



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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REGULAR BOARD MEETING MINUTES

DATE OF MEETING: March 8, 2018
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 4:00 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. **Call to Order**

The meeting was called to order at 4:13 pm.

2. **Attendance**

Directors Baron, Carlyn, Grace, and Roberts were in attendance. Also present were General Manager David Edmonds and Assistant to the General Manager Kristy McEwen. General Counsel Don Davis arrived at 4:45 pm. Public Safety Consultant Jeff Kermode arrived at 6:00 pm.

3. **Closed Session**

A. Conference with Real Property Negotiators

Government Code Section 54956.9

Property: Various Recreational Amenities

Agency Negotiator: General Manager and General Counsel

Negotiating Parties: Bear Valley Springs Association

Under negotiation: Price and Terms of Lease

- No Reportable Action

Item #14A was moved to be heard at this point in the Agenda.

A. Public Employment

Government Code Section 54957

i. Administrative Services Director

ii. Chief of Police

- No Reportable Action

4. **Convene Open Session**

Open Session was convened at 6:11 pm.

5. **Summary of Actions Taken During Closed Session**

Mr. Davis reported as above.

March 8, 2018 Regular Board Meeting

6. Approval of Agenda

The Agenda was approved unanimously by the Board.

7. Pledge of Allegiance

8. Public Comments on Non-Agenda Items

Members of the public may address the Board on matters not listed on this Agenda. The Board cannot take action on any item that is not on the Agenda. The Board or staff may briefly respond to statements made or questions posed, or may ask questions for clarification. These items may also be referred to staff or scheduled on a future Agenda. There will be a separate opportunity for public comment for each item on the Agenda.

- Beverly Smith addressed the Board regarding safety concerns at the entry gate.

9. Consent Calendar

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the President will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.

- A. APPROVE Minutes of the February 8, 2018 Regular Board Meeting
- B. APPROVE Minutes of the February 22, 2018 Regular Board Meeting
- C. ACCEPT Minutes from the January 9, 2018 Communications Committee Meeting
- D. ACCEPT Minutes from the January 9, 2018 Infrastructure Committee Meeting
- E. ACCEPT Minutes from the January 11, 2018 Finance Committee Meeting
- F. ACCEPT Minutes from the January 11, 2018 Administration Committee Meeting
- G. ACCEPT Minutes from the January 16, 2018 Public Safety Committee Meeting
- H. APPROVE Register of Warrants for February 2018.

Motion: APPROVE Consent Calendar Items A – H: Roberts. Second: Baron.

Roll Call Vote:

AYE:	Carlyn, Roberts, Baron, Grace
NO:	None
ABSTAIN:	None
ABSENT:	None

10. Disclosures by the Board of Directors

Board Members are asked to disclose any outside communications with individuals and organizations that have an action item on this agenda that pertains directly to them or their specific personal or private interests and which communication is not included or disclosed in the agenda package, so that all interested persons have an equal opportunity to express and represent their interests.

- None

11. Action Items:

- A. Board of Directors (Mr. Edmonds)
 - i. ACCEPT Resignation of Larry Muell from the Board of Directors, Effective February 27, 2018

A staff report was presented.

Motion: The Board of Directors ACCEPT the Resignation of Larry Muell from the Board of Directors, Effective February 27, 2018: Carlyn. Second: Roberts

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
NO: None
ABSTAIN: None
ABSENT: None

ii. DETERMINE Method of Filling the Vacant Seat on the Board of Directors

Motion: The Board of Directors DETERMINE the method of filling the vacancy on the Board of Directors by appointment: Roberts. Second: Carlyn

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
NO: None
ABSTAIN: None
ABSENT: None

B. ADOPT Resolution 17/18-21 and ACCEPT Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP (Mr. Edmonds)
A staff report was presented.

Motion: The Board of Directors ADOPT Resolution 17/18-21 and ACCEPT Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP: Grace. Second: Baron

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
NO: None
ABSTAIN: None
ABSENT: None

C. APPOINT Citizen Volunteer to the Infrastructure Committee (Ms. McEwen)
A staff report was presented.

Motion: The Board of Directors APPOINT Harry Butera to serve on the Infrastructure Committee until March 2019 or until a successor is named: Roberts. Second: Baron

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
NO: None
ABSTAIN: None
ABSENT: None

D. APPROVE Public Safety Committee Task Assignment – Neighborhood Watch (Ms. McEwen)
A staff report was presented.

Motion: The Board of Directors ASSIGN the Public Safety Committee to review and discuss the Neighborhood Watch Program

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
 NO: None
 ABSTAIN: None
 ABSENT: None

- E. RATIFY Board Member Attendance at the Association of California Water Agencies (ACWA) Kern County Water Summit (Ms. McEwen)
A staff report was presented.

Motion: The Board of Directors RATIFY Directors Baron and Roberts' Attendance at the Association of California Water Agencies (ACWA) Kern County Water Summit

Roll Call Vote: AYE: Carlyn, Roberts, Baron, Grace
 NO: None
 ABSTAIN: None
 ABSENT: None

12. Information and Discussion Items:

- A. Board of Directors Vacancy Process – By consensus, the Board elected to solicit Letters of Interest, Resumes or other Statements of Qualification and invite applicants to address the Board in Open Session prior to the appointment. Staff was directed to publicize the vacancy on the District's website and social media pages, in the Tehachapi News, and post as required by law.
- B. Office Closure March 16, 2018 – Mr. Edmonds informed the Board and public that the Administration Office will be closed for building maintenance.
- C. Board of Directors Committee Assignments – Director Grace volunteered to attend the Public Safety and Finance Committees until a new Director is assigned.
- D. February Committee Reports
- i. Administration Committee – Director Carlyn reported on the February 8, 2018 meeting.
 - ii. Communications Committee – Director Baron reported on the February 6, 2018 meeting.
 - iii. Finance Committee – Director Carlyn reported on the February 8, 2018 meeting.
 - iv. Infrastructure Committee – Director Baron reported on the February 13, 2018 meeting.
 - v. Liaison Committee – No February Meeting
 - vi. Public Safety Committee – Director Roberts reported on the February 21, 2018 meeting.
- E. Board Comments
- i. Director Carlyn suggested that the BVSA would be the best place to direct complaints about phone book distribution.

- ii. Director Roberts stated the Public Safety Committee has a vacancy for a citizen volunteer and inquired about capital equipment purchases. He reported on the Kern County Water Summit.
- iii. Vice-President Baron reported on the Kern County Water Summit.
- iv. President Grace expressed his appreciation for mailbox station repairs.

F. Staff Reports

i. Department Head Reports

- 1. Finance Report – Mr. Edmonds reviewed Period 6 financial reports as submitted in the Board Package.
 - 2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package.
 - 3. Public Safety Report – January statistics were reviewed
- ii. General Counsel Report – Mr. Davis informed the Board that an Ordinance Code update regarding Signs would be ready for the March 22, 2018 Regular Board Meeting.
 - iii. General Manager Report – Mr. Edmonds reported that he has spent the majority of his time on Rate Studies, Solid Waste and IT upgrades.

G. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

A staff report was presented with corrections as submitted in the Board Package.

13. Future Agenda Items:

- A. Status Update on Phase I of the Water, Wastewater and Solid Waste Capital Replacement Plans by Willdan Engineering (Tentative March 22, 2018)
- B. Professional Services Agreement for Water, Wastewater and Solid Waste Capital Replacement Plans: Phase II (Tentative March 22, 2018)
- C. Professional Services Agreement for Solid Waste Transfer Station Reconfiguration (Tentative March 22, 2018)
- D. Professional Services Agreement for Installation of New Server & IT Equipment (Tentative March 22, 2018)
- E. APPOINT a Member to the Board of Directors for the Term Ending December, 2018 (Tentative April 12 or 26, 2018)
- F. Multiple Facilities Tours (Tentative Spring 2018)
Mr. Edmonds reviewed the above and added:
- G. Sign Ordinance Update (March 22, 2018)

14. Closed Session

- A. Public Employment
Government Code Section 54957
 - i. Administrative Services Director
 - ii. Chief of Police
- See Agenda Item #3

- B. Public Employee Performance Evaluation
Government Code Section 54957
Title: General Manager
- No Reportable Action


15. **Convene Open Session**

Open Session was convened at 9:50 pm.

16. **Summary of Actions Taken During Closed Session**

Mr. Davis reported as above.

17. **Adjournment:** The meeting was adjourned at 9:52 pm. The next regularly scheduled meeting of the Board of Directors is March 22, 2018.



Gil Grace, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board