

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 4, 2018**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 4, 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 Russo led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

John Green, Karyn Oxandaboure, John Russo, and Al Ziegler were present.

BOARD MEMBERS ABSENT

Larry Walsh was absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: Dart deBarros; Shirley Holt, Big Bear Fire Authority; Jeff Willis, Big Bear Fire Authority.

DISTRICT EMPLOYEES included: Eileen Berne, Financial Analyst; Jerry Griffith, Water Superintendent; Jennifer Hall, Customer Service Representative; Brian Harris, Solid Waste Foreman; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Shari Strain, Finance Officer; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

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

A. Fiscal Year 2016/17 Audit Report

Ken Pun, from the District's auditing firm, The Pun Group presented the Draft Fiscal Year 2016/17 audit report. He noted significant financial highlights regarding revenues and expenses for Fiscal Year 2016/17. He explained the draft audit reports, including the reporting of pension liability. Finance Officer Shari Strain explained that the finalized Fiscal Year 2016/17 Audited Financial Report would be bound and distributed following comment by the Big Bear Fire Authority.

MOTION

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

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

The Board approved the Fiscal Year 2016/17 Audited Financial Report as finalized on June 5, 2018.

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

MOTION

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

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

The Board approved the following consent items as presented:

- A. Minutes - Regular Meeting May 7, 2018
- B. Cash/Checks Disbursements April 2018 \$1,451,326.96
Credit Card Purchases April 2018 \$15,733.84
- C. Financial Report and Treasurer's Report – Quarter ended 3/31/18

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:
 - Finance, May 22, 2018

Director Ziegler was absent from the Finance Committee meeting held on May 22, 2018 and

Director Walsh was not able to report on the Committee meeting due to his absence.

FIRE DEPARTMENT BUSINESS

- A. Proposed Resolution 2018-05 - Adopting the Fiscal Year 2018-19 Appropriations Limit For the Big Bear City Community Services District

Shirley Holt, of the Big Bear Fire Authority, reported legislative bodies of taxing agencies are required to adopt an appropriations limit. The limit specifies the maximum appropriations that may be funded by proceeds from taxes. The limit is adjusted each year by a change factor that is tied to growth indicators specified by the State. The FY 2017/18 appropriations limit was \$6,923,210; Resolution 2018-05 will set the FY 2017/18 appropriations limit at \$7,250,678. President Oxandaboure asked for public and Board comments.

MOTION

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

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

The Board adopted Resolution 2018-05, the caption of which reads as follows:

RESOLUTION 2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-19 FOR THE FIRE DEPARTMENT IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

See BBCCSD Resolution and Ordinance Book Number 33 for complete copy of Resolution 2018-05.

- B. Proposed Resolution 2018-06 - Setting the Fire Prevention and Protection Tax for the Big Bear City Community Services District

The noticed public hearing on Proposed Resolution 2018-06 was opened at 5:25 p.m.

Shirley Holt, of the Big Bear Fire Authority, provided a background about the Fire Prevention and Protection Tax and how the percentage increase of 1.81% is calculated. Public and Board comments were heard.

The public hearing on Proposed Resolution 2018-06 was closed at 5:27 p.m.

MOTION

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

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

The Board adopted Resolution 2018-06, the caption of which reads as follows:

RESOLUTION 2018-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT SETTING THE DISTRICT'S SPECIAL FIRE PREVENTION AND PROTECTION TAX LEVY FOR FISCAL YEAR 2018-19

See BBCCSD Resolution and Ordinance Book Number 33 for complete copy of Resolution 2018-06.

STAFF REPORTS

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

UNFINISHED BUSINESS

- A. Proposed Resolution 2018-04 – Resolution of the Board of Directors of the Big Bear City Community Services District Approving a Budget for the Big Bear City Community Services District for Fiscal Year 2018/19

The noticed public hearing on Proposed Resolution 2018-04 was opened at 5:30 p.m.

Finance Officer Shari Strain reviewed the Budgets for Fiscal Year 2018/19 and reported that this was presented in draft form at the April 16, 2018 and May 7, 2018 Board meetings. President Oxandaboure asked for public and Board comments.

The public hearing on Proposed Resolution 2018-04 was closed at 5:31 p.m.

MOTION

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

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

The Board adopted Resolution 2018-04, the caption of which reads as follows:

RESOLUTION 2018-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT APPROVING A BUDGET FOR THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT FOR FISCAL YEAR 2018/19

See BBCCSD Resolution and Ordinance Book Number 33 for complete copy of Resolution 2018-04.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proclamations Recognizing the Owners of Alpenhorn Bed and Breakfast, Goldsmiths Sports, and Alpine Slide at Magic Mountain

General Manager Mary Reeves explained that the Big Bear Chamber of Commerce had announced the owners of Alpenhorn Bed and Breakfast and Goldsmiths Sports as the recipients of their Excellence in Business Awards, and the owners of the Alpine Slide at Magic Mountain with a "Summit Award" for their significant and sustained contributions to the Big Bear Valley. Ms. Reeves explained that the District had been asked by the Big Bear Chamber of Commerce to recognize these recipients with proclamations. Ms. Reeves informed the Board that Director Walsh has volunteered to present the proclamations to the recipients at the awards breakfast on June 5, 2018.

MOTION

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

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

The Board approved the attached proclamations recognizing the owners of the Alpenhorn Bed and Breakfast, Goldsmiths Sports, and Alpine Slide at Magic Mountain.

- B. Fiscal Year 2017/18 Big Bear City CSD Property Tax Allocation

Finance Officer Shari Strain briefly explained that the Board had discussed property tax allocations in August 2017, at that time she was directed to bring this back to the Board regarding FY 2017/18 property tax collections. Ms. Strain reported that the CSD Finance staff estimates that \$2,305,000 in property tax will be collected during the current fiscal year. The CSD Fire Department budgeted \$2,198,684, the difference is approximately \$106,316 more than budgeted. The CSD has \$50,975 in outstanding accounts receivable from the Big Bear Fire Authority, staff is proposing to send the net property tax to the Big Bear Fire Authority.

MOTION

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

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

The Board directs staff to send net property tax to the Big Bear Fire Authority.

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

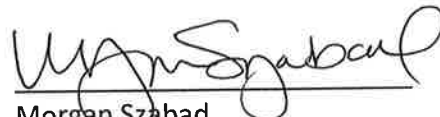
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:36 p.m.


Morgan Szabad
Secretary of the Board