

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
MAY 15, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, May 15, 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 Oxandaboure 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: Dolores Carrillo and Carol Hall.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; 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. Public Comment on Fiscal Year 2017-18 Budget – Water, Sewer, Solid Waste, and General Services

Finance Officer Shari Strain presented the draft budgets for Fiscal Year 2017-18 for the Water, Sewer, Solid Waste, and General Services departments. She discussed personnel needs, the budget process to date, rate increases, and reserve balances. Ms. Strain was available to answer questions from the Board and/or public on the Fiscal Year 2017-18 draft budgets. The Board will consider adoption of the final Big Bear City Community Services District Fiscal Year 2017-18 Budget at the June 5, 2017 Regular Board Meeting.

INFORMATION ITEMS

- A. Reminder of May 25, 2017 Bear Valley Basin Groundwater Sustainability Agency Joint Powers Authority Meeting at the Big Bear Municipal Water District Office

President Green announced that the Bear Valley Basin Groundwater Sustainability Agency Joint Powers Authority will hold its first meeting on Thursday, May 25, 2017 at the Big Bear Municipal Water District Office.

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:

- A. Minutes of the Regular Meeting of May 1, 2017

- B. Cash/Check Disbursements April 2017 \$1,353,086.12
 Credit Card Purchases April 2017 \$5,149.74

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

- B. The following Standing Committees met since the last Board Meeting:
 - Water, May 5, 2017
 - Administrative, May 5, 2017
 - Solid Waste, May 9, 2017
 - Sewer, May 9, 2017

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

FIRE DEPARTMENT BUSINESS

A. Proposed Ordinance 2017-04 – An Ordinance of the Big Bear City Community Services District Increasing Ambulance Service Fees

The noticed public hearing on Proposed Ordinance 2017-04 was opened at 5:30 p.m.

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2017-04 was introduced at the regular meeting on April 17, 2017. With a majority vote, the ordinances can be discussed by reading only the titles of the ordinances.

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 waived the full reading of Proposed Ordinance 2017-04. President Green read the title of the ordinance.

Big Bear Fire Authority Senior Finance Officer Shirley Holt explained that this ordinance adjusts the existing ambulance service fee schedule with the adjustment having been established by the Inland Counties Emergency Medical Authority and represents an approximately 7% increase for FY 2017-18. President Green asked for Board and public comments on Ordinance 2017-04.

The public hearing on Proposed Ordinance 2017-04 was closed at 5:34 p.m.

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 adopted Ordinance 2017-04, the caption of which reads as follows:

ORDINANCE 2017-04

AN ORDINANCE OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT
INCREASING AMBULANCE SERVICE FEES

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Ordinance 2017-04.

B. Proposed Resolution 2017-05 – A Resolution of the Big Bear City Community Services District Setting the Fire Prevention and Protection Tax

The noticed public hearing on Proposed Resolution 2017-05 was opened at 5:35 p.m.

Big Bear Fire Authority Senior Finance Officer Shirley Holt explained that the Fire Prevention and Protection Tax approved by the voters of the District on June 8, 1999 provides for an annual increase by the lesser of (i) five percent (5%) or (ii) the average annual percentage by which the Consumer Price Index (CPI) for All Urban Consumers in the Los Angeles-Anaheim-Riverside area published by the Bureau of Labor Statistics of the U.S. Department of Labor increases over the ten years prior to March of the year in which the adjustment is made. Ms. Holt noted that the increase for Fiscal Year 2017-18 is 1.76%, which represents the 10-year average CPI adjustment.

The public hearing on Proposed Resolution 2017-05 was closed at 5:36 p.m.

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 adopted Resolution 2017-05, the caption of which reads as follows:

RESOLUTION 2017-05

RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT
SETTING THE DISTRICT'S SPECIAL FIRE PREVENTION
AND PROTECTION TAX LEVY FOR
FISCAL YEAR 2017-18

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Resolution 2017-05.

STAFF REPORTS

The General Manager's report was discussed, received, and filed. The Supervisors' monthly reports for April 2017 were discussed, received, and filed.

UNFINISHED BUSINESS

- A. Property Lease Agreement for Placement of First Mountain Bank Automated Teller Machine at the District Administration Building

General Manager Scott Heule reported that staff received an agreement reviewed by legal counsel, for placing a First Mountain Bank Automated Teller Machine (ATM) at the District Administration building. At the March 20, 2017 Board meeting, First Mountain Bank made a presentation showing preliminary details outlining their request to place an ATM near the entrance to the Board Room foyer. They offered to lease the space for 10 years at \$1000/month with a 2% annual escalation. Their offer also includes a lighted sign at the western entrance to the building's south parking lot depicting both the CSD and First Mountain Bank logos and walkway lighting for the new ADA parking spaces the District will be constructing. At the May 1, 2017 Board meeting, staff was directed to make additional corrections to the agreement and check with legal counsel regarding making the renewal for a second 10-year term an option of the District rather than a right of First Mountain Bank. Legal counsel from both sides made additional edits that were incorporated.

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 approved the lease agreement with First Mountain Bank.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Ordinance 2017-01 – An Ordinance of the Big Bear City Community Services District Increasing Sewer Connection Fees

The noticed public hearing on Proposed Ordinance 2017-01 was opened at 5:52 p.m.

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2017-01 was introduced at the regular meeting on April 17, 2017. With a majority vote, the ordinances can be discussed by reading only the titles of the ordinances.

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 waived the full reading of Proposed Ordinance 2017-01. President Green read the title of the ordinance.

General Manager Scott Heule explained that proposed Ordinance 2017-01 would increase the District's Sewer Connection Fees for new customers by 0.98%, from \$2,192.77 to \$2,214.25 based on the annual review completed by the District's Engineer, Water Systems Consulting, Inc. President Green asked for Board and public comments on Ordinance 2017-01.

The public hearing on Proposed Ordinance 2017-01 was closed at 5:56 p.m.

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 adopted Ordinance 2017-01, the caption of which reads as follows:

ORDINANCE 2017-01

AN ORDINANCE OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT
INCREASING SEWER CONNECTION FEES

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Ordinance 2017-01.

B. Proposed Ordinance 2017-02 – An Ordinance of the Big Bear City Community Services District Increasing Water Connection Fees

The noticed public hearing on Proposed Ordinance 2017-02 was opened at 5:57 p.m.

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2017-02 was introduced at the regular meeting on April 17, 2017. With a majority vote, the ordinances can be discussed by reading only the titles of the ordinances.

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 waived the full reading of Proposed Ordinance 2017-02. President Green read the title of

the ordinance.

General Manager Scott Heule explained that proposed Ordinance 2017-02 would increase the District’s Water Connection Fees for new customers by 0.98%, from \$8,911.78 to \$8,999.12. President Green asked for Board and public comments on Ordinance 2017-02.

The public hearing on Proposed Ordinance 2017-02 was closed at 5:58 p.m.

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 adopted Ordinance 2017-02, the caption of which reads as follows:

ORDINANCE 2017-02

AN ORDINANCE OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT
INCREASING WATER CONNECTION FEES

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Ordinance 2017-02.

- C. Proposed Ordinance 2017-03 – 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 2017/18 and Directing That Such Charges be Collected on the Tax Roll

The noticed public hearing on Proposed Ordinance 2017-03 was opened at 5:59 p.m.

Proposed ordinances must be introduced at a meeting prior to their adoption. Proposed Ordinance 2017-03 was introduced at the regular meeting on April 17, 2017. With a majority vote, the ordinances can be discussed by reading only the titles of the ordinances.

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 waived the full reading of Proposed Ordinance 2017-03. President Green read the title of the ordinance.

President Green explained that this public hearing was a noticed public hearing to adopt the 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 2017/18, and directs that such charges be collected on the Tax Roll. He noted that this is a continuation of our current method of collecting these charges and utilized in order to minimize operating costs. President Green asked for Board and public comments on proposed Ordinance 2017-03.

The public hearing on Proposed Ordinance 2017-03 was closed at 6:00 p.m.

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 adopted Ordinance 2017-03, the caption of which reads as follows:

ORDINANCE 2017-03

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 2017/18 AND DIRECTING THAT SUCH CHARGES BE COLLECTED ON THE TAX ROLL

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Ordinance 2017-03.

D. Water Conservation Stage 2 Review

Water Superintendent Jerry Griffith explained that on April 7, 2017, the Governor issued an Executive Order that directed the State Water Resources Control Board (SWRCB) to rescind portions of its emergency regulations. The SWRCB was directed to develop permanent prohibitions on

wasteful water use. Mr. Griffith described the types of water use that would be considered wasteful. The conservation requirements are consistent with the District's water conservation Stage 2 as defined in the current ordinance. The Water Committee met on May 5, 2017 to review the current ordinance and is working to bring an updated ordinance to the Board in the coming months. Mr. Griffith recommended letting our water customers know that they must continue using water in accordance with Stage 2 conservation standards and outlined a letter that has been prepared to be mailed to all water customers. The Board directed staff to mail the water conservation notice presented to all the District's water customers.

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 approved that the District stay in water conservation Stage 2 in order to satisfy the Governor's temporary restrictions on any water use that causes waste.

E. Adoption of the 2017 Big Bear City Community Services District's Sewer Master Plan

Sewer Superintendent Nathan Zamorano reported that District Engineer, Water Systems Consulting, Inc. (WSC) has provided the final draft of the Sewer Department Master Plan. The draft has been extensively reviewed by staff. The Master Plan includes the development of a hydraulic model of the collection system, the identification of potential capacity constraints, a review of the general collection system age, an assessment of lift station conditions, and the development of a list of Capital Improvement projects. The Executive Summary from the plan was included with the agenda packet. WSC presented the Sewer Master Plan at the November 7, 2016 Board meeting; Directors were provided with copies at that time and again last week. The adoption of the Sewer Master Plan established the basis for future connection fees as well as recognizing \$2,033,500 in Capital Improvement Projects for the 20-year planning period. While the Master Plan recognizes projects, each Capital Improvement Project would still need Board approval to commence.

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 the Big Bear City Community Services District's Sewer Master Plan.

F. Big Bear Valley Ecotourism Sponsorship

General Manager Scott Heule reported that he had been contacted by the Co-Chairman of the Big Bear Valley Ecotourism Coalition for a sponsorship of their organization. Their mission is to “Plan and implement pathways that bring economic benefits to the Big Bear Valley through conservation of, education about and promotion of our extraordinary unique and diverse natural habitats, wildlife and resources.” Sponsorships are available in multiple levels from \$250 to \$1000. The Board indicated that they were not interested in donating a sponsorship and directed staff to decline the request.

G. March 31, 2017 Financial Statements

Finance Officer Shari Strain presented an information report on the draft 03-31-17 financial statements. She reported that she is continuing to work in the new accounting system to improve the financial statements. Ms. Strain indicated the need for a Finance Committee meeting to see a demonstration of the accounting software and review the financial statements. The statements were received and filed.

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

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 6:19 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 7:10 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

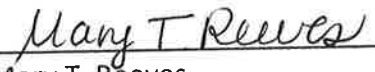
President Green reported that no reportable action had taken place.

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

President Green reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 7:11 p.m.



Mary T. Reeves
Secretary of the Board