



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

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SPECIAL MEETING
OF THE BOARD OF DIRECTORS
DATE/TIME: June 5, 2023 at 6:00 p.m.
LOCATION: Bell Canyon Community Center

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 6:00 PM on Monday, June 5, 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. Requests for agenda materials or meeting participation assistance can also be made by email to gregory.mchugh@bellcanyoncsd.ca.gov.

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 gregory.mchugh@bellcanyoncsd.ca.gov to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.



BELL CANYON COMMUNITY SERVICES DISTRICT
30 HACKAMORE LANE
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6:00 PM 1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Closed Session

Conference with Legal Counsel-Anticipated Litigation
Gov. Code 54956.9(d)(4): (2 matters))

7:00 PM 4. Report out from closed session

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].

- Discussion of Brown Act Section 54957.95 and Penal Code Section 403
- Discussion of trash rules and possible need for amending the ordinance
- Discussion of security and burglar alarm infrastructure on light poles
- Website update/new District email IDs
 - Converting to new email IDs/affidavit of conversion
- Financial report
 - June actuals
 - Amended 22-23 budget proposal including capital budget
 - Amended 23-24 preliminary budget proposal
 - SDRMA increase in liability insurance
- Credit card log
- Recreation Committee applicants
- Review and approval of prior meeting minutes from 3/27

6. BUSINESS ITEMS

6A. Discussion of Brown Act 54957.95 and Penal Code Section 403

See agenda packet. *Page 1*



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6B. Discussion of trash rules and need for amending the ordinance.

Currently the ordinance states that trash bins may be placed at the curb at 5 PM or later the evening prior to collection day and that they must be taken in by 7 PM on collection day. Some community members believe that allowing placement of bins after 12 Noon the day prior to collection day and requiring bins to be taken away from the curb by 9 PM on collection day is a more reasonable rule.

6C. Discussion of security and burglar alarm infrastructure on light poles

Contact Edison about mounting security and burglar alarm infrastructure on light poles.

6D. Website update: new District email IDs

Now that we have the government domain bellcanyoncsd.ca.gov we have established new email IDs for Directors, employees and contractors:

Judy Lantz	judy.lantz@bellcanyoncsd.ca.gov
Richard Levy	richard.levy@bellcanyoncsd.gov
Peter Machuga	peter.machuga@bellcanyoncsd.gov
Michael Robkin	michael.robkin@bellcanyoncsd.gov
Eric Wolf	eric.wolf@bellcanyon.ca.gov
Gregory McHugh	gregory.mchugh@bellcanyon.ca.gov
Samantha Becker	samantha.becker@bellcanyon.ca.gov
Barbara Holowaty	accounting@bellcanyon.ca.gov
Information	info@bellcanyon.ca.gov

All directors and employees will convert all District email messages from their personal email accounts to their new District email and submit an affidavit that they have done so. See agenda packet for a copy of the affidavit. *Page 4*

6E. Financial Report.

June actuals. See agenda packet. *P. 5*
 Recommended amended FY 22-23 budget. New recommended capital budget. Motions to approve. See agenda packet.
 Updated recommendation for FY 23-24 preliminary budget. See

pages 10-11



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agenda packet. SDRMA insurance rate increase from \$5500 to \$7500. Motion to approve increase in liability insurance from \$2M to \$5M.

6F. Credit card log

See agenda packet. *page 12*

6G. Recreation Advisory Committee Applicants *page 17*

Lisa Riccomini, Julie De St Jean, David Matian
Recommending both applicants be approved. See agenda packet.

6H. Prior Meeting Minutes.

Review and approve minutes of the March 27, 2023, regular meetings. See agenda packet. *page 24*

7. The next meeting

The next regular meeting on Monday, June 26, is cancelled.
The Regular meeting on Monday, July 24, is cancelled.
A Special meeting is scheduled for Monday, July 31.

8. Adjournment

(a) Every agenda for regular meetings 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 the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b)(1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

Penal Code

403. *Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.*

Brown Act

54957.95. (a) (1) In addition to authority exercised pursuant to Sections 54954.3 and 54957.9, the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting.

(2) Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).

(b) As used in this section:

(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.

(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

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**AFFIDAVIT REGARDING REVIEW OF
PERSONAL E-MAILS AND E-MAIL ACCOUNTS AND
TRANSFERRING DISTRICT-RELATED RECORDS TO THE DISTRICT E-MAIL**

I, _____, do hereby swear, certify, and affirm that:

1. In accordance with the Bell Canyon Community Services District ("District") direction to migrate all existing business-related records contained in or on personal e-mail accounts to my District assigned e-mail account, which was created to conduct official District-related business, I have reviewed my personal e-mail account(s) and made a thorough search for electronic communications and e-mail pertaining or relating to the conduct of the District's business.

2. Upon the conclusion of my search:

I have migrated or transferred, or caused to be migrated or transferred, **all** District-related electronic communications and e-mails from my personal e-mail account(s) to my District assigned e-mail account.

The following District-related electronic communications and e-mails from my personal e-mail account(s) have not been migrated or transferred (feel free to continue on another sheet):

3. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct. Executed this ____ day of _____, 20 __, in Bell Canyon, California.

Date: _____

Name: _____

GE

(4) (5)

Bell Canyon Community Services District

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10820 · Wells Fargo Checking #7543	457,035.35
10825 · Union Bank Checking #6383 NEW	1,048,023.70
10851 · Wells Fargo #6605 Brokerage	500,000.00
10862 · Petty Cash	0.56
Total Checking/Savings	2,005,059.61
Total Current Assets	2,005,059.61
Other Assets	
16000 · Equipment	29,935.14
16500 · Accumulated Depreciation	-21,917.33
Total Other Assets	8,017.81
TOTAL ASSETS	2,013,077.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Union Bank VISA-McHugh #9409	1,277.46
Union Bank VISA-Levy #9539/2833	-17.06
Total Credit Cards	1,260.40
Other Current Liabilities	
2100 · Payroll Liabilities	493.88
Total Other Current Liabilities	493.88
Total Current Liabilities	1,754.28
Total Liabilities	1,754.28
Equity	
3000 · Opening Bal Equity	905,661.76
3901 · Retained Earnings	1,044,457.55
Net Income	61,203.83
Total Equity	2,011,323.14
TOTAL LIABILITIES & EQUITY	2,013,077.42

Bell Canyon Community Services District
Profit & Loss
May 2023

6E

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	<u>May 23</u>
Ordinary Income/Expense	
Income	
30100 · PropertyTax Revenue	5,018.57
Total Income	<u>5,018.57</u>
Expense	
40000 · Administration	0.49
40002 · Cost of Elections	2,131.40
40004 · Legal	9,791.50
40005-1 · Annual Certified Audit	13,500.00
40009 · Miscellaneous	0.00
40011 · County Admin. Fees	109.81
40014 · Commerical Trash Removal	42,140.59
40017 · Restroom Maintenance	364.85
40500 · Office Supplies	292.27
40505 · Printing	766.35
40508 · Rent Expense	250.00
40511 · Recreational Activities	1,339.36
44999 · GROSS WAGES	
45000 · Wages-General Manager	180.00
Total 44999 · GROSS WAGES	<u>180.00</u>
45005 · Payroll Tax Expense	13.77
Total Expense	<u>70,880.39</u>
Net Ordinary Income	<u>-65,861.82</u>
Net Income	<u><u>-65,861.82</u></u>

Bell Canyon Community Services District PROFIT AND LOSS DETAIL May 2023

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Type	Date	Num	Name	Memo	Class	Amount
30100 · PropertyTax Revenue						
Deposit	05/03/2023	24846	County of Ventura-Prop Tx Rev	NO ADMIN FEE	GENL:G-ALL	1,460.24
Deposit	05/04/2023	25015	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	9.72
Deposit	05/09/2023	25435	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	1,430.51
Deposit	05/16/2023	26052	County of Ventura-Prop Tx Rev	Deposit	GENL:G-ALL	2,118.10
Total 30100 · PropertyTax Revenue						5,018.57
40000 · Administration						
Deposit	05/04/2023	25015	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-0.49
Total 40000 · Administration						-0.49
40002 · Cost of Elections						
Check	05/18/2023	2195	Elections Division	11/8/22 GUBERNATORIAL GEN'L ELECTION-DIRE...	GENL:G-ALL	-1,065.70
Check	05/18/2023	2196	Elections Division	11/8/22 GUBERNATORIAL GEN'L ELECTION-DIRE...	GENL:G-ALL	-1,065.70
Total 40002 · Cost of Elections						-2,131.40
40004 · Legal						
Check	05/03/2023	2191	ALESHIRE & WYNDER LLP	#75140 MAR GEN'L	GENL:G-LEG	-7,061.50
Check	05/03/2023	2191	ALESHIRE & WYNDER LLP	#75141 MAR PROJECTS-LAFCO	GENL:G-LEG	-955.50
Check	05/03/2023	2191	ALESHIRE & WYNDER LLP	#75142 MAR EMPLOYMENT/PERSONNEL	GENL:G-LEG	-1,774.50
Total 40004 · Legal						-9,791.50
40005-1 · Annual Certified Audit						
Check	05/18/2023	2194	Eadie and Payne, LLP	FYE 06/30/22 BALANCE	GENL:G-ALL	-13,500.00
Total 40005-1 · Annual Certified Audit						-13,500.00
40009 · Miscellaneous						
Check	05/30/2023	10000	Void	VOIDED CHECK GREG TOOK FOR THE COUNTY ...		
Total 40009 · Miscellaneous						0.00
40011 · County Admin. Fees						
Deposit	05/09/2023	25435	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-3.61
Deposit	05/16/2023	26052	County of Ventura-Prop Tx Rev	LESS: ADMIN FEES	GENL:G-ALL	-106.20
Total 40011 · County Admin. Fees						-109.81
40014 · Commerical Trash Removal						
Check	05/18/2023	2193	Waste Management	#2403544-0283-8	GRANDFATH...	-42,140.59
Total 40014 · Commerical Trash Removal						-42,140.59
40017 · Restroom Maintenance						
Check	05/18/2023	2199	United Site Services of CA, Inc.	5/16/23 #01692555-MULTI USE PARCEL	GENL:G-ALL	-364.85
Total 40017 · Restroom Maintenance						-364.85
40500 · Office Supplies						
Check	05/18/2023	2200	Void		GENL:G-ALL	
Deposit	05/18/2023	VV160	PIP PRINTING	REIMB OF DUP PAYMENT	GENL:G-ALL	85.19
Credit Card C...	05/19/2023		PROTON	CSD EMAILSERVICE	GENL:G-ALL	-377.46
Total 40500 · Office Supplies						-292.27
40505 · Printing						
Check	05/18/2023	2198	CALABASAS PRINTING	LETTERS, ENVELOPES, MAILING	GENL:G-ALL	-766.35
Total 40505 · Printing						-766.35
40508 · Rent Expense						
Check	05/18/2023	2192	Bell Canyon Community Center Inc.	JUNE	GENL:G-REA	-250.00
Total 40508 · Rent Expense						-250.00
40511 · Recreational Activities						
Credit Card C...	05/07/2023		EVENTS:SHREDDING	50% DOWN-SHREDDING SERVICE FOR CLEANUP...	GRANDFATH...	-900.00
Check	05/18/2023	2197	EVENTS:EGGSTRAVAGANZA	WINE FOR MIMOSAS	GRANDFATH...	-439.36
Total 40511 · Recreational Activities						-1,339.36
44999 · GROSS WAGES						
45000 · Wages-General Manager						
Paycheck	05/18/2023	2201	GREGORY. MCHUGH		GENL:G-EMP	-180.00
Total 45000 · Wages-General Manager						-180.00
Total 44999 · GROSS WAGES						-180.00
45005 · Payroll Tax Expense						
Paycheck	05/18/2023	2201	GREGORY. MCHUGH		GENL:G-EMP	0.00
Paycheck	05/18/2023	2201	GREGORY. MCHUGH		GENL:G-EMP	-11.16
Paycheck	05/18/2023	2201	GREGORY. MCHUGH		GENL:G-EMP	-2.61
Paycheck	05/18/2023	2201	GREGORY. MCHUGH		GENL:G-EMP	0.00
Total 45005 · Payroll Tax Expense						-13.77
TOTAL						-65,861.82

Bell Canyon Community Services District Profit & Loss Budget Performance

6B (8)

Accrual Basis

May 2023

	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
30100 · PropertyTax Revenue	5,018.57	5,000.00	705,141.07	662,500.00	663,000.00
30200 · Interest Income	0.00	125.00	5,094.88	1,375.00	1,500.00
30300 · Income - Other	0.00		82.50	3,000.00	3,000.00
30509 · Income - Events	0.00		3,100.57		
Total Income	5,018.57	5,125.00	713,419.02	666,875.00	667,500.00
Expense					
40018 · Latent Power Application	0.00	416.67	0.00	4,583.33	5,000.00
40019 · Graffiti Abatement Services	0.00	416.67	0.00	4,583.33	5,000.00
40020 · Security Services	0.00	416.67	0.00	4,583.33	5,000.00
40000 · Administration	0.49		0.49		
40002 · Cost of Elections	2,131.40	0.00	2,131.40	1,000.00	1,000.00
40003 · Outside Service/Consultants	0.00	400.00	5,985.75	4,600.00	5,000.00
40004 · Legal	9,791.50	3,750.00	65,216.39	41,250.00	45,000.00
40005-1 · Annual Certified Audit	13,500.00	12,000.00	15,530.00	12,000.00	12,000.00
40005 · Accounting	0.00	291.67	8,407.00	3,208.33	3,500.00
40006 · Insurance	0.00		6,032.36	7,000.00	7,000.00
40007 · Membership Dues	0.00	0.00	2,205.00	1,500.00	2,000.00
40009 · Miscellaneous	0.00		114.31		
40011 · County Admin. Fees	109.81	641.67	7,878.45	7,058.33	7,700.00
40012 · LAFCO Fee	0.00	0.00	0.00	0.00	350.00
40014 · Commerical Trash Removal	42,140.59	40,416.67	451,381.01	444,583.33	485,000.00
40016 · CSD Vehicle Expenses	0.00	183.33	2,138.98	2,016.67	2,200.00
40017 · Restroom Maintenance	364.85	708.33	6,271.48	7,791.67	8,500.00
40500 · Office Supplies	292.27	83.33	1,390.77	916.67	1,000.00
40501 · Phone	0.00	25.00	830.00	275.00	300.00
40505 · Printing	766.35		766.35		
40508 · Rent Expense	250.00	250.00	2,950.00	2,750.00	3,000.00
405091 · Clean Up Events	0.00		0.00	2,000.00	2,000.00
40510-1 · Meetings	0.00	100.00	336.31	1,100.00	1,200.00
40511 · Recreational Activities	1,339.36	0.00	36,747.98	85,000.00	85,000.00
41002 · Postage	0.00		59.75		
42200 · Emergency Medical Services	0.00	416.67	0.00	4,583.33	5,000.00
42700 · Traffic Enforcement	0.00	416.67	0.00	4,583.33	5,000.00
44999 · GROSS WAGES					
45000 · Wages-General Manager	180.00	2,166.67	30,112.50	23,833.33	26,000.00
45001 · Wages-Management Analyst	0.00	1,250.00	2,875.00	13,750.00	15,000.00
Total 44999 · GROSS WAGES	180.00	3,416.67	32,987.50	37,583.33	41,000.00
45005 · Payroll Tax Expense	13.77	341.67	2,853.91	3,758.33	4,100.00
Total Expense	70,880.39	64,691.69	652,215.19	688,308.31	741,850.00
Net Ordinary Income	-65,861.82	-59,566.69	61,203.83	-21,433.31	-74,350.00
Net Income	-65,861.82	-59,566.69	61,203.83	-21,433.31	-74,350.00

Bell Canyon Community Services District
MAY 2023 CHECK LISTING
May 2023

<u>Account</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10825 · Union Bank Checking #6383 ...	Check	05/03/2023	2191	ALESHIRE & WYNDER LLP	-9,791.50
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2192	Bell Canyon Community Center Inc.	-250.00
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2193	Waste Management	-42,140.59
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2194	Eadie and Payne, LLP	-13,500.00
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2195	Elections Division	-1,065.70
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2196	Elections Division	-1,065.70
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2197	MICHAEL ROBKIN	-439.36
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2198	CALABASAS PRINTING	-766.35
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2199	United Site Services of CA, Inc.	-364.85
10825 · Union Bank Checking #6383 ...	Check	05/18/2023	2200	Void	0.00
10825 · Union Bank Checking #6383 ...	Paycheck	05/18/2023	2201	GREGORY. MCHUGH	-166.23

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**Bell Canyon Community Services District
Profit & Loss Budget Performance, FY23 Forecast and
FY24 Preliminary Budget**

	May 2023					Current Year	Recommended	Revised Preliminary	22-23 to	
	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget	Forecast	CY amended Budget	FY23-34 Budget	23-24 Delta	
Ordinary Income/Expense										
Income										
30100 - Property Tax Revenue	5,018.57	5,000.00	705,141.07	662,500.00	663,000.00	705,141	705,141	712,192	7,051	Assumes 1% increase in revenue due to prop 13
30200 - Interest Income	0.00	125.00	5,094.88	1,375.00	1,500.00	5,095	5,095	45,000	39,905	interest on bank deposits - 3% on \$1.5 million
30300 - Income - Other	0.00		82.50	3,000.00	3,000.00	83	83	0	-83	
30509 - Income - Events	0.00		3,100.57			3,100	3,100	3,100	0	Assumes same income from Halloween
Total Income	5,018.57	5,125.00	713,419.02	666,875.00	667,500.00	713,419	713,419	760,292	46,873	
Expense										
40010 - Latent Power Application	0.00	416.67	0.00	4,583.33	5,000.00	0	0	5,000	5,000	Apply for one latent power
40019 - Graffiti Abatement Services	0.00	416.67	0.00	4,583.33	5,000.00	0	0	1,000	1,000	Begin security activity
40020 - Security Services	0.00	416.67	0.00	4,583.33	5,000.00	0	0	1,000	1,000	Begin graffiti abatement
40000 - Administration	0.49		0.49			0	0	0	0	
40002 - Cost of Elections	2,131.40	0.00	2,131.40	1,000.00	1,000.00	2,134	2,134	0	-2,134	No elections 7/23 - 6/24
40003 - Outside Service/Consultants	0.00	400.00	5,985.75	4,600.00	5,000.00	7,263	7,263	8,000	737	Web site, email service, Trash patrol, paid HOA services
40004 - Legal	9,791.50	3,750.00	65,216.39	41,250.00	45,000.00	75,000	75,000	50,000	-25,000	\$10K June
40005-1 - Annual Certified Audit	13,500.00	12,000.00	15,530.00	12,000.00	12,000.00	15,530	15,530	16,500	970	actual for 22-23 and proposed for 23-24
40005 - Accounting	0.00	291.67	8,407.00	3,208.33	3,500.00	11,500	11,500	13,000	1,500	actual only through March
40006 - Insurance	0.00		6,032.36	7,000.00	7,000.00	6,032	6,032	8,000	1,968	SDRMA Increase liability from \$2.5M to \$5M, Hartford worker's comp
40007 - Membership Dues	0.00	0.00	2,205.00	1,500.00	2,000.00	2,205	2,205	2,205	0	VCSDA membership. Source of ethics and harrassment training
40009 - Miscellaneous	0.00		114.31			114	114	500	386	
40011 - County Admin. Fees	109.81	641.67	7,878.45	7,058.33	7,700.00	8,200	8,200	8,282	82	Assumes 1% increase due to prop 13
40012 - LAFCo Fee	0.00	0.00	0.00	0.00	350.00	350	350	450	100	From LAFCo 23-24 budget
40014 - Commercial Trash Removal	42,140.59	40,416.67	451,381.01	444,583.33	485,000.00	494,000	494,000	519,000	25,000	Assumes 5% increase for FY 23-24
40016 - CSD Vehicle Expenses	0.00	183.33	2,138.98	2,016.67	2,200.00	2,259	2,259	2,190	-69	\$120/mo for gas plus one repair
40017 - Restroom Maintenance	364.85	708.33	6,271.48	7,791.67	8,500.00	6,636	6,636	4,596	-2,040	Port-a-potty on multi-use parcel only
40500 - Office Supplies	292.27	83.33	1,390.77	916.67	1,000.00	2,000	2,000	4,000	2,000	new printer/scanner, desk, file cabinet, bookcase
40501 - Phone	0.00	25.00	830.00	275.00	300.00	890	890	360	-530	cell phone
40505 - Printing	766.35		766.35			767	767	1,500	733	printing for two mailings in FY23-24
40508 - Rent Expense	250.00	250.00	2,950.00	2,750.00	3,000.00	3,200	3,200	5,130	1,930	Rent \$300 July 1. \$500 when Eric moves out his materials. Plus \$20 mer meetig in room 1.
405091 - Clean Up Events	0.00		0.00	2,000.00	2,000.00	1,928	1,928	4,000	2,072	Two cleanup events per year
40510-1 - Meetings	0.00	100.00	336.31	1,100.00	1,200.00	500	500	500	0	
40511 - Recreational Activities	1,339.36	0.00	36,747.98	85,000.00	85,000.00	40,500	40,500	63,000	22,500	Halloween, Eggstravaganza, Movie nights (10), Cleanup (2)
41002 - Postage	0.00		59.75			60	60	1,000	940	EDDM mail campaign x 2
42200 - Emergency Medical Services	0.00	416.67	0.00	4,583.33	5,000.00	0	0	0	0	
42700 - Traffic Enforcement	0.00	416.67	0.00	4,583.33	5,000.00	0	0	64,000	64,000	Start July 1, 2023
44999 - GROSS WAGES										
45000 - Wages-General Manager	180.00	2,166.67	30,112.50	23,833.33	26,000.00	33,000	33,000	33,600	600	20 hrs/wk
45001 - Wages-Management Analyst	0.00	1,250.00	2,875.00	13,750.00	15,000.00	2,875	2,875	0	-2,875	
45002 - Wages - Recreatin Coordinator		0.00				0	0	16,800	16,800	10 hrs/wk
45003 - Wages - PRA Analyst		0.00				0	0	21,600	21,600	10 hrs/wk
Total 44999 - GROSS WAGES	180.00	3,416.67	32,987.50	37,583.33	41,000.00	35,875.00	35,875.00	72,000.00	36,125	
45005 - Payroll Tax Expense	13.77	341.67	2,853.91	3,758.33	4,100.00	3,588	3,588	7,200	3,613	
Total Expense	70,880.39	64,691.69	652,215.19	688,308.31	741,850.00	720,530	720,531	862,413	141,883	
Net Ordinary Income	-65,861.82	-59,566.69	61,203.83	-21,433.31	-74,350.00	-7,111	-7,112	-102,121	-95,009	
Net Income	-65,861.82	-59,566.69	61,203.83	-21,433.31	-74,350.00	-7,111	-7,112	-102,121	-95,009	
Capital Budget										
Triunfo acquisition	0.00					20,000	20,000	0		
Movie projection system						15,000	15,000	0		
						35,000	35,000	0		

11

10

6 E

(11)

Bell Canyon Community Services District
June 2023
Capital Budget
Movie System

Rear projection Screen	6301
Projector	7299
case	80
mixer	50
surround-decoder	159
3500 subwoofer with 8 array speakers	490
	<hr/>
	14379

Credit Card Log for Week of 5/28-6/3 2023
 Credit Card Number 9409 Issued to G. McHugh

Transaction											
Date	Item charged	Quantity	Amount*	Appr'd*	Vendor name	Purpose/Use	Received by	Accounting	Consum-		
							Delivered to	Receipt given to	Distribution**	able?	Who made purchase
6/1/23	1/2 shredding fee (2nd half)	1	90.00		gpm Paper Cuts	shredding for Clean up event on 6-3-23	onsite on 6/3/23	G. McHugh	—	NO	G. McHugh
6/3/23	Coffee & Donuts for County Crew and Volunteers working on Clean up Day on 6-3-23		127.60		Dulcet Gourmet Donuts	Coffee & Donuts for County Crew and Volunteers working on 6-3-23 for Clean up Day	G. McHugh	G. McHugh	—	Yes	G. McHugh

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

Maximum monthly charge limited to \$5,000.00 without prior approval an officer of the Board

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

**To be completed by administration

67
12

6F

13

Dulcet Gourmet Donut
23717 Vanowen St
West Hills, CA 91307
(818) 992-0722
Jun 3, 2023
8:52 AM
Authorization: 003517
Receipt: 9OeJ
Visa Credit
AID A0 00 00 00 03 10 10
Custom Amount x 1 \$127.60
Total \$127.60
Visa 9409 (Contactless) \$127.60
Visa Cardholder

Coffee & Donuts for County Workers
& Volunteers

Cleanup Day 6-3-2023

[Signature]

FW: Merchant Email Receipt

GF (14)

From leonel@papercuts24-7.com <leonel@papercuts24-7.com>
To Gregory McHugh <gfmchugh.bccsd@gmail.com>
Date Saturday, June 3rd, 2023 at 7:05 AM

Leonel Martinez PAPER CUTS, Inc.
Operations Manager
t: 800-939-0390
p: 818-472-5599
w: papercuts24-7.com
e: leonel@papercuts24-7.com
a: 640 Jessie Street | San Fernando, CA 91340
Text Us @ 1-818-275-5729

2nd 1/2 payment
for paper shredder trucks

Clean up Day 6-3-23

Follow Us:

| REVIEW US on YELP!

-----Original Message-----

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, June 1, 2023 9:45 AM
To: Darryl Pikoos <billing@papercuts24-7.com>
Subject: Merchant Email Receipt

===== SECURITY STATEMENT =====

It is not recommended that you ship product(s) or otherwise grant services relying solely upon this e-mail receipt.

===== GENERAL INFORMATION =====

Merchant : Paper Cuts Inc (2554278)
Date/Time : 1-Jun-2023 9:44:48 PDT

===== ORDER INFORMATION =====

Invoice : 060123BCCSD
Description : Remaning 50% Shred Event Bell Canyon Community Service

District Amount : 900.00 (USD) Payment Method: Visa xxxx9409 Transaction
Type: Authorization and Capture

6F (15)

===== Line Items =====

===== RESULTS =====

Response : This transaction has been approved.

Auth Code : 001973

Transaction ID : 64402171016

Address Verification : Street Address: No Match -- First 5 Digits of Zip:
Match

==== CUSTOMER BILLING INFORMATION ====

Customer ID :

First Name : Gregory

Last Name : McHugh

Company :

Address :

City : Bell Canyon

State/Province : Ca

Zip/Postal Code : 91307

Country :

Phone :

Fax :

E-Mail : gfmchugh.bccsd@gmail.com

==== CUSTOMER SHIPPING INFORMATION ====

First Name :

Last Name :

Company :

Address :

City :

State/Province :

Zip/Postal Code :

Country :

===== ADDITIONAL INFORMATION =====

Tax :

Duty :

Freight :

Tax Exempt :

PO Number :

GF (16)



Customer: OTC41 - ONE TIME PURGE 12

Address: Bell Canyon Community Service District
30 Hackamore Lane
Unit 2B
Bell Canyon, CA 91307

Requested By: Greg McHugh
Contact: Greg McHugh
Phone: 925-788-8870
Dept: 21511
Route: OSP

Priority: Purge Services

Notes: ATTN DRIVER: THIS IS A SPECIAL 4-HOUR SHRED EVENT USING 2 ON-SITE TRUCKS FROM 9AM-1PM. PLEASE CALL CLIENT 30-MINUTES PRIOR TO ARRIVAL CREDIT CARD ON FILE **PARK NEXT TO THE TOP MEDIAN**

Requested For: Greg McHugh

Quantity	Description	Dept	Volume	Action
1.00	SHRED EVENT	21511	1.00	

6/3/23
Date/ Time

Driver Signature

Eric
Printed

Customer Signature

6/3/23
Printed

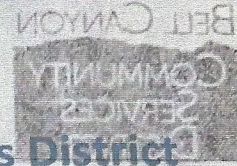
PROCESS FOR NOMINATION AND SELECTION FOR CITIZEN MEMBERSHIP ON ADVISORY COMMITTEES

1. The Board may from time to time create Advisory Committees to the Board per Government Code Section 61048.
2. The Board may include up to two board Directors on the committee per District bylaws.
3. The Board may also include District employees on the Committee.
4. The Board may want to establish qualifications for members of each advisory committee. Examples of qualification categories are:
 - a. District Residency
 - b. Relevant experience
 - c. Professional licensing
 - d. Volunteer or compensated
 - e. Other
5. The need for the Committee as well as its purpose, objective and structure will be authorized by motion either directly by Board motion or through Board adoption of a policy.
6. Employee members of the Committee will be authorized by motion either directly by Board motion or through Board adoption of a policy.
7. Compensated members of the Committee would be sourced as either employees or contractor/consultants through purchasing and/or employment policies.
8. Volunteers will be recruited by promulgating the fact of creating the new Advisory Committee, its purpose, structure and objectives, and announcing the number of volunteers sought and their role(s). An Application form will be available for individuals to express their interest. A reasonable period will be allowed for the solicitation of applicants. Directors or the General Manager may identify and encourage applicants.
9. From the pool of applicants, each Director may nominate one person to be appointed to the Advisory committee no matter the number of open volunteer positions.
10. The Board as a whole will agree and appoint the required number of volunteers from the nominations pool. Appointments are either for a fixed term to be decided by the Board and can be renewed, or can be for the duration of a project, activity, or task. The Board can remove a committee member at any time.



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Bell Canyon Community Services District

Application for Appointment Citizens' Advisory Committee

Thank you for your interest and applying for consideration for appointment to a Citizens' Advisory Committee. The Board of Directors encourages citizen involvement and expertise in serving our community. Please print clearly.

Name: LISA DEB RICCOMINI
(First, Middle, last)

Home Address: [REDACTED]

Telephone: Home Cell [REDACTED] Email: [REDACTED]

Current/Previous Employer: Cal State Northridge

Occupation/Title: Academic Post Year 1 English Faculty

Committee for which you are applying: Citizens' Advisory

Summarize your qualifications for this Committee:

Previous Chair of the events committee in Bell Canyon.
Current event committee member

Please briefly explain why you want to serve on this committee:

I enjoy creating & organizing community events for the residents in Bell Canyon & the BCCD

Do you have business interests that might represent a potential conflict of interest? Yes No

If Yes, Please explain: _____

Are you currently on officer or member of a policy-making board of a non-profit organization funded by the District? Yes No

If Yes, Please explain: _____



66 (19)

Bell Canyon Community Services District

Have you ever been convicted of violating any Federal, State, County or Municipal Law, Regulation, or Ordinance, excluding minor traffic violations? Yes No

If Yes, Please explain: _____

Are you currently under Federal, State, or Local investigation for possible violation of a criminal law or ordinance? Yes No

If Yes, Please explain: _____

Submission of this application does not guarantee you will be selected to serve. This application will be maintained for a period of one year. After one year, it is necessary to file a new application for another year of eligibility. Appointees are not considered District employees for purposes of benefits, such as workers' compensation, health insurance, etc.

Please return the completed application to:

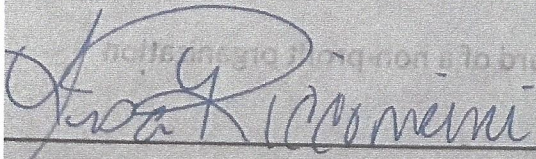
General Manager
Bell Canyon Community Services District
30 Hackamore Lane, Suite 2B
Bell Canyon, CA 91307

Or email to:

Gfmchugh.bccsd@gmail.com

APPLICANT'S SIGNATURE

I certify that, to the best of my knowledge, all statements in this application are complete and true. I further certify that if I am appointed, I will serve faithfully, impartially, and to the best of my ability, I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to an Advisory Committee with the Bell Canyon Community Services District.



Signature

6-1-23

Date



66 (20)

Bell Canyon Community Services District

Application for Appointment Citizens' Advisory Committee

Thank you for your interest and applying for consideration for appointment to a Citizens' Advisory Committee. The Board of Directors encourages citizen involvement and expertise in serving our community. Please print clearly.

Name: Julie De St Jean

(First, Middle, last)
Home Address: [Redacted]

Telephone: Home Cell [Redacted] Email: [Redacted]

Current/Previous Employer: Oxnard School District

Occupation/Title: Director of Transportation

Committee for which you are applying: Recreation Advisory

Summarize your qualifications for this Committee:

For 2 yrs. I was the asst. dir. of Recreation + organized many events.

Please briefly explain why you want to serve on this committee:

I am part of this community + want to give back

Do you have business interests that might represent a potential conflict of interest? Yes No

If Yes, Please explain: _____

Are you currently an officer or member of a policy-making board of a non-profit organization funded by the District? Yes No

If Yes, Please explain: _____



66 (21)

Bell Canyon Community Services District

Have you ever been convicted of violating any Federal, State, County or Municipal Law, Regulation, or Ordinance, excluding minor traffic violations? Yes No

If Yes, Please explain: _____

Are you currently under Federal, State, or Local investigation for possible violation of a criminal law or ordinance? Yes No

If Yes, Please explain: _____

Submission of this application does not guarantee you will be selected to serve. This application will be maintained for a period of one year. After one year, it is necessary to file a new application for another year of eligibility. Appointees are not considered District employees for purposes of benefits, such as workers' compensation, health insurance, etc.

Please return the completed application to:

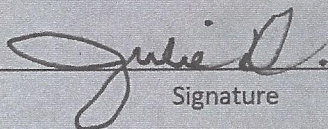
General Manager
Bell Canyon Community Services District
30 Hackamore Lane, Suite 2B
Bell Canyon, CA 91307

Or email to:

Gfmchugh.bccsd@gmail.com

APPLICANT'S SIGNATURE

I certify that, to the best of my knowledge, all statements in this application are complete and true. I further certify that if I am appointed, I will serve faithfully, impartially, and to the best of my ability. I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to an Advisory Committee with the Bell Canyon Community Services District.



Signature

6/1/2023

Date



66 (22)

Bell Canyon Community Services District

Application for Appointment Citizens' Advisory Committee

Thank you for your interest and applying for consideration for appointment to a Citizens' Advisory Committee. The Board of Directors encourages citizen involvement and expertise in serving our community. Please print clearly.

Name: Arash David Matian

(First, Middle, last)

Home Address: [REDACTED]

Telephone: Home Cell [REDACTED] Email: [REDACTED]

Current/Previous Employer: Prime Care Physicians (self employed)

Occupation/Title: physician

Committee for which you are applying: Recreation Advisory Committee

Summarize your qualifications for this Committee:

I have a deep interest in the betterment of our community, leadership experience, group collaboration experience, event planning and execution experience, and a wealth of creative ideas.

Please briefly explain why you want to serve on this committee:

I believe I have the objective qualifications to serve on the committee. In addition, I have a deep seated personal interest in the proper execution of the responsibilities associated with serving on the committee.

Do you have business interests that might represent a potential conflict of interest? Yes No

If Yes, Please explain: _____

Are you currently an officer or member of a policy-making board of a non-profit organization funded by the District? Yes No

If Yes, Please explain: I volunteer on the Event Planning Committee (for full disclosure)



66 (23)

Bell Canyon Community Services District

Have you ever been convicted of violating any Federal, State, County or Municipal Law, Regulation, or Ordinance, excluding minor traffic violations? Yes No

If Yes, Please explain: _____

Are you currently under Federal, State, or Local investigation for possible violation of a criminal law or ordinance? Yes No

If Yes, Please explain: _____

Submission of this application does not guarantee you will be selected to serve. This application will be maintained for a period of one year. After one year, it is necessary to file a new application for another year of eligibility. Appointees are not considered District employees for purposes of benefits, such as workers' compensation, health insurance, etc.

Please return the completed application to:

General Manager
Bell Canyon Community Services District
30 Hackamore Lane, Suite 2B
Bell Canyon, CA 91307

Or email to:

Gfmchugh.bccsd@gmail.com

APPLICANT'S SIGNATURE

I certify that, to the best of my knowledge, all statements in this application are complete and true. I further certify that if I am appointed, I will serve faithfully, impartially, and to the best of my ability. I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to an Advisory Committee with the Bell Canyon Community Services District.



Signature

06-02-23

Date



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

(27)

BA
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MINUTES OF BELL CANYON CSD REGULAR MEETING ON MARCH 27, 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 Regular meeting at 7:00PM on March 27, 2023, 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 7:24 PM. Directors present were Judy Lantz, Peter Machuga (Vice President), Michael Robkin (President), and Eric Wolf. Richard Levy was absent. Also present was Pam Lee, BCCSD Counsel, and Gregory McHugh, Interim General Manager.

The Closed Session was moved to the end of the Agenda.

2. Open Forum/Comments

- Micki Davidovicz asked about PRAs and when she will receive the material

3. Public comment on Agenda items:

- Review prior meeting minutes for approval
 - No public comment
- Auditor Status
 - Olga Damascus – commented on her belief that the District must use a County approved auditor
- Credit card log review
 - Micki Davidovicz credit cards – How many credit cards were issued in the past five years and who used the credit cards besides the name on the card?
- Mileage log
 - Olga Damascus – Why no times on the mileage log? Is Barbara on insurance to drive District vehicle? Why is there trash patrol on Wed/Thurs? Why was there a special trip to buy gas on Sunday?
- Historical Document committee



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

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- Micki Davidovicz – who is making up missing minutes? When will you load the web site with minutes form 2015-2018?
- MSR Committee update
 - Micki Davidovicz – Anyone search for “missing” in the MSR? There is a difference between “missing” and unaccounted and no money missing. Who approved the letter?
- Recreation Advisory Committee
 - Olga Damascus – are you still using HOA employees to purchase items?
- Website update
 - Micki Davidovicz – When will past minutes be uploaded? Just scan them.
- Project Backlog
 - No public comment.
- Financial Update
 - Olga Damascus – Greg is the Treasurer. He should be the only one responsible for financial matters. Barbara should pay the late fees on the credit card or we should find another bookkeeper. Board should not be paying for someone to drive around checking that trash bins have been taken in. Cell phone was \$830. No one should have a cell phone.

3. Review and approve prior meeting minutes

- Minutes from the March 6 Special Meeting were reviewed. E. Wolf moved that the minutes be accepted. P. Machuga seconded. The motion passed as follows:
Ayes: J. Lantz, P. Machuga, M. Robkin, E. Wolf
Noes:
Abstain:
Absent: R. Levy
- Minutes from the March 20 Special Meeting were reviewed. E. Wolf moved that they be accepted. P. Machuga seconded. The motion passed as follows:
Ayes: P. Machuga, M. Robkin, E. Wolf
Noes:



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

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Abstain: J. Lantz
Absent: R. Levy

4. Auditor Status

- Engagement letter signed with Eadie and Payne. Fee will be \$17,500. First meeting scheduled for 3/28.

5. Credit Card Log review.

- Greg reviewed the log. Most items are for Events.

6. Mileage log review

- Greg reviewed the log. All entries were for trash patrol except for one entry to get gas for the SUV. Peter commented that we should estimate mileage until the dashboard is fixed.

7. Committee updates

- Historical Document Committee. No progress made. Before we starting we need to develop a process to ensure integrity of documents per the preservation of evidence letter received from Adam Feldman, Attorney, on behalf of Mike Klein and other members of the community.
- MSR Committee. LAFCO SOI hearing of 3-15-2023 resulted in no changes to powers or geographic area. LAFCo stated that there were no missing funds nor is there a conflict of interest.

8. Recreation Advisory Committee

- Announcement of search for 2-3 residents to be appointed by the board to serve on this Advisory Committee posted on website along with the process to be followed to apply. Open position for a Recreation Events Coordinator also posted on website along with the process to apply.

9. Website Update

- New logo now on website.
- E. Wolf stated that Greg McHugh has done a great job on the website.
- Richard arrived during this discussion.

10. Financial Update

- Greg reviewed the February P&L Detail and Feb P&L with Forecast reports. Cell phone needed because the office is not staffed to answer



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

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GH

a phone. Greg was requested to bring back a budget amendment request to reallocate the budget along the lines of the forecast. Greg was also asked to produce a check issuance warrant register monthly. [Law requires a financial report quarterly]. A detail P&L report is being used instead because it contains all the information in a warrant register plus additional information and is produced automatically from Quickbooks.

- Greg requested a motion to allow Dennis Zine to continue to be the sole check signer until the new account with Wells Fargo bank is established. R. Levy so moved. E. Wolf seconded. The motion passed as follows:

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

Noes:

Abstain:

8:10 PM 5 minute break.

8:15 PM Reconvened

11. Closed Session

- Conference with Legal Counsel – Anticipated litigation (Gov. Code § 54956.9(d)(4): 1 matter)
- The matter was discussed with no reportable action taken.

12. Adjournment

Meeting was adjourned at 9:00 PM