

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JULY 1, 2019**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, July 1, 2019 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 and by tele-conference at 16 Lyra Way, Coto de Caza, California 92679.

Vice President Ziegler 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, Al Ziegler were present and John Russo was present via tele-conference.

BOARD MEMBERS ABSENT

Larry Walsh arrived at 5:06 p.m.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: None.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Shari Strain, Finance Officer; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

NON-AGENDA PUBLIC TESTIMONY

No public comments were offered or heard.

PRESENTATIONS/NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS - DISCUSSION AND POSSIBLE ACTION

A. Fiscal Year 2017-18 Audit Report

Via tele-conference, Ken Pun, from the District's auditing firm The Pun Group, provided a power-point presentation of the Draft Fiscal Year 2017-18 audit report. He noted that while the audit report was not finalized yet, they were close and were able to present preliminary numbers to the Board. Mr. Pun described the stages of the auditing process and explained each phase involved. Mr. Pun briefly spoke about the new GASB 70 regulations and provided an overview of Financial Statements ended 06/30/18.

MOTION

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

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

The Board accepted the Fiscal Year 2017-18 audit report presentation with the expectation of receiving the finalized FY 2017-18 audit report within the next two weeks.

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 Green, and carried by the following roll-call 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 June 17, 2019
- B. Treasurer’s Report for Period Ended March 31, 2019

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.

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. FY 2019-20 Salary Schedule for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative Positions

General Manager Mary Reeves reported that the Board of Directors approved a Memorandum of Understanding (MOU) between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association on June 19, 2017 which runs through June 30, 2022. That MOU approved a 2.25% increase on July 1, 2019. The FY 2019-20 Salary Plan reflects the 2.25% increases for the District’s Water, Sewer, Solid Waste and Administrative departments’ positions and the General Manager’s contracted salary increase effective July 1, 2019.

MOTION

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

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

The Board approved the FY 2019-20 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.

B. Use of Reserves to Complete Purchase of Administrative Department Vehicle

General Manager Reeves explained that \$35,000 was budgeted in Fiscal Year 2019-20 Administrative Services budget for the purchase of an Administrative Department replacement vehicle. It was explained that when this replacement vehicle was budgeted there were no actual quotes available and an estimate was used for budgeting. Administrative Department Manager Donna Horn reported that the approximate price for the vehicle is \$36,000 plus the necessary options such as 4-wheel drive, taxes and fees will require additional monies from

department reserves not to exceed the amount of \$5,000 for the replacement vehicle.

MOTION

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

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

The Board approved a not to exceed amount of \$40,000 from reserves to purchase the Administrative Department replacement vehicle.

C. California Special Districts Association 2019 Board Election

General Manager Reeves reported that the District received a ballot measure from the California Special Districts Association (CSDA) to elect a representative to the CSDA Board of Directors in the Southern Network, Seat B for term 2020-2022. Discussion was had amongst the Board members as to which candidate to select as the District's vote. Director Green noted that his name was not on the ballot due to the CSDA not receiving his submitted nomination paperwork.

MOTION

Upon motion by Director Oxandaboure, seconded by Vice President Ziegler, and carried by the following roll-call vote:

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

The Board selected Dennis LaMoreaux of the East Valley Water District as the candidate to support, and directed staff to vote on behalf of the District for Mr. LaMoreaux for the 2019 CSDA Board of Directors in the Southern Network, Seat B election for term 2020-2022.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

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

At 5:39 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

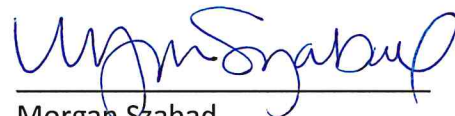
At 5:53 p.m., the Board reconvened to open session and Vice President Ziegler reported on the closed session items.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Pursuant to Government Code Section 54957)
Title: General Manager

Vice President Ziegler reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:53 p.m.



Morgan Szabad
Secretary of the Board