



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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

DATE OF MEETING: November 10, 2016  
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road  
TIME OF CLOSED SESSION MEETING: 5:00 pm  
TIME OF OPEN SESSION MEETING: 6:00 pm

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**1. Call to Order**

The meeting was called to order at 5:01 pm.

**2. Attendance – Roll Call**

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 and General Counsel Don Davis. Arriving at 6:00 pm were Chief of Police 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

**4. Convene Open Session**

Open Session was convened at 6:05 pm.

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

- President Zanutto reported as above.

**6. Approval of Agenda – Roll Call**

The Agenda was approved unanimously by the Board.

**7. Pledge of Allegiance**

Director-Elect Larry Muell 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.

- Residents David and Janice Gomes addressed the Board regarding their water bill

## 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 October 13, 2016 Regular Board Meeting
- B. APPROVE Minutes of the October 27, 2016 Regular Board Meeting
- C. ACCEPT Minutes of the August 23, 2016 Liaison Committee Meeting
- D. ACCEPT Register of Warrants for October, 2016

**Motion:** APPROVE Consent Calendar Items A – C: Grace. Second: LaClaire.

**Roll Call Vote:**

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

Item M was pulled by Director Grace for clarification of Warrant 7891. Jim Nelson asked for clarification of Warrant 7851.

**Motion:** APPROVE Consent Calendar Item D: Grace. Second: Baron.

**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 Term Municipal & Industrial (M&I) Water Agreement with Tehachapi Cummings County Water District (Mr. Davis)

A staff report was presented. Tom Neisler of TCCWD addressed the Board and public.

**Motion:** The Board of Directors APPROVE the Term M&I Agreement with Tehachapi-Cummings County Water District Pending Legal Review: Grace. Second: Ritchie.

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

- B. ADOPT Resolution 16/17-27 Declaring a Stage Two Water Supply Condition Applicable to Water Usage Throughout the District Pursuant to Bear Valley Community Services District Code Chapter 7-4 (Water Conservation) and Provide Direction on Future Amendments to the Permanent and Individual Stage Water Conservation Measures of Chapter 7-4 (Mr. Davis)  
A staff report was presented and discussion followed.

**Motion:** The Board of Directors ADOPT Resolution 16/17-27 of the Board of Directors of the Bear Valley Community Services District declaring a Stage Two Water Supply Condition under District Code Chapter 7-4 (Water Conservation): LaClaire. Second: Ritchie.

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

**Motion:** The Board of Directors DIRECT staff to prepare amendments to the water conservation measures of Chapter 7-4 as directed by the Board: LaClaire. Second: Ritchie.

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

- C. APPROVE Annual Employee & Volunteer Appreciation Party (Mr. Edmonds)  
A staff report was presented. By consensus the Board directed District expense to be limited to \$50 per person attending.

**Motion:** The Board of Directors APPROVE an Employee and Volunteer Appreciation Party to be held at the Oak Tree Country Club tentatively on December 16, 2016 for the amount of \$50 per person attending: Ritchie. Second: Baron

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

- D. CANCEL November 24 & December 22 Regular Board Meetings (Ms. McEwen)  
A staff report was presented.

**Motion:** The Board of Directors CANCEL the November 24, 2016 and December 22, 2016 Regular Board Meetings: Ritchie. Second: Grace

<b>Roll Call Vote:</b>	AYE:	Baron, LaClaire, Ritchie, Grace, Zanutto
	NO:	None
	ABSTAIN:	None
	ABSENT:	None

E. APPROVE Board Member Attendance at the Annual Association of California Water Agencies (ACWA) Conference (Ms. McEwen)  
A staff report was presented. No action was taken.

F. APPROVE Board Member Attendance at California Special Districts Association (CSDA) Training (Ms. McEwen)  
A staff report was presented.

**Motion:** The Board of Directors APPROVE *Directors-elect* to Attend California Special Districts Association (CSDA) Training on December 8, 2016: Zanutto.  
Second: LaClaire

<b>Roll Call Vote:</b>	AYE:	Baron, LaClaire, Ritchie, Grace, Zanutto
	NO:	None
	ABSTAIN:	None
	ABSENT:	None

## 12. Information and Discussion Items:

A. Project Updates (Mr. Edmonds) – Mr. Edmonds provided an updates and shared photos of the projects.

- i. Bear Valley & Cumberland Road Rehabilitation Project
- ii. Upper Elevation Roads Striping

B. 2016 Board of Directors Election (Mr. Edmonds) – A staff report was presented.

C. Rate Studies - Request for Proposals (Mr. Edmonds & Mr. Davis) – RFP document is being prepared for Rate Study.

D. Challenge the Bear Bike Ride (Chief Kermode) – Volunteers In Police Service Captain, Jay Carlyn, gave a presentation on the event.

E. Committee Reports

i. Standing Committees

1. Administration Committee – Oct meeting discussed @ 10/13 RBM
2. Communication Committee – Oct meeting discussed @ 10/13 RBM
3. Finance Committee – Oct meeting discussed @ 10/13 RBM
4. Infrastructure Committee – Oct meeting discussed @ 10/13 RBM
5. Public Safety Committee – No October meeting
6. Liaison Committee – President Zanutto reported on the Oct 25, 2016 meeting.

ii. Other Appointments

1. Water Availability & Preservation Committee – Nov 10, 2016 (President Zanutto) – Director Grace reported on the Nov 10 meeting and stated the group has changed its name to the Greater Tehachapi Regional Water Group.
2. Cummings Basin Stakeholder Group – October 27, 2016 (Mr. Davis) – This was discussed in conjunction with Item #11A.
3. Greater Tehachapi Fire Safe Council – Nov 9, 2016 (Director LaClaire) – No November meeting.

F. Board Comments

- i. Director Baron: None
- ii. Director LaClaire: None
- i. Director Ritchie: None
- iii. Vice-President Grace: None
- iv. President Zanutto: None

G. Staff Reports

i. Department Head Reports

1. Finance Report – Mr. Edmonds reviewed Period 2 financial reports.
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 updated the Board on the agreement with Race Communications and reported no movement on the solar project.

iii. General Manager Report – Mr. Edmonds had nothing further.

H. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

A staff report was presented.

**13. Future Agenda Items:**

A. 2016 Election (December 8, 2016)

- i. ACCEPT Certificate of County Clerk as to Result of the Canvass of the Consolidated General Election held November 8, 2016
- ii. ADOPT Resolution in Appreciation and Acknowledgement for the Service of Charlene LaClaire as a Member of the Board of Directors
- iii. ADMINISTER Oath of Office to Newly Elected Members of the Board of Directors

B. ELECT Officers of the Board of Directors (December 8, 2016)


C. ADOPT Resolution Amending Conflict of Interest Code (Tentative: December 8, 2016)

D. APPROVE Professional Services Agreements for Rate Studies (Tentative: December 8, 2016)

E. Requests for Proposals for Postal Service Concessionaires (Tentative: December 8, 2016)

- F. BVSA Amenity Use Privilege Cards (Tentative: December 8, 2016)
- G. 2017/18 Vehicle Window Decals (Tentative: December 8, 2016)
- H. APPROVE Various Job Descriptions (Tentative: December 8, 2016)
- I. Committee Assignments (Tentative: January 12, 2016)
  - i. Board of Directors
  - ii. Citizen Volunteers
- J. Cummings Valley Stakeholders Update (Tentative: January 12, 2016)

14. **Adjournment:** The meeting was adjourned at 9:25 pm. The next regularly scheduled meeting of the Board of Directors is December 8, 2016, pending Item 11.D.

  
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Gil Grace, Vice-President of the Board

ATTEST

  
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Kristy McEwen, Secretary of the Board