

**MINUTES OF A SPECIAL BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**October 16, 2018**

**OPEN SESSION**

A Special 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 October 16, 2018 by Chair Smith at 41972 Garstin Drive, Big Bear Lake, California 92315.

**BOARD MEMBERS PRESENT:**

Don Smith, Chair  
Bob Tarras, Vice Chair  
Craig Hjorth, Treasurer  
Alan Lee, Commissioner  
Barbara Willey, Commissioner

**BOARD MEMBERS EXCUSED:**

N/A

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Vice Chair

**PUBLIC FORUM**

No public comments.

**1. DISCUSSION/ACTION ITEMS**

**Staffing Workshop**

Board reviewed and discussed documentation and information regarding staffing needs of the DWP. Board Chair emphasized the importance of a creating a strategic plan, formulated between Board and Management to address Department direction and priorities in relation to capital projects, grant applications, facilities, staffing and compensation.

Board directed staff to add the proposed additional Utility Technician I and Resolution No. DWP 2018-XX – to Establish a Financial Analyst Position and Salary Schedule staff report to the Consent Calendar for consideration at the October 23, 2018 Board Meeting.

**2. CLOSED SESSION- Board adjourned to closed session at 10:39 AM**

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

**2.1 Closed Session Pursuant to Section 54957**

**Public Employee Performance Evaluation**

Title: General Manager

**3. OPEN SESSION**

At 11:24 PM, the Board came out of Closed Session with no reportable action.

**ADJOURNMENT**

No additional business came before the Board. At 11:25 AM Chair Smith adjourned the meeting.



Sierra Orr, Acting Secretary to the Board of Commissioners  
DWP Board of Commissioners

Approved at meeting dated: