

**BIG BEAR CITY COMMUNITY SERVICES DISTRICT  
DISTRICT PROFILE SUMMARY SHEET**

DISTRICT CONTACT PERSON: **Michael K. Mayer, General Manager**

ADDRESS: **139 E. Big Bear Blvd.  
P.O. Box 558  
Big Bear City, CA 92314  
[www.bbccsd.org](http://www.bbccsd.org)**

DATE OF FORMATION: **The Big Bear City Community Services District was formed by voter approval on August 23, 1966 resulting in the consolidation of three separate agencies including the Big Bear City Sanitation District (trash collection), the Big Bear Fire Protection District, and the Big Bear City Street Lighting District.**

PRINCIPLE ACT: **Community Services District Law, Government Code Section 61000 et seq.**

IMPROVEMENT DISTRICTS: **XX YES      \_\_\_ NO**

GOVERNING BODY: **Locally elected five member Board of Directors**

MEMBERSHIP: **John Day, Board Member  
Marge McDonald, Board Member  
Jeff Newsome, Board Member  
Richard Ollila, Board Member  
Vacant Seat, Board Member**

PUBLIC MEETINGS: **Regular Board Meetings are scheduled at 5:30 p.m. on the first and third Mondays of each month.**

CURRENTLY AUTHORIZED POWERS (SERVICES):

<u>SERVICE</u>	<u>FUNCTIONS</u>
<b>Water</b>	<b>To supply the inhabitants of the district with water for domestic use, irrigation, sanitation, industrial use, fireprotection, and recreation</b>
<b>Sewer</b>	<b>Collection and disposal</b>
<b>Streetlighting</b>	<b>Streetlighting</b>
<b>Fire Protection</b>	<b>Structural, watershed, suppression, paramedic, ambulance, prevention.</b>
<b>Solid Waste</b>	<b>Collect, transfer, and dispose of solid waste and provide solid waste handling service for recycling</b>
<b>Park and Recreation</b>	<b>Acquire, construct, improve, maintain and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 Division 5 (commencing with Section 5780) of the Public Resources Code.</b>

LATENT POWERS (SERVICES) those services authorized by the agency's principal act, but not activated through the LAFCO process:

<u>SERVICE</u>	<u>FUNCTION</u>
Hydroelectric power	
Electric distribution system	
Mosquito Abatement	

AREA SERVED: **Approximately 21 square miles**

POPULATION: **11,698<sup>1</sup>**

REGISTERED VOTERS: **6,661 as of 11/4/2008**

SERVICES PROVIDED OUTSIDE AGENCY BOUNDARIES:

<u>SERVICE</u>	<u>PROVIDED TO WHOM</u>	<u>DATE OF CONTRACT</u>	<u>SUNSET DATE</u>
Ambulance	ICEMA Zone 20	N/A	None
Fire Protection	Baldwin Lake	8/25/98	None

SPECIAL CHARGES FOR SERVICE OUTSIDE BOUNDARIES: **None**

SPECIAL POLICIES FOR PROVIDING SERVICE OUTSIDE BOUNDARIES: **None**

### SPHERE OF INFLUENCE:

**ESTABLISHED:**

LAFCO Number	Resolution No./ Date Adopted	Location
<b>1273</b>	<b>Reso #889/12-27-1972</b>	

**CHANGES:**

LAFCO Number	Resolution No./ Date Adopted	Type Of Change	Location
<b>2199</b>	<b>Reso #1841/11-10-1982</b>	<b>Reduction</b>	
<b>2714</b>	<b>Reso #2387/08-19-1992</b>	<b>Reduction</b>	
<b>2799</b>	<b>Reso #2510/04/17/1996</b>	<b>Expansion</b>	
<b>2841</b>	<b>Reso #2606/07-15-1998</b>	<b>Reduction</b>	

<sup>1</sup> U.S. Bureau Census 2000 Demographic Profile Highlights (zip codes 92314 & 92386)

# MUNICIPAL SERVICE REVIEW

**INTRODUCTION:** The following provides an outline of the mandatory determinations for a municipal service review as set out in Government Code Section 56430. In addition, it provides an explanation of the purpose of the determination and the issues to be considered. While no agency will be required to respond to each of the issues identified below, this list is intended to be illustrative of the scope of issues that might be relevant to a local agency service review. Please review the list and identify those issues that are relevant to your agency and develop narrative responses to each determination.

## I. **Growth and Population**

**Purpose:** To evaluate service needs based upon existing and anticipated growth patterns and population projections.

### 1. Population Information (include identification of source for growth projection)

#### a) Existing and projected within agency boundary

Existing – **Approximately 11,698**

Projected – **1.8% growth per year through 2030 based on the County's Bear Valley Community Plan**

#### b) Existing and projected within sphere of influence (not to include area within agency's boundaries) – **None (government lands)**

### 2. General Plan

#### a) Excerpts regarding existing and projected growth – **(see response above)**

#### b) Other – **Existing land uses include BV/RC (Resource Conservation), BV/RL (Rural Living), BV/RL-5, BV/RL-20, BV/RL-40, BV/RS (Single Residential), BV/RS-1, BV/RS-10M, BV/RS-20M, BV/SD-Res (Special Development – Residential), BV/CG (General Commercial), BV/CN (Neighborhood Commercial), BV/IN (Institutional), BV/FW (Floodway)**

### 3. Identify Significant Growth Areas – **None**

## II. **Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies**

**Purpose:** To evaluate the infrastructure needs and deficiencies of a jurisdiction in terms of capacity, condition of facility, service quality and levels of services and its relationship to present and planned capacity. (Provide copies of documents where necessary).

### 1. Capital Improvement Plans/Studies

**The District has identified a number of capital improvement projects. Please see current Budget/Work Plan as well as existing master plans (water, sewer, fire).**

2. Water Service Plans/Studies
  - a) Supply and demand information – **Please refer to Water Master Plan**
3. Sewer Service Plans/Studies
  - a) Capacity and demand information – **Please refer to Sewer Master Plan and Sewer System Management Plan**
4. Age and Condition of Facilities
  - a) Water supply and distribution system – **Varies, see Water Master Plan**
  - b) Wastewater collection and treatment – **Varies, see Sewer Master Plan**
5. Capacity Analysis
  - a) Number of service units available – **Capable of meeting all future demand**
  - b) Number of service units currently allocated – **12,000 customers**
  - c) Total number of service units within agency boundaries **12,000 customers**
  - d) Total number of service units outside agencies boundaries. **0** Are there out-of-agency contracts? **No** Is the out-of-agency rate different than the in-agency rate for service? **N/A**
6. Future Development
  - a) What additional infrastructure is needed? **See Budget/Work Plan and Master Plans**
  - b) Description of additional facilities **See Budget/Work Plan and Master Plans**
  - c) How will it be funded? **See Budget/Work Plan and Master Plans**
  - d) Is there a schedule for improvement? **See Budget/Work Plan and Master Plans**
7. Reserve Capacity
  - a) What is the policy? **See Budget/Work Plan and Master Plans**
  - b) Are there inter-ties with other agencies? **See Budget/Work Plan and Master Plans**

### III. Financial ability to provide services

Purpose: To evaluate factors that affects the financing of providing services and needed improvements. To identify practices or opportunities that may help eliminate unnecessary costs. (Provide copies of documents where necessary).

1. Finance Documents/Plans for:
  - a) Two most recent adopted budgets **See attached 2009-10 and 2010-11 Budget/Work Plans**
  - b) Two most recent completed audits **See attached 2009 and 2010 Audits**
  - c) Service upgrades **Please refer to current Budget/Work Plan**
  - d) Capital improvements **Please refer to current Budget/Work Plan**
2. Bond Rating – **Not Applicable**

3. Revenue Sources
  - a) Identify – **Water, Sewer and Solid Waste service fees, property tax, emergency medical service fees, water and sewer connection fees and standby charges.**
  - b) Can they be expanded? **Yes**
4. Major Expenditure Categories
  - a) Identify - **Salaries and benefits, operations and maintenance**
  - b) What methods are used to control costs? **Management review and Board approval process**
5. Joint Financing Projects
  - a) Does agency participate? **No** If so, what are they? **Not Applicable**
  - b) What are the policies? **Not Applicable**
  - c) Please provide a copy of the agreement. **Not Applicable**
6. Overlapping/Duplicative Services **None**
7. Rely on Other Agencies **No**
  - a) Administrative functions –**Not Applicable**
  - b) Grant management – **Not Applicable**
  - c) In-house cost vs. outside cost – **Not Applicable**
8. Per-Unit Service Costs
  - a) Identify **See attached rates**
  - b) Comparison with others
9. Identify current rates and plans. Please identify any planned rate changes. **None**

**IV. Status of, and opportunities for shared facilities**

Purpose: To evaluate the opportunities for a jurisdiction to share facilities and resources to develop more efficient service delivery systems.

1. Shared Facilities
  - a) Existing – flood, parks, groundwater storage, etc. – **None**
  - b) Future opportunities/options – **None**
2. Duplication of Facilities
  - a) Existing duplication? – **Not Applicable**
  - b) Planned/future duplication? – **None**
  - c) Excess capacity available to outside customers? – **Not Applicable**
  - d) Productivity ratings, if any, for staff – **Not Applicable**

**V. Accountability for community service needs, including governmental structure and operational efficiencies**

Purpose: To evaluate the accessibility and levels of public participation associated within the agency's decision-making and management processes, to consider the advantages and disadvantages of various government structures to provide public

services, and to evaluate whether organizational changes to governmental structure can be made to improve the quality of public services in comparison to cost.

1. Budget

- a) Policies – **Yes**
- b) Policies for payment of stipend, benefits, travel, educational expenses of the governing body – **Yes**
- c) Preparation/public involvement – **Board meetings**
- d) Analysis – revenues/reserves/expenditures – **Quarterly budget review**

2. Governing Body

- a) Selection process – **By election alternating every four years**
- b) Representation (Districts, area-wide) **Area-wide**
- c) Frequency of meetings – **Twice a month**
- d) Brown Act compliance – **Yes**
- e) Number of elections over last decade – **4**

3. Level of Service

- a) Meets or exceeds customer needs? **Yes**
- b) Customer satisfaction
  - i) Surveys **Yes**
  - ii) Complaint tracking **Yes**

4. Customer/Community Access

- a) Hours – **7:30am-4:30pm**
- b) Newsletters – **No**
- c) Website – **bbccsd.org & bigbearcityfire.org (fire)**
- d) Media coverage – **Big Bear Grizzly and KBHR 93.3 FM Radio**
- e) Cable/public access TV – **No**

5. Regular Progress Reports

- a) Budget – major projects – **Quarterly budget review**
- b) Operations – **Monthly reporting at board meetings**
- c) Voter participation – **Yes**

6. Does the agency recommend any government structure options (consolidation, reorganization, status quo)? – **Reorganization**

- a) Benefit to customers – **DWP customers in our service area receive lower cost water**
- b) Services to be provided – **Water**
- c) What would the hurdles be to consolidation/reorganization? – **Agreement by DWP**

7. Does the agency have strategies or policies for future service delivery?

- a) Strategies for directing growth – **Yes, see Master Plans**
- b) Infill – **same policies apply**
- c) Conservation – **Water conservation incentive program**

- d) Annexation policies – **None**
- e) Policies related to providing service outside agency boundaries – **None**

8. Operational Efficiencies

- a) Staffing Levels – **Please refer to current Budget/Work Plan**
- b) Technology (e.g. billing systems) – **Various software/programs**
- c) Joint Powers Agreements – **Big Bear Area Regional Wastewater Agency**
  - i) Identify and describe
  - ii) Please provide copy of agreement
  - iii) Generally describe service area
  - iv) Describe any specific policies related to the agreement

**MANDATORY FIVE YEAR  
SPHERE OF INFLUENCE UPDATE**

**INTRODUCTION:** The questions on this form are designed to obtain data about the entity's existing sphere of influence to allow the Commission and its staff to begin to assess the mandated sphere update process. You are encouraged to include any additional information that you believe is pertinent to the process. Use additional sheets where necessary and/or include any relevant documents.

1. NAME OF AGENCY: **Big Bear City Community Services District**
2. Provide an identification of the entities that provide service to your agency. Please indicate whether they are public or private entities and include subsidiary districts in this description. Please include a description of City or District-governed agencies (i.e., redevelopment agency, development corporations, joint powers authorities, improvement districts, etc.):

**Big Bear Valley Recreation and Park District (park and recreation services within District)**  
**Big Bear Area Regional Wastewater Agency (Joint Powers Authority for sewage treatment)**  
**County of San Bernardino (various services)**  
**Big Bear Airport District (airport management)**  
**Mayer Hoffman McCann P.C. (private firm for audit services)**  
**Best, Best & Krieger LLP (private firm for legal services)**

3. Provide a narrative description of anticipated alterations in the agency's current sphere of influence that should be considered in this review. This identification should include any potential development that would require a sphere of influence amendment for implementation, etc. (If additional room for response is necessary, please attach additional sheets to this form.)

**Not Applicable – CSD supports status-quo**

4. **CITIES:** Provide an outline of negotiations with the County of San Bernardino related to any sphere change anticipated. Please include an outline of agreements on boundaries, development standards, zoning requirements, if any. This is required pursuant to Government Code Section 56425(b).

**Not Applicable.**

5. **CITIES:** Provide an outline of the dates for adoption and plans for update, if any, for:

General Plan _____	
Elements if adopted separately	
NAME	DATE OF ADOPTION/UPDATE PLANS
_____	_____
_____	_____
_____	_____
_____	_____

6. **CITIES/SPECIAL DISTRICTS:** For the services provided by the agency identify the appropriate document below and provide an outline of the date of adoption, schedule for update, copy of the document and copy of environmental document, if applicable:

Master Plan for Water Utility  
Master Plan for Sewer Utility  
Master Plan for Fire Service  
Urban Water Management Plan  
Other

**Water Master Plan (2010)**  
**Sewer Master Plan (2002)**  
**Fire Master Plan (2007)**  
**Currently in process (2011 target completion)**  
**Sewer System Management Plan (2010)**

7. **SPECIAL DISTRICTS:** Provide an outline of the following items related to the services provided by the District. This response is specifically required by Government Code Section 56425(i) et seq.

a) Provide a written statement specifying the functions and/or classes of service provided by your District.

**The CSD provides one or more services to approximately 12,000 customers.**

**The Water Department's major facilities include 82 miles of pipeline ranging from 1.5 to 20 inches in diameter, 11 vertical wells, 2 slant wells, 2 springs, 4 reservoirs which store a total of 6.25 million gallons of water, and 6 water booster stations.**

**The Sewer Department maintains a system consisting of approximately 115 lineal miles of sewer pipeline, 2,889 manholes, and 7 sewer pump stations. The Department now services almost 12,000 homes and businesses.**

**The Solid Waste Department services 11,500 customer accounts providing household and commercial refuse collection and disposal to the Big Bear Transfer Station. A fleet of 7 refuse-hauling and 4 support vehicles keep the Department operating Monday through Saturday. Also, a curbside recycling program is now available to the Department's customers.**

**The Fire Department consists of 2 fully-staffed fire stations with 19 pieces of fire and medical apparatus. The Department is responsible for fire suppression, medical emergency response, fire prevention and investigation to more than 16,000 improved and unimproved properties. The Fire Department provides paramedic and ambulance transport services to an operating area of 258 square miles.**

**The CSD also provides park and recreation services.**

b) Provide a written description of the nature, location and extent of the functions and/or classes of service outlined above. Where the service area is less than the boundaries of the District provide a map depiction of the location.

**CSD provides its services District wide. Ambulance transport services are provided within the ICEMA Zone 20 Operating Area comprising approximately 258 square miles.**

c) Provide a brief outline of master plans adopted for each of the services listed above including a summary of their findings and the date of their adoption. If master plans are required to be filed with a County, State or Federal agency please note the date of their acceptance. Provide a copy of the master plans with this document if not previously provided to the LAFCO staff office including a copy of the environmental determination associated with the document.

The CSD's Water Master Plan (2010) focuses on evaluation of its sources of supply and storage, analysis of the existing water system (evaluating the physical aspects of the transmission and distribution system, including planned improvements), and provides hydraulic computer modeling of the system.

The CSD's Sewer Master Plan (2002) was prepared to conduct a comprehensive review of the sewer collection system and identify those areas within the CSD's sewer system that require upgrading due to insufficient capacity to serve future growth and capital improvements necessary to maintain a reliable sewage conveyance system.

The CSD's Sewer System Management Plan (SSMP) was prepared to meet the requirements of Regional Water Quality Control Board (RWQCB), which mandates the preparation of an SSMP following the guidelines in the SSMP Development Guide prepared by the RWQCB in cooperation with the Santa Ana Water Quality Control Board Region 8 (SAWQCB). More recently, the State Water Resources Control Board (SWRCB) also has required all public wastewater collection system agencies in California with greater than one mile of sewer to be regulated under General Waste Discharge Requirements (WDR). The SWRCB SSMP requirements are similar to those required by the RWQCB. The CSD's SSMP addresses both the RWQCB and SWRCB requirements.

The CSD's Fire Master Plan (2007) was prepared to study fire protection and emergency medical services provided by its Fire Department, evaluating its existing fire protection and emergency medical systems, analyzing performance and developing potential improvements needed based on demand forecasts and analysis of existing resources.

8. Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:

a) The present and planned land uses in the area, including agricultural and open-space lands.

Existing land uses include BV/RC (Resource Conservation), BV/RL (Rural Living), BV/RL-5, BV/RL-20, BV/RL-40, BV/RS (Single Residential), BV/RS-1, BV/RS-10M, BV/RS-20M, BV/SD-Res (Special Development – Residential), BV/CG (General Commercial), BV/CN (Neighborhood Commercial), BV/IN (Institutional), BV/FW (Floodway). No change in land uses are anticipated.

b) The present and probable need for public facilities and services in the area.

**The CSD meets the service needs within its service area.**

c) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

**The CSD provides a full range of services including water, wastewater, fire and paramedic, ambulance, solid waste, and park and recreation. The CSD has adequate facilities and services that can serve its customers throughout the District.**

- d) The existence of any social or economic communities of interest in the area.

The CSD is generally considered a part of the community of Big Bear Valley. More specifically, the CSD and its sphere of influence includes the unincorporated communities of Big Bear City, Moonridge (portion), Sugarloaf, and Erwin Lake.

**CERTIFICATION**

I hereby certify that the statements furnished above and in the attached supplements, exhibits, and documents present the date and information required for this mandatory review to the best of my ability, and that the facts, statements, and information presented herein are true and correct to the best of my knowledge and belief.

DATE: 10/22/10

*M. K. Mayer*  
Signature of Official

Michael K. Mayer  
Printed Name

General Manager  
Title