

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 17, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, April 17, 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 Ziegler 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: Natalie Williams and Debbie Richardson.

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

There were no presentations.

INFORMATION ITEMS

There were no informational items reported.

**INTRODUCTION OF ORDINANCES TO BE CONSIDERED FOR ADOPTION AT PUBLIC HEARINGS
ON MAY 15, 2017**

Proposed ordinances must be introduced at a meeting prior to their adoption. The Board may vote to waive the reading of the full ordinances. With a majority vote, the ordinances may be introduced by reading only the titles of the ordinances. Proposed Ordinances 2017-01, 2017-02, 2017-03, and 2017-04 will be considered for adoption at public hearings on May 15, 2017.

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

General Manager Scott Heule reported that the proposed ordinance increases the District's Sewer Connection Fee 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.

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 waiving the full reading of Proposed Ordinance 2017-01. President Green introduced the proposed ordinance by reading its title.

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

General Manager Heule reported that the proposed ordinance increases the District's Water Connection Fee for new customers 0.98%, from \$8,911.78 to \$8,999.12.

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 waiving the full reading of Proposed Ordinance 2017-02. President Green introduced the proposed ordinance by reading its title.

C. Proposed Ordinance 2017-03 – An Ordinance of the Board of Directors 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

General Manager Heule reported that the proposed ordinance accepts the written report on regional sewer user charges, sewer standby charges, solid waste collection and disposal charges, sewer user charges, water standby charges and directs that such charges be collected on the tax roll.

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 waiving the full reading of Proposed Ordinance 2017-03. President Green introduced the proposed ordinance by reading its title.

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

Big Bear Fire Authority Senior Finance Officer Shirley Holt reported that the Inland Counties Emergency Medical Authority (ICEMA) periodically reviews allowable rates and adjusts rates to reflect changes in costs of providing emergency medical services and ambulance transports. On March 23, 2017, ICEMA provided the Fiscal Year 2017-2018 Ambulance Rate Adjustment schedule effective July 1, 2017. The proposed ordinance adjusts the existing ambulance service fee schedule with the adjustment having been established by the Inland Counties Emergency Medical Authority, approximately 7%.

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 waiving the full reading of Proposed Ordinance 2017-04. President Green introduced the proposed ordinance by reading its title.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

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 approved the following consent items as presented:

- A. Minutes: Regular Meeting - March 20, 2017 and Special Meetings - March 21, 2017 and March 29, 2017
- B. Cash Disbursements: March 2017 Checks \$137,320.76
Credit Card Purchases: March 2017 \$6,786.76
- C. Sewer Department Purchase Orders for FY2017/18 Purchase of CCTV Van and Hydro Truck

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

The Board Members briefly reported on District related activities that each attended since the last scheduled Board meeting. No Standing Committees have met since the last Board Meeting.

FIRE DEPARTMENT BUSINESS

- A. Fire Department Report: Informational

No Fire Department reports were offered.

STAFF REPORTS

- A. General Manager's Report and Supervisors' Monthly Reports for March 2017

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

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

D. Authorization to Solicit Bids for South Administration Building Parking Lot ADA Upgrades

General Manager Scott Heule presented plans to construct ADA compliant parking and access sidewalks in the south parking lot adjacent to the western portion of the Administration Building. The project would include construction of new and replacement sidewalk access, two new van accessible parking spaces, ADA compliant signage, and a flush curb at the western end of the parking lot. Timing of this project will be coordinated with the work necessary for the installation of the proposed First Mountain Bank ATM.

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 approved the solicitation of bids for the south parking lot ADA improvement project.

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

General Manager Heule reported that District legal counsel had reviewed and made numerous updates to the agreement that was placed in the agenda packet for Board approval. These changes have been forwarded to the representatives of First Mountain Bank for their consideration. Staff reviewed the plans for the ATM and will bring a contract back for Board approval once both parties have approval from their legal counsel.

UNFINISHED BUSINESS

A. Board of Director's Manual

General Manager Scott Heule reported that staff had incorporated the edits suggested by the Board at the December 5, 2016, February 21, 2017, and March 6, 2017 meetings. Director Walsh asked staff for clarification on several passages. The consensus of the Board was to remove the second paragraph of Section 6.09 to avoid possible misunderstanding.

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 Board of Director’s Manual as amended to remove the second paragraph of Section 6.09.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposed Resolution 2017-04 – A Resolution of the Big Bear City Community Services District Approving the Joint Powers Agreement By and Among the City of Big Bear Lake Department of Water and Power, Big Bear City Community Services District, and Big Bear Municipal Water District For the Formation of a Joint Powers Authority and Management of the Bear Valley Groundwater Basin

This is a notice public hearing. President Green opened the public hearing at 5:52 p.m.

General Manager Scott Heule reported that in 2014, the Governor signed into law the Sustainable Groundwater Management Act (Act), also known as SGMA. The Act took effect in 2015. SGMA requires the formation of Groundwater Sustainability Agencies, which are called “GSAs”, in basins that are deemed high priority or medium priority by the Department of Water Resources by June 30, 2017. The District, along with the City of Big Bear Lake DWP, is under a strict timeline to form and participate in a GSA that covers the entire Bear Valley Groundwater Basin. Because of their surface water related interests and the portion of the basin that their service area covers, the Big Bear MWD has decided to participate in the formation and governance of this new agency. Staff at each of the three agencies, the CSD, DWP and MWD, working with agency attorneys, propose to adopt the attached resolution that forms a new Joint Powers Agency (JPA), the Bear Valley Basin Groundwater Sustainability Agency (BVBGSA). The MWD Board adopted the resolution and agreement at their meeting on April 6, 2017. The DWP Board of Commissioners considered the resolution at their March 28, 2017 meeting and directed the General Manager to seek authorization from the City Council to form the JPA as proposed. The City Council will consider this item at their regular meeting on Monday April 24, 2017; the resolution will then go back to the DWP Commissioners for approval.

Once the three agencies adopt the GSA formation resolution, member Boards will appoint a representative to the new BVBGSA JPA and the new Board will meet to hold a public hearing to formally decide to become the GSA for the Bear Valley Basin. Working with each agency’s attorneys Staff will then prepare the formal documentation needed to submit to the California Department of Water Resources to seek legal recognition of the JPA’s status as the exclusive GSA for the basin before June 30, 2017. BVBGSA by-laws, agency administration mechanisms

and cost allocations among the member agencies will be determined by the new board after agency formation. President Green asked for Board and public comments.

MOTION

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

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

The Board adopted Resolution 2017-04 approving the formation of and participation in the Bear Valley Basin Groundwater Sustainability Agency, the caption of which reads as follows:

RESOLUTION 2017-04

A RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT APPROVING THE JOINT POWERS AGREEMENT BY AND AMONG THE CITY OF BIG BEAR LAKE DEPARTMENT OF WATER AND POWER, BIG BEAR CITY COMMUNITY SERVICES DISTRICT, AND BIG BEAR MUNICIPAL WATER DISTRICT FOR THE FORMATION OF A JOINT POWERS AUTHORITY AND MANAGEMENT OF THE BEAR VALLEY GROUNDWATER BASIN

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

President Green closed the public hearing at 6:04 p.m.

B. Agreement between the City of Big Bear Lake and the Big Bear City Community Services District Concerning Sewage Treatment Fees

General Manager Scott Heule reported that a 1990 agreement between the City of Big Bear Lake and the Big Bear City Community Services District regarding sewage fees to parcels in the Castle Glen subdivision. In 1992, the City annexed property which included the businesses of Riffenburgh Lumber, the Big Bear Lake Convention Center, and Motel 6. These properties use the CSD's trunk line for conveyance of sewage to the Big Bear Area Regional Wastewater Agency (BBARWA). The current agreement, executed in 2003, does not expire; however, due to changes in the BBARWA billing practices, the City and CSD have proposed a minor modification to the 2003 agreement. The modification would require the City to pay CSD the same amount that the BBARWA charges the City for properties that use the City's trunk line for treating sewage. Mr. Heule reported that the BBARWA will be conducting a rate study within two years. He said that when the study is completed, it would be appropriate for the City and CSD to revisit this agreement to determine if an alternative equitable cost sharing approach is warranted. The City approved this agreement at their February 27, 2017 meeting. The CSD will be reimbursed by the City for the approximately 200 EDU flow costs BBARWA charges the CSD. The net revenue to the CSD as a

result of this agreement modification is about \$1800 under the current BBARWA billing structure.

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 Agreement between the City of Big Bear Lake and the Big Bear City Community Services District Concerning Sewage Treatment Fees.

C. Amended and Restated Well Site Agreement and Grant of Easement for the Construction and Operation of New Well 8A West of the BBARWA Administration Building

General Manager Scott Heule reported that the District currently operates Well 8, which is located at the BBARWA's Administration building. The District proposes to drill, construct, develop and test a new well, Well 8A, to replace existing Well 8. The proposed new well will be drilled approximately 175 feet west of Well 8. All CEQA documentation and approvals have been secured and the well has been designed. Staff is in the process of applying for a low interest construction loan from the State Revolving Fund and will be prepared to solicit bids for the work once an application determination has been made by the State. In consideration of accepting this agreement and granting an easement to the District, BBARWA will be provided with 5 years of water service and ownership of the block building that currently houses Well 8. The District will still own the Well 8 structure and have unlimited access to monitor water levels in the well. Equipment inside the building will be salvaged and reused for replacement Well 8A. The District will also retain ownership, maintenance and permitting obligations for the treatment unit inside the metal building at the site.

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 Amended and Restated Well Site Agreement and Grant of Easement for the construction and operation of new Well 8A.

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 upcoming 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 REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: APNs 0312-311-16-0000, 0312-311-17-0000, 0314-271-13-0000, 0314-271-12-0000
Agency Negotiators: General Manager, Big Bear Fire Authority Fire Chief
Negotiating Parties: Mike Dolan, Diane Williams - Trustee of the Natural Heritage Foundation
Under Negotiation: Price and Terms of Payment

At 6:20 p.m., the Board entered into closed session.

REPORT FROM CLOSED SESSION

At 6:42 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 REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code Section 54956.8)
Property: APNs 0312-311-16-0000, 0312-311-17-0000, 0314-271-13-0000, 0314-271-12-0000
Agency Negotiators: General Manager, Big Bear Fire Authority Fire Chief
Negotiating Parties: Mike Dolan, Diane Williams - Trustee of the Natural Heritage Foundation
Under Negotiation: Price and Terms of Payment

President Green reported that no reportable action had taken place.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:43 p.m.

Mary T. Reeves

Mary T. Reeves
Secretary of the Board