



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

MINUTES OF BELL CANYON CSD REGULAR MEETING ON MARCH 27, 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 March 27, 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 7:24 PM. Directors present were Judy Lantz, Peter Machuga (Vice President), Michael Robkin (President), and Eric Wolf. Richard Levy was absent. Also present was Pam Lee, BCCSD Counsel, and Gregory McHugh, Interim General Manager.

The Closed Session was moved to the end of the Agenda.

2. Open Forum/Comments

- Micki Davidovicz asked about PRAs and when she will receive the material

3. Public comment on Agenda items:

- Review prior meeting minutes for approval
 - No public comment
- Auditor Status
 - Olga Damascus – commented on her belief that the District must use a County approved auditor
- Credit card log review
 - Micki Davidovicz credit cards – How many credit cards were issued in the past five years and who used the credit cards besides the name on the card?
- Mileage log
 - Olga Damascus – Why no times on the mileage log? Is Barbara on insurance to drive District vehicle? Why is there trash patrol on Wed/Thurs? Why was there a special trip to buy gas on Sunday?
- Historical Document committee



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- Micki Davidovicz – who is making up missing minutes? When will you load the web site with minutes form 2015-2018?
- MSR Committee update
 - Micki Davidovicz – Anyone search for “missing” in the MSR? There is a difference between “missing” and unaccounted and no money missing. Who approved the letter?
- Recreation Advisory Committee
 - Olga Damascus – are you still using HOA employees to purchase items?
- Website update
 - Micki Davidovicz – When will past minutes be uploaded? Just scan them.
- Project Backlog
 - No public comment.
- Financial Update
 - Olga Damascus – Greg is the Treasurer. He should be the only one responsible for financial matters. Barbara should pay the late fees on the credit card or we should find another bookkeeper. Board should not be paying for someone to drive around checking that trash bins have been taken in. Cell phone was \$830. No one should have a cell phone.

3. Review and approve prior meeting minutes

- Minutes from the March 6 Special Meeting were reviewed. E. Wolf moved that the minutes be accepted. P. Machuga seconded. The motion passed as follows:
Ayes: J. Lantz, P. Machuga, M. Robkin, E. Wolf
Noes:
Abstain:
Absent: R. Levy
- Minutes from the March 20 Special Meeting were reviewed. E. Wolf moved that they be accepted. P. Machuga seconded. The motion passed as follows:
Ayes: P. Machuga, M. Robkin, E. Wolf
Noes:



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Abstain: J. Lantz
Absent: R. Levy

4. Auditor Status

- Engagement letter signed with Eadie and Payne. Fee will be \$17,500. First meeting scheduled for 3/28.

5. Credit Card Log review.

- Greg reviewed the log. Most items are for Events.

6. Mileage log review

- Greg reviewed the log. All entries were for trash patrol except for one entry to get gas for the SUV. Peter commented that we should estimate mileage until the dashboard is fixed.

7. Committee updates

- Historical Document Committee. No progress made. Before we starting we need to develop a process to ensure integrity of documents per the preservation of evidence letter received from Adam Feldman, Attorney, on behalf of Mike Klein and other members of the community.
- MSR Committee. LAFCO SOI hearing of 3-15-2023 resulted in no changes to powers or geographic area. LAFCo stated that there were no missing funds nor is there a conflict of interest.

8. Recreation Advisory Committee

- Announcement of search for 2-3 residents to be appointed by the board to serve on this Advisory Committee posted on website along with the process to be followed to apply. Open position for a Recreation Events Coordinator also posted on website along with the process to apply.

9. Website Update

- New logo now on website.
- E. Wolf stated that Greg McHugh has done a great job on the website.
- Richard arrived during this discussion.

10. Financial Update

- Greg reviewed the February P&L Detail and Feb P&L with Forecast reports. Cell phone needed because the office is not staffed to answer



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a phone. Greg was requested to bring back a budget amendment request to reallocate the budget along the lines of the forecast. Greg was also asked to produce a check issuance warrant register monthly. [Law requires a financial report quarterly]. A detail P&L report is being used instead because it contains all the information in a warrant register plus additional information and is produced automatically from Quickbooks.

- Greg requested a motion to allow Dennis Zine to continue to be the sole check signer until the new account with Wells Fargo bank is established. R. Levy so moved. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain:

8:10 PM 5 minute break.

8:15 PM Reconvened

11. Closed Session

- Conference with Legal Counsel – Anticipated litigation (Gov. Code § 54956.9(d)(4): 1 matter)
- The matter was discussed with no reportable action taken.

12. Adjournment

Meeting was adjourned at 9:00 PM