



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

REGULAR MEETING

OF THE BOARD OF DIRECTORS

DATE/TIME:

January 27, 2025 at 6:00 p.m.

LOCATION: Bell Canyon Community Center

ALSO VIA ZOOM for the Public:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Regular Meeting

Time: Jan 27, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91439625831?pwd=wW4MuT4oSmcHnvPZ7yAm39maXOnbGs.1>

Meeting ID: 914 3962 5831

Passcode: 437687

One tap mobile

+16699009128,,91439625831#,,,,*437687# US (San Jose)

+16694449171,,91439625831#,,,,*437687# US

Dial by your location

+1 669 444 9171 US

Meeting ID: 914 3962 5831

Passcode: 437687

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 regular meeting at 6:00 PM on Monday, January 27, 2025, 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. Public comments on Agenda Items.

- Kai Luoma Presentation and Q&A
- Minutes: 11/21/24, 11/25/24, 12/2/24, 12/6/24, 12/23/24
- December 2024 Financials
- Board Letter to District Attorney regarding Yossi Kviatkovsky
- Amending By-Laws
- October 2024 CHP Report
- Resolution 25-01 (Surplus Property – Authorizing Sale)
- Lease for 2B
- Property / Liability Insurance Package + Workers Comp
- New Law Firms for consideration
- Secure Document Scanning Services for consideration
- 2007 Chevy Tahoe Disposition
- Voice Transcribe Software System
- Optional Director updates

4. Open Forum/Comments. In accordance with Government Code Section 54954.3, every agenda for a regular 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].

5. 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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6. BUSINESS ITEMS

7A. Kai Luoma Presentation and Q&A.

7B. Minute 11/21/24, 11/25/24, 12/2/24, 12/6/24, 12/23/24. Discussion and motion as needed. See agenda packet.

7C. December 2024 Financials. Discussion and motion as needed. See agenda packet.

7D. Letter from Board of Directors to Ventura County District Attorney requesting all charges against Yossi Kviatkovsky be dismissed with prejudice. Discussion and motions as needed. See agenda packet.

7E. Proposed amendments to By-Laws. Redline and Clean Copies included. Discussion and motion as needed. See agenda packet.

7F. October 2024 CHP Report. CHP did not patrol during November, December 2024 and have not patrolled as of January 24, 2025. Discussion and motion as needed. See agenda packet.

7G. Resolution 25-01. Authorizing Sale of Surplus Property. Discussion and motion as needed. See agenda packet.

7H. Lease for 2B. Discussion and motion as needed. See agenda packet.

7I. Property and Liability Insurance Package and Workers Comp. Review to make certain District is properly insured. Discussion and motion as needed. See agenda packet

7J. New Law Firms under consideration. (1) Atkinson, Andelson, Loya, Ruud & Romo (2) Lagerlof are under consideration as new General Counsel. Discussion and motion as needed. See agenda packet.

7K. Secure Document Scanning Services to digitize all files and plans of CSD since inception. Discussion and motion as needed. See agenda packet.

7L. 2007 Chevy Tahoe Disposition. Discussion and motion as needed.

7M. Policy for use of CSD Property. Discussion and motion as needed.

7N. Voice Transcribe Software System. Discussion and motion as needed.

7P. Optional Director Updates.

7. NEXT MEETING

The next Regular meeting is on Monday, February 17, 2024, at 7 PM.

8. ADJOURMENT



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MINUTES OF BELL CANYON CSD SPECIAL MEETING ON November 21, 2024:

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 7:00 PM on Thursday, November 21, 2024, 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 7:11 PM. Directors present were Judy Lantz, Peter Machuga, Richard Levy, Michael Robkin (President) and Eric Wolf. Also present are Walter Kelly, General Manager. Pam Lee, District Counsel is absent.

2. The Pledge of Allegiance

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

4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.

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 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 with each agenda item.

Public Comments on CSD Letter to California Attorney General:

Dr. Olga Damascus stated that since the letter to the AG is not included in agenda packet it cannot be discussed, serves no purpose and believes the letter should not have been written without Board approval.



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6. Motion to approve and file September 16, 2024 minutes.

R. Levy moved to approve the September 16, 2024 minutes. M. Robkin seconded. The motion passed as follows:

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

Noes:

Abstain: E. Wolf

Absent:

7. Motion to approve and file September 30, 2024 minutes.

R. Levy moved to approve the September 30, 2024 minutes. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz

Absent:

8. Motion to approve and file October 28, 2024 minutes.

M. Robkin moved to approve the October 28, 2024 minutes. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain: E. Wolf

Absent:

9. Motion to approve and file September 30, 2024 minutes.

R. Levy moved to approve the September 30, 2024 minutes. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz



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10. Motion to approve and file September 30, 2024, minutes.

R. Levy moved to approve the September 30, 2024, minutes. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz

11. Motion to approve and file October 28, 2024, minutes.

M. Robkin moved to approve the October 28, 2024, minutes. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain: E. Wolf

12. Motion to approve and file November 7, 2024, minutes.

R. Levy moved to approve the minutes of November 7, 2024, minutes. M. Robkin seconded. The motion passed as follows:

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

Noes:

Abstain: P. Machuga

13. Motion to make Counsel Opinion letter on the vacant property public assuming it doesn't violate privilege.

P. Machuga moved to make the General Counsel opinion on the vacant property public, assuming it does not violate privilege.

E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain:



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14. Motion to ask General Manager and Counsel to send letter to HOA to vacate property by December 31, 2024 and to provide a plan to leave within two weeks.

M. Robkin moved to ask the General Manager and Counsel to send letter to HOA to vacate property by December 31, 2024, and to provide a plan to leave within two weeks. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain: E. Wolf

15. Motion to send California Attorney General letter requesting opinion on CSD Authorized Powers

M. Robkin moved to send California Attorney General letter seeking a legal opinion from the California Attorney General's office regarding whether the District has the legal authority to (i) lease a portion of the 2008 Parcel to the HOA for the HOA to maintain and operate the school bus stop, and (ii) lease a portion of the 2023 Parcel to the HOA for the HOA to maintain its maintenance yard. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain:

16. Next Meeting

The next regular meeting is Monday, November 25, 2024, at 7:00 PM

17. Adjournment

The meeting was adjourned at 8:06 PM



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MINUTES OF BELL CANYON CSD REGULAR MEETING ON November 25, 2024

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 7:10PM on Monday, November 25, 2024, 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 7:10 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga, Eric Wolf and Michael Robkin (President). Pam Lee was absent. Walter Kelly, General Manager was present.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.**
- 4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Closed Session**
CONFERENCE WITH GENERAL COUNSEL — HUMAN RESOURCES
- 6. Public comment on Agenda items:**
 - **Public Comments on Resolution regarding Legal Resources Policy**
Dr. Olga Damascus believes this should wait until a new board is seated and let the new board determine what the policy should be draft the resolution accordingly. Peter Machuga stated that the GM is responsible for the legal budget yet has no control over it and this is not the policy he wanted and in fact, may set up GM for total loss of control. PM is concerned the President has special rights to spending legal resources and the board has lost control of legal expenses. Eric Wolf agreed with PM that the GM should be the gatekeeper and exercise control.



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7. September Financials

M. Robkin moved that the September financials be received and filed.
E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent:

8. Legal Resources Policy

P. Machuga moved to amend legal resources policy with more stringent language. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz

9. Motion to approve Legal Resources Policy Resolution

M. Robkin moved to approve the legal resources policy resolution. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz

- 10.** Peter Machuga introduced and submitted his Board Evaluation, performance and review document to be used to evaluate the performance of the board.

11. Next meeting

The next regular meeting will be on Monday, December 25, 2024 at 7:00 PM

12. Adjournment

The meeting was adjourned at 8:24 PM.



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MINUTES OF BELL CANYON CSD SPECIAL MEETING ON December 2, 2024

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 Monday, December 2, 2024, 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 7:03 PM. Directors present were Judy Lantz, Richard Levy, Peter Machuga, Eric Wolf and Michael Robkin (President). Pam Lee, General Counsel and Walter Kelly, General Manager were present.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.**
- 4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Public comment on Agenda items:**
 - **Public Comments on Approval of Minutes** – Dr. Damascus stated that old minutes cannot be re-approved if they were previously approved. M. Robkin stated that the minutes were in the wrong format, pictures instead of PDF, so that now the minutes are in the proper format they are being approved.
- 6. Approval of 8/29/22 – 11/29/22 minutes**

P. Machuga moved that the 8/29/22 – 11/29/22 minutes received and filed. E. Wolf seconded. The motion passed as follows:
Ayes: R. Levy, P. Machuga, M. Robkin, E. Wolf
Noes: J. Lantz
Abstain:



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7. Approval of March 25, 2024 minutes

R. Levy moved to approved March 25,2024 minutes. M. Robkin seconded. The motion passed as follows:

Ayes: P. Machuga, R. Levy, M. Robkin

Noes: J. Lantz

Abstain: E. Wolf

8. Approval of April 9, 2024 minutes

R. Levy moved to approve the April 9, 2024 minutes. M. Robkin seconded. The motion passed as follows:

Ayes: R. Levy, E. Wolf, M. Robkin

Noes: J. Lantz

Abstain: P. Machuga

9. Approval of June 3, 2024 minutes

R. Levy moved to approve the June 3, 2024 minutes. M. Robkin seconded. The motion passed as follows:

Ayes: R. Levy, E. Wolf, M. Robkin

Noes: J. Lantz

Abstain: P. Machuga

10. Approval of June 24, 2024 minutes

R. Levy moved to approve the June 24, 2024 minutes. M. Robkin seconded. The motion passed as follows:

Ayes: R. Levy, P. Machuga, M. Robkin

Noes: J. Lantz

Abstain: E. Wolf

11. Approval of July 10, 2024 minutes

P. Machuga moved to approve the July 10, 2024 minutes. M. Robkin seconded. The motion passed as follows:

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

Noes:

Abstain: R. Levy, E. Wolf



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12. Approval of July 12, 2024 minutes

R. Levy moved to approve the July 12, 2024 minutes. M. Robkin seconded. The motion passed as follows:

Ayes: R. Levy, P. Machuga M. Robkin

Noes:

Abstain: J. Lantz, E. Wolf

13. Approval of July 22, 2024 minutes

R. Levy moved to approve the July 22, 2024 minutes. M. Robkin seconded. The motion passed as follows:

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

Noes:

Abstain: E. Wolf

14. Approval of August 12, 2024 minutes

R. Levy moved to approve the August 12, 2024 minutes. M. Robkin seconded. The motion passed as follows:

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

Noes:

Abstain: J. Lantz

15. Table Approval of FY2023-24 Audit

P. Machuga moved to table the approval of the FY2023-24 Audit. J. Lantz seconded. The motion failed as follows:

Ayes: J. Lantz, P. Machuga

Noes: R. Levy, M. Robkin, E. Wolf

Abstain:

16. Approval of FY2023-24 Audit

E. Wolf moved to approve the FY2023-24 audit. R. Levy seconded. The motion passed as follows:

Ayes: R. Levy, E. Wolf, M. Robkin

Noes: J. Lantz, P. Machuga

Abstain:



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17. Approval of amended language to Legal Resources Policy

P. Machuga moved to approve the amended language to the legal resources policy. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain:

18. Approval of Resolution 24-05

P. Machuga moved to approve Resolution 24-05. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain:

19. Next meeting

The next regular meeting will be on Monday, December 23, 2024 at 7:00 PM

20. Adjournment

The meeting was adjourned at 8:07 PM.



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MINUTES OF BELL CANYON CSD SPECIAL MEETING ON December 6, 2024

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 Friday, December 6, 2024, 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 7:17 PM. Directors present were Julie de St Jean, Norton Alderson, Shelby Linka, Judy Lantz and Peter Machuga. Pam Lee, General Counsel was absent and Walter Kelly, General Manager was present.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.**
- 4. M. Robkin reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Public comment on Agenda items:**
 - **No public comments**
- 6. Table agenda items until the first Regular Meeting of the New Board of Directors on December 23, 2024.**

J. de St Jean moved to table the items until the regular meeting on December 23, 2024. N. Alderson seconded. The motion failed as follows:
Ayes: N. Alderson, J. de St Jean
Noes: J. Lantz, S. Linka, P. Machuga
Abstain:



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7. Motion to elect Judy Lantz interim-President until the formal elections of December 23, 2024.

P. Machuga moved to nominate Judy Lantz for interim-President. S. Linka seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, S. Linka, N. Alderson, P. Machuga

Noes:

Abstain:

8. Table Board Comp, By-Laws, Kai Luoma, Setting Standards

P. Machuga moved to table board comp, by-laws, Kai Luoma, Setting Standards. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

9. Remove all former board members from banks, IP, SUV

J. Lantz moved to remove all former board members from bank access, office access, IP access, and the SUV. S. Linka seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

10. Proposal to support the General Manager

P. Machuga moved to approve the proposal to support the General Manager. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

11. Board Evaluation on June 23, 2025

P. Machuga moved to approve the adopting of a Board Evaluation on June 23, 2025. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:



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12. Table the remainder of the Agenda

J. Lantz moved to table the remainder of the agenda. J. de St Jean seconded. The motion passed as follows:

Ayes: J. Lantz, J. de St Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

13. Next meeting

The next regular meeting will be on Monday, December 23, 2024 at 7:00 PM

14. Adjournment

The meeting was adjourned at 7:44 PM.

Proposed Goals for BCCSD 2025

After serving 12 years on the BCCSD Board of Directors, I feel that I can lead the board in resolving the issues and problems created in the past and move ahead to restore community trust. This is what I see as our immediate goals:

1. Limit Special Meetings to emergency or truly urgent issues that cannot legally be postponed until the next regular meeting.
2. Research the process required to sell the Triunfo property owned by the CSD to the Bell Canyon HOA.
3. Explore the possibility of acquiring additional powers and clarify existing powers:
 - a. Clear with LAFCo conditions under which we can organize and fund social events.
 - b. Find out why the BCCSD withdrew the application to fund CERT. Why under current power and in conjunction with mutual agreement with LAFD we did not reapply?
 - c. Apply for additional powers including ACCESS transportation and Library services. Information on these 2 projects available.
 - d. Talk to LAFCo about additional powers that Ventura Board of Supervisors might approve.
4. Work together to improve communication with residents
 - a. Prepare a monthly report summarizing BCCSD actions to be included as the **CSD Corner** in the HOA *Insider* Newsletter. Board must approve content.
 - b. Pursue acquiring "permission based" email list of residents from the HOA.
 - c. Review CSD website to assure that all content accurate and non-essential postings are removed. Confirm that entire board approve any future postings that are non-essential or not required by code. There is a motion from 2022 requiring such approval.
5. With Luis and Matt Perelman set up the already purchased Mardell audio system for Zoom meetings and test in mock meeting with remote attendees. Add Visual components.
6. Organize and digitize all pertinent BCCSD records.
7. Delegate the above projects to Peter and the highly qualified and motivated three newly elected directors.

Submitted 12-6-24 for inclusion in minutes of Special Meeting.

Judy Lantz



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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 Monday, December 23, 2024, 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, Julie De St Jean, Norton Alderson, Shelby Linka and Peter Machuga. Pam Lee, General Counsel, was absent. Walter Kelly, General Manager, was present.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.**
- 4. J. Lantz reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Election of Officers - President**

J. De St. Jean moved to nominate J. Lantz for President. P. Machuga seconded. The election results are as follows:
Ayes: J. Lantz, J. De St. Jean, P. Machuga, S. Linka, N. Alderson
Noes:
Abstain:
Absent:
- 6. Election of Officers – Vice President**

N. Alderson moved to nominate P. Machuga as Vice President. J. Lantz seconded. The election results are as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga
Noes:
Abstain:



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7. Board Compensation

P. Machuga moved to decline the \$100 compensation for Board Members per meeting. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

8. Updating By-Laws

P. Machuga moved to review By-Laws with J. De St. Jean and suggest suggestions to modernize. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

9. Board Meeting Agenda Item deadline

J. De St. Jean moved to set a deadline for submitting agenda items of 10AM on the Thursday before Board Meetings. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

10. Invite Kai Luoma to speak to the Community Services District

S. Linka moved to invite Kai Luoma of LAFCo to speak at either a Special Meeting or a Regular Meeting in January 2025. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:



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11. General Manager to interview new law firms for General Counsel role

S. Linka moved to have the General Manager interview new law firms for the General Counsel role and bring the Board recommendations. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

12. Approval of Resolution 24-07 for Prop 68 Funds for Park

J. Lantz moved to approve Resolution 24-07 for Prop 68 Funds, sending funds BCCSD cannot use to Oak Park. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, P. Machuga

Noes:

Abstain: N. Alderson, S. Linka

13. New Lease for 2B

S. Linka moved to have General Manager negotiate new lease for 2B. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, S. Linka, P. Machuga

Noes:

Abstain: N. Alderson

14. Office Digitization

S. Linka moved to get proposals for digitization of office files and plans. J. De St. Jean seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

15. CSD Office Access

J. Lantz moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:



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

16. Authorized Signers on Bank and Investment Accounts

J. De St. Jean moved to add the President and Vice President as authorized signers on all accounts. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

17. General Manager Office Access Policy

P. Machuga moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

18. Policy for Use of CSD Property

J. Lantz moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

19. Unauthorized BCVWFD Event on CSD Property

J. De St. Jean moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

20. Draft Extension to HOA based upon Conditional Use Permit.

N. Alderson moved to draft a letter giving the HOA an extension to vacate based upon Conditional Use Permit in process. S. Linka seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:



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

21. Closed Session

CONFERENCE WITH GENERAL MANAGER — HUMAN RESOURCES

Nothing to report.

22. Next meeting

The next regular meeting will be on Monday, February 17, 2024, at 7:00 PM

23. Adjournment

The meeting was adjourned at 9:22 PM.

Bell Canyon Community Services District
Balance Sheet
As of December 31, 2024

ash Basis

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	(67)
10820-1 · Wells Fargo Sweep #7543	529,506
10825 · US Bank #3834 WAS Union Bank	646,788
10851 · Wells Fargo #6605 Brokerage	552,060
10863 · California Class #0001	266,959
10862 · Petty Cash	1
Total Checking/Savings	1,995,247
Accounts Receivable	
13000-1 · Tax Revenue Receivable	(11,812)
Total Accounts Receivable	(11,812)
Total Current Assets	1,983,435
Other Assets	
16000 · Equipment	43,154
16005 · Land	21,406
16500 · Accumulated Depreciation	(31,906)
Total Other Assets	32,654
TOTAL ASSETS	2,016,089
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20002 · Accrued Expenses	25,392
2100 · Payroll Liabilities	3,687
Total Other Current Liabilities	29,079
Total Current Liabilities	29,079
Total Liabilities	29,079
Equity	
3000 · Opening Bal Equity	905,662
3901 · Retained Earnings	1,006,416
Net Income	74,933
Total Equity	1,987,010
TOTAL LIABILITIES & EQUITY	2,016,089

Bell Canyon Community Services District
Profit & Loss
July through December 2024

ash Basis

	Jul - Dec 24
Ordinary Income/Expense	
Income	
30100 · Property Tax Revenue	426,379
30200 · Interest Income	24,579
30300 · Income - Other	33
Total Income	450,992
Expense	
41003 · Phone Expense	163
40495 · Software Subscription	127
40003 · Outside Service/Consultants	3,129
40004 · Legal	25,770
40005-1 · Annual Certified Audit	7,925
40005 · Accounting	7,074
40006 · Insurance	9,180
40007 · Membership Dues/Subscriptions	4,774
40009 · Miscellaneous	53
40011 · County Admin. Fees	5
40012 · LAFCO Fee	481
40014 · Commerical Trash Removal	268,900
40016 · CSD Vehicle Expenses	312
40017 · Restroom Maintenance	2,371
40500 · Office Supplies	1,737
40501 · Internet	984
40505 · Printing	804
40507 · Bank Service Charges	2,737
40508 · Rent Expense	6,190
405091 · Clean Up Events	50
40510-1 · Meetings	44
40511 · Recreational Activities	2,397
41002 · Postage	7
42700 · Traffic Enforcement	2,134
44999 · GROSS WAGES	
45000 · Wages-General Manager	26,500
Total 44999 · GROSS WAGES	26,500
45005 · Payroll Tax Expense	2,213
Total Expense	376,059
Net Ordinary Income	74,933
Net Income	74,933

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

DECEMBER 31, 2024

CASH ON HAND @ NOVEMBER 30, 2024

Wells Fargo Checking #7543		522
Wells Fargo Sweep #7543		180,419
US Bank #3834 (was Union Bank)		646,788
Wells Fargo #6605 Brokerage		552,060
California Class #0001		265,914
US Bank CD #7003		-
PETTY CASH		1

TOTAL CASH ON HAND @ NOVEMBER 30, 2024**1,645,704****INCOME: DECEMBER 2024**

PROPERTY TAX REVENUE	424,269	
INTEREST EARNED	1,045	
INCOME - EVENTS		
INCOME - OTHER		

TOTAL INCOME - DECEMBER 2024**425,314****BILLS PAID: DECEMBER 2024**

INTERNET & WEB EXPENSE	55	
ADMINISTRATION	500	
OUTSIDE SERVICE/CONSULTANTS	400	
LEGAL ACCOUNTING	15,550	
ACCOUNTING	2,866	
MEMBERSHIP DUES / SUBSCRIPTIONS	154	
COMMERCIAL TRASH REMOVAL	44,837	
RESTROOM MAINTENANCE	405	
OFFICE SUPPLIES	654	
PHONE / INTERNET	417	
PRINTING	462	
BANK SERVICE CHARGE	494	
RENT EXPENSE	3,300	
EVENTS	44	
POSTAGE	7	
WAGES - GENERAL MANAGER	6,000	
PAYROLL EXPENSE	459	
PAYROLL LIABILITY	(1,839)	
WELLS FARGO MC - WALTER	1,005	

TOTAL BILLS PAID - DECEMBER 2024**75,771****TOTAL CASH ON HAND @ DECEMBER 31, 2024****1,995,247**

Prepared By: Zareh Nazarian

Approved:



BELL CANYON COMMUNITY SERVICES DISTRICT
30 HACKAMORE LANE, SUITE 2B
BELL CANYON, CALIFORNIA 91307

January 28, 2025

Dear Mr. Nasarenko,

We are the Board of Directors of the Bell Canyon Community Services District ("District"). The District was the victim of an alleged break-in or trespass to its District Office that occurred on November 6, 2023. As a result of the allegations, Mr. Josef Yossi Kviatkovsky was charged with one count of a misdemeanor violation under Penal Code Section 602(m) (VCDA Case No. 2024017447).

Based on our information and knowledge of the events that transpired on said date of November 6, 2023 at the District Office, we as the Board of Directors request that the District Attorney's office drop all charges against Mr. Kviatkovsky and dismiss with prejudice VCDA Case No. 2024017447.

Thank you for your consideration and attention to this matter.

Sincerely,

Board of Directors, Bell Canyon Community Services District

Judy Lantz, President

Peter Machuga, Vice President

Norton Alderson, Director

Julie De St. Jean, Director

Shelby R. Linka, Director

Office note – 11/27/2023 –

**Peter Machuga,
Vice President,
Bell Canyon Community Service District**

The CSD office did not have a private, secured office in room 2B at the BCCC facility. Anyone who had access to office 2A had access to office 2B and further the 2B office was shared with the HOA. The rent was about \$250 per month because of the arrangement.

Several discussions had taken place to take full possession of 2B and to secure 2B from 2A by installing a dead bolt. The action was delayed because of the need for HOA material to be stored and spread out on a ping pong table. CSD office, ½ of 2B, was never secured.

No Board discussion regarding the need to add office 2A to the CSD office space. Staff had not requested the Board for additional space beyond office 2B.

There was never any discussion of the timing of the full use of office 2B. It was a low priority item given the office had existed in this form for a few years and the HOA did not prioritize the removal of their material.

Certainly, the timing of the November 6th lease in line with the change in leadership of the HOA suggests a capricious, vindictive, and possible political action not conducive of public trust. Scheduling an emergency meeting on November 11th for a low priority item seems to add to the intrigue and create additional suspicions regarding questionable date of the transaction.

A request was made to remove the lease agreement from the emergency meeting agenda was made. More time was needed to understand circumstances. The item was not removed from the agenda.

Now here we are, trying desperately to demonstrate the harm was done by entry into a previously unsecured office. CSD and HOA attorneys opining at nauseum as if to see who can generate the most billable hours while the Board cheers them on.

We are a small district and stories like this give the impression that we are too small to responsibly manage our affairs with the best interest of the public in mind.

I move we immediately stop any further legal expense, allow the sheriff to investigate and permit the staff to show harm by the entry into what had been a previously unsecured CSD office area.

Further, I object to the use of public funds in this matter without line-item Board approval before any commitment is made.

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 #2B, 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 may include, but are not limited to:

- (a) Rubbish, recycling and green waste removal;
- (b) Organize, promote, conduct and advertise community recreation programs as deemed appropriate by the Board of Directors;
- (c) Emergency medical (advanced life support) services under the provisions of a contract with the City of Los Angeles Fire Department
- (d) Enhanced traffic patrol; under the provisions of a contract with the California Highway Patrol;
- (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:
- (f) Graffiti abatement

Article III. Territory

Section 1. The boundaries of the District is 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 serve as presiding officer at all Board meetings, represent the Board of Directors in any action taken by the Board, and perform such duties as the By-Laws may prescribe. Any other authorities or duties must be clearly defined and approved unanimously by board members.

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.

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 are elected.

2.2 Should the office of President or Vice President become vacant the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose and such election shall be for the unexpired term of office.

Section 3. Election of Officers. Election of all officers will take place at the regularly scheduled meeting or special meeting in December. Any incoming directors are to have been sworn in before the meeting

Article VI. Meetings of the Board of Directors

Section 1. Time and Place. Regular meetings of the Board shall be held the third Monday of each month beginning at 7:00 pm at the District Office or any other place designated by the Board. The President or a majority of the full Board may cancel the occurrence of any regular meeting.

Section 2. Agenda. In accordance with Section 54954.2 of the Government Code, a copy of each regular 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 shall be taken, or discussion take place on any item not appearing on the posted agenda, except in accordance

with Section 54954.2. All board members may request items to be included on the agenda. All items requested must be included on the agenda.

- Section 3. Quorum. A majority of the total Board members shall constitute a quorum for the transaction of business. A majority (3) of the Board members shall be required to approve, disapprove, or otherwise act on any proposal, except matters requiring action by the full Board as required by statute or by-laws. A tie vote shall constitute a denial. The Board shall act only by ordinance, resolution, or motion.
- Section 4. Meetings Open to Public. All meetings of the Board shall be open and public, and all people shall be permitted to attend any meeting, except Closed Sessions of the Board held in accordance with the law.
- Section 5. Public Participation. Public At the beginning of any Board of Directors meeting the public shall be afforded the right to comment on any and all issues not on the agenda within the subject matter jurisdiction of the Board. Such public comment on non-agendized issues shall be taken at the beginning of the meeting under a "General Public Comment" heading. Regarding matters not on the agenda, the Board may ask questions of persons who raise new matters during the General Public Comment period or otherwise, and the Presiding Officer should handle such matters. However, all Board questions must be limited to facts-only informational inquiries, and the Board may not discuss the merits, express any opinions, or ask questions that convey opinions or thought processes with respect to any non-agendized issue. The public shall also be afforded the right to comment on every item appearing on the agenda immediately prior to the Board's consideration of that item. Individual public comments on any matters shall be directed to the President and limited to 3 minutes unless extended by the President
- 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. The President, Vice President or a majority of the full Board can schedule a Special meeting or cancel one that has been scheduled.

Article VII. Compensation

- Section 1. The Board of Directors shall vote annually whether to accept 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)

Bell Canyon Community Services District

BY-LAWS

Page Four

- 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 to the board.
- 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.*

Article VIII. Records of Proceedings

- Section 1. The Secretary/ General Manager to the Board shall prepare for approval by the Board of Directors summary minutes, recording all resolutions, ordinances, actions, and determinations of the Board. The previous meeting minutes must be submitted for approval at the next regularly scheduled board meeting.
- 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/ General Manager to the Board shall be deemed sufficient.
- Section 3. Proceedings may be recorded at the discretion of the presiding officer.

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 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

Bell Canyon Community Services District

BY-LAWS

Page Five

Board of Directors. He/she shall serve at the pleasure of the Board and shall also serve as Secretary/Treasurer to the Board. The Board may elect to contract for these services.

Section 2. District Treasurer. The Board of Directors shall appoint a District Treasurer, who may serve as General Manager, also, 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 ensure that all business in the district complies with the governing statutes and laws. Such legal counsel may be obtained by the employment or contracting of a competent attorney..

Section 4. Annual Audit. The Board of Directors shall obtain professional accounting services to perform a financial audit annually.

Section 5. Section 5a. Payments of Obligations. The General Manager with the President or vice President shall have to authority to pay for recurring expense items within the budget. All expenses associated with recreational activities must be approved by the Board in "line item" detail for each event prior to the commitment of any funds. The General Manager shall have the authority to make purchases up to \$1500 to pay for expenses consistent with the direction of the Board. Budgeted purchases up to \$7500 may be authorized with the additional approval of the President or Vice President. Any item over \$7500 will require the approval of the Board. A District credit card may be used to facilitate purchases per the district's credit card policy.

Section 6. The General Manager/Treasurer shall report line-item financial transactions verses budget at each regularly scheduled Board meeting per Government Code Section 61053(f)

Section 7. Contracts including purchase or sale of property must be approved by the 2/3 majority of the Board.

Article XI. Committees

Section 1. Establishment of Committees. The President of the Board of Directors may appoint, with the advice and consent of the Board, standing or temporary committees including resident advisory committees. committees

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

Bell Canyon Community Services District

BY-LAWS

Page Six

the Board members. Amendments must be approved by resolution of 2/3 of the full Board.

Article XIII. Indemnification

Section 1. Indemnification shall be fully provided to the officers and directors of the Bell Canyon Community Services District as prescribed 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.

Final form of Board By-Laws approved and adopted by Board of Directors on January 27, 2025

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~~district shall be located at 30 Hackamore Lane, Suite #16, Bell Canyon, CA 91307.

Article II. Purposes

Section 1. The ~~District~~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~~district's functions may include, but are not limited to:

- (a) ~~Rubbish, recycling and green waste removal; Residential rubbish collection, removal and disposal for all residents of the District;~~
- (b) ~~Organize, promote, conduct and advertise community recreation programs Parks and recreation activities for the District as may be deemed appropriate by the Board of Directors; as deemed appropriate by the Board of Directors;~~
- (c) ~~Emergency medical (advanced life support) services under the provisions of a contract with the City of Los Angeles Fire Department Paramedic services;~~
- (d) ~~Enhanced traffic patrol; under the provisions of a contract with the California Highway Patrol; services;~~
- (e) Those functions and powers set forth in the 1983-1984 formation proceedings for the ~~District~~district, and in Government Code 61000, et seq. and as authorized by the Local Formation Commission for the County of ~~Ventura~~Ventura.;

~~(e)~~(f) Graffiti abatement

Article III. Territory

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

Bell Canyon Community Services District

BY-LAWS

Page Two

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~~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~~President who who shall serve as presiding officer at all Board meetings~~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. Any other authorities or duties must be clearly defined and approved unanimously by board members.

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.

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 ~~are~~have been elected.

2.2 Should the office of President or Vice President become vacant the Board shall elect a successor at the next regular meeting or at a special meeting called for that purpose and such election shall be for the unexpired term of office.~~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~~regularly~~ scheduled meeting or special meeting in December~~;~~-Any incoming directors are to have been sworn in before the meeting~~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 ~~third~~fourth Monday of each month beginning at 7:00 pm at the District Office or any

Bell Canyon Community Services District

BY-LAWS

Page Three

other place designated by the Board. ~~The Either the President -or a majority of the full Board may cancel the occurrence of any regular meeting.~~

Section 2. Agenda. In accordance with Section 54954.2 of the Government Code, a copy of each regular 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 shall be taken, or discussion take place shall be taken on any item not appearing on the posted agenda, except in accordance with Section 54954.2. ~~All board members may request items to be included on the agenda. -All items requested must be included on the agenda.~~

Commented [LMY1]: This was on the original, but proofreading after the conversion should this be 54954.2 like above?

Commented [G2]: Yes!

Section 3. Quorum. A majority of the total Board members shall constitute a quorum for the transaction of business. A majority (3) of the Board members present shall be required to approve, ~~disapprovedisapprove~~, or otherwise act on any proposal, except matters requiring action by a majority of the full Board as required by statute or by-laws. A tie vote shall constitute a denial. The Board shall act only by ordinance, ~~resolutionresolution~~, 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.~~

Section 4. Meetings Open to ~~PublicPublic~~. ~~All~~All meetings of the Board shall be open and public, and all ~~personspeople~~ shall be permitted to attend any meeting, except Closed Sessions of the Board held in accordance with the law.

Section 5. Public Participation. Public ~~At the beginning of any Board of Directors meeting the public shall be afforded the right to comment on any and all issues not on the agenda within the subject matter jurisdiction of the Board. Such public comment on non-agendized issues shall be taken at the beginning of the meeting under a "General Public Comment" heading. With regard to~~Regarding matters not on the agenda, the Board may ask questions of persons who raise new matters during the General Public Comment period or otherwise, and the Presiding Officer should handle such matters. However, all Board questions must be limited to facts-only informational inquiries, and the Board may not discuss the merits, express any opinions, or ask questions that convey opinions or thought processes with respect to any non-agendized issue. The public shall also be afforded the right to comment on every item appearing on the agenda immediately prior to the Board's consideration of that item. ~~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 heard either near the~~

Bell Canyon Community Services District

BY-LAWS

Page Four

~~beginning of the meeting preceding item discussion by the Board, and general open forum if a Regular meeting, or held until the appropriate item is called, at the discretion of the President, as per Government Code Section 54954.3. Public comments on individual agenda items should not exceed 30 minutes and the President shall encourage speakers to refrain from cumulative comments. At a regular meeting, comments on non-agenda items within the scope of authority of the District should also be completed within the same 30-minute period following public comments on agenda-ed items. 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 three minutes unless extended at the President's discretion. Individual public comments on any matters shall be directed to the President and limited to 3 minutes unless extended by the President~~

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. ~~The President, Vice or President or a majority of the full Board can schedule a Special meeting or cancel one that has been scheduled.~~

Article VII. Compensation

Section 1. The Board of Directors shall vote annually ~~whether or not whether~~ to accept ~~the compensation~~ 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.

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 to the board.

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.*

Article VIII. Records of Proceedings

Section 1. The Secretary/General Manager to the Board shall prepare for approval by the Board of Directors summary minutes, recording all resolutions, ordinances, actions ~~actions~~, and determinations of the Board. The previous

Bell Canyon Community Services District

BY-LAWS

Page Five

meeting minutes must be submitted for approval at the next regularly scheduled board meeting.

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/General Manager to the Board shall be deemed sufficient.

~~Section 2.~~Section 3. Proceedings may be ~~taped or video~~ recorded at the discretion of the presiding officer.

Article IX. Hearings

Section 1. Order of Presentation of Evidence and Testimony. First, staff or committees of the ~~District~~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~~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/Treasurer to the Board. The Board may elect to contract for ~~these~~these services.

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Section 2. District Treasurer. The Board of Directors shall appoint a District ~~Treasurer~~Treasurer, who may serve as General Manager, also, 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~~ensure that all business ~~of~~in the ~~District~~district ~~complies is conducted in conformity~~ with the governing statutes and laws of the State. Such legal

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counsel may be obtained by the employment or contracting 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 a financial an audit of the books of account on an annually, basis and to insure that all business of the District is conducted in conformity with the law.

~~Section 5. Section 5a. Payments of Obligations. The General Manager with the President or vice President shall have to authority to pay for recurring expense items within the budget. All expenses associated with recreational activities must be approved by the Board in "line item" detail for each event prior to the commitment of any funds. The General Manager shall have the authority to make purchases up to \$1500 to pay for expenses consistent with the direction of the Board. Budgeted Ppurchases up to \$7500 may be authorized with the additional approval of the President or Vice President. Any item over \$7500 will require the approval of the Board. A District credit card may be used to facilitate purchases per the district's credit card policy.~~

~~Section 6. The General Manager/—Treasurer shall report line-item financial transactions verses budget at each regularly scheduled Board meeting per Government Code Section 61053(f)~~

~~Section 5. Section 7 Contracts including purchase or sale of property. All contracts must be approved by the 2/3 majority of the Board. 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. Either the Treasurer, General Manager, President or Vice President shall review all requests for payment and may approve within their authority. The District shall maintain a purchasing policy and a reimbursement policy, both complying with Government Code Sections 61053(3) and 61053(4), approved by the Board, that governs this activity and establishes levels of authority authorized to each of the above. Payments in excess of the authorized authority must be approved by the next level of authority or by the Board prior to payment. All approved payment requests shall have a check prepared and signed per the Purchasing Policy. All recurring and extraordinary warrants shall be signed by any two of the following four persons: President, Vice President, Treasurer, or General Manager. A procedure reporting on the use of credit cards and review/approval of credit card purchases must also be maintained. Limits on the use of a credit card are also governed by authorized authorities in the Purchasing policy. The Treasurer shall report financial activities per policies and Government Code Section 61053(f).~~

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Article XI. Committees

Section 1. ~~Section 1-~~ Establishment of Committees. The President of the Board of Directors may appoint, with the advice and consent of the ~~such~~ standing Board, standing or temporary committees including resident advisory committees as he/she deems appropriate and shall appoint, with the advice and consent of the Board, th ~~committees 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~~ days written notice to the Board members ~~of any proposed changes~~. Amendments ~~must shall~~ be approved by resolution of 2/3 of the full Board.

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~~ fully provided to the officers and directors of the Bell Canyon Community Services District as prescribed ~~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.

Final form of Board By-Laws approved and adopted by Board of Directors on ~~April 22, 2013~~

B+A1:O33ELL CANYON TRAFFIC ENFORCEMENT STAT SHEET

Month	October							Year	2024			Total
	17	21										
Moving Violation												
22350 VC - speed	VERBAL	1										1
	CITE											0
22107 VC - unsafe turning movement	VERBAL											0
	CITE											0
21650 VC - failure to drive on right half of roadway	VERBAL											0
	CITE											0
22454 VC - school bus, red light/stop sign	VERBAL											0
	CITE											0
21461 VC - failure to obey regulatory sign	VERBAL											0
	CITE	1										1
12500 VC / 14601 VC - unlicensed or suspended	VERBAL											0
	CITE											0
22450 VC - stop sign	VERBAL	1	4									5
	CITE				t							0
27315 VC / 27360 VC- seatbelt/ child restraints	VERBAL											0
	CITE											0
21651 VC - driving across a divided section of highway	VERBAL											0
	CITE											0
23123 VC - cellphone violation	VERBAL											0
	CITE											0
OTHER - Moving Violation	VERBAL											0
	CITE											0
26708 VC - tinted film	VERBAL											0
	CITE											0
12951 VC - driver license not in possession	VERBAL											0
	CITE											0
5200 VC - missing one or more plates	VERBAL											0
	CITE											0
4000 VC - none/expired registration	VERBAL											0
	CITE											0
5204 VC - license plate improperly displayed	VERBAL											0
	CITE											0
27151 VC - modified exhaust	VERBAL											0
	CITE											0
16028 VC - no proof of insurance	VERBAL											0
	CITE											0
14600 VC - change of address with DMV	VERBAL											0
	CITE											0
Any Lighting Violations	VERBAL											0
	CITE											0
OTHER - Mechanical Violation	VERBAL											0
	CITE											0
IMPOUNDS												0
DUI ARRESTS												0
OTHER ARRESTS												0

CITES	1
VERBALS	6