

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

Jack Roberts

INTRODUCTION

Steve Wilson introduced DWP's new Temporary Laborer, Brian Juliana, and DWP's new Utility Technician, Todd Lipka.

PUBLIC FORUM

No public comment.

1. CONSENT CALENDAR

- 1.2 Approve Minutes of a Special Board Meeting Dated June 8, 2018**
- 1.4 FY 2018/19 Board Approved Healthcare Package Budget Amendment**
- 1.6 5-Year Capital Spending and Reserve Plan**
- 1.10 BVB Water Sustainability Agency - Finances**

Motion made by Commissioner Willey, seconded by Treasurer Hjorth and carried 5-0 to approve the Consent Calendar Items 1.2, 1.4, 1.6, and 1.10.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

ITEMS REMOVED FROM THE CONSENT CALENDAR

- 1.1 Approve Minutes of a Regular Board Meeting Dated May 22, 2018**

Motion made by Commissioner Willey, seconded by Treasurer Hjorth and carried 4-0 to approve Item 1.1.

AYES: Hjorth, Lee, Smith, Willey

NOES: -

ABSTAIN: Tarras

- 1.3 Authenticate Check Register 5/1/2018 to 5/31/2018**
- 1.5 Update Vision Statement**
- 1.7 Vehicle Replacement Purchases**
- 1.8 Backhoe Trailer Replacement Purchase**
- 1.9 Insurance Payment Due to CJPIA**

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to approve Items 1.3, 1.5, 1.7, 1.8, and 1.9 with adjustments made to Item 1.5, updating the DWP Vision Statement.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. DISCUSSION/ACTION ITEMS

2.1 BBLDWP Open House Event

Board directed staff to further research the cost of a DWP Open house and bring a proposal back to the Board at the July or August meeting.

2.2 Resolution No. DWP 2018-16 – USBR Grant Application – Small-Scale Water Efficiency Grant

Board reviewed and discussed applying for the USBR grant opportunity.

Motion made by Commissioner Willey, seconded by Treasurer Hjorth and carried 5-0 to adopt Resolution No. DWP 2018-16 authorizing staff to submit a USBR Small-Scale Water Efficiency Grant Application.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.3 Water Conservation Management Plan

Board directed staff to move forward with the modeling phase of the Water Conservation Management Plan.

2.4 BVBGSA Staffing Service Agreement

Board reviewed and discussed the staffing agreement between BVBGSA and DWP.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to approve the staffing agreement between BVBGSA and DWP..

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.5 USDA Loan Application

Board discussed the potential USDA loan and authorizing the GM to apply for a loan with USDA.

Motion made by Vice Chair Tarras, seconded by Commissioner Willey and carried 5-0 to authorize the GM to apply for funding with USDA for up to \$12M.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.6 Resolution No. DWP 2018-17 – FY2018/19 Pay Scale Updates for COLA

Board reviewed and discussed the COLA adjustment approved at the May 22, 2018 meeting.

Motion made by Commissioner Lee, seconded by Commissioner Willey and carried 5-0 to adopting Resolution No. DWP 2018-17 – FY2018/19 Pay Scale Update for COLA and approving the associated budget adjustment.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.7 Resolution No. DWP 2018-18 – Water Conservation Technician Salary Schedule Update

Board reviewed and discussed adopting Resolution No. DWP 2018-18 to adjust the pay scale for the Water Conservation Technician.

Motion made by Commissioner Lee, seconded by Treasurer Hjorth and carried 5-0 to adopting Resolution No. DWP 2018-18 – Water Conservation Technician Salary Schedule Update.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.8 Resolution No. DWP 2018-XX – Revision to DWP Policy #2017-01, Benefits and Working Conditions for Employees

Board reviewed and discussed staff proposed amendments to DWP Policy #2017-01. Board directed staff to form an ad-hoc committee, with Commissioner Willey and Commissioner Lee as members, to review and provide guidance on the proposed policy updates. The Board expects policy update recommendations from the committee to come to the full Board for consideration.

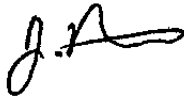
2.9 Management Reports

Board reviewed and discussed staff reports.

2.10 Board Member Reports

Commissioner Lee commended the GM, the Water Superintendent and the Temporary Laborer on their conduct and how they handled the complaint by a property owner adjacent to one of our reservoirs. Commissioner Lee recommended a periodic performance evaluation of the General Manager be conducted soon.

No additional business came before the Board and at 12:13 PM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 7/24/2018