

**MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
SEPTEMBER 25, 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: Fred Miller, Commissioner

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 commented during the public forum.

1. CONSENT CALENDAR

1.1 Approve Minutes of a Regular Board Meeting Dated August 28, 2012

1.2 Approve Minutes of a Special Board Meeting Dated September 7, 2012.

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 presented.

ITEMS REMOVED FROM THE CONSENT CALENDAR

No items were removed from the consent calendar.

OPEN SESSION

2. DISCUSSION/ACTION ITEMS

2.1 Check Register: 08/01/12 – 08/31/12

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 4-0 to authenticate the check register for August 2012 as presented.

2.2 Utility Billing – August 2012

Board reviewed the utility billing information for August 2012 and had no questions. Chair Foulkes suggested the use of graphs or charts to capture trends and put data into context.

2.3 USDA Projects Update

Board received an update from Water Resource Manager La Haye on the status of USDA projects. The Board was pleased that most projects will be completed before winter.

2.4 Customer Appeal – Minimum Bill

Board reviewed and discussed request from customer Jackie Meltz to waive the residential service charge. Ms. Meltz was not present at the meeting.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to deny request to waive residential service charge.

Chair Foulkes publicly identified a new item of business not appearing on the posted agenda, pursuant to subdivision 54954.2.(b) of the California Government Code. The item was identified as item 2.4.A and the Board voted on the need to take immediate action.

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 4-0 to add item 2.4.A due to need for immediate action.

Item 2.4.A was added to the agenda for discussion.

2.4.A 605 Georgia St. – Realtor Request

Board reviewed and discussed request to forgive outstanding balance with Management. The Board felt it was inappropriate to approve request.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to deny request to waive the outstanding balance due on account for 605 Georgia St.

2.5 Customer Appeal – Fourth Leak Adjustment

Board reviewed and discussed request from customer Gary Cavaretta for a leak adjustment. Administrative Manager McGee and Customer Service Supervisor Barrette provided additional information and answered questions.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 to deny request for a leak adjustment.

Chair Foulkes allowed public comment from Realtor Abraham Khatib on item 2.4.A. Mr. Khatib travelled to attend the meeting in support of item 2.4.A. Mr. Khatib apologized for being late and provided the Board with information about the property and explained the request. Chair Foulkes thanked Mr. Khatib for attending the meeting and presenting his case. The Board did not reconsider previous action to deny request.

Chair Foulkes recused himself from the meeting at 9:37am due to a conflict of interest with item 2.6. Chair Foulkes turned the meeting over to Vice Chair Giamarino and exited the Board room.

Vice Chair Giamarino took over the meeting.

2.6 Moon Camp MOU Extension

Board reviewed and discussed Moon Camp MOU with Water Resource Manager LaHaye and General Manager Lamson.

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 3-0 to extend MOU Agreement with North Shore Estates, LLC for the Moon Camp Development through December 31, 2013.

Vice Chair Giamarino turned the meeting back over to Chair Foulkes. Chair Foulkes resumed the meeting at 9:39am.

2.7 Request for a Procedural Change Requiring Owner Responsibility for Rental Properties' Water Bill

Board reviewed proposed procedural change and discussed request with Administrative Manager McGee.

Motion made by Treasurer Tarras, seconded by Vice Chair Giamarino, and carried 4-0 authorizing staff to adopt the proposed method 4 to be phased in as renters move out, beginning January 1, 2013.

2.8 U.S. Communities Government Purchasing Alliance

Board discussed the Alliance with Administrative Manager McGee.

Motion made by Commissioner Miller, seconded by Treasurer Tarras, and carried 4-0 authorizing staff to accept the terms and conditions of the Master Intergovernmental Cooperative Purchasing Agreement and register as a Participating Public Agency in U.S. Communities.

2.9 Promotion to Senior Customer Service Representative

Board discussed promotion of Customer Service Representative II, Diana Eichenlaub to Senior Customer Service Representative with Management.

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 4-0 authorizing the promotion of Customer Service Representative II, Diana Eichenlaub to Senior Customer Service Representative effective the pay period beginning October 6, 2012.

2.10 USDA 2013 Application: Proposed Projects

Board discussed application with Management. General Manager Lamson and Water Resource Manager La Haye provided additional information and clarified that the application does not commit DWP to a loan. Board discussed the dollar amount of application, impact on rates and changing USDA requirements that may eliminate DWP eligibility in the future.

Board does not believe we will pursue entire loan amount. By consensus, the Board directed Management to proceed with the pre-application for 2013 USDA funds.

2.11 Management Staff Reports

Board discussed electronic billing and directed staff to survey customers to gauge interest. Chair Foulkes directed Management to produce tables and charts that are meaningful when reporting field activities. Board directed Management to rework and produce some reports quarterly.

2.12 General Manager's Report

Board discussed General Manager's report.

2.13 Board Member Reports

Board did not have items to report.

Chair Foulkes adjourned for recess at 10:19 a.m.

Chair Foulkes reconvened the meeting at 10:25 a.m.

3. CLOSED SESSION

Board went into closed session at 10:25 a.m.

**3.1. Closed Session Pursuant to Section 54957
Public Employee Performance Evaluation
Title: General Manager**

Board came out of closed session at 11:25 a.m.

OPEN SESSION

No reportable action.

ADJOURNMENT

No additional business came before the Board. Chair Foulkes adjourned the meeting at 11:25 a.m.

Diego Chavez

Diego Chavez, PHR

Secretary to the Board of Commissioners

Approved at meeting dated: October 23, 2012