



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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REGULAR BOARD MEETING MINUTES

DATE OF MEETING: June 8, 2017
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road
TIME OF CLOSED SESSION MEETING: 4:30 PM
TIME OF OPEN SESSION MEETING: 6:00 PM

1. Call to Order

The meeting was called to order at 4:40 pm.

2. Attendance

Directors Baron, Carlyn, Muell and Roberts were present. Director Grace was absent. Also in attendance were General Manager David Edmonds and Secretary of the Board Kristy McEwen. General Counsel Don Davis participated via teleconference.

3. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation (2) cases
Significant Exposure to Litigation pursuant to
Government Code Section 54956.9(b)

- **No Reportable Action**

B. Conference with Real Property Negotiators

Government Code Section 54956.9

Property: Cummings Valley; APN: 22-240-08-00

Agency Negotiator: General Manager and General Counsel

Negotiating Parties: HmU Holdings LLC (HelioPower)

Under negotiation: Price and Terms of Lease

- **No Reportable Action**

C. Public Employment

Government Code Section 54957

i. Administrative Services Director

ii. Chief of Police

iii. Public Works Director

- **No Reportable Action**

4. Convene Open Session

Open Session was convened at 6:12 pm

5. Summary of Actions Taken During Closed Session

Reported as above

6. Approval of Agenda

The Agenda was approved unanimously by the Board

7. 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.

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 May 11, 2017 Regular Board Meeting
- B. APPROVE Minutes of the May 25, 2017 Regular Board Meeting
- C. APPROVE Minutes of the May 11, 2017 Special Joint Meeting of the Board of Directors and Finance Committee
- D. ACCEPT Minutes from the April 11, 2017 Infrastructure Committee Meeting
- E. ACCEPT Minutes from the April 27, 2017 Liaison Committee Meeting
- F. APPROVE Register of Warrants for May, 2017

Motion: APPROVE Consent Calendar Items A – F: Baron. Second: Carlyn.

Roll Call Vote: AYE: Baron, Muell, Carlyn, Roberts
 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 16/17-36 Preliminarily Approving the Assessment Engineer’s Report for the Proposed Mailbox Assessment District, Setting the Time and Place for a Public Hearing on the Proposed Project and Assessments, and Providing for Property Owner Assessment Ballots (Mr. Edmonds & Mr. Davis)

- A staff report was presented and discussion followed on the benefits and drawbacks of choosing a truncated timeline for the assessment proceedings. Director Muell stated he felt the process was too rushed; Director Baron concurred, stating the timeline endangers the success of the project. Director Roberts spoke in favor of moving forward to upgrade the aesthetics of the community. Director Carlyn stated most property owners should be aware of the mailbox project by this time and recommended moving forward quickly.

Motion: The Board of Directors ADOPT Resolution 16/17-36 preliminarily approving the Assessment Engineer’s Report for the proposed Mailbox Assessment District, setting the time and place for a Public Hearing on the proposed project and assessments, and providing for property owner assessment ballots: Carlyn. Second: Roberts.

Roll Call Vote:

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

B. INTRODUCE Ordinance 17-246, an Ordinance of the Board of Directors of the Bear Valley Community Services District, Amending and Restating Section 6-3-20 of Chapter 3 of Title 6 of the District Code Pertaining to Rules and Regulations at District Firing Range Facilities. (Mr. Edmonds & Mr. Davis)

- A staff report was presented. Anna Tavormina expressed concerns regarding reopening the shooting range.

Motion: The Board of Directors INTRODUCE Ordinance 17-246, an Ordinance of the Board of Directors of the Bear Valley Community Services District, Amending and Restating Section 6-3-20 of Chapter 3 of Title 6 of the District Code Pertaining to Rules and Regulations at District Firing Range Facilities: Carlyn. Second: Roberts

Roll Call Vote:

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

C. INTRODUCE Ordinance 17-247, an Ordinance of the Board of Directors of the Bear Valley Community Services District, Amending and Restating Chapter 7 of Title 1 of the District Code Pertaining to Claims Against the District to Delegate the Authority to Administer Chapter 7 and Settle Certain Claims to the General Manager. (Mr. Edmonds & Mr. Davis)

- A staff report was presented. Discussion followed on the dollar amount of claims to be delegated to the General Manager’s discretion.

Motion: The Board of Directors INTRODUCE Ordinance 17-247, an Ordinance of the Board of Directors of the Bear Valley Community Services District, Amending and Restating Chapter 7 of Title 1 of the District Code Pertaining to Claims Against the District to Delegate the Authority to Administer Chapter 7 and

Settle Certain Claims to the General Manager in an amount up to and including \$10,000: Baron. Second: None

Motion: Motion: The Board of Directors INTRODUCE Ordinance 17-247, an Ordinance of the Board of Directors of the Bear Valley Community Services District, Amending and Restating Chapter 7 of Title 1 of the District Code Pertaining to Claims Against the District to Delegate the Authority to Administer Chapter 7 and Settle Certain Claims to the General Manager in an amount up to and including \$1,000, with notification of all settled claims to the Board of Directors: Carlyn. Second: Muell.

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

D. AUTHORIZE the General Manager to Purchase Three Vehicles for the Police Fleet (Mr. Edmonds)

- A staff report was presented.

Motion: The Board of Directors APPROVE the purchase of three Ford Interceptor AWD Utility patrol vehicles from Wondries Fleet Group for the quoted price of \$27,889.00 each, plus tax and fees, and authorize the General Manager to sign any necessary documents to complete the transaction: Muell. Second: Baron

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

E. SCHEDULE Various Special Meetings for Fiscal Year 2017/18 Preliminary Budget Development (Mr. Edmonds)

- A staff report was presented.

Motion: The Board of Directors SCHEDULE Budget Study Sessions for 1:00 pm Tuesday, June 20, 2017; 1:00 pm, Wednesday, June 21, 2017 and prior to Regular Board Meeting on Thursday, June 22, 2017, if necessary: Carlyn. Second: Baron

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

12. Information and Discussion Items:

A. Bear Valley & Cumberland Road Rehabilitation (Mr. Edmonds)

- Mr. Edmonds provided an update.

B. Upper Elevation Road Striping (Mr. Edmonds)

- Mr. Edmonds provided an update.

C. Phone Systems (Mr. Edmonds)

- Mr. Edmonds provided an update.

D. Recruitment (Mr. Edmonds)

- Mr. Edmonds provided an update.

E. May Committee Reports

- i. Administration Committee – No May Meeting
- ii. Communications Committee – No May Meeting
- iii. Finance Committee – Director Muell reported on the May 11, 2017 Special Joint Meeting of the Board of Directors and Finance Committee – 2015/16 External Audit presentation
- iv. Infrastructure Committee – Director Baron reported on the May 9, 2017 meeting.
- v. Liaison Committee – President Carlyn reported on the May 25, 2017 meeting.
- vi. Public Safety Committee – No May Meeting

F. Board Comments

- i. Director Baron requested a Special Meeting of the Communication Committee for June 12, 2017 to focus on Mailbox Assessment outreach.
- ii. Director Muell requested to move his Anticipated Topics: Capital Replacement; Rate Study; Discussions with Kern County on Road Projects, with the addition of the Parks & Recreation Fund, to a future meeting.
- iii. Director Roberts appealed to the public to volunteer to serve on District committees.
- iv. Vice-President Grace: Absent
- v. President Carlyn's request for information on: taxes - historical & future will be referred to the Finance Committee.

G. Staff Reports

i. Department Head Reports

1. Finance Report – Mr. Edmonds reviewed Period 9 financial reports as submitted in the Board Package and informed the Board that several large payments for the road project would be going out soon.
 2. Public Works Report – Mr. Edmonds reviewed the Public Works report as submitted in the Board Package and further reported that the Jacaranda guardrail and Wastewater flowmeter replacement projects have been completed.
 3. Public Safety Report – Public Safety Consultant Jeff Kermode reviewed the Public Safety report as submitted in the Board Package.
- i. General Counsel Report – Mr. Davis reported that he has notified Willdan to proceed with mailing out Assessment ballots on June 9, 2017. He also informed the Board he will prepare an FAQ on Assessment Districts.

ii. General Manager Report – Mr. Edmonds thanked staff for a successful and productive year.

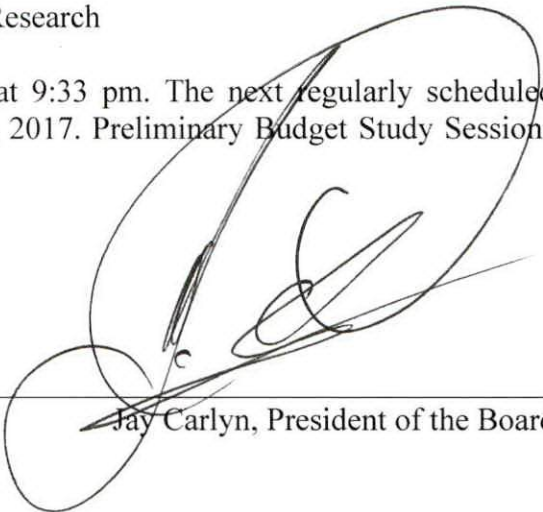
H. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

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

13. Future Agenda Items:

- A. Preliminary Budget Study Session (Pending Item 11.E)
- B. ADOPT Preliminary Budget (Tentative June 29, 2017)
- C. ADOPT Appropriations Limit (Tentative June 29, 2017)
- D. ADOPT Firing Range Ordinance Update (Tentative July 13, 2017)
- E. ADOPT Claims Ordinance Update (Tentative July 13, 2017)
- F. FY 2016/17 Mid-Year Budget Updates (Tentative July 27, 2017)
- G. Tax Roll Items (Tentative July 27, 2017)
- H. PUBLIC HEARING Mailbox Project Assessment (July 27, 2017)
Mr. Edmonds reviewed the above and added:
- I. Claims Against the District
- J. Mailbox Town Hall Meeting
- K. Finance Committee Assignment: Tax Research

14. **Adjournment:** The meeting was adjourned at 9:33 pm. The next regularly scheduled meeting of the Board of Directors is June 22, 2017. Preliminary Budget Study Sessions scheduled under Item #11E.



Jay Carlyn, President of the Board

ATTEST



Kristy McEwen, Secretary of the Board