



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

MINUTES OF BELL CANYON CSD SPECIAL MEETING ON January 9, 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 special meeting at 7:00PM on Monday, January 9, 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 7:05 PM with all Directors present (Judy Lantz , Peter Machuga (Vice President), Richard Levy, Michael Robkin (President), and Eric Wolf). 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:

- Yossi Kviatkovsky
 - Discussed Dennis Zine's resignation
 - Discussed Board etiquette
- Miki Davidovicz
 - Discussed Dennis Zine's resignation
 - Stated she has submitted a request for credit card statements

3. Business Items

a. Discussion of BCCSD website update

- Judy Lantz distributed a document entitled "Information Needed for BCCSD website" (Copy attached) and indicated that a "Portal" will soon be available where minutes and records can be stored and also private storage for directors and employees.
- Contents of the document were discussed.
- **Action** – Greg and Judy to connect on further web site updates.

b. Review draft policies for MSR compliance

- Pam Lee distributed a draft copy of a document entitled "Policy Manual". A copy is not included with the minutes because draft documents are exempt from the California Public Records Act.
- Pam reviewed and identified the policies included in the draft document. Item 10, Contracts, was modified to state "The committee shall be made up of no more than two members of the Board of Directors, but may also include a member of the public."
- It was noted that we currently have two committees:
 - CSD Event Planning
 - CSD MSR Response
- **Actions** – Board members are to review the draft policy manual and send comments to Pam Lee and Pam to present an updated version at the 1/23



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regular meeting. Greg to add Policy Manual review and approval to the agenda for the 1/23 regular meeting.

- There was a question about following Robert’s Rules of Order. Pam indicated that we didn’t quite follow that. We allow the meeting chair to make motions and second motions made by others and vote on motions.

c. Review BCCSD insurance policies

- Unable to review insurance policies because no one present had access to them.
- **Actions** – Greg to contact Dennis Zine and obtain copies of the insurance policies. Michael to review policies and report to the Board on changes needed.

d. Checking account signatories and credit card

- **Motion:** After discussion Eric Wolf moved that Greg McHugh, Michael Robkin and Peter Machuga be signatories on the checking account and that all checks require two signatures. The normal process shall be Greg will approve a bill/invoice and the check is signed by Greg and Michael. However, any two of the three authorized can sign a check. Seconded by Richard Levy. The motion carried 5-0 as follows:

Ayes: Michael, Peter, Richard, Eric, Judy

Noes:

Absent:

Abstain:

- **Motion:** Eric Wolf moved that Greg McHugh be appointed Board Secretary and Treasurer. Seconded by Michael Robkin. The motion carried 5-0 as follows:

Ayes: Michael, Peter, Richard, Eric, Judy

Noes:

Absent:

Abstain:

- **Motion:** Eric Wolf moved that Greg McHugh be issued a credit card. Seconded by Peter Machuga. The motion carried 4-0-0-1 as follows:

Ayes: Michael, Richard, Eric, Judy

Noes:

Absent:

Abstain: Peter

- It was noted that all Directors can have access to credit card statements

4. Executive Session

The matter listed was discussed but no reportable action was taken.

5. The meeting was adjourned at 10:00 PM

Information Needed for BCCSD website

- Mission Statement
 - We currently have a generic statement;
- Board member positions and term expirations
 - title, email address, phone #
 - *Optional information:* Biography (CV), photo
- Key staff members, title, email address, phone #
 - Greg McHugh
 - Barbara
 - Dennis Zine
- Service Area Map
 - In Progress
- SB 272 Enterprise System Catalog
 - Hardware and software used in office
- Board Member Ethics Certificates
 - Request certificates for Annual Ethics and Sexual Harassment training from CSDA after completion
- Disclosure of Reimbursements
 - Need pay period and amount of reimbursement
 - Greg McHugh
 - Barbara Holowaty
 - Dennis Zine
- Election Procedures and Filing Deadlines
 - You are required to post the procedures for holding board elections, including applicable deadlines.
- Best Practice: At least two of the following must be completed
 1. Board Meeting Recordings, (Audio or video recordings of Board meetings.)
 2. Salary Compensation / Benchmarking Survey
 3. Special Community Engagement Project (If your agency has completed a project like this, post an overview online.)
 4. Agency Newsletters : Outreach newsletters from your agency to its members.
 5. Information about your most recent Public Budget Hearing.
- **Approved Minutes of Board Meetings Missing:**
 - August 29, 2022
 - September 18, 2022
 - September 22, 2022
 - October 24, 2022
 - October 26, 2022
 - November 29, 2022
 - December 19, 2022