



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

MINUTES OF BELL CANYON CSD SPECIAL MEETING ON JULY 28, 2025

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 7:00PM on Monday, July 28, 2025, 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 7:03 PM. Directors present were Judy Lantz (President), Julie De St. Jean, Norton Alderson, Shelby Linka. Peter Machuga arrived at 7:27 PM. Walter Kelly, General Manager, was present.

2. Pledge of Allegiance

3. Open Forum Discussion

There were no comments from the public on the agenda items or the proposed budget for FY 2025-26.

4. Motion to approve agenda

N. Alderson moved to approve the agenda. J. Lantz seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: P. Machuga

5. Motion to approve consent calendar and minutes

J. De St. Jean moved to approve the consent calendar, 6/17/2025 Regular Meeting minutes, General Manager contract amendment and the District Accountant contract. N. Alderson seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: P. Machuga



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6. Motion to approve the financials and credit card log

J. Lantz moved to approve and file June 2025 financials and June 2025 credit card Log. J. De St. Jean seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: P. Machuga

7. Motion to approve property and liability insurance

J. Lantz moved to approve annual property and liability insurance.

J. De St. Jean seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: P. Machuga

8. Motion to approve email migration from Proton Mail to Outlook

N. Alderson moved to approve email migration from Proton Mail to Outlook. S. Linka seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent: P. Machuga

9. Motion to approve surveying for tentative and final parcel maps, not to exceed \$17,000 and receive additional bids for survey

J. Lantz moved to approve surveying for tentative and final parcel maps, not to exceed \$17,000 and receive additional bids for survey. 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:

Absent:



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10. Motion to approve increase of hourly rate for recreation coordinator to \$50 per hour

S. Linka moved to approve the increase of the hourly rate for recreation coordinator to \$50 per hour. N. Alderson seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent:

11. Motion to approve engaging BME Hospitality to develop proposed budget for Summer Sizzle / Endless Summer party

J. De St. Jean moved to approve engaging BME Hospitality to develop proposed budget for Summer Sizzle / Endless Summer party. N. Alderson seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent:

12. Motion to approve \$250,000 event planning / recreation budget for FY2025-26

S. Linka moved to approve \$250,000 event planning / recreation budget for FY2025-26. J. De St. Jean seconded. The motion passed as follows:

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

Noes: P. Machuga

Abstain:

Absent:

13. Motion to approve 7-year forensic audit

S. Linka moved to approve 7-year forensic audit. J. De St. Jean seconded. The motion failed as follows:

Ayes:

Noes: J. Lantz, J. De St. Jean, N. Alderson, P. Machuga

Abstain: S. Linka

Absent:



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14. Motion to approve six-month sampling forensic audit with \$20,000 cap on sampling forensic audit

J. De St. Jean moved to approve performing a six-month sampling forensic audit with a \$20,000 cap. S. Linka seconded. The motion failed as follows:

Ayes: J. De St. Jean, S. Linka

Noes: J. Lantz, P. Machuga

Abstain: N. Alderson

Absent:

15. Motion to approve Resolution 25-04, FY2025-26 Budget

J. De St. Jean moved to approve Resolution 25-04, FY2025-26 Budget with the following amendments: increasing subscription software by \$5,500 and adding surveying line item with a \$17,000 budget. J. Lantz seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent:

16. Motion to adjourn the meeting

J. De St. Jean moved to adjourn the meeting. N. Alderson seconded. The motion passed as follows:

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

Noes:

Abstain:

Absent:

17. Next meeting

The next regular meeting will be on Monday, August 18, 2025, at 7:00 PM

18. Adjournment

The meeting was adjourned at 9:14 PM.