



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' MEETING MINUTES

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

July 9, 2024
Time – 6:00 P.M.

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE

PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81371330069?pwd=3OjLBfHTqVucPiqDfVdL3j1p0FOmTi.1>

Passcode: 207408

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 813 7133 0069

Passcode: 207408

CALL TO ORDER

President McKenzie called the meeting to order at 6:03 pm

PLEDGE OF ALLEGIANCE

Led By John Burkhart

ROLL CALL

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

General Counsel: Steven Kennedy - Remote

Staff present: Marina West
Daniel Best – Remote
Rosalind Paulino

Public Present: Following Roll Call, 0 member of the public indicated they were participating via teleconference. 2 members of the public were present in the meeting room.

APPROVAL OF AGENDA

Amended Agenda Item – Closed Session

General Counsel Kennedy requested the Board add a additional Closed Session item add item to the agenda for Conference with Legal Counsel – Anticipated Litigation under Government Code 54956.9(d)(4) Initiation of litigation 1 potential case and a need for immediate action that arose after the Agenda was posted and 54954.2(b)(2) does require 4/5ths determination by the Board.

Motion No. 24-030

Director Close-Dees made a motion approve the amendment to the Agenda with the addition of the closed session item as recommended by Legal Counsel. Director Chapman seconded the motion.

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

MSC¹ (Close-Dees/Chapman) Unanimously approved.

Closed Session began at 6:05pm.

Board returned from Closed Session at 6:26pm.

Closed Session Report.

Board met in closed session to discuss the one item to the Agenda and no reportable action was taken.

Discussion and Action Items

1. Public Hearing: Resolution No. 24R-09 Confirming Reports of Delinquent Accounts for Basic Service Charges, Water Consumption Charges, Delinquent Fees, Miscellaneous Fees and Processing Fees AND Authorizing Placement of Property Liens on the Secured Tax Rolls of San Bernardino County for Collection of Delinquencies within Bighorn-Desert View Water Agency

GM West gave the staff report as outlined in the Agenda packet and a Powerpoint presentation. The process begins each May by compiling a list of all delinquent accounts with a balance greater than \$300 at the end of February. By June 1, the Agency summarizes the report of Bad Debt expenses owed for the prior year period and prepares a preliminary notice collections report to the County of San Bernardino for inclusion in the secured tax rolls. The owners of each delinquent account were sent final notices by regular first class mail on June 1, 2024 to inform them of the pending property tax lien and the amount owed to the Agency to avoid the lien. The Agency published the required public notices in the Hi Desert Star on June 26th and July 3rd. It was reported that the Agency has received no letters of protest prior to the public hearing. Currently, the total amount to be forwarded to the County of San Bernardino for collections on the 2024 Tax Bill is \$55,696.04 on one hundred three (103) accounts. GM West noted that last year’s lien total was \$46,814 on seventy-seven (77) accounts.

GM West concluded her report by noting that as of agenda posting, no accounts have been paid.

GM West answered questions from the Board.

President McKenzie opened the Public Hearing at 6:33pm.

Public comments: None

President McKenzie closed the Public Hearing at 6:34pm.

There was no further discussion from the Board.

Motion No. 24-031

Director Chapman made a motion to adopt Resolution No. 24R-09 Confirming Reports of Delinquent Accounts for Basic Service Charges, Water Consumption Charges, Delinquent Fees, Miscellaneous Fees and Processing Fees AND Authorizing Placement of Property Liens on the Secured Tax Rolls of San Bernardino County for Collection of Delinquencies within Bighorn-Desert View Water Agency. Director Close-Dees seconded the motion.

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

MSC¹ (Chapman/Close-Dees) Unanimously approved.

2. Public Hearing: Resolution No. 24R-10 Establishing Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2023-24 (Tax Year 2023) to be \$61,950.

GM West gave the staff report as presented in the Agenda packet and a Powerpoint presentation. The standby assessment applies only to those unmetered parcels within the Improvement District Goat Mountain. As meters are purchased in a given fiscal year they are then removed from the subsequent tax roll. The assessments have been applied to unmetered parcels since the creation of the predecessor water system, CSA 70 W-1 (Goat Mountain) by the County of San Bernardino. The assessment per acre has never been adjusted. It was reported that the Agency has received no letters of protest prior to the public hearing.

GM West answered questions of the Board.

President McKenzie opened the Public Hearing at 6:47pm

Public comments: None

President McKenzie closed the Public Hearing at 6:48 pm.

Motion No. 24-032

Director Burkhart made a motion to adopt Resolution 24R-10 Establishing Stand-By and Availability Fees for Water Service within Bighorn-Desert View Water Agency Improvement District Goat Mountain for Fiscal Year 2024/25 (Tax Year 2024) in the amount of \$61,950. Director Close-Dees seconded the motion.

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

MSC¹ (Burkhart/Close-Dees) Unanimously approved.

3. Resolution No. 24R-11 Establishing the Agency's Appropriation Limit for Fiscal Year 2024/25 at \$259,712.

GM West gave the staff report summarizing that the expected revenue does not exceed the calculated limit, which is the desired outcome.

Public Comment: None

Motion No. 24-033

Director Chapman made a motion to approve Resolution 24R-11 Establishing the Agency's Appropriation Limit for Fiscal Year 2023/24 at \$259,712. Director Close-Dees seconded the motion. Unanimously approved.

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

MSC¹ (Chapman/Close-Dees) Unanimously approved.

4. Authorize Professional Services Agreement with Fomotor Engineering for Ground and Aerial Survey Work Associated with the Final Design of the Pipeline Improvements and Consolidation Project (PI/C Project) Transmission and Blending Pipeline Design in the Amount of \$28,800 plus a 10% Contingency

GM West gave the staff report as presented in the Agenda packet and a powerpoint presentation. The Board had previously approved Fomotor Engineering to be brought under contract for "on-call" land survey services. At this juncture of the pipeline design, a specific scope of work was requested by the design engineers. Fomotor Engineering has responded with the attached proposal. Staff is requesting approval to execute a

Professional Services Agreement with Fomotor Engineering to complete this scope of work plus a 10% contingency for unforeseen work.
GM West answered questions of the Board.

Public Comment: None

Motion No. 24-034

Director Burkhart made a motion to authorize issuance of Professional Services Agreement with Fomotor Engineering for Ground and Aerial Survey Work Associated with the Final Design of the Pipeline Improvements and Consolidation Project (PI/C Project) Transmission and Blending Pipeline Design in the Amount of \$28,800 plus a 10% Contingency. Director Chapman seconded the motion. Unanimously approved.

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

MSC¹ (Burkhart/Chapman) Unanimously approved.

5. Consent Items -

- a. Board Meeting Minutes
 1. June 11 2024
- b. Financial Statements
 1. Balance Sheet(s) – May 2024
 2. Budget Sheet(s) – May 2024
- c. Receive and File Disbursements – June 2024
- d. Service Order Report – May 2024
- e. BDV Production Report for – June 2024
- f. Goat Mountain Production Report for – June 2024

Recommended Action:
Approve as presented.

Public Comment: None

Motion No. 24-035

Director Chapman made a motion to approve Consent items a to f, as presented. Director Aldridge seconded the motion.

JoMarie McKenzie	Y
Megan Close-Dees	Y
David Chapman	Y

John Burkhart Y
William Aldridge Y

MSC¹ (Chapman/Aldridge) Unanimously approved.

6. Matters Removed from Consent Items - None

7. Public Comment Period –

Octavious Scott introduce himself as field representative for Senator Shannon Grove. He explained that he will be our point of contact with any state issues or legislative issues that the senator could assist with. He’s responsible for Barstow, Johnson Valley, Lucerne Valley, and Twentynine Palms area.

8. Verbal Reports – Including Reports on Courses/Conferences/Meetings.

a. General Manager Report – GM West reported that following the presentation at the Landers Homestead Valley Association on July 8th, she was asked to speak at the Johnson Valley Improvement Association Meeting at 10:30am on Saturday, July 27th. She welcomed the Directors to join her. Also mentioned that the pre-audit is complete and full audit scheduled in August.

b. Director Reports -

Director Chapman - attended The Morongo Basin Pipeline Commission meeting and how they went over the information that was covered at TAC.

Director Aldridge - reported that he completed the AB1234 Ethic training on July 5.

Director Close-Dees - attended the Landers Homestead Valley Associate meeting and commended GM West on her presentation. In the meeting, they announced that there’s a new number to call for the marine base for noise or low flying aircraft complaints; they also went over the insurance crisis in state of California.

Director McKenzie – ASBCSD dinner hosted by the Chino Basin Water Conservation District. The meeting went over the water wise garden display and the website they offer which helps you design a water wise garden. Giant Rock Cleanup September 28th.

9. Adjournment

President McKenzie adjourned the meeting at 7:36pm

Approved by:

David W. Chapman
David Chapman, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

