



BEAR VALLEY COMMUNITY SERVICES DISTRICT

28999 South Lower Valley Road • Tehachapi, CA 93561-7460
PHONE 661-821-4428 • FAX 661-821-0180

BEAR VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING AGENDA

DATE OF MEETING: December 10, 2015
PLACE OF OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 3:30 pm
TIME OF OPEN SESSION MEETING: 6:00 pm

1. Call to Order

The meeting was called to order at 3:40 pm.

2. Roll Call Attendance

President Charlene LaClaire
Vice President Rick Zanutto
Director Jane Baron
Director Gil Grace
Director Walt Ritchie

All Directors were in attendance with the exception of Director Grace. Also present were General Manager David Edmonds and General Counsel Don Davis. Arriving at 6:00 pm were Chief of Police Jeff Kermode and Secretary of the Board Kristy McEwen.

3. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation (2) cases
Government Code Section 54956.9

B. Conference with Labor Negotiators:

i. Police Officers Research Association of California (PORAC)

Labor Negotiators: David Edmonds, General Manager & Don Davis, General Counsel

ii. Service Employees International Union, Local 521 (SEIU)

Labor Negotiators: David Edmonds, General Manager & Don Davis, General Counsel

Government Code Section 54957.6

C. Public Employment: Chief of Police

Government Code Section 54957

D. Performance Evaluation: General Manager

Government Code 54957

4. Convene Open Session

President LaClaire convened Open Session at 6:13 pm.

5. Summary of Actions Taken During Closed Session

No Reportable Action

6. Approval of Agenda – Roll Call

The Agenda was approved by a 4-0 vote with Director Grace absent.

7. Pledge of Allegiance

President LaClaire led the 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.

Miles Coverdale urged the Board of Directors to explore options to keep the post office.

Jim Nelson addressed the Board on budgeted legal amounts.

Solvieg Thompson read a statement from Ann Tavormina, also urging the Board to explore options to keep the post office.

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 November 12, 2015 Regular Board Meeting
- B. ACCEPT Minutes from the November 2, 2015 Administration Committee Meeting
- C. ACCEPT Minutes from November 3, 2015 Communications Committee Meeting
- D. ACCEPT Minutes from the November 5, 2015 Finance Committee Meeting
- E. ACCEPT Minutes from the October 13, 2015 Infrastructure Committee Meeting
- F. APPROVE Register of Warrants for November, 2015
- G. APPROVE “Message from the Board of Directors” Article for Bear Tracks

Motion: APPROVE Consent Calendar Items A – G: Ritchie. Second: LaClaire.

Roll Call Vote:	AYE:	Baron, Ritchie, Zanutto, LaClaire
	NO:	None
	ABSTAIN:	None
	ABSENT:	Grace

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.

None

11. Action Items:

- A. ADOPT Resolution 15/16-21 and ELECT the President and Vice-President of the Board of Directors (Mr. Edmonds)

A staff report was presented. President LaClaire opened the floor for nomination of officers

Motion: Director LaClaire Nominated Director Zanutto for Board President. Second: Ritchie

Roll Call Vote: AYE: Baron, Ritchie, Zanutto, LaClaire
NO: None
ABSTAIN: None
ABSENT: Grace

Motion: Director LaClaire Nominated Director Grace for Vice-President. Second: Zanutto

Roll Call Vote: AYE: Baron, Ritchie, LaClaire, Zanutto
NO: None
ABSTAIN: None
ABSENT: Grace

Motion: The Board of Directors ADOPT Resolution 14/15-12 Naming the 2016 President and Vice-President of the Board of Directors: Baron. Second: Ritchie

Roll Call Vote: AYE: Baron, Ritchie, LaClaire, Zanutto
NO: None
ABSTAIN: None
ABSENT: Grace

B. APPROVE Employment Agreement Amendment #1 with Jeff Kermode (Mr. Davis)

Motion: The Board of Directors APPROVE the First Amendment to Employment Agreement with Jeffery J. Kermode as Interim Chief of Police.: Baron. Second: Ritchie.

Roll Call Vote: AYE: Baron, Ritchie, LaClaire, Zanutto
NO: None
ABSTAIN: None
ABSENT: Grace

C. APPROVE Sick Leave Policy Update 5005 of Employee Handbook (Mr. Edmonds)

Motion: The Board of Directors APPROVE the proposed update to the District's employee sick leave policy as set forth in the amended and restated Section 5005 of the Employee Handbook: Zanutto. Second: LaClaire.

Roll Call Vote: AYE: Baron, Ritchie, LaClaire, Zanutto
NO: None
ABSTAIN: None
ABSENT: Grace

D. APPROVE Memorandum of Understanding (MOU) Amendment #1 with Police Officers Research Association of California (PORAC) (Mr. Edmonds)

Motion: The Board of Directors APPROVE Memorandum of Understanding (MOU) Amendment #1 with Police Officers Research Association of California (PORAC): Ritchie. Second: Baron.

Roll Call Vote: AYE: Baron, Ritchie, LaClaire, Zanutto
NO: None
ABSTAIN: None
ABSENT: Grace

- E. APPROVE Memorandum of Understanding (MOU) Amendment #1 with Service Employees International Union, Local 521 (SEIU) (Mr. Edmonds)
Motion: The Board of Directors APPROVE Memorandum of Understanding (MOU) Amendment #1 with Service Employees International Union, Local 521 (SEIU): Ritchie. Second: Baron.
Roll Call Vote:
- | | |
|----------|-----------------------------------|
| AYE: | Baron, Ritchie, LaClaire, Zanutto |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Grace |
- F. ADOPT Resolution 15/16-22 Discontinuing Payment and Reporting of Employer Paid Member Contribution (EPMC) for California Public Employment Retirement System (CalPERS) Classic Miscellaneous Employees (Mr. Edmonds)
Motion: The Board of Directors ADOPT Resolution 15/16-22 Discontinuing Payment and Reporting of Employer Paid Member Contribution (EPMC) for California Public Employment Retirement System (CalPERS) Classic - Miscellaneous Employees: Baron. Second: LaClaire.
Roll Call Vote:
- | | |
|----------|-----------------------------------|
| AYE: | Baron, Ritchie, LaClaire, Zanutto |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Grace |
- G. APPROVE Various Job Descriptions (Mr. Edmonds)
Motion: The Board of Directors APPROVE the Job Descriptions: Water Operator I – V; Wastewater Treatment Plant Operator I – V; Assistant to the General Manager; Police Officer I – III and Dispatcher, subject to minor revision: Ritchie. Second: LaClaire.
Roll Call Vote:
- | | |
|----------|-----------------------------------|
| AYE: | Baron, Ritchie, LaClaire, Zanutto |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Grace |
- H. SCHEDULE Study Session for Potential Solar Project (Mr. Edmonds & Mr. Davis)
Motion: The Board of Directors SCHEDULE a study session for 1:00 pm, December 17, 2015: Zanutto. Second: LaClaire.
Roll Call Vote:
- | | |
|----------|-----------------------------------|
| AYE: | Baron, Ritchie, LaClaire, Zanutto |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Grace |
- I. APPROVE Employee Appreciation Party (Mr. Edmonds)
Motion: the Board of Directors APPROVE District Volunteer Participation at the Employee Appreciation Party to be held at the Oak Tree Country Club on December 18, 2015 and authorize the expenditure of \$50/person attending: LaClaire. Second: Baron.
Roll Call Vote:
- | | |
|----------|-----------------------------------|
| AYE: | Baron, Ritchie, LaClaire, Zanutto |
| NO: | None |
| ABSTAIN: | None |
| ABSENT: | Grace |

12. Information and Discussion Items:

A. Committee Assignments (Mr. Edmonds)

- i. Board of Directors
- ii. Citizen Volunteers

A staff report was presented. President Zanutto requested all Board members to submit their committee preferences to the clerk by December 17, 2015. The Clerk will contact citizen volunteers for their interest in remaining on committees and provide an attendance list.

B. Recruitment Update (Mr. Edmonds)

Mr. Edmonds provided an update.

C. Road Striping (Mr. Edmonds)

Mr. Edmonds provided an update.

D. Medicine Bow Boulder (Mr. Edmonds)

A staff report was presented.

E. Committee Reports

- i. Administration Committee: Director Ritchie reported on the December 7 meeting. President Zanutto distributed a handout with a brief synopsis of existing District contracts. The Utility Services Co. contract will be discussed in future meetings.
- ii. Communications Committee: Director LaClaire reported on the December 7 meeting and a brief overview of the year.
- iii. Finance Committee: Zanutto reported on the December 3 meeting.
- iv. Infrastructure Committee: There was no December meeting.
- v. Liaison Committee: There was no November meeting. The next meeting is scheduled for December 22.
- vi. Public Safety Committee: There was no November meeting. The next meeting is scheduled for December 15.

F. Board Comments

- i. Director Baron: Anticipated Topics: Post Office & Solar Project
Discussion of post office alternatives will be an agenda item for January.
Director Baron requested the Infrastructure Committee also conduct a review of the tank services contract.
- ii. Director Grace: Absent
- iii. Director Ritchie: None
- iv. Director Zanutto reported on the Water Availability and Preservation Committee meeting.
- v. Director LaClaire: None

G. Staff Reports

- i. Department Head Reports
 1. Finance Report (Mr. Edmonds)
Mr. Edmonds reviewed the reports included in the Board Package
 2. Public Works Report (Mr. Edmonds)
Mr. Edmonds reviewed the report included in the Board Package

3. Public Safety Report (Chief Kermode)

Chief Kermode reviewed the reports included in the Board Package

ii. General Counsel Report (Mr. Davis)

Mr. Davis provided an update on the Grimmway Enterprises Lease

iii. General Manager Report

Mr. Edmonds discussed a visit from Office of Emergency management representative, and informed the Board that the City of Tehachapi has voted to provide their own dispatch services as of July 1, 2016.

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

A staff report was provided with two brief corrections.

13. **Future Agenda Items:**

A. Board Committee Assignments (Tentative: January 14)

B. Solar Project Update (Tentative: January 14)

C. Road Rehabilitation Engineering Services Contract Approval (Tentative: January 14)

D. Update Various Job Descriptions (Tentative: January 14)

E. Mailbox Project Update (Tentative: January 14 or 28)

F. Gate Project Professional Services Contract(s) Approval (Tentative: January 28)


Mr. Edmonds reviewed the above. The following were added:

G. Post Office alternatives

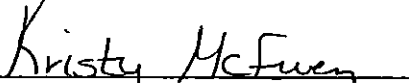
H. Well #9 discussion

I. Introduce Ordinance Update – Universal Public Procurement Certification Council

14. **Adjournment:** The meeting was adjourned at 9:58 pm. The next regularly scheduled meeting of the Board of Directors is January 14, 2016.


Richard Zanutto
President, Board of Directors

ATTEST


Kristy McEwen
Secretary of the Board of Directors