

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
January 25, 2022

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 25, 2022, 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

Dani McGee, Chief Financial Officer, introduced DWP's new Water Conservation and Communications Supervisor, Kate Miele. Danny Ent, Water Superintendent, showed the Board DWP's new Mini Excavator.

1. CONSENT CALENDAR

1.1 2022 Board Commissioner's Meeting Schedule

1.2 Budget Schedule for FY 2022/23

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

2. ITEMS REMOVED FROM CONSENT CALENDAR

2.1 Approve Minutes of the Regular Board Meeting Dated December 21, 2021

Commissioner Cylwik clarified his intent regarding agenda item 3.5 (Division Well No. 6 Pumping Unit Replacement) that DWP staff research using higher grades of steel column pipe to extend the useful life of the pumping unit installation.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to approve the minutes of the December 21, 2021 Board meeting.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3. DISCUSSION/ACTION ITEMS

3.1 Authenticate Check Register 12/1/2021 to 12/31/2021

Treasurer Hjorth inquired into check number 15903 for the Dropbox licenses and specifically asked why Dropbox rather than Google Drive. Reggie Lamson, General Manager, responded the DWP staff scans very large files into Dropbox with massive amounts of data and the field crews have real-time access to the data on

their iPads. Reggie added that Dropbox may be phased out once the data has been moved to Cityworks. Treasure Hjorth stated that Google Drive is less expensive. Reggie responded that he will research why the DWP decided to use Dropbox. Commissioner Smith inquired into check number 15882 paid to Accent Computer Services and whether this is an on-going expense. Dani responded the DWP has an agreement with Accent for Information Technology Services. Commissioner Smith inquired into the contract term. Dani responded that she will research the term. Commissioner Smith inquired into check number 15888 paid to Bear Valley Electric and specifically the charge for the Sawmill Canyon Well Pumping Plant. Reggie responded the Sawmill Canyon Well is the second largest well in DWP's system and has the capability to transfer water from the east side of the valley to the west side of the valley. Commissioner Smith inquired into check number 15914 paid to Knight's Automotive and specifically wanted to know why we are investing repairs in an old vehicle. Danny responded that he will follow up on the detail of the repairs. Commissioner Smith inquired into check number 15961 paid to Borden Excavating. Reggie responded the payment is the final payment including retention for the 2018 USDA Pipeline Replacement Project Phase III, Package A. Commissioner Smith inquired into check number 15992 paid to Romans Construction. Reggie responded the expense was for pavement patching associated with leak repairs. Commissioner Smith asked if it was a lump sum contract with a not to exceed amount. Reggie responded that is the invoice is based on a per square foot cost and the contract with Romans has a not to exceed amount of \$100,000 for this fiscal year.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to authenticate the Check Register for December 2021.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 RESOLUTION No. DWP 2022-01 Calendar Year 2022 Salary Schedule Update for Cost-of-Living Adjustment

Chair Tarras inquired into who performed the calculations. Dani responded that she and Rachel independently performed calculations and Reggie reviewed the calculations.

Motion made by Commissioner Cylwik, seconded by Vice-Chair Willey, and carried 5-0 to authorized the budget adjustment and adopt Resolution No. DWP 2022-01 approving the 2022 salary schedules for DWP non-contract employees..

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Vehicle/Equipment Replacement and Reserve Plan

Chair Tarras inquired into the state of supply chain problems and the cost of products increasing. Reggie responded the plan takes into account a 3% annual increase in pricing. Commissioner Smith inquired into the replacement projections. Danny responded that replacements are not always based on the age of the vehicle and that the DWP also considers mileage of the vehicle and maintenance history of the vehicle. Commissioner Smith inquired into electric utility vehicles. Danny responded the costs are more for electric vehicles and their resale value may be minimal. Possibly we can consider electric vehicles in the future with improved technology. Chair Tarras suggested we consider hybrid vehicles. Vice-Chair Willey inquired into the difference between standby and back-up vehicles. Danny responded the standby vehicles are typically pick-up trucks and are used by the employees that are performing standby duties. Back-up vehicles are used when other vehicles

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

are being repaired. Danny provided an example the DWP has four (4) backhoes in the yard: two are used daily for each crew, one moves material in the yard bins, and one is used for snow plowing.

Motion made by Commissioner Cylwik, seconded by Commissioner Smith , and carried 5-0 to Vehicle/Equipment Replacement and Reserve Plan.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Amendment No. 3 to WSC Agreement for Engineering Design and Construction Management Services for the First Five Years of DWP's 10-Year Capital Improvement Plan Project

Commissioner Smith inquired into the total amount of the RFP. Reggie responded that there is not a not to exceed amount provided in this contract. It is a five-year contract to provide design and construction management services for projects related to the 10-Year Capital Improvement Plan. Commissioner Smith confirmed his understanding the award was based on qualifications and stated that he is not comfortable with amendments. Chair Tarras stated the amount of the amendment is troubling. Commissioner Cylwik stated there is no schedule attached for the work. Reggie responded there will be a schedule when we put the project out to bid next month and award construction in March. Commissioner Smith inquired into what the amendment represents. Reggie responded the amendment includes the balance of design work, bid period services, and construction management. Commissioner Cylwik stated that he wants DWP to do a better job of presenting the amendment and more accurate costing the first time it is presented to the Board.

Motion made by Vice-Chair Willey, seconded by Commissioner Cylwik , and carried 5-0 to approve the budget adjustment and approve Amendment No. 3 for additional design and construction management services for the 2022 Pipeline Replacement project in the amount of \$241,812.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 RESOLUTION No. DWP 2022-02 Establishing Accounting Specialist I/II & Accountant I/II Job Classifications

Treasurer Hjorth stated that he agrees with the concept as long as the DWP is not increasing the headcount and thanked staff for expanding options for addressing workloads.

Motion made by Treasurer Hjorth, seconded by Commissioner Smith , and carried 5-0 to adopt Resolution No. DWP 2022-02 establishing the Accounting Specialist I/II and Accountant I/II job classifications and salary range placements.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Second Amended and Restated Memorandum of Understanding

Treasurer Hjorth inquired into what the CSD and MWD Boards are doing with the MOU. Reggie responded that General Managers are taking the MOUs to their Boards for consideration. Commissioner Smith stated that it was difficult for him to follow the narrative and he prefers linear graphs. Treasurer Hjorth suggested Commissioner Smith download the Plan that is on the Replenish Big Bear website. Reggie added there are updates every two weeks and he will notify the Board of the meeting topics if they choose to attend.

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

Motion made by Vice-Chair Willey, seconded by Commissioner Smith , and carried 5-0 to approve the budget adjustment and approve the Second Amended and Restated MOU authorizing an additional contribution of \$100,000 and defining grant reimbursement procedures.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Security Fencing at the Proposed Wolf Reservoir Site

Mr. Chernow addressed the Board. Chair Tarras inquired into the cost of security fencing and cameras. Rachel Franklin, Human Resources Administrator, responded that cameras range about \$1,000 and the storage for storing the recordings can cost up to \$20,000 because of record retention laws. Commissioner Cylwik requested staff to obtain bids on green coated security fencing to blend with the surrounding neighborhood and added he that finds lighting disruptive. Commissioner Cylwik suggested the DWP check with the Sherriff Department regarding patrol of the area. Danny responded the Sherriff's already do periodic patrols. Treasurer Hjorth requested pricing on cameras and cloud storage and to wait on the fencing until after the construction project. The Board provided direction so staff can proceed with project design.

3.8 Commitment to the Santa Ana River Watershed Weather Modification Pilot Program

Chair Tarras inquired into the results of the cloud seeding program performed in Santa Barbara. Reggie responded that he researched results around the Bear Valley, and he will also look into results in Santa Barbara. Reggie added that a two-year study of the Bear Valley produced limited but promising data. Commissioner Cylwik stated that SAWPA is offering participation in a pilot program, and they are not guaranteeing results. Commissioner Cylwik added the commitment cost is low enough for the DWP to consider participation. Vice-Chair Willey agreed with Commissioner Cylwik. Reggie also stated that SAWPA has been a good supporter of the Valley including supporting grants for projects like Replenish Big Bear and conservation programs. Commissioner Smith stated that every geographic location is different and that testing in the Valley may help us increase our sustainability. Treasurer Hjorth stated that if the Board agrees on support, how much do we want to contribute? Commissioner Smith recommended \$3,000 annually.

Motion made by Commissioner Smith, seconded by Commissioner Cylwik , and carried 5-0 to approve financial support in the amount of \$3,000 for the SAWPA Weather Modification Pilot Program..

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.9 Management Reports

Vice-Chair Willey inquired into whether the staff and Board can still obtain COVID testing at the Bear Valley Community Hospital. Rachel responded yes on Tuesday and Thursday mornings, and the DWP also has some self-administered COVID testing kits. Reggie added the results are taking longer because of the current demand. Treasurer Hjorth inquired into Laserfiche. Rachel responded that Complete Paperless Solutions is setting up the Human Resources repository. Commissioner Cylwik inquired into whether there are employees out because of COVID. Reggie stated there are employees out because of COVID. Rachel added there has not been recent verifiable exposure within DWP's office. Vice-Chair Willey asked Kate if she will also be creating advertisements on KBHR. Kate responded that she will do her best to make the advertisements unique. Commissioner Cylwik asked if there were any surprises with the well pumping unit replacements. Danny responded the only surprise was the Seminole well and the issue with the column pipe. Reggie added that we will replace the column pipe with PVC column pipe to eliminate the corrosion issue. Vice-Chair Willey asked Dani for an audit update. Dani stated the results of the audit were good. Treasurer Hjorth inquired into the

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.

server replacement. Dani responded the server will switch over that evening and Accent will be on site the next day to deal with any issues. Commissioner Smith inquired into the space planning process. Reggie responded the consultant has given us the drafts but that he has been unable to review the drafts because he has been busy with other projects and the impact COVID has had on the DWP staff. Treasurer Hjorth inquired into the status of Microsoft Project. Leeanne Eagleson, Management Analyst/Board Secretary, responded that Microsoft Project has been purchased but we have having issues obtaining the download of the software. Leeanne further stated that Accent provided a trial version of Microsoft Project so we can get started on creating project charts for the Board.

3.10 Board Member Reports

No Board reports.

4. FOLLOW-UP ITEMS

4.1 List of Board Commissioner's Previous Requests and Responses to the Requests

Commissioner Smith inquired into follow-up item number twelve (pavement patch services). Reggie responded the DWP paid Romans Construction \$74,000 so far this fiscal year and there will be more patches to do this Spring, once weather conditions are appropriate for paving. Commissioner Smith inquired into follow-up item number fourteen (budget adjustment approval process). Reggie stated that we implemented that revision in this Board Agenda Package. Commissioner Smith inquired into follow-up item number sixteen (project schedules). Reggie responded that we plan to request a contractor schedule with the next construction project. Commissioner Cylwik stated that we should request schedules from consultants also. Treasurer Hjorth thanked staff for the Vehicle Replacement Plan. Reggie stated that he worked with Bear Valley Electric (BVE) to better understand net metering at the Division Well field and found how to reduce electrical costs for the ratepayers. Chair Tarras inquired into how dependent we are on the BVE for information. Reggie responded that BVE has been very responsive to our questions they calculate the annual reconciliation bill using two different methods. Also, DWP monitors solar production to verify BVE's billing. Treasurer Hjorth discussed the cost for stainless steel column pipe and stated that while the cost is more initially, it could save the DWP in the long run. Treasurer Hjorth requested that for the next well pumping unit replacement, we obtain pricing for the different types of column pipe. Commissioner Smith inquired into the sourcing of domestic steel versus steel from China. Reggie responded that when the next pumping unit fails, if we can use PVC pipe that is what we would recommend. On the other hand, if we have to use steel pipes, we will provide pricing on both the steel and stainless-steel pipe alternatives to the Board. Commissioner Cylwik inquired into the reasons why we would use PVC versus steel pipe. Reggie responded the depth of the well and the horsepower of the pumping unit determines if we can use PVC pipe.

ADJOURNMENT

No additional business came before the Board. At 11:16 a.m. Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

The City of Big Bear Lake, Department of Water and Power strives to make all of its public meetings accessible to everyone. If you need any special assistance or disability-related accommodation in order to participate in this meeting, please contact the Board Secretary at (909) 866-5050. Notification 48 hours prior to the meeting will enable the DWP to make reasonable arrangements to ensure accessibility to this meeting.

We are an equal opportunity provider and employer.