

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
JANUARY 16, 2017**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, January 16, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, California 92314.

President Green called the meeting to order at 5:00 p.m. The Directors paused for a moment of silence 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: None.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Scott Heule, General Manager, and Mary Reeves, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

A. Draft Fiscal Year 2017/18 Budget Calendar

Finance Officer Shari Strain presented a draft Fiscal Year 2017/18 budget calendar for rate discussions and budget meetings. She noted that the proposed budget/rate workshop is March 7, 2017 at 1:30 p.m. and that budget committee meetings will begin the week of February 20, 2017. The Board discussed their schedules, no conflicts were discussed.

**INFORMATION ITEMS**

A. Board Committee Assignments for 2017

The current Board Committee Assignment policy establishes that Board Committee assign-

ments, 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 Green announced the following Standing Board Committee Assignments for calendar year 2017:

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

### **CONSENT CALENDAR**

The Board reviewed the items on the consent calendar.

### **MOTION**

Upon motion by Director Ziegler, 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 following consent items as presented:

- A. Minutes of the Regular Meeting of December 19, 2016
- B. Cash Disbursements - December 2016 Checks \$1,482,768.52  
Credit Card Purchases - December 2016 \$4,976.73

### **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**

There were no Committee or Board Member reports.

**STAFF REPORTS**

A. General Manager’s Report and Supervisors’ Monthly Reports for December 2016

The General Manager’s report was discussed, received, and filed. The Supervisors’ monthly reports for December 2016 were discussed, received, and filed.

**UNFINISHED BUSINESS**

There was no unfinished business.

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

A. Consider Adopting a CEQA Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program for Construction and Equipping of Replacement Well 8A

General Manager Scott Heule reported that Tom Dodson of Tom Dodson and Associates, on behalf of the Big Bear City Community Services District, had prepared an Initial Study for the Well 8A Development Project. The Initial Study recommended that a Mitigated Negative Declaration (MND) be adopted. Copies of the Initial Study were reviewed by the Board and made available for public review on the District web page and at the BCCSD office. The document was made available for public review and comment beginning on October 5, 2016 through November 3, 2016 and has remained on the web page until now.

Advertising a Notice of Availability and Intent to Adopt a Mitigated Negative Declaration and filing a notice of intent to adopt a Mitigated Negative Declaration for this project was the first public step the Board took to comply with the California Environmental Quality Act (CEQA); that occurred at the meeting on October 3, 2016. During the notice period comments from various governmental agencies and other authorities were received. In all cases, responses were prepared and in some instances edits to the Mitigated Negative Declaration Mitigation and Monitoring and Reporting Program were made. Specifically, a Native American monitor and a professional archaeologist monitor will be on the well construction site whenever ground disturbing activities are taking place. If any cultural resources or tribal cultural resources are exposed, the monitors shall have the authority to redirect construction activities until the extent and importance of the materials are assessed.

**MOTION**

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

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

The Board acknowledged receipt and review of the Initial Study and Mitigated Negative Declaration and adopted the Well 8A Project Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program. The Board also directed the General Manager to sign and file the Notice of Determination within five days of this meeting.

**B. Peter Pan Phase 2 Water Main Replacement – Approve Bid Solicitation**

Water Superintendent Jerry Griffith reported that the Water Department’s 2016/17 fiscal budget approved the Capital Improvement Project (CIP) Peter Pan Phase 2 pipeline replacement at a cost of \$800,000.00. This project would replace 3500 linear feet of 2 inch steel pipeline with 8 inch C900 PVC pipeline. The projects would provide 3 additional fire hydrants. WSC (Water System Consulting) is requesting to go out to bid for this project on January 30, 2017. WSC would provide an award recommendation on March 1, 2017 in time for the Board meeting March 6, 2017. WSC anticipates the project to be completed the end of July 2017.

**MOTION**

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

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

The Board authorized staff to solicit bids for the construction of the Peter Pan Phase 2 Pipeline Replacement Project.

**C. Appointment of a Representative to the Association of California Water Agencies Joint Powers Insurance Authority Board of Directors (ACWA/JPIA)**

The ACWA/JPIA provides the District employees with Dental and Vision benefits. Article 7 of the ACWA/JPIA Agreement states that the ACWA/JPIA shall be governed by the Board of Directors which is composed of one representative from each Member, who shall be a member director selected by the governing board of that Member. Paul Terry was the District’s prior representative. The District must appoint a new Board member and an alternate to serve on the ACWA/JPIA Board of Directors. General Manager Scott Heule will be the District’s alternate representative. President Green asked for volunteers; Director Walsh indicated he was willing to serve in this capacity.

**MOTION**

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

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

The Board appointed Director Walsh to serve as the Big Bear City Community Services District's representative to the ACWA/JPIA Board of Directors.

**D. First Annual Review of 5-Year Strategic Plan**

General Manager Scott Heule reported that Strategic Element 7 in the June 2016 Big Bear City CSD Five-Year Strategic Plan is *"Promote Best Board Practices of High-Level Stewardship, Transparency, and Planning for the District"*. Within this element is strategic Goal 7.4, *"Review the District Strategic Plan Annually."* The goal is to complete the review of the strategic plan prior to the last meeting in February. Staff presented updates on specific goals and reported on their status. Staff asked for direction from the Board regarding modifying, adding, and/or deleting goals. The Board indicated several changes and directed staff to include these changes into an updated draft for review at the next regular Board meeting.

**NON-AGENDA PUBLIC TESTIMONY**

No public comments were offered or heard.

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

Several Board Members thanked staff for their participation in the meeting.

**CLOSED SESSION**

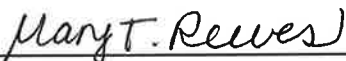
There were no closed session items.

**REPORT FROM CLOSED SESSION**

There were no closed session items.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 7:18 p.m.

  
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Mary T. Reeves  
Secretary of the Board