

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
139 E BIG BEAR BLVD, BIG BEAR CITY CA 92314
JANUARY 7, 2019 - 5:00 P.M.**

1. Call To Order and Roll-Call
2. Invocation and Pledge Of Allegiance
3. Presentations
4. Information Items
 - A. Board Committee Assignments for 2019
5. Consent Calendar- Approval
 - A. Minutes of the Regular Meeting of December 17, 2018
6. Requests for Continuance
7. Items Removed from the Consent Calendar for Discussion
8. Committee & Board Member Reports
 - A. The following Standing Committees met since the last Board Meeting: None
9. Fire Department Business – Discussion and possible action
10. Staff Reports – Receive and File
 - A. General Manager’s Report
11. Unfinished Business - Discussion and possible action
12. New Business/Adoption Agenda/Discussion/Noticed Hearings - Discussion and possible action
13. Non-Agenda Public Comment
14. Directors’ Closing Comments/Announcement Of Coming Events

15. Closed Session

A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Property: Portion of District Offices at 139 E. Big Bear Blvd, Big Bear City, CA 92314

APNs 031118305000 to 0311183080000

Agency Negotiator: General Manager

Property Owner: Big Bear City Community Services District

16. Report from Closed Session

17. Adjournment

Consent Calendar - All matters listed under consent calendar, will be enacted by one motion at the appropriate time. The staff recommendation is approval of all items listed. If discussion is desired, any item may be removed from the consent calendar by a Board member and considered separately.

Public Testimony - Each individual speaker will be limited to five minutes or less on each item on the agenda and five minutes or less on each non-agenda item during public testimony. All remarks shall be addressed to the Board as a whole body only.

Public Records – All open session agenda related writings and documents provided to the Board of Directors are available for public inspection at www.bbcsd.org and at the office of the Board Secretary, located at 139 E. Big Bear Blvd., Big Bear City, CA 92314 during regular business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Big Bear City Community Services District office at (909) 585-2565. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**STAFF REPORT AND RECOMMENDATION
JANUARY 7, 2019 REGULAR BOARD MEETING**

DATE: January 2, 2019
TO: Board of Directors
FROM: Morgan Szabad, Human Resources Manager/Board Secretary *ms*
SUBJECT: Board Committee Assignments for 2019

BACKGROUND:

The current Board Committee Assignment policy establishes that Board Committee assignments, made by the President of the Board, are assigned for a minimum of a one year period and that during that time period, no committee member can be removed from a committee without a four-fifths vote of the Board of Directors.

President Russo will announce the following Standing Board Committee Assignments for calendar year 2019:

- Administrative – Responsible for contracts, leases, real property, employee relations, and parks
 - Directors Oxandaboure and Walsh
- Finance – Budget, rates, and residual fire issues
 - Directors Walsh and Ziegler
- Sewer – Big Bear Area Regional Wastewater Agency and collection
 - Directors Green and Oxandaboure
- Solid Waste – Collection, hauling, and recycling
 - Directors Russo and Ziegler
- Water – Supply, distribution, and reclamation
 - Directors Green and Russo

Note: Standing committees comply with the open meeting requirements of the Ralph M. Brown Act.



**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 17, 2018**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 17, 2018 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Oxandaboure called the meeting to order at 5:00 p.m. The Directors paused for a moment of silence and Director Ziegler led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

John Green, Karyn Oxandaboure, 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: Joseph Kelly, Big Bear Airport District; Kristin Mandolini, Big Bear Fire Authority.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Jennifer Hall, Customer Service Representative; Jack Holt, Water Services Worker; Kaylyn Johnson, Customer Service Representative; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS - SEATING OF NEW BOARD

- A. Oath of Office for Newly Re-elected Directors Green, Oxandaboure and Ziegler

Secretary to the Board, Morgan Szabad, announced that the District had received the certified results of the November 6, 2018 election. She administered the Oath of Office to newly re-elected Directors John Green, Karyn Oxandaboure and Al Ziegler. The Directors were congratulated and took their seats at the dais.

INFORMATION ITEMS

- A. Election of President and Vice President for 2019

MOTION

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

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

The nominations for President were opened.

Director Green nominated Director Russo to serve as President of the Board. There were no additional nominations.

MOTION

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

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

The nominations for President were closed.

MOTION

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

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

The Board elected Director Russo to serve as President of the Board.

President Russo asked for a motion and a second to open the nominations for Vice President.

MOTION

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

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

The nominations for Vice-President were opened.

Director Walsh nominated Director Ziegler to serve as Vice-President. There were no additional nominations.

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:

- Solid Waste, December 5, 2018

President Russo reviewed the items discussed at the Solid Waste Committee. Solid Waste Superintendent Jon Zamorano suggested to the Board the purchasing of multiple tippers as opposed to the previously budgeted Curotto Can and explained the numerous benefits of using tippers to begin the automation process. Mr. Zamorano briefly reported the new requirements coming soon from the adoption of SB 1383 and the process the District will need to begin to be compliant with these new requirements. Some of the committee recommendations will be brought to the full Board in upcoming meetings.

STAFF REPORTS

The General Manager’s Report and Supervisors’ Monthly Reports for November 2018 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Employee Incentive Award Recommendation

Water Superintendent Jerry Griffith explained the District’s Employee Reward Incentive Program in Ordinance 186 allows for a bonus of \$250.00 for non-exempt employees for ideas or suggestions that save the District money, time or resources. Mr. Griffith reported that Water Services Worker Jack Holt saved the District approximately \$2,000.00 by building brackets, installing lights and a directional light bar for only \$268.28 for the safety needs of the Water department’s Wachs valve. The District had received a quote from Wachs for the same modification for \$2,300.00 not including the tax, shipping, and installation.

MOTION

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

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

The Board approved a bonus for Water Services Worker Jack Holt in the amount of \$250.00.

B. Adoption of the 2018 Big Bear City Community Services District's Water Master Plan

Water Superintendent Jerry Griffith introduced Kirsten Plonka and Heather Freed to provide a presentation of the completed Water Master Plan prepared by Water Systems Consulting, Inc. (WSC). Ms. Plonka and Ms. Freed explained that the adoption of the Water Master Plan will establish a basis for determining future water connection fees as well as recognizing Capital Improvement Projects for 20 years (2018-2038).

MOTION

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

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

The Board adopted the Water Master Plan as prepared by WSC.

C. FY 2017/18 Preliminary Year End Financial Results and Audit Progress Report

Finance Officer Shari Strain supplied a brief summary of the FY 2017/18 preliminary Year End financial results. Ms. Strain reported that the audit report will be ready and on the agenda for the January 21, 2019 Board meeting.

NON-AGENDA PUBLIC TESTIMONY

No public comments were offered or heard.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

President Russo announced the following closed session item and read it into the record:

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
Property: Portion of District Offices at 139 E. Big Bear Blvd, Big Bear City, CA 92314
APNs 031118305000 to 0311183080000
Agency Negotiator: General Manager
Property Owner: Big Bear City Community Services District

- B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
APN: 0313118020000
Agency Negotiator: General Manager
Property Owner: Big Bear City Community Services District

At 5:58 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 6:31 p.m., the Board reconvened to open session and President Russo reported on the closed session item.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
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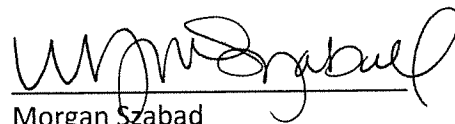
President Russo reported that no reportable action had taken place.

- B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
APN: 0313118020000
Agency Negotiator: General Manager
Property Owner: Big Bear City Community Services District

President Russo reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:31 p.m.



Morgan Szabad
Secretary of the Board

GENERAL MANAGER REPORT
JANUARY 7, 2019 REGULAR BOARD MEETING

DATE: January 2, 2019

TO: Board of Directors

FROM: Mary Reeves - General Manager

SUBJECT: General Manager's Report

In addition to staff meetings with each of the department supervisors, my work activities since the last General Manager's report include:

- December 13, 2018 I attended a Best, Best, and Krieger webinar titled Annual Labor and Employment Law Update.
- December 19, 2018 I attended the District's Employee Appreciation Breakfast at the District Office. The breakfast was catered by the Barnstorm Restaurant and included a hot chocolate bar. We had excellent turnout for this event.
- December 20, 2018 A group District-wide employee picture was taken at Paradise Yard. Several departments also took separate group pictures.
- December 24, 2018 The District was closed on Monday and Tuesday, December 24 and 25, 2018 in observance of Christmas Eve and Christmas Day.
- December 26, 2016 I took vacation days on December 26, 2018 through December 28, 2018.
- December 31, 2018 The District was closed Monday and Tuesday, December 31, 2018 and January 1, 2019 in observance of New Year's Eve and New Year's Day.
- January 03, 2019 I took an additional vacation day.

Notable Upcoming Events Include:

- I will be working on the annual update of the District's Five-Year Strategic Plan in January and February. Please let me know if you have any specific updates for me to include.