

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
April 26, 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

Steve Wilson, Water Superintendent

PUBLIC FORUM

David Farugia, from Teamsters Local Union No. 1932, attended and introduced himself to the Board as the new union representative for DWP's collective bargaining unit employees.

INTRODUCTION

Staff introduced Mark Stevens, DWP's new part-time Water Conservation Technician.

1. CONSENT CALENDAR

- 1.1 Approve Minutes of Regular Board Meeting dated March 22, 2016**
- 1.2 Approve Adjustment to Capacity Charges and Meter Installation Fees**
- 1.3 Approve Recommendation to Collect Water Standby Charge for FY 2016/2017**
- 1.4 Ratify Budget Adjustment for the Meter Replacement Project**

Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve the Consent Calendar items.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2. DISCUSSION / ACTION ITEMS

2.1 Check Register for 3/1/2016 to 3/31/2016

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

Motion made by Vice Chair Tarras, seconded by Treasurer Hjorth and carried 5-0 to authenticate the Check Register for March 2016 as presented.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.2 Board Elections

Board reviewed and discussed the proposed changes to DWP policy to be aligned with the municipal code and adjusting the HR Generalist/Administrative Assistant/Secretary to the Board job description modifications.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to re-elect the current Board positions (Chair Don Smith, Vice Chair Bob Tarras, and Treasurer Craig Hjorth) for a two-year term that will be retroactive to January 2016; approving the adjustment to the job description for the HR Generalist/Administrative Assistant/Secretary to the Board position; and appointing the incumbent in the HR Generalist/Management Assistant/Secretary to the Board position, Jack Roberts, as the Secretary to the Board.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.3 Mobile Workforce Software

Board reviewed and discussed approving the agreement with SEDARU to provide mobile workforce software, contingent upon the implementation approval to be discussed at the July 2016 Regular Board Meeting. Board members directed staff to provide a projected cost-benefit analysis to be presented at the July Regular Board Meeting.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to approve awarding the service agreement to SEDARU for mobile workforce software, contingent upon the implementation being approved at the July Regular Board Meeting.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.4 FY 2016/17 Draft Budget Review

Chair Smith requested the Board to move the Budget Review to be the last item discussed at the meeting. By Board consensus the Budget Review moved to the last item.

2.5 Contract for 12-inch Big Bear Blvd. Pipeline Construction Engineering Services

Board reviewed and discussed amending the agreement with WSC to include bid period and construction management services to the existing Big Bear Blvd. Pipeline consultant agreement.

Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to approve amending the 12-inch Big Bear Blvd. Pipeline Project agreement with WSC to provide bid period and construction management services.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.6 Sheephorn Well Pumping Plant Pump Replacement, Change Order No. 1

Board reviewed and discussed approving Change Order No. 1 to the contract with Tri County Pump for the Sheephorn Well replacement project.

Motion made by Vice Chair Tarras, seconded by Commissioner Saukel and carried 5-0 to approve Change Order No. 1 to the Sheephorn Well contract with Tri County Pump to clean the well casing and remove debris.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.7 Scheduling DWP Strategic Plan

Board directed staff to bring this item back when more information is available from projects that are integral to the process – tentatively late fall of 2016.

2.8 Technical Review Team Committee Report

Board discussed the Technical Review Team report and in particular the TRT's recommendation for water restrictions on holiday weekends.

Motion made by Vice Chair Tarras, seconded by Commissioner Saukel and carried 5-0 to approve implementing water restrictions for Memorial Day weekend, 4th of July weekend, and Labor Day weekend prohibiting outdoor watering on Saturday and Sunday of those weekends.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.9 Resolution No. 2016-05, ACWA Recommended Water Conservation Management Resolution

Board discussed the proposed resolution and decided the resolution was not necessary. The Board directed staff to send the proposed letters from the staff report to State Senator Morrell and State Assemblyman Obernolte.

2.10 Management Reports

Board Members requested staff to consult with Beneflex for a market update on benefits for DWP's upcoming benefit renewal process.

2.11 Board Member Reports

Board members directed staff to clarify stipend payment and tax filing requirements.

2.4 FY 2016/17 Draft Budget Review

Board reviewed the FY 2017/17 draft budget and provided constructive input to the General Manager on updating the presentation prior to presenting it to the City Council.

ADJOURNMENT

No additional business came before the Board. At 1:04 PM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 5/31/2016