

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 6, 2021**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 6, 2021 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 via teleconference.

President Russo called the meeting to order at 5:00 p.m. The Pledge of Allegiance was dispensed with for this meeting.

BOARD MEMBERS PRESENT VIA ROLL-CALL

John Green, Karyn Oxandaboure, John Russo, Larry Walsh and Al Ziegler were present.

President Russo confirmed that all Board members could hear the teleconference and were in possession of an agenda for the meeting. No Board members expressed doubt that the Board members participating by teleconference were not themselves.

BOARD MEMBERS ABSENT

No Board Members were absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who announced their presence included: Joseph Kelly, Paul Kaymark, Frank Forbes, and Ellen Clarke.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Kaylyn Johnson, Customer Service Representative; Jeanette Prickett, Finance Officer; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

REAFFIRM FINDINGS IN RESOLUTION 2021-18 AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS TO CONTINUE PURSUANT TO AB 361

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves explained on November 1, 2021, the Board approved Resolution 2021-18, authorizing virtual regular Board and Committee meetings pursuant to AB 361. Ms. Reeves noted that the Governor proclaimed State of Emergency related to the COVID-19 pandemic and State and San Bernardino County official recommending social distancing still exist. The Board can extend the findings in Resolution 2021-18 and authorize remote meetings for the next 30 days.

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 reaffirmed the findings in Resolution 2021-18 authorizing virtual Board and Committee meetings pursuant to AB 361.

PRESENTATIONS

A. Fiscal Year 2020/21 Audit Report

President Russo asked Finance Officer Jeanette Prickett to introduce the auditor, Paul Kaymark of Nigro & Nigro, PC. Mr. Kaymark provided a virtual presentation of the District’s fiscal year 2020/21 audit report. Mr. Kaymark explained the draft audit reports and noted financial highlights regarding revenues and expenditures for the Administrative, Water, Sewer and Solid Waste departments for fiscal year 2020/21. The Board reviewed the reports and asked questions. Public comment was heard. By consensus of the Board, the fiscal year 2020/21 audit report was approved and filed.

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

President Russo read aloud the items on the consent calendar and asked for any public comment regarding the consent calendar items. There was no public comment given.

MOTION

Upon motion by Director Walsh, seconded by Director Ziegler, 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 November 15, 2021

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:

- Finance, November 29, 2021

General Manager Mary Reeves noted that the new business items on the agenda were from the finance committee meeting held on November 29, 2021 and would be discussed during new business.

STAFF REPORTS

The General Manager's Report was discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Proposed Resolution 2021-19 – A Resolution of the Board of Directors of the Big Bear City Community Services District Authorizing a Budget Amendment for Insurance Expense

President Russo asked Finance Officer Jeanette Prickett to describe this agenda item. Ms. Prickett explained that during the preparation and adoption of the fiscal year 2021/21 budget, the District did not have final insurance numbers. Since the budget adoption, the District has had an increase in Workers' Compensation, Liability, and Property insurance due to the addition of three locations to the property schedule during the California Joint Powers Insurance Agency's re-evaluation that was performed, a retrospective adjustment, and the addition of building ordinance coverage. President Russo asked for public comment. No public comment was offered.

MOTION

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

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

The Board adopted Resolution 2021-19 increasing the Workers' Compensation, Liability and Property Insurance budget to \$271,976 from \$255,000, the caption of which reads as follows:

RESOLUTION 2021-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT AUTHORIZING A BUDGET AMENDMENT FOR INSURANCE EXPENSE

See BCCSD Resolution and Ordinance Book Number 34 for complete copy of Resolution 2021-19.

B. Proposed Resolution 2021-20 – A Resolution of the Board of Directors of the Big Bear City Community Services District Acceptance of the California Water and Wastewater Arrearages Grant

President Russo asked Finance Officer Jeanette Prickett to describe this agenda item. Ms. Prickett explained that as part of the Catalog of Federal Domestic Assistance # 21.027 – Coronavirus State & Local Fiscal Recovery administered by the State Water Resources Control Board mandated individual community water systems to apply for funding for residential and commercial water arrearages that were 60 days or more. The arrearages must have occurred between March 4, 2020 and June 15, 2021 to qualify. Ms. Prickett reported that the District was awarded monies by the State of California through the Federal award program using Federal America Recovery Plan Act funds. The District has 4-6 weeks to award and distribute the monies to residential and commercial accounts that are more than 60 days past due within the qualifying date range.

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 adopted Resolution 2021-20 accepting the California Water and Wastewater Arrearages Payment Program Grant, the caption of which reads as follows:

RESOLUTION 2021-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT ACCEPTANCE OF THE CALIFORNIA WATER AND WASTEWATER ARREARAGES GRANT

See BCCSD Resolution and Ordinance Book Number 34 for complete copy of Resolution 2021-20.

C. Financial Report, Investment Report – Quarter ended 9/30/21

Finance Officer Jeanette Prickett reviewed the preliminary financial statements which included the unaudited revenue and expenditures for each department for the period ended September 30, 2021. Ms. Prickett noted that the revenue target for the Sewer and Solid Waste departments are property tax driven and majority of the tax roll revenue is received in December and April. Ms. Prickett also reviewed the treasurer’s report. President Russo asked for public comment. No public comment was given.

D. Proposed Updated Purchasing Policy and Procedures

Finance Officer Jeanette Prickett explained that the proposed updated purchasing policy and procedures has been revised to better reflect current accounting and operational best practices. Ms. Prickett stated that the most notable change is the requirement for all purchasing of \$50,000 or more will require Board approval of the purchase order before it is signed and sent to the vendor, unless there is an emergency. Ms. Prickett explained that recurring expenditure for operational items do not require a purchase order.

Staff answered Board questions, and President Russo asked for public comment. No public comment was given.

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 adopted the updated Purchasing Policy and Procedures.

NON-AGENDA PUBLIC TESTIMONY

Board Secretary Morgan Szabad reported that there were no written public communications received. No public comment by teleconference attendees was offered.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

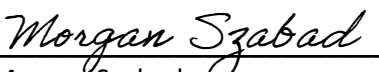
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:47 p.m.


Morgan Szabad
Secretary of the Board