



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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REGULAR BOARD MEETING MINUTES

DATE OF MEETING: December 14, 2017
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF OPEN SESSION MEETING: 6:00 PM
TIME OF CLOSED SESSION MEETING: Following Open Session

1. **Call to Order**

The meeting was called to order at 6:06 pm.

2. **Attendance**

All Directors were in attendance. Also present were General Manager David Edmonds, General Counsel Don Davis and Secretary of the Board Kristy McEwen.

3. **Approval of Agenda**

The Agenda was approved unanimously by the Board.

4. **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.

- None

6. **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 November 9, 2017 Regular Board Meeting
- B. ACCEPT Minutes of the October 3, 2017 Communication Committee Meeting
- C. ACCEPT Minutes from the October 17, 2017 Infrastructure Committee Meeting
- D. APPROVE Register of Warrants for November 2017

Director Grace pulled item 6D.

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

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

Director Grace asked for clarification of Warrant #9188

Motion: APPROVE Consent Calendar Item D: Roberts. Second: Muell.

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

7. 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

8. Action Items

- A. ADOPT Resolution 17/18-19 and ELECT Officers of the Board of Directors (Ms. McEwen)

Motion: Director Roberts nominated Director Grace for Board President. Second: Baron.

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

Motion: Director Grace nominated Director Baron for Vice-President. Second: Roberts.

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

Motion: The Board of Directors ADOPT Resolution 17/18-19 naming the 2018 Officers of the Board of Directors: Carlyn. Second: Roberts.

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

- B. APPOINT Citizen Volunteer to the Administration Committee (Ms. McEwen)
A staff report was presented and potential volunteer Sharon Groen addressed the Board.

Motion: The Board of Directors APPOINT Sharon Groen to serve on the Administration Committee until March 2019 or until a successor is named: Roberts.
Second: Carlyn.

Roll Call Vote:

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

- C. APPROVE Administration Committee Task Assignment – Board Policies & Procedures (Ms. McEwen)
A staff report was presented and discussion followed.

Motion: The Board of Directors ASSIGN the Administration Committee to propose, review and discuss Meeting Procedures and Rules of Order and return to the Board with a recommendation: Baron. Second: Grace.

Roll Call Vote:

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

- D. APPROVE Infrastructure Committee Task Assignment – Emergency Failure Contingency Plans (Ms. McEwen)
A staff report was presented and discussion followed. The Board reached consensus that this task assignment was better suited for the Public Safety Committee.

Motion: The Board of Directors ASSIGN the Public Safety Committee to propose, review and discuss Emergency Failure Contingency Plans: Roberts. Second: Carlyn.

Roll Call Vote:

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

9. Information and Discussion Items

- A. Gas Tax Meeting – Directors Roberts & Muell reported on a cordial and productive meeting with Kern County Supervisor Scrivner and staff.
- B. Bear Valley & Cumberland Road Rehabilitation Project – Mr. Edmonds provided an update.
- C. Capital Replacement Plan & Rate Studies – Mr. Edmonds provided an update.
- D. Solid Waste – Mr. Edmonds provided an update. The District's permit application has been approved but no conditions have yet been provided by the County.

- E. Recruitment – A staff report was presented
- F. Guardrail Damage – Mr. Edmonds provided an update.
- G. November Committee Reports
 - i. Administration Committee – No November Meeting
 - ii. Communications Committee – Director Baron reported on the November 7, 2017 meeting.
 - iii. Finance Committee – No November Meeting
 - iv. Infrastructure Committee – Director Grace reported on the November 14, 2017 meeting.
 - v. Liaison Committee – No November Meeting
 - vi. Public Safety Committee – No November Meeting
- H. Board Comments
 - i. Director Baron – None
 - ii. Director Muell – None
 - iii. Director Roberts – None
 - iv. Director Grace addressed an issue of wildlife dying on private property; he also recognized Mr. Edmonds for coming to the aid of a local resident during a medical emergency
 - v. Director Carlyn – None
- I. Staff Reports
 - i. Department Head Reports
 - 1. Finance Report – Mr. Edmonds reviewed Period 1-3 financial reports as submitted in the Board Package. He further reported that the external auditors have completed their field work.
 - 2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package.
 - 3. Public Safety Report – Statistics from November 2017 were submitted in the Board Package.
 - ii. General Counsel Report – Mr. Davis had nothing further.
 - iii. General Manager Report – Mr. Edmonds asked Ms. McEwen to give a brief report on her attendance at the 2017 California Public Employers Labor Relations Association (CALPELRA) Conference.
- J. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)
A staff report was presented, with corrections and clarifications as submitted in the Board Package.

10. Future Agenda Items

- A. Board of Directors Committee Assignments (*Tentative: January 11, 2018*)
- B. Presentation and Acceptance of Annual Financial Report (External Audit) as Prepared and Presented by Fedak & Brown, LLP (*Tentative: January 25, 2018*)
Mr. Edmonds reviewed the above and added:
- C. Lakefill Discussion with Bear Valley Springs Association.

11. Closed Session

- A. Public Employment
Chief of Police
Government Code Section 54957
 - No Reportable Action

- B. Public Employee Discipline/Dismissal/Release
Government Code Section 54957
 - No Reportable Action


12. Convene Open Session

Open Session was convened at 9:43 pm.

13. Summary of Actions Taken During Closed Session

Mr. Davis reported as above.

- 14. Adjournment:** The meeting was adjourned at 9:44 pm. The next regularly scheduled meeting of the Board of Directors is January 11, 2017.



Gil Grace, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board