

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 19, 2018**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, March 19, 2018 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Oxandaboure called the meeting to order at 5:00 p.m. and Director Walsh 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: Shirley Holt and Kristin Mandolini.

DISTRICT EMPLOYEES included: Eileen Berne, Financial Analyst; Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Andy Keller, Sewer Foreman; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

There were no presentation items.

INFORMATION ITEMS

Solid Waste Superintendent Jon Zamorano reported that the annual Spring Clean-up day has been scheduled for Saturday, April 14, 2018. A sign will be placed in front of the District office in near future.

INTRODUCTION OF ORDINANCES TO BE CONSIDERED FOR ADOPTION AT PUBLIC HEARINGS ON APRIL 2, 2018

Proposed ordinances must be introduced at a meeting prior to their adoption. The Board may vote to waive the reading of the full ordinances. With a majority vote, the ordinances may be introduced by reading only the titles of the ordinances. Proposed Ordinances 2018-02 and 2018-03 will be considered for adoption at a public hearing on April 2, 2018.

- A. Proposed Ordinance 2018-02 – An Ordinance of the Big Bear City Community Services District Increasing Sewer Connection Fees
- B. Proposed Ordinance 2018-03 – An Ordinance of the Big Bear City Community Services District Increasing Water Connection Fees

MOTION

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

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

The Board approved waiving the full reading of Proposed Ordinance 2018-02 and 2018-03. President Oxandaboure introduced the proposed ordinances by reading their titles.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar. Director Walsh asked that Item A., Minutes - Regular Meeting March 5, 2018 and Special Meeting March 6, 2018, be removed from the consent calendar for discussion.

MOTION

Upon motion by Director Walsh, 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 item as presented:

B. Cash/Checks Disbursements	February 2018 \$473,050.62
Credit Card Purchases	February 2018 \$2,051.04

REQUESTS FOR CONTINUANCE

There were no requests for continuance.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

Director Walsh asked that Item A., Minutes - Regular Meeting March 5, 2018 and Special Meeting March 6, 2018, be removed from the consent calendar for discussion. Director Walsh referenced that the motion on item 12B. - Request to Exceed Director Travel Expense Policy Limit in the Regular Meeting March 5, 2018 minutes, had the incorrect Directors making and seconding the motion.

MOTION

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

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

The Board approved the following consent item as amended and corrected:

A. Minutes - Regular Meeting March 5, 2018 and Special Meeting March 6, 2018

COMMITTEE & BOARD MEMBER REPORTS

A. The following Committees met since the last Board Meeting:

- Finance, March 8, 2018

Director Walsh reported that this item would be addressed in New Business item 12A. - December 31, 2017 Financial Statements and Treasurer's Report.

FIRE DEPARTMENT BUSINESS

A. FY 2017/18 Budget Adjustment for Payout of Accruals and Post-Retirement Medical Benefit Upon Consolidation

Shirley Holt of the Big Bear Fire Authority requested a budget adjustment of \$124,000 for payout of payroll liabilities for the release of Safety employees from the CSD to the Big Bear Fire Authority. She also explained that an additional \$678,000 adjustment in the Benefits budget for FY 2017/18 was agreed upon in the Fire MOU to provide a one-time payout equivalent to \$5,000 for each year of service in CalPERS and will be deposited into a Health Retirement Savings account for each qualified CalPERS vested Safety employee. Director Walsh asked for an approximate amount that the Fire currently has in Reserves. Ms. Holt declined to answer at this time.

MOTION

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

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

The Board approved a budget adjustment for FY 2017/18 for a total amount of \$802,000 to payout benefit accruals and provide compensation for post-retirement medical benefits to qualified CSD Safety employees moving to the Big Bear Fire Authority.

B. Ambulance Service Transfer Agreement

Kristin Mandolini of the Big Bear Fire Authority explained that the Ambulance Service Transfer Agreement is a matter of consolidation and the ownership of the Ambulance Services should transfer to the BBFA. After review by legal counsel, additional grammatical changes need to be made to the agreement.

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 Board authorized the CSD General Manager to sign the Ambulance Transfer Agreement to wholly and completely move Ambulance Services and associated assets and liabilities to BBFA as of July 1, 2018, in substantially the form attached hereto as Attachment 1, with such changes as are approved by the General Manager and General Counsel.

STAFF REPORTS

The General Manager’s Report and Supervisors’ Monthly Reports for February 2018 were discussed, received, and filed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. December 31, 2017 Financial Statements and Treasurer’s Report

Director Walsh explained that the December 31, 2017 Financial Statements and Treasurer’s Report were presented at the Finance Committee meeting on March 8, 2018. Finance Officer Shari Strain informed the Board that each of the departments was looking on target.

- B. Proposed Resolution 2018-01 – Resolution of the Board of Directors of the Big Bear City Community Services District Electing to have Regional Sewer User Charges, Sewer Standby or Availability Charges, Solid Waste Collection and Disposal Charges, Sewer User Charges, and Water Standby or Availability Charges Collected on the Tax Roll for Fiscal Year 2018/19, Fixing the Time and Place of a Hearing on the Written Report on Such Charges, and Prescribing Notice of Such Hearing

MOTION

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

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

The Board adopted Resolution 2018-01, the caption of which reads as follows:

RESOLUTION 2018-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT ELECTING TO HAVE REGIONAL SEWER USER CHARGES, SEWER STANDBY OR AVAILABILITY CHARGES, SOLID WASTE COLLECTION AND DISPOSAL CHARGES, SEWER USER CHARGES, AND WATER STANDBY OR AVAILABILITY CHARGES COLLECTED ON THE TAX ROLL FOR FISCAL YEAR 2018/19, FIXING THE TIME AND PLACE OF A HEARING ON THE WRITTEN REPORT ON SUCH CHARGES, AND PRESCRIBING NOTICE OF SUCH HEARING

See BBCCSD Resolution and Ordinance Book Number 33 for complete copy of Resolution 2018-01.

C. Approval to use Surplus FY 2017/18 Capital Improvement Project (CIP) funds to complete a Facility Clean-up Project

General Manager Mary Reeves reported that the Door & Lock Upgrade CIP came in significantly under budget. Staff has identified an unexpected facility clean-up need at the Shore Lift Station/Well Site 3B. The approximate cost of the clean-up is \$16,890. Staff is requesting that the removal of excess AC pipe be funded by using surplus CIP funds from the Door & Lock Upgrade project.

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 use of up to \$16,900 in excess CIP funds from the Door and Lock Upgrade project to complete the Facility Clean-up project.

D. Professional Services Agreement for the Administrative and Facilities 25-year Master Plan and Customer Service Area Remodel Plans and Specifications

General Manager Reeves noted that on June 5, 2017 the Board awarded the Administrative and Facilities 25-year Master Plan to Ward Young Architecture and Planning. Ms. Reeves reported that the original budgeted amount for the 25-year Administrative and Facilities Master Plan was \$44,000. Ward Young is suggesting an additional \$33,000 be budgeted due to the customer service area ADA upgrade possibly triggering accessibility improvements elsewhere in the building. Director Walsh indicated the need for minor grammatical changes to the agreement.

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 Board approved the \$77,000 Professional Services Agreement for the Administrative and Facilities 25-year Master Plan and Customer Service Area Remodel Plans and Specifications with Ward Young Architecture and Planning and directed the Board President to execute the attached agreement.

NON-AGENDA PUBLIC TESTIMONY

No public comments were offered or heard.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

President Oxandaboure announced the following closed session item and read them into the record:

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8
 Properties: APN 2350607270000
 Agency Negotiator: General Manager, Board of Directors
 Negotiating Parties: Mark Dolan
 Under Negotiation: Price and Terms of Payment

At 5:26 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 5:32 p.m., the Board reconvened to open session and President Oxandaboure reported on the closed session item.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8
 Properties: APN 2350607270000
 Agency Negotiator: General Manager, Board of Directors
 Negotiating Parties: Mark Dolan
 Under Negotiation: Price and Terms of Payment

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

President Oxandaboure reported that the Board accepted an offer of \$4,000 for the sale of the surplus property located at 467 Pine Lane, Sugarloaf, CA 92386, APN 2350-607-27.

ADJOURNMENT

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



Morgan Szabad
Secretary of the Board