

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
139 E BIG BEAR BLVD, BIG BEAR CITY CA 92314
JANUARY 6, 2020 - 5:00 P.M.**

1. Call To Order and Roll-Call
2. Pledge Of Allegiance
3. Non-Agenda Public Comment
4. Presentations
5. Information Items
 - A. Board Committee Assignments for 2020
6. Consent Calendar- Approval
 - A. Minutes - Regular Meeting December 16, 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: None
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
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.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, 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.

STAFF REPORT AND RECOMMENDATION
JANUARY 6, 2020 REGULAR BOARD MEETING

DATE: January 2, 2020
TO: Board of Directors
FROM: Morgan Szabad, Human Resources Manager/Board Secretary *ms*
SUBJECT: Board Committee Assignments for 2020

BACKGROUND:

The current Board Committee Assignment policy establishes that Board Committee assignments, made by the President of the Board, are assigned for a minimum of a one year period and that during that time period, no committee member can be removed from a committee without a four-fifths vote of the Board of Directors.

President Oxandaboure will announce the following Standing Board Committee Assignments for calendar year 2020:

- Administrative – Responsible for contracts, leases, real property, employee relations, and parks
 - Directors Oxandaboure and Walsh
- Finance – Budget, rates, and residual fire issues
 - Directors Walsh and Ziegler
- Sewer – Big Bear Area Regional Wastewater Agency and collection
 - Directors Green and Oxandaboure
- Solid Waste – Collection, hauling, and recycling
 - Directors Russo and Ziegler
- Water – Supply, distribution, and reclamation
 - Directors Green and Russo

Note: Standing committees comply with the open meeting requirements of the Ralph M. Brown Act.



**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 16, 2019**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 16, 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 Ziegler 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, Richard Stanton and Julie Dawson-Parlee.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; 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

Public comments were heard.

PRESENTATIONS

There were no presentations.

INFORMATION ITEMS – ELECTION OF OFFICERS

- A. Election of President and Vice President for 2020

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 nominations for President were opened.

Director Green nominated Director Oxandaboure to serve as President of the Board. There were no additional nominations.

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 nominations for President were closed.

MOTION

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

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

The Board elected Director Oxandaboure to serve as President of the Board.

President Oxandaboure asked for a motion and a second to open the nominations for Vice President.

MOTION

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

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

The nominations for Vice-President were opened.

President Oxandaboure nominated Director Ziegler to serve as Vice-President. There were no additional nominations.

MOTION

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

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

The nominations for Vice-President were closed.

MOTION

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

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

The Board elected Director Ziegler to serve as Vice-President of the Board.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

Upon motion by Director Green, seconded by Director Ziegler, 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 December 2, 2019
- B. Cash/Checks Disbursements November 2019 \$178,687.15

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 November 2019 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Sewer System Management Plan – 5 Year Update

Sewer Superintendent Nathan Zamorano reviewed his staff report detailing the final draft of the Sewer System Management Plan (SSMP) update provided by Water Systems Consulting, Inc. (WSC). Mr. Zamorano explained that the SSMP was a Fiscal Year 2019-20 budgeted Capital Improvement Project for \$40,000. A major component of the SSMP is to establish the District's preventative maintenance program, training, proper rehabilitation of infrastructure and parts and equipment inventory. Included in the SSMP approval are the Overflow Emergency Response Plan, which guides the District for Sewer System Overflows, and the Water Quality Monitoring Program, which implements monitoring procedures in the event of spills of 50,000 gallons or more that reach Waters Of The United States, and how to assess the impacts. Mr. Zamorano answered Board questions regarding the Management Plan and the need for an update every five years. Mr. Zamorano explained that the SSMP will be a living document that can be edited/amended later if necessary. President Oxandaboure asked for public comment. No public comment was offered.

MOTION

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

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

The Board approved the Sewer System Management Plan update as prepared by WSC.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

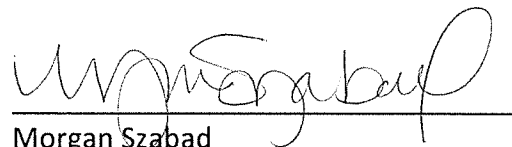
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:18 p.m.



Morgan Szabad
Secretary of the Board

GENERAL MANAGER REPORT
JANUARY 6, 2020 REGULAR BOARD MEETING

DATE: December 23, 2019
TO: Board of Directors
FROM: Mary Reeves - General Manager *MTR*
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:

- December 12, 2019 Administrative staff and I attended a meeting presented by Administrative Department Manager Donna Horn on holiday safety tips.
- December 12, 2019 Donna Horn, Shari Strain, Jerry Griffith, Jon Zamorano and I attended a meeting by phone with Erik Helgeson and Doug Dove from Bartle Wells and Associates to discuss the rate studies project.
- December 13, 2019 I attended a breakfast meeting of the Big Bear Chamber of Commerce for East Valley business leaders at the Barnstorm Restaurant. Chamber of Commerce staff facilitated discussion among the East Valley business representatives.
- December 16, 2019 Our Replenish Big Bear project partners and I attended a routine planning coordination meeting for the Replenish Big Bear project organized by Laine Carlson from Water Systems Consulting, Inc. This meeting focused on regulatory strategy coordination.
- December 19, 2019 I viewed the Community Advocates of Big Bear (CABB) meeting via Facebook. Participants in this meeting discussed: Big Bear Fire Authority information, Fire Insurance concerns, formation of a Big Bear Fire Safe Council, San Bernardino County code enforcement, winter safety & emergency preparedness, issues related to the Thanksgiving storm, and the availability of new CABB signage.



December 24, 2019 The District was closed on December 24th and 25th in observance of the Christmas holidays.

December 26, 2019 I took scheduled vacation from December 26th through January 5th.

December 31, 2019 The District was closed on December 31st and January 1st in observance of the New Year holidays.

Notable Upcoming Events Include:

- Staff will be beginning work on the FY 2020-21 budget this month; schedule of budget meetings will be presented soon.