



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

DATE OF MEETING: August 11, 2016
PLACE OPEN SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF OPEN SESSION MEETING: 6:00 pm

1. Call to Order

2. Attendance – Roll Call

President Rick Zanutto

Vice President Gil Grace

Director Jane Baron

Director Charlene LaClaire

Director Walt Ritchie

All Directors were present. Also in attendance were General Manager David Edmonds, Police Chief Jeff Kermode and Secretary of the Board Kristy McEwen.

3. Approval of Agenda – Roll Call

The Agenda was approved unanimously by the Board.

4. Pledge of Allegiance

President Zanutto led the Pledge of Allegiance.

5. 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.

- Nazila Hummer spoke on logging operations on Medicine Bow
- Roberta Miller asked about boulder removal and road repairs on Medicine Bow
- Michael McCurdy from the Bear Valley Condo Association thanked the District for quick action on weed abatement adjacent to the condominiums
- Peter Balian spoke on finance issues
- Thadeus MacIntire informed the Board that he did not intend to pay the outstanding balance on his water bill due to a water break.

6. Staff Introduction

A. Police Officer

Chief Kermode introduced Police Officer Chad Foss. Officer Foss thanked and addressed the Board and public.

7. 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 14, 2016 Regular Board Meeting
- B. APPROVE Minutes of the July 28, 2016 Regular Board Meeting
- C. ACCEPT Minutes of the March 17, 2016 Finance Committee Meeting
- D. ACCEPT Minutes of the May 2, 2016 Administration Committee Meeting
- E. ACCEPT Minutes of the May 3, 2016 Communication Committee Meeting
- F. ACCEPT Minutes of the May 17, 2016 Public Safety Committee Meeting
- G. ACCEPT Minutes of the May 19, 2016 Infrastructure Committee Meeting
- H. ACCEPT Minutes of the June 28, 2016 Liaison Committee Meeting
- I. APPROVE Register of Warrants for July 2016

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

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

8. 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

9. Action Items:

A. APPROVE Various Job Descriptions (Mr. Edmonds)

A staff report was presented and discussion followed.

Motion: The Board of Directors APPROVE the Job Descriptions: Gate Pass Coordinator and Reserve Police Officer, subject to minor edits: LaClaire. Second: Ritchie

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

- B. APPROVE Termination of Lobbyist Services Letter of Understanding with Houston Magnani & Associates (Mr. Edmonds)

A staff report was presented and discussion followed.

Motion: The Board of Directors APPROVE Termination of Lobbyist Services Letter of Understanding with Houston Magnani & Associates: Ritchie. Second: Grace

Roll Call Vote:

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

- C. SCHEDULE Various Special Meetings for Fiscal Year 2016/17 Final Budget Development and Road Projects (Mr. Edmonds)

A staff report was presented and discussion followed.

Motion: The Board of Directors SCHEDULE Special Meetings for Fiscal Year 2016/17 Final Budget Development and Road Projects for 1:00 pm August 16, 17 & 18, and 10:00 am August 22, 2016: Baron. Second: Grace

Roll Call Vote:

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

Director Ritchie left the meeting after this item.

- D. APPROVE Letter of Engagement for Independent External Audit Services for Fiscal Year 2015/16 and Future Years with Fedak & Brown (Mr. Edmonds)

A staff report was presented and discussion followed.

Motion: The Board of Directors APPROVE a Letter of Engagement for Independent External Audit Services for Fiscal Years 2015/16, 2016/17 & 2017/18 with Fedak & Brown, LLP, amended to include a 10% retention amount: LaClaire. Second: Grace

Roll Call Vote:

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

10. Information and Discussion Items:

- A. Presentation of Resolution of Appreciation to Kern County Board of Supervisors (Mr. Edmonds)

- Director LaClaire and Mr. Edmonds will present the Resolution to the Board of Supervisors. Mr. Edmonds will contact the Clerk's office to be included on the calendar.

- B. Bear Valley & Cumberland Road Rehabilitation Project (Mr. Edmonds)

- Mr. Davis participated in this item by tele-conference
- Mr. Edmonds provided an update. Discussion on financing and other options followed.

- C. Goldspike Water and Road Repair Project (Mr. Edmonds)
 - Mr. Edmonds provided an update. An informal bidding process can be used due to the estimated cost of the project.
- D. Committee Reports
 - i. Standing Committees
 1. Administration Committee – July 18, 2016
 - Director LaClaire reported on the July 18 meeting.
 2. Communications Committee – August 2, 2016
 - Director Baron reported on the August 2 meeting
 3. Finance Committee – July 21, 2016
 - Director Grace reported on the July 21 meeting.
 4. Infrastructure Committee – July 19, 2016
 - Director Baron reported on the July 19 meeting.
 5. Public Safety Committee – July 19, 2016
 - Director Grace reported on the July 19 meeting
 6. Liaison Committee – July 26, 2016
 - Directors Grace and Zanutto reported on the July 22 meeting.
 - ii. Other Appointments
 1. Water Availability & Preservation Committee – August 11, 2016 (President Zanutto)
 - Directors Grace and Zanutto reported on the meeting
 2. Cummings Basin Stakeholder Group
 - Director Zanutto reported on the meeting
 3. Greater Tehachapi Fire Safe Council – August 10, 2016 (Director LaClaire)
 - Director LaClaire reported she was unable to attend the August 10 meeting.
- E. Board Comments
 - i. Director Baron: None
 - ii. Director LaClaire: None
 - i. Director Ritchie: Absent
 - iii. Vice-President Grace: None
 - iv. President Zanutto: None
- F. Staff Reports
 - i. Department Head Reports
 1. Finance Report – Mr. Edmonds updated the Board on the Final Budget progress.
 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, reported via tele-conference that the refinancing of Bonds have closed, and Heliopower has received a letter of intent from a developer on the solar project.

- iii. General Manager Report – Mr. Edmonds reported that it is unlikely the District will receive any reimbursement for Deer Fire water usage.
- G. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)
 - A staff report was presented.

11. Future Agenda Items:

- A. Bear Valley & Cumberland Roads Rehabilitation Project – Award Contract (See Item 10B)
- B. Goldspike Water and Road Repair Project – Award Contract (See Item 10C)
- C. ADOPT FY 2016/17 Final Budget (Hearing Scheduled August 25)
- D. ADOPT Resolutions Thanking Various Fire Protection Agencies for Assistance with the Deer Fire
- E. Mailbox Project – Approval of Professional Service Agreement for Preliminary Design, Election, and Assessment Services
- F. Solar Project Update

12. **Adjournment:** The meeting was adjourned at 9:55 pm. The next regularly scheduled meeting of the Board of Directors is August 25, 2016.
See Item 9C for scheduling of Special Meetings.



Richard Zanatta, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board