

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**FEBRUARY 24, 2015**

**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. by Chair Smith at 41972 Garstin Drive, Big Bear Lake, California.

**BOARD MEMBERS PRESENT:**

Don Smith, Chair  
Bob Tarras, Vice Chair  
Craig Hjorth, Treasurer  
Bill Giamarino, Commissioner

**BOARD MEMBERS EXCUSED:**

None

**PLEDGE OF ALLEGIANCE**

Steve Wilson, Water Superintendent

**PUBLIC FORUM**

No public comment was received during the Public Forum.

**1. CONSENT CALENDAR**

**1.1 Ratification of Temporary Laborer Recruitment – Conservation**

**1.2 Approve FY 2015/16 Budget Schedule**

*Motion made by Commissioner Giamarino, seconded by Treasurer Hjorth, and carried 4-0 to approve Consent Calendar items 1.1 and 1.2 as presented.*

*AYES: Smith, Tarras, Hjorth, Giamarino*

**2. DISCUSSION/ACTION ITEMS**

**2.1 Check Register 01/01/15 – 01/31/15**

Board reviewed and discussed the check register for January 2015 with Management.

*Motion made by Vice-Chair Tarras, seconded by Commissioner Giamarino, and carried 4-0 to authenticate the Check Register for January 2015 as presented.*

*AYES: Smith, Tarras, Hjorth, Giamarino*

**2.2 Cash Management and Disbursement Policy Amendment**

Board reviewed and discussed the proposed amendments to the Cash Management and Disbursement Policy with Management.

*Motion made by Treasurer Hjorth, seconded by Commissioner Giamarino, and carried 4-0 to adopt Resolution No. DWP 2015-02, Amending DWP Policy #2011-02, Cash Management and Disbursement Policy.*

*AYES: Smith, Tarras, Hjorth, Giamarino*

**2.3 Authorize Purchase of Backhoe Trailer**

Board discussed the proposed purchase of a backhoe trailer and associated budget adjustment with Management.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Tarras, and carried 4-0 to authorize the purchase of a backhoe trailer in the amount of \$18,864 from RDO Equipment Co.; and authorize the surplus and trade-in of the 1983 backhoe trailer; and authorize the associated budget adjustment as presented.*

AYES: Smith, Tarras, Hjorth, Giamarino

**2.4 Financial Reserve Policy Amendment**

Board reviewed and discussed the proposed amendments to the Financial Reserve Policy with Management.

*Motion made by Vice-Chair Tarras, seconded by Treasurer Hjorth, and carried 4-0 to adopt Resolution No. DWP 2015-03, Amending Policy #2009-02, Financial Reserve Policy.*

AYES: Smith, Tarras, Hjorth, Giamarino

**2.5 Conditional Authorization for Temporary Laborer Recruitment – Customer Field Service**

Board discussed the proposed recruitment of a part-time Temporary Laborer with Management.

*Motion made by Vice-Chair Tarras, seconded by Commissioner Giamarino, and carried 4-0 to conditionally authorize the recruitment of a part-time Temporary Laborer for the Customer Field Service department, as determined by the General Manger; and authorize the associated budget adjustment as presented.*

AYES: Smith, Tarras, Hjorth, Giamarino

**2.6 Public Information/Water Conservation Specialist Position Classification Amendment**

Board reviewed and discussed the proposed changes to the Public Information/Water Conservation position classification with Management.

*Motion made by Vice-Chair Tarras, seconded by Commissioner Giamarino, and carried 4-0 to adopt Resolution No. DWP 2015-04, Amending the Position Classification for the Position of Public Information/Water Conservation Specialist.*

AYES: Smith, Tarras, Hjorth, Giamarino

**2.7 Management Reports**

Board discussed Management Reports. Board was provided with updates on the parking agreement with the Convention Center, the Bear Valley Water Sustainability Project, and a recent mechanical failure of a DWP forklift.

**2.8 Board Member Reports**

Board shared Board Member Reports.

At 10:25 a.m. Chair Smith moved to recess without objection.

At 10:30 a.m. Chair Smith reconvened the meeting.

**3. CLOSED SESSION**

At 10:30 a.m. the Board went into closed session.

**3.1 Closed Session Pursuant to Section 54956.95  
Liability Claim**

Claimant: David Delbridge

Agency Claimed Against: City of Big Bear Lake, Department of Water and Power

**OPEN SESSION**

At 10:54 a.m. the Board came out of closed session. No reportable action was taken.

**2. DISCUSSION/ACTION ITEMS CONT'D**

**2.9 Budget Adjustment – Production**

Board discussed the proposed budget adjustment for the Production department with Management.

*Motion made by Vice-Chair Tarras, seconded by Treasurer Hjorth, and carried 4-0 to authorize the budget adjustment for the Production department as presented.*

*AYES: Smith, Tarras, Hjorth, Giamarino*

**ADJOURNMENT**

No additional business came before the Board. At 10:55 a.m. Chair Smith adjourned the meeting.



Diego Chavez, Secretary  
DWP Board of Commissioners

Approved at meeting dated: March 24, 2015