

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
MARCH 6, 2017**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, March 6, 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 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: Greg Ricketts, Joseph Kelly, and Bob Ybarra.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Shari Strain, Finance Officer; Scott Heule, General Manager, and Mary Reeves, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

- A. District Employee Recognition

Due to illness, there were no employee recognitions.

**INFORMATION ITEMS**

- A. Reminder of Special Meeting - Budget Workshop – Tuesday, March 7, 2017, 1:30 p.m.

President Green announced that the Budget Workshop is scheduled for 1:30 p.m. on Tuesday, March 7, 2017.

**CONSENT CALENDAR**

The Board reviewed the items on the consent calendar.

**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 approved the following consent items as presented:

- B. Minutes - Special Meeting - February 16, 2017 and Regular Meeting - February 21, 2017

**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, & FIRE DEPARTMENT REPORTS**

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

- Sewer, March 1, 2017
- Water, March 2, 2017
- Administrative, March 2, 2017
- Solid Waste, March 3, 2017

The Board Members briefly reported on District related activities that each attended since the last scheduled Board meeting.

- B. Fire Department Report: Informational

There was no Fire Department report.

**STAFF REPORTS**

The General Manager’s report was discussed, received, and filed.

**UNFINISHED BUSINESS**

- A. Board Member Manual

General Manager Scott Heule reported that staff has been working to consolidate the District's policies and practices related to Board member responsibilities, actions, and conduct. Staff updated the manual content and scope based on Board comments received at the December 5, 2016 and February 21, 2017 Board meetings. Legal Counsel has reviewed the manual and their recommendations are also incorporated. The Board suggested further edits to be included in the manual. It will be returned at a future date for further discussion.

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

A. Award the Peter Pan Phase 2 Water Main Replacement Project

Water Superintendent Jerry Griffith reported that the Water Department's 2016/17 fiscal budget approved the Capital Improvement Project (CIP) Peter Pan Phase 2 water pipeline replacement project at a total cost of \$1,200,000. \$291,055.00 was approved to use for alternative options 1 and 2 of the Peter Pan Phase 1 and Sheridan pipeline replacement project. The remaining \$908,945 will be used to replace 3500 linear feet of 2 inch steel pipeline with 8 inch C900 PVC pipeline. The project would also provide 2 additional fire hydrants as well as moving a current fire hydrant from 4 inch water main to a new 8 inch water main for additional fire flow. February 27, 2017 was the bid opening for the project. 5 construction companies submitted bids for the pipeline project. WSC (Water System Consulting) reviewed the bids for conformance to bid requirements and DDH Apple Valley Construction, Inc. was the lowest responsible bidder for this project. Their bid was \$562,840.52. The remaining budgeted amount of \$908,945 minus Engineering design, Permitting, and Advertising leaves \$782,752.50 to complete this project. WSC anticipates the project to be completed in July 2017.

**MOTION**

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

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

The Board authorized staff to award the construction of the Peter Pan Phase 2 water pipeline project to the lowest responsible bidder, DDH Apple Valley Construction, Inc. The cost for this work is \$639,124.57, including a 10% construction contingency and estimated costs for material testing.

**NON-AGENDA PUBLIC TESTIMONY**

Public comments on various District-related subjects were heard.

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

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

**CLOSED SESSION**

President Green announced the following closed session item and read it into the record:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: General Manager

At 6:10 p.m., the Board entered into closed session.

**REPORT FROM CLOSED SESSION**

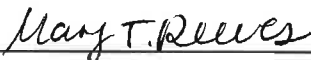
At 6:35 p.m., the Board reconvened to open session and President Green reported on the closed session item.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: General Manager

President Green reported that the Board accepted with regret General Manager Scott Heule's resignation/retirement effective July 21, 2017. They also directed the General Manager to schedule a conference with a representative of Ralph Andersen & Associates to begin the process of recruiting a replacement.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 6:36 p.m.

  
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Mary T. Reeves  
Secretary of the Board