

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
JULY 6, 2020 - 5:00 P.M.**

1. NOTICE

NOTICE IS HEREBY GIVEN, that the Big Bear City Community Services District will conduct a Regular Meeting on July 6, 2020, at 5:00 p.m. Pursuant to Governor Newsom's Executive Order N-29-20, the members of the Big Bear City Community Services District Board and the public shall participate in this meeting via teleconference. Public comment may be submitted by email as described below. **There will be no public location for this meeting.**

The Public may participate in this meeting by:

Join Zoom Meeting

<https://us02web.zoom.us/j/83817626835?pwd=THZ3YzIFT1Voc2wvTVJka1dTeTI3Zz09>

Meeting ID: 838 1762 6835

Password: BBCCSD

One tap mobile

+16699009128,,83817626835#,,,,0#,,376054# US (San Jose)

+13462487799,,83817626835#,,,,0#,,376054# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 838 1762 6835

Password: 376054

Find your local number: <https://us02web.zoom.us/j/83817626835>

2. Call To Order and Roll-Call

3. Pledge Of Allegiance

4. Non-Agenda Public Comment - Members of the public who wish to comment on matters before the Board are invited to participate via teleconference or submit comments via email to the Board Secretary at mszabad@bbccsd.org on or before Monday, July 6, 2020 at 4:00 p.m. Please limit comments to 300 words or less. All submitted written comments will be read aloud during the meeting. Please note, all email correspondence relating to this meeting will become part of the Board minutes. ***Upon signing into the teleconference, all participants will be auto-muted, please press *9 to "raise your hand" to be recognized by the Board President to speak. Press *6 to un-mute yourself.***

5. Presentations

6. Information Items
7. Consent Calendar- Approval
 - A. Minutes - Regular Meeting June 15, 2020
8. Requests for Continuance
9. Items Removed from the Consent Calendar for Discussion
10. Committee & Board Member Reports
 - A. The following Standing Committees met since the last Board Meeting: None.
11. Staff Reports – Receive and File
 - A. General Manager’s Report
12. Unfinished Business - Discussion and possible action
13. New Business/Adoption Agenda/Discussion/Noticed Hearings - Discussion and possible action
 - A. Fiscal Year 2020-21 Salary Schedule for the Big Bear City CSD Water, Sewer, Solid Waste, and Administrative positions
 - B. Updated Solid Waste Fee Schedule
14. Directors’ Closing Comments/Announcement Of Coming Events
15. Closed Session
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Pursuant to Government Code Section 54957)
Title: General Manager
16. Report from Closed Session
17. 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.bbccsd.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 and Governor Newsom’s Executive Order N-29-20, 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
JUNE 15, 2020**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 15, 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 5:00 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.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Shari Strain, Finance Officer; 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 were no written public communications received.

Non-agenda public comment was heard via teleconference attendees.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

There were no information items.

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 Russo, 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 June 1, 2020
- B. Cash/Checks Disbursements and Credit Card Purchases - May 2020 \$157,167.63

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. The Supervisors’ monthly reports for May 2020 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Resolution 2020-06 – A Resolution of the Big Bear City Community Services District Electing to have Delinquent Trash Collection Charges and Delinquent Water Service Charges Collected on the Tax Roll, Fixing the Time and Place of Hearing on the Written Report on such Charges and Prescribing Notice of such Hearing

President Oxandaboure asked General Manager Mary Reeves to describe this agenda item. General Manager Mary Reeves reported that the proposed Resolution was a standard procedure for the District and sets July 20, 2020 as the date for the public hearing on the written report of delinquent trash collection charges and water service charges for fiscal year 2019/20 to be collected on the tax roll. Ms. Reeves stated at this time there is approximately \$13,000 in uncollected delinquent charges. Ms. Reeves noted that this amount is 32% less than last fiscal year due to SB 998 which updated the District’s delinquent turn-off policy, and Governor Newsom’s executive order to restore service to delinquent turn-offs back to March 4, 2020 due to the current COVID-19 pandemic. President Oxandaboure asked for Board and public comment. Staff answered Board questions and 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 adopted Resolution 2020-06, the caption of which reads as follows:

RESOLUTION 2020-06

A Resolution of the Big Bear City Community Services District Electing to have Delinquent Trash Collection Charges and Delinquent Water Service Charges Collected on the Tax Roll, Fixing the Time and Place of Hearing on the Written Report on such Charges and Prescribing Notice of such Hearing

See BBCCSD Resolution and Ordinance Book Number 34 for complete copy of Resolution 2020-06.

- B. Low Income Financial Assistance (LIFA) Application Update

President Oxandaboure asked Administrative Department Manager Donna Horn to describe this agenda item. Ms. Horn explained that the District currently offers a low income financial assistance program (LIFA) to eligible customers that receive a 15% reduction in their bi-monthly water bill. The current requirement to determine eligibility is submission of their most recent Federal income tax return along with their application. The proposed updated LIFA application

allows for the applicant to provide their most recent Federal income tax return or statement of benefits from all income sources to verify their eligibility. Ms. Horn noted that the updated program discount will only apply to the water base rate, tier one, and tier two water usage. Tier three water usage will not be eligible for the discount. President Oxandaboure asked for Board and public comment. Staff answered Board questions and no public comment was given.

MOTION

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

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

The Board accepted and adopted the Low Income Financial Assistance (LIFA) Application 2020-2021.

C. California Special Districts Association 2020 Board Election

President Oxandaboure asked General Manager Mary Reeves to describe this agenda item. General Manager Mary Reeves reported that the District received a ballot measure from the California Special Districts Association (CSDA) to elect a representative to the CSDA Board of Directors in the Southern Network, Seat C for term 2021-2023. Discussion was had amongst the Board members as to which candidate to select as the District’s vote.

MOTION

Upon motion by Director Ziegler, 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 selected Daniel K. Jagers of the Beaumont-Cherry Valley Water District as the candidate to support, and directed staff to vote on behalf of the District for Mr. Jagers for the 2020 CSDA Board of Directors in the Southern Network, Seat C election for term 2021-2023.

DIRECTORS’ CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

The Board Members made their closing comments and announcements of coming events. General Manager Reeves also reported that it was Solid Waste and Recycling Workers Week! She was recognizing our Solid Waste and Recycling workers each day with a food type treat.

CLOSED SESSION

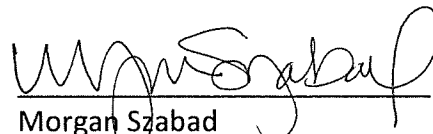
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:20 p.m.


Morgan Szabad
Secretary of the Board

**GENERAL MANAGER REPORT
JULY 6, 2020 REGULAR BOARD MEETING**

DATE: July 1, 2020
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:

- June 11, 2020 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.
- June 11, 2020 I attended a Best, Best & Krieger (BB&K) webinar titled "Reopening During the Coronavirus Pandemic: How to Serve the Public and Avoid Liability" hosted by attorneys from BB&K.
- June 15, 2020 June 14, 2020 through June 20, 2020 is National Waste & Recycling Workers Week (a new name for National Garbage Man Appreciation Week). I recognized our hard-working employees in the Solid Waste Department throughout the week in various (food-related) ways.
- June 16, 2020 I attended a Bear Valley Basin Groundwater Sustainability Agency Board meeting via Zoom. Several housekeeping items were adopted and the Board heard informational updates.
- June 16, 2020 I viewed the City of Big Bear Lake City Council meeting. The council members considered items related to the annual July 4th fireworks show and a trial closure of roads in the Village to promote social distancing. The council voted to hold the annual fireworks show on July 4th and deferred the second item to a future meeting.



June 17, 2020 I attended the Big Bear Airport Board meeting via Zoom. The Board appointed Ryan Goss as their new General Manager.

June 17, 2020 I attended a Zoom managers' meeting regarding the COVID-19 pandemic. The managers from many of the government agencies in the Valley attended to discuss their agencies operations in response to the pandemic.

June 18, 2020 The Sewer Department did weed abatement at Paradise Yard. I visited during the abatement and met with a monitor from the San Manuel Band of Mission Indians who was present to observe the process.

June 19, 2020 San Bernardino County hosted a COVID-19 testing event at the City of Big Bear Lake City Hall.

June 23, 2020 I attended a CSDA webinar titled, "SB 1383 Reducing Short-Lived Climate Pollutants in California" hosted by representatives from CalRecycle and the Institute for Local Government.

June 23, 2020 I viewed the San Bernardino County Board of Supervisors meeting.

June 23, 2020 I attended an ACWA webinar titled, "The Great Re-Set: Leading the Workplace Post COVID-19" hosted by attorneys from the law firm of Atkinson, Andelson, Loya, Ruud, and Romo.

June 23, 2020 Our Replenish Big Bear project partners and I attended a routine planning coordination meeting for the Replenish Big Bear project organized by Jeff Szytel from Water Systems Consulting, Inc.

June 25, 2020 I attended a United States Bureau of Reclamation (USBR) webinar titled, "WaterSMART Grants and Drought Programs" hosted by representatives from the USBR Water Resources and Planning Office.

June 25, 2020 I attended a breakfast Zoom meeting of the Big Bear Chamber of Commerce for East Valley business leaders. Big Bear Chamber of Commerce staff facilitated discussion among the East Valley business representatives.

June 29, 2020 I attended a Bear Valley Basin Groundwater Sustainability Agency Board meeting via Zoom to hold public hearings on their FY 19/20 and FY 20/21 budgets. Both budgets were adopted.

Notable Upcoming Events Include:

- The next Solid Waste Clean-up and Electronic Waste Round-up is scheduled for Saturday, July 11, 2020, from 9:00 a.m. to 2:00 p.m. at Paradise Yard.

**STAFF REPORT AND RECOMMENDATION
JULY 6, 2020 REGULAR BOARD MEETING**

DATE: June 29, 2020

TO: Board of Directors

FROM: Morgan Szabad, Human Resources Manager/Board Secretary *MS*

SUBJECT: FY 2020-21 Salary Schedule for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative Positions

BACKGROUND:

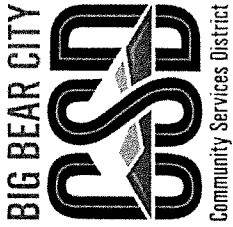
The Board of Directors approved a Memorandum of Understanding (MOU) between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association on June 19, 2017 which runs through June 30, 2022. That MOU approved a 2.25% increase on July 1, 2020. The attached FY 2020-21 Salary Plan reflects the 2.25% increases for the District's Water, Sewer, Solid Waste, and Administrative departments' positions and the new General Manager's contracted salary effective July 1, 2020.

In addition, at the Administrative Committee meeting held on February 27, 2020, the Administrative Committee members recommended an increase in the temporary non-regular job classification hourly rate. The pay rate for a temporary non-regular employee has been \$16.97 for many years and is no longer a competitive rate in the Big Bear Valley for equivalent positions at other agencies. Staff recommended tying the temporary non-regular rate to 10% less than step 1 on the approved salary schedule for FY 2020-21, the hourly temporary non-regular rate will be \$18.78.

STAFF RECOMMENDATION:

Approve the FY 2020-21 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.





BIG BEAR CITY COMMUNITY SERVICES DISTRICT

FY 2020-21 SALARY PLAN

Water, Sewer, Solid Waste, and Administrative Positions
Effective 07/01/20

Job Classification	Base Salary Hourly Rates	Step Plan												
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>			
Administrative Department Manager	\$39.74 - \$48.87	39.74	41.25	42.80	44.32	45.80	47.34	48.87	N/A	N/A	N/A	N/A	N/A	N/A
Collection Systems Operator	\$20.87 - \$29.39	20.87	22.28	23.70	25.14	26.54	27.95	29.39	N/A	N/A	N/A	N/A	N/A	N/A
Customer Service Representative	\$21.36 - \$29.93	21.36	22.79	24.20	25.63	27.07	28.49	29.93	N/A	N/A	N/A	N/A	N/A	N/A
Finance Officer	\$51.43 - \$67.68	51.43	53.49	55.63	57.85	60.17	62.58	65.08	67.68	N/A	N/A	N/A	N/A	N/A
Financial Analyst	\$33.43 - \$41.09	33.43	34.59	35.81	37.05	38.36	39.71	41.09	N/A	N/A	N/A	N/A	N/A	N/A
General Manager	\$83.45	-	-	-	-	-	-	-	-	-	-	-	-	-
Human Resources Manager/Board Sec	\$39.74 - \$48.87	39.74	41.25	42.80	44.32	45.80	47.34	48.87	N/A	N/A	N/A	N/A	N/A	N/A
N/R Temporary Workers	\$18.78	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technologies Manager	\$39.74 - \$48.87	39.74	41.25	42.80	44.32	45.80	47.34	48.87	N/A	N/A	N/A	N/A	N/A	N/A
Sewer Foreman	\$30.55 - \$39.37	30.55	31.70	32.98	34.26	35.51	36.82	38.09	39.37	N/A	N/A	N/A	N/A	N/A
Sewer Superintendent	\$41.14 - \$56.50	41.14	42.90	44.67	46.62	48.61	50.59	52.54	54.53	56.50	N/A	N/A	N/A	N/A
Solid Waste Collection Specialist	\$20.87 - \$29.39	20.87	22.28	23.70	25.14	26.54	27.95	29.39	N/A	N/A	N/A	N/A	N/A	N/A
Solid Waste Foreman	\$30.55 - \$39.37	30.55	31.70	32.98	34.26	35.51	36.82	38.09	39.37	N/A	N/A	N/A	N/A	N/A
Solid Waste Superintendent	\$41.14 - \$56.50	41.14	42.90	44.67	46.62	48.61	50.59	52.54	54.53	56.50	N/A	N/A	N/A	N/A
Water Foreman	\$30.55 - \$39.37	30.55	31.70	32.98	34.26	35.51	36.82	38.09	39.37	N/A	N/A	N/A	N/A	N/A
Water Superintendent	\$20.87 - \$29.39	20.87	22.28	23.70	25.14	26.54	27.95	29.39	N/A	N/A	N/A	N/A	N/A	N/A
Water Superintendent	\$41.14 - \$56.50	41.14	42.90	44.67	46.62	48.61	50.59	52.54	54.53	56.50	N/A	N/A	N/A	N/A
Longevity Bonuses:														
Big Bear City Community Services District Employees Association:														
Adopted by the Board of Directors as of 07/06/20														

**STAFF REPORT AND RECOMMENDATION
JULY 6, 2020 REGULAR BOARD MEETING**

DATE: June 26, 2020

TO: Board of Directors

FROM: Donna Horn, Administrative Department Manager

SUBJECT: Solid Waste Fee Schedule

BACKGROUND:

In accordance with the Big Bear City Community Services District Ordinance 2019-04, Solid Waste fees have been established. The Solid Waste Fee Schedule establishes miscellaneous solid waste service fees. The Solid Waste Fee Schedule has been updated to include additional cart services.

The Solid Waste Fee Schedule is not subject to a Proposition 218 public hearing.

FINANCIAL IMPACTS:

The financial impact of this policy is minimal.

STAFF RECOMMENDATION:

Staff recommendation is to approve the updated Solid Waste Fee Schedule as presented.



Solid Waste Fee Schedule - Effective 07-01-20

In accordance with Big Bear City Community Services District Ordinance 2019-04 the following fees have been established.

	Applicable Condition	Cost
Weekly Collection	Mandatory annual fee (first EDU)	\$266.23
	Additional EDU/annual cart fee	\$181.78
Dumpster Service Fee	Service suspension due to delinquency	\$50
Cart Services		
Cart Repair or Replacement Normal wear and tear	Customer request or District decision	No Charge
Cart Repair or Replacement Damage by Owner/Tenant	Customer request or District decision	\$100
Cart Cleaning	Customer request	\$15
Cart Delivery	Customer request	\$25
Litter Abatement*	Notification Method	Cost
1 st Violation	Tag at property & letter	\$0
2 nd Violation	Tag at property & letter	\$0
3 rd + Violation	Letter	\$50
*Litter Abatement Violations are counted within a six-month period.		
Recycle Violation	Notification Method	Cost
1 st Violation	Tag at property	\$0
2 nd Violation	Tag at property	\$0
3 rd Violation	Tag at property & letter	\$0
4 th Violation	Tag at property & letter	\$0
5 th Violation	Letter	\$50
6 th Violation	Letter	\$100
7 th Violation	Letter	\$150
8 th Violation	Letter	\$500
Other Service Fees		
Penalty on Delinquent Charges	10%	
Returned Check	\$10	