

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
June 25, 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 June 25, 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

BOARD MEMBERS EXCUSED:

Alan Lee, Commissioner

PLEDGE OF ALLEGIANCE

Barbara Willey, Vice-Chair

PUBLIC FORUM

None

ACKNOWLEDGEMENTS:

To acknowledge Kevin Moran, Purchaser/Inspector II, for his fifteen years of service to the DWP, Steve Wilson, Water Superintendent, presented Kevin with a pin and gift card.

To acknowledge Steve for his thirty years of service to the DWP, Reggie Lamson, General Manager, presented Steve with a pin and gift card.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated May 28, 2019

1.2 Approve Minutes of the Special Board Meeting Dated June 18, 2019

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 3-0 to approve the Consent Calendar.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed from the Consent Calendar.

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 5/1/2019 to 5/31/2019

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to authenticate the Check Register 5/1/2019-5/31/2019.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 RESOLUTION No. DWP 2019-11 - FY 2019/20 Pay Scale Update for COLA

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to adopt by Resolution the FY 2019/20 salary schedules for DWP employees (excluding the GM) and approve the associated budget adjustment.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 RESOLUTION No. DWP 2019-12 – DWP 457 (b) Vendor Conversion

The Board inquired if there will be a transfer fee. Brian Young, Mass Mutual Financial Planner, responded there is no transfer fee but there may be a closure/distribution fee where the investments are currently held. The Board asked if there will be different plans available to employees. Brian said they have selected the best in class with a low fee of 22 basis points and that they highly recommend the target date funds offered by BlackRock with automatic rebalancing based on employee's expected retirement date. The Board wanted to know how often the employees may make changes to their investments. There is no limit to investment changes and the employees may make their changes online.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to authorize staff by Resolution to execute a service agreement with Mass Mutual as vendor of the investment accounts and to terminate DWP's agreement with ASPire.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Budget Adjustment Reducing Health and Wellness Appropriation

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to authorize budget adjustment to realize the savings from favorable rates achieved on medical and dental premiums better than estimated in the 2019/20 Budget.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Online Payment Portal and Merchant Banking Services

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 3-0 to authorized staff to execute a contract for merchant bank and gateway services with OpenEdge and authorize staff to prepare a purchase order for OpenEdge services for FY 2019/20 for \$35,000.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

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We are an equal opportunity provider and employer.

3.6 Letter of Support for Alliance for Water Efficiency to Eliminate Taxes on Water Rebates

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to authorize staff to add the DWP as a signatory to the AWE's letter in support of the Bill which proposes to eliminate federal taxes related to water rebates.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Change Order for DS Energy Solutions for Construction of the Division Well Field Solar Project

The Board inquired about the Cantilever Gates and were advised that the revision to the gate design was to ensure the gates would be snow-worthy.

Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 3-0 to approve DSES' contract change order no. 6 in the amount of \$41,366.67 and approve the corresponding budget adjustment.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Notice of Completion for the Division Well Field Solar Project

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 3-0 to authorize staff to file a Notice of Completion with the San Bernardino County for the Division Well Field Solar Project naming DS Energy Solutions as the Contractor.

AYES: Hjorth, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Management Reports

Treasurer Hjorth commended Sierra Orr, Water Conservation & Public Information Supervisor, for her work on the Solar Project garden. Vice-Chair Willey acknowledged that both DWP and Reggie are in the top three of the Big Bear Grizzly Readers Choice Awards for 2019. Treasurer Hjorth inquired into the Tyler Accounting system. Dani McGee, Chief Financial Officer, shared that DWP is receiving power-user training, that we are looking forward to enhancements, and that Sierra will be preparing a communication plan for DWP customers regarding the changes.

3.10 Board Member Reports

Alan Lee, Board Commissioner will be acknowledged for his service to the DWP at the July 8, 2019 City Council Meeting. Treasurer Hjorth will be unavailable for the July 23, 2019 Board Meeting.

ADJOURNMENT

No additional business came before the Board. At 10:22 a.m. Chair Tarras adjourned the meeting.



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

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