

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
JANUARY 4, 2021 - 5:00 P.M.**

1. NOTICE

NOTICE IS HEREBY GIVEN, that the Big Bear City Community Services District will conduct a Regular Meeting on January 4, 2021, 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/81186520882?pwd=MjNQQnYwWStza1dBOU5SM1hUSWh2Zz09>

Meeting ID: 811 8652 0882

Passcode: BBCCSD

One tap mobile

+14086380968,,81186520882#,,,,*438674# US (San Jose)

+16699006833,,81186520882#,,,,*438674# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 811 8652 0882

Passcode: 438674

Find your local number: <https://us02web.zoom.us/j/kw6yup3Ub>

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, January 4, 2021 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 unmute yourself.***

5. Presentations

6. Information Items

7. Consent Calendar- Approval

A. Minutes - Regular Meeting December 21, 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:

- BBARWA, December 2, 2020

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

14. Directors' Closing Comments/Announcement Of Coming Events

15. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Negotiator: General Manager

Employee Organization: Big Bear City Community Services District Employee Association

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
DECEMBER 21, 2020**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 21, 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 Russo called the meeting to order at 5:01 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 Russo 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: Kathie Portie, Big Bear Grizzly and Patrice Duncan.

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

Board Secretary Morgan Szabad reported that there were no written public communications received. There was no public comment by tele-conference attendees offered.

PRESENTATIONS

There were no presentations.

INFORMATION ITEMS

- A. Board Committee Assignments for 2021

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 Russo presented the following Standing Board Committee Assignments for calendar year 2021:

- Administrative – 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
- California Joint Powers Insurance Authority (CJPIA) District Representative – Director Walsh
- ACWA JPIA District Representative – Director Walsh
- Bear Valley Basin Groundwater Sustainability Agency (BVBGSA) District Representative – Director Green

CONSENT CALENDAR

President Russo 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 Green, 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 December 7, 2020
- B. Cash/Checks Disbursements and Credit Card Purchases - November 2020 \$91,014.41

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:

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 2020 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Financial Report and Treasurer’s Report – Quarter ended 9/30/20

President Russo asked Finance Officer Shari Strain to describe this agenda item. Ms. Strain summarized the financial statements which included revenue and expenses for each department for the three-month period ended September 30, 2020. President Russo asked for any public comment. No public comment was offered.

B. Amendment No. 1 to Maintenance Services Agreement with Romans Construction

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves explained that on April 16, 2018 the Board authorized the General Manager to enter into the 2018-2020 Asphalt Patch Repair Services Maintenance Services Agreement with Romans Construction. This agreement expires on December 31, 2020. Ms. Reeves reported that legal counsel has prepared extension to the agreement under the same terms for an additional two years, ending on December 31, 2022 based on staff recommendation. Staff answered Board questions regarding road cut liabilities. President Russo asked for public comment. No public comment was offered.

MOTION

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

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

The Board approved Amendment No. 1 to the Maintenance Services Agreement with Romans Construction and authorized the General Manager to execute the amendment.

C. Big Bear City Community Services District COVID-19 Prevention Program

President Russo asked General Manager Mary Reeves to describe this agenda item. Ms. Reeves stated that on November 30, 2020, the Division of Occupational Safety and Health (Cal/OSHA) released emergency temporary standards on COVID-19 infection prevention which took effect immediately. Cal/OSHA provided a template for employers to customize to meet the requirements of the new standards. Ms. Reeves reported that District staff as well as legal counsel have reviewed the proposed COVID-19 Prevention Program to comply with the new standards. Staff answered Board questions regarding current precautions being taken. President Russo asked for public comment. No public comment was offered.

MOTION

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

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

The Board approved the Big Bear City Community Services District COVID-19 Prevention Program as presented.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

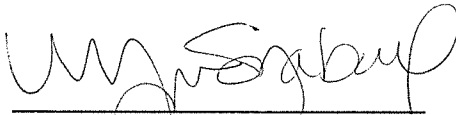
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:32 p.m.



Morgan Szabad
Secretary of the Board

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting of

December 2, 2020

at

5:00 p.m.

Due to Executive Order N-25-20 and N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 8).

The public may participate in this meeting by:

Join Zoom Meeting:

<https://zoom.us/j/92242398270?pwd=bFYwMnordGN0QTZJQ0VCZmQzblAxZz09>

Meeting ID: 913 6183 8384

Passcode: BBARWA

Dial by your location:

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 913 6183 8384

Passcode: BBARWA

Find your local number: <https://zoom.us/u/af3xiinzi>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PRESENTATION AND INTRODUCTION**
5. **CONSENT CALENDAR**

All matters listed on the Consent Calendar will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If a detailed discussion is necessary, any Board Member may request that an item be removed from the Consent Calendar and considered separately.

5.A. Minutes of Regular Meeting on October 28, 2020 – Approve

5.B. Monthly Expenses – Informational

- 5.C. Investment Report – Informational
- 5.D. Operations and Connections Report – Informational
- 5.E. First Quarter Report, Three Months Ended September 30, 2020 – Informational
- 5.F. Accept as Complete - Splitter Box Building – Approve
- 5.G. Accept as Complete – Sewer System Overflow Prevention Project – Approve

6. **ITEMS REMOVED FROM CONSENT CALENDAR**

7. **PUBLIC FORUM RESPONSE**

None

8. **PUBLIC FORUM**

The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”

9. **OLD BUSINESS**

10. **NEW BUSINESS**

10.A. Schedule the Budget Workshop – Discussion and Possible Action

10.B. Reallocate \$71,246 from the Capital Budget for the Lake Pump Station Pumps 1 and 2 Replacement – Discussion and Possible Action

11. **INFORMATION/COMMITTEE REPORTS**

11.A. General Manager’s Report

12. ADJOURNMENT

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant, at (909) 584-4018. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda Package.

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Special Board Meeting of

December 2, 2020

at

5:00 p.m.

NEW BUSINESS

- Schedule the Budget Workshop – Approved the Budget Workshop on February 24, 2021, 12:00 p.m. - 4:00 p.m.
- Reallocate \$71,246 from the Capital Budget for the Lake Pump Station Pumps 1 and 2 Replacement – Approved

INFORMATION/COMMITTEE REPORTS

General Manager's Report

- Update on the following Capital Projects:
 - BBARWA Solar project
 - SCADA Project
 - 24" Line Emergency Project
 - Headworks Project
 - Lift Station 3 Generator Replacement
 - Cummins #1 and #2 Overhauls
- Others:
 - Replenish Big Bear Update
 - GSA Update

GENERAL MANAGER REPORT
JANUARY 4, 2021 REGULAR BOARD MEETING

DATE: December 22, 2021
TO: Board of Directors
FROM: Mary Reeves - General Manager
SUBJECT: General Manager's Report

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

- December 22, 2020 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. via Microsoft Teams.
- December 24, 2020 The District was closed in observance of the Christmas Eve Holiday.
- December 25, 2020 The District was closed in observance of the Christmas Holiday.
- December 31, 2020 The District was closed in observance of the New Year' Eve Holiday.
- January 1, 2021 The District was closed in observance of the New Year's Day Holiday.

Notable Upcoming Events Include:

- I will be working on the annual update of the District's Five-Year Strategic Plan in January. Please let me know if you have any specific updates for me to include.
- Staff will be beginning work on the FY 2021-22 budget this month and next; a schedule of budget meetings will be presented soon.

