

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 7, 2021**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 7, 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, John Russo, Larry Walsh and Al Ziegler were present. Karyn Oxandaboure joined the meeting at 5:06 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: Ellen Clarke, Antonia Estevez and Spencer Waterman, WSC, Inc., and Frank Forbes.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; 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 was one written public communication received. Ms. Szabad read aloud the submitted public communication.

From Mark Husband:

“Attention Board Members. I have submitted 2 emails to John Russo about this matter and have yet to receive a response. The issue I am having is the residents (or 2nd home rentals) leaving trash containers out in the public right of way 7 days a week. This is not only unsightly it allows access for wild animals. Also being let on the street is a potential traffic issue. I have checked on Big Bear Lake and their compliance is that trash cans will be out of the public right of way no later than 12 hours after pickup or code enforcement can be involved. A possible solution would be to have service (via a fee) from bccsd to set out and put back for homes that can’t comply. We didn’t have this problem till after the new containers

were put into use. Thank you.”

There were no additional non-agenda public comment given by teleconference attendees.

PRESENTATIONS

A. Introduction of New Employee - Jeanette Prickett, Finance Officer

General Manager Mary Reeves introduced Jeanette Prickett as the District’s new Finance Officer due to the upcoming retirement in July of Shari Strain, current District Finance Officer. Ms. Reeves stated that Ms. Prickett joined the District on May 24, 2021 and provided a brief background of Ms. Prickett’s experience. Ms. Prickett thanked the Board and stated that she is looking forward to taking on the role of Finance Officer for the District. Board members welcomed Ms. Prickett to the District.

INFORMATION ITEMS

There were no information items.

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 Walsh, seconded by Director Oxandaboure, and carried by the following roll-call vote:

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

The Board approved the following consent items as presented:

A. Minutes - Regular Meeting May 17, 2021

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.

FIRE DEPARTMENT BUSINESS/NOTICED HEARINGS – DISCUSSION AND POSSIBLE ACTION

A. Proposed Resolution 2021-07 – A Resolution of the Big Bear City Community Services District Setting the Fire Prevention and Protection Tax

President Russo asked Finance Officer Shari Strain to please describe this agenda item. Ms. Strain provided a background about the Fire Prevention and Protection Tax and how the percentage increase of 2.17% for Fiscal Year 2021-22 is calculated.

The noticed public hearing on Proposed Resolution 2021-07 was opened at 5:12 p.m.

President Russo asked for public and Board comments. No Board or public comment was given.

The public hearing on Proposed Resolution 2021-07 was closed at 5:12 p.m.

MOTION

Upon motion by Director Walsh, 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 2021-07, the caption of which reads as follows:

RESOLUTION 2021-07

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT SETTING THE FIRE PREVENTION AND PROTECTION TAX FOR FISCAL YEAR 2021-22

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-07.

- B. Proposed Resolution 2021-08 – A Resolution Adopting the Fiscal Year 2021/22 Appropriations Limit for the Big Bear City Community Services District

President Russo asked Finance Officer Shari Strain to please describe this agenda item. Ms. Strain reported legislative bodies of taxing agencies are required to adopt an appropriations limit. The limit specifies the maximum appropriations that may be funded by proceeds from taxes. The limit is adjusted each year by a change factor that is tied to growth indicators specified by the State. Resolution 2021-08 will set the Fiscal Year 2021-22 appropriations limit at \$8,389,028.

The noticed public hearing on Proposed Resolution 2021-08 was opened at 5:14 p.m.

President Russo asked for public and Board comments. Staff answered Board questions and no public comment was given.

The public hearing on Proposed Resolution 2021-08 was closed at 5:14 p.m.

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 2021-08, the caption of which reads as follows:

RESOLUTION 2021-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-22 FOR THE FIRE DEPARTMENT IN ACCORDANCE WITH PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-08.

COMMITTEE & BOARD MEMBER REPORTS

A. The following Committees met since the last Board Meeting:

- BBARWA, May 26, 2021

General Manager Mary Reeves summarized the BBARWA agenda from their regular meeting on May 26, 2021.

STAFF REPORTS

The General Manager’s Report was discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Proposed Resolution 2021-09 – A Resolution of the Board of Directors of the Big Bear City Community Services District Authorizing Investment of Monies in the Local Agency Investment Fund

Finance Officer Jeanette Prickett explained that due to the upcoming retirement of Shari Strain, the District will need to add Ms. Prickett in the role of Finance Officer for administrative access to the LAIF investment account and remove Ms. Strain. President Russo asked for any Board or public comment. Staff answered Board questions and no public comment was given.

MOTION

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

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

The Board adopted Resolution 2021-09 removing Shari Strain from the Finance Officer position at LAIF and replace her with Jeanette Prickett to the Finance Officer position, the caption of which reads as follows:

RESOLUTION 2021-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-09.

B. Proposed Resolution 2021-10 – A Resolution of the Big Bear City Community Services District Adopting the 2020 Urban Water Management Plan

President Russo introduced Spencer Waterman, WSC, Inc., to provide a verbal presentation on the 2020 Urban Water Management Plan (UWMP) and the Water Shortage Contingency Plan (WSCP). Mr. Waterman stated that the California Water Code requires all urban water suppliers with the state serving 3000 or more connections to update their plan every five years. Mr. Waterman explained the updates in the proposed 2020 UWMP including the addition of the required separate WSCP that can be amended independently of the UWMP. General Manager Reeves noted that since the publication of the full Board packet, language to add the WSCP to Resolution 2021-10 for the UWMP was identified and added.

The noticed public hearing on Proposed Resolution 2021-10 was opened at 5:30 p.m.

President Russo asked for public and Board comments. Staff answer Board questions. No public comment was given.

The public hearing on Proposed Resolution 2021-10 was closed at 5:33 p.m.

MOTION

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

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

The Board adopted Resolution 2021-10 with the additional language to include the WSCP, the caption of which reads as follows:

RESOLUTION 2021-10

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
ADOPTING THE 2020 URBAN WATER MANAGEMENT PLAN AND
THE WATER SHORTAGE CONTINGENCY PLAN

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-10.

C. Proposed Resolution 2021-11 – A Resolution of the Board of Directors of the Big Bear City Community Services District Adopting the Local Hazard Mitigation Plan

General Manager Mary Reeves explained that the federal Disaster Mitigation Act of 2000 requires local governments to have a Hazard Mitigation Plan (HMP) as a condition of receiving federal disaster

mitigation funds. Ms. Reeves reported that the Big Bear Fire Authority, spearheaded by Assistant Fire Chief-Fire Marshall Mike Maltby, offered to do a combined local HMP document and create a Multi-Jurisdiction Local Hazard Mitigation Plan to include the Big Bear Fire Authority, the City of Big Bear Lake, the Big Bear Municipal Water District and the Big Bear City Community Services District. Each entity worked cooperatively with the San Bernardino County Office of Emergency Services, the California Office of Emergency Services (CalOES), and the Federal Emergency Management Agency (FEMA) to update and combine the individual plans into one valley-wide plan. Ms. Reeves stated that the valley-wide plan received approval from CalOES and FEMA in April of 2020, and must also be adopted by each agency's governing Boards. President Russo asked for Board and public comment.

MOTION

Upon motion by Director Walsh, 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 2021-11 thereby adopting the 2020 Multi-Jurisdictional Local Hazard Mitigation Plan and authorized future non-substantive amendments to plan, the caption of which reads as follows:

RESOLUTION 2021-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIG BEAR CITY COMMUNITY SERVICES DISTRICT ADOPTING
THE LOCAL HAZARD MITIGATION PLAN

See BCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2021-11.

D. Well #2 Repair and Use of Water Department Reserves

Water Superintendent Jerry Griffith reported that they have been experiencing a lack of production from Well 2 at a production rate of 25 gpm as opposed to the normal 90 gpm. Well 2 experienced similar issues in 2017 while under warranty and it was pulled for inspection by Layne Christensen. Staff recommendation is to have Layne Christensen pull the well again to inspect the pump and motor. Staff answered Board questions.

MOTION

Upon motion by Director Walsh, 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 accepted Layne Christensen's estimate of \$14,499.74 and approved the use of Water department reserves to move forward on the inspection and possible repair of Well 2.

E. Award Well 8a Drilling Project

Water Superintendent Jerry Griffith stated that the District held a mandatory pre-bid meeting on May 4, 2021 to drill and equip a new production Well 8a to replace the current Well 8. Mr. Griffith reported that Layne Christensen was the only drilling contractor in attendance. Layne Christensen submitted a bid on June 28, 2021 in the amount of \$867,740.00 for drilling the well and equipping with 304L stainless steel column pipe. Mr. Griffith added that Layne submitted a requested addendum for the use of 316L stainless steel column pipe, which is a higher grade stainless steel, if the District decides to go with a higher grade. Staff recommendation is to award the Well 8a drilling project to Layne Christensen and accept the addendum to equip the well with the higher grade 316L stainless steel column pipe in the amount of \$928,835.00. Staff answered Board questions. President Russo asked for any public comment. No public comment was given.

MOTION

Upon motion by Director Walsh, 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 authorized staff to award the Well 8a drilling portion of the project to Layne Christensen and to accept the addendum to equip the well with the higher grade 316L stainless steel column pipe in the amount of \$928,835.00.

F. Financial Report and Treasurer’s Report – Quarter ended 3/31/21

Finance Officer Shari Strain presented the financial report and treasurer’s report for the quarter ended 3/31/21. Ms. Strain reported that all departments were performing as expected. Ms. Strain also reported that the 3/31/21 LAIF balance is \$15,650,264 and the March 2021 average monthly effective yield for LAIF investments is .357%. Staff answered Board questions. President Russo asked for any public comment. No public comment was given.

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 6:00 p.m., President Russo read aloud the closed session agenda items and the Board entered into

closed session.

REPORT FROM CLOSED SESSION

At 6:32 p.m., the Board reconvened to open session and President Russo reported on the closed session items.

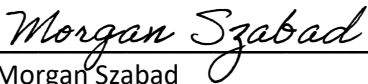
- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code Section 54957)
Title: General Manager

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

President Russo reported that the Board directed staff to use the CPI-U for the year ending in January for the Riverside-San Bernardino-Ontario, CA. area as the cost of living adjustment in section 4.2 of the General Manager Agreement.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:36 p.m.


Morgan Szabad
Secretary of the Board