETING 2/09/08 MALLANTS CORPORATION	100.00
8285	02/15/08	TEMP SVC W/E 2/10/08 MICHAEL MCBRIDE	826.26
8286	02/15/08	SPECIAL MEETING 2/09/08 CANDIDA NEAL	100.00
8287	02/15/08	ENVIRONMENTAL STUDIES, JAN RELIABLE OFFICE SUPPLIES	1,335.00
8288	02/15/08	OFFICE SUPPLIES STEVE'S OFFICE SUPPLY	535.44
8289	02/15/08	SHIPPING/MAILING EXPENSES USA BLUEBOOK	26.02
8290	02/15/08	BUFFER PACK, TAG SIGNS VOLVO AB	261.09
8291	02/15/08	IR AIR COMPRESSOR ACCESS DON BARTZ	43.63
8292	02/22/08	ACCRUED VACATION BAL, BARTZ AUDREY CALLIHAN	4,079.94
8293	02/22/08	BALANCE RFND ACCT# 0907560 CATHERINE (MAIDEN) HICKORY	3.31
8294	02/22/08	BALANCE RFND ACCT# 0310602 TOM THE HOMEBUYER LLC	30.00
8295	02/22/08	BALANCE RFND ACCT# 0612256 ACE ALTERNATORS-GENERATORS-	27.00
8296	02/22/08	GENERATOR, WELL 10 BARR LUMBER CO INC	176.60
8297	02/22/08	INVENTORY & SUPPLIES BLUE CROSS	6.23
8298	02/22/08	HEALTH BENEFITS, MARCH/BARTZ CA. SPECIAL DISTRICTS ASSN.	1,305.73
8299	02/22/08	BOARD SECRETARY TRAINING, REGISTRATION FEE, HELLER	375.00
8300	02/22/08	CALIFORNIA PUBLIC EMPLOYEE'S PERS CONTRIBUTION PPE 2/15/08	3,075.41
8301	02/22/08	CLINICAL LABORATORY OF BAC-T, PLATE COUNT	122.00
8302	02/22/08	DELTA DENTAL HEALTH BENEFITS, MARCH/BARTZ	103.73
8303	02/22/08	DISCOUNT TIRE CENTERS #154 05 F/F250, 2 TIRES	381.35
8304	02/22/08	FATTY'S FENCING REPLACE FENCE, 4 LINE POSTS, WELLS 6&7	375.00
8305	02/22/08	FIRST BANKCARD MISC ITEMS, GM MEETING EXPENSE, LUNCH GM AD	31.30
8306	02/22/08	GOODSPEED DISTRIBUTING INC UNLEADED & DIESEL EXPENSE LUBE OIL FOR 6 WELLS	4,625.78
8307	02/22/08	RON JENSEN ACCOUNTING SERVICES MALLANTS CORPORATION TEMP SVC W/E 2/17/08	320.00 816.72

BIGHORN-DESERT VIEW WTR AGENCY  
 CHECK REGISTER  
 FEBRUARY 29, 2008

CHECK#	DATE	PAYEE & DESCRIPTION	AMOUNT
8308	02/22/08	SOCAL PUMP & WELL DRILLING, INC WELL 9 REHAB	37,237.00
8309	02/22/08	SOUTHERN CALIFORNIA EDISON POWER EXPENSE	4,846.31
8310	02/22/08	VISION SERVICE PLANS, VSP HEALTH BENEFITS, MARCH/BARTZ	17.33
8311	02/29/08	AUTO ZONE 04 F/RANGER FUEL CAP	20.46
8312	02/29/08	TERRY BURKHART REG MEETING 2/26/08	100.00
8313	02/29/08	CINTAS CORPORATION #150 UNIFORM SVC 2/20/08	55.77
8314	02/29/08	JUDY CORL-LORONO REG MEETING 2/26/08	100.00
8315	02/29/08	KIM HELLER MILEAGE REIM 2/05-2/26	86.36
8316	02/29/08	INLAND WATER WORKS PRV #10 PARTS	588.10
8317	02/29/08	RON JENSEN ACCOUNTING SERVICES	640.00
8318	02/29/08	PHILLIP JOHNSON LAFCO 2/25, REG MEETING 2/26, MILEAGE REIM 2/25	289.89
8319	02/29/08	LAW OFFICES OF SUSAN M. TRAGER LEGAL FEES, BBK/JAN	3,303.65
8320	02/29/08	DUANE LISIEWSKI REG MEETING 2/26/08	100.00
8321	02/29/08	MALLANTS CORPORATION TEMP SVC W/E 2/24/08	437.36
8322	02/29/08	MICHAEL MCBRIDE REG MEETING 2/26/08	100.00
8323	02/29/08	PERFORMANCE METERS, INC CERTIFIED TESTING & REPAIR	132.75
8324	02/29/08	RUPPEL, RAYMOND P. D.C. TRIP REIM, GRANT FUNDING, RUPPEL & JOHNSON	2,545.79
8325	02/29/08	U.S. POSTAL SERVICE RENEWAL FEES	175.00
8326	02/29/08	VALLEY INDEPENDENT PRINTING NAMEPLATE & HOLDER, RUPPEL	42.83
TOTAL			95,027.43

Prepared By *M. Leland*  
 Date 3/1/08  
 Reviewed By *D. Heller*



# LOCAL AGENCY FORMATION COMMISSION

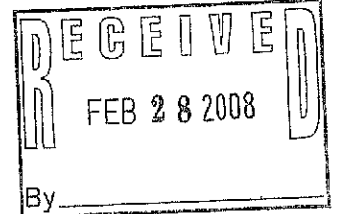
215 North "D" Street, Suite 204 • San Bernardino, CA 92415-0490

(909) 383-9900 • Fax (909) 383-9901

E-mail: [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov) • [www.sbclafco.org](http://www.sbclafco.org)

Established by the State of California to serve the Citizens, Cities, Special Districts and the County of San Bernardino

February 27, 2008



## COMMISSIONERS

PAUL BIANE  
Board of Supervisors

BOB COLVEN, Chair  
Special District

KIMBERLY COX  
Special District

DENNIS HANSBERGER, Vice Chair  
Board of Supervisors

LARRY McCALLON  
City Member

MARK NUAIMI  
City Member

RICHARD P. PEARSON  
Public Member

## ALTERNATES

JAMES V. CURATALO  
Special District

BRAD MITZELFELT  
Board of Supervisors

A.R. "TONY" SEDANO  
Public Member

DIANE WILLIAMS  
City Member

## STAFF

KATHLEEN ROLLINGS-McDONALD  
Executive Officer

SAMUEL MARTINEZ  
LAFCO Analyst

MICHAEL TUERPE  
LAFCO Analyst

ANNA M. RAEF  
Clerk to the Commission

ANGELA M. SCHELL  
Deputy Clerk to the Commission

REBECCA LOWERY  
Deputy Clerk to the Commission

## LEGAL COUNSEL

CLARK H. ALSOP

**TO: INDEPENDENT SPECIAL DISTRICTS IN SAN BERNARDINO COUNTY**

The Special District Selection Committee attempted to meet on Monday, February 25<sup>th</sup> prior to the membership meeting of the San Bernardino County Special Districts Association. Unfortunately, with twenty-four (24) districts present, no business was conducted due to a lack of a quorum. Twenty-six (26) districts were required to be present in order to conduct business.

Therefore, in keeping with the provisions of Government Code Section 56332, I have determined that a meeting of the Special District Selection Committee is not feasible. As a result of this determination, we will conduct the business of the Selection Committee by mail.

This letter will officially open the nomination period for the position of Regular Special District member of the Local Agency Formation Commission (LAFCO). The nomination period for this position will be thirty-two (32) days, opening February 29, 2008 and ending at the close of business at 5:00 p.m. on Monday, March 31, 2008.

Nominations for the position will need to be submitted by District Board vote. Enclosed with this letter is a sample nomination form for the position outlining the date of the action and District Board vote. Nominations submitted without a date or Board action will be returned to the District and will need to be re-submitted within the nomination period in order to be considered valid. If only a single candidate is nominated for the position, pursuant to the provisions of Government Code Section 56332(c)(1), that candidate shall be deemed selected with no further vote required.

SPECIAL DISTRICT SELECTION COMMITTEE  
NOMINATION LETTER  
FEBRUARY 27, 2008

We have enclosed a copy of the letter of interest submitted previously by the incumbent, Kimberly Cox, for the position.

The submission of this letter of interest does not constitute a nomination. Districts are not restricted to nominating this candidate; any currently-elected member of a Special District Board is eligible to be selected. This is merely an opportunity for the districts to see the individual who has indicated an interest in the position.

At the end of the nomination period, LAFCO staff will prepare and send, by certified mail, to each independent special district a ballot with the candidates nominated and the voting instructions.

Please let me know if you have any questions or comments concerning the nomination process. You may contact me at the address listed above, by e-mail at [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov), or by phone at (909) 383-9900.

Sincerely,



KATHLEEN ROLLINGS-McDONALD  
Executive Officer

Enclosures (2)

**NOMINATION FOR  
REGULAR SPECIAL DISTRICT MEMBER  
MEMBER OF THE  
LOCAL AGENCY FORMATION COMMISSION**

The \_\_\_\_\_  
(Name of District)

hereby nominates the following person for the position on the Local Agency  
Formation Commission

\_\_\_\_\_ REGULAR MEMBER  
(Name of Nominee)

I, \_\_\_\_\_, do hereby certify that at its regularly  
(Name of President or Designee of District)  
scheduled meeting of \_\_\_\_\_, the Board of Directors voted to  
nominate the above-identified candidate for the Regular Special District Member  
of the Local Agency Formation Commission of San Bernardino County, by the  
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
District President/Authorized Board Member

Dated: \_\_\_\_\_



22450 Headquarters Drive ♦ Apple Valley, California 92307  
Phone (760) 946-7000 ♦ Fax (760) 240-2642 ♦ www.mojavewater.org

RECEIVED  
FEB 12 2008

February 7, 2008

LAFCO  
San Bernardino County

Ms. Kathleen Rollings-McDonald  
Executive Officer  
Local Agency Formation Commission  
215 North "D" Street, Suite 204  
San Bernardino, CA 92415-0490

Dear Ms. Rollings-McDonald:

It is my desire to seek reappointment to serve as a Regular Special District's Commissioner on the Local Agency Formation Commission. My experience in serving on the Commission for the past four years, as well as having been involved in the public arena in the High Desert for the past nine years has provided me with a good understanding of the needs of special districts within San Bernardino County.

Mr. Mike Page, Mojave Water Agency Board President, or a designated representative, will be present at the Selection Committee meeting on February 25, 2008, to provide my nomination for Commissioner.

Sincerely,

Kimberly Cox  
Vice President

KC:jl

ORDINANCE 050-01

ORDINANCE OF THE BOARD OF DIRECTORS  
OF BIGHORN-DESERT VIEW WATER AGENCY  
FIXING COMPENSATION AND SETTING REIMBURSEMENT OF  
EXPENSES GUIDELINES FOR THE DIRECTORS  
OF THE BIGHORN-DESERT VIEW WATER AGENCY

WHEREAS, Pursuant to section 112-12 of the Bighorn-Desert View Water Agency Law and California Water Code section 20200 et. seq., the Board of Directors of the Bighorn-Desert View Water Agency shall receive compensation for attendance at board meetings, standing committees meeting, ad hoc committee meetings and attendance at other meetings authorized in advance by the Board of Directors and that compensation shall be set by the Board of Directors of Bighorn-Desert View Water Agency by an ordinance.

BE IT ORDAINED, by the Board of Directors of the Bighorn-Desert View Water Agency as follows:

1. Meetings are defined and compensation is set as follows-

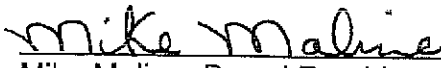
Regular/Special Meetings	\$100.00
Standing Committee Meetings	\$50.00
Ad Hoc Committee Meetings	\$50.00
Attendance at meetings as the assigned representative of the Agency Board of Directors, such as the Morongo Basin Pipeline Commission	\$100.00
Other previously Board authorized attendance at seminars and conferences	\$100.00

2. No director shall be paid for more than six meetings (days of service) in any calendar month.
3. Additional expenses incurred by a Director in the performance of his or her duties, required or authorized by the Board of Directors, shall be reimbursed in accordance with Agency policy in addition to the specified fixed compensation amount.
4. All requests for compensation of above referenced fees and reimbursement of expenses shall be submitted to the Agency on the attached form labeled Exhibit "A", following the end of the month for which it is requested. All requests for reimbursement

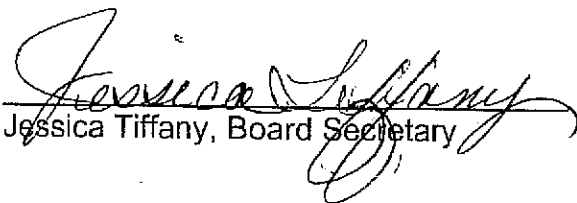
must be received within 30 days of the end of the month for which requested. Failure to submit a request within this timeframe will constitute forfeiture of reimbursement.

5. Directors shall prepare and present to the Board a written report summarizing what occurred at the non-Agency function attended and/or for the day of service rendered as a member of the Board. A form will be provided upon request. See Exhibit "B".
6. Compensation or reimbursement shall be granted for only one meeting per day if meetings are consecutive or occur at the same location on the same day.
7. This ordinance shall be effective 60 days from the date of its passage and shall be published once, in the Hi Desert Star newspaper, within 10 days from the date of its passage.
8. This ordinance may only be amended or modified by an ordinance duly adopted by a majority vote of the Board of Directors.
9. The following ordinances and resolutions are hereby rescinded in their entirety- Ordinance 90-04, Ordinance 90-05, Resolution 90R-20, Resolution 93R-07, Resolution 94R-11.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 24<sup>th</sup> day of May, 2005 by a roll call vote as follows- Director Maline- abstain , Director Johnson- aye, Director Williams- aye, Director Edwards- aye, Director Maybury- aye.

  
Mike Maline, Board President

I, the undersigned, hereby certify that I am the duly-appointed Secretary of the Board of Directors of the Bighorn-Desert View Water Agency, and that at a regular meeting of the Board held on May 24, 2005, the foregoing Ordinance No. 05O-01 was adopted by said Board, and that it has not been rescinded or amended since the date of its adoption, and is now in full force and effect.

  
Jessica Tiffany, Board Secretary

# MARK YOUR CALENDAR AND SAVE THE DATE!

## **MOJAVE WATER AGENCY'S 2008 WATER ISSUES BRIEFING**

**APRIL 9, 2008**

**9:30 a.m.—3:00 p.m.**

**Hilton Garden Inn**

**12603 Mariposa Rd., Victorville**

California is in the midst of a severe water crisis that threatens the economic vitality of our State. Environmental constraints, legal challenges and structural deficiencies have created a perilous set of circumstances that threaten water supplies and deliveries throughout the State.

The High Desert is not immune to these challenges facing the entire water community. But what is being done locally—what needs to occur locally? Come find out!

Reservations must be made in advance (no registrations at the door) by calling Gloria Golike at Mojave Water Agency, (760) 946-7067 or by email at [ggolike@mojavewater.org](mailto:ggolike@mojavewater.org). For more information, please visit our website at [www.mojavewater.org](http://www.mojavewater.org).

Mojave Water Agency

**B.D.V.W.A.**

---

**From:** Terri Blomker [tblomker@MojaveWater.org]

**Sent:** Wednesday, February 20, 2008 12:33 PM

**To:** Albert Frias; Apple Valley Heights County Water; Belen Cordero; Bighorn Desert View Water; Bill Stone; Cindi Ribera; Debbie Vickers; Debra Whitney; Donna Aston; Gloria Golike; Jackie Lindgren; James Hansen Jr.; Jeanette Hayhurst; Jennifer Cusack; Jill Seney; Joe Guzzetta; Joe Mathein; John Sponsler; Jolene Shull; Jonathan Cook; Karl McArthur; Kathie Martin; Kathy Cochran; Ken Alstott; Kirby Brill; Kristi Rossman; Larry Attebery; Laura Hall; Linda Ellsworth; Lori Marcher; Manuel Benitez; Marie Salsberry ; Matt Puffer; Mike Hernandez; Mike Podegracz; Mike Stevens; Neville Slade; Roxie Trost; Sara Leisenfelder; Shane Stueckle; Shirley Barra; Shirley Hibbetts; Starla Underwood; Susan Mulvaney; Teri Blomker; Terry Burkhart

**Subject:** AWAC Events

Ladies and Gentlemen:

The Education Committee needs your assistance. We will be holding several events in the next few months and we need people to help us in the booths. On Saturday, April 5, the City of Victorville is holding their 10<sup>th</sup> Annual Garden Party at the San Bernardino County Fairgrounds. This events runs from 9 a.m. to 3 p.m. We have two shifts 9-12 and 12-3 and need at least three people per shift. If you would be available to pass out goodies and hand out information to the 3000+ people that come to the event, we would be ever so grateful. It really is a fun event-I've been attending (as a vendor) for the last 3 years.

Also (yeah like I won't find volunteers for this one! LOL) On Friday, April 25, the Maverick's will be hosting ADELANTO NIGHT at the stadium. We will be assisting the City of Adelanto while representing AWAC. The event starts at 7:05, but I'm sure Belen would need us there a little early to help her set up.

And...A Garden Party will also be held Saturday, April 26 from 10 a.m. to 2 p.m. at the Barstow Desert Discovery Center (831 Barstow Rd). They are wondering if we could set up a booth or hold a workshop. They will also be planting a butterfly garden (low water use, of course) that day. If you have any free time on your hands ;- ) please let me or Mike Hernandez know. We would SOOOO love to see your bright, shiny and happy faces at one or more of these events. (Mike can be reached at 947-1412)

Terri Blomker  
Mojave Water Agency  
Interim Water Conservation Coordinator  
760-946-7013  
tblomker@mojavewater.org

Vonage **1 MONTH FREE** plus FREE phone adapter [CLICK HERE](#)



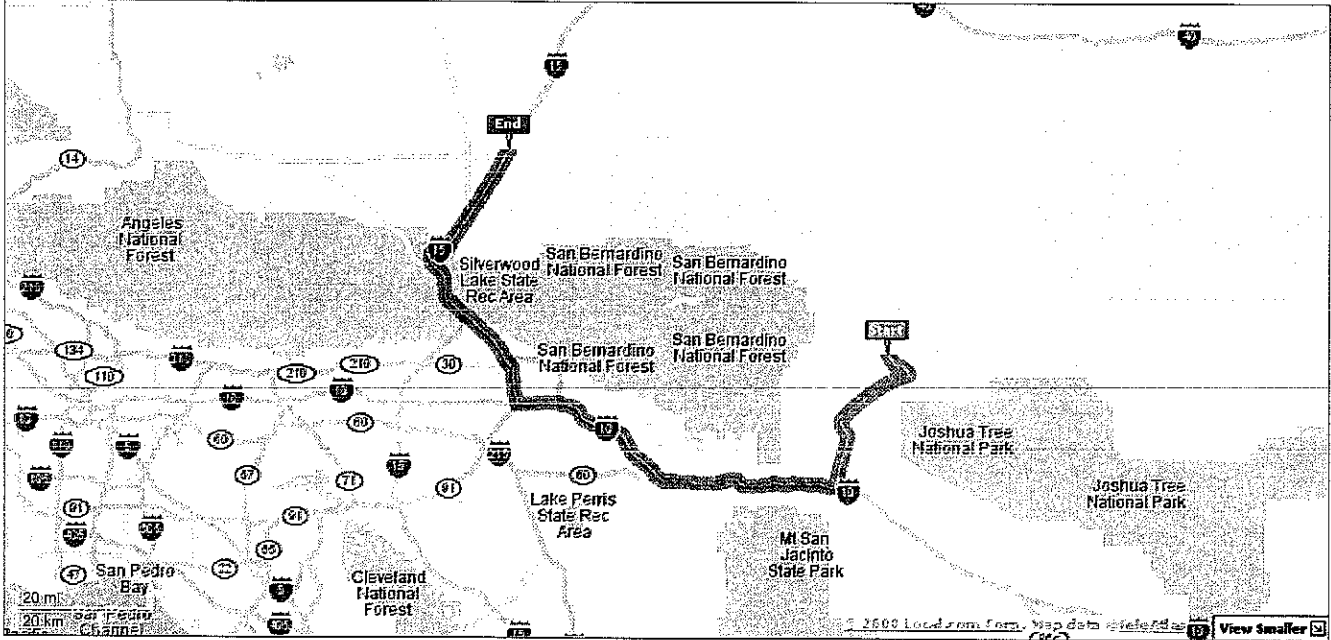
Local Search | Jobs | Classifieds

Victorville, CA  Local Search

Business, Products, and Services ZIP, City & State, Street Address  Save location

Related searches: Wedding & Bridal Supls , Carnivals, Fairs And Exhibitions , Halls, Auditoriums & Ballrooms Rental

[Return to profile](#)



**Directions: To Here | From Here**

FROM: Yucca Valley, CA, 92284

TO: San Bernardino County Fairgrounds  
14800 Seventh St  
Victorville, CA 92395  
(760) 951-2200

[Get Directions](#)

These directions are for planning purposes only. Construction projects, traffic, or other events may cause road conditions to differ from the map display.

From: Yucca Valley, CA, 92284

[Print Directions](#) | [Reverse Directions](#)

Total Drive: 107 mi (about 2 h 37 mins)

204 ml R.T. x 50.5¢ per mi  
TL \$ 103.02

1. Begin on Skyline Ranch Rd heading West towards Pioneertown Rd. go 317 ft
2. Turn sharp left onto Pioneertown Rd. go 3.7 mi
3. Turn left onto Yucca Trl. go 19 mi
4. Take the ramp to I 10 Westbound Westbound. go 44 mi
5. Take the I 215 N/I 215 S ramp to SAN BERNARDINO/BARSTOW/RIVERSIDE go 0.2 mi
6. Take the I 215 N ramp to San Bernardino/Barstow. go 4.5 mi
7. Take LEFT FORK onto Hwy 30/I 215 W to Barstow go 34 mi
8. Take the ramp to Hwy 18 Westbound/PALMDALE RD go 0.3 mi
9. Turn left after ramp onto Mariposa Rd/Historic US Hwy 66. go 0.1 mi
10. Turn right onto 7th St/Historic US Hwy 66. go 1.0 mi
11. Arrive at destination

To:  
San Bernardino County Fairgrounds  
14800 Seventh St, Victorville, CA 92395  
(760) 951-2200

Victorville, CA  Local Search

Business, Products, and Services ZIP, City & State, Street Address  Save location






# MAPQUEST

**What is your 2008 Credit Score?**

Excellent	750 - 840
Good	660 - 749
Fair	620 - 659
Poor	310 - 619
I Don't Know	????

**Find out instantly!**

A: Yucca Valley, CA 92284

-  1: Start out going NORTHWEST on CA-247 toward CAMPERO DR. 37 mi
-  2: Turn RIGHT onto CAMP ROCK RD. 1.0 mi
-  3: Turn LEFT onto RABBIT SPRINGS RD. 5.0 mi
-  4: Turn RIGHT onto BARSTOW RD/CA-247. Continue to follow BARSTOW RD. 32 mi
-  5: End at 831 Barstow Rd Barstow, CA 92311

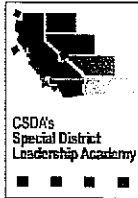
Estimated Time: 1 hour 26 minutes      Estimated Distance: 75 miles

B: Desert Discovery Ctr: 831 Barstow Rd, Barstow, CA 92311, (760)252-6060

Total Time: 1 hour 26 minutes      Total Distance: 75 miles

150 ml. RT  
 x 50.5¢ per mile

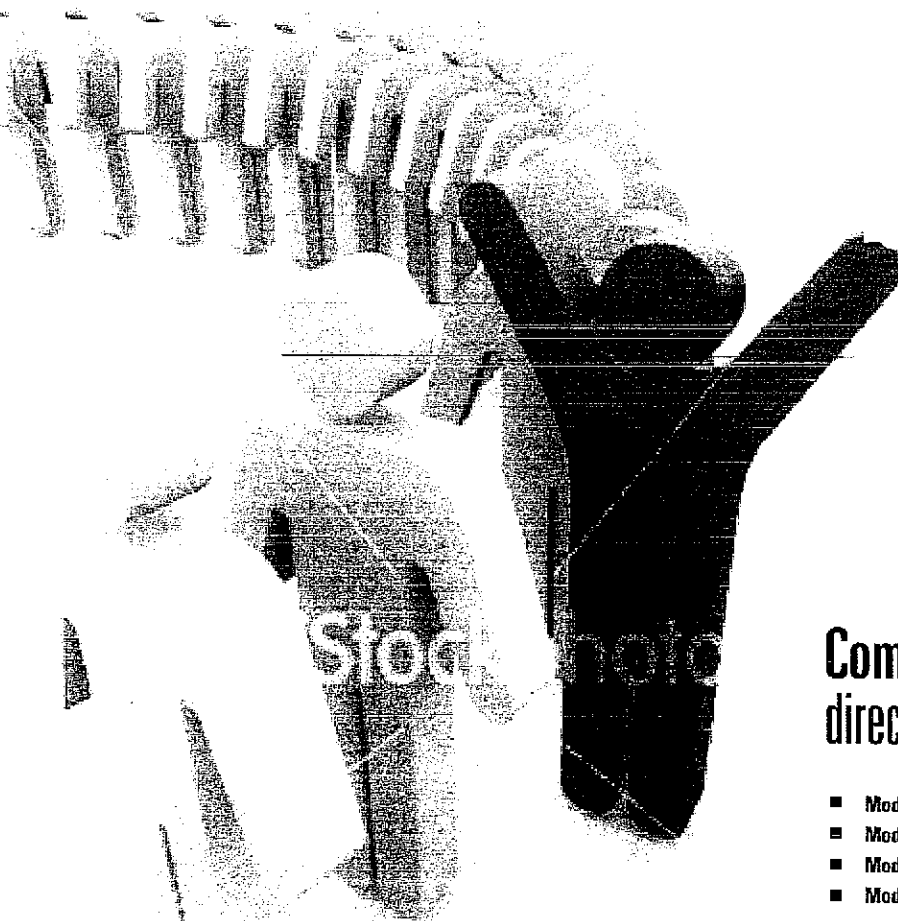
TL \$75.75



# CSDA's Special District Leadership Academy



presented by  
*California Special Districts Association*



## 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 ALLIANCE**  
Serving Special Districts



# 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 Academy. 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@csda.net.

**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.*

**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)

**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 Finance &  
Fiscal Accountability**

**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

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

4

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 15 – Sacramento  
August 8 – Ontario

August 3 – Berkeley  
November 9 – Ontario

Module 3  
Board's Role  
in Finance  
and Fiscal  
Accountability

Module 4  
Board's Role  
in Human  
Resources



## SDLF Recognition Program

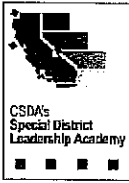
### CSDA's Special District Leadership Academy becomes platform of SDLF Recognition Program

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@cda.net](mailto:darcelh@cda.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.csda.net](http://www.csda.net)

#### 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

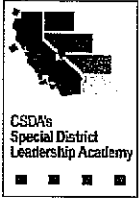
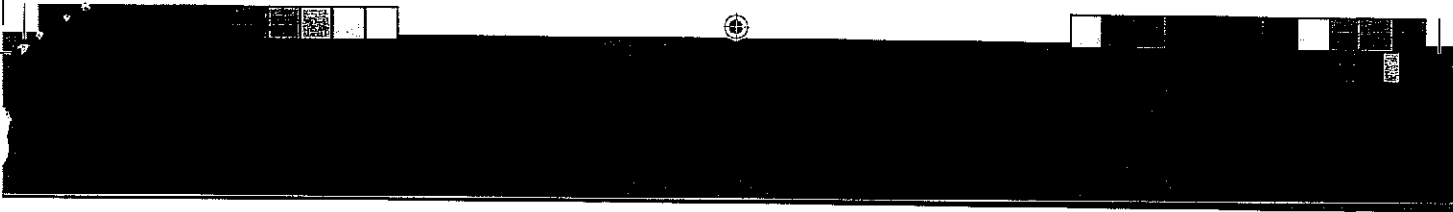
Acct. Name: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Registration Fee  
Date and Location



# CSDA's Special District Leadership Academy

*presented by*  
California Special Districts Association

## Comprehensive training for directors and trustees



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

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





# BIGHORN-DESERT VIEW WATER AGENCY

622 S. JEMEZ TRAIL, YUCCA VALLEY, CA 92284 (760) 364-2315 FAX (760) 364-3412

March 25, 2008

## Interim General Managers Report

- Trip to Washington D.C.
- Well # 9 Update
- Well # 10 Update

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- Spreading Ground Update
- CalAware Material Update
- Board Secretary Training March 27<sup>th</sup> & 28<sup>th</sup>
- Web site Update
- Vehicle/Equipment I.D. Decal update
- Thank you, Board of Directors for the opportunity and experience!

Respectfully,

Ray Ruppel  
Interim General Manager  
Bighorn-Desert View Water Agency

To: Bighorn-Desert View Water Agency board of directors and staff  
622 Jemez Trail  
Yucca Valley, CA 92284

March 21, 2008

Dear BDVWA,

On October 2<sup>nd</sup> through the 4<sup>th</sup>, 2007, Director Judy Corl-Lorono attended a Board approved CSDA Annual Conference in Monterey and fully complied with all of the requirements of BDVWA Ordinance 05O-01 – Compensation and Reimbursement Guidelines by submitting Board approved Exhibit A (request for compensation) and Exhibit B (director's written report) following the Conference. It seemed this director learned well about Directors Compensation requirements in the Ethics Training classes she attended as a part of this Conference.

At a Special Board Meeting held on November 19<sup>th</sup>, 2007, BDVWA Ordinance 05O-01 was on the agenda for review and discussion. All aspects of the ordinance were fully discussed by the board. There was no doubt Director Judy Corl-Lorono understood the requirements outlined in that ordinance.

Later in November, again after Board approval, Director Corl-Lorono attended an ACWA Conference in Indian Wells for 4 days. She subsequently submitted Exhibit A (request for compensation), however this time, Director Corl-Lorono violated BDVWA Ordinance 05O-01 by not preparing and presenting Exhibit B, a written report as clearly required by the ordinance. Unfortunately this violation was only the beginning of a pattern of flagrant disregard for this ordinance, and even worse.

On March 4<sup>th</sup>, Director Judy Corl-Lorono submitted Exhibit A (request for compensation) for her attendance at the DWR California Water Plan Conference on that day. The following day she also requested compensation for attendance at a March 5<sup>th</sup> second version of that meeting. Judy Corl-Lorono's total amount requested was \$200.00.

On March 11<sup>th</sup>, I submitted a Public Information Request (PIR) for the agenda and minutes of the meeting where her attendance and compensation for the March 4<sup>th</sup> and 5<sup>th</sup> conferences was approved by the rest of the Board, as required by Ordinance 05O-01. I also requested a copy of her Exhibit A (request for compensation), Exhibit B (written report), and a copy of any checks drafted for the purposes of compensation for this conference. I was stunned by what I received as a result of these requests:

1. No agency director was given authorization for compensation to attend either of those meetings; **[see attached]**
2. That Exhibit A (request for compensation) had been reviewed and approved by only 1 director – only Judy Corl-Lorono herself had initialed the director reviewed box on the exhibit; **[see attached]**
3. A check for the requested \$200.00 had been drafted to be paid to Judy Corl-Lorono on March 7th, and actually contained her signature as one of the 2 authorized signatures necessary for cashing; **[see attached]**
4. Interim G.M. Ray Ruppel returned from a weeklong trip on March 10<sup>th</sup>, learned of Judy's attempt to obtain unauthorized compensation, denied the request and voided the check.

I later learned that several reports regarding the incident had been written containing statements by the staff members familiar with Judy Corl-Lorono's unauthorized request. I placed a PIR for these reports, and when I reviewed them, it became very obvious that Judy Corl-Lorono not only violating Ordinance 05O-01 again, but this time she had knowingly committed fraud!

As you can see by the attached statements from staff, Judy Corl-Lorono was made well aware on March 4<sup>th</sup> that her request for compensation needed to be approved by the Interim General Manager Ray Ruppel, who would not return from Washington D.C. until March 10<sup>th</sup>. In a most despicable manner, Judy Corl-Lorono responded, "**No, I need that check**". Based on how little time lapsed between Judy Corl-Lorono attending these 2 meetings, and her submission of a request for compensation she knew she did not qualify for, along with her desperate attempt to get staff members to expedite drafting and approval of payment, a reasonable person could find it highly probable that Judy Corl-Lorono attended those meetings more for the purpose of compensation rather than educating herself, and serving her constituents and fellow directors.

Furthermore, I also learned that on March 7<sup>th</sup>, Judy Corl-Lorono attempted to gain access to the Interim General Manager's computer in his office while away. When she discovered she could not go around a password requirement, she returned to the front of the office and began using another staff member's computer. The audacity of Judy Corl-Lorono accessing staff computers for personal use, and the possibility of exposing personal and confidential customer and employee information, as well as the risk of irreversibly deleting important files, is outlined in Interim General Manager Ray Ruppel's report, as well as other staff member's reports.

Judy Corl-Lorono willingly attempted to obtain money from BDVWA that she no doubt understood she did not qualify for. Submitting a fraudulent request for compensation by a director is a very serious offense as addressed in the Guidelines for Conduct and AB1234 Compliance. Remarkably, this is one of the study programs Judy Corl-Lorono supposedly attended and received compensation for at the October CSDA Annual conference. Her conduct is appalling, and the fact that a certificate of completing this ethics training hangs on the wall just behind her as she is seated as a director of this board is a slap in the face to all her constituents.

Judy Corl-Lorono has acted no better than the previous board members she helped recall and replace, and in some cases worse. She violated her director's oath, abdicated her responsibility to look out for the best interests of her constituents, abused and over-stepped her very limited authority over staff members, and attempted to steal public funds by knowingly submitting a fraudulent request for compensation. All other directors of this board should find this behavior unacceptable, and Judy Corl-Lorono should resign immediately. Her actions are so egregious, this letter should not have been necessary. If Judy Corl-Lorono refuses to resign, her fellow directors should do what is allowed and necessary to see she does. She is a total disgrace, and her actions are far from the "shining star" she promised to help make BDVWA become during her campaign.

Sincerely,

Jim Harvey

**50220 Saddle Rock Way Johnson Valley, CA 92285 760-364-2397**



BIGHORN-DESERT VIEW WATER AGENCY

622 S. Jemez Tr., Yucca Valley, CA 92284 (760) 364-2315 FAX (760) 364-3412

March 14, 2008

Dear Mr. Harvey,

In regards to the Public Information Request you submitted to our office 03/11/08;

Please be advised that no Agency Director was given authorization for compensation to attend the DWR Water Plan Conference (March 3 & 4) and the request for compensation submitted by Director Cori-Lorono was denied by the Agency.

Also, please be advised that the DWR Water Plan Conference written director reports you are requesting have not been submitted by the Directors to date.

If you have any questions, please contact the office at (760) 364-2315

Sincerely,

A handwritten signature in cursive script that reads "Kim Heller".

Kim Heller

Board Secretary

Bighorn-Desert View Water Agency

cc: file

Exhibit A

Request for Compensation and Reimbursement

Meeting Type	Fee	Lodging*	Meals*	Mileage**	Misc*
Date <u>03-04-08</u> <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input checked="" type="checkbox"/> Other _____ \$ 2008 Regional workshop - Dept of water resources	\$ 100 <sup>00</sup>				
Date <u>03-05-08</u> <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input checked="" type="checkbox"/> Other <u>CWP</u> \$ Mojave	\$ 100 <sup>00</sup>				
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					
Date _____ <input type="checkbox"/> Regular Meeting \$ <input type="checkbox"/> Special Meeting \$ <input type="checkbox"/> Standing Committee \$ <input type="checkbox"/> Ad Hoc Committee \$ <input type="checkbox"/> Other _____ \$					

CK voided 3/11/08  
 CK # 8327, Batch # 1045  
 REQUEST DENIED  
 050-91 NOT FULLY FILED  
 pay Ruffed 3/10/08  
 Please void any checks!

Signature Judy Carl-Lovino  
 Date 03-05-08

\*Receipts required for reimbursement  
 \*\* Number of miles driven

Van 508 Inv 30508  
 Amt \$200.00 PO \_\_\_\_\_  
 GL Job D1-56001 - PdCk \_\_\_\_\_  
 Rev \_\_\_\_\_ Authorized \_\_\_\_\_  
 Dir Rev RL Dir, Rev \_\_\_\_\_  
 01-56001 01-56002

CWP & REGIONAL WORKSHOP, 3/04

8327

**BIGHORN - DESERT VIEW WATER AGENCY**

622 S. JEMEZ TRAIL (760) 364-2315  
YUCCA VALLEY, CA 92284-1440

**UNION BANK OF CALIFORNIA, N.A.**

445 S. FIGUEROA ST. 13TH FL  
LOS ANGELES, CA 90071

16-49/1220

PAY  
TO THE  
ORDER OF

03/07/08

# 8327

JUDY CORL-LORONO

\*\*\*\*\*200.00

PAY EXACTLY \*\*\*\*\*200 DOLLARS AND 00 CENTS

JUDY CORL-LORONO  
326 WAMEGO TRAIL  
YUCCA VALLEY, CA. 92284

*Judy Corl-Lorono*

MEMO

Security features  
included.  
Details on back.  
  
MP

AUTHORIZED SIGNATURE

~~⑈008327⑈ ⑆122000496⑆ 4330161227⑈~~

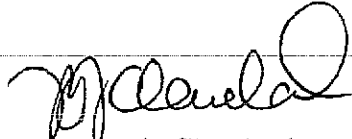
03/04/08

I found a 'Request of Compensation & Reimbursement' on my desk for Dir. Judy Corl-Lorono. I asked her if she can wait until Monday, March 10<sup>th</sup> to cut the check because Ray (as Interim General Manager), needs to approve all invoices before we can cut checks. She said "No, I need that check".

I told Kim what transpired... she said "That's ridiculous".

I went ahead and cut the check Friday, but didn't post the batch just in case we had to make any changes or encounter any 'problems' with the check, it will be easy to void. Ray called from the airport Friday, I told him what happened, he asked me to put everything on his desk so he can look at it when he comes in the office Saturday, March 8<sup>th</sup>.

---



Mary Jo Cleveland

3/10/2008

**Documentation of events**

On Friday March 7<sup>th</sup>, 2008 during one of my routine phone calls to the Agency while away in Washington D.C. Maryjo informed me of what had transpired in regards to Director Corl-Lorono's request. She also informed me of the altercation between Directors Corl-Lorono and Director Lisiewski. I happened to be at the airport in Baltimore, MD. with Director Johnson and shared the information briefly with him and let him know I would look into it further on my return. I asked Maryjo to place the request for compensation and batch run checks she had prepared on my desk for review when I returned. Also while at the airport, Director Johnson received a voice mail on his cell phone from Director Corl-Lorono stating she had a run in that morning with Director Lisiewski that Director Johnson shared with me.

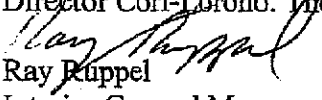
On Saturday, March 8<sup>th</sup>, 2008, phoned Director Lisiewski in regard to the above mentioned altercation and he gave me his interpretation of the events. I told him I could not give him any conclusions until Monday the 10<sup>th</sup>. I also let him know that if in fact any Ordinances or Policies were not followed, a report would be written up.

Upon returning to the office on Monday March 10<sup>th</sup>, 2008, I looked into the matter and reviewed Ordinance 05O-01, Director Fees and Compensation, and talked to all staff surrounding the circumstances. As I requested of Maryjo, the items were on my desk. In following up, I contacted Director Lisiewski and discussed what had happened on the 7<sup>th</sup>. He informed me that his reason for coming into the office was to pick up his mail and also inquire about the "Hanson Report" He stated the girls did not know of any "Hanson Report" and they did not due to the fact it was not in the Agency's possession. I requested of him in regards to the altercation that he please, please refrain from conducting any direct questioning of Directors in the Agency's place of business or in the midst of the Agency's employees. It would be better served if he were to discuss items of his concerns with me, as Interim General Manager, or at the very least, discuss his concerns with Director Corl-Lorono in the back office away from the presence of customers and staff. He agreed. He then informed me of viewing Director Corl-Lorono sitting at Kim's desk. I let him know I would handle both situations personally.

I then focused on handling Director Corl-Lorono. I contacted Director Johnson and asked him if he would accompany me in speaking with Director Corl-Lorono and let him know of my intentions. Together we met with Director Corl-Lorono at her residence and I asked her "did you have prior Board of Directors authorization to attend the seminars" she stated "no". I then asked her "did you have my authorization to attend the seminars" she again answered "no". I let her know at that time that not fulfilling those requirements as set forth in Ordinance 05O-01 led me to the only conclusion I had, and that was to deny her request for compensation. I proceeded to inform her of how important it is to follow the Rules, Regulations, Policies, and Ordinances set by The Agency's Board of Directors. We then talked about her sitting at the desk of any of the Agency's staff, and once again I strongly urged her to refrain from doing so in the future. The possible ramifications of such an act could be irreversible. Deleted files, personnel information and any confidential files is not a nice thing to have to deal with. She took full responsibility for her actions and apologized and stated "It would not

happen again” Director Johnson supported my handling of the situation and backed me up on all points.

Upon my return to the office I asked Maryjo to void the compensation check for Director Cori-Lorono. The check has been voided.

  
Ray Ruppel  
Interim General Manager  
Bighorn-Desert View Water Agency

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March 7, 2008

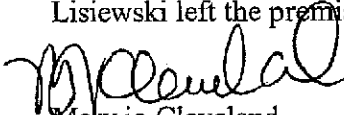
**RE: Incident between Directors Judy Corl-Lorono and Duane Lisiewski**

Director Corl-Lorono came in the office (I don't remember what time), said that she need to use the computer in relation to the workshop that she, Director Burkhart and Kim Heller attended. I remember Kim saying the day before, Thursday, March 6<sup>th</sup>, that Dir Corl-Lorono was going to use the computer that day, but she didn't come in Thursday for some reason and came in on Friday instead. I said "I guess it's okay, if it's about the workshop".

Jean and I were pretty swamped that day, and just continued working. Dir. Corl-Lorono said "I'm going to use the computer in the back office so I won't be disturbing you guys". She came back up front a few minutes later and said that she can't access the password in the GM's computer. She headed for the copy room computer, Jean stopped her and explained to her that the computer in there is not working properly. Both Jean and I didn't say anything specific to Dir. Corl-Lorono at that point. She was in Kim's desk for a while when Dir Lisiewski came in (to check his mail?). He asked where Kim was, we told him she called in because her son was sick.

Dir Lisiewski saw Dir Corl-Lorono in Kim's office and asked what she was doing in there. At that moment, Jean was helping a customer and I didn't respond to the question. He walked over to Dir Corl-Lorono and asked her what she was doing in there. Both Jean and I didn't hear her response (low voice). Dir Lisiewski then said that Dir Corl-Lorono shouldn't be in there accessing the computer. From that point on, it was back and forth at least three times.. Dir Corl-Lorono saying 'Yes, I can' and Dir Lisiewski saying 'No, you can't'.

On his way out, Dir Lisiewski saw two checks that were sitting on top of the AP filing cabinet. He asked what they were for. I explained that one check was a reimbursement for Dir Corl-Lorono's workshop attendance and the second check was for Kim's mileage reimbursement. He said the workshop was on 'voluntary' basis and they shouldn't get paid for that. I told him that I will put everything in Ray's desk for approval. Dir Lisiewski left the premises followed by Dir Corl-Lorono.

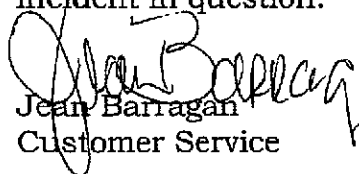
  
Mary Jo Cleveland

March 12, 2008

To all Interested Parties:  
Statement of Incident on March 7, 2008

This statement is in regards to disagreement between Director Duane Lisiewski and Director Judy Corl-Lorono on Friday, March 7, 2008.

As I recall Director Judy came into the office that day and requested the use of one of our computer's (with color printer) to work on water related business and if the use of the General Manager's office would be o.k., so she would not interrupt our work? Mary Jo said she guessed that it was o.k. A few moments later Director Judy came back up front, said that there was no computer back in the GM office, and headed for the copy room computer. I stopped Director Judy to explain to her that the computer in there was not working properly; it causes my computer not to print. The only computer left was in Kim's office. I do not recall neither Mary Jo nor I stating anything in specific at that point. Awhile-later Director Duane came into the office and asked for something but I do not recall what the item was because it was not something I was familiar with, I just remember shrugging my shoulder's in a gesture of "I don't know". Director Duane then asked who was running the office, where is Kim? Mary Jo and I said that her son is sick. Director Judy was sitting at Kim's desk working on the computer. He asked Mary Jo and me why she was in there and what she was doing. I did not respond because a customer walked in the front door and I proceeded to assist the customer. Director Duane proceeded to walk over to Director Judy and asked her what she was doing. I honestly did not hear her response but while he came walking out of the office he was saying to Director Judy that she was not to be in here doing anything on the computers or have access to the agencies files or documents and that she knows that! Director Judy's response was that she was working on something to do with the workshop that she had attended and that it was o.k. because it is water related business. He said, no you cannot, nobody really knows what you are doing in there. Director Judy came out of the office and at the same time Director Duane saw two checks sitting on top of Mary Jo's filing cabinet and asked what the checks were. Mary Jo explained what they were for (one was for Judy for payment on attending the workshop, and the other was for Kim's mileage). Director Duane said directors are not paid for that! That was on a volunteer basis! The customer had left and both director's were going back and forth in disagreement, then as Director Duane was leaving Director Judy said to Director Duane, you should not be discussing or asking staff anything! Then he left and Director Judy left. This is to my best recollection of the incident in question.

  
Jean Barragan  
Customer Service

3-20-08