

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**January 28, 2020**

**OPEN SESSION**

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power (DWP) Commissioners was called to order at 9:00 a.m. on January 28, 2020 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  
Joe Cylwik, Commissioner  
Scott Heule, Commissioner

**PLEDGE OF ALLEGIANCE**

Craig Hjorth, Treasurer

**PUBLIC FORUM**

Kelle Barrette, Customer Service Supervisor, invited the Board to the DWP Annual Chili Cook-Off scheduled on Wednesday, February 19th. The Board is encouraged to either bring chili or join the employees for lunch.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated November 26, 2019**

**1.2 2020 Board of Commissioner's Meeting Schedule**

*Motion made by Vice-Chair Willey, seconded by Commissioner Heule, and carried 5-0 to approve the Consent Calendar.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

**2.1 Vehicle Replacement Purchase**

Commissioner Cylwik inquired into whether the National Joint Powers Alliance (NJPA) was contacted for a bid. Steve Wilson, Water Superintendent, responded that in the past the DWP worked with the NJPA for bids and through experience has found that we get better bids by working directly with local dealers. Commissioner Cylwik requested for future purchases that the DWP also obtain bids from the NJPA (now named Sourcewell).

**2.2 Budget Adjustment for 2019 USDA Pipeline Project for Legal Expenses**

Treasurer Hjorth inquired into whether the \$30,000 for legal expenses was the same as expenses paid for in 2019. Dani McGee, Chief Financial Officer, responded that it is the same expenditure and that it was not budgeted in the FY 2019/20 budget. The legal expenses have been reimbursed by the USDA.

**2.3 Budget Calendar for Fiscal Year 2020/21**

This agenda item was removed from the Consent Calendar by mistake.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to approve items removed from the Consent Calendar.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3. DISCUSSION/ACTION ITEMS**

#### **3.1 Authenticate Check Register 11/1/2019 to 11/30/2019**

Commissioner Heule inquired into check number 13034 and whether Laserfiche is operational. Rachel Franklin, Human Resources/Risk Management, responded that we are in the process of entering documents into the Laserfiche Document Management System and that we are still learning about the Laserfiche functionality. Vice-Chair Willey stated that she liked the new Check Register format and inquired into the Tyler payments. Dani responded that we have received a credit for one of the modules that was eliminated, and we are holding all invoices until credit memos are issued for the balance.

*Motion made by Commissioner Heule, seconded by Treasurer Hjorth and carried 5-0 to authenticate the Check Register 11/1/2019-11/30/2019.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

#### **3.2 Authenticate Check Register 12/1/2019 to 12/31/2019**

*Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth and carried 5-0 to authenticate the Check Register 12/1/2019-12/31/2019.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

#### **3.3 Amendment to the Koff Agreement for the Classification and Total Compensation Study**

Treasurer Hjorth inquired into why the agenda item was not brought to the Board prior to exceeding the not-to-exceed authorization in the Agreement. It was agreed that the proper procedure would be to bring requests like this to the Board unless the action is critical to on-going operations.

*Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik, and carried 5-0 approving Amendment No. 1 to the Koff & Associates service agreement in the amount of \$10,911.50.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

#### **3.4 Earth Day Event**

Chair Tarras inquired into whether the Earth Day Event was budgeted. Sierra Orr, Water Conservation and Public Information Supervisor, responded yes, and that the 2020 budget was similar to the 2019 Earth Day Event budget. Treasurer Hjorth shared that he believes the event is goodwill for the community. Commissioner Cylwik shared that he attended the event last year and is in support of the event.

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*We are an equal opportunity provider and employer.*

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 approving the event partnership not to exceed a total cost of \$4,000 and they defer to staff on whether the event should be budgeted annually.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.5 Authorize DWP Staff to make Administrative Changes to Job Descriptions**

Commissioner Heule inquired whether the General Manager's job description was included.

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik, and carried 5-0 authorizing the DWP staff to make administrative changes to job descriptions excluding the General Manager position.*

*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*

*NOES: -*

*ABSTAIN: -*

### **3.6 Management Reports**

Commissioner Heule inquired into whether Sierra creates her own public information announcements. Sierra responded that she does and sometimes she finds public announcements on the American Water Works Association (AWWA) website. Commissioner Heule asked Steve if we received the results from the San Bernardino County Fire Department inspection. Steve responded that it will probably takes some time before we receive the inspection results. Treasurer Hjorth inquired if we have completed installation of the VFDs. Steve responded that the project is still in process. Chair Tarras asked about the status of Lake Williams. Steve responded that one well pump will need to be replaced and we are finalizing the blending requirements with County Health.

Commissioner Heule inquired into the developer construction projects. Steve responded that the Club is an expansion of the existing development, the Fox Farm location is off of Fox Farm, east of Houston Court, and the Talmadge location is at the top of Red Ant Hill. Vice-Chair Willey asked Dani about the software conversion. Dani responded that we negotiated a short-term agreement to try out a different software for inventory. Treasurer Hjorth inquired about Windows 7. Dani responded that we purchased the extended service and we are working to upgrade or replace workstations as needed. Chair Tarras asked about the Sensus issues. Dani responded that we are working on a new agreement because the Tyler software is not compatible with the old Sensus software and meter read for any meters installed after the conversion to Incode (over 1,100 meters) are being pulled and entered individually by customer service staff. Commissioner Heule inquired into the project design workshop for Replenish Big Bear. Reggie Lamson, General Manager, responded that there is another meeting scheduled with the State Water Board in February and there is a new issue being discussed with the Division of Drinking Water regarding possible impact to drinking water wells within 100 feet of the lake's high-water line.

### **3.7 Board Member Reports**

Commissioner Cylwik and Vice-Chair Willey shared that they had attended HR Committee Meetings since the last Board meeting.

At 9:55 a.m., Chair Tarras moved to recess without objection.

## **4. CLOSED SESSION**

The Board adjourned to closed session at 10:10 a.m.

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**Closed Session Pursuant to Section 54957.6**

DWP Designated Representative: General Manager

The Board returned to open session at 1:54 p.m. with no reportable action.

**ADJOURNMENT**

No additional business came before the Board. At 1:54 p.m. Chair Tarras adjourned the meeting.



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

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