



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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BEAR VALLEY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

DATE OF MEETING: December 14, 2016
PLACE OPEN SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF OPEN SESSION: 9:00 am

1. Call to Order

The meeting was called to order at 9:05 am.

2. Roll Call Attendance

President Jay Carlyn

Vice President Walt Ritchie

Director Jane Baron

Director Gil Grace

Director Larry Muell

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

3. Pledge of Allegiance

Director Ritchie led the Pledge of Allegiance.

4. 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

5. Information & Discussion Items 1:

A. Future Agenda Item Requests: (Mr. Davis)

“Pending projects/contracts and actions by the board” (President Carlyn)

Mr. Davis provided an overview of the procedures and limits regarding Special Board Meeting agenda items; which, in the interest of public transparency, should be limited to items which must be heard or acted upon before the next regularly scheduled meeting.

B. Board Document Requests: (Mr. Davis)

Mr. Davis explained the procedure for Board member requests to staff; which pursuant to Government and District Code, must be channeled through the General Manager. Discussion followed to clarify document requests made by Directors Carlyn and Ritchie:

- Solar Project
 - Professional Services Agreements with Heliopower and Rincon
 - Power Purchase Agreement
 - Environmental/Mitigated Negative Declaration
 - Ground Lease
- Roads Project
 - BV/Cumberland: Professional Services Agreement with Willdan
 - BV/Cumberland: Construction Contract with Griffith
 - Upper Road Striping: Professional Services Agreement with Willdan
- Contracts
 - Recruitment Agency
 - Legal Services
 - Interim Chief of Police (Ritchie)
 - General Manager (Ritchie)
 - Kern County/Dispatch
- Job Descriptions
 - Administrative Services Director
 - Senior Officer (Ritchie)
- Budget for year prior to Tehachapi Dispatch Contract
 - Personnel allocation

6. 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.

- Director Grace disclosed he had exchanged an email with John McGuffey regarding a meeting time.
- Director Carlyn disclosed a conversation with Miles Coverdale before he became a Board member.
- Unrelated to the below Action Item, Director Ritchie disclosed he contacted CSDA with regard to document requests and staff concerns. Director Ritchie was informed this disclosure request was specific to the action items on this agenda related to the post office.

7. Action Items:

A. Post Office: (Mr. Edmonds)

- i. ACCEPT or REJECT Proposal for Mailbox, Postal and Shipping Related Services submitted by “Mo Chawla on behalf of Postal ASAP”.

The Board reviewed the proposal and heard comments from the public.

Motion: The Board of Directors ACCEPT the Proposal for Mailbox, Postal and Shipping Related Services submitted by Mo Chawla on behalf of Postal ASAP, subject to negotiation of the rental rate schedule to the satisfaction of both parties: Grace. Second: Baron

Roll Call Vote:

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

- ii. Provide Any Other Direction to Staff Regarding the Post Office Space – None

8. Information & Discussion Items 2:

A. Auditor:

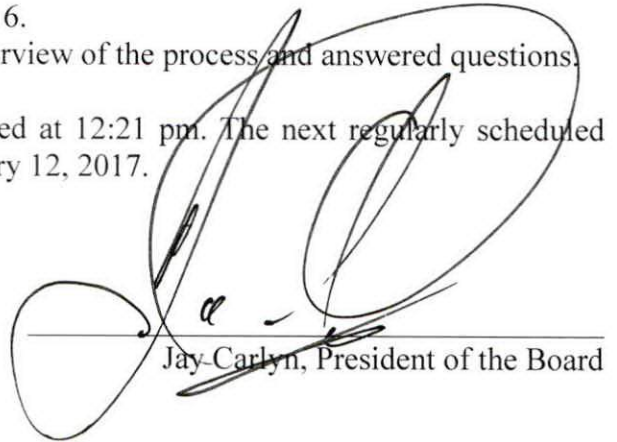
- i. General Discussion Regarding State Mandated Audit Practices and Procedures.

Chris Brown of outside auditing firm Fedak & Brown, LLC was present to address general questions and concerns from the Board. The Board requested a future agenda item to determine if additional services from an external auditor are desired or if the routine audit addresses their concerns.

- ii. Audit of Fiscal Year 2015/16.

Mr. Brown provided an overview of the process and answered questions.

- 9. **Adjournment:** The meeting was adjourned at 12:21 pm. The next regularly scheduled meeting of the Board of Directors is January 12, 2017.



Jay Carlyn, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board