



BEAR VALLEY COMMUNITY SERVICES DISTRICT

28999 South Lower Valley Road • Tehachapi, CA 93561-7460
PHONE 661-821-4428 • FAX 661-821-0180

REGULAR BOARD MEETING MINUTES

DATE OF MEETING: February 14, 2019
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF STUDY SESSION: 5:30 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. **Call to Order**

The meeting was called to order at 5:31 pm.

2. **Study Session:**

A. Presentation and Acceptance of Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown LLP

- Chris Brown, from Fedak & Brown LLP, presented the audit and answered questions from the Board and public. The District received an “Unmodified Clean” opinion from the external auditor.

3. **Convene Open Session**

Open Session was convened at 6:03 pm.

4. **Attendance**

Present: Directors Baron, Quinn, Roberts, Hahn, Carlyn
Absent: None

5. **Pledge of Allegiance**

6. **Approval of Agenda**

The Agenda was approved unanimously by the Board.

7. **Staff Introduction** – Bear Valley Police Officer Edward Pieczonka

A. Oath of Office

After Chief Melanson introduced Officer Edward Pieczonka, the Secretary administered the Oath of Office. Officer Pieczonka then addressed the Board and public.

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.

- None

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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 January 10, 2019 Regular Board Meeting

B. ACCEPT Register of Warrants for January 2019

Director Quinn pulled Item 9A to correct Board Member attendance

Mr. Jones pulled Item 9B to point out the correction of a mislabeled item.

Motion: APPROVE Consent Calendar Items A – B as corrected: Carlyn. Second: Quinn.

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

10. Presentation

A. United Well Service – Lakefill Well Rehabilitation & Well #25 Assessment

Randy Kendall from United Well Service provided background and discussed well the assessment process and answered questions from the Board and public.

11. 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

12. Action Items:

A. ADOPT Resolution 18/19-23 and ACCEPT Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP

Motion: The Board of Directors ADOPT Resolution 18/19-23 and ACCEPT the Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP and AUTHORIZE Staff to File as Required: Roberts. Second: Baron

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

B. Water System Rate Study (Mr. Malinen, Mr. Davis)

i. Review Public Feedback

Mr. Malinen gave an overview on the need for the rate adjustments and described District efforts toward public outreach. He reported that one resident had presented an alternate fee structure proposal, but upon review it would not accomplish the stated goals.

Mr. Davis provided an explanation of the Proposition 218 process.

ii. RECEIVE Water System Rate Study Report dated February 11, 2019

Motion: The Board of Directors RECEIVE the Water System Rate Study Report dated February 11, 2019: Hahn. Second: Roberts

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

iii. ADOPT Resolution 18/19-24 Setting the Time and Place for a Public Hearing on New Rates for Water Service and Authorizing Staff to Notice Property Owners.

A staff report was presented. Discussion followed on the public notice preparation and mailing. Mr. Malinen advised the Board to amend the motion to include an alternate date of April 25, 2019, to allow for mailing delays if needed.

Motion: The Board of Directors ADOPT Resolution 18/19-24 Setting the Time and Place for a Public Hearing on New Rates for Water Service and Authorizing Staff to Notice Property Owners, amended to include April 25, 2019 as an alternate hearing date: Hahn. Second: Roberts.

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

iv. ADOPT Resolution 18/19-25 Establishing Procedures for the Conduct of Protest Hearings Related to Proposed New or Increased Property Related Fees and Charges.

A staff report was presented.

Motion: The Board of Directors ADOPT Resolution 18/19-25 Establishing Procedures for the Conduct of Protest Hearings Related to Proposed New or Increased Property Related Fees and Charges: Hahn. Second: Baron

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

C. APPROVE Entry Gate House Design Concept; Gate Improvement Project (Mr. Malinen)

A staff report was presented along with the results of the informal resident polling.

Motion: The Board of Directors APPROVE Entry Gate House Design Concept #6: Baron. Second: Hahn

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

D. APPROVE Duplan Equestrian Trail Realignment (Mr. Davis)
A staff report was presented.

Motion: The Board of Directors APPROVE the execution of the proposed Termination of Deed of Easement and APPROVE the acceptance of a new Deed of Easement that would effectuate the realignment of the existing trail, and further authorize staff to take all such actions necessary to cause such documents to be recorded in the office of the County Assessor-Recorder: Carlyn. Second: Quinn

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

E. ACCEPT Monthly Investment Report as of December 31, 2018. (Mr. Jones)
A staff report was presented.

Motion: The Board of Directors the ACCEPT Monthly Investment Report as of December 31, 2018: Quinn. Second: Roberts

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

13. Information and Discussion Items:

A. Board Comments

- i. Director Baron spoke on the Fickert Cemetery dedication slated for October 2019 and announce Tehachapi Heritage League is accepting donations for signage and plaques.
- ii. Director Quinn: None
- iii. Director Roberts urged action on Jack's Hole cleanout and an ordinance update on committee appointments.
 - i. Vice-President Hahn: None
- iv. President Carlyn praised communication between BVSA and CSD staff, thanked Public Works crews for their efforts on snow plowing and water repairs, and announced VIPS would be assisting in vehicle decal distribution.

B. Staff Reports

- i. Department Head Reports
 1. Finance Report– Mr. Jones reviewed Period 5 Financial Reports as submitted in the Board Package.
 2. Public Works Report – Mr. Van Wagoner reviewed the report as submitted in the Board Package.

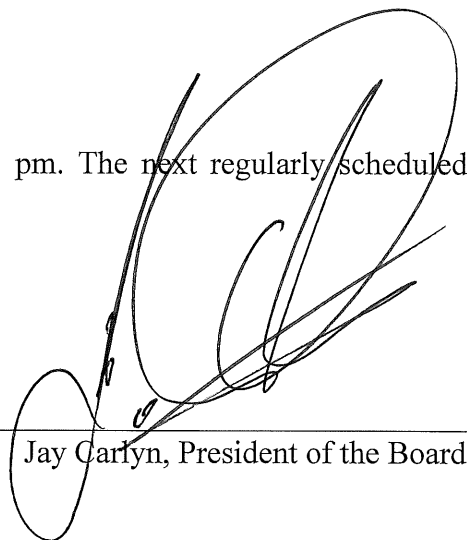
3. Public Safety Report – Chief Melanson reviewed the report as submitted in the Board Package.
 - ii. General Counsel Report – Mr. Davis informed the Board that an AT&T proposal to lease District land for cell towers would be an upcoming item. He also announced that Stallion Springs CSD General Counsel Ernest Conant has been appointed as regional director on the Bureau of Reclamation.
 - iii. General Manager Report – Mr. Malinen updated the Board on communications issues and plans and reported on a meeting with TCCWD General Manager: water banking rates will be increasing and TCCWD allocation from the State Water Project remains at 15%. He also shared the proposed budget calendar for FY 2019/20.

14. Future Agenda Items:

- A. Committee Volunteer Appointments (March 2019)
- B. Approve Standby Policies – Public Works & Public Safety (March 2019)
- C. First Reading – Ordinance Amendment 4-1: District Roads (March 2019)
- D. Entry Gate (March 2019)
 - i. Access System
 - ii. Drainage Improvements
- E. Phase 2 Capital Improvement Plan Agreement (March 2019)
- F. Update – Gas Tax Revenues (March 2019)
- G. Public Hearing – Water Rates (April 2019)

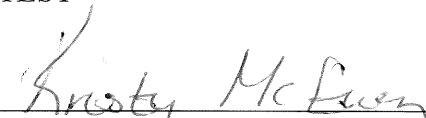
The following items were added:
- H. Committee Ordinance Update
- I. Staff Introductions

15. **Adjournment:** The meeting was adjourned at 8:58 pm. The next regularly scheduled meeting of the Board of Directors is March 14, 2019.



Jay Carlyn, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board