

MINUTES OF A REGULAR BOARD MEETING
CITY OF BIG BEAR LAKE,
DEPARTMENT OF WATER AND POWER
BOARD OF WATER AND POWER COMMISSIONERS
March 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 9:04 a.m. on March 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

ACKNOWLEDGEMENTS

Dani McGee, Chief Financial Officer presented Alex Pedroza, Accounting Assistant, with his 5-year service award.

Kelle Barrette, Customer Service Supervisor, acknowledged Yvette Willis, Customer Service Representative II, 5-year DWP anniversary.

1. CONSENT CALENDAR

1.1 Approve Minutes of the Regular Board Meeting Dated February 22, 2022

1.2 Revised 2022 Board Commissioner's Meeting Schedule

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 Authenticate Check Register 2/1/2022 to 2/28/2022

Commissioner Smith inquired into check number 16181 paid to Miller Spatial and specifically requested the total contract amount. Dani responded the expense is for the configuration and implementation of Cityworks and she will research the total contract amount. Commissioner Smith inquired into check number 16203 paid to Bear Valley Electric and the differences between the different utility site costs. Reggie Lamson, General Manager, responded the high cost is associated with well facilities that that have a high capacity and/or are used more. For example, the Magnolia Well is one of DWP's largest producing well and therefore, the energy cost to run the well is higher than other water facilities. Commissioner Cylwik inquired into check number 16176 and specifically the transaction description acronym "Seminole EPD". Reggie responded that we will research the acronym and get back to the Board. Treasurer Hjorth inquired into check number 16184 paid to MRI Software. Dani responded the cost is for an annual license for an additional software feature for the asset accounting software that provides descriptions.

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

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.2 Capacity Charges and Meter Installation Fees Adjustment

Information report only.

3.3 Resolution DWP No. 2022-03 - Approve Amendment to Policy #2020-01 - FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution DWP No. 2022-03 amending DWP Policy #2020-01, incorporating Senate Bill 114 into the policy, extending accessibility to unused balances of FFCRA Paid Leave and CA COVID-19 Supplement Paid Sick Leave (SPSL) until December 31, 2022, and declaring the SPSL to be retroactive back to August 1, 2021.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.4 Award Contract to Borden Excavating, Inc. for the 2022 Pipeline Replacement Project

Chair Tarras and Commissioner Cylwik inquired into whether there are any pipeline segments with issues. Reggie responded there is one segment approximately 300 feet long on the Boulder Road cul-de-sac that has significant rock. Borden worked in the Boulder area last year and are aware of the rock. Commissioner Smith inquired into the spread between the bids. Reggie responded that Apple Valley Construction bid on the pipeline segments two years ago and they were high. The two contracts who bid high are probably very busy. Chair Tarras inquired into whether the DWP asks the contractors for the reasoning behind their bids. Commissioner Cylwik responded that contractors typically have high mobilization costs and that it is valuable to look over the line items on the bidding documents. Commissioner Smith requested a breakdown of the bidding documents. Reggie responded that we will provide that for the Board.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to award a contract with Borden Excavating, Inc. for the 2022 Pipeline Replacement Project for \$2,207,869.00 and budget internally for \$110,393.45 for a 5% contingency for a total amount of \$2,318,262.45.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.5 Resolution DWP No. 2022-XX - Implementation of Phase 2 of the Classification and Total Compensation Study

Chair Tarras inquired if any the twelve comparable agencies had conducted compensation studies over the last three years. Rachel Franklin, Human Resources Administrator, responded that six of the twelve agencies had recently completed compensation studies.

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Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to adopt Resolution DWP No. 2022-04 approving the proposed Phase 2 salary schedules for DWP non-contract employees.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.6 Adopt Statutory Exemption and File Notice of Exemption as the Appropriate CEQA Environmental Determination for a portion of the 2022 Pipeline Replacement Project

Treasurer Hjorth inquired into any issues with obtaining a permit within national forest property. Reggie responded that we are working with the San Bernardino Forest Service to revise DWP's current permit to include this Project. Treasurer Hjorth inquired into whether there will be issues starting the project. Reggie responded the contractor is aware of the permitting process and if it doesn't happen this year, we will construct that segment of the pipeline next Spring.

Motion made by Treasurer Hjorth, seconded by Commissioner Cylwik, and carried 5-0 to adopt the recommended Statutory Exemption under the provisions of CEQA Section 15282(k) and authorize the General Manager to file the Notice of Exemption.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.7 Technical Review Team (TRT) Committee Report

Chair Tarras inquired into whether there were any issues declaring Shortage Level 1. Treasurer Hjorth responded no because the DWP is currently operating as if we are in Shortage Level 1. Commissioner Smith added that the declaration enables CSD and DWP's regulations to be similar. Chair Tarras inquired into if additional penalties will be implemented with the declaration. Reggie responded no.

Motion made by Vice-Chair Willey, seconded by Commissioner Smith, and carried 5-0 to approve a Declaration of Shortage Level 1 from the Water Shortage Contingency Plan.

AYES: Cylwik, Hjorth, Smith, Tarras, Willey

NOES: -

ABSTAIN: -

3.8 Management Reports

Commissioner Smith asked Rachel about the 53 applications for the Water Conservation Specialist position and what percentage of those applicants are local. Rachel responded that we will be interviewing nine candidates and approximately half of those candidates are local including in the Bear Valley, High Desert, and San Bernardino. Some candidates have experience in conservation, some in landscaping, and some with water agencies. Commissioner Smith inquired into the status of the Risk Management policies. Rachel responded the DWP is currently under the City policies and JPIA recommends the DWP develop its own policies. Rachel added that the DWP staff practice safe protocols and that in the last four years, Workers Compensation claims have drastically decreased. Reggie added there are safety meetings every Friday. Commissioner Cylwik inquired into whether there are risk audits. Rachel responded yes, and that JPIA usually conducts site maintenance. Commissioner Smith inquired into how long the lobby will remain closed. Rachel responded the doors are locked but the DWP is open for those who ring the bell and for appointments. Rachel added there has been no disruption of service. Commissioner Cylwik inquired into the seasonal positions. Rachel responded there are two seasonal positions that we are currently recruiting for.

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Commissioner Smith inquired into the low precipitation in the Valley. Reggie responded that actually last year was a drier year than this year and that this year is the precipitation is approaching 30 inches. Commissioner Cylwik inquired into whether Xeriscape will be offered this year. Kate Miele, Water Conservation & Communications Supervisor, responded that she has a meeting that day with the Sierra Club and CSD to discuss logistics and the Xeriscape tours are planned to be offered in July 2022. Commissioner Cylwik inquired into whether there was a representative from the City and Kate responded there currently is not. The Board requested the Technical Review Team rain chart be included with the Water Conservation report. Chair Tarras inquired into whether there are concerns with any of DWP's wells. Reggie replied no and he added that we over-pumped the Division Well Field in an attempt to maximize using solar energy. We are still learning how to maximize the Solar Field and to not over pump the Division Wells. Kate asked the Board if they would like to continue to review the KBHR scripts. Treasurer Hjorth suggested a summary of the KBHR ads. Commissioner Smith requested a bullet list of the target for the advertisements. Chair Tarras stated that advertising with radio may be outdated. Treasurer Hjorth suggested advertising on Facebook. Kate responded that we are currently also advertising on Facebook. Treasurer Hjorth inquired into whether the DWP has a Twitter account. Kate responded, yes. Treasurer Hjorth inquired into the analytics. Kate responded that she will provide the Board with a summary.

Treasurer Hjorth inquired into the meter exerciser/valve machine. Reggie responded the Vactor feature is used almost every day. The proposed Vactor trailer will have a larger diameter.. Commissioner Smith inquired into Legal's response regarding the Division Well No. 6 Pump Replacement Change Order. Reggie responded that we will forward Legal's response to the Board. Commissioner Cylwik inquired into the Cityworks Project Chart and specifically where inventory was prioritized. Dani responded that Kari Kurtz, Accounting Supervisor, is working remotely on this project and specifically inventory and mobile work orders. Commissioner Cylwik requested the Cityworks Project Chart be updated and that inventory is prioritized. Dani responded that inventory is called "Storeroom" on the Cityworks Project Chart. Commissioner Cylwik requested a project timeline on the Cityworks Project Chart.

Commissioner Smith requested the removal of the Tyler conversion issues in the Chief Financial Officer's management report. Dani asked the Board if they were all in concurrence with this suggestion. The Board agreed. Commissioner Cylwik inquired into whether there were any DWP staff who speak Spanish if so, are they are compensated for speaking a second language. Rachel responded yes and yes. Commissioner Cylwik inquired into whether the seasonal staff was paid consistent with Public Works seasonal staff. Rachel responded that last season DWP paid slightly higher. This year the MWD is higher for seasonal positions and the DWP is comparable. Treasurer Hjorth inquired into the VMware conversion. Dani responded that there was a turn-over of employees at Accent and there is a learning curve. The Tyler software will be the last converted because it is the least friendly. Treasurer Hjorth requested a schedule for the software migration. Commissioner Cylwik requested Borden Excavating submit a schedule for the 2022 Pipeline Replacement Project. Commissioner Smith inquired into the Master Space Plan. Reggie responded that he hopes to review the Master Space Plan in the next couple of months. Commissioner Smith requested a schedule for the Replenish Big Bear Project.

3.9 Board Member Reports

Commissioner Smith stated the TRT meeting was fruitful and recommended we include introductions at the next TRT meeting. Vice-Chair Willey stated that approximately 100 people attended the last City Council meeting, that there was an outpouring of support for Frank Rush, and that several people spoke out against Councilmember Lee. Additionally, Vice-Chair Willey stated that she appreciated that Reggie spoke to the City Council and correct Councilmember Lee's misstatements that he was responsible for DWP's rate reduction.

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4. FOLLOW-UP ITEMS

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

Commissioner Smith thanked Kate for reaching out to the City and asked why the DWP is not part of the City's Sustainability Plan. Commissioner Cylwik responded that the City more than likely prepared the Sustainability Plan to facility a grant application.

ADJOURNMENT

No additional business came before the Board. At 11:34 a.m. Chair Tarras adjourned the meeting.



Leeanne Eagleson, Management Analyst/Board Secretary

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