



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 CALL TO ORDER

March 10, 2026
Time – 6:00 P.M.

President Miller-Boyer called the meeting to order at 5:59 pm.

PLEDGE OF ALLEGIANCE

Led by Director Miller-Boyer.

ROLL CALL

Directors present: Rodney Miller-Boyer
 William Aldridge
 Megan Close-Dees
 JoMarie McKenzie
 Jose Martinez

Staff present: Tom R. Holliman, Interim General Manager
 Marina West, Chief Engineer
 Jim Ciampa, General Counsel
 Scott Nelson, Starting Line Advisory, Accounting Consultant
 Susan Allen, Ortega Strategies Group

Public Present: Following Roll Call 1 member(s) of the public were present in the meeting room. There was no Zoom platform available to view this meeting remotely.

APPROVAL OF AGENDA

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

Discussion and Action Items

1. Public Comment Period

Ms. Allen, Ortega Strategies Group, requested that members of the Board await a call from her to prepare a press release regarding the passing of Director John Burkhart.

2. Mid-Year Budget Review and Preview of Fiscal Year 2026/27 Budget (Public Workshop #1 Fiscal Year 2026/27 Budget)

President Miller-Boyer introduced Accounting Consultant Scott Nelson, Starting Line Advisory, who presented a mid-year budget review and Fiscal Year 2026/27 Budget schedule. Mr. Nelson presented Schedule A Revenue Balances as of February 2026 which equates to target of 67% and the Agency is at 66%. He also reviewed the variance line items. Regarding Schedule B Expenses, the Agency about 7% behind target at end of February 2026. He also reviewed the variance line items. He then honed in on Expenses by Department noting specific line items that were over budget and provided explanation for that variance. Mr. Nelson then reviewed Schedule C Capital Expense Detail and Grant Funding Tracking.

Mr. Nelson asked for questions from the Board on the budget summary. Hearing none, he moved to “salaries/benefits” allocated to project for the current Fiscal Year. With approximately \$53,000 in salary and benefits reimbursable from our grants or at least capitalized labor. Next was the Personnel Budget Projection which is Schedule D in the staff report.

Mr. Nelson asked for questions from the Board on the final slides provided. Dir. Martinez asked several questions about line items that were over budget. Mr. Nelson answered the questions by reviewing slides in the presentation. Director McKenzie asked questions regarding the Operations budget projections. She further asked about other positions on the salary schedule and upcoming Cost-of-Living Adjustment.

Public Comment:

None.

No Motion – Information and Discussion Purposes Only

- 3. Authorize Professional Services Agreement with Engineering Resources of Southern California for Design, Bidding and Construction Management Services for R-1 Reservoir Replacement Project**
Interim General Manager/Project Engineer Tom R. Holliman gave the staff report as provided in the Agenda Packet. He summarized that seven firms were solicited and two proposals have been received. He noted that the Agency is seeking funding from US Department of Agriculture in the form of 100% grant. He mentioned that Engineering Resources of So. California is familiar with the USDA requirements. IGM Holliman recommended the Board authorize the Change Order/Task Order to the existing Professional Services Agreement in the amount of \$191,844 with a 10% contingency of \$19,184.

Questions from the Board were asked and answered.

Public Comment:

None.

Motion No. 26-014 - Motion to authorize Change Order/Task Order to the Engineering Resources of Southern California existing Professional Services Agreement for the design, bidding and construction management services for the R-1 Reservoir Replacement Project in the amount of \$191,844 with contingency of 10% or \$19,184.

Rodney Miller-Boyer	Y
William Aldridge	Y

Megan Close-Dees Y
JoMarie McKenzie Y
Jose Martinez Y

MSC¹ (Aldridge/Martinez) unanimously approved.

4. Consent Items

- a. Board Meeting Minutes
 - 1. February 7, 2025 Regular Meeting
 - 2. February 10, 2026 Special Meeting
 - 3. February 24, 2026 Special Meeting
 - 4. February 27, 2026 Special Meeting
- b. Financial Statements
 - 1. Balance Sheet(s) – January 20206
 - 2. Budget Sheet(s) – January 2026
- c. Receive and File Disbursements – February 2026
- d. Service Order Report – December 2025 and January 2026
- e. BDV Production Report – February 2026
- f. Goat Mountain Production Report – February 2026
- g. Receive and File Committee Meeting Minutes
 - 1. Planning/Legislative/Engineering/Grants Standing Committee
 - Committee Meetings on-hold
 - 2. Finance/Public Relations/Education/Personnel Standing Committee
 - Committee Meetings on-hold

Recommended Action: Approve as presented.

Public Comment:

None.

Motion No. 26-015 - Motion to adopt Consent Calendar items a-g as presented.

Rodney Miller-Boyer Y
William Aldridge Y
Megan Close-Dees Y
JoMarie McKenzie Y
Jose Martinez Y

MSC¹ (Martinez/Aldridge) unanimously approved.

5. Matters Removed from Consent Items

None.

6. Closed Session

- a. Conference with Labor Negotiators
(Government Code section 54957.6):
Agency designated representative: James Ciampa and Board of Directors
Unrepresented employee: Prospective General Manager

Public Comment: None.

The Board adjourned to Closed Session at 6:54 pm.

The Board returned from Closed Session at 7:35 pm.

7. Closed Session Report

Reconvene to Open Session Report of Action Taken in Closed Session

Closed Session was held under Item 5, Conference with Labor Negotiator under Government Code Section 54957.6, Agency Designated Representative Mr. Ciampa for the Board of Directors and unrepresented prospective General Manager, Mr. Ciampa updated the BOD on the negotiations with the prospective candidate and the agreements on various terms that were reached.

8. Consider Approval of Employment Agreement with New General Manager

General Counsel Ciampa summarized the terms of the proposed Employment Contract between Ms. Jennifer Cusack and the Agency. The employment start date of April 13, 2026; Agreement term is for one-year and it would be up to the Agency and Ms. Cusack to extend that in future years; starting salary \$220,000 /year; three weeks paid vacation accrued in accordance with Agency regular vacation accrual methods; one week of paid Administrative leave to be provided on July 1st of each year; there is a 6-month severance pay provision if the Agency terminates the contract without cause; and an indemnification provision which is consistent with an employer’s obligation under California law.

Motion No. 26-016 - Motion to appoint Ms. Jennifer Cusack as General Manager of the Bighorn-Desert View Water Agency.

Rodney Miller-Boyer	Y
William Aldridge	Y
Megan Close-Dees	Y
JoMarie McKenzie	Y
Jose Martinez	Y

MSC¹ (Aldridge/Martinez) unanimously approved.

9. Public Comment Period

None.

10. Items for Next or Future Agenda

None.

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

- a. Interim General Manager Report -
- b. Director Reports

Director McKenzie reported on the Landers Homestead Valley Community Association meeting she attended on Monday, March 9, 2026.

Director Martinez reported on the Landers Homestead Valley Community Association meeting he attended on Monday, March 9, 2026.

12. Adjournment

President Miller-Boyer adjourned the meeting at 7:45 pm.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried

Official Seal

