



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

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SPECIAL MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME: September 18, 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 special meeting at 7:00 PM on Monday, September 18, 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.

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, 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.



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1. Call to Order and Roll Call

2. Pledge of Allegiance

3. 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].

- Credit Card logs
- Prior meeting minutes
- CHP status update
- Board discussion – Code of Conduct
- Board discussion – Community Survey
- Historical Documents committee update
- Movie budget for FY 23-24
- Halloween update
- Financial report – July and August

4. BUSINESS ITEMS

4A. Consent Items – see agenda packet

- Credit Card Logs (1) (3) (6) (8)
- Prior meeting minutes. 6/5/23, 6/19/23, 8/28/23

4B. CHP Status Update

CHP contract signed by Interim General Manager on 8/8/23 and sent to CHP Contract Office. Signed contract returned on 9/13/23. We need to add additional signage. See agenda packet. Plan to start in October. Will notify the community prior to the start. (18)

4C. Board discussion – Code of Conduct/event behavior. See agenda packet. (16)

4D. Board discussion – Community Survey. Peter to lead discussion.



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4E. Historical Documents committee update.

In light of our recent policy to digitize all financial documents, historical documents discovery will be coordinated with this effort. As the documents from each year are reviewed, any NOT digitized will be retained in a secured physical file to be reviewed by the Historical Document committee. If this Committee decides to retain the document, it will then be digitized.

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4G. Review Movie budget for Board approval. See agenda packet.

4H. Halloween update. See agenda packet.

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We had to significantly change plans when the HOA informed us that the Social Hall will not be available for Halloween. After some discussion we realized we could not have a haunted house with the materials on hand. It's construction depended upon being in the Social Hall. Room 1 is far too small to act as a substitute.. So we had to find another item to take it's and the committee settled on Laser Tag.

4I. Financial Report.

July and August 2023. See agenda packet.

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5. The next meeting

The next regular meeting is on Monday, October 23.

6. Adjournment



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SPECIAL MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME : June 5, 2023 at 6:00 p.m.
LOCATION: Bell Canyon Community Center

MINUTES

1. Call to Order and Roll Call

Present: Lantz, Levy, Robkin, Wolf
Absent: Machuga

2. Pledge of Allegiance

Resident (Miodrag Nikolic) present when closed session was called. Mr. Nikolic was told that the Board would enter into closed session and would need to leave the room (Room 1 (?)). Mr. Nikolic did not leave, and was reminded again that the Board is entering into closed session and no members of the public are permitted to attend closed session. He was reminded that open session starts at 7:00 pm and could return at that time. He refused to leave. Debate ensued between Mr. Nikolic and Directors Wolf and Robkin. Mr. Nikolic was told that he must leave or else the sheriffs would be called to remove him from the room before closed session starts. After several minutes of banter, Mr. Nikolic left.

3. Closed Session

Conference with Legal Counsel-Anticipated Litigation Gov. Code 54956.9(d)(4): (2 matters))

4. Report out from closed session

The Board discussed two matters regarding anticipated litigation.
The board determined to draft a resolution condemning any violence or threat of violence against any public officer or elected official of the District.

President Robkin reported that there was a threat of litigation regarding a Public Records Act request for public records to or from Director Lantz. For several months, the District could not obtain disclosable public records from Director Lantz, as she did not provide them from her personal email or personal device and did not provide an affidavit stating that she has no such records. After being reminded several times and after several months of attempts to obtain records, Director Lantz finally provided said records to the District. Because the records were finally provided to the District after several months, the District was able to forward them and the threat of litigation regarding the requested records is no longer present.

- 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



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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].

- Discussion of Brown Act Section 54957.95 and Penal Code Section 403
- Discussion of trash rules and possible need for amending the ordinance
- Discussion of security and burglar alarm infrastructure on light poles
- Website update/new District email IDs
- Converting to new email IDs/affidavit of conversion
- Budget proposal
 - Amended 22-23 budget proposal including capital budget
 - Amended 23-24 preliminary budget proposal
 - SDRMA increase in liability insurance
- Public Records Act Analyst job description
- Review and approval of prior meeting minutes from 3/27 and 5/22

6. BUSINESS ITEMS

6A. Discussion of Brown Act 54957.95 and Penal Code Section 403

The Board was directed to see the agenda packet. No additional discussion took place.

6B. Discussion of trash rules and need for amending the ordinance.

Discussion ensued regarding a review of the trash ordinance. There was a motion to assign a board member and volunteer to review the existing trash ordinance and amend/update as necessary.

Motion: Levy / Wolf (seconded)

Approved: 4-0

6C. Discussion of security and burglar alarm infrastructure on light poles

Discussion ensued regarding a HOA in Calabasas installing security cameras on SCE light poles. Attorney Lee stated that encroachments on SCE-owned light poles is very difficult to do. There was a motion to empower President Robkin and Interim General Manager to reach out to SCE to discuss utilizing light poles for the installation of CSD security cameras.

Motion: Wolf / Levy (seconded)

Approved: 4-0

6D. Website update: new District email IDs

Discussion ensued regarding new CSD email addresses and for all personnel and elected officials to use said emails for CSD business. All directors, employees and contractors will convert all District email messages from their personal email accounts to their new District email and submit an affidavit that they have done so.

6E. Financial Report and Budget Proposal.

Discussion ensued regarding the preliminary budget, as presented. Directors asked clarifying



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questions. There was a motion to approve the preliminary budget, with a future date to be established in the future regarding adoption of the final budget.

Motion: Levy / Wolf (seconded)

Approved: 4-0

There was an additional discussion to purchase a movie projector and screen for recreational movie nights. There was a motion to approve an additional \$15,000 to purchase said projector and ancillary equipment for movie nights.

Motion: Wolf / Robkin (seconded)

Approved: 4-0

Additional discussion regarding the events coordinator and further information regarding movie nights and recreational events ensued.

6F. Credit Card Log

The Board was directed to review the agenda packet and was provided with a short explanation of the logs. No further discussion ensued.

6G. Recreation Advisory Committee Applicants

The item was continued to a future meeting date to be determined and not discussed.

6H. Prior Meeting Minutes.

There was a motion to approve the minutes from the March 27, 2023 meeting.

Motion: Levy / Robkin (seconded)

Approved: 4-0

7. The next meeting

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.

8. Adjournment

The meeting adjourned at approximately 8:20 p.m.



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MINUTES OF BELL CANYON CSD SPECIAL MEETING ON JUNE 19, 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 June 19, 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 Judy Lantz, Peter Machuga (Vice President), Richard Levy, and Eric Wolf. Michael Robkin (President) was absent. Also present was Pam Lee, BCCSD Counsel and Gregory McHugh, Interim General Manager.

2. Pledge of Allegiance

3. Public Comment on agenda items

- None

3. FY 23-24 Budget Discussion

- Greg McHugh reviewed the budget and answered questions. Judy arrived at 7:05 PM.
- E. Wolf moved to approve the Preliminary FY 23-24 Budget. R. Levy seconded. The motion passed as follows:
Ayes: J. Lantz, R. Levy, P. Machuga, E. Wolf
Noes:
Abstain:
Absent: M. Robkin

4. Schedule Budget Hearing to adopt FY 23-24 Budget

- J. Lantz moved that the Budget Hearing be held on July 24, 2023. P. Machuga seconded. The motion was passed as follows:
Ayes: J. Lantz, R. Levy, P. Machuga, E. Wolf
Noes:
Abstain:
Absent: M. Robkin



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5. Adjournment

Meeting was adjourned at 7:45 PM

Note: There was a disturbance during the meeting where a member of the audience committed alleged vandalism against a cell phone owned by a board member that was recording the meeting. The audience member called the Ventura County Sheriff. Upon arrival the Sheriff's Deputy spoke with them and with the Board members still present.

California Government Code Section 54953.5 specifically provides that anyone may record a public meeting unless they cause noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.



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MINUTES OF BELL CANYON CSD REGULAR MEETING ON August 28, 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 August 28, 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), and Michael Robkin (President). Richard Levy and Eric Wolf were absent. Also present was Pam Lee, BCCSD Counsel, and Gregory McHugh, Interim General Manager.

2. Pledge of Allegiance

3. Public comment on Agenda items:

- Regular Meeting versus Special Meeting

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 emergency meeting.

4. Open Forum/Public Comments

Nick Nikolic asked that we add an emergency item to tonight's agenda to discuss the words addressed to him at the 6/5 meeting. He was told to bring it up in Open Forum. He wants Eric and Michael removed from the Board. He also read a statement into the record:

"Greg, at the last meeting you stated, it is on video, and Pam as CSD



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attorney agreed, that Eric and Michael Robkin's verbal assault and threat of putting their hands on me be discussed at this meeting.

I DON'T SEE IT ON THE AGENDA!

You will put it as an emergency item for tonight and it will be discussed in public as you promised.

What those 2 elected CSD directors, one the President even, did to me, with Judy and Pam as witnesses, is disgusting. They need to be removed from the board."

NOTE: What Mr. McHugh told Mr. Nikolic was that he could bring it up in Open Forum, which he did.

Eric arrived at 7:18 PM

5. Review prior meeting minutes for approval

5/22/23

P. Machuga moved the minutes be approved. E. Wolf seconded.

Judy noted that her last name had been misspelled. It has been corrected. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, M. Robkin, E. Wolf

Noes:

Abstain:

Absent: R. Levy

6/5/23

E. Wolfe moved that the minutes be approved. M. Robkin seconded.

In discussion, J. Lantz stated that she wanted the Board to apologize to Nick for how he was treated at the June meeting. The motion failed as follows:

Ayes: M. Robkin, E. Wolf

Noes: J. Lantz

Abstain: P. Machuga

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Absent: R. Levy

6-19-23

P. Machuga moved that the minutes be approved. E. Wolf seconded.

In discussion, J. Lantz stated that the comment that appeared in the minutes regarding the disturbance caused by an audience member did not belong in the minutes. The rest of the Board disagreed. Another board member asked why the September trial date was not mentioned. It is not appropriate because it did not occur at the meeting.

The motion failed as follows:

Ayes: P. Machuga, E. Wolf

Noes: J. Lantz

Abstain: R. Robkin

Absent: R. Levy

7/24/23

P. Machuga moved that the minutes be accepted. J. Lantz seconded. A comment was made that July 25 is the 39th anniversary of the BCCSD and that the minutes should be corrected. They have been. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, R. Robkin, E. Wolf

Noes:

Abstain:

Absent: R. Levy

7/31/23

M. Robkin moved that the minutes be accepted. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, R. Robkin, E. Wolf

Noes:

Abstain:

Absent: R. Levy

6. The following were reviewed without comment:

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(11)

SUV Log

Credit Card Log

- 7. The General Manager Job Description was reviewed.** There was some discussion and changes were made. A bullet needs to be added to "Representative Duties" stating "Supervises volunteers". The reference to public utilities or government experience is to be deleted. A marked up version is attached.

E. Wolfe moved that the modified job description be approved. M. Robkin seconded. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, M. Robkin, E. Wolfe

Noes:

Abstain:

Absent: R. Levy

- 8. Appoint auditors for the FY 22-23 Audit.**

The audit proposal was presented to the Board. The cost of the audit will be \$16,500. The engagement letter from Eadie Payne is in the agenda packet.

P. Machuga moved that Eadie Payne be engaged to conduct the FY 22-23 audit. E. Wolfe seconded. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, E. Wolfe

Noes:

Abstain: M. Robkin

Absent: R. Levy

- 9. Board discussion of Regular meeting versus Special meeting.**

Reached agreement on a Regular meeting versus a Special meeting.

Regular meetings are scheduled on the 4th Monday of each month.

However, they can be cancelled. Special meetings can be scheduled at any time with 24 hour notice. There is no special requirement that must be met to schedule a Special meeting. The only limitation is that only items on the agenda can be discussed, unless an emergency item is authorized. This includes Open Forum for a Special meeting.

- 10. Board Resolution on CERT.**

E. Wolfe moved that the Board adopt a resolution that the District would

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support a CERT program if permitted by LAFCo. The motion was seconded by J. Lantz.

J. Lantz stated that she had documentation from the person who helped them with CERT the last time and would pass that to G. McHugh.

The motion passed as follows:

Ayes: J. Lantz, P. Machuga, M. Robkin, E. Wolfe

Noes:

Abstain:

Absent: R. Levy

11. Board resolution on transparency.

The Board reviewed the draft statement on transparency and modified it. They deleted the first paragraph. They changed the beginning of the former second paragraph to read "In the interest of continuing our transparency . . .". A marked up version is attached.

P. Machuga moved that the modified statement be adopted as a resolution. The motion was seconded by E. Wolf. The motion passed as follows:

Ayes: J. Lantz, P. Machuga, R. Robkin, E. Wolfe

Noes:

Abstain:

Absent: R. Levy

12. The meeting was adjourned at 8:06 PM



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GENERAL MANAGER/TREASURER/BOARD SECRETARY JOB DESCRIPTION
(PART TIME)

Job Title: General Manager/Treasurer/Board Secretary
Reports To: Board of Directors
FLSA Status: Exempt
Category: Management

Prepared Date: April 2023
Approved by: Board of Directors
Approved Date:

JOB SUMMARY:

Per Government Code Section 61051 the General Manager is responsible for:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Per Government Code Section 61053(f) as District Treasurer, this position is responsible to make quarterly or more frequent written reports to the board of directors, as the board of directors shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the District Treasurer. The District Treasurer shall sign the reports and file them. The District Treasurer is also responsible for a variety of required annual information and financial filings with the State of California. Finally, the District Treasurer is responsible to ensure that an annual audit is completed and results reported to the Board and published.

As Secretary to the Board, this position is responsible for managing the board meeting schedule under the direction of the President of the Board. They are also responsible for managing the agenda based on known needs and input from board members, and they are responsible for producing minutes from each board meeting and bringing them to subsequent board meetings for review and approval.

REPRESENTATIVE DUTIES: (Duties may include, but are not limited to, the following)

- Provides oversight and supervises all District operations, programs and activities.
- Directly supervises all District personnel.
- Coordinates and leads development of the annual budget for Board review and approval.
- Coordinates and leads development of annual goals and objectives for Board review and approval.
- Manages District resources and personnel to achieve those goals and objectives.
- Oversees all financial operations.
- Approves District bills and signs checks as required.

- Keeps the Board of Directors advised of District activities and laws, issues or problems that may affect District operations
- Reviews ongoing District programs annually and where possible, either implements performance improvements or proposes improvements for Board approval if required.
- Monitors and coordinates the Board’s strategic plans and Staff’s implementation plan, providing regular updates and annual review of progress.
- Prepares draft policies and/or ordinances for Board review and discussion.
- Develops and implements processes and procedures where needed, with Board approval if required.
- Represents the Board of Directors and the District in contacts with various federal, state and local government agencies, community groups and businesses, and other professional organizations.
- Serves as a member of Board Committees as directed by the Board.
- Serves as communications liaison maintaining the District’s website and other social media, keeping information updated and provide timely posting of news events.
- Negotiates a variety of contracts and agreements on the District’s behalf.
- Oversees all financial operations.
- Responds to and resolves difficult and sensitive resident inquiries and complaints.
- Supervises volunteers either directly or indirectly.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- One of the following:
 - Working knowledge of the principles, practices, and administration of District businesses and services, in order to perform highly complex and technical duties at a level generally acquired through completion of a Bachelor's degree in public or business administration or equivalent; and /or
 - Ten or more years of progressively complex and responsible related work experience to gain sufficient knowledge and familiarity with theories and principals for application to practical problems and solutions.
- Five years supervisory experience.
- Knowledgeable on California CSD Law (Gov. Code § 61000 *et seq.*)
- Familiarity with California LAFCo Law (Gov. Code § 56000 *et seq.*)
- Administrative and operations experience ~~with a government agency or public utility~~ preferred.
- Master’s degree preferred.

Licenses and Certifications:

Must possess a valid California State driver's license and maintain satisfactory motor vehicle record.

Knowledge of:

Principles and practices of organization and public administration, budget analysis and administration; Personnel management; both employees and volunteers; Pertinent local, state, and federal laws, ordinances, and rules; Principles and practices of legislative process; Principles of project management; Principles of supervision and management; Principles and practice of marketing, community outreach and public information; and Principles and practices of social media outlets

Skills:

- Modern office procedures, methods and computer equipment; typing, power point, and excel.
- Public speaking, small and large group presentations, ability to conduct workshops.
- Willingness to make decisions and ability to make good decisions with positive outcomes.
- Well-developed listening skills. Possesses the willingness to lead but the humility to listen.
- Adept using techniques and methods for planning, goal setting, and establishing objectives.
- Uses well-developed adaptive management techniques.
- Well-developed conceptualization skills seeing solutions when others see barriers.

Ability To:

- Plan, organize, and direct work
- Work effectively with Board of Directors, other utilities and governmental agencies, the public, and others contacted in the course of the work.
- Plan, establish, and implement programs, services, capital improvements, goals, objectives, policies and procedures.
- Monitor and control fiscal activities.
- Analyze complex management and operations problems, evaluate alternatives, identify solutions, and direct changes.
- Identify and respond to issues and concerns from the general public and the Board of Directors.
- Communicate effectively orally and in writing, including written reports and oral presentations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

WORKING CONDITIONS, ESSENTIAL JOB FUNCTIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a

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computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

Draft statement on transparency

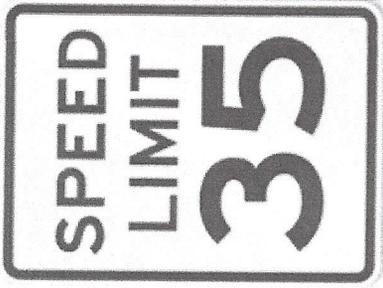
~~The Bell Canyon Community Services District desires to be transparent and open regarding our District operations to the public.~~

In the interest of ~~full~~ continuing our transparency, the public's right to know, and to support better informed citizenry, the BCCSD has decided to expand our transparency practices for District finances and operations. We will now proactively post to our website ALL Financial and Legal documents that could be subject to a PRA request.

We will begin posting images of most financial documents on our website on a monthly or quarterly basis. District personnel will work backwards in time, incrementally posting older documents that are available. Confidential employee information and legally protected information will not be posted or will be redacted per normal PRA practice.

It is expected that this will not only expand our transparency and trust in local government, it should also save the district personnel time by eliminating the need for most of the piecemeal PRA requests we now receive.

Enforcement Sign Proposal



31.95



23.75 + 1 AX & shipping

Extra signs on:

- On Saddlebow facing Bell Canyon Road
- On Horseshoe facing Hackamore
- Add Radar Enforced to 35 speed limit sign just beyond the CSD bulletin board on Bell Canyon Road



24" W x 18" H

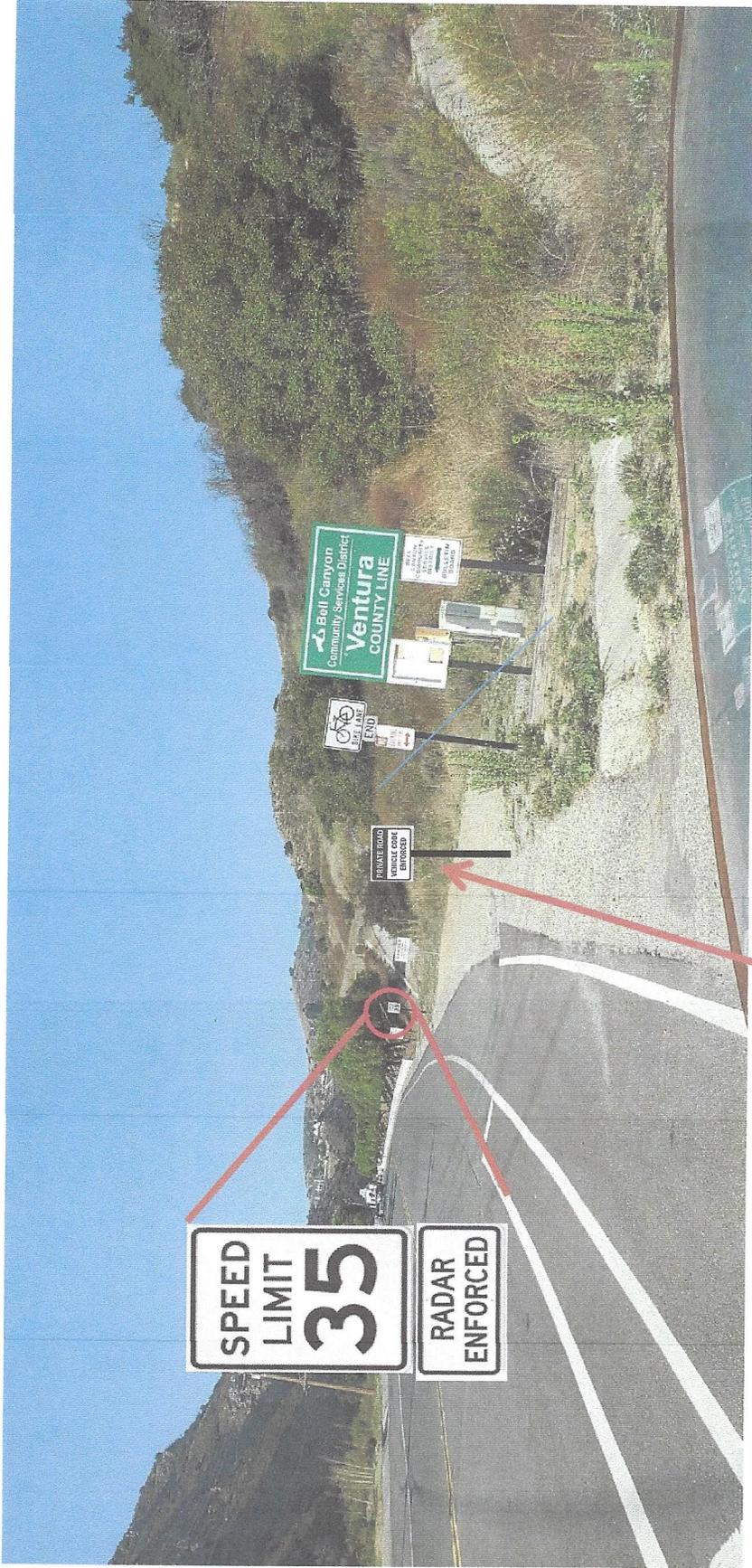
38.95

Sign on:

- Install sign near the CSD bulletin board on Bell Canyon Road

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First notice

- Private Road and Vehicle Code enforced

Second notice

- Speed Limit 35 and Radar Enforced



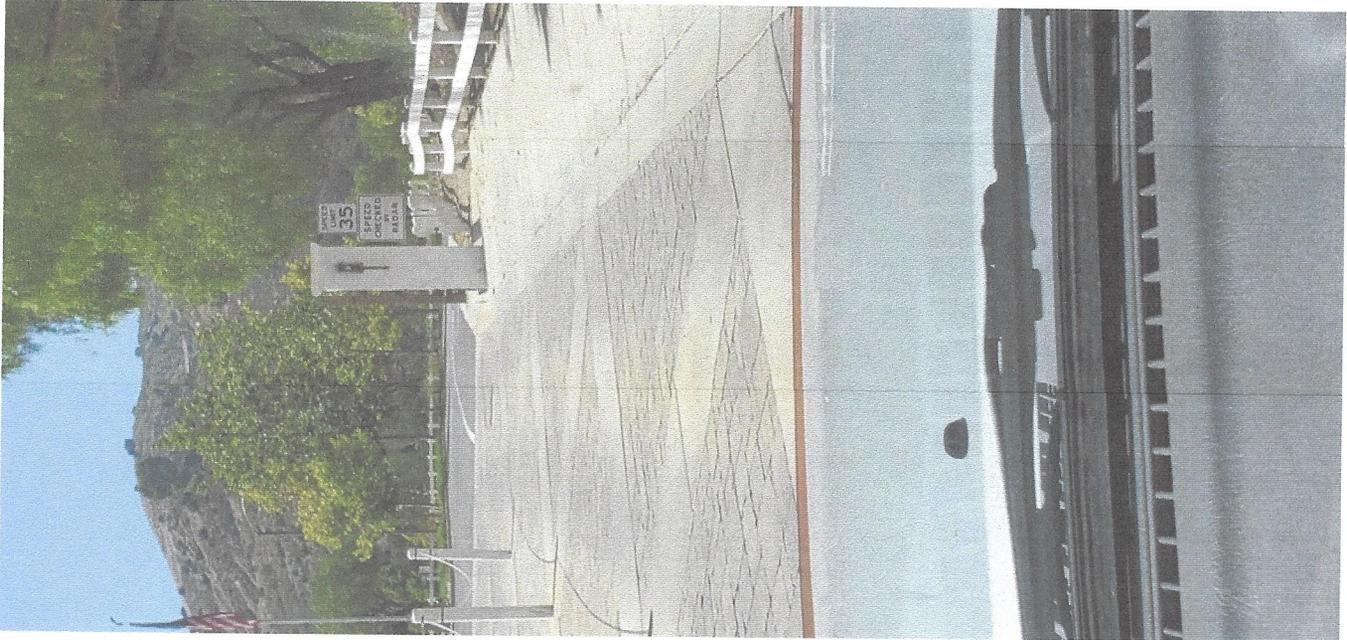
Continue toward the gate

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Pre-gate area already has instructional signs

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There is already a 35 MPH Speed limit sign with Speed enforced by Radar at the end of the gate entry.

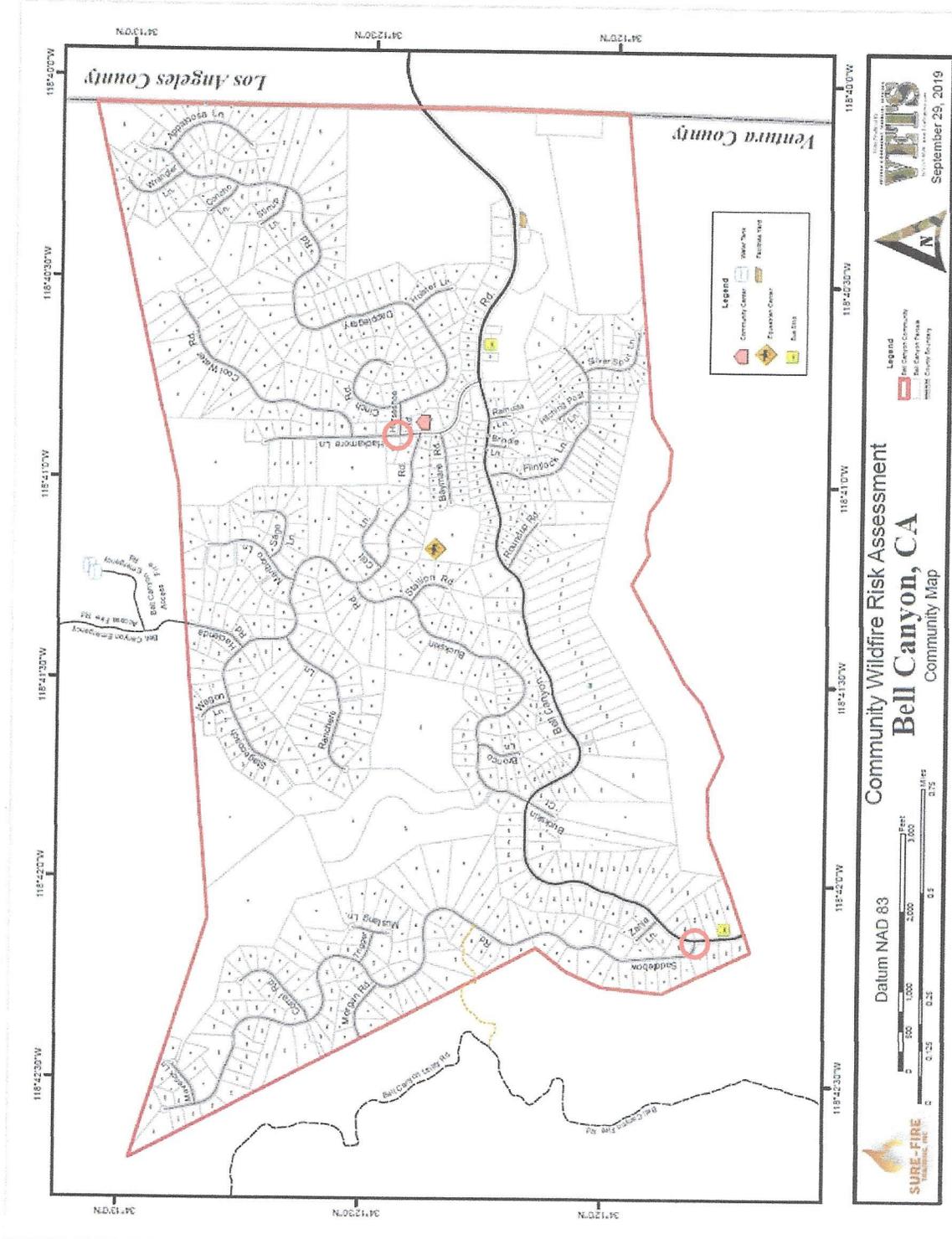
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Additional 35 Speed limit signs with Radar Enforced to be placed at:

- Horseshoe facing Hackamore
- Saddlebow facing Bell Canyon Road



SURE-FIRE
 COMMUNITY WILDFIRE RISK ASSESSMENT

Community Wildfire Risk Assessment
Bell Canyon, CA
 Community Map

Datum NAD 83

Scale: 0 500 1000 2000 3000 Feet

Legend:
 Community Center
 Water Tank
 Facilities Vets
 Equestrian Center
 Submits

Legend:
 Hill Country Community
 Bell Canyon Peaks
 Hillside Community

VETIS
 COMMUNITY WILDFIRE RISK ASSESSMENT
 September 29, 2019

Bell Canyon CSD Recreational Event Code of Conduct

1. PURPOSE

We believe our community should be truly open for everyone. As such, we are committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.

This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.

We invite all sponsors, speakers, attendees, media, exhibitors and other participants to help us realize a safe and positive experience for everyone.

All determinations of appropriate or inappropriate behavior are at CSD's sole discretion and the decision(s) of the CSD representatives on-site will be final.

Failure to obey any rules or regulations of the event or venue may be cause for expulsion from the event.

2. EXPECTED BEHAVIOR

Be considerate, respectful, and collaborative. Many event venues are shared with members of the public. Therefore, please be respectful to all patrons of these locations.

Refrain from demeaning, discriminatory or harassing behavior, materials, and speech.

Be mindful of your surroundings and of your fellow participants. Alert event organizers if you notice a dangerous situation or someone in distress.

3. UNACCEPTABLE BEHAVIOR

Harassment or Intimidation

Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities will not be tolerated. "Harassment" includes offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.

Additionally, any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs will not be tolerated.

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CSD

Physical Violence/Weapons

Physical violence or threats of physical violence will not be tolerated. "Physical violence" includes written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by CSD at their sole discretion. Additionally, except as required or authorized by law for those who have a license to carry a firearm, the possession of any weapon during the event is prohibited. "Weapon" includes any instrument or device that is designed to be used to inflict harm on another person. Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior is also prohibited.

Possession or Use of Illegal Drugs/Public drunkenness/Smoking

Possession of any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol, is prohibited. Please drink responsibly.

Possession of any illegal substance, including but not limited to narcotics, cannabis, or other illegal drugs is prohibited. CSD does not tolerate the use or abuse of illegal substances anywhere at the event.

Smoking is prohibited, except in designated areas.

4. CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the event organizers may take any action they deem appropriate, up to and including expulsion from the event without warning or refund, and other legal action.

5. WHAT TO DO IF YOU WITNESS OR ARE SUBJECTED TO UNACCEPTABLE BEHAVIOR

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify an event organizer as soon as possible. All reports will remain completely confidential.

Event Staff will be available to help participants contact event security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the event. You can report unacceptable behavior to any member of staff.

6. SCOPE

We expect all event participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all event venues and social events.

7. PHOTOGRAPHY/VIDEOGRAPHY

Video recordings and photographs are being taken at this event. By entering you agree to have your image and likeness used by CSD.

8. CONTACT INFORMATION

Movie 2023-2024 Fiscal Year Budget

Event: Monthly Movie Nights
 Location: Bell Creek Park
 Submitted Annual Budget: \$7,400
 Proposed Budget: 5,850.24
 Difference: \$1,549.76

Event Date	Vendor	Amount (\$)	Comments
9/23/2023	MPLC	2,289.00	Umbrella License Agreement 9/1/23-8/31/20; purchased FY23-24
	Costco	275.80	Sam Reimbursement for Chips & Popcorn
	Movie Screen		Capital purchased FY22-23
	Movie Projector		Capital purchased FY22-23
	Poles		Capital Donated
	LED Light	235.94	30,000 Lumens Dual-Head LED Work Light with Tripd
10/14/2023	MOVIE : Indiana Jones & Temple of Doom		
	DVD Cost	15.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5.sanitationmanager.com
	Advertisement (Replacement d	92.25	Movie Night Banner (replacement dates/times) 3-4 months (34" x 28") , 0 x 99 White Vinyl Banner - GLOSSY , printed on 1 side
11/11/2023	Double Feature : & Alien Vs. Predator		
	DVD Cost	30.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5.sanitationmanager.com
December	MOVIE:		
	DVD Cost	15.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5.sanitationmanager.com
January	Advertisement (Replacement d	92.25	
	MOVIE:	0.00	
	DVD Cost	15.00	
February	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5.sanitationmanager.com
	MOVIE:		
	DVD Cost	15.00	

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Month	Description	Amount	Contact
March	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5 sanitationmanager.com
	MOVIE:		
	DVD Cost	15.00	
	Port-a-Potties Advertisement (Replacement d	250.00 200.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5 sanitationmanager.com *PIP - New Banner & Replacement Dates!
April	MOVIE:		
	DVD Cost	15.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5 sanitationmanager.com
May	MOVIE:		
	DVD Cost	15.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5 sanitationmanager.com
June	MOVIE:		
	DVD Cost	15.00	
	Port-a-Potties	250.00	Anthony's Portable Restrooms 800-893-6189 / apr@sm5 sanitationmanager.com

HALLOWEEN 2023

Close Encounters of the Canyon Kind

Vendor	Amount	What it includes
Kabe Magnolia (Event Planner Cal Grove American Rent All	\$13,000 \$203 \$1,694.24	DJ, Event Planner, Lighting Street Light Tower Bicycle Barricade 7.5, 36" Rd. Stand-Up Cocktail Table, Linen for cocktail tables, LED PAR 9, Battery-Operated Uplight (Lighting for under the tables)
Open Air Photo Booth With Attendee Magician (Erik Blackwell) Tarot Reader #1 (Victoria) Tarot Reader #2 (Katie) Caricature Artist # 1 (George Toons)	\$1,700.00 \$1,100 \$585.00 \$400.00 \$600	Alien Props, unlimited prints, Alien Backdrop 3 hours of close up magic (great magician!) Tarot Reading Tarot Reading About 20 people per hour in b&w head & shoulders & Caricatures are placed in plastic for protection.
Caricature Artist # 2 (Scott Gross) Face Painter (Katarzyna Nowik) Anello Security & Consulting Miles (Kids Entertainment) Porta Potties (Anthony's) EscapeVR LLC	\$600 \$500.00 \$1,950.00 \$1,300.00 \$1,005.81 \$2,400.00	Face Painting & add glitter tattoos for free 1 manager & 10 event staff for safety 2-2 Stall Majestic Solar Powered Restroom Trailer 4 hours, Full Access to ArenaVersa VR Lasertag & Full Access to Insanitarim VR Haunted Hospital 16 Pcs LED Fiber Optic Lights, batteries & Glue dots) 2 pack 96 ft patio lights Recharable Par Lights (uplights for under cocktail table.
Lighted Centerpieces & Batteries & Blue D String lights for parking lot 16 LED Uplights Venue Rental Agreement Prizes for Costume Contest Prizes for Pumpkin Contest Events Brite (Charge Anything)? Lanards	\$63.37 \$98.76 \$825.81 donation \$300 \$29 325	3 beautiful pictures Pumpkin Metals Lanyards set with ID Holder & Name Badges for into to be printed on
Flyers with Mail to Residents Supplies needed for Alien Spaceships (2) -	\$592.08 \$500	Create, print & mail flyer to all Bell Canyon Residents creating 2 spaceships as decoration for event.

229
30

2 fortune teller tents \$364.63 Pop up Canopy Tent

\$30,136

Items we are not using this year (usually do and plan to for next year)

- Halloween Actors (4)
- Costumes for Actors
- Black Poly Sheet
- Haunted House

**BELL CANYON COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
JULY 31, 2023**

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CASH ON HAND @ JUNE 30, 2023

Wells Fargo Checking #7643		-\$11,758
Wells Fargo Sweep #7543		\$403,566
US Bank #3834 (was Union Bank)		\$1,047,530
Wells Fargo #6605 Brokerage		\$514,166

TOTAL CASH ON HAND @ JUNE 30, 2023**\$1,953,504****INCOME: JULY 2023**

PROPERTY TAX REVENUE	0
INTEREST EARNED	1,566
INCOME - EVENTS	0
INCOME - OTHER	42

TOTAL INCOME**\$1,608****INVOICES PAID: JULY 2023**

COUNTY ADMIN FEES	0
ALESHIRE & WYNDER	-7,913
BARBARA HOLOWATY	-1,377
BCCC RENT	-275
GREG MCHUGH - REIMBURSEMENT	-20
GREG MCHUGH - PAYROLL-GEN'L MGR (NET)	-2,282
IRS-PAYROLL TAX	-375
LAFCO	-446
PIP PRINTING	-85
SAMANTHA BECKER - REIMBURSEMENTS	-376
SAMANTHA BECKER - PAYROLL (NET)	-1,455
UNITED SITE SERVICE	-365
US BANK CREDIT CARD #1677 - LEVY	-120
WASTE MANAGEMENT	-42,141
WELLS FARGO VISA-MCHUGH	-4,448
BANK SERVICE CHARGE	-639

TOTAL INVOICES PAID - JULY 2023**-\$62,317**

PLUS - JULY DEPOSITS ACCRUED IN JUNE 2023	25,003
LESS COUNTY ADMIN FEES ON ACCRUED INCOME	-564

TOTAL CASH ON HAND @ JULY 31, 2023**\$1,917,234**

Prepared By: Barbara Holowaty, Bookkeeper

Approved: _____

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

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-9,375.34
10820-1 · Wells Fargo Sweep #7543	365,288.11
10825 · US Bank #3834 WAS Union Bank	1,047,154.56
10851 · Wells Fargo #6605 Brokerage	514,166.00
10862 · Petty Cash	0.56
Total Checking/Savings	<u>1,917,233.89</u>
Total Current Assets	1,917,233.89
Other Assets	
16000 · Equipment	40,527.90
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	<u>18,610.57</u>
TOTAL ASSETS	<u><u>1,935,844.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Wells Fargo VISA-McHugh #9409	703.65
Union Bank VISA-Levy #9539/2833	-17.06
Total Credit Cards	<u>686.59</u>
Other Current Liabilities	
20002 · Accrued Expenses	10,592.76
2100 · Payroll Liabilities	749.27
Total Other Current Liabilities	<u>11,342.03</u>
Total Current Liabilities	<u>12,028.62</u>
Total Liabilities	12,028.62
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,077,064.96
Net Income	-58,910.88
Total Equity	<u>1,923,815.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,935,844.46</u></u>

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Bell Canyon Community Services District
Profit & Loss
July 2023

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	<u>Jul 23</u>
Ordinary Income/Expense	
Income	
30100 · PropertyTax Revenue	0.00
30200 · Interest Income	1,565.56
30300 · Income - Other	42.00
	<hr/>
Total Income	1,607.56
Expense	
40004 · Legal	7,912.90
40006 · Insurance	7,520.15
40009 · Miscellaneous	20.00
40011 · County Admin. Fees	0.00
40012 · LAFCO Fee	446.00
40014 · Commerical Trash Removal	42,140.59
40016 · CSD Vehicle Expenses	100.00
40017 · Restroom Maintenance	364.85
40500 · Office Supplies	99.99
40505 · Printing	147.75
40507 · Bank Service Charges	659.51
40508 · Rent Expense	275.00
40511 · Recreational Activities	831.70
44999 · GROSS WAGES	
45000 · Wages-General Manager	0.00
45002 · Rec Coordinator	0.00
	<hr/>
Total 44999 · GROSS WAGES	0.00
45005 · Payroll Tax Expense	0.00
	<hr/>
Total Expense	60,518.44
	<hr/>
Net Ordinary Income	-58,910.88
	<hr/>
Net Income	<u><u>-58,910.88</u></u>

Bell Canyon Community Services District PROFIT AND LOSS DETAIL July 2023

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Type	Date	Num	Name	Memo	Class	Amount
30100 · PropertyTax Revenue						
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	-6,314.68
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	-404.33
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	-17,185.29
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	-1,098.59
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	1,098.59
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	17,185.29
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	404.33
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	6,314.68
Total 30100 · PropertyTax Revenue						0.00
30200 · Interest Income						
General Jo...	07/03/2023			REC SWEEP DIVIDEND DEPOSIT	GENL:G-ALL	1,565.56
Total 30200 · Interest Income						1,565.56
30300 · Income - Other						
Deposit	07/26/2023	48743...	INTERNAL REVENUE SERVICE	REFUND 2021 FUTA TAX	GENL:G-EMP	42.00
Total 30300 · Income - Other						42.00
40004 · Legal						
Check	07/20/2023	10033	ALESHIRE & WYNDER LLP	#77317 LITIGATION	GENL:G-LEG	-3,636.10
Check	07/20/2023	10033	ALESHIRE & WYNDER LLP	#77318 EMPLOYMENT/PERSONNEL	GENL:G-LEG	-54.60
Check	07/20/2023	10033	ALESHIRE & WYNDER LLP	#77319 GENERAL	GENL:G-LEG	-4,222.20
Total 40004 · Legal						-7,912.90
40006 · Insurance						
General Jo...	07/01/2023		Special District Risk Mgmt Authority	TO EXPENSE 2023/2024 PREPAID INSURANCE-GE...	GENL:G-ALL	-5,660.73
General Jo...	07/01/2023		Special District Risk Mgmt Authority	TO EXPENSE 2023/2024 PREPAID INSURANCE-INC...	GENL:G-ALL	-1,859.42
Total 40006 · Insurance						-7,520.15
40009 · Miscellaneous						
Credit Car...	07/07/2023		LATE FEE	FROM DISPUTED CHARGES	GENL:G-ALL	-19.00
Credit Car...	07/07/2023		FINANCE CHARGE	FROM DISPUTED CHARGES	GENL:G-ALL	-1.00
Total 40009 · Miscellaneous						-20.00
40011 · County Admin. Fees						
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	147.54
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	315.87
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	1.01
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	44.37
General Jo...	07/01/2023	BARB	County of Ventura-Prop Tx Rev	TO REV ACCRUED PROPERTY TAX REVENUE @ ...	GENL:G-ALL	54.93
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-54.93
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-44.37
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-1.01
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-147.54
Deposit	07/26/2023	10021...	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-315.87
Total 40011 · County Admin. Fees						0.00
40012 · LAFCO Fee						
Check	07/06/2023	50001	LAFCO	7/1/23-6/30/24 LAFCO APPORTIONMENT	GENL:G-ALL	0.00
Check	07/12/2023	10024	LAFCO	7/1/23-6/30/24 APPORTIONMENT	GENL:G-ALL	-446.00
Total 40012 · LAFCO Fee						-446.00
40014 · Commerical Trash Removal						
Check	07/12/2023	10026	Waste Management	#2404230-0283-3	GRANDFATH...	-42,140.59
Total 40014 · Commerical Trash Removal						-42,140.59
40016 · CSD Vehicle Expenses						
Credit Car...	07/04/2023		CHEVRON	7/4 FUEL FOR TAHOE	GENL:G-ALL	-100.00
Total 40016 · CSD Vehicle Expenses						-100.00
40017 · Restroom Maintenance						
Check	07/12/2023	10030	United Site Services of CA, Inc.	7/11 #01848046-MULTI USE PARCEL	GENL:G-ALL	-364.85
Total 40017 · Restroom Maintenance						-364.85
40500 · Office Supplies						
Check	07/12/2023	10020	Samantha Becker	REIMB MS 365-WORD & EXCEL	GENL:G-ALL	-99.99
Total 40500 · Office Supplies						-99.99
40505 · Printing						
Credit Car...	07/10/2023		VISTA PAINT	BUSINESS CARDS-MCHUGH-ROBKIN	GENL:G-ALL	-91.98
Credit Car...	07/31/2023		UPS ST ORE	AGENDA PACKETS FOR BOARD MEETING	GENL:G-ALL	-55.77
Total 40505 · Printing						-147.75
40507 · Bank Service Charges						
General Jo...	07/11/2023			RECORD BANK SC	GENL:G-ALL	-639.51
Check	07/12/2023	10027	GREGORY MCHUGH	REIMB BNK FEE FOR CSD RETURNED CHECK	GENL:G-ALL	-20.00
Total 40507 · Bank Service Charges						-659.51

**Bell Canyon Community Services District
PROFIT AND LOSS DETAIL
July 2023**

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Type	Date	Num	Name	Memo	Class	Amount
40508 · Rent Expense						
Check	07/12/2023	10022	Bell Canyon Community Center Inc.	AUGUST	GENL:G-REA	-275.00
Total 40508 · Rent Expense						<u>-275.00</u>
40511 · Recreational Activities						
General Jo...	07/01/2023	REV ...	EVENTS:MOVIES IN THE PARK	TO REV ACCRUED PIP MOVIE NITE BANNER PAID ...	GRANDFATH...	85.19
Credit Car...	07/05/2023		EVENTS:MOVIES IN THE PARK	STRING LIGHTS FOR ONGOING MOVIES	GRANDFATH...	-555.90
Check	07/06/2023	50000	PIP PRINTING	MOVIE NITES BANNER	GRANDFATH...	0.00
Check	07/12/2023	10021	EVENTS:MOVIES IN THE PARK	7/3 COSTCO-JULY MOVIE NITE POPCORN/CHIPS	GRANDFATH...	-275.80
Check	07/12/2023	10023	EVENTS:MOVIES IN THE PARK	6/6 MOVIE NITE BANNER	GRANDFATH...	-85.19
Total 40511 · Recreational Activities						<u>-831.70</u>
44999 · GROSS WAGES						
45000 · Wages-General Manager						
General Jo...	07/01/2023	REV ...	GREGORY. MCHUGH	REV ACCRUED JUNE WAGES & PAYROLL TAX EX...	GENL:G-ALL	2,535.00
Paycheck	07/12/2023	10029	GREGORY. MCHUGH			-2,535.00
Total 45000 · Wages-General Manager						<u>0.00</u>
45002 · Rec Coordinator						
General Jo...	07/01/2023	REV ...	Samantha L Becker	REV ACCRUED JUNE WAGES & PAYROLL TAX EX...	GRANDFATH...	1,575.00
Paycheck	07/12/2023	10028	Samantha L Becker		GRANDFATH...	-1,575.00
Total 45002 · Rec Coordinator						<u>0.00</u>
Total 44999 · GROSS WAGES						<u>0.00</u>
45005 · Payroll Tax Expense						
General Jo...	07/01/2023	REV ...	GREGORY. MCHUGH	REV ACCRUED JUNE WAGES & PAYROLL TAX EX...	GENL:G-ALL	375.85
Paycheck	07/12/2023	10028	Samantha L Becker		GRANDFATH...	-1.58
Paycheck	07/12/2023	10028	Samantha L Becker		GRANDFATH...	-97.65
Paycheck	07/12/2023	10028	Samantha L Becker		GRANDFATH...	-22.84
Paycheck	07/12/2023	10029	GREGORY. MCHUGH		GRANDFATH...	-59.85
Paycheck	07/12/2023	10029	GREGORY. MCHUGH			0.00
Paycheck	07/12/2023	10029	GREGORY. MCHUGH			-157.17
Paycheck	07/12/2023	10029	GREGORY. MCHUGH			-36.76
Paycheck	07/12/2023	10029	GREGORY. MCHUGH			0.00
Total 45005 · Payroll Tax Expense						<u>0.00</u>
TOTAL						<u><u>-58,910.88</u></u>

**BELL CANYON COMMUNITY SERVICES DISTRICT
TREASURER'S REPORT
AUGUST 31, 2023**

CASH ON HAND @ JULY 31, 2023		
Wells Fargo Checking #7643		-\$9,375
Wells Fargo Sweep #7543		\$365,288
US Bank #3834 (was Union Bank)		\$1,047,155
Wells Fargo #6605 Brokerage		\$514,166
TOTAL CASH ON HAND @ JULY 31, 2023		\$1,917,234
INCOME: AUGUST 2023		
PROPERTY TAX REVENUE	0	
INTEREST EARNED	1,696	
INCOME - EVENTS	0	
INCOME - OTHER	0	
TOTAL INCOME	\$1,696	
INVOICES PAID: AUGUST 2023		
COUNTY ADMIN FEES	0	
ALESHIRE & WYNDER	-9,397	
BCCC RENT	-275	
EKC ENTERPRISES PROJECTOR	-5,191	
ERIK BLACKWELL - HALLOWEEN	-600	
FIDELITY NAT'L TITLE	-21,836	
GEORGE HUANTE - HALLOWEEN	-300	
GREG MCHUGH - PAYROLL-GEN'L MGR (NET)	-2,221	
IRS-PAYROLL TAX	-688	
KABE MAGNOLIA - EVENT PLANNER	-13,000	
KATARZYNA NOWIK	-50	
KATELYN BRENNAN - HALLOWEEN	-200	
MOTION PICTURE LICENSING	-2,289	
SAMANTHA BECKER - PAYROLL (NET)	-1,566	
UNITED SITE SERVICE	-893	
VICTORIA YESIM MERCAN - HALLOWEEN	-293	
WASTE MANAGEMENT	-42,141	
WELLS FARGO VISA-MCHUGH	-704	
TOTAL INVOICES PAID - AUGUST 2023	-\$101,644	
BANK SERVICE CHARGE	-309	
PLUS FIDELITY ESCROW REFUND	430	
TOTAL CASH ON HAND @ AUGUST 31, 2023		\$1,817,407
Prepared By: Barbara Holowaty, Bookkeeper		
Approved: _____		

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

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	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-13,281.15
10820-1 · Wells Fargo Sweep #7543	270,054.88
10825 · US Bank #3834 WAS Union Bank	1,046,466.72
10851 · Wells Fargo #6605 Brokerage	514,166.00
10862 · Petty Cash	0.56
Total Checking/Savings	<u>1,817,407.01</u>
Total Current Assets	1,817,407.01
Other Assets	
16000 · Equipment	41,976.00
16005 · Land	21,406.42
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	<u>41,465.09</u>
TOTAL ASSETS	<u><u>1,858,872.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank #1677 LEVY	107.03
Wells Fargo VISA-McHugh #9409	2,392.38
Total Credit Cards	<u>2,499.41</u>
Other Current Liabilities	
20002 · Accrued Expenses	5,401.86
2100 · Payroll Liabilities	897.47
Total Other Current Liabilities	<u>6,299.33</u>
Total Current Liabilities	<u>8,798.74</u>
Total Liabilities	8,798.74
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,077,064.96
Net Income	-132,653.36
Total Equity	<u>1,850,073.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,858,872.10</u></u>

Bell Canyon Community Services District
Profit & Loss
August 2023

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	<u>Aug 23</u>
Ordinary Income/Expense	
Income	
30200 · Interest Income	1,695.58
Total Income	<u>1,695.58</u>
Expense	
40004 · Legal	9,397.28
40006 · Insurance	485.00
40007 · Membership Dues	149.90
40009 · Miscellaneous	2.08
40014 · Commerical Trash Removal	42,140.59
40016 · CSD Vehicle Expenses	122.01
40017 · Restroom Maintenance	893.44
40500 · Office Supplies	242.67
40505 · Printing	66.71
40507 · Bank Service Charges	309.25
40508 · Rent Expense	275.00
40511 · Recreational Activities	16,731.50
44999 · GROSS WAGES	
45000 · Wages-General Manager	2,460.00
45002 · Rec Coordinator	1,770.00
Total 44999 · GROSS WAGES	<u>4,230.00</u>
45005 · Payroll Tax Expense	392.63
Total Expense	<u>75,438.06</u>
Net Ordinary Income	<u>-73,742.48</u>
Net Income	<u><u>-73,742.48</u></u>

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Bell Canyon Community Services District
PROFIT AND LOSS DETAIL
August 2023

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Type	Date	Num	Name	Memo	Class	Amount
30200 · Interest Income						
General Jo...	08/01/2023			REC SWEEP DIVIDEND DEPOSIT	GENL:G-ALL	1,695.58
Total 30200 · Interest Income						1,695.58
40004 · Legal						
Check	08/25/2023	10049	ALESHIRE & WYNDER LLP	#78642 - GEN'L	GENL:G-LEG	-1,884.10
Check	08/25/2023	10049	ALESHIRE & WYNDER LLP	#78644 - EMPLOYMENT/PERSONNEL	GENL:G-LEG	-6,947.20
Check	08/25/2023	10049	ALESHIRE & WYNDER LLP	#78645 - PRA REQUESTS	GENL:G-LEG	-136.20
Check	08/25/2023	10049	ALESHIRE & WYNDER LLP	#78650 - SPECIAL PROJECTS	GENL:G-LEG	-429.78
Total 40004 · Legal						-9,397.28
40006 · Insurance						
Credit Car...	08/07/2023		THE HARTFORD	WORK COMP DOWN PMT-8/7/23-8/7/...	GENL:G-ALL	-485.00
Total 40006 · Insurance						-485.00
40007 · Membership Dues						
Credit Car...	08/07/2023		ZOOM	YEARLY DUES-EXPIRE 8/6/24	GENL:G-ALL	-149.90
Total 40007 · Membership Dues						-149.90
40009 · Miscellaneous						
Credit Car...	08/04/2023		FINANCE CHARGE	FROM DISPUTED CHARGES	GENL:G-ALL	-2.08
Total 40009 · Miscellaneous						-2.08
40014 · Commerical Trash Removal						
Check	08/13/2023	10037	Waste Management	#2404892-0283-0	GF:TRA	-42,140.59
Total 40014 · Commerical Trash Removal						-42,140.59
40016 · CSD Vehicle Expenses						
Credit Car...	08/31/2023		CHEVRON	7/4 FUEL FOR TAHOE	GENL:G-ALL	-122.01
Total 40016 · CSD Vehicle Expenses						-122.01
40017 · Restroom Maintenance						
Check	08/23/2023	10042	United Site Services of CA, Inc.	8/8 #01925308-MULTI USE PARCEL	GENL:G-ALL	-364.85
Check	08/23/2023	10042	United Site Services of CA, Inc.	4/18 #01613449-MULTI USE PARCEL	GENL:G-ALL	-364.85
Check	08/25/2023	10048	United Site Services of CA, Inc.	1/11/18 #114-6238495 MULTI USE PA...	GENL:G-ALL	-163.74
Total 40017 · Restroom Maintenance						-893.44
40500 · Office Supplies						
Credit Car...	08/23/2023		Office Depot	HP PRINTER/SCANNER EXTENDED ...	GENL:G-ALL	-75.95
Credit Car...	08/23/2023		Office Depot	NOTEBOOK	GENL:G-ALL	-10.74
Credit Car...	08/28/2023		AMAZON.COM	WOOD LECTERN	GENL:G-ALL	-155.98
Total 40500 · Office Supplies						-242.67
40505 · Printing						
Credit Car...	08/15/2023		VISTA PAINT	BUSINESS CARDS-SAMANTHA BEC...	GF:REC	-27.65
Credit Car...	08/28/2023		UPS ST ORE	AGENDA PACKETS FOR BOARD ME...	GENL:G-ALL	-39.06
Total 40505 · Printing						-66.71
40507 · Bank Service Charges						
General Jo...	08/11/2023			REC BANK SERVICE CHARGE	GENL:G-ALL	-609.25
General Jo...	08/15/2023			REC BANK SERVICE CHARGE	GENL:G-ALL	-459.25
General Jo...	08/15/2023			REC BANK SERVICE CHARGE	GENL:G-ALL	-489.51
General Jo...	08/15/2023			REV BANK SERVICE CHARGE	GENL:G-ALL	609.25
General Jo...	08/15/2023			REV BANK SERVICE CHARGE	GENL:G-ALL	639.51
Total 40507 · Bank Service Charges						-309.25
40508 · Rent Expense						
Check	08/13/2023	10036	Bell Canyon Community Center Inc.	SEPT	GENL:G-REA	-275.00
Total 40508 · Rent Expense						-275.00
40511 · Recreational Activities						
Check	08/13/2023	10038	EVENTS:HALLOWEEN	EVENT PLANNER	GF:REC	-13,000.00
Check	08/23/2023	10041	MOTION PICTURE LICENSING CO...	9/1/23-8/31/24 UMBRELLA LICENSE	GF:REC	-2,289.00
Check	08/25/2023	10043	EVENTS:HALLOWEEN	DEP ON MAGICIAN \$1100. TOTAL	GF:REC	-600.00
Check	08/25/2023	10044	EVENTS:HALLOWEEN	DEP ON FACE PAINTER-TTL \$500.00	GF:REC	-50.00
Check	08/25/2023	10045	EVENTS:HALLOWEEN	50% DEP ON CARICATURE SVC-TTL...	GF:REC	-300.00
Check	08/25/2023	10046	EVENTS:HALLOWEEN	50% DEP-TAROT CARD READING-T...	GF:REC	-200.00
Check	08/25/2023	10047	EVENTS:HALLOWEEN	50% DEP TAROT CARD READER-TT...	GF:REC	-292.50
Total 40511 · Recreational Activities						-16,731.50

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Bell Canyon Community Services District
PROFIT AND LOSS DETAIL
 August 2023

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Type	Date	Num	Name	Memo	Class	Amount
44999 · GROSS WAGES						
45000 · Wages-General Manager						
Paycheck	08/03/2023	10035	GREGORY. MCHUGH		GENL:G-EMP	-2,460.00
Total 45000 · Wages-General Manager						-2,460.00
45002 · Rec Coordinator						
Paycheck	08/17/2023	10040	Samantha L Becker	VOID:	GF:REC	0.00
Paycheck	08/30/2023	10050	Samantha L Becker		GF:REC	-1,770.00
Total 45002 · Rec Coordinator						-1,770.00
Total 44999 · GROSS WAGES						-4,230.00
45005 · Payroll Tax Expense						
Paycheck	08/03/2023	10035	GREGORY. MCHUGH		GENL:G-EMP	0.00
Paycheck	08/03/2023	10035	GREGORY. MCHUGH		GENL:G-EMP	-152.52
Paycheck	08/03/2023	10035	GREGORY. MCHUGH		GENL:G-EMP	-35.67
Paycheck	08/03/2023	10035	GREGORY. MCHUGH		GENL:G-EMP	0.00
Paycheck	08/17/2023	10040	Samantha L Becker	VOID:	GF:REC	0.00
Paycheck	08/17/2023	10040	Samantha L Becker	VOID:	GF:REC	0.00
Paycheck	08/17/2023	10040	Samantha L Becker	VOID:	GF:REC	0.00
Paycheck	08/17/2023	10040	Samantha L Becker	VOID:	GF:REC	0.00
Paycheck	08/30/2023	10050	Samantha L Becker		GF:REC	-1.77
Paycheck	08/30/2023	10050	Samantha L Becker		GF:REC	-109.74
Paycheck	08/30/2023	10050	Samantha L Becker		GF:REC	-25.67
Paycheck	08/30/2023	10050	Samantha L Becker		GF:REC	-67.26
Total 45005 · Payroll Tax Expense						-392.63
TOTAL						-73,742.48