

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**FEBRUARY 27, 2018**

**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 AM on February 27, 2018 by Chair Smith at 41972 Garstin Drive, Big Bear Lake, California 92315.

**BOARD MEMBERS PRESENT:**

Don Smith, Chair  
Bob Tarras, Vice Chair  
Craig Hjorth, Treasurer

**BOARD MEMBERS EXCUSED:**

Alan Lee, Commissioner  
Barbara Willey, Commissioner

**PLEDGE OF ALLEGIANCE**

Jack Roberts, Board Secretary

**PUBLIC FORUM**

No public comments were received.

**1. SERVICE AWARDS**

Board recognized Jason Beck and Jason Hall for 25 years of service to the DWP and Bruce Fellman for 20 years of service to the DWP.

**2. CONSENT CALENDAR**

- 2.1 Approve Minutes of a Special Board Meeting Dated January 22, 2018**
- 2.2 Authenticate Check Register 1/1/2018 to 1/31/2018**

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to approve the Consent Calendar.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3. DISCUSSION/ACTION ITEMS**

**3.1 City Charter Legal Update and Resolution No. DWP 2018-01 – Job Classification Updates for Chief Financial Officer and Board Secretary/Admin Analyst**

Board reviewed and discussed the legal opinion regarding DWP practices as they relate to the city charter and discussed adopting a resolution to update the job classifications for the CFO and Board Secretary. During the discussion, the e-mail regarding this topic from Commissioner Lee was considered.

*Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 3-0 to adopt Resolution No. DWP 2018-01, updating the job classifications for the CFO and Board Secretary.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.2 Electronic Bill Notification and Outsourcing of Print/Mail**

Board discussed the E-billing solution recommended by staff and outsourcing of bill printing.

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to authorize staff to implement an E-billing solution and outsourcing of bill printing.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.3 Annual Report for FY 2016/17**

Board reviewed the annual report for fiscal year 2016/2017.

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to adopt the FY 2016/2017 Annual Report.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.4 Financials through 12/31/2017**

Board reviewed and discussed the financials for the current fiscal year through December 31, 2017.

**3.5 Resolution No. DWP 2018-02 – Equipment Operator I Salary Schedule Update**

Board reviewed and discussed updating the Equipment Operator I pay scale.

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to adopt Resolution No. DWP 2018-02, updating the pay scale for the Utility Technician / Equipment Operator I position classification.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.6 Ad Hoc Committee for Human Resources**

Board discussed forming an Ad Hoc Human Resources Committee to review job classifications and ultimately consider if a compensation study is warranted. The Board directed staff to convene a workshop meeting, if necessary, rather than creating an ad hoc committee.

**3.7 Resolution No. DWP 2018-03 – Employee Service Award Policy Update**

Board discussed adopting Resolution No. DWP 2018-03 to update the Employee Service Award policy.

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to adopt Resolution No. DWP 2018-03, amending Policy #2015-02, Employee Service Awards, with the Board directed change of adding service awards through 50 years of service.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.8 Resolution No. DWP 2018-XX – Computer Loan Policy**

Board discussed adopting Resolution No. DWP 2018-XX to create a DWP specific Computer Loan Program.

*Motion made by Treasurer Hjorth, seconded by Chair Smith and failed due to a lack of a full board majority vote, with a 2-1 vote to adopt a DWP Computer Loan Program policy.*

*AYES: Hjorth, Smith,*

*NOES: Tarras*

*ABSTAIN: -*

**3.9 Ad Hoc Committee for the Facilities Improvement Plan**

Board considered forming an Ad Hoc Committee to look at the DWP facility needs. The Board directed staff to bring space planning proposals to the full board for consideration.

**3.10 Document Management Software**

Board discussed the staff recommended Laserfiche document management solution to update and modernize DWP's records. Board directed staff to try out the software via a demo license or coordinate with the City and bring this item back to the Board for future consideration.

**3.11 Resolution No. DWP 2018-04 – California Energy Commission Loan Agreement**

Board discussed adopting Resolution No. DWP 2018-04 to approve the terms of the CEC loan for \$1.1M, with a ten year term and a 1% interest rate.

*Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 3-0 to adopt Resolution No. DWP 2018-04, accepting the terms of the CEC Loan agreement and authorizing the Chair or Treasurer to be the signatory on the agreement. The City Council accepted the terms of the loan contingent upon the Board of Commissioner's approval.*

*AYES: Hjorth, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.12 Management Reports**

Board reviewed and discussed staff reports.

**3.13 Board Member Reports**

No additional business came before the Board at 11:52 AM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary  
DWP Board of Commissioners

Approved at meeting dated: 3/30/2018