

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**June 28, 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. on June 28, 2016 by Vice Chair Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

**BOARD MEMBERS PRESENT:**

Bob Tarras, Vice Chair  
Craig Hjorth, Treasurer  
Alan Lee, Commissioner  
Kristin Saukel, Commissioner

**BOARD MEMBERS EXCUSED:**

Don Smith, Chair

**PLEDGE OF ALLEGIANCE**

Reggie Lamson, General Manager

**ITEM ADDED TO THE PUBLISHED AGENDA**

Pursuant to Government Code section 54952.2(b)(2). An item may be added to the agenda upon a determination by a 2/3 vote of the members and that there is an immediate need for action and the matter came to the attention of the DWP subsequent to the agenda being posted. At 4:30 PM on Monday, June 27, 2016 CJPIA provided the insurance bill to DWP staff that is due July 1, 2016 and would be late after July 21, 2016, incurring a 6.5% penalty (annual rate) calculated daily. The next scheduled Regular Board Meeting is July 26, 2016 – therefore the DWP would accrue penalty charges. Board determined this issue was an immediate concern that came up after the publication of the agenda and it required immediate action to save rate payer funds.

*Motion made by Commissioner Saukel, seconded by Commissioner Lee and carried 4-0 to approve adding the following agenda item: CJPIA Insurance Payment for FY 2016/17 Liability and Worker's Compensation Insurance.*

*AYES: Hjorth, Lee, Saukel, Tarras*

*NOES: -*

**1. CJPIA Insurance Payment for FY 2016 Liability and Worker's Compensation Insurance**

Board reviewed and discussed the liability and worker's compensation insurance bill from CJPIA.

*Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 4-0 to approve the CJPIA Insurance Payment for FY 2016/17 Liability and Worker's Compensation Insurance in the amount of \$179,213.*

*AYES: Hjorth, Lee, Saukel, Tarras*

*NOES: -*

**PUBLIC FORUM**

No public comment was received during the Public Forum.

**2. Public Hearing**

**2.1 Board conducted a public hearing for the 2015 Urban Water Management Plan (9:06 AM Open)**

No public comment was received during the Public Hearing (9:07 AM Closed).

## 2.2 2015 UWMP Resolution

Board reviewed and considered approving the resolution to adopt the DWP 2015 Urban Water Management Plan

*Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 4-0 to approve the resolution to adopt the DWP 2015 Urban Water Management Plan.*

*AYES: Hjorth, Lee, Saukel, Tarras*

*NOES: -*

## 3. CONSENT CALENDAR

### 3.1 Approve Minutes of a Regular Board Meeting Dated May 24, 2016, adjourned to May 31, 2016

*Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 3-0 to approve the Consent Calendar items.*

*AYES: Hjorth, Saukel, Tarras*

*NOES: -*

*Abstain: Lee*

## 4. DISCUSSION / ACTION ITEMS

### 4.1 Check Register

Board reviewed and discussed the check register for May 2016.

*Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 4-0 to authenticate the Check Register for May 2016 as presented.*

*AYES: Hjorth, Lee, Saukel, Tarras*

*NOES: -*

### 4.2 IT Assessment Report/Upgrade Authorization

Board reviewed and discussed authorizing the IT systems upgrades recommended by DWP's IT consultant. Board and staff discussed the different options presented by the IT consultant and staff revised their recommendation of the Backup Solution portion of the report to utilize the newly recommended cloud based backup.

*Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 4-0 to approve the following upgrades to the DWP's IT systems from the IT Assessment: Internet service – defer decision; Networking Hardware and Configuration – \$7,800 for configuring switch and stacking module; Client Endpoints – replace workstations as budgeted; Mobile Endpoint Management – defer decision; Server Hardware - \$65,000 for fully redundant server; Backup Solution - \$11,000 for new on-site backup and \$589 per month service fee redundant cloud based backup; for a total cost of \$83,800 and a monthly fee of \$589 for the cloud based storage and consultant monitoring.*

*AYES: Hjorth, Lee, Saukel, Tarras*

*NOES: -*

### 4.3 Management Reports

Board discussed management reports and asked staff clarifying questions.

4.3.1 Commissioner Lee requested data on how many employees in the exempt status received longevity pay this year.

4.3.2 Commissioner Lee requested staff look into whether Board Members were covered under the agency AWWA membership.

### 4.4 Board Member Reports

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- 4.4.1 Commissioner Lee requested staff to develop a board member handbook for future and current Board Members.
- 4.4.2 Commissioner Saukel gave a report on attending a cyber security class and her concerns about how DWP can protect itself from cyber attack.
- 4.4.3 Commissioner Saukel attended the Mountain Mutual Aid Association (MMAA) meeting as a member of the public and asked staff the role DWP plays in the MMAA.

**ADJOURNMENT**

No additional business came before the Board. At 12:31 PM Vice Chair Tarras adjourned the meeting.



Jack P. Roberts, Board Secretary  
DWP Board of Commissioners

Approved at meeting dated: 7/26/2016