

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 21, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Tuesday, February 21, 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: Jeff Villepique.

DISTRICT EMPLOYEES included: Susan Bathurst, Customer Service Representative; Ken Booth, IT Manager; Jerry Griffith, Water Superintendent; Jennifer Hall, Customer Service Representative; Shari Strain, Finance Officer; Morgan Szabad, Customer Service Representative; Jacob Wisdom, Solid Waste Collection Specialist; Jon Zamorano, Solid Waste Superintendent; Scott Heule, General Manager, and Mary Reeves, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

A. District Employee Recognition

There were no recognitions at this meeting.

INFORMATION ITEMS

Several Board members announced upcoming meetings of other local agencies.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar. Director Walsh asked that Item C.,

Proposed Resolution 2017-01, be removed from the consent calendar for discussion.

MOTION

Upon motion by Director Oxandaboure, 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 presented:

- A. Minutes of the Regular Meeting of February 6, 2017
- B. Cash Disbursements - January 2017 Checks \$218,898.61
Credit Card Purchases – December 24, 2016 – January 23, 2017 \$8,083.29

REQUESTS FOR CONTINUANCE

There were no requests for continuance.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

Director Walsh asked that Item C., Proposed Resolution 2017-01, be removed from the consent calendar for discussion. Staff answered questions regarding the item.

MOTION

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

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

The Board approved the following consent item as presented:

- C. Proposed Resolution 2017-01 – A Resolution of the Board of Directors of the Big Bear City Community Services District Concurring in Nomination to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA JPIA”)

The Board adopted Resolution 2017-01, the caption of which reads as follows:

RESOLUTION 2017-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR CITY COMMUNITY SERVICES DISTRICT CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY ("ACWA JPIA")

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

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

A. Request for AMGEN TOUR of California Individual Time Trial Sponsorship

Rick Herrick, the Local Organizing Committee Partnership Chair for the AMGEN TOUR of California, asked that the District provide sponsorship funds again this year. The individual Time Trials will be held in Big Bear on Friday May 19, 2017. Mr. Herrick indicated that the Districts' \$2,500 sponsorship, "Blue Breakaway from Cancer Young Rider Jersey," from the cancelled event last year will be honored this year but is requesting an additional \$2,500 sponsorship to get the District to the "Best Young Rider Jersey" sponsorship level. The Board discussed the value of sponsoring this event.

MOTION

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

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

The Board approved an additional \$2,500 sponsorship to the AMGEN TOUR of California Individual Time Trial.

COMMITTEE, BOARD MEMBER, & FIRE DEPARTMENT 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 committees had met since the last meeting.

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 January 2017 were discussed, received, and filed.

UNFINISHED BUSINESS

A. Board Member Manual

General Manager Scott Heule reported that staff has been working to consolidate the District's policies and practices related to Board member responsibilities, actions, and conduct. Staff updated the manual content and scope based on Board comments received at the December 5, 2016 Board meeting. Legal Counsel has reviewed the manual and their recommendations are also incorporated. The Board suggested additional edits and directed staff to clarify the need to leave the room if a Board member had a conflict of interest and would be abstaining from voting. Staff will make the additional edits and clarifications and bring the item back for further consideration.

B. Presentation of District Accomplishments for Calendar Year 2016

General Manager Scott Heule reported that staff had worked hard on a presentation to highlight the accomplishments and efficiencies in their departments in calendar year 2016. Staff presented information regarding their departments. The Board members asked questions, made comments, and thanked staff for their presentations.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

B. 5-Year Training Plan in Support of The District Strategic Plan Section 6

One of the strategic goals in the District Strategic Plan is goal "6.1 Training and Professional Development" which emphasizes the Districts' commitment to staff training and certification in their respective fields. In order to measure progress towards this goal, each department presented a training plan outline for the Board in October 2016. General Manager Scott Heule presented spreadsheets that detail the anticipated training needs for the next five years along with estimated budgets for each department. The Board received and discussed the training plan spreadsheets which will be used in the annual budgeting process.

C. Travel Expenses Exceeding Annual Limits for Each Director

District policy limits individual Board Member travel expenses to one fifth of the total travel and training budget for the entire Board. In Fiscal Year 2016-17 \$10,000 has been budgeted for Board training and travel. General Manager Heule reported that two Board members were considering attending an ACWA (Association of California Water Agencies) conference in May at

a cost of about \$2,207 each, but the cost exceeds the individual expense allocation of \$2,000. The policy requires prior Board approval to exceed the established individual monetary limits. The Board considered the request to exceed the individual expense allocation of \$2,000 for two Board members.

MOTION

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

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

The Board approved the requested travel expense request/adjustment for two Board members to attend the ACWA conference in May.

D. New District Policy – Automated External Defibrillator (AED) Program

The District is in the process of purchasing AEDs for each of the departments. The California Joint Powers Insurance Authority has provided the District with the attached Automated External Defibrillator (AED) Program policy. The program establishes the training and standards for the use of AEDs by non-licensed or non-certified personnel. The policy includes language revising Section 1714.21 of the California Civil Code and Section 1797.196 of the California Health and Safety Code. These changes include the removal of the medical oversight provision (lessening the administration obligation) and new language that reduces the liability exposure to an entity or person that utilizes an AED in an emergency situation.

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 approved the Automated External Defibrillator (AED) Program Policy as presented.

NON-AGENDA PUBLIC TESTIMONY

No public comments were offered or heard.

DIRECTORS' CLOSING COMMENTS/ANNOUNCEMENT OF COMING EVENTS

Several Board Members thanked staff for their participation in the meeting. Staff was also thanked for the valuable information provided at the February 16, 2017 orientation.

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 6:45 p.m.

Mary T. Reeves
Mary T. Reeves
Secretary of the Board



2016 Accomplishments
February 21, 2017

Board of Directors/Genl. Mgr.

- First Five Year Strategic Plan
- First Mission Statement
- Sell Surplus Properties
- Began Addressing Previously Identified ADA Needs
- First Directors Manual (draft)
- 50th Anniversary Celebration
- Directors CSDA Leadership Trained



Water Department

- Peter Pan Phase I/Sheridan Mainline Replace
 - \$49,000 under budget
- Summertime Water Savings
 - 16%
- Permanent CSD/DWP Erwin Lake Intertie
 - \$12,000 under budget
- 2015 UWMP Approved by DWR
 - \$20,000 under budget
- Digitize Water Rights Docs
 - \$48,000 under budget



Finance Department

- Turnover of additional Fire admin work
- New iONE accounting system
- GASB 68 pension liability reporting
- Online payment of deferred compensation
- Insurance binders for FY 2016-17
- Assisted CJPIA with workers comp and liability allocation
- Demographics provided to Fire Authority for pension alignment
- 50th Anniversary support



Sewer Department

- Revised vehicle replacement schedule
 - Eliminates #211 replacement
- Modified CIP to develop Gildart Relief Line
- Extensive research major equipment replacement purchases
 - Hydro truck
 - Video truck/equipment
- Skid Steer and Mini excavator operational effectiveness demonstrated



Human Resources

- Transfer CA-SDI to Reliance Std for Short and Long Term Disability
- ADP Payroll Processing Improvements
- Most Fire HR Duties Transferred to Fire JPA
- Safety Compliance Duties
- November 8, 2016 Elections
- Notice Employer Cost of Benefits to Employees



Solid Waste Department

- New 10/80 Schedule 6-Month Savings = \$13,400
- 1100 Additional Recycle Cans on Route (38%)
- Diversion Tonnage up 26% (183,400 lbs)
- Diversion of Commercial Saves \$'s

	YEARLY TONNAGE TOTALS				
	2012	2013	2014	2015	2016
RESIDENTIAL	6746.76	6655.49	6321.29	6120.86	6397.48
COMMERCIAL	1328.25	1530.76	1317.83	1157.29	1169.20
TOTAL TONS	8075.01	8186.25	7639.12	7278.15	7566.68

Administrative Department

- CRO Software Implementation
- OMS 500 Implementation
- 50th Celebration
- Backflow Program Redefined
- HazMat Materials Business Plans
- California EPA ID
- CSD Logo
- Tree Trimmed and Removed
- TAP Team Participation



Information Technologies

- Information Technology Fire Consolidation
- District Wide SCADA Radio Survey
- Rowe Repeater Installation
- New Domain Controller and Schema
- Upgrade Firewall
- Upgrade Appliance Services



In 2017 We Anticipate

- Water Masterplan
- Administrative Facilities Masterplan
- Construct first significant ADA compliance project
- Trash equipment collection efficiency evaluation
- Update Ordinance 186
- Fire closer to stand alone at the Authority

