

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 20, 2017**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, November 20, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, CA 92314 and by tele-conference at 912 W. Sherwood Blvd, Big Bear City CA 92314.

Vice President Oxandaboure called the meeting to order at 5:00 p.m. The Directors paused for a moment of silence and Director Russo led the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Karyn Oxandaboure, John Russo, Larry Walsh, Al Ziegler were present and John Green was present via tele-conference.

**BOARD MEMBERS ABSENT**

No Board Members were absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who signed in included: Joseph Kelly and Ed Stanik.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; John Haupt, Water Services Worker; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

A. Employee Reward Incentive Program – John Haupt

General Manager Mary Reeves presented Water Services Worker John Haupt with an Employee Incentive bonus check of \$250.00. Ms. Reeves explained that Mr. Haupt saved the District \$781.41 by researching how to repair a broken door handle for a Water Department vehicle that received an estimate of \$824.36 from Mercer Automotive and Tire Co. After researching online, Mr. Haupt was able to repair the door handle for only the cost of the part.

B. Presentation of Haaker Equipment's new Vactor 2115 Plus Jet Rodder

Sewer Superintendent Nathan Zamorano explained the process of the Sewer Department's new Vactor 2115 Plus Jet Rodder truck purchase. The new Vactor truck is much larger than its predecessor, and the truck color is black as opposed to white to set it apart from other sewer departments. Andy Keller drove the new Vactor truck to the District office, and the Board members and meeting attendees went outside to see the new truck.

**INFORMATION ITEMS**

There were no information items.

**CONSENT CALENDAR**

The Board reviewed the items on the consent calendar.

**MOTION**

Upon motion by Director Walsh, seconded by Director Russo, and carried by the following vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting November 6, 2017
  
- B. Cash/Checks Disbursements   October 2017 \$ 510,191.49  
    Credit Card Purchases        October 2017 \$ 4,058.13

**REQUESTS FOR CONTINUANCE**

There were no requests for continuance.

**ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION**

There were no items removed from the consent calendar for discussion.

**COMMITTEE & BOARD MEMBER REPORTS**

- A. The following Committees met since the last Board Meeting: None.

**FIRE DEPARTMENT BUSINESS**

There was no Fire Department Business.

**STAFF REPORTS**

The General Manager’s report was discussed, received, and filed. The Supervisors’ monthly reports for October 2017 were discussed, received, and filed.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS**

- A. Proposal to provide CEQA support for the Big Bear City Community Services District Sewer Master Plan

Sewer Superintendent Nathan Zamorano explained to the Board that the District is required to have environmental documentation for the Sewer Master Plan in order to comply with the California Environmental Quality Act (CEQA). Staff is recommending accepting the proposal presented from Tom Dodson & Associates to do a study to address every project in the Sewer Master Plan for CEQA support. The proposal defines the facilities required to meet the District’s estimated wastewater generation and sewer infrastructure demands through the year 2036. Mr. Zamorano explained that by doing the study for each project all at once will provide a cost savings to the District.

**MOTION**

Upon motion by Director Green, seconded by Director Walsh, and carried by the following vote:

AYES:	GREEN, OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved accepting the proposal from Tom Dodson & Associates dated September 25<sup>th</sup> 2017 for CEQA support for the BBCCSD’s Sewer Master Plan with a cap of \$37,500.00.

**NON-AGENDA PUBLIC TESTIMONY**

Public comments were heard.

**DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS**

The Board Members made their closing comments and announcements of coming events.

**CLOSED SESSION**

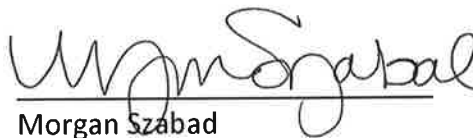
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 5:40 p.m.

A handwritten signature in black ink, appearing to read "Morgan Szabad", written over a horizontal line.

Morgan Szabad  
Secretary of the Board