

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
SEPTEMBER 22, 2015

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

Craig Hjorth, Treasurer

PUBLIC FORUM

No public comment was received during the Public Forum.

1. CONSENT CALENDAR

1.1 Approve Minutes of a Regular Board Meeting Dated August 25, 2015

Chairman Smith requested item 1.1 be removed from the Consent Calendar for discussion.

1.2 Refund of Capacity Charges – 2 Georgia Parcels

Vice-Chair Tarras requested item 1.2 be removed from the Consent Calendar for discussion.

ITEMS REMOVED FROM THE CONSENT CALENDAR

1.1 Approve Minutes of a Regular Board Meeting Dated August 25, 2015

Board discussed corrections to the Minutes including: list all Board members as AYE or NO, including those who motion or second a motion. Correct item 3.6 to reflect that Commissioner Saukel seconded the motion. By unanimous consent the Board directed staff to make all revisions and amendments and bring minutes back for review at the next meeting.

1.2 Refund of Capacity Charges – 2 Georgia Parcels

Board reviewed the request to refund capacity charges and discussed the need to revise the Rules and Regulations document governing how these particular refunds may be granted. Board conveyed that the policy document may warrant additional flexibility in the ability to grant refunds, dependent upon the amount of time, money and other resources expended by the DWP at the time of request. Board understands and agrees that refunds may be reviewed on a case by case basis but wish to apply the policy with consistency.

Motion made by Vice-Chair Tarras, seconded by Treasurer Hjorth, and carried 5-0 to approve Consent Calendar item 1.2 authorizing staff to refund capacity charges of \$20,980.80 and meter installation fees of \$4,514.00 to the owner of the parcels on Georgia. Board directed staff to present an amended policy at a future meeting.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2. DISCUSSION/ACTION ITEMS

2.1 **Check Register 08/01/15 – 08/31/15**

Board reviewed and discussed the check register for August 2015 with Management. Administrative Manger McGee explained that due to ongoing issues with the report we will try to find a resolution with the vendor then possibly attempt alternative report in-house.

Motion made by Vice-Chair Tarras , seconded by Commissioner Saukel and carried 5-0 to authenticate the Check Register for August 2015 as presented.

AYES: Hjorth, Lee, Saukel, Smith, Tarras
NOES: -

2.2 **Preliminary Draft Financial Data June 30, 2015**

Board reviewed and discussed preliminary draft of financial data as of June 30, 2015. Board provided some commentary on the financial charts. Management addressed questions.

2.3 **Resolution No. DWP 2015-16, Amending Policy #2011-01 Benefits and Working Conditions for Unrepresented Employees**

Board reviewed and discussed a resolution and policy amendment to satisfy Affordable Care Act (ACA) requirements.

Motion made by Vice-Chair Tarras, seconded by Commissioner Lee, and carried 5-0 to adopt Resolution No DWP – 2015-16, modifying Policy No 2011-01 Benefits and Working Conditions for Unrepresented Employees.

AYES: Hjorth, Lee, Saukel, Smith, Tarras
NOES: -

2.4 **Resolution No. DWP 2015-17, Amending the Employee Service Awards Program**

Board reviewed and discussed a resolution amending the Employee Service Awards Program. Management confirmed that a gift card is not de minimus unless it stipulates that it is only valid for the purchase of a particular item.

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 5-0 to adopt Resolution No. DWP 2015-17, Replacing Administrative Instruction Number 1984-24, Employee Service Awards Program.

AYES: Hjorth, Lee, Saukel, Smith, Tarras
NOES: -

2.5 **Out of Service Agreement with CSA 53C- Moon Camp Development**

Board reviewed and discussed an Out of Service Agreement with CSA 53C for the Moon Camp Development.

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 5-0 to Authorize staff to execute the agreement, obtain County Board of Supervisors approval, and to present to LAFCO for consideration.

AYES: Hjorth, Lee, Saukel, Smith, Tarras
NOES: -

2.6 **Management Reports**

Board discussed Management Reports. Board was updated on the hiring process for the new Human Resources Manager and Board Secretary, funding for the Bear Valley Water Sustainability Project, the state grant for turf buybacks, and the status of the radio read replacement program.

2.7 Board Member Reports

Board shared Member Reports. Chairman Smith reported that the system responded well during the Summit Fire.

ADJOURNMENT

No additional business came before the Board. At 10:55 a.m. Chair Smith adjourned the meeting.



Danielle D. McGee, Acting Secretary
DWP Board of Commissioners

Approved at meeting dated: October 27, 2015