



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

**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 4<sup>th</sup> 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 39<sup>th</sup> 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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**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 4<sup>th</sup> 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



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

# Bell Canyon Community Services District

## 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.