



# BIGHORN-DESERT VIEW WATER AGENCY

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

## BOARD OF DIRECTORS' WORKSHOP MEETING MINUTES (SPECIAL MEETING)

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

**April 20, 2024  
Time – 9:00 A.M.**

**NO ZOOM PLATFORM PROVIDED FOR THIS MEETING  
BOARDROOM OPEN TO THE PUBLIC**

### CALL TO ORDER

President McKenzie called meeting to order at 9:04

### PLEDGE OF ALLEGIANCE

Led by David Chapman

### ROLL CALL

Directors present:                 JoMarie McKenzie  
  Megan Close-Dees  
  David Chapman  
  John R. Burkhart  
  William Aldridge

Staff present:                         Marina West  
  Daniel Best

Public Present: Following Roll Call, 1 member(s) of the public indicated they were participating via teleconference. 0 members of the public were present in the meeting room

### APPROVAL OF AGENDA

#### Motion No. 24-019

Director Close-Dees made motion and Director Aldridge seconded.

JoMarie McKenzie             Y  
Megan Close-Dees             Y  
David Chapman                 Y  
John Burkhart                 Y  
William Aldridge             Y

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

Public comment: None.

## Workshop

### **1. Annual Review of the Board of Directors' Handbook**

No Action – Information and Discussion Purposes Only

GM West explained the background of the BOD handbook and its purpose. This Document was constructed in 2018 as a requirement for the SDRMA Leadership Foundation Award, one of which was the district of transparency, the other is District of distinction. GM West explained that there is a laundry list of requirements to satisfy, one of which is the BOD Handbook. There is also a requirement for an annual review of the BOD Handbook. In 2022 staff was requested to update and revamp the handbook and added new accomplishments. This year's document is the same as last year and we do not anticipate annual changes be made to the BOD Handbook.

President McKenzie asked about updating the BOD Handbook and updating dates and corresponding resolutions, like budget and audit.

GM West explained that we can update the referenced appendices since they are adopted on their own separately by resolution. Any updated the BOD Handbook itself would require a new resolution. The data was a summary of the Agency on the date the Handbook was passed. GM West mentioned we will update the schedule and associated appendices.

Directors` had discussion on links to most recent documents and that resolutions are available online and would like to see a link on the document if possible.

Director Chapman asked about the approval process and GM West explained that this is a review only and that no major changes were made to the Handbook that required a resolution or action.

GM West mentioned that staff will update the appendices and Agency Organization chart and other small changes that will be adopted by resolution in 2025.

### **2. Public Comment Period**

Public Comment: None.

3. **Adjournment of Board Meeting to Optional Fieldtrip to Visit Capital Improvement Project Locations – HDWD#2 Intertie /B-Zone Blending Reservoir Site and Boo/Lanes End/Rainbow/Warren Vista/Winters Looping Pipeline Alignments.**

This “fieldtrip” opportunity is open to all public. Fieldtrip will begin at 1720 N. Cherokee Trail, Landers, CA, 92285 with a departure time no sooner than 9:30 am. No Agency business shall be conducted during the fieldtrip as it is for informational purposed only.

**Adjourned at 9:25 by President McKenzie**

Approved by:

  
David Chapman, Secretary of the Board

Official Seal

