

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 20, 2024**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Tuesday, February 20, 2024 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. Director Eagleson led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Michael Eagleson, 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: David Lawrence, BBARWA; Jesse Rogers, Rim Family Services; John Everman, San Bernardino County Sheriff's Department; Joseph Kelly, and Patrice Duncan.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Jack Holt, Water Services Worker; Jeanette Prickett, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Glenn Jacklin, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

A. Rim Family Services Presentation

Jesse Rogers gave a presentation regarding collaborating on community awareness on the dangers of flushing medications.

INFORMATION ITEMS

A. FY 2024/25 Budget Calendar

Finance Officer Jeanette Prickett introduced the fiscal year 2024/25 budget calendar. Ms. Prickett noted the schedule for the budget committee meetings, budget workshop, draft budget for public comment, and adoption of the budget.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

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

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

The Board approved the following consent items:

- A. Minutes - Regular Meeting January 15, 2024
- B. Cash/Checks Disbursements and Credit Card Purchases – January 2024 \$3,455,508.97

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:
 - Administrative, February 7, 2024
 - Solid Waste, February 12, 2024
 - Finance, February 15, 2024

General Manager Glenn Jacklin reported that the Administrative committee met to review the FY 24/25 budget. The Solid Waste committee met to report on the offer received from Supervisor Rowe.

MOTION

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

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

The Board authorized staff to enter negotiations for a contract to accept the \$50,000 from Supervisor Rowe office to assist in facilitating popup locations and more community clean-up days.

Mr. Jacklin stated the Finance committee met to review the Financial Report, Treasurer's Report – Quarter Ended 12/31/2023.

STAFF REPORTS

The General Manager’s Report and Supervisors’ Monthly Reports for January 2024 were discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Surplus Vehicle – Declaration as Surplus Equipment and Authorization to Advertise and Sell to the Highest Reasonable Bidder

Solid Waste Superintendent Jon Zamorano stated that Unit #308 2000 Ford F-350 V10 4X4 Supercab will no longer be in use by the District and requests to declare it as surplus equipment and authorization to advertise and sell to the highest reasonable bidder. No public comment was given.

MOTION

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

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

The Board declared Vehicle Unit #308 as surplus equipment and authorized staff to advertise and sell to the highest reasonable bidder.

- B. Updated Job Description for the Position of Water Services Worker

Human Resources Manager/Board Secretary Morgan Szabad stated that staff has updated the job description for the position of Water Services Worker to accurately reflect the education requirements set by the State Water Resources Control Board requiring possession of Grade II Water Distribution Operator Certificate and Grade II Water Treatment Operator certificates to part of the on-call duty rotation. Ms. Szabad noted that the proposed update had been reviewed and voted in favor by the Big Bear City Community Services District Employees Association. No public comment was given.

MOTION

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

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

The Board approved the updated job description for the position of Water Services Worker as presented.

C. District's Strategic Plan Update for 2024

General Manager Jacklin informed the Board that in the District's five year strategic plan, it states that annually, prior to the end of February, updates must be made in order to always remain five years out. Staff has made updates as necessary to reflect the completion or progress of the existing strategic goals during the current fiscal year. Staff answered Board questions. No public comment was given.

MOTION

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

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

The Board reviewed the proposed District's Strategic Plan Update for 2024 and adopted it as presented.

- D. Proposed Resolution 2024-01 - A Resolution of the Board of Directors of the Big Bear City Community Services District Approving a Resolution to become subject to California Uniform Public Construction Cost Accounting Procedures & Update to Procurement Policy

General Manager Jacklin explained that the District must formally bid contracts for construction services and public works projects if the cost exceeds \$25,000 pursuant to Public Contract Code section 20682.5. Jacklin stated that the California Uniform Public Construction Cost Accounting Act provides an exception to this general rule for Special Districts and other local public agencies that elect to become subject to the Act. The Act would allow the District to utilize alternative or informal bidding procedures when the public projects are within a certain cost range. Informal bid requirements set procedures to establish a list of qualified contractors, identified by work category, to be notified of potential projects and procedures for informal bidding. The Act would also allow the District to perform public projects up to a certain cost range by utilizing the District's internal workforce. The Act would allow the District more flexibility and reduced timelines. No public comment was given.

MOTION

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

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

The Board adopted Resolution 2024-01, the caption of which reads as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT APPROVING A RESOLUTION TO BECOME SUBJECT TO CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES & UPDATE TO PROCUREMENT POLICY

See BCCSD Resolution and Ordinance Book Number 36 for complete copy of Resolution 2024-01.

- E. Amendment No. 7 to the Joint Exercise of Powers Agreement creating the Big Bear Area Regional Water Agency (BBARWA) and Amendment No. 6 to the Operating Agreement No. 1 between the Big Bear City Community Services District, City of Big Bear Lake, and San Bernardino County CSA 53 B.

General Manager Jacklin explained the agreement and amendments to the Joint Exercise of Powers Agreement creating the Big Bear Area Regional Water Agency (BBARWA). The BBARWA Board of Directors approved the General Manager on December 19, 2023 to complete negotiations on Agreement No. 7 to the JPA and Amendment No. 6 to Operating Agreement No. 1 with the member agencies. The amendments were added at the request of the United States Environmental Protection Agency to meet underwriting requirements for obtaining federal financing for the Replenish Big Bear Program in the form of a loan secured by revenues of the Agency, otherwise known as the Water Infrastructure Finance and Innovation Act. Amendment No. 7 to JPA is designed to modify the termination provisions and the method of accomplishing the purpose provision. Amendment No. 6 to Operating Agreement No. 1 is designed to (a) expressly acknowledge that the Regional System includes the Program, (b) modify the termination provisions, and (c) include the holder of indebtedness, not solely revenue bonds, to become a third-party beneficiary of the Operating Agreement No. 1. Mr. Jacklin requested BBARWA General Manager David Lawrence to assist in answering Board questions. Mr. Lawrence answered Board questions and explained the Replenish Big Bear project benefits to the Valley. Public comment was heard.

MOTION

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

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

The Board voted to revisit this agenda item at the next regular Board meeting on March 4, 2024 and requested more information to be provided.

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

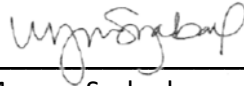
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 7:08 p.m.



Morgan Szabad
Secretary of the Board