

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 21, 2021**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 21, 2021 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 via teleconference pursuant to Governor Newsom’s Executive Order N-29-20.

President Russo called the meeting to order at 5:05 p.m. The Pledge of Allegiance was dispensed with for this meeting.

**BOARD MEMBERS PRESENT VIA ROLL-CALL**

John Green, Karyn Oxandaboure, John Russo, and Al Ziegler were present. Larry Walsh joined the meeting at 5:07 p.m. due to technical difficulties.

President Russo confirmed that all Board members could hear the teleconference and were in possession of an agenda for the meeting. No Board members expressed doubt that the Board members participating by teleconference were not themselves.

**BOARD MEMBERS ABSENT**

No Board Members were absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who announced their presence included: Frank Forbes, Lisa Burtner and Sarah Mendoza.

DISTRICT EMPLOYEES included: Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Jeanette Prickett, Finance Officer; Shari Strain, Finance Officer; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

**NON-AGENDA PUBLIC TESTIMONY**

Board Secretary Morgan Szabad reported that there were no written public communications received. No public comment by tele-conference attendees was offered.

**PRESENTATIONS**

There were no presentation items.

**INFORMATION ITEMS**

- A. Discuss July 5, 2021 Regular Board Meeting – Possible Adjournment due to Holiday

General Manager Mary Reeves explained that July 4, 2021 is Independence Day, a legal and District

recognized holiday. The District is closed in observance of the Independence Day holiday on July 5, 2021. District Ordinance 2015-01 states, "If the time appointed for a regular meeting falls upon a legal or District holiday, such meeting shall be held at the same hour on the next succeeding business day of the District unless adjourned." Ms. Reeves reported that as of this date, staff is not aware of any action items, other than consent items, to include in a meeting to be held on Tuesday, July 6, 2021.

**MOTION**

Upon motion by Director Green, seconded by Director Oxandaboure, and carried by the following roll-call vote:

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

The Board adjourned the July 5, 2021 meeting to the next regularly scheduled meeting on Monday, July 19, 2021.

**CONSENT CALENDAR**

President Russo read aloud the items on the consent calendar and asked for any public comment regarding the consent calendar items. There was no public comment given.

**MOTION**

Upon motion by Director Oxandaboure, seconded by Director Green, and carried by the following roll-call 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 June 7, 2021
- B. Cash/Checks Disbursements and Credit Card Purchases - May 2021 \$196,668.39

**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:

There were no Committee or Board Member reports.

**STAFF REPORTS**

The General Manager’s Report and Supervisors’ Monthly Reports for May 2021 were discussed, received, and filed.

**UNFINISHED BUSINESS**

There were no unfinished business items.

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

- A. Proposed Resolution 2021-12 – A Resolution of the Board of Directors of the Big Bear City Community Services District Adopting the 2020 Upper Santa Ana River Watershed Integrated Regional Urban Water Management Plan

General Manager Mary Reeves reported that an Integrated Regional Water Management Planning (IRWMP) Act was created 2002 for the purpose of managing water resources. The District participated in the first IRWMP in 2007 and the updated 2015 IRWMP for the upper Santa Ana River Watershed. At the June 7, 2021 regular Board meeting, the Board approved and adopted the District’s Urban Water Management Plan (UWMP) that will allow the District to only be included in part one – Regional Context and part three – Regional Supporting Information of the 2020 Upper Santa Ana River Watershed Integrated Regional Urban Water Management Plan (IRUWMP). Ms. Reeves stated that the Water department has budgeted \$5,000.00 to help fund the IRUWMP. Ms. Reeves explained that adoption of this plan is one of the three qualifying requirements to secure State of California Water Resource related grant funding.

**MOTION**

Upon motion by Director Oxandaboure, seconded by Director Green, and carried by the following roll-call vote:

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

The Board adopted Resolution 2021-12, the caption of which reads as follows:

**RESOLUTION 2021-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT ADOPTING THE 2020 UPPER SANTA ANA RIVER WATERSHED INTEGRATED REGIONAL URBAN WATER MANAGEMENT PLAN**

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-12.

- B. Proposed Resolution 2021-13 – A Resolution of the Big Bear City Community Services District Electing to have Delinquent Trash Collection Charges and Delinquent Water Service Charges Collected on the Tax Roll, Fixing the Time and Place of Hearing on the Written Report on such Charges and Prescribing Notice of such Hearing

General Manager Mary Reeves reported that the proposed Resolution was a standard procedure for the District and sets July 19, 2021 as the date for the public hearing on the written report of delinquent trash collection charges and water service charges for fiscal year 2020/21 to be collected on the tax roll. Ms. Reeves stated at this time there is approximately \$9,711.41 in uncollected delinquent charges. Ms. Reeves noted that this amount is less than last fiscal year due Governor Newsom’s executive order regarding delinquent water turn-offs that has been in effect since March 4, 2020 because of the current COVID-19 pandemic. Ms. Reeves stated that this amount does not include delinquent balances which total approximately \$30,000 incurred between March 20, 2020 to current. President Russo asked for Board and public comment. Staff answered Board questions and no public comment was given.

**MOTION**

Upon motion by Director Green, seconded by Director Ziegler, and carried by the following roll-call vote:

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

The Board adopted Resolution 2021-13, the caption of which reads as follows:

RESOLUTION 2021-13

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT ELECTING TO HAVE DELINQUENT TRASH COLLECTION CHARGES AND DELINQUENT WATER SERVICE CHARGES COLLECTED ON THE TAX ROLL, FIXING THE TIME AND PLACE OF HEARING ON THE WRITTEN REPORT ON SUCH CHARGES AND PRESCRIBING NOTICE OF SUCH HEARING

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-13.

C. Amendment No. 1 to Tract # 18806 Sewer Agreement

Sewer Superintendent Nathan Zamorano explained that on February 4, 2014, the Board approved a Sewer Main Extension and Sewer Facilities Construction Agreement (Agreement) with the owners/developers (Bill and Lisa Burtner) of Tract #18806 which will contain 18 single family resident lots and a McDonald Learning Center. Amendment No. 1, which has been reviewed by District legal counsel, extends the Agreement to allow for ninety days to connect to the sewer system and a two-year period to complete the paving of the tract.

**MOTION**

Upon motion by Director Oxandaboure, seconded by Director Green, and carried by the following roll-call vote:

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

The Board approved Amendment No. 1 to the Facilities Construction Agreement for Sewer Service

between Big Bear City Community Services District and Bill and Lisa Burtner.

D. FY 2021-22 Salary Schedule for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative Positions

General Manager Mary Reeves reported that FY 2021-22 salary schedule reflected the approved 2.25% increase on July 1, 2021 per Amendment No. 1 to the Memorandum of Understanding (MOU) between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association approved on April 19, 2021 . Ms. Reeves also explained that the temporary non-regular job classification hourly rate will annually increase to 10% less than step 1 on the approved salary schedule for FY 2021-22 based on Board approval in FY 2020-21. President Russo asked for Board or public comment, no Board or public comment was offered.

**MOTION**

Upon motion by Director Green, seconded by Director Ziegler, and carried by the following roll-call vote:

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

The Board approved the FY 2021-22 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.

E. Surplus Equipment – Declaration of Surplus Equipment and Authorization to Advertise and Sell to the Highest Bidder

Sewer Superintendent Nathan Zamorano explained that the Sewer department has a Cobra flatbed and crane that was removed from their 2006 Ford F-350 Dually that is no longer in use by the District. President Russo asked for public comment. No public comment was offered.

**MOTION**

Upon motion by Director Ziegler, seconded by Director Oxandaboure, and carried by the following roll-call vote:

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

The Board declared equipment as described above as surplus and authorized staff to advertise and sell to the highest bidder.

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

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

**CLOSED SESSION**

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code Section

54957)  
Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR (Pursuant to Government Code Section 54956.6)  
Agency Negotiators: Board of Directors  
Unrepresented Employee: General Manager

At 5:31 p.m., President Russo read aloud the closed session agenda items and the Board entered into closed session.

**REPORT FROM CLOSED SESSION**

At 6:28 p.m., the Board reconvened to open session and President Russo reported on the closed session items.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code Section 54957)  
Title: General Manager
  
- B. CONFERENCE WITH LABOR NEGOTIATOR (Pursuant to Government Code Section 54956.6)  
Agency Negotiators: Board of Directors  
Unrepresented Employee: General Manager

**MOTION**

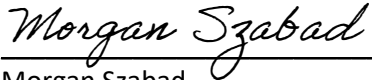
President Russo reported that upon motion by Director Green, seconded by Director Oxandaboure, and carried by the following roll-call vote:

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

The Board approved a merit increase of four percent (4%) of the Employee's base salary effective July 22, 2021 based on Section 4.1 of the General Manager Employment Agreement.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 6:30 p.m.

  
\_\_\_\_\_  
Morgan Szabad  
Secretary of the Board