

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
139 E BIG BEAR BLVD, BIG BEAR CITY CA 92314
DECEMBER 2, 2019 - 5:00 P.M.**

1. Call To Order and Roll-Call
2. Pledge Of Allegiance
3. Non-Agenda Public Comment
4. Presentations
 - A. District Employee Recognitions
5. Information Items
6. Consent Calendar- Approval
 - A. Minutes - Regular Meeting November 18, 2019
7. Requests for Continuance
8. Items Removed from the Consent Calendar for Discussion
9. Committee & Board Member Reports
 - A. The following Standing Committees met since the last Board Meeting:
 - Solid Waste, October 23, 2019 – Update & Yard Waste Discussion
10. Staff Reports – Receive and File
 - A. General Manager’s Report
11. Unfinished Business - Discussion and possible action
12. New Business/Adoption Agenda/Discussion/Noticed Hearings - Discussion and possible action
 - A. Proposed Ordinance 2019-05 - An Ordinance of the Big Bear City Community Services District Repealing Big Bear City Community Services District Ordinance No. 235 Extending Applicability of Personnel Management Policy and Procedures Manual

13. Directors' Closing Comments/Announcement Of Coming Events

14. Closed Session

15. Report from Closed Session

16. Adjournment

Consent Calendar - All matters listed under consent calendar, will be enacted by one motion at the appropriate time. The staff recommendation is approval of all items listed. If discussion is desired, any item may be removed from the consent calendar by a Board member and considered separately.

Public Testimony - Each individual speaker will be limited to five minutes or less on each item on the agenda and five minutes or less on each non-agenda item during public testimony. All remarks shall be addressed to the Board as a whole body only.

Public Records - All open session agenda related writings and documents provided to the Board of Directors are available for public inspection at www.bbcsd.org and at the office of the Board Secretary, located at 139 E. Big Bear Blvd., Big Bear City, CA 92314 during regular business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Big Bear City Community Services District office at (909) 585-2565. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
NOVEMBER 18, 2019**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, November 18, 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 Director Green led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

John Green, Karyn Oxandaboure, 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: Bob Ybarra, Steve Hoppe, Jim Applebury, Ed Stanik, Bailey Keller, Megan Morris, Ashley Everman, Kayden Valende, Jade Haro, Nicole Sannes, Sophia Rizzo, Cameron Evans and Madeleine Bow.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

NON-AGENDA PUBLIC TESTIMONY

Public comments were heard. Most of the public comments focused on the changes occurring in the Solid Waste Department regarding semi-automated trash collection. Director Green directed staff to place an item on the December 2, 2019 regular meeting agenda regarding an interim solution to the public's yard waste concerns during the semi-automated trash collection transitional period for Board discussion.

PRESENTATIONS

There were no presentations.

INFORMATION ITEMS

There were no information items.

INTRODUCTION OF ORDINANCE TO BE CONSIDERED FOR ADOPTION AT PUBLIC HEARING ON DECEMBER 2, 2019

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 Ordinance 2019-05 02 will be considered for adoption at a public hearing on December 2, 2019. Director Walsh requested a brief background of Ordinance 235 that is being repealed. General Manager Mary Reeves explained that District legal council recommended the District repeal Ordinance 235 as it is no longer relevant due to the current General Manager being a contract employee.

- A. Proposed Ordinance 2019-05 - An Ordinance of the Big Bear City Community Services District Repealing Big Bear City Community Services District Ordinance No. 235 Extending Applicability of Personnel Management Policy and Procedures Manual

MOTION

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

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

The Board approved waiving the full reading of Proposed Ordinance 2019-05. President Russo introduced the proposed ordinance by reading its title.

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

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting November 4, 2019
- B. Cash/Checks Disbursements and Credit Card Purchases - October 2019 \$477,703.24 and September 2019 \$317,824.02

C. Financial Report – Quarter ended 9/30/19

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, November 13, 2019

General Manager Reeves explained that the Financial Report – Quarter Ended 9/30/19 and Treasurer’s Report – Quarter Ended 9/30/19 discussed at the Finance Committee meeting are both agenda items.

STAFF REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Treasurer’s Report – Quarter ended 9/30/19

Finance Officer Shari Strain presented the Board with the Treasurer’s Report – Quarter ended 9/30/19. Ms. Strain was pleased to report that in Fiscal Year 2018-19, the District earned over \$300,000 in investment interest.

B. Greenspot Reservoir Retrofit Project

Water Superintendent Jerry Griffith reported that in the Fiscal Year 2019-20 budget, the Capital Improvement Project of the Greenspot Reservoir Retrofit was allotted \$608,000. The original bid opening that occurred in January 2018 received three bids that were all significantly over budget. Based on the engineering recommendation from Water Systems Consulting, Inc. (WSC), with an opinion from Harper and Associates, the District rejected the bid and decided to re-bid again in the summer of 2019. Mr. Griffith explained that the new bid opening took place on September 5, 2019, and the District received two bids for the project. The bid of \$640,150.00 from J. Colon Coatings, Inc. that included engineering, inspection, and a 10% contingency was

the lowest bid. The total amount for the project is \$174,000 over the budgeted amount. Mr. Griffith presented the Board with an engineer's recommendation. The Water Committee met on October 22, 2019 to discuss the project, and their recommendation was to move forward with the project and use \$174,000 from the Water Department reserves. Mr. Griffith explained the need for this reservoir earthquake retrofit project at the Greenspot reservoir and answered questions from the Board and public.

MOTION

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

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

The Board accepted the engineer's recommendation for this project and awarded the project to J. Colon Coatings, Inc. in the amount of \$640,150 and use an additional \$174,000 from Water Department reserves.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

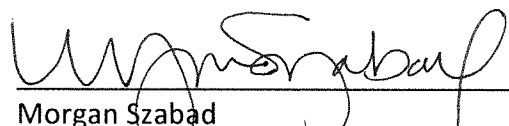
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:50 p.m.


Morgan Szabad
Secretary of the Board

**STAFF REPORT AND RECOMMENDATION
DECEMBER 2, 2019 REGULAR BOARD MEETING**

DATE: November 25, 2019

TO: Board of Directors

FROM: Mary Reeves - General Manager

PREPARED BY: Jon Zamorano – Solid Waste Superintendent

SUBJECT: Update and Yard Waste Discussion

BACKGROUND:

The Solid Waste Committee met on October 23, 2019. The meeting covered the recent changes concerning the new refuse carts and the ordinance that was adopted at the regular board meeting held on August 19, 2019. Suggestions and ideas that were presented during the meeting were as follows:

- Purchase a second cart for \$100 and waive the yearly Solid Waste Fee.
- Continue with the removal of all yard waste and/or continue with the removal of excess refuse until the arrival of fully automated truck.
- Utilize a second refuse truck to collect yard waste.
- Establish a temporary call in service that would collect a set amount of yard waste until the 2nd cart becomes available.

SOLID WASTE COMMITTEE RECOMMENDATION:

The Solid Waste Committee has not met since the October 23, 2019 meeting.

STAFF RECOMMENDATION:

Items are being presented for further discussion and possible direction to staff.



**GENERAL MANAGER REPORT
DECEMBER 02, 2019 REGULAR BOARD MEETING**

DATE: November 25, 2019
TO: Board of Directors
FROM: Mary Reeves - General Manager
SUBJECT: General Manager's Report

In addition to staff meetings with each of the department supervisors, my work activities since the last General Manager's report include:

- November 14, 2019 I attended a meeting of the Governmental Affairs/Roads & Traffic Advisory Committee (GA-RTAC) group. The GA-RTAC was established by the Big Bear Chamber for government, utilities, first responders, and local, state and federal officials to share information and be kept current on projects and legislation that impact the valley.
- November 18, 2019 I attended a Manager's Meeting of the California Joint Powers Insurance Authority (CJPIA) by phone. This meeting included presentations on the CJPIA Investment Performance Review, June 30, 2019 Actuarial Study, and Member Satisfaction Survey. A new Vice-Chair of the Managers Committee was also elected.
- November 19, 2019 Senior Management Staff and I held a Management Team Meeting. We discussed District matters and heard departmental updates.
- November 19, 2019 I attended a meeting of the Bear Valley Unified School District Education Foundation at the School District Office. This meeting included discussion on a selection procedure to fill a vacant board member seat, the Foundation's IRS status, and working group updates.
- November 19, 2019 I attended an East Bear Valley Business Group Organizational Meeting hosted by the Big Bear Chamber of Commerce. East Valley business owners were invited to discuss and plan mutually beneficial projects and share information and ideas to promote East Valley businesses with the Chamber.

- November 21, 2019 Shari, Donna, and I met with Erik Helgeson and Doug Dove from Bartle Wells and Associates to discuss the rate studies project.
- November 26, 2019 Senior Management Staff and I met to follow up on preparations for the District's Holiday party.
- November 28, 2019 The District was closed in observance of the Thanksgiving Holiday on November 28th and 29th.

Notable Upcoming Events Include:

- The District's Holiday Party is scheduled for 1:30 p.m. on Thursday, December 5, 2019 in the Sewer Building at Paradise Yard. All District employees, Board Members, and their families are invited to participate in this fun employee appreciation event.

**STAFF REPORT AND RECOMMENDATION
DECEMBER 2, 2019 REGULAR BOARD MEETING**

DATE: November 26, 2019

TO: Board of Directors

FROM: Mary Reeves, General Manager

SUBJECT: Proposed Ordinance 2019-05 - An Ordinance of the Big Bear City Community Services District Repealing Big Bear City Community Services District Ordinance No. 235 Extending Applicability of Personnel Management Policy and Procedures Manual

BACKGROUND:

This is a noticed public hearing. This ordinance was introduced at the regular Board meeting on November 18, 2019. The Board may vote to waive the reading of the full ordinance. With a majority vote, the ordinance can be discussed by reading only the title of the ordinance. After public input, the Board may take action to adopt the ordinance.

This ordinance repeals Ordinance 235 that was adopted to address the applicability of the Personnel Management Policy and Procedures Manual to a previous General Manager. The current General Manager is a contract employee of the District and this ordinance is no longer needed.

STAFF RECOMMENDATION:

Open the public hearing on proposed Ordinance 2019-05.
Vote to waive the full reading of proposed Ordinance 2019-05.
Allow public and Board comments.
Close the public hearing on proposed Ordinance 2019-05.
Vote to Adopt Ordinance 2019-05.



ORDINANCE 2019-05

**AN ORDINANCE OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REPEALING BIG BEAR CITY COMMUNITY SERVICES DISTRICT ORDINANCE NO.
235 EXTENDING APPLICABILITY OF PERSONNEL MANAGEMENT POLICY AND
PROCEDURES MANUAL**

NOW THEREFORE, BE IT ORDAINED by the Board of Directors of the Big Bear City Community Services District as follows:

SECTION 1 – GENERAL PROVISIONS

1.01 Repeal. The Board of Directors has determined that the requirements of Ordinance No. 235 are no longer applicable to current district staff. Therefore, the Board hereby repeals Ordinance No. 235.

SECTION 2 – EFFECTIVE DATE

2.01 Effective Date. This ordinance shall become effective on January 2, 2020.

PASSED, APPROVED, and ADOPTED by the Big Bear City Community Services District Board of Directors at its regular meeting held December 2, 2019 by the following vote:

AYES:	DIRECTORS:
NOES:	DIRECTORS:
ABSENT:	DIRECTORS:
ABSTAINS:	DIRECTORS:

John Russo, President
of the Board of Directors

ATTEST:

Morgan Szabad, Secretary
of the Board of Directors