

**MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
BOARD OF COMMISSIONERS
OCTOBER 23, 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: Don Smith, Commissioner

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

BOARD MEMBERS EXCUSED: None

INTRODUCTION

Board was introduced to new Customer Service Representative I, Sonja Reeves.

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 September 25, 2012

Motion made by Treasurer Tarras, seconded by Commissioner Miller, and carried 5-0 to approve Consent Calendar item 1.1 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: 09/01/12 – 09/30/12

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 5-0 to authenticate the check register for September 2012 as presented.

2.2 Utility Billing – September 2012

Board reviewed the utility billing information for September 2012 and suggested changes.

2.3 USDA Projects Update

Board received an update from Water Resource Manager La Haye on the status of USDA projects and discussed the new Seminole Well in Fawnskin with Management.

2.4 Customer Appeal – Residential Service Charge

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

Motion made by Vice Chair Giamarino, seconded by Commissioner Miller, and carried 5-0 to deny request to waive the residential service charge.

2.5 New Accounting/Billing Assistant Position

Board reviewed and discussed request with Management.

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 5-0 to authorize request to add new Accounting/Billing Assistant position with associated position description and salary schedule, and the elimination of the Utility Billing Assistant I and II positions.

2.6 Christensen Brothers Change Order #3

Board reviewed and discussed change order with General Manager Lamson.

Motion made by Commissioner Smith, seconded by Vice Chair Giamarino, and carried 5-0 to approve Change Order #3 for Christensen Brothers General Engineering, Inc. Contract 4 in the amount of \$49,307.58 and associated budget adjustment.

2.7 Retaining Wall for Ridge Road Hydrant

Board discussed the retaining wall construction on Ridge Road in Fawnskin with Management.

Motion made by Treasurer Tarras, seconded by Commissioner Smith, and carried 5-0 to approve a purchase order to Don Parker Masonry in the amount of \$22,500 and associated budget adjustment.

2.8 Management Staff Reports

Board provided feedback to Administrative Manager McGee on Financial Statements. Board instructed staff to cancel Regular Board Meeting scheduled for December 25, 2012 and replace with Special Board Meeting on December 18, 2012 by consensus.

2.9 General Manager's Report

Board discussed General Manager's report.

2.10 Board Member Reports

Board did not have items to report.

Chair Foulkes adjourned for recess at 9:58 a.m.

Chair Foulkes reconvened the meeting at 10:00 a.m.

3. CLOSED SESSION

Board went into closed session at 10:00 a.m.

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

Board came out of closed session at 10:56 a.m.

OPEN SESSION

Board went into open session at 10:56 a.m. General Manager Lamson received his annual performance evaluation from the Board.

ADJOURNMENT

No additional business came before the Board. Chair Foulkes adjourned the meeting at 10:56 a.m.

Diego Chavez

Diego Chavez, PHR
Secretary to the Board of Commissioners

Approved at meeting dated: November 27, 2012