

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**June 23, 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 June 23, 2020 by Chair Bob Tarras.

**BOARD MEMBERS PRESENT:**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Scott Heule, Commissioner

**PLEDGE OF ALLEGIANCE**

Barbara Willey, Vice-Chair and Steve Wilson, Water Superintendent

**PUBLIC FORUM**

**1. PUBLIC HEARING**

**1.1 RESOLUTION NO. DWP 2020-06 DWP – Adopt Amendments to the Water Conservation Policy**

Commissioner Cylwik inquired if the Water Conservation Policy (Policy) was prepared from a standard document or prepared from scratch. Water Conservation & Public Information Supervisor, Sierra Orr, responded that the initial Policy was prepared based on adopted resolutions and city ordinances. Commissioner Cylwik inquired into whether the outdoor water use requirements apply to hand-watering. Sierra confirmed that the outdoor water use requirements do apply to hand-watering and that an exception for outdoor watering is rain-barrels, which are considered non-potable water. Commissioner Cylwik further requested to clarify the definition of turf to not include native grasses. Commissioner Cylwik also requested a defined time limit. Sierra proposed twelve (12) months after the turf has no longer been irrigated to qualify for the turf buyback program.

Commissioner Heule inquired into whether hand-watering was allowed after November 1<sup>st</sup>. Sierra responded that the DWP may issue permits for hand-watering. Commissioner Heule also inquired into what is considered “measurable rainfall”. Sierra responded that the DWP considers ¼” measurable. Commissioner Cylwik add that ¼” is the current state guideline. Chair Tarras stated that it can be raining in the east end of the valley and at the same time, no rain on the west end. Commissioner Heule requested the second sentence under Efficient Irrigation be its own bullet. Commissioner Heule inquired about the federal standard under Retrofit Regulations. Sierra responded that there is a difference between the federal and state standards and that if the fixture meets the federal standard, the DWP does not require the fixture be replaced.

Chair Tarras inquired into whether the DWP monitors private wells. Sierra responded that we do not have the means to monitor private wells. Vice-Chair Willey inquired into whether a customer’s private wells could contaminate the DWP’s water system. General Manager, Reggie Lamson, responded that the DWP requires backflow devices on water services that also have private wells, to protect our water system. Chair Tarras requested Sierra review and incorporate the requested modifications to the Water Conservation Policy.

Chair Tarras opened the public hearing.  
No Public comment was received.  
Chair Tarras closed the public hearing.

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to adopt Resolution No. DWP 2020-06 approving amendments to the Water Conservation Policy.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**2. CONSENT CALENDAR**

**2.1 Approve Minutes of the Regular Board Meeting Dated April 28, 2020**

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik, and carried 5-0 to approve the Consent Calendar.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**3. ITEMS REMOVED FROM CONSENT CALENDAR**

**4. DISCUSSION/ACTION ITEMS**

**4.1 Customer Appeal – 43627 Shasta Road**

Commissioner Cylwik stated the he understands the building permit process takes time.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 5-0 to approve the customer's request for an extension to the E-discount service charge for up to 12 months or upon unlocking the water service, whichever occurs first.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**4.2 Customer Appeal – 350 Alden Road**

Commissioner Cylwik inquired about the single meter to serve three buildings (two businesses and one private residence). Sierra responded that Bear Valley Mutual owns the entire multi-acre parcel where the three buildings are located. Chair Tarras asked if it was proper for the tenant to request the turf rebate and assign it to the owner. Sierra responded that the DWP has previously allowed tenants to request turf rebates. Treasurer Hjorth requested clarity on the replacement area. Sierra responded that it was only for the private residence. Treasurer Hjorth acknowledge the research performed and stated he was not for authorizing the rebate. Vice-Chair Willey stated that she agreed with Treasurer Hjorth.

*Motion made by Vice-Chair Willey, seconded by Commissioner Heule and carried 5-0 to deny the customer's request for a turf buyback.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**4.3 Authenticate Check Register 5/1/2020 to 5/31/2020**

Commissioner Cylwik inquired into check number 13708. Water Superintendent, Steve Wilson, responded that the programing device used by the meter department is not large, but it is expensive, so DWP adds insurance to the shipping costs. Commissioner Cylwik inquired into check number 13720. Chief Financial

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Officer, Dani McGee, responded that the Apple Program is an alternative to Social Security and the DWP makes APPLE contributions for the temporary employees and Board Commissioners. Commissioner Cylwik inquired into check number 13744. Treasurer Hjorth responded that the Computer Loan is a DWP program and this check was to pay back a receivable from an employee.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 5-0 to authenticate the Check Register for May 2020.*

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

*NOES: -*

*ABSTAIN: -*

#### **4.4 RESOLUTION NO. DWP 2020-07 – Fiscal Year 2020/21 Salary Schedule Update for Cost of Living Adjustment (COLA)**

Commissioner Cylwik inquired into whether the COLA applied to all employees. Reggie responded that it only applied to non-contract employees.

*Motion made by Vice-Chair Willey, seconded by Commissioner Heule, and carried 5-0 to adopt Resolution No. DWP 2020-07, approving the FY 2020/21 salary schedules for DWP non-contract employees.*

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

*NOES: -*

*ABSTAIN: -*

#### **4.5 Approve Agreement with WLC Architects, Inc. (WLC) for a Master Space Plan**

Chair Tarras stated that he understood WLC designed the Big Bear Lake City Hall and he heard there were problems. Reggie responded that the problems were with construction and not design. Chair Tarras inquired if the City Planning Department helped evaluate the bids. Reggie responded that he was confident that Steve, Dani, Rachel, and himself were qualified to review the proposals and the Planning Department was not requested to assist. Treasurer Hjorth stated that he was concerned that WLC did not put in time for meetings and that he heard there were significant change orders related to a Moreno Valley School District project that WLC had designed but he did not know the particulars of the problems. Vice-Chair Willey was concerned about the proposed schedule of one year because some of the other proposals schedule of completion was only five months. Vice-Chair Willey also requested research on prior WLC litigation history. Reggie responded that he found the timeline realistic based on previous experience. Commissioner Heule asked what was it that made WLC stand out. Reggie responded that WLC has done a great deal of work with other water districts. Commissioner Cylwik inquired into whether we had checked WLC's references. Reggie responded that he has not checked with any references yet. Treasurer Hjorth shared his concern that the quote is low and there could be a number of change orders, which is what he understood occurred with Moreno Valley. The Board requested more research on the issues presented and review the WLC proposal at the July Board meeting.

Chair Tarras called at break at 10:28 a.m.

Chair Tarras resumed the meeting at 10:34 a.m.

#### **4.6 Review the DWP Vision Statement**

Vice-Chair Willey stated that she requested a review of the vision statement as she found some items in the vision were more day-to-day goals. Both Chair Tarras and Treasurer Hjorth agreed with Vice-Chair Willey. Commissioner Cylwik also had some recommendations for language modifications. The Board determined that they would prefer to discuss further in person at the July Board Meeting. Treasurer Hjorth requested that Board put in their suggestions prior to the meeting to enable a more effective discussion.

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#### 4.7 Technical Review Team (TRT) Committee Report

Treasurer Hjorth requested to remove the fourth recommendation of encouraging no outdoor watering on the Fourth of July and Labor Day weekends. Commissioner Heule agreed with Treasurer Hjorth. Chair Tarras thanked the TRT Committee.

#### 4.8 RESOLUTION No. DWP 2020-08 – Addendum No. 1 to the BVBGSA MOU

Vice-Chair Willey asked if the Addendum would save DWP staff time. Dani responded that the savings would be about 200 hours a year.

*Motion made by Commissioner Heule, seconded by Treasurer Hjorth and carried 5-0 to adopt Resolution No. DWP 2020-08, approving Addendum No. 1 to the BVBGSA MOU.*

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

*NOES: -*

*ABSTAIN: -*

#### 4.9 Letters of Support for Infrastructure Funding and WaterSense

Ratify the General Managers action to add BBLDWP as a signatory to the letters of support (effective May 27, 2020).

#### 4.10 Management Reports

Commissioner Heule inquired about the small fire in DWP's yard noted on the Human Resources/Risk Management Report. Human Resources/Risk Management, Rachel Franklin, responded that the fire occurred over the weekend and that it burned some privacy flaps within the chain link mesh and some plastic electrical conduit material. The damage is minimal. Chair Tarras noted the jump in water production from April to May 2020. Sierra responded that it was expected post COVID-19. Treasurer Hjorth inquired about how things were progressing with the new accounting software. Dani responded that we have made progress, that we are having bi-weekly calls, and that the programming for billing estimation corrections appear promising but is still being evaluated. Treasurer Hjorth stated his surprise at having to need proration with radio read meters. Dani responded that we included the estimation correction is contractually required functionality and, there will be occasions when the functionality is needed; however the frequency will decrease.

Commissioner Cylwik inquired if all the water service connections were completed for the Zoo project. Steve responded that the water services and additional fire hydrant were completed during the last couple of years. Chair Tarras requested that we have an in-person Board meeting. Reggie responded that the TRT Committee met in person and that the DWP has the capacity to hold twelve people in the Board room with proper physical distancing. Commissioner Cylwik mentioned that he would like to see the hydraulic model presentation. The Board agreed to meet in the DWP Board room for the July meeting and provide a Zoom link for the public to participate.

#### 4.11 Board Member Reports

Vice-Chair Willey acknowledged completion of the meter replacement program and enjoyed the physical distancing celebratory lunch. Chair Tarras also attended the celebratory lunch and thanked the Department for their hard work in completing the meter replacement program.

### **ADJOURNMENT**

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No additional business came before the Board. At 11:17 a.m. Chair Tarras adjourned the meeting.



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

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