

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
August 28, 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 August 28, 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

Alan Lee, Commissioner

PUBLIC FORUM

No public comment.

1. CONSENT CALENDAR

- 1.1 Approve Minutes of a Regular Board Meeting Dated July 24, 2018**
- 1.2 Approve Minutes of a Special Board Meeting Dated August 3, 2018**
- 1.3 Authenticate Check Register 7/1/2018 to 7/31/2018**

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to approve the Consent Calendar.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

ITEMS REMOVED FROM THE CONSENT CALENDAR

None

2. DISCUSSION/ACTION ITEMS

2.1 Ratification of La Crescenta Well Rehab

Board reviewed and discussed the La Crescenta Well Rehab.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to ratify the General Manager's decision to rehabilitate the La Crescenta Well.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.2 Sawmill Well Bid and Construction Engineering

Board reviewed and discussed awarding the Sawmill Well Bid and Construction Engineering services to WSC.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to award Sawmill Well Bid and Construction Engineering to WSC.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.3 Document Management System

Board reviewed and discussed the staff recommendation for a document management system.

Motion made by Treasurer Hjorth, seconded by Commissioner Willey and carried 5-0 to contract with CPS to purchase Laserfiche for the DWP document management system.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.4 Resolution No. DWP 2018-23 – Conflict of Interest Code Update

Board reviewed and discussed adopting the updated Conflict of Interest Code.

Motion made by Vice Chair Tarras, seconded by Commissioner Lee and carried 5-0 to adopt Resolution No. DWP 2018-23, updating the DWP Conflict of Interest Code to meet the state biennial review requirement.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.5 USDA Loan Application Update

Board discussed the potential USDA funding opportunity for which staff submitted an application at the Board's direction.

2.6 Vision Statement Update

Board reviewed and discussed updates to the DWP Vision Statement.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to update the DWP Vision statement as amended by the Board.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.7 Amendment to the On-Call Environmental Services Agreement

Board reviewed and discussed approving an amendment to the time and materials On-Call Environmental Services Contract to accommodate the DWP driven scope of work needed for the expanded USDA pipeline project.

Motion made by Vice Chair Tarras, seconded by Commissioner Lee and carried 5-0 to approving Amendment No. 2 to the On-Call Environmental Services agreement with Tom Dodson and Associates.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.8 Extension of Temporary Meter Technician

Board reviewed and discussed the staff recommendation to extend the Temporary Meter Technician for three additional months.

Motion made by Vice Chair Tarras, seconded by Commissioner Willey and carried 5-0 to approving a three month extension to the Temporary Meter Technician position.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2.9 Management Reports

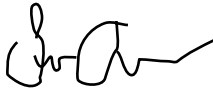
Board reviewed and discussed staff reports. General Manager Lamson stated that due to the increased work load that will be generated from the \$15M USDA loan/grant and due the high quality of this year's seasonal employees, staff will bring a recommendation to add a Utility Technician I position at a future agenda.

2.10 Board Member Reports

Commissioner Willey shared and discussed slides from Mojave Water Agency that were presented at the San Bernardino Water Conference.

Chair Smith commended the DWP organization based on how professionally and efficiently the organization operates based on what he observed with other water agency's operations while serving on fires this fire season. Additionally, Chair Smith wanted to point out the DWP Conservation efforts and how the DWP is a benchmark for conservation.

No additional business came before the Board and at 10:19 AM Chair Smith adjourned the meeting.



Sierra Orr , Acting Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 9/25/2018