

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
APRIL 6, 2020**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, April 6, 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 5:05 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: Eileen Berne, Financial Analyst; Ken Booth, Information Technologies Manager; Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; 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 was only one emailed public communication received. Ms. Szabad read aloud the following emailed public communication.

From Paul Terry, Sugarloaf, CA:

“Big Bear City Community Services District Board

I find myself surprised to even need to send this given the present financial crisis both the Country

and the Big Bear area is in. To even consider raising fees for your services show a lack of consideration for the customers you are here to serve. Your budget is no different than one that many households must face daily. Yes revenues and expenses must at least balance but household budgets do not just allow you to increase your income to cover any shortfall. The answer here is expenses must be reduced. The answer for the District is no different. I would look to your staff and Finance Committee to determine how to operate with the present revenue you are now receiving. Remember you are here to serve the property owners.”

Non-agenda public comment was heard via teleconference attendees.

## **PRESENTATIONS**

### **A. Fiscal Year 2020/21 Budget Presentation – Water, Sewer, Solid Waste, and Administrative Departments**

President Oxandaboure asked Finance Officer Shari Strain to please describe this agenda item. Ms. Strain introduced Financial Analyst Eileen Berne to explain the final Fiscal Year 2020/21 draft budget. Ms. Berne announced that the draft FY 2020/21 budget was developed at the budget workshop on March 10, 2020. Ms. Berne reported that the Water and Solid Waste Salaries and Benefits have changed due to two confirmed retirements occurring in FY 2019/20. Ms. Berne explained that since the budget workshop there have been changes made to the Liability and Workers’ Compensation contributions based on the FY 2020/21 actual premiums from the California Joint Powers Insurance Agency (CJPIA). Shari Strain noted that for the Liability, the Water department increased, and the Sewer and Solid Waste departments decreased and that for the Workers’ Compensation, each department except for the Administrative department, decreased. Director Green encouraged staff to look at the draft budget numbers during this difficult time, however, to keep in mind that it is not fiscally responsible to operate out of reserves. Ms. Berne presented a 0% rate increase budget option for fiscal year 2020/21 in response to the current pandemic crisis. The Water department would still be able to meet their reserve target with a 0% rate increase. The Solid Waste department would not meet their reserve target, however, next fiscal year they would be able to. The Sewer department would not be able to reach the reserve target for majority of the five year rate plan without a 4.8% rate increase for FY 2020/21. Staff answered Board questions regarding reserve targets being met and listened to public comments in regards to the proposed Pandemic Relief budget for FY 2020/21. General Manager Mary Reeves explained that while a 0% rate increase for FY 2020/21 for both the Water and Solid Waste department are feasible, she does not recommend not having the proposed rate increase of 4.8% for the Sewer department due to the financial impact it would have on their reserve balance. Director Walsh recommended that staff move forward with the Pandemic Relief Budget for FY 2020/21 only, with a 0% rate increase for Water and Solid Waste, and a 4.8% rate increase for Sewer. By consensus of the Board, staff will move forward with the Pandemic Relief Budget as proposed by Director Walsh.

## **INFORMATION ITEMS**

There were no information items.

**INTRODUCTION OF ORDINANCES TO BE CONSIDERED FOR ADOPTION AT PUBLIC HEARINGS ON MAY 4, 2020**

A. Introduction of Proposed Ordinances 2020-01, 2020-02, 2020-03 and 2020-04:

- Proposed Ordinance 2020-01 - An Ordinance of the Big Bear City Community Services District Amending Ordinance 2015-09 and Increasing Rates for Water Service for Fiscal Years 2020-25
- Proposed Ordinance 2020-02 - An Ordinance of the Big Bear City Community Services District Amending Ordinances No. 7 And No. 2015-06 to Amend the Rules and Regulations for the Use of Public Sewers by Increasing District Sewer Service Charges and Setting Regional User Charge for Sewer Service for Fiscal Years 2020-25
- Proposed Ordinance 2020-03 - An Ordinance of the Big Bear City Community Services District Amending Ordinances No. 7 and No. 2015-07 by Increasing Solid Waste Collection and Disposal Charges for Fiscal Years 2020-25
- Proposed Ordinance 2020-04 - 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 2020/21 and Directing That Such Charges be Collected on the Tax Roll

Proposed ordinances must be introduced at a meeting prior to their adoption. The Board may vote to waive the reading of the full ordinances. With a majority vote, the ordinances may be introduced by reading only the titles of the ordinances. Proposed Ordinances 2020-01, 2020-02, 2020-03 and 2020-04 will be considered for adoption at a public hearing on May 4, 2020. President Oxandaboure asked for any public comment. No public comment was given.

**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 approved waiving the full reading of Proposed Ordinances 2020-01, 2020-02, 2020-03 and 2020-04. President Oxandaboure introduced the proposed ordinances by reading their titles.

**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 Ziegler, 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 March 16, 2020
  
- B. Proposed Resolution 2020-02 – A Resolution of the Board of Directors of the Big Bear City Community Services District Adopting Local Guidelines for Implementing the California Environmental Quality Act

**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: None.

There were no Committee or Board Member reports.

**STAFF REPORTS**

The General Manager’s Report was discussed, received, and filed.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS**

- A. Ballot Measure from the Local Agency Formation Commission (LAFCO) for the Special Districts Election of a Regular LAFCO Member

General Manager Reeves reported that the District received a ballot measure from the Local Agency Formation Commission (LAFCO) for the Special Districts Election of a Regular LAFCO member. Ms. Reeves noted that there were two candidate statements included for Board review.

**MOTION**

Upon motion by Director Ziegler, seconded by Director Green, and carried by the following vote:

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

The Board voted to support incumbent, Kimberly Cox, for the LAFCO election.

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

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

**CLOSED SESSION**

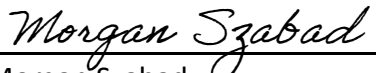
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 5:46 p.m.

  
Morgan Szabad  
Secretary of the Board