

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
December 18, 2018

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. on December 18, 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

Farewell Gift for Don Smith

Sierra Orr, Water Conservation & Public Information Supervisor, presented a farewell gift to Chair Don Smith to thank him for his service on the Board of Commissioners.

Introduction of Temporary Part-Time Customer Service Representative

Kelle Barrette, Customer Service Supervisor, introduced Sonja Reeves, a prior DWP Customer Service Representative. Sonja has agreed to come back to DWP as a part-time Customer Service Representative and temporarily help DWP while employees are on leave.

Public Comment

Terry Renner, Vice President of TKE Engineering, was present for the discussion and review of Agenda Item 3.2 USDA Pipeline Replacement Project and offered to answer questions regarding TKE's Proposal.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated November 27, 2018

Motion made by Commissioner Willey, seconded by Vice Chair Tarras, and carried 5-0 to approve item 1.1 of the Consent Calendar.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

2.1 **Authenticate Check Register 11/1/2018 to 11/30/2018**

Commissioner Lee asked questions on checks 11519 (Arco AMPM) and 11541 (Harris Computer Systems). Steve Wilson, Water Superintendent, shared that DWP uses Arco as an alternative for fuel when the County pumps are not available. Danielle McGee, Chief Financial Officer, shared that the fee to Harris Computer Systems is for annual support of our utility/accounting system.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 5-0 to approve item 2.1 authenticating the Check Register 11/1/2018-11/30/2018.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 **Award Agreement for Enterprise Resource Planning (ERP)/Customer Information System (CIS)/Utility Billing Software**

Board reviewed and discussed awarding the ERP – CIS Software Agreement to the recommended qualified utility software provider. Board had concerns regarding vendor nonperformance. Board recommended including nonperformance and penalty clauses in the agreement with Tyler.

Motion made by Commissioner Lee, seconded by Vice Chair Tarras, and carried 5-0 to award the contract for the ERP – CIS Software to Tyler Incode. The cost of the conversion, licensing implementation and training shall not exceed \$350,000 and authorized the budget adjustment using unrestricted reserves of \$310,000 with the provision that nonperformance and penalty clauses be included in the agreement with Tyler.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 **Award Agreement for the Design Services of the 2018 USDA Pipeline Replacement Project**

Board reviewed and discussed awarding the 2018 USDA Pipeline Replacement Project - Engineering Design Services Agreement to the recommended Engineering Firm. Board had two concerns: (1) the fee of the recommended Engineering Firm; and (2) awarding the bid and construction phase services at this time. Reginald Lamson, General Manager, shared that the selection process was qualification based and that the fees from the two firms with the most experience with designing USDA funded projects in the Big Bear area were very similar. Additionally, General Manager Lamson shared that WSC provided the most thorough and complete proposal. The Board directed Staff to bring back the Bid and Construction Phase Services portion of the proposal for consideration of award at a future Board meeting. USDA will review and approve the draft Agreement prior to final execution.

Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras, and carried 4-1 to award the Design Phase Services for the 2018 USDA Pipeline Replacement Project to WSC in the amount of \$1,235,388 and authorized the budget adjustment using unrestricted reserves of \$632,148.

AYES: Hjorth, Smith, Tarras, Willey

NOES: - Lee

ABSTAIN: -

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We are an equal opportunity provider and employer.

3.3 Proposed 2019 Board Meeting Schedule

Board reviewed and adopted the proposed 2019 Board Meeting Schedule.

Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras, and carried 5-0 to adopt the 2019 proposed Board Meeting Schedule.

AYES: Hjorth, Lee, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Management Reports

Board reviewed and discussed staff reports. Rachel Franklin, Human Resources/Risk Management, gave an update on the hiring process for the Utility Technician and Financial Analyst positions. Water Conservation & Public Information Supervisor Orr shared that DWP donated the most toys on both days of Big Bear Grizzly's 2-day Toy Drive. Water Superintendent Wilson gave an update on the Sawmill Well Pumping Plant and Division Well Field Solar projects. The Board discussed use of the Consent Calendar and agreed to move the Check Register to the first Discussion/Action Item and to not place Items that include a Resolution on the Consent Calendar. General Manager Lamson shared that because the staff plans on applying for an AMI grant in FY19, DWP plans to schedule a debrief meeting with USBR to discuss why the FY18 AMI grant application was not successful.

3.5 Board Member Reports

The Board thanked Human Resources/Risk Management Franklin for putting together a fun and successful Holiday Gathering. The Board also thanked Chair Don Smith for his service to DWP. Lastly, the Board thanked Water Conservation & Public Information Supervisor Orr for her efforts on behalf of DWP to participate in Big Bear Grizzly's Toy Drive.

At 10:44 a.m., Chair Smith moved to recess without objection.

4. CLOSED SESSION

The Board adjourned to closed session at 11:02 a.m.

Closed Session Pursuant to Section 54957, Public Employee Performance Evaluation - Contract Renewal

Title: General Manager

The Board returned to open session at 12:42 p.m.

Reportable action from closed session:

The Board agreed by consensus to the terms of an Amended Employment Agreement with the General Manager effective December 1, 2018 with a compensation change that will be effective on the pay period that includes January 1, 2019. The Amended Employment Agreement will be ratified by Resolution at the January 22, 2019 Regular Board Meeting.

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ADJOURNMENT

No additional business came before the Board. At 12:49 p.m., Chair Smith adjourned the meeting.

A handwritten signature in blue ink that reads "Leeanne Eagleson". The signature is written in a cursive, flowing style.

Leeanne Eagleson, Secretary to the Board of Commissioners
DWP Board of Commissioners

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