

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
SEPTEMBER 19, 2022**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, September 19, 2022 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Walsh called the meeting to order at 5:00 p.m. and Director Ziegler led the Pledge of Allegiance.

BOARD MEMBERS PRESENT VIA ROLL-CALL

John Green, Bob Rowe, Larry Walsh, and Al Ziegler were present.

BOARD MEMBERS ABSENT

John Russo was absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: Bob Ybarra, Charles Hicks, Michael Eagleson, Jo Rowe, and Lyle Devore.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; Kaylyn Johnson; Customer Service Representative; Andy Keller, Sewer Foreman; Jeanette Prickett, Finance Officer; Ryan Reeves, Water Services Worker; Victor Soto, Collection Systems Operator; Thomas Wells, Solid Waste Collection Specialist; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board approved the following consent items:

- A. Minutes - Regular Meeting August 15, 2022
- B. Cash/Checks Disbursements and Credit Card Purchases - August 2022 \$225,647.13
- C. Memorandum of Understanding between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association September 1, 2022 to June 30, 2024
- D. Updated Fiscal Year 2022-23 Salary Plan

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:

- BBARWA, August 24, 2022
- Water, August 31, 2022
- Finance, September 13, 2022

General Manager Reeves reported agenda items 11 E. and 11 F. will discuss the Water Systems Consulting, Inc. Design and Construction Management Services and the Replenish Big Bear letter of intent.

STAFF REPORTS

The General Manager's Report and Supervisors' Monthly Reports for August 2022 were discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Resolution 2022-18 – A Resolution of the Big Bear City Community Services District Approving the Additional Carryover Appropriations

Finance Officer Jeanette Prickett explained that three items were not on the previous annual carryover appropriations list that was adopted at the August 15, 2022 regular Board meeting. The total amount to be appropriated for these additional three items is \$763,254.00. No public comment was offered.

MOTION

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

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

The Board adopted Resolution 2022-18, the caption of which reads as follows:

RESOLUTION 2022-18

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

See BBCCSD Resolution and Ordinance Book Number 35 for the complete copy of Resolution 2022-18.

- B. Proposed Resolution 2022-19 – A Resolution of the Board of Directors of the Big Bear City Community Services District Authorizing a Budget Amendment for Education & Training

Sewer Superintendent Nathan Zamorano explained that due to new U.S. Department of Transportation requirements, employees will be required to have Federal Motor Carrier Safety Administration behind the wheel training sessions with certified driving instructors and complete Entry Level Driver Training online courses to receive a new Commercial Driver's License (CDL) or to upgrade their CDL from a Class B to a Class A license. The cost for these required trainings is significant and was unknown at the time the budget was developed. The Sewer Department is requesting an increase of \$9,000 to their original Education & Training budget. The Solid Waste Department is requesting an increase of \$11,000 to their original Education & Training budget. Staff answered Board questions regarding the new requirements and required training.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board adopted Resolution 2022-19, the caption of which reads as follows:

RESOLUTION 2022-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT AUTHORIZING A BUDGET AMENDMENT FOR EDUCATION & TRAINING

See BBCCSD Resolution and Ordinance Book Number 35 for the complete copy of Resolution 2022-19.

- C. Proposed Resolution 2022-20 – A Resolution of the Board of Directors of the Big Bear City Community Services District Authorizing Investment of Monies in UnionBanc Investment Account(s)

Finance Officer Jeanette Prickett reported that the previous Finance Officer Shari Strain was still listed on the UnionBanc investment account(s). Ms. Prickett explained that during the transition period, she was not added to this account to have administrative access. Ms. Prickett explained the process to add her to the account and remove Ms. Strain. Staff answered Board questions and no public comment was offered.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board adopted Resolution 2022-20, the caption of which reads as follows:

RESOLUTION 2022-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT AUTHORIZING INVESTMENT OF MONIES IN UNIONBANC INVESTMENT ACCOUNT(S)

See BBCCSD Resolution and Ordinance Book Number 35 for the complete copy of Resolution 2022-20.

D. Notice of Completion – Paradise Yard Paving Project

General Manager Reeves stated that on May 16, 2022 the Board awarded the construction contract for the 2022 Paradise Yard Paving Project to Bear Valley Paving, Inc. The project was completed on August 26, 2022 and the District is required to file a Notice of Completion with San Bernardino County.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board authorized staff to file a Notice of Completion with the San Bernardino County for the 2022 Paradise Yard Paving Project with Bear Valley Paving, Inc. as the Contractor on the project.

E. Water Systems Consulting, Inc. Design and Construction Management Services

General Manager Reeves explained that the Water Committee met on August 31, 2022 to discuss the proposal from Water Systems Consulting, Inc. (WSC) to complete the design and construction management for the Cinderella Dr. & Pan Springs Ln. pipeline replacement project. This project replaces 4,350 linear feet of 2-inch steel pipeline with 8-inch C900 PVC pipeline. This project also moves water mains located in backyards of some residents to the street. Their proposal for this work is \$472,767.00.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board approved the proposal from WSC, Inc. to provide design and construction management services for the Cinderella Dr. & Pan Springs Ln. mainline replacement project at a cost not to exceed \$472,767.00.

F. Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District

General Manager Reeves reported that the Replenish Big Bear Project lead, the Big Bear Area Regional Wastewater Agency (BBARWA) has begun the process of securing funding to offset BBARWA's cost of treating and distributing the project water. Ms. Reeves stated that the Water Committee and District legal counsel has reviewed the proposed non-binding funding letter of intent between BBARWA, CSD

and the City of Big Bear Lake Department of Water and Power (DWP). CSD and DWP are identified as two of the beneficiaries in the Benefits Memorandum of Understanding. Ms. Reeves explained the potential benefits for the CSD and the DWP. The non-binding funding letter of intent confirms the District and DWP intend to purchase an option based on the value of the project water. Ms. Reeves noted the letter of intent currently estimates that DWP will pay 68% of the option value and CSD will pay 32% of the option value based on their relative benefit of the project water. Staff answered Board questions and public comment was heard.

MOTION

Upon motion by Director Green, seconded by Director Rowe, and carried by the following vote:

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

The Board authorized the General Manager to execute the Replenish Big Bear Funding Letter of Intent between the Big Bear Area Regional Wastewater Agency, the City of Big Bear Lake Department of Water and Power, and the Big Bear City Community Services District.

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

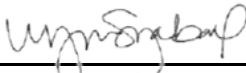
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:26 p.m.



Morgan Szabad
Secretary of the Board