

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
May 28, 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 May 28, 2019 by Chair Bob Tarras at 41972 Garstin Drive, Big Bear Lake, California 92315.

BOARD MEMBERS PRESENT:

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

PLEDGE OF ALLEGIANCE

Alan Lee, Commissioner

PUBLIC FORUM

None

Introductions:

Rachel Franklin, Human Resources/Risk Management, introduced the two new temporary, seasonal employees: Zachary (Zach) Zamorano, and Rodolfo (Rudy) Rojas. Steve Wilson, Water Superintendent, shared the new employees are doing an excellent job.

1. PUBLIC HEARING

1.1 RESOLUTION NO. DWP 2019-06 DWP - Fiscal Year 2019/20 Budget

Chair Tarras opened a public hearing at 9:02 a.m. There being no public present, the public hearing was closed at 9:03 a.m.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 4-0 to adopt by Resolution the Fiscal Year 2019/20 Budget.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

2. CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated April 23, 2019

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to approve the Consent Calendar.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

3. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed from the Consent Calendar.

4. DISCUSSION/ACTION ITEMS

4.1 Authenticate Check Register 4/1/2019 to 4/30/2019

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authenticate the Check Register 4/1/2019-4/30/2019.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.2 RESOLUTION No. DWP 2019-07 - Fourth Supplement to 1996 Trust Indenture

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authorize by Resolution a Fourth Supplement to the 1996 Trust Indenture with the United States Department of Agriculture – Rural Development.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.3 RESOLUTION No. DWP 2019-08 – Authorizing Bank Accounts for the 2019 Bond Reserve and 2019 Bond Services

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to authorize by Resolution bank accounts for the 2019 Bond Reserve and 2019 Bond Service.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.4 Annual COLA Adjustment

Board requested additional research from staff including: (1) COLA adjustments given to DWP employees over the last four years; and (2) information regarding how other local agencies are applying the COLA adjustment this year. Board deferred decision on the annual COLA adjustment until a Special Board Meeting to be held on June 18, 2019 at 9:00 a.m.

4.5 Award Construction Contract for 2018 USDA Pipeline Replacement Project, Phase 1

Motion made by Treasurer Hjorth, seconded by Commissioner Lee, and carried 4-0 to award the construction contract for the 2018 USDA Pipeline Replacement Project to DDH Apple Valley Construction, Inc. in the amount of \$2,564,512 and budget internally for a 5% contingency for a total amount of \$2,692,738.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.6 RESOLUTION No. DWP 2019-09 – Adopt Capital Asset Accounting Policy

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 4-0 to adopt by Resolution the Capital Asset Accounting Policy.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

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4.7 Amendment for Tom Dodson 2018/19 On-Call Environmental Services

Motion made by Treasurer Hjorth, seconded by Commissioner Willey, and carried 4-0 to approve amendment to the Tom Dodson & Associates 2018/19 On-Call Environmental Services agreement in the amount of \$14,000 for additional environmental services.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.8 Amendment for WSC 2018/19 On-Call Engineering Services

Board requested Reggie Lamson, General Manager, to search for local engineer with the ability to certify the net metering installation has been installed in compliance with the contract documents.

Motion made by Chair Tarras, seconded by Treasurer Hjorth, and carried 4-0 to conditionally approve amendment to WSC's 2018/19 On-Call Engineering Agreement in the amount of \$6,000 for additional engineering services if Reggie is unable to identify a local engineer with the ability to perform the requested certification.

AYES: Hjorth, Lee, Tarras, Willey

NOES: -

ABSTAIN: -

4.9 Management Reports

The Board inquired into the Ergonomics Assessment. Rachel shared that Pelletier & Associates is a woman-owned company and that DWP budgeted \$20,000 for the Assessment in 2019/20. Steve shared that the Division #7 Well Pump is up and running, they have disinfected and sampled the Division #2 Well Pump, and the Bow Canyon Well Pump has been flushed. Also, Steve shared the Sawmill Well Pump is expected to in operation in four months. Dani shared that Tyler Technologies is organized and responsive and we will soon obtain a test database for the conversion to Tyler Incode 10.

4.10 Board Member Reports

Commissioner Lee congratulated Steve on his 30 years of service to the DWP and he thanked the Commissioners for working with him over the past four years on the Board. Vice-Chair Willey shared that the budget workshop with the City Council was a record performance timed at only 35 minutes.

ADJOURNMENT

No additional business came before the Board. At 10:26 a.m. Chair Tarras adjourned the meeting.



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

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