



## City of Big Bear Lake Notice of Commission Vacancies

The City is accepting applications for two (2) possible vacancies for seats on the Department of Water & Power (DWP) Board of Commissioners expiring June 30, 2017. Applicants must be a registered voter and reside in an area served by the DWP.

The DWP Board of Commissioners meets the fourth Tuesday of every month at the DWP offices on Garstin Road. Responsibilities include decisions related to water conservation, supply, generation, distribution and sale of water and related services. The two (2) Appointments are for 4-year terms ending on June 30, 2021.

The City Council will interview prospective candidates.

Applications are available at the Civic Center, 39707 Big Bear Blvd., Big Bear Lake, or by contacting the City Clerk's office at 909-866-5831 or online at [www.citybigbearlake.com](http://www.citybigbearlake.com)

Deadline to submit an application is 5:00 p.m. on  
April 21, 2017

# City of Big Bear Lake



## WELCOME

The City Council, City Manager, DWP General Manager and City staff are pleased that you are interested in serving your community as a member of one of the City's Commission's.

As an appointed citizen member of a City established body, you are considered a public official serving the City Council by performing a valuable service by addressing issues and decisions related to the purchase, supply, generation, distribution and sale of water.

The City Council looks forward to your contribution as we all work together to provide efficient municipal service that is responsive to local needs and expectations.

The City Council appreciates your willingness to apply for a position on our Department of Water & Power Board of Commissioners.

A handwritten signature in black ink that reads 'Kathleen Smith'.

Kathleen Smith  
Acting City Clerk  
City of Big Bear Lake

## Purpose of the Department of Water & Power (DWP) Board of Commissioners

The DWP Board has the authority to exercise all of the powers of the City in the purchase, supply, generation, distribution and sale of water, as set forth in Sections 805 through 818 of the Charter of the City of Big Bear Lake, and by Ordinance No. 89-172, as attached.

The DWP Board of Commissioners is comprised of five (5) members meeting the fourth Tuesday of each month at 9:00 a.m.

## Application Process

Any citizen interested in serving on the DWP Board is invited to complete an application form and submit it to the City Clerk's Department.

All applications are then forwarded to the City Council, and all members of the Council will interview the applicants.

## Qualifications

To serve on the DWP Board, an appointee must be a legally registered voter and resident of an area served by the DWP.

## How Appointments Are Made

Once the interviews are conducted, the City Council will select the applicant and a formal appointment will be made at the next regular City Council meeting.

## Oath of Office

Upon appointment to the DWP Board, the appointee will be sworn into office at the next regular DWP meeting administered by the DWP Board Secretary.

## Conflict of Interest

All members of the DWP Board should avoid the appearance of bias in pending City matters at all times. Government Code Section 1090 provides that “members of the Legislature, state, county, district, judicial district, and city officers or employees, which includes City advisory board members, shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.”

Members of the DWP Board are required, pursuant to the Political Reform Act, to file Statements of Economic Interests (Form 700) upon assuming office, annually and upon leaving office. The City Clerk will provide the necessary information to complete the filing obligation.

## Compensation

The DWP Board shall receive the sum of four hundred dollars per month (\$400.00) for their participation in regular, adjourned or special meetings of the Commission, set by Resolution No. 2005-13.

**CITY OF BIG BEAR LAKE**  
**APPLICATION FOR APPOINTMENT TO THE DWP BOARD**  
*Qualification Requirements: Legally registered voter and resident of an area served by the DWP*

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**NAME:** \_\_\_\_\_

**YEARS LIVED IN BIG BEAR:** \_\_\_\_ **HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**HOME ADDRESS** (Please Include Your P.O. Box): \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** \_\_\_\_\_

\_\_\_\_\_  
**CITY OR MUNICIPAL COMMITTEE, COMMISSION OR BOARD THAT YOU HAVE SERVED ON:**

\_\_\_\_\_  
**ORGANIZATIONS TO WHICH YOU BELONG** (Professional, technical, community, service):

\_\_\_\_\_  
**BRIEFLY STATE WHY YOU WISH TO SERVE ON THIS BOARD/COMMISSION, AND WHY YOU BELIEVE YOU ARE QUALIFIED FOR THE POSITION.** (Use additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

You are encouraged to attach a Resume

**Return to:** City Clerk's Office (P.O. Box 10000), 39707 Big Bear Blvd., Big Bear Lake, CA 92315 (909) 866-5831

**Deadline to submit applications: April 21, 2017 by 5:00 p.m.**