

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 4, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 4, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Green 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: Jerry Griffith, Water Superintendent; John Haupt, Water Services Worker; Kaylyn Johnson, Customer Service Representative; Moises Lopez, Collection Systems Operator; Ralph Marquardt, Water Services Worker; David Orabuena, Solid Waste Collection Specialist; Ryan Reeves, Water Services Worker; Joe Saali, Water Services Worker; David Simoneau, Collection Systems Operator; Michael Smith, Water Services Worker; Victor Soto, Collection Systems Operator; Shari Strain, Finance Officer; David Tharp, Collection Systems Operator; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

A. District Employee Recognitions

The following employees were recognized for their years of District Service:

- David Simoneau, 15 years
- Jon Zamorano, 25 years
- Jerry Griffith, 15 years
- Nathan Zamorano, 25 years

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

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 approved the following consent items as presented:

- A. Minutes of the Regular Meeting of November 20, 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. Financial Report and Treasurer’s Report – Quarter ended 9/30/17

Finance Officer Shari Strain presented the Financial Report and Treasurer’s Report for the quarter ended 9/30/17. Ms. Strain explained that the Board will be receiving these reports quarterly. She recommended that there be a Finance Committee meeting scheduled this month to discuss financials further. Staff answered questions regarding the quarter ended 9/30/17 report. The Board directed staff to schedule a Finance Committee meeting.

B. Coin Acceptance Policy

Customer Service Representative Kaylyn Johnson clarified the law in reference to coin acceptance and answered questions regarding the proposed Coin Acceptance Policy.

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 approved and adopted the proposed District Coin Acceptance Policy as presented.

C. Awarding the Rowe Reservoir Retrofit Project

Water Department Superintendent Jerry Griffith reported the bid opening for the Rowe Reservoir Retrofit that was budgeted for in the 2017/18 fiscal budget was on November 28, 2017. The District received three bids and Simpson Sandblasting & Special Coatings, Inc. was the lowest responsible bidder. Mr. Griffith explained that Harper & Associates Engineering, Inc. (HAE) recommends including a 10% contingency for unforeseen costs, materials testing or the need for dehumidification. Mr. Griffith answered questions regarding the timeframe for this project. Mr. Griffith explained that the cost for all the work is \$644,999.30 plus the 10% contingency of \$52,744.40.

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 authorized staff to award the retrofitting of Rowe Reservoir to the lowest responsible bidder, Simpson Sandblasting & Special Coatings, Inc. The Board approved the cost for all the work at \$644,999.30 plus a 10% construction contingency in the amount of \$52,744.40 to come from Water Department Reserves if necessary.

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

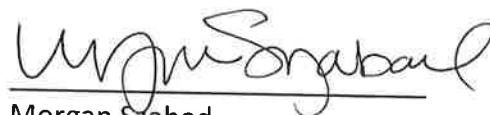
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:38 p.m.



Morgan Szabad
Secretary of the Board