

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
February 26, 2019

OPEN SESSION

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power Commissioners was called to order at 9:00 a.m. on February 26, 2019 by Vice Chair Bob Tarras (Acting Chair) at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

Bob Tarras, Vice-Chair
Craig Hjorth, Treasurer
Alan Lee, Commissioner
Barbara Willey, Commissioner

PLEDGE OF ALLEGIANCE

Reginald Lamson, General Manager

The Board adjourned at 9:03 a.m. for a short break and the Board reconvened at 9:04 a.m.

PUBLIC FORUM

Introduction of DWP's new Senior Billing Specialist and Accounting/Billing Assistant

Rachel Franklin, Human Resources/Risk Management, introduced Johnny Lopez-Mendoza, who was recently promoted to Senior Billing Specialist, and Alex Pedroza, who was recently promoted to Accounting/Billing Assistant.

1. PUBLIC HEARING

1.1 Open Hearing

Sierra Orr, Water Conservation and Public Information Supervisor, shared the status of the Water Conservation Management Plan.

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 4-0 to postpone consideration and approval of the Water Conservation Management Plan until the March Regular Board meeting.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated January 22, 2019

Motion made by Treasurer Hjorth, seconded by Commissioner Willey, and carried 4-0 to approve the January 22, 2019 meeting minutes.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3. ITEMS REMOVED FROM CONSENT CALENDAR

None

4. DISCUSSION/ACTION ITEMS

4.1 RESOLUTION NO. 2019-02 – Amend Policy #2008-01 Election of Board Officers and Committee Assignments

The Board discussed the current vacant Board position and whether there was any impact from the Board not holding an election of officers on the scheduled date.

Motion made by Commissioner Willey, seconded by Treasurer Hjorth, and carried 4-0 to adopt Resolution No. DWP 2019-02 amending policy #2008-01 Election of Board Officers and Committee Appointments

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

Motion made by Commissioner Willey, seconded by Treasurer Hjorth, and carried 4-0 to elect Bob Tarras as Chair, Barbara Willey as Vice-Chair, and Craig Hjorth as Treasurer from February 26, 2019 until June 30, 2019.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.2 Authenticate Check Register 1/1/2019 to 1/31/2019

The Board inquired into check 011834 (Verizon Wireless), check 011836 (Grainger Inc), and check 011866 (Ludecke's Electrical Service, Inc.). Danielle McGee, Chief Financial Officer, shared that the Verizon Wireless payment included an annual service charge for mobile device management and Steve Wilson, Water Superintendent shared that the payment to Grainger, which included toilet paper, was a cost benefit to DWP because the item is bought by the case. Steve Wilson, also shared that the replacement of LED lights was only for DWP's main building.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authenticate the Check Register 1/1/2019-1/31/2019.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

4.3 Approve Temporary Appointment for Department and Software Transitions

The Board reviewed and discussed the temporary appointment of a Senior Customer Service Representative to facilitate staff and software transitions.

Motion made by Commissioner Lee, seconded by Vice-Chair Willey, and carried 4-0 to authorize staff to extend the employment of a Senior Customer Service Representative for a temporary basis not to exceed ten months and approve the budget adjustment for this appointment.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.4 Approve Extension of Accent Computer Solutions, Inc. Agreement (Accent)

The Board reviewed and discussed extending Accent's agreement.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 authorize staff to extend an amendment to the contract with Accent for managed IT support services to allow for two one-year extension options.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

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4.5 Approve Earth Day Event

The Board reviewed and discussed an elevated participation with BVES on Earth Day.

Motion made by Commissioner Lee, seconded by Vice-Chair Willey, and carried 4-0 to approve the proposed Earth Day event and budget of \$4,000 for the event.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.6 DWP's Financial Analysis as of 6/30/2018

Dani McGee shared that the preparation of the DWP's annual report for fiscal year 2017/18 has been delayed due to other priorities. Unaudited financial data for the year ended June 30, 2018 was presented to the Board for review and discussion. The Board inquired as to whether there were any deficiencies identified during the annual audit. Staff responded that no deficiencies were identified..

4.7 Informational Report - Comment Letter on the Draft Report on Options for Implementation of a Statewide Low-Income Water Rate Assistance Program

The Board inquired about the financial impact to the DWP if the proposed program were to be adopted.

4.8 Management Reports

Rachel Franklin shared that two agencies in the Bear Valley have discussed and voted to change stipends and/or benefits for Board members. The Board requested research on what the different agencies are doing with regards to their Board members.

Commissioner Lee stepped out of the meeting at 11:01 a.m.

In response to the Board Secretary's request for the Board Commissioner's Availability, Vice-Chair Willey shared that she will be unavailable for the March Regular Board Meeting and Treasurer Hjorth shared that he will be unavailable for the April Regular Board Meeting.

4.9 Board Member Reports

Nothing to report

At 11:06 a.m., Chair Tarras moved to recess without objection.

5. CLOSED SESSION

The Board adjourned to closed session at 11:29 a.m.

Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation

Title: General Manager

At 12:42 p.m., the Board came out of closed session with no reportable action.

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OPEN SESSION

At 12:45 p.m., the Board came back in to open session.

4.1(a) RESOLUTION NO. 2019-02 – Amend Policy #2008-01 Election of Board Officers and Committee Assignments

The Board elected Chair Tarras and Treasurer Hjorth to serve on the Technical Review Team (TRT) committee. The Board also elected Vice-Chair Willey and Commissioner Lee to serve on the Human Resources Special committee.

ADJOURNMENT

No additional business came before the Board. At 12:47 p.m. Chair Tarras adjourned the meeting.



Leanne Eagleson, Secretary to the Board of Commissioners
DWP Board of Commissioners

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