



## **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: July 26, 2018  
PLACE OPEN & CLOSED SESSION MEETINGS: 28999 South Lower Valley Road  
TIME OF CLOSED SESSION MEETING: 5:30 pm  
TIME OF OPEN SESSION MEETING: 6:00 pm

---

1. **Call to Order**

The Meeting was called to order at 5:32 pm.

2. **Attendance**

Directors Baron, Carlyn, Grace and Hahn were present. Also in attendance were Assistant General Manager Jeff Kermode, General Counsel Don Davis and Secretary of the Board Kristy McEwen. Arriving at 6:00 pm were Administrative Services Director Hamed Jones and Chief of Police Tim Melanson.

3. **Closed Session**

A. Conference with Legal Counsel - Anticipated Litigation

*Potential Initiation of Litigation under Government Code Section 54956.9(d)(4):  
(one) potential matter*

- No Reportable Action

4. **Convene Open Session**

Open Session was convened at 6:12 pm.

5. **Summary of Actions Taken During Closed Session**

Mr. Davis 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.

- None

**9. 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

**10. Hearing Items**

- A. Public Hearing to Consider the Collection of Delinquent Accounts for Water, Sewer, and Refuse Services via Tax Roll (Mr. Jones)

A staff report was presented.

President Grace opened the Public Hearing at 6:14 pm.

No members of the public elected to speak.

President Grace closed the Public Hearing at 6:15 pm.

**11. Action Items:**

- A. ADOPT Resolution 18/19-1 to Collect Delinquent Accounts for Water, Sewer, and Refuse Services via Tax Roll (Mr. Jones)

**Motion:** The Board of Directors ADOPT Resolution 18/19-1 to Collect Delinquent Accounts for Water, Sewer, and Refuse Services via Tax Roll: Carlyn. Second: Hahn

|                        |          |                            |
|------------------------|----------|----------------------------|
| <b>Roll Call Vote:</b> | AYE:     | Hahn, Carlyn, Baron, Grace |
|                        | NO:      | None                       |
|                        | ABSTAIN: | None                       |
|                        | ABSENT:  | Roberts                    |

- B. FY 2018/19 Tax Roll Items: (Mr. Jones)

A staff report was presented.

- i. ADOPT Resolution 18/19-2 Setting the Special Tax for Gate Operations for FY 2018/19 at \$75 per Parcel

**Motion:** The Board of Directors ADOPT Resolution 18/19-2 Setting the Special Tax for Gate Operations for FY 2018/19 at \$75 per Parcel: Hahn. Second: Baron

|                        |          |                            |
|------------------------|----------|----------------------------|
| <b>Roll Call Vote:</b> | AYE:     | Hahn, Carlyn, Baron, Grace |
|                        | NO:      | None                       |
|                        | ABSTAIN: | None                       |
|                        | ABSENT:  | Roberts                    |

- ii. ADOPT Resolution 18/19-3 Setting the Special Tax for Police Protection Services for FY 2018/19 at \$80 per Parcel

**Motion:** The Board of Directors ADOPT Resolution 18/19-3 Setting the Special Tax for Police Protection Services for FY 2018/19 at \$80 per Parcel: Carlyn. Second: Baron.

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

iii. ADOPT Resolution 18/19-4 Setting the Road Assessment for FY 2018/19 at \$340 per Parcel

**Motion:** The Board of Directors ADOPT Resolution 18/19-4 Setting the Road Assessment for FY 2018/19 at \$340 per Parcel: Baron. Second: Hahn

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

iv. ADOPT Resolution 18/19-5 Setting the Tax Rate for Improvement District #2 Bonds for FY 2018/19 at 0.00268310% per \$1,000 Assessed Value of Property

**Motion:** The Board of Directors ADOPT Resolution 18/19-5 Setting the Tax Rate for Improvement District #2 Bonds for FY 2018/19 at 0.00268310% per \$1,000 Assessed Value of Property: Hahn. Second: Baron

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

v. ADOPT Resolution 18/19-6 Setting Water Standby Charges for FY 2018/19 at \$40.28

**Motion:** The Board of Directors ADOPT Resolution 18/19-6 Setting Water Standby Charges for FY 2018/19 at \$40.28: Carlyn. Second: Baron

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

vi. ADOPT Resolution 18/19-7 Setting the Sewer Standby Charges for FY 2018/19 at \$59.96

**Motion:** The Board of Directors ADOPT Resolution 18/19-7 Setting the Sewer Standby Charges for FY 2018/19 at \$59.96: Baron. Second: Hahn

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

- C. SCHEDULE Special Meeting(s) for Fiscal Year 2018/19 Final Budget Development (Mr. Jones)  
A staff report was presented.

**Motion:** The Board of Directors SCHEDULE Budget Study Sessions for August 13 & 20, 2018 at 2:00 pm: Hahn. Second: Grace

**Roll Call Vote:**

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

- D. APPROVE Administration Committee Task Assignment (Ms. McEwen)  
A staff report was presented. Mr. Davis recommended that staff prepare drafts of the requested policies for committee review. Director Hahn requested a social media policy be added to the motion. Director Baron requested that this policy be assigned to the Communication Committee rather than the Administration Committee.

**Motion:** The Board of Directors direct staff to develop drafts of credit card, debt management and reserve fund policies to present for review by the Administration Committee, and to also develop a social media policy to present for review by the Communication Committee: Hahn. Second: Carlyn

**Roll Call Vote:**

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

## 12. Information and Discussion Items:

### A. Budget Discussions

- i. Mailbox Stations – After discussion, the Board directed staff to prepare the final budget with the following parameters:
  - o Omit completion of the optimization plan
  - o Incremental replacement of mailbox stand roofs with asphalt shingles, concentrating initially on Bear Valley/Cumberland/Lower Valley loops
- ii. Part Time Communications Officer – After discussion, the Board directed staff to prepare the final budget to include this position

### B. Equestrian Trail Realignment Request – Les Duplan

After discussion, the Board of Directors voted unanimously to authorize staff to prepare the necessary legal documentation to relocate an existing equestrian/hiking trail easement at 24320 San Juan Road from a vacant property to the original grantor's adjacent residential property, subject to reimbursement for the legal costs associated with the preparation of such documentation, and bring such documentation back to the Board for final review and approval

C. Board Comments

- i. Director Carlyn requested an update, provided by Mr. Kermode, on Willdan project action items.
- ii. Director Hahn: None
- iii. Director Roberts: Absent
- iv. Vice-President Baron: None
- v. President Grace spoke on the proposal from Black Oak Ranch regarding asphalt grindings; he informed the public that a presentation on the proposed Nature Path Master Plan would be made at the August 14 Liaison Committee.

D. Staff Comments

- i. Administrative Services Director: Nothing further
- ii. Chief of Police – Chief Melanson informed the Board and public of the Neighborhood Watch informational meeting on August 22 at the Whiting Center.
- i. General Counsel – Mr. Davis informed the Board that while Horse Thief golf course in Stallion Springs is currently closed, they remain first in priority for CCI effluent use if they should reopen.
- ii. Assistant General Manager – Mr. Kermode requested and received consensus from the Board to respond and open discussions with Black Oak Ranch. He also invited the Board and public to National Night Out on August 7.

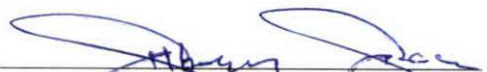
13. **Future Agenda Items:**

- A. Professional Services Agreement for Water, Wastewater and Solid Waste Capital Replacement Plans: Phase II
  - B. Well Rehabilitation Updates
  - C. Retention Basin Maintenance Permit
  - D. Final Budget Study Sessions
  - E. Nature Path Master Plan – Bear Valley Springs Cycle Club
- The above items were reviewed and the following were added:
- F. Black Oak Ranch Agreement
  - G. Duplan Trail Realignment Update
  - H. Proposed MOU from BVSA regarding retention basin water use
  - I. Lease Amendment with BVSA
  - J. Entry Gate Project – Well #25 determination

14. **Adjournment:** The meeting was adjourned at 8:08 pm. The next regularly scheduled meeting of the Board of Directors is August 9, 2018.

ATTEST

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

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