



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

**REGULAR MEETING**

OF THE BOARD OF DIRECTORS  
DATE/TIME: JULY 22, 2024, at 7:00 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 regular meeting at 7:00 PM on Monday, July 22, 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.

Members of the public may also attend via ZOOM:

General Manager is inviting you to a scheduled Zoom meeting.

Topic: Regular Board Meeting  
Time: Jul 22, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/97033259339?pwd=VIZ5yMAuSi79srSbl507x1mngkdUiz.1>

Meeting ID: 970 3325 9339  
Passcode: 282911

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One tap mobile  
+16699009128,,97033259339#,,,,\*282911# US (San Jose)  
+16694449171,,97033259339#,,,,\*282911# US

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Meeting ID: 970 3325 9339  
Passcode: 282911

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 SUITE 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 [gm@bellcanyoncsd.ca.gov](mailto:gm@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 [gm@bellcanyoncsd.ca.gov](mailto:gm@bellcanyoncsd.ca.gov) to request accommodation. The District will use its best efforts to provide reasonable accommodations related to the meeting.



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1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Observe a moment of silence in remembrance of the victims of terrorism in Israel, Ukraine and elsewhere.
4. Public comment on Agenda items:
  - SUV log
  - CC log
  - June Financial report
  - Update General manager job description
  - Hire a General manager
  - Engage a consultant
  - Engage EadiePayne to conduct FY23-34 audit
  - CHP renewal
  - Procure Internet access and telephone
  - Director updates
  - Closed Session
5. 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].
6. 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.

7. BUSINESS ITEMS

- 7A. SUV log. Receive and file. See agenda packet.
- 7B. Credit Card Logs. Receive and file. See agenda packet.
- 7C. June financial report. Receive and file. See agenda packet.
- 7D. Update General Manager Job Description. Discussion and motions as needed.  
The only events currently planned are Movie Nights. We do not need a separate part-time Recreation Coordinator just for Movie Nights. The General Manager job description will be updated to include occasionally acting as Recreation Coordinator (not to exceed 10 hours per year). See agenda packet.
- 7F. Hire a new General Manager. Discussion and motions as needed.  
We received 13 resumes and interviewed three. We want to make an offer to one. Candidate is Walter Kelly who is fully qualified for the role. The position is part time at \$50 per hour. Hours



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to be 10 to 30 per week. He will also fulfill the role of Recreation Coordinator not to exceed 10 hours per year. Also appoint him Treasurer and Secretary of the Board. As Treasurer, W. Kelly will become the officer in control of all financial accounts per Govt. Code Section 61053. Authorize him to obtain a BCCSD credit card from Wells Fargo Bank for BCCSD operations only. G. McHugh is to retain his BCCSD credit card until W. Kelly receives his whereupon G. McHugh will return the credit card to the BCCSD and it will be cancelled.

- 7G. Engage a consultant. Discussion and motions as needed.  
Engage the outgoing Interim General Manager as an Operations Consultant to transition operations to the new General Manager and aid in other areas as needed. Rate to be \$50.00 per hour. Hours to average 10 hours per week.
- 7H. Engage EadiePayne as an external auditor to audit FY 23-24. Discussion and motions as needed. See engagement letter in agenda packet.
- 7I. Renew the contract with the CHP. Discussion and motions as needed. See agenda packet.
- 7J. Procure dedicated Internet access and one telephone line from Spectrum. Discussion and motions as needed. See proposal in attached agenda packet.
- 7K. Director updates.  
Optional updates from individual directors.

7. 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)

9. Adjournment