



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

**MINUTES OF BELL CANYON CSD SPECIAL MEETING ON August 12, 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 August 12, 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.

Present were R. Levy, P. Machuga, and M. Robkin. J. Lantz was absent. E. Wolf was present via Zoom per Gov't Code Section 54953(f) – personal emergency to obtain needed medication. R. Levy moved that E. Wolf's be allowed to be remotely present under the emergency condition. M. Robkin seconded the motion. The motion passed as follows:

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

Noes: P. Machuga

Abstain:

Absent: J. Lantz

Also present was Interim General Manager G. McHugh

**2. Pledge of Allegiance**

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

**4. Public comments on Agenda Items.** 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].

- No public comment received.



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**5. BUSINESS ITEMS**

5A. Approve resolution amending General Manager job description and salary range. Discussion and motions as needed. See agenda packet.

M. Robkin moved that Resolution 24-02 and the associated job description for General Manager be approved. R. Levy seconded.

P. Machuga commented that we need a policy governing performance reviews and salary administration. E. Wolf suggested that Walter Kelly be hired at step three in the salary range and then be assigned a task to develop such a policy.

The motion passed as follows:

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

Noes:

Abstain:

Absent: J. Lantz

M. Robkin moved that the General Manager develop a policy on performance reviews and salary administration by the regular September Board meeting.

P. Machuga seconded the motion. The motion passed as follows:

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

Noes:

Abstain: R. Levy

Absent: J. Lantz

5B. Board direction and comments on the CSD website, including the News Section of the Website. Discussion and motions as needed.

M. Robkin moved that old items of CSD news be moved off the front page (landing page) of the website. The Interim General Manager or General Manager is directed to move news items from the front page to the News section at their discretion. However, there is no discretion to delete any items. No items are to be deleted. The motion was seconded by R. Levy.

The motion passed as follows:

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

Noes:

Abstain: P. Machuga

Absent: J. Lantz



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**6. 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)

Closed session was started but District Counsel P. Lee did not join via Zoom so it was cancelled. Nothing to report.

**7. NEXT MEETING**

The next Regular meeting is on Monday, August 26, 2024, at 7 PM.

**8. ADJOURNMENT**

The meeting was adjourned at 7:31 PM.