

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

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, July 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. 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: ET. Russell.

DISTRICT EMPLOYEES included: Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; 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 presentation items.

INFORMATION ITEMS

Several Board members announced upcoming meetings of other local agencies.

ANNOUNCEMENT OF REPORTABLE ACTION FORM JUNE 23, 2017 SPECIAL MEETING CLOSED SESSION

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

President Green announced that the Board appointed Mary Reeves to the position of General Manager by the following vote:

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

He noted that the employment agreement between the District and Ms. Reeves was on the consent calendar for approval at this meeting.

INTRODUCTION OF ORDINANCE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING ON AUGUST 7, 2017

- A. Proposed Ordinance 2017-06 – An Ordinance of the Big Bear City Community Services District Adopting Regulations for the Collection of Garbage and Solid Waste and Repealing Ordinance Numbers 156 and 217

General Manager Heule reported that the Solid Waste Committee had met on May 9, 2017 to review the existing Solid Waste Ordinance. The proposed ordinance adopts new rules and regulations regarding garbage and solid waste collection.

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 waiving the full reading of Proposed Ordinance 2017-06. President Green introduced the proposed ordinance by reading its title. Director Walsh requested clarification on some language in the proposed ordinance and suggested an edit to Section 7.04.120 to include aluminum cans as acceptable.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar. Director Walsh asked that Item C., General Manager Employment Agreement be pulled from the consent calendar for discussion.

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 - Special Meeting June 15, 2017, Regular Meeting June 19, 2017, and Special Meeting June 23, 2017
- B. Cash/Checks Disbursements June 2017 \$588,534.58
Credit Card Purchases June 2017 \$7,119.98

REQUESTS FOR CONTINUANCE

There were no requests for continuance.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

Director Walsh asked that Item C., General Manager Employment Agreement be pulled from the consent calendar for discussion. He asked for clarification of the intent of Section 5.2; the language will be amended to state, "The employee shall receive twenty-four (24) days of accrued vacation annually." Director Walsh also suggested that the District's mailing address be added to Section 8.9.

MOTION

Upon motion by Director Ziegler, 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 items as amended above:

- C. General Manager Employment Agreement

COMMITTEE & BOARD MEMBER REPORTS

- A. The following Committees met since the last Board Meeting: None

No Board committees had met since the last scheduled Board meeting.

FIRE DEPARTMENT BUSINESS

- A. Waiver of Water Meter Connection Fees for Training Center

Big Bear Fire Authority Assistant Fire Marshal Nick Bruinsma reported that the Bear Fire Authority has been making improvements to the training center at Paradise Yard. As part of the training facility improvement plan, a new fire hydrant is being installed at the Northeast corner of the fuel pumps at the Fire Authority's expense. The new hydrant will track high-flow water usage for Fire Department training purposes but cannot track low-flow water usage. There is a need for a second domestic water meter and service connection to track the low-flow water usage to be used for bi-monthly water service billing.

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 approves the waiver of the domestic water meter installation and service connection fees of approximately \$9,000.00 for the meter to track the low-flow usage to facilitate bi-monthly billing.

STAFF REPORTS

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

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

Several Board members expressed their pleasure of working with General Manager Heule and wished him well in his retirement.

UNFINISHED BUSINESS

There were no unfinished business items.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Proposed Resolution 2017-09 – A Resolution of the Big Bear City Community Services District Adopting a Written Report Regarding Delinquent Trash Collection Charges and Delinquent Water Service Charges and Directing that Such Charges be Collected on the Tax Roll - Discussion and possible action

President Green opened the public hearing at 5:26 p.m.

Proposed Resolution 2017-09 adopts a written report regarding delinquent trash collection

charges and delinquent water service charges and directs that such charges be collected on the Tax Roll. President Green asked for Board and public comments, no comments or protests were offered. This is a continuation of our current process for delinquent charges and a way to streamline collection of these charges for services already rendered.

President Green closed the public hearing at 5:29 p.m.

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 adopted Resolution 2017-09, the caption of which reads as follows:

RESOLUTION 2017-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT ADOPTING A WRITTEN REPORT
REGARDING DELINQUENT TRASH COLLECTION CHARGES AND
DELINQUENT WATER SERVICE CHARGES AND DIRECTING
THAT SUCH CHARGES BE COLLECTED ON THE TAX ROLL

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Resolution 2017-09.

B. Proposed Ordinance 2017-05 – An Ordinance of the Big Bear City Community Services District Repealing Ordinance 2016-05 and Adopting Rules Restricting Water Use

The noticed public hearing on Proposed Ordinance 2017-05 was opened at 5:30 p.m.

Proposed Ordinance 2017-05 was introduced at the regular Board meeting on June 19, 2017. The Board may vote to waive the full reading of the proposed Ordinance. With a majority vote, the Ordinance may be discussed and adopted by reading only its title.

MOTION

Upon motion by Director Walsh, 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 2017-05. President Green read the title of proposed Ordinance 2017-05.

General Manager Heule reported that the Water Committee had met on May 5, 2017 to review the existing Water Conservation Ordinance. The proposed ordinance adopts new rules and regulations regarding water conservation. The bulk of the changes are due to the incorporation of requirements from the State Water Resources Control Board. Mr. Heule reviewed the edits from the committee and input from the Board. President Green asked for Board and public comments on Ordinance 2017-05.

The public hearing on Proposed Ordinance 2017-05 was closed at 5:33 p.m.

MOTION

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

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

The Board adopted Ordinance 2017-05 the caption of which reads as follows:

ORDINANCE 2017-05

AN ORDINANCE OF THE BIG BEAR CITY
COMMUNITY SERVICES DISTRICT REPEALING ORDINANCE 2016-05
AND ADOPTING RULES RESTRICTING WATER USE

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

C. FY 2017-18 Salary Schedule – Water, Sewer, Solid Waste, and Administrative Positions

General Manager Scott Heule reported that the Board of Directors approved a Memorandum of Understanding (MOU) between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association on June 19, 2017 which runs through June 30, 2022. That MOU approved a 2.25% increase on July 1, 2017. The attached FY 2017-18 Salary Plan reflects the 2.25% increases for the District's Water, Sewer, Solid Waste and Administrative departments' positions and the new General Manager's contracted salary effective July 22, 2017.

MOTION

Upon motion by Director Walsh, 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 FY 2017-18 Salary Plan for the Big Bear City Community Services District Water, Sewer, Solid Waste, and Administrative positions as presented.

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. Director Walsh described his experience during a recent office closure. He reiterated that if the office is closed during business hours, the answering service should be notified.

CLOSED SESSION

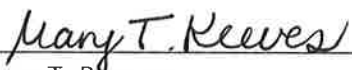
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 6:53 p.m.



Mary T. Reeves
Secretary of the Board