

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 19, 2023**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 19, 2023 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 and by teleconference at 70200 Dillion Rd, Desert Hot Springs, California 92241.

President Russo called the meeting to order at 5:02 p.m. and led the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Bob Rowe, John Russo, Larry Walsh, and Al Ziegler were present. John Green was present via teleconference.

**BOARD MEMBERS ABSENT**

No Board members were absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who signed in included: Patrice Duncan, Leanne Eagleson, Jennifer Clegg, and Michael Shabinaw.

DISTRICT EMPLOYEES included: Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Jeanette Prickett, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; and Mary Reeves, General Manager.

**PRESENTATIONS**

There were no presentation items.

**INFORMATION ITEMS**

A. Possible Adjournment of July 3, 2023 Regular Board Meeting

General Manager Mary Reeves explained that July 4, 2023 is Independence Day, a legal and District recognized holiday. The District is closed in observance of the Independence Day holiday on July 4, 2023. Ms. Reeves reported staff is not aware of any action items, other than consent items, to include in a meeting to be held on Monday, July 3, 2023. By consensus of the Board, the July 3, 2023 will be adjourned to the next regularly scheduled on July 17, 2023.

**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 roll-call vote:

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

The Board approved the following consent items:

- A. Minutes - Regular Meeting June 5, 2023
- B. Cash/Checks Disbursements and Credit Card Purchases – May 2023 \$240,903.78

## **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.

There were no committee & board member reports.

## **STAFF REPORTS**

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

## **UNFINISHED BUSINESS**

There were no unfinished business items.

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

- A. Proposed Resolution 2023-10 – 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 Reeves reported that the proposed Resolution was a standard procedure for the District and sets July 17, 2023 as the date for the public hearing on the written report of delinquent trash collection charges and delinquent water service charges for fiscal year 2022/23 to be collected on the tax roll. Ms. Reeves stated at this time there is approximately \$15,000.00 in uncollected delinquent charges.

**MOTION**

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

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

The Board adopted Resolution 2023-10, the caption of which reads as follows:

RESOLUTION 2023-10

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 35 for the complete copy of Resolution 2023-10.

B. District Fee, Deposit and Charge Schedule 2023/2024

General Manager Reeves explained that with the recently adopted Code of Regulations, necessitated an update to the to the District’s fee, deposit and charge schedules. Ms. Reeves noted that several of the fees are also set by annually adopted ordinances such as the water and sewer connection fees. Staff answered Board questions. No public comment was given.

**MOTION**

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

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

The Board approved the updated District fee, deposit, and charge schedule for fiscal year 2023/24.

C. FY 2023-24 Salary Schedule for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative Positions

General Manager Reeves reported that FY 2023-24 salary schedule reflected the approved 6% increase on July 1, 2023 per 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 September 19, 2022. Ms. Reeves stated that the General Manager salary increase was based on her contract. Staff answered Board questions. No public comment was given.

**MOTION**

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

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

The Board approved the FY 2023-24 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.

**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**

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

At 5:17 p.m., the Board entered into closed session.

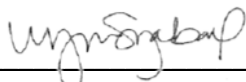
**REPORT FROM CLOSED SESSION**

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

President Russo report that no reportable action had taken place.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 5:30 p.m.

  
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Morgan Szabad  
Secretary of the Board