



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

SPECIAL MEETING

OF THE BOARD OF DIRECTORS

DATE/TIME:

December 12, 2024 at 7:00 p.m.

LOCATION: Bell Canyon Community Center

ALSO VIA ZOOM for the Public:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Special Meeting

Time: Dec 12, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95716941263?pwd=aPkH2qKJfVCD8zOaV14uswDimJNaXb.1>

Meeting ID: 957 1694 1263

Passcode: 551719

One tap mobile

+16699009128,,95716941263#,,,,*551719# US (San Jose)

+16694449171,,95716941263#,,,,*551719# US

Dial by your location

• +1 669 444 9171 US

Meeting ID: 957 1694 1263

Passcode: 551719

AGENDA

In accordance with Government Code Section 54954, notice is hereby given that the Board of Directors of the Bell Canyon Community Services District will hold a special meeting at 7:00 PM on Thursday, December 12, 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 special BCCSD board meeting scheduled for December 12, 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.

- Authorized Signers
- General Manager Office Access Policy
- Unauthorized Use of CSD Property

6. Open Forum/Comments. In accordance with Government Code Section 54954.3, every agenda for a special meeting of the Board of Directors shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless that action is otherwise governed by Government Code Section 54954.2[b].

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.

8. BUSINESS ITEMS

8A. Authorized Signers. See agenda packet. Discussion and motion as needed.

8B. General Manager Office Access Policy. See agenda packet. Discussion and motion as needed.

8C. Unauthorized Use of CSD Property. Discussion and motion as needed.



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9. NEXT MEETING

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

10. ADJOURMENT

Bell Canyon Community Services District
Authorized Signers
Date: December 12, 2024

AUTHORIZED SIGNERS

Current Authorized Signers:

1. Peter Machuga, Board Member
2. Walter Kelly, General Manager and Treasurer

Bell Canyon Community Services District
General Manager Office Access Policy
Proposal Date: December 12, 2024
Approval Date:

GENERAL MANAGER OFFICE ACCESS POLICY

Purpose:

To explain District policy regarding who has access to the office of the General Manager.

Scope:

This Policy applies to all District personnel and elected officials.

Policy:

The General Manager is responsible and accountable for the office facilities and District files. The office must be secured to assure proper accountability. The Board requires the office to be organized, and all files updated, reviewed and digitized. This may require many hours of time and effort. Board members are willing and able to support.

The General Manager, Board and Staff are permitted to use the office to perform BCCSD work only. The General Manager may permit others to utilize the office when performing Board approved functions provided that the GM approve the day and time and a log be maintained including time entered, time left, and work performed.

Any other access as required by the lease, given proper notification to the General Manager.