



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

i

REGULAR MEETING

OF THE BOARD OF DIRECTORS

DATE/TIME : October 23, 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, October 23, 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 10-23-23 7:00 PM

Time: Oct 23, 2023 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95072639230?pwd=TXZYd3pRc0YyRXZoZSsxSGVxamlPUT09>

Meeting ID: 950 7263 9230

Passcode: 649590

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



BELL CANYON COMMUNITY SERVICES DISTRICT

30 HACKAMORE LANE

BELL CANYON, CALIFORNIA 91307

Li

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
 - Discussion of harassment, discrimination, and abusive behavior in Bell Canyon
 - Discuss possibility of leasing District land to HOA
 - Discussion of viability of hybrid meetings
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 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



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

iii

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 logs *Page 1*
- SUV log *page 7*

6B. Discussion of harassment, discrimination, and abusive behavior in Bell Canyon.

6C. Discuss the possibility of leasing District land to HOA.

6D. Discussion of the viability of hybrid meetings. Does allowing audience participation via Zoom as well as in person work?

6E. September Financial Update *page 8*

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

8. Adjournment.

COPY

7

VEHICLE LOG BOOK

Name: _____ Employee No: _____ Vehicle Type: _____ Vehicle Registration: _____

Log for the month of _____

Date the journey		Purpose of the Journey	Travelled	Odometer Reading		Name of the Driver	Name of person making entry	Signature of person making entry
Began	Ended			Start	Finish			
5/24/23	5/24	TRASH PATROL	38			Barber	Barber	Barber
6/17	6/17	"				"	"	"
6/14	6/14	"				"	"	"
6/21	6/21	"				"	"	"
6/28	6/28	"				"	"	"
7-4	7-4	FUEL				RICHMOND	R	R
7/16	7/16	TRASH PATROL				Barber	Barber	Barber
7/12	7/12	"				"	"	"
7/26	7/26	"				"	"	"
8/2	8/2	"				"	"	"
8/16	8/16	"				"	"	"
8/23	8/23	"				"	"	"
8/30	8/30	"				"	"	"
8/31	8/31	FUEL - CHEURON				"	"	"
9/7	9/7	TRASH PATROL				"	"	"
9/20	9/26	"				"	"	"
10/1	10/4	"				"	"	"
10/11	10/11	"				"	"	"
10/18	10/18	"				"	"	"

AUTHORISED BY: _____ Name: _____ Signature: _____ Date: _____

BELL CANYON COMMUNITY SERVICES DISTRICT

8

TREASURER'S REPORT

SEPTEMBER 30, 2023

CASH ON HAND @ AUGUST 31, 2023

Wells Fargo Checking #7643		-\$13,281
Wells Fargo Sweep #7543		\$270,055
US Bank #3834 (was Union Bank)		\$1,046,467
Wells Fargo #6605 Brokerage		\$514,166

TOTAL CASH ON HAND @ AUGUST 31, 2023

\$1,817,407

INCOME: SEPTEMBER 2023

PROPERTY TAX REVENUE	0
INTEREST EARNED	1,409
INCOME - EVENTS	0
INCOME - OTHER	0

TOTAL INCOME

\$1,409

INVOICES PAID: SEPTEMBER 2023

COUNTY ADMIN FEES	0
BARBARA HOLOWATY - JULY & AUG	-3,035
BCCC RENT	-275
EDD PAYROLL TAX	-145
GREG MCHUGH - PAYROLL-GEN'L MGR (NET)	-2,336
IRS-PAYROLL TAX	-752
MILES LEWIS ENTERPRISES - EVENT	-700
PIP PRINTING	-183
SAMANTHA BECKER - PAYROLL (NET)	-1,687
SCOTT GROSS EVENT	-300
UNITED SITE SERVICE	-6,700
US BANK CREDIT CARD - LEVY	-82
VENTURA CO SPECIAL DISTRICTS	-100
WASTE MANAGEMENT	-42,141
WELLS FARGO VISA-MCHUGH	-2,339

TOTAL INVOICES PAID - SEPTEMBER 2023

-\$60,775

BANK SERVICE CHARGE

-444

TOTAL CASH ON HAND @ SEPTEMBER 30, 2023

\$1,757,597

Prepared By: Barbara Holowaty, Bookkeeper

Approved: _____

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

10

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-5,991.75
10820-1 · Wells Fargo Sweep #7543	203,853.78
10825 · US Bank #3834 WAS Union Bank	1,045,569.25
10851 · Wells Fargo #6605 Brokerage	514,166.00
10862 · Petty Cash	0.56
Total Checking/Savings	<u>1,757,597.84</u>
Total Current Assets	1,757,597.84
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>1,801,868.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Wells Fargo VISA-McHugh #9409	6,084.43
Total Credit Cards	<u>6,084.43</u>
Other Current Liabilities	
20002 · Accrued Expenses	11,391.36
2100 · Payroll Liabilities	920.41
Total Other Current Liabilities	<u>12,311.77</u>
Total Current Liabilities	<u>18,396.20</u>
Total Liabilities	18,396.20
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,071,075.46
Net Income	-193,265.39
Total Equity	<u>1,783,471.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,801,868.03</u></u>

Bell Canyon Community Services District
Profit & Loss
September 2023

11

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
30200 · Interest Income	1,409.43
30300 · Income - Other	117.23
Total Income	<u>1,526.66</u>
Expense	
40003 · Outside Service/Consultants	700.00
40005 · Accounting	2,334.75
40009 · Miscellaneous	64.01
40014 · Commerical Trash Removal	42,140.59
40017 · Restroom Maintenance	6,699.68
40507 · Bank Service Charges	443.85
40508 · Rent Expense	275.00
40510-1 · Meetings	100.00
40511 · Recreational Activities	4,462.25
44999 · GROSS WAGES	
45000 · Wages-General Manager	2,602.50
45002 · Rec Coordinator	1,920.00
Total 44999 · GROSS WAGES	<u>4,522.50</u>
45005 · Payroll Tax Expense	420.86
Total Expense	<u>62,163.49</u>
Net Ordinary Income	<u>-60,636.83</u>
Net Income	<u><u>-60,636.83</u></u>

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

12

Type	Date	Num	Source Name	Amount
Check	09/06/2023	10051	United Site Services of CA, Inc.	-6,699.68
Check	09/06/2023	10052	Barbara Holowaty	-3,034.75
Check	09/12/2023	10053	Bell Canyon Community Center Inc.	-275.00
Check	09/12/2023	10054	Waste Management	-42,140.59
Check	09/12/2023	10055	WELLS FARGO VISA #9409 MCHUGH	0.00
Check	09/12/2023	10056	WELLS FARGO VISA #9409 MCHUGH	0.00
Check	09/12/2023	10057	WELLS FARGO VISA #9409 MCHUGH	-2,339.16
Check	09/12/2023	10058	Ventura Co. Special District Assoc.	-100.00
Check	09/20/2023	10059	SCOTT BENJAMIN GROSS	-300.00
Check	09/20/2023	10060	MILES LEWIS ENTERPRISES INC	-700.00
Check	09/20/2023	10061	PIP PRINTING	-182.92
Paycheck	09/20/2023	10062	GREGORY. MCHUGH	-2,336.40
Paycheck	09/20/2023	10063	Samantha L Becker	-1,686.55
Check	09/20/2023	10064	US BANK #1677 LEVY	-82.23

Bell Canyon Community Services District Profit & Loss Budget Performance

September 2023

THIS OTR (13)

Accrual Basis	Sep 23	Budget	Jul - Sep 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	0.00	3,200.00	0.00	20,350.00	712,192.00
30200 · Interest Income	1,409.43	3,750.00	4,670.57	11,250.00	45,000.00
30300 · Income - Other	117.23	0.00	159.23	0.00	0.00
30509 · Income - Events	0.00	0.00	0.00	0.00	3,100.00
Total Income	1,526.66	6,950.00	4,829.80	31,600.00	760,292.00
Expense					
40018 · Latent Power Application	0.00	2,083.33	0.00	6,250.03	25,000.00
40019 · Graffiti Abatement Services	0.00	83.33	0.00	250.03	1,000.00
40020 · Security Services	0.00	83.33	0.00	250.03	1,000.00
40001 · Contract Services	0.00		0.00		0.00
40002 · Cost of Elections	0.00	0.00	0.00	0.00	0.00
40003 · Outside Service/Consultants	700.00	666.67	700.00	1,999.97	8,000.00
40004 · Legal	0.00	2,083.33	17,310.18	6,250.03	25,000.00
40005-1 · Annual Certified Audit	0.00	0.00	0.00	16,500.00	16,500.00
40005 · Accounting	2,334.75	1,083.33	2,334.75	3,250.03	13,000.00
40006 · Insurance	0.00	666.67	8,005.15	1,999.97	8,000.00
40007 · Membership Dues	0.00	183.75	149.90	551.25	2,205.00
40009 · Miscellaneous	64.01	41.67	61.29	124.97	500.00
40011 · County Admin. Fees	0.00	690.17	0.00	2,070.47	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	126,421.77	129,750.00	519,000.00
40016 · CSD Vehicle Expenses	0.00	182.50	222.01	547.50	2,190.00
40017 · Restroom Maintenance	6,699.68	383.00	7,957.97	1,149.00	4,596.00
40500 · Office Supplies	0.00	62.50	342.66	187.50	750.00
40501 · Phone	0.00	30.00	0.00	90.00	360.00
40505 · Printing	0.00	250.00	214.46	750.00	3,000.00
40507 · Bank Service Charges	443.85		1,412.61		
40508 · Rent Expense	275.00	427.50	825.00	1,282.50	5,130.00
405091 · Clean Up Events	0.00	0.00	0.00	0.00	4,000.00
40510-1 · Meetings	100.00	41.67	100.00	124.97	500.00
40511 · Recreational Activities	4,462.25	4,708.33	22,025.45	14,125.03	56,500.00
41002 · Postage	0.00	166.67	0.00	499.97	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	16,000.03	64,000.00
44999 · GROSS WAGES					
45000 · Wages-General Manager	2,602.50	2,800.00	5,062.50	8,400.00	33,600.00
45001 · Wages-Management Analyst	0.00	900.00	0.00	2,700.00	10,800.00
45002 · Rec Coordinator	1,920.00	1,120.00	3,690.00	3,360.00	13,440.00
Total 44999 · GROSS WAGES	4,522.50	4,820.00	8,752.50	14,460.00	57,840.00
45005 · Payroll Tax Expense	420.86	482.00	813.49	1,446.00	5,784.00
Total Expense	62,163.49	67,803.08	198,095.19	220,359.28	834,587.00
Net Ordinary Income	-60,636.83	-60,853.08	-193,265.39	-188,759.28	-74,295.00
Net Income	-60,636.83	-60,853.08	-193,265.39	-188,759.28	-74,295.00