

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**March 22, 2016**

**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  
Alan Lee, Commissioner  
Kristin Saukel, Commissioner

**BOARD MEMBERS EXCUSED:**

NONE

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Vice Chair

**PUBLIC FORUM**

No public comment was received during the Public Forum.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of Regular Board Meeting Dated February 23, 2016**

Board requested the correction of two typographical errors to the minutes.

*Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve the minutes from the February 23, 2016 Regular Board meeting as corrected..*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

**2. DISCUSSION / ACTION ITEMS**

**2.1 Check Register for 2/1/2016 to 2/29/2016**

Board reviewed and discussed the check register for February 2016 with Management.

*Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to authenticate the Check Register for February 2016 as presented.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

**2.2 Sheephorn Well Pumping Plant Pump Replacement**

Board reviewed and discussed the proposed contract award for the Sheephorn Well pumping unit, transducer replacement, and associated budget adjustment.

*Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve the award of the pump replacement contract to Tri County Pump Company, awarding the contract to replace the transducer to Byrd Industrial Electronic, and the proposed budget adjustments to fund the contracts.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

**2.3 LaCrescenta Well Pumping Plant Replacement**

Board reviewed and discussed approving the contract to replace the LaCrescenta Well pump and the required budget adjustment.

*Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to approve awarding the contract to replace the LaCrescenta Well pump to General Pump Company and associated budget adjustment to fund the project.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

#### **2.4 Goldmine Booster Pumping Plant Replacement**

Board reviewed and discussed approving the contract to replace the Goldmine Well booster pumps and the required budget adjustment.

*Motion made by Vice Chair Tarras, seconded by Commissioner Saukel and carried 5-0 to approve awarding the contract to replace the Goldmine Well booster pumps to Tri County Pump Company and associated budget adjustment to fund the project.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

#### **2.5 Mobile Workforce Software**

Board reviewed and discussed staff's request to enter into a contract with ID Modeling to provide SEDARU mobile workforce software. Board requested staff bring back this item during a future Board meeting to discuss after the DWP computer issues are resolved and an IT roadmap has been developed.

#### **2.6 Environmental Work for Division Solar Facilities**

Board reviewed and discussed approving the agreement to provide California Environmental Quality Assessment (CEQA) documents for the Division Well Solar Project.

*Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to approve awarding the agreement to provide CEQA documents to Jericho Systems Incorporated and the associated budget adjustment to fund the project.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

#### **2.7 IT Management and Support Update**

Board reviewed and discussed awarding an IT services contract.

*Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to approve awarding the agreement to provide IT services to Accent Computer Solutions, Inc.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

#### **2.8 Proposed Budget Adjustment for Revenue Shortfalls**

Board discussed adjusting costs to reflect reduced revenue due to conservation efforts.

*Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve adjusting the budget to account for revenue shortfalls.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

#### **2.9 Board Secretary Discussion**

Board reviewed and discussed whether the Secretary to the Board should be an elected position. During the discussion, the City of Big Bear Lake municipal code was read and discussed. The Board directed staff to bring an agenda item to the April Board Meeting that will be to appoint the Secretary of the Board

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Position for two years and the election of Board officer positions for two years rather than the 1 year period it has been done in the past.

**2.10 Postage Meter Lease Agreement and Technology Upgrade**

Board reviewed and discussed authorizing staff to renew postage meter lease agreement and new postal equipment and software.

*Motion made by Commissioner Lee, seconded by Treasurer Hjorth and carried 5-0 to approve staff to enter into a lease agreement with Neopost/Mailfinance to provide postal equipment and new postal equipment software.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

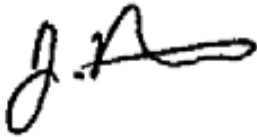
*NOES: -*

**2.11 Management Reports**

- 2.11.1** Board Members requested staff consult with legal counsel on the discoverability of personal electronic devices used for DWP Board business and prepare a staff report for the April meeting.
- 2.11.2** The GM discussed with the Board the Big Bear Boulevard utility undergrounding projects and the potential savings that ratepayers could realize if DWP and Southwest Gas Company constructed the gas and water pipeline facilities in the same trench. The Board directed staff to pursue possible joint trenching opportunities.
- 2.11.3** The GM informed the Board that the water main on Georgia did not connect to the Big Bear Boulevard water main. GM informed the Board that the design consultant provided a design fee to add the Georgia Pipeline Connection to the Big Bear Boulevard Pipeline Project, that was within the 5% contingency value of the design agreement, so the consultant was authorized to proceed with the Georgia Pipeline Connection design.

**ADJOURNMENT**

No additional business came before the Board. At 12:04 PM Chair Smith adjourned the meeting.



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Jack P. Roberts, Board Secretary  
DWP Board of Commissioners

Approved at meeting dated: 4/26/2016