



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

MINUTES OF BELL CANYON CSD REGULAR MEETING ON January 23, 2023

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, January 23, 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: The meeting commenced at 7:02 PM with four Directors present (Peter Machuga (Vice President), Richard Levy, Michael Robkin (President), and Eric Wolf). Judy Lantz was absent. Also present were Pam Lee, BCCSD Counsel, and Greg McHugh, Interim General Manager.

2. Public Forum: In accordance with Government Code Section 54954.3, public comments were opened. The following comments were made:

- Sarah Berman
 - Asked for confirmation that the CSD Town Hall was on Wednesday, 1/25/23
 - Discussed how the Town hall was being publicized and expressed the opinion that the Email Blast approach was ineffective

3. Special Presentation for Dennis Zine

Dennis Zine was presented with an engraved crystal trophy for his many years of service and dedication to the Bell Canyon Community Services District. He received an ovation and many accolades from the Board.

4. Business Items

a. Approval of prior meeting minutes

- Minutes from the 1/9/23 Special Meeting were reviewed.
- Motion made by M. Robkin that the minutes be approved. R. Levy seconded.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

b. Updated Policy Manual review and approval

- Legal Counsel reviewed the policy manual.
- P. Machuga moved to adopt the policy manual. E. Wolf seconded.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

c. AB 361 Resolution review and approval

- Legal Counsel provided an overview on the purpose of the AB 361 resolution and the required findings to conduct teleconferencing meetings during a state of emergency under COVID-19, as permitted by law.
- E. Wolf moved to adopt AB 361 resolution. P. Machuga seconded.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:



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d. Committee Updates

Event Planning

- P. Machuga described the activities and approach of the Event Planning Committee. He distributed a sample event planning form and briefly discussed it. He then stated that:
 - The District needs a security policy
 - The District needs a purchasing policy
 - The District should maintain an inventory of event supplies
 - A job description is needed for the role Bri is filling and the District needs to decide if she is a regular employee or a contractor. M. Robkin commented that if she is a contractor we need to have an employee involved in the details to comply with state law.

It was generally agreed among the Board that when his efforts are wrapped up P. Machuga should bring the finished product back to the Board. Legal Counsel distributed a sample job description for a Recreation Events Coordinator. Legal Counsel will prepare a formal job description and resolution for the position for the Board's review and consideration.

MSR Response

- M. Robkin indicated that he had developed a PowerPoint presentation for the Town Hall on 1/25 and thanked P. Machuga, G. McHugh and E. Turner for their assistance on the committee.

e. Website Update

- No update available as Judy was absent.

f. Credit card log proposal

- P. Machuga reviewed a credit card log he had designed. It is to be used by credit card users to log each transaction and send in to finance monthly. Each log is to be approved by the General Manager or a Board Officer. P. Machuga indicated that the log may need some modification (fine-tuning). G. McHugh indicated that it would need to be integrated into an overall expense reporting and reimbursement process that covered more than just credit cards. P. Machuga moved that the log be adopted. E. Wolf seconded the motion.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

g. Expense reporting and reimbursement process

- G. McHugh presented the highlights of an overall expense reporting and reimbursement process that covered not only credit card purchases but also reimbursable expenses. It includes a form for reporting expenses and requesting reimbursement. G. McHugh was told to come back to the next meeting in two weeks with more details.

h. Hiring CPA firm to prepare 2022 certified audit

- R. Levy informed the Board that the former auditor was no longer certified to audit government agencies and could not conduct the District's 2022 audit. R. Levy contacted the CA Special District Association and they suggested several firms. He obtained a bid of \$18,900 from one firm and is contacting three to four others for bids. He will provide another update at a later time.



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i. CHP Update

- Dennis Zine reported that he has been able to arrange a meeting with regional CHP leadership to negotiate a contract for traffic patrol services for Bell Canyon. Past performance of the CHP in Bell Canyon and relations with residents was also discussed.

j. Future events

Eggstravaganza Budget

- M. Robkin reviewed details of the proposed Eggstravaganza budget (\$11,314.85) with assistance from Samantha Becker. After discussion E. Wolf moved that the budget be accepted. Michael seconded the motion.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

Future events – BCCSD Logo Contest

- M. Robkin proposed a contest to design a new CSD logo for the children of Bell Canyon to be judged by the Events Committee with a prize of perhaps \$100. The theme is "What you love about Bell Canyon". There was some discussion.
E. Wolf moved that the District award the winner a \$150 gift card and a certificate of appreciation. R. Levy seconded the motion.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

5. Executive Session

Conference with Legal Counsel – Anticipated litigation (Gov. Code § 54956.9(d)(4): 1 matter)

- The matter was discussed with no reportable action taken.

6. Reports/Next Meeting

- The Board inquired on the status of the administrative access to the website from Mr. McHugh, who reported that he was not given administrator access yet from J. Lantz. J. Lantz is currently the only administrator access to the website, which presents a security risk and potential liability for failing to meet certain legal requirements under the Brown Act and other applicable law. At least two persons should be administrators. The Board by consensus directed that J. Lantz give administrative ID and password to the District's web site to G. McHugh. M. Robkin stated he would call J. Lantz and inform her of the same.
- The Board discussed having one additional special meeting in February and one in March to prepare for the MSR/Sphere of Influence response. Overall there would be two meetings in February (one regular meeting and one special meeting) and two in March (one regular meeting and one special meeting).

7. The meeting was adjourned at 8:40 PM