



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

MINUTES OF BELL CANYON CSD REGULAR MEETING ON MAY 22, 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 May 22, 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 7:02 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga (Vice President), and Michael Robkin (President). Eric Wolf was absent. Also present was Pam Lee, BCCSD Counsel, and Gregory McHugh, Interim General Manager.

2. Pledge of Allegiance

3. Open Forum/Comments.

Geoff Abadee - 1) PRA's for Judy Lantz produced some document but he did not see all of them. 2) PRA for his attorney behind but understandable.

4. Public comment on Agenda items:

None.

5. BUSINESS ITEMS

5A. Trash cans and litter.

Discussion of problem with food waste being left in overfilled cans where the lids do not fully shut, and issues with public nuisance of attracting animals and vermin and creating litter on street.

The Board discussed and the asked that Waste Management (WM) send an educational letter to the residents. IF WM won't, we should. The issue becomes littering which is an HOA issue. Ask Barbara to document litter she observes when doing trash patrol.



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5B. Financial Report and 2023-2024 Proposed Preliminary budget

G. McHugh reviewed the financial reports including the existing budget and forecast from the agenda packet and answered questions from the Board.

Peter noted that when the HOA vacates that portion of our office they are occupying, we should remove their security camera and install our own.

Mr. McHugh was directed to ask Wells Fargo Bank about moving money to different accounts.

P. Machuga moved that the budget be amended to match the forecast. M. Robkin seconded the motion. The motion passed as follows:

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

Noes:

Abstain:

Absent: E. Wolf

5C. Job openings status update:

a. PRA Analyst, new position.

The need for a part-time PRA Analyst was discussed due to volume of PRA requests exceeding available hours of very part-time personnel.

P. Machuga moved that the Interim General Manager develop a job description and compensation recommendation for the Board. M. Robkin seconded the motion. The motion passed as follows:

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

Noes:

Abstain:

Absent: E. Wolf

b. Recreation Coordinator.

Update by Interim General Manager. Four candidates identified. Three interviewed. One withdrew and was not fully interviewed.



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- c. Recreation Advisory Committee.
Update by Interim General Manager. One candidate. One candidate interviewed.

5D. IT Update

- a. Web Site.
Web site now uses the domain bellcanyoncsd.ca.gov and an SSL Certificate is in place.
- b. Email.
Email being set up for all directors and employees.

Directors emails will be in the format:
firstname.lastname@bellcanyoncsd.ca.gov. For employees, titles will be used such as general.manager@bellcanyoncsd.ca.gov or departments such as accounting@bellcanyoncsd.ca.gov.

5E. 2021-2022 Audit results.

G.McHugh reviewed the audit results with the Board. See agenda packet.

R. Levy moved that the audit report be received and filed. M. Robkin seconded. The motion passed as follows:
Ayes: J. Lantz, R. Levy, P. Machuga, R. Robkin
Noes:
Abstain:
Absent: E. Wolf

5F. Resolution to empower President to speak on behalf of CSD from time-to-time.

Resolution 23-14 was reviewed by the Board. See agenda packet. This resolution delegates authority to the Board President to represent the Board of Directors and the District at official events and ceremonies and to speak on behalf of the Board of Directors and the District from time to time in his/her official capacity, as noted, at public events and in public forums.

R. Levy moved that Resolution 23-14 be accepted. P. Machuga seconded. The motion passed as follows:



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Ayes: J. Lantz, R. Levy, P. Machuga, R. Robkin
Noes:
Abstain:
Absent: E. Wolf

5G. Prior Meeting Minutes.

Review and approve minutes of the March 27 regular meeting. See agenda packet.

The Board did not vote on this item.

5H. Credit Card Log.

The board reviewed the credit card logs. See agenda packet.

5I. SUV Log.

The Board reviewed the SUV log. See agenda packet.

5J. Clean Up Day.

Next clean-up day is on Saturday, June 3, 9AM – 1PM. Hazardous waste, electronics waste, trash, bulk items, garden and tree clippings, and document shredding. See agenda packet for details.

5K. Resolution on Board of Directors Compensation.

Consider whether to accept or forego compensation of \$100 for each meeting of the Board for FY 2023-2024. In prior years the Board has NOT accepted any compensation for meetings. See agenda packet.

R. Levy moved that Resolution 23-15 stating that the Board would decline receiving any compensation be accepted. P. Machuga seconded the motion. The motion passed as follows:

Ayes: J. Lantz, R. Levy, P. Machuga, R. Robkin
Noes:
Abstain:
Absent: E. Wolf

5L. Projector and screen for movie nights.

The Board discussed purchase of a projector and screen for movie nights. G, McHugh answered questions. Movie nights cost \$2500-



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\$2700. Much of that is the cost of renting the projector and screen. The Interim General manager was directed to explore purchasing a system and bringing a recommendation to a future meeting (June 5 if possible).

6. Reports

6A. Report from Interim General Manager

Report on various BCCSD matters and/or respond verbally to questions or comments from the prior meeting.

None

6B. Board of Directors Communications / Committee Reports / Meeting Reports

Report on various matters of BCCSD community interest, including reports concerning committees on which the Directors serve and reports on meetings/conferences attended.

None

7. The next meeting

A Special meeting is scheduled for Monday, June 5.

The next regular meeting on Monday, June 26, is cancelled.

The Regular meeting on Monday, July 24, is cancelled.

A Special meeting is scheduled for Monday, July 31.

Note: Sarah Berman asked why the regular meeting was cancelled. M. Robkin replied due to vacations.

8. Adjournment

The meeting was adjourned at 8:20 PM.