



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

DATE OF MEETING: December 8, 2016
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF OPEN SESSION MEETING: 6:00 pm

1. Call to Order

The meeting was called to order at 6:00 pm. President Zanutto requested that Vice-President Grace preside over the start of the meeting.

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, General Counsel Don Davis and Secretary of the Board Kristy McEwen.

3. Pledge of Allegiance

President Zanutto led the Pledge of Allegiance

4. Election of Board of Directors

- A. ACCEPT Certificate of County Clerk as to Result of the Canvass of the Consolidated General Election held on November 8, 2016 for the Board of Directors
- i. Short-Term (two year)
 - ii. Full-Term (four year)
- A staff report was presented.

Motion: The Board of Directors ACCEPT Certificate of County Clerk as to Result of the Canvass of the Consolidated General Election held on November 8, 2016 for the Board of Directors for both elections: Grace. Second: Zanutto.

Roll Call Vote:

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

B. Outgoing Members of the Board of Directors:

i. Director Charlene LaClaire

1. ADOPT Resolution 16/17-28 in Appreciation and Acknowledgement for the Service of Charlene LaClaire as a Member of the Board of Directors.

Resolution 16/17-28 was read and presented to Director LaClaire.

Motion: The Board of Directors ADOPT Resolution 16/17-28 in Appreciation and Acknowledgement for the Service of Charlene LaClaire as a Member of the Board of Directors: Baron. Second: Zanutto

Roll Call Vote:

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

2. Parting Comments – Director LaClaire read a parting statement. The Board, public, and staff expressed their appreciation for her service.

ii. President Rick Zanutto

1. ADOPT Resolution 16/17-29 in Appreciation and Acknowledgement for the Service of Rick Zanutto as a Member of the Board of Directors

Resolution 16/17-29 was read and presented to Director Zanutto.

Motion: The Board of Directors ADOPT Resolution 16/17-29 in Appreciation and Acknowledgement for the Service of Rick Zanutto as a Member of the Board of Directors: LaClaire. Second: Grace

Roll Call Vote:

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

2. Parting Comments – Director Zanutto gave a parting statement. The Board, public, and staff expressed their appreciation for his service.

C. Re-elected Member of the Board of Directors:

i. Director Jane Baron

1. ADMINISTER Oath of Office – District Secretary Kristy McEwen administered the Oath of Office.
2. Returning Comments – Director Baron read a returning statement.

D. Incoming Members of the Board of Directors:

i. Director Elect Jay Carlyn

1. ADMINISTER Oath of Office – District Secretary Kristy McEwen administered the Oath of Office.
2. Introductory Comments – Director Carlyn gave a statement.

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ii. Director Elect Larry Muell

1. ADMINISTER Oath of Office – District Secretary Kristy McEwen administered the Oath of Office.
2. Introductory Comments – Director Muell gave a statement.

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.

- Jim Nelson spoke on Board priorities
- Madeline Voldahl with the Department of Agriculture spoke on assistance programs available for property owners for the removal of dead pine trees.
- Gina Crane spoke on trees and road issues
- Melanie Lindbeck provided a warning that piles of wood chips can self-combust when wet
- John Bryant spoke in support of Mr. Edmonds

6. **Approval of Agenda – Roll Call**

The Agenda was approved unanimously by the Board

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.

Directors Carlyn and Muell should abstain from Item A.

- A. APPROVE Minutes of the November 10, 2016 Regular Board Meeting
- B. ACCEPT Minutes of the October 25, 2016 Liaison Committee Meeting
- C. ACCEPT Register of Warrants for November, 2016

Motion: APPROVE Consent Calendar Items B – C: Carlyn. Second: Baron.

Roll Call Vote: AYE: Baron, Carlyn, Grace, Muell, Ritchie
NO: None
ABSTAIN: None
ABSENT: None

Motion: APPROVE Consent Calendar Item A: Baron. Second: Grace.

Roll Call Vote: AYE: Baron, Grace, Ritchie,
NO: None
ABSTAIN: Carlyn, Muell
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. ADOPT Resolution 16/17-30 and ELECT Officers of the Board of Directors. (Mr. Edmonds)

A staff report was presented and the floor was opened to nominations.

Motion: Director Baron nominated Director Grace for Board President. No second.

Motion: Director Ritchie nominated Director Carlyn for Board President. Second: Muell.

Roll Call Vote:	AYE:	Carlyn, Grace, Muell, Ritchie
	NO:	Baron
	ABSTAIN:	None
	ABSENT:	None

Motion: Director Muell nominated Director Ritchie for Vice-President. Second: Carlyn.

Roll Call Vote:	AYE:	Baron, Carlyn, Grace, Muell, Ritchie
	NO:	None
	ABSTAIN:	None
	ABSENT:	None

Motion: The Board of Directors ADOPT Resolution 16/17-30 naming the 2017 Officers of the Board of Directors: Ritchie. Second: Muell.

Roll Call Vote:	AYE:	Baron, Carlyn, Grace, Muell, Ritchie
	NO:	None
	ABSTAIN:	None
	ABSENT:	None

B. AUTHORIZE the General Manager to Purchase a Hydrojetter from Municipal Maintenance Equipment in an amount not to exceed \$70,000. (Mr. Edmonds)

A staff report was presented.

Motion: The Board of Directors AUTHORIZE the General Manager to Purchase a Hydrojetter from Municipal Maintenance Equipment in an amount not to exceed \$70,000: Grace. Second: Ritchie.

Roll Call Vote:	AYE:	Baron, Carlyn, Grace, Muell, Ritchie
	NO:	None
	ABSTAIN:	None
	ABSENT:	None

10. Information and Discussion Items:

- A. Board of Directors Standing Committee Assignments – 2017 (Mr. Edmonds)
A staff report was presented and discussion followed. Director Muell expressed frustration on the current committee structure and limitations set by the Brown Act. A discussion item to review the committee process will be agendized for a future Regular Board Meeting.

- B. Project Updates (Mr. Edmonds)
 - i. Bear Valley & Cumberland Road Rehabilitation Project
 - ii. Road StripingMr. Edmonds provided an update on both projects.

- C. Post Office Request for Proposals (Mr. Edmonds) – Mr. Edmonds notified the Board one proposal was submitted. By consensus, the Board will hold a Special Board Meeting on December 14, 2016 to review the proposal.

- D. 2017/18 Vehicle Gate Entry Decals (Chief Kermode) – Mr. Edmonds updated the Board on the process for new Vehicle Gate Entry Decals.

- E. Committee Reports
 - i. Standing Committees
 - 1. Administration Committee – No November Meeting
 - 2. Communications Committee – No November Meeting
 - 3. Finance Committee – No November Meeting
 - 4. Infrastructure Committee – No November Meeting
 - 5. Public Safety Committee – The November 3, 2016 meeting was discussed at the November 10, 2016 Regular Board Meeting.
 - 6. Liaison Committee – Director Grace reported on the November 22, 2016 meeting.

 - ii. Other Appointments
 - 1. Greater Tehachapi Regional Water Group/Water Availability & Preservation Committee – No report

 - 2. Cummings Basin Stakeholder Group – Director Baron volunteered to continue serving as District representative for 2017.

- F. Board Comments
 - i. Director Baron: None
 - ii. Director Carlyn: None
 - iii. Director Grace: None
 - i. Director Muell asked about the need for a forensic audit. The District's outside auditor will be invited to the December 14 SBM to answer and address Board concerns. Discussion of scope of services for a separate auditor to be added as a future agenda item.
 - iv. Director Ritchie: None

G. Staff Reports

i. Department Head Reports

1. Finance Report – Mr. Edmonds reviewed Period 3 financial reports as submitted in the Board Package. Recruitment expenses were discussed.
2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package.
3. Public Safety Report – A written report was submitted in the Board Package.

ii. General Counsel Report – Nothing further

iii. General Manager Report – Mr. Edmonds reminded staff and Board of the Employee Appreciation Party on December 16 and thanked those who gave donations.

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

A staff report was presented with several corrections reviewed.

11. Future Agenda Items:

A. Requests for Proposals for Postal Service Concessionaires – Action Item, pending Item 10.C.

B. Committee Assignments

i. Board of Directors (Tentative: January 12, 2017)

ii. Citizen Volunteers (Tentative: March 9, 2017)

C. ADOPT Resolution Amending Conflict of Interest Code (Tentative: January 12, 2017)

D. Cummings Valley Stakeholders Update (Tentative: January 26, 2017)

E. Amendment to Water Conservation Ordinance (First Reading, Tentative: January 26, 2017)

F. Kawaiisu Preserve Master Plan (Tentative: January 26, 2017)

G. APPROVE Various Job Descriptions

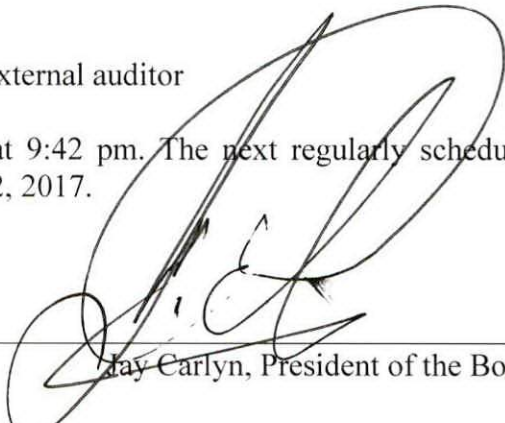
The following were added:

H. Upper Elevation Road Striping

I. Committee Process

J. Define possible Scope of Services for external auditor

12. **Adjournment:** The meeting was adjourned at 9:42 pm. The next regularly scheduled meeting of the Board of Directors is January 12, 2017.



Jay Carlyn, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board