



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



REGULAR MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME:

September 23, 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: Regular Meeting
Time: Sep 23, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/98349224139?pwd=F4NKbaI2GheAa5aivMbalc4VPwRnRn.1>

Meeting ID: 983 4922 4139
Passcode: 188041

One tap mobile
+16699009128,,98349224139#,,,,*188041# US (San Jose)
+16694449171,,98349224139#,,,,*188041# US

Dial by your location
• +1 669 900 9128 US (San Jose)
• +1 669 444 9171 US

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 7:00 PM on Monday, September 23, 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. Teleconferencing Notice.** Peter Machuga will be participating in the regular BCCSD board meeting scheduled for September 23, 2024 at 7pm PST via teleconference, per the Brown Act section 54953, from 2323 Edinboro Road, GH34, Erie, Pennsylvania 16509.
- 5. Public comments on Agenda Items.**
 - SUV log
 - CC log
 - Meeting minutes
 - August Financial report
 - FY 24/25 budget modifications
 - GM Working Limit Modifications
 - Past legal expenses
 - CHP update
 - Recreation activities
 - LAFCO update
 - Harassment of District Employees
 - Director updates (optional)
 - Closed Session
- 6. 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].
- 7. 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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8. BUSINESS ITEMS

8A. SUV Log. Receive and file. See agenda packet. ①

8B. Credit card log. Receive and file. See agenda packet. ②

8C. Approval of Minutes. 8/26/24. ④

8D. August Financial Report. Receive and file. See agenda packet. ⑧

8E. FY 24/25 budget Modifications. Discussions and motions as needed. See agenda packet. ⑬

8F. GM working limit modifications. Discussion and motion as needed.

8G. Past legal expenses and categorizations. Report by President. Discussion and motion as needed. Review categorized invoices for CSD attorney expense for fiscal year 2023-2024. Discussion and action to implement a policy that would require GM to be made aware in advance of any board members need to contact the CSD attorneys, except in personnel matters, and further require the GM to approve all legal expenses prior to payment. Note: GM does not have authority to expend or commit legal funds more than the budgeted amount.

8H. CHP update. Discussion and motion as needed.

8I. Recreation activities. Discussion and motion as needed.

Movie Night: Location, amenities and staffing

Food Truck Rally: Location, selection, organization, amenities

8J. LAFCO update

8K. Harassment of District employees. Report by President. Discussion and motion as needed.

8L. Director updates. Optional updates from individual directors.

8M. Review data security. Discussion and motion as needed. Review wireless connections and passwords for all modems or devices in CSD office, including the ceiling mounted camera. Discussion and action regarding security for CSD computer.

9. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code Section 54956.9(d)(1))

Name of Case: Bell Canyon Community Services District v. Bell Canyon Community Center, Inc. (VCSC No. 024CUBC025001)

10. NEXT MEETING

The next Regular meeting is on Monday, October 28, 2024, at 7 PM.

11. ADJOURMENT



VEHICLE LOG BOOK



Name: _____

Employee No: _____

Log for the month of _____

Vehicle Type: _____

Vehicle Registration: _____

Date the journey Began	Ended	Odometer Reading Start	Finish	Travelled	Purpose of the Journey	Date of Entry	Name of the Driver	Name of person making entry	Signature of person making entry
7/21/24		77235			TRASH PICKUP				
7/21/24		77255			TRASH PICKUP				
8/7/24		TIRE MONITORING							
8/21		11	11						
8/28		11	11						
9/5		77351							
9/11		77373							
9/18		77394							

AUTHORISED BY: _____

Name: _____

Signature: _____

Date: _____

Credit Card Log for Week of 8/4/24
 Credit Card Number 9409

Issued to G.McHugh

Transaction	Date	Item charged	Quantity	Amount*	Appr'd*	Vendor name	Purpose/Use	Received by	Receipt given to	Consum-able?	Who made purchase	CLASS**
	8/7/24	Zoom account	1	159.9	<input checked="" type="checkbox"/>	Zoom	Facilitate board meetings	G. McHugh	G. McHugh	N	G.McHugh	G-ALL
	8/8/24	WiFi Router	1	175.19	<input checked="" type="checkbox"/>	Best Buy	TCP/IP Internet Access	G. McHugh	G. McHugh	N	G.McHugh	G-ALL

Log must be maintained at the time of the charge and submitted to the Board at the next board meeting for review

*Pre-approval by the General Manager or Board officer of any expense over \$500.00 for any item

Credit card log must be submitted to accounting weekly before any subsequent charges can be authorized

**To be completed by administration



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MINUTES OF BELL CANYON CSD REGULAR MEETING ON August 26, 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 7:00 PM on August 26, 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 7:05 PM. Directors present were Judy Lantz, Richard Levy, Michael Robkin (President) and Peter Machuga. Also present were Walter Kelly, General Manager, and Pam Lee, District Counsel attended via Zoom. Eric Wolf was 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.

- Comments on necessity of SUV, upkeep of SUV and proper mileage being recorded
- 3/25/24 minutes
 - Comments that CSD lease of 2A is disputed and should be settled with HOA.
- Olga Damascus commented that CSD should not have movie night or a food truck rally without a Rec Coordinator. Believes the 2023 budget is inadequate, CHP contract is invalid and would like the status of legal bills to be posted online.
- Comments on categorization of legal bills, transparency of legal bills and approval process of legal bills.
- Comments regarding CHP authority to police Bell Canyon roads.



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6. Public Comments in Open Forum.

- Comments on appropriation of funds from 2015-2023

7. Motion to Suspend use of SUV

P. Machuga moved to suspend use of the SUV until mileage is properly documented in the log and is legible. J. Lantz seconded. The motion failed as follows:

Ayes: J. Lantz, P. Machuga

Noes: M. Robkin, R. Levy

Abstain:

Absent: E. Wolf

8. SUV log – file and receive

M. Robkin moved to file and receive SUV log. R. Levy seconded. The motion failed as follows:

Ayes: P. Machuga, J. Lantz

Noes: R. Levy, M. Robkin

Abstain:

Absent: E. Wolf

9. Credit Card log – file and receive

M. Robkin moved that the credit card log be filed and received. R. Levy seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: E. Wolf

**10. Approval of Minutes. 3/25/24, 4/9/24, 6/3/24, 6/24/24
7/10/24, 7/12/24, 7/22/24, 8/12/24**

M. Robkin moved to accept all minutes with the exception of 6/24/24 that will remove any opinion or editorial content. R. Levy seconded. The motion passed as follows:



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

11. Continuing budget resolution.

M. Robkin moved to pass continuing budget resolution. Seconded by R. Levy. Discussion that BCCSD has been operating in current FY without a new budget, however, BCCSD has been attempting, in good faith, to pass a budget. Paying BCCSD bills is not in violation of not having a current budget.

Motion failed as follows:

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

12. Schedule Special Meeting for FY2024-25 Budget.

M. Robkin moved to schedule a budget hearing on September 16, 2024 and post public notice.

Discussion regarding size of legal budget and legal requirement to be compliant with state laws.

Motion passed as follows:

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

13. Discussion – GM acting as Park & Recreation Coordinator

District Counsel states that CSD may hold events as long as under authority and control of GM or Park & Recreation coordinator. BCCSD may hold events on HOA property as long as it is an arms-length transaction (pay rent).



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14. Director updates.

P. Machuga commented that any board member may ask GM to put any item on board meeting agenda. Additionally, P. Machuga would like all legal bills to be sent directly to GM.

15. Closed Session

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Govt. § 54956.9(d)(1))

Name of Case: Bell Canyon Community Services District v. Bell Canyon Community Center, Inc. (VCSC No. 024CUBC025001)

Closed Session started at 9:34 PM

No reportable Action.

16. Next Meeting

The next special meeting is Monday, September 16, 2024, at 7:00 PM

17. Adjournment

The meeting was adjourned at 10:23 PM

Bell Canyon Community Services District
Profit & Loss
August 2024



	<u>Aug 24</u>
Ordinary Income/Expense	
Income	
30200 · Interest Income	3,204.67
Total Income	<u>3,204.67</u>
Expense	
40003 · Outside Service/Consultants	450.00
40005 · Accounting	825.00
40006 · Insurance	485.00
40007 · Membership Dues/Subscriptions	489.90
40009 · Miscellaneous	39.00
40014 · Commerical Trash Removal	44,778.04
40017 · Restroom Maintenance	385.07
40500 · Office Supplies	210.66
40507 · Bank Service Charges	440.00
40508 · Rent Expense	550.00
41000 · Publicity	237.98
42700 · Traffic Enforcement	949.37
44999 · GROSS WAGES	
45000 · Wages-General Manager	4,620.00
Total 44999 · GROSS WAGES	<u>4,620.00</u>
45005 · Payroll Tax Expense	353.43
Total Expense	<u>54,813.45</u>
Net Ordinary Income	<u>-51,608.78</u>
Net Income	<u><u>-51,608.78</u></u>



3:22 PM
 09/19/24
 Accrual Basis

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

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	-50,986.59
10820-1 · Wells Fargo Sweep #7543	414,659.82
10825 · US Bank #3834 WAS Union Bank	647,272.94
10851 · Wells Fargo #6605 Brokerage	540,270.62
10863 · California Class #0001	262,616.81
10862 · Petty Cash	0.56
Total Checking/Savings	<u>1,813,834.16</u>
Total Current Assets	1,813,834.16
Other Assets	
16000 · Equipment	44,781.10
16005 · Land	21,406.42
16500 · Accumulated Depreciation	-25,617.33
18400 · Prepaid Insurance	8,695.45
Total Other Assets	<u>49,265.64</u>
TOTAL ASSETS	<u>1,863,099.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Wells Fargo VISA-McHugh#3694/409	894.56
Total Credit Cards	894.56
Other Current Liabilities	
2100 · Payroll Liabilities	1,010.00
Total Other Current Liabilities	<u>1,010.00</u>
Total Current Liabilities	<u>1,904.56</u>
Total Liabilities	1,904.56
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,051,535.50
Net Income	-96,002.02
Total Equity	<u>1,861,195.24</u>
TOTAL LIABILITIES & EQUITY	<u>1,863,099.80</u>

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Bell Canyon Community Services District Profit & Loss Budget Performance

August 2024

Accrual Basis

	Aug 24	Budget	Jul - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	0.00	0.00	0.00	0.00	740,356.00
30200 · Interest Income	3,204.67	3,333.33	6,598.30	6,666.66	40,000.00
30300 · Income - Other	0.00	0.00	0.00	0.00	0.00
30509 · Income - Events	0.00	0.00	0.00	0.00	0.00
Total Income	3,204.67	3,333.33	6,598.30	6,666.66	780,356.00
Expense					
40018 · Latent Power Application	0.00	2,083.33	0.00	4,166.66	25,000.00
40019 · Graffiti Abatement Services	0.00	83.33	0.00	166.66	1,000.00
40020 · Security Services	0.00	200.00	0.00	400.00	2,400.00
40001 · Contract Services	0.00	0.00	0.00	0.00	0.00
40002 · Cost of Elections	0.00	0.00	0.00	0.00	3,000.00
40003 · Outside Service/Consultants	450.00	500.00	450.00	1,000.00	6,000.00
40004 · Legal	0.00	14,583.33	0.00	29,166.66	175,000.00
40005-1 · Annual Certified Audit	0.00	0.00	0.00	0.00	18,470.00
40005 · Accounting	825.00	1,083.33	825.00	2,166.66	13,000.00
40006 · Insurance	9,180.45	0.00	9,180.45	8,000.00	8,000.00
40007 · Membership Dues/Subscriptions	489.90	363.75	669.90	727.50	4,365.00
40009 · Miscellaneous	39.00	41.67	39.00	83.34	500.00
40011 · County Admin. Fees	0.00	791.67	0.00	1,583.34	9,500.00
40012 · LAFCO Fee	0.00	0.00	481.00	450.00	450.00
40014 · Commerical Trash Removal	44,778.04	44,805.75	89,611.87	89,611.50	537,669.00
40016 · CSD Vehicle Expenses	0.00	182.50	113.91	365.00	2,190.00
40017 · Restroom Maintenance	385.07	400.00	770.14	800.00	4,800.00
40500 · Office Supplies	210.66	141.67	344.14	283.34	1,700.00
40501 · Phone/Internet	0.00	50.00	0.00	100.00	600.00
40505 · Printing	0.00	250.00	0.00	500.00	3,000.00
40507 · Bank Service Charges	440.00	441.67	922.42	883.34	5,300.00
40508 · Rent Expense	550.00	550.00	1,240.00	1,100.00	6,600.00
405091 · Clean Up Events	0.00	0.00	0.00	0.00	4,000.00
40510-1 · Meetings	0.00	41.67	0.00	83.34	500.00
40511 · Recreational Activities	0.00	625.00	0.00	1,250.00	7,500.00
41000 · Publicity	237.98		725.14		0.00
41002 · Postage	0.00	166.67	0.00	333.34	2,000.00
42700 · Traffic Enforcement	949.37	5,333.33	949.37	10,666.66	64,000.00
44999 · GROSS WAGES					
45000 · Wages-General Manager	4,620.00	3,900.00	4,620.00	7,800.00	46,800.00
45001 · Wages-Management Analyst	0.00	0.00	0.00	0.00	0.00
45002 · Rec Coordinator	0.00	1,300.00	0.00	2,600.00	15,600.00
Total 44999 · GROSS WAGES	4,620.00	5,200.00	4,620.00	10,400.00	62,400.00
45005 · Payroll Tax Expense	353.43	520.00	353.43	1,040.00	6,240.00
Total Expense	63,508.90	78,438.67	111,295.77	165,327.34	975,184.00
Net Ordinary Income	-60,304.23	-75,105.34	-104,697.47	-158,660.68	-194,828.00
Net Income	-60,304.23	-75,105.34	-104,697.47	-158,660.68	-194,828.00

BELL CANYON COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT

AUGUST 31, 2024

CASH ON HAND @ JULY 31, 2024

Wells Fargo Checking #7543		- \$3,223
Wells Fargo Sweep #7543		\$424,888
US Bank #3834 (was Union Bank)		\$647,273
Wells Fargo #6605 Brokerage		\$540,269
California Class #0001		\$261,420
US Bank CD #7003		\$0

TOTAL CASH ON HAND @ JULY 31, 2024**\$1,870,627****INCOME: AUGUST 2024**

PROPERTY TAX REVENUE	0	
INTEREST EARNED	3,205	
INCOME - EVENTS		
INCOME - OTHER		

TOTAL INCOME - AUGUST 2024**\$3,205****BILLS PAID: AUGUST**

COUNTY ADMIN FEES	0	
ALESHIRE & WYNDER LLP	-3,712	
BARBARA HOLOWATY	-1,275	
BCCC	-550	
GREG MCHUGH - PAYROLL	-3,963	
SPECIAL DISTRICT RISK MGMT AUTHORITY	-8,696	
STREAMLINE	-180	
UNITED SITE SERVICE	-385	
VENTURA SPECIAL DISTRICT ASSOC	-150	
VENTURA COUNTY START	-238	
WASTE MANAGEMENT	-44,778	
WELLS FARGO #9409	-524	
WORLDS GREATEST PROMO STUFF	-949	
IRS - PAYROLL TAX DEPOSIT	-333	

ACCRUED PROP TAX REC 'D AUG FOR JUNE 2024

6,175

BANK CHARGES

-\$440

TOTAL BILLS PAID - AUGUST 2024**-\$59,998****TOTAL CASH ON HAND @ AUGUST 31, 2024****\$1,813,834**

Prepared By: Barbara Holowaty, Bookkeeper

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9/20/2024

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BELL CANYON COMMUNITY SERVICES DISTRICT									
TYPE	INSTITUTION	MATURITY	AMOUNT	CURRENT MARKET VALUE	INTEREST RATE				
Checking Account	Wells Fargo #7543	N/A	\$ (50,986.59)	\$ (50,986.59)	0.00				
Investment Sweep	Wells Fargo #7543	N/A	\$ 414,659.82	\$ 414,659.82	4.95				
Checking	US Bank #3834 -was Union Bank	N/A	\$ 647,272.94	\$ 647,272.94	0.00				
Investment	Wells Fargo #6605	11/30/2023	\$ 540,270.62	\$ 540,270.62	4.940				
Investment	California Class #0001		\$ 262,616.81	\$ 262,616.81	5.5				
Investment	US Bank CD #7003	April 6, 2024	\$ -	\$ -	3.30				
Petty Cash			\$ 0.56	\$ 0.56					
			\$ 1,813,834.16	\$ 1,813,834.16					

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**Bell Canyon Community Services District Approved
FY24-25 Budget
September 2024**

		FY 23-24 budget (\$)	Amended budget approved 9-16-24	
		FY 23-24 budget (\$)	Approved FY 24-25 Budget (\$)	
Ordinary Income/Expense				
Income				
30100	Property Tax Revenue	725,839	740,356	2% increase
30200	Interest Income	42,000	40,000	
30300	Income - Other	336	0	
30509	Income - Events	3,800	0	
Total Income		771,975	780,356	
Expense				
40018	Latent Power Application	0	25,000	
40019	Graffiti Abatement Services	0	1,000	
40020	Security Services	1,700	2,400	
40001	Contract Services	0	0	
40002	Cost of Elections	0	3,000	
40003	Outside Service/Consultants	5,840	6,000	
40004	Legal	175,000	25,000	
40005-1	Annual Certified Audit	18,470	18,470	
40005	Accounting	13,000	13,000	
40006	Insurance	8,000	8,000	
40007	Membership Dues/Subscriptions	4,365	4,365	
40009	Miscellaneous	500	500	
40011	County Admin. Fees	9,437	9,500	
40012	LAFCO Fee	450	450	
40014	Commerical Trash Removal	506,000	537,669	Home count went from 719 to 764
40016	CSD Vehicle Expenses	2,190	2,190	
40017	Restroom Maintenance	12,000	4,800	
40500	Office Supplies	1,700	1,700	
40501	Phone	0	600	New GM needs district cell phone
40505	Printing	3,000	3,000	
40507	Bank Service Charges	5,300	5,300	
40508	Rent Expense	6,012	6,600	
405091	Clean Up Events	4,000	4,000	
40510-1	Meetings	500	500	
40511	Recreational Activities	40,400	7,500	Movies only
41000	Publicity			
41002	Postage	2,000	2,000	
42200	Emergency Medical Services	0	0	
42700	Traffic Enforcement	27,000	64,000	
44999 - GROSS WAGES				
45000	Wages-General Manager	25,870	46,800	\$50/hr at 15-30 Hrs/wk for 52 weeks
45001	Wages-Management Analyst	0	0	
45002	Rec Coordinator	13,440	15,600	\$30/hr at 10 hours per week for 52 weeks
Total 44999 - GROSS WAGES		39,310	62,400	
45005	Payroll Tax Expense	3,706	6,240	
Total Expense		889,880	825,184	
Net Ordinary Income		-117,905	-44,828	
Net Income		-117,905	-44,828	