

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
AUGUST 17, 2020**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, August 17, 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 Oxandaboure called the meeting to order at 5:00 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 Oxandaboure 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 and Ellen Clarke.

DISTRICT EMPLOYEES included: Donna Horn, Administrative Department Manager; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; 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.

Non-agenda public comment was heard via teleconference attendees.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

- A. Discuss September 7, 2020 Regular Board Meeting – Possible Adjournment due to Holiday

General Manager Mary Reeves explained that September 7, 2020 is Labor Day, a legal and District

recognized holiday. District Ordinance 2015-01 states, "If the time appointed for a regular meeting falls upon a legal or District holiday, such meeting shall be held at the same hour on the next succeeding business day of the District unless adjourned." Ms. Reeves reported that as of this date, staff is not aware of any action items, other than consent items, to include in a meeting to be held on Tuesday, September 8, 2020. By consensus of the Board, it was decided to adjourn the September 7, 2020 meeting to the next regularly scheduled meeting on Monday, September 21, 2020.

CONSENT CALENDAR

President Oxandaboure 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 with the corrected total for the cash/checks disbursement:

- A. Minutes - Regular Meeting July 20, 2020
- B. Cash/Checks Disbursements and Credit Card Purchases – August 3, 2020 \$613,273.94

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, August 10, 2020

President Oxandaboure asked Finance Officer Shari Strain to describe this agenda item. Ms. Strain reported that the Finance Committee met on August 10, 2020 to discuss the Fiscal Year End June 30, 2020 Unaudited Financial Statements and Treasurer’s Report which is item 13A. on the agenda. She also stated that the Committee members and staff discussed a proposed purchasing policy to increase the purchase order amount from \$1,000 to \$5,000. Staff is still preparing the policy and it will be presented to the Board at the September 21, 2020 regular Board meeting. President Oxandaboure asked for public and Board comments. No public comment was given, and staff answered Board

questions regarding the proposed purchasing policy.

STAFF REPORTS

The General Manager's report was discussed, received, and filed. The Supervisors' monthly reports for July 2020 were discussed, received, and filed. General Manager Reeves noted that the Candidates for the November 3, 2020 election were official, and Directors Russo and Walsh were the District's only candidates. Therefore, both Directors are seated by acclamation and no election is needed for the District this year. Ms. Reeves also noted that this is a cost savings to the District.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Financial Report and Treasurer's Report – Year ended 6/30/2020

President Oxandaboure asked Finance Officer Shari Strain to describe this agenda item. Ms. Strain stated that the Finance Committee met and reviewed the unaudited financial statements for the 6/30/2020 year end. The Water department revenues were lower than budgeted due to Governor Newsom's executive order prohibiting water shut offs during the current pandemic. Ms. Strain reported that all the departments expenses ended the fiscal year under budget. Ms. Strain noted that the LAIF balance as of 06/30/2020 is \$14,656,667.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

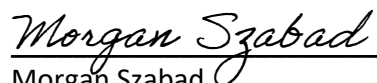
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:35 p.m.


Morgan Szabad
Secretary of the Board