



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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### **REGULAR BOARD MEETING MINUTES**

DATE OF MEETING: October 12, 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

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1. **Call to Order**

The meeting was called to order at 4:31 pm.

2. **Attendance**

Directors Baron, Grace, Muell and Roberts were present. Also present was General Counsel Don Davis. Arriving at 6:00 pm was Secretary to the Board Kristy McEwen. General Manager David Edmonds and Director Carlyn were absent.

3. **Closed Session**

A. Public Employment

Chief of Police

*Government Code Section 54957*

- No Reportable Action

B. Public Employee Performance Evaluation

Title: General Manager

*Government Code Section 54957*

- No Reportable Action

4. **Convene Open Session**

Open Session was convened at 6:00 pm.

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

Mr. Davis reported as above.

6. **Approval of Agenda**

The Agenda was approved unanimously by the Board.

7. **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.

- Jim Nelson addressed the Board regarding staffing vacancies.

**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 August 10, 2017 Regular Board Meeting
- B. APPROVE Minutes of the August 24, 2017 Regular Board Meeting
- C. APPROVE Minutes of the August 21, 2017 Special Board Meeting
- D. APPROVE Minutes of the September 28, 2017 Special Board Meeting
- E. ACCEPT Minutes of the June 8, 2017 Finance Committee Meeting
- F. ACCEPT Minutes from the July 11, 2017 Infrastructure Committee Meeting
- G. ACCEPT Minutes of the July 12, 2017 Communication Committee Meeting
- H. ACCEPT Minutes of the August 15, 2017 Communication Committee Meeting
- I. ACCEPT Minutes from the June 28, 2017, 2017 Liaison Committee Meeting
- J. ACCEPT Minutes from the August 24, 2017 Liaison Committee Meeting
- K. APPROVE Register of Warrants for August 2017
- L. APPROVE Register of Warrants for September 2017

**Motion:** APPROVE Consent Calendar Items A – L: Muell. Second: Roberts.

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

**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.

- Director Muell disclosed that he had attended the DPAC meeting where the EOP was discussed.

**11. Action Items:**

- A. AUTHORIZE the Grant of a Conservation Easement to the Tehachapi Heritage League over the District-Owned Parcel Referred to as the Kawaiisu Preserve (APN 344-241-16-00-1) (Mr. Davis)

A staff report was presented. Rich Turco addressed the Board and public and acknowledged all BVSA improvement efforts for the site. Charles White and Mary Cunningham of Tehachapi Heritage Leagues also addressed the Board and public.

**Motion:** The Board of Directors AUTHORIZE the Grant of a Conservation Easement to the Tehachapi Heritage League over the District-Owned Parcel Referred to as the Kawaiisu Preserve (APN 344-241-16-00-1): Roberts. Second: Baron

**Roll Call Vote:**

AYE:	Baron, Muell, Roberts, Grace
NO:	None
ABSTAIN:	None
ABSENT:	Carlyn

B. APPROVE District Emergency Operations Plan (Mr. Edmonds)

Jeannie Taylor of the Disaster Preparedness Advisory Council reviewed the purpose and scope of the plan. The Board expressed its appreciation for the time and effort put into the plan by the DPAC.

**Motion:** The Board of Directors APPROVE the 2017 District Emergency Operations Plan as submitted by the Disaster Preparedness Advisory Council, subject to minor edits and updates by the General Manager or his designee, as required: Muell. Second: Roberts

**Roll Call Vote:**

AYE:	Baron, Muell, Roberts, Grace
NO:	None
ABSTAIN:	None
ABSENT:	Carlyn

C. APPROVE Job Description for Finance Director

A staff report was presented.

**Motion:** The Board of Directors APPROVE the Job Description for Finance Director, subject to minor revision by the General Manager: Roberts. Second: Baron.

**Roll Call Vote:**

AYE:	Baron, Muell, Roberts, Grace
NO:	None
ABSTAIN:	None
ABSENT:	Carlyn

D. APPOINT Citizen Volunteer(s) to the Administration Committee (Ms. McEwen)

A staff report was presented.

**Motion:** The Board of Directors APPOINT Ken Ames to serve on the Administration Committee until March 2019 or until a successor is named: Roberts. Second: Muell

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

- E. Infrastructure Committee (Ms. McEwen)  
    i. APPROVE Task Assignment

**Motion:** The Board of Directors ASSIGN the Infrastructure Committee to review, analyze and research Net Energy Metering (NEM) systems on District facilities with high electrical usages including alternative methods of energy savings: Baron. Second: Grace

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

- ii. REMOVE Citizen Volunteer

**Motion:** The President of the Board of Directors REMOVE Matthew True as a Citizen Volunteer on the Infrastructure Committee: Muell. Second: Roberts

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

**12. Information and Discussion Items:**

- A. Yellow Starthistle – Discussion from the public and the Board on abatement and information options.
- B. Disaster Preparedness Advisory Council Appointments – Ms. McEwen provided an update on appointments which will take place on October 26, 2017.
- C. August & September Committee Reports
- i. Administration Committee – No August or September meeting. Director Roberts reported on the October 10, 2017 meeting.
  - ii. Communications Committee – Director Baron reported on the Aug 15 & Sept 5, 2017 meetings.
  - iii. Finance Committee – Director Muell reported on the August 10, 2017 meeting.
  - iv. Infrastructure Committee – Director Grace reported on the Sept 19 2017 meeting.
  - v. Liaison Committee – Director Grace reported on the Aug 24 & Sept 28, 2017 meetings.
  - vi. Public Safety Committee – Director Grace reported on the August 10, 2017 meeting.

D. Board Comments

- i. Director Baron: None
- ii. Director Muell discussed prioritizing Recruitment, Transfer Station, Rate Study, SCADA upgrade and Well Rehabilitation
- iii. Director Roberts reported on his attendance at the 2017 CSDA Annual Conference
- iv. Vice-President Grace requested an update on the Traffic Speed Survey
- v. President Carlyn: Absent

E. Staff Reports

i. Department Head Reports

1. Finance Report – Staff reviewed Period 12 financial reports as submitted in the Board Package.
2. Public Works Report – Staff reviewed the Public Works report as submitted in the Board Package.
3. Public Safety Report – Staff reviewed the Public Safety report as submitted in the Board Package.

ii. General Counsel Report – Mr. Davis had nothing further.

iii. General Manager Report – Staff provided a brief review of the Quarry Fire which occurred earlier that day.

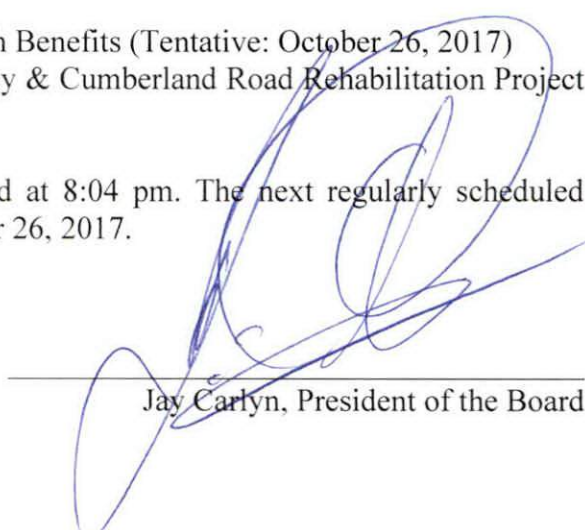
F. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

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

13. **Future Agenda Items:**

- A. Ethics and AB1234 Training for Board, Staff and Volunteers (Tentative: October 26, 2017)
- B. Annual Renewal of Employee Health Benefits (Tentative: October 26, 2017)
- C. RATIFY Change Orders, Bear Valley & Cumberland Road Rehabilitation Project (TBD)

14. **Adjournment:** The meeting was adjourned at 8:04 pm. The next regularly scheduled meeting of the Board of Directors is October 26, 2017.

  
Jay Carlyn, President of the Board

ATTEST

  
Kristy McEwen, Secretary of the Board

October 12, 2017 Regular Board Meeting