



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

September 9, 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/83786475154?pwd=MifBP51efPfrUnVFP5v2XXNBWWayqi.1>

Passcode: 347470

OR

TELECONFERENCE LINE THRU ZOOM

1-669-900-6833

Webinar ID: 837 8647 5154

Passcode: 347470

CALL TO ORDER

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

EDGE OF ALLEGIANCE

Led by Director Aldridge

ROLL CALL

Directors present: JoMarie McKenzie
Megan Close-Dees – Off-site - observer only
William Aldridge
Rodney Miller-Boyer

Directors Absent: John Burkhardt with prior notice

Staff present: Marina West

Consultants present: Sara Mares, COO, NBS Government Finance – Rate Study
Scott Nelson, CGFM, Starting Line Advisory – Agency Representative

Public Present: Following Roll Call, 0 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 Aldridge made motion to approve the agenda with correction of action item numbering. Director Miller-Boyer seconded. Approved.

Discussion and Action Items

Public Workshop No. 3 – 2025 Rate Study (5-year period commencing 2026)

GM West gave the staff report as provided in the Agenda packet explaining this is a follow-up to the Special Board meeting of September 4th from which additional rate model distributions were requested. GM West reintroduced Sara Mares, COO, NBS Government Finance, back for Workshop No. 3 to review the rate study and answer any questions of the Board.

Ms. Mares' shared a Powerpoint presentation summarizing workshops No. 1 and No. 2 and introducing some additional rate model calculations which reflect a 55% Basic Charge/45% Consumption Charge distribution and a 75% Basic Charge/25% Consumption Charge distribution. Ms. Mares also shared a model run which is a 65/35 option at annual revenue increase of 0% in year 1 and 4.4% thereafter (Option 1 being 65/35 with constant 3.5% revenue increase over the 5-year period).

Ms. Mares answered questions of the Board. Directors discussed the pros and cons of the various new scenarios presented.

There was consensus from the Board members present to proceed with Option 2 (65%/35% with "smoothing route" of 0% annual revenue increase projection of 0% in year 1 and 4.4% thereafter).

Public Comment on the Rate Study and scenarios proposed: Ms. Conklin agreed with the Board as did Mr. West.

Ms. Mares returned to the Powerpoint presentation and the proposed schedule. October 14th begin the next Regular Meeting date for the Board to direct staff to send out the Prop. 218 Notices. Once Notices are mailed that initiates a 45-day period. The Board could then adopt the rates on December 9th by Resolution.

There was consensus from the Board members present to proceed with preparation of the Prop 218 Rate Notice for Board consideration and adoption on October 14, 2025.

GM West also discussed the financial reserve policy and Mr. Nelson shared how the reserve policy is affecting the outlook of long-term reserves and offering suggestions for reframing the policy. He suggested that maybe it should be reviewed annually alongside the budget discussions. Following a detailed review of each category staff indicated a draft policy would be brought to the next Finance Committee meeting for discussion.

Public Comment: None.

2. Closed Session

- a. PUBLIC EMPLOYMENT
[Government Code Section 54957(b)]
Title: General Manager

b. **CONFERENCE WITH LABOR NEGOTIATOR**

(Government Code Section 54957.6)

Agency Designated Representative: Steven M. Kennedy, General Counsel

Unrepresented Employee: General Manager

Public Comment: Ms. Conklin asked how long the closed session would be and staff reported approximately one hour or less.

The Board adjourned to Closed Session at 6:58 pm.

The Board returned from Closed Session at 7:31 pm.

3. Closed session report.

President McKenzie stated there was no reportable action from closed session.

4. Approve “True Bad Debt” Write-off through June 30, 2025 of \$2,144.76

GM West gave the staff report as provided in the Agenda Packet and requested the Board approve the true bad debt write-off.

Public Comment: None.

Motion No. 25-045 Motion to approve the “true bad debt” write-off through June 30, 2025 of 2,144.76.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Miller-Boyer/Aldridge) Approved.

5. Receive and File Report on Bad Debt from Uncollected Secured Property Tax Liens from FY2017/18 at \$0

GM West gave the staff report as provided in the Agenda packet and requested the Board receive and file the report for bad debt from uncollectable secured property tax liens for FY2017/18.

Public Comment: None.

Motion No. 25-046 Motion to receive and file the report on bad debt from uncollected secure property tax liens from Fiscal Year 2017/18 in the amount of \$0.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Aldridge/Miller-Boyer) Approved.

6. Authorize Issuance of Professional Services Agreement to Carl Otteson's Certified Backflow in Support of Agency Cross Connection Control Plans

GM West gave the staff report as presented in the Agenda packet highlighting that the state had revised the Cross Connection Control Policy Handbook which triggered action by all water systems. GM West wanted to be certain the Board understood there is already a cross connection control program in place but this new update requires changes to the existing plan.

GM West had a Powerpoint slide to demonstrate what backflow is and how it can affect a water system.

GM West explained that the Agency had met the deadline for submission of a draft plan to the State Water Resources Control Board Division of Drinking Water in lieu of requesting an extension. The next step is to identify a Cross Connection Control Specialist which is action before the Board tonight.

Staff is requesting the Agency contract with Carl Otteson's Certified Backflow to be designated as the Agency Cross Connection Control Specialist. Once this step is completed, the plan can be reviewed by the Specialist and brought back to the Board for approval via resolution. Thereafter, staff will be working with the Planning/Engineering/Legislative/Grant Standing Committee to revise the operational characteristics of the Plan to be more proactive. GM West concluded that costs associated with the installation and annual testing of the backflow device are ultimately borne by the customer so the actual out-of-pocket cost to the Agency should be cost neutral.

Questions of the Board were answered.

Public Comment: None.

Motion No. 25-047 Motion to authorize issuance of Professional Services Agreement with Carl Otteson's Certified Backflow for Fiscal Year 2025/26 and up to three additional fiscal years to perform activities in support of the Agency's Cross-Connection Control Plan as its designated Cross-Connection Control Specialist.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Miller-Boyer/Aldridge) Approved.

7. SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 2 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for Environmental Services in Support of the Pipes Wash Jurisdictional Permitting Related to the Project

GM West gave the staff report as provided in the Agenda packet and a short Powerpoint presentation depicting the area of the project requiring this additional permitting from CA Fish and Wildlife.

Questions of the Board were answered.

Public Comment: Mr. West asked for clarification on the Western Joshua tree.

Motion No. 25-048 Motion to authorize Change Order No. 2 to Professional Services Agreement with Compass Consulting Enterprises, Inc. for environmental services in support of the Pipes Wash Jurisdictional Permitting related to the SWRCB Grant Agreement No. D2102065 in the amount of \$27,420.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Aldridge/Miller-Boyer) Approved.

8. SWRCB Grant Agreement No. D2102065: Authorize Change Order No. 2 to Professional Services Agreement with Fomotor Engineering for Survey Services Related to the Project

GM West gave the staff report as provided in the Agenda packet and a short Powerpoint presentation depicting the private easement area requiring staking and the tie-in locations within the Landers Consolidation area.

Questions of the Board were answered.

Public Comment: None.

Motion No. 25-049 Motion to Motion to authorize Change Order No. 2 to Professional Services Agreement with Fomotor Engineering for additional survey related tasks related to SWRCB Grant Agreement No. D2102065 in the amount of 8,670.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Miller-Boyer/Aldridge) Approved.

9. Consent Items

- a. Board Meeting Minutes
 1. August 12, 2025 Regular Meeting
- b. Financial Statements
 1. Balance Sheet(s) – July 2025
 2. Budget Sheet(s) – July 2025
- c. Receive and File Disbursements – August 2025
- d. Service Order Report – July 2025
- e. BDV Production Report – August 2025
- f. Goat Mountain Production Report – August 2025
- g. Receive and File Committee Meeting Minutes
 1. Planning/Legislative/Engineering/Grants Standing Committee

- April 15, 2025 – Cancelled
- June 17, 2025 – Cancelled
- August 19, 2025 – Cancelled

2. Finance/Public Relations/Education/Personnel Standing Committee

- June 3, 2025
- July 15, 2025 - Cancelled

Recommended Action: Approve as presented.

Public Comment: None.

Motion No. 25-050 Motion to approve the consent calendar items a-g as presented.

JoMarie McKenzie	Y
Megan Close-Dees	absent
John Burkhart	absent
William Aldridge	Y
Rodney Miller-Boyer	Y

MSC¹ (Aldridge/Miller-Boyer) Approved.

10. Matters Removed from Consent Items

None.

. Public Comment Period

None.

12. Items for Next or Future Agenda

President McKenzie asked that a review of the Customer Deposits and Financial Reserve Policy be scheduled for review and discussion Finance Committee. President McKenzie reviewed the regularly scheduled agenda items for October.

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

- a. General Manager Report – none.
- b. Director Reports

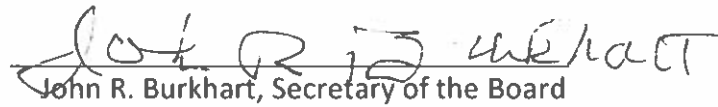
Director Miller-Boyer – Reported on the Landers Homestead Valley Community Association meeting he attended on September 8, 2025. He highlighted the Giant Rock Clean-up event beginning on September 26, 2025. He further reported on the Astronomy presentation by Mr. Megna.

President McKenzie reported on the Landers Homestead Valley Community Association meeting she attended on September 8, 2025. She continued discussion about the Giant Rock Clean-up.

14. Adjournment

President McKenzie adjourned the meeting at 8:34 pm.

Approved by:


John R. Burkhart, Secretary of the Board

MSC¹ – Motion made, seconded and carried

