



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

MINUTES OF BELL CANYON CSD SPECIAL MEETING ON January 31, 2023

In accordance with Government Code Section 54954, Notice is hereby given that the Board of Directors of the Bell Canyon Community Services District held a Special meeting at 6:00PM on Tuesday, January 31, 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: The meeting commenced at 6:06 PM with four Directors present (Judy Lantz, Peter Machuga (Vice President), Richard Levy, Michael Robkin (President)). Eric Wolf was absent. Also present were Pam Lee, BCCSD Counsel, Greg McHugh, Interim General Manager, and Barbara Holowaty, Bookkeeper.

2. Public Forum: In accordance with Government Code Section 54954.3, public comments were opened.

- Micki Davidovicz commented that she cannot see who is here, she cannot see who is voting, and that she will continue to write letters.

3. Business Items

• **Approval of prior meeting minutes**

- Minutes from the 1/23/23 Special Meeting were reviewed.
- Motion made by R. Levy that the minutes be approved. P. Machuga seconded.
Ayes: Machuga, Levy, Robkin
Noes:
Abstain: Lantz

• **Dual Directorship Policy**

- Legal Counsel reviewed the policy
- During discussion Eric Wolf joined the meeting
- P. Machuga moved to adopt the policy manual. E. Wolf seconded.
Ayes: Machuga, Levy, Robkin, Wolf
Noes:
Abstain:

• **Historical Documents Committee**

- Purpose is to apply the new records retention policy to CSD files and determine what must be retained and what can be discarded. B. Holowaty commented that she had a number of old documents. Also, that she wanted to be involved in the actual handling of files to make sure what is kept remains an intact file structure. It was suggested that the committee involve her.
- P. Machuga moved to appoint E. Wolf and J. Lantz to the committee. J. Lantz seconded.
Ayes: Lantz, Machuga
Noes: Levy, Robkin, Wolf
Abstain:
- E. Wolf moved to appoint R. Levy and E. Wolf to the committee. Richard seconded.
Ayes: Levy, Machuga, Robkin, Wolf
Noes: Lantz



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Abstain:

• **BCCSD Vehicle Log**

- P. Machuga presented a new form, a vehicle log, to track usage and mileage of the BCCSD vehicle (copy attached). The intent is that each usage of the vehicle be recorded when the vehicle is used. One item to be recorded is mileage. Barbara explained that there is a false tire pressure monitor warning that obscures the mileage (odometer) making it impossible to read. It was agreed that we need to get it fixed and in the mean time we will record estimated mileage.
- E. Wolf moved that use of the Vehicle Log be established. M. Robkin seconded.
Ayes: Lantz, Levy, Machuga, Robkin, Wolf
Noes:
Abstain:

• **Discussion of BCCSD website update**

- J. Lantz stated that she had been asking for required information since December and had received nothing. She also said she had BCCSD email addresses for everybody.
- M. Robkin asked about giving IT Admin privileges to G. McHugh. He stated that it is more appropriate for staff to manage the website than one of the directors and that G. McHugh has significant technical background. J. Lantz was asked if she had time to meet with G. McHugh on Friday. The response was no.
- During this discussion Judy left the meeting.
- M. Robkin moved that the General Manager (currently G. McHugh) and the Management Analyst (currently vacant position) be granted administrator access to the District's website and to liaise with the website service provider. The Management Analyst shall act at the direction of the General Manager, and the General Manager shall act at the direction of the Board of Directors. The administrator access shall include a 2-step verification process to ensure improved security and access to the District's website. No other person shall have administrator access to the District's website, and any current administrator access (including Board member J. Lantz) to the District's website shall be removed. This motion is effective immediately if passed.
- In discussion it was noted that the Management Analyst position was vacant. It was suggested that B. Holowaty serve as backup and there was general consensus on this.
Ayes: Levy, Robkin, Wolf
Noes:
Abstain: Machuga

4. Executive Session

Conference with Legal Counsel – Anticipated litigation (Gov. Code § 54956.9(d)(4): 1 matter)

- The matter was discussed with no reportable action taken.

5. Reports/Next Meeting



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The next Regular meeting is Monday, 2/27/2023. There will be a Special meeting on 2/13/2023.

6. The meeting was adjourned at 7:40 PM