

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

Scott Heule, Commissioner

**ACKNOWLEDGEMENTS**

Water Supervisor, Steve Wilson, acknowledged Earl Forthun's thirty-year anniversary with the DWP, gave him a recognition pin, and shared that Earl is DWP's lead singer for birthday celebrations. Steve also acknowledged Hector Pedroza's five-year anniversary and promotion to Pump Technician I. Additionally, Steve shared some internal field transitions with the Board. Bob Tarras, Chair, acknowledged Scott Heule's contribution to the DWP and gave him a water drop award.

Break taken at 9:10 a.m. to celebrate acknowledgements. Resumed meeting at 9:22 a.m.

**1. CONSENT CALENDAR**

**1.1 Approve Minutes of the Regular Board Meeting Dated July 28, 2020**

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, 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 Purchases**

Commissioner Cylwik inquired into whether we attempted to obtain a quote from the National Auto Fleet Group (National). Steve responded that he requested quotes but received no response. Commissioner Cylwik shared that he called National and they provided him a quote \$2,000 less than the lowest quote DWP received. The Board agreed to a conditional approval.

*Motion made by Commissioner Heule, seconded by Vice-Chair Willey, and carried 5-0 to authorize the purchase of a new Chevrolet Colorado Pickup Truck and Chevrolet Traverse SUV from Rotolo Chevrolet conditioned on DWP verifying pricing with National. The Board also approved the budget adjustment*

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

*NOES: -*

*ABSTAIN: -*

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

#### 3.1 **Authenticate Check Register 7/1/2020 to 7/31/2020**

Commissioner Cylwik inquired into check number 14009 paid to Bear Valley Paving and specifically, the transaction description of "Asphalt Patch Boulder Bay and Moonridge". Steve responded that the expense was for annual trench paving throughout all service areas and that the description was a summary.

*Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth, and carried 5-0 to authenticate the Check Register for July 2020.*

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

*NOES: -*

*ABSTAIN: -*

#### 3.2 **Capital Improvement Plan Presentation**

Anibal Blandon presented the 2020 Water Master Plan Presentation to the Board that included the hydraulic Model Development, Water Demands, Demand Assignment, Calibration of the model, Prioritization of Improvements throughout DWP's water system, and both the short-term and long-term Capital Improvement Plans (CIP). The Presentation was very well received.

Break taken at 11:30 a.m. Resumed meeting at 11:50 a.m.

#### 3.3 **Amendment No. 2 to the ALDA Inc. CIP Agreement**

Chair Tarras inquired into whether there is a license fee for the Model. Reggie responded that the DWP owns the model and ALDA Inc. and Water Systems Consulting will maintain the Model. Treasure Hjorth inquired into whether the DWP could maintain the model. Reggie responded that it would require the hiring of a District Engineer.

*Motion made by Vice-Chair Willey, seconded by Treasurer Hjorth and carried 5-0 to approve Amendment No. 2 to the ALDA Inc CIP Agreement in the amount of \$58,700. The Board also authorized the budget adjustment.*

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

*NOES: -*

*ABSTAIN: -*

#### 3.4 **Investment Committee Report**

Chief Financial Officer, Dani McGee, shared that we will continue to maintain excess cash balances at the Local Agency Investment Fund (LAIF) and that she will include monthly cash and investment balances and LAIF quarterly apportionment rate history with her monthly Management Report.

#### 3.5 **2021 Urban Water Management Plan Contract**

Treasurer Hjorth inquired into whether the Seismic Risk Assessment is optional. Water Conservation & Public Information Supervisor, Sierra Orr, responded that the Seismic Risk Assessment is now required by the State. Reggie added that the only storage facility current with seismic requirements is the Angels Camp reservoir. Chair Tarras inquired into who scored the proposals. Reggie responded that Steve, Dani, Sierra, and himself scored the proposals. Dani added that Carollo Engineers included in their proposals the current situation of extra visitors coming to the Big Bear area. Chair Tarras raised concern regarding Carollo objections to the professional services agreement and requested the objections be provided to legal for review. Commissioner Heule inquired into the process to determine the "new normal". Sierra responded that the Sensitivity Analysis included in Carollo's proposal may be useful in determining the "new normal" because it takes into

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consideration part-time versus full-time occupants, expanded connections, temporary rentals, and the turnover in the real estate market.

*Motion made by Commissioner Heule, seconded by Vice-Chair Willey, and carried 5-0 to approve an agreement with Carollo Engineers in the amount of \$107,764 on the contingency that legal approves of Carollo's objections to the Agreement. The Board also authorized the budget adjustment.*

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

*NOES: -*

*ABSTAIN: -*

**3.6 Change Order No. 3 to Borden Excavating, Inc. Contract for the 2018 USDA Pipeline Replacement Project, Phase II**

Treasurer Hjorth inquired into the Woodland Way additional work. Steve responded that our record drawings were inaccurate, which resulted in the contractor damaging an unmarked lateral.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik and carried 5-0 to approve Borden Excavating contract Change Order No. 3 in the amount of \$40,282.03.*

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

*NOES: -*

*ABSTAIN: -*

Break taken at 12:27 p.m. for lunch. Resumed meeting at 12:37 p.m.

**3.7 Purchase Order Amendment Borden Excavating, Inc.**

Chair Tarras requested the DWP ask the USDA for reimbursement for a change order item related to the Sunset Drive pipeline segment.

*Motion made by Commissioner Cylwik, seconded by Treasurer Hjorth and carried 5-0 to authorize the budget adjustment and Purchase Order Amendment subject to asking the USDA for clarification on reimbursement for change order items.*

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

*NOES: -*

*ABSTAIN: -*

**3.8 RESOLUTION No. DWP 2020-13 – DWP Policy 2018-02 Update for Defined Eligible Dependents**

Chair Tarras confirmed the revision is for domestic partners not married. Human Resources & Risk Management, Rachel Franklin, responded that California law regarding domestic partners has been revised. Commissioner Heule inquired into how long before one is considered a domestic partner. Rachel responded that there is no timing in the law, that the DWP requires proof of domestic partnership by the employee or the employee may register with the Secretary of State as a domestic partner.

*Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey and carried 5-0 to approve the amended definition of "dependent" within DWP Policy #2018-02 to comply with California State Law and adopt Resolution No. DWP 2020-13 for the policy amendment to DWP Policy #2018-02.*

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

*NOES: -*

*ABSTAIN: -*

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**3.9 Alliance for Water Efficiency (AWE) Letters of Support**

Commissioner Heule requested language that each state should have the right to regulate their water efficiency and not the federal government with a “one size meets all” approach. The Board by consensus agreed that staff can submit letters of support regarding the proposed revisions to the flow definition of showerheads and clothes washers.

**3.10 Amendment No. 1 to WLC Architects, Inc. Agreement for the Master Space Plan**

Treasurer Hjorth confirmed the additional fee is for the surveyors. Reggie responded that was correct and that WLC did not add overhead to the survey expense.

*Motion made by Treasurer Hjorth, seconded by Commissioner Heule and carried 5-0 approving Amendment No. 1 to the WLC Agreement for the Master Space Plan for the additional field survey and mapping work in the amount of \$7,000.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**3.11 Outside Service Agreement with BBCCSD – Maple Hill Fields**

Treasurer Hjorth inquired into any expense to the DWP. Reggie responded that the DWP will incur no expense for the connection or meter fees. Chair Tarras inquired into what would happen if CSD want to begin providing water service to the Fields. Reggie responded that DWP would abandon the meters that will provide service to the proposed fields.

*Motion made by Commissioner Heule, seconded by Commissioner Cylwik and carried 5-0 to authorize staff to execute an Outside Service Agreement with BBCCSD and submit an application with LAFCO for Extension of Service by Contract.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**3.12 DWP Claim #2020-04 Rejection Letter**

Commissioner Heule stated that in some of the pictures it appears there previously was an existing French Drain System on the property, which would indicate previous drainage issues.

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey and carried 5-0 to deny DWP Claim #2020-04.*  
*AYES: Cylwik, Heule, Hjorth, Tarras, Willey*  
*NOES: -*  
*ABSTAIN: -*

**3.13 COVID-19 Testing for DWP Staff**

Commissioner Cylwik suggested employees attend the free COVID testing provided by the County at City Hall. Reggie responded that he understood you must make an appointment and it fills up quickly. Commissioner Heule suggested we revisit the need for COVID testing at the January 2021 meeting. Commissioner Cylwik suggested we schedule our testing on different weeks than the City’s tests, which will provide more opportunities for staff to get tested, if needed. Rachel responded that the Hospital is flexible with testing days. Dani suggested we revise the budget to \$8,000.

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*Motion made by Treasurer Hjorth, seconded by Commissioner Heule and carried 5-0 to provide COVID-19 testing of DWP employees for six months. The Board also authorized the budget adjustment of \$8,000.*

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

*NOES: -*

*ABSTAIN: -*

### **3.14 Management Reports**

Commissioner Heule inquired into the SBCERA impact mentioned in the Human Resources/Risk Management report. Rachel responded that SBCERA does not think it will be largely impactful. The impact to the DWP is only with Standby pay. Vice-Chair Willey confirmed it is not applicable to salary employees. Rachel replied in the affirmative that it is only applicable to hourly employees who earn standby pay. Treasurer Hjorth commented on the high-water usage in July 2020 and that not many rain barrels were distributed. Sierra responded that she does not know why people are not requesting rain barrels. Commissioner Cylwik thanked Conservation for the "cabin cards" and that in his recent experience with outside dining, he did not see conservation cards. Sierra responded that it is her understanding the restaurants are minimizing materials and supplies on the tables due to COVID. Commissioner Heule inquired into when the Division Well #2 pumping unit will be replaced. Steve responded that it is scheduled for the week of August 31<sup>st</sup>. Treasurer Hjorth inquired into whether the middle name issue has been resolved with the Tyler billing software. Dani responded that Tyler is working on it and plan to fix it. Treasurer Hjorth requested an explanation of the accrual issue and Dani explained some details of accrual accounting. Vice-Chair Willey asked if there has been any compensation from Tyler due to the various issues. Dani responded that the contract price has been reduced from the original agreed upon value. Commissioner Cylwik inquired into whether the property owners paid for the paving for the Roman's Construction Lagunita Pipeline Replacement project. Reggie confirmed that the owners did pay for the paving portion of the project.

### **3.15 Board Member Reports**

Commissioner Cylwik requested the staff bring back the Classification and Total Compensation Study to the Board for review. Vice-Chair Willey requested to wait until activities are closer to normal. Reggie stated that it was at the pleasure of the Board.

### **ADJOURNMENT**

No additional business came before the Board. At 1:50 p.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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