

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 5, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 5, 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. 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: Ed Stanik.

DISTRICT EMPLOYEES included: Tyler Babin, Solid Waste Collection Specialist; Daniel Borna, Solid Waste Collection Specialist; Harley Chlebik, Solid Waste Collection Specialist; Dave Chlebik, Water Foreman; Jerry Griffith, Water Superintendent; Jennifer Hall, Customer Service Representative; Alex Hanford, Solid Waste Collection Specialist; Brian Harris, Solid Waste Foreman; Jonathan Haupt, Water Services Worker; Gavin Heilman, Water Services Worker; Kaylyn Johnson, Customer Service Representative; Ralph Marquardt, Water Services Worker; Ryan Reeves, Water Services Worker; Joe Saali, Water Services Worker; Michael Smith, Temporary Water Services Worker; Alejandro Soto, Solid Waste Collection Specialist; Shari Strain, Finance Officer; Aaron Uhler, Solid Waste Collection Specialist; Jake Wisdom, Solid Waste Collection Specialist; 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. District Employee Recognition

The following employees were recognized for their years of District Service:

- Ken Booth, 10 years
- Brian Harris, 20 years
- Donna Horn, 15 years
- Sergio Lopez, 10 years
- Ralph Marquardt, 10 years
- David Orabuena, 15 years
- Mary Reeves, 10 years
- Agnes Roberts, 15 years
- Esteban Silva, 15 years
- Shari Strain, 10 years

INFORMATION ITEMS

Several Board members announced upcoming meetings of other local agencies.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar. Director Walsh asked that Item B. the On-Call Engineering and Construction Management Consulting Services Contract Extension, be pulled from the consent calendar for discussion.

MOTION

Upon motion by Director Oxandaboure, 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 item as presented:

- A. Minutes of the Regular Meeting of May 15, 2017

REQUESTS FOR CONTINUANCE

There were no requests for continuance.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

Director Walsh asked that Item B. the On-Call Engineering and Construction Management Consulting Services Contract Extension, be pulled from the consent calendar for discussion. Staff answered a question regarding the item.

MOTION

Upon motion by Director Oxandaboure 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 item as presented:

B. On-Call Engineering and Construction Management Consulting Services – Contract Extension

COMMITTEE & BOARD MEMBER REPORTS

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

- Finance, May 23, 2017
- Bear Valley Basin Groundwater Sustainability Agency, May 25, 2017
- Administrative, May 30, 2017

The Board Members briefly reported on District related activities that each attended since the last scheduled Board meeting. President Green appointed Director Walsh to serve as the District's alternate representative to the Bear Valley Basin Groundwater Sustainability Agency.

FIRE DEPARTMENT BUSINESS

A. Proposed Resolution 2017-07 – Resolution of the Big Bear City Community Services District Establishing the Appropriations Limit for Fiscal Year 2017/18 for the Fire Department in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code

Big Bear Fire Authority Senior Finance Officer Shirley Holt 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 2016/17 appropriations limit was \$6,600,448; Resolution 2017-07 will set the FY 2017/18 appropriations limit at \$6,923,210.

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 adopted Resolution 2017-07, the caption of which reads as follows:

RESOLUTION 2017-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT, ESTABLISHING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2017/18 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 32 for complete copy of Resolution 2017-07.

B. Approval of the FY 2017/18 Safety Classification and Wage Table

Big Bear Fire Authority Senior Finance Officer Shirley Holt presented the Safety Classification and Wage Table for FY 2017/18 which remains unchanged from FY 2016/17.

MOTION

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

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

The Board approved the Big Bear City Community Services District Fire Department FY 2017/18 Classification and Wage Table.

STAFF REPORTS

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

UNFINISHED BUSINESS

A. Award of 25-Year Administration and Facilities Master Plan Contract and Customer Service Area ADA Upgrade Plans and Specifications

General Manager Scott Heule reported that Requests for Qualifications (RFQ) were requested to conduct an administration and facilities Master Plan in FY 2017/18 in accordance with our

Strategic Plan. Ward Young Architecture and Planning (Ward Young) submitted the requested information and is interested in performing the study. They included a scope of work and \$40,000 cost estimate for conducting the work. A second RFQ was sent out for plans and specifications to upgrade the customer service area for Americans with Disabilities Act (ADA) compliance. Ward Young was the only firm to submit a letter of interest and indicated the cost of the remodel may trigger accessibility improvements elsewhere in the building. For budgeting, they suggested a professional service fee budget of \$30,000 for this effort. Any commitment beyond the Master Plan would need to be negotiated after they have a complete understanding of the Community Services District's needs and the ADA shortcomings in the building. Although the customer service area remodel is not included in the proposed FY 2017/18 budget, \$193,000 specifically earmarked for ADA upgrades to the building has been set aside in reserves.

MOTION

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

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

The Board awarded the Administration and Facilities Master plan work to Ward Young Architecture and Planning and directed staff to negotiate a price with them to prepare construction plans and specifications for the customer service area upgrades subject to the legal constraints identified during their master planning.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Resolution 2017-06 – Resolution of the Big Bear City Community Services District Approving a Budget for the Big Bear City Community Services District for Fiscal Year 2017/18

The noticed public hearing on Proposed Resolution 2017-06 was opened at 5:39 p.m.

Finance Officer Shari Strain reviewed the Budgets for Fiscal Year 2017/18. She reported that the process to produce this document included meetings with each departmental committee, a budget workshop, and was presented in draft form at the May 1, 2017 and May 15, 2017 Board meetings. Comments from the public were requested but none offered. Questions from the Board were addressed.

The public hearing on Proposed Resolution 2017-06 was closed at 5:52 p.m.

MOTION

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

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

The Board adopted Resolution 2017-06, the caption of which reads as follows:

RESOLUTION 2017-06

RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT APPROVING
A BUDGET FOR THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
FOR FISCAL YEAR 2017/18

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Resolution 2017-06.

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 items and read them into the record:

- A. PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Government Code Section 54957
Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
Agency Negotiator: General Manager
Employee Organization: Big Bear City Community Services District Employee Association

At 6:03 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 7:40 p.m., the Board reconvened to open session and President Green reported on the

closed session items.

- A. PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Government Code Section 54957
Title: General Manager


President Green reported that no reportable action had taken place.

- B. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
Agency Negotiator: General Manager
Employee Organization: Big Bear City Community Services District Employees Association

President Green reported that a tentative agreement had been reached with the Big Bear City Employees Association and will be available for ratification at the next regular meeting.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 7:41 p.m.



Mary T. Reeves
Secretary of the Board