



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' REGULAR MEETING MINUTES

**BOARD MEETING OFFICE
1720 N. CHEROKEE TRAIL
LANDERS, CALIFORNIA 92285**

**MAY 12, 2026
TIME – 6:00 p.m.**

CALL TO ORDER

President Miller-Boyer called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Led by Director Martinez

ROLL CALL

Directors present: Rodney Miller-Boyer

William Aldridge

Megan Close-Dees, was present via Zoom due to illness.

Jose Martinez

JoMarie McKenzie

Staff present: Jennifer Cusack, General Manager
Marina West, Chief Engineer
Tom Holliman, Engineering Consultant

Public: Following roll call, one (1) member of the public was present

APPROVAL OF AGENDA

**Motion to approve the agenda as presented.
MSC¹ (Martinez / Aldridge) unanimously approved.**

- 1. WELL 14 CONSTRUCTION PROJECT: AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH TKE ENGINEERING INC. FOR WELL 14 DESIGN, BIDDING AND CONSTRUCTION MANAGEMENT SERVICES FOR AN AMOUNT NOT TO EXCEED \$798,600.**

Tom Holliman presented a professional services agreement with TKE Engineering for Well 14 design and construction management services with a staff recommendation to approve the agreement and authorize the amount not to exceed \$798,600, which includes a 10% contingency,

to replace Well 3 which has elevated uranium levels. The Agency had decided this well should just retire and be replaced. The goal is for less uranium, like Well No. 8, so treatment will not be necessary in the future. Well No. 3 does not exceed any drinking water standard at this time. The project will involve evaluating two potential well sites. The consultant has been advised that USDA funding has been identified and therefore USDA requirements should be considered across this effort. The task will conclude with a full set of contract specifications so the project could proceed to the bidding phase. The design is expected to be completed by late 2027.

The Board asked questions and discussed the item.

Public Comment:

None

Motion No. 26-022 - AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH TKE ENGINEERING INC. FOR WELL 14 DESIGN, BIDDING AND CONSTRUCTION MANAGEMENT SERVICES FOR AN AMOUNT NOT TO EXCEED \$798,600

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

MSC¹ (Martinez / Aldridge) unanimously approved.

2. BUDGET 2026/27 WORKSHOP #3

Scott presented updated fiscal year 2026-27 proposed budget changes, including correction to revenue from service line install fees, basic facility charges, updated property tax estimates, as well as higher fuel expenses. The budget projects an increase of \$3,100 to reserves from the prior draft, with a projected ending cash balance of approximately \$5.2 million, which is \$1.5 million over the minimum reserve targets. Scott announced plans to add a \$50,000 GIS system line item to the June final budget and mentioned potential adjustments to personnel budget due to staffing turnover.

The budget will be brought back to the June 9, 2026 meeting for adoption.

The Board asked questions and discussed the item.

Public Comment:

None

No Motion: Information only

3. QUARTERLY INVESTMENT REPORT – CALENDAR YEAR 2025 Q4

Scott Nelson presented details on the Investment Accounts, including PARS 115 Trust, Bank of California and Five Star Bank accounts, and investment accounts with Five Star, Banc of California, LAIF, and California Class. The total cash held by the district was reported as \$5.7 million, with over \$2 million in unencumbered cash available for district spending.

Public Comment: None

The Board asked questions and discussed the item.

No Motion: Information only.

4. ANNUAL REVIEW OF INVESTMENT POLICY (RESOLUTION NO. R25-06)

Jennifer Cusack explained the process to review annually the investment policy and as part of that she asked Scott to present the Quarterly Investment Report in the previous agenda item to demonstrate reserves have been managed according to the policy. This is a routine review and there are no changes. The board reviewed the investment policy with no recommended changes from legal counsel.

Public Comment: None

The Board asked questions and discussed the item.

No Motion: Information only.

5. ADOPT RESOLUTION NO. R26-03 AUTHORIZING A 2.8% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR STAFF EXCLUDING THE GENERAL MANAGER AND DISTRICT ENGINEER, AMENDING APPENDIX C – RANGE AND STEP SCALE AND INCORPORATE BY REFERENCE TO THE EMPLOYEE HANDBOOK

Jennifer Cusack presented the resolution for adoption, as the board had discussed the item at the last board meeting with a recommendation to bring it back for consideration. There were no questions from the board as this item was discussed last month at the regular board meeting and the Board had agreed to bring it forward as a resolution for adoption.

Public Comment: None.

The Board asked questions and discussed the item.

Motion No. 26-023 – approve Resolution No. R-26-03 AUTHORIZING A 2.8% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR STAFF EXCLUDING THE GENERAL MANAGER AND DISTRICT ENGINEER, AMENDING APPENDIX C – RANGE AND STEP SCALE AND INCORPORATE BY REFERENCE TO THE EMPLOYEE HANDBOOK.

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

MSC¹ (Aldridge / Martinez) unanimously approved.

6. ADOPT RESOLUTION NO. R26-04 DECLARING SUPPORT FOR THE SAN BERNARDINO COUNTY SPECIAL TAX MEASURE TO INCREASE FUNDING FOR ROAD MAINTENANCE IN LANDERS.

Vice President Aldridge raised concerns about the road and potential liability supporting a roads measure. Director Martinez expressed support for the item but acknowledged the need for legal review. Jennifer Cusack suggested the board adopt the resolution pending legal review.

Public Comment:

A member of the public spoke in favor of the Board supporting the road measure.

The Board asked questions and discussed the item.

Motion No. 26-024 – Motion to approve the resolution pending legal review and direct the General Manager to speak on behalf of the agency at the Board of Supervisor’s meeting.

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

MSC¹ (Martinez / Aldridge) unanimously approved.

7. CONSENT CALENDAR - The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that the item be held for discussion or further action.

- a. Board Meeting Minutes**
 - 1. April 14, 2026 Regular Meeting
 - 2. May 2, 2026 Annual Workshop Special Meeting
- b. Financial Statements**

1. Balance Sheet(s) – March 2026
2. Budget Sheet(s) – March 2026
- c. Receive and File Disbursements – April 2026
- d. Service Order Report – February – March 2026
- e. BDV Production Report – April 2026
- f. Goat Mountain Production Report – April 2026
- g. Resolution No. 26R-05 Amending Signers for Local Agency Investment Fund (LAIF)
- h. Receive and File Committee Meeting Minutes
 1. Planning/Legislative/Engineering/Grants Standing Committee
 - No minutes from past meeting to approve.
 - Next Meeting June 16, 2026 at 4 p.m.
 2. Finance/Public Relations/Education/Personnel Standing Committee
 - No minutes from past meeting to approve.
 - Next Meeting May 19, 2026 at 4 p.m.

Public Comment:

None

Motion No. 26-025 – approve the consent calendar items a through h as presented.

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

MSC¹ (Aldridge / Martinez) unanimously approved.

8. MATTERS REMOVED FROM CONSENT CALENDAR

None

9. PUBLIC COMMENT

None

10. ITEMS FOR NEXT OR FUTURE AGENDA

Director Martinez asked for a future discussion item on income opportunities.

Director McKenzie requested project updates and a detailed timeline of project related activities.

11. VERBAL REPORTS – Including Reports on Courses/Conferences/Meetings.

- a. General Manager's Report

Jennifer Cusack reported on the recruitment to fill two vacancies, one in customer service and the other in the field.

She also shared the committee meetings are starting back up, and the next meeting will be the FPREP Committee on May 19, 2026, at 4 p.m.

b. Chief Engineer's Report

Marina West reported on the PIC project, easements, County permits, Streambed alteration permit, grant funding and the western Joshua tree permit process.

Marina also shared information about the BIA Water Conference in August.

c. Directors' Reports

Director Aldridge reported on mandatory training he completed for Anti-Harassment and Defensive Driving.

Director Martinez reported on mandatory SB 827 Financial Training he completed and the Landers Homestead Valley Association Meeting he attended on May 11, 2026.

Director McKenzie report on May Landers Homestead Valley Association Meeting she attended and the April ASBCSD Meeting monthly dinner meeting and presentation focused on utilizing Artificial Intelligence in the workplace.

Director Miller-Boyer reported on the May Landers Homestead Valley Association meeting he attended and the April ASBCSD Meeting monthly dinner meeting and presentation focused on utilizing Artificial Intelligence in the workplace.

12. ADJOURNMENT

President Miller-Boyer adjourned the meeting at 7:51 p.m.

Approved by:


Megan Close-Dees, Secretary of the Board

MSC¹ – Motion made, seconded and carried.



Official Seal