

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 16, 2018**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, April 16, 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. The Directors paused for a moment of silence and Director Russo 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: Eileen Berne, Financial Analyst; Ken Booth, Information Technologies Manager; Jennifer Fengler, Temporary N/R Customer Service Representative; Jerry Griffith, Water Superintendent; Jennifer Hall, Customer Service Representative; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Ryan Reeves, Water Services Worker; 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.

PRESENTATIONS

- A. Fiscal Year 2018/19 Budget Presentation – Water, Sewer, Solid Waste, and Administrative Departments

General Manager Mary Reeves reported that the District held a contest amongst the departments to design the FY 2018/19 Budget cover. She explained that there were 13 entries from two participating departments and that President Oxandaboure, Finance Officer Shari Strain, and herself comprised a panel to select the winning entry. The entries were submitted anonymously and reviewed by the panel. Two winning budget covers were selected, one for FY 2018/19 and one for FY 2019/20, both of which were created by Water Foreman Gavin Heilman on behalf of the Water department.

Finance Officer Shari Strain presented the draft budgets for Fiscal Year 2018/19 for the Water, Sewer, Solid Waste, and Administrative departments. She discussed the budget process to date and rate increases. Each department head briefly discussed the Capital Improvement Projects for the Water, Sewer, Solid Waste and Administrative departments. Additional public comment will be scheduled for the May 7, 2018 Regular Board Meeting. The Board will consider adoption of the final Fiscal Year 2018/19 Budget at the May 21, 2018 Regular Board Meeting.

INFORMATION ITEMS

There were no information items.

INTRODUCTION OF ORDINANCE TO BE CONSIDERED FOR ADOPTION AT PUBLIC HEARING ON MAY 7, 2018

Proposed ordinances must be introduced at a meeting prior to their adoption. The Board may vote to waive the reading of the full ordinance. With a majority vote, the ordinance may be introduced by reading only the title of the ordinance. Proposed Ordinance 2018-04 will be considered for adoption at a public hearing on May 7, 2018.

- A. Proposed Ordinance 2018-04 – An Ordinance of the Big Bear City Community Services District Adopting a Written Report Regarding Regional Sewer User Charges, Sewer Standby or Availability Charges, Solid Waste Collection and Disposal Charges, Sewer User Charges, and Water Standby or Availability Charges for Fiscal Year 2018/19 and Directing That Such Charges be Collected on the Tax Roll

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 waiving the full reading of Proposed Ordinance 2018-04. President Oxandaboure introduced the proposed ordinance by reading the title.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

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 items as presented:

- A. Minutes - Regular Meeting April 2, 2018
- B. Cash/Checks Disbursements March 2018 \$145,512.84
 Credit Card Purchases March 2018 \$8,960.77

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.

FIRE DEPARTMENT BUSINESS

There was no Fire Department business.

STAFF REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Ballot Measure from the Local Agency Formation Commission (LAFCO) for the Special Districts Election of a Regular LAFCO Member

The Board reviewed the candidates for the Special Districts Election of a Regular LAFCO Member.

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 voted to support Steve Boydston for the Special Districts Election of a Regular LAFCO Member.

B. Award of Maintenance Services Agreement – 2018-2020 Miscellaneous Asphalt Patch Repair Services

General Manager Reeves reported that the District solicited Requests for Proposals and received two bids to provide Miscellaneous Asphalt Patch Repair Services in the calendar years 2018-2020. Ms. Reeves explained that asphalt repair services are budgeted in both the Water and Sewer department’s budgets annually. Sealed bids were due and opened at 12:00 p.m. on April 10, 2018. The bids were received from Romans Construction and Porters Firewood. Ms. Reeves reported that Romans Construction was the lowest bid at \$89,600.

MOTION

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

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

The Board awarded the 2018-2020 Miscellaneous Asphalt Patch Repair Services Maintenance Service Agreement to Romans Construction and authorized the General Manager to execute the 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

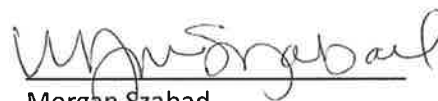
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:41 p.m.


Morgan Szabad
Secretary of the Board