

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
JUNE 26, 2012

A Regular Meeting of the Board of Commissioners of the Department of Water and Power, City of Big Bear Lake, was called to order at 9:00 a.m., by Chair Foulkes, at the DWP Board Room, at 41972 Garstin Drive, Big Bear Lake, California 92315.

FLAG SALUTE: Don Smith, Treasurer

BOARD MEMBERS PRESENT: Steve Foulkes, Chair
Bill Giamarino, Vice Chair
Bob Tarras, Treasurer
Don Smith, Commissioner

BOARD MEMBERS EXCUSED: Fred Miller, Commissioner

PUBLIC FORUM

No one from the public commented during the public forum.

1. CONSENT CALENDAR

1.1 Approve Minutes of a Special Board Meeting Dated May 9, 2012

1.2 Approve Minuets of a Regular Board Meeting Dated May 22, 2012

ITEMS REMOVED FROM THE CONSENT CALENDAR

Items 1.1 and 1.2 were removed from the consent calendar for discussion. Chair Foulkes provided clarification for items 1.1 and 1.2.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to approve Consent Calendar Items 1.1 and 1.2 as amended.

2. PUBLIC HEARING

2.1 2010 Urban Water Management Plan

No one from the public commented during the public hearing on the 2010 Urban Water Management Plan. The Board discussed the draft 2010 Urban Water Management Plan with staff, provided corrections, and recommended revisions.

2.2 Resolution No. DWP 2012-08

Board reviewed and discussed Resolution No. DWP 2012-08, Adopting the 2010 Urban Water Management Plan.

Motion made by Commissioner Smith, seconded by Vice Chair Giamarino, and carried 4-0 to approve Resolution No. DWP 2012-08, Adopting the 2010 Urban Water Management Plan.

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OPEN SESSION

3. DISCUSSION/ACTION ITEMS

3.1 Check Register: 5/01/12 – 5/31/12

Administrative Manager McGee pointed out errors in the check register that were due to a glitch in the software. Board received clarification on several items.

Motion made by Vice Chair Giamarino, seconded by Commissioner Smith, and carried 4-0 to authenticate the check register as amended.

3.2 Financial Data – May 2012

Board reviewed and discussed May financial data with Administrative Manager McGee. Board discussed Public Information bill stuffers, their effectiveness, and future use of satisfaction surveys.

3.3 The Furman Group Contract

Board reviewed and discussed six-month Furman Group contract renewal with staff.

Motion made by Commissioner Smith, seconded by Treasurer Tarras, and carried 4-0 to approve the proposed six-month extension to the contract with the Furman Group for FY 2012/13.

3.4 USDA Projects Update

Board received USDA Projects update from Water Resource Manager La Haye. Board was pleased with the progress to date on pipeline replacement projects.

3.5 Fiscal Year 2011/12 Budget Amendment – Construction Projects

Administrative Manager McGee discussed how construction projects awarded in March 2012 have progressed faster than expected. Staff requested a budget amendment to the FY 2011/12 Budget to provide additional funding for the construction projects.

Motion made by Vice Chair Giamarino, seconded by Commissioner Smith, and carried 4-0 to approve the proposed amendment to the FY 2011/12 Budget as presented in order to provide funding for the construction projects.

3.6 Fiscal Year 2012/13 Budget Amendment – Chart of Accounts Improvements

Administrative Manager McGee discussed the Chart of Accounts improvements with the Board.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to approve the proposed amendment to FY 2012/13 Budget to improve the Chart of Accounts.

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3.7 Funding for USDA 5% Contingency

Board discussed funding for the USDA requirement of a 5% contingency for the construction projects with General Manager Lamson.

Motion made by Commissioner Smith, seconded by Treasurer Tarras, and carried 4-0 to authorize the reclassification of the Lehman Brothers Settlement proceeds in the amount of \$244,166 to USDA Projects; and the amendment of the budget with the pavement cost reimbursements from S. B County Special Districts and SW Gas in the amount of \$92,513.88 to fund the required 5% contingency for the USDA Projects.

Additionally, the reallocation of reserves previously authorized for test hole and new well projects in the amount of \$157,710 was authorized for capital improvement projects associated with USDA.

3.8 Proposal for Information Technology Support Services

Board reviewed proposals for Information Technology Support Services and discussed details with staff.

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 4-0 to approve the proposed Professional Services Agreement for Information Technology Support Services with Ken Watts.

3.9 Temporary Customer Service Representative Extension

Board discussed the use of Temporary Customer Service Representative with staff.

Motion made by Vice Chair Giamarino, seconded by Treasurer Tarras, and carried 4-0 to authorize the use of a Temporary Customer Service Representative in the Customer Service area for another two months, from July 1, 2012 to August 31, 2012.

3.10 Fiscal Year 2010/11 Annual Report Draft

Board reviewed draft FY 2010/11 Annual report with Administrative Manager McGee and provided various recommendations. Board directed staff to finalize draft annual report with the provided corrections. Board also provided staff with more robust changes to incorporate into the Fiscal Year 2011/12 Annual Report.

3.11 Management Staff Reports

Board discussed Management Staff reports and congratulated the Customer Service area for receiving multiple letters of satisfaction from customers.

3.12 General Manager's Report

Board discussed General Manager's report.

3.13 Board Member Reports

Vice Chair Giamarino reported that he will be out of town and not available the entire month of July.

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ADJOURNMENT

No additional business came before the Board. Chair Foulkes adjourned the meeting at 11:13 a.m.

Diego Chavez

Diego Chavez, PHR

Secretary to the Board of Commissioners

Approved at meeting dated: August 28, 2012