

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
AUGUST 7, 2023**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, August 7, 2023 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Russo called the meeting to order at 5:00 p.m. President Russo asked for a moment of silence for the sudden passing of Director Green and Director Walsh led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

No Board members were absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: Jo Rowe, Micheal Eagleson, Ryan Goss, Micheal Perry, Glenn Jacklin and family, Gary and Judy Keller, and Bob Ybarra.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Jeanette Prickett, Finance Officer; Gloria Zamorano, Customer Service Representative; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

A. Customer Communication Opportunities

General Manager Mary Reeves reported that it had been requested by a member of the public for the District to review our customer forms of communication during a regular Board meeting. Ms. Reeves noted that Administrative Department Manager Donna Horn had prepared a report on communication methods utilized by the District. Ms. Reeves reviewed each method of customer communication. President Russo asked for public comment, no public comment was given.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

Upon motion by Director Walsh, seconded by Director Russo, and carried by the following vote:

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

The Board approved the following consent items:

- A. Minutes – Regular Meeting July 20, 2023
Special Meeting July 28, 2023
Special Meeting August 1, 2023

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, July 26, 2023
- Water, July 31, 2023
- Finance, August 2, 2023

General Manager Reeves reported on the items discussed at the meetings.

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. General Manager Employment Contract

General Manager Reeves noted that she announced her intention to retire in April of 2023. The District hired Ralph Andersen and Associates to assist with the recruitment to fill the General Manager position. Ms. Reeves reported that the Board met in closed session on July 29, 2023 and August 1, 2023 to interview candidates. The Board announced Glenn Jacklin as the recommended candidate. Public comment in favor of Mr. Jacklin's selection was heard.

MOTION

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

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

The Board announced Glenn Jacklin as the name of the appointed applicant and approved the attached General Manager Employment Agreement.

B. Options for Filling Board Vacancy

General Manager Reeves explained that as of July 25, 2023, a vacancy existed on the Board of Directors. Ms. Reeves explained Government Code Section 1780 which details the process for filling the vacancy. Ms. Reeves summarized the three options available to the Board, which include: appointment, special election, or making no decision in which case the San Bernardino County Board of Supervisors can decide to fill the vacancy with an appointment of their choosing. Ms. Reeves noted that if the Board chooses to fill the vacancy by appointment, the seat will serve until the November 5, 2024 general District election. The Board discussed their options and the timeline for filling the vacancy. Public comment was heard.

MOTION

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

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

The Board decided to fill the vacancy by appointment. The Board directed staff to post the vacancy per Government Code Section 1780 and to place the possible appointment on the Board's agenda for the September 18, 2023 regular Board meeting. The Board directed staff to require a letter of interest and resume to be submitted no later than by noon on September 11, 2023 to be included for consideration.

C. Comprehensive Classification & Compensation Study Request for Proposals

General Manager Reeves explained that the Memorandum of Understanding between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association on September 19, 2022 stated that the District would perform a compensation and classification study to be completed by December 31, 2023. Ms. Reeves reported that the District had received four proposals in response to the request for proposals that were due July 14, 2023. The Finance Committee met to review the proposals. Staff and the Finance Committee recommended Public Sector Personnel Consultants (PSPC). The proposals received were all over the fiscal year 2023/24 budgeted amount of \$17,000 and would require a budget adjustment. The PSPC project cost estimate is \$22,000. No public comment was offered.

MOTION

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

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

The Board authorized the General Manager to execute an agreement for a compensation and classification study with Public Sector Personnel Consultants and adopted Resolution 2023-12, the caption of which reads as follows:

RESOLUTION 2023-12

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
AUTHORIZING A BUDGET AMENDMENT FOR
COMPENSATION STUDY PROFESSIONAL SERVICES

See BBCCSD Resolution and Ordinance Book Number 35 for the complete copy of Resolution 2023-12.

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

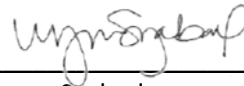
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:28 p.m.



Morgan Szabad
Secretary of the Board