

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
MAY 3, 2021**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, May 3, 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 5:03 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, Patrice Duncan, Bob Ybarra, Rett Wicklas, Michael Morgan, and Charles Imbus.

DISTRICT EMPLOYEES included: Brian Harris, Solid Waste Foreman; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste 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**

- A. Public Comment on Fiscal Year 2021/22 Budget – Water, Sewer, Solid Waste and Administrative Departments

President Russo asked Finance Officer Shari Strain to please describe this agenda item. Ms. Strain explained that the FY 2021/22 was being presented for public comment prior to adoption at the May 17, 2021 regular Board meeting. Ms. Strain reviewed the budget calendar timeline and explained several items that had been in a tentative state until the final numbers had come in. Ms. Strain reported the District had received the paving project quote for \$360,000, the expected increase in fuel pricing, the

increase in utilities mostly due to Verizon. Ms. Strain also explained that she had received the liability, workers' compensation, and property and crime insurance, however, it was still being reviewed but believes the District has budgeted adequately. President Russo asked for Board and public comment. Public comment was heard.

### **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:	OXANDABOURE, RUSSO, WALSH, ZIEGLER
NOES:	NONE
ABSENT:	NONE
ABSTAINS:	GREEN

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting April 20, 2020

### **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, April 28, 2021

General Manager Mary Reeves summarized the BBARWA agenda from April 28, 2021 which included consent items, a grant for the Replenish Big Bear project, and their organizational structure.

### **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 Ordinances 2021-01, 2021-02 and 2021-03:

- Proposed Ordinance 2021-01 – An Ordinance of the Big Bear City Community Services District Increasing Water Connection Fees

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2021-01 was introduced at the regular meeting on April 19, 2021. With a majority vote, the ordinance can be discussed by reading only the title of the ordinance.

**MOTION**

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

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

The Board waived the full reading of Proposed Ordinance 2021-01. President Russo read the title of the ordinance.

The noticed public hearing on Proposed Ordinance 2021-01 was opened at 5:19 p.m.

President Russo asked for Board and public comments. There were no Board or public comments given.

The public hearing on Proposed Ordinance 2021-01 was closed at 5:20 p.m.

**MOTION**

Upon motion by Director Green, 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 Ordinance 2021-01, the caption of which reads as follows:

ORDINANCE 2021-01

AN ORDINANCE OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
INCREASING WATER CONNECTION FEES

See BCCSD Resolution and Ordinance Book Number 34 for the complete copy of Ordinance 2021-01.

- Proposed Ordinance 2021-02 – An Ordinance of the Big Bear City Community Services District Increasing Sewer Connection Fees

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2021-

02 was introduced at the regular meeting on April 19, 2021. With a majority vote, the ordinance can be discussed by reading only the title of the ordinance.

**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 waived the full reading of Proposed Ordinance 2021-02. President Russo read the title of the ordinance.

The noticed public hearing on Proposed Ordinance 2021-02 was opened at 5:22 p.m.

President Russo asked for Board and public comments. There were no Board or public comments given.

The public hearing on Proposed Ordinance 2021-02 was closed at 5:23 p.m.

**MOTION**

Upon motion by Director Oxandaboure, 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 Ordinance 2021-02, the caption of which reads as follows:

ORDNINACE 2021-02

AN ORDINANCE OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
INCREASING SEWER CONNECTION FEES

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Ordinance 2021-02.

- Proposed Ordinance 2021-03 - An Ordinance of the Board of Directors of the Big Bear City Community Services District Adopting a Written Report Regarding Regional Sewer User Charges, Sewer Standby or Availability Charges, Solid Waste Collection and Disposal Charges, Sewer User Charges, and Water Standby or Availability Charges for Fiscal Year 2021/22 and Directing That Such Charges be Collected on the Tax Roll

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2021-03 was introduced at the regular meeting on April 19, 2021. With a majority vote, the ordinance can be discussed by reading only the title of the ordinance.

**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 waived the full reading of Proposed Ordinance 2021-03. President Russo read the title of the ordinance.

The noticed public hearing on Proposed Ordinance 2021-03 was opened at 5:25 p.m.

President Russo asked for Board and public comments. Staff answered Board questions. General Manager Mary Reeves noted that the rate increase for Sewer totals \$9.56 for the year, Solid Waste totals \$18.06 for the year and there is no rate increase for fiscal year 2021/22 for Water. There were no public comments given.

The public hearing on Proposed Ordinance 2021-03 was closed at 5:31 p.m.

**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 Ordinance 2021-03, the caption of which reads as follows:

ORDNINACE 2021-03

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT ADOPTING A WRITTEN REPORT REGARDING REGIONAL SEWER USER CHARGES, SEWER STANDBY OR AVAILABILITY CHARGES, SOLID WASTE COLLECTION AND DISPOSAL CHARGES, SEWER USER CHARGES, AND WATER STANDBY OR AVAILABILITY CHARGES FOR FISCAL YEAR 2021/22 AND DIRECTING THAT SUCH CHARGES BE COLLECTED ON THE TAX ROLL

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Ordinance 2021-03.

B. Appeal for 2017 Sewer User Fees – Accessor’s Parcel Number (APN) 0311-143-25-0000

President Russo asked General Manager Mary Reeves to please describe this agenda item. Ms. Reeves gave a background on the appeal by Michael Morgan for 2017 Sewer user fees for the accessor’s parcel number of 0311-143-25-0000. Ms. Reeves stated that in December of 2017, Mr. Morgan requested her to research the Sewer service charges billed on his 2017 property tax bill. Ms. Reeves determined that after water leaks at the property that did not seem to impact the sewer system and the redundancy in the billing for three residential units at the property, she was willing to reduce the number of EDUs for the property in 2017 from 18 to 14 EDUs. On January 25, 2018 Ms. Reeves received word from Mr. Morgan indicating that

he was unhappy with the District’s determination and wanted to appeal to the Board for a greater refund. Ms. Reeves attempted to contact Mr. Morgan on four different dates to let him know that agenda items for the Board meetings were due so she could bring his appeal before the Board and received no response. Ms. Reeves stated that on April 9, 2021 Mr. Morgan contacted the District to inquire about his 2017 sewer user fees refund. Ms. Reeves stated that because of the significant time that had passed, she forwarded all the documentation to District legal counsel for review. Legal counsel advised that the statute of limitations to bring a claim for the user fees is 1 year, and the claim for the 2017 sewer user fees is now considered too late. Ms. Reeves explained that if the Board chooses to elect a refund for this property for the 2017 sewer user fees, it should be based on the CSD sewer user fees only, and not include the BBARWA fees. She recommended that Mr. Morgan contact the BBARWA Board directly for their portion if he so chooses. President Russo allowed Mr. Morgan to give a statement on his behalf. Several Board members made comments regarding the appeal.

**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 rejected the request from the property owner of APN 0311-143-25-0000 for a refund of the calendar year 2017 CSD sewer service user charges.

C. District Mobile Device Policy/Agreement

President Russo asked General Manager Mary Reeves to please describe this agenda item. Ms. Reeves provided a brief background on the need for this policy due to new smartphones, iPads and devices being purchased for District needs in the FY 2021/22 budget. Ms. Reeves stated that this policy will be used in conjunction with the District Personnel Management Policy & Procedures Manual, Rule 15 – Section 4.34, Use of District Phones. Staff answered Board questions. Director Green noted that this new policy would be consistent with the San Bernardino County policy. President Russo asked for public comment. No public comment was given.

**MOTION**

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

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

The Board adopted the Mobile Device Policy/Agreement as presented.

**DIRECTORS’ CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS**

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

**CLOSED SESSION**

- A. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)  
Title: Finance Officer

At 6:04 p.m., President Russo read aloud the closed session agenda item and the Board entered into closed session.

**REPORT FROM CLOSED SESSION**

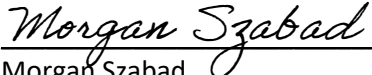
At 6:15 p.m., the Board reconvened to open session and President Russo reported on the closed session items.

- A. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)  
Title: Finance Officer

President Russo reported that by consensus of the Board to allow the General Manager to make an offer of employment from the Finance Officer Interviews to be held on May 6, 2021, prior to the May 17, 2021 regular Board meeting with final Board approval at the May 17, 2021 regular Board meeting.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 6:15 p.m.

  
Morgan Szabad  
Secretary of the Board