

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**January 24, 2023**

**OPEN SESSION**

A regular Meeting of the City of Big Bear Lake, Department of Water and Power (DWP) Board of Commissioners was called to order at 9:00 a.m. on January 24, 2023, by Chair Bob Tarras.

**BOARD MEMBERS PRESENT**

Bob Tarras, Chair  
Barbara Willey, Vice-Chair  
Craig Hjorth, Treasurer  
Joe Cylwik, Commissioner  
Jim Smith, Commissioner

**PLEDGE OF ALLEGIANCE**

Bob Tarras, Chair

**PUBLIC FORUM**

None.

**INTRODUCTION**

Danny Ent, Water Superintendent, introduced Austin Piperno and JR Garcia Bernal, DWP's two new Meter Technicians and welcomed Cole Burk, Utility Technician, back to the DWP.

Dani McGee, Chief Financial Officer, introduced Samantha Taylor, DWP's new Accounting Supervisor.

**1. CONSENT CALENDAR**

- 1.1 Approve Minutes of the Regular Board Meeting Dated December 20, 2022**
- 1.2 2023 Board Commissioner's Regular Meeting Schedule**
- 1.3 Budget Schedule FY 2023/24**
- 1.4 Purchase Authorization – Tyler Software Maintenance for 2023**

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

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

*NOES: -*

*ABSTAIN:*

**2. ITEMS REMOVED FROM CONSENT CALENDAR**

None.

**3. DISCUSSION/ACTION ITEMS**

**3.1 FY 2023/24 through FY 2027/28 Water Rate Study Presentation**

Commissioner Smith asked if the presented proposed rate increase of 4% per year should include language "up to" prior to the proposed rate increase. Kevin Kostuik, Raftelis Project Manager, responded yes, the proposed rate increase of 4% per year is a maximum rate increase and the Board may elect to increase water rates less than the maximum approved. Chair Tarras asked if Fiscal Year 23/24 cash balance projections have been prepared. Dani responded she has not prepared FY 23/24 cash balance projections yet. Chair Tarras requested the DWP water rate percentage increases be included on page 22

of the Slideshow next to the Regional and National percentage rate increases. Kevin responded that Raftelis will make the requested addition to the Slideshow. Commissioner Cylwik stated the presentation reflects a 4% increase throughout and requested language be added to state maximum 4%. Kevin agreed to make the necessary revisions.

Commissioner Smith inquired into the Ending Cash Balance chart and specifically the grey line. Reggie Lamson, General Manager, responded the DWP has recently secured millions in grants and low interest rate loans which has kept the cash balance higher than planned. The ten-year plan is to use unrestricted reserves for capital improvement projects and decrease the ending cash balance over time.

Commissioner Smith requested an explanation be added to the Proposed Financial Plan Ending Cash Balance Chart. Chair Tarras asked if the DWP should project grants. Kevin responded that the proposed rate study gives the Board flexibility such that if the DWP secures grant funding, the Board may either not increase rates or fund additional capital improvement projects.

*Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to direct the staff to prepare the presentation for City Council as presented to the Board with the few Board recommendations.*

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

*NOES: -*

*ABSTAIN: -*

### **3.2 Cityworks Demonstration**

Treasurer Hjorth asked how one can tell what is on their assigned vehicle. Roxann, Utility Technician II, responded that field workers can perform a query of their vehicle only and Storeroom Administrator has more query options. Commissioner Smith asked how workers know how many parts are needed. Roxann responded that there are minimum quantities to keep on hand per part, and once the number of parts drops to a certain threshold, the purchaser is noticed to order more of that part. Commissioner Smith inquired into the red bins. Roxanne responded that the red bins represent “do not inventory” parts because they are either portions of parts that may be able to be used to repair something or they are used parts that still have useful life. Chair Tarras asked if the inventory taken is not used on a job site, what happens. Roxann responded that if workers do not use a part, they may either return the part to its proper bin or transfer the part to another truck.

Commissioner Smith asked if there is visibility if parts are not used. Roxanne responded yes; a part assigned to her truck is part of that trucks inventory until it is used on a work order, returned to the bin, or transferred to another truck. Commissioner Cylwik asked if old used parts have salvage value. Reggie responded yes; we have salvage bins for each different types of metal and the salvage company come to DWP’s yard, delivers empty bins, weighs the full bins, and determines the salvage value. The Board thanked Roxann for the presentation.

At 10:08 a.m., Chair Tarras called a break.

At 10:18 a.m., Chair Tarras resumed the open session.

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**3.3 Authenticate Check Register 12/1/2022 to 12/31/2022**

Commissioner Smith inquired into check number 17264 paid to Big Bear Area Regional Wastewater Agency (BBARWA). Dani responded the payment is DWP's agreed upon contribution to the Replenish Big Bear Project. Reggie added the Replenish Big Bear Team has been successful in obtaining grants and some of DWP's costs will be reimbursed. Commissioner Smith inquired who hired the consultant. Reggie responded the lead agency, BBARWA hired the consultant. Treasurer Hjorth inquired into check number 17287 paid to M&M Mechanical. Danny responded that it has been very cold and the DWP office only has a couple of heaters for zone heating. This sometimes causing too much heat in one spot. M&M Mechanical is very familiar with DWP's ventilation system. Commissioner Smith inquired into check number 17288 paid to Maddaus Water Management. Dani responded that the expense is for training the Water Conservation & Communications Supervisor.

Treasurer Hjorth inquired into check number 17359 paid to US Bank and specifically, the MailChimp subscription. Dani responded that the expense is based on the number of subscribers. Bennett added that we have approximately 12,000 subscribers. Treasurer Hjorth asked for an example of typical marketing sent by MailChimp. Bennett responded that Consumer Confidence Reports were previously sent through MailChimp. Treasurer Hjorth inquired into check number 17359 paid to US Bank and specifically, the Property Radar subscription. Treasurer Hjorth asked why staff does not use free state or county records. Dani responded that Property Radar is used by Customer Service and is updated more frequently. Commissioner Cylwik asked what type of information is obtained through Property Radar. Dani responded that information obtained is changes in ownership. Customer Service will use the information to reach out to the seller, obtain escrow instructions, and work with the new owner to set up an account.

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authenticate the Check Register for December 2022.*

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

*NOES: -*

*ABSTAIN: -*

**3.4 Resolution No. DWP 2023-XX – February 1, 2023 Salary Schedule Update for Cost-of-Living Adjustment**

*Motion made by Treasurer Hjorth, seconded by Commissioner Smith, and carried 5-0 to authorize the budget adjustment, and adopt Resolution No. DWP – 2023-01, approving the February 1, 2023 salary schedules for DWP non-contract employees.*

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

*NOES: -*

*ABSTAIN: -*

**3.5 Well Pumping Unit Replacements for the Magnolia and Lakewood No. 7 Wells**

Chair Tarras asked if standard well pump replacements are available. Reggie responded that each well has different flow and pressure requirements. Treasurer Hjorth stated that given the wells are on VFD, why does it matter. Reggie responded that it still affects the efficiency of the pumping unit and there are factors to consider such as water level, discharge pressure, flow capacity of the well, and the size of the column pipe. An efficient pump can save tens of thousands of dollars each year. Commissioner Smith questioned the recommended budget adjustment. Reggie responded that we budget replacing three pumping units every year and an average pumping unit is \$30,000. With regards to the Lakewood No.7

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Well Pumping Unit, it has not been replaced since 2006. The existing column pipe is steel threaded. We plan to replace all the column pipe with PVC. Also, the Magnolia Well has a deep setting and we are budgeting to replace all of the column pipe in case there is excessive corrosion.

*Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to authorize the budget adjustment of \$26,000, approve a contract with Tri County Pump Company for the Magnolia Pumping Unit replacement for \$67,253.77, budgeting internally a \$13,746.23 contingency, and also for the Lakewood No. 7 Pumping Unit replacement for \$32,903.27, budgeting internally a \$2,096.73 contingency for a total amount of \$116,000.*

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

*NOES: -*

*ABSTAIN:*

### **3.6 Amendment No. 5 to the Miller Spatial Agreement for Phase 2 of the Cityworks Project Implementation**

Commissioner Cylwik stated that he appreciated the staff completing Phase 1 of the Cityworks Project and that he was very pleased with the presentation today. Commissioner Smith stated he agrees with Commissioner Cylwik and that he found the software very user friendly. Vice-Chair Willey agreed and stated she was very impressed. Commissioner Cylwik requested a demonstration of Cityworks Phase 2 after staff has successfully implemented it.

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to approve the budget adjustment, authorize Amendment No. 5 to the Miller Spatial Agreement for Phase 2 of the Cityworks Project Implementation in the amount of \$24,645, and extend the Agreement to June 30, 2024.*

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

*NOES: -*

*ABSTAIN: -*

### **3.7 Staffing Transition - Chief Financial Officer (CFO)**

Commissioner Cylwik confirmed his understanding there is no additional cost if the first-round candidate does not work out. Dani responded that there may be fees for another brochure but no fees for the executive search services. Vice-Chair Willey stated that from her experience, these are better terms that what she recalls from years ago.

*Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to approve the budget adjustment, approve an agreement with Ralph Andersen & Associates for a not to exceed amount of \$27,775, and budget an 18% contingency (\$5,000) for a total amount of \$32,775.*

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

*NOES: -*

*ABSTAIN: -*

### **3.8 Master Space Plan Update**

Chair Tarras asked if someone inspected the office building after the last earthquake. Danny responded no; not that he is aware of. Commissioner Cylwik suggested we move forward with a new office facility because the current office is not suitable for habitat and suggested we consider using the existing office building for storage. Reggie stated that he will research and bring to the Board proposed options for financing the new office building.

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### 3.9 Management Reports

Commissioner Smith inquired into Personnel Action Forms (PAFs) referenced in the Human Resource/Risk Management Report. Reggie responded PAFs are the means for Human Resources to communicate with Payroll regarding employee changes such as new hires, terminations, and salary updates. Commissioner Cylwik asked about the status of the Fawnskin bypass. Danny responded that we plan to have a contractor move the pipeline to the north side of Highway 18 this Spring. Chair Tarras asked if disaster funds may be available for this project. Commissioner Cylwik responded that San Bernardino County is not on the list of counties eligible for disaster funds. Treasurer Hjorth inquired into whether there is still a concerned neighbor issue near the Wolf Reservoir. Danny responded that now that we are moving forward with the Wolf Reservoir & Booster Project, we may continue to have an issue.

Commissioner Cylwik asked we if have an anticipated cash balance projection for June 30, 2023. Dani responded that she does not have that information. Treasurer Hjorth asked if the goal of the Hydropneumatic System is to improve operational efficiency within the Pontel Booster Pressure Zone. Reggie responded yes.

### 3.10 Board Member Reports

Commissioner Cylwik thanked DWP staff for contacting him regarding the Fawnskin bypass. Vice-Chair Willey thanked staff for the Drought Map in the Agenda Package.

## 4. FOLLOW-UP ITEMS

### 4.1 Board Follow-Up Items

Commissioner Cylwik requested a star on project charts to assist the Board in identifying where we are at with major projects. Commissioner Smith inquired into the Replenish Big Bear Project. Reggie responded that the consultant completed the comment period for the Environmental Impact Report and the Replenish Big Bear Team is negotiating with agencies regarding their concerns and commitments to the Project.

## ADJOURNMENT

No additional business came before the Board. At 11:36 a.m., Chair Tarras adjourned the meeting.



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Leanne Eagleson, Management Analyst/Board Secretary

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