

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
JUNE 19, 2017**

**CALL TO ORDER**

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, June 19, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, CA 92314 and by teleconference at 45981 Highway 74, Palm Desert, CA 92260.

President Green called the meeting to order at 5:00 p.m. Director Ziegler led the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

No Board Members were absent.

**OTHERS PRESENT**

MEMBERS OF THE PUBLIC who signed in included: None.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Shari Strain, Finance Officer; Scott Heule, General Manager, and Mary Reeves, Human Resources Manager/Secretary of the Board.

**PRESENTATIONS**

There were no presentations.

**INFORMATION ITEMS**

- A. Discuss July 3, 2017 Regular Board Meeting – Possible Adjournment due to Holiday

General Manager Scott Heule reported that the first regular meeting in July would fall on Monday, July 3, 2017. Independence Day is Tuesday, July 4, 2017 and is a District Holiday. The Board discussed their schedules and the need to hold that meeting.

**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 directed staff to adjourn the July 3, 2017 Regular Board Meeting.

**INTRODUCTION OF ORDINANCE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING ON JULY 17, 2017**

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

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.

**MOTION**

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

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

The Board approved waiving the full reading of Proposed Ordinance 2017-05. 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 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 of the Regular Meeting of June 5, 2017
- B. Cash/Checks Disbursements May 2017 \$210,604.51  
Credit Card Purchases May 2017 \$2,975.55

**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

There were no Committee or Board member reports.

**FIRE DEPARTMENT BUSINESS**

- B. Fire Department Report: Informational

There was no Fire Department report.

**STAFF REPORTS**

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

**UNFINISHED BUSINESS**

- A. Signage for the First Mountain Bank ATM at the Administrative District Office

General Manager Scott Heule reported that at the May 15, 2017 Regular Board Meeting, the agreement for the placement of an ATM at the Administrative District Office was approved. That agreement includes a lighted sign at the western entrance to the building's south parking lot depicting both the CSD and First Mountain Bank logos. Debbie Richardson from First Mountain Bank reported that they had run into some obstacles at the County regarding the

proposed sign. She noted that the County will not accept their plans for a monument sign due to the fact that there is already a monument sign at the property. The Board members discussed the need for the historical *Big Bear City Community Services District* monument sign in the front of the building. With the new lighted CSD sign on the gable of the building, it was thought that the old sign was no longer needed. By consensus of the Board, the historical *Big Bear City Community Services District* monument sign in the front of the building will be removed so that the Community Services District/First Mountain Bank monument sign can be installed.

**NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS**

- A. Proposed Resolution 2017-08 - A Resolution of the Big Bear City Community Services District Electing to have Delinquent Trash Collection Charges and Delinquent Water Service Charges Collected on the Tax Roll, Fixing the Time and Place of Hearing on the Written Report on such Charges and Prescribing Notice of such Hearing

Proposed Resolution 2017-08 sets July 17, 2017 as the date for a public hearing on the written report on delinquent trash collection charges and delinquent water service charges for fiscal year 2016/17 to be collected on the tax roll.

**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 2017-08, the caption of which reads as follows:

**RESOLUTION 2017-08**

**RESOLUTION OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
ELECTING TO HAVE DELINQUENT TRASH COLLECTION CHARGES AND  
DELINQUENT WATER SERVICE CHARGES COLLECTED ON THE TAX ROLL,  
FIXING THE TIME AND PLACE OF HEARING ON THE WRITTEN REPORT  
ON SUCH CHARGES AND PRESCRIBING NOTICE OF SUCH HEARING**

See BBCCSD Resolution and Ordinance Book Number 32 for complete copy of Resolution 2017-08.

- B. Memorandum of Understanding between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association - July 1, 2017 to June 30, 2021

General Manager Scott Heule reported that the current Memorandum of Understanding (MOU) with the Big Bear City Community Services District Employees Association was set to end its term on June 30, 2017. The Administrative Committee met with the Association representatives on May 5, 2017 and May 30, 2017 to reach a tentative agreement. That agreement is before the Board at tonight's meeting. Noteworthy changes in the agreement include: The tentative agreement calls for a four-year term with Cost of Living Adjustments of 2.25% each year; Classification job titles were updated to reflect active positions; The medical insurance benefit contribution cap was changed from 95% to 98% of the average cost of all HMO plans for an Employee and 2+ dependents offered in our area; The District will purchase an Ambulance Service Membership for each employee for each year of the MOU; Due to limited opportunity to earn compensatory time, Administrative Department employees may sell back to the District a portion of accrued vacation not to exceed one hundred twenty (120) hours per calendar year, and; All employees required to perform duties once assigned to the Safety Compliance Coordinator position shall be provided with adequate training. The training shall be mutually agreed upon by the Association and the District. Director Walsh noted that dates in Section XIII-D need to be updated.

**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 adopted the Memorandum of Understanding between the Big Bear City Community Services District and the Big Bear City Community Services District Employees Association - July 1, 2017 to June 30, 2021 with corrected Section XIII-D dates.

C. Award Contract for South Parking Lot Americans with Disabilities Act Upgrades

General Manager Scott Heule explained that in accordance with the CSD Strategic Plan prepared by the Board of Directors in 2016 and updated in 2017, bids were solicited for an ADA upgrade project to construct two ADA compliant parking spaces and install signage in the south parking lot. Bids were received on June 8, 2017 from two contractors, Trinity Construction in the amount of \$55,250 and Romans Construction in the amount of \$19,600. In addition to satisfying Federal ADA regulations, this project will accommodate the installation and use of an ATM by First Mountain Bank. First Mountain Bank will be leasing space for the ATM at the outside entrance to the Board room for \$1000 per month. The project includes two new van accessible handicap parking spaces, new ADA compliant sidewalks and concrete curbs. New ADA compliant signage will also be installed at the parking lot entrances and in front of the new parking spaces.

**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 awarded this project to the lowest responsible bidder, Romans Construction in the amount of \$19,600 and directed Staff to coordinate the project schedule with the First Mountain Bank ATM construction work.

D. California Special Districts Association 2017 Board Election

General Manager Scott Heule explained that the District has received a ballot measure from the California Special Districts Association (CSDA) to elect a representative to the CSDA Board of Directors in the Southern Network, Seat C. The Board reviewed the information.

**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 voted to support Arlene Schafer for the 2017 CSDA Board of Directors in the Southern Network, Seat C election.

**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 item and read it into the record:

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

At 5:55 p.m., the Board entered into closed session.

**REPORT FROM CLOSED SESSION**

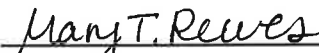
At 6:12 p.m., the Board reconvened to open session and President Green reported on the closed session item.

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

President Green reported that no reportable action had taken place.

**ADJOURNMENT**

By consensus of the Board, the meeting was adjourned at 6:13 p.m.

  
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Mary T. Reeves  
Secretary of the Board