

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
March 28, 2017

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 9:01 AM on March 28, 2017 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 (arrived at 9:06 AM & had to leave at 11:42 AM)
Kristin Saukel, Commissioner

BOARD MEMBERS EXCUSED:

N/A

PLEDGE OF ALLEGIANCE

Kris Saukel, Commissioner

PUBLIC FORUM

No public comments were made during the public forum.

Chair Smith asked the Board if they minded moving item 2.6 on the agenda to after item 2.3 in the interest of accommodating Mr. Kelly's request to speak on item 2.6. The Board Members present agreed to moving agenda item 2.6 to after item 2.3.

Introduction

Kelle Barrette, Customer Accounts Supervisor, introduced two new Customer Service Representatives Yvette Eddy and Alex Pedroza. Yvette Eddy thanked the Board for the opportunity and expressed how grateful she is for the positive and pleasant environment at the DWP.

1. CONSENT CALENDAR

- 1.1 Approve Minutes of a Special Board Meeting Dated February 27, 2017**
- 1.2 Approve Minutes of a Regular Board Meeting Dated February 28, 2017**
- 1.3 Exercise Accent Computer Solutions, Inc. Agreement Renewal Option**
- 1.5 Authorize Vehicle Replacement Purchase**
- 1.6 Big Bear Blvd. Pipeline Replacement Project Change Order #3**
- 1.7 Notice of Completion for Bear Valley Paving - Big Bear Boulevard Water Main Replacement Project**

Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 4-0 to approve the Consent Calendar.

AYES: Hjorth, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

ABSENT: Lee

ITEMS REMOVED FROM THE CONSENT CALENDAR

- 1.4 RESOLUTION NO. DWP 2017-08 for USBR Lower Colorado Region Water Conservation Field Services Program**

Board asked clarifying questions about DWP's inclusion in the Lower Colorado Region.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 4-0 to approve the item removed from the Consent Calendar adopting Resolution No. DWP 2017-08 supporting the USBR grant application for Water Conservation Field Services Program.

AYES: Hjorth, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

ABSENT: Lee

2. DISCUSSION/ACTION ITEMS

2.1 Check Register 2/01/2017-2/28/2017

Board reviewed and considered authenticating the check register for February 2017.

Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to authenticate the check register for February 2017.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.2 California Energy Commission Loan Application

Board discussed the merits of pursuing the low interest loan through the CEC.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to authorize staff to pursue a loan through CEC as recommended by staff with the associated budget adjustment.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.3 Bear Valley Basin Joint Powers Authority to form a Groundwater Sustainability Agency

Board reviewed and discussed the creation of a JPA to create the state required Groundwater Sustainability Agency. The Board directed staff to request City of Big Bear Lake, City Council approval to establish the JPA.

2.6 Letter from Mr. Joseph Kelly to the Board of Commissioners (item moved by Chair Smith)

Board to reviewed and discussed the letter written by Mr. Kelly to the Board regarding his thoughts on governance in Big Bear Valley. The Board directed staff to assess the cost associated with recording DWP Board meetings and posting them online.

Public Comment: Mr. Kelly addressed the Board, asking that the Board consider video or audio recordings. Mr. Kelly indicated he was very pleased with DWP's website and in particular the publication of DWP documents.

2.4 Adjustment to Capacity Charges and Meter Installation Fees

Board to reviewed and discussed the proposed adjustment to Capacity Charges and Meter Installation Fees.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to approve the adjusted Capacity Charges and Meter Installation Fees.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.5 Job Description Updates

Board to reviewed and discussed updates to DWP job descriptions. Board provided direction to adjust the proposed job descriptions and directed staff to bring those revisions to the April meeting as a consent calendar item.

2.9 Strategic Planning Discussion

Board reviewed and discussed the staff's recommendations for strategic planning. The Board directed staff to come back with further clarification on the administrative Analyst/Secretary to the Board position and Human Resources/Risk Manager position at the April meeting.

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 4-0 to authorize staff to implement the Administration portion of the DWP Strategic Plan; convert the part-time Conservation Technician position to a full-time position; create a Field Data Technician position; and reduce one Temporary Laborer position.

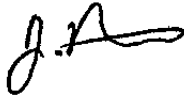
AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

ADJOURNMENT

No additional business came before the Board. At 1:17 PM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 4/26/2017