

**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

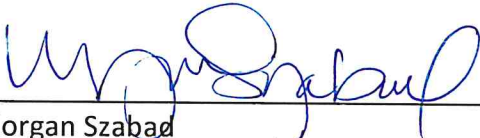
There were no closed session items.

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