

**MINUTES OF A REGULAR BOARD MEETING  
CITY OF BIG BEAR LAKE  
DEPARTMENT OF WATER AND POWER  
BOARD OF COMMISSIONERS  
AUGUST 28, 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:** Bob Tarras, Treasurer

**BOARD MEMBERS PRESENT:** Steve Foulkes, Chair  
Bill Giamarino, Vice Chair  
Bob Tarras, Treasurer  
Fred Miller, Commissioner

**BOARD MEMBERS EXCUSED:** Don Smith, Commissioner

**PUBLIC FORUM**

No one from the public was present during the public forum.

**1. CONSENT CALENDAR**

- 1.1 Approve Minutes of a Regular Board Meeting Dated June 26, 2012
- 1.2 Approve Minutes of a Special Board Meeting Dated July 6, 2012.
- 1.3 Approve Amended Minutes of a Special Board Meeting Dated March 14, 2012
- 1.4 Adopt Fiscal Year 2010/11 Annual Report
- 1.5 Approve Encumbrance and Revenue Carry Forwards

*Motion made by Vice Chair Giamarino, seconded by Treasurer Tarras, and carried 4-0 to approve Consent Calendar items 1.1, 1.2, and 1.3 as presented.*

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items 1.4 and 1.5 were removed from the consent calendar for discussion.

*Motion made by Commissioner Miller, seconded by Treasurer Tarras, and carried 4-0 to approve Consent Calendar items 1.1 and 1.2 as presented.*

**OPEN SESSION**

**2. DISCUSSION/ACTION ITEMS**

**2.1 Sugarloaf Park Turf Expansion**

Board received presentation from Reese Troublefield, General Manager of the Big Bear Valley Recreation and Park District. The District requested the Board approve the development of approximately 19,000 square feet of new turf at the Sugarloaf Park.

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*Motion made by Vice Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to approve the Big Bear Valley Recreation and Park District request to install approximately 19,000 square feet of new turf at the Sugarloaf Park.*

### **2.2 Medical Plan Changes and Reimbursements**

Board received information on medical plan changes and alternative medical plans from broker Laurie LoFranco of Keenan. The Board directed staff to review the proposed alternative plans in greater detail and return with a recommendation. The Board also discussed processing reimbursement requests for employees associated with the medical plan changes.

*Motion made by Commissioner Miller, seconded by Treasurer Tarras, and carried 4-0 to authorize staff to process employee reimbursement requests specifically related to the documented medical plan changes that became effective at renewal on August 1, 2012. Reimbursements will only be processed until we get a new medical plan in place.*

### **2.3 Radio Read Meters: Strategies and Opportunities**

Board discussed the proposed radio-read meter installation program with General Manager Lamson. The Board did not feel there is an urgent need to justify funding the purchase of radio-read meters from reserves. The Board directed staff to prioritize the need for radio-read meters and present it at the next strategic planning workshop.

### **2.4 Check Register: 6/01/12 – 6/30/12**

Board combined item 2.4 with item 2.5 for discussion and action.

### **2.5 Check Register: 07/01/12 – 07/31/12**

*Motion made by Vice Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to authenticate the check registers for June and July 2012 as presented.*

### **2.6 Utility Billing – June 2012**

Board reviewed the utility billing information for June 2012 and had no questions.

### **2.7 Utility Billing – July 2012**

Board reviewed the utility billing information for July 2012 and had no questions.

### **2.8 Interim Management Letter from Audit Firm**

Board discussed audit firm's interim review of operations with Administrative Manager McGee.

Chair Foulkes adjourned for recess at 10:58 a.m.

Chair Foulkes reconvened the meeting at 11:00 a.m.

### **2.9 Request for a Procedural Change Requiring Owner Responsibility for Rental Properties' Water Bill**

Board reviewed and discussed proposed changes with Administrative Manager McGee. Board directed staff to explore methods 2 and 4 more extensively and present a recommendation at the next Board Meeting.

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### **2.10 Annual Services and Materials Bidding**

Board discuss this year's services and materials bids with Water Resource Manager La Haye and Water Superintendent Wilson.

### **2.11 USDA Projects Update**

Board received and update from Water Resource Manager La Haye on the status of USDA projects. The Board was pleased with the progress to date.

### **2.12 Water System Atlas Update Proposal & Conversion to GIS**

Board discussed the Water System Atlas project and GIS conversion with Water Resource Manager La Haye and General Manager Lamson. The Board agreed that the project is a priority.

*Motion made by Vice Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to approve awarding a contract to WSC, Inc. to update our Water System Atlas and convert it to GIS format in the amount of \$28,849, subject to the General Manager's review of contract details.*

### **2.13 On-Call Hydrogeological Services: Three Year Contract**

Board reviewed and discussed the on-call Hydrogeological services proposals. The Board has been pleased with the previous service from Thomas Harder & Co.

*Motion made by Commissioner Miller, seconded by Treasurer Tarras, and carried 4-0 to approve awarding a three-year contract to Thomas Harder & Co. to perform on-call Hydrogeological services at an hourly rate of \$150/\$90/\$70 and with an internal annual budget of \$5,000 per year.*

### **2.14 On-Call Engineering Services: Three Year Contract**

Board reviewed and discussed the on-call engineering services proposals with General Manager Lamson.

*Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to approve awarding a three-year contract to WSC, Inc. to perform on-call Engineering services at an hourly rate of \$195/\$155/\$85 and with an internal annual budget of \$10,000 per year.*

### **2.15 Budget Adjustments – USDA**

Board discussed budget adjustments with General Manager Lamson and Administrative Manager McGee.

*Motion made by Vice Chair Giamarino, seconded by Commissioner Miller, and carried 4-0 to approve the proposed budget adjustments as recommended.*

#### **2.15.1 Apple Valley Construction Change Order #1**

Board combined items 2.15.1, 2.15.2, 2.15.3, 2.15.4, 2.15.5 for discussion and action.

#### **2.15.2 Apple Valley Construction Change Order #2**

Board combined items 2.15.1, 2.15.2, 2.15.3, 2.15.4, 2.15.5 for discussion and action.

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### **2.15.3 Christensen Brothers Construction Change Order #1**

Board combined items 2.15.1, 2.15.2, 2.15.3, 2.15.4, 2.15.5 for discussion and action.

### **2.15.4 Christensen Construction Change Order #2**

Board combined items 2.15.1, 2.15.2, 2.15.3, 2.15.4, 2.15.5 for discussion and action.

### **2.15.5 TK Construction Change Order #1**

Board combined items 2.15.1, 2.15.2, 2.15.3, 2.15.4, 2.15.5 for discussion and action.

*Motion made by Commissioner Miller, seconded by Vice Chair Giamarino, and carried 4-0 to approve all of the change orders as presented; Contract 1A, Change Order #1 in the amount of \$266,855.50; Contract 1A, Change Order #2 in the amount of \$28,809.88; Contract 4, Change Order #1 for a decrease of \$34,787.45; Contract 5, Change Order #2 in the amount of \$69,961.94; and Contract 5, Change Order #1 in the amount of \$30,148.75.*

### **2.16 Management Staff Reports**

Board discussed Management Staff reports and provided input on the proposed bill stuffer.

### **2.17 General Manager's Report**

Board discussed General Manager's report and received a LAFCO update.

### **2.18 Board Member Reports**

Board did not have items to report.

Chair Foulkes adjourned for recess at 12:25 p.m.

Chair Foulkes reconvened the meeting at 12:30 p.m.

## **3. CLOSED SESSION**

Board went into closed session at 12:30 p.m.

### **3.1. Closed Session Pursuant to Government Code 54956.9**

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:

One Potential Case

Board came out of closed session at 12:45 p.m.

## **OPEN SESSION**

No reportable action.

## **ADJOURNMENT**

No additional business came before the Board. Chair Foulkes adjourned the meeting at 12:45 p.m.

*Diego Chavez*

Diego Chavez, PHR

Secretary to the Board of Commissioners

Approved at meeting dated: September 25, 2012