

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 3, 2018**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Wednesday, January 3, 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: None.

DISTRICT EMPLOYEES included: Kaylyn Johnson, Customer Service Representative; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

A. Board Committee Assignments for 2018

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 Oxandaboure presented the following Standing Board Committee Assignments for calendar year 2018:

- Administrative – 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 Ziegler and Russo
- Water – Supply, distribution, and reclamation – Directors Green and Russo

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

Upon motion by Director Ziegler, 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 of the Regular Meeting of December 18, 2017
- B. Minutes of the Special Meeting of December 27, 2017

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 or Board Member reports.

FIRE DEPARTMENT BUSINESS

There was no Fire Department business.

STAFF REPORTS

The General Manager’s report was discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Updated Policy for District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

General Manager Mary Reeves explained to the Board that Water Superintendent Jerry Griffith had prepared changes to the existing District Vehicle and Equipment Purchase and Expensive Repair Cost policy approved on 08-03-15. Discussion was had regarding the need for all purchases and repairs to be brought to the full Board each time. Ms. Reeves clarified that the proposed policy would allow the Board to be aware of planned purchases and repairs during the budget process, and according to the policy, it would then be brought to the appropriate Committee for any purchases or repairs over the amount of \$10,000. The Committee would then decide if the purchase would go to the full Board for final approval. Director Walsh suggested raising the amount from \$10,000 to \$15,000 due to reoccurring repairs that would cost over the \$10,000 repeatedly.

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 adopted the updated policy for District Vehicle and Equipment Purchase and Expensive Repair Cost Approval with the amendment of the amount being increased from \$10,000 to \$15,000.

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

- A. PUBLIC EMPLOYEE 6 MONTH PERFORMANCE EVALUATION
(Government Code Section 54957)
Title: General Manager

At 5:36 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 6:35 p.m., the Board reconvened to open session and President Oxandaboure reported on the closed session item.

- A. PUBLIC EMPLOYEE 6 MONTH PERFORMANCE EVALUATION
(Government Code Section 54957)
Title: General Manager

President Oxandaboure reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:35 p.m.



Morgan Szabad
Secretary of the Board