



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' SPECIAL MEETING MINUTES

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

June 24, 2025
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/81412113390?pwd=xNV4a0wtAa8fDGZRMmYg3B7eHbZgDbW.1>

Passcode: 476317

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 814 1211 3390

Passcode: 476317

CALL TO ORDER

President McKenzie called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

Led by Director Burkhart.

ROLL CALL

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

Directors Absent: None

Staff present: Marina West
David Chapman

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

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APPROVAL OF AGENDA

Director Burkhart made motion to approve the agenda as presented. Director Close-Dees seconded. Unanimously approved.

Discussion and Action Items -

1. Range and Step Scale Fiscal Year 2025/26 Resolution No. 25R-07 Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook

AGM Chapman presented briefly a report on the Range and Step Scale, which essentially rescinds the schedule approved by the Board of Directors in March 2025. AGM Chapman’s report included a copy of the Organizational Chart. The Scale presented herein includes the authorized Cost-of-Living Adjustment (COLA).

Public Comment: None.

Motion No. 25-027 Motion to adopt Resolution No. 25R-07 Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

MSC¹ (Burkhart/Aldridge) unanimously approved.

2. Public Hearing Job Vacancies, Recruitment and Retention in Compliance with Assembly Bill 2561, McKinnor, 2024:

Local Public Employees: vacant positions

AGM Chapman provided a PowerPoint presentation that reviewed the elements of the requirement for holding a Public Hearing on existing job vacancies and other matters to comply with AB 2561 (McKinnor, 2024). He summarized there is one vacancy that is “authorized” but remains vacant. This position was not budgeted due to the perceived lack of need.

GM West stated that an Organizational Study needs to be conducted to assist the Agency in a direction forward following the lack of success with the previously envisioned “succession plan”.

Staff answered questions of the Board. Members of the Board also had comments related to the budget and budget processes.

President McKenzie opened the Public Hearing at 6:21 pm.

Public Comment Submitted: None.

President McKenzie closed the Public Hearing at 6:22 pm.

Motion No. 25-028 Motion to adopt the Reporting on the Agency's workforce vacancies and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561 (Gov. Code Sec. 3502.3).

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

MSC¹ (Burkhart/Aldridge) unanimously approved.

3. Public Workshop No. 2 – Adopt Resolution No. 25R-08 Fixing and Adopting the Budget for Fiscal Year 2025-2026 for the Bighorn-Desert View Water Agency

AGM Chapman introduced the Fiscal Year 2025/26 Budget noting that Scott Nelson, Streamline Advisory, will give the budget presentation.

Mr. Nelson gave a PowerPoint presentation outlining revenues and expenses and he reviewed those line items that were adjusted greater than 3% such as fuel, health benefits, etc. The operating summary projects a surplus revenue of \$424,000 available towards capital contributions. There were no Trust Fund contributions in the FY2025/26 Budget.

Mr. Nelson and GM West answered questions of the Board.

GM West provided the summary of the Capital Projects proposed for Fiscal Year 2025/26.

Public Comment: None.

Motion No. 25-029 Motion to adopt Resolution No. 25R-08 Fixing and Adopting the Budget for Fiscal Year 2025-2026 for the Bighorn-Desert View Water Agency.

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

MSC¹ (Burkhart/Close-Dees) unanimously approved.

4. Tom R. Holliman & Associates, General Engineering Services for Fiscal Year 2025/26 - Change Order to Existing Professional Services Agreement

GM West gave the staff report as provided in the Agenda packet noting that in January 2025 the Board of Directors approved a Professional Services Agreement with T. R. Holliman & Associates to provide civil engineering consulting services to the Agency on an “as-needed” basis. The Fiscal Year 2025-26 Budget includes two capital improvement projects that Mr. Tom Holliman would manage for the Agency. The projects are one new production well in the B-Zone and one new reservoir to replace the existing Goat Mountain R-1 Reservoir.

Public Comment: None.

Director Close-Dees made a motion to ratify issuance of Change Order No. 1 (new well) and Change Order No. 2 (new reservoir) to existing Professional Services Agreement with T. R. Holliman & Associates to provide engineering and project management services to advance to construction one production well and one reservoir. Director Burkhart seconded the motion.

Motion No. 25-030 Motion to authorize Change Orders to Professional Services Agreement with T. R. Holliman & Associates for General Engineering Services for Fiscal Year 2025/26 related to construction of one new production well and one new water storage reservoir.

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

MSC¹ (Close-Dees/Burkhart) unanimously approved.

5. Authorize Engagement with Lagerlof LLP to Assist the Agency with Matters Pertaining to the Morongo Basin Pipeline Agreement and Morongo Basin Pipeline Commission.

GM West gave the staff report as provided in the Agenda packet noting that the subject of the “future of the Morongo Basin Pipeline” and MB Pipeline COMmission has been the

subject of discussion amongst the participants of the Morongo Basin Pipeline Agreement for many years now. Given that the bonds (aka "loans") approved by the voters in the early 1990's have now been paid off, the pipeline is a physical asset of the Mojave Water Agency but yet the pipeline exists as a crucial secondary water supply delivery system for Bighorn-Desert View Water Agency. GM West continued to explain that there are two primary issues to be reviewed. First, the participants requested a 50-year extension of the MBPL Agreement (ref. 2008 MOU between participants) but there has been no agreement on what that consists of. Nonetheless, Agency interest is that the MB Pipeline be operated and maintained for the long-term benefit of the Agency customers who paid for the pipeline. Second, should the MB Pipeline Commission play a role going forward and if so, what is that role? The Agreement links the two subjects and therefore negotiations between all parties is necessary to work through this process.

General Counsel Kennedy and GM West both have perceived conflicts of interest in this issue. Therefore, from a legal perspective, Mr. Ciampa, currently engaged on easement acquisition issues related to the PI/C Improvements project, is willing and available to advise the Agency during this process. Staff believes Mr. Ciampa's services can be accomplished within the current budget for legal counsel services.

GM West also recommends that Director Aldridge be engaged in this effort alongside staff appointed by the General Manager given that GM West needs to abstain from direct participation in this effort.

Public Comment:

Ms. Conklin stated that it sounds like a good idea.

GM West answered questions of the Board.

Motion No. 25-031 Motion to authorize engagement with Lagerlof LLP to assist with matters pertaining to the Morongo Basin Pipeline Agreement and the Morongo Basin Pipeline Commission.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

MSC¹ (Burkhart/Close-Dees) unanimously approved.

6. Consent Items -

a. Board Meeting Minutes

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- b. Financial Statements
 - 1. Balance Sheet(s) – None
 - 2. Budget Sheet(s) – None
- c. Receive and File Disbursements – None
- d. Service Order Report – None
- e. BDV Production Report – None
- f. Goat Mountain Production Report – None
- g. Receive and File Committee Meeting Minutes
 - 1. Planning/Legislative/Engineering/Grants Standing Committee
 - None
 - 2. Finance/Public Relations/Education/Personnel Standing Committee
 - None
- h. POSTING Notice of Intent to consider adoption of Resolution No. 25R-XX Establishing Water Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2025-26 (Tax Year 2025).
- i. POSTING of Notice of Intent to consider adoption of Resolution No. 25R-XX Establishing the Agency's Appropriation Limit for Fiscal Year 2025/-26 at \$365,835.

Recommended Action: Approve as presented items a thru i.

Public Comment: None.

Motion No. 25-032 Motion to adopt Consent Calendar items as presented (a thru i).

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

MSC¹ (Close-Dees/Burkhart) unanimously approved.

7. Matters Removed from Consent Items - None.

8. Public Comment Period – No Public Comment.

9. Items for Next or Future Agenda – None.

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

- a. General Manager Report – CA Fish and Wildlife Commission Meeting June 12, 2025, I feel slight optimism and wish to thank members of the Board of Directors and Staff for attending meetings, pressure is important. She noted that no applications have been received for the vacancy.

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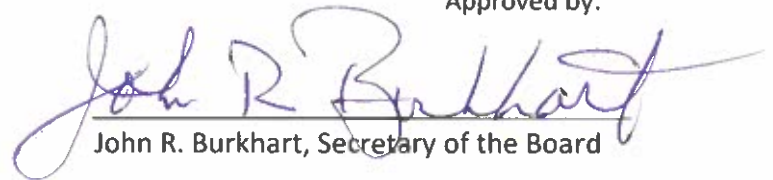
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- b. Assistant General Manager Report – Reported on the CA Fish and Wildlife (CFW) public workshop in Hesperia which was organized by Assy. Carrillo’s office. There were approximately 100 people in attendance. He also mentioned that there is another way to comply which is to conform to the CA Endangered Species Act (CESA Process).
- c. Director Reports –
Director Close-Dees – Reported on the CFW public workshop in Hesperia which was organized by Assy. Carrillo’s office. She talked about all the assumptions that have been applied to the WJT.

11. Adjournment

President McKenzie adjourned the meeting at 7:47 pm.

Approved by:


John R. Burkhart, Secretary of the Board

MSC¹ – Motion made, seconded and carried

