

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
AUGUST 21, 2023**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, August 21, 2023 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 led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Bob Rowe, 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: Jo Rowe, Micheal and Leeanne Eagleson, Bob Ybarra, Hall Family, Stacy and Catrina Green, David Chiever, Jenn Clegg, James Spatharos, and Jeff Willis.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Cameron Hall, Collection Systems Operator; Jennifer Hall, Customer Service Representative; Jack Holt, Water Services Worker; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Jeanette Prickett, Finance Officer; Gloria Zamorano, Customer Service Representative; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

A. Proclamation Recognizing Director John Green

General Manager presented Stacy Green will a proclamation honoring Director John Green's years of public service and dedication to the District.

B. District Employee Recognitions

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

- Morgan Szabad, 15 years
- Jennifer Hall, 20 years

INFORMATION ITEMS

A. Possible Adjournment of September 4, 2023 Regular Board Meeting

General Manager Mary Reeves explained that September 4, 2023 is Labor Day, a legal and District recognized holiday. The District is closed in observance of the Labor Day holiday on September 4, 2023. Ms. Reeves reported staff is not aware of any action items, other than consent items, to include in a meeting to be held on Tuesday, September 5, 2023. By consensus of the Board, the September 4, 2023 meeting will be

adjourned to the next regularly scheduled meeting on September 18, 2023.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

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

AYES:	ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board approved the following consent items:

- A. Minutes - Regular Meeting August 7, 2023
- B. Cash/Checks Disbursements and Credit Card Purchases – July 2023 \$2,698,143.67

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 and Supervisors' Monthly Reports for July 2023 were discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Appointment of Administrative Department Manager

General Manager Reeves announced the upcoming retirement of Administrative Department Manager Donna Horn on September 8, 2023. The District opened the position in-house and received one applicant, Kaylyn Johnson. Kaylyn was interviewed by the General Manager and Management staff. The General Manager's recommendation to the Board is to appoint Kaylyn Johnson to position of Administrative Department Manager at Step 1 on the District's current, approved salary schedule effective August 26, 2023.

MOTION

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

AYES:	ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board authorized the General Manager to appoint Kaylyn Johnson to the position of Administrative Department Manager at Step 1 of the District’s current, previously established, salary plan effective August 26, 2023.

- B. Proposed Resolution 2023-13 – A Resolution of the Board of Directors of the Big Bear City Community Services District Approving the Annual Carryover Appropriations

Finance Officer Jeanette Prickett explained the annual carryover list. Ms. Prickett reviewed the carryover process to move the funds from FY 2022/23 to FY 2023/24. The total amount to be appropriated is \$3,824,277.66. No public comment was offered.

MOTION

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

AYES:	ROWE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	NONE

The Board adopted Resolution 2023-13, the caption of which reads as follows:

RESOLUTION 2023-13

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL CARRYOVER APPROPRIATIONS

See BBCCSD Resolution and Ordinance Book Number 35 for the complete copy of Resolution 2023-13.

- C. Board Vacancy Appointment Process

General Manager Reeves stated that at the regular meeting on August 7, 2023, the Board of Directors voted to fill the vacancy left by Director Green by making an appointment. Ms. Reeves reviewed the process for an appointment. Ms. Reeves explained that a notice of vacancy was posted at the direction of the Board on August 8, 2023 at several locations in the east valley. Ms. Reeves requested direction from the Board for the appointment process, including the length of time for an opening candidate statement, the order in which the interviewees will speak, whether the vote will be unanimous or majority, and the questions that will be asked of each candidate. By consensus of the Board, it was established that the interviews will be held at the regular meeting on September 18, 2023, each candidate will get a maximum of five minutes for their opening statement, the vote needs to be unanimous, and the order in which the candidates will be interviewed will be alphabetically backwards, Z to A according to the first letter of their last names, and candidates will be asked one questions at a time. Public comment was heard.

NON-AGENDA PUBLIC TESTIMONY

Public comment was heard.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Properties: APNs 0313-193-01, 0313-193-02, and 0313-193-03
Agency Negotiator: General Manager, Board of Directors
Negotiating Parties: Jeff Willis for Property Owner Ken Willis
Under Negotiation: Price and Terms of Payment

At 5:50 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION


At 6:10 p.m., the Board reconvened to open session and President Russo reported on the closed session item.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Properties: APNs 0313-193-01, 0313-193-02, and 0313-193-03
Agency Negotiator: General Manager, Board of Directors
Negotiating Parties: Jeff Willis for Property Owner Ken Willis
Under Negotiation: Price and Terms of Payment

President Russo reported that staff was directed to continue negotiations to facilitate a land swap between the parties at Mr. Ken Willis' expense.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:11 p.m.



Morgan Szabad
Secretary of the Board