



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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### **REGULAR BOARD MEETING MINUTES**

DATE OF MEETING:	November 9, 2017
PLACE OPEN & CLOSED SESSION MEETINGS:	28999 South Lower Valley Road
TIME OF STUDY SESSION MEETING:	3:00 PM
TIME OF OPEN SESSION MEETING:	6:00 PM
TIME OF CLOSED SESSION MEETING:	Following Open Session

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1. **Call to Order**

The meeting was called to order at 3:06 pm.

2. **Attendance**

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

3. **Study Session**

AB 1234 Ethics Training – General Counsel Davis conducted AB1234 Ethics Training for members of the Board of Directors, staff and citizen volunteers serving on District standing committees. He also reviewed recommended Meeting Procedures & Rules of Order.

- Director Muell arrived at 6:00 pm

4. **Convene Regular Session**

Regular Session was convened at 6:02 pm.

5. **Approval of Agenda**

The Agenda was approved unanimously by the Board.

6. **Pledge of Allegiance**

7. **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 AM530

## 8. 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 12, 2017 Regular Board Meeting
- B. APPROVE Minutes of the October 26, 2017 Regular Board Meeting
- C. ACCEPT Minutes of the July 25, 2017 Administration Committee Meeting
- D. ACCEPT Minutes of the September 5, 2017 Communication Committee Meeting
- E. ACCEPT Minutes of the August 10, 2017 Finance Committee Meeting
- F. ACCEPT Minutes from the September 19, 2017 Infrastructure Committee Meeting
- G. ACCEPT Minutes from the September 28, 2017, 2017 Liaison Committee Meeting
- H. ACCEPT Minutes from the August 10, 2017 Public Safety Committee Meeting
- I. APPROVE Register of Warrants for October 2017

**Motion:** APPROVE Consent Calendar Items A – I: Roberts. Second: Baron.

**Roll Call Vote:**

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

## 9. 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

## 10. Action Items:

- A. APPROVE Grant of Easement to Southern California Edison related to Overhead Electrical Supply System and Communication System Over Portions of the District Property Located at the West Corner of Bear Valley Road and North Lower Valley Road in Bear Valley Springs, APPROVE Deposit of Sale Proceeds into the General Fund, and AUTHORIZE the General Manager to Execute the Grant of Easement (Mr. Davis)

A staff report was presented.

**Motion:** APPROVE Grant of Easement to Southern California Edison related to Overhead Electrical Supply System and Communication System Over Portions of the District Property Located at the West Corner of Bear Valley Road and North Lower Valley Road in Bear Valley Springs, APPROVE Deposit of Sale Proceeds into the General Fund, and AUTHORIZE the General Manager to Execute the Grant of Easement: Roberts. Second: Baron.

**Roll Call Vote:**

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

- B. CANCEL November 23, 2017 and December 28, 2017 Regular Board Meetings.  
(Ms. McEwen)  
A staff report was presented.

**Motion:** CANCEL November 23, 2017 and December 28, 2017 Regular Board Meetings: Roberts. Second: Muell.

**Roll Call Vote:**

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

**11. Information and Discussion Items:**

- A. Bear Valley & Cumberland Road Rehabilitation Project – Mr. Edmonds provided a verbal update.
- B. Entry Gate Area Improvement Project – Mr. Edmonds provided a verbal update.
- C. Capital Replacement Plan & Rate Studies – Mr. Edmonds provided a verbal update.
- D. Solid Waste – Mr. Edmonds provided a verbal update.
- E. Recruitment – Mr. Edmonds provided a verbal update.
- F. October Committee Reports
- i. Administration Committee – Director Roberts reported on the October 10, 2017 meeting.
  - ii. Communications Committee – Director Baron reported on the October 3, 2017 meeting.
  - iii. Finance Committee – Director Muell declined to report on the October 12, 2017 meeting
  - iv. Infrastructure Committee – Director Grace reported on the October 17, 2017 meeting.
  - v. Liaison Committee – Director Grace reported on the October 26, 2017 meeting.
  - vi. Public Safety Committee – No October Meeting
- G. Board Comments
- i. Director Baron: None
  - ii. Director Muell requested clarification on the next steps regarding the gas tax discussions with Kern County. After some debate and review of the August 10 minutes, the Board has previously approved initiating discussions. Director Roberts will contact Supervisor Scrivner to arrange a meeting.
  - iii. Director Roberts discussed resident concerns on Beaubian Field drainage and visibility issues on Rolling Oak Drive.
  - iv. Vice-President Grace: None
  - v. President Carlyn: None

## H. Staff Reports

### i. Department Head Reports

1. Finance Report – Mr. Edmonds reported that the audit process is well underway and final field work will take place in the next week. Account balances were reviewed.
2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package. After public comments, an assignment to the Infrastructure Committee to review emergency contingency plans in case of failure was discussed.
3. Public Safety Report – Mr. Kermode reviewed the Public Safety report as submitted in the Board Package.

ii. General Counsel Report – Mr. Davis recommended that Meeting Procedures & Rules of Order be given to the Administration Committee for review. He also reported on negotiations with Verizon and AT&T on possible cell tower sites. Any agreements will require Board approval.

iii. General Manager Report – Mr. Edmonds reported that he is back to work after an absence due to illness.

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

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

## 12. Future Agenda Items:

- A. Election of 2018 Officers of the Board of Directors (December 14, 2017)
  - B. APPROVE Professional Services Agreement for Installation of New Server & IT Equipment (Tentative: December 14, 2017)
  - C. RATIFY Change Orders for Bear Valley & Cumberland Road Rehabilitation Project (TBD)
- Mr. Edmonds reviewed the above and added:
- D. Committee Assignments
    - i. Administration – Meeting Procedures & Rules of Order
    - ii. Infrastructure – Emergency Failure Contingency Plans

## 13. Closed Session

- A. Public Employment  
Chief of Police  
*Government Code Section 54957*
  - No Reportable Action
  - Consensus to schedule Special Board Meeting at 2:00 pm, November 17, 2017
- B. Public Employee Release  
*Government Code Section 54957*
  - No Reportable Action

**14. Reconvene Open Session**

Open Session was reconvened at 9:38 pm.

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

Mr. Davis reported as above.

**16. Adjournment:** The meeting was adjourned at 9:39 pm. The next regularly scheduled meeting of the Board of Directors is December 14, 2017.

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Jay Carlyn, President of the Board

ATTEST

  
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Kristy McEwen, Secretary of the Board