



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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

BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

DATE OF MEETING: January 28, 2016
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 2:00 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. Call to Order

The meeting was called to order at 2:10 pm.

2. Roll Call Attendance

President Rick Zanutto
Vice President Gil Grace
Director Jane Baron
Director Charlene LaClaire
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 Interim Police Chief Jeff Kermode and Secretary of the Board Kristy McEwen.

3. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation (1) case
Government Code Section 54956.9

- No reportable action

B. Public Employment: Chief of Police
Government Code Section 54957

- No reportable action

C. Performance Evaluation: General Manager
Government Code Section 54957

- President Zanutto reported the Board of Directors reached consensus on all performance factors, that the General Manager meets and exceeds all requirements and received a very glowing report.

4. Convene Open Session

Open Session was convened at 6:09 pm.

5. Summary of Actions Taken During Closed Session

Reported as above

6. Approval of Agenda – Roll Call

The Agenda was approved unanimously by the Board.

7. Pledge of Allegiance

Vice-President Grace led the 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.

- Resident Gary Katz addressed the Board regarding a drainage easement pipe on his property.

9. 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

10. Action Items:

A. APPROVE Employment Agreement with Jeffery J. Kermode as Public Safety Director/Chief of Police

Mr. Davis and Mr. Edmonds presented a staff report stating Mr. Kermode has agreed to reinstate from retirement to continue the progress with the Police Department. Mr. Kermode expressed his thanks to the Board and public for their support and the opportunity to continue serving the community.

Board Comments: All Directors expressed their thanks and appreciation for Mr. Kermode's efforts and performance as Interim Chief.

Public Comments: Jim Nelson thanked Mr. Kermode for his participation and input at the Disaster Preparedness Advisory Council meetings.

Motion: The Board of Directors APPROVE an Employment Agreement with Jeffery J. Kermode as Public Safety Director/Chief of Police: Grace. Second: LaClaire

Roll Call Vote:

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

- B. ADOPT Resolution 15/16-23 and ADOPT Ordinance 16-244 Adding a New Chapter 11 (Public Works Contracting) to Title 1 of the District Code Adopting the California Uniform Public Construction Cost Accounting Act
A staff report was presented.

Motion: The Board of Directors ADOPT Resolution 15/16-23 Authorizing the Adoption of the Uniform Public Construction Cost Accounting Act Procedures: Grace. Second: Baron

Roll Call Vote:

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

Motion: The Board of Directors ADOPT Ordinance No. 16-244 of the Board of Directors of the Bear Valley Community Services District Adopting Chapter 11 (Public Project Contracting Procedures) of Title 1 (Administration) of the Bear Valley Community Services District Code: Zanutto. Second: Grace

Roll Call Vote:

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

- C. AUTHORIZE the General Manager to Execute a Professional Services Agreement with Willdan Engineering for the Road Rehabilitation Project in an amount not to exceed \$236,610 (\$215,100 base contract plus 10% contingency at \$21,510)
A staff report was presented.

Board Comments: Director LaClaire spoke in support of the Willdan company. Director Baron requested the contract and proposal be reviewed by the Infrastructure Committee. Directors Grace and Zanutto requested confirmation that Bear Valley Road from the gate to Lower Valley Road is included in the project scope.

Public Comments: Jim Nelson asked to clarify if unspent funds would roll over to the following fiscal year budget. That was confirmed by Mr. Edmonds.

Motion: The Board of Directors AUTHORIZE the General Manager to Execute a Professional Services Agreement with Willdan Engineering for the Road Rehabilitation Project in an amount not to exceed \$236,610 (\$215,100 base contract plus 10% contingency at \$21,510): Grace. Second: LaClaire

Roll Call Vote:

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

D. APPROVE Job Descriptions

- i. Police Sergeant
- ii. Wastewater Treatment Plant Supervisor
- iii. Maintenance Worker I – II

A staff report was presented.

Motion: The Board of Directors APPROVE the Police Sergeant Job Description, subject to minor revision: LaClaire. Second: Baron

Roll Call Vote:

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

Motion: The Board of Directors APPROVE the Wastewater Treatment Plant Supervisor Job Description, subject to minor revision: Grace. Second: Baron

Roll Call Vote:

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

Motion: The Board of Directors APPROVE the Maintenance Worker I - II Job Description, subject to minor revision: Grace. Second: Baron

Roll Call Vote:

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

E. DECLARE Four Police Vehicles as Surplus Property and AUTHORIZE the General Manager to Dispose by Public Auction

A staff report was presented by Chief Kermode, with the correction that the commission to Gould Auction and Appraisal, LLC is 15% rather than 20%.

Motion: The Board of Directors DECLARE Four Police Vehicles as Surplus Property and AUTHORIZE the General Manager to Dispose by Public Auction, if the vehicles are not claimed by the BVSA or another local agency: Baron. Second: Ritchie

Roll Call Vote:

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

- F. AUTHORIZE the General Manager to Purchase a Fleet Vehicle for the Roads Division from Downtown Ford Sales in an amount not to exceed \$42,000
A staff report was presented.

Motion: The Board of Directors AUTHORIZE the General Manager to Purchase a Fleet Vehicle for the Roads Division from Downtown Ford Sales in an amount not to exceed \$42,000: Ritchie. Second: LaClaire

Roll Call Vote:

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

- G. AUTHORIZE the General Manager to Purchase a Shared Dump Truck for the Roads (60%) and Water (40%) Divisions from Riverview International Trucks, LLC in an amount not to exceed \$160,000
A staff report was presented.

Motion: The Board of Directors AUTHORIZE the General Manager to Purchase a Shared Dump Truck for the Roads (60%) and Water (40%) Divisions from Riverview International Trucks, LLC in an amount not to exceed \$160,000: Zanutto. Second: Grace

Roll Call Vote:

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

11. Information and Discussion Items:

A. Police Tax

Mr. Edmonds presented a staff report with background and illustrating the need for an increase in the annual Police Tax. Public and Board discussion followed. Staff will continue to research and the item will return on a future agenda.

B. Post Office

Open discussion continued on the subject of possible closure of the Contract Postal Unit.

Public Comments: were made by Solvieg Thompson, John Bank, Sharon Huyck, Ann Tavormina and many others. After considering feedback from the public, the Board reached consensus to:

- o Extend the operations of the postal unit beyond the end of FY 2015/16, possibly until the mailbox project is underway
- o Bring back an action item to the February 11 meeting to increase yearly box rental rates to: \$150 residents; \$175 non-residents; \$200 business
- o Explore the concessionaire/approved shipper option

C. Mailbox Project

Mr. Edmonds provided a brief verbal update on the project

D. Solar Project

Mr. Davis provided a brief verbal update on the project

E. Board Comments

- i. Director Baron requested that staff begin recruitment for citizen volunteer vacancies on standing committees; she also shared that turf replacement rebates are available through www.SaveOurWaterRebate.com
- ii. Director LaClaire: None
- iii. Director Ritchie: None
- iv. Vice-President Grace: None
- v. President Zanutto had no further comments on Post Office Box Rental Rates as it had been discussed during Item 11B.

12. Future Agenda Items:

- A. Solar Project (Recurring Item)
 - B. Mailbox Project (Recurring Item)
 - C. Approve Various Job Descriptions (Recurring Item)
 - D. Approve Road Striping Plan (Tentative: February 25)
 - E. Gate Project Professional Services Contract(s) Approval (Tentative: February 11)
- Mr. Edmonds reviewed the above and added:
- F. Post Office Box Rate Increase

13. Adjourn to Closed Session:

The meeting adjourned to Closed Session at 10:06 to continue Item 3C.

14. Convene Open Session

Open Session was convened at 11:41 pm.

15. Summary of Actions Taken During Closed Session

No reportable action

- 16. Adjournment:** The meeting adjourned at 11:42 pm. The next regularly scheduled meeting of the Board of Directors is February 11, 2015.


Richard Zanutto, President

ATTEST:


Kristy McEwen, Secretary