

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
March 26, 2019

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 March 26, 2019 by Chair Bob Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

Bob Tarras, Chair
Craig Hjorth, Treasurer
Alan Lee, Commissioner

BOARD MEMBERS EXCUSED:

Barbara Willey, Vice-Chair

PLEDGE OF ALLEGIANCE

Leeanne Eagleson, Board Secretary

PUBLIC FORUM

1. LETTER TO BOARD FROM CUSTOMER

1.1 Review and Discuss Letter

Kelle Barrette, Customer Services Supervisor, shared with the Board interactions that occurred with the customer prior to the receipt of the customer's letter. The Board discussed and determined that to entertain the customer's request would require a new rate study and would adversely affect other customers.

The Board adjourned at 9:20 a.m. for a short recess and the Board reconvened at 9:22 a.m.

2. PUBLIC HEARING

2.1 Open Hearing

The Board opened a public hearing at 9:23 a.m. on the proposed Water Conservation Plan and closed the public hearing at 9:23 a.m. due to no public comments.

2.2 RESOLUTION No. 2019-03 – Adopt Water Conservation Plan

Sierra Orr, Water Conservation and Public Information Supervisor, shared that the DWP is ready to implement the Water Conservation Management Plan.

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 3-0 to adopt Resolution No. 2019-03 to approve the Water Conservation Management Plan.

AYES: Hjorth, Lee, Tarras,

NOES: -

ABSTAIN: -

3. CONSENT CALENDAR

Items removed from Consent Calendar.

4. ITEMS REMOVED FROM CONSENT CALENDAR

4.1 Approve Minutes of the Regular Board Meeting Dated February 26, 2019

Treasurer Hjorth asked a question to validate the accuracy of the minutes.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 3-0 to approve the February 26, 2019 meeting minutes.

AYES: Hjorth, Lee, Tarras,

NOES: -

ABSTAIN: -

4.2 Capacity Charge and Meter Install Fees

The Board discussed the practice in place to adjust the capacity charge and meter installed fees annually based upon the Construction Cost Index.

5. DISCUSSION/ACTION ITEMS

5.1 Authenticate Check Register 2/1/2019 to 2/28/2019

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 3-0 to authenticate the Check Register 2/1/2019-2/28/2019.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

5.2 Award proposal for Classification and Total Compensation Study (Study)

Rachel Franklin, Human Resources/Risk Management, shared the process the Human Resources Committee engaged in to select a qualified consulting firm to perform the Study. The Board inquired into the cost and the timing to complete the Study.

Motion made by Commissioner Lee, seconded by Treasurer Hjorth, and carried 3-0 to award an agreement with Koff & Associates for the Classification and Total Compensation Study.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

5.3 Award Arbitrage Rebate Calculation Services (Arbitrage Services)

Dani McGee, Chief Financial Officer, explained the purpose of Arbitrage Services and why DWP needs to work with a qualified consultant for these services.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 3-0 to award an agreement with Willdan Financial Services for Arbitrage Services not to exceed \$13,500.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

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5.4 RESOLUTION No. DWP 2019-04 – USBR Grant Application – AMI Meter Program (Final Phase)

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 3-0 to adopt Resolution No. DWP 2019-04 accepting the terms and conditions associated with the USBR WaterSMART Water and Energy Efficiency Grant for Fiscal Year 2019 for the AMI Meter Program.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

5.5 RESOLUTION No. DWP 2019-05 – USBR Grant Application – Small-Scale Water Efficiency Projects

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 3-0 to adopt Resolution No. DWP 2019-04 accepting the terms and conditions associated with the 2019 USBR WaterSMART Small-Scale Water Efficiency Grant for Fiscal Year 2019 for Small-Scale Efficiency Projects.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

5.6 Approval for Pumping Unit Replacements

Steve Wilson, Water Superintendent, shared the importance of replacing the three failed well pumping units.

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 3-0 to award the Well Pumping Unit Replacements to Tri County Pump Company for a total amount of \$102,581.04 and approve additional rehab work for Division Well #2 and Bow Canyon Well not to exceed \$60,000 for both Wells.

AYES: Hjorth, Lee, Tarras

NOES: -

ABSTAIN: -

5.7 Management Reports

Rachel Franklin informed the Board that the two temporary assignments are for field workers for seasonal work. Steve Wilson shared that grading on the Division Well Solar Project started today and that Tennyson is expected to begin working again on the Sawmill Well in the next week or two. Reggie Lamson, General Manager, shared he is meeting with San Manuel Band of Mission Indians to discuss cultural resources associated with the Division Well Solar Project. Reggie also shared that the DWP plans to put the USDA Pipeline Replacement project out to bid in April for the fourteen segments to be replaced in 2019.

5.8 Board Member Reports

Alan Lee shared that he was impressed with the site tour he participated in on March 25, 2019 with Reggie Lamson, Steve Wilson, and Jason Hall. Specifically, Alan found the DWP facilities well maintained and manicured.

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ADJOURNMENT

No additional business came before the Board. At 10:42 a.m. Chair Tarras adjourned the meeting.



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

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