

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
April 23, 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 April 23, 2019 by Chair Bob Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

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

PLEDGE OF ALLEGIANCE

Steve Wilson, Water Superintendent

PUBLIC FORUM

None

Introductions:

Kelle Barrette, Customer Service Supervisor, introduced Samantha (Sam) Armstrong and Diane Masterpol, DWP's new Customer Service Representatives. Danielle McGee, Chief Financial Officer, introduced Daren Lou, DWP's new Financial Analyst.

Acknowledgement:

Reginald Lamson, General Manager, and Bob Tarras, Chair, acknowledged Danielle McGee's ten year anniversary, thanked her for her dedication and hard work, and provided her with a ten year pin.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated March 26, 2019

1.2 Standby Charges

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 4-0 to approve the Consent Calendar.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed from the Consent Calendar.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 3/1/2019 to 3/31/2019

The Board inquired into Check numbers 11975, 11997, and 12024. Check numbers 11975 and 11997 are fees for training. Check number 12024 is payment for prefabricated risers which are used to modify the meter depth.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authenticate the Check Register 3/1/2019-3/31/2019.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 TRT Committee

The Board discussed the recommendation regarding no outdoor watering specifically with regards to Memorial Day and Labor Day weekends. Staff was instructed to provide additional information regarding outdoor water during summer holidays.

Motion made by Commissioner Lee, seconded by Vice-Chair Willey, and carried 4-0 to manage DWP's water resources with regards to (1) continue water resource management, monitoring, and conservation efforts; (2) follow all developments associated with current and future legislation and regulation; and (3) continue to promote our water conservation message and regulations with a focus on Making Conservation a California Way of Life.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Amendment to WSC Agreement for Sawmill Well Bid and Construction Engineering Services

Motion made by Commissioner Lee, seconded by Vice-Chair Willey, and carried 4-0 to amend WSC's Agreement for Sawmill Well Bid and Construction Engineering Services in the amount of \$10,000.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Authorize budget adjustment for Small-Scale Automation Projects

Motion made by Commissioner Lee, seconded by Vice-Chair Willey, and carried 4-0 to authorize the budget adjustment for the Small-Scale Automation Projects including \$75,000 revenue from the federal grant and DWP's cost share of \$114,515.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Award bid and construction phase services for 2018 USDA Pipeline Replacement Project

The Board discussed WSC's qualifications, the fact that WSC's proposal has the highest quality ranked proposal, the fact that WSC did not submit the lowest design services proposal, and that WSC has a history of not billing the full amount of their construction services proposal.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 3-1 to award bid and construction phase services to WSC in the amount of \$798,192.

AYES: Hjorth, Tarras, Willey

NOES: - Lee

ABSTAIN: -

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At 10:12 a.m., the Board adjourned for a short break.

At 10:22 a.m., the Board resumed the meeting and discussion.

3.6 Fiscal Year 2019/20 Budget

Reginald Lamson presented the Fiscal Year 2019/20 Proposed Budget and the Board asked clarifying questions and suggested edits to the Budget Workshop Presentation.

3.7 Management Reports

Sierra Orr, Water Conservation & Public Information Supervisor, shared that DWP received positive feedback on the Earth Day event and that the kids enjoyed the event. The Board acknowledged that Danielle McGee did a great job on the budget.

3.8 Board Member Reports

Commissioner Lee shared that the Human Resources Committee met to kick-off the Classification and Compensation Study. The Consultant had prepared a preliminary analysis of target cities and he wants to ensure DWP manages employee expectations. Vice-Chair Willey shared that she attended the kick-off meeting for the Classification and Compensation Study for all DWP employees. Chair Tarras shared that he submitted an application for another Board of Commissioner Term.

ADJOURNMENT

No additional business came before the Board. At 12:09 a.m. Chair Tarras adjourned the meeting.



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

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