

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
MARCH 30, 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 March 30, 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
Alan Lee, Commissioner
Barbara Willey, Commissioner

BOARD MEMBERS EXCUSED:

PLEDGE OF ALLEGIANCE

Craig Hjorth, Treasurer

PUBLIC FORUM

Public comment was made by a gentlemen named Bruce, a Sugarloaf property owner, about current and proposed DWP water rate structure.

INTRODUCTION

Sierra Orr introduced DWP's new Temporary Part-Time Conservation Technician, Victoria Bravo, to the Board of Commissioners.

1. PUBLIC HEARING

RESOLUTION NO. DWP 2018-05 DWP - DWP Water Rates for Fiscal Years 2018/2019 through 2022/2023

Board conducted a public hearing on the proposed water rates for fiscal years 2018/2019 through 2022/2023. Public comment was received from Bruce, a Sugarloaf property owner and Norm Reinik of Big Bear Lake. A majority protest vote of the identified parcel owners for water rates would equal 7,833. The Board received six (6) written protests and therefore a majority protest vote did not exist. The Board considered Resolution No. DWP 2018-05 – Adopting Adjustments to the DWP's Rates, Charges, and Fees for Water Service and Requesting Approval by the City Council.

A roll call vote was conducted for Resolution No. DWP 2018-05 - DWP Water Rates for Fiscal Years 2018/2019 through 2022/2023.

Commissioner Tarras: Aye

Commissioner Hjorth: Aye

Commissioner Lee: Aye

Commissioner Willey: Aye

Board Chair, Commissioner Smith: Aye

The resolution was adopted by a vote of five (5) to zero (0).

2. CONSENT CALENDAR

ITEMS REMOVED FROM THE CONSENT CALENDAR

2.1 Approve Minutes of a Regular Board Meeting Dated February 27, 2018

Board reviewed and discussed the meeting minutes from the February Meeting. Commissioner Lee voiced his disappointment that the members present for the February Board Meeting did not withdraw an agenda item he had expressed specific interest in for approximately the past 12 months.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to approve the minutes from the February 27, 2018 Regular Board Meeting.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.2 Accent Computer Solutions Contract Renewal

Board reviewed and discussed the renewal of the Accent Computer Solutions contract.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to approve the Accent Computer Solutions Contract Renewal.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 Resolution No. DWP 2018-06 – DWP Water Rate Study

Board reviewed and discussed the DWP Water Rate Study.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to adopt Resolution No. DWP 2018-06 – Approving the DWP Water Rate Study.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Authenticate Check Register 2/1/2018 to 2/28/2018

Board discussed the format of the check register and directed staff to revert back to how staff has been formatting the check registers for the past several years and have legal bills available for board member review upon request. Board discussed the authentication of the February Check Register.

Motion made by Treasurer Hjorth, seconded Commissioner Willey and carried 5-0 to authenticate the check register for 2/1/2018 to 2/28/2018.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 DWP Telephone Contact Number for Board Members

Board reviewed and discussed telephone contact numbers for the public to be able to contact Board Members directly. The Board opted for the no cost option, where the Board Members will provide a contact number to staff to be placed on their business cards.

3.4 Capacity Charge and Meter Installation Fees

Board reviewed and discussed the annual update to the Capacity Charge and Meter Install fees.

Motion made by Vice Chair Tarras, seconded Treasurer Hjorth and carried 5-0 to increase the Capacity Charge and Meter Install fees pursuant to the 3.1% change in the ENR Construction Cost Index as of February 2018.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Resolution No. DWP 2018-07 – Service Award Policy Update

Board reviewed and discussed updating Policy # 2015-02 – Employee Service Awards. The Board directed staff to modify the proposed policy to show the net award to the employee and add language to allow for the gross up of awards for applicable taxes at the appropriate supplemental tax rates.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to adopt Resolution No. DWP 2018-07, updating the DWP Policy # 2015-02 as amended by the Board to reflect the net amount of the service award to employees.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Water Conservation Management Plan – Draft Measures and Public Involvement Plan

Board reviewed and discussed the Water Conservation Management Plan draft measures and public involvement plan. The Board provided input to the draft measures and directed staff to proceed with the Public Involvement Plan.

3.7 Resolution No. DWP 2018-08 – Customer Service Representative Job Description Update

Board discussed adopting Resolution No. DWP 2018-08 to update the Customer Service Representative job description. The Board provided amendments to the proposed Job Description Update.

Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to adopt Resolution No. DWP 2018-08, updating the Customer Service Representative job description as amended by the Board to reflect the General Manager may extend the timeframe required for an employee to obtain a water distribution certification by up to 12 months.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Professional Services Agreement – Architectural

Board reviewed and discussed authorizing staff to enter into a contract with MOA Architects to provide architectural services to update DWP's customer service lobby. The Board directed staff to contact additional consultants and solicit more proposals.

3.9 Resolution No. DWP 2018-09 – Computer Loan Policy

Board discussed adopting Resolution No. DWP 2018-09 to create a DWP specific Computer Loan Program – DWP Policy # 2018-01.

Motion made by Treasurer Hjorth, seconded by Commissioner Willey and carried 3-2 to adopt Resolution No. DWP 2018-09, creating DWP Policy # 2018-01 – Computer Loan Program.

AYES: Hjorth, Smith, Willey

NOES: Lee, Tarras

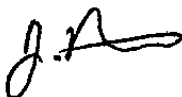
ABSTAIN: -

3.10 Management Reports

Board reviewed and discussed staff reports.

3.11 Board Member Reports

No additional business came before the Board and at 12:15 PM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 4/24/2018