

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
NOVEMBER 24, 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 (telephonically)
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 Special Board Meeting Dated November 16, 2015

Chairman Smith requested a clerical error to be corrected in the last paragraph of the minutes referring to the time the meeting adjourned.

Motion to approve Consent Calendar items made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve consent calendar items.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

ITEMS REMOVED FROM THE CONSENT CALENDAR

2. Discussion Items

2.1 TRT Meeting Review

Board reviewed TRT meeting minutes. No action taken.

2.2 2016 Board Meeting Schedule

Board directed staff to continue to have Regular Board Meetings on the fourth Tuesday of each month by unanimous consent.

2.3 Check Register

Board reviewed and discussed the check register for October 2015 with Management.

Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to authenticate the Check Register for October 2015 as presented.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.4 Proposed Budget Calendar

Board reviewed and discussed the proposed budget calendar for FY 2017 with Management.

Motion made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve the FY 2017 Budget Calendar.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.5 Service Award Policy

Board reviewed and discussed the Service Award Policy with Management.

Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to approve applying the Service Award Policy retroactively for all of calendar year 2015. Board requested legal review to make sure it is legal to retroactively apply.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

2.6 Quarterly Financial data

Board directed staff to present the quarterly financial data at the second Regular Board Meeting after the end of the Financial Quarter by unanimous consent.

2.7 Award 2015 Urban Water Management Plan Contract

Board reviewed and discussed the 2015 Urban Water Management Plan with Management.

Motion made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to approve awarding the 2015 UWMP to Carollo Engineers, Inc. in the amount of \$46,750 and budget internally for a 5% contingency and approve the associated budget adjustment as presented.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

3. Closed Session

3.1 At 10:47 AM the Board went into closed session.

Closed Session Pursuant to Section 54957

Public Employee Performance Evaluation

Title: General Manager

3.2 Represented Employees Contract Discussion

4. Open Session

At 1:56 the Board came out of closed session with no reportable action.

Chair Smith adjourned the meeting to reconvene on December 10, 2015 at 9:00 AM.

Reconvened Open Session

On December 10, 2015 at 9:00 AM the Regular Board Meeting of November 24, 2015 was reconvened.

5. Discussion Items

5.1 Service Award Policy (Item 2.5)

Staff provided the Board clarification that there is no legal conflict in applying Service Award Policy retroactively for calendar year 2015.

5.2 Award 2015 Urban Water Management Plan Contract (Item 2.7)

Board reviewed and discussed the revised scope of work and cost for the 2015 Urban Water Management Plan with Management.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras and carried 5-0 to resend the November 24, 2015 award of the 2015 UWMP and approve awarding the 2015 UWMP to Carollo Engineers, Inc. in the amount of \$42,574 and budget internally for a 5% contingency and approve the associated budget adjustment as presented.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

5.3 Departmental Reports

5.3.1 Conservation

Board directed staff to compare 2015 to 2014 in order to predict what water conservation targets might be implemented if the drought were extended.

5.3.2 Accounting/Human Resources

Commissioner Lee requested benefit information from staff.

5.4 Board Member Reports

5.4.1 Discussion

Commissioner Lee requested staff to organize a workshop for Brown Act and Ethics training that met legal requirements for Board members.

6. Closed Session (10:09 AM)

At 10:09 AM the Board went into closed session.

6.1 Closed Session Pursuant to Section 54957

Public Employee Performance Evaluation

Title: General Manager

7. Open Session

At 11:12 the Board came out of closed session.

8. Reportable Action from Closed Session

8.1 Contract Correction to the General Manager's contract for January 1, 2013 through December 31, 2015

Corrected the contract to clarify the original understanding of the Agreement and to correct boilerplate language set forth therein.

Motion to approve the Contract Correction to the General Manager's (GM's) contract made by Treasurer Hjorth, seconded by Commissioner Saukel and carried 5-0 to approve the Contract Correction to the GM's contract.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

8.2 General Manager's contract for January 1, 2016 through December 31, 2018

Motion to approve the January 1, 2016 through December 31, 2018 General Manager's contract made by Commissioner Saukel, seconded by Treasurer Hjorth and carried 5-0 to approve the Contract Correction to the GM's contract.

AYES: Hjorth, Lee, Saukel, Smith, Tarras

NOES: -

9. December 22, 2015 Meeting

Board directed the Board Secretary to Adjourn the December 22, 2015 meeting to the regularly scheduled Board Meeting on January 26, 2016.

ADJOURNMENT

Minutes of a Regular Board Meeting

November 24, 2015

Page 4 of 4

No additional business came before the Board. At 11:17 AM Chair Smith adjourned the meeting.



Jack P. Roberts, Board Secretary
DWP Board of Commissioners

Approved at meeting dated: January 26, 2016