

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 20, 2022**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 20, 2022 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314 and by tele-conference at 20839 Sunniberg Ln., Bend, OR. 97702.

President Walsh called the meeting to order at 5:00 p.m. and Director Rowe led the Pledge of Allegiance.

**BOARD MEMBERS PRESENT VIA ROLL-CALL**

Bob Rowe, John Russo Larry Walsh, and Al Ziegler were present and John Green was present via tele-conference.

**BOARD MEMBERS ABSENT**

No Board members absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who signed in included: Michael Eagleson, and Jo Rowe.

DISTRICT EMPLOYEES included: Ken Booth, Information Technologies Manager; Jennifer Hall, Customer Service Representative; Jack Holt, Water Services Worker; Donna Horn, Administrative Department Manager; Andy Keller, Sewer Foreman; Jeanette Prickett, Finance Officer; Victor Soto, Collection Systems Operator; Kindal Voss, Customer Service Representative; Gloria Zamorano, Customer Service Representative; Dave Tharp, Collection Systems Operator; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

There were no presentation items.

**INFORMATION ITEMS**

A. Possible Adjournment of July 4, 2022 Regular Board Meeting

General Manager Mary Reeves reported that the District is closed in observance of the Independence Day holiday on July 4, 2022 for the next regularly scheduled Board meeting. Ms. Reeves stated staff is not aware of any action items, other than consent items, to include in a meeting to be held on Tuesday, July 5, 2022. Ms. Reeves also reported that two Board members were unavailable to attend on July 5, 2022. By consensus of the Board the July 4, 2022 Board meeting was adjourned to the next regularly scheduled meeting on Monday, July 18, 2022.

**CONSENT CALENDAR**

The Board reviewed the items on the consent calendar.

## **MOTION**

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

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

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting June 6, 2022
- B. Cash/Checks Disbursements and Credit Card Purchases - May 2022 \$560,460.12
- C. Second Amendment to the General Manager Employment Agreement

## **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 and Supervisors' Monthly Reports for May 2022 were discussed, received, and filed.

## **UNFINISHED BUSINESS**

There were no unfinished business items.

## **NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS**

- A. Proposed Resolution 2022-11 – 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

General Manager Reeves reported that the proposed Resolution was a standard procedure for the District and sets July 18, 2022 as the date for the public hearing on the written report of delinquent trash collection charges and water service charges for fiscal year 2021/22 to be collected on the tax roll. Ms. Reeves stated at this time there is approximately \$18,180.76 in uncollected delinquent charges.

**MOTION**

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

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

The Board adopted Resolution 2022-11, the caption of which reads as follows:

RESOLUTION 2022-11

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 the complete copy of Resolution 2022-11.

- B. Proposed Resolution 2022-12 – A Resolution of the Board of Directors of the Big Bear City Community Services District Authorizing a Budget Amendment for Insurance Expense

Finance Officer Jeanette Prickett explained that on May 16, 2022 the Board adopted the FY 2022-23 Budget which included a \$299,239 appropriation for Workers’ Compensation, Liability, and Property Insurance. In June 2022, the District received the actual premiums and the budgeted amount is understated. The final premium amount is \$318,532. The fiscal impact is \$19,293. Ms. Prickett described the factors contributing to the increase.

**MOTION**

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

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

The Board approved and adopted Resolution 2022-12 increasing the Workers’ Compensation, Liability, and Property Insurance budget to \$318,532 from \$299,239, the caption of which reads as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT AUTHORIZING A BUDGET AMENDMENT FOR INSURANCE EXPENSE

See BBCCSD Resolution and Ordinance Book Number 34 for the complete copy of Resolution 2022-12.

- C. FY 2022-23 Salary Schedule for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative Positions

General Manager Reeves reported that FY 2022-23 salary schedule reflected the approved 2.25% increase on July 1, 2022 per Amendment No. 1 to the Memorandum of Understanding (MOU) between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association approved on April 19, 2021 . Ms. Reeves also explained that the temporary non-regular job classification

hourly rate will annually increase to 10% less than step 1 on the approved salary schedule for FY 2022-23. Ms. Reeves stated that the General Manager salary increase was based on her contract, the amendment of which was approved on the consent calendar. President Walsh asked for Board or public comment, no Board or public comment was offered.

**MOTION**

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

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

The Board approved the FY 2022-23 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.

**NON-AGENDA PUBLIC TESTIMONY**

Public comment was heard.

**DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS**

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

**CLOSED SESSION**

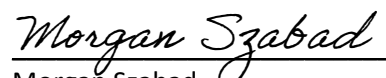
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 5:43 p.m.

  
Morgan Szabad  
Secretary of the Board