



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

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REGULAR MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME : JANUARY 22, 2024 at 7:00 p.m.
LOCATION: Bell Canyon Community Center

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, January 22, 2024, 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.

Members of the public may also attend via ZOOM:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: BCCSD Regular Meeting January 22, 2024, 7:00 PM
Time: Jan 22, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97237232710?pwd=WIFsYmY1YzhBa0MxRVBEOFA0cnVBZz09>

Meeting ID: 972 3723 2710

Passcode: 996513

One tap mobile

+16694449171,,97237232710#,,,,*996513# US

+16699009128,,97237232710#,,,,*996513# US (San Jose)



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

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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 SUITE CA 91307. Any materials submitted to the legislative body after distribution of this agenda will be available for public inspection at the District Office. Requests for agenda materials or meeting participation assistance can also be made by email to gregory.mchugh@bellcanyoncsd.ca.gov.

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 gregory.mchugh@bellcanyoncsd.ca.gov to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public comment on Agenda items:
 - CC Logs ①
 - SUV Log
 - Oct-Nov-Dec Financials ③
 - Approve meeting minutes for 10/23/23, 11/9/23, 11/27/23, 12/12/23
 - First Reading of Harassment Ordinance ③①
 - Bellcanyoncsd.com
 - Demand for retraction letter to BCCC and BCA
 - Discussion regarding empty lot for CSD office and multipurpose room, storage, parking
 - Tahoe tow hitch
 - General Manager Search
 - PRA Status
 - Executive session
4. Open Forum/Comments. 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 item of interest to the public, before or during the



BELL CANYON COMMUNITY SERVICES DISTRICT
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legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, 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].

5. Rules of behavior due to hybrid nature of meeting using Zoom along with a 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.

6. BUSINESS ITEMS

6A. Consent items – see agenda packet.

- Credit card log
- SUV log
- Oct-Nov-Dec Financials
- Review/approve minutes from 10/23/23, 11/9/23, 11/27/23, 12/12/23

6B. First reading of Harassment Ordinance
See agenda packet. Offer motion as needed.

6C. Bellcanyoncsd.com
Discuss website and whether it might cause confusion to the public with the District website. Offer motion as needed.

6D. Demand for retraction letter to BCCC and BCA.
Discuss need for such a letter and how such a demand should be framed. Offer motion as needed.

6E. Discussion regarding empty lot for CSD office and multipurpose room, storage, parking. Offer motion as needed.



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6F. Need for a tow hitch on the Tahoe.
Needed to be able to tow the movie screen trailer. Alternative is to buy a tractor similar to that used by the HOA.

6G. General Manager Search. Authorize salary level and job search. Need to replace G. McHugh who has indicated he can no longer serve due to health reasons.

6H. PRA Status.
Update on Current PRA requests.

6I. Executive Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(4)) - 1 matter

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code § 54956.9(d)(1)) – *Bell Canyon Community Services District v. Olga Damascus*, LASC Case No. 23CHRO01288

7. The regular meeting is on February 26, 2024, at 7:00 PM.

8. Adjournment.

Bell Canyon Community Services District
Balance Sheet
 As of October 31, 2023

③

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-3,099.61
10820-1 · Wells Fargo Sweep #7543	115,235.22
10825 · US Bank #3834 WAS Union Bank	797,264.48
10851 · Wells Fargo #6605 Brokerage	514,166.00
10863 · California Class #0001	250,982.28
10862 · Petty Cash	0.56
Total Checking/Savings	1,674,548.93
Total Current Assets	1,674,548.93
Other Assets	
16000 · Equipment	44,781.10
16005 · Land	21,406.42
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	44,270.19
TOTAL ASSETS	1,718,819.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank #1677 LEVY	83.49
Wells Fargo VISA-McHugh #9409	2,058.13
Total Credit Cards	2,141.62
Other Current Liabilities	
20002 · Accrued Expenses	5,401.86
2100 · Payroll Liabilities	989.56
Total Other Current Liabilities	6,391.42
Total Current Liabilities	8,533.04
Total Liabilities	8,533.04
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,071,075.46
Net Income	-266,451.14
Total Equity	1,710,286.08
TOTAL LIABILITIES & EQUITY	1,718,819.12

Bell Canyon Community Services District
Profit & Loss
 October 2023

④

	Oct 23
Ordinary Income/Expense	
Income	
30200 · Interest Income	2,001.92
30509 · Income - Events	2,975.64
Total Income	4,977.56
Expense	
40003 · Outside Service/Consultants	1,041.50
40004 · Legal	7,537.80
40005-1 · Annual Certified Audit	2,820.00
40005 · Accounting	605.00
40007 · Membership Dues/Subscriptions	3,340.35
40009 · Miscellaneous	67.18
40014 · Commerical Trash Removal	42,140.59
40016 · CSD Vehicle Expenses	83.54
40017 · Restroom Maintenance	729.70
40500 · Office Supplies	67.99
40505 · Printing	18.00
40507 · Bank Service Charges	440.00
40508 · Rent Expense	275.00
40510-1 · Meetings	75.00
40511 · Recreational Activities	13,493.23
41000 · Publicity	201.62
44999 · GROSS WAGES	
45000 · Wages-General Manager	2,242.50
45002 · Rec Coordinator	2,550.00
Total 44999 · GROSS WAGES	4,792.50
45005 · Payroll Tax Expense	434.31
Total Expense	78,163.31
Net Ordinary Income	-73,185.75
Net Income	-73,185.75

Bell Canyon Community Services District CHECK REGISTER WELLS FARGO BANK October 2023



Type	Date	Num	Source Name	Memo	Amount
Check	10/04/2023	10065	United Site Services of CA, Inc.	ACCT#00000349 -LAX-18784	-364.85
Check	10/04/2023	10066	Barbara Holowaty	REIMB OFFICE SUPPLIES	-17.83
Check	10/04/2023	10067	Barbara Holowaty	SEPT	-805.00
Paycheck	10/04/2023	10068	Samantha L Becker		-2,197.32
Paycheck	10/04/2023	10069	GREGORY. MCHUGH		-2,039.93
Check	10/11/2023	10070	Bell Canyon Community Center Inc.	ACCT #1831618-SUITE 2-B - RENT NOV	-275.00
Check	10/11/2023	10071	WELLS FARGO VISA #9409 MCHUGH	9409	-6,834.81
Check	10/11/2023	10072	Waste Management	CUST ID#7-40731-55006	-42,140.59
Check	10/11/2023	10073	United Site Services of CA, Inc.	ACCT#00000349 -LAX-18784	-364.85
Check	10/11/2023	10074	ALESHIRE & WYNDER LLP	BILL #79806,09,11,12	-7,537.80
Check	10/11/2023	10075	Dennis Zine	JULY 2022-OCT 2023	-6,831.00
Check	10/18/2023	10076	Ventura Co. Special District Assoc.	INV ID BELL CANYON	-75.00
Check	10/18/2023	10077	CALIF. SPECIAL DISTRICTS ASSOCI...	MEMB ID 15	-2,482.00
Check	10/18/2023	10078	Eadie and Payne, LLP	INV #143828 & 144096	-2,820.00
Check	10/18/2023	10079	Barbara Holowaty	REIMB STAPLES	-25.49
Check	10/18/2023	10080	US BANK #1677 LEVY	#1677	-20.50
Check	10/18/2023	10081	ANELLO SECURITY & CONSULTING	INV #BC 10.28.23	-1,950.00
Check	10/18/2023	10082	AMERICAN RENT ALL	INV #447381	-1,995.30
Check	10/18/2023	10083	CLOUD NINE ENTERTAINMENT	INV #00723	-1,500.00
Check	10/28/2023	10084	ERIK BLACKWELL	INV #252 BELL CANYON 10/28/23	-500.00
Check	10/28/2023	10085	KATARZYNA NOWIK	INV #000664 BELL CANYON 10/28	-450.00
Check	10/28/2023	10086	GEORGE L. HUANTE	INV #102823 10/28/23 BELL CANYON	-300.00
Check	10/28/2023	10087	KATELYN BRENNAN	INV #207 10/28/23 BELL CANYON	-200.00
Check	10/28/2023	10088	VICTORIA YESIM MERCAN	INV #902 10/28/23 BELL CANYON	-292.50
Check	10/28/2023	10089	MILES LEWIS ENTERPRISES INC	BELL CANYON-10/28/23	-700.00
Check	10/28/2023	10090	SCOTT BENJAMIN GROSS	INV #0002SG	-300.00
Check	10/22/2023	10091	ESCAPE VR LLC	INV #3535-09122023B	-2,400.00
Check	10/22/2023	10092	MEREDITH JACOBSON	INV #2023-10-01	-300.00
Check	10/30/2023	10093	STREAMLINE SOFTWARE INC.	#06D336FF-0012/13/14/15	-720.00
Check	10/30/2023	10094	Barbara Holowaty	REIMB HOME DEPOT & SMART & FINAL	-24.67
Check	10/30/2023	10095	Ventura County Star	ACCT#969331,AD#0005747862	-201.62

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

OCTOBER 31, 2023

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CASH ON HAND @ SEPTEMBER 30, 2023

Wells Fargo Checking #7543	-5,992
Wells Fargo Sweep #7543	\$203,854
US Bank #3834 (was Union Bank)	\$1,045,569
Wells Fargo #6605 Brokerage	\$514,166

TOTAL CASH ON HAND @ SEPTEMBER 30, 2023**\$1,757,597****INCOME: OCT 2023**

PROPERTY TAX REVENUE	0
INTEREST EARNED	2,002
INCOME - EVENTS	2,976
INCOME - OTHER	0

TOTAL INCOME - OCT**\$4,978****INVOICES PAID: OCTOBER 2023**

COUNTY ADMIN FEES	0
ALESHIRE & WYNDER	-7,538
BARBARA HOLOWATY - SEPT	-805
BARBARA HOLOWATY - REIMBURSEMENTS	-68
BCCC RENT	-275
CALIF SPECIAL DISTRICTS ASSOC	-2,482
DENNIS ZINE - JULY 2022 - OCT 2023	-6,831
EADIE AND PAYNE LLP	-2,820
EDD- PAYROLL TAX	-90
IRS-PAYROLL TAX	-829
STREAMLINE SOFTWARE INC	-720
UNITED SITE SERVICE	-730
US BANK CREDIT CARD - LEVY	-21
VENTURA SPECIAL DISTRICT ASSOC	-75
VENTURA COUNTY STAR	-202
WASTE MANAGEMENT	-42,141
WELLS FARGO VISA-MCHUGH	-6,835
GREG MCHUGH - PAYROLL	-2,040
SAMANTHA BECKER - PAYROLL	-2,197
BANK CHARGES	-\$440
EVENT CHECKS - SEE SCHEDULE	-10,888

TOTAL INVOICES PAID - OCTOBER 2023**-\$88,027****TOTAL CASH ON HAND @ OCTOBER 31, 2023****\$1,674,548**

Prepared By: Barbara Holowaty, Bookkeeper

Approved: _____

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BELL CANYON COMMUNITY SERVICES DISTRICT					
TYPE	INSTITUTION	MATURITY	AMOUNT	CURRENT MARKET VALUE	INTEREST RATE
Checking Account	Wells Fargo #7543	N/A	\$ (3,099.61)	\$ (3,099.61)	0.00
Investment Sweep	Wells Fargo #7543	N/A	\$ 115,235.22	\$ 115,235.22	4.95
Checking	US Bank #3834 -was Union Bank	N/A	\$ 797,264.48	\$ 797,264.48	0.00
Investment	Wells Fargo #6605	11/30/2023	\$ 514,166.00	\$ 514,166.00	4.940
Investment	California Class #0001		\$ 250,982.28	\$ 250,982.28	5.5
Petty Cash			\$ 0.56	\$ 0.56	
			\$ 1,674,548.93	\$ 1,674,548.93	

Bell Canyon Community Services District Profit & Loss Budget Performance October 2023

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Accrual Basis

	Oct 23	Budget	Jul - Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	0.00	0.00	0.00	20,350.00	712,192.00
30200 · Interest Income	2,001.92	3,750.00	6,672.49	15,000.00	45,000.00
30300 · Income - Other	0.00	0.00	159.23	0.00	0.00
30509 · Income - Events	2,975.64	0.00	2,975.64	0.00	3,100.00
Total Income	<u>4,977.56</u>	<u>3,750.00</u>	<u>9,807.36</u>	<u>35,350.00</u>	<u>760,292.00</u>
Expense					
40018 · Latent Power Application	0.00	2,083.33	0.00	8,333.36	25,000.00
40019 · Graffiti Abatement Services	0.00	83.33	0.00	333.36	1,000.00
40020 · Security Services	0.00	83.33	0.00	333.36	1,000.00
40001 · Contract Services	0.00	0.00	0.00	0.00	0.00
40002 · Cost of Elections	0.00	0.00	0.00	0.00	0.00
40003 · Outside Service/Consultants	1,041.50	666.67	1,741.50	2,666.64	8,000.00
40004 · Legal	7,537.80	2,083.33	24,847.98	8,333.36	25,000.00
40005-1 · Annual Certified Audit	2,820.00	0.00	2,820.00	16,500.00	16,500.00
40005 · Accounting	605.00	1,083.33	2,939.75	4,333.36	13,000.00
40006 · Insurance	0.00	666.67	8,005.15	2,666.64	8,000.00
40007 · Membership Dues/Subscriptions	3,340.35	183.75	3,490.25	735.00	2,205.00
40009 · Miscellaneous	67.18	41.67	128.47	166.64	500.00
40011 · County Admin. Fees	0.00	690.17	0.00	2,760.64	8,282.00
40012 · LAFCO Fee	0.00	0.00	446.00	450.00	450.00
40014 · Commerical Trash Removal	42,140.59	43,250.00	168,562.36	173,000.00	519,000.00
40016 · CSD Vehicle Expenses	83.54	182.50	305.55	730.00	2,190.00
40017 · Restroom Maintenance	729.70	383.00	8,687.67	1,532.00	4,596.00
40500 · Office Supplies	67.99	62.50	410.65	250.00	750.00
40501 · Phone	0.00	30.00	0.00	120.00	360.00
40505 · Printing	18.00	250.00	232.46	1,000.00	3,000.00
40507 · Bank Service Charges	440.00	0.00	1,852.61	0.00	0.00
40508 · Rent Expense	275.00	427.50	1,100.00	1,710.00	5,130.00
405091 · Clean Up Events	0.00	0.00	0.00	0.00	4,000.00
40510-1 · Meetings	75.00	41.67	175.00	166.64	500.00
40511 · Recreational Activities	13,493.23	4,708.33	35,518.68	18,833.36	56,500.00
41000 · Publicity	201.62	0.00	201.62	0.00	2,000.00
41002 · Postage	0.00	166.67	0.00	666.64	0.00
42200 · Emergency Medical Services	0.00	0.00	0.00	0.00	0.00
42700 · Traffic Enforcement	0.00	5,333.33	0.00	21,333.36	64,000.00
44999 · GROSS WAGES					
45000 · Wages-General Manager	2,242.50	2,800.00	7,305.00	11,200.00	33,600.00
45001 · Wages-Management Analyst	0.00	900.00	0.00	3,600.00	10,800.00
45002 · Rec Coordinator	2,550.00	1,120.00	6,240.00	4,480.00	13,440.00
Total 44999 · GROSS WAGES	<u>4,792.50</u>	<u>4,820.00</u>	<u>13,545.00</u>	<u>19,280.00</u>	<u>57,840.00</u>
45005 · Payroll Tax Expense	434.31	482.00	1,247.80	1,928.00	5,784.00
Total Expense	<u>78,163.31</u>	<u>67,803.08</u>	<u>276,258.50</u>	<u>288,162.36</u>	<u>834,587.00</u>
Net Ordinary Income	<u>-73,185.75</u>	<u>-64,053.08</u>	<u>-266,451.14</u>	<u>-252,812.36</u>	<u>-74,295.00</u>
Net Income	<u><u>-73,185.75</u></u>	<u><u>-64,053.08</u></u>	<u><u>-266,451.14</u></u>	<u><u>-252,812.36</u></u>	<u><u>-74,295.00</u></u>

Bell Canyon Community Services District
Balance Sheet
 As of November 30, 2023

⑨

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-55,781.20
10820-1 · Wells Fargo Sweep #7543	158,323.72
10825 · US Bank #3834 WAS Union Bank	747,126.92
10851 · Wells Fargo #6605 Brokerage	527,000.00
10863 · California Class #0001	252,126.15
10862 · Petty Cash	0.56
Total Checking/Savings	1,628,796.15
Total Current Assets	1,628,796.15
Other Assets	
16000 · Equipment	44,781.10
16005 · Land	21,406.42
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	44,270.19
TOTAL ASSETS	1,673,066.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Wells Fargo VISA-McHugh #9409	604.65
Total Credit Cards	604.65
Other Current Liabilities	
2100 · Payroll Liabilities	1,682.23
Total Other Current Liabilities	1,682.23
Total Current Liabilities	2,286.88
Total Liabilities	2,286.88
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,071,075.46
Net Income	-305,957.76
Total Equity	1,670,779.46
TOTAL LIABILITIES & EQUITY	1,673,066.34

Bell Canyon Community Services District
Profit & Loss
 November 2023

(10)

	Nov 23
Ordinary Income/Expense	
Income	
30200 · Interest Income	14,738.73
30509 · Income - Events	897.00
Total Income	15,635.73
Expense	
40003 · Outside Service/Consultants	300.00
40005 · Accounting	1,245.75
40007 · Membership Dues/Subscriptions	180.00
40009 · Miscellaneous	39.00
40014 · Commerical Trash Removal	42,140.59
40505 · Printing	1,029.24
40507 · Bank Service Charges	447.00
40508 · Rent Expense	375.00
40511 · Recreational Activities	1,279.72
44999 · GROSS WAGES	
45000 · Wages-General Manager	3,390.00
45002 · Rec Coordinator	4,140.00
Total 44999 · GROSS WAGES	7,530.00
45005 · Payroll Tax Expense	576.05
Total Expense	55,142.35
Net Ordinary Income	-39,506.62
Net Income	-39,506.62

Bell Canyon Community Services District
CHECK REGISTER WELLS FARGO BANK
 November 2023

①①

Type	Date	Num	Source Name	Memo	Amount
Check	11/01/2023	10096	STREAMLINE SOFTWARE INC.	#06D336FF-0016	-180.00
Check	11/01/2023	10097	PIP PRINTING	INV #102793	-1,016.98
Check	11/27/2023	10098	Samantha Becker	REIMB MOVIE NITE CHILI COOKOFF	-293.53
Check	11/27/2023	10099	TRAVIS SIMPSON	REIMB	-295.57
Check	11/27/2023	10100	EKC ENTERPRISES, INC	INVOICE #48819REV	-5,401.86
Check	11/27/2023	10101	Samantha Becker	REIMB HALLOWEEN	-95.51
Check	11/27/2023	10102	Waste Management	CUST ID#7-40731-55006	-42,140.59
Check	11/27/2023	10103	Bell Canyon Community Center Inc.	ACCT #1831618-SUITE 2-B - RENT DEC	-375.00
Check	11/27/2023	10104	US BANK #1677 LEVY	#1677	-83.49
Check	11/27/2023	10105	WELLS FARGO VISA #9409 MCHUGH	9409	-2,099.85
Paycheck	11/27/2023	10106	GREGORY. MCHUGH		-2,973.77
Paycheck	11/27/2023	10107	Samantha L Becker		-3,450.05
Check	11/27/2023	10108	Barbara Holowaty	OCTOBER	-1,545.75

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

NOVEMBER 30, 2023

(12)

CASH ON HAND @ OCTOBER 31, 2023

Wells Fargo Checking #7543		-\$3,100
Wells Fargo Sweep #7543		\$115,235
US Bank #3834 (was Union Bank)		\$797,265
Wells Fargo #6605 Brokerage		\$514,166
CALIFORNIA CLASS #0001		\$250,982

TOTAL CASH ON HAND @ OCTOBER 31, 2023

\$1,674,548

INCOME: NOV 2023

PROPERTY TAX REVENUE	0
INTEREST EARNED	14,739
INCOME - EVENTS	897
INCOME - OTHER	0

TOTAL INCOME - NOV

\$15,636

INVOICES PAID: NOVEMBER 2023

COUNTY ADMIN FEES	0
BARBARA HOLOWATY - OCT	-1,546
BCCC RENT	-375
EDD- PAYROLL TAX	-95
EKC ENTERPRISES-PROJECTOR BAL (ACCRUED)	-5,402
IRS-PAYROLL TAX	-894
PIP PRINTING	-1,017
SAMANTHA BECKER-REIMBS-MOVIE NITES	-389
STREAMLINE SOFTWARE INC	-180
TRAVIS SIMPSON - REIMB MOVIE NITES	-295
US BANK CREDIT CARD - LEVY	-83
WASTE MANAGEMENT	-42,141
WELLS FARGO VISA-MCHUGH	-2,100
GREG MCHUGH - PAYROLL	-2,974
SAMANTHA BECKER - PAYROLL	-3,450
BANK CHARGES	-\$447

TOTAL INVOICES PAID - NOVEMBER 2023

-\$61,388

TOTAL CASH ON HAND @ NOVEMBER 30, 2023

\$1,628,796

Prepared By: Barbara Holowaty, Bookkeeper

Approved: _____

BELL CANYON COMMUNITY SERVICES DISTRICT					
TYPE	INSTITUTION	MATURITY	AMOUNT	CURRENT MARKET VALUE	INTEREST RATE
Checking Account	Wells Fargo #7543	N/A	\$ (55,781.20)	\$ (55,781.20)	0.00
Investment Sweep	Wells Fargo #7543	N/A	\$ 158,323.72	\$ 158,323.72	4.95
Checking	US Bank #3834 -was Union Bank	N/A	\$ 747,126.92	\$ 747,126.92	0.00
Investment	Wells Fargo #6605	11/30/2023	\$ 527,000.00	\$ 527,000.00	4.940
Investment	California Class #0001		\$ 252,126.15	\$ 252,126.15	5.5
Petty Cash			\$ 0.56	\$ 0.56	
			\$ 1,628,796.15	\$ 1,628,796.15	

Bell Canyon Community Services District
Profit & Loss Budget Performance
 November 2023

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Accrual Basis

	Nov 23	Budget	Jul - Nov 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	0.00	18,000.00	0.00	38,350.00	712,192.00
30200 · Interest Income	14,738.73	3,750.00	21,411.22	18,750.00	45,000.00
30300 · Income - Other	0.00	0.00	159.23	0.00	0.00
30509 · Income - Events	897.00	3,100.00	3,872.64	3,100.00	3,100.00
Total Income	<u>15,635.73</u>	<u>24,850.00</u>	<u>25,443.09</u>	<u>60,200.00</u>	<u>760,292.00</u>
Expense					
40018 · Latent Power Application	0.00	2,083.33	0.00	10,416.69	25,000.00
40019 · Graffiti Abatement Services	0.00	83.33	0.00	416.69	1,000.00
40020 · Security Services	0.00	83.33	0.00	416.69	1,000.00
40001 · Contract Services	0.00	0.00	0.00	0.00	0.00
40002 · Cost of Elections	0.00	0.00	0.00	0.00	0.00
40003 · Outside Service/Consultants	300.00	666.67	2,041.50	3,333.31	8,000.00
40004 · Legal	0.00	2,083.33	24,847.98	10,416.69	25,000.00
40005-1 · Annual Certified Audit	0.00	0.00	2,820.00	16,500.00	16,500.00
40005 · Accounting	1,245.75	1,083.33	4,185.50	5,416.69	13,000.00
40006 · Insurance	0.00	666.67	8,005.15	3,333.31	8,000.00
40007 · Membership Dues/Subscriptions	180.00	183.75	3,670.25	918.75	2,205.00
40009 · Miscellaneous	39.00	41.67	167.47	208.31	500.00
40011 · County Admin. Fees	0.00	690.17	0.00	3,450.81	8,282.00
40012 · LAFCO Fee	0.00	0.00	446.00	450.00	450.00
40014 · Commerical Trash Removal	42,140.59	43,250.00	210,702.95	216,250.00	519,000.00
40016 · CSD Vehicle Expenses	0.00	182.50	305.55	912.50	2,190.00
40017 · Restroom Maintenance	0.00	383.00	8,687.67	1,915.00	4,596.00
40500 · Office Supplies	0.00	62.50	410.65	312.50	750.00
40501 · Phone	0.00	30.00	0.00	150.00	360.00
40505 · Printing	1,029.24	250.00	1,261.70	1,250.00	3,000.00
40507 · Bank Service Charges	447.00	0.00	2,299.61	0.00	0.00
40508 · Rent Expense	375.00	427.50	1,475.00	2,137.50	5,130.00
405091 · Clean Up Events	0.00	0.00	0.00	0.00	4,000.00
40510-1 · Meetings	0.00	41.67	175.00	208.31	500.00
40511 · Recreational Activities	1,279.72	4,708.33	36,798.40	23,541.69	56,500.00
41000 · Publicity	0.00	0.00	201.62	0.00	0.00
41002 · Postage	0.00	166.67	0.00	833.31	2,000.00
42200 · Emergency Medical Services	0.00	0.00	0.00	0.00	0.00
42700 · Traffic Enforcement	0.00	5,333.33	0.00	26,666.69	64,000.00
44999 · GROSS WAGES					
45000 · Wages-General Manager	3,390.00	2,800.00	10,695.00	14,000.00	33,600.00
45001 · Wages-Management Analyst	0.00	900.00	0.00	4,500.00	10,800.00
45002 · Rec Coordinator	4,140.00	1,120.00	10,380.00	5,600.00	13,440.00
Total 44999 · GROSS WAGES	<u>7,530.00</u>	<u>4,820.00</u>	<u>21,075.00</u>	<u>24,100.00</u>	<u>57,840.00</u>
45005 · Payroll Tax Expense	576.05	482.00	1,823.85	2,410.00	5,784.00
Total Expense	<u>55,142.35</u>	<u>67,803.08</u>	<u>331,400.85</u>	<u>355,965.44</u>	<u>834,587.00</u>
Net Ordinary Income	<u>-39,506.62</u>	<u>-42,953.08</u>	<u>-305,957.76</u>	<u>-295,765.44</u>	<u>-74,295.00</u>
Net Income	<u><u>-39,506.62</u></u>	<u><u>-42,953.08</u></u>	<u><u>-305,957.76</u></u>	<u><u>-295,765.44</u></u>	<u><u>-74,295.00</u></u>

Bell Canyon Community Services District

Profit & Loss

December 2023

(15)

	Dec 23
Ordinary Income/Expense	
Income	
30100 · PropertyTax Revenue	407,649.45
30200 · Interest Income	1,668.80
30300 · Income - Other	141.95
Total Income	409,460.20
Expense	
40005-1 · Annual Certified Audit	6,340.00
40009 · Miscellaneous	46.61
40011 · County Admin. Fees	1,019.79
40014 · Commerical Trash Removal	42,140.59
40016 · CSD Vehicle Expenses	65.68
40017 · Restroom Maintenance	364.85
40505 · Printing	91.98
40507 · Bank Service Charges	444.20
40511 · Recreational Activities	363.08
41002 · Postage	9.97
44999 · GROSS WAGES	
45000 · Wages-General Manager	2,205.00
45002 · Rec Coordinator	1,410.00
Total 44999 · GROSS WAGES	3,615.00
45005 · Payroll Tax Expense	276.55
Total Expense	54,778.30
Net Ordinary Income	354,681.90
Net Income	354,681.90

Bell Canyon Community Services District
Balance Sheet
As of December 31, 2023

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	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-3,645.68
10820-1 · Wells Fargo Sweep #7543	559,753.42
10825 · US Bank #3834 WAS Union Bank	645,444.69
10851 · Wells Fargo #6605 Brokerage	527,000.00
10863 · California Class #0001	253,312.81
10862 · Petty Cash	0.56
Total Checking/Savings	<u>1,981,865.80</u>
Total Current Assets	1,981,865.80
Other Assets	
16000 · Equipment	44,781.10
16005 · Land	21,406.42
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	<u>44,270.19</u>
TOTAL ASSETS	<u><u>2,026,135.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank #1677 LEVY	65.68
Total Credit Cards	<u>65.68</u>
Other Current Liabilities	
2100 · Payroll Liabilities	608.95
Total Other Current Liabilities	<u>608.95</u>
Total Current Liabilities	<u>674.63</u>
Total Liabilities	674.63
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,071,075.46
Net Income	48,724.14
Total Equity	<u>2,025,461.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,026,135.99</u></u>

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8:20 PM
01/17/24

Bell Canyon Community Services District
CHECK REGISTER WELLS FARGO BANK
December 2023

Type	Date	Num	Source Name	Memo	Amount
Check	12/13/2023	10109	US BANK #1677 LEVY	#1677	-20.65
Check	12/13/2023	10110	Waste Management	CUST ID#7-40731-55006	-42,140.59
Check	12/13/2023	10111	Eadie and Payne, LLP	INV #144316 & 144408	-6,340.00
Check	12/13/2023	10112	LINDA FINE	HALLOWEEN REIMBS	-363.08
Check	12/13/2023	10113	WELLS FARGO VISA #9409 MCHUGH	9409	-498.63
Check	12/13/2023	10114	United Site Services of CA, Inc.	ACCT#00000349 -LAX-18784	-364.85
Check	12/13/2023	10115	PIP PRINTING	INV #103049	-91.98
Paycheck	12/13/2023	10116	GREGORY. MCHUGH		-2,009.32
Paycheck	12/13/2023	10117	Samantha L Becker		-1,273.28

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

DECEMBER 31, 2023

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CASH ON HAND @ NOVEMBER 30, 2023

Wells Fargo Checking #7543		-\$55,781
Wells Fargo Sweep #7543		\$158,324
US Bank #3834 (was Union Bank)		\$747,127
Wells Fargo #6605 Brokerage		\$527,000
CALIFORNIA CLASS #0001		\$252,126

TOTAL CASH ON HAND @ NOVEMBER 30, 2023

\$1,628,796

INCOME: DEC 2023

PROPERTY TAX REVENUE	407,649	
INTEREST EARNED	1,669	
INCOME - EVENTS		
INCOME - OTHER		

TOTAL INCOME - DECEMBER

\$409,318

INVOICES PAID: DECEMBER 2023

COUNTY ADMIN FEES	-1,020	
EADIE AND PAYNE	-6,340	
EDD- PAYROLL TAX	-74	
IRS-PAYROLL TAX	-1,608	
LINDA FINE - HALLOWEEN REIMBS	-363	
PIP PRINTING	-92	
UNITED SITE SERVICE	-365	
US BANK CREDIT CARD - LEVY	-21	
WASTE MANAGEMENT	-42,141	
WELLS FARGO VISA-MCHUGH	-499	
GREG MCHUGH - PAYROLL	-2,009	
SAMANTHA BECKER - PAYROLL	-1,273	

BANK CHARGES

-\$444

TOTAL INVOICES PAID - DECEMBER 2023

-\$56,249

TOTAL CASH ON HAND @ DECEMBER 31, 2023

\$1,981,865

Prepared By: Barbara Holowaty, Bookkeeper

Approved: _____

BELL CANYON COMMUNITY SERVICES DISTRICT					
TYPE	INSTITUTION	MATURITY	AMOUNT	CURRENT	INTEREST
				MARKET VALUE	RATE
Checking Account	Wells Fargo #7543	N/A	\$ (3,645.68)	\$ (3,645.68)	0.00
Investment Sweep	Wells Fargo #7543	N/A	\$ 559,753.42	\$ 559,753.42	4.95
Checking	US Bank #3834 -was Union Bank	N/A	\$ 645,444.69	\$ 645,444.69	0.00
Investment	Wells Fargo #6605	5/30/2024	\$ 527,000.00	\$ 527,000.00	4.910
Investment	California Class #0001		\$ 253,312.81	\$ 253,312.81	5.5
Petty Cash			\$ 0.56	\$ 0.56	
			\$ 1,981,865.80	\$ 1,981,865.80	

Bell Canyon Community Services District Profit & Loss Budget Performance

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December 2023

Accrual Basis

	Dec 23	Budget	Jul - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	407,649.45		407,649.45		
30200 · Interest Income		342,000.00	23,080.02	380,350.00	712,192.00
30300 · Income - Other	1,668.80	3,750.00	301.18	22,500.00	45,000.00
30509 · Income - Events	141.95	0.00	0.00	0.00	0.00
	0.00	0.00	3,872.64	3,100.00	3,100.00
Total Income	409,460.20	345,750.00	434,903.29	405,950.00	760,292.00
Expense					
40018 · Latent Power Application	0.00	2,083.33	0.00	12,500.02	25,000.00
40019 · Graffiti Abatement Services	0.00	83.33	0.00	500.02	1,000.00
40020 · Security Services	0.00	83.33	0.00	500.02	1,000.00
40001 · Contract Services	0.00		0.00	0.00	0.00
40002 · Cost of Elections	0.00	0.00	0.00	0.00	0.00
40003 · Outside Service/Consultants	0.00	666.67	0.00	0.00	0.00
40004 · Legal	0.00	666.67	2,041.50	3,999.98	8,000.00
40005-1 · Annual Certified Audit	6,340.00	2,083.33	24,847.98	12,500.02	25,000.00
40005 · Accounting	0.00	0.00	9,160.00	16,500.00	16,500.00
40006 · Insurance	0.00	1,083.33	4,185.50	6,500.02	13,000.00
40007 · Membership Dues/Subscriptions	0.00	666.67	8,005.15	3,999.98	8,000.00
40009 · Miscellaneous	46.61	183.75	3,670.25	1,102.50	2,205.00
40011 · County Admin. Fees	1,019.79	41.67	214.08	249.98	500.00
40012 · LAFCO Fee	0.00	690.17	1,019.79	4,140.98	8,282.00
40014 · Commerical Trash Removal	0.00	0.00	446.00	450.00	450.00
40016 · CSD Vehicle Expenses	42,140.59	43,250.00	252,843.54	259,500.00	519,000.00
40017 · Restroom Maintenance	65.68	182.50	371.23	1,095.00	2,190.00
40500 · Office Supplies	364.85	383.00	9,052.52	2,298.00	4,596.00
40501 · Phone	0.00	62.50	410.65	375.00	750.00
40505 · Printing	0.00	30.00	0.00	180.00	360.00
40507 · Bank Service Charges	91.98	250.00	1,353.68	1,500.00	3,000.00
40508 · Rent Expense	444.20		2,743.81		
405091 · Clean Up Events	0.00	427.50	1,475.00	2,565.00	5,130.00
40510-1 · Meetings	0.00	2,000.00	0.00	2,000.00	4,000.00
40511 · Recreational Activities	0.00	41.67	175.00	249.98	500.00
41000 · Publicity	363.08	4,708.33	37,161.48	28,250.02	56,500.00
41002 · Postage	0.00		201.62		
42200 · Emergency Medical Services	9.97	166.67	9.97	999.98	2,000.00
42700 · Traffic Enforcement	0.00	0.00	0.00	0.00	0.00
44999 · GROSS WAGES	0.00	5,333.33	0.00	32,000.02	64,000.00
45000 · Wages-General Manager	2,205.00	2,800.00	12,900.00	16,800.00	33,600.00
45001 · Wages-Management Analyst	0.00	900.00	0.00	5,400.00	10,800.00
45002 · Rec Coordinator	1,410.00	1,120.00	11,790.00	6,720.00	13,440.00
Total 44999 · GROSS WAGES	3,615.00	4,820.00	24,690.00	28,920.00	57,840.00
45005 · Payroll Tax Expense	276.55	482.00	2,100.40	2,892.00	5,784.00
Total Expense	54,778.30	69,803.08	386,179.15	425,768.52	834,587.00
Net Ordinary Income	354,681.90	275,946.92	48,724.14	-19,818.52	-74,295.00
Net Income	354,681.90	275,946.92	48,724.14	-19,818.52	-74,295.00



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

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MINUTES OF BELL CANYON CSD REGULAR MEETING ON October 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 October 23, 2023, 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 7:04 PM. Directors present were Judy Lantz, Peter Machuga (Vice President), Michael Robkin (President) and Richard Levy. Eric Wolf was absent. Also present Gregory McHugh, Interim General Manager.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel.**
- 4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Public comment on Agenda items:**
 - None
- 6. Open Forum**
 - **Discussion of harassment**

Sarah Berman described Mike's comments posed to the Bell Canyon Official Facebook page as unfair. Did not think they should be there.

Sarah also said it is not fair to just change meeting dates. The 4th Monday of the month is the regular meeting date. Vacations, Weddings, etc. should be planned around that.

She also said a Special Meeting can be called at any time but you can only discuss what is on the agenda. And you can also have an



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

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emergency meeting.

7. Consent Items

- Credit card Logs
- SUV log

R. Levy moved that the District should discontinue use of the credit card log. M. Robkin seconded. After discussion the motion failed as follows:

Ayes: R. Levy, M. Robkin

Noes: J. Lantz, P. Machuga

Abstain:

Absent: E. Wolf

R. Levy moved that the consent items be accepted. P. Machuga seconded. The motion passed as follows:

Ayes: R. Levy, M. Robkin, J. Lantz, P. Machuga

Noes:

Abstain:

Absent: E. Wolf

8. Discussion of Harassment, Discrimination and Abusive Behavior

M. Robkin provided background. This was prompted by alleged harassment of CSD employees and other employees in Bell Canyon. An ordinance is allowable per Government Code Section 25120 with the scope of District agents, employees and vendors.

The board discussed the ordinance:

We have a legal, moral and ethical responsibility to protect employees from harassment, discrimination and abusive behavior.

Examples from the agenda packet were HOA incidents.

Every ordinance we have relates to one of our powers.

Existing laws are adequate.



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

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If we had an ordinance, how do we enforce it?

In some organizations, when leaders do bad things it gets covered up. An ordinance has the value of making it easier to take a stand, to report something.

Having an ordinance is a good deterrent.

Seems vindictive.

Not vindictive. Only looking forward. No retroactive action.

No action taken at this time

9. Discuss the possibility of leasing District land to the HOA

Lease back the Triunfo land (Parking Lot, Maintenance yard) to the HOA. Give is time to apply for transportation power from LAFCo.

Have we conferred with LAFCo?

Start conversation with LAFCo about the transportation power.

Discuss with LAFCo.

M. Robkin moved that he, P. Lee and G. McHugh be empowered to start the conversation with LAFCo about acquiring the transportation power. Motion seconded by J. Lantz. Motion passed as follows:

Ayes: R. Levy, M. Robkin, J. Lantz, P. Machuga

Noes:

Abstain:

Absent: E. Wolf

The BCVWFD also uses that land for training. Lease must allow for that.

Also, we should put the Triunfo acquisition on the web site.



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

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10. Discuss the viability of hybrid meetings. Does allowing audience participation via Zoom as well as in person work?

We need microphones for the Board. Judy has microphones and needs to set up a mock meeting to test.

11. September Financial Update

G. McHugh presented the September 2023 financial update.

Result of discussion:

Send the Streamline web site link to the Board.

Keep \$375,000 for the reserve in a separate account.

12. Next meeting

The next regular meeting is November 27, 2023, at 7:00 PM.

13. Adjournment

The meeting was adjourned at 7:55 PM



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

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MINUTES OF BELL CANYON CSD SPECIAL MEETING ON NOVEMBER 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 November 9, 2023, 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 commenced at 7:09 PM. Directors present were Judy Lantz, Richard Levy, Michael Robkin (President) and Eric Wolf. Peter Machuga was absent. Also present was Pam Lee, BCCSD Counsel, and Gregory McHugh, Interim General Manager.

2. The Pledge of Allegiance

3. A moment of silence was observed in memory of the victims of terror in Israel.

4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.

5. Public Comments on Agenda Items.

In accordance with 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 with each agenda item.

- Increase budget by \$50,000 to hire an investigator, engage attorney and install video surveillance at District office

Mike Klein – CSD does not have the authority to hire an investigator. How is this justified?



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

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Julie De St. Jean – Eric must recuse himself from any vote.

William Napier read a letter from the HOA Attorney Michael Robbins to Pam Lee (the District's attorney). Copy attached to these minutes. He stated that neither the BCCC board nor the BCA board recognize the lease and consider it a forgery.

Leo Reingold – Never advised that the office was CSD. Other comments on matters outside the jurisdiction of the District.

Steve Teglas – really spend \$50,000 for this? Doesn't want to spend HOA money on this. Would rather spend it on the Community Center Roof. *{Note: the speaker did not realize the CSD is separate from the HOA and is actually a government agency that cannot spend money on HOA property.}*

Lynn Knudsen – Better to spend the money on the building. *{Note: the speaker did not realize the CSD is separate from the HOA and is actually a government agency that cannot spend money on HOA property.}*

Michael Robbins – issue is the lease. Not approved by the CSD.

Micki Davidovicz – What are the duties of the General Manager? It doesn't say he can sign a lease. *{Not correct - Govt. Code 61051 gives him this authority}* What are you guys going to do?

Geoff Abadee – Explain the difference between HOA and CSD money.

Daniel Samimi - \$50K is about \$62 per lot

Carol ???? – what does the CSD have to do with the HOA breach?

Kevin Keagan – Reviewed the request made here and can comment on the legality.

Nik Nicolich – purpose of the office?



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

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Mathew Perlman – comments on matters outside the jurisdiction of the District and not about an agenda item

Marina Reingold – Against the \$50K increase. Other comments on matters outside the jurisdiction of the District.

Mike Cristoff – What latent power is being used?

- Approve lease enhancement.

Mike Klein – Hear what the HOA lawyer had to say. Anyone approving the lease will be liable for aiding and abetting a crime.

Bill Napier – Talked to Laura about what could be in that office. Jenni accompanied him there and it was locked. Hired a locksmith to change locks. When he entered the office the office was empty. Lease signed on the 6th of November coincidentally? Changed locks on the 6th.

Marina Reingold – Lease a problem. Completely fraudulent. Comments on another matter outside the jurisdiction of the District.

Lynn Knudsen – a person on the CSD Board to have this office.

Olga Damascus – What legal right does the BCCSD have to hire an investigator? Comments on matters not on agenda and outside jurisdiction of the District.

Leon Reingold – lease fraudulent.

Matthew Perlman – who in their right mind would ever consider doing something like this after what this community has gone through?

6. Office Lease enhancement approval

E. Wolf - Office (2A) not for him.

J. Lantz – meeting a farce – not properly noticed.



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

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BCCC Board approved lease before the break-in occurred.

Office to be occupied by M. Robkin, G. McHugh, S. Becker, and B. Holowaty.

R. Levy moved that the lease be approved. E. Wolf seconded the motion.

Discussion:

P. Lee – BCCC board approved the lease the morning of November 6. The Board adopted a budget that G. McHugh, as Interim General Manager, had the authority to spend.

The motion passed as follows:

Ayes: R. Levy, M. Robkin, E. Wolf

Noes: J. Lantz

Abstain:

Absent: P. Machuga

8. Addition of \$50K to the district budget to be used to hire an investigator, a criminal attorney and install video surveillance in the District office

E. Wolf – wait for the Sheriff to investigate

Authority hire an investigator comes under General Powers – Government Code 61060

Entering into the HOA office not part of CSD. Entering into the CSD office (2B) is the issue.

J. Lantz – the CSD office was never secure. The door from Eric's office gave access.

R. Levy – spend \$5K for security cameras. Any investigation comes second. Seconded by E. Wolf. Then E. Wolf proposed amending the motion to \$1000. M. Rabkin seconded. Then the motion was withdrawn.



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

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8. The next meeting

The next regular meeting is on 11-27-23 at 7:00 PM

9. Adjournment

The meeting was adjourned at 8:30 PM

ORDINANCE NO. 24-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BELL CANYON COMMUNITY SERVICES DISTRICT ESTABLISHING A DISTRICT-WIDE DISCRIMINATION AND HARASSMENT PREVENTION POLICY, AND FINDING OF EXEMPTION FROM CEQA

WHEREAS, Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on an individual’s race, color, religion, sex, or national origin; and

WHEREAS, the California Fair Employment and Housing Act (“FEHA”) prohibits employers from refusing to hire, discharging, or discriminating against an individual in compensation or in terms, conditions, or privileges of employment because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of the individual, or any other protected class, as applicable; and

WHEREAS, the FEHA requires employers to take all reasonable steps to prevent discrimination and harassment from occurring in the workplace committed by or against their employees; and

WHEREAS, the Bell Canyon Community Services District (“District”) is committed to preventing discrimination and harassment in the workplace; and

WHEREAS, the District adopted an affirmative action plan to combat discrimination and harassment in its District Policy Manual adopted in 2023; and

WHEREAS, the District desires to prevent discrimination or harassment by its officials, employees, volunteers, and contractors; and

WHEREAS, in order to prevent discrimination or harassment in the workplace, the District has prepared a new Discrimination and Harassment Prevention Policy; and

WHEREAS, the new and updated Discrimination and Harassment Prevention Policy is intended to supersede, rescind, repeal and replace prior discrimination and harassment prevention policies, as embodied in the District Policy Manual.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BELL CANYON COMMUNITY SERVICES DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are hereby incorporated by this reference.

SECTION 2. The following regulations for the provision of security services within the District’s jurisdiction is hereby enacted:

DISCRIMINATION AND HARASSMENT PREVENTION POLICY

1. Purpose and Scope.

- A. To reinforce the Bell Canyon Community Services District’s commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment. This policy is designed to attempt to prevent discrimination or harassment from occurring, and if it does occur, to stop any further discrimination or harassment and correct any effects of discrimination or harassment.
- B. This policy and procedure will apply to all personnel that are employed by the District, those persons who volunteer or serve as unpaid interns for the District, any “special employees” as defined by law, any elected or appointed officials, and any persons providing services pursuant to a contract as described in Government Code Section 12940(j)(1).
- C. This policy is also intended to apply to non-employees to the extent that they are discriminated against or harassed by District employees, any persons serving on the board of directors, or any persons providing services pursuant to a contract with the District as described in Government Code Section 12940(j)(1).
- D. It shall be deemed a violation of this policy to engage in the conduct described herein even if it does not rise to the level of legally actionable harassment or discrimination.

2. Discrimination and Harassment

- A. Under this policy, “Discrimination” includes, but is not limited to:
 - 1. Any practice, process or action in the workplace which works against equality of opportunity and against the ability of each person to be employed and to advance on the basis of merit without regard to the following protected categories/status:

- a. Age (40 and over)
- b. Ancestry
- c. Color
- d. Religious Creed (including religious dress and grooming practices)
- e. Denial of Family and Medical Care Leave
- f. Disability (mental and physical) including HIV and AIDS
- g. Marital Status
- h. Medical Condition (cancer and genetic characteristics)
- i. Genetic Information
- j. Military and Veteran Status
- k. National Origin (including language use restrictions)

- l. Race
 - m. Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
 - n. Gender, Gender Identity, and Gender Expression
 - o. Sexual Orientation
 - p. Any other basis protected by Federal and/or State law
2. Basing an employment decision affecting a job applicant or employee (e.g., decision to hire, promote, transfer, terminate, etc.) on one's protected status.
 3. Treating an applicant or employee differently with regard to any aspect of employment because of his or her protected status.
 4. Taking adverse employment action (e.g., demotion, transfer, discipline, termination) against an employee based on the employee opposing discrimination and/or harassment in the workplace, assisting, supporting, or associating with a member of a protected category/status who complains about discrimination and/or harassment, or assisting in an investigation of discrimination and/or harassment.
- B. Under this policy, "Harassment" is defined by the existence of the following elements:
1. Conduct that is based on a protected category/status;
 2. Conduct that is unwelcome;
 3. Workplace harm that creates a hostile work environment or results in a tangible employment action (quid pro quo).
- C. Even if conduct does not constitute a hostile work environment, it still may be misconduct that is cause for discipline. Examples of actions that may lead to workplace harassment complaints based on a hostile work environment and which are prohibited include, but are not limited to, the following:
1. Visual Harassment, such as posters, photographs, letters, notes, email, cartoons, or drawings related to the person's protected category/status.
 2. Verbal Harassment, such as epithets, derogatory comments/statements, vulgar, racist or other discriminatory jokes, or slurs based upon a person's protected category/status.

- 3. Physical Harassment, such as assault, blocking or impeding access or other physical interference, sabotaging work or imposing demeaning work tasks based upon a person's protected category/status.

3. Sexual Harassment.

- A. Sexual harassment includes harassment based on sex or of a sexual nature, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions.
- B. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.
- C. Sexual harassment can take the form of, but is not limited to:
 - 1. Unwanted sexual advances.
 - 2. Offering employment benefits in exchange for sexual favors.
 - 3. Making or threatening reprisals after a negative response to sexual advances.
 - 4. Visual conduct, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters.
 - 5. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes.
 - 6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
 - 7. Physical conduct, including touching, assault, impeding or blocking movements.
- D. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
 - 1. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
 - 2. The harasser can be the victim's supervisor, a supervisor in another area, a manager, a co-worker, or a non-employee.
 - 3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

- 4. Unlawful sexual harassment may occur without economic injury to or termination of the victim.

- E. "Hostile Work Environment" cases are a type of Sexual Harassment that can result from various forms of conduct, including, but not limited to the following:
 - 1. Visual Harassment: leering/staring, making sexual gestures, inappropriate gifts, and displaying suggestive or pornographic objects, pictures, magazines, cartoons, posters, letters, notes, or emails.
 - 2. Verbal Harassment: making or using derogatory comments, epithets, slurs and jokes. Comments about body parts or physical appearance, innuendo, unwanted sexual advances, unfulfilled threats of employment benefits/detriments in exchange for favors, pressure for dates, discussion of a sexual nature, questioning a person's sexual practice or history, and sexually degrading words used to describe an individual.
 - 3. Physical conduct: touching, assault, impeding or blocking movements.

- F. "Quid Pro Quo ('This for that') Harassment" cases are another type of Sexual Harassment. "Quid Pro Quo" Harassment can occur when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, such as a promotion, raise, hiring, or performance appraisals. This kind of Sexual Harassment can only be perpetrated by a supervisor, manager or other person who has the authority to affect the employee's terms and conditions of employment.

- G. Examples of actions that may lead to sexual harassment complaints and which must be avoided include, but are not limited to, those listed below:
 - 1. Unwanted sexual advances or pressure for dates or sexual favors.
 - 2. Making implicit or explicit offers of employment benefits in exchange for sexual favors.
 - 3. Making implicit or explicit threats of retaliation for negative responses to sexual advances.
 - 4. Leering, sexual looks or sexual gestures with hands or through body movements.
 - 5. Unwanted touching, including hugging, kissing, patting or stroking.
 - 6. Pinching, grabbing, assaulting, impeding or blocking movements.
 - 7. Sexually suggestive objects or pictures, cartoons or posters in the workplace or on computer systems (including email and the internet).

- 8. Graphic verbal commentaries about an individual's body.
 - 9. Sexually degrading words used to describe an individual, including inappropriate sex oriented comments about appearance, including dress or physical features.
 - 10. Lewd propositioning.
 - 11. Unwanted written communications, telephone calls, or personal gifts.
 - 12. Sexual teasing, jokes, remarks or questions.
 - 13. Referring to an adult as a "girl", "hunk", "doll", "babe", or "honey" or whistling at someone.
 - 14. Sexual innuendoes or stories.
 - 15. Asking about sexual fantasies, preferences or history.
 - 16. Questions about sexual life.
 - 17. Sexual comments about a person's clothing, anatomy or looks.
 - 18. Telling lies or spreading rumors about a person's personal sex life.
 - 19. Giving massages, touching a person's clothing, hair or body.
- H. Even if conduct does not constitute Sexual Harassment, it may still be misconduct that is cause for discipline.
- I. The District shall take all reasonable steps to prevent discrimination and harassment from occurring. To that end, the District has prepared this policy, distributed a brochure on sexual harassment, and posted in the workplace a poster made available by the Civil Rights Department. The District further provides training and education to managers and supervisors regarding sexual harassment as required by law.

4 Procedure.

- A. Complaints of Discrimination or Harassment.
 - 1. If any District employee, volunteer, intern, or applicant believes that he or she has been subjected to discrimination or harassment, including sexual harassment, by anyone, including those who may or may not be employed by or officials or officers of the District, he or she has the right to report the incident to any manager or supervisor, and the right to file a complaint with the District. The General Manager or his or her designee shall interview, or cause to be interviewed, the individual filing a complaint and

the individual may be accompanied by a person of his or her choice, as long as that person is not an involved party or a witness. Other individuals will be interviewed as necessary. If the complaint is against the General Manager, then the complaint should be filed with the General Counsel's office.

- 2. Complaints of acts of discrimination or harassment, including sexual harassment, that are in violation of the District's Discrimination and Harassment Prevention Policy will be accepted in writing or orally, and any anonymous complaint will be taken seriously and investigated. Anyone who has observed or been the target of discrimination or harassment, including sexual harassment should report it to the General Manager.
- 3. Additionally, individuals can also file complaints with the Equal Employment Opportunity Commission or with the Civil Rights Department.

B. Investigation.

- 1. When the General Manager receives a complaint, the allegations will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable, but confidentiality is neither guaranteed nor likely if discipline is ultimately determined necessary because any employee being so disciplined has the right to a full copy of the investigation report upon which the discipline is based.
- 2. If it is determined that a violation of this policy has occurred, the District will act promptly to correct the offending conduct, and where it is appropriate disciplinary action will be imposed.

C. Disciplinary Action.

- 1. If it is determined that a violation of this policy has been committed by a District employee, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as is appropriate under the circumstances.
- 2. If it is determined that a violation of this policy has been committed by a non-District employee, the District will take such action as is appropriate under the circumstances. Such action may range from notifying the non-District employee's employer, filing a complaint with said employer, or other such reasonable action, including all legal actions and proceedings, designed to stop the offending conduct.

D. Duties of Supervisors and Managers.

1. Inform all employees of District policy and their rights and recourse for activities which come under the Discrimination and Harassment Prevention Policy.
2. Immediately take action when informed of any alleged violations of the Discrimination and Harassment Prevention Policy by informing the General Manager and seek consultation regarding any remedial or investigative response needed to immediately stop continued alleged violations.
3. Recognize that managers and supervisors should report to the General Manager any instances of discrimination or harassment, including sexual harassment, of which they are aware, and instances of discrimination or harassment, including sexual harassment, of which they should be aware in the normal course and scope of their management responsibility.
4. Recognize that managers and supervisors should report to the General Manager any instances of discrimination or harassment, including sexual harassment, of which they are aware, and instances of harassment of which they should be aware in the normal course and scope of their management responsibility even if the employee being subject to alleged discrimination or harassment, including sexual harassment, asks that it not be reported or that no action be taken.

5. Abusive Conduct and Bullying.

It is the policy of the District to maintain a workplace free from any form of abusive conduct or bullying. The receiving of any complaints of alleged acts of abusive conduct or bullying will be taken seriously and will be promptly and objectively investigated, and offenders will be appropriately disciplined.

“Abusive conduct” is defined under Government Code Sections §12950.1(g)(2) as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employee’s legitimate business interests. For example, abusive conduct may take the form of, but not limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute abusive conduct, unless especially severe or egregious.

Another form of abusive conduct may also be referred to as bullying. In addition to the above definition, examples of workplace bullying may include, but not limited to the spreading of malicious rumors, or insulting someone by word or behavior, ridiculing or demeaning someone, picking on someone or setting them up to fail, exclusion or victimization, unfair or discriminatory treatment, overbearing supervision or other misuse of power or position, making threats or comments about job security without basis, slapping, pushing, shoving, punching, or

otherwise physically attacking someone, or deliberately undermining a competent worker by unnecessarily overloading their work and constant criticism.

6. Malicious Complaint.

While the District vigorously defends the right to work in an environment free of harassment and unlawful discrimination, it also recognizes that false accusations of harassment and discrimination can have serious consequences. Accordingly, anyone who is found, through the District's investigation, to have knowingly falsely accused another person of harassment or unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination, or other legal proceeding or action, as applicable.

7. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this chapter which can be given effect without the invalid provision or application and to this end the provisions of this chapter are declared to be severable.

SECTION 3. The Board of Directors finds and determines that pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA), this Ordinance is an organizational or administrative activity of the District that will not result in direct or indirect physical changes in the environment, and therefore not a project. Accordingly, no further environmental review is necessary. Furthermore, given that the Ordinance is not related to a specific project, the Ordinance (i) will not impact a sensitive environmental resource of hazardous or critical concern; (ii) will not have a cumulative impact on the environment through successive projects of the same type, in the same place, over time; (iii) does not have any unusual circumstances that will have a significant effect on the environment; (iv) does not impact a scenic highway; (v) is not located on a hazardous waste site; and (vi) will not adversely impact a historical resource. Accordingly, none of the exceptions to categorical exemptions set forth in the CEQA Guidelines, Section 15300.2, apply to this Ordinance, and the regulations on graffiti abatement is exempt from CEQA pursuant to Public Resources Code Section 21080.17.

SECTION 4. This Ordinance shall become effective 30 days following its adoption.

PASSED AND ADOPTED this ___ day of _____, 2024.

- AYES:
- NOES:
- ABSENT:

ATTEST:

Michael Robkin, President

Gregor y McHugh, Interim General Manager/Secretary

I, _____, Interim General Manager/Secretary of the Bell Canyon Community Services District, Ventura County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Ordinance passed and adopted by the Board of Directors of the Bell Canyon Community Services District on the date and by the vote indicated herein.