

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING AGENDA
139 E BIG BEAR BLVD, BIG BEAR CITY CA 92314
JANUARY 3, 2018 - 5:00 P.M.**

1. Call To Order and Roll-Call
2. Invocation and Pledge Of Allegiance
3. Presentations
4. Information Items
 - A. Board Committee Assignments for 2018
5. Consent Calendar- Approval
 - A. Minutes of the Regular Meeting of December 18, 2017
 - B. Minutes of the Special Meeting of December 27, 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. Updated Policy for District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

13. Non-Agenda Public Comment
14. Directors' Closing Comments/Announcement Of Coming Events
15. Closed Session
 - A. PUBLIC EMPLOYEE 6 MONTH PERFORMANCE EVALUATION
(Government Code Section 54957)
Title: General Manager
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.

STAFF REPORT AND RECOMMENDATION
JANUARY 3, 2018 REGULAR BOARD MEETING

DATE: December 27, 2017
TO: Board of Directors
FROM: Morgan Szabad, Human Resources Manager/Board Secretary *MS*
SUBJECT: Board Committee Assignments for 2018

BACKGROUND:

The current Board Committee Assignment policy establishes that Board Committee assignments, made by the President of the Board, are assigned for a minimum of a one year period and that during that time period, no committee member can be removed from a committee without a four-fifths vote of the Board of Directors.

President Oxandaboure will announce the following Standing Board Committee Assignments for calendar year 2018:

- Administrative – Responsible for contracts, leases, real property, employee relations, and parks
 - Directors Oxandaboure and Walsh
- Finance – Budget, rates, and residual fire issues
 - Directors Walsh and Ziegler
- Sewer – Big Bear Area Regional Wastewater Agency and collection
 - Directors Green and Oxandaboure
- Solid Waste – Collection, hauling, and recycling
 - Directors Russo and Ziegler
- Water – Supply, distribution, and reclamation
 - Directors Green and Russo

Note: Standing committees comply with the open meeting requirements of the Ralph M. Brown Act.

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 18, 2017**

CALL TO ORDER

The Big Bear City Community Services District Board of Directors held a regular meeting on Monday, December 18, 2017 at 5:00 p.m. at 139 East Big Bear Boulevard, Big Bear City, CA 92314.

President Green called the meeting to order at 5:00 p.m. and Director Oxandaboure 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: None.

DISTRICT EMPLOYEES included: Jerry Griffith, Water Superintendent; Donna Horn, Administrative Department Manager; Kaylyn Johnson, Customer Service Representative; Andy Keller, Sewer Foreman; Ryan Reeves, Water Services Worker; Shari Strain, Finance Officer; Jon Zamorano, Solid Waste Superintendent; Mary Reeves, General Manager, and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PRESENTATIONS

- A. Presentation of June 30, 2017 Draft Financial Statements

Paul Kaymark, of the Pun Group, was present via tele-conference. Mr. Kaymark requested to set a special meeting of the Board on either December 27 or 28, 2017 to present the draft audited financial reports. The Board decided on having a special meeting on December 27, 2017 at 4:30 p.m.

INFORMATION ITEMS

- A. Election of President and Vice President for 2018

Director Oxandaboure nominated President Green to serve as President of the Board but that motion was not voted on because it did not receive a second.

President Green then nominated Director Oxandaboure to serve as President of the Board.

MOTION

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

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

The Board elected Director Oxandaboure to serve as President of the Board.

Director Green nominated Director Russo to serve as Vice-President. There were no additional nominations.

MOTION

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

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

The Board elected Director Russo to serve as Vice-President of the Board.

B. Discuss January 1, 2018 Regular Board Meeting – Possible Adjournment due to Holiday

General Manager Mary Reeves explained that January 1, 2018 is New Year’s Day, a legal and District recognized holiday. The District is closed in observance of the New Year’s holidays on January 1, 2018 and January 2, 2018. District Ordinance 2015-01 states, “If the time appointed for a regular meeting falls upon a legal or District holiday, such meeting shall be held at the same hour on the next succeeding business day of the District unless adjourned.” By consensus of the Board, it was decided to have the meeting the next succeeding business day, Wednesday, January 3, 2018 at 5:00 p.m.

CONSENT CALENDAR

The Board reviewed the items on the consent calendar.

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 the following consent items as presented:

- A. Minutes - Regular Meeting December 4, 2017
- B. Cash/Checks Disbursements November 2017 \$ 280,452.09
 Credit Card Purchases November 2017 \$ 7,278.95

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:

- Finance, December 12, 2017

Director Walsh explained that Finance Officer Shari Strain presented the first quarter financials to the Finance Committee. He reported that there was nothing unreasonable about the numbers presented. Ms. Strain informed the Board that she would like to have monthly Finance Committee meetings to go over the monthly financials.

- Solid Waste, December 14, 2017

Director Russo reported that the Solid Waste Committee discussed the purchase of a bin truck. The budgeted amount for the truck is \$75,000.00. Director Ziegler recommended having a double bin truck as opposed to a single bin truck to improve efficiency by being able to carry two dumpster bins at a time, instead of one. The cost to make the bin truck a double as opposed to a single would be an additional \$15,000.00, which would come from Solid Waste reserves. Solid Waste Superintendent Jon Zamorano answered Board questions regarding a single bin truck versus double bin truck. Director Russo included that the Committee had received a request from Mr. Zamorano that the cab of the new bin truck be the color red for the purpose of matching the red colored dumpster bins. Discussion was

had regarding the color, and it was determined that the Board is fine with the cab of the new bin truck being red to match the red dumpster bins.

MOTION

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

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

The Board approved the purchase of a double bin truck with the additional \$15,000.00 to come from Solid Waste reserves.

FIRE DEPARTMENT BUSINESS

Fire Chief Jeff Willis provided the Board with a brief update from the Ad Hoc Committee meeting regarding the Fire Authority’s strategic plan. Chief Willis answered questions regarding the status of the Fire Authority crews currently up North.

STAFF REPORTS

The General Manager’s report was discussed, received, and filed. The Supervisors’ monthly reports for November 2017 were discussed, received, and filed. General Manager Reeves wanted to point out that on Water Superintendent Jerry Griffith’s monthly report the Peter Pan Phase 2 project was completed significantly under the budgeted amount.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS/ADOPTION AGENDA/DISCUSSION/NOTICED HEARINGS

There was no new business.

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

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 5:42 p.m.

A handwritten signature in black ink, appearing to read "Morgan Szabad", written over a horizontal line.

Morgan Szabad
Secretary of the Board

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES – DECEMBER 27, 2017**

CALL TO ORDER

The Board of Directors of the Big Bear City Community Services District held a special meeting on Wednesday, December 27, 2017 at 4:30 p.m. at the District Office located at 139 E. Big Bear Blvd., Big Bear City, California, 92314.

President Oxandaboure called the meeting to order 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: None.

DISTRICT EMPLOYEES included: Eileen Berne, Financial Analyst; Shari Strain, Finance Officer; Mary Reeves, General Manager and Morgan Szabad, Human Resources Manager/Secretary of the Board.

PUBLIC COMMENT

No public comments were offered.

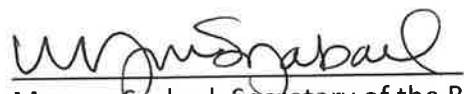
OPEN SESSION:

- A. Audited Financial Report – Fiscal Year Ended 6/30/17 – Discussion and possible action

Paul Kaymark, from The Pun Group, presented the Draft Audited Financial Report for Fiscal Year ended 6/30/17. He noted significant financial highlights regarding revenues and expenses for Fiscal Year ended 6/30/17. He explained the draft audit reports, including the reporting of pension liability. The Board reviewed the reports and asked questions.

ADJOURNMENT

By consensus of the Board, the meeting was adjourned at 5:13 p.m.



Morgan Szabad, Secretary of the Board
Big Bear City Community Services District

GENERAL MANAGER REPORT

JANUARY 03, 2018 REGULAR BOARD MEETING

DATE: December 29, 2017

TO: Board of Directors

FROM: Mary Reeves - General Manager *MR*

SUBJECT: General Manager's Report

In addition to staff meetings with each of the department supervisors, my work activities since the last General Manager's report include:

December 14, 2017 We held a Solid Waste Committee meeting at the District Office. We discussed a FY 2016/17 vehicle purchase. The committee recommended that this purchase be brought before the full Board for their consideration. This occurred at the December 18, 2017 regular meeting.

December 15, 2017 I took a vacation day.

December 18, 2017 I participated in a conference call regarding the Bear Valley Water Sustainability projects. Representatives from Water Systems Consulting, Inc. (WSC), the Big Bear Area Regional Wastewater Agency, the Big Bear Municipal Water District, the City of Big Bear Lake Department of Water and Power and I discussed the projects with representatives from the Regional Water Board who expressed their conceptual support. Laine from WSC will be making a presentation regarding the projects to the Board of Directors of the San Bernardino Valley Municipal Water District early next year.

December 20, 2017 I participated in another conference call regarding the Bear Valley Water Sustainability projects. Representatives from Best, Best, & Krieger (the lobbyists), the Big Bear Area Regional Wastewater Agency, the Big Bear Municipal Water District, the City of Big Bear Lake Department of Water and Power and I discussed the status of possible funding appropriations.



The lobbyists reported that the status of the authorizations is on-hold until mid-January due to the holidays.

- December 21, 2017 I attended training from the California Joint Powers Insurance Authority regarding CalOSHA regulations.
- December 25, 2017 The District was closed on December 25, 2017 and December 26, 2017 in observance of the Christmas holidays.
- December 27, 2017 We held a special meeting to review and receive the draft FY 2016/17 Financial Statements from the District's Auditor, Paul Kaymark. Paul explained the draft financial statements and noted significant highlights including revenues, expenses, and pension liabilities. He answered questions from the Board. The draft reports are still being finalized and will be put on the consent calendar at an upcoming Board meeting for approval.
- January 1, 2018 The District was closed on January 1, 2018 and January 2, 2018 in observance of the New Year holidays.

Notable Upcoming Events Include:

- I believe the fundraiser to support a proposed 2019 Big Bear Rose Parade float at the Big Bear Convention Center was rescheduled from Saturday, January 6, 2018 to Sunday, February 18, 2018. I have tried to confirm this information with float committee member Liz Harris, but she has not yet returned my phone message or email; I will let you know when I verify the correct date.

**STAFF REPORT AND RECOMMENDATION
JANUARY 3, 2018 REGULAR BOARD MEETING**

DATE: December 27, 2017

TO: Board of Directors

FROM: Mary Reeves, General Manager

SUBJECT: Updated Policy for District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

BACKGROUND:

On August 3, 2015, the Board approved a policy that provided Board members with oversight for vehicle and equipment purchasing.

The proposed update to the policy will give the Committee members additional information during their review of the purchase while still enabling the respective Committee and/or possibly the full Board a “second look” at costly equipment purchases and repairs after they have already been vetted during the budget process. Respective Committees will be provided with the details of a proposed vehicle purchase or expensive repair. They can move forward in three possible ways. They can acknowledge and accept the proposed purchase/cost. They can schedule a Committee meeting to discuss the matter further. Finally, they can recommend that the proposed purchase/repair be brought forward for consideration by the full Board.

FINANCIAL IMPACTS:

The policy, if adopted, will have no financial impact on District Finances. Any expenses associated with vehicle and equipment purchase and repair costs will have been budgeted. Also, if costs exceed budgeted amounts, under existing policy, they would be presented to the Board for their consideration.

RECOMMENDATION:

Staff recommends that the Board review the proposed update to the District’s policy and either recommend additional edits to the policy or adopt the policy as presented.

District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

Approved: _____

Effective: _____

Title: District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

Purpose: This policy, when adopted, will provide District Committees the opportunity to consider again the purchase of vehicles and expensive equipment after they have been previously approved during the budget process and to consider approval of expensive repairs.

Scope: This policy will apply to the purchase of all District fleet vehicles and field equipment. It will also apply to equipment repairs that are anticipated to cost more than \$10,000.

Procedure:

- a. Identify the need for and type of vehicle needs during the budget process with Water, Sewer and Solid Waste Committees. To the extent possible this discussion will include vehicle specifications and best estimate of cost.
- b. Prior to any vehicle purchase that has been included in the budget the respective Committee members will review the bids and any other pertinent information, such as, Yelp reviews, Google reviews, references from other utilities who have purchased a vehicle from vendors submitting bids and either allow the Department to move forward with the purchase as described in the budget and/or meet to discuss the matter further or make some recommendation to the Board for discussion and/or approval.
- c. Any single vehicle repair costing \$10,000 or more will be described to respective Committee members. If they would like a Committee meeting to discuss the matter further, a meeting will be scheduled, and the repair will be discussed. The Committee then will either allow the repair to be made or make some recommendation to the Board for discussion and/or approval.

District Vehicle and Equipment Purchase and Expensive Repair Cost Approval

Approved: 08-03-15

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Effective: 08-03-15

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