



## 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 8, 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/82920015638?pwd=KvYbg1NxguFVSvXKiRfhZrDkjaibD.1>

Passcode: 476317

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 829 2001 5638

Passcode: 099254

Participation from a Remote Location Available

Director W. Aldridge  
1012 Patriot Lane  
Deary, ID 83823

#### CALL TO ORDER

President McKenzie called the meeting to order at 6:01 pm.

#### PLEDGE OF ALLEGIANCE

Led by Director Burkhardt.

#### ROLL CALL

Directors present:

JoMarie McKenzie

Megan Close-Dees

John Burkhardt

William Aldridge - Remote

Vacancy

Directors Absent: None

Staff present: Marina West

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Approved August 12, 2025

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**Public Present:**

Following Roll Call, 4 member(s) of the public indicated they were participating via teleconference. 3 members of the public were present in the meeting room.

**APPROVAL OF AGENDA**

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

**Discussion and Action Items -**

**1. Public Hearing Delinquent Water Accounts: Resolution No. 25R-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 presented in the Agenda stating that this is an annual process to place delinquent water utility bills onto the tax rolls as a Special Assessment. The total assessment due on one hundred accounts is \$57,591.53. Similar to past years, the total is related to "inactive" or "vacation" status accounts that have a meter but do not consume any water. GM West noted that the draft resolution was posted and published in advance of the public hearing as required and that no comments had been received prior to the opening of the public hearing tonight. GM West thanked staff, especially Ms. Paulino for her efforts in managing this complex process.



No questions from the Directors.

**President McKenzie opened the Public Hearing at 6:07 pm.**

One member of the public asked about the process of informing the delinquent accounts.

One member of the public noted she was unaware of the charge and was not happy with the customer service response. She requested we make it know about our charges upon account setup.

**President McKenzie closed the Public Hearing at 6:09 pm.**

Board discussion: None

**Motion No. 25-033** Motion to adopt Resolution No. 25R-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.

**Verbal Roll Call Vote**

JoMarie McKenzie	Y
Megan Close-Dees	Y
John Burkhart	Y



William Aldridge Y

Vacant seat

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

**2 Public Hearing Improvement District Goat Mountain Stand-By Assessment: Resolution No. 25R-10 Establishing Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2025/26 (Tax Year 2026)**

GM West gave the staff report as presented in the Agenda packet noting that only unmetered parcels are assessed stand-by charges. GM West further stated that in the past fiscal year, thirteen meters were sold with eleven meters within the Improvement District Goat Mountain. The total assessment for the ID GM stand-by is \$60,270. GM West noted that the actual assessment collected in fiscal year 2024/25 was short by approximately \$13,000 and the current budget had overestimated standby revenue by approximately \$3,000 due to staff oversight. GM West noted that the draft resolution was posted in advance of the public hearing as required and that no comments have been received prior to the opening of the public hearing tonight.

No questions from the Directors.

**President McKenzie opened the Public Hearing at 6:14 pm.**

One member of the public asked for clarification of the assessment.

**President McKenzie closed the Public Hearing at 6:15 pm.**

Board discussion: None.

**Motion No. 25-034** Motion to adopt Resolution No. 25R-10 Establishing Standby Assessments for Improvement District Goat Mountain for Fiscal Year 2025/26 (Tax Year 2026).

**Verbal Roll Call Vote**

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Vacant seat

**MSC<sup>1</sup> (Burkhart/Aldridge) unanimously approved.**

**3 Resolution No. 25R-11 Establishing the Agency's Appropriation Limit for Fiscal Year 2025/26 at \$365,835.**

GM West gave the staff report as presented in the Agenda packet noting that the Mr. Nelson, Agency accounting consultant, found an error in the spreadsheet dating back some years. This correction lowered the calculated Appropriation Limit to well under the projected tax apportionments. GM West noted that the appropriation limit calculation was posted prior to the meeting as required.

Public Comment: None.

**Motion No. 25-035** Motion to adopt Resolution No. 25R-11 Establishing the Agency's Appropriation Limit for Fiscal Year 2025/26 at \$365,835.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Vacant seat

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

**4. Authorized Engagement with Ortega Strategies Group to Assist the Board of Directors with an Operational and Managerial Review and Consolidation Assessment**

GM West introduced this item noting that the Agency needs to develop a path forward and that she reached out to Ortega Strategies Group knowing they have experience in strategic planning. GM West believes that this type of assistance is needed for the Board to determine the best course of action going forward as GM West is still intending to retire forcing a discussion regarding how best to proceed for the Agency. GM West then introduced Tim Worley and Susan Allen of Ortega Strategies Group via zoom.

Mr. Worley and Ms. Allen gave a Powerpoint presentation that provided background on Ortega Strategies Group individuals and a draft "roadmap" on how to proceed. They proposed a series of workshops and i outlined a process for engaging Board and key staff.

Directors asked various questions of the Ortega Strategies Group regarding stakeholders and interest groups.

President McKenzie made note of the good scores on the States vulnerability assessment for Bighorn-Desert View Water Agency.

Public Comment: None.

**Motion No. 25-036** Motion to authorize engagement with Ortega Strategies Group to Assist the Board of Directors with an Operational and Managerial Review and Consolidation Assessment for a fee not to exceed \$30,000 over a twelve-month period.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Vacant seat

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

**SWRCB Grant Agreement No. D2102065: Authorize Task Order to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in Support of the Incidental Take Permit for Western Joshua tree and Streambed Alteration Permit and General Consulting Services Related to Compliance with the Mitigation and Monitoring Plan Related to the Project.**

GM West gave the staff report as presented in the Agenda packet. The proposal included therein provides an outline of activities the Compass will perform to conduct the required census for the Western Joshua tree as well as assist with the Incidental Take Permit application and processing.

Public Comment:

One member of the public asked a question about botanists.

**Motion No. 25-037** Motion to authorize Task Order No. 1 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in support of the Incidental Take Permit for Western Joshua tree Related to Compliance with the Mitigation and Monitoring Plan Related to the Project in the amount of \$11,810.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

Vacant seat

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

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

GM West gave the staff report noting that the Handbook is reviewed by the Board annually. The handbook is a useful reference for the board. Annual review is also necessary to stay compliant with the Special Districts Leadership Foundation Accreditations for District of Distinction and Transparency Awards. There is no action necessary as the item is for information and discussion purposes only.

Public Comment: None.

#### **No Motion – Information Only**

##### **Consent Items -**

- a. Board Meeting Minutes
  - 1. June 24, 2025
- b. Financial Statements
  - 1. Balance Sheet(s) – May 2025
  - 2. Budget Sheet(s) – May 2025
- c. Receive and File Disbursements – May 2025
- d. Service Order Report – May 2025 (Delayed)
- e. BDV Production Report – June 2025 (Delayed)
- f. Goat Mountain Production Report – June 2025 (Delayed)

g. Receive and File Committee Meeting Minutes

1. Planning/Legislative/Engineering/Grants Standing Committee
  - None
2. Finance/Public Relations/Education/Personnel Standing Committee
  - March 18, 2025

Public Comment: None.

**Motion No. 25-X038** Motion to approve consent calendar items a through g, as presented.

JoMarie McKenzie Y

Megan Close-Dees Y

John Burkhart Y

William Aldridge Y

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

**7. Matters Removed from Consent Items**

None.

**8. Public Comment Period**

None.

**9. Items for Next or Future Agenda**

GM West noted that President McKenzie asked that contract negotiations with GM West begin at the August meeting.

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

- a. General Manager Report – GM West reported that the “key” private parcel in the Pipes Wash has been secured which is a really important milestone. Agency has secured three easements in total to date. Lastly, she reported that just today the CalTrans Permit was issued.  
GM West further reported that no applications for the vacant seat were received by the July 1, 2025 deadline. GM West did receive one application on July 8, 2025. GM West proposes that since the application was received after the deadline, that the Board meeting on July 9, 2025 state that no applications were received by the stated deadline, extend the deadline and hold another special meeting on July 16, 2025 and thus wanting to confirm availability.

- b. Assistant General Manager Report – None.
- c. Director Reports – None.

**11. Adjournment**

President McKenzie adjourned the meeting at 7:37 pm.

Approved by:

  
John R. Burkhart, Secretary of the Board

**MSC<sup>1</sup> – Motion made, seconded and carried**

