

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**July 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 9:06 a.m. on July 28, 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**

Bob Tarras, Chair

**INTRODUCTIONS**

Water Conservation & Public Information Supervisor, Sierra Orr, introduced Lauren Kleppin, DWP's new Water Conservation Technician and provided the Board some information about Lauren's background.

**ACKNOWLEDGEMENTS**

Water Supervisor, Steve Wilson, acknowledged Ben Berge's five-year anniversary with the DWP, gave him a recognition pin, and shared Ben's contribution to the DWP.

**1. PUBLIC HEARING**

**1.1 RESOLUTION No. DWP 2020-09 – Amend DWP's Conflict of Interest Code**

Chair Tarras opened the public hearing at 9:16 a.m.

No Public comment was received.

Chair Tarras closed the public hearing at 9:16 a.m.

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik, and carried 5-0 to adopt Resolution No. DWP 2020-09 approving recommended amendments to DWP's Conflict of Interest Code.*

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

*NOES: -*

*ABSTAIN: -*

**2. CONSENT CALENDAR**

**2.1 Approve Minutes of the Regular Board Meeting Dated June 23, 2020**

**2.2 Revise Leak Adjustment Credits**

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

*AYES: Cylwik, Heule, Hjorth, 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 6/1/2020 to 6/30/2020**

Commissioner Cylwik inquired into check number 13926 paid to Tyler Technologies and specifically, the transaction description of "disaster recovery". Chief Financial Officer, Dani McGee, responded that the payment was for remote workplace activity and the ability for the DWP to retrieve online access to customer information as necessary. Additionally, the expense included financial backup activity. Commissioner Cylwik stated that the description prompted him to ask the question if DWP was prepared for another major earthquake. General Manager, Reggie Lamson, responded that the recently published Urban Water Management Plan (UWMP) Request for Proposals has a seismic component in it and that our newest reservoir at Angels Camp includes seismic reinforcements. Commissioner Heule inquired into check number 13851 paid to M&M Mechanical. Reggie responded that the expense was to replace office solar inverters, which were under warranty. The \$250.00 was the cost of labor to install the replacement inverters.

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

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

*NOES: -*

*ABSTAIN: -*

**4.2 RESOLUTION No. DWP 2020-XX - Carryover of Encumbrances to Fiscal Year 2020/21**

Chair Tarras inquired into the financial impact. Dani responded that the final dollar amounts for each carryover budget item have not been calculated and may be less than the values presented in the attached budget adjustment.

*Motion made by Vice-Chair Willey, seconded by Commissioner Heule, and carried 5-0 to adopt Resolution No. DWP 2020-10 authorizing the budget adjustment and authorizing staff to reduce budget adjustment values, without requiring further Board action, when final values are calculated.*

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

*NOES: -*

*ABSTAIN: -*

**4.3 RESOLUTION No. DWP 2020-XX - Amendment No. 1 to the BVBGSA Joint Powers Agreement (JPA)**

Treasurer Hjorth inquired into whether DWP's insurance coverage covers work performed for the Bear Valley Basin Groundwater Sustainability Agency (BVBGSA). Reggie responded that yes, in general it does and, the probability of risk is low. Commissioner Heule mentioned the language in the Resolution regarding "removed language is struck" and requested the Resolution modified.

*Motion made by Commissioner Cylwik, seconded by Commissioner Heule and carried 5-0 to adopt Resolution No. DWP 2020-11, approving the Amendment No. 1 to the JPA modifying the language as requested.*

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

*NOES: -*

*ABSTAIN: -*

**4.4 Approve Agreement with WLC Architects, Inc. for Master Space Plan**

Treasurer Hjorth and Vice-Chair Willey thanked Reggie for the additional reference research. Commissioner Cylwik commented that it was good to have the information from other water agencies.

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*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth, and carried 5-0 to authorize staff to award a professional services agreement with WLC Architects, Inc. for the Master Space Plan in the amount of \$45,000 and budget internally for a 5% contingency for a total amount of \$47, 250.*

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

*NOES: -*

*ABSTAIN: -*

#### **4.5 Change Order No. 2 to the DDH Apple Valley Construction Contract for the 2018 USDA Pipeline Replacement Project, Phase I**

Commissioner Cylwik inquired into whether other utilities are paying for paving. Reggie responded that we have worked with the City to eliminate the annual pavement impact fees and that he is also concerned about public perception. Reggie stated that he drove the pipeline project constructed in 2012 in which there was full width paving and also areas in which there was only trench paving. The full width paving still looks good, but trench paving was showing sign of deterioration. Commissioner Cylwik asked if there is any guarantee that other utilities will not impact the new paving. Reggie replied that there is no guarantee, but the City has 5-year moratorium on freshly paved streets.

*Motion made by Commissioner Heule, seconded by Vice-Chair Willey, and carried 5-0 to approve Change Order No. 2 to the Apple Valley Construction Contract in the amount of \$222,786.73.*

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

*NOES: -*

*ABSTAIN: -*

#### **4.6 RESOLUTION No. DWP 2020-XX – USBR Grant Application for the Wolf Reservoir & Booster Replacement Project**

Commissioner Heule inquired into whether the DWP would be able to use the existing reservoir during construction of the replacement reservoir. Steve Wilson responded that the Shuff Reservoir will provide sufficient water storage for the Shuff/Wolf Pressure Zone during construction of the new Wolf Reservoir. Commissioner Cylwik inquired into whether solar panels could be added to the project. Reggie responded that if there is sufficient room on top of the new reservoir, solar panels may be an option to reduce energy consumption. Chair Tarras inquired into whether the DWP was looking for projects because of the grant opportunity or whether the project was necessary. Reggie responded that the project will be included in our five-year capital improvement plan and that the project is necessary for enhanced operational efficiency.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey and carried 5-0 to adopt Resolution No. DWP 2020-12 supporting the USBR grant application for the Wolf Reservoir & Boosters Replacement Project.*

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

*NOES: -*

*ABSTAIN: -*

#### **4.7 Review the DWP Vision Statement**

Chair Tarras stated that he believed the Vision Statement should be one to two sentences and future focused. Commissioner Heule stated that he did not believe the Mission Statement or Vision Statement needed much tweaking, that the Mission Statement is currently short and concise, and that the Vision Statement should reflect how we achieve the Mission Statement. Chair Tarras agreed and stated he did not believe the Vision Statement should consist of bullet points. Vice-Chair Willey affirmed her understanding that the Mission Statement should be what DWP is presently doing and the Vision Statement should be future focused. Commissioner Cylwik added that he thought a Vision Statement was helpful for the employees to focus on objectives. Vice-Chair Willey requested Human Resources/Risk Management, Rachel Franklin's, input on the

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Vision Statement. Rachel shared that she did not believe the employees were aware of the Vision Statement and that the employees are motivated by senior staff and customer feedback. Dani shared she thought the Vision Statement should provide goal posts for employees to work towards. Treasure Hjorth added that he agreed the Vision Statement should be one to two simple, easy to understand sentences. Reggie suggested the staff put together a draft vision statement based on the Board's recommendations. Commissioner Cylwik suggested each department create goals to operate under and to achieve the Mission Statement and to eliminate the Vision Statement. The Board agreed with this suggestion.

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik and carried 5-0 to eliminate the Vision Statement.*

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

*NOES: -*

*ABSTAIN: -*

#### 4.8 Management Reports

Chair Tarras shared his sincere condolences to DWP staff for the passing away of Mike Whalen.

Commissioner Heule inquired into the higher production of water use in June 2020. Sierra responded that we are aware of the influx of visitors to the Bear Valley and occupancy rates are higher. Chair Tarras requested analytics based on the additional water usage to identify when the DWP should be concerned. Sierra responded that the challenge is that we do not know how long the pandemic will last and if water usage will normalize or continue to be higher than usual. Treasurer Hjorth recommended using the 2014 water production as a means to estimate potential future water usage. Chair Tarras added that he wanted reassurance the DWP will not run out of water. Commissioner Cylwik suggested worst-case scenario, assuming peak water usage over a sustained period of time and assessing the impact. Chair Tarras agreed stating that due to the pandemic, people appear to be more aware of Big Bear. Commissioner Heule recommended using average monthly data increased by 15%. Treasurer Hjorth suggested including review of the latest hydrographs. Sierra responded that included in the DWP's drought risk assessment are population projections. Previously, the Big Bear Visitor's Center was unable to provide much information regarding the number of visitors for a period of time. Commissioner Cylwik suggested review the sales tax data to get a sense of the number of visitors and asked how we inform the public to conserve water. Sierra responded that we have conservation information cards in the lodges and rental homes.

Commissioner Heule asked Dani if the list of Tyler issues is getting shorter. Dani responded that a new Tyler team has been assigned who are taking the issues seriously. Reggie shared that recently Bear Valley Electric Service (BVES) has agreed to net metering annually for the Division Solar Site. Treasurer Hjorth inquired into whether the DWP would continue to be billed monthly. Reggie responded in the affirmative and stated that fees would be trued up each November. Chair Tarras inquired into who votes for the BVBGSA. Reggie responded that each participating agency has a vote. Chair Tarras further inquired into when the BVBGSA will have additional information regarding cost of the Replenish Big Bear Project. Reggie responded that we are expecting information by early 2021.

Commissioner Cylwik inquired into DWP's Major Projects and specifically, DWP Complete Set of Policies and Employee Handbook due date of end of year 2021. Rachel responded that the CJPIA has recommended the DWP create its own set of policies rather than referencing City policies, that many of the City policies referenced are outdated, and that the Employee Handbook references the policies. Commissioner Cylwik inquired into the number of policies and Rachel responded there are over 100 policies. Commissioner Cylwik also inquired into the Laserfiche Document Management and Business Process project timing. Board Secretary/Administrative Analyst, Leanne Eagleson, responded that Laserfiche project is directly connected

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to the need for the DWP to create a Record Retention Policy and Guidelines for the retention and destruction of documents. Additionally, the DWP budgeted in the Fiscal Year 2020/21 to begin using Laserfiche Workflow functionality for the automation of Customer Service and Conservation forms. Rachel added that after speaking with other public organizations who have been using Laserfiche, it takes five to ten years to fully implement the project. Commissioner Cylwik also inquired into the timing of the Garstin Site Space Master Plan. Reggie responded that it is expected to take approximately twelve months for the consultant to complete the Plan. Treasurer Hjorth suggested the DWP start scanning in files. Dani responded that customer service is currently scanning files into Tyler Content Manager, a document management application that was included in the conversion to Tyler Incode.. Rachel added that she is scanning and converting old City employee files electronically. Treasurer Hjorth inquired into outsourcing of the scanning task. Rachel responded that we have researched outsourcing, found it is not cost effective, and that we need to determine what documents need to be scanned first. Treasurer Hjorth inquired into the server replacement project. Dani responded that it will be budgeted for fiscal year 2021/22. Treasurer Hjorth inquired into the maintenance window on the existing server. Dani responded that we renewed the service contract and that she will need to confirm the renewal terms.

#### 4.9 Board Member Reports

There were no Board Member reports.

#### ADJOURNMENT

No additional business came before the Board. At 11:26 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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