



Service, Quality, Community

**SPECIAL MEETING AGENDA
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
JUNE 17, 2013 – 9:00 AM
41972 GARSTIN DRIVE
BIG BEAR LAKE, CA 92315**

BOARD MEMBERS

Chair Steve Foulkes
Vice Chair Bill Giamarino
Treasurer Bob Tarras
Commissioner Don Smith
Commissioner Fred Miller

OPEN SESSION

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

The public may address the Board by completing a speaker card. All remarks shall be addressed to the Board as a body only. There is a three minute maximum time limit when addressing the respective Board. Please note that State law prohibits the Board from taking any action on items not listed on the agenda.

1. CONSENT CALENDAR

- 1.1 Notice of Completion for Tennyson Pipeline Co. – USDA Contract 6B: Equipping Division Well No. 8 and the Magnolia Well
- 1.2 Notice of Completion for Bowe Contractors, Inc. – USDA Contract 6A: Equipping the Seminole Well
- 1.3 Approve Minutes of a Regular Board Meeting Dated April 23, 2013
- 1.4 Approve Minutes of a Regular Board Meeting Dated May 28, 2013

ITEMS REMOVED FROM THE CONSENT CALENDAR

2. PUBLIC HEARING

- 2.1 **Fiscal Year 2013/14 Budget**
Board to hold final hearing on proposed budget and consider Resolution No. DWP 2013-08, Adopting the DWP Budget for Fiscal Year 2013/14.

3. CLOSED SESSION

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

- 3.1 **Closed Session Pursuant to Section 54957.6**
Conference with Labor Negotiators
Agency Designated Representatives: Reginald Lamson, Diego Chavez
Employee Organization: San Bernardino Public Employees' Association

ADJOURNMENT

AGENDA REPORT

1.1



Service, Quality, Community

DATE: June 17, 2013
TO: Board of Commissioners
FROM: Reginald A. Lamson, General Manager *RAL*
PREPARED BY: Bill La Haye, Contracts & Water Conservation Manager *WSL*
RE: **Notice of Completion for Tennyson Pipeline Co.
USDA Contract 6B: Equipping Division Well No. 8 and Magnolia Well**

Background

Construction for this project was completed June 14, 2013.

Recommendation

1) Authorize staff to file a Notice of Completion for USDA Contract 6B.

Escrow No.:
Order No.

WHEN RECORDED MAIL TO:

This document is exempt from payment of a recording fee pursuant to California Government Code Section 27383.

City of Big Bear Lake
Department of Water and Power
PO Box 1929
Big Bear Lake, CA 92315

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 0311-221-19 &
2350-522-57

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.

2. The FULL NAME of the OWNER is City of Big Bear Lake, Department of Water and Power

3. The FULL ADDRESS of the OWNER is PO Box 1929, Big Bear Lake, CA 92315

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: In fee.

N/A

(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or "lessee.")

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES	ADDRESSES
<u>N/A</u>	

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES	ADDRESSES
<u>N/A</u>	

7. A work of improvement on the property hereinafter described was COMPLETED June 14, 2013

8. The work of improvement completed is described as follows: Equipping Division Well No. 8 and the Magnolia Well

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Tennyson Pipeline Co.

10. The street address of said property is Division Dr., Big Bear Lake, 470 Wabash Lane, Sugarloaf, CA

11. The property on which said work of improvement was completed is in the City of Big Bear Lake & Sugarloaf County of San Bernardino, State of California, and is described as follows:

Date: June 17, 2013 Signature of Owner or agent of owner _____

Verification for INDIVIDUAL owner _____: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the _____ of the aforesaid interest or estate in the property described
"PRESIDENT, PARTNER; MANAGER, AGENT, ETC."
in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)



Service, Quality, Community

DATE: June 17, 2013
TO: Board of Commissioners
FROM: Reginald A. Lamson, General Manager *RAL*
PREPARED BY: Bill La Haye, Contracts & Water Conservation Manager *WLC*
RE: **Notice of Completion for Bowe Contractors, Inc.
USDA Contract 6A: Equipping the Seminole Well**

Background

Construction for this project was completed May 31, 2013.

Recommendation

1) Authorize staff to file a Notice of Completion for USDA Contract 6A.

Escrow No.:
Order No.

WHEN RECORDED MAIL TO:

This document is exempt from payment of a recording fee pursuant to California Government Code Section 27383.

City of Big Bear Lake
Department of Water and Power
PO Box 1929
Big Bear Lake, CA 92315

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 0304-132-05

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.

2. The FULL NAME of the OWNER is City of Big Bear Lake, Department of Water and Power

3. The FULL ADDRESS of the OWNER is PO Box 1929, Big Bear Lake, CA 92315

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: In fee.

N/A

(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or "lessee.")

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES	ADDRESSES
<u>N/A</u>	

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES	ADDRESSES
<u>N/A</u>	

7. A work of improvement on the property hereinafter described was COMPLETED May 31, 2013

8. The work of improvement completed is described as follows: Equipping the Seminole Well

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Bowe Contractors, Inc.

10. The street address of said property is 39226 Seminole Drive, Fawnskin, CA 92333

11. The property on which said work of improvement was completed is in the City of Fawnskin
County of San Bernardino State of California, and is described as follows:

Date: June 17, 2013 Signature of Owner or agent of owner _____

Verification for INDIVIDUAL owner _____: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the _____ of the aforesaid interest or estate in the property described
"PRESIDENT, PARTNER; MANAGER, AGENT, ETC."
in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
APRIL 23, 2013

A Regular Meeting of the Board of Commissioners of the City of Big Bear Lake Department of Water and Power was called to order at 9:00 a.m. by Chair Foulkes at 41972 Garstin Drive, Big Bear Lake, California.

BOARD MEMBERS PRESENT:

Steve Foulkes, Chair
 Bill Giamarino, Vice Chair
 Bob Tarras, Treasurer
 Fred Miller, Commissioner

BOARD MEMBERS EXCUSED:

Don Smith, Commissioner

OPEN SESSION**PLEDGE OF ALLEGIANCE**

Fred Miller, Commissioner

PUBLIC FORUM

No public comment was received during the public forum.

1. CONSENT CALENDAR

- 1.1 **Approve Minutes of a Regular Board Meeting Dated March 26, 2013**
- 1.2 **Fiscal Year 2013/14 Water Standby Charges**
- 1.3 **Construction Cost Index Adjustment – Capacity Charges and Meter Installation Fees**

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 4-0 to approve Consent Calendar items 1.1, 1.2, and 1.3 as presented.

2. DISCUSSION/ACTION ITEMS

- 2.1 **Check Register: 03/01/13 – 03/31/13**
 Board reviewed and discussed check register for March 2013 with Management.

Motion made by Vice-Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to authenticate the check register for March 2013 as presented.

- 2.2 **Proposed Five Year CIP**
 Board received five-year Capital Improvement Plan update from General Manager Lamson. Board provided feedback. Revised plan will be brought back for formal Board consideration in June.
- 2.3 **Award Contract for the 2013 USDA Funded Engineering Design Services**
 Board reviewed and discussed proposals with Management. Board also discussed proposal evaluation and selection policy, and requested that staff update the policy so that the cost of the professional service is considered from the beginning of the evaluation and selection process.

Motion made by Vice-Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to award the 2013 Engineering Design Services contract to WSC, Inc. in the amount of \$312,128 and budget internally for a 5% contingency for a total amount of \$327,734; issue notice to proceed; and approve budget adjustment as presented.

2.4 Resolution No. DWP 2013-07

Board reviewed and discussed Resolution No. DWP 2013-07 with Administrative Manager McGee. Board deferred action to May 7, 2013, Special Board Meeting.

2.5 Financial Data – March 31, 2013

Board reviewed and discussed Financial Data with Administrative Manager McGee.

2.6 Budget Adjustments – USDA Projects

Board reviewed and discussed proposed budget adjustments with Administrative Manager McGee.

Motion made by Vice-Chair Giamarino, seconded by Treasurer Tarras, and carried 4-0 to approve proposed budget adjustments to the FY 2012/13 Budget as presented.

At 10:13 a.m. Chair Foulkes moved to recess without objection.

At 10:17 a.m. Chair Foulkes reconvened the meeting.

2.7 FY 2013/14 Budget Draft #1

Board reviewed draft budget and presentation with Administrative Manager McGee. Board directed changes be presented on May 28, 2013, Regular Board Meeting.

2.8 Arrastre Creek Environmental Work Amendment

Board reviewed and discussed contract amendment with General Manager Lamson.

Motion made by Commissioner Miller, seconded by Treasurer Tarras, and carried 4-0 to approve a contract amendment to Tom Dodson & Associates for the Arrastre Creek Well and Pipeline environmental work for \$11,790; and approve funding from reserves until reimbursement is received from the 2013 USDA loan/grant.

2.9 Atlas Map Update Project – PO Amendment & Budget Adjustment

Board reviewed and discussed amendment to the Atlas Map Update Project with General Manager Lamson.

Motion made by Treasurer Tarras, seconded by Vice-Chair Giamarino, and carried 4-0 to approve the proposed second amendment to the Atlas Map Update Project with WSC, Inc. in the amount of \$9,215; and approve the proposed budget adjustment as presented; and authorize amendments to the purchase orders 12510 and 12545 for WSC, Inc.

2.10 Management Reports

Board discussed Management reports.

2.11 Board Member Reports

No item was discussed during the Board Member Reports.

At 11:45 a.m. Chair Foulkes moved to recess without objection.

At 11:50 a.m. Chair Foulkes reconvened the meeting.

3. CLOSED SESSION

At 11:50 a.m. the Board went into closed session.

**3.1 Closed Session Pursuant to Section 54957.6
Conference with Labor Negotiators**

Agency Designated Representatives: Reginald Lamson, Diego Chavez
Employee Organization: San Bernardino Public Employees' Association

**3.2 Closed Session Pursuant to Section 54956.8
Conference with Real Property Negotiators**

Property: APN 0315-291-03
DWP Negotiator: General Manager
Negotiating Parties: DWP and YMCA of Greater Long Beach - Camp Oakes
Under Negotiation: Terms

**3.3 Closed Session Pursuant to Section 54956.8
Conference with Real Property Negotiators**

Property: APN 2350-401-02-0000 & 2350-401-03-0000
DWP Negotiator: General Manager
Negotiating Parties: DWP and Zimmerman
Under Negotiation: Terms and Price

At 12:00 p.m. the Board came out of closed session.

ADJOURNMENT

No additional business came before the Board. At 12:00 p.m. Chair Foulkes adjourned the meeting.



Diego Chavez, Secretary
DWP Board of Commissioners

Approved at meeting dated:

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
MAY 28, 2013

A Regular Meeting of the Board of Commissioners of the City of Big Bear Lake Department of Water and Power was called to order at 9:00 a.m. by Chair Foulkes at 41972 Garstin Drive, Big Bear Lake, California.

BOARD MEMBERS PRESENT:

Steve Foulkes, Chair
 Bill Giamarino, Vice Chair
 Bob Tarras, Treasurer
 Fred Miller, Commissioner
 Don Smith, Commissioner

BOARD MEMBERS EXCUSED:**OPEN SESSION****PLEDGE OF ALLEGIANCE**

Fred Miller, Commissioner

PUBLIC FORUM

No public comment was received during the Public Forum.

1. CONSENT CALENDAR**1.1 Approve Minutes of a Special Board Meeting Dated May 7, 2013**

Motion made by Commissioner Smith, seconded by Commissioner Miller, and carried 5-0 to approve Consent Calendar item 1.1 as presented.

ITEMS REMOVED FROM THE CONSENT CALENDAR**1.2 Resolution No. DWP 2013-09, Authorizing Excess Cash to be swept into Blackrock T-Fund Money Market Mutual Fund or its Successor Fund**

Commissioner Tarras removed item 1.2 from the consent calendar for clarification.

Motion made by Treasurer Tarras, seconded by Vice-Chair Giamarino, and carried 5-0 to approve Resolution No. DWP 2013-09, Authorizing Excess Cash to be Swept into Blackrock T-Fund Money Market Mutual Fund or its Successor Fund.

2. PUBLIC HEARING**2.1 Fiscal Year 2013/14 Budget Draft #2**

At 9:04 a.m. Chair Foulkes opened the Public Hearing.

Board reviewed and discussed the proposed FY 2013/14 Budget with Management. Board requested the 2013 USDA funding and associated project costs be included in the FY 2013/14 Budget prior to the joint workshop with City Council on June 12, 2013.

At 9:14 a.m. Chair Foulkes closed the Public Hearing.

3. DISCUSSION/ACTION ITEMS

3.1 Turf Installation Proposal – Ski Beach

Board received presentation from Dennis Fuerstenberg of the San Bernardino County Park District on the proposed turf installation at Ski Beach. Board discussed water efficient irrigation plans for the proposed turf installation and the type of seed that is being used. The Board thanked the District for presenting its proposed turf installation for consideration.

Motion made by Vice-Chair Giamarino, seconded by Commissioner Miller, and carried 5-0 to approve the proposed turf installation of approximately 27,000 square feet at Ski Beach as presented.

3.2 Check Register: 04/01/13 – 04/30/13

Board reviewed and discussed check register for April 2013 with Management.

Motion made by Vice-Chair Giamarino, seconded by Commissioner Smith, and carried 5-0 to authenticate the check register for April 2013 as presented.

3.3 Utility Technician Series – Classification Specification Revision

Board discussed the proposed revision to the Utility Technician series Classification Specifications with Management. Board requested Management update the driver license requirement language on all Classification Specifications in order to be clearer, as the current language is vague.

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 5-0 to approve the revision to the Utility Technician series Classification Specifications as presented.

3.4 Fiscal Year 2011/12 Annual Report Draft #1

Board reviewed and discussed the FY 2011/12 Annual Report Draft #1 with administrative Manager McGee. Board was very pleased with the draft report and provided changes to be incorporated. Board requested Management provide a copy of the report to City Council along with the FY 2013/14 Budget.

3.5 Award Contract for the Arrastre Creek Well Hydrogeological Services

Commissioner Tarras moved to defer item 3.5 until after the closed session without objection.

3.6 Change Order #4 – Bowe Contractors, Inc.

Board discussed change order for Contract 6A with Management.

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 5-0 to approve the proposed Contract 6A, Change Order #3 to Bowe Contractors, Inc. and the use of reserves in the amount of \$858.19; and approve the budget adjustment as presented.

3.7 Management Reports

Board discussed Management reports.

3.8 Board Member Reports

No item was discussed during the Board Member Reports.

At 10:35 a.m. Chair Foulkes moved to recess without objection.

At 10:36 a.m. Chair Foulkes reconvened the meeting.

4. CLOSED SESSION

At 10:36 a.m. the Board went into closed session.

**4.1 Closed Session Pursuant to Section 54957.6
Conference with Labor Negotiators**

Agency Designated Representatives: Reginald Lamson, Diego Chavez
Employee Organization: San Bernardino Public Employees' Association

**4.2 Closed Session Pursuant to Section 54956.8
Conference with Real Property Negotiators**

Property: APN 0315-291-03
DWP Negotiator: General Manager
Negotiating Parties: DWP and YMCA of Greater Long Beach - Camp Oakes
Under Negotiation: Terms

At 11:24 a.m. the Board came out of closed session.

OPEN SESSION

3.5 Award Contract for the Arrastre Creek Well Hydrogeological Services

Motion made by Vice-Chair Giamarino, seconded by Commissioner Miller, and carried 5-0 to award the Arrastre Creek Well Hydrogeological Services contract to Thomas Harder & Co., in the amount of \$60,330; and budget internally for a 5% contingency; and issue the notice to proceed; and approve the budget adjustment as presented.

ADJOURNMENT

No additional business came before the Board. At 11:25 a.m. Chair Foulkes adjourned the meeting.



Diego Chavez, Secretary
DWP Board of Commissioners

Approved at meeting dated:

AGENDA REPORT

2.1



Service, Quality, Community

DATE: June 17, 2013
TO: Board of Commissioners
FROM: Reginald A. Lamson, General Manager *RAL*
PREPARED BY: Danielle D. McGee, Administrative Manager *DMG*
RE: **FY 2013/14 Budget Draft #3**

Background

The third draft of the FY 2013/14 Budget is attached for your consideration. The details of the proposed budget are provided in a separate binder. The Board reviewed the first draft of the proposed budget for FY 2013/14 on April 23rd. A second draft was brought to the Board on May 28, 2013, and the Board provided comment and direction. The third draft of the proposed budget incorporates the feedback staff received from the Board in May and was presented to the City Council in a joint workshop on June 12, 2013. The Council made a number of inquiries but did not request any specific changes.

Summary of Changes from Draft #2

In May, the Board directed staff to include \$4,000,000 in debt proceeds expected under an application with the USDA, and to include the project costs associated with those changes. Capitalized labor assumptions were increased to reflect the additional efforts associated with the debt-funded projects.

Additionally, a budget provision for leave accruals was added which will coincide with proper accrual accounting procedures. Previous budgets assumed employees would use all leave allowances which would have no more impact than the employee's annual salary does, however, the option to buy-out leave balances presents a financial impact that was not previously incorporated in the DWP's budget. This budget rectifies that discrepancy between practices and the budget. The FY 2013/14 Budget assumes all employees will exercise their buy-out options at 50% of the maximum buy-out.

Recommendation

1. Conduct Public Hearing
2. Review and discuss
3. Adopt the proposed budget for FY 2013/14 by DWP Resolution No. DWP 2013-08

RESOLUTION NO. DWP 2013-08

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE DEPARTMENT OF WATER AND POWER
OF THE CITY OF BIG BEAR LAKE
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
ADOPTING THE DWP BUDGET FOR FISCAL YEAR 2013/14**

WHEREAS, the Department of Water & Power (DWP) of the City of Big Bear Lake was created by an Amendment to the City Charter, and

WHEREAS, Section 813 of the City Charter states that the Board shall “adopt an annual Department Budget” prior to the beginning of each fiscal year, and

WHEREAS, the Board of Commissioners of the DWP reviewed the Draft Budget at a Regular Board Meeting on April 23, 2013 conducted a DWP Public Hearing on May 28, 2013, conducted a joint workshop with the City Council on June 12, 2013, and conducted a final hearing on June 17, 2013;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby adopt the budget for the DWP for FY 2013/14 as shown in the attached Exhibit “A,” and dated June 17, 2013.

PASSED, APPROVED AND ADOPTED this 17th day of June 2013.

AYES:
NOES:
ABSENT:
ABSTAIN:

Date

Stephen D. Foulkes, Chair
DWP Board of Commissioners

ATTEST:

Diego Chavez, Secretary to the Board
DWP Board of Commissioners

CERTIFICATION

**STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO
CITY OF BIG BEAR LAKE**

I, Diego Chavez, Secretary to the Board of Commissioners of the Department of Water & Power, of the City of Big Bear Lake, California, do hereby certify that the whole number of members of said Board is five; that the foregoing Resolution, being Resolution No. DWP 2013-08, was duly passed and adopted by said Board and attested to by the Secretary of said Board, all at a Regular Meeting of said Board, held on the 17th day of June, 2013, that same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diego Chavez, Secretary to the Board
DWP Board of Commissioners

SEAL

EXHIBIT A
Fiscal Year 2013/14 Budget

	Budget
	7/1/2013
	Through
	6/30/2014
Revenues, Financing and Reserve Transfers:	
Service Charges	\$ 8,328,110
Usage Charges	1,945,112
Standby Fees	161,862
Meter Installation Fees & Capacity Charges	285,767
Interest Income	25,024
Administration Fees & Miscellaneous Income	185,825
Total Revenue	10,931,700
Capital Improvement Reserves	167,085
Grant Funding	-
Debt Proceeds	4,000,000
Total Revenue/Fund Balance Transfers	\$ 15,098,785
Expenditures Summary	
Operation & Maintenance	
Source of Supply & Pump	\$ 1,280,237
Conservation	114,828
Transmission & Distribution	804,368
Customer Field Service	629,891
Water Operations	738,369
Customer Account Division	893,639
General & Administrative Division	1,317,129
Public Information	66,343
Property Taxes	118,462
Less: Capitalized Costs	(192,125)
Total Operations & Maintenance	\$ 5,771,141
Capital Expenditures	
Capital Improvements	\$ 827,772
System Rehabilitation	4,164,727
Total Capital Expenditures	\$ 4,992,499
Debt Service	
Bonds to Purchase the System	\$ 3,488,613
State Low Interest Loan	325,324
USDA Low Interest Loans	521,207
Total Debt Service	\$ 4,335,144
Total Expenditures	\$ 15,098,785