



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

**MINUTES OF BELL CANYON CSD SPECIAL MEETING ON February 13, 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 6:30PM on Monday, February 13, 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 6:30 PM with all Directors present (Judy Lantz, Richard Levy, Peter Machuga (Vice President), Michael Robkin (President), and Eric Wolf). Also present were Pam Lee, BCCSD Counsel and Greg McHugh, Interim General Manager.

**2. Brown Act Training:** Brown Act training was conducted by Ms. Lee for approximately one hour.

- Public Comments on Brown Act Training
  - Mike Klein: The district should entertain the option of having its meetings outside the District. Having the gate admit anyone who says they are here to attend the District Board meeting is a risk. You don't know where they are really going.
  - Ms. Lee: All meetings subject to the Brown Act must be conducted in the District.

At 7:25 PM The meeting was continued for 5 minutes for a brief break.

When resumed at 7:30 PM four directors were present Judy Lantz, Richard Levy, Peter Machuga (Vice President), Michael Robkin (President), and Eric Wolf. Richard Levy was absent. Also present were Pam Lee, BCCSD Counsel and Greg McHugh, Interim General Manager.

**3. Public Forum:** In accordance with Government Code Section 54954.3, public comments were opened.

- Micki Davidovicz asked about serial meetings or polling. Ms. Lee responded that if done by Directors both would be violations of the Brown Act.

**3. Business Items**

- **Approval of prior meeting minutes**
  - Minutes from the 8/29/22 Special Meeting were reviewed.
  - Motion made by E. Wolf to approve the minutes. M.Robkin seconded. Motion passed 3-0-0 as follows:  
Ayes: Lantz, Robkin, Wolf  
Noes:  
Abstain: Machuga
  - Minutes from the 9/19/22 Special meeting were reviewed.
  - Motion made by E. Wolf to approve the minutes. J. Lantz seconded. Motion passed 3-0-1 as follows:  
Ayes: Lantz, Robkin, Wolf



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

Noes:

Abstain: Machuga

- Minutes from the 9/22/22 Special meeting were reviewed.
- Motion made by E. Wolf to approve the minutes. M. Robkin seconded. Motion passed 3-0-1 as follows:  
Ayes: Lantz, Robkin, Wolf  
Noes:  
Abstain: Machuga
- Minutes from the 10/24/22 Regular meeting were reviewed.
- Motion made by E. Wolf to approve the minutes. M. Robkin seconded. Motion passed 3-0-1 as follows:  
Ayes: Lantz, Robkin, Wolf  
Noes:  
Abstain: Machuga
- Minutes from the 10/26/22 Special meeting were reviewed.
- Motion made by E. Wolf to approve the minutes. M. Robkin seconded. Motion passed 3-0-1 as follows:  
Ayes: Lantz, Robkin, Wolf  
Noes:  
Abstain: Machuga
- Minutes from the 11/29/22 Special meeting were reviewed.
- Motion made by M. Robkin to approve the minutes. E. Wolf approved. Motion passed 4-0 as follows:  
Ayes: Lantz, Robkin, Wolf  
Noes:  
Abstain: Machuga
- Minutes from the 1/31/23 Special Meeting were reviewed.
- Motion made by E. Wolf to approve the minutes. M. Robkin approved. Motion passed 4-0 as follows:  
Ayes: Lantz, Machuga, Robkin, Wolf  
Noes:  
Abstain:
- Public comments on minutes
  - Mike Klein asked if any minutes mentioned documents being destroyed.
  - M. Robkin replied no. They just mention the Historical Documents Committee.
- **CHP Update – enhanced traffic patrol service**
  - M. Robkin provided an update that through the efforts of Dennis Zine we were making progress on a new contract.



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

- The CHP seemed amenable to removing the liability that was in the old contract. M. Robkin asked that another update be included on the 2/27/23 agenda.
- During discussion Richard Levy rejoined the meeting
  - Public comments on the CHP discussion
    - Norton Alderson asked what the liability was about.
    - P. Lee answered that in concerned overbroad indemnification but it looked like the CHP would change it. We are waiting to see the contract.
    - Micki Davidovicz asked where the money from ticketing went.
    - M. Robkin replied that the District did not issue any tickets. That was done by the HOA not the District. The District did not receive any money from Tickets issued by the HOA. In any case that the decoy car has been sold. Micki then asked about the SUV and the logo on it. M. Robkin replied it will be removed.
  - **New Ordinances – First Reading**
    - 23-01 (SB-1383) Organic Waste – food scraps must be placed in the green bin (organic) and not the blue trash bin.
    - 23-02 Graffiti Abatement
    - 23-03 Security Services
    - NOTE: All three proposed ordinances were posted on the District website. They were also posted at the two district bulletin boards and a copy was placed in the Bell Canyon Association office lobby and in the Equestrian Center office lobby for public review.
    - Public comment on the new ordinances
      - Maryam ??? asked when an RFP would be issued for security services. The existing HOA Access Control Officers are too blasé. She stated that we also need a dedicated security telephone line.
  - **New Policies**
    - Event Planning Policy
      - M. Robkin moved that the policy be adopted. P. Machuga seconded. Motion passed 4-0-1 as follows:  
Ayes: Levy, Machuga, Robkin, Wolf  
Noes:  
Abstain: Lantz
    - Purchasing Policy
      - Public comment on purchasing policy
        - Micki Davidovicz commented that the credit card statements are a mess
      - E. Wolf moved that the policy be adopted. M. Robkin seconded. Motion passed 5-0 as follows  
Ayes: Lantz, Levy, Machuga, Robkin, Wolf  
Noes:  
Abstain:



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

- Reimbursement Policy
  - E. Wolf moved that the policy be adopted. P. Machuga seconded.
  - J. Lantz objected that all these policies need to be publicly reviewed and voted on at the next meeting. E. Wolf explained that there is a difference between a policy and an ordinance. Motion passed 4-1 as follows:  
Ayes: Levy, Machuga, Robkin, Wolf  
Noes: Lantz  
Abstain:
  
- Electronic Communication Policy
  - E. Wolf moved that the policy be adopted. Robkin seconded. Motion passed 4-1 as follows:  
Ayes: Levy, Machuga, Robkin, Wolf  
Noes: Lantz  
Abstain:
  
- Travel Policy
  - E. Wolf moved that the policy be adopted. Robkin seconded. Motion passed 5-0 as follows:  
Ayes: Lantz, Levy, Machuga, Robkin, Wolf  
Noes:  
Abstain:
  
- Office Access Policy
  - Judy stated that she has not had access to the District office. She contends that it is improper to not allow an elected Director access to the office.
  - E. Wolf moved the policy be adopted. M. Robkin seconded. Motion passed 4-1 as follows:  
Ayes: Levy, Machuga, Robkin, Wolf  
Noes: Lantz  
Abstain:
  
  - Public comment on office access policy stated that there are Legal issues
  - Stephen Kibrick stated that there are Legal issues with Judy not having access to the District office. P. Lee responded that there were no legal issues.
  
- **BCCSD website update**
  - G. McHugh delivered an update on the website.
  - Training Certificates available on website as of today:
    - Gregory McHugh – both Ethics training and Sexual Harassment training posted
    - Eric Wolf – both Ethics training and Sexual Harassment training posted
    - Richard Levy – Sexual Harassment training posted
    - Michael Robkin – both Ethics training and Sexual Harassment training posted
    - Peter Machuga – Sexual Harassment training posted



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

- Judy Lantz
- New Policies posted
  - Full policy manual
  - Brown Act Policy also posted separately
  - Public Records Act Policy also posted separately
  - Conflict of Interest Policy also posted separately
  - Code of Ethics Policy also posted separately
- Proposed Ordinances posted
  - At bulletin boards
  - On website under Public Notices and on website under Transparency
- 2022-2023 Budget now posted on web site under Transparency

There was Board discussion of establishing a goal to put an end to the use of personal emails for District business. Also a goal to achieve SDLF certification.

- **New District positions**

- Two new positions were identified. Both are part-time hourly. Job descriptions in the Board meeting packet.
  - Management Analyst
  - Recreation Event Coordinator
- E. Wolf moved that both positions be approved. M. Robkin seconded. Motion passed 4-1 as follows:  
Ayes: Levy, Machuga, Robkin, Wolf  
Noes: J. Lantz  
Abstain:

- **Report From General Manager**

- Deferred until next meeting

- **Report From Directors/Committee Meetings**

- Deferred until next meeting

**4. Executive Session**

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

Adjourned to Executive Session at 9:20 PM. Technical difficulties prevented an Executive Session from being held. Proceeded to Adjournment.

**5. Next Meeting**

The next Regular meeting is Monday, 2/27/2023.  
Special meeting on 2/15/23 at 9 AM at LAFCo in Ventura.

**6. Adjournment.**

The meeting was adjourned at 9:30 PM



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