



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

MINUTES OF BELL CANYON CSD REGULAR MEETING ON December 23, 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 Regular meeting at 7:00PM on Monday, December 23, 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 7:04 PM. Directors present were Judy Lantz, Julie De St Jean, Norton Alderson, Shelby Linka and Peter Machuga. Pam Lee, General Counsel, was absent. Walter Kelly, General Manager, was present.
- 2. Pledge of Allegiance**
- 3. A moment of silence was observed in memory of the victims of terror in Israel, Ukraine and elsewhere in the world.**
- 4. J. Lantz reviewed the rules of behavior due to hybrid nature of meeting using Zoom along with a live audience.**
- 5. Election of Officers - President**

J. De St. Jean moved to nominate J. Lantz for President. P. Machuga seconded. The election results are as follows:
Ayes: J. Lantz, J. De St. Jean, P. Machuga, S. Linka, N. Alderson
Noes:
Abstain:
Absent:
- 6. Election of Officers – Vice President**

N. Alderson moved to nominate P. Machuga as Vice President. J. Lantz seconded. The election results are as follows:
Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga
Noes:
Abstain:



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7. Board Compensation

P. Machuga moved to decline the \$100 compensation for Board Members per meeting. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

8. Updating By-Laws

P. Machuga moved to review By-Laws with J. De St. Jean and suggest suggestions to modernize. J. Lantz seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

9. Board Meeting Agenda Item deadline

J. De St. Jean moved to set a deadline for submitting agenda items of 10AM on the Thursday before Board Meetings. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

10. Invite Kai Luoma to speak to the Community Services District

S. Linka moved to invite Kai Luoma of LAFCo to speak at either a Special Meeting or a Regular Meeting in January 2025. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:



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11. General Manager to interview new law firms for General Counsel role

S. Linka moved to have the General Manager interview new law firms for the General Counsel role and bring the Board recommendations. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

12. Approval of Resolution 24-07 for Prop 68 Funds for Park

J. Lantz moved to approve Resolution 24-07 for Prop 68 Funds, sending funds BCCSD cannot use to Oak Park. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, P. Machuga

Noes:

Abstain: N. Alderson, S. Linka

13. New Lease for 2B

S. Linka moved to have General Manager negotiate new lease for 2B. P. Machuga seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, S. Linka, P. Machuga

Noes:

Abstain: N. Alderson

14. Office Digitization

S. Linka moved to get proposals for digitization of office files and plans. J. De St. Jean seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

15. CSD Office Access

J. Lantz moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:



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16. Authorized Signers on Bank and Investment Accounts

J. De St. Jean moved to add the President and Vice President as authorized signers on all accounts. N. Alderson seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:

17. General Manager Office Access Policy

P. Machuga moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

18. Policy for Use of CSD Property

J. Lantz moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

19. Unauthorized BCVWFD Event on CSD Property

J. De St. Jean moved to table the item until a later date. No vote taken.

Ayes:

Noes:

Abstain:

20. Draft Extension to HOA based upon Conditional Use Permit.

N. Alderson moved to draft a letter giving the HOA an extension to vacate based upon Conditional Use Permit in process. S. Linka seconded. The motion passed as follows:

Ayes: J. Lantz, J. De St. Jean, N. Alderson, S. Linka, P. Machuga

Noes:

Abstain:



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21. Closed Session

CONFERENCE WITH GENERAL MANAGER — HUMAN RESOURCES

Nothing to report.

22. Next meeting

The next regular meeting will be on Monday, February 17, 2024, at 7:00 PM

23. Adjournment

The meeting was adjourned at 9:22 PM.