



## BEAR VALLEY COMMUNITY SERVICES DISTRICT

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### BEAR VALLEY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

DATE OF MEETING: May 16, 2014  
PLACE OPEN SESSION MEETINGS: 28999 S Lower Valley Road  
TIME OF OPEN SESSION MEETING: 9:00 am

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#### PUBLIC COMMENT NOTICE.

At a special meeting, public comments may be given on any open session agenda item as it is considered or, for a closed session item, before it is considered. Please state your name and address and provide the Secretary with the Public Comments Information Form so you can be properly included in the consideration of the item. Please limit your comments to three minutes so that all who wish to speak can be heard.

#### 1. CALL TO ORDER

- **President Mason called the meeting to order at 9:00 am**

#### 2. ROLL CALL

President Bill Mason  
Vice President Charlene LaClaire  
Director Gil Grace  
Director Matt VoVilla  
Director Rick Zanutto

**All Directors were present. Also present were Interim General Manager Larry Pennell, Interim Financial Consultant David Powell, Police Chief Rod Walthers, Superintendent of Public Works Larry Tuma, and Board Secretary Kristy McEwen.**

#### 3. PLEDGE OF ALLEGIANCE

- **Mr Pennell led the Pledge of Allegiance**

#### 4. REVIEW/DISCUSSION OF STRATEGIC PLAN 2012-2013

- **President Mason stated that the primary objective is for the Board to update the Strategic Plan as a foundation for setting goals and objectives for the new General Manager, using the March 2013 document as a basis.**

#### 5. REVIEW/DISCUSSION OF STRATEGIC PLAN 2012-2016 (Draft)

- **Any reference to 2016 revisions should be purged.**

6. REVIEW/DISCUSSION OF NOTES FROM STRATEGIC PLANNING SESSION MARCH 28, 2013

- **1. Small change to District vision statement:** President Mason gave a handout showing the differences which will be distributed to the Board for review and comment.
- **2. New initiatives for communications:** Consensus of the Board was that the website should be the priority. Ms McEwen reported that a bid for a new webhost, Civicsplus.com, is in process. The Board emphasized that increased content and transparency is the priority. President Mason commended Vice-President LaClaire and the Communications committee for improved CSD participation in Bear Tracks.
- **3. Reorganization of workload through technology:** Meaning unclear. Remove from consideration.
- **4. New initiative – differentiate General Fund from Governmental Enterprise Fund:** President Mason proposed revising this item to: Discontinue Road Fund as special revenue and move to the General Fund.
  - Mr Powell agreed in terms of ease of financial reporting
  - Director Zanutto cautioned that designated fund can only be used for the purpose collected.
  - Subject will be revisited on the 5/22/14 Special Board Meeting budget discussion.
- **5. Develop narrative and overall water master plan:** Work plan needs to be developed.
- **6. Develop natural gas initiative (for conversion of propane customers):** Location of all gas lines is unknown. Director VoVilla said Board should request PG&E locate them. President Mason said once lines are located, logical loops can be completed. Mr Pennell stated that becoming a natural gas purveyor would be a source of additional revenue for the District. Vice-President LaClaire mentioned Special Assessment Districts can be financed through bonds. Possible areas for Improvement projects can be identified for this purpose.
  - Fuel cells were also discussed – inefficiencies, excess/wasted heat generation and possible hydrogen dangers are a drawback.
  - Mr Tuma verified that new vehicles purchased can be converted to natural gas
- **7. Initiatives 1 & 2 should be combined:** Director Grace will work with staff to accomplish this. Director Zanutto will contribute.
- **8. Public Safety Services:** President Mason provided minutes from the May 24, 2012 RBM directing staff to complete staffing requirements study. This information will be provided to the full Board.
- **9. Initiative #6, Long-Range Facilities Replacement:** Already included in Initiatives 1, 2 & 6. Discussion on cost of WWTP fence refurbishment ~\$10,000 for materials, labor to be supplied by District summer workers. Funds are available in WWTP budget. It was suggested that Mr Tuma approach BVSA to compare notes on the cost similar projects the Association has recently completed.
- **10. Redundancy issues:** In process through this meeting.

- **11. Strike ‘ability to implement’ from heading of Initiative 7: to be stricken**
  - **12. Meetings to be conducted in ‘Business’ rather than ‘Town Hall’ style: Addressed in revision of Board Policies. Board will ask District Counsel for revision status update on 5/22/14 SBM. What should be Policies vs. what should be included in the District Code was discussed. Mr Pennell noted that video streaming might make a difference in that residents could watch the meetings live rather than attend.**
  - **13. Put Meeting Procedures in Writing: As above. Posting or handouts of Rules of Decorum for meetings discussed.**
  - **14. Cost effective alternatives for Security Gate will be addressed at the May 22, 2014 Special Board Meeting.**
  - **15. Director VoVilla will incorporate Page 17 into existing plan, eliminating redundancies**
  - **16. Other items to add:**
    - **a. Relationship w/ BVSA – Adding a new Park & Rec/BVSA initiative encompassing continued cooperation, Parks & Rec matters and Encroachment issues was recommended.**
    - **b. Review formation documents – should locking mailboxes be included in Strategic Plan? Other latent powers of interest: TRANSPORTATION – district operated shuttle service into town? Grants may be available. MUSEUM/CULTURAL ARTS – are there any school sites available for museum sites? TV – District installed fiberoptic network.**
    - **c. Update Road Plan – develop new initiative on roads utilizing Pavement Management and the Golden report.**
    - **d. – f. to be incorporated into a New Initiative on Solid Waste: d. Waste hauling and recycling to become near-term goal; e. Manure used for dry hay farming with hay to be sold back to residents; f. Chipper for green waste, selling mulch back to residents.**
    - **g. Remove ‘Enterprise’ from Road Fund – addressed in Item #6, paragraph 4. Above.**
  - **17. Staff Directed to Update Plan – in process**
  - **18. Schedule another session in June, 2013 – taking place on 5/16/14.**
- 7. REVIEW/DISCUSSION OF STAFF PRESENTATION AT STRATEGIC PLANNING SESSION APRIL 24, 2014**
- **President Mason opened discussion, stating that the Board should consider and identify long term goals of 10, 20 & 30 years as well as near-term to 5 year goals.**
  - **CUMMINGS VALLEY PROPERTIES:**
    - Director Zanutto passed out information on potential income from farming District-owned properties in Cummings Valley.
    - Mr Tuma said the District owns approx. 600 acres in Cummings Valley.

- **BVS PROPERTY USE/DEVELOPMENT:**

- Chief Walthers brought up the possibility of a water-saving redesign for the existing golf course, with possible expansion to development of an additional 9-holes with the same, or less, water consumption. This item should be added to the new Park & Rec Initiative.

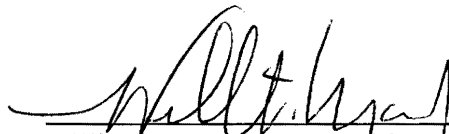
- **WESTSIDE PROPERTY DEVELOPMENT**

- A map of District-owned properties was requested.

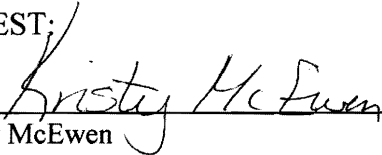
- **NEW SOURCES OF GENERAL FUND REVENUE**

- Communications Tower refurbishment and leasing. Board Direction to Staff: Explore the possibilities and bring back to Board.
- Contract Dispatch Services. Board Recommendation to Staff: Continue to pursue.
- Code change to permit collection of citation revenues. Board Direction to Staff: Contact District Counsel for recommendations on necessary changes in Code. Mr Tuma suggested water conservation violations could also be ticketed and fined.
- Heavy Vehicle Gate fee. Director Grace spoke against the idea. Traffic counts from recent Gate study can be integrated into original Quad-Knopf study. Board Recommendation: Keep on list but not as a priority.
- Windshield Sticker fee. Board Direction to Staff: Investigate and provide Board with costs to implement program, including printing, design, staff and volunteer time.
- Rental Property fees. Board Direction to Staff: Provide minutes from RBM where the issue was discussed. Keep on list but not as a priority.
- Property Sale Transfer Processing fee. BVSA charges \$250 administrative fee and \$150 document fee for all new owners. Other costs associated from water turn on/off are mailbox maintenance. Board Direction to Staff: Calculate costs associated with property transfers and report to Board.
  1. Address posts could be included, and actual inspection and approval costs when issuing Encroachment Permits. Possibly include administrative costs for locking mailboxes.
  2. Director Grace advocated a policy of keeping expenditures in line with revenues. Director VoVilla and President Mason noted the issue is about recovering costs.
  3. District was advised to approach Kern County with desired criteria for approving plans.
- Property Leases. Board Direction to Staff: Provide Board with details of current leases. Director VoVilla requested a matrix of APN numbers for District-owned Cummings Valley properties.
- Investigate additional Cummings Valley investments, specifically the 202 triangle.

- **RETURN TO INITIATIVE #7**
    - **Review of current Committee format.** The advantages of replacing Committee meetings with Special, single-topic, Board meetings was discussed. What to do about citizen volunteers was a concern. As well as reducing staff time for preparation, attendance and follow-up assignments. The consensus was a desire to keep the current committee structure as is, but to hold Special Meetings in place of Finance and Infrastructure meetings, as well as reducing the number of items on remaining committee agendas. Public comments were made by Ralph Kermode.
    - Will be revisited at the next meeting after review of current code.
8. **REVIEW/DISCUSSION OF FORMATION DOCUMENT BVCS D POWERS; POST FORMATION BVCS D POWERS; SB135 SPECIAL DISTRICT POWERS.**
    - **Discussed under Item #6, Paragraph 16.**
  9. **REVISE STRATEGIC PLAN AS NECESSARY BASED ON ABOVE REVIEWS/DISCUSSIONS**
    - **Agreed upon assignments were reviewed.**
      - **Ms McEwen will make the necessary updates to the existing document;**
      - **Director Grace will combine Initiatives 1&2;**
      - **President Mason will list long-term initiatives and goals;**
      - **Director VoVilla will incorporate page 17 into the plan as a whole;**
      - **Mr Tuma will work on the new initiatives for Roads and Solid Waste, with Director VoVilla's help;**
  10. **IMPLEMENT STRATEGIC PLAN AND DEVELOP WORK PLAN (CSDA workshop presentation)**
    - **Review of CSDA presentation. Mr Tuma will meet with his staff for development of work plan, focusing on the Road plan, Solar projects and update to BV groundwater supply/management system. Director Zanutto requested the District follow the groundwater management study, including problem wells, plans to address the issues and the order of addressing them. He and Mr Tuma will work together cover these within the Public Works work plan.**
    - **President Mason passed out two handouts: Local Budget Benchmarking, and Board Self-Test.**
  11. **SET DATE FOR NEXT STRATEGIC PLANNING SESSION**
    - **Will work for mid-June date.**
    - **Ralph Kermode questioned if Bear Tracks article on CSD Committees should be pulled. The Board agreed that it should stand.**
    - **Director Grace commended District staff for their commitment to service for the residents of Bear Valley during the difficult transition time.**
  12. **ADJOURNMENT.**
    - **The meeting was adjourned at 12:00.**
    - **The meeting reconvened at 12:06 for a working lunch, then adjourned at 12:35.**

  
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William T Mason Jr, President  
Bear Valley Community Services District

ATTEST:

  
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Kristy McEwen  
Board Secretary