

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 1, 2021**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, March 1, 2021 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 5:00 p.m. The Pledge of Allegiance was dispensed with for this meeting.

BOARD MEMBERS PRESENT VIA ROLL-CALL

John Green, John Russo, Larry Walsh and Al Ziegler were present. Karyn Oxandaboure joined the meeting at 5:03 p.m. due to technical difficulties.

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: Bob Ybarra, Patrice Duncan, Shauna Pomerleau, Steve Ludecke, and Frank Forbes.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Kaylyn Johnson, Customer Service Representative; 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. No public comment by tele-conference attendees was offered.

PRESENTATIONS

There were no presentation items.

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 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 following consent items as presented:

- A. Minutes - Regular Meeting February 1, 2021
- B. Cash/Checks Disbursements and Credit Card Purchases - January 2021 \$2,764,412.35

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:
 - Solid Waste, February 8, 2021
 - Solid Waste, February 11, 2021
 - Water, February 18, 2021
 - Administrative, February 23, 2021
 - Sewer, February 23, 2021

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves briefly explained the purpose of each committee meeting was to introduce the preliminary FY 2021-22 budget by department in preparation for the upcoming FY 2021-22 Budget Workshop on March 9, 2021. Ms. Reeves also reported that the Solid Waste Committee meeting that was held on February 8, 2021 was to address concerns from the Sugarloaf Property Owners Association (SPOA) regarding excess trash, yard waste, short-term rentals, a clean bear site at Paradise Yard and dumpsters placed on Highway 38. Staff addressed the SPOA's concerns and reported that they have driven the Sugarloaf area to assess the situation. Staff explained that the District has increased the number of community clean up days from two per year to seven to allow residents to dispose of yard waste and excess trash. Public comment regarding trash concerns was heard.

STAFF REPORTS

The General Manager’s Report and Supervisors’ Monthly Reports for January 2021 were discussed, received, and filed.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Consulting Services for Plans, Specifications, and Inspection for Drilling Well 8A

President Russo asked Water Superintendent Jerry Griffith to describe this agenda item. Mr. Griffith reported that the District was approved for the Drinking Water State Revolving Fund (DWSRF) to replace Well 8 with Well 8A. Mr. Griffith explained that the District needs to hire a Hydrogeologist Consultant to prepare the plans, specifications, and management for drilling Well 8A. Mr. Griffith attached a proposal from Tom Harder and Company to perform the work. The Water department will pay the invoices from Tom Harder and Company and will be reimbursed from the DWSRF within two months. Staff answered Board questions. There was no public comment given.

MOTION

Upon motion by Director Ziegler, 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 proposal from Tom Harder and Company to prepare plans and specifications and provide inspection services for drilling Well 8A, at a cost of \$107,984.

B. Purchase Order Request for Hydro-Jetter Truck

President Russo asked Sewer Superintendent Nathan Zamorano to describe this agenda item. Mr. Zamorano explained that the Sewer department has budgeted in FY 2021-22 a Vactor Ramjet Jet Rodder truck. Mr. Zamorano stated that the vendor has requested a purchase order prior to next fiscal year to initiate their requests for chassis and specific equipment needed for the fabrication of the vehicle. Mr. Zamorano also reported that this will also allow for the delivery of the completed vehicle sooner. The purchase order amount will not exceed the proposed FY 2021-22 budget amount for the vehicle. Staff answered Board questions. The Board encouraged staff to explore alternate financing options. There was no public comment given.

MOTION

Upon motion by Director Green, 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 authorized staff to issue a purchase order to Haaker Equipment to begin the construction of the Hydro-Jetter truck at a cost not to exceed \$500,000.00.

C. Financial Report and Treasurer's Report – Quarter ended 12/31/2021

President Russo asked Finance Officer Shari Strain to describe this agenda item. Ms. Strain briefly explained that the education line for departments will continue to be low due to COVID-19 restrictions and virtual trainings. Ms. Strain reported that all of the departments were under budget on their operating and maintenance line items and that the LAIF balance is at \$14,392,918 compared to the prior year at \$12,571,816. Ms. Strain stated that the Finance Committee will be discussing the Certificates of Deposit on March 5, 2021. There were no questions or comments from the Board or public.

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 6:30 p.m., President Russo read aloud the closed session agenda item and the Board entered into closed session.

REPORT FROM CLOSED SESSION

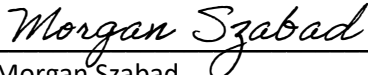
At 6:53 p.m., the Board reconvened to open session and President Russo reported on the closed session items.

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

President Russo reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:53 p.m.


Morgan Szabad
Secretary of the Board