

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
February 22, 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 February 22, 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

Councilmember Lee addressed the Board.

INTRODUCTION

Dani McGee, Chief Financial Officer, introduced DWP's temporary clerical assistant, Caitlin Cathey.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated January 25, 2022

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, 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 Customer Appeal for Continued Service Charge Discount – Maple Lane, Sugarloaf

Treasurer Hjorth stated that he is aware of the house and has observed work on the property.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to extend the customer's discount for an additional year retroactive to November 2021.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Authenticate Check Register 1/1/2022 to 1/31/2022

Treasurer Hjorth inquired into check number 16099 paid to U.S. Bank. Dani responded the payment was for interest on the I-Bank loan. Commissioner Smith inquired into check number 16097 paid to Tri County Pump and asked if the expense was budgeted. Reggie Lamson, General Manager, responded the Board approved the budget amendment in December 2021 when the Board approved the Contract. Commissioner Smith inquired into check number 16104 paid to WSC. Reggie responded the Board approved three design projects with WSC. Commissioner Smith asked if there is a not to exceed amount in the Contract. Reggie responded the Contract is

structured such that WSC presents proposals to the DWP for capital improvement projects when the DWP is ready to begin the project and each project has a not to exceed amount. Commissioner Cylwik inquired into check number 16115 paid to Azteca Systems. Dani responded the expense is for the annual license of Cityworks. Commissioner Cylwik asked if Cityworks is live. Dani responded that Cityworks is in its final implementation phase, there is a Gantt chart included in the agenda package, and there were delays due to COVID. Commissioner Cylwik inquired if this was the first renewal of the license. Dani responded "yes". Reggie added that Cityworks includes inventory and electronic forms for staff to access in the field.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to authenticate the Check Register for January 2022.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.3 Award Contract to South West Pump & Drilling, Inc. for the Division Well No. 9 Drilling Project

Commissioner Smith inquired into why the bid is broken down into line items rather than lump sum bid. Reggie responded that with well drilling the hydrogeologist makes a best guess for well location and whether the well should be deep or shallow, so the final well that is constructed is rarely what was specified. Also, the bid package was broken down into line items, which makes it is easier to adjust cost for revised well design. Commissioner Smith inquired into whether the higher bid considered more issues. Reggie responded the contractors all received the same information, attended the pre-bid meeting, and it was a level playing field. Commissioner Smith inquired into whether 5% contingency was enough. Treasurer Hjorth stated that he would rather leave the contingency at 5% because otherwise it may be an incentive for the contractor to go over the contract price. Commissioner Cylwik agreed with Treasurer Hjorth. Chair Tarras asked, given the low bid is greater than WSC's estimate, how high does the lowest bid have to be for the DWP to reject it? Reggie responded that he contacted other well drillers and asked what the industry is currently charging. If the lowest bid is the going rate in the industry, reasonable, and close to the engineer's estimate, then we would accept the lowest bid. Treasurer Hjorth inquired into whether the DWP worked with South West Pump & Drilling (South West) previously. Reggie responded that South West drilled the Arrastre Creek Well in 2014. Treasurer Hjorth inquired into whether there were any issues or change orders. Reggie responded there were not, and that South West and Curt McCalla (owner) have been around over thirty years. Commissioner Cylwik stated that he liked the itemized bid form.

Motion made by Treasurer Hjorth, seconded by Vice-Chair Willey, and carried 5-0 to approve the budget adjustment and award a contract with South West Pump & Drilling, Inc. for the Division Well No. 9 Drilling Project and budget internally for a 5% contingency for a total amount of \$897,804.60.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Adopt Categorical Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for the Division Well No. 6 Block Building Replacement

3.5 Adopt Categorical Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for the La Crescenta Well Block Building Replacement

Treasurer Hjorth suggested combining agenda items 3.4 and 3.5. There was no objections by the Board.

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Motion made by Commissioner Smith, seconded by Treasurer Hjorth, and carried 5-0 to adopt the recommended categorical exemptions and authorize the General Manager to file the Notices of Exemption for the Division Well No. 6 and La Crescenta Well Block Building Replacements.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Change Order No. 1 - Tri-County Pump Contract for Division Well No. 6 Pumping Unit Replacement

Commissioner Smith stated that he had an issue with the change in scope and questioned whether there should be a new bid package for the Change Order. Treasurer Hjorth stated that the DWP does this all the time. Treasurer Hjorth suggested staff get a legal opinion. Commissioner Smith inquired into the contingency. Reggie responded that in December, the Board approved the Division Well No. 6 pumping unit replacement not to exceed \$60,000 prior to the bid process. The lowest bid received was \$59,288.24. There is very little contingency.

Motion made by Commissioner Smith, seconded by Treasurer Hjorth, and carried 5-0 to authorize the budget adjustment and approve the Change Order No. 1 to the Tri-County Pump Contract for a not to exceed amount of \$7,500, contingent upon BB&K review.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Management Reports

Commissioner Smith inquired into the current status of the COVID requirements. Rachel Franklin, Human Resources Administrator, responded that currently in San Bernardino County, it is optional for vaccinated individuals to wear masks and not vaccinated individuals are required to wear a mask in doors. Also, Governor Newsom approved supplemental paid sick leave for COVID leave. Rachel added that one revision is that employees must now show proof of a COVID-19 positive test prior to taking COVID leave.

Treasurer Hjorth stated that he likes the water usage chart. Commissioner Smith requested the Water Conservation and Communications Supervisor, Kate Miele, also obtain precipitation projections and anticipated climate change impacts to the Bear Valley. Dani stated that this type of research is not within the scope of the job classification..

Commissioner Cylwik inquired into whether Tri-County pump has the materials they need for the replacement of the pumping unit for Division No. 6. Danny Ent, Water Supervisor, responded that Tri-County Pump does have the materials and is scheduled to come up next week. Treasurer Hjorth inquired into whether there is any freezing issues with the new meters. Danny responded there have been very few issues with the radio read meters.

Treasurer Hjorth thanked Dani for the Dropbox comparison. Commissioner Smith asked Reggie to review the big-ticket items in his General Manager's report. Reggie responded that we have three construction projects scheduled for this summer including (1) the Division Well No. 9 Drilling Project; (2) the 2022 Pipeline Replacement Project; and (3) the Division Well No. 6 and La Crescenta Well Building Replacement Projects. Replenish Big Bear there are two key issues (1) submitting the Report of Waste Discharge (permit application) to the Regional Board; and (2) DDW's concerns with wells within 200' of the lake. Commissioner Smith inquired into the status of the master space plan. Reggie responded that due to COVID related issues at DWP, he has not had the opportunity to review the plan yet. Treasurer Hjorth stated that he liked the Division Well

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No. 9 Project Chart. Commissioner Cylwik stated that this type of project chart should be expected of all consultants and contractors. Commissioner Smith requested the project chart's text be enlarged for easier viewing.

3.8 Board Member Reports

Commissioner Smith inquired into the City of Big Bear Lake Sustainability Plan. Reggie responded that he would look into it.

4. FOLLOW-UP ITEMS

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

Commissioner Smith requested staff include an estimated completion date to the status column. Treasurer Hjorth inquired into the progress of purchasing a camera for the Boardroom. Dani responded that we plan to test the Owl camera functionality. The Board also discussed the possibility of allowing the public to attend Board meetings in person again. Rachel stated that she reached out to SBCERA with the bankruptcy question and SBCERA is researching. Treasure Hjorth clarified the intent for cameras at the Wolf Reservoir site would be motion sensor only and cloud storage. The Board also agreed that items two and eleven are essentially complete.

Open Session adjourned at 10:29 a.m. and the Board took a break.

Closed Session began at 10:41 a.m.

5. CLOSED SESSION

5.1 Closed Session Pursuant to Section 54957.6

DWP Designated Representative: General Manager

The Board came out of Closed Session at 11:38 a.m. with no reportable action.

ADJOURNMENT

No additional business came before the Board. At 11:38 a.m. Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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