



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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REGULAR BOARD MEETING AGENDA

DATE OF MEETING: September 10, 2020
TIME OF CLOSED SESSION MEETING: 5:00 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

In accordance with the Governor's Executive Order (N-29-20) and the declared State of Emergency, including social distancing directives as a result of the threat of the COVID-19 virus, Board members and BVCS D staff will be participating in this meeting remotely. There will not be a physical location for this meeting. Members of the public may participate in the meeting in the following ways:

- 1. Open Session Webinar Link:** <https://us02web.zoom.us/j/85299967888>
- 2. Phone:** Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592
Webinar ID: 852 9996 7888
International numbers available: <https://us02web.zoom.us/j/85299967888>
- 3. Email:** You may submit comments on a specific item to kmcewen@bvcsd.org. Please send your email at least one hour prior to the start of the Open Session meeting.

The Bear Valley Community Services District thanks you for your understanding and for doing your part to prevent the spread of COVID-19.

- 1. Call to Order**
- 2. Attendance**
- 3. Adjourn to Closed Session**
 - A. Conference with Legal Counsel – Anticipated Litigation**
Potential Exposure to Litigation under Government Code section 54956.9(d)(2): three (3) potential cases
 - B. Conference with Legal Counsel – Anticipated Litigation**
Initiation of Litigation under Government Code section 54956.9(d)(4): one (1) potential case
 - C. Conference with Labor Negotiators**
Agency Representative: William Malinen, General Manager
Employee Organization: Bear Valley Police Officers Association

September 10, 2020 Regular Board Meeting

4. **Convene Regular Meeting**
5. **Summary of Actions Taken During Closed Session**
6. **Pledge of Allegiance**
7. **Approval of Agenda**
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.

****Members of the public may submit comments on non-agenda items via email at least 1 hour prior to the start of the Open Session meeting, or may use the Zoom Meetings “Raise Hand” feature and wait to be recognized by the Secretary of the Board.****

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 July 9, 2020 Regular Board Meeting
- B. ACCEPT Register of Warrants for July 2020
- C. ACCEPT Register of Warrants for August 2020

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.

11. **Action Items:**

****Members of the public may submit comments on agenda items via email at least 1 hour prior to the start of the Open Session meeting, or may use the Zoom Meetings “Raise Hand” feature and wait to be recognized by the Secretary of the Board.****

- A. AUTHORIZE Task Order with Transtech Engineers, Inc., for Engineering and Construction Management Services for the Gate Drainage Improvement Project (Mr. Davis)
- B. Sewer System Rate Study (Mr. Malinen, Mr. Jones, Mr. Davis)
 - i. RECEIVE Sewer System Rate Study and Addendum

- ii. ADOPT Resolution 20/21-10 Setting the Time and Place for a Public Hearing on New Rates for Wastewater Service and Authorizing Staff to Notice Property Owners
- C. Records Retention Schedule & Policy (Ms. McEwen)
 - i. ADOPT Resolution 20/21-11 Approving a New Records Retention Schedule
 - ii. INTRODUCE Ordinance 20-253 Repealing Chapter 9 (District Records) of Title 1 (Administration) of the District Code
- D. ADOPT Resolution 20/21-12 Approving District Personnel Policies and Employee Manual (Ms. McEwen)
- E. AUTHORIZE the General Manager to Execute a Contract in an Amount Not to Exceed \$9,638 with Cobalt Community Research for the 2020 Bear Valley Community Engagement Study (Ms. Clark)
- F. APPROVE Job Description – Administrative Class (Ms. McEwen)
- G. ADOPT Resolution 20/21-13 Approving FY 2020/21 Investment Policy (Mr. Jones)
- H. ACCEPT Quarterly Investment Report as of June 30, 2019 (Mr. Jones)
- I. ACCEPT Monthly Investment Report as of July 31, 2020 (Mr. Jones)

12. Information and Discussion Items:

- A. Police Department Policy Manual (Chief Melanson)
- B. Fuel Reduction Grant Update (Mr. Malinen)
- C. November 3, 2020 Consolidated General Election Update (Ms. McEwen)
- D. Board Comments
 - i. Director Baron:
 - ii. Director Carlyn:
 - iii. Director Hahn:
 - iv. Vice-President Quinn:
 - v. President Roberts:
- E. Staff Reports
 - i. Department Head Reports
 - 1. Finance Report
 - 2. Public Works Report
 - 3. Public Safety Report
 - ii. General Counsel Report
 - iii. General Manager Report

13. Future Agenda Items:

- A. Approve Police Policy Manual (Oct 8, 2020)
- B. Adopt Ordinance 20-253 Amending Chapter 9, Section 2 of Title 1 (Administration) of the District Code Pertaining to Procedures for Retention of Records

- C. Approve Budget Amendment for Transfer Station Reconfiguration Project (Oct 8, 2020)
- D. Approve Updated Fee Schedule (Oct 8, 2020)
- E. 2021 Disaster Preparedness Advisory Council Appointments (Oct 8, 2020)
- F. Public Hearing – Sewer Rates (November 12, 2020)

14. **Adjournment:** The next regularly scheduled meeting of the Board of Directors is October 8, 2020.

INFORMATION REGARDING AGENDA ITEMS: Copies of the staff reports and other disclosable public records related to each open session item of business referred to on the agenda are on file in the office of the District Secretary and are available for public information during regular business hours. Any person who has a question concerning any of the agenda items may call the District Secretary at 661.821.4428.

Signed, September 4, 2020



Kristy McEwen, Secretary of the Board