



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING AGENDA

DATE OF MEETING: April 14, 2016
PLACE OPEN SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF STUDY SESSION: 4:00 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. **Call to Order**

The meeting was called to order at 4:08 pm.

2. **Roll Call Attendance**

President Rick Zanutto

Vice President Gil Grace

Director Jane Baron

Director Charlene LaClaire

Director Walt Ritchie

All Directors were in attendance. Also present were General Manager David Edmonds, General Counsel Don Davis and Secretary of the Board Kristy McEwen. Arriving at 6:00 pm was Police Chief Jeff Kermode.

3. **Study Session:**

A. **Prioritization of District Goals & Objectives**

President Zanutto opened the study session, recommending that each Director present their top priorities and that, to increase the chances of success and completion, the Board distill the final list to 4-5 top priority items. After discussion, the Board of Directors agreed to direct the General Manager to focus on the following top priorities for the upcoming year:

1. Recruitment – Department Heads
2. Road Rehabilitation
3. Locking Mailboxes
4. Water Rate Study
5. Solar Project

4. Regular Session :

Regular Session was called to order at 6:09 pm.

5. Approval of Agenda – Roll Call

The Agenda was approved unanimously by the Board.

6. Pledge of Allegiance

Resident Jim Nelson led the Pledge of Allegiance.

7. 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 Margaret Mackenzie Prior addressed the Board regarding concerns of tree mortality and fire danger on large properties at the higher elevations.

8. Information and Discussion Items:

A. Staff Introductions

- Chief Kermode introduced Officer Raffi Kajberouni, the District’s newest Police Officer.
- Chief Kermode next presented Damon Pearce, newly promoted to the position of Police Sergeant. A brief pinning ceremony followed, with friends, family and co-workers in attendance.

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 March 10, 2016 Regular Board Meeting
- B. APPROVE Minutes of the March 24, 2016 Regular Board Meeting
- C. ACCEPT Minutes from the January 19, 2016 Public Safety Committee Meeting
- D. ACCEPT Minutes from the February 4, 2016 Finance Committee Meeting
- E. ACCEPT Minutes from the February 9, 2016 Infrastructure Committee Meeting
- F. ACCEPT Minutes from the March 1, 2016 Communication Committee Meeting
- G. ACCEPT Minutes from the March 21, 2016 Administration Committee Meeting
- H. APPROVE Message from the Board of Directors, May Bear Tracks
- I. APPROVE Register of Warrants for March 2016

Motion: APPROVE Consent Calendar Items A – I: Grace. Second: Ritchie.

Roll Call Vote: AYE: Baron, LaClaire, Ritchie, Grace, Zanutto
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. APPROVE Request for Proposal – Post Office Concessionaire (Mr. Davis)
A staff report and Draft of the RFP was presented.

Motion: The Board of Directors APPROVE the Request for Proposal for a Post Office Concessionaire, subject to minor edits: LaClaire. Second: Grace.

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

- B. APPROVE Funding of a Restored and Upgraded AM 530 Information Radio System (Chief Kermode)

A staff report was submitted. Discussion followed with input from DPAC member Jim Nelson and resident John Bryant. After objections from Director LaClaire, the Board tabled the item, pending return with additional information including detailed and updated cost estimates.

No Action Taken.

- C. APPROVE First Amendment to Agricultural Lease between Bear Valley Community Services District and Grimmway Enterprises, Inc. (Mr. Davis)

A staff report was presented. Further research of the history and details of the purchase revealed that the District is able to significantly increase the amount charged for leasing the property, from \$1200 to \$5568 per month, an additional \$52,416 annually.

Motion: The Board of Directors APPROVE the First Amendment to Agricultural Lease between Bear Valley Community Services District and Grimmway Enterprises, Inc.: LaClaire. Second: Baron.

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

- D. ADOPT Resolution 15/16-29 Appointing Bond Counsel to Refinance 2002 Bonds (Mr. Davis)

A staff report was presented. Bond Counsel will assist in refinancing the existing bonds to reduce the interest rate, resulting in substantial reduction in interest payments and removing the rental restrictions, increasing the above additional income by another \$601,425.

Motion: The Board of Directors ADOPT Resolution 15/16-29 Appointing Bond Counsel to Refinance 2002 Bonds LaClaire. Second: Grace.

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

E. AUTHORIZE the General Manager to Execute a Professional Services Agreement with Willdan Group for On-Call Services in an Amount of \$50,000 (Mr. Edmonds)
A staff report was presented. Director LaClaire requested periodic reports on progress and costs.

Motion: The Board of Directors AUTHORIZE the General Manager to Execute a Professional Services Agreement with Willdan Group for On-Call Services in an Amount of \$50,000: Grace. Second: Ritchie.

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

F. DECLARE Eight Public Works Vehicles as Surplus Property and AUTHORIZE the General Manager to Dispose by Public Auction (Mr. Edmonds)
A staff report was submitted.

Motion: The Board of Directors DECLARE Eight Public Works Vehicles as Surplus Property and AUTHORIZE the General Manager to Dispose by Public Auction: LaClaire. Second: Ritchie.

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

G. APPOINT Member(s) of the Board of Directors as Representatives to the Kern County Fire Safe Council for Calendar Year 2016
A staff report was presented and discussion followed.

Motion: The Board of Directors APPOINT Director Charlene LaClaire as Representative to the Kern County Fire Safe Council for Calendar Year 2016: Zanutto. Second: Grace.

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

H. NOMINATE a Candidate for California Special Districts Association (CSDA) Board of Directors, Seat B
A staff report was submitted. The Board declined to submit a nomination.

No Action Taken

- I. SCHEDULE Board Training: Brown Act and AB1234 Ethics (Mr. Davis)
A staff report was presented. Discussion followed, including the recommendation to include citizen volunteers and senior staff.

Motion: The Board of Directors SCHEDULE Brown Act and AB1234 Ethics Training on May 26, 2016: LaClaire. Second: Ritchie.

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

- J. APPROVE Communication Committee Recommendation of Citizen Volunteer Appointment for 2016 (Mr. Edmonds)
A staff report was presented and discussion followed.

Motion: The Board of Directors APPOINT Larry Muell to serve on the Communication Committee until March 2017 or until a successor is named: Baron. Second: Ritchie.

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

The Motion Failed 2-3

- K. APPROVE Board Member Attendance at the ACWA 2016 Spring Conference & Exhibition – May 3-6 in Monterey, CA (Ms. McEwen)
A staff report was presented. Directors Grace and LaClaire indicated a desire to attend. Directors Baron, Ritchie and Zanutto declined.

Motion: The Board of Directors APPROVE Directors Grace and LaClaire to attend the Association of California Water ACWA 2016 Spring Conference & Exhibition – May 3-6 in Monterey, CA, Basic Registration: Zanutto. Second: Grace.

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

12. Information and Discussion Items:

- A. Police Tax – Mr. Edmonds provided an update on Measure G, including a Town Hall Informational Meeting scheduled for May 3, 2016 at the Oak Tree Country Club Banquet Room.
- B. Road Rehabilitation Project – Mr. Edmonds informed the Board that the scope of the project must be reduced due to cost, and the category of repairs necessary on parts of Bear Valley Road.

C. Tour of Facilities: Gate, Police Department, Cummings Valley – The April 28, 2016 Regular Board Meeting will begin at 11:30 am, the tour is scheduled to follow a possible information item on the Road Rehabilitation project.

D. Committee Reports

- i. Administration Committee – Director LaClaire reported on the April 4, 2016 meeting of the committee.
- ii. Communications Committee – Director Ritchie reported on the April 5, 2016 meeting of the committee.
- iii. Finance Committee – Director Grace reported on the March 17, 2016 meeting of the committee.
- iv. Infrastructure Committee – Director Baron reported that the April 12, 2016 meeting of the committee was postponed.
- v. Public Safety Committee – No March Meeting
- vi. Liaison Committee – President Zanutto reported on the March 22, 2016 meeting of the committee.

E. Board Comments

- i. Director Baron addressed a resident complaint regarding private property drainage issues.
- ii. Director LaClaire: None
- iii. Director Ritchie: None
- iv. Vice-President Grace: None
- v. President Zanutto: None

F. Staff Reports

- i. Department Head Reports
 1. Finance Report – Mr. Edmonds reviewed Period 7 reports and reported on the progress of the FY 2014/15 Audit.
 2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package.
 3. Public Safety Report – Chief Kermode reviewed the Public Safety report as submitted in the Board Package.
- ii. General Counsel Report – Mr. Davis provided a brief update on the solar project. The mitigated negative declaration draft report has been completed and is under review.
- iii. General Manager Report – Mr. Edmonds reported that the renewal process for SDRMA (property and liability insurance) has been completed.

G. 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. Solar Project

B. GIS Demonstration

Mr. Edmonds renewed the above and added:

C. Audit Presentation

D. Board Training, May 26

14. **Adjournment:** The meeting was adjourned at 11:17 pm. The next regularly scheduled meeting of the Board of Directors is April 28, 2016.



Richard Zarutto, President of the Board

ATTEST:



Kristy McEwen, Secretary of the Board