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
REMOTE PARTICIPATION AVAILABLE

July 14, 2026
Time – 6:00 P.M.

CALL TO ORDER
President called the meeting to order at 6:01 pm

PLEDGE OF ALLEGIANCE
Vice President Aldridge led the pledge.

ROLL CALL

Directors present:	Rodney Miller-Boyer William Aldridge Megan Close-Dees Jose Martinez JoMarie McKenzie
Staff present:	Jennifer Cusack, General Manager Marina West, Chief Engineer David Rewal, Water Distribution Supervisor Rosie Paulino, Accounting Tech/Customer Svc Rep. Lana Kieser-Jazo, Accounting Tech/Customer Svc Rep.
Public:	Following Roll Call 0 member(s) of the public were present in the meeting room. There was 1 member of the public participating via Zoom platform.

APPROVAL OF AGENDA
Motion to approve the agenda as presented.
MSC[1] (Aldridge/Martinez) unanimously approved.

INTRODUCE NEW EMPLOYEE
General Manager Cusack introduced the new employee Lana Kieser-Jazo to the Board of Directors.

1. **Board to consider adopting Resolution No. 26R-07 Establishing the Agency`s Appropriation Limit for Fiscal Year 2026/27 at $384,707 with the anticipated 2026/27 Tax Levy of $328,900, which is well below the statutory limit.**
   General Manager Cusack gave the staff report provided in the agenda packet noting this is an annual requirement of the Agency tied to the budget and has posting requirements that were met prior to the Board's consideration tonight. The Agency is not expected to exceed the Appropriation Limit for Fiscal Year 2026/27 and therefore remains in compliance with this law.

   Questions from the Board were asked and answered.

   Public Comment:
   None.

   Motion No. 26-030 – Adopt Resolution No. 26R-06 Establishing the Agency`s Appropriation Limit for Fiscal Year 2026/27 at $384,707 with the anticipated 2026/27 Tax Levy of $328,900, which is well below the statutory limit.

   Rodney Miller-Boyer yes
   JoMarie McKenzie yes
   Jose Martinez yes
   William Aldridge yes
   Megan Close-Dees yes
   MSC[1] (Martinez/Close-Dees) unanimously approved.

2. **Public Hearing - Board to consider adopting Resolution No. 26R-08 Establishing Standby Assessments for Improvement District Goat Mountain (ID GM) for Fiscal Year 2026/27 (Tax Year 2026)**

   PUBLIC HEARING OPENED at 6:12 pm.

   General Manager Cusack gave the staff report as provided in the agenda packet noting that the Improvement District Goat Mountain service area parcels without a meter are annually assessed a "standby" fee which was transferred to the Agency upon annexation of the territory. Once a parcel purchases a water meter then the standby assessment is no longer charged. All public posting requirements have been met prior to this Public Hearing and no written or verbal comments have been received prior to this Public Hearing. Chief Engineer West mentioned the Standby fee for BDVWA was removed by a vote of the public in 1999.

   No public comments were received.

   Questions from the Board were asked and answered.

PUBLIC HEARING CLOSED at 6:19 pm.

Motion No. 26-031 – Adopt Resolution No. 26R-08 Establishing Standby Assessments for Improvement District Goat Mountain (ID GM) for Fiscal Year 2026/27 (Tax Year 2026)

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

MSC[1] (Martinez/Close-Dees) unanimously approved.

3. **Public Hearing - Board to consider approving Resolution No. 26R-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**

PUBLIC HEARING OPENED at 6:21 pm.

General Manager Cusack gave the staff report as provided in the agenda packet noting the process as a routine annual collection of delinquent bills to be secured on the tax roll, reviewing notifications leading up to the Public Hearing. No written or verbal protests have been received prior to this Public Hearing.

No public comments were received.

Questions from the Board were asked and answered.

PUBLIC HEARING CLOSED at 6:28

Motion No. 26-032 – Adopt Resolution No. 26R-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

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

MSC[1] (Aldridge/Martinez) unanimously approved.

4. **Board to authorize the General Manager to executive an Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for placement and collection of Special Taxes, Fees, and Assessments for Fiscal Year 2026-27 to Fiscal Year 2030-31.**

   Staff presented the information and the Board discussed the item and took the following action.

   Public Comment:
   None.

   Motion No. 26-033 Authorize the General Manager to executive an Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for placement and collection of Special Taxes, Fees, and Assessments for Fiscal Year 2026-27 to Fiscal Year 2030-31.

   MSC[1] (Close-Dees/Aldridge) unanimously approved.

5. **Board to consider authorizing the General Manager to prepare a Request for Proposals for As-needed/On-call Contractor(s) to assist with water system repairs and emergencies.**
   General Manager Cusack gave the staff report as presented in the agenda packet noting the operational flexibility provided by the option to retain on-call outside contractors, especially during an emergency, is beneficial to the Agency and customers. The Agency also has some non-routine maintenance work that requires specialized equipment or additional staffing to complete. She summarized the process of obtaining proposals and subsequent evaluation criteria for final selection and that she is seeking approval from the Board to prepare a Request for Proposal which would be brought back to the Board for review and approval prior to circulation.

   Water Distribution Supervisor Rewal reported to the Board that in the past we just called contractors for help if needed or we just used our staff. Chief Engineer West added additional input supporting the need for this kind of service, which hasn't been utilized previously.

   Director Martinez noted this topic was presented at the recent Planning, Legislative, Engineering, Grants & Safety (PLEGS) Committee meeting where the committee supported moving it to the Board for consideration. Questions from the Board were asked and answered.

   Public Comment:
   None.

Motion No. 26-034 - Authorize the General Manager to prepare a Request for Proposals for As-needed/On-call Contractor(s) to assist with water system repairs and emergencies.
MSC[1] (Martinez/Aldridge) unanimously approved.

6. **Board to consider authorizing the General Manager to solicit proposals and share limited system information for a Geographic Information System GIS Professional Service Agreement.**
   General Manager Cusack gave the staff report as provided in the agenda packet noting this is a new process for integrating our facilities information into a Geographic Information System (GIS) platform which increases efficiencies across the Agency. She described how the system would deploy on a tablet which field staff can access remotely to receive and respond to Service Orders and to even access a customer account through the Springbrook billing platform.

   Questions from the Board were asked and answered.

   Public Comment:
   None.

   Motion No. 26-035 - Authorize the General Manager to solicit proposals and share limited system information for a Geographic Information System GIS Professional Service Agreement

   MSC[1] (Martinez/Aldridge) unanimously approved.

7. **Board to consider authorizing the General Manager to publish a Notice Inviting Bids for a contract to construct the Water System Improvements and Consolidation Project (PI/C Project SWRCB Grant Agreement No. D2102065)**
   Chief Engineer West gave the staff report as presented in the agenda packet noting the design is essentially complete and 3,500 ft of pipeline will be carved out for future construction to allow the first phase to move forward. The carveout will be added to a later phase and outlined in an Amendment to the Agreement. The Amendment has been submitted which will include the carve out section of pipeline where the Agency has been delayed by property acquisition, the request for funds for the western Joshua tree Incidental Take Permit invoice, and a request to fund the replacement of the R1 Reservoir.

   Chief Engineer West outlined the upcoming steps to Notice Inviting Bids. She estimated construction activities could begin in late 2026 noting once a contract is awarded it will still have to be approved by the SWRCB followed by the submission of paperwork by the contractor before breaking ground.

   Questions from the Board were asked and answered.

Public Comment:
None.

Motion No. 26-036 authorizing the General Manager to publish a Notice Inviting Bids for a contract to construct the Water System Improvements and Consolidation Project (PI/C Project SWRCB Grant Agreement No. D2102065)

MSC[1] (Aldridge/Martinez) unanimously approved.

8. **Consent Calendar -**
    a. Board Meeting Minutes
        i. June 9, 2026 – Regular Meeting
    b. Financial Statements
        i. Balance Sheet(s) – May 2026
        ii. Budget Sheet(s) – May 2026
    c. Receive and File Disbursements – May 2026
    d. Service Order Report – May 2026
    e. Production Report for Bighorn-Desert View System – May & June 2026
    f. Production Report for Goat Mountain System – May & June 2026
    g. Receive and File Committee Meeting Minutes
        i. Planning/Legislative/Engineering/Grants Standing Committee 2/18/2025
        ii. Finance/Public Relations/Education/Personnel Standing Committee 9/2/2025

Recommended Action: Approve Consent Calendar Items a through g, as presented.

Public Comment:
None.

Motion No. 26-037 Approve Consent Calendar Items a through g, as presented.

MSC[1] (Martinez/McKenzie) unanimously approved.

9. **Matters removed from the Consent Calendar**
None.

10. **Public Comment Period**
None.

11. **Items for Next or Future Agenda**
Director McKenzie requested the Purchasing Policy come before the board for review, as she would like to see the approval amounts for expenditures lowered from $25,000 to $10,000 that come before the Board prior to purchase. It was suggested this come to the next Finance, Public Relations, Education, Personnel (FPREP) Committee meeting.

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

a. General Manager Report – GM Cusack reported on the Consumer Confidence Report for 2025 which was recently published noting that the Agency did not exceed any water quality standards in 2025. She further acknowledged all staff, Rosalind, Laun, David, Hunter and Nano who are doing an outstanding job.
b. Chief Engineer Report – Noted she confirmed that MWA will be holding a "MB Mini-tour" in September.
c. Director Reports
Dir. McKenzie reported on the Landers Homestead Valley Association meeting held on Monday, July 13, 2026.
Dir. Miller-Boyer reported on the SB 827 (Fiscal and Financial Training) webinar he completed, which is a newly mandated training requirement for directors.
Dir. Aldridge reported on the 2-hr. Ethics Training (AB 1234) he recently completed which is required every two years. He also reported on the Mojave Water Agency meeting he attended remotely on July 9, 2026.

13. Adjournment

President Miller-Boyer adjourned the meeting at 7:49 p.m.

Approved by:

Megan Close-Dees, Secretary of the Board

MSC[1] – Motion made, seconded and carried.

Official Seal