



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: July 12, 2018
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 5:30 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. Call to Order

The meeting was called to order at 5:30 pm.

2. Attendance

All Directors were in attendance. Also present were Assistant General Manager Jeff Kermode, General Counsel Don Davis and Secretary of the Board Kristy McEwen.

3. Closed Session

A. Conference with Legal Counsel - Anticipated Litigation

Government Code Section 54956.9(d)(2): (one) potential matter

- No Reportable Action

B. Public Employment

Government Code Section 54957

Title: General Manager

- No Reportable Action

4. Convene Open Session

Open Session was convened at 6:03 pm

5. Summary of Actions Taken During Closed Session

Mr. Davis reported as above.

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.

- None

July 12, 2018 Regular Board Meeting

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 May 10, 2018 Regular Board Meeting
- B. APPROVE Minutes of the May 24, 2018 Regular Board Meeting
- C. APPROVE Minutes of the June 28, 2018 Regular Board Meeting
- D. APPROVE Minutes of the June 25, 2048 Special Board Meeting
- E. ACCEPT Minutes from the April 3, 2018 Communications Committee Meeting
- F. ACCEPT Minutes from the April 10, 2018 Infrastructure Committee Meeting
- G. ACCEPT Minutes from the April 12, 2018 Finance Committee Meeting
- H. ACCEPT Minutes from the April 18, 2018 Public Safety Committee Meeting
- I. APPROVE Register of Warrants for May 2018
- J. APPROVE Register of Warrants for June 2018

Motion: APPROVE Consent Calendar Items A – J: Hahn. Second: Roberts.

Roll Call Vote:

AYE:	Hahn, 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. UPHOLD or OVERRULE Denial of Encroachment Permit by Ed & Karen Duvall. (Mr. Davis)

Mr. Davis presented background of the Duvall’s request for an encroachment permit and the General Manager’s denial of that request. The Duvalls were provided 15 minutes to appeal the District’s decision. They were also provided the opportunity to answer questions from several Directors.

Motion: The Board of Directors UPHOLD the denial of the encroachment permit requested by the Duvalls: Carlyn. Second: Hahn

Roll Call Vote:

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

- B. AUTHORIZE the Execution of a Master Consulting Services Agreement with DiamondIT for Information Technology (IT) Consulting Services. (Mr. Davis, Mr. Jones)

A staff report was presented. Discussion followed on the need for specific time frames on the Task Orders.

Motion: The Board of Directors AUTHORIZE the Execution of a Master Consulting Services Agreement with DiamondIT for Information Technology (IT) Consulting Services, with staff to bring back the individual task orders for review and ratification at the earliest opportunity: Carlyn. Second: Baron

Roll Call Vote:

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

- C. AUTHORIZE the Execution of a Maintenance Contract with Suez Water Advanced Solutions for a Full-Service Well Asset Management Program. (Mr. Davis, Mr. Jones)

A staff report was presented. Director Roberts requested specific timelines for the rehabilitation. Director Hahn requested monthly updates on the progress of the rehabilitation.

Motion: The Board of Directors AUTHORIZE the Execution of a Maintenance Contract with Suez Water Advanced Solutions for a Full-Service Well Asset Management Program: Roberts. Second: Baron

Roll Call Vote:

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

- D. ACCEPT Report of Delinquent Accounts and SCHEDULE Public Hearing to Place Delinquencies on Tax Roll for Collection. (Mr. Jones)

A staff report was presented.

Motion: The Board of Directors ACCEPT Report of Delinquent Accounts and SCHEDULE Public Hearing to Place Delinquencies on Tax Roll for Collection: Carly. Second: Roberts

Roll Call Vote:

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

12. Information and Discussion Items:

- A. Willdan Engineering Project Updates

Mr. Kermode reviewed the project update report submitted by Willdan. Staff will initiate a conference call to obtain information and next steps for the District, so projects may move forward.

B. Jack's Hole Retention Basin

Director Roberts discussed the need for maintenance on the basin and requested staff to research the permit requirements for reed and cattail removal.

C. Board Comments

- i. Director Carlyn: None
- ii. Director Hahn reported on his attendance at the CSDA Leadership Conference and, as discussed at the July 12 Finance Committee meeting, recommended the Board assign the update and adoption of financial policies to the Administration Committee.
- iii. Director Roberts stressed that District administrative staff and Board Members should participate in the monthly Tehachapi Area Common Interest Meetings in addition to Chief Melanson. He also requested budget study sessions be timely scheduled.
- iv. Vice-President Baron: None
- v. President Grace requested staff move forward on the Duplan equestrian trail realignment request. He also stated the Board should address the Nature Path Master Plan proposal submitted by the Bear Valley Springs Cycle Club.

D. Staff Reports

- i. Department Head Reports
 1. Finance Report – Mr. Jones reviewed Period 10 Financial Reports as submitted in the Board Package.
 2. Public Works Report – Mr. Kermode 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 reported that he will soon be re-negotiating the Grimmway and Valley Sod leases.
- iii. Assistant General Manager Report – Mr. Kermode had nothing further.

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

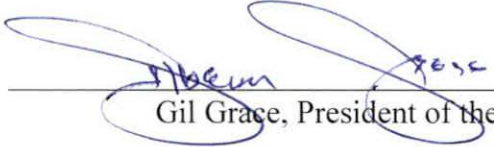
A staff report was presented, with clarifications and corrections as submitted in the Board Package.

13. Future Agenda Items:

- A. Professional Services Agreement for Water, Wastewater and Solid Waste Capital Replacement Plans: Phase II
Staff reviewed the above and added:
- B. Well Rehabilitation Updates
- C. Retention Basin Maintenance Permits
- D. Assignments to Administration Committee – Financial Policies

- E. Schedule Final Budget Study Sessions
- F. Grimmway Lease Negotiations
- G. Nature Path Master Plan – Bear Valley Springs Cycle Club

14. **Adjournment:** The meeting was adjourned at 8:49 pm. The next regularly scheduled meeting of the Board of Directors is July 26, 2018.



Gil Grace, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board