

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 15, 2019**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, April 15, 2019 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. and Director Green 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: Emilee Willerford and Quinn Stalcup.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

NON-AGENDA PUBLIC TESTIMONY

No public comments were offered or heard.

PRESENTATIONS

- A. Fiscal Year 2019/20 Budget Presentation – Water, Sewer, Solid Waste, and Administrative Departments

Finance Officer Shari Strain presented the draft budgets for Fiscal Year 2019/20 for the Water, Sewer, Solid Waste, and Administrative departments. She revealed the Fiscal Year 2019/20 budget cover which was designed by Water Department Foreman Gavin Heilman. Ms. Strain discussed the budget process to date, the budget workshop accomplishments and rate increases. Additional public comment will be scheduled for the May 6, 2019 Regular Board Meeting. The Board will consider adoption of the final Fiscal Year 2019/20 Budget at the May 20, 2019 Regular Board Meeting.

INFORMATION ITEMS

There were no information items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. District Report of Serious Injuries, Illnesses or Death Policy

Human Resources Manager Morgan Szabad reported that the Loss Control Action Plan (LossCAP) that is part of the Risk Management Evaluation of the District’s facilities and practices performed by California Joint Powers Insurance Authority in May 2018 designated items that need updating at a priority level. One action item was to “*Instruct supervisors to notify Cal/OSHA of serious employee injury or illness or death.*” Ms. Szabad noted that the proposed policy is not a change in current District practice, just documentation of current practice into a written policy and has been reviewed and accepted by the Big Bear City Community Services District Employees Association.

MOTION

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

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

The Board approved the District Reporting of Serious Injuries, Illnesses or Death policy as presented.

B. Water Meter Testing Policy

Water Superintendent Jerry Griffith reported that SB 555 requires Urban Retail Water Suppliers to manage water loss in their systems. Mr. Griffith shared that this will require an annual water audit in accordance with the AWWA M36 method and an expert validation by an AWWA certified validator. Mr. Griffith explained that the proposed water meter testing policy is a step towards increasing the District’s validity to increase the score of our water audit. He reported that at this time there is no financial impact to the District to implement this policy.

MOTION

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

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

The Board approved the District’s Water Meter Testing Policy.

C. Audit Services Proposals for the Fiscal Year Ending June 30, 2019

Finance Officer Shari Strain stated that the District issued requests for proposals (RFPs) on February 20, 2019 to six firms and received four proposals. Ms. Strain reported that the Finance Committee

met on April 4, 2019 to review the four proposals and settled on two auditing firms to recommend to the Board: Nigro & Nigro PC or The Pun Group, LLP. Ms. Strain explained that Nigro & Nigro PC's Lead Audit Partner is Paul Kaymark, who was formerly with The Pun Group, LLP and has experience with the District. She also explained The Pun Group, LLP is the District's current auditing firm.

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 selected Nigro & Nigro PC based on the Finance Committee and staff recommendation.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

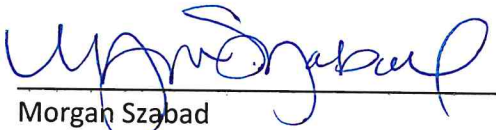
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:28 p.m.


Morgan Szabad
Secretary of the Board