

MINUTES OF A SPECIAL BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
April 26, 2017

OPEN SESSION

A Special Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power Commissioners was called to order at 1:00 PM on April 26, 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
Kristin Saukel, Commissioner

BOARD MEMBERS EXCUSED:

N/A

PLEDGE OF ALLEGIANCE

Alan Lee, Commissioner

PUBLIC FORUM

No public comments were received.

With consent from the Board, Chair Smith rearranged the agenda to have the closed session item first and then consider item 2.8 prior to item 2.6.

3. CLOSED SESSION – BOARD BEGAN CLOSED SESSION AT 1:02 PM

At 1:02 PM the Board entered Closed Session

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

3.1 Closed Session Pursuant to Section 54957

Public Employee Performance Evaluation

Title: General Manager

OPEN SESSION

At 2:02 PM, the Board came out of closed session with no reportable action and the Board took a 7-minute break

At 2:09 PM the Board reconvened Open Session

1. CONSENT CALENDAR

1.1 Approve Minutes of a Regular Board Meeting Dated March 28, 2017

1.2 Small Scale Water Efficiency Grant Resolution

1.4 Change Order #3 to Big Bear Blvd. Pipeline Replacement Project

1.5 Change Order #4 to Big Bear Blvd. Pipeline Replacement Project

Motion made by Commissioner Saukel, seconded by Commissioner Lee and carried 5-0 to approve the Consent Calendar items 1.1, 1.2, 1.4, & 1.5.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

Items Removed from the Consent Calendar:

1.3 Standby Fees

Board members asked clarifying questions regarding Standby Fees.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to approve Standby Fees for FY 2017/18.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2. DISCUSSION/ACTION ITEMS

2.1 Check Registers 3/01/2017-3/31/2017

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

Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to authenticate the check register for March 2017.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.2 Draft Fiscal Year 2017/2018 Budget

Board discussed the Draft FY 2017/2018 Budget presented by staff and provided staff with direction.

2.3 Amendment to the WSC Professional Services Agreement

Board to reviewed and considered authorizing an amendment to the WSC professional services agreement for on-call services.

Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to authorize an amendment to the professional services agreement with WSC for an additional \$19,000.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.4 Resolution No. DWP 2017-09 Bear Valley Basin Joint Powers Authority to form a Groundwater Sustainability Agency

Board to reviewed and considered adopting Resolution No. DWP 2017-09 to establish the Bear Valley Basin Joint Powers Authority to form the Bear Valley Basin Groundwater Sustainability Agency.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to adopt Resolution No. DWP 2017-09 entering into the JPA with MWD and CSD to create a GSA and appointing Treasurer Craig Hjorth as the DWP representative on the JPA Board.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.5 Align COLA Calculation to the Fiscal Year

Board reviewed and considered approving staff to align the COLA calculation with the fiscal year and bring the calculation to the Board to consider each March during budget preparation.

Motion made by Commissioner Saukel, seconded by Treasurer Hjorth, and carried 5-0 to align the COLA calculation with the fiscal year and directing staff to bring a half year CPI adjustment calculation to the Board at the May or June Regular Board Meeting for consideration.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.8 Strategic Planning Discussion

Board to continue the Strategic Planning Discussion and provide staff direction on modifying staffing.

Motion made by Commissioner Saukel, seconded by Commissioner Lee and carried 5-0 to eliminate the current position of HR Generalist/Board Secretary/Admin Assistant and create the two positions of HR/Risk Analyst and Secretary to the Board/Administrative Analyst, with the associated pay scales.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ABSTAIN: -

2.6 Job Description Updates

Board to reviewed and discussed job description updates. Board directed staff to make updates in light of the addition of the positions approved in item 2.8 and bring the updates back to the Board at the May 2017 Regular Board Meeting.

2.7 Job Description Consolidation

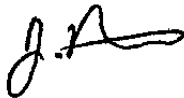
Board reviewed and discussed the staff proposal to consolidate job descriptions. The Board directed staff to further research the topic and bring a proposal to the Board at a later date.

2.9 Management Reports

2.10 Board Member Reports

ADJOURNMENT

No additional business came before the Board. At 4:43 PM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: 5/23/2017