



## BEAR VALLEY COMMUNITY SERVICES DISTRICT

---

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

### REGULAR BOARD MEETING MINUTES

DATE OF MEETING: May 10, 2018  
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road  
TIME OF OPEN SESSION MEETING: 6:00 pm

---

1. **Call to Order**

The meeting was called to order at 6:05 pm.

2. **Attendance**

All Directors were in attendance. Also present were General Counsel Don Davis, Administrative Services Director Hamed Jones, Chief of Police Tim Melanson and Secretary of the Board Kristy McEwen.

3. **Approval of Agenda**

President Grace requested the addition of an Action Item to the Agenda prior to approval. The Agenda was approved, as amended, unanimously by the Board.

4. **Pledge of Allegiance**

5. **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

6. **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.

- APPROVE Minutes of the April 12, 2018 Regular Board Meeting
- APPROVE Minutes of the April 26, 2018 Regular Board Meeting
- ACCEPT Minutes from the March 6, 2018 Communications Committee Meeting
- ACCEPT Minutes from the March 8, 2018 Finance Committee Meeting
- ACCEPT Minutes from the March 13, 2018 Infrastructure Committee Meeting
- ACCEPT Minutes from the March 21, 2018 Public Safety Committee Meeting
- APPROVE Register of Warrants for April 2018.

May 10, 2018 Regular Board Meeting

**Motion:** APPROVE Consent Calendar Items A – G: Grace. Second: Roberts.

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

**7. 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

**8. Action Items:**

**A. APPROVE Eagle Scout Project as Presented by Matthew Green**

This item was added to the Agenda prior to approval.

Matthew Green gave a presentation to the Board of Directors on his proposed Eagle Scout project to install a bicycle repair station at Cub Lake and answered questions from the Board.

**Motion:** The Board of Directors APPROVE Mr. Green to proceed with the Eagle Scout project as presented: Hahn. Second: Roberts.

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

**B. INTRODUCE for a first reading an Ordinance Adding A New Chapter 1-12 to the District Code Pertaining to Administrative Citations (Mr. Davis)**

A staff report was presented. Mr. Davis answered questions and clarified the intent of the Ordinance to the Board and public.

**Motion:** The Board of Directors INTRODUCE by title only an Ordinance Adding A New Chapter 1-12 to the District Code Pertaining to Administrative Citations, and to bring the Ordinance back for a second reading and adoption at the next regularly scheduled board meeting: Carlyn. Second: Baron.

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

- C. AUTHORIZE General Counsel to send a response letter to Kern County regarding District request for financial assistance from the County for District road maintenance. (Mr. Davis)  
A staff report was presented.

**Motion:** The Board of Directors AUTHORIZE General Counsel to send a response letter to Kern County regarding District request for financial assistance from the County for District road maintenance: Roberts. Second: Carlyn

**Roll Call Vote:**

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

**9. Information and Discussion Items:**

- A. IT Upgrades – Ms. McEwen provided a brief update on the progress of Race Communications connections.

B. April Committee Reports

- i. Administration Committee – No April Meeting
- ii. Communications Committee – Director Roberts reported on the April 3, 2018 meeting
- iii. Finance Committee – Director Carlyn reported on the April 12, 2018 meeting
- iv. Infrastructure Committee – Director Baron reported on the April 10, 2018 meeting
- v. Liaison Committee – No April Meeting
- vi. Public Safety Committee – Director Roberts reported on the April 18, 2018 meeting

C. Board Comments

- i. Director Carlyn notified the Board of a vacancy on the Administration Committee created by the resignation of William Stevens. He also asked Chief Melanson if the new vehicles are in service. Chief Melanson confirmed they are in service and he is very pleased with them.
- ii. Director Hahn marked that it has been one month since his appointment to the Board and he is enjoying the responsibilities. He also followed up on discussion from the Finance Committee, saying he will research the use of balance sheets within government agencies.
- iii. Director Roberts asked if the District had sent a response to BVSA regarding the lake fill request and proposed MOU. President Grace stated that he had given a verbal response at the May 8, 2018 meeting of the Liaison Committee, but that no written response has been sent. Director Roberts also forwarded a Communications Committee recommendation that the District investigate a part-time Public Information Officer during

the upcoming budget process. This recommendation will return as a discussion item on a future agenda.

iv. Vice-President Baron: None

v. President Grace informed the Board that he had received a letter from CalRecycle. Staff is working on the requested reports and will respond as required.

#### D. Staff Reports

##### i. Department Head Reports

1. Finance Report – Mr. Jones reviewed Period 8 Financial Reports as submitted in the Board Package.
2. Public Works Report – Ms. McEwen reviewed the report as submitted in the Board Package.
3. Public Safety Report – Chief Melanson reviewed the report as submitted in the Board Package.

ii. General Counsel Report – Mr. Davis informed the Board that he had received a Release & Settlement agreement for the full cost of the damaged Jacaranda Guardrail. He also requested to bring back an action item at a future meeting, to approve a letter opposing Assembly Bill 2065.

iii. General Manager Report – Mr. Edmonds was absent. Ms. McEwen informed the Board that she would not be available for the May 24, 2018 Regular Board Meeting.

#### E. Media / Public Outreach / Communications / Correspondence (Ms. McEwen)

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

### 10. Future Agenda Items:

- A. Encroachments on District Property & Easements (Tentative: May 24, 2018)
- B. Professional Services Agreement for Solid Waste Transfer Station Reconfiguration with Willdan Engineering (Tentative: May 24, 2018)
- C. Professional Services Agreement for Water, Wastewater and Solid Waste Capital Replacement Plans: Phase II (Tentative: May 24, 2018)
- D. Professional Services Agreement for Installation of New Server & IT Equipment (Tentative: May 24, 2018)
- E. Multiple Facilities Tours (Tentative Spring 2018)  
The above were reviewed and the following items were added:
- F. Approval of DPAC Strategic Plan
- G. Update/possible action on Well #25 destruction or rehabilitation.
- H. Communication Committee recommendation
- I. Revised Financial Reports – after Finance Committee review and recommendation
- J. Letter opposing Assembly Bill 2065.

11. **Adjournment:** The meeting was adjourned at 8:15 pm. The next regularly scheduled meeting of the Board of Directors is May 24, 2018.

  
\_\_\_\_\_  
Gil Grace, President of the Board

ATTEST

  
\_\_\_\_\_  
Kristy McEwen, Secretary of the Board

Handwritten scribbles and marks, possibly initials or a signature, located in the upper left quadrant of the page.