

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
January 22, 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 January 22, 2019 by Treasurer Hjorth (Acting Chair) at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

Craig Hjorth, Treasurer
Alan Lee, Commissioner
Barbara Willey, Commissioner

BOARD MEMBERS EXCUSED:

Bob Tarras, Vice-Chair

PLEDGE OF ALLEGIANCE

Alan Lee, Commissioner

PUBLIC FORUM

Introduction of DWP's new Utility Technician

Steve Wilson, Water Superintendent, introduced Cole Burk, DWP's new full-time Utility Technician.

1. CONSENT CALENDAR

1a. ITEMS REMOVED FROM CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated December 18, 2018

Commissioner Lee requested the minutes be revised to reflect why he voted no on Agenda Item 3.2.

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to approve item 1.1 December 18, 2018 meeting minutes with the requested revision.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

1.2 Ratify Engineering Budget Adjustment for USDA 2018 Pipeline Replacement Project

Commissioner Lee requested research between the budget adjustment reflected in the December 18, 2018 minutes Agenda Item 3.2 and the budget adjustment on this Agenda Item.

Motion made by Commissioner Lee, seconded by Vice Commissioner Willey, and carried 3-0 to approve Item 1.2 revised budget adjustment in the amount of \$635,338 for the USDA 2018 Pipeline Replacement Project.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2. DISCUSSION/ACTION ITEMS

2.1 Authenticate Check Register 12/1/2018 to 12/31/2018

Commissioner Lee asked questions on check 011648 (Government Financial Officers Association (GFOA)), check 011651 (InfoSend, Inc.), check 011690 (Bad Bear Sportswear), and check 011702 (Rachel Franklin). Danielle McGee, Chief Financial Officer, shared that the GFOA payment was for Kari Kurtz, Accounting Supervisor, to attend a conference. Commissioner Lee requested research on the monthly amount paid to InfoSend and for DWP to include the names of employees who receive reimbursement on the check register. Rachel Franklin, Human Resources Analyst, shared the payment to her was for the annual DWP clothing allowance reimbursement.

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to approve item 2.1 authenticating the Check Register 12/1/2018-12/31/2018.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.2 RESOLUTION NO. DWP 2019-01 – Ratification of Employment Agreement with General Manager

Commissioner Lee requested the current General Manager Employment Agreement (Agreement) and current Benefits and Working Conditions for Employees Policy (Policy) be posted on DWP's website.

Motion made by Commissioner Willey, seconded by Commissioner Lee, and carried 3-0 to adopt Resolution DWP 2019-01, ratifying the General Manager Employment Agreement and establishing the compensation package effective retroactively to the pay-period that includes January 1, 2019.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.3 Award Contract for the Lobby/Customer Service Upgrades Project

Commissioner Lee requested a copy of DWP's RFP Policy. Commissioner Willey suggested asking the City for the name of the contractor who upgraded areas of City Hall.

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to reject the bid received for the Lobby/Customer Service upgrades.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.4 Approve Budget Adjustment for Small Scale Project Phase One.

Commissioner Lee requested DWP Management articulate in future reports what steps have been taken to ensure competitive bidding of projects.

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to approve item 2.4 ratifying purchase orders to Byrd Electronic in the amount of \$70,005.49 and Golden West Electric in the amount of \$58,415. Board also authorized an amendment to the purchase order for Golden West Electric and budget adjustment in the amount of \$9,550 for the VFD installation at Division Well #6.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.5 Approve Budget Calendar 19/20

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to approve item 2.5 approving the proposed budget schedule for the FY 2019/20 budget process and appointing the Board Treasurer Hjorth to oversee the budget with staff.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

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We are an equal opportunity provider and employer.

2.6 Amend WSC's On-Call Engineering Services Agreement for the Division Well Field Solar Project.

Commissioner Lee requested a spreadsheet of payments to WSC for the past five years.

Motion made by Commissioner Willey, seconded by Commissioner Lee, and carried 3-0 to approve item 2.6 approving an Amendment No. 2 to WSC's On-Call Engineering service agreement, purchase order, and a budget adjustment in the amount of \$5,000.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.7 Extend Temporary Customer Service Representative (CSR) Appointment.

Motion made by Commissioner Willey, seconded by Commissioner Lee, and carried 3-0 to approve item 2.7 authorizing an extension of the temporary Customer Service Representative for up to an additional six weeks and a budget adjustment of in the amount of \$8,069.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.8 Approve Budget Adjustment for Water Conservation Management Plan

Motion made by Commissioner Lee, seconded by Commissioner Willey, and carried 3-0 to approve item 2.8 approving an amendment to Maddaus Water Management Inc.'s agreement and a budget adjustment in an amount of \$15,000.

AYES: Hjorth, Lee, Willey

NOES: -

ABSTAIN: -

2.9 Review article regarding political changes and its impact on California Water Policy

2.10 Management Reports

Commissioner Lee requested DWP's process for internal promotions versus open recruitment. Treasurer Hjorth requested a simple chart showing how DWP has improved lost water. Commissioner Lee requested site visits sometime between February and April 2019. Commissioner Lee requested updates on discussion items from the monthly Manager's Lunch to be added to the General Manager Report.

2.11 Board Member Reports

Nothing to report.

At 11:23 a.m. Treasurer Hjorth moved to recess without objection.

3. CLOSED SESSION

The Board adjourned to closed session at 11:30 a.m.

Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation

Title: General Manager

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At 12:33 p.m. The Board came out of closed session with no reportable action.

ADJOURNMENT

No additional business came before the Board. At 12:34 p.m. Treasurer Hjorth adjourned the meeting.



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

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