



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

SPECIAL MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME:

December 6, 2024 at 7:00 p.m.

LOCATION: Bell Canyon Community Center

ALSO VIA ZOOM for the Public:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Special Meeting
Time: Dec 6, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/92381683535?pwd=mvfwESkVaTgXW3j3IINA3kuOMMDEpe.1>

Meeting ID: 923 8168 3535
Passcode: 161726

One tap mobile
+16699009128,,92381683535#,,,,*161726# US (San Jose)
+16694449171,,92381683535#,,,,*161726# US

Dial by your location
+1 669 444 9171 US

Meeting ID: 923 8168 3535
Passcode: 161726

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 Friday, December 6, 2024, 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 and available on the web site. Requests for agenda materials or meeting participation assistance can also be made by email to gm@bellcanyoncsd.ca.gov.



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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 gm@bellcanyoncsd.ca.gov to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.

Per 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]. Public forum will be conducted as the first item of business.

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. A moment of silence in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.

4. Public comments on Agenda Items.

- Swearing in of the new directors
- Election of officers
- Board compensation
- Review of By-laws regarding duties of the Board officers
- Setting Standard agenda items
- Kai Luoma invitation to speak at BCCSD Board Meeting
- Support for the General Manager
- Board evaluation
- Legal services
- Resolution 24-07
- CSD Office digitization and organization
- CSD Office access, size and hours
- Closed session

- 5. Open Forum/Comments.** 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 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].

- 6. 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.



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7. BUSINESS ITEMS

7A. Swearing in of the new directors. See agenda packet for oath.

7B. Election of officers. Discussion and motion as needed.

7C. District By-Laws, under Article VII, Section 1, currently provide that the Board of Directors shall vote annually whether or not to accept the compensation of one hundred dollars (\$100) per meeting, and that the vote of the majority of the Board is binding on each member as to such compensation. Such vote is to be taken prior to June 1 to allow for appropriate fiscal year budgeting. The Board shall discuss whether to accept or forego the compensation, and motion as needed." Discussions and motions as needed. See agenda packet.

7D. Review of By-laws regarding duties of the Board officers. Discussion and motion as needed. See agenda packet.

7E. Setting Standard agenda items and preparation of meeting agendas for all Board Meetings. Discussion and motions as needed.

7F. Kai Luoma invitation to speak at BCCSD Board Meeting. Discussion and motion as needed.

7G. Support for the General Manager. Discussion and motion as needed. See agenda packet.

7H. Board evaluation. Discussion and motion as needed. See agenda packet.

7I. Legal services. Discussion and motion as needed.

7J. Resolution 24-07. Discussion and motion as needed. See agenda packet.

7K. CSD Office digitization and organization. Discussion and motion as needed.

7L. CSD Office access, size and hours. Discussion and motion as needed.

7M. CLOSED SESSION

PUBLIC EMPLOYEE – PERFORMANCE EVALUATION (DISMISSAL or APPOINTMENT) (Gov. Code § 54957(b).)

Title: General Manager and General Counsel

8. NEXT MEETING

The next Regular meeting is on Monday, December 23, 2024, at 7 PM.

9. ADJOURNMENT

OATH

for the office of _____

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature _____

Term Expires with term expiring _____

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on,

this _____ day of _____, 20__

by _____

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

(seal)

Signature _____

BY-LAWS

BELL CANYON COMMUNITY SERVICES DISTRICT

Article I. Name and Location

Section 1. The name of the agency is the Bell Canyon Community Services District, hereinafter referred to as the "District". The principal office of the District shall be located at 30 Hackamore Lane, Suite #16, Bell Canyon, CA 91307.

Article II. Purposes

Section 1. The District is a public agency established in accordance with and having the authority and powers defined in the Community District Law, Government Code Section 61000, et seq. (the District's Principal Act).

Section 2. The District's functions include, but are not limited to:

- (a) Residential rubbish collection, removal and disposal for all residents of the District;
- (b) Parks and recreation activities for the District as may be deemed appropriate by the Board of Directors;
- (c) Paramedic services;
- (d) Enhanced traffic patrol services;
- (e) Those functions and powers set forth in the 1983-1984 formation proceedings for the District, and in Government Code 61000, et seq. and as authorized by the Local Formation Commission for the County of Ventura.

Article III. Territory

Section 1. The boundaries of the District are described in Exhibit "A" attached hereto.

Article IV. Composition of Governing Board

Section 1. The Board of Directors of the District is comprised of five members elected to four-year terms by the registered voters of the District.

Article V. Officers of the Board

Section 1. Titles and Functions. The officers of the Board of Directors shall consist of the following:

- 1.1 A President who shall preside at all meetings of the Board of Directors, have general supervision of the affairs of the Board of Directors, represent the Board of Directors in any action taken by the Board, and perform such duties as the By-Laws may prescribe.
- 1.2 A Vice-President who shall assist the President in performance of his/her duties and act in his/her stead when required.
- 1.3 All officers may vote on all issues.

Bell Canyon Community Services District
BY-LAWS

Page Two

Article V. (continued)

Section 2. Terms of Office

- 2.1 The terms of all officers shall be one year from the date of their election as provided for in Article V, Section 3. These officers shall continue in office until their successors have been elected.
- 2.2 If the President fails to complete his/her term, the Vice President shall be elevated to the office of President and the Board shall elect a new Vice President from among its members.

Section 3. Election of Officers. Election of all officers will take place at the Amended 1/22/2001 regularly scheduled meeting in December. Any incoming directors are to have been sworn in by this time.

Article VI. Meetings of the Board of Directors

Section 1. Time and Place. Regular meetings of the Board shall be held the fourth Monday of each month beginning at 7:00 pm at the District Office or any other place designated by the Board.

Section 2. Agenda. In accordance with Section 54954.2 of the Government Code, a copy of each Board meeting agenda shall be posted in a location which is freely accessible to the public 72 hours before each regular meeting of the Board. The agenda will include a brief description of each item of business to be transacted or discussed at the meeting together with a time and location of the meeting. No action or discussion shall be taken on any item not appearing on the posted agenda, except in accordance with Section 54954.2.

Section 3. Quorum. A majority of the total Board members shall constitute a quorum for the transaction of business. A majority of the Board members present shall be required to approve, disapprove or otherwise act on any proposal, except matters requiring action by a majority of the full Board as required by statute. A tie vote shall constitute a denial. The Board shall act only by ordinance, resolution or motion. Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

Bell Canyon Community Services District

BY-LAWS

Page Three

- Section 4. Meetings Open to Public. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except Closed Sessions of the Board held in accordance with the law.
- Section 5. Public Participation. Public comment and participation shall occur in accordance with Government Code Section 54954.3. A block of approximately 30 minutes time shall be set aside to receive general public comment. Comments on agenda-ed items shall be held until the appropriate item is called. Public comments on individual agenda items should not exceed 30 minutes and the President shall encourage speakers to refrain from cumulative comments. Unless otherwise directed by the President, members of the public shall state their name and their general place of residence prior to giving their comment. Individual public comment on any matter shall be directed to the President and limited to five minutes unless extended at the President's discretion.
- Section 6. Closed, Adjourned or Special Meetings. Such meetings will be held in accordance with the Ralph M. Brown Act, Section 54950, *et seq.* of the California Government Code.

Article VII. Compensation

- Section 1. The Board of Directors shall vote annually whether or not to accept the compensation of one hundred dollars (\$100.00) for each meeting of the Board, subject to the maximum amount in Government Code Section 61047. The vote of a majority of the Board of Directors shall be binding on each member as to such compensation. Such vote is to be taken prior to June 1 to allow for appropriate fiscal year budgeting.
(Amended 7/19/99)
- Section 2. Reimbursement. Directors will be reimbursed for mileage at the current IRS allowed rate, and out-of-pocket expenses upon submittal of an itemized request.
- Section 3. The Board of Directors shall receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years, in accordance with Government Code Section 53234 *et seq.*

Bell Canyon Community Services District
BY-LAWS

Page Four

Article VIII. Records of Proceedings

- Section 1. The Secretary to the Board shall prepare for approval by the Board of Directors summary minutes, recording all resolutions, ordinances, actions and determinations of the Board.
- Section 2. All papers involving official acts of the Board shall be signed in accordance with appropriate legislation relating to such acts. In the absence of specific regulations, the signature of the President or Vice President attested by the Secretary to the Board shall be deemed sufficient.

Article IX. Hearings

- Section 1. Order of Presentation of Evidence and Testimony. First, staff or committees of the District; second, the proponents; third, the opponents; last, proponents' rebuttal.
- Section 2. Rules of Evidence. The formal rules of evidence applicable to an action at law shall not apply to hearings before the Board. The only rule that shall govern the admissibility or the reception of evidence is the requirement that the offered evidence have some reasonable tendency to explain or shed light on the matter at issue.
- Section 3. Limitation of Time. The testimony and argument of all persons appearing before the Board shall be limited to a reasonable time as determined by the President in accordance with Government Code 54954.3.

Article X. Administration of District Business

- Section 1. General Manager. The Board of Directors shall appoint a General Manager to undertake those duties specified in Government Code Section 61051, including implementation of the policies and programs approved by the Board of Directors for the operation of the District. The General Manager so selected shall meet such minimum qualifications as established by the Board of Directors. He/she shall serve at the pleasure of the Board and shall also serve as Secretary to the Board. The Board may elect to contract for these services.

Bell Canyon Community Services District

BY-LAWS

Page Four

- Section 2. District Treasurer. The Board of Directors shall appoint a District Treasurer, who shall take actions in conformance with Board policies and directives and the District's Principal Act.
- Section 3. Legal Counsel. The Board of Directors shall obtain legal counsel to insure that all business of the District is conducted in conformity with the laws of the State. Such legal counsel may be obtained by the employment of a competent attorney or by such other means as deemed appropriate.
- Section 4. Annual Audit. The Board of Directors shall obtain outside, professional accounting services to perform an audit of the books of account on an annual basis and to insure that all business of the District is conducted in conformity with the law.
- Section 5. Payment of Obligations. The Treasurer, or other person designated by the Board, shall review the recurring and extraordinary warrant register, verify that all items thereon are proper obligations of the District, and make recommendations thereon to the Board. All recurring and extraordinary warrants shall be signed by any two of the following four persons: President, Vice President, Treasure or General Manager.

Article XI. Committees

- Section 1. Establishment of Committees. The President of the Board of Directors may appoint such standing or temporary committees as he/she deems appropriate and shall appoint, with the advice and consent of the Board, the chairperson and members of the committees from among the Directors of the Board. This provision does not preclude the Board from establishing any resident advisory committees in accordance with law.

Article XII. Adoption and Amendment of By-Laws

- Section 1. These By-Laws are adopted by resolution. They may be amended only at a regular meeting of the Board of Directors after 20 days written notice to the Board members of any proposed changes. Amendments shall be approved by resolution of the Board.

Bell Canyon Community Services District
BY-LAWS

Page Five

Article XIII. Indemnification

Section 1. Indemnification shall be provided to the officers and directors of the Bell Canyon Community Services District in permissible situations to the fullest extent provided by the California law.

Article XIV. Consistency with Law

Section 1. In the event any provision contained in these By-laws is inconsistent with the Community Services District Law, the Ralph M. Brown Act or other mandatory provisions of law applicable to the District, as such law currently exists or as it may be subsequently amended, the mandatory and applicable provision of law shall prevail.

Support for the General Manager

Purpose: To support the GM in developing and/or implementing action plans to achieve goals of the

Bell Canyon Community Services District

<u>Focus Area</u>	<u>Lead Volunteer</u>	<u>Support</u>	<u>Community Members</u>
Safety	Shelby	Norton	
California Highway Patrol			
Emergency Services			
Communications and messages to community	Norton	Peter	
Mailings			
e-mail			
Town Hall meeting			
Community service and engagement-Events	Julie	Judy	
Halloween			
Other events			
MSR, Waste Management, Staff, operating policies	Peter	Norton	
Office support	Judy		
Files, clean up		Julie	
Scanning		Shelby	
Web-site management		Julie	
Office Lease and organization	Peter		
Vacant Land	Norton		
SUV, need and use	Shelby		

BOARD EVALUATION

June 23, 2025

Rating scale

5- Exceptional, 4- Highly competent, 3- Competent, 2- Needs improvement, 1- Poor

Board's Collective Performance Criteria

Efficiency conducts board business at board meetings	1	2	3	4	5
Sets policy and establishes goals	1	2	3	4	5
Communicates effectively with the GM	1	2	3	4	5
Ensures adequate financing and responsible spending	1	2	3	4	5
Conducts long range planning	1	2	3	4	5

Individual Self-review Criteria

Understand why you were elected	1	2	3	4	5
Share a common understanding of board member's role	1	2	3	4	5
Have a vision of what you expect the District to be	1	2	3	4	5
Attend meetings	1	2	3	4	5
Contribute productive communications to reach consensus	1	2	3	4	5
Actively support collective decisions	1	2	3	4	5
Maintain functional relationship with staff	1	2	3	4	5

Resolution No. 24-07

Resolution of the Bell Canyon Community Services District Board of Directors authorizing the Bell Canyon CSD to pass through \$177,952 Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the County of Ventura.

WHEREAS Entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Bell Canyon CSD hereby:

1. Approves the reduction of the Per Capita Grant Fund allocation from the State of California under the Per Capita Grant Program under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.
2. Authorizes the State of California to decrease the Bell Canyon CSD Per Capita allocation from \$177,952 to \$0 to reflect the pass through of \$177,952 to the County of Ventura.

PASSED AND ADOPTED on the 6th day of December 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Walter Kelly
General Manager

President