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REGULAR MEETING

OF THE BOARD OF DIRECTORS

DATE/TIME: November 27, 2023 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, November 27, 2023, 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:

Topic: BCCSD Regular Meeting 11/27/23 7 PM

Time: Nov 27, 2023 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://zoom.us/j/95180383006?pwd=TUJaWHJuZkdiR2IDNXFoK2RSMXVkQT09

Meeting ID: 951 8038 3006

Passcode: 213745

One tap mobile

+16694449171,,95180383006#,,,,*213745# US

+16699009128,,95180383006#,,,,*213745# US (San Jose)

Meeting ID: 951 8038 3006

Passcode: 213745



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Agenda Materials

The complete agenda for this meeting is available at https://bellcanyoncsd.specialdistrict.org 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
 - SUV Log
 - Review and approve prior minutes
 - No financial report office scene of alleged crime
 - Discussion of recent alleged criminal behavior in CSD offices and CSD meetings.
 - Discussion of 11/6 incident and related events.
 - Situation with lease of 2A and Yossi's alleged attempt to have us evicted.
 - Clean-up Day 12/2/23
- 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 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



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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 Q. th
- SUV log
- No financial report office scene of alleged crime
- Review/approve minutes from 9/18, 10/9, 10/16 (23)
- 6B. Discussion of recent alleged criminal behavior in CSD offices and CSD meetings.
- Update on restraining order. Now scheduled for January. Review videos.
- Discussion of 11/6 incident and related events. Discussion of inventory for missing items.
- 6C. Discuss situation with lease of 2A, and possible solutions to our space problem. Insufficient storage space and insufficient office space.

6D. Discuss Clean-up Day – 12/2/23

- Waste Management trash and bulk items
- Salvation Army donations of saleable items (17
- Future mulch day?
- 7. The regular meeting on December 25, 2023, is CANCELLED due to lack of quorum.
- 8. Adjournment.

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| 10/18/23 | return pkgs of Avery Badge insert return of wrong sized badge | 2 | | | | Halloween | S. Becker | G. McHugh | No | G. McHugh | |
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| 11/7/23 | Video, supplies | various | 111.85 | | Amazon | Movie Nights | S. Becker | G. McHugh | No | G. McHugh | |
| 11/8/23 | Supplies | various | 171.54 | | Amazon | | S. Becker | G. McHugh | No | G. McHugh | |
| 11/8/23 | Hot Dog buns, supplies | various | 144.13 | | Smart and Final | Movie Nights | S. Becker | G. McHugh | No | G. McHugh | |
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| | | Cı | Credit card log must be submitted to accounting weekly before any subsequent charges can be authorized | | | | | | | | |
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VEHICLE LOG BOOK

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(DRAFT) MINUTES OF BELL CANYON CSD BOARD MEETING OF SEPT. 18, 2023

In accordance with Government Code Section54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a special meeting at 7:00 PM on Monday, September 18, 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. <u>Call to Order:</u> The meeting commenced at 7:00 PM with all Directors, except for Director Wolf, present.
- 2. Pledge of Allegiance: Board and audience participated in the pledge of allegiance.
- 3. <u>Public Comments</u>: In accordance with Government Code Section 54954.3, public comments were opened. No comments were made.

Director Wolf arrived at 7:10 p.m.

4. Business Items

a. Consent Items:

Motion: P Machuga moved, seconded by M Robkin, to approve the consent calendar (credit card logs, SUV log, 8/28 minutes), except for the June 5 and June 19 minutes. The motion carried 5-0 as follows:

Ayes: Lantz, Levy, Machuga, Robkin, Wolf

Noes: Absent: Abstain:

Pulled from Consent:

<u>June 5, 2023 Special Meeting Minutes</u>: J Lantz requested to include her memo that was presented at the June 5, 2023 meeting into the minutes, as they were omitted.

Motion: P Machuga moved, seconded by M Robkin, to approve the June 5, 2023 special meeting minutes, with the inclusion of J Lantz's memo. The motion carried 3-2 as follows:

Ayes: Lantz, Machuga, Robkin

Noes: Levy, Wolf

Absent: Abstain:



<u>June 19, 2023 Special Meeting Minutes</u>: J Lantz requested to remove the entirety of the note at the end of the meeting minutes relating to a disturbance during the meeting. Discussion ensued. Director Wolf suggested editing the note to remove the last two sentences of the paragraph, (omitting "The audience member... members still present.").

Motion: E Wolf moved, seconded by M Robkin, to approve the June 19, 2023 special meeting minutes, as amended. The motion carried 4-1 as follows:

Ayes: Levy, Machuga, Robkin, Wolf

Noes: Lantz Absent: Abstain:

- **b.** <u>CHP Status Update:</u> The Board discussed the full execution of the contract and the planned start date. The Board also discussed the need to post additional signage within the community regarding the proposed enforcement prior to the CHP's start date.
- c. <u>Code of Conduct/Event Behavior:</u> The Board discussed the proposed Code of Conduct policy, with amendments to Section 2 to delete the term "collaborative" from the first sentence of the first paragraph. The Board also discussed upcoming events and the hiring of unarmed security guards for the event. The Board also discussed briefly that the event would not be open to the general public, unless they were invited by residents or employees. President Robkin explained that the District is not required to provide general public access to District events when the event takes place on private property, is limited in size, resources, or capacity, and district funds are used to fund the events. Attendance at recreational events are not the same as access to a public park.

Motion: E Wolf moved, seconded by P Machuga, to approve the Code of Conduct/Event policy, as amended. The motion carried 5-0 as follows:

Ayes: Lantz, Levy, Machuga, Robkin, Wolf

Noes: Absent: Abstain:

d. <u>Community Survey</u>: The Board discussed the community survey proposed by P Machuga regarding informing the community about the services the CSD provides, the services that those being surveyed would want to the CSD provide, and requesting additional ideas about services and how to improve them. Some Directors mentioned that the services are limited by what LAFCo authorizes and what State law allows, so ideas from the public, who don't know what the law allows, would not be fruitful. Additional discussion about the purpose, outcome, collection of contact information, and potential confusion of the survey ensued.

Motion: P Machuga moved, seconded by R Levy, to authorize a community survey. The motion failed 2-2-1 as follows:

Ayes: Machuga, Robkin

Noes: Lantz, Wolf

Absent: Abstain: Levy

- **e.** <u>Historical Documents Committee Update</u>: The Board received a brief update in that much additional work needs to be done. No further action was necessary.
- **Movie Night Budget**: The Board discussed the movie night budget approval, after a presentation from S Becker. The Board noted that there would be an additional \$2,200 cost for the event. Since the recreational event budget had not been exceeded yet, there was no need to do a budget amendment at this time. No further action was necessary.
- **g.** <u>Halloween Update</u>: The Board received an update on the budget and changes for the event from last year, there being no haunted house this year, but there will be laser tag. No further action was necessary.
- h. Financial Report: The Board continued this discussion to the next meeting.
- 5. Next Meeting: Monday Oct. 23, 2023
- **6.** Adjournment. At 7:53 p.m., the meeting was adjourned.





MINUTES OF BELL CANYON CSD SPECIAL MEETING ON OCTOBER 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 October 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 7:00 PM. Directors present were Richard Levy, Michael Robkin (President) and Eric Wolf. Judy Lantz and Peter Machuga were 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. BUSINESS ITEMS

5A. Discuss initiation of CHP service

- Public forum on CHP service
 - Daniel Samimi suggested we improve the "look" of the flyer in the agenda packet. Volunteered his wife (a graphic artist) to do so.
 - A comment received from the public after the meeting is attached to the minutes
- Lt. Key from the California Highway Patrol provided remarks on service. The Bell Canyon Community is private property and the CHP has no jurisdiction until they are invited in and a sign is placed near the entrance stating the California Vehicle Code will be enforced. (Note: Both of these conditions have been met) The CHP will focus on community policing. They will drive throughout the community to see the community, meet residents and





understand issues. They will focus on speeding and distracted drivers, seatbelts, DUI, right-of-way violations and stop sign infractions. Initially, they will make traffic stops and have conversations with drivers and will ticket egregious violations. However, they want to communicate with drivers. The CHP will use a mix of vehicles in Bell Canyon. They also hope to provide a Start Smart class for parents and young drivers to educate them on the rules of the rode. They will provide education in Bell Canyon if there is sufficient interest or it is also available at the Moorpark office. Sgt. Curley also provided a few remarks. They want to build a relationship with Bell Canyon residents. Residents will see different officers patrolling. Wave to them. They may pull over and want to talk with you.

- Questions from the audience:
 - Daniel Samimi Will the CHP hide or be visible? They will remain visible. Tickets for stop sign violations? Yes and egregious ticket violations. Will there be metrics? Yes if requested.
 - Neal Sokoler Will the CHP patrol outside the gate? The focus will be on the community but will ticket violations outside the gate if observed.
 - Olga Damascus How do we provide information? A public safety CSD email address will be established and published. [NOTE: The email id is <u>pub.safety.bc@gmail.com</u> and is published on the CHP page on the district web site.)
 - o Dr. Stephen Kibrick Will stop signs be enforced? Yes
- G. McHugh reviewed the placement of additional traffic signs. (see map in the agenda packet).
- M. Robkin reviewed the Flyer and enforcement mechanisms:
 - Speed Cameras
 - o HOA can ban drivers
 - o CHP
- M. Robkin proposed that a public safety committee be created to provide board level direction to the General Manager for administration of the CHP contract. E. Wolf and R. Levy both volunteered. M. Robkin moved that such a committee be created composed of E. Wolf and R. Levy. R. Levy seconded. The motion passed as follows:

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





Noes: Abstain:

Absent: J. Lantz, P. Machuga

5B. Discussion of harassment, discrimination and abusive behavior in Bell Canyon

M. Robkin provided background. Came up because we were hearing reports of harassment, etc., of employees in Bell Canvon.

Public Forum

- Judy stated she was pleased that the CHP contract was finalized and volunteers for the Public Safety committee but objects to not being able to vote. (Judy joined by Zoom but had not made a prior arrangement as required by AB2449).
- Olga Damascus Why is the CSD addressing this topic?
 Believes that the CSD does not have the legal right to do what they are trying to do.
- Carol Jahnke Pleased that the CHP will be here. Cannot foresee a time they will not be needed.
- P. Lee provided a description of the legal boundaries of harassment, discrimination and abusive behavior. See attached document on definitions.
- After some discussion among Directors, where this topic was described as a serious problem that had been around for a while, it was agreed to schedule another special meeting to finish this discussion and address the next agenda item on the need for an ordinance on harassment, discrimination and abusive behavior.

6. The next meeting

The next meeting will be a Special Meeting on 10-16-23 at 7:00 pm. The next regular meeting is on 10-23-23 at 7:00 PM

7. Adjournment

The meeting was adjourned at 8:10 PM





Definitions – discussion of harassment, discrimination, and abusive behavior

"Abusive Conduct"

Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find *hostile*, *offensive*, *and unrelated to an employer's legitimate business interests*. Abusive conduct may include 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 and egregious.

"Discrimination"

Any unlawful action or conduct by which an employee is treated differently or less favorably than other similarly situated to them for the sole reason of a legally protected class or perception in a legally protected class.

"Harassment"

Any unlawful verbal or physical conduct based on an employee's membership (or perceived membership) in a legally protected class that is sufficiently severe or pervasive so as to affect an employee's work performance negatively and/or alter the conditions of employment and create an intimidating, hostile or otherwise offensive working environment.

"Legally Protected Class"

An individual's identification as or membership (whether perceived or not) in any of the following classifications:

- a. Age (forty (40) and over);
- b. Ancestry;
- c. Color;
- d. Religious creed (including religious dress and grooming practices);
- e. Citizenship;
- 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);
- I. 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. Family care status; or
- q. Any other basis protected by Federal and/or State law.

"Employer"

The State of California, any political or civil subdivision thereof, counties, cities, city and county, local agencies, or *special districts*, irrespective of whether that entity employs five or more individuals (2 CCR § 11008(d)(4).)





MINUTES OF BELL CANYON CSD SPECIAL MEETING ON OCTOBER 16, 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 October 16, 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. BUSINESS ITEMS

- 5A. Discussion of harassment, discrimination and abusive behavior in Bell Canyon (item continued from last meeting)
 - Public forum
 - o No comments from audience in room. From Zoom:
 - Micki Davidovicz None of this is related to the CSD. Letter from one is a letter asking for copies of credit card statements - abuse of power by Eric
 - Lisa Riccomini Thanks to the CSD board for taking this serious matter up. Yesterday, an owner was banging on the office door during the candidate forum trying to get to the HOA General Manager.
 - Geoff Abadee Why is Olga active on this since she is not a resident?





- Olga Damascus "I am a resident and have been for [??] years" (Note: unable to discern number of years spoken over Zoom). "Now Laura is hiding behind Carol Henderson's name. Go through with this ordinance and it will be the best thing you have ever done. We will destroy you and destroy everything you have ever done." [emphasis added]
- J. Lantz It is inappropriate for the CSD to have this on the agenda.

Board Discussion

- J. Lantz I have been lied to for 10 years about the powers of the CSD. We just survived an MSR and now we are doing this.
 - Why this topic and under what powers is this action authorized?
 - Why is a special meeting needed for this matter?
 - It is inappropriate for the CSD to have this on the agenda.
 (Note: See written statement from J.Lantz attached.)
- M. Robkin this is not about access to information. District meetings are not confined to residents but are open to the public.
- P. Lee presented legal justifications for such an ordinance.
 The District, like every employer in California, is bound by Government Code Section 12940 and cannot allow harassment, discrimination or abusive behavior to impact any patron at any District event or any Director, Officer, employee or agent of the District. The District must be involved or related for the District ordinance to be applied. It must be related to District jurisdiction.
- M. Robkin mentioned incidents affecting S. Backer and G. McHugh

5B. Discussion of the need for a new ordinance

Public Forum





- Olga Damascus the District does not have authority to create such an ordinance
- o ??? Letter about Samantha was free speech

Board Discussion

- Board discussed need to get ahead of this to protect District employees.
- We need thicker skins existing laws are sufficient we don't need another ordinance.
- How many ordinances do we have? Four Two on trash collection, one on graffiti, and one on security.
- E. Wolf moved that the Board request P. Lee to develop a draft ordinance to bring back to the Board for discussion. R. Levy seconded the motion. The motion passed as follows:

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

Noes: J. Lantz

Abstain:

Absent: P. Machuga

6. The next meeting

The next regular meeting is on 10-23-23 at 7:00 PM

7. Adjournment

The meeting was adjourned at 8:06 PM

Winter Cleanup Saturday, December 2, 9AM-1PM



Your Bell Canyon Community Services District is sponsoring this event with Waste Management.

Drop off trash, residential construction debris and bulky items at the Community Center parking lot.

Drop off yard waste at the lower Bus Stop. Large branches and tree sections will be chipped into mulch. Palm tree material cannot be chipped and must be separate.

The Salvation Army will be taking donations at the Community Center parking lot.

Yard Waste at the Lower Bus Stop

Residential Construction Debris at the Community Center parking lot





Please bag leaves and grass. Large tree limbs do not need to be bagged as they will be chipped. Palm trees and palm fronds must be kept separate from other branches as they cannot be chipped.

Place bricks, concrete chunks etc., into buckets or containers – the crew cannot shovel loose materials out of truck beds or trailers. Your reusable containers will be returned to you after they are emptied!



Bulky Items at the Parking Lot



APPROVED FOR DROP-OFF:

- Water Heaters/toilets
- Metal
- Appliances (stoves, ovens, washers, dryers, dishwashers)
- Furniture
- Carpet, Carpet Pads
- Refrigerators

UNACCEPTABLE ITEMS:

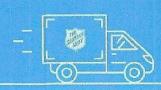
- Air Conditioners
- Propane Tanks
- Tires



PLEASE NOTE THAT Hazardous substance, Electronic Waste and Document Shredding services are NOT included in this event.

COMMUNITY DONATION PICK-UP!







WE NEED YOUR DONATIONS!

- Clothing
- Shoes
- Handbags
- Jewelry
- Accessories

- Home decor
- Small furniture
- Electronics
- Housewares
- Antiques

WE'LL BE IN YOUR NEIGHBORHOOD ON

DATE:

HOURS:

Please, place all items marked for "The Salvation Army Donation" on your porch or driveway.

Have any questions? (800) 728-7825 | WesternARC.SalvationArmy.org

Your donations fund our 6-month, no-fee residential program that combatt homelessness & substance dependence right here, in your local community

DONATIONS WISH LIST

| CLOTHING | ACCESSORIES & BAGS | SMALL FURNITURE ITEMS: |
|---|--|---|
| Blouses Boots Coats Dresses Evening Dresses Jackets Jeans Pajamas Pants Raincoats Robes Shirts Shoes Skirts Slacks Suits Snowsuits Sweaters Swim wear | Backpacks Belts Bracelets Brooches Clutches Cuff Links Duffle Bags Handbags Hats Jewelry Luggage Necklaces Pins Purses Rings Satchels Scarves Ties | Antiques Decorative Cabinets End or Side Tables Foot stools / Step Stools Nightstands Plant Stands Sewing Machines Small Desks Small Ottomans Storage Benches Table & Floor Lamps Trunks/Chests Wood or Upholstered Armchairs |
| Wedding Dresses HOUSEWARES | ☐ Tote Bag MISC. ITEMS | |
| Area Rugs Bakeware Baskets Bedspreads/Quilts Blankets Coffeemakers Decorative Pillows Fireplace Sets Glasses/Cups Griddles Kitchen Utensils Microwaves Mixers/Blenders Pictures/Paintings Plates Pots/Pans Sheets | Bicycles Board Games Books CDs/DVDs CD/DVD/VCR Pla Cell Phones eReaders Golf Clubs Luggage Radios Stereos Tablets Tennis Rackets Typewriters Umbrellas Vacuum Cleaners | |

☐ Throw Rugs ☐ Towels