

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 18, 2017**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 18, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, CA 92314.

President Green called the meeting to order at 5:00 p.m. and Director Oxandaboure 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: None.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

A. Presentation of June 30, 2017 Draft Financial Statements

Paul Kaymark, of the Pun Group, was present via tele-conference. Mr. Kaymark requested to set a special meeting of the Board on either December 27 or 28, 2017 to present the draft audited financial reports. The Board decided on having a special meeting on December 27, 2017 at 4:30 p.m.

**INFORMATION ITEMS**

A. Election of President and Vice President for 2018

Director Oxandaboure nominated President Green to serve as President of the Board but that motion was not voted on because it did not receive a second.

President Green then nominated Director Oxandaboure to serve as President of the Board.

**MOTION**

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

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

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

Director Green nominated Director Russo to serve as Vice-President. There were no additional nominations.

**MOTION**

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

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

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

B. Discuss January 1, 2018 Regular Board Meeting – Possible Adjournment due to Holiday

General Manager Mary Reeves explained that January 1, 2018 is New Year’s Day, a legal and District recognized holiday. The District is closed in observance of the New Year’s holidays on January 1, 2018 and January 2, 2018. District Ordinance 2015-01 states, “If the time appointed for a regular meeting falls upon a legal or District holiday, such meeting shall be held at the same hour on the next succeeding business day of the District unless adjourned.” By consensus of the Board, it was decided to have the meeting the next succeeding business day, Wednesday, January 3, 2018 at 5:00 p.m.

**CONSENT CALENDAR**

The Board reviewed the items on the consent calendar.

## **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 approved the following consent items as presented:

- A. Minutes - Regular Meeting December 4, 2017
- B. Cash/Checks Disbursements    November 2017 \$ 280,452.09  
Credit Card Purchases            November 2017 \$ 7,278.95

## **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:

- Finance, December 12, 2017

Director Walsh explained that Finance Officer Shari Strain presented the first quarter financials to the Finance Committee. He reported that there was nothing unreasonable about the numbers presented. Ms. Strain informed the Board that she would like to have monthly Finance Committee meetings to go over the monthly financials.

- Solid Waste, December 14, 2017

Director Russo reported that the Solid Waste Committee discussed the purchase of a bin truck. The budgeted amount for the truck is \$75,000.00. Director Ziegler recommended having a double bin truck as opposed to a single bin truck to improve efficiency by being able to carry two dumpster bins at a time, instead of one. The cost to make the bin truck a double as opposed to a single would be an additional \$15,000.00, which would come from Solid Waste reserves. Solid Waste Superintendent Jon Zamorano answered Board questions regarding a single bin truck versus double bin truck. Director Russo included that the Committee had received a request from Mr. Zamorano that the cab of the new bin truck be the color red for the purpose of matching the red colored dumpster bins. Discussion was

had regarding the color, and it was determined that the Board is fine with the cab of the new bin truck being red to match the red dumpster bins.

**MOTION**

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

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

The Board approved the purchase of a double bin truck with the additional \$15,000.00 to come from Solid Waste reserves.

**FIRE DEPARTMENT BUSINESS**

Fire Chief Jeff Willis provided the Board with a brief update from the Ad Hoc Committee meeting regarding the Fire Authority’s strategic plan. Chief Willis answered questions regarding the status of the Fire Authority crews currently up North.

**STAFF REPORTS**

The General Manager’s report was discussed, received, and filed. The Supervisors’ monthly reports for November 2017 were discussed, received, and filed. General Manager Reeves wanted to point out that on Water Superintendent Jerry Griffith’s monthly report the Peter Pan Phase 2 project was completed significantly under the budgeted amount.

**UNFINISHED BUSINESS**

There was no unfinished business.

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

There was no new business.

**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**

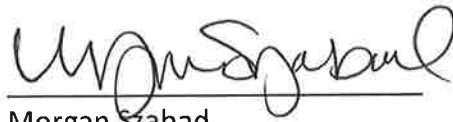
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 5:42 p.m.



Morgan Szabad  
Secretary of the Board