



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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28999 South Lower Valley Road • Tehachapi, CA 93561-7460

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### **BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES**

DATE OF MEETING:	March 12, 2015
PLACE OPEN & CLOSED SESSION MEETINGS:	28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING:	4:30 pm
TIME OF OPEN SESSION MEETING:	6:00 pm

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#### **1. Call to Order**

- The meeting was called to order at 4:30 pm.

#### **2. Roll Call Attendance**

President Charlene LaClaire

Vice President Rick Zanutto

Director Jane Baron

Director Gil Grace

Director Walt Ritchie

- All Directors were present. Also present were General Manager David Edmonds and General Counsel Don Davis. Arriving at 6:00 pm were Chief of Police Rod Walthers and Clerk of the Board Kristy McEwen.

#### **3. Closed Session**

##### **A. Public Employment**

Government Code section 54957: Chief of Police

#### **4. Convene Open Session**

- President LaClaire convened Open Session at 6:07 pm.

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

- No Reportable Action

#### **6. Approval of Agenda – Roll Call**

- The Agenda was approved unanimously by the Board

#### **7. Pledge of Allegiance**

- Director Grace led the Pledge of Allegiance

March 12, 2015 Regular Board Meeting

## 8. Moment of Silence in Honor of Finance Consultant David Powell

## 9. 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.

- Jerry Pittenger addressed the Board on the Grinding Hole site and mailboxes. Director Zanutto suggested he take his complaint regarding the loss of amenity fees for the Grinding Hole site to the BVSA. Mr. Edmonds reported that discussions with the Postmaster on mailboxes are underway and an engineering report will be prepared.
- Jim Nelson spoke about vacant staff positions and recruitment. Mr. Edmonds assured the Board and public that recruitment efforts are underway, and that the priority is not to settle but to find quality applicants for the positions.
- Linda Coverdale expressed appreciation for the Turco's donation which allowed for the preservation of an historically significant area.

## 10. Presentation

A. ADOPT Resolution 14/15-16 In Remembrance of Past Board President William T. Mason, Jr. (Ms. McEwen)

- Resolution 14/15-16 was read by the Clerk along with a poem written by General Counsel Davis in tribute of Director Mason.

**Motion:** ADOPT Resolution 14/15-16 In Remembrance of Past Board President William T. Mason, Jr.: Grace. Second: Zanutto

**Roll Call Vote:**

AYE:	Grace, Baron, Ritchie, Zanutto, LaClaire
NO:	None
ABSTAIN:	None
ABSENT:	None

B. PRESENT Resolution to family. (President LaClaire)

- President LaClaire presented the Resolution to the family.

## 11. 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 26, 2015 Regular Board Meeting

B. APPROVE Register of Warrants for February, 2015.

C. APPROVE "Message from the Board of Directors" Article for April, 2015 Bear Tracks.

- Directors Baron and Grace pulled Item 11A, requesting minor corrections to the minutes.
  - **Motion:** APPROVE Minutes of the February 26, 2015 Regular Board Meeting as corrected: Zanutto. Second: Baron
  - **Roll Call Vote:**
- |      |  |
|------|--|
| AYE: | Grace, Baron, Ritchie, Zanutto, LaClaire |
| NO:  | None                                     |

ABSTAIN: None  
ABSENT: None

- Directors LaClaire and Zanutto pulled Item 11B, requesting clarification of several expenditures.
- **Motion:** APPROVE Register of Warrants for February, 2015: LaClaire. Second: Zanutto
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
NO: None  
ABSTAIN: None  
ABSENT: None
  
- Director Zanutto pulled Item 11C, requesting a correction to the article.
- **Motion:** APPROVE “Message from the Board of Directors” Articles for April, 2015 Bear Tracks as corrected: LaClaire. Second: Zanutto
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
NO: None  
ABSTAIN: None  
ABSENT: None

## 12. 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

## 13. Action Items:

- A. APPROVE Employee Longevity Service Awards for 2014 and SIGN Certificates of Appreciation (Mr. Edmonds)
- A staff report was presented and Board discussion followed.
  - Public comment: Bob Folgate suggested giving the option of cash rather than a watch for the 25-year recognition.
  - **Motion:** APPROVE \$100 Employee Longevity Service Awards for the 5- and 10-year employees: Zanutto. Second: LaClaire
  - **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
NO: None  
ABSTAIN: None  
ABSENT: None
  
  - **Motion:** APPROVE Employee Recognition Award for 25-year employees in an amount not to exceed \$350 for a watch or bracelet equivalent: Baron. Second: Grace
  - **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
NO: None  
ABSTAIN: None  
ABSENT: None

- **Motion:** APPROVE Employee Recognition Awards for 2014 and SIGN Certificates of Appreciation: LaClaire. Second: Zanutto
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
 NO: None  
 ABSTAIN: None  
 ABSENT: None

B. INTRODUCE Ordinance No. 15-240 Repealing the District's Former Conflict of Interest Code Codified as Chapter 1-6 of Title 1 of the District Code (Mr. Davis)

- A staff report was presented.
- **Motion:** INTRODUCE Ordinance No. 15-240 Repealing the District's Former Conflict of Interest Code Codified as Chapter 1-6 of Title 1 of the District Code: LaClaire. Second: Grace
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
 NO: None  
 ABSTAIN: None  
 ABSENT: None

C. NOMINATE a Candidate for Special District Representative to serve on the Kern County Local Agency Formation Commission (LAFCo) for the term ending May, 2016 (Mr. Edmonds, Ms. McEwen)

- A staff report was presented and Board discussion followed.
- **Motion:** NOMINATE Charlene LaClaire for Special District Representative to serve on the Kern County Local Agency Formation Commission (LAFCo) for the term ending May, 2016: Grace. Second: Zanutto
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
 NO: None  
 ABSTAIN: None  
 ABSENT: None

D. NOMINATE a Candidate for California Special Districts Association (CSDA) Board of Directors, Seat A (Mr. Edmonds, Ms. McEwen)

- A staff report was presented and Board discussion followed.
- **Motion:** NOMINATE Walt Ritchie for California Special Districts Association (CSDA) Board of Directors, Seat A: Zanutto. Second: Baron
- **Roll Call Vote:** AYE: Grace, Baron, Ritchie, Zanutto, LaClaire  
 NO: None  
 ABSTAIN: None  
 ABSENT: None

**14. Information and Discussion Items:**

A. Update on Pine Bark Beetle Abatement (Mr. Edmonds)

- Mr Edmonds provided a verbal update. Staff is in contact with commercial timber harvesters who will remove the affected trees in High Country Park for the value of the timber. The contract arborist has reviewed two years of notified properties. A more effective and timely abatement process will be implemented.

- Public Comment: Steve Pavkovic suggested forming an ad hoc committee to address the problem. President LaClaire replied that a committee is not needed, as the District is aware of the scope of the problem and the trees will be removed. She urged property owners to take measures to protect their own trees. Jerry Pittenger and Bob Folgate also addressed the Board on the urgency of abatement. Mr. Edmonds assured the public that he shares their sense of urgency and efforts are underway.
- B. Discuss Nomination for Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election (Mr. Edmonds, Ms. McEwen)
- A staff report was presented and Board discussion followed. The consensus of the Board was that, while SDRMA is a worthwhile organization, staff currently does not have the time to participate.
- C. Fire Hydrant Repair – Deertrail Drive (Mr. Edmonds, Ms. McEwen)
- The Board was notified of a major break – repair efforts must wait until the ground is safe enough for inspection and analysis
- D. Board Member Inquiry – Legal Disbursements (Mr. Edmonds, Ms. McEwen)
- A staff report and detailed breakdown was presented. Director Ritchie stated he would defer comment until he had time to look at the information.
- E. Board Comments
- i. Director Baron: Anticipated Topics:
    1. Reed and Cattail Removal – Director Baron was notified by the environmental scientist at CA Fish & Wildlife Service that Bear Valley lakes do need a permit for reed and cattail removal. The cost will range from \$600 - \$2000.
    2. Status of Attorney Review of revised District Code. Clarification of 1-5-9 Committees & Responsibilities – Mr. Davis responded that the full Board will have an opportunity to review the changes proposed by the Administration committee, but emphasized that policies should be separated from ordinance code.
  - ii. Director Grace:
    - Asked about the cart path extensions previously discussed at Liaison Committee. Mr. Edmonds clarified the work would be classified as tenant improvements and not subject to prevailing wage. Tenant improvements, however, must be approved by the Board.
    - Director Grace also reported on the March, 2015 DPAC and WAPC meetings. A representative from Southern California Edison was at the WAPC meeting, offering a service to test the efficiency of well pumps, and to review solar project projections.
  - iii. Director Ritchie:
    - Shared that emergency operations will take place in Tehachapi sometime this summer and that Kern Co will be resurfacing the county portion of Bear Valley Road.

- iv. Vice-President Zanutto:
  - Director Zanutto reported from the WAPC meeting that TCCWD will receive 20% of its allocation from the State, and that the mandatory 20% reduction has been extended for 270 days. There will be a 2015 Drought Webinar on April 9, public is invited. He also reported Southern California Edison anticipates 10% increases in electric rates for the next two years.
- v. President LaClaire:
  - President LaClaire spoke on the need for a generalized emergency plan for individuals. She also suggested that a project status calendar would be a good idea.

#### F. Staff Reports

##### i. Department Head Reports

1. Finance Report – Mr. Edmonds reported on Mr. David Powell’s passing, that Mr. Harris has taken another position and gave a brief recruitment update.
2. Public Works Report – A written report was presented. Director Zanutto asked for clarification why the Gallon per Minute number for Well #9 had decreased from January to February. He also requested more color differentiation in the graphs. Director Baron requested a time frame for the Tank Levels report and the duration of GPM production.
3. Public Safety Report – Chief Walthers presented February, 2015 statistics. He also shared that April, 2015 is Distracted Driving Awareness Month and there will be heightened enforcement. Director Grace asked about body cameras for officers. Chief Walthers confirmed he had implemented body cameras two years ago and it has been a great success.

ii. General Counsel Report – Mr. Davis informed the Board that the on-call services agreement with Quad-Knopf is complete, that the Grinding Hole property is in escrow and should close March 13, 2015 and that Counsel and the GM participated in a conference call with HelioPower to give direction on the proposed solar project.

iii. General Manager Report – Mr. Edmonds further updated on the solar project.

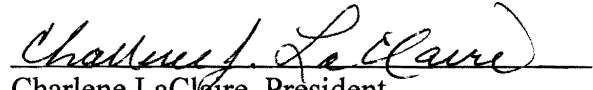
##### G. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

- A staff report was presented, with one correction to note.

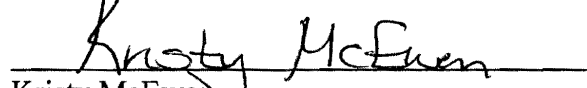
#### 15. Future Agenda Items:

- A. State Water Conservation Requirements (Tentative: March 26, 2015)
- B. Staffing & Recruitment Updates (Tentative: March 26, 2015)
- C. Mailboxes (TBD, Early 2015)
- The following were added by Mr. Edmonds
  - D. Present Longevity Awards to Employees
  - E. Board Policy Discussion
  - F. Present Refined Solar Proposal
  - G. Approve Cart Path Extensions

16. **Adjournment:** The meeting was adjourned at 10:06 pm. The next regularly scheduled meeting of the Board of Directors is March 26, 2015.

  
Charlene LaClaire, President  
Bear Valley Community Services District

ATTESTED:

  
Kristy McEwen  
Clerk of the Board