

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 17, 2019**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 17, 2019 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. and Solid Waste Superintendent Jon Zamorano led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Karyn Oxandaboure, John Russo, Larry Walsh, and Al Ziegler were present.

BOARD MEMBERS ABSENT

John Green was absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: Joseph Kelly.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; 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

No public comments were offered or heard.

PRESENTATIONS

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

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

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

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting June 3, 2019
- B. Cash/Checks Disbursements and Credit Card Purchases May 2019 \$211,796.18

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, June 11, 2019

Solid Waste Superintendent Jon Zamorano summarized the agenda items of the Solid Waste Committee meeting. Mr. Zamorano reported that the Solid Waste Committee had selected Toter for the cart manufacturer. President Russo explained that the Toter carts were a better quality and the quote was less expensive. Mr. Zamorano explained that that agenda item 12 C. "Possible Lease with First Capital Equipment to acquire 12,000 Solid Waste Carts" will discuss another agenda item from the Solid Waste Committee meeting.

STAFF REPORTS

The General Manager's report was discussed, received, and filed. The Supervisors' monthly reports for May 2019 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Updated Job Descriptions for the Positions of Collection Systems Operator; N/R Temporary Collection Systems Operator; Sewer Foreman; Sewer Superintendent; Solid Waste Collection Specialist; N/R Temporary Solid Waste Collection Specialist; Solid Waste Foreman; Solid Waste Superintendent; Water Services Worker; N/R Temporary Water Services Worker; Water Foreman; Water Superintendent

General Manager Mary Reeves explained that during the District’s Risk Management Evaluation (RME) performed by the California Joint Powers Insurance Authority (CJPIA) in May of 2018, several items were prioritized in our Loss Control Action Plan (LossCAP). One Action item called for in the District’s RME was to “develop a list of safety-sensitive positions for which employment is contingent upon screening for illegal or controlled substances. Accordingly, only individuals applying for positions identified as safety-sensitive should be screened for illegal or controlled substances.” Ms. Reeves informed the Board it was recommended that we formally designate these positions, with the exception of the Superintendents, as safety-sensitive for this purpose. It was noted that since the publication of the agenda, the Sewer Foreman job description had one addition update to remove the language in the Certificates/Licenses section “Hired as a Grade II level and are eligible for a one step increase in base pay for obtaining a Grade III Certificate and are eligible for a one step increase in base pay for obtaining a Grade IV Certificate” to coordinate with the other Foreman job descriptions. Ms. Reeves noted that the proposed job descriptions have been reviewed by legal counsel and the Big Bear City Community Services District Employees Association.

MOTION

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

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

The Board approved the updated job descriptions for the positions of Collection Systems Operator; N/R Temporary Collection Systems Operator; Sewer Foreman; Sewer Superintendent; Solid Waste Collection Specialist; N/R Temporary Solid Waste Collection Specialist; Solid Waste Foreman; Solid Waste Superintendent; Water Services Worker; N/R Temporary Water Services Worker; Water Foreman; Water Superintendent as presented with the amendment to the language in the Sewer Foreman job description.

- B. Replenish Big Bear Letters of Support

General Manager Reeves explained that the Replenish Big Bear partners are seeking letters of support to help secure funding for the project. Ms. Reeves explained that the first letter of support is to WaterSMART (Water Sustain and Manage America’s Resources for Tomorrow) Title XVI WIIN (Water Infrastructure for Improvements to the Nation) grant application and the second letter is a general endorsement for the project.

MOTION

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

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

The Board directed the General Manager to prepare, sign, and submit the letters of support for the Replenish Big Bear project.

C. Possible Lease with First Capital Equipment to acquire 12,000 Solid Waste Carts

Solid Waste Superintendent Jon Zamorano explained the benefits for leasing 12,000 carts as opposed to purchasing carts. If the District were to purchase the carts, it would be approximately five years before most residents would have one cart, whereas if the District leases the carts, Toter will come to the District to assemble the carts and deliver them to residents within a 12 day period. Mr. Zamorano also explained that by leasing 12,000 carts the District gets a lower interest rate because of the bulk amount. Finance Officer Shari Strain noted the success the Solid Waste Department has had with leasing trucks in the past, and that by entering into leases it has helped the Solid Waste Department with rate increases. The Solid Waste Committee recommends that the District enter into a combined lease with First Capital Equipment to purchase the 12,000 carts and the budgeted replacement of Units #701 and #704.

MOTION

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

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

The Board authorized staff to have paperwork prepared for a combined lease-to-own agreement with First Capital Equipment, not to exceed \$1,134,000.00 for the two vehicles and 12,000 carts, with quarterly payments of approximately \$63,000.00.

D. Declaration of Surplus Equipment and Authorization to Sell the Surplus

Solid Waste Superintendent Jon Zamorano reported that he along with the Sewer and Water Departments have compiled a list of surplus items the District no longer has a need for. Mr. Zamorano explained that the District is a member of the California Special Districts Association (CSDA) that recommends a surplus marketplace called GovDeals. GovDeals provides CSDA members with a platform to buy and/or sell surplus items online. Mr. Zamorano noted that

there is no cost to the District to use this platform and each item has a 10% markup that GovDeals would collect as their fee. In addition, GovDeals assists with appropriately pricing the surplus items, and coordinates the pickup of the items by the winning bidder.

MOTION

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

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

The Board declared the list of unused equipment as surplus and authorized staff to dispose of the surplus items, either by using GovDeals or another method.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

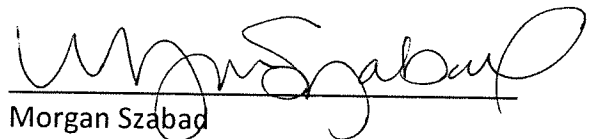
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:56 p.m.


Morgan Szabad
Secretary of the Board