

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
SEPTEMBER 18, 2023**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, September 18, 2023 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Russo called the meeting to order at 5:00 p.m. and Director Rowe led the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Bob Rowe, John Russo, Larry Walsh, and Al Ziegler were present.

**BOARD MEMBERS ABSENT**

No Board members were absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who signed in included: Jo Rowe, Micheal and Leeanne Eagleson, Bob Ybarra, Hall Family, Jon Bidwell, Bridgette Burton, Kristina Nehls, Belinda Masse-Rainwater, Bynette Mote, Brian Erickson, Gary and Judy Keller, Tara Antongiorgi, Anthony Brown, Pat Enyart, Bonnie South, Kelly Craig, and Jeff Willis.

DISTRICT EMPLOYEES included: Paul Fetterhoff, Collection Systems Operator; Jerry Griffith, Water Superintendent; Cameron Hall, Collection Systems Operator; Jennifer Hall, Customer Service Representative; John Haupt, Water Services Worker; Jack Holt, Water Services Worker; Kaylyn Johnson, Administrative Department Manager; Andy Keller, Sewer Foreman; Mike Lindquist, Collection Systems Operator; Jeanette Prickett, Finance Officer; Victor Soto, Collection Systems Operator; Gloria Zamorano, Customer Service Representative; Nathan Zamorano, Sewer Superintendent; Glenn Jacklin, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

A. District Employee Recognitions

The following employees were recognized for their years of District Service:

- Cameron Hall, 10 years
- Andy Keller, 15 years

**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 Rowe, and carried by the following vote:

AYES:	ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved the following consent items:

- A. Minutes - Regular Meeting August 21, 2023
- B. Cash/Checks Disbursements and Credit Card Purchases – August 2023 \$766,132.32

## **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:
  - Water, September 6, 2023
    - Informational Staff Report regarding Backflow Resolution 2022-08

Water Superintendent Jerry Griffith reported that on September 6, 2023, the Water Committee met to discuss Backflow Resolution 2022-08. Mr. Griffith noted that Resolution 2022-08 was approved by the Board on June 6, 2022. Mr. Griffith provided a cross connection definition, the necessity of backflow devices and the need for enforcement of the District's policy. President Russo asked for public comment, no public comment was given.

## **MOTION**

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

AYES:	ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board directed staff to continue to follow California Title 17 Code of Regulations for Cross Connection Control Programs and to continue to follow the Districts Code of Regulations Cross Connection Control Policy Section 9.8 and Standard Drawing No. 21.

- Finance, September 13, 2023

Finance Officer Jeanette Prickett stated that the Finance Committee met to review the Financial Report, Treasurer’s Report – Quarter Ended 06/30/2023 which will be on the consent calendar for approval at the October 2, 2023 regular meeting.

**STAFF REPORTS**

The General Manager’s Report and Supervisors’ Monthly Reports for August 2023 were discussed, received, and filed.

**UNFINISHED BUSINESS**

There were no unfinished business items.

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

A. Board Vacancy Appointment

Director Rowe recused himself from the meeting due to a conflict of interest with his wife as a candidate.

General Manager Jacklin reported that staff was directed to post a notice of vacancy on August 7, 2023. Mr. Jacklin outlined the Board vacancy appointment process for interviewing the candidates. At the August 21, 2023, regular Board meeting, the Board decided to have the candidates speak alphabetically backwards, Z to A according to the first letter of their last names, each candidate will be able to make an opening statement no longer than five minutes long and two minutes to answer each interview question. The Board decided to make the appointment be by a unanimous vote. Mr. Jacklin noted that candidate Madison Jackson was not in attendance.

**MOTION**

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

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

The Board voted to have each Board member ask two questions to each candidate. The Board members must ask the same questions to each candidate.

The Board heard each candidates opening statement. Candidates each then answered two questions per Board member. President Russo asked for public comment. Public comment was heard. President Russo then asked for nominations to fill the vacancy.

Director Walsh nominated Brian Erickson. Director Ziegler and President Russo nominated Michael Eagleson. President Russo asked for a vote on Candidate Erickson, Director Walsh voted in favor, Directors Russo and Ziegler voted no. President Russo asked for a vote on Candidate Eagleson, Directors Russo and Ziegler voted in favor, Directors Walsh voted no.

General Manager Jacklin informed the Board that they would need a unanimous vote. Otherwise, they would need a unanimous vote to change the voting requirement to a majority vote. The Board unanimously voted to change the voting requirement to a majority vote.

Director Walsh nominated Brian Erickson. President Russo asked for a vote on Candidate Erickson, Director

Walsh voted in favor, Directors Russo and Ziegler voted no. Director Ziegler and President Russo nominated Michael Eagleson. President Russo asked for a vote on Candidate Eagleson, Directors Russo and Ziegler voted in favor, Directors Walsh voted no.

Michael Eagleson was appointed to the vacancy by a majority vote. Director Rowe rejoined the meeting. Board Secretary Morgan Szabad issued the Oath of Office to Mr. Eagleson, and he was seated at the dais.

B. Proposed Resolution 2023-14 – 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 the District is experiencing a turnover in the General Manager and Administrative Department Manager positions due to retirement. Ms. Prickett stated the new General Manager, Glenn Jacklin and Administrative Department Manager, Kaylyn Johnson will need to have administrative access to the LAIF investment account to replace Mary Reeves and Donna Horn. President Russo asked for public comment, no public comment was given.

**MOTION**

Upon motion by Director Ziegler, seconded by Director Rowe, and carried by the following vote:

AYES:	EAGLESON, ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board adopted Resolution 2023-14, the caption of which reads as follows:

RESOLUTION 2023-14

A RESOLUTION 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 35 for the complete copy of Resolution 2023-14.

C. Replenish Big Bear Amendment No. 1 to the Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District

General Manager Jacklin explained on September 14, 2022, the Board approved the Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency (BBARWA), the City of Big Bear Lake Department of Water and Power (DWP), and the Big Bear City Community Services District (CSD). The term of the agreement was for a period of three hundred and sixty-five (365) days from the date of acceptance of the funding letter. Replenish Big Bear Amendment No. 1 to the Funding Letter of Intent proposes to extend the term until September 27, 2024, all other provisions remain in full force and effect. President Russo asked for public comment, no public comment was given.

**MOTION**

Upon motion by Director Rowe, seconded by Director Eagleson, and carried by the following vote:

AYES: EAGLESON, ROWE, RUSSO  
NOES: WALSH, ZIEGLER  
ABSENT: NONE  
ABSTAINS: NONE

The Board authorized the General Manager to execute the Replenish Big Bear Amendment No. 1 to the Funding letter of Intent, between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District.

**NON-AGENDA PUBLIC TESTIMONY**

Public comment was heard.

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

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

**CLOSED SESSION**

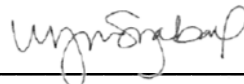
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 6:33 p.m.



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Morgan Szabad  
Secretary of the Board