

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 21, 2020**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 21, 2020 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 via teleconference pursuant to Governor Newsom’s Executive Order N-29-20.

President Russo called the meeting to order at 5:01 p.m. The Pledge of Allegiance was dispensed 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: Kathie Portie, Big Bear Grizzly and Patrice Duncan.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

NON-AGENDA PUBLIC TESTIMONY

Board Secretary Morgan Szabad reported that there were no written public communications received. There was no public comment by tele-conference attendees offered.

PRESENTATIONS

There were no presentations.

INFORMATION ITEMS

- A. Board Committee Assignments for 2021

The current Board Committee Assignment policy establishes that Board Committee assignments, made by the President of the Board, are assigned for a minimum of a one-year period and that during that time period, no committee member can be removed from a committee without a four-fifths vote of the Board of Directors. President Russo presented the following Standing Board Committee Assignments for calendar year 2021:

- Administrative – Contracts, leases, real property, employee relations, and parks – Directors Oxandaboure and Walsh
- Finance – Budget, rates, and residual fire issues – Directors Walsh and Ziegler
- Sewer – Big Bear Area Regional Wastewater Agency and collection – Directors Green and Oxandaboure
- Solid Waste – Collection, hauling, and recycling – Directors Russo and Ziegler
- Water – Supply, distribution, and reclamation – Directors Green and Russo
- California Joint Powers Insurance Authority (CJPIA) District Representative – Director Walsh
- ACWA JPIA District Representative – Director Walsh
- Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) District Representative – Director Green

CONSENT CALENDAR

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

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 December 7, 2020
- B. Cash/Checks Disbursements and Credit Card Purchases - November 2020 \$91,014.41

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:

There were no Committee or Board Member reports.

STAFF REPORTS

The General Manager's report was discussed, received, and filed. The Supervisors' monthly reports for November 2020 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Financial Report and Treasurer's Report – Quarter ended 9/30/20

President Russo asked Finance Officer Shari Strain to describe this agenda item. Ms. Strain summarized the financial statements which included revenue and expenses for each department for the three-month period ended September 30, 2020. President Russo asked for any public comment. No public comment was offered.

B. Amendment No. 1 to Maintenance Services Agreement with Romans Construction

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves explained that on April 16, 2018 the Board authorized the General Manager to enter into the 2018-2020 Asphalt Patch Repair Services Maintenance Services Agreement with Romans Construction. This agreement expires on December 31, 2020. Ms. Reeves reported that legal counsel has prepared extension to the agreement under the same terms for an additional two years, ending on December 31, 2022 based on staff recommendation. Staff answered Board questions regarding road cut liabilities. President Russo asked for public comment. No public comment was offered.

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 Amendment No. 1 to the Maintenance Services Agreement with Romans Construction and authorized the General Manager to execute the amendment.

C. Big Bear City Community Services District COVID-19 Prevention Program

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves stated that on November 30, 2020, the Division of Occupational Safety and Health (Cal/OSHA) released emergency temporary standards on COVID-19 infection prevention which took effect immediately. Cal/OSHA provided a template for employers to customize to meet the requirements of the new standards. Ms. Reeves reported that District staff as well as legal counsel have reviewed the proposed COVID-19 Prevention Program to comply with the new standards. Staff answered Board questions regarding current precautions being taken. President Russo asked for public comment. No public comment was offered.

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 the Big Bear City Community Services District COVID-19 Prevention Program as presented.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

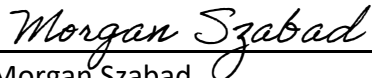
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:32 p.m.


Morgan Szabad
Secretary of the Board