



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

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28999 South Lower Valley Road • Tehachapi, CA 93561-7460  
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### **ADMINISTRATION COMMITTEE AGENDA December 14, 2017, 1:00 pm**

**ROLL CALL:** Chair: Steve Roberts; Vice-Chair: Jay Carlyn  
Staff: David Edmonds, General Manager; Kristy McEwen, Secretary of the Board  
Citizen Volunteers: Ken Ames, William Stevens

**1. Approval of Agenda**

**2. APPROVE Minutes from October 10, 2017 Administration Committee meeting**

**3. Public Comments on Non-Agenda Items**

Members of the public may address the Committee on matters not listed on this Agenda. The Committee cannot take action on any item that is not on the Agenda. The Committee 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.

**4. Information & Discussion Items**

- A. Citizen Volunteers
  - a. Candidate Review
  - b. Recommendation(s)
- B. Policies
  - a. Employee Handbook
- C. District Ordinance Code
  - a. Water Usage and Billing
- D. Contracts
  - a. Current
  - b. Review
    - i. Benz Sanitation
    - ii. Verizon
    - iii. Race Communications

**5. Committee Member Comments**

**6. Staff Comments**

**7. Adjournment**

Signed December 11, 2017

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Kristy McEwen, Secretary of the Board

**INFORMATION REGARDING AGENDA ITEMS:** Copies of the staff reports and other disclosable public records related to each open session item of business referred to on the Agenda are on file in the office of the District Secretary and are available for public information during regular business hours. Any person who has a question concerning any of the Agenda items may call the District Secretary at 661.821.4428.

**ADA compliance statement:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Secretary to the Board of Directors, Kristy McEwen, at 661.821.4428. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.