



BEAR VALLEY COMMUNITY SERVICES DISTRICT

28999 South Lower Valley Road • Tehachapi, CA 93561-7460

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REGULAR BOARD MEETING MINUTES

DATE OF MEETING: April 13, 2017
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 4:30 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. **Call to Order**

The meeting was called to order at 4:39 pm.

2. **Attendance**

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

3. **Closed Session**

A. Conference with Real Property Negotiators

Government Code Section 54956.9

Property: Cummings Valley; APN: 22-240-08-00

Agency Negotiator: General Manager and General Counsel

Negotiating Parties: HmU Holdings LLC (HelioPower)

Under negotiation: Price and Terms of Lease

- No Reportable Action

B. Public Employment

Government Code Section 54957

- Administrative Services Director
- Chief of Police
- Public Works Director

- No Reportable Action

4. **Convene Open Session**

Open Session was convened at 6:05 pm.

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

President Carlyn reported as above.

6. Approval of Agenda

The Agenda was approved unanimously by the Board.

7. Pledge of Allegiance

Director 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.

- Laurie Hamilton spoke on gate pass procedures
- Kathy Carey addressed the Board on the upcoming traffic speed study

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 9, 2017 Regular Board Meeting
- B. APPROVE Minutes of the March 23, 2017 Regular Board Meeting
- C. ACCEPT Minutes from the February 7, 2017 Communications Committee Meeting
- D. ACCEPT Minutes from the February 9, 2017 Finance Committee Meeting
- E. APPROVE Register of Warrants for March 2017

Motion: APPROVE Consent Calendar Items A – E: Baron. Second: Crace.

Roll Call Vote: AYE: Baron, Grace, Muell, Carlyn
 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 “Message from the Board of Directors” Article for May 2017 Bear Tracks (Mr. Edmonds)
A staff report was presented.

Motion: The Board of Directors APPROVE “Message from the Board of Directors” Article for May 2017 Bear Tracks as edited: Carlyn. Second: Grace

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

- B. AUTHORIZE the General Manager to Execute a Professional Services Agreement with The JJK Group Inc. for Public Safety Consulting Services (Mr. Edmonds)
A staff report was presented.

Motion: The Board of Directors AUTHORIZE the General Manager to Execute a Professional Services Agreement with The JJK Group Inc. for Public Safety Consulting Services: Muell. Second: Carlyn

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

- C. ADOPT Resolution 16/17-32 and ELECT Vice-President of the Board of Directors (Mr. Edmonds)

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

Motion: I nominate Director Grace as Vice-President of the Board of Directors for the remainder of the 2017 calendar year term and until the election of his/her successor: Baron. Second: Carlyn

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

Motion: The Board of Directors ADOPT Resolution 16/17-32 Naming the Vice-President of the Board of Directors: Grace. Second: Baron

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

- D. DETERMINE Method of Filling the Vacant Seat on the Board of Directors (Mr. Edmonds)

A staff report was presented and discussion followed.

Motion: The Board of Directors DETERMINE the method of filling the vacancy on the Board of Directors by appointment: Carlyn. Second: Muell

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

12. Information and Discussion Items:

- A. Board of Directors Vacancy Process (Mr. Edmonds)

- A staff report with the several options was presented and discussion followed. By consensus, the Board elected to solicit Letters of Interest, Resumes or other Statements of Qualification and invite applicants to address the Board in Open Session prior to the appointment.
- B. Board of Directors Committee Assignments (Mr. Edmonds)
- By consensus, the Board chose to delay permanent committee assignments. Director Baron volunteered to temporarily sit on the Administration Committee and Director Muell volunteered to temporarily sit on the Public Safety Committee until permanent appointments are made.
- C. Bear Valley & Cumberland Road Rehabilitation (Mr. Edmonds)
- Mr. Edmonds provided an update on the project
- D. Mailbox Project (Mr. Edmonds)
- Mr. Edmonds provided an update on the project
- E. Disposition of Dead Animals (Mr. Edmonds)
- Mr. Edmonds notified the Board of a visit from CA Dept of Fish & Wildlife wherein the game warden confirmed the District's method of disposal is permissible.
- F. March Committee Reports
- i. Administration Committee – No March Meeting
 - ii. Communications Committee – Director Baron reported on the March 7, 2017 meeting
 - iii. Finance Committee – Director Muell reported on the March 9, 2017 meeting
 - iv. Infrastructure Committee – Director Grace stated he reported on the March 14, 2017 meeting at the March 23, 2017 Regular Board Meeting
 - v. Liaison Committee – No March Meeting
 - vi. Public Safety Committee – No March Meeting
- G. Board Comments
- i. Director Baron relayed a request from the Cemetery Interest Group to install a commemorative plaque at the Fickert Cemetery. A proposal will be submitted to the District for discussion.
 - ii. Director Grace: None
 - iii. Director Muell: None
 - iv. President Carlyn requested an agenda item on the Jacaranda guardrail at the April 27, 2017 meeting.
- H. Staff Reports
- i. Department Head Reports
 1. Finance Report – Mr. Edmonds reviewed Period 7 financial reports as submitted in the Board Package.
 2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package.

3. Public Safety Report – Chief Kermode presented the Public Safety report as submitted in the Board Package.

i. General Counsel Report – Mr. Davis suggested two items for future consideration: rescinding the Stage Two Water Shortage Condition and possible steps regarding the upcoming increase in gas tax.

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

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

- A staff report was presented, along with corrections and clarifications as submitted in the Board Package.

13. Future Agenda Items:

A. Volunteers in Police Service (VIPS) Service Acknowledgement (Tentative: April 27, 2017)

B. Presentation and Acceptance of Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP (Tentative: April 27, 2017)

C. APPROVE Agreement for Entry Gate Project (Tentative: April 27, 2017)

D. APPOINT Citizen Volunteers to Committees (After Each Committee Meets & Makes Recommendations)

E. APPROVE Agreement for Guardrail Plan (Tentative: April 27 or May 11, 2017 if proposal exceeds \$25,000)

F. APPROVE Agreement for Traffic & Speed Survey (Tentative: April 27 or May 11, 2017, if proposal exceeds \$25,000)

Mr. Edmonds reviewed the above and added:

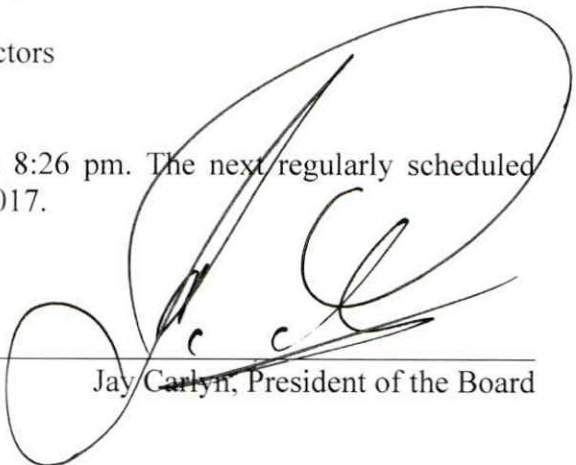
G. Update on Medicine Bow & Goldspike repairs

H. Guardrail Repair Update

I. Vacancy Appointment on Board of Directors

J. Rescind Stage Two Condition

14. **Adjournment:** The meeting was adjourned at 8:26 pm. The next regularly scheduled meeting of the Board of Directors is April 27, 2017.



Jay Carlyn, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board