



BELL CANYON COMMUNITY SERVICES DISTRICT
30 HACKAMORE LANE
BELL CANYON, CALIFORNIA 91307

REGULAR MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME:

May 19, 2025 at 7:00 p.m.

LOCATION: Bell Canyon Community Center

ALSO VIA ZOOM for the Public:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Regular Meeting
Time: May 19, 2025 07:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
<https://zoom.us/j/95418262242?pwd=wUGcKBiHS0XQwLDanYA8HS6r2sh7kI.1>

Meeting ID: 954 1826 2242
Passcode: 523704

Dial by your location
+1 309 205 3325 US

Meeting ID: 954 1826 2242
Passcode: 523704

AGENDA

In accordance with Government Code Section 54954, notice is hereby given that the Board of Directors of the Bell Canyon Community Services District will hold a regular meeting at 7:00 PM on Monday, May 19, 2025, at 30 Hackamore Lane, Bell Canyon, California in the Community Center to consider those items set forth in the following agenda, except in accordance with Government Code Section 54954.2[b]. The Board reserves the right to modify the order in which items are heard.

The District welcomes any member of the public to attend the meeting. Any non-resident who wishes to attend in-person can, upon their arrival at the front gate, inform gate personnel of their attendance at the District's meeting. No pre-registration is required.

Agenda Materials

The complete agenda for this meeting is available at <https://bellcanyoncsd.ca.gov> and at the District Office, 30 HACKAMORE LANE, SUITE #2B, BELL CANYON, CA 91307. Any materials submitted to the legislative body after distribution of this agenda will be available for public inspection at the District Office and available on the web site. Requests for agenda materials or meeting participation assistance can also be made by email to gm@bellcanyoncsd.ca.gov.



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Americans with Disabilities Act (ADA) Accommodations

In compliance with the ADA, any person with a disability who requires accommodation in order to participate in a meeting should contact the District Office at gm@bellcanyoncsd.ca.gov to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.

Per Government Code Section 54954.3, every agenda for a special meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item listed on this agenda, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b]. Public forum will be conducted as the first item of business.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public comments on Agenda and Non-Agenda Items.**

In accordance with Government Code Section 54954.3, every agenda for a regular meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any agenda item or on any non-agenda items within the jurisdiction of the Board of Directors. This agenda item provides that opportunity at this time. There will be no opportunity for public comments after the close of this agenda item. For public comments on non-agenda items, the determination of whether the item is within the jurisdiction of the Board of Directors is made solely by the presiding public official, who is the President of the Board of Directors if in attendance. No action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b].

Rules of behavior due to hybrid nature of meeting using Zoom along with live audience.

For any person to speak, they must be recognized by the Presiding Officer and passed the microphone so they can be heard on Zoom. Zoom attendees will raise their hand on Zoom to request recognition. Zoom attendees will be unmuted on Zoom when recognized. Members of the public in the audience must come to the podium to speak. You will be notified when it is time to come to the podium. All public speakers will be allotted a maximum of 3 minutes. We will recognize Zoom attendees first.

Disruptive behavior will not be tolerated either at the physical Board meeting or on Zoom. The District reserves the right to remove anyone engaging in disruptive behavior from the meeting, whether at the physical meeting or on Zoom.

4. **Approval of the Agenda** – Motion to approve agenda.

5. **Consent Calendar (Roll Call Vote)**

5A. Approval of the 4/21/25 Regular Meeting Minutes and 5/8/25 Special Meeting Minutes. Motion to approve the minutes. See agenda packet. ③

5B. April 2025 Financials. Informational Item. Receive and file monthly financial report. See agenda packet. ⑤



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6. BUSINESS ITEMS. Informational Items and Discussion.

6A. Forensic Audit Discussion.

7. Optional Director Updates. Informational Items and Discussion.

8. NEXT MEETING

The next Regular meeting is on Monday, June 16, 2025, at 7 PM.

9. ADJOURMENT



BELL CANYON COMMUNITY SERVICES DISTRICT
30 HACKAMORE LANE
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①

MINUTES OF BELL CANYON CSD REGULAR MEETING ON April 21, 2025

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Regular meeting at 7:00PM on Monday, April 21, 2025, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

- 1. Call to Order and Roll Call:** The meeting was called to order at 7:03PM. Directors present were Judy Lantz (President), Julie De St. Jean, Norton Alderson, and Peter Machuga. Shelby Linka was absent. Walter Kelly, General Manager, was present.
- 2. Pledge of Allegiance**
- 3. Open Forum Discussion**
There were no comments from the public.
- 4. Motion to approve the agenda**
P. Machuga moved to add approval for Clean Up Day sandwich boards to the agenda and approve the amended agenda. J. Lantz seconded. The motion passed as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga
Noes:
Abstain:
Absent:
- 5. Motion to approve the Consent Calendar**
J. De St. Jean moved to approve and file the March 2025 financials and the 3/5/25 Special Meeting minutes and 3/17/25 Regular Meeting minutes. J. Lantz seconded. The motion passed as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga
Noes:
Abstain:



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6. Motion to approve Traffic Management, Inc. Proposal for Clean-Up Day

J. De St. Jean moved to approve the Traffic Management, Inc. proposal for Clean-Up Day traffic control. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga

Noes:

Abstain:

7. Motion to approve the purchase of Directors and Officers Insurance and Excess Policy

J. De St. Jean moved to approve the purchase of D&O and Excess Policy insurance. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson

Noes:

Abstain: P. Machuga

8. Motion to approve California Highway Patrol contract for 2025-26

P. Machuga moved to approve the CHP Contract for 2025-26. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga

Noes:

Abstain:

9. Motion to purchase Clean-Up Day Sandwich Boards

J. Lantz moved to purchase to Clean-Up Day Sandwich Boards. J. De St. Jean seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga

Noes:

Abstain:

10. Next meeting

The next regular meeting will be on Monday, May 19, 2025, at 7:00 PM

11. Adjournment

The meeting was adjourned at 8:14 PM.



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3

MINUTES OF BELL CANYON CSD SPECIAL MEETING ON May 8, 2025

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Special meeting at 1:30PM on Wednesday, May 8, 2025, to consider those items set forth in the posted agenda, except in accordance with Government Code Section 54954.2(b). Please note that the Board reserved the right to modify the order (listed in the agenda) in which items were heard.

- 1. Call to Order and Roll Call:** The meeting was called to order at 1:30 PM. Directors present were Judy Lantz (President), Julie De St. Jean, Norton Alderson, Shelby Linka and Peter Machuga. Walter Kelly, General Manager, was present.

- 2. Pledge of Allegiance**

- 3. Open Forum Discussion**
There were no comments from the public.

- 4. Motion to approve the agenda**
P. Machuga moved to approve the agenda. J. Lantz seconded. The motion passed as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga
Noes:
Abstain:

- 5. Motion to approve Resolution 25-04**
J. De St. Jean moved to approve Resolution 25-04 to increase the insurance budget by \$20,000. N. Alderson seconded. The motion passed as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga
Noes:
Abstain:



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6. Motion to approve the purchase of Directors & Officers liability insurance policy

N. Alderson moved to approve the purchase of D&O liability insurance policy. J. De St. Jean seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

7. Motion to approve the purchase of Excess D&O liability insurance policy

J. De St. Jean moved to approve the purchase of Excess D&O liability insurance policy. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

8. Motion to adjourn the Special Meeting

P. Machuga moved to adjourn the meeting. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

9. Next meeting

The next regular meeting will be on Monday, May 19, 2025, at 7:00 PM

10. Adjournment

The meeting was adjourned at 1:38 PM.

Bell Canyon Community Services District
Balance Sheet
As of April 30, 2025

accrual Basis

| | <u>Apr 30, 25</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Wells Fargo # 7543 Checking | (5,356) |
| 1005 · Wells Fargo # 7543 Sweep | 1,245,350 |
| 1015 · Wells Fargo #6605 Brokerage | 564,111 |
| 1025 · California Class #0001 | <u>270,848</u> |
| Total Checking/Savings | 2,074,952 |
| Other Current Assets | |
| 1215 · Prepaid Rent | <u>3,990</u> |
| Total Other Current Assets | <u>3,990</u> |
| Total Current Assets | 2,078,942 |
| Other Assets | |
| 1500 · Equipment | 43,154 |
| 1530 · Land | 21,406 |
| 1600 · Accumulated Depreciation | <u>(31,906)</u> |
| Total Other Assets | <u>32,654</u> |
| TOTAL ASSETS | <u><u>2,111,596</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2120 · Payroll Liabilities | <u>1,849</u> |
| Total Other Current Liabilities | <u>1,849</u> |
| Total Current Liabilities | <u>1,849</u> |
| Total Liabilities | 1,849 |
| Equity | |
| 3000 · Opening Bal Equity | 905,662 |
| 3100 · Retained Earnings | 1,043,620 |
| Net Income | <u>160,466</u> |
| Total Equity | <u>2,109,747</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>2,111,596</u></u> |

Bell Canyon Community Services District
Profit & Loss
April 2025

accrual Basis

| | <u>TOTAL</u> |
|--------------------------------------|-----------------------|
| Ordinary Income/Expense | |
| Income | |
| 4020 · Property Tax Revenue | 323,658 |
| 4040 · Interest Income | 975 |
| 4042 · Dividend Income | 5,960 |
| Total Income | <u>330,593</u> |
| Expense | |
| 5050 · Accounting & Operations | 4,319 |
| 5055 · Annual Certified Audit | 1,500 |
| 5070 · Membership Dues/Subscriptions | 325 |
| 5074 · Cost of Elections | 1,309 |
| 5076 · Security Services | 9,995 |
| 5095 · Clean Up Events | 500 |
| 5100 · Rent Expense | 275 |
| 5110 · Bank Service Charges | 440 |
| 5202 · Internet | 206 |
| 5250 · Printing | 116 |
| 5260 · Office Supplies | 40 |
| 5266 · Office Equipment | 138 |
| 5276 · Subscription Software | 149 |
| 5340 · Phone Expense | 80 |
| 5600 · Trash Removal | 48,931 |
| 5700-00 · Gross Wages | 6,000 |
| 5730 · Payroll Tax Expense | 459 |
| Total Expense | <u>74,782</u> |
| Net Ordinary Income | <u>255,811</u> |
| Net Income | <u><u>255,811</u></u> |

Bell Canyon Community Services District
Profit & Loss Mo/YTD Budget Performance
 April 2025

| | <u>Jul '24 - Apr 25</u> | <u>Annual Budget</u> |
|--------------------------------------|-------------------------|-------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 4020 · Property Tax Revenue | 756,164 | 740,356 |
| 4040 · Interest Income | 20,840 | 40,000 |
| 4042 · Dividend Income | 33,826 | |
| 4090 · Income - Other | 608 | 0 |
| Total Income | <u>811,438</u> | <u>780,356</u> |
| Expense | | |
| 5040-00 · Legal | 40,971 | 50,000 |
| 5050 · Accounting & Operations | 16,694 | 25,000 |
| 5052 · Outside Service/Consultants | 2,904 | 6,000 |
| 5055 · Annual Certified Audit | 18,800 | 18,470 |
| 5060 · Insurance | 9,180 | 28,000 |
| 5070 · Membership Dues/Subscriptions | 2,442 | 4,365 |
| 5074 · Cost of Elections | 1,309 | 3,000 |
| 5075 · County Admin. Fees | 3,808 | 9,500 |
| 5076 · Security Services | 9,995 | 13,000 |
| 5080 · LAFCO Fee | 481 | 450 |
| 5090 · Meetings | 0 | 500 |
| 5095 · Clean Up Events | 550 | 4,000 |
| 5100 · Rent Expense | 2,200 | 6,600 |
| 5110 · Bank Service Charges | 4,525 | 5,300 |
| 5200 · Document Digitization | 0 | 25,000 |
| 5202 · Internet | 1,356 | 3,460 |
| 5250 · Printing | 1,290 | 3,000 |
| 5260 · Office Supplies | 1,137 | 1,700 |
| 5262 · Postage | 38 | 2,000 |
| 5266 · Office Equipment | 1,697 | 3,000 |
| 5276 · Subscription Software | 551 | 600 |
| 5278 · Internet & Web Expenses | 0 | 2,500 |
| 5299 · Miscellaneous | 73 | 500 |
| 5300 · Recreational Activities | 2,397 | 52,000 |
| 5302 · Latent Power Application | 0 | 5,000 |
| 5340 · Phone Expense | 483 | 960 |
| 5506 · CSD Vehicle Expenses | 922 | 2,190 |
| 5515 · Traffic Enforcement | 3,895 | 23,000 |
| 5600 · Trash Removal | 462,688 | 537,669 |
| 5605 · Restroom Maintenance | 2,371 | 4,800 |
| 5640 · Graffiti Abatement Services | 0 | 1,000 |
| 5700-00 · Gross Wages | 53,500 | 78,000 |
| 5730 · Payroll Tax Expense | 4,717 | 6,240 |
| Total Expense | <u>650,974</u> | <u>926,804</u> |
| Net Ordinary Income | <u>160,464</u> | <u>(146,448)</u> |
| Net Income | <u><u>160,464</u></u> | <u><u>(146,448)</u></u> |

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

April 30, 2025

CASH ON HAND @ MAR 31, 2025

| | | |
|-----------------------------|--|-----------|
| Wells Fargo Checking #754 | | (16,580) |
| Wells Fargo Sweep #7543 | | 1,003,823 |
| Wells Fargo #6605 Brokerage | | 561,865 |
| California Class #0001 | | 269,873 |

TOTAL CASH ON HAND @ MAR 31, 2025**1,818,981****INCOME: APRIL 2025**

| | |
|-----------------------------|---------|
| 4020 · Property Tax Revenue | 323,658 |
| 4040 · Interest Income | 975 |
| 4042 · Dividend Income | 5,960 |

TOTAL INCOME APRIL 2025**330,593****BILLS PAID: APRIL 2025**

| | |
|--------------------------------------|---------------|
| 5050 · Accounting & Operations | 4,319 |
| 5055 · Annual Certified Audit | 1,500 |
| 5070 · Membership Dues/Subscriptions | 325 |
| 5074 · Cost of Elections | 1,309 |
| 5076 · Security Services | 9,995 |
| 5095 · Clean Up Events | 500 |
| 5100 · Rent Expense | 275 |
| 5110 · Bank Service Charges | 440 |
| 5202 · Internet | 206 |
| 5250 · Printing | 116 |
| 5260 · Office Supplies | 40 |
| 5266 · Office Equipment | 138 |
| 5276 · Subscription Software | 149 |
| 5340 · Phone Expense | 80 |
| 5600 · Trash Removal | 48,931 |
| 5700-00 · Gross Wages | 6,000 |
| 5730 · Payroll Tax Expense | 459 |
| 1716 · Prepaid Rent | (275) |
| 2020 · Wells Fargo MC-Kelly #0286 | 30 |
| 2120 · Payroll Liabilities | 85 |
| TOTAL BILLS PAID - APRIL 2025 | 74,622 |

TOTAL CASH ON HAND @ APRIL 30, 2025**2,074,952**

Prepared By: Zareh Nazarian

Approved: _____

CASH & INVESTMENTS

Apr-25

BELL CANYON COMMUNITY SERVICES DISTRICT

| TYPE | INSTITUTION | MATURITY | AMOUNT | CURRENT MARKET VALUE | INTEREST RATE |
|------------------|------------------------|----------|------------------|----------------------|---------------|
| Checking Account | Wells Fargo #7543 | N/A | (5,356) | (5,356) | N/A |
| Investment Sweep | Wells Fargo #7543 | N/A | 1,245,350 | 1,245,350 | 4.20% |
| Investment | Wells Fargo #6605 | 12/31/24 | 564,111 | 564,111 | 4.78% |
| Investment | California Class #0001 | | 270,848 | 270,848 | 4.39% |
| TOTALS | | | 2,074,953 | 2,074,953 | |