

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
139 E BIG BEAR BLVD, BIG BEAR CITY CA 92314
DECEMBER 4, 2017 - 5:00 P.M.**

1. Call To Order and Roll-Call
2. Invocation and Pledge Of Allegiance
3. Presentations
 - A. District Employee Recognitions
4. Information Items
5. Consent Calendar- Approval
 - A. Minutes of the Regular Meeting of November 20, 2017
6. Requests for Continuance
7. Items Removed from the Consent Calendar for Discussion
8. Committee & Board Member Reports
 - A. The following Standing Committees met since the last Board Meeting: None
9. Fire Department Business – Discussion and possible action
10. Staff Reports – Receive and File
 - A. General Manager’s Report
11. Unfinished Business - Discussion and possible action
12. New Business/Adoption Agenda/Discussion/Noticed Hearings - Discussion and possible action
 - A. Financial Report and Treasurer’s Report – Quarter ended 9/30/17
 - B. Coin Acceptance Policy

C. Awarding the Rowe Reservoir Retrofit Project

13. Non-Agenda Public Comment
14. Directors' Closing Comments/Announcement Of Coming Events
15. Closed Session
16. Report from Closed Session
17. Adjournment

Consent Calendar - All matters listed under consent calendar, will be enacted by one motion at the appropriate time. The staff recommendation is approval of all items listed. If discussion is desired, any item may be removed from the consent calendar by a Board member and considered separately.

Public Testimony - Each individual speaker will be limited to five minutes or less on each item on the agenda and five minutes or less on each non-agenda item during public testimony. All remarks shall be addressed to the Board as a whole body only.

Public Records – All open session agenda related writings and documents provided to the Board of Directors are available for public inspection at www.bbccsd.org and at the office of the Board Secretary, located at 139 E. Big Bear Blvd., Big Bear City, CA 92314 during regular business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Big Bear City Community Services District office at (909) 585-2565. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
NOVEMBER 20, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, November 20, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, CA 92314 and by tele-conference at 912 W. Sherwood Blvd, Big Bear City CA 92314.

Vice President Oxandaboure 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

Karyn Oxandaboure, John Russo, Larry Walsh, Al Ziegler were present and John Green was present via tele-conference.

BOARD MEMBERS ABSENT

No Board Members were absent.

OTHERS PRESENT

MEMBERS OF THE PUBLIC who signed in included: Joseph Kelly and Ed Stanik.

DISTRICT EMPLOYEES included: Jennifer Hall, Customer Service Representative; John Haupt, Water Services Worker; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Nathan Zamorano, Sewer Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

A. Employee Reward Incentive Program – John Haupt

General Manager Mary Reeves presented Water Services Worker John Haupt with an Employee Incentive bonus check of \$250.00. Ms. Reeves explained that Mr. Haupt saved the District \$781.41 by researching how to repair a broken door handle for a Water Department vehicle that received an estimate of \$824.36 from Mercer Automotive and Tire Co. After researching online, Mr. Haupt was able to repair the door handle for only the cost of the part.

B. Presentation of Haaker Equipment’s new Vactor 2115 Plus Jet Rodder

Sewer Superintendent Nathan Zamorano explained the process of the Sewer Department’s new Vactor 2115 Plus Jet Rodder truck purchase. The new Vactor truck is much larger than its predecessor, and the truck color is black as opposed to white to set it apart from other sewer departments. Andy Keller drove the new Vactor truck to the District office, and the Board members and meeting attendees went outside to see the new truck.

INFORMATION ITEMS

There were no information items.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

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 following consent items as presented:

- A. Minutes - Regular Meeting November 6, 2017
- B. Cash/Checks Disbursements October 2017 \$ 510,191.49
 Credit Card Purchases October 2017 \$ 4,058.13

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.

FIRE DEPARTMENT BUSINESS

There was no Fire Department Business.

STAFF REPORTS

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

- A. Proposal to provide CEQA support for the Big Bear City Community Services District Sewer Master Plan

Sewer Superintendent Nathan Zamorano explained to the Board that the District is required to have environmental documentation for the Sewer Master Plan in order to comply with the California Environmental Quality Act (CEQA). Staff is recommending accepting the proposal presented from Tom Dodson & Associates to do a study to address every project in the Sewer Master Plan for CEQA support. The proposal defines the facilities required to meet the District’s estimated wastewater generation and sewer infrastructure demands through the year 2036. Mr. Zamorano explained that by doing the study for each project all at once will provide a cost savings to the District.

MOTION

Upon motion by Director Green, 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 accepting the proposal from Tom Dodson & Associates dated September 25th 2017 for CEQA support for the BBCCSD’s Sewer Master Plan with a cap of \$37,500.00.

NON-AGENDA PUBLIC TESTIMONY

Public comments were heard.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

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

CLOSED SESSION

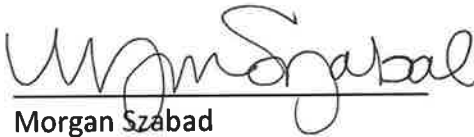
There were no closed session items.

REPORT FROM CLOSED SESSION

There were no closed session items.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:40 p.m.


Morgan Szabad
Secretary of the Board

GENERAL MANAGER REPORT

DECEMBER 4, 2017 REGULAR BOARD MEETING

DATE: November 28, 2017
TO: Board of Directors
FROM: Mary Reeves - General Manager *MAR*
SUBJECT: General Manager's Report

In addition to staff meetings with each of the department supervisors and continued training with the Human Resources Manager/Board Secretary, my work activities since the last General Manager's report include:

- November 23, 2017 The District was closed on Thursday, November 23, 2017 and Friday, November 24, 2017 in observance of Thanksgiving.
- November 28, 2017 I attended the bid opening for the Rowe Reservoir Rehabilitation Project. Three bids were received. The awarding of the contract for this project will be voted on later in this meeting.
- November 28, 2017 I will be attending the Association of California Water Agencies (ACWA) Fall Conference & Exhibition in Anaheim, CA. from Tuesday, November 28, 2017 through Friday, December 1, 2017.
- December 1, 2017 I will be attending the annual CSD Holiday Party at Nottingham's Tavern from 6:00 p.m. to 10:00 p.m. This event is for employees, the Board, and their guests.


Notable Upcoming Events Include:

- Harassment Prevention Training for all District Employees will be held on Wednesday, December 6, 2017 and Thursday, December 7, 2017. Supervisory employees will have specialized training on the December 7, 2017.
- A meeting of the Big Bear Fire Authority is scheduled for 6:00 p.m. on Tuesday, December 12, 2017 at City of the Big Bear Lake Hofert Hall.

**STAFF REPORT AND RECOMMENDATION
DECEMBER 4, 2017 REGULAR BOARD MEETING**

DATE: November 22, 2017

TO: Board of Directors

FROM: Shari Strain, Finance Officer 

SUBJECT: Financial Report and Treasurer's Report – Quarter ended 9/30/17

BACKGROUND:

The attached financial statements include revenue and expense activity per department for the three month period ended September 30, 2017. Due to the timing of revenue that is collected through the tax roll, the departments that primarily receive their revenue by placing charges on the tax roll show large deficit balances.

A summary of the 9/30/17 financial statements follows:

1. Insurance premiums have been paid in full and beginning in Fiscal Year 2017/18 are spread over twelve months. Additionally, premiums are now allocated according to claim experience whereas; in the past, the premiums were split evenly by the departments.
2. The education line has varying percentages through all of the departments due to the timing of trainings. All of the department heads indicate that they are on track for education and training.
3. General services is at 40.2% (\$3,878) over budget in the other operating expense line. This is due to changes in employee classifications and the consequent office furniture, filing cabinets, and electronic devices that were purchased.
4. Solid Waste recycling revenue is 12.9% over budget and subsequently recycling fees/residue removal/transportation costs are also over budget by 22.3%.
5. All departments are operating under the 25% target on 9/30/2017:

O&M Expense Target = 25%:

Department	O&M
Water	22.3%
Sewer	18.4%
Solid Waste	20.3%
General Services	21.4%

INVESTMENTS:

The 9/30/17 LAIF balance is \$9,026,694 compared to \$9,354,421 in the prior year. The September 2017 average monthly effective yield for LAIF investments is up to 1.11% and is realized by higher earnings year over year:

Department	Interest Earnings 9/30/2017	Interest Earnings 9/30/2016
Water	\$11,086	\$6,719
Sewer	\$10,508	\$5,613
Solid Waste	\$4,231	\$2,668
General Fund	\$692	\$516

Additionally, CSD fire and ambulance no longer share LAIF interest.

STAFF RECOMMENDATION:

Informational

WATER SERVICES

STATEMENT OF REVENUES AND EXPENSES

	PRIOR YEARS		CURRENT	BUDGET	TARGET
	9/30/2015	9/30/2016	9/30/2017	2017-18	25%
Revenue and reserve transfers:					
Charges for services	613,350	867,137	879,536	3,021,000	29.1%
Turn on/off charges	5,075	5,450	7,900	25,000	31.6%
Standby charges	-	1,240	-	236,000	0.0%
Delinquent assessments	9,540	11,147	14,998	40,000	37.5%
Interest/other income	4,737	15,925	11,432	19,500	58.6%
Total revenues	632,702	900,900	913,865	3,341,500	27.3%
Reserve transfers - in	50,709	732,343	342,461	477,461	71.7%
Total revenue/reserve transfers	683,411	1,633,243	1,256,327	3,818,961	32.9%
Operations and maintenance (O&M):					
Salaries	136,357	151,160	147,169	613,250	24.0%
Benefits	94,859	95,171	96,030	484,747	19.8%
Workers' compensation expense	9,366	16,819	936	4,100	22.8%
Laboratory costs	8,320	7,835	7,363	28,000	26.3%
Source of supply-R& M	4,828	6,891	3,128	20,000	15.6%
Source of supply-utilities	26,115	34,747	32,548	118,000	27.6%
Transmission & dist.-R&M	21,360	7,159	23,299	55,000	42.4%
Transmission & distribution-utilities	21,246	22,358	24,689	118,000	20.9%
Utilities	3,931	6,054	5,583	25,000	22.3%
Insurance	65,159	26,517	1,557	8,500	18.3%
Engineering	-	-	2,235	20,000	11.2%
Water sustainability agency	-	-	2,107	20,000	10.5%
Vehicle expense	2,886	3,925	1,972	20,000	9.9%
Fuel	5,124	5,612	5,024	22,000	22.8%
Education and training	6,544	5,069	1,940	12,450	15.6%
Memberships, subscriptions, dues	2,211	2,092	2,725	3,800	71.7%
Permits and fees	4,127	4,820	4,335	26,000	16.7%
Stickleback maintenance	557	569	475	3,000	15.8%
General services	149,542	167,658	169,745	789,429	21.5%
Maintenance agreements (1)	10,208	9,360	15,269	27,105	56.3%
Water conservation	1,146	947	1,057	7,500	14.1%
Other operating expenses	6,884	9,981	8,641	50,000	17.3%
Asphalt repair	12,297	11,310	-	30,000	0.0%
Safety equipment & uniforms	754	2,738	1,056	6,500	16.2%
Facility maintenance/improvements	999	-	-	3,000	0.0%
Credit card fees	685	1,038	1,004	3,000	33.5%
Computer/weather-upgrades/replacements	-	-	-	2,500	0.0%
Meter reading equipment	-	-	1,428	2,500	57.1%
ADA contribution	5,250	5,250	5,250	21,000	25.0%
Reserve contributions	-	-	-	-	0.0%
Reserve contribution - vehicle	125	12,300	13,425	53,700	25.0%
Total O&M appropriations	600,880	617,381	579,989	2,598,081	22.3%
Capital appropriations-CIP	-	91,560	116,471	1,054,750	11.0%
Capital appropriations-Reserves	31,705	31,048	-	135,000	0.0%
Capital appropriations-Carryover	19,004	732,343	342,461	342,461	100.0%
Total appropriations	651,589	1,472,332	1,038,922	4,130,292	25.2%
Net revenue (deficit)	31,822	160,911	217,405	(311,331)	

SEWER SERVICES

STATEMENT OF REVENUES AND EXPENSES

	PRIOR YEARS		CURRENT	BUDGET	TARGET
	9/30/2015	9/30/2016	9/30/2017	2017-18	25%
Revenue and reserve transfers:					
BBCSD Charges for services	\$ 1,783	\$ 12,400	\$ 2,204	2,109,728	0.1%
Interest/other income	2,395	6,387	11,913	80,000	14.9%
Total revenues	4,178	18,787	12,711	2,189,728	0.6%
Reserve transfers in	11,921	4,860	-	981,500	0.0%
Total revenue/reserve transfers	16,099	23,647	96,411	3,171,228	3.0%
Operations and maintenance (O&M):					
Salaries	131,352	151,107	149,118	608,093	24.5%
Benefits	84,656	87,472	76,051	399,392	19.0%
Workers' compensation insurance	8,418	15,684	703	3,200	22.0%
Utilities	8,317	12,348	12,812	65,500	19.6%
Insurance	65,159	26,517	4,552	20,000	22.8%
Engineering	-	7,255	588	40,000	1.5%
Vehicle expense	901	3,322	2,471	15,000	16.5%
Fuel	3,635	4,563	3,186	16,000	19.9%
Education and training	2,753	3,544	5,608	11,500	48.8%
Memberships, subscriptions and dues	243	886	1,157	3,750	30.8%
Permits and fees	4,611	3,986	2,764	11,550	23.9%
General services	143,144	160,562	130,607	607,411	21.5%
Maintenance agreements (1)	7,575	7,000	16,313	32,700	49.9%
Other operating expenses	8,659	8,059	9,654	42,000	23.0%
Hydro/camera repairs	967	-	-	3,500	0.0%
Safety equipment & uniforms	2,193	4,547	3,626	17,500	20.7%
Facility maintenance/improvements	-	-	-	6,000	0.0%
Lift Station Equipment & Maintenance	2,361	2,447	4,227	9,500	44.5%
Asphalt repair	859	-	-	16,000	0.0%
ADA contribution	5,250	5,250	5,250	21,000	25.0%
Computer upgrades/replacements	-	-	-	4,000	0.0%
Reserve contributions - vehicle	19,542	30,528	32,569	130,281	25.0%
Total O&M appropriations	500,595	535,077	461,256	2,083,877	22.1%
Capital appropriations-CIP	74,674	3,094	132,740	166,750	79.6%
Capital appropriations-Reserves	-	-	-	970,000	0.0%
Capital appropriations-Carryover	11,921	4,861	-	11,500	0.0%
Total appropriations	587,190	543,031	593,996	3,232,127	18.4%
Net revenue (deficit)	(571,091)	(519,383)	(497,585)	(60,899)	

SOLID WASTE SERVICES
STATEMENT OF REVENUES AND EXPENSES

	PRIOR YEARS		D	E	D+E	BUDGET 2017-18	TARGET 25%
	9/30/2015	9/30/2016					
Revenues and reserve transfers:							
Charges for services	903	3,380	1,645	183	1,828	2,345,925	0.1%
Dumpster rentals	52,697	58,343	55,957	5,984	61,941	248,000	25.0%
Commercial can charge	-	-	-	-	-	10,500	0.0%
Recycling revenue, gross (current year)	14,777	11,391	-	7,581	7,581	20,000	37.9%
Delinquent assessments	421	458	639	-	639	1,200	53.2%
Interest/other income	1,068	3,442	5,636	-	5,636	5,000	112.7%
Total revenues	69,866	77,014	63,877	13,748	77,625	2,630,625	3.0%
Reserve transfer	-	37,948	-	-	-	100,200	0.0%
Total revenues/reserve transfers	69,866	114,962	63,877	13,748	77,625	2,730,825	2.8%
Operations and maintenance (O&M):							
Salaries	163,129	188,324	162,704	14,341	177,045	729,042	24.3%
Recycle management	5,438	-	-	9,875	9,875	39,500	25.0%
Benefits	122,732	126,149	77,983	10,959	88,942	557,588	16.0%
Workers' compensation expense	13,596	23,823	16,232	1,806	18,038	83,300	21.7%
Recycle fees/residue removal/transportation	11,407	17,529	-	16,565	16,565	35,000	47.3%
Utilities	3,885	6,096	4,946	550	5,496	20,442	26.9%
Routing management software	-	-	810	90	900	6,000	15.0%
Insurance	65,160	26,517	13,806	806	14,612	66,000	22.1%
Vehicle expense	13,858	21,725	21,193	856	22,049	84,795	26.0%
Fuel expense	12,941	16,589	14,809	1,322	16,131	69,236	23.3%
Education and training	342	953	43	-	43	13,027	0.3%
Permits and fees	470	568	489	-	489	2,575	19.0%
SWMD commercial user fees	4,555	8,605	10,362	-	10,362	50,500	20.5%
Household hazardous waste program	1,227	1,227	1,380	-	1,380	5,687	24.3%
Safety equipment & uniforms	1,385	1,018	1,676	168	1,844	19,940	9.2%
General services	79,716	103,791	125,462	13,940	139,402	655,859	21.3%
Other operating expenses	3,877	3,486	3,954	439	4,393	20,309	21.6%
	503,718	546,400	455,849	71,718	527,567	2,458,800	21.5%

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SOLID WASTE SERVICES
STATEMENT OF REVENUES AND EXPENSES

	PRIOR YEARS		D	E	D+E	TARGET
	9/30/2015	9/30/2016				
	9/30/2015	9/30/2016				
Transferred from previous page	503,718	546,400	455,849	71,718	527,567	21.5%
Vehicle painting/body maintenance	-	7,205	-	-	-	0.0%
Facility maintenance/improvements	2,920	799	1,200	133 (a)	1,333	16.5%
Commercial bin maintenance	4,765	-	909	-	909	17.8%
Office equipment/computers/AED	-	-	-	-	-	0.0%
ADA contribution	5,250	5,250	4,725	525 (a)	5,250	25.0%
Reserve contribution - vehicle	76,233	39,894	35,825	3,979 (a)	39,804	25.0%
Total O&M appropriations	592,886	599,548	498,508	76,355	574,863	21.5%
First Capital Equipment-debt service	56,303	56,341	56,741	-	56,741	25.5%
Capital appropriations-CIP	11,149	11,463	26,527	263	26,790	24.2%
Capital appropriations-reserves	-	133,799	-	-	-	0.0%
Total appropriations	660,338	801,150	581,776	76,618	658,394	20.3%
Net revenue (deficit) prior to depreciation	\$ (590,472)	(686,188)	(517,899)	(62,870)	(580,769)	

(a) These line items are divided 90% allocated to Refuse and 10% allocated to the Recycling Department.
Note: Recycle Management is 15% of Superintendent Salary and Benefits.

GENERAL SERVICES

STATEMENT OF REVENUES AND EXPENSES

	PRIOR YEARS		CURRENT	BUDGET	TARGET
	9/30/2015	9/30/2016	9/30/2017	2017-18	25%
Revenue and allocations:					
Water services	149,542	167,658	169,745	789,429	21.5%
Sewer services	143,144	160,562	130,607	607,411	21.5%
Solid Waste services	79,716	103,791	125,462	583,483	21.5%
Recycle services	-	11,530	13,940	64,831	21.5%
Total allocations	372,402	443,540	439,755	2,045,154	21.5%
Paradise yard lease/fuel agreements	7,637	6,388	6,388	25,550	25.0%
Fire protection and prevention tax maintenance	4,650	7,500	-	-	0.0%
General services fees from fire	17,505	-	7,800	31,200	25.0%
IT management	8,175	-	-	-	0.0%
ATM lease	-	-	1,000	-	0.0%
Other income	582	-	12	750	1.5%
Reserve transfers - in	-	-	28,761	141,761	20.3%
Total revenue and allocations	410,951	457,428	483,715	2,244,415	21.6%
Operations and maintenance (O&M):					
Salaries	197,063	231,560	216,991	912,157	23.8%
Benefits	123,307	118,666	131,713	620,322	21.2%
Workers' Compensation	6,447	16,675	1,749	7,400	23.6%
Utilities	5,725	8,077	9,038	42,000	21.5%
Payroll processing fees	3,524	3,314	3,427	13,000	26.4%
Bank fees	2,500	2,955	3,660	12,000	30.5%
Legal fees	945	4,513	6,704	45,000	14.9%
Auditing fees	-	8,800	4,400	25,909	17.0%
Vehicle expense	-	-	-	2,000	0.0%
Education and training	1,076	4,835	2,158	26,500	8.1%
Memberships, subscriptions and dues	471	1,072	573	12,134	4.7%
Permits and fees	474	479	-	1,500	0.0%
Directors fees	6,136	5,400	3,000	40,000	7.5%
Director's education and training	211	3,526	3,068	16,000	19.2%
Postage	5,000	-	-	28,000	0.0%
BOD operating expense	-	667	199	1,500	13.3%
Office supplies	2,731	2,501	3,642	17,000	21.4%
Facility maintenance	6,345	4,141	1,445	25,000	5.8%
Office equipment/computers	2,815	3,520	3,205	7,000	45.8%
Maintenance agreements	9,954	2,291	4,763	33,343	14.3%
Safety equipment & uniforms	115	173	160	1,000	16.0%
Other operating expenses	4,052	4,887	10,253	25,500	40.2%
Vehicle allowance	2,235	2,235	2,235	8,940	25.0%
Reserve contribution - vehicle	875	-	-	-	0.0%
Total O&M appropriations	382,001	430,288	412,383	1,923,204	21.4%
Capital expenditures	18,950	17,255	3,922	172,450	2.3%
Capital expenditures - reserves	-	-	28,761	78,761	36.5%
Capital expenditures - ADA	-	-	33,400	63,000	53.0%
LAFCO apportionment	10,000	9,886	5,250	7,000	75.0%
Total appropriations	410,951	457,429	483,715	2,244,415	

INVESTMENT REPORT
9/30/2017

FUNDS INVESTED BY DISTRICT:

<u>INVESTMENT TYPE</u>	<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
Local Agency Investment Fund (LAIF)	State of California	\$ 8,535,184	1.11%	DAILY
LAIF Fair Market Value	State of California	(8,176)	Not Applicable	
Certificate of Deposit	Discover Bank	125,000	1.40%	4/9/2018
Certificate of Deposit	Goldman Sachs	125,000	1.90%	4/9/2018
Certificate of Deposit	Goldman Sachs	125,000	1.95%	4/11/2016
Certificate of Deposit	American Express	125,000	2.25%	4/19/2021
Change in CD investment value	Unionbanc	(314)	Not Applicable	
TOTAL		<u>\$ 9,026,694</u>		

THE INVESTMENT PORTFOLIO OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT IS IN COMPLIANCE WITH THE INVESTMENT POLICY ADOPTED SEPTEMBER 18, 2017. THE DISTRICT WILL BE ABLE TO MEET ITS EXPENDITURE REQUIREMENTS FOR THE NEXT SIX MONTHS.

**STAFF REPORT AND RECOMMENDATION
DECEMBER 4, 2017 REGULAR BOARD MEETING**

DATE: November 27, 2017
TO: Board of Directors
FROM: Donna Horn, Administrative Department Manager
SUBJECT: Coin Acceptance Policy

BACKGROUND:

The District does not currently have a coin acceptance policy that would limit the amount of coin a customer may use to pay for District provided services. The District on occasion has had large amounts of coin presented as a form of payment, taking staff time to count the coins. This policy would reduce the inefficiencies of counting large amounts of coin.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve and adopt District Coin Acceptance Policy

District Coin Acceptance Policy

Approved:

Effective:

Title: District Coin Acceptance Policy

Policy: The District Coin Acceptance Policy limits payment to be made by coin to not more than two dollars, whether loose or rolled.

Purpose: This policy when adopted will reduce the inefficiencies of counting large sums of coin and provides consistent and fair application to all District customers.

Background: The Coinage Act of 1965, specifically Section 31 U.S.C. 5103, entitled "Legal Tender," which states: "United States coins and currency (including Federal reserve notes and circulating notes of Federal reserve banks and national banks) are legal tender for all debts, public charges, taxes, and dues." This statute means that all United States money, coin and notes, are valid and legal offers of payment for debts when tendered to a creditor.

There is, however, no Federal statute mandating that a private business, a person or an organization must accept currency or coins as payment for goods and/or services.

Scope: This policy will apply to all District customers.

STAFF REPORT AND RECOMMENDATION
DECEMBER 4, 2017 REGULAR BOARD MEETING

DATE: November 29, 2017
TO: Board of Directors
FROM: Jerry Griffith – Water Superintendent
SUBJECT: Awarding the Rowe Reservoir Retrofit Project

BACKGROUND:

The Water Department's 2017/18 fiscal budget approved the Capital Improvement Project (CIP) Rowe Reservoir Retrofit at a total cost of \$650,000. The project will improve the inside bracing of the reservoir, the installation of flexible joints on the inlet and outlet of the reservoir, new coating on the inside of the reservoir, and spot repair coating on the outside of the reservoir.

November 28, 2017 was the bid opening for the project. 3 companies submitted bids for the reservoir project. Harper & Associates Engineering, Inc. (HAE) and Water Systems Consulting (WSC) reviewed the bids for conformance to bid requirements and Simpson Sandblasting & Special Coatings, Inc. was the lowest responsible bidder for this project. Their bid is \$537,959. HAE's and WSC's bid recommendation is attached.

The budgeted amount of \$650,000 minus Engineering design, Inspection, and Advertising leaves \$544,010.50 to complete this project. HAE recommends including a 10% contingency for unforeseen cost, materials testing, and or dehumidification in the amount of \$52,744.40. HAE anticipates the project to be completed June 2018.

FINANCIAL IMPACTS:

2017/18 Fiscal budgeted amount is \$650,000 for this project and a possible 10% contingency usage in the amount of \$52,744.40.

STAFF RECOMMENDATION:

Authorize Staff to award the retrofitting of Rowe Reservoir to the lowest responsible bidder Simpson Sandblasting and Coating Specialist. The cost for all work is \$644,999.30 plus a 10% construction contingency in the amount of \$52,744.40 if necessary.



11/29/2017

Mr. Jerry Griffith
 Big Bear City Community Services District
 139 East Big Bear Blvd.
 Big Bear City, CA 92314

SUBJECT: RECOMMENDATION OF AWARD FOR ROWE RESERVOIR REHABILITATION

Dear Mr. Griffith,

This letter recommends awarding construction of Rowe Reservoir Rehabilitation to Simpson Sandblasting & Special Coatings, Inc. The subject project was advertised for bid in November 2017. On November 28, 2017, BBCCSD received and publicly opened bids from three (3) bidders: West Coast Industrial Coatings, Inc., Simpson Sandblasting & Special Coatings, Inc. and Olympos Painting, Inc. Simpson Sandblasting & Special Coating, Inc. was the apparent low bidder.

Summary of Bids Received

Bidder	Bid Total
Simpson Sandblasting & Special Coatings, Inc	\$ 537,959.00
West Coast Industrial Coatings, Inc.	\$ 755,091.00
Olympos Painting, Inc.	\$ 993,403.00

Harper & Associates Engineering, Inc.'s (HAE) Opinion of Construction Cost was \$540,000 including a 10% contingency. Simpson Sandblasting & Special Coatings, Inc. was \$2,041.00 lower than the cost opinion. WSC reviewed Simpson Sandblasting & Special Coatings, Inc bid and find the bid responsive to the request. A summary of the budget remaining for construction is presented below.

Summary of Budget Remaining for Construction

Approved Budget for Rowe Reservoir Rehabilitation	\$ 650,000.00
Allocated Spend to Date:	
Design and Inspection (HAE)	\$ (60,650.00)
Engineering Support and CM (WSC)	\$ (44,658.00)
The Grizzly Advertisement	\$ (181.50)
Reprographics for Conformed Construction Documents (Estimate)	\$ (500.00)
Available Budget for Construction	\$ 544,010.50

Award Recommendation

	Simpson Sandblasting & Special Coatings Contract Amount	Contract Amount with 10% Contingency	Materials Testing for Construction (Estimate)	Remaining Total Budget (includes 10% Contingency & Material Testing)
Base Bid	\$ 537,959.00	\$ 591,754.90	\$ 5,000	\$ (52,744.40)

WSC recommends awarding the construction of Rowe Reservoir Rehabilitation to Simpson Sandblasting & Special Coatings, Inc. for \$537,959.00 and budgeting internally for a 10% contingency for a total amount of \$591,754.90. An additional budget amount of \$52,744.00 will be required to cover the contingency and materials testing if desired.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in cursive script that reads "Christy Stevens".

Christy Stevens, PE
Project Manager